

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
Board of Trustees (Regular meeting)
Monday, March 9, 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 Administration of Oath of Allegiance and Badge Pinning to Gina Aguilar, Anthony Grayson, Scott McLeod; Senior District Safety Officers, District Safety & Security

1.5 Recognition in Honor of Women's History Month

1.6 Recognition of Santiago Canyon College Women's Soccer Team and Coaches

1.7 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.

1.8 Approval of Minutes – Regular meeting of February 24, 2020 **Action**

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

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

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

- 2.1 Report from the Chancellor
- 2.2 Reports from College Presidents
- 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
 - Rancho Santiago Community College District Foundation

3.0 INSTRUCTION

- *3.1 Approval of Second Amendment to Agreement for Revenue Contract between Diversified Education Services and Rancho Santiago Community College District on behalf of Santa Ana College (SAC) Community Services Program for Deferred Entry of Judgement – Deferred Dismissal Drug Program Action
The administration recommends approval of the second amendment to the agreement for the revenue contract between Diversified Education Services and RSCCD on behalf of SAC Community Services Program for the Deferred of Judgement – Deferred Dismissal Drug Program, as presented.
- *3.2 Approval of Third Amendment to Agreement for Revenue Contract between Diversified Education Services and Rancho Santiago Community College District on behalf of Santa Ana College Community Services Program for Drug and Alcohol Awareness Program Action
The administration recommends approval of the third amendment to the agreement for the Revenue Contract between Diversified Education Services and RSCCD on behalf of SAC Community Services Program for the Drug and Alcohol Awareness Program, as presented.
- *3.3 Approval of Addendum to the VitaNavis Subscription Agreement-Renewal between The Myers-Briggs Company and Rancho Santiago Community College District on behalf of Santa Ana College Action
The administration recommends approval of the addendum to the VitaNavis subscription agreement-renewal between The Myers-Briggs Company and RSCCD on behalf of SAC, as presented.

*Item is included on the Consent Calendar, Item 1.9.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *4.2 Approval of Budget Increases/Decreases and Budget Transfers Action
The administration recommends approval of budget increases, decreases and transfers from February 10, 2020, to February 25, 2020.
- *4.3 Approval of Utilization of California Multiple Award Schedule (CMAS) Contract #4-18-75-0035B – Humanscale Corporation Action
The administration recommends approval of utilization of the CMAS Contract #4-18-75-0035B including renewals, future addendums, supplements and extensions as presented.

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 State Preschool Program (CSPP) Quality Rating and Improvement System (QRIS) Block Grant VI (District) \$ 75,000
 - Community College Clean Transportation Training Project (SAC) \$180,500
- *5.2 Approval of Sub-Agreement between RSCCD and Contra Costa Community College District/Diablo Valley College to award 2019/2020 Information Communications Technology (ICT)/Digital Media Regional Director funded by the Key Talent Administration and Sector Strategy Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.3 Approval of Sub-Agreement between RSCCD and West Hills Community College District/West Hills College Lemoore to Award 2019/2020 Advanced Manufacturing Regional Director Funded by Key Talent Administration and Sector Strategy Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

*Item is included on the Consent Calendar, Item 1.9.

- *5.4 Approval of Sub-Agreement between RSCCD and Contra Costa Community College District for Strong Workforce Program K-12 Pathway Coordinators and K-14 Technical Assistance Providers Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.5 Approval of First Amendments to Sub-Agreements between RSCCD and Cerritos, Citrus, Coast, Compton, El Camino, Glendale, Long Beach, Los Angeles, Mt. San Antonio, North Orange County, Pasadena Area, Rio Hondo, Santa Monica, and South Orange County Community College Districts for Strong Workforce Program – Regional Funds Initiative Action
The administration recommends approval of the first amendments to the sub-agreements and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreements on behalf of the district.
- 5.6 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
 - f. Educational Administrator Appointments
 - (1) Director

2. 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 (CSEA), Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association (CEFA)
Unrepresented Management Employees

RECONVENE

*Item is included on the Consent Calendar, Item 1.9.

Issues discussed in Closed Session (Board Clerk)

Public Comment

At this time, members of the public have the opportunity to address the board of trustees on any item within the subject matter jurisdiction of the board. Members of the community and employees wishing to address the board of trustees are asked to complete a "Public Comment" form and submit it to the board's executive assistant prior to the start of open session.

Completion of the information on the form is voluntary. Each speaker may speak up to three minutes; however, the president of the board may, in the exercise of discretion, extend additional time to a speaker if warranted, or expand or limit the number of individuals to be recognized for discussion on a particular matter.

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

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

Action

- Approval of New Job Descriptions
- Approval of Appointments
- Approval of Adjustments to Salary for Interim to Permanent Assignment
- Approval of 2020-2021 Tenure Review Recommendations for CSEA 888
- Approval of 2020-2021 Tenure Review Recommendations for FARSCCD
- Approval of Hiring of Temporary Faculty Members
- Ratification of Resignations/Retirements
- Approval of 2019-2020 Contract Extension Days
- Approval of Adjusted Effective Dates
- 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 Job Descriptions
- Approval of New Appointments
- Approval of Longevity Increments
- Approval of Professional Growth Increments
- Approval of Returns to Regular Assignment
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of Temporary to Hourly Ongoing Assignments
- Approval of Out of Class Assignments
- Approval 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 Approval of Employee Calendar 2010-2021 Action
It is recommended that the board approve the 2020-2021 Employee Calendar as presented.

6.4 Adoption of Resolution No. 20-02 authorizing payment to Trustee Absent from Board Meetings Action
The resolution requests authorization of payment to Nelida Mendoza for her absence from the February 24, 2020, board meeting due to illness.

7.0 **ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on March 23, 2020.

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

Board of Trustees
(Regular meeting)

Monday, February 24, 2020

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:33 p.m. by Ms. Claudia Alvarez. Other members present were Ms. Arianna Barrios, Mr. John Hanna, Mr. Zeke Hernandez, Mr. Larry Labrado, Mr. Phillip Yarbrough, and Mr. Theodore Moreno. Ms. Nelida Mendoza was not in attendance due to illness.

Administrators present during the regular meeting were Ms. Tracie Green, Mr. Peter Hardash, Dr. John Hernandez, Dr. Linda Rose, Mr. Marvin Martinez, and Mr. Enrique Perez. 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 Michael Toledo, Interim Chief, District Safety & Security, Rancho Santiago Community College District.

1.3 Approval of Additions or Corrections to Agenda

There were no additions or corrections to the agenda.

1.4 Public Comment

Mr. Ernesto D. Garza spoke regarding Item 3.1 Amendment to Sponsorship Agreement with Pepsi Bottling Group, LLC, a Delaware Limited Liability Company, and Its Affiliates and/or Their Respective Subsidiaries Collectively Comprising Pepsi Beverages Company.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the minutes of the regular meeting held February 3, 2020. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Moreno's advisory vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar, with the exception of Item 3.1 (Amendment to Sponsorship Agreement with Bottling Group, LLC, a Delaware Limited Liability Company, and Its Affiliates and/or Their Respective Subsidiaries Collectively Comprising Pepsi Beverages Company) removed from the Consent Calendar by Mr. Hanna. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Moreno’s advisory vote was aye.

3.2 Approval of Rancho Santiago Community College District Professional Services Agreement with Sunrise Choices, Inc., a California Corporation

The board approved the RSCCD professional services agreement with Sunrise Choices, Inc., a California corporation, located in Santa Ana, California, as presented.

3.3 Approval of Educational Affiliation Agreement Renewal with Speechlink, Inc.

The board approved the educational affiliation agreement renewal with Speechlink, Inc., located in Irvine, California, as presented.

3.4 Approval of Clinical Training Affiliation Agreement Renewal (**With** School Instructor on Hospital Premises) with St. Jude Medical Center

The board approved the clinical training affiliation agreement renewal (with school instructor on hospital premises) with St. Jude Medical Center, located in Fullerton, California, as presented.

3.5 Approval of Clinical Training Affiliation Agreement Renewal (**Without** School Instructor on Hospital Premises) with St. Jude Medical Center

The board approved the clinical training affiliation agreement renewal (without school instructor on hospital premises) with St. Jude Medical Center, located in Fullerton, California, as presented.

3.6 Approval of Memorandum of Understanding (MOU) with Strength in Support

The board approved the MOU with Strength in Support.

3.7 Approval of Clinical Affiliation Agreement for Athletic Training with Azusa Pacific University (APU)

The board approved the clinical affiliation agreement for athletic training with APU.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

1.6 Approval of Consent Calendar (cont.)

4.2 Approval of Budget Increases/Decreases, Transfers, and Intrafund and Interfund Transfers

The board approved budget increases/decreases, transfers, and intrafund and interfund transfers from January 22, 2020, to February 9, 2020.

4.3 Approval of Nonresident Fees for 2020-2021

The board approved establishing the nonresident tuition fee at \$290 per unit, the capital outlay fee at \$35 per unit, and the application fee at \$50 for 2020-2021 as presented.

4.4 Approval of Amendment to Agreement with Knowland Construction Services for Project Inspector Services for Science Center at Santa Ana College (SAC)

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

4.5 Approval of Agreement Renewal with Competitive Edge Software, LLC, dba Omnigo Software

The board approved the agreement renewal with Competitive Edge Software, LLC dba Omnigo Software as presented.

4.6 Approval of Surplus Property

The board approved declaring the list of equipment as surplus property and utilizing The Liquidation Company to conduct an auction as presented.

4.7 Approval of Purchase Orders

The board approved the purchase order listing for the period December 15, 2019, through January 11, 2020.

5.1 Approval of Sub-Agreement between RSCCD and San Mateo County Community College District to Award the 2019-2020 Regional Director Special Projects Funded by Key Talent Administration and Sector Strategy 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.

5.2 Approval of First Amendment to Sub-Agreement between RSCCD and Carnegie Mellon University for California Education Learning Lab 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.

1.6 Approval of Consent Calendar (cont.)

5.3 Approval of First Amendment to Agreement with Hyatt Regency Huntington Beach

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

5.4 Approval of Santa Ana College and Santiago Canyon College (SCC) Guided Pathways Scale of Adoption Assessments

The board approved SAC and SCC Guided Pathways Scale of Adoption Assessments.

1.7 Board President's Award – Dr. Regina Lamourelle

Ms. Claudia Alvarez presented Dr. Regina Lamourelle with a Board President's Award for her exceptional contributions and excellence in education for the past 20 years at Santiago Canyon College.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

Mr. Marvin Martinez, Chancellor, provided a report to the board, which included a report on the Association of Community College Trustees (ACCT) Community College National Legislative Summit in Washington, D.C. on February 10-12, 2020.

2.2 Reports from College Presidents

The following college representatives provided reports to the board:

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

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

2.3 Report from Student Trustee

Mr. Moreno provided a report to the board.

2.4 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
Ms. Angelique Nguyen, Secretary, Santiago Canyon College

2.5 Report from Classified Representative

Mr. Ivan Zambrano, Financial Aid Analyst, Santiago Canyon College, provided a report on behalf of the classified staff.

2.6 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

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

3.0 INSTRUCTION

Items 3.2 through 3.7 were approved as part of Item 1.6 (Consent Calendar).

3.1 Approval of Amendment to Sponsorship Agreement with Pepsi Bottling Group, LLC, a Delaware Limited Liability Company, and Its Affiliates and/or Their Respective Subsidiaries Collectively Comprising Pepsi Beverages Company

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the amendment to the sponsorship agreement with Pepsi Bottling Group, a Delaware limited liability company, and its affiliates and/or their respective subsidiaries collectively comprising Pepsi Beverages Company, which has an office located in Aliso Viejo, California, as presented. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Moreno's advisory vote was aye.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

All items were approved as part of Item 1.6 (Consent Calendar).

5.0 GENERAL

Items 5.1 through 5.4 were approved as part of Item 1.6 (Consent Calendar).

5.5 Board Member Comments

Mr. Hernandez provided a report on the Santa Ana Chamber of Commerce GROW (Geography, Resources, Opportunity, Workforce) Conference that he attended in Santa Ana on February 20, 2020.

Mr. Hernandez indicated he attended the dedication of the Anthony B. Heinsbergen art collection at SCC on February 20, 2020.

5.5 Board Member Comments (cont.)

As president of the Santa Ana League of United Latin American Citizens (LULAC) Council #147, Mr. Hernandez reported that Ms. Barrios was recognized by the organization as one of the 2020 Orange County Hispanic Women of the Year awardees on February 22, 2020.

Mr. Moreno congratulated Ms. Barrios on her recognition by LULAC and shared encouraging words about another LULAC honoree, Ms. Lisa Gonzales-Solomon, Santa Ana Unified School District.

Mr. Moreno indicated that students are currently completing their applications for scholarships to be awarded at the end of the spring semester.

Since RSCCD did not offer classes in the German language or scuba training at either college, Mr. Moreno stated that he has been taking those classes at Fullerton College and asked that the colleges consider offering foreign language classes in the future.

Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough provided reports on the ACCT Community College National Legislative Summit in Washington, D.C. on February 10-12, 2020.

Mr. Hanna reported that meetings in Washington, D.C. were held with Congresswoman Katie Porter; Congressman Lou Correa; and Assistant Secretary Scott Stump, Department of Education, Office of Career, Technical, and Adult Education. Mr. Hanna encouraged lifelong learning at RSCCD colleges instead of only focusing on students receiving certificates; he suggested offering courses to update an employee's line of work and working with employers to train employees.

In addition, while in Washington, D.C., Mr. Hanna reported he visited Congressmen Mike Levin, Juan Vargas, Scott Peters, and Paul Cook, and Congresswoman Susan Davis to discuss workforce training and Pell grants.

Mr. Hanna reported that he attended a lawyers roundtable while at the ACCT Community College National Legislative Summit in Washington, D.C. and shared the *Wozniak v. Adesida*, No. 18-3315 (7th Cir. 2019) case regarding a professor who sued the University of Illinois alleging violations of the First Amendment. He commended RSCCD faculty who have not behaved in this manner for the 21 years he has served on the RSCCD Board of Trustees.

Mr. Hanna reported that he, Ms. Barrios, and Mr. Hernandez attended the Community Foundation of Orange Gala in Anaheim on February 21, 2020.

As a member of the ACCT Public Policy and Advocacy Committee, Mr. Yarbrough provided a report on a committee meeting in Washington, D.C. on February 8, 2020.

5.5 Board Member Comments (cont.)

Mr. Hanna thanked Dr. Hernandez for the informative flyer and comments on distance education at SCC.

Mr. Hanna expressed his concern over the increase in application fees for Item 4.3 Nonresident Fees for 2020-2021.

Mr. Hanna explained that the first amendment for Item 5.3 (First Amendment to Agreement with Hyatt Regency Huntington Beach) was needed due to an oversight in the original contract by the hotel.

Ms. Alvarez congratulated Mr. Hanna on the birth of his fifth grandchild.

Ms. Alvarez thanked Dr. Rose for SAC offering classes to employees at the City of Santa Ana and encouraged SAC staff to meet with Santa Ana Unified School District to offer classes to their employees. In addition, she said that the County has settled contracts with the Orange County Employee Association and the Sheriff's Department and each of the contracts included a \$10,000 tuition fee reimbursement per year for each employee; and encouraged staff to reach out to those organizations too.

Ms. Alvarez indicated she is working with the chancellor to schedule a retreat in late March or April and asked trustees for dates of availability.

Ms. Alvarez indicated she is looking forward to celebrating women in the district as part of Women's History Month in March.

Ms. Alvarez encouraged those present to vote in the upcoming primary election.

Ms. Alvarez thanked those who have donated their efforts in support of Measure L.

RECESS TO CLOSED SESSION

The board convened into closed session at 6:45 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
 - f. Educational Administrator Appointments
 - (1) Administrative Dean

2. 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 (CSEA), Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association (CEFA)
Unrepresented Management Employees

Mr. Moreno left the meeting at this time.

RECONVENE

The board reconvened at 6:59 p.m.

Public Comment

There were no public comments.

Closed Session Report

Mr. Yarbrough reported during closed session the board discussed public employment and labor negotiations, and the board took no action.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

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

- Approve Revised Job Descriptions
- Approve Interim to Permanent Assignments
- Approve Leaves of Absence
- Approve Adjusted Leaves of Absence
- Approve Column Changes
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Instructors of Record
- Approve Non-paid Intern Services

6.2 Classified Personnel

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

- Approve New Appointments
- Approve Professional Growth Increments
- Approve Longevity Increments
- Approve Changes in Position/Location
- Approve Changes in Salary Placement
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Short Term Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Student Assistant Lists

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on March 9, 2020.

There being no further business, Ms. Alvarez declared the meeting adjourned at 6:59 p.m.

Respectfully submitted,

Marvin Martinez, Chancellor

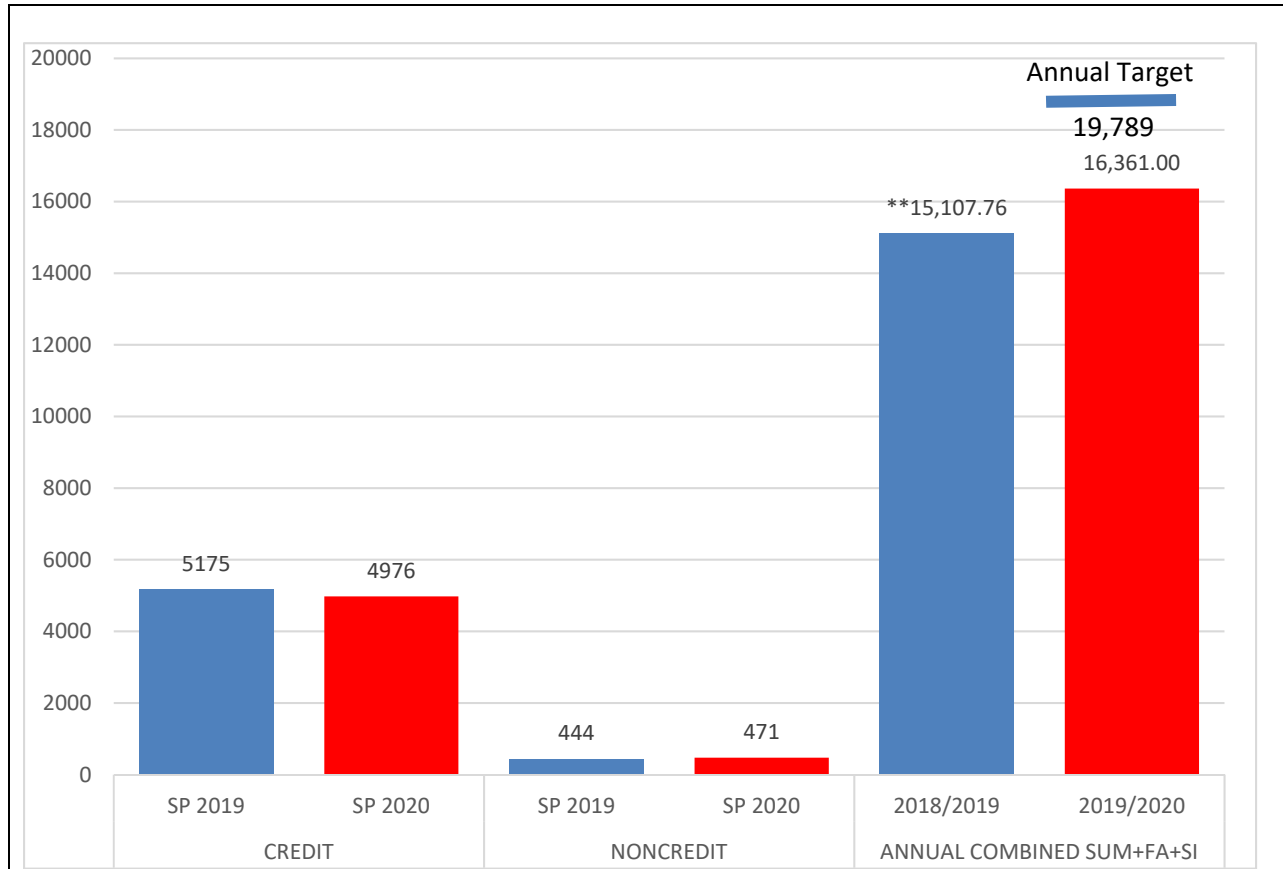
Approved: _____
Clerk of the Board

Minutes approved: March 9, 2020



SAC 2019/2020 Spring Enrollment Report

*Date: 2/20/20



FTES Target

Terms	2019/2020	DIFF	PCT
Credit SP Target	6598.00		
Credit SP Projection	6598.00	0.00	0%
Noncredit SP Target***	2111.00		
Noncredit SP Projection	2111.00	0.00	0%
Annual Target	19789.00		
Annual Projection	19671.00	-118.00	-1%

NOTES:

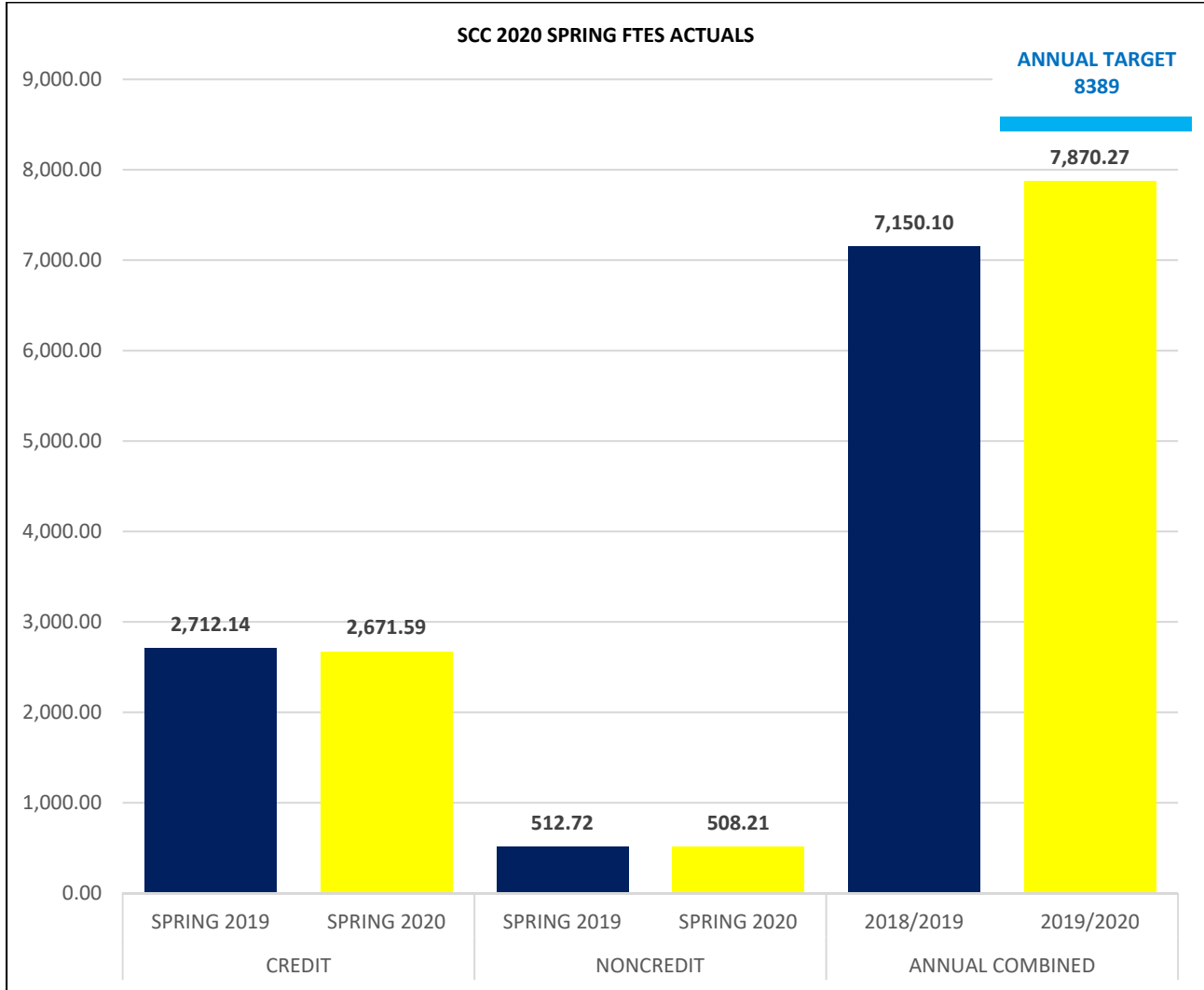
* This report represents a "moment in time" comparison between like terms.

** 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.

*** Spring Target includes all FTES earned by June 30, 2020.



SCC 2019/2020 ENROLLMENT REPORT
2/20/2020



FTES TARGETS

TERMS	2019/2020	DIFF	PCT
Credit Spring Target	2766		
Credit Spring Projection	2766	0	0.0%
NonCredit Spring Target	1155		
NonCredit Spring Projection	1155	0	0.0%
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: March 9, 2020
Re:	Approval of Second Amendment to Agreement for the Revenue Contract between Diversified Education Services and Rancho Santiago Community College District on behalf of Santa Ana College Community Services Program for the Deferred Entry of Judgement – Deferred Dismissal Drug Program	
Action:	Request For Approval	

BACKGROUND

The Santa Ana College Community Services Program offers courses that are not for credit and designed for a specific audience or particular need. These courses are shorter in duration and do not require lengthy preparation or rigorous testing. From creative arts and financial management to computer software and travel tours, these classes are available to the community for a fee. Santa Ana College has a contract with the Orange County District Attorney's Office to offer courses to allow individuals to avoid incarceration for misdemeanors for drug, alcohol and traffic offenses by completing the courses. Santa Ana College works with approved subcontractors who are experts in the field to provide these educational opportunities.

ANALYSIS

On January 13, 2015, the Board of Trustees approved Diversified Education Services previously known as Associates Adults and Adolescents Alternative Program as an education provider of instruction for Deferred Entry of Judgement - Deferred Dismissal Drug Program (SAC-15-004). A second amendment is required for this provider to complete instruction for court-mandated participants through April 30, 2020 for the Deferred Entry of Judgement – Deferred Dismissal Drug Program.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Second Amendment to Agreement for the Revenue Contract between Diversified Education Services and Rancho Santiago Community College District on behalf of Santa Ana College Community Services Program for the Deferred of Judgement – Deferred Dismissal Drug Program, as presented.

Fiscal Impact:	\$35,000 annually (estimated net income after expenses)	Board Date: March 9, 2020
Prepared by:	James Kennedy Ed.D, Vice President, Santa Ana College School of Continuing Education Lithia Williams, Community Services Program Coordinator II	
Submitted by:	Linda D. Rose, Ed.D, President, Santa Ana College	
Recommended by:	Marvin Martinez, Chancellor, RSCCD	

SECOND AMENDMENT TO AGREEMENT FOR THE
REVENUE CONTRACT BETWEEN DIVERSIFIED EDUCATION SERVICES AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT ON BEHALF OF SANTA
ANA COLLEGE COMMUNITY SERVICES PROGRAM

DEFERRED ENTRY OF JUDGEMENT - DEFERRED DISMISSAL DRUG PROGRAM

This SECOND AMENDMENT (“2nd Amendment”) is made and entered into as of 10th day of March in the year 2020 by and between Diversified Education Services, hereinafter referred to as (“Contractor”) and Rancho Santiago Community College District, on behalf of Santa Ana College, hereinafter referred to as (“District”).

RECITALS

The CONTRACTOR and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT No. SAC-15-004 entered into on January 13, 2015 to provide instructional classes for the Santa Ana College Community Services, Deferred Entry of Judgement - Deferred Dismissal Drug Program
- B. To amend the AGREEMENT for an interim period from date of signature through April 30, 2020.
- C. Except as amended herein, the terms and conditions of AGREEMENT No. SAC-15-004, effective January 13, 2015, shall remain in full force and effect.

Diversified Education Services
6041 Nohl Ranch Road, #50
Anaheim, CA 92807

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

By: _____

By: _____

Print Name: _____

Print Name: Peter J. Hardash

Title: _____

Title: Vice Chancellor,
Business Operations/Fiscal Services

Date: _____

Date: _____

SAC-15-004B

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

To:	Board of Trustees	Date:	March 9, 2020
Re:	Approval of Third Amendment to Agreement for the Revenue Contract between Diversified Education Services and Rancho Santiago Community College District on behalf of Santa Ana College Community Services Program for the Drug and Alcohol Awareness Program		
Action:	Request For Approval		

BACKGROUND

The Santa Ana College Community Services Program offers courses that are not for credit and designed for a specific audience or particular need. These courses are shorter in duration and do not require lengthy preparation or rigorous testing. From creative arts and financial management to computer software and travel tours, these classes are available to the community for a fee. Santa Ana College has a contract with the Orange County District Attorney's Office to offer courses to allow individuals to avoid incarceration for misdemeanors for drug, alcohol and traffic offenses by completing the courses. Santa Ana College works with approved subcontractors who are experts in the field to provide these educational opportunities.

ANALYSIS

On January 13, 2015, the Board of Trustees approved Diversified Education Services previously known as Associates Adults and Adolescents Alternative Program as an education provider of instruction for the Drug and Alcohol Awareness Program (SAC-15-005). A third amendment is required for this provider to complete instruction for court-mandated participants through April 30, 2020 for the Drug and Alcohol Awareness Program.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Third Amendment to Agreement for the Revenue Contract between Diversified Education Services and Rancho Santiago Community College District on behalf of Santa Ana College Community Services Program for the Drug and Alcohol Awareness Program, as presented.

Fiscal Impact:	\$1,000 annually (estimated net income after expenses)	Board Date:	March 9, 2020
Prepared by:	James Kennedy Ed.D, Vice President, Santa Ana College School of Continuing Education Lithia Williams, Community Services Program Coordinator II		
Submitted by:	Linda D. Rose, Ed.D, President, Santa Ana College		
Recommended by:	Marvin Martinez, Chancellor, RSCCD		

THIRD AMENDMENT TO AGREEMENT FOR THE
REVENUE CONTRACT BETWEEN DIVERSIFIED EDUCATION SERVICES AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT ON BEHALF OF SANTA
ANA COLLEGE COMMUNITY SERVICES PROGRAM

DRUG AND ALCOHOL AWARENESS PROGRAM

This THIRD AMENDMENT (“3rd Amendment”) is made and entered into as of 10th day of March in the year 2020 by and between Diversified Education Services, hereinafter referred to as (“Contractor”) and Rancho Santiago Community College District on behalf of Santa Ana College, hereinafter referred to as (“District”).

RECITALS

The CONTRACTOR and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT No. SAC-15-005 entered into on January 13, 2015 to provide instructional classes for the Santa Ana College Community Services, Drug and Alcohol Awareness Program.
- B. To amend the AGREEMENT for an interim period from date of signature through April 30, 2020.
- C. Except as amended herein, the terms and conditions of AGREEMENT No. SAC-15-005, effective January 13, 2015, shall remain in full force and effect.

Diversified Education Services
6041 Nohl Ranch Road, #50
Anaheim, CA 92807

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

By: _____

By: _____

Print Name: _____

Print Name: Peter J. Hardash

Title: _____

Title: Vice Chancellor,
Business Operations/Fiscal Services

Date: _____

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College –Student Services**

To:	Board of Trustees	Date: March 9, 2020
Re:	Approval of Addendum to the VitaNavis Subscription Agreement-Renewal between The Myers-Briggs Company and Rancho Santiago Community College District on behalf of Santa Ana College.	
Action:	Request for Approval	

BACKGROUND

The Assessment Center coordinates and provides support for the Counseling 116 course career assessment that are given to students. Students that take these courses take the Myers-Briggs (MBTI) and SuperStrong Interest Inventory (SSII). Santa Ana College has administered the MBTI to 3,601 students, and the SSII to 8,182 students during the past two (2) years. After the students complete the MBTI and SSII, a paper report with the results is printed out for the counselor and student to interpret and review in class. Myers-Briggs is the sole and exclusive source publisher of this assessment in the United States. The SSII is being administered to seniors in the Santa Ana Unified School District (SAUSD) and two high schools in the Garden Grove Unified School District (GGUSD) to guide their selection of their Career & Academic Pathway found on the Santa Ana College application.

ANALYSIS

Myers-Briggs is designed to help individuals explore educational and career options on their own without offering a facilitated interpretation session. From student admission through graduation, it supports students' understanding of their unique personal attributes and interests as they are considering or choosing a major and/or career. It is an unlimited access tool that can be used during individual counseling sessions, for high school students, undecided students, and would help support the guided pathway efforts at Santa Ana College.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Addendum to the VitaNavis Subscription Agreement-Renewal between The Myers-Briggs Company and Rancho Santiago Community College District on behalf of Santa Ana College, as presented.

Fiscal Impact:	\$35,000	Board Date: March 9, 2020
Prepared by:	Vaniethia Hubbard, Ed.D., Vice President, Student Services Maria Dela Cruz, Ph.D., Dean, Counseling	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Marvin Martinez, Chancellor, RSCCD	

Addendum to VitaNavis® Subscription Agreement—Renewal

This addendum (“Addendum”), dated March 10, 2020 (“Effective Date”), is between The Myers-Briggs Company, a California benefit corporation having its principal place of business at 185 N. Wolfe Road, Sunnyvale, CA 94086 (the “Company”) and the customer described in further detail below (“Customer”) and modifies and amends that certain Subscription Agreement dated February 5, 2018 (“Existing Agreement”) between the parties.

Customer Name:	Rancho Santiago Community College District on behalf of Santa Ana College
Customer Address:	1530 W. 17th Street, Santa Ana, CA 92706-3398

The parties agree as follows:

- Definitions.** Unless otherwise set forth in this Addendum, capitalized terms used in this Addendum shall have the meanings assigned to them in the Existing Agreement.
- Renewal & Invoicing.** Subject to the terms of the Existing Agreement, the Company and Customer agree to extend the term of the Existing Agreement for the Renewal Subscription Period described in further detail below, and at the rates described in further detail below. Upon execution of this Addendum, the Company will invoice Customer, and Customer agrees to pay the Renewal Fee set forth below to the Company within thirty (30) days of the invoice date.

Renewal Subscription Period:	April 1, 2020 – February 4, 2021
Renewal Fee:	\$35,000

- Date of Effectiveness; Limited Effect.** This Addendum will become effective as of the Effective Date stated in the preamble to this Addendum. Except as expressly provided in this Addendum, all of the terms and provisions of the Existing Agreement are and will remain in full force and effect.

To evidence the parties’ agreement to this Addendum, they have executed and delivered it as indicated below:

Santa Ana College	The Myers-Briggs Company
Signature	Signature
Peter J. Hardash	
Print Name	Print Name
Vice Chancellor, Business Operations/Fiscal Services	
Title	Title
Date	Date

Rancho Santiago Comm Coll District

Board Meeting of 03/09/20

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 02/10/20 Thru 02/25/20

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68190	General Fund Unrestricted	0.00	3,729.08	-3,729.08	92*0532292	92*0532292
68195	General Fund Unrestricted	13,422.35	0.00	13,422.35	92*0532300	92*0532340
68198	General Fund Unrestricted	240,930.28	0.00	240,930.28	92*0532349	92*0532360
68202	General Fund Unrestricted	5,766.00	0.00	5,766.00	92*0532369	92*0532388
68203	General Fund Unrestricted	347.30	0.00	347.30	92*0532389	92*0532392
68206	General Fund Unrestricted	8,996.37	0.00	8,996.37	92*0532417	92*0532442
68207	General Fund Unrestricted	137,826.92	0.00	137,826.92	92*0532454	92*0532469
68212	General Fund Unrestricted	8,192.30	0.00	8,192.30	92*0532506	92*0532530
68213	General Fund Unrestricted	16,813.87	0.00	16,813.87	92*0532532	92*0532550
68218	General Fund Unrestricted	8,679.25	0.00	8,679.25	92*0532557	92*0532598
68219	General Fund Unrestricted	15,884.35	0.00	15,884.35	92*0532611	92*0532659
68224	General Fund Unrestricted	28,665.89	0.00	28,665.89	92*0532676	92*0532695
68225	General Fund Unrestricted	4,988.27	0.00	4,988.27	92*0532696	92*0532728
68229	General Fund Unrestricted	56,146.84	0.00	56,146.84	92*0532741	92*0532781
68230	General Fund Unrestricted	195,248.12	0.00	195,248.12	92*0532788	92*0532803
68236	General Fund Unrestricted	28,064.60	0.00	28,064.60	92*0532812	92*0532826
68237	General Fund Unrestricted	3,560.70	0.00	3,560.70	92*0532827	92*0532828
68238	General Fund Unrestricted	1,718.70	0.00	1,718.70	92*0532830	92*0532844
68239	General Fund Unrestricted	18,473.23	0.00	18,473.23	92*0532853	92*0532869
68242	General Fund Unrestricted	1,014,007.47	0.00	1,014,007.47	92*0532878	92*0532903
68243	General Fund Unrestricted	23,888.44	0.00	23,888.44	92*0532925	92*0532948
68247	General Fund Unrestricted	433,794.13	0.00	433,794.13	92*0532972	92*0533014
68248	General Fund Unrestricted	19,989.26	0.00	19,989.26	92*0533020	92*0533025
Total Fund 11 General Fund Unrestricted		\$2,285,404.64	\$3,729.08	\$2,281,675.56		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68005	General Fund Restricted	0.00	73.05	-73.05	92*0529275	92*0529275
68195	General Fund Restricted	133,227.95	0.00	133,227.95	92*0532302	92*0532341
68196	General Fund Restricted	2,990.96	0.00	2,990.96	92*0532342	92*0532342
68197	General Fund Restricted	2,475.00	0.00	2,475.00	92*0532343	92*0532347
68198	General Fund Restricted	5,396.57	0.00	5,396.57	92*0532348	92*0532361
68206	General Fund Restricted	66,865.86	0.00	66,865.86	92*0532416	92*0532452
68207	General Fund Restricted	2,225.02	0.00	2,225.02	92*0532453	92*0532471
68211	General Fund Restricted	1,141,931.29	0.00	1,141,931.29	92*0532481	92*0532503
68213	General Fund Restricted	14,579.68	0.00	14,579.68	92*0532531	92*0532548
68218	General Fund Restricted	652,396.29	0.00	652,396.29	92*0532555	92*0532610
68224	General Fund Restricted	102,742.59	0.00	102,742.59	92*0532672	92*0532686
68225	General Fund Restricted	235,785.83	0.00	235,785.83	92*0532697	92*0532736
68229	General Fund Restricted	74,387.39	0.00	74,387.39	92*0532744	92*0532784
68230	General Fund Restricted	12,569.30	0.00	12,569.30	92*0532786	92*0532804
68231	General Fund Restricted	1,300.00	0.00	1,300.00	92*0532805	92*0532805
68236	General Fund Restricted	7,766.11	0.00	7,766.11	92*0532813	92*0532821
68238	General Fund Restricted	4,925.26	0.00	4,925.26	92*0532829	92*0532850
68239	General Fund Restricted	879.99	0.00	879.99	92*0532851	92*0532867
68242	General Fund Restricted	80.00	0.00	80.00	92*0532879	92*0532879
68243	General Fund Restricted	63,285.82	0.00	63,285.82	92*0532904	92*0532942
68247	General Fund Restricted	21,722.95	0.00	21,722.95	92*0532974	92*0533016
68248	General Fund Restricted	3,054.12	0.00	3,054.12	92*0533017	92*0533023
Total Fund 12 General Fund Restricted		\$2,550,587.98	\$73.05	\$2,550,514.93		

Checks Written for Period 02/10/20 Thru 02/25/20

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68195	GF Unrestricted One-Time Func	5,730.61	0.00	5,730.61	92*0532301	92*0532315
68198	GF Unrestricted One-Time Func	6,795.72	0.00	6,795.72	92*0532352	92*0532358
68207	GF Unrestricted One-Time Func	156,193.18	0.00	156,193.18	92*0532455	92*0532476
68212	General Fund Unrestricted	5,817.91	0.00	5,817.91	92*0532504	92*0532529
68218	GF Unrestricted One-Time Func	4,303.39	0.00	4,303.39	92*0532556	92*0532603
68224	GF Unrestricted One-Time Func	1,503.88	0.00	1,503.88	92*0532675	92*0532675
68225	GF Unrestricted One-Time Func	5,717.84	0.00	5,717.84	92*0532699	92*0532717
68229	GF Unrestricted One-Time Func	33,895.67	0.00	33,895.67	92*0532742	92*0532776
68230	GF Unrestricted One-Time Func	4,835.17	0.00	4,835.17	92*0532785	92*0532785
68243	GF Unrestricted One-Time Func	12,007.88	0.00	12,007.88	92*0532905	92*0532949
68247	GF Unrestricted One-Time Func	7,560.00	0.00	7,560.00	92*0533010	92*0533010
68248	GF Unrestricted One-Time Func	11,784.34	0.00	11,784.34	92*0533018	92*0533019
Total Fund 13 GF Unrestricted One-Time		<u>\$256,145.59</u>	<u>\$0.00</u>	<u>\$256,145.59</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68193	Child Development Fund	1,125.19	0.00	1,125.19	92*0532296	92*0532298
68199	Child Development Fund	59.00	0.00	59.00	92*0532362	92*0532362
68205	Child Development Fund	7,528.97	0.00	7,528.97	92*0532394	92*0532415
68208	Child Development Fund	122.51	0.00	122.51	92*0532477	92*0532477
68214	Child Development Fund	1,138.90	0.00	1,138.90	92*0532551	92*0532551
68220	Child Development Fund	618.92	0.00	618.92	92*0532660	92*0532661
68226	Child Development Fund	7,905.52	0.00	7,905.52	92*0532737	92*0532738
68232	Child Development Fund	2,455.35	0.00	2,455.35	92*0532806	92*0532808
68240	Child Development Fund	3,161.66	0.00	3,161.66	92*0532870	92*0532876
68244	Child Development Fund	402.56	0.00	402.56	92*0532950	92*0532957
Total Fund 33 Child Development Fund		\$24,518.58	\$0.00	\$24,518.58		

Checks Written for Period 02/10/20 Thru 02/25/20

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68200	Capital Outlay Projects Fund	59,638.00	0.00	59,638.00	92*0532363	92*0532367
68204	Capital Outlay Projects Fund	31.24	0.00	31.24	92*0532393	92*0532393
68209	Capital Outlay Projects Fund	981.45	0.00	981.45	92*0532478	92*0532478
68215	Capital Outlay Projects Fund	1,046.52	0.00	1,046.52	92*0532552	92*0532552
68216	Capital Outlay Projects Fund	3,516.00	0.00	3,516.00	92*0532553	92*0532553
68221	Capital Outlay Projects Fund	13,329.63	0.00	13,329.63	92*0532662	92*0532663
68227	Capital Outlay Projects Fund	26,337.00	0.00	26,337.00	92*0532739	92*0532739
68233	Capital Outlay Projects Fund	10,901.09	0.00	10,901.09	92*0532809	92*0532809
68245	Capital Outlay Projects Fund	382,939.31	0.00	382,939.31	92*0532958	92*0532969
Total Fund 41 Capital Outlay Projects Fun		\$498,720.24	\$0.00	\$498,720.24		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68201	Bond Fund, Measure Q	29,496.00	0.00	29,496.00	92*0532368	92*0532368
68217	Bond Fund, Measure Q	15,050.00	0.00	15,050.00	92*0532554	92*0532554
68222	Bond Fund, Measure Q	3,437,755.26	0.00	3,437,755.26	92*0532664	92*0532670
68228	Bond Fund, Measure Q	5,056.71	0.00	5,056.71	92*0532740	92*0532740
68234	Bond Fund, Measure Q	23,870.00	0.00	23,870.00	92*0532810	92*0532810
68246	Bond Fund, Measure Q	21,525.00	0.00	21,525.00	92*0532970	92*0532971
Total Fund 43 Bond Fund, Measure Q		\$3,532,752.97	\$0.00	\$3,532,752.97		

Checks Written for Period 02/10/20 Thru 02/25/20

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68194	Property and Liability Fund	3,033.41	0.00	3,033.41	92*0532299	92*0532299
68210	Property and Liability Fund	3,888.60	0.00	3,888.60	92*0532479	92*0532480
68223	Property and Liability Fund	840.00	0.00	840.00	92*0532671	92*0532671
68235	Property and Liability Fund	787.50	0.00	787.50	92*0532811	92*0532811
68241	Property and Liability Fund	3,190.15	0.00	3,190.15	92*0532877	92*0532877
Total Fund 61 Property and Liability Fund		\$11,739.66	\$0.00	\$11,739.66		

SUMMARY

Total Fund 11 General Fund Unrestricted	2,281,675.56
Total Fund 12 General Fund Restricted	2,550,514.93
Total Fund 13 GF Unrestricted One-Time Fund	256,145.59
Total Fund 33 Child Development Fund	24,518.58
Total Fund 41 Capital Outlay Projects Fund	498,720.24
Total Fund 43 Bond Fund, Measure Q	3,532,752.97
Total Fund 61 Property and Liability Fund	11,739.66
Grand Total:	<u><u>\$9,156,067.53</u></u>

Checks Written for Period 02/10/20 Thru 02/25/20

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1A2002315	SAC Diversified Agency Fund	40,156.42	0.00	40,156.42	1A*0002237	1A*0002248
1A2002422	SAC Diversified Agency Fund	1,576.07	0.00	1,576.07	1A*0002249	1A*0002254
1A2002525	SAC Diversified Agency Fund	19,375.24	9,687.62	9,687.62	1A*0002255	1A*0002270
Total 1A SAC Diversified Agency Fund		\$61,107.73	\$9,687.62	\$51,420.11		

Checks Written for Period 02/10/20 Thru 02/25/20

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1B2002525	SAC Bookstore Fund	13,478.33	0.00	13,478.33	1B*0002313	1B*0002324
Total 1B SAC Bookstore Fund		<u>13,478.33</u>	<u>0.00</u>	<u>13,478.33</u>		

Checks Written for Period 02/10/20 Thru 02/25/20

<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>
1C2002525	SAC Community Education Fund	12,589.20	659.55	11,929.65	1C*0001249	1C*0001251
Total 1C SAC Community Education Fund		<u><u>\$12,589.20</u></u>	<u><u>\$659.55</u></u>	<u><u>\$11,929.65</u></u>		

Checks Written for Period 02/10/20 Thru 02/25/20

<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>
1R2002315	SAC Representation Fee Fund	24,920.56	0.00	24,920.56	1R*0001028	1R*0001030
1R2002422	SAC Representation Fee Fund	4,160.00	0.00	4,160.00	1R*0001031	1R*0001033
Total 1R SAC Representation Fee Fund		<u><u>\$29,080.56</u></u>	<u><u>\$0.00</u></u>	<u><u>\$29,080.56</u></u>		

Checks Written for Period 02/10/20 Thru 02/25/20

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1S2002315	SAC Associated Students Fund	1,829.35	0.00	1,829.35	1S*0001654	1S*0001658
1S2002422	SAC Associated Students Fund	963.70	0.00	963.70	1S*0001659	1S*0001665
1S2002525	SAC Associated Students Fund	1,037.21	0.00	1,037.21	1S*0001666	1S*0001669
Total 1S SAC Associated Students Fund		<u>\$3,830.26</u>	<u>\$0.00</u>	<u>\$3,830.26</u>		

Checks Written for Period 02/10/20 Thru 02/25/20

<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>
1T2002315	SAC Diversified Trust Fund	3,194.72	600.00	2,594.72	1T*0001842	1T*0001854
1T2002422	SAC Diversified Trust Fund	8,276.68	195.00	8,081.68	1T*0001855	1T*0001868
1T2002525	SAC Diversified Trust Fund	10,204.47	0.00	10,204.47	1T*0001869	1T*0001874
Total 1T SAC Diversified Trust Fund		<u><u>\$21,675.87</u></u>	<u><u>\$795.00</u></u>	<u><u>\$20,880.87</u></u>		

SUMMARY

Total Fund 1A SAC Diversified Agency Fund	51,420.11
Total Fund 1B SAC Bookstore Fund	13,478.33
Total Fund 1C SAC Community Education Fu	11,929.65
Total Fund 1R SAC Representation Fee Func	29,080.56
Total Fund 1S SAC Associated Students Fun	3,830.26
Total Fund 1T SAC Diversified Trust Fund	20,880.87
Grand Total:	<u><u>\$130,619.78</u></u>

Checks Written for Period 02/10/20 Thru 02/25/20

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2A2002315	SCC Diversified Agency Fund	1,646.00	0.00	1,646.00	2A*0001683	2A*0001686
2A2002422	SCC Diversified Agency Fund	3,831.88	215.49	3,616.39	2A*0001687	2A*0001700
Total 2A SCC Diversified Agency Fund		<u>\$5,477.88</u>	<u>\$215.49</u>	<u>\$5,262.39</u>		

Checks Written for Period 02/10/20 Thru 02/25/20

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2B2002315	SCC Bookstore Fund	98,372.01	0.00	98,372.01	2B*0002121	2B*0002148
2B2002422	SCC Bookstore Fund	76,877.84	42,381.83	34,496.01	2B*0002149	2B*0002171
Total 2B SCC Bookstore Fund		<u>\$175,249.85</u>	<u>\$42,381.83</u>	<u>\$132,868.02</u>		

Checks Written for Period 02/10/20 Thru 02/25/20

<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>
2C2002422	SCC Community Education Fund	893.08	0.00	893.08	2C*0001179	2C*0001180
Total 2C SCC Community Education Fund		<u><u>\$893.08</u></u>	<u><u>\$0.00</u></u>	<u><u>\$893.08</u></u>		

Checks Written for Period 02/10/20 Thru 02/25/20

<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>
2S2002315	SCC Associated Students Fund	1,322.06	0.00	1,322.06	2S*0001403	2S*0001406
2S2002422	SCC Associated Students Fund	36.02	0.00	36.02	2S*0001407	2S*0001408
Total 2S SCC Associated Students Fund		<u><u>\$1,358.08</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,358.08</u></u>		

Checks Written for Period 02/10/20 Thru 02/25/20

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2T2002315	SCC Diversified Trust Fund	2,306.90	0.00	2,306.90	2T*0001447	2T*0001448
2T2002422	SCC Diversified Trust Fund	10,397.83	959.70	9,438.13	2T*0001449	2T*0001457
Total 2T SCC Diversified Trust Fund		<u>\$12,704.73</u>	<u>\$959.70</u>	<u>\$11,745.03</u>		

SUMMARY

Total Fund 2A SCC Diversified Agency Fund	5,262.39
Total Fund 2B SCC Bookstore Fund	132,868.02
Total Fund 2C SCC Community Education Fu	893.08
Total Fund 2S SCC Associated Students Fun	1,358.08
Total Fund 2T SCC Diversified Trust Fund	11,745.03
Grand Total:	<u><u>\$152,126.60</u></u>

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 02/10/2020 To 02/25/2020
Board Meeting on 03/09/2020

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.

BUDGET TRANSFERS	From	To
<u>Fund 11: General Fund Unrestricted</u>		
1000 ACADEMIC SALARIES	106,560	
2000 CLASSIFIED SALARIES		65,081
3000 EMPLOYEE BENEFITS	9,959	
4000 SUPPLIES & MATERIALS	18,331	
5000 OTHER OPERATING EXP & SERVICES		53,961
6000 CAPITAL OUTLAY		15,808
Total Transfer Fund 11	\$134,850	\$134,850
<u>Fund 12: General Fund Restricted</u>		
1000 ACADEMIC SALARIES		938
2000 CLASSIFIED SALARIES	81,539	
3000 EMPLOYEE BENEFITS	53,273	
4000 SUPPLIES & MATERIALS		50,142
5000 OTHER OPERATING EXP & SERVICES		145,477
6000 CAPITAL OUTLAY	148,639	
7000 OTHER OUTGO		86,894
Total Transfer Fund 12	\$283,451	\$283,451
<u>Fund 13: GF Unrestricted One-Time Funds</u>		
2000 CLASSIFIED SALARIES		2,130
3000 EMPLOYEE BENEFITS		345
4000 SUPPLIES & MATERIALS	6,521	
5000 OTHER OPERATING EXP & SERVICES	88,659	
6000 CAPITAL OUTLAY		92,705
Total Transfer Fund 13	\$95,180	\$95,180
<u>Fund 31: Bookstore Fund</u>		
5000 OTHER OPERATING EXP & SERVICES		14,349
7900 RESERVE FOR CONTINGENCIES	14,349	
Total Transfer Fund 31	\$14,349	\$14,349
<u>Fund 33: Child Development Fund</u>		
1000 ACADEMIC SALARIES	14,264	
2000 CLASSIFIED SALARIES		21,179
3000 EMPLOYEE BENEFITS	6,915	
4000 SUPPLIES & MATERIALS	414	
5000 OTHER OPERATING EXP & SERVICES		414
Total Transfer Fund 33	\$21,593	\$21,593
<u>Fund 41: Capital Outlay Projects Fund</u>		
6000 CAPITAL OUTLAY		503,000
7900 RESERVE FOR CONTINGENCIES	503,000	
Total Transfer Fund 41	\$503,000	\$503,000
<u>Fund 79: Diversified Trust Fund</u>		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 02/10/2020 To 02/25/2020
Board Meeting on 03/09/2020**

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.

BUDGET TRANSFERS		From	To
2000	CLASSIFIED SALARIES	2,500	
4000	SUPPLIES & MATERIALS		4,235
5000	OTHER OPERATING EXP & SERVICES		9,935
6000	CAPITAL OUTLAY	5,000	
7900	RESERVE FOR CONTINGENCIES	6,670	
Total Transfer Fund 79		\$14,170	\$14,170

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>			
8600	STATE REVENUES	22,503,884	
1000	ACADEMIC SALARIES		71,279
2000	CLASSIFIED SALARIES		1,630,469
3000	EMPLOYEE BENEFITS		700,178
4000	SUPPLIES & MATERIALS		102,824
5000	OTHER OPERATING EXP & SERVICES		19,752,303
6000	CAPITAL OUTLAY		246,831
Total Transfer Fund 12		\$22,503,884	\$22,503,884

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.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT
From 02/10/2020 To 02/25/2020
Board Meeting on 03/09/2020**

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.

BUDGET TRANSFERS		From	To
<u>Fund 11: General Fund Unrestricted</u>			
BCTO1JZ54H	02/24/20		
1000	ACADEMIC SALARIES	106,560	
2000	CLASSIFIED SALARIES		54,935
3000	EMPLOYEE BENEFITS	14,707	
5000	OTHER OPERATING EXP & SERVICES		66,332
Total Reference BCTO1JZ54H		\$121,267	\$121,267
Reason:	Adjustment		
Description:	Fund account shortages		
<u>Fund 12: General Fund Restricted</u>			
B026528	02/25/20		
1000	ACADEMIC SALARIES	28,832	
2000	CLASSIFIED SALARIES	39,395	
3000	EMPLOYEE BENEFITS	27,615	
4000	SUPPLIES & MATERIALS	669	
5000	OTHER OPERATING EXP & SERVICES	835	
7000	OTHER OUTGO		97,346
Total Reference B026528		\$97,346	\$97,346
Reason:	Special Project Adjustment		
Description:	Realignment of fund within GL's based on mid-year review update of projected expenditure in EOPS program.		
BCDSNBWAPF	02/11/20		
1000	ACADEMIC SALARIES		35,000
2000	CLASSIFIED SALARIES	35,000	
Total Reference BCDSNBWAPF		\$35,000	\$35,000
Reason:	Special Project Adjustment		
Description:	Covering negative balances		
BCLR2KWVEX	02/24/20		
5000	OTHER OPERATING EXP & SERVICES		135,000
6000	CAPITAL OUTLAY	135,000	
Total Reference BCLR2KWVEX		\$135,000	\$135,000
Reason:	Special Project Adjustment		
Description:	Marketing Campaign PO		
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
BC430OVQIM	02/11/20		
5000	OTHER OPERATING EXP & SERVICES	65,000	
6000	CAPITAL OUTLAY		65,000
Total Reference BC430OVQIM		\$65,000	\$65,000
Reason:	Adjustment		
Description:	Fund two vehicles for M&O		
<u>Fund 31: Bookstore Fund</u>			
BCX3EID1JF	02/24/20		
5000	OTHER OPERATING EXP & SERVICES		14,349
7900	RESERVE FOR CONTINGENCIES	14,349	
Total Reference BCX3EID1JF		\$14,349	\$14,349
Reason:	Adjustment		
Description:	Adjustment for 19/20 expenses		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT
From 02/10/2020 To 02/25/2020
Board Meeting on 03/09/2020**

BUDGET TRANSFERS	From	To
<u>Fund 41: Capital Outlay Projects Fund</u>		
B026522 02/24/20		
6000 CAPITAL OUTLAY	89,000	
7900 RESERVE FOR CONTINGENCIES		89,000
	\$89,000	\$89,000
Total Reference B026522		
Reason: New Budget		
Description: DMC Access Control Project		
B026523 02/24/20		
6000 CAPITAL OUTLAY		89,000
7900 RESERVE FOR CONTINGENCIES	89,000	
	\$89,000	\$89,000
Total Reference B026523		
Reason: Special Project Adjustment		
Description: Correction to B026522		
B026524 02/24/20		
6000 CAPITAL OUTLAY		89,000
7900 RESERVE FOR CONTINGENCIES	89,000	
	\$89,000	\$89,000
Total Reference B026524		
Reason: New Budget		
Description: DMC Access Control Project		
B026525 02/24/20		
6000 CAPITAL OUTLAY		100,000
7900 RESERVE FOR CONTINGENCIES	100,000	
	\$100,000	\$100,000
Total Reference B026525		
Reason: New Budget		
Description: SAC Building D & F Access Control		
B026526 02/24/20		
6000 CAPITAL OUTLAY		294,000
7900 RESERVE FOR CONTINGENCIES	294,000	
	\$294,000	\$294,000
Total Reference B026526		
Reason: New Budget		
Description: SCC Building D & Humanities Access Control		
B026527 02/24/20		
6000 CAPITAL OUTLAY		8,000
7900 RESERVE FOR CONTINGENCIES	8,000	
	\$8,000	\$8,000
Total Reference B026527		
Reason: New Budget		
Description: CEC Medeco Re-key Project		
BCDAHJB2ZF 02/21/20		
6000 CAPITAL OUTLAY		7,000
7900 RESERVE FOR CONTINGENCIES	7,000	
	\$7,000	\$7,000
Total Reference BCDAHJB2ZF		
Reason: Adjustment		
Description: Increase funds to cover FMR19		
BCESB8DYFA 02/25/20		
6000 CAPITAL OUTLAY		5,000
7900 RESERVE FOR CONTINGENCIES	5,000	
	\$5,000	\$5,000
Total Reference BCESB8DYFA		
Reason: Adjustment		
Description: Increase funds to cover Soccer		

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT
From 02/10/2020 To 02/25/2020
Board Meeting on 03/09/2020

BUDGET TRANSFERS	From	To
<u>Fund 79: Diversified Trust Fund</u>		
BCBF23A67N 02/20/20		
5000 OTHER OPERATING EXP & SERVICES		3,120
7900 RESERVE FOR CONTINGENCIES	3,120	
	\$3,120	\$3,120
Total Reference BCBF23A67N		
Reason:	New Budget	
Description:	New Budget	
BCK0PNY2AD 02/20/20		
4000 SUPPLIES & MATERIALS		4,235
5000 OTHER OPERATING EXP & SERVICES	685	
7900 RESERVE FOR CONTINGENCIES	3,550	
	\$4,235	\$4,235
Total Reference BCK0PNY2AD		
Reason:	Adjustment	
Description:	Adjustment for 2020 expenses	
 BUDGET INCREASES AND DECREASES		
	Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>		
B026516 02/24/20		
8600 STATE REVENUES	19,982,235	
2000 CLASSIFIED SALARIES		561,430
3000 EMPLOYEE BENEFITS		283,416
5000 OTHER OPERATING EXP & SERVICES		19,137,389
	\$19,982,235	\$19,982,235
Total Reference B026516		
Reason:	New Budget	
Description:	DO Strong Workforce Program 19/20 Regional Allocation	
B026517 02/24/20		
8600 STATE REVENUES	888,377	
1000 ACADEMIC SALARIES		16,280
2000 CLASSIFIED SALARIES		525,605
3000 EMPLOYEE BENEFITS		174,979
4000 SUPPLIES & MATERIALS		21,000
5000 OTHER OPERATING EXP & SERVICES		140,513
6000 CAPITAL OUTLAY		10,000
	\$888,377	\$888,377
Total Reference B026517		
Reason:	New Budget	
Description:	SCC Strong Workforce Program 19/20 Local Allocation	
B026518 02/24/20		
8600 STATE REVENUES	1,633,272	
1000 ACADEMIC SALARIES		26,928
2000 CLASSIFIED SALARIES		558,974
3000 EMPLOYEE BENEFITS		254,314
4000 SUPPLIES & MATERIALS		81,824
5000 OTHER OPERATING EXP & SERVICES		474,401
6000 CAPITAL OUTLAY		236,831
	\$1,633,272	\$1,633,272
Total Reference B026518		
Reason:	New Budget	
Description:	SAC Strong Workforce Program 19/20 Local Allocation	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT
From 02/10/2020 To 02/25/2020
Board Meeting on 03/09/2020**

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
BCJ8QL4PR0 02/12/20			
8600	STATE REVENUES	29,356	
1000	ACADEMIC SALARIES		28,071
2000	CLASSIFIED SALARIES		1,285
Total Reference BCJ8QL4PR0		\$29,356	\$29,356
Reason: Special Project Adjustment			
Description: Covering negative balances			
BCXDFHZ426 02/12/20			
8600	STATE REVENUES	(29,356)	
2000	CLASSIFIED SALARIES		(15,385)
3000	EMPLOYEE BENEFITS		(13,971)
Total Reference BCXDFHZ426		\$(29,356)	\$(29,356)
Reason: Special Project Adjustment			
Description: Covering negative balances			

RECOMMENDATION

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

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

To:	Board of Trustees	Date: March 9, 2020
Re:	Approval of Utilization of the California Multiple Award Schedule (CMAS) Contract #4-18-75-0035B - Humanscale Corporation	
Action:	Request for Approval	

BACKGROUND:

In anticipation of construction completion of the new Science Center, Johnson Student Center, and Russell Hall Replacement (Health Sciences) buildings at Santa Ana College, planning continues on the procurement of furniture and equipment. The District wishes to utilize CMAS Contract #4-18-75-0035B for the initial and on-going procurement of furniture and equipment offered by the Humanscale Corporation. In order to utilize this contract, Board of Trustees approval is required.

ANALYSIS:

The District has identified a contract that Humanscale Corporation entered into with the Department of General Services (“DGS”), California Multiple Award Schedule (CMAS). The DGS has made certain “multiple award” contracts available to other public agencies, including community college districts, for the acquisition of goods, information technology, or services. The DGS establishes multiple award agreements in accordance with Public Contract Code §10290 and §12101.5. Pricing, products and/or services included in this CMAS contract are based on the General Services Administration (GSA) Contract No. GS-14F-0029M, which is referred to as the “base” contract. DGS establishes an independent California agreement for the same products and services included in the GSA, for equal or lower prices as well as includes State of California contract terms and conditions, procurement codes, policies, and guidelines.

Utilization of CMAS contract #4-18-75-0035B will allow the District to purchase furniture and equipment offered by Humanscale Corporation and available through the contract on an as-needed basis. Pricing included in the contract provides discounts ranging from 59% to 69%. The contract is in accordance with the terms and conditions negotiated by the State and meets all legal requirements allowing California Community Colleges to piggyback. The contract is effective through March 14, 2022. The price of the initial purchase is \$26,554.24 and the District anticipates utilizing this CMAS contract for future purchases on an as-needed basis.

Unit cost breakdown for the items included in this initial purchase:

<u>Item</u>	<u>Cost/Unit</u>
Dual Monitor Arm (no post)	\$221.88
Dual Monitor Arm (with post)	\$240.63
Single Monitor Arm (no post)	\$109.38
Single Monitor Arm (with post)	\$160.94

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Utilization of the California Multiple Award Schedule (CMAS) Contract # 4-18-75-0035B including renewals, future addendums, supplements, and extensions as presented.

Fiscal Impact:	\$26,554.24 for Initial Purchase	Board Date: March 9, 2020
Prepared by:	Linda Melendez, Director, Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Marvin Martinez, Chancellor	

State of California
MULTIPLE AWARD SCHEDULE
Humanscale Corporation

CMAS NUMBER:	4-18-75-0035B
CMAS TERM DATES:	2/07/2018 through 3/14/2022
CMAS CATEGORY:	Non Information Technology Goods
APPLICABLE TERMS & CONDITIONS:	<u>December 1, 2017</u>
MAXIMUM ORDER LIMIT:	State Agencies: See Purchasing Authority Dollar Threshold provision Local Government Agencies: Unlimited
FOR USE BY:	State & Local Government Agencies
BASE GSA SCHEDULE NO.:	<u>GS-14F-0029M</u>
BASE SCHEDULE HOLDER:	Humanscale Corporation

This CMAS provides for the purchase and warranty of keyboard systems, mouse platforms, monitor arms, workstation lighting, and ergonomic accessories.

NOTICE: Products and/or services on this CMAS may be available on a Mandatory Statewide Contracts. If this is the case, the use of this CMAS is restricted unless the State agency has an approved exemption as explained in the Statewide Contract User Instructions. Information regarding Statewide Contracts can be obtained at the website: www.documents.dgs.ca.gov/pd/contracts/contractindexlisting.pdf. This requirement is not applicable to local government entities.

State agencies cannot use this CMAS to purchase products available through the California Prison Industry Authority (CALPIA) without a one-time exemption from CALPIA. Agencies may request an exemption at the following website: www.calpia.ca.gov/about/doing-business-with-calpia/exemption-process/. A copy of the approved exemption must be kept with the purchase order for audit purposes.

The most current Ordering Instructions and Special Provisions, CMAS Terms and Conditions, and products and/or services are included herein. All purchase orders issued by State agencies under this CMAS shall incorporate these Ordering Instructions and Special Provisions and CMAS Terms and Conditions dated December 1, 2017.

Agency non-compliance with the requirements of this CMAS may result in the loss of delegated authority to use the CMAS program.

CMAS contractor non-compliance with the requirements of this CMAS may result in termination of the CMAS.

Original signature on file Effective Date: **2/07/2018**
BRYAN DUGGER, Program Analyst, California Multiple Award Schedules Unit

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: March 9, 2020
Re: Approval of Resource Development Items	
Action: Request for Approval	

ANALYSIS

Items for the following categorically funded program were developed.

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
<p>1. California State Preschool Program (CSPP) Quality Rating and Improvement System (QRIS) Block Grant VI (District)</p> <p>Sub-award from the California Department of Education – California State Preschool Program (CSPP) Quality Rating and Improvement System (QRIS) Block Grant awarded to RSCCD’s Child Development Services to support program quality improvement activities and Professional Learning Communities (PLCs) trainings and meetings for early childhood teachers and program staff. (19/20). <i>No match required.</i></p>	01/30/2020	\$75,000
<p>2. Community College Clean Transportation Training Project (SAC)</p> <p>Sub-award from the California Energy Commission with San Diego Community College District as the grant recipient to support alternative fuel technical training programs throughout California in the Advance Transportation and Logistics sector. Santa Ana College was selected as a sub-awardee, and will use funds to acquire alternative fuel vehicles and assessment tools and will receive updated automotive technology training. (19/20). <i>No match required.</i></p>	01/01/2020	\$180,500

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: \$255,500	Board Date: March 9, 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	

SPECIAL PROJECT DETAILED BUDGET #2XXX

NAME: Child Development Services - California State Preschool Program (CSPP)

Quality Rating and Improvement System (QRIS) Block Grant VI (District)

FISCAL YEAR: 2019/2020

CONTRACT PERIOD: 07/01/2019 - 06/30/20 (continuous)

PROJ ADM: Enrique Perez

CONTRACT AMOUNT: \$75,000

PROJ DIR: Janneth Linnell

PRIME SPONSOR: California Department of Education

DATE: 02/21/20

FISCAL AGENT: Orange Count Superintendent of Schools/Orange County Department of Education

PRIME AWARD #: N/A

SUB-AWARD #: 49767

GL Account	Description	Debit	Credit
33-2XXX-000000-50000-8699	Other Misc State Revenue :		75,000
33-2XXX-692000-53323-4310	Instructional Supplies : CD CED	12,000	
33-2XXX-692000-53325-4310	Instructional Supplies : CD SAC	36,000	
33-2XXX-692000-53326-4310	Instructional Supplies : CD SCC	12,000	
33-2XXX-692000-53327-4310	Instructional Supplies : CD SAC East	15,000	
Totals for PROJECT: 2XXX	CSPP/QRIS Block Grant VI	75,000	75,000

**California State Preschool Program (CSPP)
Quality Rating and Improvement System (QRIS) Block Grant**

SUMMARY

Rancho Santiago Community College District's Child Development Services is a sub-awardee of a California State Preschool Program (CSPP) Quality Rating and Improvement System (QRIS) block-grant from the Orange County Superintendent of Schools/Orange County Department of Education to support program quality improvement activities and Professional Learning Communities (PLCs) trainings and meetings for early childhood teachers and program staff to engage in dialogue on curriculum planning, program assessment, and family engagement.

The grant sub-award is \$75,000. There is no match required. The performance period is July 1, 2019 through June 30, 2020.

To access the CSPP QRIS Agreement No. 49767, please [click here](#).

SPECIAL PROJECT DETAILED BUDGET # 2xxx
NAME: Community College Clean Transportation Training Project - SAC
FISCAL YEAR: 2019/2020

CONTRACT PERIOD: 1/1/20 - 2/28/21

Proj Admin: Larisa Sergeyeva

CONTRACT INCOME: \$180,500

Proj Dir: David Roper

Prime Sponsor: CA Energy Commission

Primary Grantee: San Diego CCD

SAC is a sub-awardee.

GL Accounts	Description	Debit	Credit
12-2xxx-000000-10000-8659	Other Reimb Categorical Allowance		180,500
12-2xxx-602000-15751-1480	Beyond Contract - Part-Time Faculty	-	
12-2xxx-602000-15751-1483	Beyond Contract - Faculty	5,381	
12-2xxx-602000-15751-1484	Beyond Contract - Faculty (Int/Sum)	-	
12-2xxx-602000-15751-1485	Beyond Contract - Part-Time Faculty (Int/Sum)	-	
12-2xxx-602000-15751-3115	STRS - Non-Instructional	990	
12-2xxx-602000-15751-3325	Medicare - Non-Instructional	78	
12-2xxx-602000-15751-3415	H & W - Non-Instructional	183	
12-2xxx-602000-15751-3515	SUI - Non-Instructional	27	
12-2xxx-602000-15751-3615	WCI - Non-Instructional	121	
12-2xxx-602000-15751-4310	Instructional Supplies <i>Hyundai high-voltage battery tools</i> <i>Hyundai Scantool for vehicle</i> <i>Fiat Scantool for 500e</i>	7,000	
12-2xxx-602000-15751-4610	Non-instructional Supplies	-	
12-2xxx-675000-19300-5210	Conference Expenses : EOPS	-	
12-2xxx-602000-15751-6410	Equipment - All Other ≥ \$1,000 < \$5,000	-	
12-2xxx-602000-15751-6411	Equipment ≥ \$5,000 <i>Switch Lab Electric Vehicle</i> <i>Hyundai Kona Electric Vehicle</i> <i>Cartrain battery training system</i> <i>Fiat 500e Electric Vehicle</i>	166,720	
Total Project		180,500	180,500

Community College Clean Transportation Training Grant

Through a competitive process, The Advanced Transportation and Logistics Program (ATL) with funding from the California Energy Commission (CEC) sought applications from eligible community colleges to facilitate community college alternative fuel technical training programs throughout California. Funds are to enhance for credit, certification, and/or degree alternative fuel technical training programs with an emphasis on addressing the regional alternative fuel workforce technical training needs for those who will be employed by manufacturers, fleets, dealerships, independent shops, and similar transportation-related organizations.

Funds can be used to: 1) acquire equipment and related software/tooling for lab instruction; 2) develop and/or modify existing curriculum; and 3) provide faculty professional development.

Santa Ana College was selected for an award, and will use funds to acquire alternative fuel vehicles and assessment tools and receive training from Hyundai and Fiat on their alternative fuel vehicles to provide updated automotive technology training to SAC students.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: March 9, 2020
Re: Approval of Sub-Agreement between RSCCD and Contra Costa Community College District/Diablo Valley College to award the 2019/2020 Information Communications Technology (ICT)/Digital Media Regional Director funded by the Key Talent Administration and Sector Strategy 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 fiscal agent to the Key Talent Administration and Sector Strategy Grant. 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 has approved the request from the Bay Area region of transitioning San Jose-Evergreen Community College District's Information Communications Technology (ICT)/Digital Media regional director to be hosted by Contra Costa Community College District on behalf of Diablo Valley College. The regional director supports program development and industry engagement for each region's priority and emerging sectors. The host will receive \$200,000.00 to support the regional director position and sector strategies funded by the Key Talent Administration and Sector Strategy grant. The sub-award has a 1:1 match requirement to be provided by the host district. The performance period is March 1, 2020, through September 30, 2020. RSCCD, fiscal agent to this grant, has developed a sub-agreement (#DO-19-2566-73) that includes a project application that has been approved by the Chancellor's Office.

Project Director: Sarah Santoyo**Project Administrator:** Enrique Perez**RECOMMENDATION**

It is recommended that the Board approve 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: \$200,000.00 (grant-funded)	Board Date: March 9, 2020
Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Marvin Martinez, Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
CONTRA COSTA COMMUNITY COLLEGE DISTRICT**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 9th day of March, 2020, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Contra Costa Community College District, on behalf of **Diablo Valley College** (hereinafter “SUBCONTRACTOR”), which is hosting the **Bay Area region Deputy Sector Navigator [Regional Director] for Information Communications Technology (ICT)/Digital Media**. 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 #19-207-001 (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 host and supervise the **Bay Area region Deputy Sector Navigator [Regional Director] for Information Communications Technology (ICT)/Digital Media**, which is supported by the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. **Period of Performance**

The period of performance for this Agreement shall be from March 1, 2020, through September 30, 2020.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$200,000, with 4% allowable for SUBCONTRACTOR indirect costs.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR, 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.

5. Matching Contribution

There is a one-to-one matching requirement for these funds. SUBCONTRACTOR must identify the in-kind and/or cash match in the Scope of Work (*Exhibit A*) that can be used to meet the match requirement. At the end of the project year, SUBCONTRACTOR shall submit documentation that this grant requirement was met as part of the final invoice and/or final reporting process.

6. Payment and Invoicing

Payment to the SUBCONTRACTOR shall be based on an advanced payment of 80% after the Agreement is fully executed and a final payment of 20%. The final payment is contingent upon the review and approval of the final performance and expenditure reports by the PRIME SPONSOR. Payments shall not exceed the amount listed under Article I.3. "Total Costs".

SUBCONTRACTOR must submit invoices for payment via e-mail sent to Sarah Santoyo, Fiscal Agent Administrator at Santoyo_Sarah@rscdd.edu and copy Maria Gil, Fiscal Agent Specialist at Gil_Maria@rscdd.edu. The subject line of the invoice should be as follow: "Invoice Enclosed – District Acronym/RD-IE/Sub-Agreement#".

Refer to the Invoice Form and Instructions (*exhibit B*) for guidance on how to complete and submit invoices. (NOTE: an electronic version of the invoice form will be provided to the SUBCONTRACTOR).

7. Reporting

Through this Agreement SUBCONTRACTOR agrees to provide data and submit reports, as requested and required by the PRIME SPONSOR. The PRIME SPONSOR and/or RSCCD will provide guidance and instructions on reporting to the SUBCONTRACTOR.

8. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

9. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD or the PRIME SPONSOR, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

10. Subcontract Assignment

No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

11. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

12. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

13. Mutual Indemnification

Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying party or any of its agents or employees.

14. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event

that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

15. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

16. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

RSCCD:

Primary Contact:

Sarah Santoyo, Fiscal Agent Administrator
Rancho Santiago Community College District
2323 N. Broadway, Ste. 201
Santa Ana, CA 92706
(714) 480-7466; santoyo_sarah@rsccd.edu

Fiscal Representative:

Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
Rancho Santiago Community College District
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter@rsccd.edu

SUBCONTRACTOR:

Primary Program Contact or Supervisor of Record:

Kim Schenk, Senior Dean, Curriculum and Instruction
Diablo Valley College
321 Golf Club Road

Pleasant Hill, CA 94523
(925) 969-2036; kschenk@dvc.edu

Fiscal Contact:

Arzu Smith, Director of District Finance Services
500 Court Street
Martinez, CA 94553
(925) 229-6946; asmith@4cd.edu

17. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

18. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (*Exhibit C* – Articles I, Rev. 07/18 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

By signing this Agreement the Parties certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 5/14) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: CONTRA COSTA
COMMUNITY COLLEGE DISTRICT

By: _____
Name: Peter J. Hardash
Vice Chancellor
Title: Business Operations/Fiscal Services
Date: _____

By: _____
Name: _____
Title: _____
Date: _____

Board Approval Date: March 9, 2020

68-0342035
Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work/Project Application 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.)

EXHIBIT A:
Scope of Work/Project Application
[approved by the Chancellor's Office]

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Regional Director - ICT/DM

DISTRICT: Contra Costa CCD

COLLEGE: Diablo Valley College

RFA NUMBER: 18-207-001

CONTACT PAGE

District:	Contra Costa Community College District				
Address:	500 Court Street				
City:	Martinez	State:	CA	Zip:	94553

District Superintendent/President <i>(or authorized designee)</i>			
Name:	Fred Wood	Phone:	925-229-6820
Title:	Chancellor	Fax:	925-370-2019
E-mail Address:	fwood@4cd.edu		

Responsible Administrator <i>(Should not be the same as Project Director)</i>			
Name:	Kim Schenk	Phone:	925-969-2036
Title:	Sr. Dean, Curriculum	Fax:	925-680-2991
E-mail Address:	kschenk@dvc.edu		

Project Director <i>(Person responsible for conducting the daily operation of the grant)</i>			
Name:	Olivia Herriford	Phone:	925-899-3836
Title:	Consultant	Fax:	
E-mail Address:	droivia@herrifordconsulting.com		

Person Responsible for Data Entry			
Name:	Olivia Herriford	Phone:	925-899-3836
Title:	Consultant	Fax:	
E-mail Address:	droivia@herrifordconsulting.com		

District Chief Business Officer <i>(or authorized designee)</i>			
Name:	Jonah Nicholas	Phone:	925-229-6942
Title:	Associate Vice Chancellor/CFO	Fax:	925-370-6517
E-mail Address:	jnicholas@4cd.edu		

Person Responsible for Budget Certification			
Name:	Arzu Smith	Phone:	925-229-6946
Title:	Director of District Finance Services	Fax:	925-370-6517
E-mail Address:	asmith@4cd.edu		

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Regional Director - ICT/DM

DISTRICT: Contra Costa CCD

COLLEGE: Diablo Valley College

RFA NUMBER: 18-207-001

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	200,000
1000	.1 FTE Dean	\$	10,000
		\$	-
2000	Clerical Support	\$	5,000
		\$	-
3000	Employee Benefits		
	Benefits @ 40%	\$	6,000
4000	Supplies and Materials		
		\$	-
5000	Other Operating Expenses and Services	\$	-
	Regional Director Contracted Consultant	\$	80,000
	Contract Consultant Expenses (travel, mileage, meetings, workshops, events, supplies)	\$	16,308
	Professional Development Support Teacher Participant Stipends (WASTC Conferences)	\$	60,000
	Professional Development Support Instructor Stipends (WASTC Conferences)	\$	15,000
		\$	-
6000	Capital Outlay		
		\$	-
7000	Other Outgo	\$	-
TOTAL DIRECT COSTS:		\$	192,308
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		\$	7,692
TOTAL COSTS:		\$	200,000

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Regional Director - ICT/DM

DISTRICT: Contra Costa CCD

COLLEGE: Diablo Valley College

RFA NUMBER: 18-207-001

FUNDING REQUIRES MATCH

**APPLICATION BUDGET DETAIL SHEET
 MATCH**

Object of Expenditure	Classification	FUNDING REQUIRES MATCH
		100%
		200,000
1000	1100 Academic Salaries, WASTC	\$ 50,000
	1200 Academic Salaries, NonInstructional (Meetings, Curriculum Development)	\$ 20,000
	1400 Non-Instructional Salaries, Senior Dean (10%), Workforce Development Manager (10%)	\$ 24,900 \$ -
2000	2300 Classified Salaries, NonInstructional WASTC Staff	\$ 25,000 \$ -
3000	Salaries @ 40%	\$ 47,960 \$ -
4000		\$ - \$ -
5000	Facilities (cybercamp sites)	\$ 22,000
	Facilities (host site)	\$ 12,000 \$ -
6000		\$ - \$ -
7000		\$ - \$ -
TOTAL DIRECT COSTS:		\$ 201,860
TOTAL INDIRECT COSTS (Not to Exceed 4% of Direct Costs):		
TOTAL COSTS:		\$ 201,860

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Regional Director - ICT/DM

DISTRICT: Contra Costa CCD

COLLEGE: Diablo Valley College

RFA NUMBER: 18-207-001

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 100%
			\$ 200,000	\$ 200,000
1000	INSTRUCTIONAL SALARIES	1	\$ 10,000	\$ 94,900
2000	NONINSTRUCTIONAL SALARIES	2	\$ 5,000	\$ 25,000
3000	EMPLOYEE BENEFITS	3	\$ 6,000	\$ 47,960
4000	SUPPLIES AND MATERIALS	4	\$ 0	\$ 0
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$ 171,308	\$ 34,000
6000	CAPITAL OUTLAY	6	\$ 0	\$ 0
7000	OTHER OUTGO	7	\$ 0	\$ 0
TOTAL DIRECT COSTS:		8	\$ 192,308	\$ 201,860
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$ 7,692 \$ 0	
TOTAL COSTS:		10	\$ 200,000	\$ 201,860

Match must be equal or greater than the Required Match Amount

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: Olivia Herriford Title: Regional Director

Authorized Signature:  Date: 2/20/20

District Chief Business Officer (or authorized designee):

Name: Arzu Smith Title: Director, District Finance Services

Authorized Signature:  Date: 2/21/20

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: Regional Director -
ICT/DM

SECTOR: ICT/Digital Media

DISTRICT: Contra Costa CCD

REGION: Bay Area

COLLEGE: Diablo Valley College

FISCAL YEAR: 2019/20

RFA NUMBER: 18-207-001

SUBAGREEMENT NUMBER: DO-19-2566-73

Statement of Work (Annual Workplan)

Project Name	Regional ICT Advisory - The Bay ICT Partnership	
	Description:	
Description of Opportunity	<i>Address new industry priorities</i>	Use The Bay ICT Partnership as a model of a regional advisory board that meets the regulatory and philosophical requirements for CE programs.
	<i>Curriculum development</i>	All Bay Region ICT programs receive timely information about industry trends and needs to ensure that curriculum is up-to-date and relevant.
	<i>Drop-down Menu</i>	
	Description:	
Supporting Evidence	<i>Faculty/College-driven</i>	All Bay Region ICT programs are required to have courses and programs informed about industry trends and needs.
	<i>Regional Consortia-driven</i>	All Bay Region ICT programs are required to have courses and programs informed about industry trends and needs.
	<i>Drop-down Menu</i>	
	Description:	
Alignment with Sector Strategy and Regional Priorities	<i>Pilot</i>	Leverage Chamber of Commerce, Workforce Investment Boards, ICT DSN, and Strong Workforce Program funding to pilot Bay ICT Partnership as a shared business and industry leadership team serving community college members and their, K-12, CBO, and Non-Profit partners.
	<i>Drop-down Menu</i>	
	<i>Drop-down Menu</i>	
	Description:	
Projected Outcome	<i>Employment</i>	The Bay ICT Partnership (Regionally shared business and industry advisory) will ensure that curriculum prepares students for work-based learning experiences including internships as well as preparing students as apprentices or for direct entry to the job market.
	Description:	
Strong Workforce Metric	<i>Job closely related to field of study</i>	Students will complete programs leading to relevant work-based learning opportunities, apprenticeships, and job placement related to their program of study.

Project Plan

Milestone	Description of Milestone	Responsible	Significance of Milestone to Outcome	Dependencies	Completion Date
1	Convene Bay ICT Partnership regional meetings	RD, Oakland Chamber of Commerce, and BayICT Partnership Steering Committee.	Industry will have direct input to programs and curriculum.	SWP 40% Regional Funding to support CC's share in the project	September 30, 2020
2	BayICT.org portal updated	RD and Web Development Contractor	Increase industry participation through asynchronous, technology supported, business and industry participation.	SWP 40% Regional Funding to support CC's share in the project	September 30, 2020
3	Expand work-based learning programs for students.	RD, Oakland Chamber of Commerce, and BayICT Partnership Steering Committee.	Increased internships, workbased learning, or apprenticeships	SWP 40% Regional Funding to support CC's share in the project	September 30, 2020

Project Plan					
Milestone	Description of Milestone	Responsible	Significance of Milestone to Outcome	Dependencies	Completion Date
4	Bay ICT Partnership provides information regarding in-demand jobs and skill sets to Bay Area ICT programs	RD, Oakland Chamber of Commerce, and BayICT Partnership Steering Committee.	Relevant curriculum shared broadly in the region for adoption.	SWP 40% Regional Funding to support CC's share in the project	September 30, 2020
5					
6					
7					
8					

Project Plan Outcome

Drop-down Menu

Current Year: Actual vs. Projected Outcome

Impact on Multi-Year Project:

Barriers Overcome:

Barriers NOT Overcome:

Lessons Learned:

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: Regional Director -
ICT/DM
DISTRICT: Contra Costa CCD
COLLEGE: Diablo Valley College
RFA NUMBER: 18-207-001

SECTOR: ICT/Digital Media
REGION: Bay Area
FISCAL YEAR: 2019/20
SUBAGREEMENT NUMBER: DO-19-2566-73

Statement of Work (Annual Workplan)

Project Name	K14 Cybersecurity Pathways, Competitions, and Summer CyberCamps (v2.0)	
		Description:
Description of Opportunity	<i>Bridge supply/demand gap</i>	"Cybersecurity labor crunch to hit 3.5 million unfilled jobs by 2021" (source: CIOonline.com).
	<i>Drop-down Menu</i>	
	<i>Drop-down Menu</i>	
		Description:
Supporting Evidence	<i>LMI data</i>	Cyberseek.org estimates that there are currently about 16,000 cybersecurity job openings in the Bay region
	<i>Drop-down Menu</i>	
	<i>Drop-down Menu</i>	
		Description:
Alignment with Sector Strategy and Regional Priorities	<i>Expansion (of a mature initiative)</i>	Outreach to K-12 partners began with a week-long CyberCamp in 2016, 12 camps at 12 different colleges were held in 2017, and 30 camps at 20 colleges with over 1,000 middle and high school students learning and competing in the 2018 summer camps
	<i>Drop-down Menu</i>	
	<i>Drop-down Menu</i>	
		Description:
Projected Outcome	<i>Access and enrollment</i>	Increase the number of HS students interested in Cybersecurity and the Bay Region cybersecurity programs, as demonstrated by increased offering of cybersecurity programs, increased participation, especially among underrepresented populations, dual enrollment in IT courses, and subsequent enrollment into community college IT programs.
		Description:
Strong Workforce Metric	<i>Number of course enrollments</i>	Increase number of students matriculating to the regional community colleges and enrolling in IT/Cybersecurity courses.

Project Plan

Milestone	Description of Milestone	Responsible	Significance of Milestone to Outcome	Dependencies	Completion Date
1	Increase participation of K12 Cybersecurity Teams competing in regional competitions.	RD and CyberCamps Project Team	Increased number of "Teams"	K12 SWP funding to support participation	September 30, 2020
2	Deliver 2020 Bay Area Regional Competition (Mayors Cup)	RD, CyberCamps Project Team, and College Champion.	Increased number of "Teams"	SWP 40% Regional Funding to support cost overruns	September 30, 2020
3	Deliver 2020 Summer CyberCamps	RD, CyberCamps Project Team, and College Champion.	Increased number of Camps, Venues, and participants	SWP 40% Regional Funding to support cost overruns	September 30, 2020

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: Regional Director -
ICT/DM

SECTOR: ICT/Digital Media

DISTRICT: Contra Costa CCD

REGION: Bay Area

COLLEGE: Diablo Valley College

FISCAL YEAR: 2019/20

RFA NUMBER: 18-207-001

SUBAGREEMENT NUMBER: DO-19-2566-73

Statement of Work (Annual Workplan)

Project Name	C-ID IT and IT/Cybersecurity Model Curriculum Adoption	
	Description:	
Description of Opportunity	<i>Curriculum development</i>	Increased numbers of community colleges that adopt the ITIS , IT/Cybersecurity, and CS model curriculum.
	<i>Bridge supply/demand gap</i>	Promote and support expansion of dual enrollment programs at high schools to foster interest in IT/computer science/cybersecurity careers.
	<i>Drop-down Menu</i>	
	Description:	
Supporting Evidence	<i>CCCCO-driven</i>	Course numbering process to ease transfer and articulation
	<i>Faculty/College-driven</i>	Course numbering process to ease transfer and articulation
	<i>Industry-validated</i>	Demand from business and industry for general CS and IT fundamentals skills.
	Description:	
Alignment with Sector Strategy and Regional Priorities	<i>Expansion (of a mature initiative)</i>	Standardization of curriculum and competencies to assure industry of quality and consistency of curriculum.
	<i>Regional scaling</i>	Standardization of curriculum and competencies to assure industry of quality and consistency of curriculum.
	<i>Statewide scaling</i>	Standardization of curriculum and competencies to assure industry of quality and consistency of curriculum.
	Description:	
Projected Outcome	<i>Access and enrollment</i>	Increased numbers of community colleges that adopt the ITIS and IT/Cybersecurity model curriculum.
	Description:	
Strong Workforce Metric	<i>Number of students who got a degree or certificate</i>	Increased numbers of students in IT/Computer Science pathways who earn a certificate or degree (terminal or transfer).

Project Plan

Milestone	Description of Milestone	Responsible	Significance of Milestone to Outcome	Dependencies	Completion Date
1	Promote internships, workbased learning, and/or apprenticeships based upon the ITIS and CS model curriculum.	RD	Demand from business and industry for general CS and IT fundamentals skills.	Regional agreement among colleges.	September 30, 2020
2	Increased numbers of community colleges that adopt the IT IS, IT/Cloud and IT/Cybersecurity model curriculum.	RD	Demand from business and industry for general CS and IT fundamentals skills.	Regional agreement among colleges.	September 30, 2020
3	Increased numbers of high schools that offer introductory courses aligned with the IT IS, IT/Cybersecurity, IT/Cloud, and CS model curricula through dual enrollment or high school articulation.	RD	Demand from business and industry for general CS and IT fundamentals skills.	Regional agreement among colleges.	September 30, 2020

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: Regional Director -
ICT/DM

SECTOR: ICT/Digital Media

DISTRICT: Contra Costa CCD

REGION: Bay Area

COLLEGE: Diablo Valley College

FISCAL YEAR: 2019/20

RFA NUMBER: 18-207-001

SUBAGREEMENT NUMBER: DO-19-2566-73

Statement of Work (Annual Workplan)

Project Name	ICT Educators Winter Conference and Summer Faculty Development Weeks		
		Description:	
Description of Opportunity	<i>Address new industry priorities</i>	Support professional development opportunities for career education (CE) programs to address labor market needs and current skills for the ICT sector.	
	<i>Faculty professional development</i>	Support professional development opportunities for career education (CE) programs to address labor market needs and current skills for the ICT sector.	
	<i>Drop-down Menu</i>		
		Description:	
Supporting Evidence	<i>LMI data</i>	Industry vetted training, courses, projects and pathways.	
	<i>Industry-validated</i>	Industry vetted training, courses, projects and pathways.	
	<i>Drop-down Menu</i>		
		Description:	
Alignment with Sector Strategy and Regional Priorities	<i>Expansion (of a mature initiative)</i>	The DSN and WASTC Team have successfully delivered professional development for the past four years with exhibited growth in participation with each succeeding year.	
	<i>Drop-down Menu</i>		
	<i>Drop-down Menu</i>		
		Description:	
Projected Outcome	<i>Employment</i>	Faculty are current with the technology and workforce skill requirements in the ICT/Digital Media Sector, and retool their programs to reflect the standards and expectations of industry to ensure students are prepared and gain employment in their fields of study.	
		Description:	
Strong Workforce Metric	<i>Number of course enrollments</i>	Development of new and updated courses at participating colleges that result in increased student enrollment in those classes and programs.	

Project Plan

Milestone	Description of Milestone	Responsible	Significance of Milestone to Outcome	Dependencies	Completion Date
1	Winter 2020 ICT Educators Conference	RD and WASTC team.	Faculty are trained to deliver instruction that meets the skill requirements of the ICT/DM sector	Participants' local institutional support for Professional Development	September 30, 2020
2	Summer Faculty Development Weeks	RD and WASTC team.	Faculty are trained to deliver instruction that meets the skill requirements of the ICT/DM sector	Participants' local institutional support for Professional Development	September 30, 2020
3	Expand year-round fully-online professional development opportunities through WASTC	RD and WASTC team.	Faculty are trained to deliver instruction that meets the skill requirements of the ICT/DM sector	Participants' local institutional support for Professional Development	September 30, 2020

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: Regional Director -
ICT/DM
DISTRICT: Contra Costa CCD
COLLEGE: Diablo Valley College
RFA NUMBER: 18-207-001

SECTOR: ICT/Digital Media
REGION: Bay Area
FISCAL YEAR: 2019/20
SUBAGREEMENT NUMBER: DO-19-2566-73

Statement of Work (Annual Workplan)

Project Name	BACCC Regionally Shared Virtual Lab - NETLAB+	
	Description:	
Description of Opportunity	<i>Lab technology adoption</i>	Support NETLAB+ (BACCC Private Cloud) existing services and increase colleges capacity to provide industry-standard ICT and cybersecurity curricula and broaden access.
	<i>Lab technology adoption</i>	Support the use of NETLAB+ for the planned Cybersecurity summer camps and year-long competitions.
	<i>Drop-down Menu</i>	
	Description:	
Supporting Evidence	<i>Regional Consortia-driven</i>	Since the launch of the NETLAB+ service to 12 participating colleges in August 2015, access to the service has expanded to 24 institutions and over 130000 hours of hands-on lab works have been accrued.
	<i>Drop-down Menu</i>	
	<i>Drop-down Menu</i>	
	Description:	
Alignment with Sector Strategy and Regional Priorities	<i>Expansion (of a mature initiative)</i>	Adoption of NETLAB+ has increased standardization of curriculum and competencies to assure industry of quality and consistency of curriculum offered by colleges across the region.
	<i>Drop-down Menu</i>	
	<i>Drop-down Menu</i>	
	Description:	
Projected Outcome	<i>Access and enrollment</i>	Since the launch of the NETLAB+ service to 12 participating colleges in August 2015, access to the service has expanded to 24 institutions and over 130000 hours of hands-on lab works have been accrued. As other high schools and colleges adopt the curriculum, it is anticipated that usage will continue to increase.
	Description:	
Strong Workforce Metric	<i>Number of course enrollments</i>	Increase enrollment in courses that are supported by NETLAB+.

Project Plan

Milestone	Description of Milestone	Responsible	Significance of Milestone to Outcome	Dependencies	Completion Date
1	Increase the number of courses delivered, instructors participating and hours students accrue doing hands-on labs.	RD, Cabrillo CTE Dean, and NETLAB Administrator	Additional instructors and students will use NETLAB+	SWP 40% Regional Funding to support continued service	September 30, 2020
2	Leverage NETLAB+ to support summer CyberCamps for regional College's local K12 partners.	RD, Cabrillo CTE Dean, and NETLAB Administrator	CyberCamp participants will become familiar with NETLAB+	SWP 40% Regional Funding to support continued service	September 30, 2020
3	Increase K12 partners access to NETLAB+.	RD and K12 LEA Partners	NETLAB+ will become a common tool used by both secondary and postsecondary	K12 SWP funds to support expansion and access by K12 partners	September 30, 2020

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: Regional Director -
ICT/DM

DISTRICT: Contra Costa CCD

COLLEGE: Diablo Valley College

RFA NUMBER: 18-207-001

SECTOR: ICT/Digital Media

REGION: Bay Area

FISCAL YEAR: 2019/20

SUBAGREEMENT NUMBER: DO-19-2566-73

Statement of Work (Annual Workplan)

Project Name	BACCC CA Cloud Computing Consortium	
		Description:
Description of Opportunity	<i>Address new industry priorities</i>	Cloud computing has changed the way we work thus preempting incumbent IT workers to upskill and significantly increasing the need to train and provide skills to a workforce that can meet the demand in this fast growing and emerging sector.
	<i>Bridge supply/demand gap</i>	The practical application of skills and industry certifications necessary for entry level jobs makes a cloud computing program appropriate for community colleges to enhance their existing IT, computer science, business or web design programs integrating cloud managed services.
	<i>Curriculum development</i>	New cloud computing courses and updates of existing courses that address the cloud will need to be completed.
		Description:
Supporting Evidence	<i>Industry-validated</i>	Local college ICT-related program Advisory meeting minutes increasingly provide evidence that there is a growing need for Cloud Computing (AWS, Azure, Google, etc) knowledge, skills and abilities.
	<i>LMI data</i>	There is a significant undersupply of Cloud Computing workers compared to the demand for this cluster of occupations in the Bay region. The gap is about 5,541 workers annually in the Bay region.
	<i>Drop-down Menu</i>	
		Description:
Alignment with Sector Strategy and Regional Priorities	<i>Developmental</i>	Develop an Regional Joint Venture (proposal) structure that will take advantage of the scale and reach many of 28 Bay Area Colleges and their feeder high schools
	<i>Regional scaling</i>	Develop an Regional Joint Venture (proposal) structure that will take advantage of the scale and reach many of 28 Bay Area Colleges and their feeder high schools
	<i>Drop-down Menu</i>	
		Description:
Projected Outcome	<i>Access and enrollment</i>	To form a coalition of colleges to create and offer a standardized certificate for cloud computing.
		Description:
Strong Workforce Metric	<i>Number of course enrollments</i>	Additional metric: Number of students who got a certificate

Project Plan

Milestone	Description of Milestone	Responsible	Significance of Milestone to Outcome	Dependencies	Completion Date
1	Confirm members of Project Team.	Foothill and San Mateo Work Force Administrators, RD, AWS Representative, LA Cloud Computing Project Manager	Project team is critical to the success of the project.	Willingness to work together	September 30, 2020
2	Regional Joint Venture (RJV) proposed	Foothill and San Mateo Work Force Administrators, RD, AWS Representative, LA Cloud Computing Project Manager	Opportunity to market the regional project.	Interest generated from the colleges.	September 30, 2020
3	Regional Joint Venture (RJV) approved for BACCC regional funds	College Representatives	Approval of Funding	Regional funding is an added benefit as project partner colleges are dedicating their 40% share for this project.	September 30, 2020

5.2 (20)

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: Regional Director - ICT/DM
 DISTRICT: Contra Costa CCD
 COLLEGE: Diablo Valley College
 RFA NUMBER: 18-207-001

SECTOR: ICT/Digital Media
 REGION: Bay Area
 FISCAL YEAR: 2019/20
 SUBAGREEMENT NUMBER: DO-19-2566-73

Statement of Work (Annual Workplan)

Project Name	ICT Common Solutions Communications Project	
	Description:	
Description of Opportunity	<i>Address new industry priorities</i>	Relevant, scalable and sustainable sector solutions (projects, pilots, programs, etc) to Sector priorities need to be shared with the CCC community at large for replication.
	<i>Bridge supply/demand gap</i>	Relevant, scalable and sustainable sector solutions (projects, pilots, programs, etc) to Sector priorities need to be shared with the CCC community at large for replication.
	<i>Other</i>	Relevant, scalable and sustainable sector solutions (projects, pilots, programs, etc) to Sector priorities need to be shared with the CCC community at large for replication.
	Description:	
Supporting Evidence	<i>Industry-validated</i>	Industry vetted projects and pathways.
	<i>LMI data</i>	Research, interview, data and evidence driven projects.
	<i>Faculty/College-driven</i>	Successful pilots and best-practices.
	Description:	
Alignment with Sector Strategy and Regional Priorities	<i>Statewide scaling</i>	Replicable Do It Yourself or guidance documentation (e.g. Sector Fundable Project for Metrics Growth and Quality).
	<i>Developmental</i>	Replicable Do It Yourself or guidance documentation (e.g. Sector Fundable Project for Metrics Growth and Quality).
	<i>Expansion (of a mature initiative)</i>	Replicable Do It Yourself or guidance documentation (e.g. Sector Fundable Project for Metrics Growth and Quality).
	Description:	
Projected Outcome	<i>Access and enrollment</i>	Increased numbers of community colleges that enroll in ICT courses and programs.
	Description:	
Strong Workforce Metric	<i>Job closely related to field of study</i>	Students will complete programs leading to relevant work-based learning opportunities, apprenticeships, and job placement related to their program of study.

Project Plan

Milestone	Description of Milestone	Responsible	Significance of Milestone to Outcome	Dependencies	Completion Date
1	Update or create a Regional Situational Analysis for each subsector (SWOT).	RD	Identifies relevant opportunities	Quality information and data, SN and ICT Team	9/30/2020
2	Identify priority high impact solutions by college and socialize with Colleges.	RD	Identifies scalable and sustainable solutions and applications.	Quality contributions and support, SN and ICT Team	9/30/2020
3	Seek or apply funding to implement or document project and summarize results as Replicable DIY or guidance documentation (e.g. Sector Fundable Project for Metrics Growth and Quality).	RD	Documents and shares solution for greater CCC Community	Quality contributions and support, SN and ICT Team	9/30/2020

EXHIBIT B:
Invoice Form and Instructions

COLLEGE/DISTRICT LETTERHEAD/LOGO

INVOICE

Date:

Invoice No.:

Purchase Order No.:

Name

Address:

City:

State:

Zip:

Attn:

Bill To: Rancho Santiago CCD (RSCCD)
Attn: Sarah Santoyo
2323 North Broadway, Ste. 201
Santa Ana, CA 92706

Grant Number:

Fiscal Agent Sub-Agreement Number:

Chancellor's Office Project Monitor:

Payment Type: Advance Payment Progress Payment Final Payment

Other Payment (describe):

Description of Work and Dates Services Rendered:

Total Amount Due: \$

District/College Accounting Office Contact:

District/College Program Contact:

Name:

Name:

Title:

Title:

Email:

Email:

Phone number:

Phone number:

Please send payment to the address above.

Instructions for Invoice Template

Submit invoices electronically to the fiscal agent, Maria Gil at Gil_Maria@rsccd.edu. The e-mail subject line must state "Invoice Enclosed – District Acronym/DSN/Grant Number".

Example: RSCCD/Santa Ana/DSN/#18-459-008

If you are submitting a corrected invoice, please state it in the subject line "REVISED Invoice Enclosed – District Acronym/Key Talent Role or Program/Grant Number".

Below are additional details about each field. If you have any questions about this Invoice Template, please contact your CCCCCO Program Contact/Monitor or the Fiscal Agent at Gil_Maria@rsccd.edu.

Letterhead/logo - Insert letterhead or logo image.

Date – Enter the date the invoice was created.

Invoice No. – Enter an invoice number to be used for internal purposes by the community college district/college.

Purchase Order No. - Enter the purchase order number issued by the Fiscal Agent.

Name – Using the drop down list to select the District name or enter information manually. The name must match the name listed on the sub-agreement with the Fiscal Agent.

Address – Enter the District address which should match with the address listed on the sub-agreement with the Fiscal Agent.

Grant Number – Enter the grant number provided by the Project Monitor.

Fiscal Agent Sub-Agreement Number – Enter the sub-agreement number listed on the page footer of the sub-agreement with the Fiscal Agent.

Chancellor's Office Project Monitor – Enter the name of the Chancellor's Office Project Monitor. If unknown, enter the Program Name.

Payment Type – Identify the payment type (advance, progress, final or other payment). If other payment is clicked, provide a brief description of the payment type.

Description of Work and Dates Services Rendered – Provide a description of the work performed and the dates of services rendered.

Total Amount Due – Enter the amount invoiced to CCCCCO.

District/College Accounting Office Contact Information – Identify an accounting office contact.

District/College Program Contact Information – Identify a program contact who can address questions about the work performed.

EXHIBIT C:

Chancellor's Office, California Community Colleges
Workforce and Digital Futures Division

GRANT AGREEMENT

ARTICLE I

**Key Talent Administration & Sector Strategy Fiscal Agent
Program-Specific Legal Terms and Conditions
July 2018**

ARTICLE II

**Standard Legal Terms and Conditions
(Revision 5/15/14)**

To access a copy of Articles I and II, [click here](#).

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: March 9, 2020
Re:	Approval of Sub-Agreement between RSCCD and West Hills Community College District/West Hills College Lemoore to award the 2019/2020 Advanced Manufacturing Regional Director funded by the Key Talent Administration and Sector Strategy 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 fiscal agent to the Key Talent Administration and Sector Strategy Grant. 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 has approved the selection of West Hills Community College District, on behalf of West Hills College Lemoore, to host the Advanced Manufacturing regional director for the Central/Mother Lode region. The regional director supports program development and industry engagement for each region’s priority and emerging sectors. The host will receive \$200,000.00 to support the regional director position and sector strategies funded by the Key Talent Administration and Sector Strategy grant. The sub-award has a 1:1 match requirement to be provided by the host district. The performance period is March 1, 2020, through September 30, 2020. RSCCD, fiscal agent to this grant, has developed a sub-agreement (#DO-19-2566-74) that includes a project application that has been approved by the Chancellor’s Office.

Project Director: Sarah Santoyo

Project Administrator: Enrique Perez

RECOMMENDATION

It is recommended that the Board approve 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:	\$200,000.00 (grant-funded)	Board Date: March 9, 2020
Prepared by:	Maria N. Gil, Senior Resource Development Coordinator	
Submitted by:	Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by:	Marvin Martinez, Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
WEST HILLS COMMUNITY COLLEGE DISTRICT**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 9th day of March, 2020, between Rancho Santiago Community College District (hereinafter “RSCCD”) and West Hills Community College District, on behalf of **West Hills College Lemoore** (hereinafter “SUBCONTRACTOR”), which is hosting the **Central/Mother Lode region Deputy Sector Navigator [Regional Director] for Advanced Manufacturing**. 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 #19-207-001 (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 host and supervise the **Central/Mother Lode region Deputy Sector Navigator [Regional Director] for Advanced Manufacturing**, which is supported by the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. **Period of Performance**

The period of performance for this Agreement shall be from March 1, 2020, through September 30, 2020.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$200,000, with 4% allowable for SUBCONTRACTOR indirect costs.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR, 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.

5. Matching Contribution

There is a one-to-one matching requirement for these funds. SUBCONTRACTOR must identify the in-kind and/or cash match in the Scope of Work (*Exhibit A*) that can be used to meet the match requirement. At the end of the project year, SUBCONTRACTOR shall submit documentation that this grant requirement was met as part of the final invoice and/or final reporting process.

6. Payment and Invoicing

Payment to the SUBCONTRACTOR shall be based on an advanced payment of 80% after the Agreement is fully executed and a final payment of 20%. The final payment is contingent upon the review and approval of the final performance and expenditure reports by the PRIME SPONSOR. Payments shall not exceed the amount listed under Article I.3. "Total Costs".

SUBCONTRACTOR must submit invoices for payment via e-mail sent to Sarah Santoyo, Fiscal Agent Administrator at Santoyo_Sarah@rsccd.edu and copy Maria Gil, Fiscal Agent Specialist at Gil_Maria@rsccd.edu. The subject line of the invoice should be as follow: "Invoice Enclosed – District Acronym/RD-IE/Sub-Agreement#".

Refer to the Invoice Form and Instructions (*exhibit B*) for guidance on how to complete and submit invoices. (NOTE: an electronic version of the invoice form will be provided to the SUBCONTRACTOR).

7. Reporting

Through this Agreement SUBCONTRACTOR agrees to provide data and submit reports, as requested and required by the PRIME SPONSOR. The PRIME SPONSOR and/or RSCCD will provide guidance and instructions on reporting to the SUBCONTRACTOR.

8. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

9. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD or the PRIME SPONSOR, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

10. Subcontract Assignment

No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

11. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

12. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

13. Mutual Indemnification

Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying party or any of its agents or employees.

14. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event

that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

15. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

16. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

RSCCD:

Primary Contact:

Sarah Santoyo, Fiscal Agent Administrator
Rancho Santiago Community College District
2323 N. Broadway, Ste. 201
Santa Ana, CA 92706
(714) 480-7466; santoyo_sarah@rsccd.edu

Fiscal Representative:

Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
Rancho Santiago Community College District
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter@rsccd.edu

SUBCONTRACTOR:

Primary Program Contact or Supervisor of Record:

Kris Costa, Dean of Career Technical Education
West Hills College Lemoore
555 College Avenue

Lemoore, CA 93245
(559) 925-3218; kriscosta@whccd.edu

Fiscal Contact:

Richard Storti, Deputy Chancellor
275 Phelps
Coalinga, CA 93210
(559) 934-2160; richardstorti@whccd.edu

17. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

18. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (*Exhibit C* – Articles I, Rev. 07/18 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

By signing this Agreement the Parties certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 5/14) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: WEST HILLS
COMMUNITY COLLEGE DISTRICT

By: _____
Name: Peter J. Hardash

Vice Chancellor
Title: Business Operations/Fiscal Services

Date: _____

Board Approval Date: March 9, 2020

By: _____
Name: _____

Title: _____

Date: _____

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work/Project Application 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.)

EXHIBIT A:
Scope of Work/Project Application
[approved by the Chancellor's Office]

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Regional Director

DISTRICT: West Hills CCD

COLLEGE: West Hills College Lemoore

RFA NUMBER: 18-207

CONTACT PAGE

District:	<u>West Hills Community College District</u>		
Address:	<u>275 Phelps</u>		
City:	<u>Coalinga</u>	State: <u>CA</u>	Zip: <u>93210</u>

District Superintendent/President <i>(or authorized designee)</i>			
Name:	<u>Stuart Van Horn, Ed.D.</u>	Phone:	<u>559-934-2131</u>
Title:	<u>Chancellor</u>	Fax:	<u>559-934-2889</u>
E-mail Address:	<u>stuartvanhorn@whccd.edu</u>		

Responsible Administrator <i>(Should not be the same as Project Director)</i>			
Name:	<u>Kristin Clark</u>	Phone:	<u>559-925-3200</u>
Title:	<u>President</u>	Fax:	<u>559-925-9871</u>
E-mail Address:	<u>kristinclark@whccd.edu</u>		

Project Director <i>(Person responsible for conducting the daily operation of the grant)</i>			
Name:	<u>Kris Costa</u>	Phone:	<u>559-925-3218</u>
Title:	<u>Dean, Career Technical Education</u>	Fax:	<u>559-925-3871</u>
E-mail Address:	<u>kriscosta@whccd.edu</u>		

Person Responsible for Data Entry			
Name:	<u>Kris Costa</u>	Phone:	<u>559-925-3218</u>
Title:	<u>Dean, Career Technical Education</u>	Fax:	<u>559-925-3871</u>
E-mail Address:	<u>kriscosta@whccd.edu</u>		

District Chief Business Officer <i>(or authorized designee)</i>			
Name:	<u>Richard Storti</u>	Phone:	<u>559-934-2160</u>
Title:	<u>Deputy Chancellor</u>	Fax:	<u>559-934-2816</u>
E-mail Address:	<u>richardstorti@whccd.edu</u>		

Person Responsible for Budget Certification			
Name:	<u>Kris Costa</u>	Phone:	<u>559-925-3218</u>
Title:	<u>Dean, Career Technical Education</u>	Fax:	<u>559-925-3871</u>
E-mail Address:	<u>kriscosta@whccd.edu</u>		

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: Regional Director

DISTRICT: West Hills CCD

COLLEGE: West Hills College Lemoore

RFA NUMBER: 18-207

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	200,000
1000		\$	-
		\$	-
2000	2100 Classified Salaries, Noninstructional (Regular, Full-time) Key Talent - TBA Range 42, Step 5, partial year salary (June, July, August, September)	\$	45,000
		\$	-
3000	Employee Benefits	\$	-
	Key talent - TBA Regional Director 63% benefits rate	\$	20,525
		\$	-
4000	Supplies and Materials	\$	-
	Printing and miscellaneous office supplies and equipment	\$	2,000
		\$	-
5000	Other Operating Expenses and Services	\$	-
	Travel and Mileage	\$	5,000
	Conference Expenses	\$	5,000
	Regional Workshops and Convenings	\$	5,000
	Regional externship project	\$	10,000
	Regional College Faculty - Conference Reimbursement and support	\$	20,000
6000	Capital Outlay	\$	-
	Office equipment - laptop, monitor, etc	\$	5,000
	Employer Connection Project	\$	74,783
7000	Other Outgo	\$	-
TOTAL DIRECT COSTS:		\$	192,308
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		\$	7,692
TOTAL COSTS:		\$	200,000

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Regional Director

DISTRICT: West Hills CCD

COLLEGE: West Hills College Lemoore

RFA NUMBER: 18-207

FUNDING REQUIRES MATCH

**APPLICATION BUDGET DETAIL SHEET
 MATCH**

Object of Expenditure	Classification	FUNDING REQUIRES MATCH
		100%
		200,000
1000	1100 Academic Salaries, Instructional, Contract or Regular Status	
	Dean, 48%	\$ 28,879
	Grant Accountant, 15%	\$ 2,388
		\$ -
2000		\$ -
		\$ -
3000	3000 Academic Salaries, Instructional, Contract or Regular Status	\$ -
	Dean, 48%	\$ 18,194
	Grant Accountant, 15%	\$ 600
		\$ -
4000		\$ -
		\$ -
5000	Office Space for Regional Director	\$ -
	Conference Facilities for Regional Events	\$ 13,050
	Automation Lab Classroom	\$ 3,600
	Automation Equipment - SW 1, 2	\$ 26,100
		\$ 107,189
		\$ -
6000		\$ -
7000		\$ -
		\$ -
TOTAL DIRECT COSTS:		\$ 200,000
TOTAL INDIRECT COSTS (Not to Exceed 4% of Direct Costs):		
TOTAL COSTS:		\$ 200,000

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: Regional Director

DISTRICT: West Hills CCD

COLLEGE: West Hills College Lemoore

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
			\$ 200,000	100% \$ 200,000
1000	INSTRUCTIONAL SALARIES	1	\$ 0	\$ 31,267
2000	NONINSTRUCTIONAL SALARIES	2	\$ 45,000	\$ 0
3000	EMPLOYEE BENEFITS	3	\$ 20,525	\$ 18,794
4000	SUPPLIES AND MATERIALS	4	\$ 2,000	\$ 0
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$ 45,000	\$ 149,939
6000	CAPITAL OUTLAY	6	\$ 79,783	\$ 0
7000	OTHER OUTGO	7	\$ 0	\$ 0
TOTAL DIRECT COSTS:		8	\$ 192,308	\$ 200,000
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$ 7,692	
TOTAL COSTS:		10	\$ 200,000	\$ 200,000

Match must be equal or greater than the Required Match Amount

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: Kris Costa Title: Dean of Career Technical Education
 Authorized Signature:  Date: February 20, 2020

District Chief Business Officer (or authorized designee):

Name: Dr. Richard Storti Title: Deputy Chancellor
 Authorized Signature:  Date: February 20, 2020

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: Regional Director
 DISTRICT: West Hills CCD
 COLLEGE: West Hills College
 Lemoore
 RFA NUMBER: 18-207

SECTOR: Advanced Manufacturing
 REGION: Central/Mother Lode
 FISCAL YEAR: 19-20
 SUBAGREEMENT NUMBER: DO-19-2566-74

Statement of Work (Annual Workplan)

Project Name	CVML College Program assessments and/or site visits	
Description of Opportunity	<i>Other</i>	Description: Ensure that each college within the region that has AD-MAN programs has communication with the RD to discuss program needs and resources
	<i>Drop-down Menu</i>	
	<i>Drop-down Menu</i>	
Supporting Evidence	<i>Faculty/College-driven</i>	Description: Colleges have expressed interest in further developing stronger partnerships with RD. Voting members are interested in addressing individual college needs and keeping their programs updated
	<i>Drop-down Menu</i>	
	<i>Drop-down Menu</i>	
Alignment with Sector Strategy and Regional Priorities	<i>Developmental</i>	Description: This project addresses all sector strategies including: student support structures, curriculum development & improvement, professional development, partnership development, spread innovation, accountability, prioritization process, and sector organizational leaderships.
	<i>Drop-down Menu</i>	
	<i>Drop-down Menu</i>	
Projected Outcome	<i>Drop-down Menu</i>	Description:
Strong Workforce Metric	<i>Drop-down menu</i>	Description:

Project Plan

Milestone	Description of Milestone	Responsible	Significance of Milestone to Outcome	Dependencies	Completion Date
1	Hire a Regional Director	West Hills College Lemoore CTE Dean WHCCD HR Staff Regional Stakeholders	Begin process of planning grant	Applicant pool strength Ability of selected candidate to start quickly.	May 15, 2020
2	Onboard Regional Director to WHCL, policies, practices	West Hills College Lemoore CTE Dean WHCCD HR Staff Regional Stakeholders	Person in place to begin work	Timing of candidate board approval	Sept 30 2020
3	Visit all colleges using AD-MAN services within first 3 months of grant period.	RD-AMAN Voting Members, Faculty, Key Stakeholders	Initial discussions on how they can take advantage of the support RD can offer.	Scheduling a date/time in which most/all stakeholders can be present. Weather constraints during winter months.	Sept 30 2020

5.3 (14)

Project Plan					
Milestone	Description of Milestone	Responsible	Significance of Milestone to Outcome	Dependencies	Completion Date
4	Attend college advisory committee meetings, relative to Advanced Manufacturing.	RD-AMAN Voting Members, Faculty, Key Stakeholders	This ensures local industry contact with each college.	Ideally, college visits could occur at the same time as the advisory committee meeting attendance for colleges that aren't geographically close to the host college.	Sept 30 2020
5					
6					
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8					

Project Plan Outcome

Drop-down Menu

Current Year: Actual vs. Projected Outcome

Impact on Multi-Year Project:

Barriers Overcome:

Barriers NOT Overcome:

Lessons Learned:

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: Regional Director
DISTRICT: West Hills CCD
COLLEGE: West Hills College
Lemoore
RFA NUMBER: 18-207

SECTOR: Advanced Manufacturing
REGION: Central/Mother Lode
FISCAL YEAR: 19-20
SUBAGREEMENT NUMBER: DO-19-2566-74

Statement of Work (Annual Workplan)

Project Name	Advanced Manufacturing Regional Inventory and Planning		
		Description:	
Description of Opportunity	<i>Faculty professional development</i>	Work with regional deans and faculty to determine needs and gaps in the region's advanced manufacturing programs.	
	<i>Other</i>	Build upon regional work from 2018-19 and disseminate for review by regional colleges.	
	<i>Other</i>	Attend Advisory Committee meetings across the region to develop inventory of needs.	
		Description:	
Supporting Evidence	<i>LMI data</i>	Labor market data to support the need in industry.	
	<i>Industry-validated</i>	Regional survey to determine needs.	
		Description:	
Alignment with Sector Strategy and Regional Priorities	<i>Expansion (of a mature initiative)</i>	Expansion of regionwide Advanced Manufacturing project.	
		Description:	
Projected Outcome	<i>Employment</i>	Fill employment gaps for regional employers.	
		Description:	
Strong Workforce Metric	<i>Number of course enrollments</i>	Understanding of regional programs will lead to greater enrollment.	

Project Plan

Milestone	Description of Milestone	Responsible	Significance of Milestone to Outcome	Dependencies	Completion Date
1	Convene three regional collaborations to exchange best practices, align curriculum and instructional practices, and address professional development.	Regional Director, Adv Manufacturing Regional Employer and Ed Networks K-12 partners	Intersegmental approach to pathway development	Regional employers, colleges, K-12 partners; event host site	Sept. 30, 2020
2	Convene regional Advanced Manufacturing experts/ employers to develop one strategic focus for all regional colleges related to Adv Mfg.	Regional Director, Adv Manufacturing Regional Employers	Industry led approach to new program development	Regional employers; event host site	Sept. 30, 2020
3	Interest survey of topics to cover, potential date options, and industry connections from all the CVML Faculty and Administrators	Regional Director, Adv Manufacturing Regional Colleges	Establishment of timeline for convening and focus of agenda items	Obtaining timely responses from all stakeholders	Sept. 30, 2020

5.3 (16)

Project Plan					
Milestone	Description of Milestone	Responsible	Significance of Milestone to Outcome	Dependencies	Completion Date
4	Facilitate convening & Industry In-services	Regional Director, Adv Manufacturing Regional Colleges	Corrdinate convening location and logistics for a smooth event	Availability of venue and faculty.	Sept. 30, 2020
5	Distill convening results into action items with timelines for implementation	Regional Director, Adv Manufacturing Regional Colleges	The product of the faculty input should be put into action or the event is unproductive	Authority to make changes and timelines for implementation.	Sept. 30, 2020
6					
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8					

Project Plan Outcome

Drop-down Menu

Current Year: Actual vs. Projected Outcome

Impact on Multi-Year Project:

Barriers Overcome:

Barriers NOT Overcome:

Lessons Learned:

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: Regional Director

SECTOR: Advanced Manufacturing

DISTRICT: West Hills CCD

REGION: Central/Mother Lode

COLLEGE: West Hills College Lemoore

FISCAL YEAR: 19-20

RFA NUMBER: 18-207

SUBAGREEMENT NUMBER: DO-19-2566-74

Statement of Work (Annual Workplan)

Project Name	Virtual Employer Connection Project	
		Description:
Description of Opportunity	<i>Lab technology adoption</i>	Develop virtual employer connection space for regional industry-driven dialogues.
	<i>Address new industry priorities</i>	Work with industry partners to identify emerging skill needs
	<i>Upskill incumbent workers</i>	Work with industry to identify opportunities for incumbent workers, including apprenticeships
		Description:
Supporting Evidence	<i>Industry-validated</i>	Survey of industry connections regionally
		Description:
Alignment with Sector Strategy and Regional Priorities	<i>Expansion (of a mature initiative)</i>	CVML Regionwide Advanced Manufacturing Project alignment, led by Fresno City College
	<i>Regional scaling</i>	Scale alignment and agreement with Bakersfield College Bachelor's Degree program in Industrial Automation
		Description:
Projected Outcome	<i>Access and enrollment</i>	Increase enrollment in advanced manufacturing programs and increase options for students regionwide.
		Description:
Strong Workforce Metric	<i>Number of course enrollments</i>	Increase enrollment in advanced manufacturing programs

Project Plan

Milestone	Description of Milestone	Responsible	Significance of Milestone to Outcome	Dependencies	Completion Date
1	Develop a space for regional employer engagement to increase work based learning for regional colleges.	Regional Director, Adv Manufacturing WHCL Dean	Define programs and locations for increased access	Timeline for install and completion	September 30, 2020
2	Inventory Employer networks for regional engagement strategies	Regional Director, Adv Manufacturing WHCL Dean	Define programs and locations for increased access	Regional employers, colleges, and K-12 partners	September 30, 2020
3	Directly engage with 50 employers across the region to define and identify labor market needs related to Advanced Manufacturing	Regional Director, Adv Manufacturing College Deans Regional Employer Networks	Define programs and locations for increased access	Access to employers. Tight timelines due to shortened grant period.	September 30, 2020

5.3 (18)

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: Regional Director
DISTRICT: West Hills CCD
COLLEGE: West Hills College Lemoore
RFA NUMBER: 18-207

SECTOR: Advanced Manufacturing
REGION: Central/Mother Lode
FISCAL YEAR: 19-20
SUBAGREEMENT NUMBER: DO-19-2566-74

Statement of Work (Annual Workplan)

Project Name	Faculty Externship Project	
	Description:	
Description of Opportunity	<i>Curriculum development</i>	Work with colleges to identify faculty for externships
	<i>Faculty professional development</i>	Stipend faculty from colleges and high school to extern in industry
	Description:	
Supporting Evidence	<i>Faculty/College-driven</i>	Projects developed from regional externships
	<i>Regional Consortia-driven</i>	Regional report on externships
	Description:	
Alignment with Sector Strategy and Regional Priorities	<i>Expansion (of a mature initiative)</i>	Expansion of Region-Wide Ad-Man Project
	Description:	
Projected Outcome	<i>Close achievement gaps</i>	Increase understanding of in demand skills
	Description:	
Strong Workforce Metric	<i>Number of course enrollments</i>	Increase rigor of college programs

Project Plan

Milestone	Description of Milestone	Responsible	Significance of Milestone to Outcome	Dependencies	Completion Date
1	Develop faculty externship program for K-12 and college faculty to learn new and emerging skills	Regional Director, Adv Manufacturing Regional Employer and Ed Networks K-12 partners	Skill-based train the trainer program.	College and K-12 faculty attendance support	September 30, 2020
2	Contract with Regional Colleges to stipend faculty, per their campus processes.	Regional Director, Adv Manufacturing Regional College Deans	Support regional college programs and faculty	College of faculty attendance and participation	September 30, 2020
3	Planning for annual pathway development event at CSU Fresno with Regional Directors in Ag, Small Bus, etc.	Faculty Leads, Fresno State Regional Director - Advanced Manu. Regional college deans and faculty	Increase understanding of college acceptance and coursework	College and University support of faculty attendance; host site location	September 30, 2020

5.3 (19)

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: Regional Director
DISTRICT: West Hills CCD
COLLEGE: West Hills College
Lemoore
RFA NUMBER: 18-207

SECTOR: Advanced Manufacturing
REGION: Central/Mother Lode
FISCAL YEAR: 19-20
SUBAGREEMENT NUMBER: DO-19-2566-74

Statement of Work (Annual Workplan)

Project Name	Networking and Professional Development (CATA, CCCAOE, Steering Committee, etc.)	
Description of Opportunity	<i>Other</i>	Description: This is the ongoing work that keeps me current with industry needs and educational trends. This is also the place to learn about new resources and help connect my colleges to opportunities
	<i>Faculty professional development</i>	Provide conference reimbursement to regional college faculty engaging in professional development related to Advanced Manufacturing.
Supporting Evidence	<i>Faculty/College-driven</i>	Description: These conferences afford the opportunity for interaction with the faculty and administration of my colleges as well as CCCCO staff and decision- makers
Alignment with Sector Strategy and Regional Priorities	<i>Other</i>	Description: This is ongoing work that develops new opportunities for in-service, resource allocation, and professional development.
Projected Outcome	<i>Access and enrollment</i>	Description: Among many outcomes, the most basic is to increase access to my college programs and continued/increased enrollment
Strong Workforce Metric	<i>Number of course enrollments</i>	Description: Due to this networking and professional development, my colleges will have continued/increased enrollments.

Project Plan					
Milestone	Description of Milestone	Responsible	Significance of Milestone to Outcome	Dependencies	Completion Date
1	Attend CVML Region Steering Committee meetings	Regional Director, Adv Manufacturing	Resources are often presented here that will serve regional colleges.	Scheduling	September 30, 2020
2	Attend CATA Summer and Mid-Winter Conferences. Also, Section and Regional CATA meetings as appropriate	Regional Director, Adv Manufacturing	Reports and updating of faculty of current and future opportunities	Scheduling	September 30, 2020
3	Attend/Participate/Present at CCCAOE and Educating for Careers conferences	Regional Director, Adv Manufacturing	Networking and resource opportunities are presented here.	Scheduling	September 30, 2020

Project Plan					
Milestone	Description of Milestone	Responsible	Significance of Milestone to Outcome	Dependencies	Completion Date
4	Provide reimbursement to regional college faculty engaging in professional develop in AdvManu through September	Regional Director, Adv Manufacturing	Support resources at regional colleges	Business office processes and sub contract capacity	September 30, 2020
5					
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8					

Project Plan Outcome

Drop-down Menu

Current Year: Actual vs. Projected Outcome

Impact on Multi-Year Project:

Barriers Overcome:

Barriers NOT Overcome:

Lessons Learned:

EXHIBIT B:
Invoice Form and Instructions

COLLEGE/DISTRICT LETTERHEAD/LOGO

INVOICE

Date:

Invoice No.:

Purchase Order No.:

Name

Address:

City:

State:

Zip:

Attn:

Bill To: Rancho Santiago CCD (RSCCD)
Attn: Sarah Santoyo
2323 North Broadway, Ste. 201
Santa Ana, CA 92706

Grant Number:

Fiscal Agent Sub-Agreement Number:

Chancellor's Office Project Monitor:

Payment Type: Advance Payment Progress Payment Final Payment

Other Payment (describe):

Description of Work and Dates Services Rendered:

Total Amount Due: \$

District/College Accounting Office Contact:

District/College Program Contact:

Name:

Name:

Title:

Title:

Email:

Email:

Phone number:

Phone number:

Please send payment to the address above.

5.3 (23)

Instructions for Invoice Template

Submit invoices electronically to the fiscal agent, Maria Gil at Gil_Maria@rsccd.edu. The e-mail subject line must state "Invoice Enclosed – District Acronym/DSN/Grant Number".

Example: RSCCD/Santa Ana/DSN/#18-459-008

If you are submitting a corrected invoice, please state it in the subject line "REVISED Invoice Enclosed – District Acronym/Key Talent Role or Program/Grant Number".

Below are additional details about each field. If you have any questions about this Invoice Template, please contact your CCCCCO Program Contact/Monitor or the Fiscal Agent at Gil_Maria@rsccd.edu.

Letterhead/logo - Insert letterhead or logo image.

Date – Enter the date the invoice was created.

Invoice No. – Enter an invoice number to be used for internal purposes by the community college district/college.

Purchase Order No. - Enter the purchase order number issued by the Fiscal Agent.

Name – Using the drop down list to select the District name or enter information manually. The name must match the name listed on the sub-agreement with the Fiscal Agent.

Address – Enter the District address which should match with the address listed on the sub-agreement with the Fiscal Agent.

Grant Number – Enter the grant number provided by the Project Monitor.

Fiscal Agent Sub-Agreement Number – Enter the sub-agreement number listed on the page footer of the sub-agreement with the Fiscal Agent.

Chancellor's Office Project Monitor – Enter the name of the Chancellor's Office Project Monitor. If unknown, enter the Program Name.

Payment Type – Identify the payment type (advance, progress, final or other payment). If other payment is clicked, provide a brief description of the payment type.

Description of Work and Dates Services Rendered – Provide a description of the work performed and the dates of services rendered.

Total Amount Due – Enter the amount invoiced to CCCCCO.

District/College Accounting Office Contact Information – Identify an accounting office contact.

District/College Program Contact Information – Identify a program contact who can address questions about the work performed.

EXHIBIT C:

Chancellor's Office, California Community Colleges
Workforce and Digital Futures Division

GRANT AGREEMENT

ARTICLE I

**Key Talent Administration & Sector Strategy Fiscal Agent
Program-Specific Legal Terms and Conditions
July 2018**

ARTICLE II

**Standard Legal Terms and Conditions
(Revision 5/15/14)**

To access a copy of Articles I and II, [click here](#).

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To:	Board of Trustees	Date: March 9, 2020
Re:	Approval of Sub-Agreement between RSCCD and Contra Costa Community College District for the Strong Workforce Program K-12 Pathway Coordinators and K-14 Technical Assistance Providers Grant	
Action:	Request for Approval	

BACKGROUND

RSCCD was selected to serve as the Fiscal Agent for the Strong Workforce Program K-12 Pathway Coordinators and K-14 Technical Assistance Providers, Grant Award #18-205-011, funded by the California Community Colleges Chancellor's Office (CCCCO), Workforce and Economic Development Division (WEDD), to sub-grant and contract with partners and vendors to support the work of the initiative, such as program development and improvement, design and implementation of operational systems, technical assistance, or other partnerships, services and products that otherwise support the initiative.

ANALYSIS

The Chancellor's Office has allocated funds to support K14 Pathway Technical Assistance Providers (K14 TAPs) to be hosted in each region, as part of the infrastructure to support the K12 Strong Workforce Program. Each host will receive either \$285,000 or \$190,000 (dependent upon period of performance) to support the K14 TAP; a Regional Consortium host district, a community college district, or another allowable host, e.g., a Local Educational Agency, may serve as a host for the K14 TAP. The Regional Consortia are tasked with identifying the K14 TAP hosts, so that RSCCD, the fiscal agent, can develop sub-agreements with the hosts. Below is the selected host for the Bay Area region:

K14 TAP Host	Region	Agreement No.
Contra Costa CCD	Bay Area	DO-18-2559-16

Project Director: Sarah Santoyo **Project Administrator:** Enrique Perez

RECOMMENDATION

It is recommended that the Board approve 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:	\$190,000 (grant-funded)	Board Date: March 9, 2020
Prepared by:	Carolyn Hoffman, Special Projects Specialist	
Submitted by:	Enrique Perez, J.D., Vice Chancellor, Educational Services	
Recommended by:	Marvin Martinez, Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
CONTRA COSTA COMMUNITY COLLEGE DISTRICT**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 9th day of March, 2020, between Rancho Santiago Community College District (hereinafter “RSCCD”) and **Contra Costa Community College District** (hereinafter “SUBCONTRACTOR”). 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 Strong Workforce Program K-12 Pathway Coordinators and K-14 Technical Assistance Providers, Prime Award #18-205-011 (hereinafter “Grant”) to sub-grant and contract with partners and vendors to support the work of the initiative such as program development and improvement, design and implementation of operational systems, technical assistance, or other partnerships, services and products that otherwise support the initiative; 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 **host the K14 Technical Assistance Provider for the Bay Area Region** and to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**
SUBCONTRACTOR agrees to implement the Scope of Work (*Exhibit A*), approved by the Prime Sponsor, which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions and to perform the work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.
2. **Period of Performance**
The period of performance for this Agreement shall be from March 1, 2020, through December 31, 2020.
3. **Total Cost**
The total cost to RSCCD for performance of this Agreement shall not exceed \$190,000.00.
4. **Budget**
SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior

approval, as long as the total dollar amount is not affected and the outcomes of the Agreement will not be materially affected.

5. Payment and Invoicing

SUBCONTRACTOR will submit an invoice for an advance payment of 70%, and a final invoice for payment of the remaining 30%. Payment is contingent upon successful performance of the work, as approved by the Chancellor's Office. Payment will not exceed the amount listed above under Article I.3. "Total Costs".

SUBCONTRACTOR must submit invoices for payment to RSCCD via e-mail to Sarah Santoyo (Santoyo_Sarah@rscdd.edu) and Maria Gil (Gil_Maria@rscdd.edu). The subject line of the e-mail should be written as follows: "Invoice_K14TAP_Bay_ContraCostaCCD".

6. Reporting

SUBCONTRACTOR will provide reports as requested or required by the PRIME SPONSOR, in a timely manner. Guidance on the reporting process and requirement will be provided to the SUBCONTRACTOR by RSCCD.

7. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

8. Modifications

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the PRIME SPONSOR and/or RSCCD.

9. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

10. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

11. Subcontract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by the PRIME SPONSOR. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

12. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

13. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

14. Mutual Indemnification

Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying party or any of its agents or employees.

15. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination, and RSCCD will reimburse SUBCONTRACTOR for costs incurred up to the termination date.

16. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event

such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

17. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

RSCCD: Primary Contact:
Rancho Santiago Community College District
Sarah Santoyo
2323 N. Broadway, Suite 201
Santa Ana, CA 92706
(714) 480-7466; santoyo_sarah@rsccd.edu

Fiscal Representative:
Rancho Santiago Community College District
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter@rsccd.edu

SUBCONTRACTOR:
Primary Contact:
Drew Douglass, Senior Dean of Workforce and Economic Development
Contra Costa Community College District
500 Court St.
Martinez, CA 94553
(925) 229-6824; DDouglass@4cd.edu

18. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms

and conditions included in this Agreement.

19. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 09/18 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

By signing this Agreement, the Parties certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 5/14) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SUBCONTRACTOR: CONTRA COSTA COMMUNITY COLLEGE DISTRICT

By: _____
Name: Peter J. Hardash

Vice Chancellor
Title: Business Operations/Fiscal Services

Date: _____

By: _____
Name: _____

Title: _____

Date: _____

Board Approval Date: March 9, 2020

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work (Application to host Bay region K14 Technical Assistance Provider)

Exhibit B: Guidance Memo from the Chancellor's Office

Exhibit C: Articles I, Rev. 09/18 and Article II, Rev. 05/14

(NOTE: this is for general reference on the allowable and appropriate use of funds. Payment and reporting dates in Articles I and II are relevant to the Fiscal Agent and do not apply to the SUBCONTRACTOR.)

Exhibit A
Scope of Work

*(Conditional approval per
Chancellor's Office on 1/30/2020)*

Application to host Bay region K14 Technical Assistance Provider

College/District	Contra Costa Community College District
Primary Contact	Drew Douglass
Title	Senior Dean of Workforce and Economic Development
Email	DDouglass@4cd.edu
Phone	(925) 229-6824

Please provide brief answers to the following questions, in some instances a sentence or two may suffice:

1. What are the college/district's interests in hosting this position? **(10 points)**

Contra Costa Community College District (4CD) believes the K12 SWP K14 Pathways Technical Assistance Provider (K12 SWP: K14 TAP) is a very important role in the Bay Area, for facilitating professional development and ongoing support to the network of K12 Pathway Coordinators, providing leadership and support on the region's strategic priorities for the K12 Strong Workforce Program, and providing key backbone supports for K12 Strong Workforce Program implement (such as to selection committees).

We see an opportunity for 4CD provide value to the region in all of the areas, given our prior experience as a K14 TAP host and deep understanding of scaling up systems around work-based learning, through our experience with Earn & Learn. Through our prior experience as a K14 TAP host, we observed that hosting this role enabled us to encourage policy and practice changes (and alignment) across colleges and K12 LEAs in support of student transitions along K14 pathways, which benefitted our own students and institution, as well as students and institutions in our region broadly. Other benefits included that hosting the role also allowed us to track and integrate promising practices emerging from elsewhere in the region and state around K14 Pathways. While the scope of K12 SWP: K14 TAP role is different than our prior experience, we believe that many of these factors will be consistent, and key interests for 4CD.

In addition, as the region increases its focus on implementing a systemic approach to work-based learning through the K12 Strong Workforce Program, we are interested in bringing our experience with Earn and Learn to bear in support of the region's advancement.

2. Describe how your district would employ the K14 TAP **(40 points)**

- a. Employee or contractor?

Contractor.

b. Level of compensation?

\$74.34 per hour, the "Project Director" classification for a professional expert. This is based on 4CD's policies and procedures and is evaluated due to the level of expertise, independence, and complexities of the project management and partnership required. The not-to-exceed amount would be \$142,733, for a maximum of 1,920 hours (approx. 1 FTE equivalent, not compensated holidays or leave).

c. Who would this position report to?

Tara Sanders, Program Manager, Workforce & Economic Development will supervise the K14 TAP (given her role relative to K12 in the district, deep understanding of K12, and role in implementation of Earn & Learn at 4CD), with support and oversight from Drew Douglass, Senior Dean of Workforce and Economic Development

d. What obligations would the K14 TAP have to the college/district apart from carrying out the K14 TAP duties?

None, aside from check-ins with the supervisor and periodic check-ins with the Senior Dean.

e. Provide a timeline from notification of award of the grant to when K14 TAP begins work including initiation of recruitment process, selection process, and other major milestones.

- **December 18** – Announcement
- **January 6** – Posting position, and recruitment process begins
- **February 7** – Posting closes
- **By February 21** – Resumes reviewed and interview list developed
- **By March 6** – First interviews (phone) conducted
- **Week of March 16** – In-Person Interviews
- **By March 27** – Selection decision & announcement

f. How will BACCC and the K14 TAP Committee participate in the selection and evaluation processes?

We would create an interview panel, comprised of the Senior Dean, Workforce Manager, and of we would invite participation on this panel a representative of the BACCC, and up to 3 members designated by the K14 TAP Committee to participate in the selection and evaluation process.

g. This position is responsible for serving the region and will be situated within an evolving organizational matrix with reporting relationships to the region including BACCC and the K12 SWP Selection Committee, the Chancellor's Office and the California Department of Education. How will the district take this into account in providing supervision of this

position? Please describe other positions hosted by the college with a similar external orientation.

Our district and colleges within our district (and therefore our operational and financial staff) are well versed in hosting externally-oriented positions, including, formerly, K-14 Pathways TAP (Contra Costa Community College District), the Regional Director of Employer Engagement for Information Technology and Digital Media (Diablo Valley College), as well as other external-facing professional experts hosted throughout the district and at the district office.

Supervision would involve a number of supports to boost the success of the K12 SWP: K14 TAP, including onboarding, access to professional development, workplan development support, check-ins and guidance, ongoing thought partnership and review processes.

The TAP would also be supported (and encouraged) to spent time with LEAs across the region, engage with the BACCC and other Bay Area Key Talent, and participate in statewide professional development and other CDE/Chancellor's Office convenings.

3. Describe how your college/district would support this position **(35 points)**

- a. Will office space and access to technology be provided?

Yes, there is a dedicated cubicle space for this position, located within the Workforce and Economic Development Division at the District Office in Martinez.

- b. The K14 TAP may be asked to host meetings of the K12 Pathway Coordinators and other regional staff. Describe your college/district's capabilities for hosting such events and what expenses would be expected to be reimbursed by the grant or other sources.

The District has ample space including Fireside Hall at Contra Costa College, the Diablo Room at Diablo Valley College and is constructing the largest event space in East Contra Costa County, at Los Medanos College. 4CD routinely hosts Bay Region convenings and trainings for Community College HR, and is in conversation to bring a CC/AEP Guided Pathways training as well as others to host at our colleges. All space and logistics will be offered free of charge, at no cost to the grant. Logistics support will be provided by the Assistant, at low cost to the grant. Low cost food options would include utilizing CE program offerings that are upscale, yet cost effective, and benefit the students in our hospitality programs.

- c. Describe how the K14 TAP's expenses for conference and travel would be paid. If on a reimbursement basis, how long does it typically take for these expenses to be reimbursed?

The majority of the fees are arranged by the Assistant, and are paid for in advance to help with fiscal control as well as to reduce out-of-pocket expenses for any staff. Any

small remaining conference and travel expenses are reimbursed rapidly at 4CD; requests submitted are turned around within 7 to 10 business days.

- d. Will the college/district have the capability to administer additional funds if they become available for purposes such as professional development for the K12 Workforce Pathway Coordinators? Does the district/college have recent experience managing grants? Who will be responsible for assisting the K14 TAP with learning to use the college/district's fiscal systems?

Yes, 4CD could easily administer additional funds and has significant experience managing millions of dollars of funding simultaneously from multiple funding sources, including SWP, OEI, TAACCCT, and other grants over a period of many years since our founding. The TAP will not be responsible for learning fiscal systems; reporting will be managed by our finance department. All expenses will be submitted through the normal hierarchy of review and approval and according to established 4CD policy; e.g. from the TAP to the Program Manager, then to the Sr. Dean, to the Associate Vice Chancellor (depending on level of expense), then routed to finance.

4. The annual budget is \$190,000, with an indirect rate of 4%. Describe the categories of expenditure and the amount you anticipate budgeting for each. **(15 points)**

TAP Application Budget Detail Sheet		
Contra Costa Community College District		
Object of Expenditure¹	Classification	Funds Requested
1000	Program Manager, Workforce & Economic Development (020 FTE)	19,817
	Note: Sr. Dean oversight provided as match, time charged to Educational Services / General Fund 11	
2000	Administrative Assistant III (0.10 FTE)	5,221
3000	Benefits @ 20%	5,008
4000	Supplies and materials (laptop, Varidesk, etc., as required)	2,761
5000	Consultant contract (not-to-exceed amount would be \$142,733, for a maximum of 1,920 hours = approx. 1 FTE equivalent, not compensated holidays or leave.	142,733
5000	Travel/Conferences	3,889
5000	Related costs for convenings hosted by 4CD (food, etc.)	3,264
	Total Direct Costs	182,693
	Total Indirect Costs (4% of Direct Costs)	7,308
	Total Project Costs	190,000

Exhibit B
Guidance Memo from the Chancellor's Office



To: Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Chief Business Officers
CTE Deans
Regional Consortium Chairs

K12 Local Education Agencies

CC: Sheneui Weber, Vice Chancellor
Division of Workforce and Economic Development

California Department of Education

Division of Workforce and Economic Development Leadership and Staff

From: Matthew Roberts, Ed.D., Dean of Workforce and Economic Development
California Community Colleges Chancellor's Office

Subject: Funding Announcement for Career Technical Education Incentive Grant and K12 Strong Workforce Program Combined Key Field Talent Positions

Guidance on the Selection of Career Technical Education Incentive Grant (CTEIG) and K12 SWP Combined Position

The California Community Colleges Chancellor's Office (CCCCO), in partnership with the California Department of Education (CDE), is pleased to announce annual funding to put in place a regional technical assistance structure to assist Local Educational Agencies (LEAs), teachers and industry partners in implementing high-quality CTE programs. Education Code 88833 appropriates up to \$12,000,000 in annual career technical education funding to support the establishment of Career Technical Education Key Talent field positions to support **both the CTE Incentive Grant Program and the K12 component of the Strong Workforce Program** as follows:

1. Eight (8) **K14 Technical Assistance Providers** – roughly one per Strong Workforce regional consortium and funded through each regional consortium;

- a. The state's eight regional target areas under K12 SWP are as follows:
- North Far North region
 - San Francisco Bay Area region
 - Central Valley/Mother Lode region
 - South Central Coast region
 - Los Angeles sub-region
 - Orange County sub-region
 - Inland Empire/Desert region
 - San Diego/Imperial Counties region

This memo provides guidance for the K14 Technical Assistance Providers (K14 TAPs) only. A memo will be forthcoming that provides guidance for the K12 Pathways Coordinator position.

Flow of Funding, Applications and Hiring

The California Community Colleges Chancellor's Office will use a single fiscal agent to administer the \$12 million in K12 SWP funding each year, and during the first year of implementation. This fiscal agent will help process all funding and execute contracts with LEAs and CCC Districts.

The application and employment process for the K14 TAPs will begin shortly and take place locally. See the list of key dates in the next section for an implementation timeline. Each K12 SWP Regional Consortium will activate the eight (8) **K14 Technical Assistance Provider** positions. Positions are expected to begin in July 2019 until the full number is activated.

K14 Technical Assistance Provider

For the K14 Technical Assistance Provider (TAP), each Regional Consortium will determine how to place the position in the region. Regions may use one of the following options to timely onboard each position: 1) to host with the established regional fiscal agent; 2) to have a college within the region host; or, 3) to contract with another allowable fiscal agent. The grant amount is capped: \$190,000.00 per year and includes travel and meeting arrangements. The salary range for this position is suggested to be between \$75,000.00- \$125,000.00 per year including benefits. The range is provided to allow compensation to commensurate with local market rates. The position is expected to start July 1, 2019 and run for 18 months under the first contract. The identified host will therefore receive a prorated grant amount equal to 18 months. The position will be renewable in 12 month increments thereafter (pending approval in the state budget)

Rollout and Timeline for 2018–2019 K14 Technical Assistance Providers

The proposed timeline for applications, selection, and onboarding training of K14 Technical Assistance Providers (TAPs) is as follows:

March 22, 2019	Formal Announcement of \$12 million K12 SWP funding with Job descriptions of K14 TAPs available online.
April 12, 2019	Each Regional Consortium will identify and execute host fiscal agent grant contracts.
April 17, 2019	Applications become available throughout the state for K14 TAPs.
Beginning July 1, 2019	The Regional Consortium and its designated fiscal agent shall execute grant contracts to fiscal agent hosts, and subsequently notify the CCCC and CDE of employment process results.
Ongoing	CCCC and CDE will review executed contracts and coverage, and review process and outcomes of hiring and publish the final selection of K14 TAPs.
July TBD, 2019	Onboarding and Training for K14 TAP

Exhibit C
Article I (revised 09/2018) and
Article II (revised 05/2014)

(NOTE: this is for general reference on the allowable and appropriate use of funds. Payment and reporting dates in Articles I and II are relevant to the Fiscal Agent and do not apply to the SUBCONTRACTOR.)

Please [click here](#) to access a copy of Articles I and II.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: March 9, 2020
Re:	Approval of First Amendments to Sub-Agreements between RSCCD and Cerritos, Citrus, Coast, Compton, El Camino, Glendale, Long Beach, Los Angeles, Mt. San Antonio, North Orange County, Pasadena Area, Rio Hondo, Santa Monica, and South Orange County Community College Districts for the Strong Workforce Program – Regional Funds Initiative	
Action:	Request for Approval	

BACKGROUND

Apportionment from the California Community Colleges Chancellor's Office, Workforce and Economic Development Division for RSCCD to serve as the Fiscal Agent for the Los Angeles & Orange County Region' Strong Workforce Program – Regional Funds Initiative. Project funds will be utilized to improve the quality and increase the quantity of career technical education programs in response to regional labor market needs and to achieve successful workforce outcomes leading to employment in high demand, high wage jobs. As the Fiscal Agent, RSCCD will develop sub-agreements to distribute Strong Workforce Program Regional Fund for approved regional projects; provide technical assistance and guidance; develop and implement processes and procedures; maintain tracking systems and timelines; and collaborate with the Regional Consortium for management of Strong Workforce Program Regional funds for the Los Angeles/Orange County region.

ANALYSIS

For the 2019/20 allocation year apportionment, the Fiscal Agent received \$20,119,356 for disbursement of Strong Workforce Program Regional Share funds to districts within the Los Angeles/Orange County (LA/OC) region. Five (5) percent of the regional share funds are allocated to support the infrastructure and operations of the LA/OC Regional Consortium and Fiscal Agent.

	LA	OC	Total
SWP 2019/20 - Regional Share (Base) Term: 7/1/2019 - 12/31/2021, 30 months	12,870,408	7,248,948	20,119,356
5% admin (split 2%/3% to FA/RC)	643,520	362,447	1,005,968
2% Fiscal Agent (max \$200K)	200,000	144,979	344,979
3% Regional Consortium	443,520	217,468	660,989
Total 5% Admin	643,520	362,447	1,005,968
\$ for Regional Projects (83% - 5% admin)	12,226,888	6,886,501	19,113,388
			20,119,356

The Master Agreement has been updated to reflect the extended term of performance based on new allocations and amended to reflect changes to the terms and conditions based on the evolution of practices, processes and procedures since the Strong Workforce Program was initiated.

The Master Agreement establishes the overall terms and conditions for the Strong Workforce Program Regional Funds for each district, and is in effect for all active allocations. Participation Agreements are developed annually for each year’s fund allocation and describe the scopes of work for each college in a district based on regionally approved projects; Participation Agreements are subject to the Master Agreement and are considered as Exhibits to the Master Agreement.

College District	Master Agreement No.
Cerritos Community College District	DO-17-2185-1.01
Citrus Community College District	DO-17-2185-2.01
Coast Community College District	DO-17-2185-3.01
Compton Community College District	DO-17-2185-4.01
El Camino Community College District	DO-17-2185-5.01
Glendale Community College District	DO-17-2185-6.01
Long Beach Community College District	DO-17-2185-7.01
Mt. San Antonio Community College District	DO-17-2185-8.01
North Orange County Community College District	DO-17-2185-9.01
Pasadena Area Community College District	DO-17-2185-10.01
Rio Hondo Community College District	DO-17-2185-11.01
Santa Monica Community College District	DO-17-2185-12.01
South Orange County Community College District	DO-17-2185-13.01
Los Angeles Community College District	DO-17-2185-14.01

Project Director: Sarah Santoyo

Project Administrator: Enrique Perez

[Click here](#) to access copy of the original Master Agreement, Board approved February 27, 2017.

RECOMMENDATION

It is recommended that the Board approve these first amendments to the sub-agreements and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into related contractual agreements on behalf of the district.

Fiscal Impact:	\$20,119,356 (grant-funded)	Board Date: March 9, 2020
Prepared by:	Alejandra Landa, Interim Director, Special Programs	
Submitted by:	Enrique Perez, J.D., Vice Chancellor, Educational Services	
Recommended by:	Marvin Martinez, Chancellor	

[ORANGE COUNTY OR LOS ANGELES] REGION
STRONG WORKFORCE PROGRAM – REGIONAL FUND
FIRST AMENDMENT TO THE MASTER AGREEMENT
BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
NAME COMMUNITY COLLEGE DISTRICT

July 1, 2016 – December 31, 2022 (Amended)

This First Amendment to the Agreement is entered into on this 9th day of March, 2020, between Rancho Santiago Community College District (RSCCD), hereinafter referred to as “Fiscal Agent,” and **NAME Community College District** (hereinafter referred to as “Sub-recipient), to award **Strong Workforce Program – Regional Funds** (SWP-Regional Funds, SWP-RF) and to delineate the terms and conditions pertaining to use of those funds. The Fiscal Agent and Sub-recipient are also referred to collectively as “Parties” and individually as “Party.”

The original Agreement entered into on February 27, 2017 was to establish terms and conditions for the distribution of SWP-Regional Funds for certified projects for the 2016/2017, 2017/2018 and 2018/2019 allocations.

This First Amendment to the Agreement is to extend the term of the Agreement to reflect the periods of performance for additional allocations—i.e., 2019/2020 and 2020/2021—as well as to update clauses to align with the evolution and development of practices and procedures and to adhere to the requirements of the Prime Sponsor.

WHEREAS, the Rancho Santiago Community College District has been designated as the Fiscal Agent for the Strong Workforce Program – Regional Share for the Los Angeles and Orange County region and is responsible for distributing funds to the **NAME** Community College Districts within the region following certification of the Regional Plans by the Regional Consortium, and is responsible for monitoring the work of the Agreement for compliance with the terms and conditions of the funds, as delineated in the Fiscal Agent Scope of Work (*Exhibit B*), and

WHEREAS, Rancho Santiago Community College District has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, Sub-recipient has agreed to participation in the purpose of the Agreement according to the terms and conditions hereinafter set forth,

NOW, THEREFORE, the Parties agree as follows:

1. PARTICIPATION AGREEMENT

Sub-recipient shall perform the Scope of Work detailed using individually executed Participation Agreements (*Exhibit A*). Such Participation Agreements shall fully detail the Scope of Work between Parties. As needed, the Scope of Work can be amended and modified based on written approval by the Parties. By signing this Master Agreement, the Fiscal Agent and Sub-recipient agree that Participation Agreements signed by the Parties will be binding under this Master Agreement without further action by the Parties.

2. TERM OF AGREEMENT (*Amended*)

Effective Date of Agreement: July 1, 2016

Expiration Date of Agreement: December 31, 2022

Parties may modify this Master Agreement and any Participation Agreement annually, contingent upon the availability of grant funds, as mutually agreed upon.

3. PROGRAM DESIGN REQUIREMENTS (*Added*)

The Regional Consortium, Fiscal Agent or Prime Sponsor may request Sub-recipient to follow grant specific processes and procedures, complete forms or tool kits, or comply with related directions pertaining to design, to ensure that projects meet the funding requirements and Prime Sponsor's expectations and standards. Technical assistance, training and support services will be provided to assist Sub-recipient with responding to these requests.

4. RULES FOR DELIVERABLES

- A. Each Participation Agreement will identify a point of contact for the Participation Agreement, and points of contact for major project components in the Scope of Work as appropriate. The Sub-recipient will inform the Fiscal Agent of any changes to the point(s) of contact in a timely manner.
- B. Services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices.
- C. Products, results, and measurable outcomes shall be provided as detailed in each Participation Agreement.
- D. Any document or written report prepared in whole or in part by Parties shall reference the Strong Workforce Program relating to the preparation of such document or written report.
- E. All products resulting from this Agreement or its subcontracts in whole or in part shall reference the California Community Colleges, Chancellor's Office and the specific funding source (Strong Workforce Program).

- F. All references to the project shall include the phrase, “funded in part by the California Community Colleges, Chancellor’s Office.”

5. PARTICIPATION AGREEMENT PAYMENTS AND INVOICING (*Amended*)

Project allocations from Fiscal Agent to the Sub-recipient will be specified in the Participation Agreement, based on the Regional Plans certified by the Regional Consortium. Funds are to be utilized by the Sub-recipient in accordance with the terms and conditions of both this Master Agreement, the pertinent Participation Agreement, and guidance on the allowable use of funds from the California Community Colleges Chancellor’s Office (Exhibit C). If there is a reduction in funding by the Chancellor’s Office, the Fiscal Agent reserves the right to require adjustment to the scope of work and funding of the Participation Agreements accordingly, up to and including the end of all activities under this Agreement and any Participation Agreement.

The Fiscal Agent shall make payments to the Sub-recipient up to the amount listed in the Participation Agreement, to be paid on a quarterly basis through a reimbursement process according to the expenditures submitted in the quarterly reports and upon submission of an invoice for payment.

Quarterly invoices are submitted quarterly and are due within thirty (30) days after the end of each quarter. Provisional Invoices may be requested by the Fiscal Agent during the end of the funding cycle and/or the end of an academic fiscal year. Invoices require a completed General Ledger cover sheet, annotated general ledger and in some instances an encumbrances cover sheet (**Exhibit E**).

Invoices referencing the Participation Agreement number should be submitted to the following e-mail address:

Rancho Santiago CCD – CTE SWP
cteswp@rsccd.edu

6. BUDGET MANAGEMENT

The Sub-recipient will manage its budgets so that there is a clear distinction between Local Strong Workforce funds (which are not in any way related to this Agreement) and Regional Strong Workforce Funds (which are the subject of this Agreement), and a clear distinction between the fiscal year of the allocation (e.g., that the allocation for 2016-2017 is distinct from the allocation for 2017-2018). Since the term for the use of the funds is more than one year there will be concurrent use of separate allocations. In such cases, it is advised that the Sub-recipient assign separate project numbers to each year’s allocation, or in some other manner make a clear distinction between the separate allocations.

7. REPORTING (*Amended*)

Program and financial reports will be submitted on a quarterly basis in NOVA, the fiscal reporting system of the California Community College Chancellor’s Office. A reporting schedule

will be disseminated to the Sub-recipient at least thirty (30) days prior to the due date of the first report. NOVA Fiscal Reports will be due forty-five (45) days after the end of each quarter, or within fifteen (15) days after invoices are due.

A Final Program and Expenditure Report will be due at the end of the project, according to the requirements of the Chancellor's Office. The Fiscal Agent will inform the Sub-recipient of the requirements and the due date for the Final Report at least three months before the end date of the Agreement.

8. MODIFICATIONS (*Amended*)

If a Sub-recipient desires to change the amount, scope of work, or make substantial revision to the outcomes of a Participation Agreement the following process must be followed:

- A. The Sub-recipient notifies the Regional Consortium Director and the Project Lead of the desired changes.
- B. After the Regional Consortium Director and Project Lead review and approve the changes, they will notify the Fiscal Agent to initiate the modification process with the Sub-recipient.
- C. The Fiscal Agent will conduct a technical review of the requested changes to ensure compliance with the grant terms and conditions, and will modify the Participation Agreement to reflect the requested changes.
- D. The Sub-recipient and Fiscal Agent will sign the amended Participation Agreement, which will replace the prior Participation Agreement and become the active Participation Agreement once executed.

9. USE OF FUNDS – TRAVEL (*Amended*)

Sub-recipient must follow its own institutional policies and procedures for approval and payment of travel. The Sub-recipient is responsible for ensuring that travel paid by Strong Workforce Program-Regional Funds is related to implementing the approved projects that are the subjects of this agreement, as well as consistent with the intent and purpose of the funds.

International travel: Based on precedent it is assumed that international travel cannot be supported by state funds. Should the Sub-recipient wish to secure approval for international travel, it should prepare a justification for the Prime Sponsor. The Prime Sponsor (i.e., the California Community Colleges Chancellor's Office) would have to approve the request before any funds are obligated or paid.

California Travel Ban (AB 1887): at the time of this First Amendment, the state's travel ban is still in effect, which prohibits the use of state-funded and state-sponsored travel to states with discriminatory laws. The Sub-recipient is responsible for following its institutional policies related to the travel ban.

10. SHARED USE OF EQUIPMENT or RESOURCES

In the event that Sub-recipient uses funds to secure equipment or other resources to be used in common or for shared use with other colleges, a separate agreement may be needed between or among them to outline the terms and conditions of that use. The Sub-recipient should notify the Fiscal Agent of the intent for shared use of equipment and resources, and the Fiscal Agent will clarify the requirements with the Chancellor's Office, and provide guidance to the Sub-recipient regarding development of a shared use agreement.

11. SUBCONTRACTS

A. In any event, if the Sub-recipient wishes to enter into a subcontract agreement for performance of any part of the activities listed in the Participation Agreement, the Sub-recipient shall disclose the intended purpose and amount of the subcontracting and identify the proposed subcontractor to the Fiscal Agent in a timely manner.

B. The Sub-recipient agrees to be as fully responsible to the Fiscal Agent for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by the Sub-recipient. The Sub-recipient's obligation to pay its subcontractors is independent from the obligation of the Fiscal Agent to make payments to the Sub-recipient. As a result, the Fiscal Agent shall have no obligation to pay or enforce the payment of any monies to any subcontractor.

12. RECORDS AND AUDITS

A. The Sub-recipient must maintain records regarding the use of Program funds and progress made toward objectives and/or performance under the applicable Participation Agreement.

B. The Sub-recipient must maintain a list of the cost and location of the equipment purchased with Strong Workforce Program funds.

C. The Sub-recipient agrees that the Fiscal Agent, the Chancellor's Office, the Bureau of State Audits, and any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The Sub-recipient agrees to maintain such records for possible audit for a minimum of five (5) years after the final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated. The Sub-recipient agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Sub-recipient agrees to include a similar right of the Fiscal Agent, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this Agreement or any Participation Agreement.

- 1) If any audit or other actions involving the records has been started before the expiration of this period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the five (5) year period, whichever is later.
- 2) All records must be retained throughout the project. The five (5) year period of retention starts on the last day of the performance period stipulated in the Participation Agreement.

13. NOTICES (*Amended*)

A Party to this Agreement may give notice to the other Party by sending an email or through certified mail to the addresses specified below. Such notice shall be effective when received. Each Party has the responsibility of keeping notice contact information accurate and current.

NAME Community College District

Primary Contact

Name:
Title:
Address:
City, State Zip:
Email, phone:

Fiscal Contact

Name:
Title:
Address:
City, State Zip:
Email, phone:

Fiscal Agent - Rancho Santiago Community College District

Primary Contact

Sarah Santoyo
Fiscal Agent – SWP Regional Funds, LA/OC Region
2323 North Broadway, Ste. 201
Santa Ana, CA 92706
Santoyo_Sarah@rsccd.edu
(714) 480-7471

Fiscal Contact

Peter J. Hardash, Vice Chancellor of Business Operations & Fiscal Services
2323 North Broadway, 4th Floor
Santa Ana, CA 92706
Hardash_Peter@rsccd.edu
(714) 480-7340

14. TERMINATION (Amended)

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice via certified mail or email to the points of contact listed under 13. Notices. Notice shall be deemed served on the date of mailing, whether by mail delivered by a postal service or via email. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of expenditures to the Sub-recipient. In the event that such funding is terminated or reduced, RSCCD shall provide the Sub-recipient with written notification of such determination and RSCCD shall reimburse the Sub-recipient for costs incurred up to the termination date. Notice shall be deemed served on the date of receipt by the Sub-recipient; with receipt determined by delivery confirmation. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

15. UNENFORCEABLE PROVISION

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the Parties agree that all other provisions of this Agreement remain in full force and effect and shall not be affected thereby.

16. DISPUTES

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by the Fiscal Agent and/or the Prime Sponsor. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to the Sub-recipient. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, the Fiscal Agent receives from Sub-recipient a written request to appeal said decision. Pending final decision of the appeal, Sub-recipient shall act in accordance with the written decision of the Fiscal Agent or the Prime Sponsor, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the Prime Sponsor, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

17. INDEMNIFICATION

All Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Parties, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Parties, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or willful misconduct of the Parties or any of its agents or employees.

18. INSURANCE

All Parties are self-insured public entities for the purposes of professional liability, general liability and workers' compensation. The Parties each warrant that through its program of self-insurance it has adequate liability, general liability and workers' compensation to provide coverage for liabilities arising out of the Fiscal Agent and Parties performance of this contract.

19. INDEPENDENT CONTRACTOR

The Sub-recipient, in the performance of this Agreement, shall be and act as independent contractors and not as employees of Fiscal Agent. The Sub-recipient understands and agrees that it and all of its employees shall not be considered officers, employees or agents of the Fiscal Agent, and are not entitled to benefits of any kind or nature normally provided to employees of the Fiscal Agent and/or to which Fiscal Agent's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. The Sub-recipient assumes full responsibility for its acts and/or liabilities including those of its employees or agents as they relate to the services provided under this Agreement. The Sub-recipients shall assume full responsibility for withholding and payment of all: federal, state, local and applicable income taxes; workers' compensation; contributions, including but not limited to, unemployment insurance and social security with respect to the Sub-recipient's employees. The Fiscal Agent will not withhold taxes, unemployment insurance or social security for the Sub-recipient's employees or independent subcontractors. The Sub-recipient agrees to indemnify and hold the Fiscal Agent harmless from and against any and all liability arising from any failure of the Sub-recipient to withhold or pay any applicable tax, unemployment insurance or social security when due.

20. ASSURANCES

- A) By signing this Agreement, the Parties certify they will comply with the terms and conditions outlined in the Strong Workforce Program Trailer Bill (**Exhibit C**), and with the guidance documents provided by the California Community College Chancellor's Office (**Exhibit D**).
- B) By signing this Agreement the Sub-recipient certifies that it complies with state and federal requirements for Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, Non-Discrimination, Accessibility for Persons with Disabilities, Drug-Free Workplace Certification, Intellectual Property, and

Debarment and Suspension, and will adhere to these legal standards and requirements in the performance of work related to this Agreement.

21. WAIVER

Any waiver by Fiscal Agent of any breach of any one or more of the terms of this First Amendment to the Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term. Oversight on the part of Fiscal Agent to require full, exact, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms of this Agreement, or stopping Fiscal Agent from enforcing the terms of this Agreement.

22. SEVERABILITY

If any provision in this First Amendment to the Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect without being impaired or invalidated in any way.

23. AGREEMENT IS COMPLETE (Amended)

No amendment, alteration or variation of the terms of this First Amendment to the Agreement shall be valid unless made in writing, signed by the Parties, and approved as required. No oral understanding or agreement not incorporated in this First Amendment to the Agreement is binding on any of the Parties.

IN WITNESS WHEREOF, all Parties agree.

FISCAL AGENT

Rancho Santiago Community College District

SUB-RECIPIENT

NAME *Community College District*

Peter J. Hardash

Vice Chancellor, Business Ops. & Fiscal Svcs.

Date:

Board approved: March 9, 2020

Name:

Title:

Date:

EIN:

List of Exhibits

Exhibit A	Participation Agreement Summary Sheet
Exhibit A.1	Participation Agreement Summary Sheet (<i>Updated February 2020</i>)
Exhibit B	Guidance on use of Funds for Strong Workforce Program
Exhibit C	SWP Trailer Bill Language
Exhibit D	Guidelines, Definitions and Reasonable Standards for Strong Workforce Funding Investments
Exhibit E	Quarterly Invoice Required Back-up Documentation Templates (<i>Added February 2020</i>)

EXHIBIT A.1

Participation Agreement - Summary Sheet

Scope of Work for Strong Workforce Program – Regional Funds

This Participation Agreement constitutes [College Name's]Scope of Work for the **2019-2020** allocation of Strong Workforce Regional Funds under the Master Agreement **DO-17-2185-XX.01**, and is subject to the terms and conditions as outlined in the Master Agreement.

NOTE: Complete one Summary Sheet for the college's Participation Agreement, but complete a Budget Detail Sheet and Workplan for each project.

Master Agreement Number	DO-17-2185-XX.01 or 02.x
Participation Agreement Number	DO-XX-2XXX-XX
ACTION	<i>Original</i>
Fiscal Year Allocation	20XX-20XX
Term	07/01/20XX - 12/31/20XX
Name of College	
District	
Participation Agreement Point of Contact	
Name	
Title	
Address	
City, State Zip	
Phone, Email	
SWP-Regional Share FY XX/XX - REGIONAL PROJECTS - General Information (add rows for more projects if needed)	
83% PROJECTS	
1. Project Name	
a. Is the college a Lead for this Project?	
b. Amount of funds for this project	
2. Project Name	
a. Is the college a Lead for this Project?	
b. Amount of funds for this project	
3. Project Name	
a. Is the college a Lead for this Project?	
b. Amount of funds for this project	
Total 83% Funds	
17% INCENTIVE FUNDS PROJECTS	
4. Project Name	
a. Is the college a Lead for this Project?	
b. Amount of funds for this project	
Total 17% Incentive Funds	\$0
Grand Total Allocation	\$0

EXHIBIT A.1

Participation Agreement - Summary Sheet

Scope of Work for Strong Workforce Program – Regional Funds

This Participation Agreement constitutes [College Name's]Scope of Work for the **2019-2020** allocation of Strong Workforce Regional Funds under the Master Agreement **DO-17-2185-XX.01**, and is subject to the terms and conditions as outlined in the Master Agreement.

NOTE: Complete one Summary Sheet for the college's Participation Agreement, but complete a Budget Detail Sheet and Workplan for each project.

NOTE on Scope of Work: The Project Applications included with this Participation Agreement represent the Scope of Work to be performed. As each Project may be a combined effort of multiple colleges and partners, it is understood that the college in this Participation Agreement has responsibility to implement some component of this work, as represented in the Project Application and as appropriate to meeting the goals and intent of the project.

NOTE on Project Leadership: Colleges that serve as the Project Lead are responsible for keeping informed about the progress of all colleges and partners in the Project, convening Project partners, facilitating modifications to project plans and budgets according to the terms of the Master Agreement, and providing project update reports as requested by the Regional Consortia, Fiscal Agent, or the California Community Colleges Chancellor's Office.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that all Parties have signed the Agreement.

Name of President or Designee:

Signature: _____ Date: _____

Name of Fiscal Officer or Designee:

Signature: _____ Date: _____

Regional Consortium

LA/OC RC Director:

Signature: _____ Date: _____

RSCCD - Fiscal Agent

Name of Fiscal Agent Representative: Sarah Santoyo

Signature: _____ Date: _____

EXHIBIT E

QUARTERLY INVOICE REQUIRED BACK-UP DOCUMENTATION TEMPLATES

General Ledger Cover Sheet

FY XX/XX Strong Workforce Program-Regional Share: (X/X/XX - XX/XX/XX)

District:	District Name
College:	College Name
SWP Invoice #:	
Date:	

FY 2019-20, Quarter 2
October 1, 2019 - December 31, 2019

Project Name:	
Object Code	Quarterly Expenditures Amount
1000 - Instructional Salaries	
2000 - Non-Instructional Salaries	
3000 - Employee Benefits	
4000 - Supplies and Materials	
5000 - Other Operating Expenses and Services	
6000 - Capital Outlay	
7000 - Other Outgo	
TOTAL	-

Project Name:	
Object Code	Quarterly Expenditures Amount
1000 - Instructional Salaries	
2000 - Non-Instructional Salaries	
3000 - Employee Benefits	
4000 - Supplies and Materials	
5000 - Other Operating Expenses and Services	
6000 - Capital Outlay	
7000 - Other Outgo	
TOTAL	-

Encumbrances Cover Sheet

FY XX/XX Strong Workforce Program-Regional Share: (X/X/XX - XX/XX/XX)

District:	District Name
College:	College Name
SWP Invoice #:	
Date:	

FY 2019-20, Quarter 2
October 1, 2019 - December 31, 2019

Project Name:	
Type of Cost	Encumbrance amount
Salary and Benefits	
Equipment and Supplies	
Contracted Services	
Conference Registration	
TOTAL	-

Project Name:	
Type of Cost	Encumbrance amount
Salary and Benefits	
Equipment and Supplies	
Contracted Services	
Conference Registration	
TOTAL	-

Annotated General Ledger

Fiscal Year: 2019		Fund :01.3-Restricted fund		Run Time 09:40:54AM												
To Period: 9		FINAL		MONTHLY												
PD	Date	Res.PriY	Cat	Loc	Object	Activity	Src	Ref	Line Desc	Jrnl ID	Current Budget	Expenditures	Encumbrance	Pre Enc	Balance	
9	03/08/19						HRS	065	9529	ZHRS06500		18.89				
9	03/29/19						HRS	C2I	9529	ZHRSC2I001		12.59				
Account String Subtotal : 00000.0-19518-00071-3370-1300000-Family & Consumer Sciences											0.00	31.48	0.00	0.00	-31.48	
00000.0 19518 00071 3370 6490021																
	07/01/18								ORG	0021091704	0.00					
4	10/31/18				ONL	C1C-C			Marie Leon	013EX19091		64.32				
5	11/01/18				HRS	C1D				ZHRSC1D00		115.67				
6	12/03/18				HRS	C1E				ZHRSC1E00		115.67				
7	01/02/19				HRS	C1F				ZHRSC1F00		115.67				
8	02/01/19				HRS	C1G				ZHRSC1G00		115.67				
9	03/01/19				HRS	C1H				ZHRSC1H00		115.67				
Account String Subtotal : 00000.0-19518-00071-3370-6490021-SWP REG-CARRER PATH											0.00	642.67	0.00	0.00	-642.67	
00000.0 19518 00071 3370 6490022																
	07/01/18									0021947986	0.00					
7	01/30/19				ONL	016-ER			ERIN K	CHR190160		72.50				

ECE Teacher Prep
\$31.48

Career Pathway
Specialist \$642.67

Marketing
\$72.50

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC

March 9, 2020

MANAGEMENT

New Job Description/Attachment #1

K14 Technical Assistant Provider
Classified/Supervisory
Grade Level F

Appointment

Brown, Thurman W.
Director, Academic & End User Services
Information Technologies Services
District

Effective: February 19, 2020
Salary Placement: D-3 \$134,000.52/Year
(Requisition #CL19-1344)

Adjustment to Salary for Interim to Permanent Assignment

Arteaga, Elizabeth
Dean, Business & Career Education
Santiago Canyon College

Effective: February 25, 2020
From: B-1 \$142,379.60/Year
To: B-1 \$140,862.79/Year

FACULTY

Approval of 2020/2021 Tenure Review Recommendations for CSEA 888/Attachment #2

Approval of 2020/2021 Tenure Review Recommendations for FARSCCD/Attachment #3

Hiring of Temporary Faculty Member

Han, Il G.
Assistant Professor, Chemistry
Science & Mathematics Division (60%)
Santiago Canyon College & Science,
Mathematics & Health Sciences Division (40%)
Santa Ana College

Effective: February 3 – June 6, 2020
Tentative Salary Placement: IV-3 \$71,347.27/Year
(To Be Prorated)

Ratification of Resignation/Retirement

Doolittle, Jr. Glenn
Professor, International Business
Business Division
Santa Ana College

Effective: December 12, 2020 (Last Day)
Reason: Retirement

FACULTY (CONT'D)

2019/2020 Contract Extension Days

Baldizon-Rios, Nena
Professor/Counselor
Extended Opportunities Programs & Services
Counseling & Student Support Services Division
Santiago Canyon College

Effective: June 8 – June 11, 2020
Contract Extension: 4 Days
Contract Extension Rate: VII-C \$ 645.77/Day

Galvan, Juana
Assistant Professor/Counselor
Extended Opportunities Programs & Services
Counseling & Student Support Services Division
Santiago Canyon College

Effective: June 8 – June 11, 2020
Contract Extension: 4 Days
Contract Extension Rate: III-9 \$424.76/Day

Lockhart, Ann
Associate Professor/Counselor/Coordinator
CARE/CalWORKs
Extended Opportunities Programs & Services
Counseling Division
Santa Ana College

Effective: June 17 – June 25, 2020
Contract Extension: 4 Days
Contract Extension Rate: III-15 \$ 508.57/Day

Adjusted Effective Dates

Peacock, Matthew T.
Instructor, High School Subjects/Math
Continuing Education Division (OEC)
Santiago Canyon College

From: February 3 – 20, 2020
To: February 3 – 13, 2020
Reason: Parental Leave

Part-time Hourly New Hires/Rehires

Crossman, Claire M.
Instructor, Communications
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: March 9, 2020
Hourly Lecture Rate: II-3 \$63.96

Hernandez, Luz M.
Instructor, Vocational/Food Preparation EIP
Continuing Education Division (OEC)
Santiago Canyon College

Effective: February 24, 2020
Hourly Lecture Rate: I-3 \$51.89

Martinez, Matthew J.
Instructor, Older Adults/Physical Fitness
Continuing Education Division (CEC)
Santa Ana College

Effective: February 24, 2020
Hourly Lecture Rate: I-3 \$51.89

FACULTY (CONT'D)

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

Matel, Alexander A. Effective: March 9, 2020
Instructor, Athletic Intercollegiate Coach Hourly Lab Rate: II-3 \$57.56
Kinesiology, Health & Athletics Division
Santa Ana College

Ruff, Debra E. Effective: February 26, 2020
Instructor, Vocational/Behavior Technician Hourly Lecture Rate II-3 \$53.19
Continuing Education Division (OEC) Coordinator Rate II-1 \$43.26
Santiago Canyon College

Sneddon, Marta S. Effective: March 2, 2020
Instructor, Criminal Justice/Physical Fitness Hourly Lecture/Lab Rates: IV-5 \$77.73/\$69.96
Human Services & Technology Division
Santa Ana College

Non-paid Instructors of Record

Franco, Danny Effective: February 18, 2020
Instructor, Vocational/Adults w/Disabilities
& Workforce Preparation
Instructor Service Agreement with
Goodwill of Orange County
Continuing Education Division (OEC)
Santiago Canyon College

Non-paid Intern Service

Lopez, Victor Effective: March 10 – June 30, 2020
Counseling Intern College Affiliation: CSU, Long Beach
Counseling Division Major: Counseling
Santa Ana College

Nguyen, Hop P. Effective: March 10 – June 30, 2020
Higher Education Leadership Intern College Affiliation: CSU, Fullerton
Special Programs Major: Higher Education
Student Services
Santiago Canyon College

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
MARCH 2020

K-14 TECHNICAL ASSISTANT PROVIDER JOB DESCRIPTION

CLASS SUMMARY

Provide regional leadership in the development, administration, and organization of Pathway Improvement initiatives for Career Technical Education Incentive Grants (CTEIG) and partnerships in the K12 Strong Workforce Program (K12 SWP). Develop regional partnerships and engagement with regional stakeholders, including leaders and representatives from the region's local education agencies, community college districts, professional organizations, and local business community. Initiate and facilitate engagement and collaboration of college faculty, secondary teachers and counselors for an effective and efficient launch of pathway improvement initiatives within the region.

REPRESENTATIVE DUTIES

Technical Assistance: Collaborate with K12 Strong Workforce Program partners to develop a regional technical assistance plan, utilizing needs assessment and diagnostic tools focused on career education and early college credit, aligned with guided pathways and regional economic priorities. The regional technical assistance plan will integrate K12 pathway initiatives for K12 Pathway Coordinators and for each Regional Consortia; assist local educational agencies with grant applications; build knowledge base of regional consortium's plan, and align career technical education program objectives with regional consortium's plan; create templates, toolkits, and guides for K12 Pathway Coordinators; identify and analyze organizational barriers in implementing pathways from the field, and pilot regional and state level solutions.

Data Projects: Support consortia in understanding the metrics/outcomes associated with CTEIG Grant and K12 SWP workforce program, their relationship to accountability reporting requirements, and implications for continuous improvement. Responsible for accurate data collection, reporting, use, and communication to enhance K14 pathway transitions and student outcomes (student-level information will be reported through Cal-PASS Plus). Activities to guide initiative development include, but are not limited to: providing assistance to LEAs to gain a common understanding about effective and accurate data collection techniques; ensure submission of CALPADS and other standard reports to Cal-PASS Plus; coordinate with WestEd, to identify student enrollment patterns, industry sector trends, and student outcomes within and across regions; coordinate with the Centers of Excellence to review and disseminate information on the region's current labor market trends and gaps.

Regional Partnerships Convener: Convene an ongoing K12–community college network focused on K12 partnerships with community colleges and businesses to support K12 pathway improvement activities; move network beyond building awareness of pathways to scaling practices in the region, and complement work of the Regional Consortia.

Professional Development: Plan, coordinate and/or implement regional professional development opportunities for K12 Pathway Coordinators, as well as stakeholders on key K14 topics relevant to the region.

Communication: Identify emerging, promising, and best practices of pathway development and pathway improvement initiatives, and communicate successes of local work within regions and across the state; provide policy briefings based on research and evidence of local implementation to inform the CCCCO and CDE, and to assist policymakers.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
MARCH 2020

K-14 TECHNICAL ASSISTANT PROVIDER JOB DESCRIPTION (CONTINUED)

REPRESENTATIVE DUTIES (CONTINUED)

Compliance: Develops and disseminates resources and documents including supporting Cal-PASS Plus membership to facilitate data sharing and securing College and Career Access Pathway partnership agreements. Works closely with community college and K12 districts' Human Resource Directors to support instructional services for career pathways that meet the compliance of statutes for collective bargaining agreements. Duties related to compliance include, but are not limited to: submit data for Cal-PASS Plus; create and secure partnership agreements; provide consistent research and professional development regarding any current legal and regulatory changes that would affect the pathway program; gathering data and submitting required reports to the state after executive review and approval.

ORGANIZATIONAL RELATIONSHIPS

This position reports to designated administrator/supervisor.

QUALIFICATIONS GUIDE

Required Training and Experience

Bachelor's degree from an accredited college or university and three years of school district, county office of education, college, or university work experience in a lead position.

Knowledge of:

Data tools used to assess student outcomes, program performance, and labor market information. Personnel and budget management principles, procedures, and strategies. Principles and methods of program planning, including program review. Public relations, group presentations, and effective communication in a diverse environment.

Ability to:

Organize and conduct special events in conjunction with college departments and programs. Conduct meetings, facilitate groups and workshops. Instruct practitioners on how to use data tools to assess student outcomes and program performance. Develop and administer a comprehensive program work plan, budget, and outcomes. Establish and maintain collaborative working relationships with industry, faculty, staff, students, and the public. Be sensitive and committed to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population. Use computer software for word processing, spreadsheets, databases, and presentations. Communicate clearly, concisely, and effectively, both orally and in writing. Travel to off-campus functions and transport presentation materials and equipment. Represent CTEIG and K12 Strong Workforce Pathways at relevant state and federal conferences and industry events. Attend instructional and student services meetings, as well as regional or State Career Pathway and Dual Enrollment meetings, as needed.

Board Approved: March 9, 2020

**2020/2021 TENURE REVIEW RECOMMENDATIONS
FOR CSEA CHAPTER 888**

LAST NAME	FIRST NAME	POSITION	CTR/SITE	RECOMMENDATION
Abramovitz	Julieta	Master Teacher	DO	Tenure
Covarrubias	Julisa	Master Teacher	DO	Tenure
Montalbetti de Perez	Laura	Master Teacher	DO	Tenure
Samano Gonzalez	Alma	Master Teacher	SAC	Contract I
Vander Linde	Nerissa	Master Teacher	SAC	Contract II
Hernandez Morales	Nery	Master Teacher	SAC EAST	Contract II
Malika	Madeline	Master Teacher	SAC ECEC	Contract II
Sanchez	Sandra C.	Master Teacher	SAC ECEC	Contract III (a)
Witron	Briseyda	Master Teacher	SAC ECEC	Tenure
Kim	Soona	Master Teacher	SCC	Contract I

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2020/2021 TENURE REVIEW RECOMMENDATIONS
FOR FARSCCD**

ATTACHMENT #3

LAST NAME	FIRST NAME	DIVISION	LOC	RECOMMENDATION
Ha	Michael	Continuing Ed	CEC/SAC	Tenure
Khalid	Donna	Continuing Ed	CEC/SAC	Tenure
Madrigal	Osiel	Continuing Ed	CEC/SAC	Tenure
Mirbeik Sabzevary	Mohammadreza	Continuing Ed	CEC/SAC	Tenure
Moreno	Alejandro	Continuing Ed	CEC/SAC	Tenure
Viera	Violeta	Continuing Ed	CEC/SAC	Tenure
Weber	Merari	Continuing Ed	CEC/SAC	Tenure
Guevara	Angela	Continuing Ed	OEC/SCC	Tenure
Oase	Daniel	Continuing Ed	OEC/SCC	Tenure
Pham	Elaine	Continuing Ed	OEC/SCC	Tenure
Salcido	Denise	Continuing Ed	OEC/SCC	Tenure
Arazi	Heather	Humanities & Social Sci	SAC	Contract II
Bittner	Matthew	Human Services & Technology	SAC	Contract II
Cass	Ann	Counseling	SAC	Contract II
Diamond	Zachary	Human Svcs & Tech	SAC	Contract II
Gonzales	Gregory	Human Svcs & Tech	SAC	Contract II
Heremans	Tiffany	Human Services & Technology	SAC	Contract II
Higuera	Daniel	Human Services & Technology	SAC	Contract II
Huskey	Jason	Human Services & Technology	SAC	Contract II
Kapil	Jill	Health & Wellness Center	SAC	Contract II
LaBreau	Katie	Fine & Performing Arts	SAC	Contract II
Mayer	Quynh	Science, Mathematics & Health Sciences	SAC	Contract II
McAdam	Jennifer	Science, Mathematics & Health Sciences	SAC	Contract II
Nardi	Nicholas	Humanities & Social Sciences	SAC	Contract II
Padilla	Jessica	Human Services & Technology	SAC	Contract II
Patch	Nicole	Fine & Performing Arts	SAC	Contract II
Rehm	David	Fine & Performing Arts	SAC	Contract II
Schlossman	Jacqueline	Fine & Performing Arts	SAC	Contract II
Smith	Elizabeth	Humanities & Social Sciences	SAC	Contract II
Stevens	Hayley	Human Services & Technology	SAC	Contract II
Wang	Wendy	Human Services & Technology	SAC	Contract II
Yimenu	Bethlehem	Humanities & Social Sciences	SAC	Contract II
Barrios	Andrew	Sci, Math & Health Sci	SAC	Contract III (a)
Brocatto	Carlos	Humanities & Soc Sci	SAC	Contract III (a)
Kimmel	Michelle	Human Svcs & Tech	SAC	Contract III (a)
Morgan	Adam	Business	SAC	Contract III (a)
Nair	Arjun	Sci, Math & Health Sci	SAC	Contract III (a)
Nguyen	Huy (Hugh)	Business	SAC	Contract III (a)
Roper	David	Human Svcs & Tech	SAC	Contract III (a)
Sim	Jai (Jason)	Business	SAC	Contract III (a)
Bennett	Sarah	Fine & Performing Arts	SAC	Tenure
Briones	Michael	Fine & Performing Arts	SAC	Tenure
Cummings	Reyna	Fine & Performing Arts	SAC	Tenure
Dermody	Michael	Fine & Performing Arts	SAC	Tenure
Dinh-Mahavongtrakul	Minhan	Science, Math, & Health Sci	SAC	Tenure

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2020/2021 TENURE REVIEW RECOMMENDATIONS
FOR FARSCCD**

ATTACHMENT #3

LAST NAME	FIRST NAME	DIVISION	LOC	RECOMMENDATION
Dufala	Christopher	Fine & Performing Arts	SAC	Tenure
Estrada	Maria	Student Services	SAC	Tenure
Kelley	Sara	Humanities & Social Sci	SAC	Tenure
King	Judith	Fine & Performing Arts	SAC	Tenure
Kowsari	Ali	Business	SAC	Tenure
Lamourelle	Chantal	Human Svcs & Tech	SAC	Tenure
Muir	Shannon	Counseling	SAC	Tenure
Nguyen	Kelly	Science, Math, & Health Sci	SAC	Tenure
Papa	Elenor Gael	Science, Math, & Health Sci	SAC	Tenure
Saterfield	Kalonji	Fine & Performing Arts	SAC	Tenure
Seitz	Carol	Science, Math, & Health Sci	SAC	Tenure
Simmerman	Stacy	Humanities & Social Sci	SAC	Tenure
Smith	Kimberly	Business	SAC	Tenure
Sung	Linda	Business	SAC	Tenure
Tolentino	Justin	Science, Math, & Health Sci	SAC	Tenure
Valles	Rodrigo	Humanities & Social Sci	SAC	Tenure
Castellanos	Ralph	Arts, Humanities & Social Sci	SCC	Contract II
Daneshmand	Angela	Math & Science	SCC	Contract II
Gates	Alana	Business & Career Education	SCC	Contract II
Gonzalez	Sara	Arts, Humanities & Social Sci	SCC	Contract II
Henry	Amanda	Math & Science	SCC	Contract II
Ho	Huong (Nick)	Counseling & Student Support Svcs	SCC	Contract II
Medina	Guillermo	Math & Science	SCC	Contract II
Van Dyke-Kao	Rita	Continuing Education	SCC	Contract II
Batth	Navanjot	Math & Science	SCC	Contract III (a)
Dennis	Jeffry	Business & Career Technical Ed	SCC	Contract III (a)
Maertzweiler Laney	Marianne	Business & Career Technical Ed	SCC	Contract III (a)
Carpio	Brenda	Arts, Humanities & Social Sci	SCC	Tenure
Chaidez	Maria	Counseling & Student Support Svcs	SCC	Tenure
Cotter	Matthew	Math & Science	SCC	Tenure
Crammer	Cale	Arts, Humanities & Social Sci	SCC	Tenure
Daugherty	Seth	Institutional Effectiveness, Library & Learning Sup Svcs	SCC	Tenure
Freese	Amy	Arts, Humanities & Social Sci	SCC	Tenure
Galvan	Juana	Counseling & Student Support Svcs	SCC	Tenure
Govea-Von Velasco	Melissa	Arts, Humanities & Social Sci	SCC	Tenure
Gutierrez	Erika	Arts, Humanities & Social Sci	SCC	Tenure
Hall	Kathryn	Arts, Humanities & Social Sci	SCC	Tenure
Petrocelli	Rachel	Arts, Humanities & Social Sci	SCC	Tenure
Shirah	Melissa	Business & Career Education	SCC	Tenure
Siddiqui	Shereen	Arts, Humanities & Social Sci	SCC	Tenure

Leave of Absence

Meade, Esther International Student Prog. Spec./ Int'l Student Program/ SCC	Effective: 02/10/20 – 04/08/20 Reason: Maternity Leave
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Ratification of Resignation/Retirement

Kang Helen Student Services Coordinator/ Student Services/ SCC	Effective: March 7, 2020 Reason: Medical Layoff
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CLASSIFIED HOURLY

Temporary to Hourly Ongoing

Medina, Jonathan Student Services Specialist (CL19-1372) Student Activities/ SAC	Effective: February 25, 2020 19 Hours/Week 12 Months/Year Grade 10, Step A \$22.67/Hour
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Out of Class Assignment

Ramirez Velasquez, Alejandro Student Services Coordinator/ Enrollment Support Services/ SCC	Effective: 02/20/20 – 06/17/20 Grade 15, Step A \$29.19/Hour
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Leave of Absence

Khan, Khadija Student Program Specialist/ College Advancement/ SAC	Effective: 11/18/19 – 11/22/19 12/16/19 – 12/20/19 01/06/20 – 01/10/20 06/01/20 – 06/05/20 Reason: Revised Non Work Days for 11 Month Contract
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TEMPORARY ASSIGNMENT

Short Term Assignment

Duque, Jennifer Instructional Assistant/ Humanities & Soc. Sci./ SAC	Effective: 03/10/20 – 06/07/20 Grade 5, Step A \$18.57/Hour
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Fuentes, Lesley General Office Clerk/ SBDC/ District	Effective: 03/10/20 – 06/30/20 Grade 3, Step A \$17.41/Hour
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Short Term Assignment cont'd

Garcia, Waldo
Counseling Assistant/ Continuing Ed./
CEC
Effective: 03/10/20 – 06/30/20
Grade 5, Step A \$18.57/Hour

Hernandez, Gabriela
Admissions & Records Spec. I/
International Student Prg./ SCC
Effective: 03/10/20 – 06/30/20
Grade 6, Step A \$19.23/Hour

Hernandez, Jessica
Instructional Assistant/ Science & Math/
SAC
Effective: 03/10/20 – 06/30/20
Grade 5, Step A \$18.57/Hour

Manzo, Sandra
Learning Facilitator/ Science & Math/ SAC
Effective: 03/10/20 – 06/30/20
Grade 8, Step A \$20.81/Hour

Martinez, Alejandra
Instructional Assistant/ Humanities & Soc.
Sci./ SAC
Effective: 03/10/20 – 06/07/20
Grade 5, Step A \$18.57/Hour

Miramontes, Denise
Instructional Assistant/ Science & Math/
SAC
Effective: 03/10/20 – 06/30/20
Grade 5, Step A \$18.57/Hour

Pena, Alfredo
Counseling Assistant/ Continuing Ed./
CEC
Effective: 05/11/20 – 06/30/20
Grade 5, Step A \$18.57/Hour

Tatro, Dragica
Cashier/ Admin. Services/ SCC
Effective: 03/10/20 – 06/30/20
Grade 3, Step A \$17.41/Hour

Vu, Justin
Custodian/ Facility Planning/ Distrit
Effective: 03/10/20 – 06/30/20
Grade 4, Step A \$17.98/Hour

Additional Hours for Ongoing Assignment

Cintron, Veronica
Sr. Account Clerk/ Continuing Ed./ OEC
Effective: 02/10/20 – 06/30/20
Not to exceed 19 consecutive working days
in any given period.

Luarte, Joseph
Fine Arts & Theatre Facilities Tech./ Fina
& Performing Arts/ SAC
Effective: 01/17/20 – 06/30/20
Not to exceed 19 consecutive working days
in any given period.

Additional Hours for Ongoing Assignment cont'd

Villalovos, David Instructional Assistant/ Continuing Ed./ OEC	Effective: 02/04/20 – 06/30/20 Not to exceed 19 consecutive working days in any given period.
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Substitute Assignments

Campos, Daniela Job Developer/ Business Div./ SAC	Effective: 02/25/20 – 06/26/20
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Gabriel, Adrian Sr. Clerk/ Continuing Ed. CEC	Effective: 02/06/20 – 03/27/20
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Garcia, Waldo Assessment Assistant/ Continuing Ed./ CEC	Effective: 02/10/20 – 06/30/20
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Guillen, Sandra Student Services Spec./ Student Services/ SAC	Effective: 02/12/20 – 05/29/20
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Hernandez, Gabriela Admissions & Records Spec. I/ International Student Prg./ SCC	Effective: 02/18/20 – 06/30/20
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Marcos Ramirez, Rodrigo Student Services Spec./Student Services/ SAC	Effective: 02/03/20 – 05/29/20
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Pena, Alfredo Assessment Assistant/ Continuing Ed./ CEC	Effective: 02/10/20 – 06/30/20
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Ramirez Velasquez, Alejandro Student Services Spec./Enrollment & Support Serv./ SCC	Effective: 02/20/20 – 06/17/20
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Schultze Haakh, Heimuth Instructional Assistant/ Enrollment & Support Serv./ SCC	Effective: 02/07/20 – 05/07/20
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Tonix, Jorge Student Services Spec./ Student Services/ SAC	Effective: 02/03/20 – 05/29/20
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Substitute Assignments cont'd

Vu, Justin Effective: 02/19/20 – 06/30/20
Custodian/ Facility Planning/ District

MISCELLANEOUS POSITIONS

Cortes, Mayra Effective: 01/28/20 – 06/30/20
Business Expert Professional II/ SBDC/
District

Ortiz, Frank Effective: 02/20/20 – 06/30/20
Presenter V/ Workforce Ed./ District

Sanchez, Viviana Effective: 01/27/20
Child Dev. Intern I/ Child Dev. Services/
SAC

Instructional Associates/Associate Assistants

Criminal Justice

Alonso, Gerardo Effective: 02/25/20

Carroll Blades, Joseph Effective: 02/24/20

Jordan, John Effective: 03/10/20

Nursing

Sundara Nunez, Boudsakhone Effective: 03/10/20

VOLUNTEERS

Luna, Emiliano Effective: 03/10/20 – 6/30/20
Student Volunteer/Driver/ District Safety

**SANTA ANA COLLEGE
STUDENT HIRES**

Barreto, Mariana	Effective:	02/19/20-06/30/20
Bridgewater, Ray'ven S.	Effective:	02/25/20-06/30/20
Chavez, Perla	Effective:	02/21/20-06/30/20
Cruz, Raquel L.	Effective:	02/16/20-06/30/20
Guerra, Valentina D.	Effective:	02/24/20-06/30/20
Hicks, Nathan S.	Effective:	02/19/20-06/30/20
Lee, Priscilla M.	Effective:	02/20/20-06/30/20
Motley, Jalen M.	Effective:	03/02/20-06/30/20
Navarro Rivera, Dory E.	Effective:	03/02/20-06/30/20
Ochoa, Carmen L.	Effective:	03/02/20-06/30/20
Pham, Diem T.	Effective:	02/21/20-06/30/20
Rios, Gabriella	Effective:	02/20/20-06/30/20
Ruiz, Jasmin I.	Effective:	02/19/20-06/30/20
Samano, Angel J.	Effective:	02/28/20-06/30/20
Sanchez, Stephanie	Effective:	02/19/20-06/30/20
Soria Rodriguez, Franea G.	Effective:	03/02/20-06/30/20
Touch, Visa	Effective:	02/27/20-06/30/20
Tran, Le Nhu Mai	Effective:	02/26/20-06/30/20
Valenzuela Galvez, Adriana	Effective:	02/28/20-06/30/20

**SANTIAGO CANYON COLLEGE
STUDENT HIRES**

Bedou, Manon	Effective:	02/19/2020 – 06/30/2020
Gilmore, James	Effective:	02/19/2020 – 06/30/2020
Ngo, Thy	Effective:	02/20/2020 – 06/30/2020
Masud, Gulshan	Effective:	02/24/2020 – 06/30/2020
Harker, Katherine	Effective:	02/24/2020 – 06/30/2020

Attachment #1

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION
SANTA ANA, CALIFORNIA
MARCH 2020**

DISTRICT ACCOUNTING ANALYST

CLASS SUMMARY

Under general direction performs a variety of complex and technical accounting tasks in the analysis, maintenance and auditing of accounts affecting District-wide operations; analyzes and prepares financial statements, reports and schedules; maintains specially funded (local, state, federal) projects database and monitors projects for compliance with financial reporting requirements; identifies problems and implements solutions; and performs related work as required to meet the department and District-wide accounting objectives.

REPRESENTATIVE DUTIES

Prepares complex financial analysis, reports and schedules, and account reconciliations for the centralized accounting department, such as monthly reconciliation of Cash in County and reconciliation of all payroll liability accounts for all District funds; May lead district accounting staff on a project or assignment basis by prioritizing projects, delegating assignments, setting deadlines, reviewing work and explaining the impact of changes; Research and develop procedures to resolve complex accounting problems, implements changes in operations or procedures; Research and analyze accounting transactions, budgets, contracts and special funds to resolve questions and validate data; reviews budget changes and reoccurring journal entries for accuracy, completeness, proper authorization, appropriate support; Maintains specially funded (local, state, federal) projects database; Monitors financial reporting deadlines; Monitors monthly checklist of balance sheet reconciliations for all County funds; Prepares quarterly fluctuation analysis of balance sheet accounts for all County funds; Reviews claim on cash, interfund transfers, and due to due froms entries between County funds, and prepares auxiliary billing to settle due to due froms; Coordinates information and communications among the District and other departments and external agencies to clarify and reconcile special funds, allocations and accounting issues or inconsistencies; Identifies areas within Fiscal Services where increased automation and reliance on system controls will lead to efficiencies; Assists management in implementing process improvements within Fiscal Services, including documenting internal procedures and creating or redesigning department forms, training manuals, etc.; Reviews and evaluates proposals for new departmental systems and applications involving financial accounting to ensure proper integration with other financial accounting systems; Prepares annual and interim financial statements and schedules such as the Schedule of Expenditures of Federal Awards (SEFA) and the Schedule of Expenditures of State Awards (SESA) for review; Monitors the District year-end close calendar and the County year-end close calendar and coordinates with the County to ensure timely closing; Gathers, organizes, analyzes and reviews documentation requested by external and internal auditors; meets with auditors and representatives of funding agencies to ensure compliance with accounting, federal and state requirements; Researches accounting and compliance issues as needed; Initiates federal drawdowns from the Department of Education and manages federal cash balances for compliance with federal cash management policies; Reviews and tracks year-end closing entries for all specially funded projects; Provides training to accounting staff;

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION
SANTA ANA, CALIFORNIA MARCH 2020**

DISTRICT ACCOUNTING ANALYST cont'd

Balances workload in the department as needed; Performs other related duties assigned.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager/administrator.

QUALIFICATIONS GUIDE

Required Training and Experience

Any combination of education and experience equivalent to a bachelor's degree in accounting, business or finance; and four years of increasingly responsible accounting experience.

Desirable Qualifications

Financial accounting experience with grant and/or specially funded programs.
Experience in governmental or fund accounting.
Proficiency in Microsoft Excel.

Knowledge and Abilities

Knowledge of:

Generally Accepted Accounting Principles (GAAP) and Governmental Accounting and Auditing Standards (GAAS), theory, and practices; financial record keeping, data processing and report procedures; administrative survey and reporting techniques, including research and data collection methods; budget and grant administration; methods and techniques of cost analysis; auditing practices and procedures; computerized accounting systems, spreadsheet software applications and business math; English usage, spelling, grammar and punctuation; principles of management, supervision and training; FERPA – Protect the confidentiality of student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA), California law and college policies.

Ability to:

Perform advanced, complex professional accounting work; analyze and solve problems of organization and management; collect, analyze and evaluate financial data related to complex functions and operations; plan, organize and complete assignments with a minimal amount of detailed instruction; design and conduct research projects of moderate difficulty with defined parameters, and generate clear and concise reports; understand and carry out oral and written instructions and communicate with other agencies and organizations; develop and provide oral and written presentations, reports and training as requested; develop and implement recommendations regarding work procedures; directs the work of accounting staff and provide training as needed; interpret and apply rules and regulations.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To: Board of Trustees	Date: March 9, 2020
Re: Approval of Employee Calendar (2020-2021)	
Action: Request for Approval	

BACKGROUND

In accordance with the negotiated holidays specified in the Agreement between the District and California School Employees Association (CSEA) and its Chapter 579, the 2020-2021 Employee Calendar has been developed.

ANALYSIS

The calendar reflects the holidays designated in the Education Code, plus all additional holidays listed in the CSEA bargaining agreement.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2020-2021 Employee Calendar, as presented.

Fiscal Impact: None	Board Date: March 9, 2020
Item Prepared by: Elvia Garcia, Human Resources	
Item Submitted by: Tracie Green Vice Chancellor, Human Resources	
Item Recommended by: Marvin Martinez, Chancellor	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Adoption of Resolution Authorizing Payment to Trustee Absent from Board Meetings

Resolution No. 20-02

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 February 24, 2020, the Board of Trustees of the Rancho Santiago Community College District held a regular board meeting; and

Whereas, Trustee Nelida Mendoza was not present at the board meeting; and

Whereas, the board has determined that Trustee Mendoza’s absence was due to illness;

NOW, THEREFORE, BE IT RESOLVED that Trustee Mendoza shall be paid at the regular rate of compensation for the board meeting on February 24, 2020.

Dated this 9th day of March 2020.

Ayes:
Noes:
Absent:
Abstain:

Marvin Martinez
Secretary to the Board of Trustees