

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, March 23, 2009
2323 North Broadway, #107
Santa Ana, CA 92706

Vision Statement (Board of Trustees)

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

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

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

Americans with Disabilities Acts (ADA)

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

A G E N D A

1.0 PROCEDURAL MATTERS

4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Accreditation Board Evaluation Workshop

Information

1.4 Public Comment

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

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

1.5 Approval of Minutes – Regular meeting of March 9, 2009

Action

1.6 Approval of Consent Calendar

Action

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

1.7 Presentation of Board President's Awards

2.0 REPORTS AND INFORMATIONAL ITEMS

- 2.1 Report from the Chancellor
- 2.2 Report from College Presidents
 - Enrollment
 - Facilities
 - College activities
 - Upcoming events
- 2.3 Report from Student Trustee
- 2.4 Reports from Student Presidents
 - Student activities
- 2.5 Reports from Academic Senate Presidents
 - Senate meetings
- 2.6 Informational Presentation on Accreditation
- 2.7 Informational Presentation on the Budget Update

RECESS TO CLOSED SESSION

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

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 Section 54957[b][1])
 - a. Chancellor
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Educational Administrator Appointment
 - (1) Assistant Dean, Student Services

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

RECONVENE

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

3.0 **HUMAN RESOURCES**

3.1 Management/Academic Personnel Action

- Approval of Permanent 2008/09 Cabinet and Management Salary Schedules
- Appointment of Assistant Dean, Student Services
- Approval of Management/Academic Leave of Absence
- Approval of Permanent 2008/09 Full-time and Part-time Faculty Salary Schedules
- Approval of Adjusted Reduced Work Load
- Approval of Stipends
- Ratification of Acceptance of Resignations/Retirements
- Approval of Salary Adjustments
- Approval of Part-time/Hourly Hire/Rehire
- Approval of Non-Paid Instructors of Record
- Approval of Non-Paid Interns

3.2 Classified Personnel Action

- Approval of Permanent 2008/09 CSEA Salary Schedule
- Approval of Professional Growth Increments
- Approval of Out of Class Assignments
- Approval of Return to Regular Assignments
- Approval of Change in Position due to Reclassification
- Approval of Changes in Salary Placement, Position, and Location
- Ratification of Acceptance of Resignations/Retirements
- Approval of Temporary Assignments
- Approval of Instructional Associates/Associate Assistants/Volunteers
- Approval of Student Assistants

4.0 **INSTRUCTION**

*4.1 Approval of Non-Credit Instructional Calendar 2009-2010 Action

The administration recommends approval of the 2009-2010 Non-Credit Instructional Calendar.

* Item is included on the Consent Calendar, Item 1.6

- *4.2 Approval of Renewal of Speech-Language Pathology Assistant Program Agreement with Providence Speech and Hearing Center Action
The administration recommends approval of the renewal of the Speech -Language Pathology Assistant Program agreement with Providence Speech and Hearing Center in Orange, California.
- *4.3 Approval of Renewal of Nursing Program Agreement – College Hospital Partial Hospitalization Program Action
The administration recommends approval of this clinical affiliation agreement renewal with College Hospital Partial Hospitalization Program in Santa Ana, California.
- *4.4 Approval of Renewal of Pharmacy Technology Agreement – Anaheim Memorial Medical Center, Inc. Action
The administration recommends approval of this contract with Anaheim Memorial Medical Center, Inc. in Anaheim, California.
- *4.5 Approval of Proposed Revisions for 2009-2010 Catalog, Santa Ana College Action
The administration recommends approval of the proposed revisions for the 2009-2010 catalog.
- *4.6 Approval of Proposed Revisions for 2009-2010 Catalog, Santiago Canyon College Action
The administration recommends approval of the proposed revisions for the 2009-2010 catalog.
- *4.7 Approval of Santiago Canyon College Community Services Program, Summer 2009 Action
The administration recommends approval of the attached proposed Community Services Program for Summer 2009.
- *4.8 Approval of Memorandum of Understanding between the Community College University Partnership (CCUP), Santiago Canyon College (SCC), and the University of California, Irvine (UCI) Action
The administration recommends approval of the Memorandum of Understanding between the Community College University Partnership, SCC, and UCI.

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *5.1 Approval of the Payment of Bills Action
The administration recommends the payment of bills as submitted.

- *5.2 Approval of Budget Transfers and Budget Increases/Decreases Action
The administration recommends approval of budget transfers, increases, and decreases during the month of February 2009.
- *5.3 Approval of Alterations to Classroom Building (D) at Santa Ana College (DSA No. 04-102506) Action
The administration recommends approval of the Notice of Completion for the Nextel project (DSA No. 04-102506) as of September 12, 2008.
- *5.4 Approval of Architect's Contract for the Final Project Proposal (FPP) and Initial Project Proposal (IPP) for SAC Russell Hall Renovation and SCC Student Services Center. Action
The administration recommends approval of the Schools Legal Services Agreement with HMC Architects to provide design and engineering services for the projects as presented.
- *5.5 Approval of Disposal of Surplus Vehicle Action
The administration recommends the vehicle be declared as surplus property and Ken Porter Auctions be utilized to conduct an auction as presented.
- *5.6 Purchase Orders Action
The administration recommends approval of the purchase order listing for the period February 8, 2009, through March 7, 2009.
- *5.7 Renewal of Contract with Law Firm Action
The administration recommends authorization be given to the chancellor or his designee to renew the contract with the law firm of Atkinson, Andelson, Loya, Ruud & Romo.
- *5.8 Approval of Bid #1116: Santa Ana College Gym Restroom Addition, Gym Floor Replacement and Fire Sprinkler Installation Action

6.0 GENERAL

- *6.1 Approval of Budgets for Categorical Programs Action
The administration recommends approval of budgets, acceptance of grants, and authorization of the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:
- Community Colleges Summit Initiative Programs (SAC) \$20,914
 - Community Colleges Initiative for Egypt (SAC) \$23,674

<u>*6.2 Approval of New and Revised Board Policies</u>	<u>Action</u>
• Community Services Activities - BP1350	Revise
• Conflict of Interest - BP3101	Revise
• General Personnel Policy Statement - BP4101	Revise
• Recruitment and Selection of Employees - BP4102	Revise
• Employee Appointment and Transfer - BP4104	Eliminate
• Equal Employment Opportunity - BP4104 (NEW)	New
• Employment Contracts - BP4105	Eliminate
• Insurance - BP4107	Eliminate
• Personnel Files - BP4110	Revise
• One Day Change of Assignment - BP4112	Eliminate
• Short-Term Excused Absence Without Loss of Pay - BP4113	Eliminate
• Military Leave - BP4115	Revise
• Employment of Relatives/Nepotism - BP4118	Revise
• Unlawful Discrimination and Sexual Harassment - BP4119	Revise
• Copyright and Patents - BP4120	Eliminate
• Acceptance of Outside Obligations - BP4126	Revise
• Salary Deductions - BP4127	Revise
• Employee Evaluation - BP4128	Revise
• Resignation - BP4129	Revise
• Medical Examinations - BP4130	Revise
• Diversity and Equal Employment Opportunity - BP4131	Eliminate
• Organizations Right of Access - BP4133	Revise
• Solicitation of Political Contributions and Political Activities by Employees - BP4135	Revise
• International Travel - BP4136	Eliminate
• Whistleblower Protection - BP4140	Revise
• Faculty Multiple Site Assignment - BP4203	Eliminate
• Faculty Dismissal and/or Discharge - BP4206	Revise
• Faculty Retirement (Workload Reduction) - BP4207	Revise
• Faculty Retirement - BP4208	Eliminate
• CLASSIFIED PERSONNEL - Definition Classified Service - BP4301	Revise
• Classified Salary Payments - BP4302	Revise
• Classified Retirement System - BP4303	Eliminate
• Management Medical/Dental Insurance Benefits - BP4402	Revise
• Bereavement Leave Management - BP4404	Revise
• Duties - Management Interns - BP4416	Eliminate
• Administrative Leave - BP4419	Revise
• Retirement Administrative - BP4420	Eliminate
• Salary Payments Administrative - BP4503	Eliminate

* Item is included on the Consent Calendar, Item 1.6

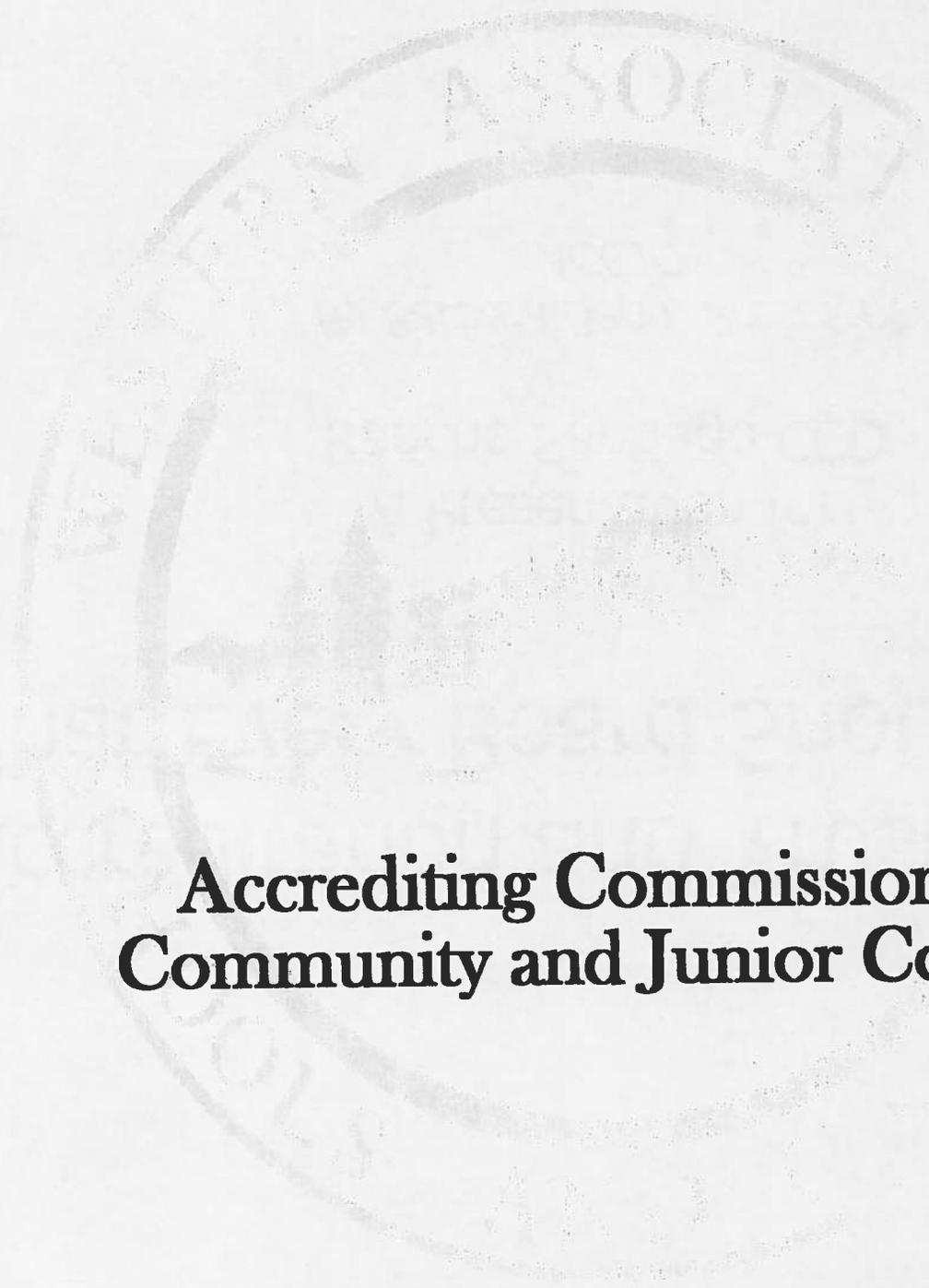
Approval of New and Revised Board Policies (cont.)

- Educational Management Employee Retroactive Pay
Administrative - BP4519 Revise
 - Administrative Retreat Rights - Administrative - BP4520 Revise
 - Claims and Actions Against The District - BP4602 Revise
 - District Property & Liability Protection - BP4603 Revise
 - Bonding of Personnel - BP4604 Revise
 - Open Enrollment - BP 5009 Revise
 - Military Withdrawals - BP 5121 Revise
 - Standards of Student Conduct - BP 5201 Revise
 - Withholding of Student Records - BP 5555 New
 - Credit/No Credit Courses - BP 6120 (Grading and
Academic Record Symbols) Revise
 - Credit by Examination - BP 6121 Revise
 - Committee Structure - BP 9009 Revise
 - Quorum and Voting - BP 9016 Revise
 - Meetings - Special - BP 9020 Revise
 - Board of Trustees Political Activities and Solicitation
of Political Contributions - BP 9027 Revise
- *6.3 BP 9022 – Evaluation of the Trustees Action
The administration recommends approval of new Board Policy 9022 effective immediately.
- *6.4 Revision of Public Comment Form Action
- 6.5 Board of Trustees Cast Ballot for California Community College
Trustees Board of Directors Election – 2009 Action
- 6.6 Approval of Disposing of Audio Tape Recordings of Public Meetings
after 30 Days Action
- 6.7 Board Member Comments Information
- 7.0 ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on April 13, 2009.

Accreditation and Trusteeship: What Every Board Should Know

A Presentation for
Rancho Santiago CCD

*By Barbara Beno, President
ACCJC*



**Accrediting Commission for
Community and Junior Colleges**

We'll Cover Three Topics

1. An introduction to accreditation and ACCJC
2. The Role of Trustees in Assuring Quality and Educational Effectiveness
3. The Role of the President in Assuring Quality and Educational Effectiveness

1. An Introduction to Accreditation and the ACCJC

What is Accreditation?

- Accreditation is the U.S. higher education practice of reviewing and certifying the educational quality of an institution.
- Accreditation is a non-governmental, peer-review process in which an institution is compared against a set of standards that describe “best practice” and is expected to meet or exceed those standards. (2002 Standards)
- Accreditation is *voluntary* but is used by the U.S. Department of Education to determine eligibility for federal funds for higher education.

What are the purposes of accreditation?

- To provide quality assurance to the public so that students and others will know the institution is of sufficient quality to meet standards.
- To provide stimulus for continuous improvement in educational quality through periodic comprehensive evaluations, midterm reports and other interactions with the institution.
 - Training sessions on best practices in education.
 - Self study training, special workshops (like this one)
 - Advice and references to institutions

Accreditation is based in the values of American higher education

- Academic freedom
- Importance of Diversity
- Learning and improvement
- Professionalism and openness
- Pursuit of new knowledge
- Service to students
- Peer Review
- Honesty and Integrity
- Service to the public "good"

The ACCJC and WASC

- WASC is a corporate entity with three divisions.
- The two other accrediting commissions that are part of WASC are:
 - The Accrediting Commission for Senior Colleges and Universities (ACSCU), and
 - The Accrediting Commission for Schools (ACS).
- WASC and its three divisions are *regional* accreditors and accredit *institutions*.

The WASC Membership

- ACCJC/WASC operates in the *Western Region*: California, Hawaii, Republic of Palau, Guam, Saipan, Federated States of Micronesia, The Republic of the Marshall Islands, and American Samoa.
- ACCJC member institutions are public, private, secular, faith-based, non-profit and for-profit.

Who are the commissioners?

- The ACCJC/WASC is composed of 19 Commissioners selected from the member institutions of the ACCJC and from the Public.

5 public	5 faculty	3 administrators
1 Hawai'i CCs	1 PPEC	1 California CCs
1 ACSCU	1 ACS	1 Private Institution

What are the Standards?

- They are statements of institutional good practice that, if followed, lead to educational effectiveness and quality.
- They are minimum conditions that must be met to gain and retain accreditation – they are *not* aspirational goals.
- They are a blueprint for sound educational, administrative, financial and governance practices.

The Four Standards

I. Institutional Mission and Effectiveness

II. Student Learning Programs and Services

III. Resources

IV. Leadership and Governance

What's New in the Standards?

- Accreditation Standards published in 2002 (2001 for ACSCU) have new requirements that:
 - Institutions engage in ongoing assessment of educational quality and improvement.
 - Institutions identify and use student learning outcomes as a key indicator of their educational effectiveness in addition to other measures.
 - Institutions provide evidence of their effectiveness.
 - Institutions demonstrate an ongoing culture and practice of assessment, including institution-wide dialogue about quality and how to improve it.

What's New in the Standards - 2

- The Standards specify the role of the president/chancellor in assuring institutional quality.
- The Standards specify more precisely the role of the governing board and include one prohibition on governing board behavior.
- The standards integrated the previous 10 standards into four, and require institutions and teams to do integrated, holistic analyses of institutional quality.

2. The Role of Trustees in Assuring Quality and Educational Effectiveness

Eligibility Requirements

ER 2: Mission is adopted, reviewed by the governing board.

ER 3: Institution's governing board functions to assure quality, integrity and financial stability of the institution and achievement of mission. Board is an *independent policy making body....*

Standards on Boards

- **Standard I: Mission Statement is approved by the governing board. Using the institution's governance processes, the institution regularly reviews its mission statement.**
- **Standard III: The institution relies on its mission and goals as the foundation for financial planning.**

Standards on Boards - 2

- **Standard IV: Leadership and Governance**

- **Std. IV.A. Decision Making Roles and Processes**

“Ethical and effective leadership through out the organization enables the institution to identify institutional values, set and achieve its (educational) goals, learn and improve (the quality of its educational programs).

Governing Board Members are Leaders.

Standards on Boards - 3

- **Standard IV B. Board and Administrative Organization**
 1. "The governing board is responsible for establishing policy to assure the quality, integrity and effectiveness of student learning programs and services and the financial stability of the institution."

Standards on Boards - 4

- a. “The governing board is an independent policy-making body.”
- b. “The governing board establishes policy consistent with its mission statement to ensure quality, integrity and improvement of student learning programs and services.”

Standards on Boards - 5

- c. The governing board is responsible for educational quality, legal matters and financial integrity.
- e. The governing board acts in a manner consistent with its policies and bylaws. It evaluates its policies and practices and revises them as necessary.
- f and g. The governing board has a program for development and a process for self evaluation.

Standards on Boards - 6

- h. The governing board has a code of ethics and a means of enforcing it – a means of dealing with unethical behavior.
- i. The governing board is informed about and involved in accreditation of the institution.
- j. The governing board selects and evaluates the chief administrator, and delegates full responsibility for operations to him or her.

What Boards Can Do to Support Student Learning

- Adhere to the Standards regarding Boards.
- Create and review the mission and goals that establish the central purpose of the institution.
- Establish policies on planning, resource allocation and budgeting strategies – inclusive of analysis of impact on student learning.
- Establish policies on faculty and staff evaluations – inclusive of information on SLO's.

What Boards can do - 2

- Set expectations for quality and review institutional progress through reports to the Board. *Know how well your institution is achieving its goals. Require planning based in assessment and evaluation data and analysis; require institutional improvement of educational quality.*
- Support the faculty and academic staff work necessary to implement SLOs and for assessment and continuous improvement. *Provide for staff development and time for establishing SLOs, for assessing learning, for developing new pedagogy and services. Contract terms can help.*

What Boards can do - 3

- Protect the college from undue influence – from those that would divert the institutions' mission, resources, attention.
- Set expectations that the President will support and improve institutional effectiveness, student achievement and student learning and include institutional performance in the president's evaluation.

Some sample team findings about governing boards

An Exercise (time permitting)

3. The Role of the College President in Assuring Quality and Educational Effectiveness

Eligibility Requirements

4. The institution has a chief executive officer appointed by the governing board, whose full-time responsibility is to the institution, and who possesses the requisite authority to administer board policies. Neither the district/system chief administrator nor the college chief administrator may serve as chair of the board.

Standards on the President

- Standard IV B.2, preamble

The president has primary responsibility for the quality of the institution. He/she provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness.

Standards on the President -2

a. The president plans, oversees, and evaluates an administrative structure organized and staffed to reflect the institution's purposes, size and complexity. He/she delegates authority to administrators and others consistent with their responsibilities, as appropriate.

Standards on the President - 3

- b. The president guides institutional improvement of the teaching and learning environment by:
 1. establishing a collegial process that sets values, goals and priorities,
 2. Ensuring evaluation, planning, research
 3. Ensuring educational planning is integrated with resource planning
 4. Establishing procedures to evaluate overall institutional planning and implementation.

Standards on the President - 3

- c. The president assures the implementation of statutes, regulations, and governing board policies and assures institutional practices are consistent with mission and policies.
- d. The president effectively controls budget and expenditures.
- e. The president communicates effectively with communities served by the institution

Shared Responsibility and Accountability

Presidents and Governing Boards are both responsible, in their specific ways, for institutional quality and improvement.

- Boards cannot perform their role unless they stick to policy-level work and broad oversight
- Presidents cannot perform their role unless authority is delegated to them.

All other staff share responsibility

- While the Board and the President are largely responsible for mission, institutional direction, policy development and oversight, institutional direction and organization,
- The rest of the staff of the institution share in the responsibility for assuring institutional quality and effectiveness.

Any Other Questions About Accreditation Standards?

Thank you for your attention!

bbeno@accjc.org

Accreditation Standards Annotated for Continuous Quality Improvement and SLOs (Jan 06)

Blue type references assessment, research, planning and continuous quality improvement.

Violet type references responsibilities of the governing board.

Yellow highlights reference focus on teaching (instruction) and learning, and SLOs.

Introduction to the Accreditation Standards

Shaping the Dialogue

The primary purpose of an ACCJC-accredited institution is to foster learning in its students. An effective institution ensures that its resources and processes support student learning, continuously assesses that learning, and pursues institutional excellence and improvement. An effective institution maintains an ongoing, self-reflective dialogue about its quality and improvement.

An institution-wide dialogue must be at the heart of the self-evaluation process for the college community to gain a comprehensive perspective of the institution. Although the standards are presented in four parts, they work together to facilitate this dialogue on the institution's effectiveness and on ways in which it may improve. The self study provides the Commission with the institution's assessment of itself as a whole.

The institutional mission provides the impetus for achieving student learning and other goals that the institution endeavors to accomplish. The institution provides the means for students to learn, assesses how well learning is occurring, and strives to improve that learning through ongoing, systematic, and integrated planning (Standard I). Instructional programs, student support services, and library and learning support services facilitate the achievement of the institution's stated student learning outcomes (Standard II). Human, physical, technology, and financial resources enable these programs and services to function and improve (Standard III). Ethical and effective leadership throughout the organization guides the accomplishment of the mission and supports institutional effectiveness and improvement (Standard IV).

A college-wide dialogue that integrates the elements of the Standards provides the complete view of the institution that is needed to verify integrity and to promote quality and improvement.

Standard I: Institutional Mission and Effectiveness

The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

A. Mission

The institution has a statement of mission that defines the institution's broad educational purposes, its intended student population, and its commitment to achieving student learning.

- 1. The institution establishes student learning programs and services aligned with its purposes, its character, and its student population.**
- 2. The mission statement is approved by the governing board and published.**
- 3. Using the institution's governance and decision-making processes, the institution reviews its mission statement on a regular basis and revises it as necessary.**
- 4. The institution's mission is central to institutional planning and decision making.**

Standard I: Institutional Mission and Effectiveness

B. Improving Institutional Effectiveness

The institution demonstrates a conscious effort to produce and support student learning, measures that learning, assesses how well learning is occurring, and makes changes to improve student learning. The institution also organizes its key processes and allocates its resources to effectively support student learning. The institution demonstrates its effectiveness by providing 1) evidence of the achievement of student learning outcomes and 2) evidence of institution and program performance. The institution uses ongoing and systematic evaluation and planning to refine its key processes and improve student learning.

- 1. The institution maintains an ongoing, collegial, self-reflective dialogue about the continuous improvement of student learning and institutional processes.**
- 2. The institution sets goals to improve its effectiveness consistent with its stated purposes. The institution articulates its goals and states the objectives derived from them in measurable terms so that the degree to which they are achieved can be determined and widely discussed. The institutional members understand these goals and work collaboratively toward their achievement.**
- 3. The institution assesses progress toward achieving its stated goals and makes decisions regarding the improvement of institutional effectiveness in an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data.**
- 4. The institution provides evidence that the planning process is broad-based, offers opportunities for input by appropriate constituencies, allocates necessary resources, and leads to improvement of institutional effectiveness.**

Standard I: Institutional Mission and Effectiveness

- 5.** The institution uses documented assessment results to communicate matters of quality assurance to appropriate constituencies.
- 6.** The institution assures the effectiveness of its ongoing planning and resource allocation processes by systematically reviewing and modifying, as appropriate, all parts of the cycle, including institutional and other research efforts.
- 7.** The institution assesses its evaluation mechanisms through a systematic review of their effectiveness in improving instructional programs, student support services, and library and other learning support services.

Standard II: Student Learning Programs and Services

The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

A. Instructional Programs

The institution offers high-quality instructional programs in recognized and emerging fields of study that culminate in identified student outcomes leading to degrees, certificates, employment, or transfer to other higher education institutions or programs consistent with its mission. Instructional programs are systematically assessed in order to assure currency, improve teaching and learning strategies, and achieve stated student learning outcomes. The provisions of this standard are broadly applicable to all instructional activities offered in the name of the institution.

- 1. The institution demonstrates that all instructional programs, regardless of location or means of delivery, address and meet the mission of the institution and uphold its integrity.¹**
 - a. The institution identifies and seeks to meet the varied educational needs of its students through programs consistent with their educational preparation and the diversity, demographics, and economy of its communities. The institution relies upon research and analysis to identify student learning needs and to assess progress toward achieving stated learning outcomes.**
 - b. The institution utilizes delivery systems and modes of instruction compatible with the objectives of the curriculum and appropriate to the current and future needs of its students.¹**
 - c. The institution identifies student learning outcomes for courses, programs, certificates, and degrees; assesses student achievement of those outcomes; and uses assessment results to make improvements.**

Standard II: Student Learning Programs and Services

- 2. The institution assures the quality and improvement of all instructional courses and programs offered in the name of the institution, including collegiate, developmental, and pre-collegiate courses and programs, continuing and community education, study abroad, short-term training courses and programs, programs for international students, and contract or other special programs, regardless of type of credit awarded, delivery mode, or location.^{1, 2}**
 - a. The institution uses established procedures to design, identify learning outcomes for, approve, administer, deliver, and evaluate courses and programs. The institution recognizes the central role of its faculty for establishing quality and improving instructional courses and programs.**
 - b. The institution relies on faculty expertise and the assistance of advisory committees when appropriate to identify competency levels and measurable student learning outcomes for courses, certificates, programs including general and vocational education, and degrees. The institution regularly assesses student progress towards achieving those outcomes.**
 - c. High-quality instruction and appropriate breadth, depth, rigor, sequencing, time to completion, and synthesis of learning characterize all programs.**
 - d. The institution uses delivery modes and teaching methodologies that reflect the diverse needs and learning styles of its students.¹**
 - e. The institution evaluates all courses and programs through an on-going systematic review of their relevance, appropriateness, achievement of learning outcomes, currency, and future needs and plans.**

Standard II: Student Learning Programs and Services

- f. The institution engages in ongoing, systematic evaluation and integrated planning to assure currency and measure achievement of its stated student learning outcomes for courses, certificates, programs including general and vocational education, and degrees. The institution systematically strives to improve those outcomes and makes the results available to appropriate constituencies.
 - g. If an institution uses departmental course and/or program examinations, it validates their effectiveness in measuring student learning and minimizes test biases.
 - h. The institution awards credit based on student achievement of the course's stated learning outcomes. Units of credit awarded are consistent with institutional policies that reflect generally accepted norms or equivalencies in higher education.
 - i. The institution awards degrees and certificates based on student achievement of a program's stated learning outcomes.
3. The institution requires of all academic and vocational degree programs a component of general education based on a carefully considered philosophy that is clearly stated in its catalog. The institution, relying on the expertise of its faculty, determines the appropriateness of each course for inclusion in the general education curriculum by examining the stated learning outcomes for the course.

General education has comprehensive learning outcomes for the students who complete it, including the following:

- a. An understanding of the basic content and methodology of the major areas of knowledge: areas include the humanities and fine arts, the natural sciences, and the social sciences.
- b. A capability to be a productive individual and life long learner: skills include oral and written communication, information competency, computer literacy, scientific and quantitative reasoning, critical analysis/logical thinking, and the ability to acquire knowledge through a variety of means.

Standard II: Student Learning Programs and Services

- c. A recognition of what it means to be an ethical human being and effective citizen: qualities include an appreciation of ethical principles; civility and interpersonal skills; respect for cultural diversity; historical and aesthetic sensitivity; and the willingness to assume civic, political, and social responsibilities locally, nationally, and globally.
4. All degree programs include focused study in at least one area of inquiry or in an established interdisciplinary core.
5. Students completing vocational and occupational certificates and degrees demonstrate technical and professional competencies that meet employment and other applicable standards and are prepared for external licensure and certification.
6. The institution assures that students and prospective students receive clear and accurate information about educational courses and programs and transfer policies. The institution describes its degrees and certificates in terms of their purpose, content, course requirements, and expected student learning outcomes. In every class section students receive a course syllabus that specifies learning objectives consistent with those in the institution's officially approved course outline.
 - a. The institution makes available to its students clearly stated transfer-of-credit policies in order to facilitate the mobility of students without penalty. In accepting transfer credits to fulfill degree requirements, the institution certifies that the expected learning outcomes for transferred courses are comparable to the learning outcomes of its own courses. Where patterns of student enrollment between institutions are identified, the institution develops articulation agreements as appropriate to its mission.
 - b. When programs are eliminated or program requirements are significantly changed, the institution makes appropriate arrangements so that enrolled students may complete their education in a timely manner with a minimum of disruption.³

Standard II: Student Learning Programs and Services

- c.** The institution represents itself clearly, accurately, and consistently to prospective and current students, the public, and its personnel through its catalogs, statements, and publications, including those presented in electronic formats. It regularly reviews institutional policies, procedures, and publications to assure integrity in all representations about its mission, programs, and services.

- 7.** In order to assure the academic integrity of the teaching-learning process, the institution uses and makes public governing board-adopted policies on academic freedom and responsibility, student academic honesty, and specific institutional beliefs or worldviews. These policies make clear the institution's commitment to the free pursuit and dissemination of knowledge.
 - a.** Faculty distinguish between personal conviction and professionally accepted views in a discipline. They present data and information fairly and objectively.
 - b.** The institution establishes and publishes clear expectations concerning student academic honesty and the consequences for dishonesty.
 - c.** Institutions that require conformity to specific codes of conduct of staff, faculty, administrators, or students, or that seek to instill specific beliefs or worldviews, give clear prior notice of such policies, including statements in the catalog and/or appropriate faculty or student handbooks.

- 8.** Institutions offering curricula in foreign locations to students other than U.S. nationals operate in conformity with standards and applicable Commission policies.²

Standard II: Student Learning Programs and Services

B. Student Support Services

The institution recruits and admits diverse students who are able to benefit from its programs, consistent with its mission. Student support services address the identified needs of students and enhance a supportive learning environment. The entire student pathway through the institutional experience is characterized by a concern for student access, progress, learning, and success. The institution systematically assesses student support services using student learning outcomes, faculty and staff input, and other appropriate measures in order to improve the effectiveness of these services.

- 1. The institution assures the quality of student support services and demonstrates that these services, regardless of location or means of delivery, support student learning and enhance achievement of the mission of the institution.^{1, 2}**
- 2. The institution provides a catalog for its constituencies with precise, accurate, and current information concerning the following:**
 - a. General Information**
 - Official Name, Address(es), Telephone Number(s), and Web Site Address of the Institution
 - Educational Mission
 - Course, Program, and Degree Offerings
 - Academic Calendar and Program Length
 - Academic Freedom Statement
 - Available Student Financial Aid
 - Available Learning Resources
 - Names and Degrees of Administrators and Faculty
 - Names of Governing Board Members
 - b. Requirements**
 - Admissions
 - Student Fees and Other Financial Obligations
 - Degree, Certificates, Graduation and Transfer

Standard II: Student Learning Programs and Services

- c. **Major Policies Affecting Students**
 - Academic Regulations, including Academic Honesty
 - Nondiscrimination
 - Acceptance of Transfer Credits
 - Grievance and Complaint Procedures
 - Sexual Harassment
 - Refund of Fees
 - d. **Locations or publications where other policies may be found**
- 3. The institution researches and identifies the learning support needs of its student population and provides appropriate services and programs to address those needs.**
- a. **The institution assures equitable access to all of its students by providing appropriate, comprehensive, and reliable services to students regardless of service location or delivery method.¹**
 - b. **The institution provides an environment that encourages personal and civic responsibility, as well as intellectual, aesthetic, and personal development for all of its students.**
 - c. **The institution designs, maintains, and evaluates counseling and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function.**
 - d. **The institution designs and maintains appropriate programs, practices, and services that support and enhance student understanding and appreciation of diversity.**
 - e. **The institution regularly evaluates admissions and placement instruments and practices to validate their effectiveness while minimizing biases.**

Standard II: Student Learning Programs and Services

- f. The institution maintains student records permanently, securely, and confidentially, with provision for secure backup of all files, regardless of the form in which those files are maintained. The institution publishes and follows established policies for release of student records.
4. The institution evaluates student support services to assure their adequacy in meeting identified student needs. Evaluation of these services provides evidence that they contribute to the achievement of student learning outcomes. The institution uses the results of these evaluations as the basis for improvement.

C. Library and Learning Support Services

Library and other learning support services for students are sufficient to support the institution's instructional programs and intellectual, aesthetic, and cultural activities in whatever format and wherever they are offered. Such services include library services and collections, tutoring, learning centers, computer laboratories, and learning technology development and training. The institution provides access and training to students so that library and other learning support services may be used effectively and efficiently. The institution systematically assesses these services using student learning outcomes, faculty input, and other appropriate measures in order to improve the effectiveness of the services.

Standard II: Student Learning Programs and Services

- 1. The institution supports the quality of its instructional programs by providing library and other learning support services that are sufficient in quantity, currency, depth, and variety to facilitate educational offerings, regardless of location or means of delivery.¹**
 - a. Relying on appropriate expertise of faculty, including librarians and other learning support services professionals, the institution selects and maintains educational equipment and materials to support student learning and enhance the achievement of the mission of the institution.**
 - b. The institution provides ongoing instruction for users of library and other learning support services so that students are able to develop skills in information competency.**
 - c. The institution provides students and personnel responsible for student learning programs and services adequate access to the library and other learning support services, regardless of their location or means of delivery.¹**
 - d. The institution provides effective maintenance and security for its library and other learning support services.**
 - e. When the institution relies on or collaborates with other institutions or other sources for library and other learning support services for its instructional programs, it documents that formal agreements exist and that such resources and services are adequate for the institution's intended purposes, are easily accessible, and utilized. The performance of these services is evaluated on a regular basis. The institution takes responsibility for and assures the reliability of all services provided either directly or through contractual arrangement.**
- 2. The institution evaluates library and other learning support services to assure their adequacy in meeting identified student needs. Evaluation of these services provides evidence that they contribute to the achievement of student learning outcomes. The institution uses the results of these evaluations as the basis for improvement.**

Standard III: Resources

The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

A. Human Resources

The institution employs qualified personnel to support student learning programs and services wherever offered and by whatever means delivered, and to improve institutional effectiveness. Personnel are treated equitably, are evaluated regularly and systematically, and are provided opportunities for professional development. Consistent with its mission, the Institution demonstrates its commitment to the significant educational role played by persons of diverse backgrounds by making positive efforts to encourage such diversity. Human resource planning is integrated with institutional planning.

1. The institution assures the integrity and quality of its programs and services by employing personnel who are qualified by appropriate education, training, and experience to provide and support these programs and services.
 - a. Criteria, qualifications, and procedures for selection of personnel are clearly and publicly stated. Job descriptions are directly related to institutional mission and goals and accurately reflect position duties, responsibilities, and authority. Criteria for selection of faculty include knowledge of the subject matter or service to be performed (as determined by individuals with discipline expertise), effective teaching, scholarly activities, and potential to contribute to the mission of the institution. Institutional faculty play a significant role in selection of new faculty. Degrees held by faculty and administrators are from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established.⁴

Standard III: Resources

4. The institution demonstrates through policies and practices an appropriate understanding of and concern for issues of equity and diversity.
 - a. The institution creates and maintains appropriate programs, practices, and services that support its diverse personnel.
 - b. The institution regularly assesses its record in employment equity and diversity consistent with its mission.
 - c. The institution subscribes to, advocates, and demonstrates integrity in the treatment of its administration, faculty, staff and students.
5. The institution provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on identified teaching and learning needs.
 - a. The institution plans professional development activities to meet the needs of its personnel.
 - b. With the assistance of the participants, the institution systematically evaluates professional development programs and uses the results of these evaluations as the basis for improvement.
6. Human resource planning is integrated with institutional planning. The institution systematically assesses the effective use of human resources and uses the results of the evaluation as the basis for improvement.

Standard III: Resources

B. Physical Resources

Physical resources, which include facilities, equipment, land, and other assets, support student learning programs and services and improve institutional effectiveness. Physical resource planning is integrated with institutional planning.

1. The institution provides safe and sufficient physical resources that support and assure the integrity and quality of its programs and services, regardless of location or means of delivery.
 - a. The institution plans, builds, maintains, and upgrades or replaces its physical resources in a manner that assures effective utilization and the continuing quality necessary to support its programs and services.
 - b. The institution assures that physical resources at all locations where it offers courses, programs, and services are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.
2. To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into account.
 - a. Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.
 - b. Physical resource planning is integrated with institutional planning. The institution systematically assesses the effective use of physical resources and uses the results of the evaluation as the basis for improvement.

Standard III: Resources

C. Technology Resources

Technology resources are used to support student learning programs and services and to improve institutional effectiveness. Technology planning is integrated with institutional planning.

1. The institution assures that any technology support it provides is designed to meet the needs of learning, teaching, college-wide communications, research, and operational systems.
 - a. Technology services, professional support, facilities, hardware, and software are designed to enhance the operation and effectiveness of the institution.
 - b. The institution provides quality training in the effective application of its information technology to students and personnel.
 - c. The institution systematically plans, acquires, maintains, and upgrades or replaces technology infrastructure and equipment to meet institutional needs.
 - d. The distribution and utilization of technology resources support the development, maintenance, and enhancement of its programs and services.
2. Technology planning is integrated with institutional planning. The institution systematically assesses the effective use of technology resources and uses the results of evaluation as the basis for improvement.

Standard III: Resources

D. Financial Resources

Financial resources are sufficient to support student learning programs and services and to improve institutional effectiveness. The distribution of resources supports the development, maintenance, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. The level of financial resources provides a reasonable expectation of both short-term and long-term financial solvency. Financial resources planning is integrated with institutional planning.

- 1. The institution relies upon its mission and goals as the foundation for financial planning.**
 - a. Financial planning is integrated with and supports all institutional planning.**
 - b. Institutional planning reflects realistic assessment of financial resource availability, development of financial resources, partnerships, and expenditure requirements.**
 - c. When making short-range financial plans, the institution considers its long-range financial priorities to assure financial stability. The institution clearly identifies and plans for payment of liabilities and future obligations.**
 - d. The institution clearly defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets.**

Standard III: Resources

- 2. To assure the financial integrity of the institution and responsible use of financial resources, the financial management system has appropriate control mechanisms and widely disseminates dependable and timely information for sound financial decision making.**
 - a. Financial documents, including the budget and independent audit, reflect appropriate allocation and use of financial resources to support student learning programs and services. Institutional responses to external audit findings are comprehensive, timely, and communicated appropriately.**
 - b. Appropriate financial information is provided throughout the institution.**
 - c. The institution has sufficient cash flow and reserves to maintain stability, strategies for appropriate risk management, and realistic plans to meet financial emergencies and unforeseen occurrences.**
 - d. The institution practices effective oversight of finances, including management of financial aid, grants, externally funded programs, contractual relationships, auxiliary organizations or foundations, and institutional investments and assets.**
 - e. All financial resources, including those from auxiliary activities, fund-raising efforts, and grants are used with integrity in a manner consistent with the mission and goals of the institution.**
 - f. Contractual agreements with external entities are consistent with the mission and goals of the institution, governed by institutional policies, and contain appropriate provisions to maintain the integrity of the institution.⁵**
 - g. The institution regularly evaluates its financial management processes, and the results of the evaluation are used to improve financial management systems.**

Standard III: Resources

- 3. The institution systematically assesses the effective use of financial resources and uses the results of the evaluation as the basis for improvement.**

Standard IV: Leadership and Governance

The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

A. Decision-Making Roles and Processes

The institution recognizes that ethical and effective leadership throughout the organization enables the institution to identify institutional values, set and achieve goals, learn, and improve.

- 1. Institutional leaders create an environment for empowerment, innovation, and institutional excellence. They encourage staff, faculty, administrators, and students, no matter what their official titles, to take initiative in improving the practices, programs, and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective discussion, planning, and implementation.**
- 2. The institution establishes and implements a written policy providing for faculty, staff, administrator, and student participation in decision-making processes. The policy specifies the manner in which individuals bring forward ideas from their constituencies and work together on appropriate policy, planning, and special-purpose bodies.**
 - a. Faculty and administrators have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise. Students and staff also have established mechanisms or organizations for providing input into institutional decisions.**
 - b. The institution relies on faculty, its academic senate or other appropriate faculty structures, the curriculum committee, and academic administrators for recommendations about student learning programs and services.**

Standard IVA—Decision-Making Roles and Processes

Standard IV: Leadership and Governance

- 3.** Through established governance structures, processes, and practices, the governing board, administrators, faculty, staff, and students work together for the good of the institution. These processes facilitate discussion of ideas and effective communication among the institution's constituencies.
- 4.** The institution advocates and demonstrates honesty and integrity in its relationships with external agencies. It agrees to comply with Accrediting Commission standards, policies, and guidelines, and Commission requirements for public disclosure, self study and other reports, team visits, and prior approval of substantive changes. The institution moves expeditiously to respond to recommendations made by the Commission.
- 5.** The role of leadership and the institution's governance and decision-making structures and processes are regularly evaluated to assure their integrity and effectiveness. The institution widely communicates the results of these evaluations and uses them as the basis for improvement.

Standard IV: Leadership and Governance

B. Board and Administrative Organization

In addition to the leadership of individuals and constituencies, institutions recognize the designated responsibilities of the governing board for setting policies and of the chief administrator for the effective operation of the institution. Multi-college districts/systems clearly define the organizational roles of the district/system and the colleges.⁶

- 1. The institution has a governing board that is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. The governing board adheres to a clearly defined policy for selecting and evaluating the chief administrator for the college or the district/system.**
 - a. The governing board is an independent policy-making body that reflects the public interest in board activities and decisions. Once the board reaches a decision, it acts as a whole. It advocates for and defends the institution and protects it from undue influence or pressure.**
 - b. The governing board establishes policies consistent with the mission statement to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them.**
 - c. The governing board has ultimate responsibility for educational quality, legal matters, and financial integrity.**
 - d. The institution or the governing board publishes the board bylaws and policies specifying the board's size, duties, responsibilities, structure, and operating procedures.**

Standard IV: Leadership and Governance

- e. The governing board acts in a manner consistent with its policies and bylaws. The board regularly evaluates its policies and practices and revises them as necessary.
- f. The governing board has a program for board development and new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.
- g. The governing board's self-evaluation processes for assessing board performance are clearly defined, implemented, and published in its policies or bylaws.
- h. The governing board has a code of ethics that includes a clearly defined policy for dealing with behavior that violates its code.
- i. The governing board is informed about and involved in the accreditation process.
- j. The governing board has the responsibility for selecting and evaluating the district/system chief administrator (most often known as the chancellor) in a multi-college district/system or the college chief administrator (most often known as the president) in the case of a single college. The governing board delegates full responsibility and authority to him/her to implement and administer board policies without board interference and holds him/her accountable for the operation of the district/system or college, respectively.

In multi-college districts/systems, the governing board establishes a clearly defined policy for selecting and evaluating the presidents of the colleges.

Standard IV: Leadership and Governance

- 2. The president has primary responsibility for the quality of the institution he/she leads. He/she provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness.**
 - a. The president plans, oversees, and evaluates an administrative structure organized and staffed to reflect the institution's purposes, size, and complexity. He/she delegates authority to administrators and others consistent with their responsibilities, as appropriate.**
 - b. The president guides institutional improvement of the teaching and learning environment by the following:**
 - establishing a collegial process that sets values, goals, and priorities;**
 - ensuring that evaluation and planning rely on high quality research and analysis on external and internal conditions;**
 - ensuring that educational planning is integrated with resource planning and distribution to achieve student learning outcomes; and**
 - establishing procedures to evaluate overall institutional planning and implementation efforts.**
 - c. The president assures the implementation of statutes, regulations, and governing board policies and assures that institutional practices are consistent with institutional mission and policies.**
 - d. The president effectively controls budget and expenditures.**
 - e. The president works and communicates effectively with the communities served by the institution.**

Standard IV: Leadership and Governance

- 3. In multi-college districts or systems, the district/system provides primary leadership in setting and communicating expectations of educational excellence and integrity throughout the district/system and assures support for the effective operation of the colleges. It establishes clearly defined roles of authority and responsibility between the colleges and the district/system and acts as the liaison between the colleges and the governing board.⁷**
 - a. The district/system clearly delineates and communicates the operational responsibilities and functions of the district/system from those of the colleges and consistently adheres to this delineation in practice.**
 - b. The district/system provides effective services that support the colleges in their missions and functions.**
 - c. The district/system provides fair distribution of resources that are adequate to support the effective operations of the colleges.**
 - d. The district/system effectively controls its expenditures.**
 - e. The chancellor gives full responsibility and authority to the presidents of the colleges to implement and administer delegated district/system policies without his/her interference and holds them accountable for the operation of the colleges.**
 - f. The district/system acts as the liaison between the colleges and the governing board. The district/system and the colleges use effective methods of communication, and they exchange information in a timely manner.**
 - g. The district/system regularly evaluates district/system role delineation and governance and decision-making structures and processes to assure their integrity and effectiveness in assisting the colleges in meeting educational goals. The district/system widely communicates the results of these evaluations and uses them as the basis for improvement.**

Policies Referenced in the Standards

¹Policy on Distance Learning, Including Electronically-Mediated Learning

²Principles of Good Practice in Overseas International Education Programs for Non-U.S. Nationals

³Policy Statement on Considerations when Closing a Postsecondary Educational Institution

⁴Joint Policy Statement on Transfer and Award of Academic Credit

⁵Contractual Relationships with Non-Regionally Accredited Organizations

⁶The Governing Board

⁷Policy and Procedures for the Evaluation of Institutions in Multi-College/Multi-Unit Districts or Systems

ACCJC Standards Glossary

Assessment—

Methods that an institution employs to gather evidence and evaluate quality.

Collegial—

Participative and mutually respectful

Dialogue—

Self-reflective exchanges engaged in by the college community, characterized by a free exchange of ideas without the purpose of defending or deciding on a course of action.

Evidence of Institution and Program Performance—

Quantitative and qualitative data which an institution as a whole uses to determine the extent to which it attains the performance goals it establishes for itself.

Information Competency—

Capability to access, evaluate, and use information in fulfillment of coursework and independent study.

Ongoing—

Addressed regularly as part of the business of the college rather than in response to periodic external requirements.

Qualitative Data

Data relating to, or involving quality or kind, which cannot be represented numerically, such as portfolios of work, narrative description and evaluation of a performance, learner description and analysis of a learning experience.

Quantitative Data —

Data which can be represented numerically

Student Learning Outcomes—

Knowledge, skills, abilities, and attitudes that a student has attained at the end (or as a result) of his or her engagement in a particular set of collegiate experiences.

Total Cost of Ownership

In addition to the initial cost of a purchase, all long-term and indirect costs resulting from that purchase.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

2323 North Broadway, Room #107
Santa Ana, California 92706

Monday, March 9, 2009

MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES

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

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Paul Garcia, Student Trustee, Rancho Santiago Community College District.

PUBLIC PRESENTATIONS

There were no public presentations.

APPROVAL OF MINUTES

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve the minutes of February 23, 2009.

Mr. Hanna arrived at this time.

CONSIDERATION OF THE CONSENT CALENDAR

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

Payment of Bills

The board approved the payment of bills as submitted.

Resource Development Items for Approval

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

- Career Technical Education (CTE) Community Collaborative II - \$100,000
Supplemental (District/SAC/SCC)

CONSIDERATION OF THE CONSENT CALENDAR (cont.)

Resource Development Items for Approval (cont.)

- Career Technical Education (CTE) Community Collaborative II - Workforce Innovation Partnership (District)	\$250,000
- Career Technical Education (CTE) Multiple Pathways (SAC)	\$ 25,000
- Child Development Infant Toddler Resource (District)	\$ 4,015
- Child Development School-Age Resource (District)	\$ 2,000
- Faculty Collaborations for Course Transformations in Developmental Mathematics (FACCTS) (SCC)	\$ 8,000
- Faculty Inquiry Network (SAC)	\$ 17,500

Resolution #09-04 – Emergency Closure of SAC Child Development Center

The board approved Resolution #09-04 that certifies the Child Development Center was closed due to an emergency for one half day.

INFORMATIVE REPORTS

Report from the Chancellor

Dr. Hernandez provided a report to the board.

Report from Student Trustee

Mr. Garcia provided a report to the board.

Report from President of Santa Ana College

Dr. Martinez provided a report to the board.

Report from President of Santiago Canyon College

Mr. Vázquez provided a report to the board.

Reports from Student Presidents

Mr. Alejandro Flores, Student President, Santa Ana College, provided a report to the board. There was no representation from Santiago Canyon College.

Reports from Academic Senate Presidents

Mr. Morrie Barembaum, Academic Senate President, Santiago Canyon College, provided a report to the board.

Mr. Raymond Hicks, Academic Senate President, Santa Ana College, provided a report to the board.

CLOSED SESSION

The board convened into closed session at 5:28 p.m. to consider the following items: employees as listed on the Human Resources dockets and potential litigation.

RECONVENE

The board reconvened at 7:05 p.m.

Mr. Conley announced the board discussed employees as listed on the Human Resources dockets and potential litigation during closed session.

PUBLIC PRESENTATIONS

There were no public presentations.

APPROVAL OF ACADEMIC PERSONNEL

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve the academic personnel docket.

APPROVAL OF CLASSIFIED PERSONNEL

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve the classified personnel docket with the attached addendum.

NEW AND REVISED BOARD POLICIES

The following new and revised board policies were presented as information to the board. Discussion ensued.

- BP 1350 Community Services Activities (revise)
- BP 3101 Conflict of Interest (revise)
- BP 4101 General Personnel Policy Statement (revise)
- BP 4102 Recruitment and Selection of Employees (revise)
- BP 4104 Employee Appointment and Transfer (eliminate)
- BP 4104 Equal Employment Opportunity (new)
- BP 4105 Employment Contracts (eliminate)
- BP 4107 Insurance (eliminate)
- BP 4110 Personnel Files (revise)
- BP 4112 One Day Change of Assignment (eliminate)
- BP 4113 Short-Term Excused Absence Without Loss of Pay (eliminate)
- BP 4115 Military Leave (revise)

New and revised board policies presented as information to the board. Discussion ensued. (cont.):

- BP 4118 Employment of Relatives/Nepotism (revise)
- BP 4119 Unlawful Discrimination and Sexual Harassment (revise)
- BP 4120 Copyright and Patents (eliminate)
- BP 4126 Acceptance of Outside Obligations (revise)
- BP 4127 Salary Deductions (revise)
- BP 4128 Employee Evaluation (revise)
- BP 4129 Resignation (revise)
- BP 4130 Medical Examinations (revise)
- BP 4131 Diversity and Equal Employment Opportunity (eliminate)
- BP 4133 Organizations Right of Access (revise)
- BP 4135 Solicitation of Political Contributions and Political Activities by Employees (revise)
- BP 4136 International Travel (eliminate)
- BP 4140 Whistleblower Protection (revise)
- BP 4301 CLASSIFIED PERSONNEL-Definition Classified Service (revise)
- BP 4203 Faculty Multiple Site Assignment (eliminate)
- BP 4206 Faculty Dismissal and/or Discharge (revise)
- BP 4207 Faculty Retirement (Workload Reduction) (revise)
- BP 4208 Faculty Retirement (eliminate)
- BP 4302 Classified Salary Payments (revise)
- BP 4303 Classified Retirement System (eliminate)
- BP 4402 Management Medical/Dental Insurance Benefits (revise)
- BP 4404 Bereavement Leave Management (revise)
- BP 4416 Duties – Management Interns (eliminate)
- BP 4419 Administrative Leave (revise)
- BP 4420 Retirement Administrative (eliminate)
- BP 4503 Salary Payments Administrative (eliminate)
- BP 4519 Educational Management Employee Retroactive Pay Administrative (revise)
- BP 4520 Administrative Retreat Rights (revise)
- BP 4602 Claims and Actions Against the District (revise)
- BP 4603 District Property & Liability Protection (revise)
- BP 4604 Bonding of Personnel (revise)
- BP 5009 Open Enrollment (revise)
- BP 5121 Military Withdrawals (revise)
- BP 5201 Standards of Student Conduct (revise)
- BP 5555 Withholding of Student Records (new)
- BP 6120 Credit/No Credit Courses (Grading and Academic Record Symbols) (revise)
- BP 6121 Credit by Examination (revise)
- BP 9009 Committee Structure (revise)
- BP 9016 Quorum and Voting (revise)
- BP 9020 Meetings – Special (revise)
- BP 9027 Board of Trustees Political Activities and Solicitation of Political Contributions (revise)

ACCREDITATION

The board reviewed materials provided so it may have the background necessary to make decisions recommended by the task force to meet the October 15, 2009, deadline established by the Accrediting Commission. Materials discussed included documents given to the board by Dr. Hernandez and a PowerPoint presentation by Dr. Bonnie Jaros.

PRESENTATION BY DR. BARBARA BENO, ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES (ACCJC), TO THE BOARD OF TRUSTEES REGARDING RECOMMENDATIONS SET FORTH BY THE ACCREDITATION TEAMS RELATED TO THE BOARD OF TRUSTEES

It was moved by Mr. Yarbrough and seconded by Mr. Conley to authorize the chancellor to reimburse ACCJC for travel expenses for this presentation.

It was moved by Mr. Hanna and seconded by Mr. Labrado to remove “related to the board of trustees” from the recommendation. Discussion ensued.

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to make a friendly amendment to Mr. Yarbrough’s original motion to authorize the chancellor to reimburse ACCJC for travel expenses for this presentation and add “and the district” at the end of the recommendation. Therefore, the amended recommendation would read “Presentation by Dr. Barbara Beno, ACCJC, to the board of trustees regarding recommendations set forth by the accreditation teams related to the board of trustees and the district.”

The motion carried unanimously.

BP 9022 – EVALUATION OF THE TRUSTEES

Dr. Chapel declared this item out of order due to it being listed as an action item instead of an informational item, and asked that it be placed on the next board meeting’s agenda.

BUDGET UPDATE

Mr. Hardash provided an update on the budget as information.

BOARD TRAVEL BUDGET

It was moved by Dr. Chapel and seconded by Mr. Labrado to approve reallocating unspent funds related to the board’s travel budget. Discussion ensued.

The motion carried unanimously.

STATE AND FEDERAL ADVOCACY REPORT

Ms. Weidner provided a state and federal advocacy report as information.

INSTITUTIONAL MEMBERSHIPS

A list of RSCCD institutional memberships was provided as information.

BOARD MEMBER COMMENTS

Board members provided individual comments.

NEXT MEETING

The next regular meeting of the Board of Trustees will be held on Monday, March 23, 2009, at the District Office, 2323 N. Broadway, Santa Ana, California.

ADJOURNMENT

There being no further business, Dr. Chapel declared this meeting adjourned at 10:25 p.m.

Respectfully submitted,

Eddie Hernandez, Jr., Ed.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes Approved: March 23, 2009



RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT



2008-2009/2009-2010 Budget Update

**Board of Trustees Meeting
March 23, 2009**

2.7

2.7

LAO Report

- On March 13th the Legislative Analyst announced there is at least an \$8 billion shortfall expected in state revenues through 2009-2010
- “The state’s declining revenue outlook means that the Legislature’s work on the 2009-10 budget is not yet done.” – Mac Taylor
- State revenues continue to deteriorate due to the recession
- Prop 98 concerns
 - Prop 98 recommendations
 - Use federal funds to mitigate additional 2009-10 cuts
 - CC student tuition fee increase (\$40)
 - Offset with new Hope tax credits
 - If not, drastic reduction to Prop 98 funding

State revenues shortfall

- ▶ \$8 billion shortfall in state revenue =
- ▶ \$3.6 billion reduction to Prop 98 =
- ▶ \$396,000,000 reduction (11%) to CCs =
- ▶ Approximately \$9.5 million reduction for RSCCD

- ▶ If May 19th measures don't pass =
- ▶ \$5.9 billion additional state revenue shortfall =
- ▶ \$2.6 billion reduction to Prop 98 =
- ▶ \$292,000,000 reduction to CCs =
- ▶ Approximately \$7 million reduction for RSCCD

- ▶ Combined - \$16.5 million reductions for RSCCD

State revenue shortfall

- **May Revise – now by June 8th**
 - Waiting for May 19 Special Election results
- **How long will it take the Legislature to act after May Revise?**
 - Corrections for 2009-2010 state budget
- **RSCCD Tentative Budget due by July 1st**
 - Board approval in June
- **RSCCD Adopted Budget due by September 30th**

Federal Stimulus Plan

- ▲ April 1, 2009, key date to trigger additional taxes and cuts to state budget
- ▲ Need to have received \$10 billion or more in Federal Stimulus package to help state budget
- ▲ DOF and State Treasurer must agree on the amount of federal funds available for the state's general fund
- ▲ The DOF and State Treasurer held a hearing on March 17th
 - Tone by both seems to indicate they both agree Federal Stimulus funds are less than \$10 billion

Federal Stimulus Plan

- ▶ **School Construction Subsidy Tax Credit Bonds**
 - Not available for community colleges
- ▶ **State Fiscal Stabilization Fund - Education**
 - \$4.8 billion
- ▶ **Education Technology Funding (grants)**
 - Appears available for CCs
- ▶ **Federal Stimulus information**
 - Information from Chancellor's Office
 - ▶ Jack Scott letter of March 18
 - LAO spreadsheet for education
 - [http://lao.ca.gov/handouts/education/2009/Federal Stimulus Funding for K-12 Ed 031809.pdf](http://lao.ca.gov/handouts/education/2009/Federal%20Stimulus%20Funding%20for%20K-12%20Ed%20031809.pdf)

Additional Information

■ Legislative Analyst Report

- 2009-10 Budget Analysis Series: The Fiscal Outlook Under the February Budget Package
- http://lao.ca.gov/2009/bud/feb_overview/feb_overview_031309.pdf

■ RSCCD 2009-2010 growth rate released

- 0.23% unconstrained
- Only about 70 FTES – approximately \$320,000

RSCCD Budget Process

- ▶ **Budget Allocation and Planning Review (BAPR) Committee meeting March 25th**
 - Follow up on Accreditation Issues
 - Tentative Budget Assumptions
- ▶ **Board of Trustees approval of Tentative Budget Assumptions at April 13th meeting**
- ▶ **Recommendation Based on:**
 - Reduced state funding
 - Reduced property tax collections
 - Additional RSCCD expenditures
- ▶ **Recommend a process and input on dealing with three possible scenarios**
 - \$5 million (2.5%), \$10 million (5%) and \$20 million (10%) reductions to RSCCD expenditures

**HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC
March 23, 2009**

MANAGEMENT

Permanent 2008/2009 Cabinet Salary Schedule/Attachment #1

Permanent 2008/2009 Management Salary Schedule/Attachment #2

Change of Assignment

Mercado-Cota, Teresa
Assistant Dean
Student Services
Santa Ana College

Effective: March 24, 2009
Salary Placement: E-7 \$10,254/Month

Leave of Absence

Alvano, Patricia
Associate Registrar
Continuing Education Division/OEC
Santiago Canyon College

Effective: March 16 – May 6, 2009
Reason: Maternity Leave

FACULTY

Permanent 2008/2009 FARSCCD 175 Day Contract Salary Schedule/Attachment #3

Permanent 2008/2009 FARSCCD 192 Day Contract Salary Schedule/Attachment #4

Permanent 2008/2009 FARSCCD 225 Day Contract Salary Schedule/Attachment #5

Permanent 2008/2009 FARSCCD Summer Credit Salary Schedule A/Attachment #6

Permanent 2008/2009 FARSCCD Part-time/Beyond Contract Salary Schedule B/Attachment #7

Permanent 2008/2009 FARSCCD Summer Non-credit Salary Schedule C/Attachment #8

Permanent 2008/2009 CEFA Part-time Salary Schedule/Attachment #9

Permanent 2008/2009 CDCTA Contract Salary Schedule/Attachment #10

Permanent 2008/2009 CDCTA Beyond Contract Salary Schedule/Attachment #11

FACULTY (CONT'D)

Adjusted Reduced Work Load

Waterman, Patricia
Associate Professor, Art (Computer Animation)
Fine and Performing Arts Division
Santa Ana College

Effective: February 2, 2009
From: 85%
To: 90%

Adjusted Stipend Amounts per CDCTA Negotiations

Fraser, Rebecca
Assistant Director
Child Development Center/SCC
Child Development Services
District

Effective: July 1, 2008
From: \$200/Month
To: \$300/Month

Isais, Enriqueta
Acting Assistant Director
Child Development Center/CEC
Child Development Services
District

Effective: February 1 – June 30, 2009
From: \$200/Month
To: \$300/Month

Racca, Lyn
Assistant Director
Child Development Center/OEC
Child Development Services
District

Effective: July 1, 2008
From: \$200/Month
From: \$300/Month

Stipends

Dela Cusack, Lisa
Associate Professor, English
Humanities and Social Sciences Division
Santiago Canyon College

Effective: April 30, 2009
Amount: \$500.00
Reason: Curriculum Development (Grant)

Gates, James
Professor, Water Utility Science/Environmental
Studies/Public Works
Instructional Services and Career
Education Division
Santiago Canyon College

Effective: April 30, 2009
Amount: \$500.00
Reason: Curriculum Development (Grant)

FACULTY (CONT'D)

Stipends (cont'd)

Hauscarriague, Anne
Associate Professor, Math
Business, Math and Science Division
Santiago Canyon College

Effective: February 9, 2009
Amount: \$1,500.00
Reason: Curriculum Development (Grant)

Powell, Kay
Coordinator, Academic Success Center
Humanities and Social Sciences Division
Santiago Canyon College

Effective: April 30, 2009
Amount: \$880.00
Reason: Curriculum Development (Grant)

Pryor, Laney
Associate Professor, Math
Business, Math and Science Division
Santiago Canyon College

Effective: February 9, 2009
Amount: \$1,500.00
Reason: Curriculum Development (Grant)

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

Effective: April 30, 2009
Amount: \$1,000.00
Reason: Curriculum Development (Grant)

Leaves of Absence

Garnett, Susan
Coordinator, ESL/Family Literacy and
Parent Education
Continuing Education Division/CEC
Santa Ana College

Effective: April 13 – May 29, 2009
Reason: Maternity Leave
(Temporary Employee per E.C. 87470)

Macdonald, Juli
Professor, Exercise Science
Exercise Science, Health and Athletics Division
Santa Ana College

Effective: February 2, through June 5, 2009
Leave Type: Banked Leave (15 LHE)

Ratification of Resignations/Retirements

Harper, Dennis
Professor, Life Science
Science and Math Division
Santa Ana College

Effective: June 30, 2009
Reason: Retirement

FACULTY (CONT'D)

Ratification of Resignations/Retirements (cont'd)

Osborne, Thomas
Professor, History
Humanities and Social Sciences Division
Santa Ana College

Effective: June 5, 2009
Reason: Retirement

Adjusted Part-time/Hourly CEFA Rate due to Column Change

Cruz, Jessica
Instructor, High School Subjects/ABE/GED
Continuing Education Division/CEC
Santa Ana College

Effective: March 3, 2009
Hourly Lecture Rate: M-2 \$41.97

Part-time/Hourly Hire/Rehire

Silva, Jo Ann
Instructor, High School Subjects/Spanish
Continuing Education Division/CEC
Santa Ana College

Effective: March 3, 2009
Hourly Lecture Rate: M-2 \$41.97

Non-paid Instructors of Record

Anderson, Brent
Instructor, Fire Technology (equivalency)
Fire Academy
Human Services and Technology Division
Santa Ana College

Effective: March 24, 2009

Bastidos, Alfonso
Instructor, Apprenticeship/Carpentry (equivalency)
Instructional Services and Career Education Division
Santiago Canyon College

Effective: March 24, 2009

Burns, Marshall
Instructor, Apprenticeship/Electrician (equivalency)
Instructional Services and Career Education Division
Santiago Canyon College

Effective: March 24, 2009

FACULTY (CONT'D)

Non-paid Instructors of Record (cont'd)

Woodrow, Jerry
Instructor, Apprenticeship/Surveying (equivalency)
Instructional Services and Career Education Division
Santiago Canyon College

Effective: March 24, 20090

Non-paid Intern Service

Dildine, Joshua
Graduate Art Teaching Assistant Intern
Fine and Performing Arts Division
Santa Ana College

Effective: March 24 – May 27, 2009
College Affiliation: Claremont Graduate School

2008/2009 Permanent Cabinet Salary Schedule

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Executive Vice Chancellor, Human Resources and Educational Services	\$13,390	\$13,925	\$14,481	\$15,061	\$15,664	\$16,291	\$ 16,943
Vice Chancellor, Business Operations and Fiscal Services	\$13,390	\$13,925	\$14,481	\$15,061	\$15,664	\$16,291	\$ 16,943
President, Santa Ana College	\$13,390	\$13,925	\$14,481	\$15,061	\$15,664	\$16,291	\$ 16,943
President, Santiago Canyon College	\$13,390	\$13,925	\$14,481	\$15,061	\$15,664	\$16,291	\$ 16,943
Executive Director, Public Affairs and Governmental Relations	\$10,521	\$10,942	\$11,380	\$11,836	\$12,308	\$12,801	\$13,313

ADDITIONAL COMPENSATION

All Cabinet Members
Professional Expense Allowance: \$ 325 per month

Vice Chancellors & College Presidents
Tax Sheltered Annuity \$ 525 per month

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
MANAGEMENT SALARY SCHEDULE
Effective July 1, 2008**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
A	10521	10941	11380	11835	12307	12800	13312
B	9849	10242	10652	11077	11520	11981	12461
C	9175	9541	9922	10319	10732	11161	11608
D	8497	8837	9191	9558	9941	10338	10752
E	7651	8034	8436	8858	9300	9766	10254
F	7109	7466	7839	8231	8643	9075	9528
G	6694	7029	7380	7749	8136	8544	8971
H	6313	6629	6961	7309	7674	8058	8461
I	5966	6264	6578	6906	7251	7615	7995
J	5659	5941	6239	6550	6878	7222	7583
K	5371	5640	5920	6216	6527	6855	7198
L	5112	5367	5636	5917	6212	6523	6850
M	4874	5119	5374	5643	5925	6221	6532
N	4668	4902	5146	5404	5674	5958	6256
O	4470	4693	4928	5173	5432	5705	5990
P	4297	4512	4738	4974	5223	5485	5760
Q	4141	4347	4564	4794	5034	5285	5550
R	3992	4192	4401	4621	4850	5094	5348

Board Approved: March 23, 2009

Title	Grade	Position	Designation
Accounting Manager - Accounts Payable	G	Classified	Supervisory
Accounting Manager - Payroll	G	Classified	Supervisory
Assistant Director, OC Small Business Development Center	L	Classified	Supervisory
Assistant Dean, Fire Technology	F	Academic	Administrative
Assistant Dean, Student Services	E	Academic	Administrative
Assistant to the Executive Vice Chancellor	M	Classified	Confidential
Assistant to the President	M	Classified	Confidential
Assistant to the Vice Chancellor	M	Classified	Confidential
Assistant Vice Chancellor, Educational Services	B	Classified	Administrative
Assistant Vice Chancellor, Facility Planning & District Support Services	B	Classified	Administrative
Assistant Vice Chancellor, Fiscal Services	B	Classified	Administrative
Assistant Vice Chancellor, Human Resources	B	Academic	Administrative
Assistant Vice Chancellor, Information Technologies Services	B	Classified	Administrative
Associate Dean, Admissions & Records	D	Academic	Administrative
Associate Dean, Disabled Student Programs & Services	E	Academic	Administrative
Associate Dean, EOPS	E	Academic	Administrative
Associate Dean, Exercise Science	D	Academic	Administrative
Associate Dean, Financial Aid	E	Academic	Administrative
Associate Dean, Fine & Performing Arts	D	Academic	Administrative
Associate Dean, Fire Technology	D	Academic	Administrative
Associate Dean, Health Science & Nursing	D	Academic	Administrative
Associate Dean, Information & Learning Resources	E	Academic	Administrative
Associate Dean, Instructional & Student Services	D	Academic	Administrative
Associate Dean, Student Development	D	Academic	Administrative
Associate Dean, Student Services	D	Academic	Administrative
Associate Director, Child Development Center	O	Academic	Supervisory
Associate Registrar	K	Classified	Supervisory
Bookstore Coordinator	L	Classified	Supervisory
Bookstore Manager	J	Classified	Supervisory
Budget Analyst	K	Classified	Confidential
Chief Engineer/Broadcast Operations Manager	H	Classified	Supervisory
Construction Supervisor	I	Classified	Supervisory
Contracts Manager	I	Classified	Supervisory
Custodial Supervisor	O	Classified	Supervisory
Dean, Business	B	Academic	Administrative
Dean, Career Education & Workforce Development	B	Academic	Administrative
Dean, Counseling	B	Academic	Administrative
Dean, Counseling & Student Support Services	B	Academic	Administrative
Dean, Exercise Science, Health & Athletics	B	Academic	Administrative
Dean, Fine & Performing Arts	B	Academic	Administrative
Dean, Human Services & Technology	B	Academic	Administrative
Dean, Humanities & Social Sciences	B	Academic	Administrative
Dean, Instruction & Student Services	B	Academic	Administrative
Dean, Instructional Services	B	Academic	Administrative
Dean, Instructional Services & Career Education	B	Academic	Administrative
Dean, Science & Mathematics	B	Academic	Administrative
Dean, Special Services	B	Academic	Administrative
Dean, Student Affairs	B	Academic	Administrative
Director of Accounting	E	Classified	Supervisory
Director of Grants	F	Classified	Supervisory
Director, Academic Support	D	Classified	Supervisory

Revised March 23, 2009

Title	Grade	Position	Designation
Director, Administrative Services	C	Classified	Administrative
Director, Apprenticeship Programs	H	Classified	Supervisory
Director, Auxiliary Services	F	Classified	Supervisory
Director, Center of Excellence	F	Classified	Supervisory
Director, Child Development Center I	L	Academic	Supervisory
Director, Child Development Center II	J	Academic	Supervisory
Director, College Advancement	G	Classified	Supervisory
Director, Communications & Internal Affairs	F	Classified	Supervisory
Director, Community Relations & External Affairs	F	Classified	Supervisory
Director, Data Center Operations	D	Classified	Supervisory
Director, Digital Media Center	E	Classified	Supervisory
Director, District Construction & Support Services	C	Classified	Administrative
Director, District Relations	G	Classified	Supervisory
Director, District Safety/Security	G	Classified	Supervisory
Director, Graphic Communications	F	Classified	Supervisory
Director, Information Systems	D	Classified	Supervisory
Director, Institutional Services	E	Classified	Administrative
Director, National Hispanic Business Womens Assoc	L	Classified	Supervisory
Director, Orange County Women's Business Center	F	Classified	Supervisory
Director, Programming & Operations	D	Classified	Supervisory
Director, Purchasing Services	F	Classified	Supervisory
Director, Research	F	Classified	Supervisory
Director, Small Business Development Center	E	Classified	Supervisory
Director, Special Programs	H	Classified	Supervisory
Director, Workforce Education	C	Academic	Administrative
Director, Workplace Learning Resources Center	F	Classified	Supervisory
District Safety & Security Supervisor	M	Classified	Supervisory
Employment Services Manager	H	Classified	Supervisory
Enrollment Reporting Manager	G	Classified	Supervisory
Environmental Safety & Emergency Services Manager	L	Classified	Supervisory
Executive Assistant to the Board of Trustees	K	Classified	Confidential
Executive Assistant to the Chancellor	J	Classified	Confidential
Executive Director, Child Development Services	E	Academic	Administrative
Executive Director, Business Development	D	Classified	Supervisory
Family Services Manager	M	Academic	Supervisory
Human Resources Analyst	L	Classified	Confidential
Internal Auditor	H	Classified	Supervisory
Inventory, Delivery & Storage Supervisor	L	Classified	Supervisory
Media Systems Manager	H	Classified	Supervisory
Plant Manager	I	Classified	Supervisory
Project Manager	E	Classified	Supervisory
Public Information Officer	I	Classified	Supervisory
Publications Manager	H	Classified	Supervisory
Registrar	G	Classified	Supervisory
Risk Manager	H	Classified	Supervisory
Vice President, Academic Affairs	A	Academic	Administrative
Vice President, Administrative Services	A	Classified	Administrative
Vice President, Continuing Education	A	Academic	Administrative
Vice President, Student Services	A	Academic	Administrative

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2008/2009 PERMANENT FARSCCD SALARY SCHEDULE
175 Day Contract Faculty
 EFFECTIVE JULY 1, 2008

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$51,661	\$55,506	\$58,052	\$60,597	\$63,142	\$65,687	\$68,341
4	\$54,044	\$57,888	\$60,437	\$62,978	\$65,525	\$68,059	\$70,716
5	\$56,418	\$60,269	\$62,813	\$65,361	\$67,893	\$70,442	\$73,098
6	\$58,798	\$62,648	\$65,193	\$67,734	\$70,278	\$72,824	\$75,477
7	\$61,175	\$65,028	\$67,576	\$70,127	\$72,662	\$75,209	\$77,856
8	\$63,558	\$67,404	\$69,952	\$72,493	\$75,040	\$77,587	\$80,235
9	\$65,939	\$69,788	\$72,339	\$74,874	\$77,423	\$79,962	\$82,613
10	\$68,319	\$72,171	\$74,715	\$77,253	\$79,799	\$82,342	\$84,994
11	\$70,699	\$74,550	\$77,088	\$79,637	\$82,181	\$84,723	\$87,376
12	\$73,079	\$76,931	\$79,472	\$82,014	\$84,555	\$87,102	\$89,754
13		\$79,309	\$81,850	\$84,397	\$86,941	\$89,484	\$92,134
14		\$81,689	\$84,231	\$86,777	\$89,321	\$91,867	\$94,515
15		\$84,069	\$86,612	\$89,159	\$91,699	\$94,245	\$96,894
16				\$91,540	\$94,076	\$96,624	\$99,274
A						\$99,001	\$101,653
B						\$101,383	\$104,032
C						\$103,764	\$106,411

CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES

- CLASS I**
- a) Bachelor's degree
 - b) Vocational placement - appropriate minimum qualifications

- CLASS II**
- a) Master's degree
 - b) Bachelor's degree plus 45 approved semester units earned after award of the degree
 - c) Vocational placement - appropriate minimum qualifications plus one of the following:
 - 1. Associate degree or 65 approved semester units plus six years approved work experience credit
 - 2. Bachelor's degree plus three years approved work experience credit

- CLASS III**
- a) Master's degree plus 15 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 49 approved semester units including a master's degree
 - c) Vocational placement - appropriate minimum qualifications plus one of the following:
 - 1. Associate degree plus 30 approved semester units or 95 approved semester units plus nine years approved work experience credit
 - 2. Bachelor's degree plus six years approved work experience credit
 - 3. Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2008/2009 PERMANENT FARSCCD SALARY SCHEDULE
175 Day Contract Faculty
EFFECTIVE JULY 1, 2008

Attachment #3

- CLASS IV**
- a) Master's degree plus 30 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 64 approved semester units including a master's degree
 - c) Vocational placement - appropriate minimum qualifications plus one of the following:
 - 1. Bachelor's degree plus nine years approved work experience credit
 - 2. Completion of 15 approved semester units after initial placement on Class III

- CLASS V**
- a) Master's degree plus 45 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 79 approved semester units including a master's degree
 - c) Vocational placement - appropriate minimum qualifications plus one of the following:
 - 1. Bachelor's degree plus 45 approved semester units plus nine years approved work experience credit
 - 2. Master's degree plus nine years approved work experience credit
 - 3. Completion of 15 approved semester units after initial placement on Class IV

- CLASS VI**
- a) Master's degree plus 60 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 94 approved semester units including a master's degree
 - c) Vocational placement - appropriate minimum qualifications plus one of the following:
 - 1. Master's degree plus 15 approved semester units plus nine years
 - 2. Completion of 15 approved semester units or nine years approved work experience credit after placement on Class V

- CLASS VII**
- a) Doctorate degree

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2008/2009 PERMANENT FARSCCD SALARY SCHEDULE
192 Day Contract Faculty
EFFECTIVE JULY 1, 2008

Attachment #4

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$56,680	\$60,899	\$63,692	\$66,484	\$69,276	\$72,067	\$74,980
4	\$59,293	\$63,512	\$66,307	\$69,095	\$71,891	\$74,671	\$77,585
5	\$61,899	\$66,123	\$68,915	\$71,710	\$74,488	\$77,286	\$80,198
6	\$64,510	\$68,734	\$71,526	\$74,314	\$77,105	\$79,899	\$82,810
7	\$67,117	\$71,345	\$74,141	\$76,940	\$79,720	\$82,516	\$85,419
8	\$69,732	\$73,953	\$76,748	\$79,536	\$82,330	\$85,123	\$88,030
9	\$72,344	\$76,568	\$79,367	\$82,147	\$84,945	\$87,731	\$90,637
10	\$74,955	\$79,183	\$81,972	\$84,758	\$87,550	\$90,342	\$93,251
11	\$77,566	\$81,792	\$84,576	\$87,373	\$90,165	\$92,953	\$95,864
12	\$80,177	\$84,405	\$87,193	\$89,981	\$92,769	\$95,564	\$98,473
13		\$87,012	\$89,800	\$92,596	\$95,388	\$98,177	\$101,084
14		\$89,624	\$92,413	\$95,207	\$97,999	\$100,790	\$103,697
15		\$92,235	\$95,027	\$97,820	\$100,606	\$103,400	\$106,307
16				\$100,433	\$103,215	\$106,011	\$108,918
A						\$108,618	\$111,527
B						\$111,231	\$114,138
C						\$113,844	\$116,748

CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES

- CLASS I**
- a) Bachelor's degree
 - b) Vocational placement - appropriate minimum qualifications

- CLASS II**
- a) Master's degree
 - b) Bachelor's degree plus 45 approved semester units earned after award of the degree
 - c) Vocational placement - appropriate minimum qualifications plus one of the following:
 1. Associate degree or 65 approved semester units plus six years approved work experience credit
 2. Bachelor's degree plus three years approved work experience credit

- CLASS III**
- a) Master's degree plus 15 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 49 approved semester units including a master's degree
 - c) Vocational placement - appropriate minimum qualifications plus one of the following:
 1. Associate degree plus 30 approved semester units, or 95 approved semester units plus nine years approved work experience credit
 2. Bachelor's degree plus six years approved work experience credit
 3. Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2008/2009 PERMANENT FARSCCD SALARY SCHEDULE
192 Day Contract Faculty
EFFECTIVE JULY 1, 2008

Attachment #4

- CLASS IV**
- a) Master's degree plus 30 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 64 approved semester units including a master's degree
 - c) Vocational placement - appropriate minimum qualifications plus one of the following:
 - 1. Bachelor's degree plus nine years approved work experience credit
 - 2. Completion of 15 approved semester units after initial placement on Class III

- CLASS V**
- a) Master's degree plus 45 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 79 approved semester units including a master's degree
 - c) Vocational placement - appropriate minimum qualifications plus one of the following:
 - 1. Bachelor's degree plus 45 approved semester units plus nine years approved work experience credit
 - 2. Master's degree plus nine years approved work experience credit
 - 3. Completion of 15 approved semester units after initial placement on Class IV

- CLASS VI**
- a) Master's degree plus 60 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 94 approved semester units including a master's degree
 - c) Vocational placement - appropriate minimum qualifications plus one of the following:
 - 1. Master's degree plus 15 approved semester units plus nine years
 - 2. Completion of 15 approved semester units or nine years approved work experience credit after placement on Class V

- CLASS VII** a) Doctorate degree

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2008/2009 PERMANENT FARSCCD SALARY SCHEDULE
225 Day Contract Faculty
 EFFECTIVE JULY 1, 2008

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$66,422	\$71,366	\$74,639	\$77,911	\$81,182	\$84,454	\$87,867
4	\$69,485	\$74,428	\$77,704	\$80,971	\$84,247	\$87,505	\$90,920
5	\$72,538	\$77,488	\$80,759	\$84,035	\$87,291	\$90,569	\$93,983
6	\$75,598	\$80,548	\$83,819	\$87,086	\$90,358	\$93,632	\$97,043
7	\$78,653	\$83,608	\$86,884	\$90,164	\$93,422	\$96,698	\$100,100
8	\$81,718	\$86,663	\$89,939	\$93,206	\$96,480	\$99,755	\$103,160
9	\$84,778	\$89,728	\$93,008	\$96,266	\$99,545	\$102,809	\$106,216
10	\$87,838	\$92,792	\$96,062	\$99,326	\$102,598	\$105,869	\$109,278
11	\$90,898	\$95,850	\$99,113	\$102,391	\$105,662	\$108,929	\$112,340
12	\$93,958	\$98,912	\$102,179	\$105,446	\$108,713	\$111,989	\$115,398
13		\$101,968	\$105,235	\$108,511	\$111,782	\$115,052	\$118,458
14		\$105,028	\$108,297	\$111,571	\$114,842	\$118,114	\$121,520
15		\$108,088	\$111,359	\$114,633	\$117,898	\$121,172	\$124,578
16				\$117,695	\$120,956	\$124,232	\$127,638
A						\$127,287	\$130,696
B						\$130,349	\$133,756
C						\$133,412	\$136,814

CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES

- CLASS I**
- a) Bachelor's degree
 - b) Vocational placement - appropriate minimum qualifications

- CLASS II**
- a) Master's degree
 - b) Bachelor's degree plus 45 approved semester units earned after award of the degree
 - c) Vocational placement - appropriate minimum qualifications plus one of the following:
 - 1. Associate degree or 65 approved semester units plus six years approved work experience credit
 - 2. Bachelor's degree plus three years approved work experience credit

- CLASS III**
- a) Master's degree plus 15 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 49 approved semester units including a master's degree
 - c) Vocational placement - appropriate minimum qualifications plus one of the following:
 - 1. Associate degree plus 30 approved semester units, or 95 approved semester units plus nine years approved work experience credit
 - 2. Bachelor's degree plus six years approved work experience credit
 - 3. Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2008/2009 PERMANENT FARSCCD SALARY SCHEDULE
225 Day Contract Faculty
EFFECTIVE JULY 1 , 2008

Attachment #5

- CLASS IV**
- a) Master's degree plus 30 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 64 approved semester units including a master's degree
 - c) Vocational placement - appropriate minimum qualifications plus one of the following:
 - 1. Bachelor's degree plus nine years approved work experience credit
 - 2. Completion of 15 approved semester units after initial placement on Class III

- CLASS V**
- a) Master's degree plus 45 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 79 approved semester units including a master's degree
 - c) Vocational placement - appropriate minimum qualifications plus one of the following:
 - 1. Bachelor's degree plus 45 approved semester units plus nine years approved work experience credit
 - 2. Master's degree plus nine years approved work experience credit
 - 3. Completion of 15 approved semester units after initial placement on Class IV

- CLASS VI**
- a) Master's degree plus 60 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 94 approved semester units including a master's degree
 - c) Vocational placement - appropriate minimum qualifications plus one of the following:
 - 1. Master's degree plus 15 approved semester units plus nine years
 - 2. Completion of 15 approved semester units or nine years approved work experience credit after placement on Class V

- CLASS VII**
- a) Doctorate degree

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2008/2009 PERMANENT FARSccd SUMMER SALARY SCHEDULE "A"
 EFFECTIVE JUNE 8, 2009

TEACHING

(Multiply by 18 for LHE rate.)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$71.75	\$77.09	\$80.63	\$84.16	\$87.70	\$91.23	\$94.92
4	\$75.06	\$80.40	\$83.94	\$87.47	\$91.01	\$94.53	\$98.22
5	\$78.36	\$83.71	\$87.24	\$90.78	\$94.30	\$97.84	\$101.53

LAB/COUNSELOR/LIBRARIAN/NURSING

(equivalent to 0.85 of a lecture hour)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$60.99	\$65.53	\$68.54	\$71.54	\$74.55	\$77.55	\$80.68
4	\$63.80	\$68.34	\$71.35	\$74.35	\$77.36	\$80.35	\$83.49
5	\$66.61	\$71.15	\$74.15	\$77.16	\$80.16	\$83.16	\$86.30

NON-TEACHING

(equivalent to 0.5 of a lecture hour)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$35.88	\$38.55	\$40.32	\$42.08	\$43.85	\$45.62	\$47.46
4	\$37.53	\$40.20	\$41.97	\$43.74	\$45.51	\$47.27	\$49.11
5	\$39.18	\$41.86	\$43.62	\$45.39	\$47.15	\$48.92	\$50.77

Schedule A applies to all academic college credit employees who were employed on contract during the preceding academic year. Compensation for health services faculty, counselors, librarians, and laboratory assignments will be computed at 0.85 of a lecture hour.

Placement on Schedule A is according to class and step placement as of the spring semester immediately preceding summer school.

A maximum assignment of 1.5 LHE per week will be allowed for all instructors, up to a maximum of 12 LHE for the summer program. This is a weekly assigned maximum, not an average or aggregate of total weeks taught during a summer session.

A maximum of twenty seven (27) hours per week will be allowed for all counselors. Combined counseling and instructional assignments shall be subject to the 27 hour limit. Assignments during the summer session shall be 100% student contact unless modified by mutual agreement with the appropriate administrator.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2008/2009 PERMANENT FARSCCD SALARY SCHEDULE "B"
PART-TIME/BEYOND CONTRACT
EFFECTIVE JULY 1, 2008

	Column I	Column II	Column III
TEACHING (Lecture Hour Equivalent [LHE] = 18 times the hourly rate)			
STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15
1			
2			
3	\$51.73	\$54.32	\$57.03
4	\$54.32	\$57.03	\$59.88
LAB/COUNSELING/LIBRARIAN/NURSING (equivalent to 0.85 of a lecture hour)			
STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15
1			
2			
3	\$43.97	\$46.17	48.48
4	\$46.17	\$48.48	50.90
NON-TEACHING (equivalent to 0.5 of a lecture hour)			
STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15
1			
2			
3	\$25.87	\$27.16	\$28.52
4	\$27.16	\$28.52	\$29.94

Schedule B applies to all non-contract college credit academic employees. Extra pay assignments beyond the regular contract load during the fall and spring semesters shall be paid at the established lecture hour equivalent (LHE) or fraction thereof. Part-time assignments in library, health services, and counseling shall be paid at 0.85 of the LHE rate shown.

The hourly pay rate for part-time psychologists who are college counselors assigned specifically to provide psychological services through the Health Centers will be \$70.00.

Initial placement for faculty is at step 3, with advancement occurring every two (2) semesters of part-time/beyond contract work.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2009 PERMANENT FARSCCD SUMMER SALARY SCHEDULE "C"
NON-CREDIT CONTINUING EDUCATION PROGRAM FACULTY
EFFECTIVE JUNE 8, 2009

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$80.72	\$86.73	\$90.71	\$94.68	\$98.66	\$102.64	\$106.78
4	\$84.44	\$90.45	\$94.43	\$98.40	\$102.38	\$106.34	\$110.49
5	\$88.15	\$94.17	\$98.15	\$102.13	\$106.08	\$110.07	\$114.22

Schedule C applies to all college non-credit full-time employees who were employed on contract during the preceding academic year and are continuing on contract for the ensuing academic year.

Placement on Schedule C is according to class and step placement as of the spring semester immediately preceding summer school.

Full-time instructors assigned to teach the course, Learning Disabilities Laboratory, shall be paid at 0.85 of the appropriate rate on this schedule.

A summer session assignment shall not exceed a total of 170 hours.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT Attachment #9
2008/2009 PERMANENT CEFA PART-TIME, TEMPORARY, HOURLY SALARY
SCHEDULE
EFFECTIVE JULY 1, 2008

INSTRUCTION

STEP	LESS THAN MASTER'S	MASTER'S OR GREATER
1		
2	\$40.97	\$41.97
3	\$41.97	\$43.07
4	\$43.07	\$44.14

COUNSELING

Non-credit counselors salary paid by the district during 2008-2009 shall continue at the same rate until the schedule below increases to the 2008-2009 rate of pay. If any of the non-credit counselors leave the unit and return at a later date, their rate of pay will continue at what it was as of 2008-2009, or the schedule below, whichever is greater.

STEP	LESS THAN MASTER'S	MASTER'S OR GREATER
1		
2	\$34.82	\$35.67
3	\$35.67	\$36.61
4	\$36.61	\$37.52

NON-INSTRUCTION

STEP	LESS THAN MASTER'S	MASTER'S OR GREATER
1		
2	\$20.49	\$20.99
3	\$20.99	\$21.54
4	\$21.54	\$22.07

COORDINATION

STEP	LESS THAN MASTER'S	MASTER'S OR GREATER
1	\$34.15	\$35.02

New employees shall be placed on Step 1 or 2 of the appropriate class. Advancement to the next step shall occur upon completion of three (3) semesters of service. A semester of service means that an instructor teaches at least 75% of the semester length. Continuing employees shall receive a step advancement upon completion of three (3) semesters of service subsequent to their last step advancement.

Time worked as a substitute, summer school employee, site administrator or in the credit program shall not count toward step placement.

Rancho Santiago Community College District
2008/2009 PERMANENT CHILD DEVELOPMENT CENTER
TEACHER'S ASSOCIATION SALARY SCHEDULE
 Effective July 1, 2008

TEACHER				
STEP	ASSOCIATE			
	TEACHER	PERMIT	AA	BA
1	\$22,257	\$29,104	\$30,561	\$32,089
2	\$22,955	\$29,861	\$31,316	\$32,844
3	\$23,653	\$30,618	\$32,074	\$33,602
4	\$24,349	\$31,376	\$32,830	\$34,358
5	\$25,048	\$32,131	\$33,586	\$35,115
6	\$25,746	\$32,889	\$34,344	\$35,872
7	\$26,442	\$33,646	\$35,100	\$36,629
8	\$27,141	\$34,402	\$35,858	\$37,386
9	\$27,837	\$35,159	\$36,613	\$38,142
10	\$28,535	\$35,915	\$37,370	\$38,899
11	\$29,231	\$36,673	\$38,129	\$39,656
12	\$29,930	\$37,429	\$38,885	\$40,411

MASTER TEACHER			
STEP	AA	BA	MA
	1	\$35,364	\$37,132
2	\$36,154	\$37,922	\$39,777
3	\$36,943	\$38,712	\$40,567
4	\$37,732	\$39,501	\$41,357
5	\$38,523	\$40,291	\$42,148
6	\$39,313	\$41,081	\$42,937
7	\$40,102	\$41,870	\$43,727
8	\$40,891	\$42,658	\$44,517
9	\$41,681	\$43,450	\$45,306
10	\$42,470	\$44,240	\$46,096
11	\$43,262	\$45,029	\$46,886
12	\$44,053	\$45,819	\$47,674

An employee hired as a Site Supervisor shall receive a stipend of \$500 per month for twelve (12) months.
 An employee assigned as an Assistant Director shall receive a stipend of \$300 per month for twelve (12) months.

Rancho Santiago Community College District
2008/2009 PERMANENT CHILD DEVELOPMENT CENTER
TEACHER'S ASSOCIATION HOURLY SALARY SCHEDULE
Effective July 1, 2008

TEACHER

STEP	ASSOCIATE TEACHER	PERMIT	AA	BA
1	\$13.44	\$17.58	\$18.46	\$19.38
2	\$13.86	\$18.03	\$18.91	\$19.83
3	\$14.28	\$18.49	\$19.37	\$20.29
4	\$14.70	\$18.95	\$19.83	\$20.75
5	\$15.13	\$19.40	\$20.28	\$21.21
6	\$15.55	\$19.86	\$20.74	\$21.66
7	\$15.97	\$20.32	\$21.20	\$22.12
8	\$16.39	\$20.77	\$21.65	\$22.58
9	\$16.81	\$21.23	\$22.11	\$23.03
10	\$17.23	\$21.69	\$22.57	\$23.49
11	\$17.65	\$22.15	\$23.03	\$23.95
12	\$18.07	\$22.60	\$23.48	\$24.40

MASTER TEACHER

STEP	AA	BA	MA
1	\$21.36	\$22.42	\$23.55
2	\$21.83	\$22.90	\$24.02
3	\$22.31	\$23.38	\$24.50
4	\$22.79	\$23.85	\$24.97
5	\$23.26	\$24.33	\$25.45
6	\$23.74	\$24.81	\$25.93
7	\$24.22	\$25.28	\$26.41
8	\$24.69	\$25.76	\$26.88
9	\$25.17	\$26.24	\$27.36
10	\$25.65	\$26.72	\$27.84
11	\$26.12	\$27.19	\$28.31
12	\$26.60	\$27.67	\$28.79

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**ADDENDUM TO HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC**

March 23, 2009

FACULTYApproval of Stipends

Anthony, Mary Anne
Professor, Math
Science and Math Division
Santa Ana College

Effective: February 9 – June 6, 2009
Stipend Amount: \$750.00
Reason: BSI Strand D Leadership (Grant)

Huebsch, Mary
Associate Professor, Speech
Fine and Performing Arts Division
Santa Ana College

Effective: February 9 – June 6, 2009
Stipend Amount: \$750.00
Reason: BSI Strand D Leadership (Grant)

Approval of Salary Adjustment

Suarez, Francisco
Counselor
Continuing Education Division/CEC
Santa Ana College

Effective: August 25, 2008
From: II-3 \$46.17 (.85 Rate)
To: II-4 \$48.48 (.85 Rate)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
CLASSIFIED
MARCH 23, 2009

CLASSIFIEDPermanent 2008/2009 CSEA Salary ScheduleAttachment #1Professional Growth Increments

Silva, Aliah
 Job Developer/ Student Services/ SAC

Effective: April 1, 2009
 Grade 12, Step 6 + 2PG \$4750.33

Out of Class Assignment

Aguilar, Sandra
 Administrative Secretary/ School of
 Continuing Educ./ SAC

Effective: 05/07/09 – 05/15/09
 Grade 12, step 5 + 5PG \$4655.33

Nastasi, John
 Lead Maintenance Worker/ Admin.
 Services/ SAC

Effective: 02/02/09 – 06/30/09
 Grade 14, Step 4 + 5%L \$4927

Ojeda, Claudia
 Administrative Secretary/ School of
 Continuing Educ./ SAC

Effective: 04/27/09 – 05/06/09
 Grade 12, Step 6 \$4667

Wright, Ruby
 Student Services Specialist/ School of
 Continuing Educ./ SAC

Effective: 02/25/09 – 03/29/09
 Grade 10, Step 1 + 2.5%Bil \$3406

Return to Regular Assignment

Wright, Ruby
 Counseling Assistant/ School of
 Continuing Educ./ SAC

Effective: March 30, 2009
 Grade 5, Step 4 + 2.5%Bil \$3231

Change in Position

Del Rio, Angela
From: Intermediate Clerk
To: Administrative Clerk/ Administrative
Services/ SCC (Reclass #623)

Effective: January 1, 2009
Grade 10, Step 1 + 3PG (1250)
\$3427.17

Garcia, Paula
From: Student Services Spec
To: High School & Comm. Outreach Spec.
Student Affairs/ SAC (Reorg 621)

Effective: April 1, 2009
Grade 13, Step 5 + 7.5%L \$5026

Kindelan, Herminia
From: Program Specialist
To: High School & Comm. Outreach Spec.
School of Continuing Educ./ SAC
(Reorg 621)

Effective: April 1, 2009
Grade 13, Step 5 + 2.5%Bil + 2.5%L
\$4909

Ly, Anh
From: Student Program Spec.
To: High School & Comm. Outreach Spec.
School of Continuing Educ./ SAC
(Reorg 621)

Effective: April 1, 2009
Grade 13, Step 5 + 2.5%Bil + 7.5%L +
6PG \$5393

Ruiz, Luisa
From: Student Services Spec
To: High School & Comm. Outreach Spec.
Student Affairs/ SAC (Reorg 621)

Effective: April 1, 2009
Grade 13, Step 5 + 2.5%Bil + 2.5%L \$+
2PG \$4992.33

Sanchez, Maria
From: Student Services Spec
To: High School & Comm. Outreach Spec.
Student Affairs/ SAC (Reorg 621)

Effective: April 1, 2009
Grade 13, Step 5 + 2.5%Bil + 7.5%L
\$5143

Change in Salary Placement

Allen, Mark
Tech Specialist I/ School of Continuing
Educ./ SAC

Effective: March 1, 2009
Grade 13, Step 1 + 5%SW \$3999

Connally, Chris
Library Tech/ SAC

Effective: August 25, 2008
Grade 9, Step 5 + 5%SW 4 days/week
\$4025

Change in Salary Placement cont'd

Mills, Linda
Library Tech II/ SAC

Effective: August 25, 2008
Grade 12, Step 6 + 5%L +
5%SW 4 days/week \$5087

Turrentine, Mike
Tech Specialist II/ ITS

Effective: February 2, 2009
Grade 15, Step 6 + 6PG + 2.5%L +
5% SW 4 days/week \$6068

Change in Location

Campos, Ana
Administrative Clerk
From: Public Affairs Gov't Relations
To: Student Services/ SAC (Reorg 632)

Effective: March 24, 2009
Grade 10, Step 6 + 2.5%Bil + 6PG \$4598

Ratification of Resignation/Retirement

Castillo Velazquez, Celina
CDC Cook Nutrition Specialist/ Child Dev.
Services/ SAC

Effective: May 29, 2009
Reason: Resignation

CLASSIFIED HOURLY

Change in Position

Barragan, Rafael
From: Student Services Spec.
To: High School & Comm. Outreach
Spec./ Student Affairs/ SAC (Reorg 621)

Effective: April 1, 2009
19 Hours/ Week 12 Month
Grade 13, Step A + 2.5%Bil \$22.65/Hour

Renteria, Martha
From: Student Services Spec.
To: High School & Comm. Outreach Spec.
Student Affairs/ SAC (Reorg 621)

Effective: April 1, 2009
19 Hours/Week 12 Month
Grade 13, Step A + 7.5%L + 2PG
\$23.76/Hour + \$41.67/Mo. PG

Ratification of Resignation/Retirement

Adams, Robert
Cashier/ Bookstore/ SAC

Effective: March 10, 2009
Reason: Resignation

Ratification of Resignation/Retirement cont'd

Heller, Carla
High School & Comm. Outreach
Specialist/ Counseling/ SCC

Effective: April 30, 2009
Reason: Resignation

TEMPORARY ASSIGNMENTS

Garcia, Armando
Transfer Center Spec./ Human Services/
SAC

Effective: 05/29/09 – 06/05/09

Harandi, Ali
Learning Facilitator/ Science & Math/ SAC

Effective: 03/24/09 – 06/10/09

Manzano, Margaret
Cashier/ Bookstore/ SCC

Effective: 03/24/09 – 06/30/09

Tran, Jennifer
Instructional Assistant/ Fine & Performing
Arts/ SAC

Effective: 03/24/09 – 06/05/09

Change in Temporary Assignment

Lino, Dulce
Intermediate Clerk/ School of Continuing
Educ./ SAC

Effective: 01/11/09 – 06/30/09

Sanchez, Wendy
Instructional Assistant/ School of
Continuing Educ./ SAC

Effective: 01/11/09 – 06/30/09

Additional Hours for On Going Assignment

Campos, Claudia
Instructional Assistant/ Orange Education
Center

Effective: 03/02/09 – 06/30/09
Not to exceed 19 consecutive working days
in any given period.

Nguyen, Yen
Learning Facilitator/ Science & Math/ SAC

Effective: 03/09/09 – 06/07/09
Not to exceed 19 consecutive working days
in any given period.

Additional Hours for On Going Assignment cont'd

Odenath, Todd
Instructional Assistant/ Orange Education
Center
Effective: 03/02/09 – 06/30/09
Not to exceed 19 consecutive working days
in any given period.

Phan, David
Learning Facilitator/ Science & Math/ SAC
Effective: 03/09/09 – 06/07/09
Not to exceed 19 consecutive working days
in any given period.

Prajapati, Jitesh
Intermediate Clerk/ Counseling/ SCC
Effective: 02/23/09 – 04/03/09
Not to exceed 19 consecutive working days
in any given period.

Substitute Assignments

Guzman, Sandra
Cashier/ Bookstore/ SAC
Effective: 03/12/09 – 06/30/09

Ramirez, Leopoldo
Cashier/ Bookstore/ SAC
Effective: 03/02/09 – 06/30/09

MISCELLANEOUS POSITIONS

Instructional Associates/Associate Assistants

Criminal Justice

Castro, Vianey
Effective: 03/24/09

Equihua, Veronica
Effective: 03/24/09

Olsen, Bradley
Effective: 03/24/09

VOLUNTEERS

Hybskmann, Chelsea
Student Driver/ Exercise Science/ SAC
Effective: 03/24/09 – 06/30/09

**SANTA ANA COLLEGE
STUDENT ASSISTANT LIST**

Campo, Enrique Alexander	Effective: 03/02/09-06/30/09
Cordero Perez, Teresa D.	Effective: 02/23/09-06/30/09
Escobar Cuaquira, Wilder Nils	Effective: 03/03/09-06/30/09
Gadea, Oscar Guillermo	Effective: 03/04/09-06/30/09
Gandarilla, Aurea Veronica	Effective: 03/02/09-06/30/09
Garcia, Olivia	Effective: 03/02/09-06/30/09
Handford, Ryan Ronell	Effective: 03/02/09-06/30/09
Nguyen, Phuong Hoang	Effective: 02/18/09-06/30/09
Peralta Velasquez, Lorena	Effective: 03/02/09-06/30/09
Ruvalcava, Desiree Ann	Effective: 03/03/09-06/30/09
Steward, Jason Maurice	Effective: 02/27/09-06/30/09
Vu, Hop Bich	Effective: 03/02/09-06/30/09

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

Aquino, Stephanie	Effective: 02/26/09-06/30/09
Endicott-Magdalen	Effective: 03/09/09-06/30/09

Attachment #1

**Rancho Santiago Community College District
CALIFORNIA SCHOOL EMPLOYEE'S ASSOCIATION
CONTRACT SALARY SCHEDULE
Effective: July 1, 2008**

GRADE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	2,413	2,536	2,663	2,797	2,937	3,085
2	2,482	2,605	2,736	2,874	3,019	3,172
3	2,552	2,676	2,813	2,956	3,105	3,261
4	2,636	2,766	2,904	3,051	3,205	3,365
5	2,722	2,859	3,002	3,152	3,310	3,476
6	2,818	2,961	3,111	3,267	3,432	3,603
7	2,932	3,080	3,234	3,398	3,570	3,747
8	3,051	3,205	3,365	3,537	3,714	3,900
9	3,179	3,340	3,509	3,686	3,870	4,064
10	3,323	3,491	3,666	3,849	4,040	4,242
11	3,471	3,644	3,826	4,020	4,222	4,433
12	3,653	3,839	4,031	4,232	4,447	4,667
13	3,845	4,036	4,238	4,453	4,675	4,911
14	4,052	4,255	4,469	4,692	4,930	5,177
15	4,280	4,493	4,719	4,953	5,204	5,463
16	4,541	4,769	5,005	5,257	5,521	5,796
17	4,810	5,051	5,304	5,570	5,850	6,145
18	5,106	5,363	5,633	5,915	6,212	6,522
19	5,442	5,714	6,002	6,304	6,618	6,951
20	5,813	6,104	6,409	6,728	7,069	7,421
21	6,215	6,526	6,854	7,199	7,556	7,935
22	6,744	7,080	7,435	7,809	8,198	8,609

SERVICE RECOGNITION:

10 Years	2.50%
15 Years	5.00%
18 Years	7.50%
30 Years	10.00%

DIFFERENTIAL PAY:

Bilingual Requirement:	2.50%
Swing Shift:	5%
Graveyard Shift:	7.50%

Board Approved: March 23, 2009

**Rancho Santiago Community College District
CALIFORNIA SCHOOL EMPLOYEE'S ASSOCIATION
HOURLY SALARY SCHEDULE**

Effective: July 1, 2008

GRADE	STEP A	*10 Year Longevity 1.025 Step A + 2.5%	*15 Year Longevity 1.05 Step A + 5%	*18 Year Longevity 1.075 Step A + 7.5%	*30 Year Longevity 1.100 Step A + 10.0%
		C	8.77	\$8.99	\$9.21
B	11.71	\$12.00	\$12.30	\$12.59	\$12.88
A	13.44	\$13.78	\$14.11	\$14.45	\$14.78
1	\$13.87	\$14.22	\$14.56	\$14.91	\$15.26
2	\$14.26	\$14.62	\$14.97	\$15.33	\$15.69
3	\$14.67	\$15.04	\$15.40	\$15.77	\$16.14
4	\$15.15	\$15.53	\$15.91	\$16.29	\$16.67
5	\$15.64	\$16.03	\$16.42	\$16.81	\$17.20
6	\$16.20	\$16.61	\$17.01	\$17.42	\$17.82
7	\$16.85	\$17.27	\$17.69	\$18.11	\$18.54
8	\$17.53	\$17.97	\$18.41	\$18.85	\$19.28
9	\$18.27	\$18.73	\$19.18	\$19.64	\$20.10
10	\$19.10	\$19.58	\$20.06	\$20.53	\$21.01
11	\$19.95	\$20.45	\$20.95	\$21.45	\$21.95
12	\$20.99	\$21.52	\$22.04	\$22.56	\$23.09
13	\$22.10	\$22.65	\$23.21	\$23.76	\$24.31
14	\$23.29	\$23.87	\$24.46	\$25.04	\$25.62
15	\$24.60	\$25.22	\$25.83	\$26.45	\$27.06
16	\$26.10	\$26.75	\$27.41	\$28.06	\$28.71
17	\$27.64	\$28.33	\$29.02	\$29.71	\$30.40
18	\$29.34	\$30.07	\$30.81	\$31.54	\$32.27
19	\$31.28	\$32.06	\$32.84	\$33.63	\$34.41
20	\$33.41	\$34.25	\$35.08	\$35.92	\$36.75
21	\$35.72	\$36.61	\$37.51	\$38.40	\$39.29
22	\$38.76	\$39.73	\$40.70	\$41.67	\$42.64

SERVICE RECOGNITION:

- 10 Years
- 15 Years
- 18 Years
- 30 Years

DIFFERENTIAL PAY:

Bilingual Requirement

2.50%

* Longevity granted to on-going employees only.

Board Approved: March 23, 2009

**HUMAN RESOURCES DOCKET
MARCH 23, 2009**

- 10 Accompanist
- 13 Accountant
- 4 Account Clerk
- 10 Administrative Clerk
- 12 Administrative Secretary
- 3 Admissions Assistant
- 6 Admissions/Records Specialist I
- 8 Admissions/Records Specialist II
- 10 Admissions/Records Specialist III
- 15 Admissions & Records Technology Specialist
- 13 Alternate Media Specialist
- 13 Applications Specialist I
- 15 Applications Specialist II
- 19 Applications Specialist III
- 22 Applications Specialist IV
- 11 Art Gallery Coordinator
- 5 Assessment Assistant
- 15 Assistant Athletic Trainer/Therapist
- 9 Athletic Field Grounds Worker
- 3 Athletic/PE Equipment Assistant
- 12 Athletic Equipment Coordinator
- 15 Athletic Trainer/Therapist
- 11 Automotive Mechanic
- 10 Auxiliary Services Specialist
- 10 Bookstore Buyer
- 13 Bookstore Operations Specialist
- 8 Bookstore Storekeeper
- 13 Business Services Coordinator
- 14 Buyer
- 11 CARE Program Coordinator
- 13 Career Guidance Coordinator
- 11 Career Guidance Specialist
- 10 Career Technician
- 3 Cashier/Bookstore
- C Child Development Aide
- 6 Child Development Center Cook/Nutrition Specialist
- 15 Communications Specialist
- 12 Community Services Coordinator I
- 15 Community Services Coordinator II
- 8 Community Services Field Coordinator
- 9 Community Services Program Developer
- 8 Community Services Technician
- 10 Computer Lab Technician
- 16 Computer Operations Coordinator
- 15 Computer Operations Specialist
- 13 Computer Programmer
- 13 Contract Education Coordinator
- 15 Contracts Specialist
- 14 Coordinator of Community Relations
- 4 Costume Technician
- 4 Custodian
- 5 Data Entry Clerk
- 12 Desktop Publishing Technician
- 7 Disabled Student Center Specialist
- 15 Distance Education Services Specialist
- 9 District Safety Officer
- 10 District Scheduling Coordinator
- 11 DSPS Specialist
- 11 Electronic & Computer Technician I
- 13 Electronic & Computer Technician II
- 15 Electronic Media Specialist
- 8 Electronics Storekeeper/Repair Technician
- 11 Electronic Technician
- 6 EOPS Specialist
- 14 Executive Secretary
- 8 Expeditor
- 11 Facilities Coordinator
- 12 Facility Planning Specialist
- 17 Facility Systems Engineer
- 11 Financial Aid Advisor
- 13 Financial Aid Computer Analyst
- 10 Financial Aid Computer Technician
- 15 Financial Aid Coordinator
- 11 Financial Aid Loan Specialist
- 11 Financial Aid Processor
- 11 Financial Aid Senior Account Clerk
- 8 Financial Aid Technician
- A Fine & Performing Arts Technician
- C Food Service Aide
- 3 Food Service Worker
- 8 Gardener/Utility Worker
- 3 General Office Clerk
- 11 Graduation Specialist
- 9 Grants Assistant
- 14 Graphic Designer
- 13 Help Desk Analyst
- 13 High School & Community Outreach Specialist
- 11 Human Resources Technician
- 13 HVAC Mechanic
- 11 Information Systems Specialist
- 5 Instructional Assistant
- 6 Instructional Assistant/DSPS
- 12 Instructional Center Specialist
- 7 Instructional Center Technician
- 13 Instructional Coordinator/Analyst
- 9 Instructional Equipment Coordinator
- 15 Instructional Media Producer
- 6 Intermediate Account Clerk
- 5 Intermediate Clerk
- 10 Intermediate District Safety Officer
- 16 International Student Coordinator
- 11 International Student Program Specialist
- 14 Interpreter/Begunng
- 16 Interpreter/Intermediate
- 20 Interpreter/Senior
- 12 Job Developer
- 13 Job Placement Coordinator
- 8 Lead Custodian
- 10 Lead Gardener
- 14 Lead Maintenance Worker
- 6 Lead Publications Assistant
- 10 Learning Assistant
- 8 Learning Center Specialist
- 8 Learning Facilitator
- 14 Learning Resources Specialist
- 7 Learning Specialist
- 6 Library Clerk
- 13 Library Systems Specialist
- 9 Library Technician
- 12 Library Technician II
- 5 Lifeguard
- 4 Mail & Delivery Clerk
- 8 Mail/Warehouse Assistant
- 5 Maintenance Assistant
- 8 Maintenance/Utility Worker
- 12 Marketing Specialist
- 8 Media Systems Assistant
- 13 Media Systems Electronic Technician
- 8 Media Systems Technical Assistant
- 15 Network Specialist I
- 17 Network Specialist II
- 19 Network Specialist III
- 20 Network Specialist IV
- 9 Offset Lithographer
- 4 Parking Attendant
- 11 Payroll Specialist
- 8 Phototypesetting Technician I
- 11 Phototypesetting Technician II
- 12 Placement Specialist
- 8 Printing/Reprographics/Binery Technician
- 8 Program Specialist
- 10 Property Facilitator
- 13 Public Access Television Coordinator
- 5 Publications Assistant
- 14 Publications Specialist
- 11 Purchasing Assistant
- 5 Purchasing Clerk
- 5 Receptionist/President's Office
- 9 Reprographics Technician
- 16 Research Analyst
- 12 Research Assistant
- 17 Research Coordinator
- 13 Research Specialist
- 16 Resource Development Coordinator
- 14 Scholarship Coordinator
- 13 Science Laboratory Coordinator
- 7 Science Storekeeper/Lab Technician
- 10 Senior Account Clerk
- 15 Senior Accountant
- 11 Senior Admissions/Records Specialist
- 6 Senior Cashier
- 8 Senior Clerk
- 8 Senior Clerk/Communications Cr. Dispatcher
- 7 Senior Custodian/Utility Worker
- 11 Senior District Safety Officer
- 10 Senior EOPS Specialist
- 5 Senior Food Service Worker
- 9 Senior Mailroom Clerk
- 12 Senior Media Systems Electronic Tech
- 12 Senior Payroll Specialist
- 8 Senior Purchasing Clerk
- 18 Senior Resource Development Coord.
- 11 Skilled Maintenance Worker
- 19 Small Business Specialist
- 11 Special Projects Specialist
- 13 Sports Information Coordinator
- 13 Stage Manager/Master Carpenter
- 6 Student Activities Assistant
- 13 Student Activities Coordinator
- 8 Student Activities Specialist
- 10 Student Program Specialist
- 10 Student Services Specialist
- 15 Student Services Coordinator
- 13 Student Support Services Program Specialist
- 11 Support Services Assistant
- 10 Success Center Specialist
- 20 Technical Specialist IV
- 13 Technical Specialist I
- 15 Technical Specialist II
- 17 Technical Specialist III
- 7 Technology Storekeeper
- B Television Playout Operator
- 5 Telephone Operator/Receptionist
- 3 Test Proctor
- 7 Theatre Facilities Technician
- 11 Transfer Center Specialist
- 12 Veterans Affairs Coordinator
- 8 Video Technician
- 5 Warehouse Delivery Driver
- 8 Warehouse Storekeeper

Board Approved: March 23, 2009

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DOCKET**

**CLASSIFIED
MARCH 23, 2009
ADDENDUM**

CLASSIFIED HOURLY
Change in Position

Sura, Alma	Effective: April 1, 2009
From: Program Specialist	19 Hours/ Week 12 Month
To: High School & Comm. Outreach Spec./	Grade 13, Step A + 2.5%Bil + 3PG
School of Continuing Educ./ SAC (Reorg 621)	\$22.65/Hour + \$62.50/Mo. PG

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

To: Board of Trustees	Date: March 23, 2009
Re: Approval of Non-Credit Instructional Calendar 2009-2010	
Action: Request for Approval	

BACKGROUND

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

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2009-2010 Non-Credit Instructional Calendar.

Fiscal Impact: None	Board Date: March 23, 2009
Prepared by: John Didion, Executive Vice Chancellor, Human Res. & Educational Services	
Submitted by: John Didion, Executive Vice Chancellor, Human Res. & Educational Services	
Recommended by: Dr. Edward Hernandez, Jr., Chancellor	

RSCCD NON-CREDIT INSTRUCTIONAL CALENDAR 2009 - 2010

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

Faculty Project Days Aug. 24, 25, 28

Common Days Aug. 26, 27
 Labor Day - September 7
 Instruction begins August 31

Veterans Day - November 9

Thanksgiving - November 26-28

Fall Semester Ends December 19
 Winter Recess - December 20 - January 9

Faculty Project Day - Jan. 5

Common Days- Jan. 6 and 7
 Spring Sem. Instruction begins January 11
 Martin Luther King Day - January 18

Lincoln's Birthday - February 12 - 13
 President's Day - February 15

Cesar Chavez Holiday - March 31
 *SCC/OEC Spring Recess - March 29 - April 3
 *SAC/SCE Spring Recess - April 5 - 10
 *(may change to correspond with unified school district)

Memorial Day - May 24; Spring Semester Ends May 29
 SAC/CEC Commencement - May 27
 SCC/OEC Commencement - June 4
 Spring Semester Ends May 29

Summer session begins June 7
 (beginning day may be adjusted)

Independence Day: July 5 (observed)

Summer session ends July 31

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Special Services Division

To: Board of Trustees	Date: March 23, 2009
Re: Approval of Renewal of Speech-Language Pathology Assistant Program Agreement with Providence Speech and Hearing Center	
Action: Request for Approval	

BACKGROUND:

The Speech-Language Pathology Assistant program was introduced in the Fall of 2001. Speech-Language pathology assistants are trained to assist in the language and speech development of communicatively disordered children and adults in educational and medical sites under the supervision of licensed speech-language pathologists. Critical to the implementation of the program is identifying and confirming sites and contractual arrangements for observation and fieldwork.

ANALYSIS:

Formal agreements between the district and fieldwork experience sites are necessary. To that end, a special agreement document was developed for this purpose, which has been reviewed and approved by the college staff. Santa Ana College proposes that the district enter into the agreement with Providence Speech and Hearing Center.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the renewal of the Speech-Language Pathology Assistant Program agreement with Providence Speech and Hearing Center. This agency is located in Orange, California.

Fiscal Impact:	No Cost	Board Date: March 23, 2009
Prepared by:	Sara Lundquist, Ph.D., Vice President of Student Services, SAC Jane Mathis, Associate Dean of Special Services	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

AGREEMENT

Speech-Language Pathology Assistant Program

THIS AGREEMENT is made and entered into by and between the Rancho Santiago Community College District on behalf of Santa Ana College, a public educational agency, hereinafter called the District and Providence Speech and Hearing Center, hereinafter called the Agency.

PART I.

BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

WHEREAS, the District and Agency acknowledge a public obligation to contribute to Speech-Language Pathology Assistant Program education for the benefit of students and to meet community needs.

WHEREAS, the District provides programs in Speech-Language Pathology Assistant Program education, which require clinical experience for students enrolled in these programs.

WHEREAS, the Agency has facilities suitable for the clinical needs of the District Speech-Language Pathology Assistant Program.

WHEREAS, it is to benefit of both District and Agency that Speech-Language Pathology Assistant Program students have opportunities for clinical experience to enhance their capabilities as practitioners.

NOW, THEREFORE, the District and Facility do covenant and agree as follows:

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE DISTRICT

A. For the Program in General

1. The District will assume full responsibility for offering Speech-Language Pathology Assistant Program education programs eligible for accreditation by the Speech-Language Pathology & Audiology Board and the American Speech-Language-Hearing Association.
2. For Student Workers' Compensation

The District shall carry Workers' Compensation Insurance on Students of the District during clinical assignment, and keep records of clinical attendance for audit by the State Workers' Compensation Insurance Fund.

3. The District will designate the students enrolled in the Speech-Language Pathology Assistant Program to be assigned for clinical experience in the Speech-Language Pathology areas of the agency in such numbers as are mutually agreed upon by both parties.
4. The District will supervise, in cooperation with the Agency supervisor, all instruction and learning and clinical experience given to the students at the facility so designated and provide instructor to supervise the clinical and learning experiences given to them at the agency, provided however, that the responsibility for service to the client remain with the Agency.
5. The District will keep academic and clinical experience records of students participating in said program.
6. The District will provide and be responsible for the care and control of educational supplies and education equipment necessary for instruction, including library materials, audiovisual equipment and supplies which are not customarily available at the Agency for the Speech-Language Pathology Assistant clinical experience.
7. The District will be responsible for the supervision and control of the students in the activities of their clinical experience under the general supervision and delivery of service framework of the Agency.
8. The District will agree that the student shall be subject to requirements and restrictions specified jointly by representative of District and Agency, and subject to Agency rules and regulations governing conduct, copies of which shall be provided in advance to District by Agency.
9. The District will require District's Speech-Language Assistant Program instructors to obtain the approval of the Agency's Director of Speech-Language Pathology in advance of:
 - a. Student Speech-Language Pathology Assistant schedules.
 - b. Placement of student in clinical experience assignments.
 - c. Changes in clinical experience assignments.
10. The District will, in consultation and coordination and with the approval of the Agency's Director of Speech-Language Pathology and the Speech-Language Pathology Assistant staff, plan for the Speech-Language Pathology Assistant clinical experience to be provided to students under this agreement.
11. The District will in consultation and coordination with the Agency's Director of Speech-Language Pathology arrange for periodic conferences between appropriate representation of the District and Agency to evaluate the Speech-Language Pathology Assistant field experience program provided under this Agreement.

PART III.

GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

A. For the Program in General

1. The Agency will maintain the standards, which make it eligible for approval as a clinical area for instruction in accredited Speech-Language Pathology Assistant Programs.
2. The Agency will provide staff members who hold a current Certificate of Clinical Competence in Speech-Language Pathology issued by the American Speech-Language-Hearing Association to supervise Speech-Language Pathology Assistant students
3. The administration of the service and client care at the Agency shall be the responsibility of and under the control and supervision of the Agency and shall be administered through the Agency and Agency staff.
4. The Agency will provide staff that is adequate in number and quality to insure safe and continuous health care service to patients.
5. The Agency will provide service facilities for learning experiences therein for students enrolled in the Speech-Language Pathology Assistant Program of District who are designated by District for such experience at the Agency (the field experience for any one student shall cover such period of time as may be specified by District.)
6. The Agency will maintain service facilities in conformance with standards of the California State Board of Medical Examiners and the American Speech-Language-Hearing Association and permit inspection of its service facilities upon request by the American Speech-Language-Hearing Association and the state Board of Medical Examiners
7. The Agency will permit clinical experience in Speech-Language Pathology Assistant training by such students, either individually and/or in groups. All services of Agency herein contracted for, such services and the number of students receiving experience therein shall be by mutual agreement between parties and in accordance with the standards set forth by the American Speech-Language-Hearing Association.
8. The Agency will provide service areas in such a manner that there will be no conflict of learning opportunities among groups of students, and permit the district instructors and students access to service facilities, according to prearranged scheduling.
9. The Agency will permit its employees to participate in the educational program as resource persons and clinical experts provided such participation does not interfere with assigned duties.
10. The Agency will provide orientation for students and faculty to familiarize them with the facility and facility policies before assigning them to duties at the Agency.

11. The Agency will permit the faculty and students of the District to use its facilities for Clinical education according to approved curricula.
12. The Agency will permit the facility's Director of Speech-Language Pathology and other designated Speech-Language Pathology personnel to attend meetings of the District's Speech-Language Pathology Assistant Program Faculty, or any committee thereof, to coordinate the clinical experience for the Speech-Language Pathology Assistant Program provided for under this Agreement.
13. The Agency will reserve the right, after consultation with the District, to refuse to accept for further Speech-Language Pathology Assistant Program clinical experience any of the college students who in the agency's judgment are not participating satisfactorily, provided however, neither party shall discriminate with respect to the acceptance in or exclusion of students from the program.
14. The Agency will provide the educational use of supplies and equipment as are commonly available for client care.
15. It is understood by the parties to the Agreement that the Agency remain responsible for client care at all times.
16. The parties agree that the Agency shall have no monetary obligation to District, the Speech-Language Pathologist Assistant students or to Speech-Language Pathology Assistant instructors.

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

A. For publications

1. Publication by District faculty, or Agency's staff members of any material relative to their clinical experience, that has not been approved for release by the District and Agency signers of this agreement, is prohibited.

B. Indemnification

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

C. **Insurance:**

Without limiting the indemnification obligations stated above, each party to the Agreement shall provide and maintain at its own expense a program on insurance covering its activities and operation hereunder. Such program of insurance shall include, but not be limited to commercial general liability and professional liability. The general and professional liability insurance shall have a minimum coverage of \$1,000,000 per occurrence.

Proof of insurance coverage shall be furnished to either party upon written request.

PART V. STATUS OF SPEECH-LANGUAGE PATHOLOGY ASSISTANT STUDENTS

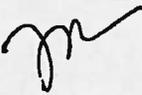
- A. Speech-Language Pathology Assistant Program students shall have the status of learners and shall not be considered to be Agency employees nor shall they replace Agency staff. Any service rendered by the student during the experience is to be considered in addition to planned client care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for client care in areas where students are obtaining clinical experience.
- B. Speech-Language Pathology Assistant Program students are subject to the authority, policies, and regulations of the District. They are also subject, during clinical assignment, to applicable agency regulations and must conform to the same standards as Agency employees in matters relating to the welfare of patients and general Agency operations.
- C. Speech-Language Pathology Assistant Program students shall be responsible for proper coverage in regard to malpractice insurance, or any other liability insurance that might be required by either the District or the Agency.
- D. The District will be responsible for assuring the Speech-Language Pathology Assistant students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI. PERIOD OF AGREEMENT

- A. This agreement shall be effective as of the date signed by District, and shall continue in effect for five years, unless terminated earlier at will or without cause by written notice of either party. The said termination shall become effective only at the close of an academic year, but not before one year after receipt of said notice. This Agreement may be modified or revised at any time by mutual consent.

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

*Rancho Santiago Community
College District*

District 

Agency/Facility/Location

Peter J. Hardash
Vice Chancellor
Business Operations and Fiscal Services

Name and Title

Date: _____

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College - Science, Math, and Health Sciences Division

To:	Board of Trustees	Date: March 23, 2009
Re:	Approval of Renewal of Nursing Program Agreement – College Hospital Partial Hospitalization Program	
Action:	Request for Approval	

BACKGROUND

Students in the Nursing Program are required to participate in community-based clinical rotation activities at sites throughout the community in order to gain practical field experiences and to apply knowledge and skills learned in college classes. The proposed clinical affiliation agreement renewal with College Hospital Partial Hospitalization Program, located in Santa Ana, will yield appropriate clinical rotation activities for the program.

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve this clinical affiliation agreement renewal with College Hospital Partial Hospitalization Program in Santa Ana, California.

Fiscal Impact:	None	Board Date: March 23, 2009
Prepared by:	Norman Fujimoto, Vice President of Academic Affairs Carol Comeau, Dean of Science, Mathematics, and Health Sciences	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

STANDARD CLINICAL AFFILIATION AGREEMENT

This standard Clinical Affiliation Agreement (the "Agreement") is made and entered into between the Rancho Santiago Community College District, a public educational agency ("District") located at 2323 North Broadway, Santa Ana, California and College Hospital Partial Hospitalization Program ("Clinical Facility"), located at 1634 W. 19th Street, Santa Ana, California.

WHEREAS, District and Clinical Facility desire to contribute to community health education,

WHEREAS, District operates Santa Ana College ("College") and College is a duly accredited educational institution that conducts Nursing/Health Sciences program(s) (the "Program");

WHEREAS, District has obtained all necessary licenses, consents and/or approvals to conduct the Program from the State of California and any other applicable government agency,

WHEREAS, Clinical Facility operates a duly licensed health care agency at the address listed above and has obtained all necessary licenses, consents, and approvals,

WHEREAS, as part of the Program, students are required to participate in a clinical experience rotation,

WHEREAS, District desires to affiliate with the Clinical Facility in order that students may participate in a clinical experience rotation at the Clinical Facility, and

WHEREAS, District and Clinical Facility desire to enter into this Agreement to memorialize their respective rights, duties, and obligations with respect to the clinical experience rotation of students of the College's Program.

For purposes of this Agreement, the following definitions shall apply:

"District" shall refer to the Rancho Santiago Community College District, its member Colleges, the District's Governing Board, and each of their trustees, employees, agents, representatives, successors and assigns,

"College" shall refer to Santa Ana College, and each of its employees, agents, representatives and assigns,

"Clinical Facility" shall refer to College Hospital Partial Hospitalization Program, its parents, subsidiaries, related companies, and each of their officers, directors, employees, agents, representatives, successors, and assigns,

The "Program" shall refer to the Clinical training in health science programs, and

NOW, THEREFORE, in consideration of the following covenants, conditions and agreements, the parties hereto agree as follows.

TERMS

1. Clinical Experience Rotation. Clinical Facility agrees to provide students of the Program who are specified by College with a clinical experience rotation ("Rotation"), in accordance with standards established by governmental agencies and recognized professional accrediting agencies, and subject to the terms and conditions of this Agreement.
2. Development of Curriculum. College shall be fully responsible for the development, planning, and administration of the program, including, without limitation, programming, administration, matriculation, promotion and graduation. College acknowledges and agrees that the Rotation is intended to meet certain educational performance objectives, and College shall provide a copy of such performance objectives to Clinical Facility on or before student placement. Clinical Facility shall be fully responsible for the availability and appropriateness of the learning environment in relation to the program's written objectives.
3. Exposure to Bloodborne Pathogens. Program students and college faculty will comply with the final regulations issued by the Occupational Safety and Health Administration governing employee exposure to bloodborne pathogens in the workplace under Section VI(b) of the Occupational Safety and Health Act of 1970, which regulations became effective March 6, 1992 (the "Regulations"), including but not limited to responsibility as the employer to provide all program students with (a) information and training about the hazards associated with blood and other potentially infectious materials, (b) information and training about the protective measures to be taken to minimize the risk of occupational exposure to bloodborne pathogens, (c) training in the appropriate actions to take in an emergency involving exposure to blood and other potentially infectious materials, and (d) information as to the reasons the program student should participate in hepatitis B vaccination and post-exposure evaluation and follow-up.
4. Applicable Procedure. Acceptance. College agrees to provide Clinical Facility with a list of the name(s) of students who will be participating in a rotation.
5. Nondiscrimination. The parties agree not to discriminate in the selection, placement or evaluation of any student or faculty member because of race, creed, national origin, religion, sex, marital status, age, handicap, and/or medical condition. The Rancho Santiago Community College District complies with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator
6. Academic Year. The academic year consists of Fall, and Spring semesters, Summer session and Winter break intersession.

7. Rotation Schedule. The rotation schedule shall be determined by College and Clinical Facility and may be amended from time to time by agreement of the parties. The number of students in each rotation shall be limited to a number mutually agreed upon by both parties, not to exceed the number specified by the accrediting agency(s).

8. Orientation. Clinical Facility and College shall provide an orientation for assigned students and faculty participating in each rotation.

9. Compliance with Clinical Facility Rules. Clinical Facility shall make available all applicable governing instruments, policies and procedures, rules and regulations of Clinical Facility to each student participating in a rotation, and student shall comply with these rules.

In providing the students with the clinical rotation that is the subject of this Agreement, Clinical Facility shall comply with all applicable laws, rules, regulations, statutes, policies, procedures, and ordinances and shall be consistent with the professional standards of a health care agency.

10. Confidentiality of Patient Records. Students and faculty understand and agree that Clinical Facility's patient files are confidential.

11. Clinical Coordinator (College). College agrees to designate a coordinator for each program. The coordinator, who may be an academic instructor, shall be responsible for all teaching activities.

12. Clinical Advisor (Clinical Facility). Clinical Facility agrees to designate a clinical advisor or coordinator who shall provide input to the clinical performance and evaluation of student(s), be a resource person for College's faculty and students, and shall communicate with the clinical coordinator designated by College regarding the proposed curriculum and the performance of individual students and shall arrange formal orientation to the facility for the faculty and students.

13. Supervision of Students. The supervision and direction of students while on site at Clinical Facility shall be the responsibility of the Clinical Coordinator (College) or designee as guided by the instructional objectives. No direct, hands-on patient care shall be provided by participating students at Clinical Facility, except in accordance with all applicable laws, Clinical Facility and Medical Staff rules, regulations, policies and procedures. District recognizes the patients' rights to refuse care provided by a student at Clinical Facility.

14. Removal of Students. Clinical Facility retains the right to exclude any student at any time from any clinical area. Any student who is asked to leave by Clinical Facility shall do so promptly and without protest. Clinical Facility shall also have the right, at any time, to request College to remove a student permanently from the rotation. Except as otherwise proved under any approachable policies, procedures, rules, regulations, and/or under any law, any such removal shall not require compliance with any notice, hearing or other procedural requirements.

15. Patient Care. Nothing in this Agreement shall be construed as conferring any right or duty upon College, its students or faculty members, to control or direct patient care or operations at Clinical Facility. Clinical Facility shall maintain sole responsibility and accountability for patient care and shall provide adequate staffing in number and competency to ensure safe and continuous health care during the term of this Agreement.
16. Student Evaluation. In the case of direct supervision of the students by the Clinical Instructor (College), he/she shall be responsible for student(s) evaluation. Unless otherwise mutually agreed between the Clinical Coordinator (College) and the Clinical Advisor (Clinical Facility), Clinical Facility may be responsible for submitting input to the Clinical Coordinator evaluating and appropriately documenting the performance of each student in the clinical rotation. The appropriate forms shall be provided by the Clinical Coordinator. Nothing herein shall be construed as a guarantee by or obligation of Clinical Facility regarding the performance of any student during the rotation. College shall keep records on the progress and evaluation of each student's clinical experience during a rotation for a period of three (3) years following the end of the specific rotation in which the student is involved.
17. Ongoing Communication. College has the privilege of regularly scheduled meetings with Clinical Facility staff, including both selected unit personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating College's health care programs at a mutually agreed upon time.
18. Materials. College agrees to provide students with all educational material required during the clinical program.
19. Medical Library. Clinical Facility agrees to provide students with access to the Medical Library during its normal business hours.
20. No Payments or Other Remuneration. College agrees that no fees or monetary payments of any kind shall be exchanged between Clinical Facility, its agents and employees, and College, its agents, employees and students under the terms of this Agreement. Further, neither College, its staff members, nor other representatives, shall attempt to bill or collect from any patient or from any other source fees for services provided to patients by said student.

The only exception shall be when Clinical Facility and College mutually agree to pay a Clinical Advisor a stipend for duties directly related to College's program.
21. No Right to Employment. The parties agree that the students of College shall not be considered employees, agents or volunteers of Clinical Facility, nor shall any student be entitled to any right, compensation, or other benefits normally afforded to employees of Clinical Facility, including but not limited to, Social Security, unemployment and workers' compensation insurance.
22. Insurance Carried by the District. District shall assure coverage of professional liability insurance for each student participating in the Rotation of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof.

District shall provide workers' compensation coverage for students participating in the rotation. These coverages are in effect while the student is on-site at Clinical Facility

23. Insurance Carried by Clinical Facility Clinical Facility shall secure and maintain comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate with coverage for incidental contracts. A certificate of insurance must be provided that includes thirty (30) days notice of cancellation, modification, or reduction in said insurance. Clinical Facility shall deliver certificate(s) of insurance under Clinical Facility's comprehensive general liability insurance policy on or before the date of execution of this agreement. Upon request, District shall be provided a copy of said policy. Clinical Facility shall carry professional liability insurance for itself and each of its employee(s), partners, and/or representatives providing professional services at Clinical Facility, except for District's students and College faculty, in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate. Clinical Facility shall provide District with thirty (30) days written notice prior to cancellation, or reduction in said insurance. Upon request, District shall be provided a copy of said policy

Clinical Facility shall provide workers' compensation coverage for each of its employees.

24. Student Health Records. Any student participating in a rotation shall, at the request of Clinical Facility, provide a current statement from his or her physician that the student is in good health and capable of participating in the rotation. Clinical Facility, upon request, may require that any student returning from an extended absence caused by illness or injury submit to a physical examination or present a statement from a physician indicating that the student is capable of resuming clinical activities. Any such physical examination shall be the financial responsibility of the student.

Any student participating in a rotation shall provide verification of annual T.B. screening, immune status for rubeola, rubella, and chicken pox, hepatitis B (or signed waiver for hepatitis B)

25. Student Medical Care. To the extent that any first aid or emergency care is required in connection with an injury or illness incurred by a student during performance of his/her clinical training during a rotation, the student shall be treated by Clinical Facility as appropriate.

26. Confidentiality of Student Record. Clinical Facility shall keep confidential and shall not disclose to any person or entity (i) student application, (ii) student health records or reports, and/or (iii) any student records as defined in California Education Code Section 76210 and the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. paragraph 1232(g), concerning any student participating in the rotation, unless disclosure is authorized by (i) the student in writing, or (ii) disclosure is ordered by a court of competent jurisdiction.

Clinical Facility shall adopt and enforce whatever policies and procedures are necessary to protect the confidentiality of student records as defined herein.

27. Verification. College warrants and represents that it has obtained all necessary approvals and consents from any and all agencies to enable Clinical Facility to offer the rotation to College's students participating in the Program. If requested by Clinical Facility, College will provide Clinical Facility with verification that the Program is duly licensed, duly accredited and/or certified, as applicable, by appropriate agencies. District covenants and agrees that at all times during the term hereof it shall retain such licensure, accreditation and/or certification, and its Program and faculty members shall continue to meet any and all federal, state and local requirements.
28. Indemnification. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or non-performance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
29. Governing Law This Agreement shall be governed by and constructed in accordance with the laws of the State of California.
30. Assignment. Neither party hereto may assign this Agreement or delegate its duties hereunder without the prior written consent of the other party which can and may be withheld by either party in its sole and absolute discretion.
31. Effective Date Termination. This Agreement shall become effective on March 25, 2009 and shall remain in effect until March 24, 2012 unless sooner terminated by either party in accordance with this section. Either party may terminate this Agreement without cause by giving ninety (90) days prior written notice to the other party of its intention to terminate. In the event a rotation is in progress, any written notice to terminate with or without cause shall become effective at the expiration of the rotation. Notwithstanding the foregoing, in the event the Program is discontinued by College during its Term, this Agreement shall immediately terminate without further action by the parties hereto.
32. Notices. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal deliver, or by U S. mail. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt, mailed notices will be deemed communicated as of ten (10) days after mailing.

To Clinical Facility.
Chief Operating Officer
College Hospital Partial Hospitalization Program
1634 19th Street, Suite C
Santa Ana, CA 92705

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

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

33. Entire Agreement. This Agreement and all attachments hereto, constitute the entire agreement of the parties. There are no representations, covenants or warranties other than those expressly stated herein. No waivers or modification of any of the terms hereof shall be valid unless in writing and signed by both parties.

Clinical Facility

Rancho Santiago Community College
District

By _____

By _____

Typed Name _____

Typed Name Peter J Hardash *[Signature]*

Title _____

Title Vice Chancellor, Business
Operations/Fiscal Services

Date _____

Date _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Human Services and Technology Division

To: Board of Trustees	Date: March 23, 2009
Re: Approval of Renewal of Pharmacy Technology Agreement – Anaheim Memorial Medical Center, Inc.	
Action: Request for Approval	

BACKGROUND

Students in the Pharmacy Technology program are required to participate in externship activities at sites throughout the community in order to gain practical field experience. This is necessary to apply the knowledge and skills learned in their college classes. This is a new agreement.

ANALYSIS

This renewal clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall remain in effect until terminated by either party. The agreement has been reviewed by Interim Dean Bart Hoffman and college staff. The agreement carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this contract with Anaheim Memorial Medical Center, Inc. in Anaheim, California.

Fiscal Impact: None	Board Date: March 23, 2009
Prepared by: Norman Fujimoto, Vice President of Academic Affairs Bart Hoffman, Interim Dean of Human Services & Technology	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
PHARMACY TECHNOLOGY
EDUCATIONAL AFFILIATION AGREEMENT**

This Educational Affiliation Agreement ("Agreement") is made and entered into by and between Rancho Santiago Community College District ("RSCCD") on behalf of Santa Ana College and Anaheim Memorial Medical Center, Inc., a California nonprofit public benefit corporation ("Memorial").

RECITALS

WHEREAS, RSCCD sponsors approved healthcare education programs in the field of Pharmacy Technology ("Program") and requires Program students ("Students") to obtain appropriate clinical training and experience ("Clinical Training").

WHEREAS, Memorial owns and operates an acute care hospital that is appropriate for furnishing such Clinical Training.

WHEREAS, it mutually benefits Memorial and RSCCD to allow Program faculty ("Faculty") and Students to use Memorial as the site for their Clinical Training, consistent with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the covenants, conditions and agreements hereinafter set forth, and in consideration of the mutual benefits to be derived there from, the parties agree as follows:

ARTICLE I

Joint Responsibilities and Privileges

- 1.1 Neither party shall be required to reimburse the other or to reimburse Program Students for the Clinical Training provided at Memorial.
- 1.2 RSCCD and Memorial shall mutually set the times, place and subject matter for the Clinical Training that will be conducted at Memorial. The maximum number of Students who will be accepted at Memorial at any one (1) time for Clinical Training shall be determined by Memorial.
- 1.3 Students shall have the status of learners and shall not be considered to be agents or employees of Memorial.

ARTICLE II

Responsibilities of RSCCD

- 2.1 RSCCD will develop clinical experience plans ("Plans") for Clinical Training at Memorial which meet the educational goals of the Program. The Plans will be made available to Memorial at a mutually agreed upon time prior to the beginning of Clinical Training at Memorial. RSCCD agrees that Plans are subject to revision in instances of conflict with patient care responsibilities, number of students to be assigned and/or Memorial interests. The Plans may be limited by Memorial in

Memorial's sole and absolute discretion due to new or expanded use of its clinical facilities.

- 2.2 RSCCD shall supervise all instruction and Clinical Training. While on-site at Memorial students will be under the direct supervision of Memorial staff.
- 2.3 RSCCD shall appoint a person to coordinate the Clinical Training for RSCCD ("Program Coordinator"). The Program Coordinator shall supervise all aspects of RSCCD's involvement in the Clinical Training. RSCCD shall provide Memorial with the Program Coordinator's name and contact information prior to the start of Clinical Training.
- 2.4 RSCCD will provide Faculty who are properly licensed and credentialed and who are otherwise qualified to instruct Program Students.
- 2.5 RSCCD Faculty shall be responsible for being familiar with and complying with all applicable Memorial's regulations, policies and procedures while performing instructional duties at Memorial. Faculty shall conform to the same standards as are set for Memorial employees in matters relating to the welfare of patients and general Memorial operation.
- 2.6 RSCCD shall advise Students that they are required to observe Memorial's regulations, rules, policies and procedures, and conform to the same standards as are set for Memorial employees in matters relating to the welfare of patients and general Memorial operation.
- 2.7 RSCCD shall assure that Students assigned to Memorial for Clinical Training meet the Memorial standards of safety and health and shall provide certification, upon request, that Student has been immunized against the common communicable diseases.
- 2.8 RSCCD shall assure that each Student is adequately trained for the specific tasks to be performed.
- 2.9 RSCCD shall assure that Students have not been excluded, currently or in the past, from participating in any Federal or State health care program, including the Medicare or Medi-Cal programs. RSCCD shall immediately remove any Student from Clinical Training at Memorial if the Student is excluded from participating in any Federal or State health care program.

ARTICLE III Memorial's Responsibilities

- 3.1 Memorial will maintain the standards which make it an eligible site for Clinical Training.
- 3.2 Memorial shall accept from RSCCD the mutually agreed upon number of Students and shall permit the educational use of such supplies and equipment as are commonly available for patient care and are reasonably necessary for the training of Students.

- 3.3 Permit the use of the following facilities and services by Trainees at such times and to the degrees considered reasonable and feasible by Memorial: (i) parking; (ii) locker, storage and dressing facilities; and (iii) same food services as are available to Memorial staff.
- 3.4 Memorial shall designate a person who will coordinate the Students' Clinical Training at Memorial ("Memorial Coordinator"). Memorial shall provide RSCCD with the Memorial Coordinator's name and contact information prior to the start of each clinical rotation.
- 3.5 Memorial shall notify RSCCD if any Student demonstrates performance, attendance or behavior problems. Memorial may refuse access to its clinical areas to Students who do not meet its employee standards for safety and health or that breach Memorial's rules or regulations. A Student may be suspended immediately from Clinical Training if, in Memorial's sole judgment and discretion, the Student's conduct or behavior threatens the health, safety or welfare of any patients, invitees, or employees at Memorial. Any immediate suspension shall be imposed on a temporary basis until Memorial can confer with RSCCD and attempt to resolve the suspension, but the final decision regarding the Student's continued participation in Clinical Training at Memorial is vested in Memorial.
- 3.6 Memorial shall provide any necessary emergency medical treatment to any Student who is injured while participating in Clinical Training at Memorial. Memorial may seek payment for such treatment from Student or any applicable third party payer.
- 3.7 Memorial shall not decrease the number of staff or alter staffing patterns due to the presence or absence of Students and Faculty in assigned areas.
- 3.8 Memorial shall not assume any liability under any employment or workers' compensation law based on Students and Faculty performing services, receiving education or traveling pursuant to this Agreement.
- 3.9 Memorial shall, at all times, retain professional and administrative responsibility for patient care and all services rendered at Memorial.

ARTICLE IV Insurance

- 4.1 RSCCD shall at all times during the term of this Agreement, carry at its own expense, with a governmental agency such as ASCIP or a licensed insurance company admitted to do business in the State of California adequate professional and general liability insurance to provide coverage against the perils of bodily injury, personal injury, and property damage, including the operation of a motor vehicle, with limits of at least Two Million Dollars (\$2,000,000) each occurrence and Five Million Dollars (\$5,000,000) annual aggregate. If such insurance is written on a claims-made form, it shall continue for five (5) years following termination of this Agreement. In the event that a claims-made policy is canceled or non-renewed, then the RSCCD shall obtain extended reporting (tail) coverage for the remainder of the five (5) year period. RSCCD will provide Memorial with certificates of the foregoing coverage prior to execution of this Agreement and

upon request. RSCCD shall provide at least thirty (30) days' written notice to Memorial of any substantial change to or cancellation of said insurance.

- 4.2 RSCCD shall verify that Students and Faculty are covered by RSCCD or carry professional liability insurance with a licensed insurance company admitted to do business in the State of California insurance company in a minimum amount of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in the annual aggregate. If such insurance is written on a claims-made form, it shall continue for five (5) years following termination of this Agreement. In the event that a claims-made policy is canceled or non-renewed, then the Affiliate shall obtain extended reporting (tail) coverage for the remainder of the five (5) year period.
- 4.3 RSCCD shall procure and maintain Workers' Compensation insurance to cover its Faculty and Students while participating in Clinical Training, in compliance with the statutory requirements of California law.
- 4.4 Memorial will participate in the Memorial Health Services Self-Insurance Program to provide coverage against the perils of bodily injury, personal injury, and property damage with limits of at least One Million Dollars (\$1,000,000) each occurrence and Three Million Dollars (\$3,000,000) annual aggregate. Memorial will, upon request, provide RSCCD with evidence of the foregoing coverage. Memorial shall provide at least thirty (30) days written notice to RSCCD of any substantial change to or cancellation of said insurance.
- 4.5 Obligations pursuant to Article VII shall survive termination or expiration of this Agreement.

ARTICLE V Indemnification

- 5.1 Indemnification. All parties to this agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this article do not apply to any damage or loss caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
- 5.2 Obligations pursuant to Article V shall survive termination or expiration of this Agreement.

ARTICLE VI Term of Agreement

- 6.1 The term of this Agreement shall be effective on April 1, 2009, and shall remain effective until March 31, 2014, unless sooner terminated by either party in accordance with the provisions of this Agreement.

- 6.2 This Agreement may be terminated by either party, acting with or without cause, upon giving thirty (30) days prior written notice to the other party except that any Student already assigned to and accepted by the Memorial shall be allowed to complete any in-progress Clinical Training assignment at Memorial.
- 6.3 This Agreement shall immediately terminate if either party's licenses, accreditations or certifications required for the Program and/or Clinical Training are terminated, revoked, reduced, or any type of disciplinary action is taken against either party by any accreditation or regulatory agency.

ARTICLE VII HIPAA

- 7.1 For purposes of this Agreement, Students and Faculty shall be considered "work force members". As members of the workforce, Students and Faculty shall have access to Protected Health Information ("PHI"), which includes any information whether oral or recorded in any form or medium, created or received by Students and/or Faculty and: (i) that relates to the past, present or future physical or mental condition of the patient; the provision of health care to the patient; or the past, present or future payment for the provision of health care to the patient; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the patient and shall have the same meaning as the term "protected health information" in 45 CFR 164,501. Students and Faculty will be required to participate in certain education and training related to security and protection of PHI. Both parties shall implement appropriate safeguards to prevent the use or disclosure of PHI other than as contemplated by this Agreement.

ARTICLE VIII General Provisions

- 8.1 Assignment. RSCCD shall not assign this Agreement without the written consent of Memorial.
- 8.2 Arbitration. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by a single arbitrator in the arbitration at Los Angeles County or Orange County, California, administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on any award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The discovery provisions of the California Code of Civil Procedure relating to arbitration, including the provisions of §1283.05, shall be applicable to the arbitration proceeding. The costs of any such proceeding shall be paid by the party instigating the arbitration unless such party is declared by the arbitrator to be substantially successful in securing the award of the determination sought by such party in such proceedings, in which event the costs of such proceedings shall be paid by the unsuccessful party or parties. Notwithstanding the above, in the event any party wishes to obtain injunctive relief or a temporary restraining order, such party may initiate an action for such relief in a court of law and the decision of the court of law with respect to the injunctive relief or temporary restraining order shall be subject to appeal only

through the courts of law. Should the parties, prior to submitting a dispute to arbitration, desire to utilize other impartial dispute settlement techniques such as mediation or fact-finding, a joint request for such service may be made to the American Arbitration Association, or the parties may initiate such other procedures as they may mutually agree at such time. The provisions of this Section shall survive the termination of this Agreement.

8.3 **Governing Law.** This Agreement shall be governed by the laws of the State of California.

8.4 **Notices.** Any notice required or permitted under this Agreement shall be sufficient if in writing and personally delivered, sent by certified or registered mail, return receipt requested, postage prepaid and properly addressed at the respective addresses listed below, or electronically delivered to such other party or to such other place as may be designated in written notice by either party to the other from time to time. Notice given by mail shall be deemed delivered three business days after the date of deposit in the mail, or by electronically generated written verification of transmission evidencing the date and time of such delivery.

If directed to Memorial: Anaheim Memorial Medical Center
1111 West La Palma Avenue
Anaheim, California 92801
Attn: Program Director of Education

CC: Attn.: Office of the General Counsel
Memorial Health Services
2801 Atlantic Avenue
Long Beach, CA 90806

If directed to RSCCD: Rancho Santiago Community College District
2323 North Broadway
Santa Ana, California 92706
Attn: Peter J. Hardash

Either party may change the address to which notices are to be delivered by giving notice hereinabove provided. Any notice shall be deemed to have been given, if hand delivered, or sent by overnight courier, as of the date delivered or if sent by electronic facsimile when confirmed in writing, or if mailed as provided herein, on the third (3rd) day after mailing.

8.5 **Captions.** Any captions to or headings of the articles, paragraphs, sections or subparagraphs or subsections of this Agreement are solely for the convenience of the parties, and shall not be interpreted to affect the validity of this Agreement or to limit or affect any rights, obligations, or responsibilities of the parties arising hereunder.

8.6 **Entire Agreement.** This Agreement, including all exhibits, attachments and amendments hereto, contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement. Any prior agreements, promises, negotiations or representations of or between the parties, either oral

or written, relating to the subject matter of this Agreement, which are not expressly set forth in this Agreement are null and void and of no further force or effect.

- 8.7 Modification. This Agreement can be amended only with a written agreement signed by the parties. All such amendments shall be attached hereto and shall become part of this Agreement.
- 8.8 Interpretation. No provision in this Agreement is to be interpreted for or against any party because that party or that party's legal representative drafted such provision.
- 8.9 Waiver of Breach. No breach of any provision hereof can be waived unless in writing. The waiver of any one breach of any provision of this Agreement shall not be deemed a waiver of any other breach of either the same or any different provision.
- 8.10 Use of Name. Neither party shall use the name, address, logo or other trademarks of the other party without the other party's prior written consent.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and do each hereby warrant and represent that their respective signatory whose signature appears below has been and is on the date of this Agreement duly authorized by all necessary and appropriate corporate actions to execute this Agreement.

Memorial:
Anaheim Memorial Medical Center
Approved as to form:

Robert E. Siemer, Esq.
General Counsel MHS

DATE

Peggy Diller
CNO

DATE

RSCCD: *[Signature]*
Rancho Santiago Community College District

Peter J. Hardash
Vice Chancellor of Business Operations &
Fiscal Services

DATE

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Academic Affairs

To: Board of Trustees	Date: March 23, 2009
Re: Approval of Proposed Revisions for 2009-2010 Catalog, Santa Ana College	
Action: Request for Action	

BACKGROUND

The attached memo is the annual summary of actions taken by the Santa Ana College Curriculum and Instruction Council. It includes policy changes, course revisions and deletions, as well as new courses; all of which are reflected in the catalog.

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed revisions for the 2009-2010 catalog.

Fiscal Impact: None	Board Date: March 23, 2009
Prepared by: Norm Fujimoto, Vice President of Academic Affairs	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

SANTA ANA COLLEGE

CURRICULUM & INSTRUCTION COUNCIL

DATE: March 23, 2009
TO: Erlinda J. Martinez, Ed. D., President
FROM: Shelly Jaffray & Brian Kehlenbach/Co-Chairs
RE: Proposed Revisions for 2009/2010 Catalog

This memorandum is a summary of the proposed changes to the college catalog from the Santa Ana College Curriculum and Instruction Council. All changes to academic policies, courses, and programs are reviewed by the division curriculum committees before action is taken by the Council.

The Curriculum & Instruction Council was co-chaired by Shelly Jaffray & Brian Kehlenbach, Designee, Academic Senate President. Membership included two administrators, sixteen faculty, the University Articulation Coordinator, the Matriculation Representative, one student representative and the Support Services Assistant.

The Curriculum & Instruction Council addresses the college-wide impact and changes in academic policies and monitors their acceptance by the CSU and UC systems and the Community College Chancellor's Office.

The following academic policies have been reviewed, revised, and are now recommended by the Curriculum and Instruction Council:

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

Category A – Natural Science

Biology 115 and Chemistry 210 were added.

Category VI – B – Computer Skills & Applications Requirement

Education 204 and 205 were added.

Category D1 – Ethnic Studies/Women's Studies

History 163 was added.

Category F – Lifelong Understanding and Self-Development

E.S. Activities 127 and 230 were removed. 170 was added.

E.S. Aerobic Fitness 152, E.S. Aquatics 205 and 209, E.S. Fitness 170, E.S. Off Season Activities 132AB were removed.

GENERAL EDUCATION BREADTH REQUIREMENTS FOR THE CALIFORNIA STATE UNIVERSITIES – PLAN B

Categories B1 – Physical Sciences

Chemistry 210 was added.

Categories B2 – Life Science

Biology 115 was added.

Category B3 – Laboratory Activity

Chemistry 210 was added.

Categories C2 – Humanities

History 160 and 161 were removed. History 163 was added.

Categories E1 – English Composition

“Completing English 101 or 101H with a grade of “C” or better.” Was added. E1a, E1b were removed.

Categories D6 – History

History 163 was added.

Certificate of General Education – Paragraph #6

“Certificate of coursework from other colleges will only be granted to students who have completed a minimum of 12 CSU general education units at either college in the Rancho Santiago Community College District or are completing the requirements for a Santa Ana College or Santiago Canyon College Degree.” was removed. “Certification of coursework from other colleges will be granted to students whose last college of attendance prior to transfer is SAC.” was added.

Category E – Lifelong Understanding and Self-Development

“Three units of credit are allowed in E for former military personnel with a DD-214.” Was added.

Category E2 – Lifelong Understanding and Self-Development

E.S. Activities 127 and 230 were removed. 170 was added.

E.S. Aerobic Fitness 152, E.S. Aquatics 205 and 209, E.S. Fitness 170 were removed.

**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) –
PLAN C**

Area 3, Group B – Humanities
History 163 was added.

Area 4 – Social & Biological Sciences
Ethnic Studies 101H, History 124H and 163, Political Science 101H were added.

Area 5, Group A – Physical Science
Chemistry 210(L) was added.

Area 5, Group B – Biological Science
Biology 115 was added.

NEW PROGRAMS/OPTIONS
Four certificates were added.* (See Attachment #1)

REVISED PROGRAMS/OPTIONS
Due to changes in Title 5, changes in required or elective courses, advisory committee recommendations, changes in requirements for four year schools, and recommendations from state agencies, fifty-eight programs/options were revised.* (See Attachment #2)

NEW COURSES
Sixty-two new courses were approved because of new and/or expanded programs or major changes in the discipline.* (See Attachment #3)

REVISED COURSES
The council approved 463 course revisions which were updated to reflect changes in title, units, hours, or content.* (See Attachment #4)

DELETED COURSES
Twenty-four courses which had become outdated and/or not offered at SAC were removed from the catalog.* (See Attachment #5)

*Listings are attached.

NEW PROGRAMS/CERTIFICATES

Catalog 2009-2010

Enrolled Agent Certificate Program
Enterprise Systems
Parametric 3D Solid Modeling CAD Certificate
PC Maintenance and Troubleshooting

REVISED PROGRAMS/CERTIFICATES

3D Animation Certificate A-Art Emphasis (2195)
 3D Animation Certificate B-Television/Video Communications Emphasis (2196)
 Accounting Degree (0151) and Certificate (0190)
 Art-Digital Media Arts (0305)
 Automotive Technology – Engine Service Option Certificate (0297)
 Automotive Technology Degree (0272)
 Bilingual Option Degree (0201) and Certificate (1699)
 Business Applications & Technology Degree (0170) and Certificate (1698)
 Computer Information Systems Degree (0162) and Certificate (0197)
 Computer Science Degree (0280) and Certificate (0291)
 Criminal Justice – Criminal Justice Option Degree (0617)
 Culinary Arts Option Certificate (0099)
 Database Certificate (2290)
 Digital Media Arts Certificate A-Graphic Design Emphasis (2197)
 Digital Media Arts Certificate B-Web Design Emphasis (2198)
 Digital Publishing Option Degree (0253) and Certificate (2495)
 Early Childhood Options Degree and Certificate
 Engineering Civil Technology Degree (0258) and Certificate (0794)
 Engineering Degree (0202)
 General Business Applications and Technology Option Certificate (1698)
 General Business Applications and Technology Option Degree (0170)
 History Degree (0606)
 International Office Option Degree (0184) and Certificate (1798)
 Legal Office Option Degree (0183) and Certificate (1797)
 Liberal Arts Degree (0314)
 Microsoft Office Professional Option Degree (2330)
 Networking Certificate (2291)
 Nursing-Registered Nursing (0853)
 Nutrition and Dietetics Degree (0521)
 Office Management Option Degree (0609) and Certificate (2097)
 Option II – Architectural/Civil Engineering/Construction Drafting and Design (0284) (1697)
 Paralegal Degree (0523) and Certificate (1799)
 Photography Degree (0355) and Certificate (0396)
 Preschool Child Option Degree (0645) and Certificate (0692)
 Programming Certificate (2295)
 SAC Advanced Placement Policy
 School Age Option Degree (0650) and Certificate (0390)
 Television/Video Communications Certificate A-Television Production (1191)
 Television/Video Communications Certificate B-Broadcast Journalism (1297)
 Television/Video Communications Certificate C-Television Scriptwriting (1298)
 Television/Video Communications Certificate D-Computer Graphics and Animation for Video
 (1297)

Television/Video Communications Degree (0343)
UNIX Certificate (2294)
Web Page Designer Certification (2292)
Web Programming Certificate (2293)

NEW COURSES

Accounting 108, Tax Practices and Procedures
Art 185, Fundamentals of Cartooning and Storyboarding
Biology 115, Concepts in Biology for Educators
Business Applications 176, Microsoft Expression Web
Chemistry 210, General, Organic and Biochemistry
Computer Science 120, Introduction to Programming
Computer Science 135, Software Deployment Mechanisms
Computer Science 139, Configuration and Administration of Local Area Networks
Computer Science 142, Advanced Unix
Computer Science 244, Microsoft Exchange Server
Computer Science 247B, Window Server 2008
Computer Science 248, Microsoft SQL Server
Computer Science 249, Microsoft Information Server (IIS)
Criminal Justice 110, Street Gangs
Criminal Justice 111A, Volunteer Internship Academy
Criminal Justice 111B, Supervised Internship Work Experience
Criminal Justice Academies 006A, Dispatch and Records Functions
Criminal Justice Academies 006B, Arrest and Control Training/ACT
Criminal Justice Academies 007A, Gangs, Cults & Hate Crimes
Criminal Justice Academies 008A, Disaster Preparedness Training
Criminal Justice Academies 008B, Corrections Supplemental Core Course
Criminal Justice Academies 009B, Fitness for Law Enforcement
Criminal Justice Academies 009C, Narcotics Related Training
Criminal Justice Academies 010B, Supervision and Leadership
Criminal Justice Academies 026A, Training Academy Preparation
Criminal Justice Academies 029A, Explosive Devices Training
Criminal Justice Academies 033B, Explorer Academy
Criminal Justice Academies 034A, Advanced Officer Training (AOT)
Criminal Justice Academies 038A, Tactical/Weapons Training
Criminal Justice Academies 039A, Emergency/First Aid Training
Criminal Justice Academies 047A, Mounted Unit Training
Criminal Justice Academies 055A, Drivers Training/Force Option
Criminal Justice Academies 068A, Investigations and Report Writing
Criminal Justice Academies 069A, Corrections Training
Criminal Justice Academies 076A, Police K-9 Training
Criminal Justice Academies 083A, Instructor Skills
Diesel 010, Bendix Air Brake System Service
Education 205, Personal Proficiency in Educational Technologies for Elementary Teachers
Engineering 100A, Introduction to Engineering
Engineering 130A, CATIA Solid Modeling I
Engineering 130B, CATIA Solid Modeling II
Engineering 132, Introduction to Robotics
Engineering 140A, ProEngineer Solid Modeling I

Engineering 140B, ProEngineer Solid Modeling II
English N10, Preparation for Nursing TEAS - English
Exercise Science Off Season Activities 140, Women's Tennis Off-Season Activities
Exercise Science Professional 123, Officiating Football-Rules and Mechanics
Fire Public Safety 100, Fire Marine Advanced EMS
History 163, Introduction to Southeast Asian History
Mathematics 287, Introduction to Linear Algebra and Differential Equations
Photography 291, Wedding and Quinceanera Photography
Reading N49A, Reading for Non-Native Speakers of English – Part I
Reading N49B, Reading for Non-Native Speakers of English – Part I
Reading N50, Reading for Non-Native Speakers of English II
Reading N50A, Reading for Non-Native Speakers of English – Part II
Reading N50B, Reading for Non-Native Speakers of English – Part II
Speech Communication N49, Introduction to Academic Speaking Skills

CONTINUING EDUCATION

Persons with Substantial Disabilities 200, Issues and Concepts for Adults with Development Disabilities
Vocational Business 080, Introduction to Medical Billing
Vocational Business 243, Introduction to Customer Service Skills
Vocational Business 244, Introduction to Database Using Microsoft Access
Vocational Business 245, Introduction to Desktop Publishing Using Microsoft Publisher

REVISED COURSES

Accounting 107, Accounting Skills Development
Accounting 150, Governmental and Nonprofit Accounting
Accounting 160, Computerized Accounting with MAS 90 – Part 1 Core Modules
Accounting 161, Computerized Accounting with MAS 90 – Part 2 Operations Modules
Anthropology 104, Language and Culture
Anthropology 104H, Honors Language and Culture
Anthropology 105, Ancient Mesoamerican Civilization
Anthropology 125, Native Americans in the U.S
Art 041, Introduction to Painting
Art 051, Ceramics – Basic Level
Art 100, Introduction to Art Concepts
Art 100H, Honors Introduction to Art Concepts
Art 102, Survey of Western Art History II: Renaissance through the Twentieth Century
Art 104, Mexican and Chicano Art History
Art 140A, Watercolor Painting
Art 140B, Watercolor Painting
Art 141, Beginning Painting
Art 150, Primitive Pottery Techniques
Art 151, Ceramics – Introductory Level
Art 152, Ceramics – Intermediate Throwing
Art 153, Ceramics-Intermediate Handbuilding
Art 154, Ceramics Summer Workshop
Art 156, Clay Calculation: An Approach in Color Study
Art 157, Ceramics-Raku and Saggar Firing Techniques
Art 158, Ceramic Mural Project
Art 182, Introduction to Jewelry
Art 196A, 3D Modeling
Art 197A, 3D Animation
Art 199, Independent Studies
Art 240, Intermediate Watercolor
Art 241, Intermediate Painting
Art 242, Advanced Painting
Art 252, Ceramics-Advanced Study Process in Ceramics with Non-Traditional Media
Art 282, Jewelry II
Art 283, Jewelry III
Astronomy 109, Introduction to the Solar System
Astronomy 110, Introduction to Stars and Galaxies
Astronomy 140, Astronomy Laboratory
Astronomy 150, Introduction to Astronomy
Automotive Technology 072, General Automotive Engine Service
Automotive Technology 076, Engine Repair
Automotive Technology 098, Topics
Biology 132, Natural History of Death Valley

Biology 133, Desert Biology
Biology 177, Human Genetics
Biology 179, Plants of Orange County
Business 114, International Documentation and Supply Chain Management
Business 147, International Commercial Agreements and Distribution Law
Business 148, International Intellectual Property Law
Business 149, The Law of Global Commerce
Business Applications 034, Machine Calculation
Business Applications 035, Computer Fundamentals
Business Applications 036, Data Entry
Business Applications 038, Telephone Techniques
Business Applications 101, Cooperative Work Experience Education-Occupational
Business Applications 125, Microsoft Word Basic
Business Applications 147, Introduction to Windows
Business Applications 148, Advanced Windows
Business Applications 163, Adobe Acrobat
Business Applications 167, Adobe Photoshop Applications
Business Applications 169, Adobe Dreamweaver
Business Applications 173, Adobe Flash
Business Applications 183, Microsoft Word
Business Applications 188, Microsoft Excel
Business Applications 189, Excel-Application Projects
Business Applications 198, Topics
Catering 110, Food Sanitation and Safety
Chemistry 090, Chemistry Concepts for Biology
Chemistry 249, Organic Chemistry I
Chemistry 259, Organic Chemistry II
Computer Science 100, The Computer and Society
Computer Science 119, Fundamentals of Assembly Programming
Computer Science 119, Fundamentals of Assembly Programming
Computer Science 121, Programming Concepts
Computer Science 136, Building a Small Office/Home Office Network
Computer Science 198, Topics
Counseling 116, Career/Life Planning and Personal Exploration
Criminal Justice Academies 010, Pre-Employment Preparation for Law Enforcement
Criminal Justice Academies 021, P.C. 832, Law of Arrest
Criminal Justice Academies 059, Supervision
Criminal Justice Academies 083, Custody Officer Update
Culinary Arts 062, Basic Techniques of Cooking
Culinary Arts 066, Baking
Culinary Arts 070, Beverage Service
Culinary Arts 098, Topics
Culinary Arts 100, Introduction to Culinary Arts and Hospitality
Culinary Arts 110, Food Sanitation and Safety
Culinary Arts 135, Gourmet and International Foods

Culinary Arts 145, Foods Presentation Pantry/Garde Mange
 Culinary Arts 198, Topics
 Culinary Arts 200, Business Practices for Culinary Arts Professional
 Culinary Arts 299, Cooperative Work Experience Education
 Dance 199, Independent Studies
 Diesel 076, Engine Repair
 Diesel 098, Topics
 Education 204, Personal Proficiency in Educational Technology for Secondary Teachers
 Education 209, Roles and Responsibilities of the Special Education Paraprofessional
 Education 211, Classroom Practices for Diverse Learners
 Emergency Medical Technician 111, Recertification for EMT I-Basic
 Engineering 012, AEC Blueprint Reading
 Engineering 100B, Introduction to Architecture/Civil Engineering/Construction (AEC)
 Engineering 104, Solidworks Intermediate Solid Modeling
 Engineering 105, Solidworks Advanced Solid Modeling
 English 062, Writing Center
 English 104, Language and Culture
 English 104H, Honors Language and Culture
 English 245, The Image of African Americans in Literature Films
 English 246, Survey of Chicano Literature
 English 271, Survey of World Literature
 English 278, Survey of Literature by Women
 English as a Second Language 198, Topics
 English as a Second Language N09, ESL Laboratory
 Exercise Science Activities 180, Tai Chi (.5 units)
 Exercise Science Activities 180, Tai Chi (1 unit)
 Exercise Science Activities 270 05, Softball
 Exercise Science Activities 270, Softball
 Exercise Science Activities 280, Track and Field (.5 units)
 Exercise Science Activities 280, Track and Field (1 unit)
 Exercise Science Adapted Activities 211, Aqua Exercise
 Exercise Science Adapted Activities N15, Adapted Fitness-Seniors
 Exercise Science Aerobic Fitness 098, Topics
 Exercise Science Aquatics 206 05, Lap Swimming
 Exercise Science Aquatics 206, Lap Swimming
 Exercise Science Fitness 115, Cardiovascular Conditioning
 Exercise Science Fitness 145, Weight Training for Women
 Exercise Science Fitness 198, Topics
 Exercise Science Health Education 101, Healthful Living
 Exercise Science Health Education 102, Women's Health Issues
 Exercise Science Intercollegiate Athletics 098, Topics
 Exercise Science Intercollegiate Athletics 124 05, Conditioning for Athletics-Men
 Exercise Science Intercollegiate Athletics 124, Conditioning for Athletics-Men
 Exercise Science Intercollegiate Athletics 150, Theory of Soccer
 Exercise Science Intercollegiate Athletics 198, Topics

Exercise Science Intercollegiate Athletics 200, Theory of Baseball
 Exercise Science Off Season Activities 098, Topics
 Exercise Science Off Season Activities 169, Wrestling
 Exercise Science Off Season Activities 198, Topics
 Exercise Science Off Season Activities 226, Waterpolo
 Exercise Science Off Season Activities 270, Softball
 Exercise Science Off Season Activities 280, Track and Field
 Exercise Science Off Season Activities 290, Volleyball
 Exercise Science Professional 098, Topics
 Exercise Science Sports Medicine 150, Athletic Training Internship
 Exercise Science Sports Medicine 198, Topics
 Fashion Design Merchandising 101, Buying and Merchandising
 Fashion Design Merchandising 215, Computer Fashion Illustration Fashion Design Merchandising
 216, Computer Pattern Design, Grading and Marking
 Fashion Design Merchandising 299, Cooperative Work Experience Education
 French 198, Topics in French
 Geography 102, Cultural Geography
 Geography 102H, Honors Cultural Geography
 History 098, Topics
 History 105, Ancient Mesoamerican Civilization
 History 123, African American History to 1865
 History 124, Mexican-American History in the United States
 History 124H, Honors Mexican-American History in the United States
 History 125, Native Americans in the U.S.
 History 133, History of California
 History 150, Latin American Civilization to Independence
 History 151, Modern Latin American Civilization
 History 181, Survey of Chicana/Latina Women's History
 History 198, Topics
 Human Development 070, Early Childhood Education: Intro Principles & Practices (DS3)
 Human Development 107, Child Growth and Development (DS1)
 Human Development 108A, Observation and Assessment for Early Learning and Dev
 Human Development 110, Child, Family and Community (DS2)
 Human Development 111A, Principles and Practices of Teaching Young Children
 Human Development 111B, Introduction to Curriculum for Young Children
 Human Development 112, Health, Safety and Nutrition for Children
 Human Development 113, Tutoring Reading in Elementary Schools
 Human Development 116A, Infant/Toddler Growth and Development (DS4)
 Human Development 116B, Programming for Infants and Toddlers (DS4)
 Human Development 120, Development of the School Age Child (DS5)
 Human Development 208, Working with Families of Children with Special Needs
 Human Development 221, Teaching In A Diverse Society
 Human Development 250, Adult Supervision/Mental Teacher in Early Childhood Programs
 Human Development 260, Youth in the Foster Care System
 Human Development 298A, Practicum in Early Childhood Programs

Human Development 298B, Practicum in Infant/Toddler Programs
 Human Development 299, Cooperative Work Experience Education
 Interdisciplinary Studies 155, Human Sexuality
 Japanese 198, Topics in Japanese
 Journalism 130, Principles of Broadcast News
 Journalism 230A, Broadcast News Production
 Journalism 230B, Broadcast News Production
 Journalism 230C, Broadcast News Production
 Journalism 230D, Broadcast News Production
 Manufacturing Technology 104, Solidworks Intermediate Solid Modeling
 Manufacturing Technology 105, Solidworks Advanced Solid Modeling
 Mathematics 170, Pre-Calculus Mathematics
 Mathematics 185, Analytic Geometry and Calculus
 Mathematics 280, Intermediate Calculus
 Mathematics N05-A, Basic Mathematics-A
 Mathematics N05-B, Basic Mathematics-B
 Mathematics N05-C, Basic Mathematics-C
 Mathematics N47-A, Pre-Algebra/Algebra Essentials-A
 Mathematics N47-B, Pre-Algebra/Algebra Essentials-B
 Medical Assistant 020, Bloodborne and Airborne Pathogen Standards
 Medical Assistant 051A, Beginning Medical Terminology
 Medical Assistant 051B, Advanced Medical Terminology
 Medical Assistant 053, Administrative Front Office
 Medical Assistant 055, Medical Assistant - Clinical Back Office
 Music 101H, Honors Music Appreciation
 Music 102, World Music
 Music 102H, Honors World Music
 Music 110, Fundamentals of Music
 Music 111, Basic Theory and Ear Training
 Music 112, Theory 2
 Music 146, Digital Recording Studio Techniques I
 Music 147, Digital Recording Studio Techniques II
 Music 160, Beginning Pop and Jazz Keyboard
 Music 162, Class Piano II
 Music 199, Independent Studies
 Music 213, Theory 3
 Nursing-Continuing Education 145, Advanced Cardiac Life Support
 Nursing-Registered 101, Nursing Process: Non-Critical Adults
 Nursing-Registered 105, Cooperative Work Experience Education-Occupational
 Nursing-Registered 201, Nursing Process: Critical Biological & Psy System Needs I
 Nursing-Registered 202, Nursing Process: Critical Biological & Psy System Needs II
 Nursing-Registered 202L, Nursing Action: Critical Biological & Psy System Needs II
 Nutrition & Food 299, Cooperative Work Experience Education
 Nutrition and Food 062, Basic Techniques of Cooking
 Nutrition and Food 065, Contemporary Nutrition

Nutrition and Food 098, Topics
Nutrition and Food 101, The Food System and Career Opportunities
Nutrition and Food 110, Food Sanitation and Safety
Nutrition and Food 115, Nutrition
Nutrition and Food 115H, Honors Nutrition
Nutrition and Food 118, Cultural Foods
Nutrition and Food 198, Topics
Nutrition and Food 299, Cooperative Work Experience Education
Paralegal 100, Introduction to Paralegal Studies
Paralegal 101, Law Office Management
Paralegal 107, Principles and Procedures in the Criminal Justice System
Paralegal 120, Computers in the Law Office
Paralegal 121, Ethics and Professional Responsibility
Paralegal 121, Ethics for the Paralegal
Paralegal 122, Elder Law
Paralegal 130, Legal Transactions
Paralegal 131, Alternate Dispute Resolution
Paralegal 132, Family Law and Procedure
Paralegal 133, Workers Compensation Law and Procedure
Paralegal 134, Probate Law and Procedure
Paralegal 135, Bankruptcy Law and Procedure
Paralegal 136, Real Property Law and Procedure
Paralegal 137, Tort and Insurance Law
Paralegal 138, Law of Business Organizations
Paralegal 139, Fundamentals of Labor Law
Paralegal 140, Immigration Law and Procedure
Paralegal 143, Civil Litigation Overview
Paralegal 144, Discovery Techniques
Paralegal 147, International Commercial Agreements and Distribution Law
Paralegal 148, International Intellectual Property Law
Paralegal 149, The Law of Global Commerce
Paralegal 198, Topics
Paralegal 246, Legal Research and Analysis
Paralegal 248, Advanced Research and Writing
Pharmacy Technology 072, Pharmacy Technology Externship
Photography 191, Introduction to Digital Photography
Photography 194, Intermediate Digital Photography
Photography 199, Independent Studies
Political Science 200, American Political Thought
Political Science 200H, Honors American Political Thought
Political Science 201, Introduction to Comparative Politics
Political Science 220, International Politics
Psychology 200, Introduction to Biological Psychology
Psychology 219, Introduction to Research Methods in Psychology
Psychology 240, Introduction to Social Psychology

Psychology 250, Introduction to Abnormal Psychology
 Reading N09, ESL Laboratory
 Reading N09, Reading Laboratory
 Reading N49A, Reading for Non-Native Speakers of English – Part I
 Reading N50A, Reading for Non-Native Speakers of English – Part II
 Reading N90A, Individualized Reading
 Reading N90B, Individualized Reading
 Sociology 100, Introduction to Sociology
 Sociology 100H, Honors Introduction to Sociology
 Sociology 112, Relationships, Marriages, and Family Dynamics
 Sociology 140, Analysis of Social Trends and Problems
 Sociology 140H, Honors Analysis of Social Trends and Problems
 Spanish 195A, Advanced Conversational Spanish
 Spanish 195B, Advanced Conversational Spanish
 Spanish 198, Topics in Spanish
 Spanish 198, Topics in Spanish
 Spanish 201, Intermediate Spanish I
 Spanish 201H, Honors Intermediate Spanish I
 Spanish 202, Intermediate Spanish II
 Spanish 202H, Honors Intermediate Spanish II
 Spanish N51, Spanish for Public Personnel
 Spanish N61, Spanish for Public Personnel
 Special Services N57, Acquired Brain Impairment Language Recovery
 Speech Communication 199, Independent Studies
 Television/Video Communications 101, TV and Society: A Visual History
 Television/Video Communications 103, History of Film to 1945
 Television/Video Communications 104, History of Film from 1945 to Present
 Television/Video Communications 105, Mass Media and Society
 Television/Video Communications 105H, Honors Mass Media and Society
 Television/Video Communications 120, Beginning Writing for TV, Film, and Corporate Video.
 Television/Video Communications 130, Principles of Broadcast News
 Television/Video Communications 131, Broadcast News Summer Workshop
 Television/Video Communications 141, On-Camera Appearance
 Television/Video Communications 143, Television Commercial Acting Workshop
 Television/Video Communications 181, 3D Modeling
 Television/Video Communications 185, 3D Animation
 Television/Video Communications 187, Electronic Graphics for Television, Advanced Techn
 Television/Video Communications 230A, Broadcast News Production
 Television/Video Communications 230B, Broadcast News Production
 Television/Video Communications 230C, Broadcast News Production
 Television/Video Communications 230D, Broadcast News Production
 Television/Video Communications 298, TV/Video Communications Practicum/Internship
 Theatre Arts 100, Introduction to Theatre
 Theatre Arts 103, History of Film to 1945
 Theatre Arts 104, History of Film from 1945 to Present

Theatre Arts 106, Introduction to Musical Theatre
 Theatre Arts 115, On-Camera Appearance
 Theatre Arts 146, Television Commercial Acting Workshop
 Theatre Arts 165, Introduction to Intelligent Lighting
 Theatre Arts 167, Setup for Intelligent Lighting
 Theatre Arts 199, Independent Studies
 TV/Video Communications 113, Advanced Final Cut Pro
 Vietnamese 198, Topics in Vietnamese
 Welding 039, Inert Gas Welding

CONTINUING EDUCATION

Adult Basic Education 009, Adult Basic Education
 English as a Second Language 038, Vocational ESL: Business Skills
 English as a Second Language 060, Vocational ESL: Health Services
 English as a Second Language 120, ESL Civics
 English as a Second Language 140, Vocational ESL For Child Care Educators
 English as a Second Language 392, Writing and Computers: Developing a School Publ
 English as a Second Language 393, Introduction to ESL/Family Literacy
 English as a Second Language 394, ESL Writing A
 English as a Second Language 395, ESL Writing B
 English as a Second Language 398, ESL Community Learning Center
 English as a Second Language 399, ESL Literacy
 English as a Second Language 400, Transition ESL
 English as a Second Language 401, ESL/Family Literacy, Beginning ESL 1
 English as a Second Language 404, ESL/Family Literacy with Computer Emphasis
 English as a Second Language 405, ESL/Family Literacy, Beginning ESL 2
 English as a Second Language 407, ESL/Family Literacy, Beginning ESL 3
 English as a Second Language 408, ESL/Family Literacy Intermediate 1
 English as a Second Language 409, ESL/Family Literacy Intermediate 2
 English as a Second Language 410, Beginning ESL 1
 English as a Second Language 420, Beginning ESL 2
 English as a Second Language 430, Beginning ESL 3
 English as a Second Language 460, Intermediate ESL 1
 English as a Second Language 460, Intermediate ESL 1
 English as a Second Language 470, Intermediate ESL 2
 English as a Second Language 470, Intermediate ESL 2
 English as a Second Language 480, Intermediate ESL 3
 English as a Second Language 480, Intermediate ESL 3
 English as a Second Language 490, Advanced Grammar Review
 English as a Second Language 510, Vocational ESL: English for Work 1
 English as a Second Language 520, Vocational ESL: English for Work 2
 English as a Second Language 530, American English Pronunciation
 English as a Second Language 570, Conversation 1
 English as a Second Language 580, Conversation 2

English as a Second Language 600, Personal Discovery for Employability
 English as a Second Language 606, Interactive Language Center
 English as a Second Language 701, Academic English as a Second Language Beginning 1
 English as a Second Language 702, Academic English as a Second Language Beginning 2
 English as a Second Language 703, Academic English as a Second Language Beginning 3
 English as a Second Language 703, Academic English as a Second Language Beginning 3
 English as a Second Language 711, Academic English as a Second Language Intermediate 1
 English as a Second Language 712, Academic English as a Second Language Intermediate 2
 English as a Second Language 713, Academic English as a Second Language Intermediate 2
 Health and Safety 879, Living Healthy Lives
 Parent Education 528, Increasing Parent Awareness of U.S. Schools
 Parent Education 533, Seminar in Parent Education
 Persons with Substantial Disabilities 787, Employment Preparation for Adults with
 Developmental Disabilities
 Persons with Substantial Disabilities 788, Independent Living Skills for Adults with
 Developmental Disabilities
 Persons with Substantial Disabilities 793, Physical Activities for Adults with Developmental
 Disabilities
 Secondary Subjects High School Subjects 010, Learning Skills and Strategies
 Secondary Subjects High School Subjects 010, Learning Skills and Strategies
 Secondary Subjects High School Subjects 090, Leadership Basics, Part 1
 Secondary Subjects High School Subjects 092, Leadership Basics, Part 2
 Secondary Subjects High School Subjects 094, Directing and Facilitating a Conference
 Secondary Subjects High School Subjects 221, Study Skills 1
 Secondary Subjects High School Subjects 222, Study Skills 2
 Secondary Subjects High School Subjects 229, Skills for Success
 Secondary Subjects High School Subjects 338, Workforce Preparation
 Secondary Subjects High School Subjects 741, Spanish for Spanish Speakers
 Secondary Subjects High School Subjects English 083, Composition 1
 Secondary Subjects High School Subjects English 084, Composition 2
 Secondary Subjects High School Subjects English 085, Composition 3
 Secondary Subjects High School Subjects English 096, Building Vocabulary 1
 Secondary Subjects High School Subjects English 097, Building Vocabulary 2
 Secondary Subjects High School Subjects English 098, Building Vocabulary 3
 Secondary Subjects High School Subjects Math 158, Math Fundamentals 1
 Secondary Subjects High School Subjects Reading 089, Reading Proficiency Development
 Secondary Subjects High School Subjects Reading 093, Building Reading Skills 1 (shared)
 Secondary Subjects High School Subjects Reading 094, Building Reading Skills 2 (shared)
 Secondary Subjects High School Subjects-English 040, California High School Exit Exam
 Language Arts Preparation
 Secondary Subjects High School Subjects-English 055, English A
 Secondary Subjects High School Subjects-English 056, English B
 Secondary Subjects High School Subjects-English 057, English C
 Secondary Subjects High School Subjects-English 058, English D
 Secondary Subjects High School Subjects-English 065, English Fundamentals 1

Secondary Subjects High School Subjects-English 066, English Fundamentals 2
 Secondary Subjects High School Subjects-English 067, English Fundamentals 3
 Secondary Subjects High School Subjects-English 068, English Fundamentals 4
 Secondary Subjects High School Subjects-English 070, Short Story
 Secondary Subjects High School Subjects-English 072, Poetry
 Secondary Subjects High School Subjects-English 076, The Novel
 Secondary Subjects High School Subjects-English 083, Composition 1
 Secondary Subjects High School Subjects-English 084, Composition 2
 Secondary Subjects High School Subjects-English 085, Composition 3
 Secondary Subjects High School Subjects-English 095, Spelling Techniques
 Secondary Subjects High School Subjects-English 097, Building Vocabulary 2
 Secondary Subjects High School Subjects-English 601, American English Pronunciation C
 Secondary Subjects High School Subjects-English 705, English 5
 Secondary Subjects High School Subjects-English 706, English 6
 Secondary Subjects High School Subjects-English 707, English 7
 Secondary Subjects High School Subjects-English 708, English 8
 Secondary Subjects High School Subjects-Fine Arts 500, Introduction to Theatre Arts
 Secondary Subjects High School Subjects-Fine Arts 601, Music Theory 1
 Secondary Subjects High School Subjects-Fine Arts 602, Music Theory 2
 Secondary Subjects High School Subjects-Fine Arts 603, Music Theory 3
 Secondary Subjects High School Subjects-Fine Arts 604, Music Theory 4
 Secondary Subjects High School Subjects-Fine Arts 605, Music Theory 5
 Secondary Subjects High School Subjects-Fine Arts 606, Music Theory 6
 Secondary Subjects High School Subjects-Fine Arts 701, Dance Theory and Practice 1
 Secondary Subjects High School Subjects-Fine Arts 702, Dance Theory and Practice 2
 Secondary Subjects High School Subjects-Fine Arts 828, Understanding America Through Art
 Secondary Subjects High School Subjects-Fine Arts 837, The Film as Art
 Secondary Subjects High School Subjects-Fine Arts 845, Drawing and Painting 1
 Secondary Subjects High School Subjects-Fine Arts 846, Drawing and Painting 2
 Secondary Subjects High School Subjects-Fine Arts 847, Drawing and Painting 3
 Secondary Subjects High School Subjects-Mathematics 140, California High School Exit Exam
 Mathematics Preparation
 Secondary Subjects High School Subjects-Mathematics 154, Pre-Algebra A
 Secondary Subjects High School Subjects-Mathematics 155, Pre-Algebra B
 Secondary Subjects High School Subjects-Mathematics 158, Math Fundamentals 1
 Secondary Subjects High School Subjects-Mathematics 159, Math Fundamentals 2
 Secondary Subjects High School Subjects-Mathematics 163, Algebra 1A
 Secondary Subjects High School Subjects-Mathematics 164, Algebra 1B
 Secondary Subjects High School Subjects-Mathematics 165, Algebra 2A
 Secondary Subjects High School Subjects-Mathematics 166, Algebra 2B
 Secondary Subjects High School Subjects-Mathematics 167, Geometry A
 Secondary Subjects High School Subjects-Mathematics 168, Geometry B
 Secondary Subjects High School Subjects-Mathematics 170, Introduction to the Metric System
 Secondary Subjects High School Subjects-Mathematics 172, Basic Consumer Mathematics 1A
 Secondary Subjects High School Subjects-Mathematics 173, Basic Consumer Mathematics 1B

Secondary Subjects High School Subjects-Mathematics 175, AP Calculus Preparation
 Secondary Subjects High School Subjects-Other 740, Spanish 1
 Secondary Subjects High School Subjects-Other 741, Spanish for Spanish Speakers
 Secondary Subjects High School Subjects-Other 742, Spanish 2
 Secondary Subjects High School Subjects-Other 743, Spanish 3
 Secondary Subjects High School Subjects-Other 744, Spanish 4
 Secondary Subjects High School Subjects-Other 749, Introduction to Word Processing Using MS Word
 Secondary Subjects High School Subjects-Other 772, Positive Life Attitudes
 Secondary Subjects High School Subjects-Other 875, First Aid
 Secondary Subjects High School Subjects-Reading 089, Reading Proficiency Development
 Secondary Subjects High School Subjects-Reading 093, Building Reading Skills 1
 Secondary Subjects High School Subjects-Reading 094, Building Reading Skills 2
 Secondary Subjects High School Subjects-Science 170, Biology 1A, Lab Science
 Secondary Subjects High School Subjects-Science 171, Biology 1B, Lab Science
 Secondary Subjects High School Subjects-Science 180, Introduction to Biology
 Secondary Subjects High School Subjects-Science 185, Earth Science 2
 Secondary Subjects High School Subjects-Science 186, Life Science 2
 Secondary Subjects High School Subjects-Science 188, Earth Science 1
 Secondary Subjects High School Subjects-Science 189, Life Science 1
 Secondary Subjects High School Subjects-Science 190, Physical Science 1
 Secondary Subjects High School Subjects-Science 191, Physical Science 2
 Secondary Subjects High School Subjects-Science 192, Basic Science 1
 Secondary Subjects High School Subjects-Science 193, Basic Science 2
 Secondary Subjects High School Subjects-Science 195, Chemistry 1
 Secondary Subjects High School Subjects-Science 196, Health Science
 Secondary Subjects High School Subjects-Science 197, Anatomy and Physiology
 Secondary Subjects High School Subjects-Social Science 215, Introduction to Economics
 Secondary Subjects High School Subjects-Social Science 218, U.S. History 1: Colonization to Industrialization
 Secondary Subjects High School Subjects-Social Science 219, U.S. History 2: The Shaping of Modern America
 Secondary Subjects High School Subjects-Social Science 222, Government 1: United States Federal Government and Politics
 Secondary Subjects High School Subjects-Social Science 223, Government 2: California State/Local Government
 Secondary Subjects High School Subjects-Social Science 224, World Geography 1A
 Secondary Subjects High School Subjects-Social Science 225, World Geography 1B
 Secondary Subjects High School Subjects-Social Science 228, World History
 Secondary Subjects High School Subjects-Social Science 231, Modern World History 1
 Secondary Subjects High School Subjects-Social Science 232, Modern World History 2
 Vocational Business 301, Business Skills
 Vocational Business 574, Computer Basic: Hardware and Software

COURSE DELETIONS**Catalog 2009-2010**

Art 133A, Introduction to Cartooning
Art 133B, Intermediate Cartooning
Art 196B, 3D Advanced Modeling Techniques
Art 197B, 3D Animation Intermediate Techniques
Astronomy 115H, Honors Developments in Modern Astronomy
Business Applications 123, Microsoft Word for Writers I
Computer Science 103, Internet and World Wide Web Essentials
Computer Science 156, Multimedia Applications for the Web
Computer Science 183, Macromedia Flash Action Script Programming
Computer Science 231, File System Concepts
Computer Science 241, UNIX System Administration
Computer Science 242, Advanced UNIX Shell Scripts
Computer Science 247, Windows 2000 Server
English 030, Writing Center Instruction
English 071, Building Bridges: A Beginner's Guide to Literature
Environmental Studies 109, Chemistry in the Community
Exercise Science Intercollegiate Athletics 207, Tennis-Men
Exercise Science Off Season Activities 132AB, Golf-Playing Lesson
Fashion Design Merchandising 216L, Computer Pattern Design, Grading & Marking Lab
Reading 100A, Advanced and Critical Reading
Reading 100B, Advanced and Critical Reading
Special Services 111A, Signing Exact English
Television/Video Communication 182, 3D Advanced Modeling Techniques
Television/Video Communication 186, 3D Animation Intermediate Techniques

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTIAGO CANYON COLLEGE

To: Board of Trustees	Date: March 23, 2009
Re: Approval of Proposed Revisions for 2009-2010 Catalog, Santiago Canyon College	
Action: Request for Approval	

BACKGROUND

The Santiago Canyon College Curriculum and Instruction Council approves all catalog revisions including general education requirements for the Associate Degree, general education breadth requirements for the California State Universities, Intersegmental Education Transfer Curriculum (IGETC), revised programs/options, new courses, revised and deleted courses.

ANALYSIS

The attached memo represents a summary of the Curriculum and Instruction Council's work and catalog revisions for the 2009-2010 academic year. Academic policies have been reviewed and revised, and are now recommended for approval.

RECOMMENDATION

It is recommended that the Board approve the proposed revisions for the 2009-2010 catalog as presented.

Fiscal Impact: None	Board Date: March 23, 2009
Item Prepared by: Mary Halvorson, Vice President, Academic Affairs	
Item Submitted by: Juan Vázquez, President	
Item Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	

SANTIAGO CANYON COLLEGE

CURRICULUM AND INSTRUCTION COUNCIL

DATE: January 21, 2009
TO: Juan Vázquez, President of Santiago Canyon College
FROM: Craig Rutan, Chair & Laney Pryor, Co-Chair of the Curriculum and Instruction Council
RE: **PROPOSED REVISIONS FOR THE 2009-2010 CATALOG**

The following changes to the 2009-2010 college catalog are proposed by the Curriculum and Instruction Council (CIC) of Santiago Canyon College. All changes to academic policies, courses, and programs are reviewed and approved by departmental curriculum committees before action is taken by the CIC.

Santiago Canyon College's CIC is chaired by Craig Rutan and co-chaired by Laney Pryor, Designees, of the Academic Senate President. Membership also includes the Vice President of Academic Affairs, 14 faculty representatives, the Articulation Officer, a Support Services Assistant and a student representative.

Because we share our curriculum with Santa Ana College, all actions of the CIC at either college are shared on an ongoing basis with the CIC at the other college. The CIC at Santiago Canyon College is aware of and concurs with all proposed catalog changes reported by the CIC at Santa Ana College. Also, the CIC at Santa Ana College has been informed of and concurs with all proposed catalog changes initiated at Santiago Canyon College. The changes initiated at Santiago Canyon College for the 2009-2010 catalog are:

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

The following options were added, deactivated or revised for course requirements:

Associate Degree Requirements, II General Education Requirements

Revised description: A minimum of 21 units is required in general education areas A-E. A course may be used to satisfy a major requirement and meet a general education category requirement (A-E). The units cannot be counted in both areas and therefore an additional course from categories A-E must be used to meet the total units necessary for the general education requirement. Courses from the major may not be used to satisfy area F.

Category A – Natural Sciences

Chemistry 210 and Astronomy 112 were added.

Category C – Humanities

TV/Video Communications 105H Deactivated

Category D2 – International Perspective

Travel & Tourism 137, 138, 141 Deactivated

Category E2 – Communication and Analytical Thinking

Computer Science 100H and Mathematics 287 added. Interdisciplinary Studies 111 deactivated.

Category F1 – Lifelong Understanding and Self-Development

Counseling 113 added.

GENERAL EDUCATION REQUIREMENTS FOR THE CALIFORNIA STATE UNIVERSITY (PLAN B):

The following options were added or deactivated for course requirements:

Category A3 – Critical Thinking

Interdisciplinary Studies 111 deactivated.

Category B1- Physical Sciences

Astronomy 112, Chemistry 210, and Geology 142 added.

Category D7 – Interdisciplinary Social or Behavioral Science

Computer Science 100H added. Television Video Communications 105H deactivated.

Category D8 – Political Science, Government, and Legal Institutions

Political Science 201 added.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (Plan C):

The following areas were added or removed for course requirements:

Area 5, Group A – Physical Science

Astronomy 112, Chemistry 210, and Geology 142 added.

Area 4, Social & Behavioral Sciences

TV/Video Communications 105H deactivated.

NEW PROGRAMS/OPTION/CERTIFICATES:

One (1) program and twelve (12) certificates were added to the academic year.* (See Attachment #1)

REVISED PROGRAMS/OPTIONS/CERTIFICATES:

Forty-nine (49) programs/options/certificates were revised because of changes in required or elective courses, advisory committee recommendations, changes in requirements for four year schools, and recommendations from state agencies.* (See Attachment #2)

DELETED PROGRAMS/CERTIFICATES:

Two (2) programs and two (2) certificates were deleted and removed from the catalog.* (See Attachment #3)

NEW COURSES:

Forty-four (44) new courses were approved because of new and/or expanded programs or major changes in the discipline.* (See Attachment #4)

REVISED COURSES:

Ninety-three (93) course revisions were approved which reflected changes in title, units, hours, or content.* (See Attachment #5)

REVISED COMMON COURSES:

One-hundred eighteen (118) common course revisions were approved which reflected changes in title, units, hours, or content. * (See Attachment #6)

DELETED COURSES:

Thirty-seven (37) courses were deleted and removed from the catalog.* (See Attachment #7)

Cc: Morrie Barembaum, SCC Academic Senate President
Raymond Hicks, SAC Academic Senate President
Mary Halvorson, Vice-President of Academic Affairs
John Hernandez, Vice-President of Student Services
Jose Vargas, Vice-President of Continuing Education, Orange Education Center
Araceli Mora, Dean of Arts, Humanities, and Social Sciences
Larry Mercadante, Interim Dean of Business, Math, and Sciences
Tricia Evans, Dean of Career Education
Ruth Babeshoff, Dean of Counseling and Student Support Services
Shelly Jaffray, Co-Chair of the Curriculum and Instruction Council, Santa Ana College
Brian Kehlenbach, Co-Chair of the Curriculum and Instruction Council, Santa Ana College
Erlinda Martinez, President of Santa Ana College
Norman Fujimoto, Vice-President of Academic Affairs, Santa Ana College
Dr. Edward Hernandez Jr., Chancellor

NEW PROGRAMS/OPTIONS/CERTIFICATES

2009-2010 Catalog

Credit

Apprenticeship Electricity, Intelligent Transportation Systems Electrician Option Degree and Certificate
Certificate of Achievement in General Education for CSU Breadth
Certificate of Achievement for IGETC
Human Development-Basic Early Childhood Infant/Toddler Certificate
Human Development-Basic Early Childhood Preschool Certificate
Project Management Certificate

Non-Credit

ESL Beginning Certificate of Completion
ESL for Work Certificate of Completion
ESL Intermediate Certificate of Completion
Medical Billing Certificates of Completion
Secondary Education/GED Preparation Certificate of Completion
Secondary Education Certificate of Competency

REVISED PROGRAMS/DEGREES/CERTIFICATES**Credit**

Apprenticeship Carpentry, Millwrighting Option Degree (SCC 0454) and Certificate (SCC 1693)
 Apprenticeship Cosmetology Certificate
 Apprenticeship Maintenance Mechanic Maintenance Mechanic Apprentice I&II, Option Degree 1481 & 1482
 and Certificate 2490 & 2491
 Apprenticeship-Operating Engineers, Heavy Duty Repairer Option Degree (SCC New) and Certificate (SCC
 New)
 Apprenticeship-Operating Engineers Plant Equipment/Rock, Sand and Gravel Option Degree (SCC 2704) and
 Certificate (2796)
 Apprenticeship-Operating Engineers Special Inspector Option Degree (SCC 2701) and Certificate (SCC 2795)
 Art Degree (SCC 0304)
 Art-Graphic Design Degree (SCC 0354)
 Chemistry Degree (SCC 0506)
 Computer Science Degree (SCC 0280) and Certificate (SCC 0291)
 Early Childhood Options Degree and Certificate
 Entrepreneurship Degree (SCC 0173) and Certificate (0393)
 Gemology Degree (SCC 0511) and Certificate (SCC 0594)
 Geology Degree (SCC 0508)
 History Degree (SCC 0606)
 Liberal Arts Degree - Area of Emphasis Arts, Humanities and Communication (SCC 1804)
 Liberal Arts Degree - Area of Emphasis Mathematics and Sciences (SCC 1805)
 Liberal Arts Degree - Area of Emphasis Multi-Cultural Studies (SCC 1806)
 Liberal Arts Degree - Area of Emphasis Social and Behavioral Sciences (SCC 1807)
 Mathematics Degree (SCC 0218)
 Modern Languages Degree (SCC 0310)
 Philosophy Degree (SCC 0401)
 Public Works Construction Inspection Option Certificate (SCC 2091)
 Public Works Management and Certificate
 Science Degree (SCC 0501)
 Small Business Certificate (SCC 1294) (under Management Certificate Programs)
 Television Communications Certificate-Media Studies (SCC 2395)

Non-Credit

Customer Service Representative Certificate of Completion
 Executive Secretary/Administrative Assistant Certificate of Completion
 First-Line Supervisor/Manager of Office & Administrative Support Workers Certificate of Completion
 General Office Clerk Certificate of Completion
 Persons with Substantial Disabilities-2000
 Web Associate Certificate of Completion

DELETED PROGRAMS/CERTIFICATES

Credit

School Age Option Degree (SCC 0650) and Certificate (SCC 0390)

Travel and Tourism Degree (SCC 0166)

Travel and Tourism Certificate (SCC 0796)

NEW COURSES**Credit**

Apprenticeship Electrician	031	Intelligent Transportation Systems Electrician Apprentice 1
Apprenticeship Electrician	031	*TMI Form
Apprenticeship Electrician	032	Intelligent Transportation Systems Electrician Apprentice 2
Apprenticeship Electrician	032	*TMI Form
Apprenticeship Electrician	033	Intelligent Transportation Systems Electrician Apprentice 3
Apprenticeship Electrician	033	*TMI Form
Apprenticeship Electrician	034	Intelligent Transportation Systems Electrician Apprentice 4
Apprenticeship Electrician	034	*TMI Form
Apprenticeship Electrician	035	Intelligent Transportation Systems Electrician Apprentice 5
Apprenticeship Electrician	035	*TMI Form
Apprenticeship Electrician	036	Intelligent Transportation Systems Electrician Apprentice 6
Apprenticeship Electrician	036	*TMI Form
Apprenticeship Electrician	037	Intelligent Transportation Systems Electrician Apprentice 7
Apprenticeship Electrician	037	*TMI Form
Apprenticeship Electrician	038	Intelligent Transportation Systems Electrician Apprentice 8
Apprenticeship Electrician	038	*TMI Form
Astronomy	112	Introduction to Cosmology
Astronomy	112	*TMI Form
Business	175	Online Entrepreneurship
Business	175	*TMI Form
Chemistry	210	General, Organic and Biochemistry
Chemistry	210	*TMI Form
Computer Science	100H	Honors The Computer and Society
Computer Science	106	Intermediate Windows Programming with Visual Basic.net
Computer Science	120	Introduction to Programming
Counseling	113	Learning Strategies for College Success
Counseling	123	Introduction to Leadership Training for College Orientation Programs
English	N92	Extended Composition Strategies
Gemology	015	Colored Stones and Diamonds Lab
Mathematics	287	Introduction to Linear Algebra and Differential Equations
Public Works	062	Public Works II
Public Works	062	*TMI Form
Public Works	083	Project Management Capstone
Public Works	083	*TMI Form
Special Services	N68	Learning with Technology
Water Utility Science	056	Treatment Test Preparation

Non-Credit

Counseling	200	Education and Career Seminar
English As A Second Language	250	Seminar for Beginning ESL Students
English As A Second Language	260	Seminar for Intermediate ESL Students

Health & Safety	200	Health and Safety Awareness and Application
Health & Safety	300	Smoking Cessation
Persons with Substantial Disabilities	200	Issues and Concepts for Adults with Developmental Disabilities
Persons with Substantial Disabilities	793	Physical Activities for Adults with Developmental Disabilities
Secondary Subjects High School Subjects	005	Introduction to Child Development
Secondary Subjects High School Subjects	150	Mass Media
Secondary Subjects High School Subjects	501	Spanish 1A
Secondary Subjects High School Subjects	505	Spanish 2A
Secondary Subjects High School Subjects	510	Spanish 2B
Secondary Subjects High School Subjects English	201	Survey of English Level 1
Secondary Subjects High School Subjects English	202	Survey of English Level 2
Secondary Subjects High School Subjects English	203	Survey of English Level 3
Secondary Subjects High School Subjects English	204	Survey of English Level 4
Secondary Subjects High School Subjects Fine Arts	500	Introduction to Theatre Arts
Secondary Subjects High School Subjects Fine Arts	846	Drawing and Painting 2
Secondary Subjects High School Subjects Fine Arts	847	Drawing and Painting 3
Secondary Subjects High School Subjects Math	180	Pre-Calculus with Trigonometry 1B
Vocational Business	080	Introduction to Medical Billing

REVISED COURSES**Credit**

American College English	080	Writing Lab
American College English	116	Introduction to Academic Composition
Apprenticeship Carpentry	050	Millwright Skills Development
Apprenticeship Carpentry	051	Orientation
Apprenticeship Carpentry	052	Transit Level/Laser
Apprenticeship Carpentry	053	Machinery Installation & Erection
Apprenticeship Carpentry	054	Drive Systems & Alignment
Apprenticeship Carpentry	055	Hydraulic Systems & Machinery Bases
Apprenticeship Carpentry	056	Pneumatic Systems & Compressors
Apprenticeship Carpentry	057	Turbines & Generators
Apprenticeship Carpentry	058	System Design & Fabrication
Apprenticeship Carpentry	059	Structural Welding-AWS/L.A. City
Apprenticeship Carpentry	060	Welding Fabrication
Apprenticeship Cosmetology	035	Cosmetology Apprentice
Apprenticeship Cosmetology	039	Cosmetology Skills
Apprenticeship Maintenance Mechanic	021	Maintenance Mechanic Apprentice, Level 1
Apprenticeship Maintenance Mechanic	022	Maintenance Mechanic Apprentice I, Level 2
Apprenticeship Maintenance Mechanic	043	Maintenance Mechanic Apprentice I, Level 3
Apprenticeship Maintenance Mechanic	044	Maintenance Mechanic Apprentice I, Level 4
Apprenticeship Maintenance Mechanic	045	Maintenance Mechanic Apprentice I, Level 5
Apprenticeship Maintenance Mechanic	046	Maintenance Mechanic Apprentice I, Level 6
Apprenticeship Maintenance Mechanic	047	Maintenance Mechanic Apprentice I, Level 7
Apprenticeship Maintenance Mechanic	048	Maintenance Mechanic Apprentice I, Level 8
Apprenticeship Maintenance Mechanic	052	Maintenance Mechanic Apprentice II, Level 2
Apprenticeship Maintenance Mechanic	053	Maintenance Mechanic Apprentice II, Level 3
Apprenticeship Maintenance Mechanic	054	Maintenance Mechanic Apprentice II, Level 4
Apprenticeship Maintenance Mechanic	055	Maintenance Mechanic Apprentice II, Level 5
Apprenticeship Maintenance Mechanic	056	Maintenance Mechanic Apprentice II, Level 6
Apprenticeship Maintenance Mechanic	057	Maintenance Mechanic Apprentice II, Level 7
Apprenticeship Maintenance Mechanic	058	Maintenance Mechanic Apprentice II, Level 8
Apprenticeship Operating Engineers	031	Heavy Duty Repairer 1
Apprenticeship Operating Engineers	032	Heavy Duty Repairer 2
Apprenticeship Operating Engineers	033	Hydraulics
Apprenticeship Operating Engineers	034	Advanced Hydraulics
Apprenticeship Operating Engineers	035	Heavy Duty Repairer 5
Apprenticeship Operating Engineers	036	Disassembly and Assembly
Communication	130	Forensics Team
Communication	131	Individual Events
Communication	132	Team Events
Communication	230	Forensics Team
Communication	231	Individual Events
Communication	232	Team Events
Exercise Science	198	Topics

Exercise Science	298
Geology	142
Geology	142
Geology	178
Math	061
Political Science	122
Political Science	122
Political Science	123
Political Science	123
Political Science	226
Public Works	051
Public Works	055
Public Works	055
Public Works	065
Public Works	065
Public Works	080
Public Works	081
Public Works	081
Public Works	082
Reading	096
Reading	097
Reading	150
Spanish	194
Special Services	N60
Water Utility Science	107
Water Utility Science	107

Topics
Natural Disasters
*TMI Form
Geologic Field Studies of Orange County
Beginning Algebra
Model United Nations Team Events
*TMI Form
Model United Nations Individual Events
*TMI Form
Contemporary Issues in California Government and Politics
Infrastructure Construction and Operations
Public Works Inspection I
*TMI Form
Public Works Inspection II
*TMI Form
Principles of Project management
Applied Project Management
*TMI Form
Project Management: Microsoft Project
Foundation for College Reading
Advanced College Reading
Critical Reading
Beginning Conversational Spanish
Learning Assessment
California Water Resources
*TMI Form

Non-Credit

English as a Second Language	010	ESL Writing
Secondary Subjects High School Subjects	030	Study Skills For Academic Success
Secondary Subjects High School Subjects English	020	Literature Brought To Life
Secondary Subjects High School Subjects English	030	AP English 1A
Secondary Subjects High School Subjects English	050	English through Literature 11B
Secondary Subjects High School Subjects English	051	English through Literature 12B
Secondary Subjects High School Subjects English	062	Speech and Debate 1A
Secondary Subjects High School Subjects English	062	Speech and Debate 1A
Secondary Subjects High School Subjects Mathematics	101	AP Calculus Preparation 1A
Secondary Subjects High School Subjects Mathematics	102	AP Calculus Preparation 1B
Secondary Subjects High School Subjects Mathematics	156	Essential Mathematics 1
Secondary Subjects High School Subjects Mathematics	157	Essential Mathematics 2
Secondary Subjects High School Subjects Mathematics	161	Pre-Calculus with Trigonometry 1A
Secondary Subjects High School Subjects Mathematics	161	Pre-Calculus with Trigonometry 1A
Secondary Subjects High School Subjects Reading	090	Reading Improvement
Secondary Subjects High School Subjects Reading	090	Reading Improvement

Secondary Subjects High School Subjects Science	100	Chemistry 1B
Secondary Subjects High School Subjects Science	100	Chemistry 1B
Secondary Subjects High School Subjects Science	182	Physiology 1A
Secondary Subjects High School Subjects Science	182	Physiology 1A
Secondary Subjects High School Subjects Science	183	Physiology 1B
Secondary Subjects High School Subjects Science	183	Physiology 1B
Secondary Subjects High School Subjects Science	184	Chemistry 1A
Secondary Subjects High School Subjects Science	184	Chemistry 1A
Secondary Subjects High School Subjects Social Science	216	World Cultures 1A
Secondary Subjects High School Subjects Social Science	216	World Cultures 1A
Secondary Subjects High School Subjects Social Science	217	World Cultures 1B
Secondary Subjects High School Subjects Social Science	217	World Cultures 1B
Vocational Business	011	Introduction to Web Graphics Using Adobe CS3 Tools
Vocational Business	101	Introduction to 3D Modeling Using Blender
Vocational Business	102	Introduction to Desktop Publishing Using Adobe InDesign

REVISED COMMON COURSES**Credit**

Accounting	098	Topics
Accounting	198	Topics
Art	041	Introduction to Painting
Art	102	Survey of Western Art History II: Renaissance through the Twentieth Century
Art	140A	Watercolor Painting
Art	140B	Watercolor Painting
Art	241	Intermediate Painting
Art	242	Advanced Painting
Astronomy	198	Topics
Biology	N98	Topics
Computer Science	098	Topics
Computer Science	100	The Computer and Society
Computer Science	105	Visual BASIC Programming
Computer Science	119	Fundamentals of Assembly Programming
Computer Science	121	Programming Concepts
Computer Science	198	Topics
Counseling	N98	Topics
Counseling	198	Topics
Education	209	Roles and Responsibilities of the Special Education Paraprofessional
Education	211	Classroom Practices for Diverse Learners
English	246	Survey of Chicano Literature
English	271	Survey of World Literature
English	278	Survey of Literature by Women
French	198	Topics
Geology	N98	Topics
Geology	098	Topics
Geology	198	Topics
Human Development	107	Child Growth and Development
Human Development	108A	Observation and Assessment for Early Learning and Development
Human Development	110	Child, Family and Community
Human Development	111A	Principles and Practices of Teaching Young Children
Human Development	111B	Introduction to Curriculum for Young Children
Human Development	112	Health, Safety and Nutrition for Children
Human Development	116A	Infant/Toddler Growth and Development
Human Development	116B	Programmmg for Infants and Toddlers
Human Development	221	Teaching In A Diverse Society
Human Development	221	*TMI Form
Human Development	298A	Practicum in Early Childhood Programs
Human Development	298B	Practicum in Infant/Toddler Programs
Management	098	Topics
Management	198	Topics
Music	101H	Honors Music Appreciation
Nutrition and Food	098	Topics

Nutrition and Food	198	Topics
Physics	198	Topics
Political Science	200	American Political Thought
Political Science	200	American Political Thought
Political Science	200H	Honors American Political Thought
Political Science	200H	Honors American Political Thought
Political Science	201	Introduction to Comparative Politics
Political Science	201	Introduction to Comparative Politics
Political Science	220	International Politics
Political Science	220	International Politics
Psychology	240	Introduction to Social Psychology
Psychology	250	Introduction to Abnormal Psychology
Reading	N98	Topics
Reading	098	Topics
Reading	198	Topics
Sociology	240	Introduction to Social Psychology
Spanish	N51	Spanish for Public Personnel
Spanish	195A	Advanced Conversational Spanish
Spanish	195B	Advanced Conversational Spanish
Spanish	201	Intermediate Spanish
Study Skills	N98	Topics
Study Skills	098	Topics
Study Skills	198	Topics
Theatre Arts	100	*TMI Form
Theatre Arts	103	History of Film to 1945
Theatre Arts	104	History of Film from 1945 to Present
TV/Video Communications	101	TV and Society: A visual History
TV/Video Communications	103	History of Film to 1945
TV/Video Communications	104	History of Film from 1945 to Present
TV/Video Communications	105	Mass Media and Society
TV/Video Communications	120	Beginning Writing for TV, Film, and Corporate Video

Non-Credit

English as a Second Language	060	Vocational ESL: Health Services
English as a Second Language	120	ESL Civics
English as a Second Language	392	Writing and Computers: Developing a School Publication
English as a Second Language	393	Introduction to ESL/Family Literacy
English as a Second Language	399	ESL Literacy
English as a Second Language	400	Transition ESL
English as a Second Language	410	Beginning ESL 1
English as a Second Language	420	Beginning ESL 2
English as a Second Language	430	Beginning ESL 3
English as a Second Language	460	Intermediate ESL 1
English as a Second Language	470	Intermediate ESL 2
English as a Second Language	480	Intermediate ESL 3
English as a Second Language	490	Advanced Grammar Review
English as a Second Language	510	Vocational ESL: English for Work 1

English as a Second Language	520	Vocational ESL: English for Work 2
English as a Second Language	530	American English Pronunciation
English as a Second Language	570	Conversation 1
English as a Second Language	580	Conversation 2
English as a Second Language	600	Personal Discovery for Employability
English as a Second Language	606	Interactive Language Training
Persons with Substantial Disabilities	787	Employment Preparation for Adults with Developmental Disabilities
Persons with Substantial Disabilities	788	Independent Living Skills for Adults with Developmental Disabilities
Secondary Subjects High School Subjects	338	Workforce Preparation
Secondary Subjects High School Subjects English	063	English through Literature 11A
Secondary Subjects High School Subjects English	064	English through Literature 12A
Secondary Subjects High School Subjects English	066	English Fundamentals 2
Secondary Subjects High School Subjects English	067	English Fundamentals 3
Secondary Subjects High School Subjects English	068	English Fundamentals 4
Secondary Subjects High School Subjects English	070	The Short Story
Secondary Subjects High School Subjects English	072	Poetry
Secondary Subjects High School Subjects English	076	The Novel
Secondary Subjects High School Subjects English	083	Composition 1
Secondary Subjects High School Subjects English	084	Composition 2
Secondary Subjects High School Subjects English	085	Composition 3
Secondary Subjects High School Subjects English	098	Building Vocabulary 3
Secondary Subjects High School Subjects Fine Arts	828	Understanding America Through Art
Secondary Subjects High School Subjects Fine Arts	837	The Film as Art
Secondary Subjects High School Subjects Fine Arts	845	Drawing and Painting 1
Secondary Subjects High School Subjects Mathematics	154	Pre-Algebra A
Secondary Subjects High School Subjects Mathematics	155	Pre-Algebra B
Secondary Subjects High School Subjects Mathematics	159	Math Fundamentals 2
Secondary Subjects High School Subjects Mathematics	163	Algebra 1A
Secondary Subjects High School Subjects Mathematics	164	Algebra 1B
Secondary Subjects High School Subjects Mathematics	165	Algebra 2A

Secondary Subjects High School Subjects Mathematics	166	Algebra 2B
Secondary Subjects High School Subjects Mathematics	167	Geometry A
Secondary Subjects High School Subjects Mathematics	167	Geometry A
Secondary Subjects High School Subjects Mathematics	168	Geometry B
Secondary Subjects High School Subjects Reading	089	Reading Proficiency Development
Secondary Subjects High School Subjects Reading	089	Reading Proficiency Development
Secondary Subjects High School Subjects Reading	093	Building Reading Skills 1
Secondary Subjects High School Subjects Reading	093	Building Reading Skills 1
Secondary Subjects High School Subjects Reading	094	Building Reading Skills 2
Secondary Subjects High School Subjects Reading	094	Building Reading Skills 2
Secondary Subjects High School Subjects Science	188	Earth Science 1
Secondary Subjects High School Subjects Science	189	Life Science 1
Secondary Subjects High School Subjects Science	190	Physical Science 1
Secondary Subjects High School Subjects Science	192	Basic Science 1
Secondary Subjects High School Subjects Science	193	Basic Science 2
Secondary Subjects High School Subjects Science	196	Health Science
Secondary Subjects High School Subjects Social Science	215	Introduction to Economics
Secondary Subjects High School Subjects Social Science	218	U.S. History 1: Colonization to Industrialization
Secondary Subjects High School Subjects Social Science	219	U.S. History 2: The Shaping of Modern America
Secondary Subjects High School Subjects Social Science	222	Government 1: United States Federal Government and Politics
Secondary Subjects High School Subjects Social Science	223	Government 2: California State/Local Government
Secondary Subjects High School Subjects Social Science	224	World Geography 1A
Secondary Subjects High School Subjects Social Science	225	World Geography 1B
Secondary Subjects High School Subjects Social Science	228	World History

DELETED COURSES**Credit**

American College English	096	Academic Reading and Discussion
Chemistry	239	Quantative Analysis
Computer Science	231	File System Concepts
French	N09A	Language Laboratory
French	N09B	Language Laboratory
Interdisciplinary Studies	111	Introductory Logic
Italian	N09A	Language Laboratory
Italian	N09B	Language Laboratory
Public Works	052	Asphalt Technology and Construction
Public Works	053	Portland Cement Concrete
Reading	N09	Reading Laboratory
Spanish	N09A	Language Laboratory
Spanish	N09B	Language Laboratory
TV/Video Communications	105H	Honors Mass Media and Society
TV/Video Communications	143	Television Commercial Acting Workshop
Theatre Arts	146	Television Commercial Acting Workshop
Travel & Tourism	098	Short Cruise Semmar
Travel & Tourism	137	Destination Geography: Pacific, Africa, Asia, Central and South America
Travel & Tourism	138	Destination Geography: Europe and North America
Travel & Tourism	141	Introduction to the Travel and Tourism Industry
Travel & Tourism	161	Introduction to the Hospitality Industry
Travel & Tourism	180	Cruises and Tours
Travel & Tourism	198	Topics
Travel & Tourism	243	Travel Marketing and Sales Management

Non-Credit

Disabled Student Program	150	Seminar for Adults with Substantial Disabilities
Disabled Student Program	160	Physical Activities for Adults with Substantial Disabilities
English as a Second Language	020	ESL New Student Orientation
Health & Safety	400	Seminar in Health & Safety
Health & Safety	500	Smoking Cessation
Secondary Subjects High School Subjects-English	065	English Fundamentals 1
Secondary Subjects High School Subjects-English	095	Spelling Techniques
Secondary Subjects High School Subjects-Mathematics	158	Math Fundamentals 1
Secondary Subjects High School Subjects-Mathematics	172	Basic Consumer Mathematics 1A
Secondary Subjects High School Subjects-Mathematics	173	Basic Consumer Mathematics 1B
Secondary Subjects High School Subjects-Mathematics	175	AP Calculus Preparations
Secondary Subjects High School Subjects	749	Introduction to Beginning Word Processing:MS Word
Secondary Subjects High School Subjects-Other	020	New Student Orientation

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santiago Canyon College
Community Services Program

To: Board of Trustees	Date: March 23, 2009
Re: Approval of the Santiago Canyon College Community Services Program, Summer 2009	
Action: Request For Approval	

BACKGROUND

The Summer 2009 Community Services Program reflects a comprehensive effort to meet the needs of the community, maintain quality in our programming, develop new and promote on-going revenue generating programs, and strike a balance between program demands, facilities, and available staffing to service these programs.

ANALYSIS

We maintain a comprehensive educational and recreational Community Services Program at Santiago Canyon College that supports RSCCD's vision of "providing comprehensive educational opportunities" and which responds to the diverse needs of our community. We continue to expand our educational and recreational course offerings with over 140 programs of opportunities available to the Santiago Canyon College community. We add or replace classes that have the most cost-effective impact on our program.

RECOMMENDATION

It is recommended that the Board of Trustees review and approve the attached proposed Community Services Program for Summer 2009.

Fiscal Impact:	\$25,000 revenue	Board Date: March 23, 2009
Prepared by:	Dr. John Hernandez, Vice President of Student Services	
Submitted by:	Juan Vázquez, President	
Recommended by:	Dr. Edward Hernandez, Jr., Chancellor	

SANTIAGO CANYON COLLEGE
Community Services Program - Summer 2009

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
Animal Care			
Dog Obedience	Dog Services Unlimited	\$72	60/40
Around the Home & Garden			
Basic Home Plumbing Repairs	Rick Longobart	\$69	50/50
Interior Design for the Homeowner	Cynthia Albert	\$69	60/40
Arts & Crafts			
Fresh Flower Designs for Summer	Pat Gosnell	\$28	70/30
Jewelry Design/Stringing Techniques	Phuong Nguyen	\$39	50/50
Jewelry Design/Wire Techniques	Phuong Nguyen	\$39	50/50
Family Scrapbook Pages	Andrea Lewis	\$39	60/40
Digital Scrapbooking	Patty Debowski	\$39	60/40
Multi-Media Art	Carla Buchanan	\$59	60/40
Business & Careers			
Introduction to Voiceovers	Voices for All	\$29	60/40
Become A Notary Public	Notary Public Seminars	\$85	60/40
Renew Your Notary	Notary Public Seminars	\$50	60/40
How To Be A Special Event Planner	Farla Binder	\$44	60/40
How To Be Your Own Private Investigator	Jim Harriger	\$39	60/40
How to Become a Mystery Shopper	Elaine Moran	\$39	60/40
Writing for Kids	Garrett Hicks	\$79	60/40
Writing for Magazines	Jack Adams	\$44	60/40
Screenwriting	Jack Adams	\$44	60/40
Marketing on the Internet	Keith Mueller	\$89	60/40
Writing Your 1 st Book	Bobbie Christensen	\$29	60/40
Publishing Your 1 st Book	Bobbie Christensen	\$29	60/40
Human Resources Certification	Allison Pratt	\$199	60/40
• HR Functions	Allison Pratt	\$47	60/40
• Manage Diversity/Create Inclusion	Allison Pratt	\$47	60/40
• Employee Relations	Allison Pratt	\$47	60/40
• Avoid Litigation	Allison Pratt	\$47	60/40
Successful Home Based Business	Leeanne Krusemark	\$39	60/40
Start A Word Processing Business	Leeanne Krusemark	\$15	60/40
Beginners Guide to Getting Published	Leeanne Krusemark	\$39	60/40
Travel and Get Paid	Cherie Anderson	\$39	60/40
College For Kids			
Basic Math (Grades 3/4)(Grades 5/6)	Mathnasium	\$98	\$40/hour
Pre-Algebra	Mathnasium	\$98	\$40/hour
Algebra	Mathnasimm	\$98	\$40/hour
Singing For Youth	Carol Roman	\$59	\$40/hour
Musical Theater	Carol Roman	\$89	\$40/hour
Beginning Keyboard/ Piano	Carol Roman	\$59	\$40/hour

SANTIAGO CANYON COLLEGE
Community Services Program - Summer 2009

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
College For Kids (continued)			
Hip Hop	OC Dance Productions	\$75	60/40
Cheer & Pompom Camp	OC Dance Productions	\$120	60/40
Natural A's	Curtis Adney	\$49	60/40
Keyboarding For Kids	Lindsay Krill	\$79	\$40/hour
Computers For Kids	Lindsay Krill	\$79	\$40/hour
Website Design	Renee Levine	\$89	\$45/hour
Digital Photography for Kids	Renee Levine	\$89	\$45/hour
Photoshop For Kids	Renee Levine	\$78	\$45/hour
Spanish For Kids	Alicia Migliarini	\$69	\$40/hour
Because Manners Matter	Margaret Frazier	\$45	60/40
Instant Manners for Teen & Tweens	Margaret Frazier	\$45	60/40
Seriously Awesome Sitters	Sabrina Bradley	\$39	60/40
Junior Vehicles (Legos @)	All About Learning	\$125	\$85/person
Vehicles Engineering & Building (Legos @)	All About Learning	\$125	\$85/person
Video Game Making	All About Learning	\$125	\$85/person
Gizmo's Robot Factory	Science Adventures	\$140/\$217	\$115/\$177
Fabulous Physics Challenge	Science Adventures	\$140/\$217	\$115/\$177
Powerful Planet	Science Adventures	\$140/\$217	\$115/\$177
Study Skills & Test Taking	Readwrite Education	\$59	\$40/hour
Reading Development	Readwrite Education	\$89	\$40/hour
Speed Reading & Vocabulary	Readwrite Education	\$69	\$40/hour
Reading Academy (Grades2-5)	Advanced Tutoring	\$79	50/50
Writing Academy (Grades 2-8)	Advanced Tutoring	\$79	50/50
Math Academy (Grades 2-8)	Advanced Tutoring	\$79	50/50
Social Studies/Geography Academy (2-5)	Advanced Tutoring	\$79	50/50
Spanish for Kids	Alicia Migliarini	\$79	40/hour
English Composition & Writing Skills	Phyllis Neal	\$59	60/40
Cartooning	Jeffrey Schumerth	\$59	60/40
Comic Book Art	Jeffrey Schumerth	\$59	60/40
Forensic Science Academy	Charles Fanning	\$129	\$45/hour
Professional Magic Made Easy	John Fedko	\$69	60/40
Fabulous Magic Tricks	John Fedko	\$69	60/40
Classics of Magic	John Fedko	\$69	60/40
How to Write a College Essay	Jayne Munoz	\$59	\$40/hour
Guitar for Kids	Ron Gorman	\$69	50/50
Sewing Made Simple	Carla Buchanan	\$59	60/40
Fashion Design	Carla Buchanan	\$59	60/40
Express Yourself Through Fashion	Carla Buchanan	\$59	60/40
Self-Confidence Through Modeling	Acting Express/Tara Myer	\$69	60/40
Kids On Stage	Acting Express/Tara Myer	\$69	60/40
Writing & Poetry	Derek Marshall	\$59	\$40/hour
Leadership Skills	Derek Marshall	\$59	\$40/hour
Chess	Jim Bullock	\$75	60/40
Preschool Drawing	Young Rembrandt's	\$69	60/40

SANTIAGO CANYON COLLEGE
Community Services Program - Summer 2009

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
College For Kids (continued)			
Babies/ Toddlers Love Music	Kids Love Music	\$60	60/40
Mommy & Me Fitness	Dorothy Dawn	\$74	60/40
Spanish For Early Preschool	Alicia Miglianni	\$49	40/hour
Cruising to Australia- Art Camp	Young Rembrandt's	\$78	60/40
Pastel Drawing Camp	Young Rembrandt's	\$78	60/40
SCC Softball Camp	Lisa Field	\$150	\$120/Child
Computers			
Computers for Beginners	Dori Dumon	\$89	\$40/hour
Managing Your Computer Files	Dori Dumon	\$44	\$40/hour
Become a Windows Wizard	Dori Dumon	\$44	\$40/hour
Introduction To Photoshop	Dori Dumon	\$89	\$40/hour
Microsoft Word - Part I	Karen Harris	\$89	\$40/hour
Introduction to MS Excel	Karen Harris	\$89	\$40/hour
Improving PC Performance	Robert Cohen	\$29	60/40
Macintosh Basics	Keith Mueller	\$89	50/50
Intermediate Macintosh	Keith Mueller	\$89	50/50
Podcasting for Everyone	Renee Levine	\$69	\$40/hour
On-Line Courses	Education To Go	\$79-\$199	\$52-\$151
Dance			
Salsa	Salomon Rivera	\$59	60/40
Belly Dance	JoEllen Larsen	\$59	60/40
Strictly Ballroom	John Potter	\$59	\$40/hour
Smooth Style Lindy	John Potter	\$59	\$40/hour
Dance at Your Wedding	John Potter	\$59	\$40/hour
Health, Beauty & Fitness			
Tai Chi Chuan	Karen Mack	\$59	60/40
Yoga	Pamela Buonanotte	\$59	60/40
Head, Neck & Shoulder Massage	Barbara Sobel	\$44	60/40
Evening of Massage	Barbara Sobel	\$44	60/40
Body by Bootcamp	Kaja Donikowski	\$89	50/50
Nutrition for Weight Loss	Kaja Donikowski	\$19	50/50
Total Fitness @ OEC	Jeffrey Nolasco	\$29	60/40
Yoga for Everybody @ OEC	Bobby Glicksir	\$29	60/40
Boogie Box Fitness	Holly September	\$79	60/40
Language			
Speed Spanish	Chris Lincke	\$69	60/40
Fast Fun French	Katherine Watson	\$59	60/40

SANTIAGO CANYON COLLEGE
Community Services Program - Summer 2009

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
Money Matters			
Master Your Money	Jalon O'Connell	\$39/\$59	60/40
Annuities Explained	Jalon O'Connell	\$39/\$59	60/40
Investment Bootcamp	Jalon O'Connell	\$39/\$59	60/40
Build Your Financial Portfolio	Bobbie Christensen	\$39	60/40
Living Trust & Estate Planning	Neal Rogers	\$29/\$44	60/40
Retirement Planning Today	Charles Munoz	\$49/\$60	60/40
Music			
Keyboards Kool & Kwik	Patrick Hardman	\$39	60/40
Beginning Guitar	Ron Gorman	\$89	50/50
Intermediate Guitar	Ron Gorman	\$89	50/50
Personal Enrichment			
What Were You Born To Do	Curtis Adney	\$49	60/40
Overcome Anxiety & Panic Forever	Nick Lazaris	\$29	60/40
Communication Skills For Success	Nick Lazaris	\$29	60/40
Developing the Power of Self-Confidence	Nick Lazaris	\$29	60/40
Real Estate			
How \$10,000 Can be Turned into Millions	Marshall Reddick Seminars	\$54/\$81	60/40
How to Sell Residential Real Estate	Robert Lindquist	\$19	60/40
Special Interest			
Digital Photography	Julie Diebolt Price	\$69	60/40
Fly Fishing for Fun	Eric Christensen	\$39	60/40
Trade Your Talents for Free Cruises	Nick Lazaris	\$29	60/40
Acting for Commercials & TV	Robert Conrad		
EBay For Fun & Profit	Keith Mueller	\$59	50/50
CPR	Sabrina Bradley	\$29	60/40
Basic First Aid	Sabrina Bradley	\$29	60/40
Intro to Creative Writing	Kathleen Gunton	\$69	60/40
Test Preparation			
SAT Preparation	Robert Chan & Jayne Munoz	\$94	\$40/Hour
Online Driver's Education	Safety Drivers Ed	\$59	50/50
Travel			
Ojai Wine Festival	Regina Rocha	\$79	\$64/person
LA Tourist for the Day	Regina Rocha	\$54	\$39/person
Vacation for a Day at Lake Arrowhead	Regina Rocha	\$59	\$45/person
New England Back Roads	Collette Vacations	\$2199	\$1980/person

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**SANTIAGO CANYON COLLEGE
STUDENT SERVICES**

To: Board of Trustees	Date: March 23, 2009
Re: Approval of Memorandum of Understanding between the Community College University Partnership (CCUP), Santiago Canyon College, and the University of California, Irvine	
Action: Request for Approval	

BACKGROUND

The Memorandum of Understanding that follows is a formal agreement and contract to work together to provide accountability for Community College University Partnership (CCUP) programs. The goal of CCUP is to provide the highest quality education to Santiago Canyon College (SCC) students within the Rancho Santiago Community College District (RSCCD) in order to increase the number of educationally disadvantaged students prepare for higher education and the workplace, and for regular and competitive admission to the University of California.

ANALYSIS

The University of California, Irvine (UCI) is committed to providing its CCUP schools with effective programs that meet or exceed stated educational goals. Conducting ongoing, data-driven program evaluation is essential for fulfilling UCI's commitment. Evaluation will help assess program effects as well as serve as a guide for improving program models. Successfully conducting program evaluation requires that student level data be collected for both student program participation tracking and evaluative purposes. The University of California Office of the President (UCOP) is a major participant in this effort to ensure the CCUP programs are positively impacting program recipients. UCOP is coordinating a UC wide data collection effort for UUCP program evaluation purposes; UCI is only one of ten UC campuses participating in this endeavor.

RECOMMENDATION

It is recommended that the Board of Trustees review and approve the Community College University Partnership (CCUP) with Santiago Canyon College and the University of California, Irvine, Memorandum of Understanding.

Fiscal Impact: None	Board Date: March 23, 2009
Prepared by: John Hernandez, Vice President of Student Services	
Submitted by: Juan Vázquez, President	
Recommended by: Dr. Edward Hernandez, Jr., Chancellor	

MEMORANDUM OF UNDERSTANDING
Between
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
on behalf of
SANTIAGO CANYON COLLEGE
And
REGENTS OF THE UNIVERSITY OF CALIFORNIA
on behalf of
UNIVERSITY OF CALIFORNIA, IRVINE

The Memorandum of Understanding that follows is a formal agreement and contract to work together to provide accountability for Community College University Partnership (CCUP) programs. The goal of CCUP is to provide the highest quality education to Santiago Canyon College (SCC) students within the Rancho Santiago Community College District (RSCCD) in order to increase the number of educationally disadvantaged students prepared for higher education and the workplace, and for regular and competitive admission to the University of California.

The University of California, Irvine (UCI) is committed to providing its CCUP schools with effective programs that meet or exceed stated educational goals. Conducting ongoing, data-driven program evaluation is essential for fulfilling UCI's commitment. Evaluation will help assess program effects as well as serve as a guide for improving program models. Successfully conducting program evaluation requires that student level data be collected for both student program participation tracking and evaluative purposes. The University of California Office of the President (UCOP) is a major participant in this effort to ensure that CCUP programs are positively impacting program recipients. UCOP is coordinating a UC-wide data collection effort for UUCP program evaluation purposes; UCI is only one of ten UC campuses participating in this endeavor.

DATA SHARING

To accomplish the purposes stated above Rancho Santiago Community College District, on behalf of Santiago Canyon College, and the Center for Educational Partnerships (CFEP), representing UCI, will share student level data for purposes of program evaluation and enhancement. The Center for Educational Partnerships will inventory annually Rancho Santiago Community College District's student databases in the July of each academic year. At that time, Rancho Santiago Community College District and the Center for Educational Partnerships will work jointly to determine the provisions of the student database requirements for delivery to the Center for Educational Partnerships. Santiago Canyon College will be the school site involved for the 2009-2013 student data collection.

Data Requirements and Delivery for the 2009-2013 Academic Year

Rancho Santiago Community College District agrees to provide the Center for Educational Partnerships with the following student level data elements for all students attending Santiago Canyon College:

Student name, Student ID number, gender, ethnicity, first date enrolled, enrollment status, status, # of transfer math units completed each year, # of transfer English units completed each year, cumulative GPA, # total transfer units completed, transfer date and transfer institution name.

Student data for each academic year will be in deliverable tab-delimited ASCII format on disk or CD by the September 30th of each year. All requested data elements for following years will be in deliverable tab-delimited ASCII format on disk or CD by the last week in August (no later than August 31st).

The Center for Educational Partnerships agrees to share with Rancho Santiago Community College District statistical and/or research findings generated by the Center for Educational Partnerships from the shared student data. The Center for Educational Partnerships will also keep Rancho Santiago Community College District apprised of UCOP's progress in evaluating CCUP programs—this includes research design and findings.

CONFIDENTIALITY

Student records contain sensitive information, the disclosure of which is governed by California Education Code section 49060 et seq. And implementing regulations contained in title 5 of the California Code of Regulations, "Directory information," as defined in Education Code section 49061, subdivision (c) may be released pursuant to Governing Board policy

Pupil record information, as defined in Education Code section 49061, subdivision (b), may be released by the District on a limited basis. The parties agree and acknowledge that the Center for Educational Partnerships, acting on behalf of UCI, is an "organization conducting studies for, or on behalf of, educational agencies or institutions for the purpose of...improving instruction," and on that basis the District shall provide the pupil record information to Center for Educational Partnerships. The sole use of the student data will be for research and educational program evaluation for programs directly related to the improvement of instruction in the District.

In accordance with the Education Code section 49076, subdivision (b)(5), Center for Educational Partnerships shall not use pupil record information in any manner that will permit the personal identification of students by persons other than representatives of the Center for Educational Partnerships. The data will be stored in a secure area in a locked office at the Center for Educational Partnerships. The data collected by Center for Educational Partnerships will be shared with UCOP for program evaluation purposes only. All data collected will remain confidential, and any reports generated from the data will be made in aggregate form to ensure that student identifiers, such as student name and student identification number are not disclosed to others besides representatives of the Center for Educational Partnerships. Student identifiers will be used purely for longitudinal data tracking only

Any requests made to the Center for Educational Partnerships for student data other than UCOP shall be immediately forwarded to the District for evaluation. The Center for Educational Partnerships shall not release or disclose any student information to any outside research department, institution, school or individual under any circumstances, without express written approval of the District. The Center for Educational Partnerships shall destroy all student data when no longer needed for program evaluation purposes.

TERMS

This Memorandum of Understanding and Contract shall become effective immediately when signed and remain in effect until November 2013 with the possibility of renewal.

TERMINATION

This MOU Contract may be terminated prior to the end of the term at the request of any party. The party initiating the termination shall provide written notice of its intent to terminate at least sixty (60) days prior to its intention to terminate. If the cause for termination is noncompliance, the party in default shall be given sixty (60) days to cure the default. Each party reserves the right, however, to determine if an effective cure can be implemented, and to terminate if and when it has an institutional need to do so.

INDEMNIFICATION

The parties hereto agree to indemnify, defend, and hold one another, their respective officers, agents, and employees harmless from and against all losses and expenses (including costs or attorney's fees) by reason of liability imposed by law upon the parties for damages because of bodily injury, personal injury, including death at any time resulting therefrom, sustained by any person or persons or an account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of this MOU, provided such injuries to persons or damage to property are caused by or result from the negligent or intentional acts or omissions of the indemnifying party or its respective officers, agents and employees. The provisions under this indemnification, however, shall only apply in proportion to and to the extent of such negligent or intentional acts or omissions.

SUBCONTRACT AND ASSIGNMENT

Neither party shall assign its rights, duties or privileges under this MOU, nor shall either party attempt to confer any of its rights, duties or privileges under this MOU on any third party, without the written consent of the other party

INDEPENDENT CORPORATION STATUS

This MOU is by and between two independent entities and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association.

CALIFORNIA LAW

This MOU shall be governed by and the rights, duties and obligation of the parties shall be determined and enforced in accordance with the laws of the State of California. The parties further agree that any action or proceeding brought to enforce the terms and conditions of this MOU shall be maintained by Riverside County, California.

ATTORNEY'S FEES

If either party files any action or brings any proceedings against the other arising out of this MOU, the prevailing party shall be entitled to recover, in addition to its costs of suit and damages, reasonable attorneys' fees to be fixed by the court. The "prevailing party" shall be the party who is entitled to recover its costs of suit, whether or not suit proceeds to final judgement. No sum for attorney's fees shall be counted in calculating the amount of a judgement for purposes of determining whether a party is entitled to its costs or attorney's fees.

AMENDMENT

This Memorandum of Understanding and Contract may be amended only by written instrument signed by duly authorized representatives of the Rancho Santiago Community College District and the University of California, Irvine.

NOTICES

Any notice required to be given by the terms of this document shall be deemed to have been given when the same is personally delivered, or sent by first-class mail, postage prepaid, addressed to the respective parties as follows:

To: Center for Educational Partnerships
University of California, Irvine
5171 California Avenue, Ste 150
Irvine, CA 92697-2505

To: Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706-1640

ADMINISTRATION OF AGREEMENT

The Rancho Santiago Community College District designates Nga Pham, his/her designee to represent the District in all matters pertaining to this Memorandum of Understanding. The University of California, Irvine designates Dr. Stephanie Reyes-Tuccio, his/her designee to represent the University in all matters pertaining to this Memorandum of Understanding.

SEVERABILITY

The invalidity in whole or in part of any provision of this Memorandum of Understanding and Contract shall not void or affect the validity of any other provision of this agreement.

IN WITNESS THEREOF, the University of California, Irvine, and the Rancho Santiago Community College District have executed this Memorandum of Understanding and Contract as of the date first written above.

JH

Peter J Hardash
Vice Chancellor of Business & Fiscal Services
Rancho Santiago Community College District

Brent W Yunek
Assistant Vice Chancellor, Enrollment Services
University of California, Irvine

Date

Date

Nga Pham
Director of Research
Rancho Santiago Community College District

Dr. Stephanie Reyes-Tuccio
Director, Center for Educational Partnerships,
University of California, Irvine

Date

Date

MEMORANDUM OF UNDERSTANDING
Between
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
on behalf of
SANTIAGO CANYON COLLEGE
And
REGENTS OF THE UNIVERSITY OF CALIFORNIA
on behalf of
UNIVERSITY OF CALIFORNIA, IRVINE

The Memorandum of Understanding that follows is a formal agreement and contract to work together to provide accountability for Community College University Partnership (CCUP) programs. The goal of CCUP is to provide the highest quality education to Santiago Canyon College (SCC) students within the Rancho Santiago Community College District (RSCCD) in order to increase the number of educationally disadvantaged students prepared for higher education and the workplace, and for regular and competitive admission to the University of California.

The University of California, Irvine (UCI) is committed to providing its CCUP schools with effective programs that meet or exceed stated educational goals. Conducting ongoing, data-driven program evaluation is essential for fulfilling UCI's commitment. Evaluation will help assess program effects as well as serve as a guide for improving program models. Successfully conducting program evaluation requires that student level data be collected for both student program participation tracking and evaluative purposes. The University of California Office of the President (UCOP) is a major participant in this effort to ensure that CCUP programs are positively impacting program recipients. UCOP is coordinating a UC-wide data collection effort for UUCP program evaluation purposes; UCI is only one of ten UC campuses participating in this endeavor.

DATA SHARING

To accomplish the purposes stated above Rancho Santiago Community College District, on behalf of Santiago Canyon College, and the Center for Educational Partnerships (CFEP), representing UCI, will share student level data for purposes of program evaluation and enhancement. The Center for Educational Partnerships will inventory annually Rancho Santiago Community College District's student databases in the July of each academic year. At that time, Rancho Santiago Community College District and the Center for Educational Partnerships will work jointly to determine the provisions of the student database requirements for delivery to the Center for Educational Partnerships. Santiago Canyon College will be the school site involved for the 2009-2013 student data collection.

Data Requirements and Delivery for the 2009-2013 Academic Year

Rancho Santiago Community College District agrees to provide the Center for Educational Partnerships with the following student level data elements for all students attending Santiago Canyon College:

Student name, Student ID number, gender, ethnicity, first date enrolled, enrollment status, status, # of transfer math units completed each year, # of transfer English units completed each year, cumulative GPA, # total transfer units completed, transfer date and transfer institution name.

Student data for each academic year will be in deliverable tab-delimited ASCII format on disk or CD by the September 30th of each year. All requested data elements for following years will be in deliverable tab-delimited ASCII format on disk or CD by the last week in August (no later than August 31st).

The Center for Educational Partnerships agrees to share with Rancho Santiago Community College District statistical and/or research findings generated by the Center for Educational Partnerships from the shared student data. The Center for Educational Partnerships will also keep Rancho Santiago Community College District apprised of UCOP's progress in evaluating CCUP programs—this includes research design and findings.

CONFIDENTIALITY

Student records contain sensitive information, the disclosure of which is governed by California Education Code section 49060 et seq. And implementing regulations contained in title 5 of the California Code of Regulations, "Directory information," as defined in Education Code section 49061, subdivision (c) may be released pursuant to Governing Board policy

Pupil record information, as defined in Education Code section 49061, subdivision (b), may be released by the District on a limited basis. The parties agree and acknowledge that the Center for Educational Partnerships, acting on behalf of UCI, is an "organization conducting studies for, or on behalf of, educational agencies or institutions for the purpose of...improving instruction," and on that basis the District shall provide the pupil record information to Center for Educational Partnerships. The sole use of the student data will be for research and educational program evaluation for programs directly related to the improvement of instruction in the District.

In accordance with the Education Code section 49076, subdivision (b)(5), Center for Educational Partnerships shall not use pupil record information in any manner that will permit the personal identification of students by persons other than representatives of the Center for Educational Partnerships. The data will be stored in a secure area in a locked office at the Center for Educational Partnerships. The data collected by Center for Educational Partnerships will be shared with UCOP for program evaluation purposes only. All data collected will remain confidential, and any reports generated from the data will be made in aggregate form to ensure that student identifiers, such as student name and student identification number are not disclosed to others besides representatives of the Center for Educational Partnerships. Student identifiers will be used purely for longitudinal data tracking only.

Any requests made to the Center for Educational Partnerships for student data other than UCOP shall be immediately forwarded to the District for evaluation. The Center for Educational Partnerships shall not release or disclose any student information to any outside research department, institution, school or individual under any circumstances, without express written approval of the District. The Center for Educational Partnerships shall destroy all student data when no longer needed for program evaluation purposes.

TERMS

This Memorandum of Understanding and Contract shall become effective immediately when signed and remain in effect until November 2013 with the possibility of renewal.

TERMINATION

This MOU Contract may be terminated prior to the end of the term at the request of any party. The party initiating the termination shall provide written notice of its intent to terminate at least sixty (60) days prior to its intention to terminate. If the cause for termination is noncompliance, the party in default shall be given sixty (60) days to cure the default. Each party reserves the right, however, to determine if an effective cure can be implemented, and to terminate if and when it has an institutional need to do so.

INDEMNIFICATION

The parties hereto agree to indemnify, defend, and hold one another, their respective officers, agents, and employees harmless from and against all losses and expenses (including costs or attorney's fees) by reason of liability imposed by law upon the parties for damages because of bodily injury, personal injury, including death at any time resulting therefrom, sustained by any person or persons or an account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of this MOU, provided such injuries to persons or damage to property are caused by or result from the negligent or intentional acts or omissions of the indemnifying party or its respective officers, agents and employees. The provisions under this indemnification, however, shall only apply in proportion to and to the extent of such negligent or intentional acts or omissions.

SUBCONTRACT AND ASSIGNMENT

Neither party shall assign its rights, duties or privileges under this MOU, nor shall either party attempt to confer any of its rights, duties or privileges under this MOU on any third party, without the written consent of the other party

INDEPENDENT CORPORATION STATUS

This MOU is by and between two independent entities and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association.

CALIFORNIA LAW

This MOU shall be governed by and the rights, duties and obligation of the parties shall be determined and enforced in accordance with the laws of the State of California. The parties further agree that any action or proceeding brought to enforce the terms and conditions of this MOU shall be maintained by Riverside County, California.

ATTORNEY'S FEES

If either party files any action or brings any proceedings against the other arising out of this MOU, the prevailing party shall be entitled to recover, in addition to its costs of suit and damages, reasonable attorneys' fees to be fixed by the court. The "prevailing party" shall be the party who is entitled to recover its costs of suit, whether or not suit proceeds to final judgement. No sum for attorney's fees shall be counted in calculating the amount of a judgement for purposes of determining whether a party is entitled to its costs or attorney's fees.

AMENDMENT

This Memorandum of Understanding and Contract may be amended only by written instrument signed by duly authorized representatives of the Rancho Santiago Community College District and the University of California, Irvine.

NOTICES

Any notice required to be given by the terms of this document shall be deemed to have been given when the same is personally delivered, or sent by first-class mail, postage prepaid, addressed to the respective parties as follows:

To: Center for Educational Partnerships
University of California, Irvine
5171 California Avenue, Ste 150
Irvine, CA 92697-2505

To: Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706-1640

ADMINISTRATION OF AGREEMENT

The Rancho Santiago Community College District designates Nga Pham, his/her designee to represent the District in all matters pertaining to this Memorandum of Understanding. The University of California, Irvine designates Dr. Stephanie Reyes-Tuccio, his/her designee to represent the University in all matters pertaining to this Memorandum of Understanding.

SEVERABILITY

The invalidity in whole or in part of any provision of this Memorandum of Understanding and Contract shall not void or affect the validity of any other provision of this agreement.

IN WITNESS THEREOF, the University of California, Irvine, and the Rancho Santiago Community College District have executed this Memorandum of Understanding and Contract as of the date first written above.



Peter J. Hardash
Vice Chancellor of Business & Fiscal Services
Rancho Santiago Community College District

Brent W Yunek
Assistant Vice Chancellor, Enrollment Services
University of California, Irvine

Date

Date

Nga Pham
Director of Research
Rancho Santiago Community College District

Dr. Stephanie Reyes-Tuccio
Director, Center for Educational Partnerships,
University of California, Irvine

Date

Date

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
42474	General Fund Unrestricted	1,162.76	0.00	1,162.76	92*0218828	92*0218832
42476	General Fund Unrestricted	1,340.33	0.00	1,340.33	92*0218847	92*0218848
42477	General Fund Unrestricted	5,449.69	0.00	5,449.69	92*0218849	92*0218858
42478	General Fund Unrestricted	5,352.12	0.00	5,352.12	92*0218859	92*0218867
42481	General Fund Unrestricted	16,477.14	0.00	16,477.14	92*0218881	92*0218881
42484	General Fund Unrestricted	4,996.71	0.00	4,996.71	92*0218891	92*0218896
42488	General Fund Unrestricted	1,386.22	0.00	1,386.22	92*0218901	92*0218901
42489	General Fund Unrestricted	3,694.73	0.00	3,694.73	92*0218902	92*0218904
42491	General Fund Unrestricted	1,518.65	0.00	1,518.65	92*0218908	92*0218909
42492	General Fund Unrestricted	40,700.08	0.00	40,700.08	92*0218910	92*0218911
42493	General Fund Unrestricted	3,043.67	0.00	3,043.67	92*0218912	92*0218912
42494	General Fund Unrestricted	2,413.04	0.00	2,413.04	92*0218913	92*0218917
42496	General Fund Unrestricted	9,691.24	0.00	9,691.24	92*0218922	92*0218928
42497	General Fund Unrestricted	570.34	0.00	570.34	92*0218931	92*0218931
42499	General Fund Unrestricted	9,165.13	0.00	9,165.13	92*0218943	92*0218944
42502	General Fund Unrestricted	968.94	0.00	968.94	92*0218960	92*0218963
42503	General Fund Unrestricted	13,814.00	0.00	13,814.00	92*0218964	92*0218964
42506	General Fund Unrestricted	3,346.99	0.00	3,346.99	92*0218972	92*0218973
42507	General Fund Unrestricted	4,801.80	0.00	4,801.80	92*0218974	92*0218975
42514	General Fund Unrestricted	1,709.99	0.00	1,709.99	92*0218990	92*0218999
42517	General Fund Unrestricted	1,106.45	0.00	1,106.45	92*0219007	92*0219009
42519	General Fund Unrestricted	3,461.18	0.00	3,461.18	92*0219011	92*0219017
42521	General Fund Unrestricted	58.10	0.00	58.10	92*0219030	92*0219030
42522	General Fund Unrestricted	2,615.61	0.00	2,615.61	92*0219033	92*0219039
42530	General Fund Unrestricted	58,199.53	0.00	58,199.53	92*0219064	92*0219064
42532	General Fund Unrestricted	2,293.77	0.00	2,293.77	92*0219067	92*0219073
42533	General Fund Unrestricted	1,332.10	0.00	1,332.10	92*0219074	92*0219076
42536	General Fund Unrestricted	31,991.84	0.00	31,991.84	92*0219086	92*0219090
42537	General Fund Unrestricted	1,560.83	0.00	1,560.83	92*0219091	92*0219092
42539	General Fund Unrestricted	7,859.81	0.00	7,859.81	92*0219097	92*0219097
42540	General Fund Unrestricted	11,020.00	0.00	11,020.00	92*0219098	92*0219101
42542	General Fund Unrestricted	1,111.51	0.00	1,111.51	92*0219110	92*0219113
42546	General Fund Unrestricted	3,587.20	0.00	3,587.20	92*0219123	92*0219123
42548	General Fund Unrestricted	2,368.00	0.00	2,368.00	92*0219129	92*0219129
42553	General Fund Unrestricted	856.20	0.00	856.20	92*0219143	92*0219143
42554	General Fund Unrestricted	4,502.25	0.00	4,502.25	92*0219144	92*0219151
42556	General Fund Unrestricted	6,296.97	0.00	6,296.97	92*0219160	92*0219167

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
42559	General Fund Unrestricted	28,959.50	0.00	28,959.50	92*0219171	92*0219172
42560	General Fund Unrestricted	14,503.82	0.00	14,503.82	92*0219173	92*0219176
42561	General Fund Unrestricted	913.61	0.00	913.61	92*0219177	92*0219178
42564	General Fund Unrestricted	2,262.16	0.00	2,262.16	92*0219182	92*0219186
42570	General Fund Unrestricted	5,917.73	0.00	5,917.73	92*0219206	92*0219209
42571	General Fund Unrestricted	11,130.84	0.00	11,130.84	92*0219210	92*0219213
42574	General Fund Unrestricted	3,700.00	0.00	3,700.00	92*0219236	92*0219236
42575	General Fund Unrestricted	2,074.23	0.00	2,074.23	92*0219237	92*0219240
42576	General Fund Unrestricted	2,494.93	0.00	2,494.93	92*0219241	92*0219242
42583	General Fund Unrestricted	666.11	0.00	666.11	92*0219268	92*0219271
42584	General Fund Unrestricted	10,322.79	0.00	10,322.79	92*0219273	92*0219282
42587	General Fund Unrestricted	7,225.85	0.00	7,225.85	92*0219293	92*0219295
42591	General Fund Unrestricted	4,035.00	0.00	4,035.00	92*0219303	92*0219303
42598	General Fund Unrestricted	13,852.51	0.00	13,852.51	92*0219326	92*0219327
42599	General Fund Unrestricted	2,744.27	0.00	2,744.27	92*0219328	92*0219330
42600	General Fund Unrestricted	3,021.30	0.00	3,021.30	92*0219331	92*0219338
42601	General Fund Unrestricted	3,862.95	0.00	3,862.95	92*0219339	92*0219346
42602	General Fund Unrestricted	4,510.22	0.00	4,510.22	92*0219347	92*0219354
42603	General Fund Unrestricted	10,423.76	0.00	10,423.76	92*0219355	92*0219357
42604	General Fund Unrestricted	9,591.00	0.00	9,591.00	92*0219358	92*0219358
42607	General Fund Unrestricted	5,162.99	0.00	5,162.99	92*0219374	92*0219376
42609	General Fund Unrestricted	550.24	0.00	550.24	92*0219383	92*0219388
42611	General Fund Unrestricted	328.22	0.00	328.22	92*0219392	92*0219392
42613	General Fund Unrestricted	24,284.05	0.00	24,284.05	92*0219398	92*0219402
42614	General Fund Unrestricted	3,440.02	0.00	3,440.02	92*0219403	92*0219411
42616	General Fund Unrestricted	288.88	0.00	288.88	92*0219413	92*0219419
Total Fund 11 General Fund Unrestricted		448,091.90	0.00	448,091.90		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
42473	General Fund Restricted	4,433.97	0.00	4,433.97	92*0218819	92*0218827
42474	General Fund Restricted	2,053.61	0.00	2,053.61	92*0218829	92*0218837
42475	General Fund Restricted	3,975.00	0.00	3,975.00	92*0218838	92*0218846
42479	General Fund Restricted	22,512.00	0.00	22,512.00	92*0218868	92*0218869
42480	General Fund Restricted	9,931.06	0.00	9,931.06	92*0218870	92*0218880
42482	General Fund Restricted	2,033.92	0.00	2,033.92	92*0218882	92*0218884
42483	General Fund Restricted	483.24	0.00	483.24	92*0218885	92*0218890
42490	General Fund Restricted	9,606.45	0.00	9,606.45	92*0218905	92*0218907
42495	General Fund Restricted	245.75	0.00	245.75	92*0218918	92*0218921
42497	General Fund Restricted	987.47	0.00	987.47	92*0218929	92*0218933
42498	General Fund Restricted	9,407.00	0.00	9,407.00	92*0218934	92*0218942
42500	General Fund Restricted	2,133.89	0.00	2,133.89	92*0218945	92*0218951
42501	General Fund Restricted	5,385.59	0.00	5,385.59	92*0218952	92*0218959
42504	General Fund Restricted	3,151.14	0.00	3,151.14	92*0218965	92*0218966
42505	General Fund Restricted	10,991.21	0.00	10,991.21	92*0218967	92*0218971
42515	General Fund Restricted	647.83	0.00	647.83	92*0219000	92*0219001
42516	General Fund Restricted	1,164.62	0.00	1,164.62	92*0219002	92*0219006
42518	General Fund Restricted	29,994.60	0.00	29,994.60	92*0219010	92*0219010
42520	General Fund Restricted	6,899.64	0.00	6,899.64	92*0219018	92*0219027
42521	General Fund Restricted	1,490.32	0.00	1,490.32	92*0219028	92*0219032
42523	General Fund Restricted	1,763.54	0.00	1,763.54	92*0219040	92*0219049
42531	General Fund Restricted	2,758.74	0.00	2,758.74	92*0219065	92*0219066
42534	General Fund Restricted	1,330.11	0.00	1,330.11	92*0219077	92*0219079
42535	General Fund Restricted	10,861.00	0.00	10,861.00	92*0219080	92*0219085
42538	General Fund Restricted	1,561.16	0.00	1,561.16	92*0219093	92*0219096
42541	General Fund Restricted	3,683.24	0.00	3,683.24	92*0219102	92*0219109
42546	General Fund Restricted	2,762.00	0.00	2,762.00	92*0219121	92*0219122
42550	General Fund Restricted	3,549.52	0.00	3,549.52	92*0219134	92*0219136
42552	General Fund Restricted	7,176.60	0.00	7,176.60	92*0219141	92*0219142
42555	General Fund Restricted	2,161.90	0.00	2,161.90	92*0219152	92*0219159
42556	General Fund Restricted	7,841.26	0.00	7,841.26	92*0219161	92*0219161
42562	General Fund Restricted	95,728.76	0.00	95,728.76	92*0219179	92*0219179
42563	General Fund Restricted	5,665.38	0.00	5,665.38	92*0219180	92*0219181
42569	General Fund Restricted	2,632.42	0.00	2,632.42	92*0219200	92*0219205
42570	General Fund Restricted	797.32	0.00	797.32	92*0219207	92*0219208
42572	General Fund Restricted	1,508.31	0.00	1,508.31	92*0219214	92*0219221
42573	General Fund Restricted	1,538.00	0.00	1,538.00	92*0219222	92*0219235

Check Registers Submitted for Approval
 Checks Written for Period 02/28/09 thru 03/13/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
42577	General Fund Restricted	1,547.70	0.00	1,547.70	92*0219243	92*0219245
42578	General Fund Restricted	1,199.06	0.00	1,199.06	92*0219246	92*0219249
42583	General Fund Restricted	50.30	0.00	50.30	92*0219272	92*0219272
42585	General Fund Restricted	4,343.80	0.00	4,343.80	92*0219283	92*0219289
42586	General Fund Restricted	9,191.71	0.00	9,191.71	92*0219290	92*0219292
42588	General Fund Restricted	5,500.00	0.00	5,500.00	92*0219296	92*0219296
42589	General Fund Restricted	390.62	0.00	390.62	92*0219297	92*0219300
42590	General Fund Restricted	996.62	0.00	996.62	92*0219301	92*0219302
42592	General Fund Restricted	1,287.75	0.00	1,287.75	92*0219304	92*0219317
42605	General Fund Restricted	6,649.68	0.00	6,649.68	92*0219359	92*0219362
42606	General Fund Restricted	1,515.50	0.00	1,515.50	92*0219363	92*0219373
42608	General Fund Restricted	1,970.81	0.00	1,970.81	92*0219377	92*0219381
42609	General Fund Restricted	479.51	0.00	479.51	92*0219382	92*0219387
42611	General Fund Restricted	1,451.22	0.00	1,451.22	92*0219391	92*0219396
42615	General Fund Restricted	13,500.00	0.00	13,500.00	92*0219412	92*0219412
42617	General Fund Restricted	3,270.76	0.00	3,270.76	92*0219420	92*0219422
Total Fund 12 General Fund Restricted		<u>334,192.61</u>	<u>0.00</u>	<u>334,192.61</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
42508	Child Development Fund	4,036.32	0.00	4,036.32	92*0218976	92*0218981
42509	Child Development Fund	2,221.38	0.00	2,221.38	92*0218982	92*0218983
42510	Child Development Fund	1,899.16	0.00	1,899.16	92*0218984	92*0218984
42524	Child Development Fund	1,461.78	0.00	1,461.78	92*0219050	92*0219053
42557	Child Development Fund	512.31	0.00	512.31	92*0219168	92*0219168
42565	Child Development Fund	1,576.38	0.00	1,576.38	92*0219187	92*0219190
42566	Child Development Fund	4,298.50	0.00	4,298.50	92*0219191	92*0219195
42579	Child Development Fund	2,217.50	0.00	2,217.50	92*0219250	92*0219252
42581	Child Development Fund	3,020.88	0.00	3,020.88	92*0219256	92*0219260
42593	Child Development Fund	1,231.33	0.00	1,231.33	92*0219318	92*0219320
42594	Child Development Fund	1,069.00	0.00	1,069.00	92*0219321	92*0219322
42618	Child Development Fund	5,672.59	0.00	5,672.59	92*0219423	92*0219424
Total Fund 33 Child Development Fund		29,217.13	0.00	29,217.13		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
42513	Capital Outlay Projects Fund	550.15	0.00	550.15	92*0218989	92*0218989
42528	Capital Outlay Projects Fund	233,590.00	0.00	233,590.00	92*0219059	92*0219062
Wilshire State Bank						
42545	Capital Outlay Projects Fund	74,012.30	0.00	74,012.30	92*0219119	92*0219120
42551	Capital Outlay Projects Fund	8,727.85	0.00	8,727.85	92*0219137	92*0219140
42595	Capital Outlay Projects Fund	3,592.80	0.00	3,592.80	92*0219323	92*0219323
42625	Capital Outlay Projects Fund	199,272.95	0.00	199,272.95	92*0219440	92*0219440
JM Farnan Co Inc						
Total Fund 41 Capital Outlay Projects Fu		519,746.05	0.00	519,746.05		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
42511	Bond Fund, Measure E	26,785.71	0.00	26,785.71	92*0218985	92*0218985
42512	Bond Fund, Measure E	51,946.16	0.00	51,946.16	92*0218986	92*0218988
42525	Bond Fund, Measure E	10,614.89	0.00	10,614.89	92*0219054	92*0219055
42526	Bond Fund, Measure E	513,515.73	0.00	513,515.73	92*0219056	92*0219056
Athena Engineering Inc						
42527	Bond Fund, Measure E	101,048.10	0.00	101,048.10	92*0219057	92*0219058
Pacific Western Bank						
42543	Bond Fund, Measure E	71,493.31	0.00	71,493.31	92*0219114	92*0219117
42544	Bond Fund, Measure E	3,700.00	0.00	3,700.00	92*0219118	92*0219118
42549	Bond Fund, Measure E	68,633.31	0.00	68,633.31	92*0219130	92*0219133
42558	Bond Fund, Measure E	358,940.20	0.00	358,940.20	92*0219169	92*0219170
Mepco Svcs Inc						
42567	Bond Fund, Measure E	266,912.80	0.00	266,912.80	92*0219196	92*0219197
Union Bank of Calif						
42568	Bond Fund, Measure E	254,580.00	0.00	254,580.00	92*0219198	92*0219199
Union Bank of Calif						
42580	Bond Fund, Measure E	261,599.33	0.00	261,599.33	92*0219253	92*0219255
RBF Consulting						
42619	Bond Fund, Measure E	11,154.05	0.00	11,154.05	92*0219425	92*0219426
42620	Bond Fund, Measure E	7,468.37	0.00	7,468.37	92*0219427	92*0219430
42621	Bond Fund, Measure E	84,365.76	0.00	84,365.76	92*0219431	92*0219433
42622	Bond Fund, Measure E	18,821.74	0.00	18,821.74	92*0219434	92*0219437
42623	Bond Fund, Measure E	97,861.77	0.00	97,861.77	92*0219438	92*0219438
42624	Bond Fund, Measure E	85,231.73	0.00	85,231.73	92*0219439	92*0219439
Total Fund 42 Bond Fund, Measure E		<u>2,294,672.96</u>	<u>0.00</u>	<u>2,294,672.96</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
42596	Property and Liability Fund	300.00	0.00	300.00	92*0219324	92*0219324
42612	Property and Liability Fund	1,000.00	0.00	1,000.00	92*0219397	92*0219397
Total Fund 61 Property and Liability Fund		<u>1,300.00</u>	<u>0.00</u>	<u>1,300.00</u>		

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
42487	Workers' Compensation Fund	1,003.02	0.00	1,003.02	92*0218900	92*0218900
Total Fund 62 Workers' Compensation Fu		<u><u>1,003.02</u></u>	<u><u>0.00</u></u>	<u><u>1,003.02</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
42485	Student Financial Aid Fund	2,364.00	0.00	2,364.00	92*0218897	92*0218898
42486	Student Financial Aid Fund	179.25	0.00	179.25	92*0218899	92*0218899
42529	Student Financial Aid Fund	1,183.00	0.00	1,183.00	92*0219063	92*0219063
42547	Student Financial Aid Fund	5,524.00	0.00	5,524.00	92*0219124	92*0219128
42582	Student Financial Aid Fund	3,859.00	0.00	3,859.00	92*0219261	92*0219267
42597	Student Financial Aid Fund	2,162.00	0.00	2,162.00	92*0219325	92*0219325
42610	Student Financial Aid Fund	3,538.00	0.00	3,538.00	92*0219389	92*0219390
Total Fund 74 Student Financial Aid Fund		18,809.25	0.00	18,809.25		

SUMMARY

Total Fund 11 General Fund Unrestricted	448,091.90
Total Fund 12 General Fund Restricted	334,192.61
Total Fund 33 Child Development Fund	29,217 13
Total Fund 41 Capital Outlay Projects Fund	519,746.05
Total Fund 42 Bond Fund, Measure E	2,294,672.96
Total Fund 61 Property and Liability Fund	1,300.00
Total Fund 62 Workers' Compensation Fund	1,003.02
Total Fund 74 Student Financial Aid Fund	18,809.25
Grand Total:	<u><u>3,647,032.92</u></u>

3/16/09 21:54

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BM0140

CHECK REGISTERS SUBMITTED FOR BOARD APPROVAL

SUMMARY OF EXPENDITURES FOR THE PERIOD 3/03/09 THROUGH 3/03/09

TOTAL FUND 15 (STUDENT FIN. AIDS): 461,753.00

TOTAL: 461,753.00

CHECK REGISTERS SUBMITTED FOR APPROVAL

BOARD MEETING OF 3/23/09

CHECK REG NO	FUND	AMOUNT	VOIDED CHECKS	ADJUSTED AMOUNT	BEGINNING CHECK NO	ENDING CHECK NO
3407	STUDENT FIN. AIDS	25,478.00	0.00	25,478.00	92-203051	92-203075
3408	STUDENT FIN. AIDS	21,332.00	0.00	21,332.00	92-203076	92-203100
3409	STUDENT FIN. AIDS	21,085.00	0.00	21,085.00	92-203101	92-203125
3410	STUDENT FIN. AIDS	22,990.00	0.00	22,990.00	92-203126	92-203150
3411	STUDENT FIN. AIDS	7,750.00	0.00	7,750.00	92-203151	92-203166
3412	STUDENT FIN. AIDS	13,781.00	0.00	13,781.00	92-203168	92-203192
3413	STUDENT FIN. AIDS	10,055.00	0.00	10,055.00	92-203193	92-203217
3414	STUDENT FIN. AIDS	15,650.00	0.00	15,650.00	92-203218	92-203242
3415	STUDENT FIN. AIDS	14,456.00	0.00	14,456.00	92-203243	92-203267
3416	STUDENT FIN. AIDS	12,996.00	0.00	12,996.00	92-203268	92-203292
3417	STUDENT FIN. AIDS	14,217.00	0.00	14,217.00	92-203293	92-203317
3418	STUDENT FIN. AIDS	25,149.00	0.00	25,149.00	92-203318	92-203342
3419	STUDENT FIN. AIDS	10,524.00	0.00	10,524.00	92-203343	92-203367
3420	STUDENT FIN. AIDS	16,110.00	0.00	16,110.00	92-203368	92-203392
3421	STUDENT FIN. AIDS	14,957.00	0.00	14,957.00	92-203393	92-203417
3422	STUDENT FIN. AIDS	15,301.00	0.00	15,301.00	92-203418	92-203442
3423	STUDENT FIN. AIDS	17,332.00	0.00	17,332.00	92-203443	92-203467
3424	STUDENT FIN. AIDS	13,381.00	0.00	13,381.00	92-203468	92-203492
3425	STUDENT FIN. AIDS	16,147.00	0.00	16,147.00	92-203493	92-203517
3426	STUDENT FIN. AIDS	11,791.00	0.00	11,791.00	92-203518	92-203542
3427	STUDENT FIN. AIDS	12,226.00	0.00	12,226.00	92-203543	92-203567
3428	STUDENT FIN. AIDS	11,722.00	0.00	11,722.00	92-203568	92-203592
3429	STUDENT FIN. AIDS	12,878.00	0.00	12,878.00	92-203593	92-203617
3430	STUDENT FIN. AIDS	15,791.00	0.00	15,791.00	92-203618	92-203642
3431	STUDENT FIN. AIDS	18,998.00	0.00	18,998.00	92-203643	92-203667
3432	STUDENT FIN. AIDS	16,849.00	0.00	16,849.00	92-203668	92-203692
3433	STUDENT FIN. AIDS	18,018.00	0.00	18,018.00	92-203693	92-203717
3434	STUDENT FIN. AIDS	11,797.00	0.00	11,797.00	92-203718	92-203742
3435	STUDENT FIN. AIDS	14,821.00	0.00	14,821.00	92-203743	92-203767
3436	STUDENT FIN. AIDS	8,171.00	0.00	8,171.00	92-203768	92-203782

STUDENT FIN. AIDS FUND: PAGE 1 OF 1

PAGE TOTAL: 461,753.00

FUND TOTAL: 461,753.00

BOARD REPORT / BUDGET INCREASES AND DECREASES

From 02 / 01 / 2009 To 02 / 28 / 2009

Board Meeting on 03 / 23 / 2009

FUND: 11 GENERAL FUND-UNRESTRICTED

BACKGROUND

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

ANALYSIS

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

<u>Object Category</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
	<u>Appropriation Accounts</u>		
1000	ACADEMIC SALARIES		97,026
6000	CAPITAL OUTLAY		5,454
	Total appropriation		\$102,480
	<u>Revenue Account</u>		
8800	LOCAL REVENUE		102,480
	Total revenue		\$102,480

RECOMMENDATION

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

Board of Trustees
SUMMARY OF BUDGET INCREASES AND DECREASES
2/1/2009 - 2/28/2009

Fund 11: General Fund Unrestricted

		2/3/2009	B004124	<u>Decreases</u>	<u>Increases</u>
bc09pn203e					
1000	ACADEMIC SALARIES			0	85,866
8800	LOCAL REVENUE			0	85,866
				<hr/>	<hr/>
				0	171,732

Reason: Adjustment
Description: DO AB1290 - GR portion 47.:

		2/10/2009	B004197	<u>Decreases</u>	<u>Increases</u>
BC09KT210A					
6000	CAPITAL OUTLAY			0	5,454
8800	LOCAL REVENUE			0	5,454
				<hr/>	<hr/>
				0	10,908

Reason: Adjustment
Description: Buy projector for math classr

		2/24/2009	B004269	<u>Decreases</u>	<u>Increases</u>
bc09pn224b					
1000	ACADEMIC SALARIES			0	11,160
8800	LOCAL REVENUE			0	11,160
				<hr/>	<hr/>
				0	22,320

Reason: Adjustment
Description: City of SA Redevel Ag reveni

Summary by Major Object for Fund 11

		<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES	0	97,026
6000	CAPITAL OUTLAY	0	5,454
8800	LOCAL REVENUE	0	102,480
		<hr/>	<hr/>
		0	204,960

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

From 02 / 01 / 2009 To 02 / 28 / 2009
Board Meeting on 03 / 23 / 2009

FUND: 12 GENERAL FUND-RESTRICTED

BACKGROUND

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

ANALYSIS

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

<u>Object Category</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
	<u>Appropriation Accounts</u>		
1000	ACADEMIC SALARIES		73,637
2000	CLASSIFIED / OTHER NONACADEMIC		389,355
3000	EMPLOYEE BENEFITS	33,864	
4000	SUPPLIES AND MATERIALS	54,516	
5000	OPERATING EXPENSES & SERVICES		80,604
6000	CAPITAL OUTLAY		177,784
	Total appropriation	\$88,380	\$721,380
	<u>Revenue Accounts</u>		
8100	FEDERAL REVENUE		627,300
8600	STATE REVENUE	44,061	
8800	LOCAL REVENUE		49,761
	Total revenue	\$44,061	\$677,061

RECOMMENDATION

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

Fund 12: General Fund Restricted

			<u>Decreases</u>	<u>Increases</u>
bc09pn202d	2/2/2009	B004116		
4000	SUPPLIES AND MATERIALS		0	274
8600	STATE REVENUE		0	274
			<hr/>	<hr/>
			0	548

Reason: Special Project Adjustment
Description: Correct COB#2030

			<u>Decreases</u>	<u>Increases</u>
bc09pn203c	2/3/2009	B004122		
1000	ACADEMIC SALARIES		0	44,778
3000	EMPLOYEE BENEFITS		0	4,983
8800	LOCAL REVENUE		0	49,761
			<hr/>	<hr/>
			0	99,522

Reason: Special Project Adjustment
Description: SAC Nursing COB/augmentation

			<u>Decreases</u>	<u>Increases</u>
bc09pn203r	2/3/2009	B004136		
5000	OPERATING EXPENSES AND SERVICES		0	7,996
8600	STATE REVENUE		0	7,996
			<hr/>	<hr/>
			0	15,992

Reason: New Budget
Description: Set up PY SP#2435 SAC Matric

			<u>Decreases</u>	<u>Increases</u>
bc09pn203w	2/3/2009	B004141		
2000	CLASSIFIED/OTHER NONACADEMIC		9,435	0
3000	EMPLOYEE BENEFITS		498	0
4000	SUPPLIES AND MATERIALS		3,000	0
5000	OPERATING EXPENSES AND SERVICES		4,812	0
8100	FEDERAL REVENUE		17,743	0
			<hr/>	<hr/>
			35,486	0

Reason: Special Project Adjustment
Description: Zero out SP#1023 AmeriCorps

			<u>Decreases</u>	<u>Increases</u>
bc09pn205d	2/5/2009	B004141		
1000	ACADEMIC SALARIES		0	782
2000	CLASSIFIED/OTHER NONACADEMIC		0	13,882
3000	EMPLOYEE BENEFITS		3,488	0
4000	SUPPLIES AND MATERIALS		77	0
5000	OPERATING EXPENSES & SERVICES		2,165	0
6000	CAPITAL OUTLAY		0	600
8100	FEDERAL REVENUES		0	9,534
			<hr/>	<hr/>
			5,730	24,798

Reason: New Budget
Description: NEWB#1580 Workability III SAC

Fund 12: General Fund Restricted

BC09JP205A	2/5/2009	B004150	<u>Decreases</u>	<u>Increases</u>
2000	CLASSIFIED/OTHER NONACADEMIC		0	11,230
3000	EMPLOYEE BENEFITS		0	596
5000	OPERATING EXPENSES AND SERVICES		0	530
8100	FEDERAL REVENUE		0	12,356
			<hr/>	<hr/>
			0	24,712
Reason:	Special Project Adjustment			
Description:	Correct B0004141			

bc09pn209q	2/9/2009	B004176	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES		25,540	0
2000	CLASSIFIED/OTHER NONACADEMIC		0	19,500
3000	EMPLOYEE BENEFITS		0	1,972
4000	SUPPLIES AND MATERIALS		0	2,618
8100	FEDERAL REVENUE		1,450	0
			<hr/>	<hr/>
			26,990	24,090
Reason:	New Budget			
Description:	NEWB#1101 WIA/ABE ASE/GED SAC			

bc09pn209r	2/9/2009	B004177	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES		0	13,553
2000	CLASSIFIED/OTHER NONACADEMIC		0	5,067
3000	EMPLOYEE BENEFITS		0	2,211
4000	SUPPLIES AND MATERIALS		0	887
5000	OPERATING EXPENSES AND SERVICES		5,100	0
6000	CAPITAL OUTLAY		13,361	0
8100	FEDERAL REVENUE		0	3,257
			<hr/>	<hr/>
			18,461	24,975
Reason:	New Budget			
Description:	NEWB#1109 WIA/ABE Jail Ed SAC			

bc09pn210c	2/10/2009	B004192	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES		0	53,741
2000	CLASSIFIED/OTHER NONACADEMIC		0	65,426
3000	EMPLOYEE BENEFITS		4,650	0
4000	SUPPLIES AND MATERIALS		0	4,669
5000	OPERATING EXPENSES AND SERVICES		0	19,698
6000	CAPITAL OUTLAY		0	1,550
8100	FEDERAL REVENUE		0	140,434
			<hr/>	<hr/>
			4,650	285,518
Reason:	New Budget			
Description:	NEWB#1106 WIA/ABE SAC			

Fund 12: General Fund Restricted

bc09pn210d	2/10/2009	B004193	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES		114,095	0
2000	CLASSIFIED/OTHER NONACADEMIC		0	158,001
3000	EMPLOYEE BENEFITS		81,259	0
4000	SUPPLIES AND MATERIALS		6,476	0
5000	OPERATING EXPENSES AND SERVICES		17	0
6000	CAPITAL OUTLAY		33,378	0
8600	STATE REVENUE		77,224	0
			312,449	158,001

Reason: New Budget
Description: NEWB#2230 DSPS SAC

bc09pn210e	2/10/2009	B004194	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES		15,522	0
2000	CLASSIFIED/OTHER NONACADEMIC		15,641	0
3000	EMPLOYEE BENEFITS		0	5,504
4000	SUPPLIES AND MATERIALS		5,361	0
6000	CAPITAL OUTLAY		2,995	0
8100	FEDERAL REVENUE		34,015	0
			73,534	5,504

Reason: New Budget
Description:

bc09pn211a	2/11/2009	B004198	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES		49,392	0
2000	CLASSIFIED/OTHER NONACADEMIC		0	115,584
3000	EMPLOYEE BENEFITS		0	84,911
4000	SUPPLIES AND MATERIALS		66,027	0
5000	OPERATING EXPENSES AND SERVICES		0	17,545
6000	CAPITAL OUTLAY		0	354
8100	FEDERAL REVENUE		0	102,975
			115,419	321,369

Reason: New Budget
Description: NEWB#1102 WIA/ABE CEC SAC

bc09pn211b	2/11/2009	B004199	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES		0	92,642
2000	CLASSIFIED/OTHER NONACADEMIC		30,293	0
3000	EMPLOYEE BENEFITS		17,044	0
4000	SUPPLIES AND MATERIALS		7,223	0
5000	OPERATING EXPENSES AND SERVICES		0	25,072
6000	CAPITAL OUTLAY		0	6,407
8100	FEDERAL REVENUE		0	69,561
			54,560	193,682

Reason: New Budget
Description: NEWB#1102 WIA/ABE SCC OEC

Fund 12: General Fund Restricted

		2/11/2009	B004200	<u>Decreases</u>	<u>Increases</u>
bc09pn211c					
1000	ACADEMIC SALARIES			5,983	0
2000	CLASSIFIED/OTHER NONACADEMIC			0	8,478
3000	EMPLOYEE BENEFITS			0	111
4000	SUPPLIES AND MATERIALS			0	1,489
6000	CAPITAL OUTLAY			2,086	0
8100	FEDERAL REVENUE			0	2,009
				<hr/>	<hr/>
				8,069	12,087
Reason:	New Budget				
Description:	NEWB#1101 WIA/ABE SCC OEC				

		2/11/2009	B004201	<u>Decreases</u>	<u>Increases</u>
bc09pn211d					
1000	ACADEMIC SALARIES			0	53,635
2000	CLASSIFIED/OTHER NONACADEMIC			0	25,384
3000	EMPLOYEE BENEFITS			724	0
4000	SUPPLIES AND MATERIALS			5,435	0
5000	OPERATING EXPENSES AND SERVICES			6,126	0
6000	CAPITAL OUTLAY			23,365	0
8100	FEDERAL REVENUE			0	43,369
				<hr/>	<hr/>
				35,650	122,388
Reason:	New Budget				
Description:	NEWB#1106 WIA/ABE SCC OEC				

		2/11/2009	B004202	<u>Decreases</u>	<u>Increases</u>
bc09pn211e					
1000	ACADEMIC SALARIES			0	25,038
2000	CLASSIFIED/OTHER NONACADEMIC			16,953	0
3000	EMPLOYEE BENEFITS			3,414	0
4000	SUPPLIES AND MATERIALS			0	13,000
5000	OPERATING EXPENSES AND SERVICES			0	1,709
8100	FEDERAL REVENUE			0	19,380
				<hr/>	<hr/>
				20,367	59,127
Reason:	New Budget				
Description:	NEWB#1108 WIA/ABE SCC OEC				

		2/12/2009	B004219	<u>Decreases</u>	<u>Increases</u>
bc09pn212k					
4000	SUPPLIES AND MATERIALS			93	0
8600	STATE REVENUE			93	0
				<hr/>	<hr/>
				186	0
Reason:	Special Project Adjustment				
Description:	Correct SP#2490 CEC budget				

		2/18/2009	B004224	<u>Decreases</u>	<u>Increases</u>
bc09pn218b					
4000	SUPPLIES AND MATERIALS			0	35
8600	STATE REVENUE			0	35
				<hr/>	<hr/>
				0	70
Reason:	New Budget				
Description:	NEWB#2432 SAC Matric/Counsel				

Fund 12: General Fund Restricted

		2/18/2009	B004225	<u>Decreases</u>	<u>Increases</u>
bc09pn218c					
4000	SUPPLIES AND MATERIALS			0	1,797
5000	OPERATING EXPENSES AND SERVICES			0	3,313
8600	STATE REVENUE			0	5,110
				<hr/>	<hr/>
				0	10,220

Reason: New Budget
Description: NEWB#2435 SAC Matric Orientatn

		2/18/2009	B004226	<u>Decreases</u>	<u>Increases</u>
bc09pn218d					
4000	SUPPLIES AND MATERIALS			0	2,837
6000	CAPITAL OUTLAY			0	16,445
8600	STATE REVENUE			0	19,282
				<hr/>	<hr/>
				0	38,564

Reason: New Budget
Description: NEWB#2433 SAC Matric Coord/Tm

		2/18/2009	B004238	<u>Decreases</u>	<u>Increases</u>
bc09pn218q					
2000	CLASSIFIED/OTHER NONACADEMIC			0	26,625
3000	EMPLOYEE BENEFITS			0	5,452
4000	SUPPLIES AND MATERIALS			0	6,500
5000	OPERATING EXPENSES AND SERVICES			0	11,423
8100	FEDERAL REVENUE			0	50,000
				<hr/>	<hr/>
				0	100,000

Reason: New Budget
Description: NEWB#1203 CA Construct Contr

		2/25/2009	B004272	<u>Decreases</u>	<u>Increases</u>
bc09pn225a					
6000	CAPITAL OUTLAY			0	227,613
8100	FEDERAL REVENUE			0	227,613
				<hr/>	<hr/>
				0	455,226

Reason: New Budget
Description: NEWB#1545 EMT/Nurse Cont Ed

		2/26/2009	B004274	<u>Decreases</u>	<u>Increases</u>
bc09pn226b					
4000	SUPPLIES AND MATERIALS			0	20
8100	FEDERAL REVENUE			0	20
				<hr/>	<hr/>
				0	40

Reason: Special Project Adjustment
Description: CEC budget correction SP#1102

		2/27/2009	B004283	<u>Decreases</u>	<u>Increases</u>
bc09pn227e					
2000	CLASSIFIED/OTHER NONACADEMIC			0	12,500
3000	EMPLOYEE BENEFITS			28,479	0
4000	SUPPLIES AND MATERIALS			0	5,000
5000	OPERATING EXPENSES AND SERVICES			0	11,538
8600	STATE REVENUE			0	559
				<hr/>	<hr/>
				28,479	29,597

Reason: Special Project Adjustment
Description: SCC BFAP SP#2550 allocations

BOARD OF TRUSTEES
SUMMARY OF BUDGET INCREASES AND DECREASES
2/1/2009 - 2/28/2009

Summary by Major Object for Fund 12

	<u>Decreases</u>	<u>Increases</u>
00 ACADEMIC SALARIES	0	73,637
2000 CLASSIFIED/OTHER NONACADEMIC	0	389,355
3000 EMPLOYEE BENEFITS	33,864	0
4000 SUPPLIES AND MATERIALS	54,516	0
5000 OPERATING EXPENSES & SERVICES	0	80,604
6000 CAPITAL OUTLAY	0	177,784
8100 FEDERAL REVENUE	0	627,300
8600 STATE REVENUE	44,061	0
8800 LOCAL REVENUE	0	49,761
	<u>\$132,441</u>	<u>\$1,398,441</u>

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

**From 02 / 01 / 2009 To 02 / 28 / 2009
Board Meeting on 03 / 23 / 2009**

FUND: 41 CAPITAL OUTLAY PROJECTS FUND

BACKGROUND

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

ANALYSIS

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

<u>Object Category</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
	<u>Appropriation Account</u>		
6000	CAPITAL OUTLAY		10
	<u>Contingency Account</u>		
7900	CONTINGENCY OR RESERVE		3,877,853
	Total appropriation	\$0	\$3,877,863
	<u>Revenue Accounts</u>		
8600	STATE REVENUE		10
8800	LOCAL REVENUE		3,877,853
	Total revenue	\$0	\$3,877,863

RECOMMENDATION

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

Fund 41: Capital Outlay Projects Fund

bc09pn202a		2/2/2009	B004113	<u>Decreases</u>	<u>Increases</u>
6000	CAPITAL OUTLAY			0	10
8600	STATE REVENUE			0	10
				<hr/> 0	<hr/> 20
Reason:	Special Project Adjustment				
Description:	Rev prior yr 07/08 overaccrued				

bc09pn203v		2/3/2009	B004140	<u>Decreases</u>	<u>Increases</u>
7900	CONTINGENCY OR RESERVE			0	372,059
8800	LOCAL REVENUE			0	372,059
				<hr/> 0	<hr/> 744,118
Reason:	Special Project Adjustment				
Description:	DO AB1290 Rev 52.5% as of 1/09				

bc09pn224c		2/24/2009	B004270	<u>Decreases</u>	<u>Increases</u>
7900	CONTINGENCY OR RESERVE			0	3,505,794
8800	LOCAL REVENUE			0	3,505,794
				<hr/> 0	<hr/> 7,011,588
Reason:	Special Project Adjustment				
Description:	City of SA Redevel Ag revenues				

Summary by Major Object for Fund 41

		<u>Decreases</u>	<u>Increases</u>
6000	CAPITAL OUTLAY	0	10
7900	CONTINGENCY OR RESERVE	0	3,877,853
8600	STATE REVENUE	0	10
8800	LOCAL REVENUE	0	3,877,853
		<hr/> 0	<hr/> 7,755,726

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 02 / 01 / 2009 To 02 / 28 / 2009

Board Meeting on 03 / 23 / 2009

FUND: 11 GENERAL FUND-UNRESTRICTED

BACKGROUND

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

ANALYSIS

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

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
1000	ACADEMIC SALARIES		31,381
2000	CLASSIFIED / OTHER NONACADEMIC	162,387	
3000	EMPLOYEE BENEFITS		21,875
4000	SUPPLIES AND MATERIALS		4,064
5000	OPERATING EXPENSES & SERVICES		110,026
6000	CAPITAL OUTLAY	4,959	
	Total Transfers	\$167,346	\$167,346

RECOMMENDATION

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

Fund 11: General Fund Unrestricted

bc09pn203h	2/3/2009	B004127	From	To
4000	SUPPLIES AND MATE		1,500	0
5000	OPERATING EXPENS		0	1,500
			<hr/>	<hr/>
			1,500	1,500

Reason: Adjustment
Description: SAC Bus Div mileage/neg ba

bc09pn203j	2/3/2009	B004129	From	To
4000	SUPPLIES AND MATE		160	0
5000	OPERATING EXPENS		0	160
			<hr/>	<hr/>
			160	160

Reason: Adjustment
Description: Staff attended conference

bc09pn203p	2/3/2009	B004134	From	To
5000	OPERATING EXPENS		1,411	0
6000	CAPITAL OUTLAY		0	1,411
			<hr/>	<hr/>
			1,411	1,411

Reason: Adjustment
Description: SAC Library law books updat

bc09pn205a	2/5/2009	B004142	From	To
1000	ACADEMIC SALARIE\$		0	31,201
2000	CLASSIFIFED/OTHER		173,643	0
3000	EMPLOYEE BENEFIT:		0	16,785
4000	SUPPLIES AND MATE		110	0
5000	OPERATING EXPENS		0	125,767
			<hr/>	<hr/>
			173,753	173,753

Reason: New Budget
Description: Match SP#2230 DSPS SAC

bc09pn206b	2/6/2009	B004155	From	To
4000	SUPPLIES AND MATE		325	0
5000	OPERATING EXPENS		0	325
			<hr/>	<hr/>
			325	325

Reason: Special Project Adjustment
Description: Monitornng system certificatio

bc09pn206c	2/6/2009	B004156	From	To
4000	SUPPLIES AND MATE		1,000	0
5000	OPERATING EXPENS		0	1,000
			<hr/>	<hr/>
			1,000	1,000

Reason: Special Project Adjustment
Description: Emp commute reduction fee

Fund 11: General Fund Unrestricted

		2/9/2009	B004178	<u>From</u>	<u>To</u>
bc09pn209j					
4000	SUPPLIES AND MATERIALS			444	0
5000	OPERATING EXPENSES AND SERVICES			0	444
				<hr/>	<hr/>
				444	444

Reason: Adjustment
Description: SAC Adm/Rec maint agree

		2/9/2009	B004181	<u>From</u>	<u>To</u>
bc09pn209x					
4000	SUPPLIES AND MATERIALS			0	550
5000	OPERATING EXPENSES AND SERVICES			550	0
				<hr/>	<hr/>
				550	550

Reason: Adjustment
Description: SAC Accred membrs welcome kits

		2/9/2009	B004182	<u>From</u>	<u>To</u>
bc09pn209y					
1000	ACADEMIC SALARIES			4,000	0
2000	CLASSIFIED/OTHER NONACADEMIC			0	2,726
5000	OPERATING EXPENSES AND SERVICES			0	1,274
				<hr/>	<hr/>
				4,000	4,000

Reason: Adjustment
Description: SCC ACCJC visit/classified sal

		2/9/2009	B004185	<u>From</u>	<u>To</u>
bc09pn209b					
2000	CLASSIFIED/OTHER NONACADEMIC			0	16,019
3000	EMPLOYEE BENEFITS			0	5,840
5000	OPERATING EXPENSES AND SERVICES			21,859	0
				<hr/>	<hr/>
				21,859	21,859

Reason: Special Project Adjustment
Description: CTE Comm Coll Grant#2193 match

		2/9/2009	B004188	<u>From</u>	<u>To</u>
bc09pm209e					
1000	ACADEMIC SALARIES			0	3,430
2000	CLASSIFIED/OTHER NONACADEMIC			3,430	0
				<hr/>	<hr/>
				3,430	3,430

Reason: Adjustment
Description: SAC EOPS adjunct counseling

		2/11/2009	B004204	<u>From</u>	<u>To</u>
bc09pn211g					
4000	SUPPLIES AND MATERIALS			100	0
5000	OPERATING EXPENSES AND SERVICES			0	100
				<hr/>	<hr/>
				100	100

Reason: Adjustment
Description: DO Ed Svcs printing costs

Fund 11: General Fund Unrestricted

bc09pn211h	2/11/2009	B004205	From	To
4000	SUPPLIES AND MATERIALS		11	0
5000	OPERATING EXPENSES AND SERVICES		0	11
			<hr/>	<hr/>
			11	11
Reason:	Adjustment			
Description:	ITS Data Ctr Computerland			
bc09pn212d	2/12/2009	B004212	From	To
5000	OPERATING EXPENSES AND SERVICES		0	400
6000	CAPITAL OUTLAY		400	0
			<hr/>	<hr/>
			400	400
Reason:	Adjustment			
Description:	SAC Media Prod software/lic			
bc09pn212j	2/12/2009	B004218	From	To
4000	SUPPLIES AND MATERIALS		0	650
5000	OPERATING EXPENSES AND SERVICES		650	0
			<hr/>	<hr/>
			650	650
Reason:	Adjustment			
Description:	RSCCD ITS TAG pilot software			
bc09pn218j	2/18/2009	B004232	From	To
2000	CLASSIFIED/OTHER NONACADEMIC		4,059	0
4000	SUPPLIES AND MATERIALS		0	4,059
			<hr/>	<hr/>
			4,059	4,059
Reason:	Adjustment			
Description:	SAC Counsel UTC supplies			
bc09pn218m	2/18/2009	B004235	From	To
4000	SUPPLIES AND MATERIALS		3,500	0
5000	OPERATING EXPENSES AND SERVICES		0	3,500
			<hr/>	<hr/>
			3,500	3,500
Reason:	Adjustment			
Description:	SAC TV/video repair			
bc09pn218p	2/18/2009	B004237	From	To
4000	SUPPLIES AND MATERIALS		0	5,500
6000	CAPITAL OUTLAY		5,500	0
			<hr/>	<hr/>
			5,500	5,500
Reason:	Adjustment			
Description:	SAC Sci/Math instr supplies			
bc09pn218r	2/18/2009	B004239	From	To
1000	ACADEMIC SALARIES		0	750
3000	EMPLOYEE BENEFITS		750	0
			<hr/>	<hr/>
			750	750
Reason:	Special Project Adjustment			
Description:	Sspire yr3 match-cover neg bal			

Fund 11: General Fund Unrestricted

BC09JP218A	2/19/2009	B004246	From	To
4000	SUPPLIES AND MATERIALS		0	700
5000	OPERATING EXPENSES AND SERVICES		700	0
			<hr/>	<hr/>
			700	700
Reason:	Adjustment			
Description:	Fund purch of 7 Kelso lock cyl			

bc09pn220l	2/20/2009	B004258	From	To
4000	SUPPLIES AND MATERIALS		710	0
5000	OPERATING EXPENSES AND SERVICES		0	710
			<hr/>	<hr/>
			710	710
Reason:	Adjustment			
Description:	SAC Bldg D roof water pump gen			

bc09pn226e	2/26/2009	B004277	From	To
4000	SUPPLIES AND MATERIALS		5	0
5000	OPERATING EXPENSES AND SERVICES		0	5
			<hr/>	<hr/>
			5	5
Reason:	Adjustment			
Description:	Model United Nation conf trans			

bc09pn227g	2/27/2009	B004285	From	To
4000	SUPPLIES AND MATERIALS		0	470
6000	CAPITAL OUTLAY		470	0
			<hr/>	<hr/>
			470	470
Reason:	Special Project Adjustment			
Description:	SAC Libry PC lockdown/contract			

Summary by Major Object for Fund 11

	From	To
	<hr/>	<hr/>
1000 ACADEMIC SALARIES	0	31,381
2000 CLASSIFIED / OTHER NONACADEMIC	162,387	0
3000 EMPLOYEE BENEFITS	0	21,875
4000 SUPPLIES AND MATERIALS	0	4,064
5000 OPERATING EXPENSES & SERVICES	0	110,026
6000 CAPITAL OUTLAY	4,959	0
	<hr/>	<hr/>
	167,346	167,346

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 02 / 01 / 2009 To 02 / 28 / 2009

Board Meeting on 03 / 23 / 2009

FUND : 12 GENERAL FUND-RESTRICTED

BACKGROUND

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

ANALYSIS

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

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
1000	ACADEMIC SALARIES		72,617
2000	CLASSIFIED / OTHER NONACADEMIC	65,157	
3000	EMPLOYEE BENEFITS		1,917
4000	SUPPLIES AND MATERIALS	32,740	
5000	OPERATING EXPENSES AND SERVICES		47,044
6000	CAPITAL OUTLAY	11,274	
7000	OTHER OUTGO	12,407	
	Total Transfers	\$121,578	\$121,578

RECOMMENDATION

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

Fund 12: General Fund Restricted

		2/2/2009	B004114	<u>From</u>	<u>To</u>
bc09pn202b					
1000	ACADEMIC SALARIES			0	4,090
2000	CLASSIFIFED/OTHER NONACADEMIC			0	8,037
3000	EMPLOYEE BENEFITS			2,169	0
4000	SUPPLIES AND MATERIALS			9,647	0
5000	OPERATING EXPENSES AND SERVICES			0	15,214
7000	OTHER OUTGO			15,525	0
				<hr/>	<hr/>
				27,341	27,341
Reason:	Special Project Adjustment				
Description:	Transfer/close SP#1205				

		2/2/2009	B004115	<u>From</u>	<u>To</u>
bc09pn202c					
2000	CLASSIFIFED/OTHER NONACADEMIC			0	3,212
3000	EMPLOYEE BENEFITS			0	1,013
4000	SUPPLIES AND MATERIALS			4,265	0
5000	OPERATING EXPENSES AND SERVICES			0	40
				<hr/>	<hr/>
				4,265	4,265
Reason:	Special Project Adjustment				
Description:	Transfer salary/benefits				

		2/2/2009	B004118	<u>From</u>	<u>To</u>
bc09pn202f					
1000	ACADEMIC SALARIES			0	6,313
2000	CLASSIFIFED/OTHER NONACADEMIC			0	17,096
3000	EMPLOYEE BENEFITS			0	344
4000	SUPPLIES AND MATERIALS			15,641	0
5000	OPERATING EXPENSES AND SERVICES			5,306	0
6000	CAPITAL OUTLAY			2,806	0
				<hr/>	<hr/>
				23,753	23,753
Reason:	Special Project Adjustment				
Description:	Cover neg bal SP#2030				

		2/3/2009	B004123	<u>From</u>	<u>To</u>
bc09pn203d					
2000	CLASSIFIFED/OTHER NONACADEMIC			4,500	0
5000	OPERATING EXPENSES AND SERVICES			0	4,500
				<hr/>	<hr/>
				4,500	4,500
Reason:	Special Project Adjustment				
Description:	WorkKeys assessment consultant				

		2/3/2009	B004125	<u>From</u>	<u>To</u>
bc09pn203f					
1000	ACADEMIC SALARIES			0	23,052
2000	CLASSIFIFED/OTHER NONACADEMIC			6,749	0
5000	OPERATING EXPENSES AND SERVICES			2,000	0
6000	CAPITAL OUTLAY			14,303	0
				<hr/>	<hr/>
				23,052	23,052
Reason:	Special Project Adjustment				
Description:	SCC Health Ctr salary				

Fund 12: General Fund Restricted

bc09pn203i	2/3/2009	B004128	From	To
1000	ACADEMIC SALARIES		0	500
3000	EMPLOYEE BENEFITS		500	0
			<hr/>	<hr/>
			500	500

Reason: Special Project Adjustment
Description: SCC Career P/T public/survey

bc09pn203k	2/3/2009	B004130	From	To
4000	SUPPLIES AND MATERIALS		0	700
5000	OPERATING EXPENSES AND SERVICES		700	0
			<hr/>	<hr/>
			700	700

Reason: Special Project Adjustment
Description: Supplies needed in Research

bc09pn203l	2/3/2009	B004131	From	To
1000	ACADEMIC SALARIES		597	0
3000	EMPLOYEE BENEFITS		0	597
			<hr/>	<hr/>
			597	597

Reason: Special Project Adjustment
Description: SCC Title III yr2 neg balances

bc09pn203m	2/3/2009	B004132	From	To
1000	ACADEMIC SALARIES		369	0
3000	EMPLOYEE BENEFITS		0	369
			<hr/>	<hr/>
			369	369

Reason: Special Project Adjustment
Description: SCC Title III yr2 neg balances

bc09pn205e	2/5/2009	B004146	From	To
4000	SUPPLIES AND MATERIALS		620	0
5000	OPERATING EXPENSES AND SERVICES		0	620
			<hr/>	<hr/>
			620	620

Reason: Special Project Adjustment
Description: SAC Prtnrshp Strtgic retreat

BC09KT25B	2/5/2009	B004148	From	To
4000	SUPPLIES AND MATERIALS		0	353
5000	OPERATING EXPENSES AND SERVICES		500	0
6000	CAPITAL OUTLAY		0	147
			<hr/>	<hr/>
			500	500

Reason: Special Project Adjustment
Description: Fund Outreach 4 comp. & food

Fund 12: General Fund Restricted

		<u>From</u>	<u>To</u>
BC09KT25C	2/5/2009	B004149	
4000	SUPPLIES AND MATERIALS	0	1,319
6000	CAPITAL OUTLAY	1,319	0
		<hr/>	<hr/>
		1,319	1,319

Reason: Special Project Adjustment
Description: Fund pathfine server & project

		<u>From</u>	<u>To</u>
BC09JP205B	2/5/2009	B004151	
2000	CLASSIFIFED/OTHER NONACADEMIC	0	847
3000	EMPLOYEE BENEFITS	0	66
5000	OPERATING EXPENSES AND SERVICES	913	0
		<hr/>	<hr/>
		913	913

Reason: Special Project Adjustment
Description: Cover neg bal SP#2030-CAHSEE

		<u>From</u>	<u>To</u>
bc09pn206a	2/6/2009	B004154	
2000	CLASSIFIFED/OTHER NONACADEMIC	0	500
7000	OTHER OUTGO	500	0
		<hr/>	<hr/>
		500	500

Reason: Special Project Adjustment
Description: SAC Counseling student asst

		<u>From</u>	<u>To</u>
bc09pn206g	2/6/2009	B004160	
1000	ACADEMIC SALARIES	600	0
6000	CAPITAL OUTLAY	0	600
		<hr/>	<hr/>
		600	600

Reason: Special Project Adjustment
Description: SAC Nursing software

		<u>From</u>	<u>To</u>
bc09pn206h	2/6/2009	B004161	
1000	ACADEMIC SALARIES	1,687	0
4000	SUPPLIES AND MATERIALS	0	1,321
5000	OPERATING EXPENSES AND SERVICES	0	366
		<hr/>	<hr/>
		1,687	1,687

Reason: Special Project Adjustment
Description: SAC neg bal/engineering class

		<u>From</u>	<u>To</u>
bc09pn209b	2/9/2009	B004164	
2000	CLASSIFIFED/OTHER NONACADEMIC	0	79
3000	EMPLOYEE BENEFITS	79	0
		<hr/>	<hr/>
		79	79

Reason: Special Project Adjustment
Description: SCC Title III y2 hourly S/term

Fund 12: General Fund Restricted

		2/9/2009	B004165	<u>From</u>	<u>To</u>
bc09pn209c					
1000	ACADEMIC SALARIES			1,242	0
2000	CLASSIFIFED/OTHER NONACADEMIC			0	2,661
3000	EMPLOYEE BENEFITS			207	0
6000	CAPITAL OUTLAY			1,212	0
				<hr/>	<hr/>
				2,661	2,661
Reason:	Special Project Adjustment				
Description:	SCC Title III y2 hourly S/term				

		2/9/2009	B004166	<u>From</u>	<u>To</u>
bc09pn209d					
1000	ACADEMIC SALARIES			880	0
2000	CLASSIFIFED/OTHER NONACADEMIC			337	0
3000	EMPLOYEE BENEFITS			0	1,217
				<hr/>	<hr/>
				1,217	1,217
Reason:	Special Project Adjustment				
Description:	SCC Title III y3 cover neg				

		2/9/2009	B004167	<u>From</u>	<u>To</u>
bc09pn209e					
1000	ACADEMIC SALARIES			38	0
3000	EMPLOYEE BENEFITS			0	38
				<hr/>	<hr/>
				38	38
Reason:	Special Project Adjustment				
Description:	SCC Title III y3 cover neg				

		2/9/2009	B004168	<u>From</u>	<u>To</u>
bc09pn209f					
1000	ACADEMIC SALARIES			406	0
3000	EMPLOYEE BENEFITS			0	291
6000	CAPITAL OUTLAY			0	115
				<hr/>	<hr/>
				406	406
Reason:	Special Project Adjustment				
Description:	SCC Title III y3 cover neg				

		2/9/2009	B004169	<u>From</u>	<u>To</u>
bc09pn209g					
4000	SUPPLIES AND MATERIALS			415	0
6000	CAPITAL OUTLAY			0	415
				<hr/>	<hr/>
				415	415
Reason:	Special Project Adjustment				
Description:	SCC LFPAC equip/software				

		2/9/2009	B004172	<u>From</u>	<u>To</u>
bc09pn209i					
4000	SUPPLIES AND MATERIALS			1,000	0
5000	OPERATING EXPENSES AND SERVICES			0	1,000
				<hr/>	<hr/>
				1,000	1,000
Reason:	Special Project Adjustment				
Description:	SCC CAMP student excursions				

Fund 12: General Fund Restricted

bc09pn209m	2/9/2009	B004173	<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS		0	2,000
6000	CAPITAL OUTLAY		2,000	0
			<hr/>	<hr/>
			2,000	2,000

Reason: Special Project Adjustment
Description: SCC Career Ed instr supplies

bc09pn209n	2/9/2009	B004174	<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS		0	2,000
5000	OPERATING EXPENSES AND SERVICES		2,000	0
			<hr/>	<hr/>
			2,000	2,000

Reason: Special Project Adjustment
Description: OC SBDC non-instr supplies

bc09pn209p	2/9/2009	B004175	<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS		2,600	0
5000	OPERATING EXPENSES AND SERVICES		0	2,600
			<hr/>	<hr/>
			2,600	2,600

Reason: Special Project Adjustment
Description: Software license

bc09pn209i	2/9/2009	B004179	<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS		0	3,200
5000	OPERATING EXPENSES AND SERVICES		3,200	0
			<hr/>	<hr/>
			3,200	3,200

Reason: Special Project Adjustment
Description: SAC Cont Ed instr supplies

bc09pn209s	2/9/2009	B004180	<u>From</u>	<u>To</u>
2000	CLASSIFIED/OTHER NONACADEMIC		0	2,569
3000	EMPLOYEE BENEFITS		2,803	0
5000	OPERATING EXPENSES AND SERVICES		0	234
			<hr/>	<hr/>
			2,803	2,803

Reason: Special Project Adjustment
Description: Conference/business consultant

bc09pn209z	2/9/2009	B004183	<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES		110	0
3000	EMPLOYEE BENEFITS		0	110
			<hr/>	<hr/>
			110	110

Reason: Special Project Adjustment
Description: SCC Career Ed facilitation

Fund 12: General Fund Restricted

bc09pm209a	2/9/2009	B004184	From	To
5000	OPERATING EXPENSES AND SERVICES		0	3,900
6000	CAPITAL OUTLAY		3,900	0
			<hr/>	<hr/>
			3,900	3,900

Reason: Special Project Adjustment
Description: SAC Acad Tal software lic/trng

bc09pm209c	2/9/2009	B004186	From	To
1000	ACADEMIC SALARIES		0	8,296
2000	CLASSIFIFED/OTHER NONACADEMIC		9,726	0
3000	EMPLOYEE BENEFITS		0	1,430
			<hr/>	<hr/>
			9,726	9,726

Reason: Special Project Adjustment
Description: SCC Title III y3 cover neg

bc09pm209d	2/9/2009	B004187	From	To
2000	CLASSIFIFED/OTHER NONACADEMIC		7,300	0
4000	SUPPLIES AND MATERIALS		0	2,000
5000	OPERATING EXPENSES AND SERVICES		0	5,300
			<hr/>	<hr/>
			7,300	7,300

Reason: Special Project Adjustment
Description: SAC MESA stipends/incent/books

bc09pm209f	2/9/2009	B004189	From	To
1000	ACADEMIC SALARIES		0	19,911
2000	CLASSIFIFED/OTHER NONACADEMIC		19,911	0
			<hr/>	<hr/>
			19,911	19,911

Reason: Special Project Adjustment
Description: SAC EOPS neg bal

bc09pn210f	2/10/2009	B004195	From	To
5000	OPERATING EXPENSES AND SERVICES		4,009	0
6000	CAPITAL OUTLAY		0	4,009
			<hr/>	<hr/>
			4,009	4,009

Reason: Special Project Adjustment
Description: Align w/Fed act revised budget

BC09PN209T	2/10/2009	B004196	From	To
4000	SUPPLIES AND MATERIALS		456	0
5000	OPERATING EXPENSES AND SERVICES		0	456
			<hr/>	<hr/>
			456	456

Reason: Adjustment
Description: Fund website hosting/email ad

Fund 12: General Fund Restricted

		2/11/2009	B004206	<u>From</u>	<u>To</u>
bc09pn211i					
1000	ACADEMIC SALARIES			0	1,549
3000	EMPLOYEE BENEFITS			0	196
4000	SUPPLIES AND MATERIALS			3,253	0
5000	OPERATING EXPENSES AND SERVICES			0	1,508
				<hr/>	<hr/>
				3,253	3,253

Reason: Special Project Adjustment
Description: OEC align BSI expend plan

		2/12/2009	B004209	<u>From</u>	<u>To</u>
bc09pn212a					
4000	SUPPLIES AND MATERIALS			0	420
5000	OPERATING EXPENSES AND SERVICES			20,090	0
6000	CAPITAL OUTLAY			0	19,670
				<hr/>	<hr/>
				20,090	20,090

Reason: Adjustment
Description: SAC Libry PCs/Ex Sci clocks

		2/12/2009	B004211	<u>From</u>	<u>To</u>
bc09pn212c					
4000	SUPPLIES AND MATERIALS			0	2,000
5000	OPERATING EXPENSES AND SERVICES			2,000	0
				<hr/>	<hr/>
				2,000	2,000

Reason: Special Project Adjustment
Description: SAC MESA book loan program

		2/12/2009	B004215	<u>From</u>	<u>To</u>
bc09pn212g					
4000	SUPPLIES AND MATERIALS			0	160
5000	OPERATING EXPENSES AND SERVICES			160	0
				<hr/>	<hr/>
				160	160

Reason: Special Project Adjustment
Description: Dreamweaver software/fax line

		2/12/2009	B004217	<u>From</u>	<u>To</u>
bc09pn212i					
1000	ACADEMIC SALARIES			0	3,000
5000	OPERATING EXPENSES AND SERVICES			0	3,000
6000	CAPITAL OUTLAY			6,000	0
				<hr/>	<hr/>
				6,000	6,000

Reason: Special Project Adjustment
Description: SCC Title III y3 Plato/stipnd

		2/18/2009	B004228	<u>From</u>	<u>To</u>
bc09pn218f					
4000	SUPPLIES AND MATERIALS			3,400	0
5000	OPERATING EXPENSES AND SERVICES			0	1,000
7000	OTHER OUTGO			0	2,400
				<hr/>	<hr/>
				3,400	3,400

Reason: Special Project Adjustment
Description: SAC Counsel various supplies

Fund 12: General Fund Restricted

bc09pn218g	2/18/2009	B004229	From	To
5000	OPERATING EXPENSES AND SERVICES		0	3,099
6000	CAPITAL OUTLAY		3,099	0
			<hr/>	<hr/>
			3,099	3,099

Reason: Special Project Adjustment
Description: SAC SSSP TRIO software license

bc09pn218h	2/18/2009	B004230	From	To
5000	OPERATING EXPENSES AND SERVICES		0	3,099
6000	CAPITAL OUTLAY		3,099	0
			<hr/>	<hr/>
			3,099	3,099

Reason: Special Project Adjustment
Description: SAC Up Bound TRIO softwr lic

bc09pn218i	2/18/2009	B004231	From	To
2000	CLASSIFIED/OTHER NONACADEMIC		3,500	0
5000	OPERATING EXPENSES AND SERVICES		1,631	0
7000	OTHER OUTGO		0	5,131
			<hr/>	<hr/>
			5,131	5,131

Reason: Special Project Adjustment
Description: SAC GEAR UP II yr6 closing

bc09pn218l	2/18/2009	B004234	From	To
4000	SUPPLIES AND MATERIALS		0	59
6000	CAPITAL OUTLAY		59	0
			<hr/>	<hr/>
			59	59

Reason: Special Project Adjustment
Description: SCC BMS supplies

bc09pn218s	2/18/2009	B004240	From	To
1000	ACADEMIC SALARIES		0	233
3000	EMPLOYEE BENEFITS		109	0
4000	SUPPLIES AND MATERIALS		124	0
			<hr/>	<hr/>
			233	233

Reason: Special Project Adjustment
Description: Sspire yr3 cover neg balances

Fund 12: General Fund Restricted

		2/19/2009	B004244	<u>From</u>	<u>To</u>
bc09pn219d					
4000	SUPPLIES AND MATERIALS			0	800
5000	OPERATING EXPENSES AND SERVICES			800	0
				800	800

Reason: Special Project Adjustment
Description: SCC Career Ed svc/non-ins supp

		2/19/2009	B004245	<u>From</u>	<u>To</u>
bc09pn219e					
2000	CLASSIFIED/OTHER NONACADEMIC			38,407	0
3000	EMPLOYEE BENEFITS			12,689	0
4000	SUPPLIES AND MATERIALS			4,100	0
5000	OPERATING EXPENSES AND SERVICES			0	55,196
				55,196	55,196

Reason: Special Project Adjustment
Description: Revise SP#1206 CAMP SCC yr2

		2/20/2009	B004248	<u>From</u>	<u>To</u>
bc09pn220b					
4000	SUPPLIES AND MATERIALS			510	0
5000	OPERATING EXPENSES AND SERVICES			0	510
				510	510

Reason: Adjustment
Description: Res Dev audit certification

		2/20/2009	B004249	<u>From</u>	<u>To</u>
bc09pn220c					
4000	SUPPLIES AND MATERIALS			0	2,000
6000	CAPITAL OUTLAY			2,000	0
				2,000	2,000

Reason: Special Project Adjustment
Description: SAC stu wrkbooks/news subscr

		2/20/2009	B004251	<u>From</u>	<u>To</u>
bc09pn220e					
1000	ACADEMIC SALARIES			0	7,820
2000	CLASSIFIED/OTHER NONACADEMIC			600	0
4000	SUPPLIES AND MATERIALS			4,000	0
5000	OPERATING EXPENSES AND SERVICES			1,887	0
7000	OTHER OUTGO			1,333	0
				7,820	7,820

Reason: Special Project Adjustment
Description: SAC GEAR UP III yr3 closing

		2/20/2009	B004253	<u>From</u>	<u>To</u>
bc09pn220g					
4000	SUPPLIES AND MATERIALS			1,070	0
5000	OPERATING EXPENSES AND SERVICES			0	1,070
				1,070	1,070

Reason: Special Project Adjustment
Description: SCC Title III yr4 ASC software

Fund 12: General Fund Restricted

bc09pn220h	2/20/2009	B004254	From	To
5000	OPERATING EXPENSES AND SERVICES		5,000	0
6000	CAPITAL OUTLAY		0	5,000
			<hr/>	<hr/>
			5,000	5,000

Reason: Special Project Adjustment
Description: SCC Career Ed PCs/instr supply

bc09pn220i	2/20/2009	B004255	From	To
1000	ACADEMIC SALARIES		9,000	0
5000	OPERATING EXPENSES AND SERVICES		0	14,000
7000	OTHER OUTGO		5,000	0
			<hr/>	<hr/>
			14,000	14,000

Reason: Special Project Adjustment
Description: SAC Counseling CBEST/STEM

bc09pn223a	2/23/2009	B004260	From	To
4000	SUPPLIES AND MATERIALS		0	3,470
5000	OPERATING EXPENSES AND SERVICES		4,754	0
6000	CAPITAL OUTLAY		0	1,284
			<hr/>	<hr/>
			4,754	4,754

Reason: Special Project Adjustment
Description: SAC Stu Life empl/suppl/equip

bc09pn223b	2/23/2009	B004261	From	To
3000	EMPLOYEE BENEFITS		0	97
4000	SUPPLIES AND MATERIALS		97	0
			<hr/>	<hr/>
			97	97

Reason: Special Project Adjustment
Description: VTEA SP#1800 neg bal-acct/eval

bc09pn223c	2/23/2009	B004262	From	To
4000	SUPPLIES AND MATERIALS		157	0
5000	OPERATING EXPENSES AND SERVICES		0	94
6000	CAPITAL OUTLAY		0	63
			<hr/>	<hr/>
			157	157

Reason: Special Project Adjustment
Description: SAC EOPS obj#6415, 5845

bc09pn223e	2/23/2009	B004264	From	To
4000	SUPPLIES AND MATERIALS		420	0
7000	OTHER OUTGO		0	420
			<hr/>	<hr/>
			420	420

Reason: Special Project Adjustment
Description: Bus passes cost increase

Fund 12: General Fund Restricted

		2/23/2009	B004266	<u>From</u>	<u>To</u>
bc09pn223g					
1000	ACADEMIC SALARIES			985	0
2000	CLASSIFIED/OTHER NONACADEMIC			0	985
4000	SUPPLIES AND MATERIALS			0	400
6000	CAPITAL OUTLAY			400	0
				<hr/>	<hr/>
				1,385	1,385

Reason: Special Project Adjustment
Description: SAC VTEA I.A./ads/ref material

		2/23/2009	B004267	<u>From</u>	<u>To</u>
bc09pn223h					
4000	SUPPLIES AND MATERIALS			200	0
6000	CAPITAL OUTLAY			0	200
				<hr/>	<hr/>
				200	200

Reason: Special Project Adjustment
Description: SAC VTEA DGS Honda Hybrid

		2/26/2009	B004273	<u>From</u>	<u>To</u>
bc09pn226a					
1000	ACADEMIC SALARIES			0	1,762
2000	CLASSIFIED/OTHER NONACADEMIC			6,590	0
3000	EMPLOYEE BENEFITS			0	4,828
				<hr/>	<hr/>
				6,590	6,590

Reason: Special Project Adjustment
Description: VTEA Water SP#1818 neg bal

		2/26/2009	B004275	<u>From</u>	<u>To</u>
bc09pn226c					
2000	CLASSIFIED/OTHER NONACADEMIC			11,467	0
3000	EMPLOYEE BENEFITS			0	11,467
				<hr/>	<hr/>
				11,467	11,467

Reason: Special Project Adjustment
Description: Correct ABE SP#1102

		2/26/2009	B004276	<u>From</u>	<u>To</u>
bc09pn226d					
2000	CLASSIFIED/OTHER NONACADEMIC			0	1,281
3000	EMPLOYEE BENEFITS			1,281	0
				<hr/>	<hr/>
				1,281	1,281

Reason: Special Project Adjustment
Description: Corr Up Bound yr2 H & W accts

		2/26/2009	B004278	<u>From</u>	<u>To</u>
BC09KT22609A					
1000	ACADEMIC SALARIES			153	0
4000	SUPPLIES AND MATERIALS			0	1,843
5000	OPERATING EXPENSES AND SERVICES			0	555
6000	CAPITAL OUTLAY			2,245	0
				<hr/>	<hr/>
				2,398	2,398

Reason: Special Project Adjustment
Description: Pay curriculum dev, software l

Fund 12: General Fund Restricted

bc09pn227a	2/27/2009	B004279	From	To
4000	SUPPLIES AND MATERIALS		245	0
5000	OPERATING EXPENSES AND SERVICES		0	808
6000	CAPITAL OUTLAY		563	0
			<hr/>	<hr/>
			808	808
Reason:	Special Project Adjustment			
Description:	SAC Bus Div softwr lic/supply			

bc09pn227c	2/27/2009	B004281	From	To
4000	SUPPLIES AND MATERIALS		0	4,500
5000	OPERATING EXPENSES AND SERVICES		4,500	0
			<hr/>	<hr/>
			4,500	4,500
Reason:	Special Project Adjustment			
Description:	SAC Cont Ed SP#2490 food svcs			

bc09pn227d	2/27/2009	B004282	From	To
5000	OPERATING EXPENSES AND SERVICES		1,100	0
6000	CAPITAL OUTLAY		0	1,100
			<hr/>	<hr/>
			1,100	1,100
Reason:	Special Project Adjustment			
Description:	SCC Cr Matric equipment			

bc09pn227g	2/27/2009	B004285	From	To
5000	OPERATING EXPENSES AND SERVICES		0	905
6000	CAPITAL OUTLAY		905	0
			<hr/>	<hr/>
			905	905
Reason:	Special Project Adjustment			
Description:	SAC Libry PC lockdown/contract			

bc09pn227k	2/27/2009	B004289	From	To
1000	ACADEMIC SALARIES		0	12,792
5000	OPERATING EXPENSES AND SERVICES		12,792	0
			<hr/>	<hr/>
			12,792	12,792
Reason:	Special Project Adjustment			
Description:	Int'l Bus Grant obj#1480, 1483			

bc09pn227l	2/27/2009	B004290	From	To
5000	OPERATING EXPENSES AND SERVICES		33	0
6000	CAPITAL OUTLAY		0	33
			<hr/>	<hr/>
			33	33
Reason:	Special Project Adjustment			
Description:	SAC object# 6410			

Fund 12: General Fund Restricted

		2/27/2009	B004292	<u>From</u>	<u>To</u>
bc09pn227n					
4000	SUPPLIES AND MATERIALS			3,000	0
5000	OPERATING EXPENSES AND SERVICES			0	3,000
				<hr/>	<hr/>
				3,000	3,000

Reason: Special Project Adjustment
Description: SAC Cr Matric tent set up

		2/27/2009	B004293	<u>From</u>	<u>To</u>
bc09pn227p					
1000	ACADEMIC SALARIES			375	0
2000	CLASSIFIED/OTHER NONACADEMIC			0	5,967
4000	SUPPLIES AND MATERIALS			5,137	0
5000	OPERATING EXPENSES AND SERVICES			2,455	0
7000	OTHER OUTGO			0	2,000
				<hr/>	<hr/>
				7,967	7,967

Reason: Special Project Adjustment
Description: SAC Cr Matric trans prog/neg

		2/27/2009	B004294	<u>From</u>	<u>To</u>
bc09pn227q					
1000	ACADEMIC SALARIES			259	0
2000	CLASSIFIED/OTHER NONACADEMIC			0	1,496
3000	EMPLOYEE BENEFITS			309	0
4000	SUPPLIES AND MATERIALS			928	0
				<hr/>	<hr/>
				1,496	1,496

Reason: Special Project Adjustment
Description: SCC Title III yr3 Acad Succ IA

		2/27/2009	B004295	<u>From</u>	<u>To</u>
bc09pn227r					
2000	CLASSIFIED/OTHER NONACADEMIC			800	0
5000	OPERATING EXPENSES AND SERVICES			0	800
				<hr/>	<hr/>
				800	800

Reason: Special Project Adjustment
Description: SAC SSSP TRIO software

Summary by Major Object for Fund 12

		<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES	0	72,617
2000	CLASSIFIED / OTHER NONACADEMIC	65,157	0
3000	EMPLOYEE BENEFITS	0	1,917
4000	SUPPLIES AND MATERIALS	32,740	0
5000	OPERATING EXPENSES & SERVICES	0	47,044
6000	CAPITAL OUTLAY	11,274	0
7000	OTHER OUTGO	12,407	0
		<hr/>	<hr/>
		121,578	121,578

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 02 / 01 / 2009 To 02 / 28 / 2009

Board Meeting on 03 / 23 / 2009

FUND : 33 CHILD DEVELOPMENT FUND

BACKGROUND

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

ANALYSIS

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

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
	<u>Appropriation Accounts</u>		
2000	CLASSIFIED / OTHER NONACADEMIC		47
3000	EMPLOYEE BENEFITS	12	
4000	SUPPLIES AND MATERIALS	16,008	
5000	OPERATING EXPENSES & SERVICES		13,673
6000	CAPITAL OUTLAY		2,300
	Total of all Transfers	\$16,020	\$16,020

RECOMMENDATION

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

Fund 33: Child Development Fund

		<u>From</u>	<u>To</u>
bc09pn203n	2/3/2009 B004133		
2000	CLASSIFIED/OTHER NONACADEMIC	0	47
3000	EMPLOYEE BENEFITS	12	0
4000	SUPPLIES AND MATERIALS	35	0
		47	47
Reason:	Special Project Adjustment		
Description:	Ed Svcs SP#3390 closure		

		<u>From</u>	<u>To</u>
bc09pn220j	2/20/2009 B004256		
4000	SUPPLIES AND MATERIALS	13,673	0
5000	OPERATING EXPENSES AND SERVICES	0	13,673
		13,673	13,673
Reason:	Special Project Adjustment		
Description:	SAC East Great Amer Lunch Box		

		<u>From</u>	<u>To</u>
bc09pn227i	2/27/2009 B004287		
4000	SUPPLIES AND MATERIALS	900	0
6000	CAPITAL OUTLAY	0	900
		900	900
Reason:	Special Project Adjustment		
Description:	Ed Svcs/Child Dev equipment		

		<u>From</u>	<u>To</u>
bc09pn227j	2/27/2009 B004288		
4000	SUPPLIES AND MATERIALS	1,400	0
6000	CAPITAL OUTLAY	0	1,400
		1,400	1,400
Reason:	Special Project Adjustment		
Description:	Ed Svcs/Child Dev equipment		

Summary by Major Object for Fund 33

		<u>From</u>	<u>To</u>
2000	CLASSIFIED/OTHER NONACADEMIC	0	47
3000	EMPLOYEE BENEFITS	12	0
4000	SUPPLIES AND MATERIALS	16,008	0
5000	OPERATING EXPENSES AND SERVICES	0	13,673
6000	CAPITAL OUTLAY	0	2,300
		16,020	16,020

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 02 / 01 / 2009 To 02 / 28 / 2009

Board Meeting on 03 / 23 / 2009

FUND : 71 ASSOCIATED STUDENTS FUND

BACKGROUND

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

ANALYSIS

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

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
2000	CLASSIFIED/OTHER NONACADEMIC		4,000
3000	EMPLOYEE BENEFITS		240
5000	OPERATING EXPENSES AND SERVICES	4,240	
	Total of all transfers	\$4,240	\$4,240

RECOMMENDATION

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

Printed on 03/05/2009

Fund 71: Associated Students Fund

		<u>From</u>	<u>To</u>
bc09pn218n	2/18/2009 B004236		
2000	CLASSIFIED/OTHER NONACADEMIC	0	4,000
3000	EMPLOYEE BENEFITS	0	240
5000	OPERATING EXPENSES AND SERVICES	4,240	0
		<hr/>	<hr/>
		4,240	4,240

Reason: Special Project Adjustment
Description: SBO stu lounge S/T stu assts

Summary by Major Object for Fund 71

		<u>From</u>	<u>To</u>
2000	CLASSIFIED/OTHER NONACADEMIC	0	4,000
3000	EMPLOYEE BENEFITS	0	240
5000	OPERATING EXPENSES AND SERVICES	4,240	0
		<hr/>	<hr/>
		4,240	4,240

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: March 23, 2009
Re:	Approval of the Alterations to Classroom Building (D) at Santa Ana College (DSA No. 04-102506)	
Action:	Request for Approval	

BACKGROUND:

In the 2001-2002 fiscal year, Nextel installed cell phone antennas on Dunlap Hall. However, the District was never advised by Nextel to officially accept the project via a Notice of Completion.

Recent correspondence from Nextel and the Division of State Architect (DSA) indicates the need for RSCCD to file a Notice of Completion in order to close the DSA file on this project.

ANALYSIS:

Based upon approved reports from the DSA certified inspector, the Nextel project is 100% complete and has been constructed in accordance with DSA approved plans and specifications.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion for the Nextel project (DSA No. 04-102506) as of September 12, 2008.

Fiscal Impact:	N/A	Board Date: March 23, 2009
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

RECORDING REQUESTED BY:
Rancho Santiago Comm. Coll. District
2323 N. Broadway
Santa Ana, CA 92706-1640

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

Mr. Darryl A. Odum
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706-1640

THIS SPACE FOR RECORDER'S USE ONLY

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 N. Broadway
Santa Ana, CA 92706-1640

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santa Ana College, located at 1530 West Seventeenth Street, Santa Ana, California, caused improvements to be made to the property to wit: Installation of cell phone antennas on D Building at Santa Ana College, the contract for the doing of which was heretofore entered into on the 26th day of November, 2001, which contract was made with Nextel Communications, Inc., as contractor; that said improvements were completed on the 12th day of September, 2008, and accepted by formal action of the governing Board of said District on the 23rd day of March, 2009; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Contractors Bonding and Insurance Company.

Rancho Santiago Community College District of Orange
County, California

by _____

State of California)
 §
County of Orange)

I, the undersigned, state that I have read the foregoing document, and know the contents thereof, and that the facts therein stated are true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at _____ California, on
_____, 2009.

Signature _____
(include name of corporation, partnership, etc., if any)

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

To:	Board of Trustees	Date: March 23, 2009
Re:	Approval of Architect's Contract for the Final Project Proposal (FPP) and Initial Project Proposal (IPP) for: SAC Russell Hall Renovation, SCC Student Services Center	
Action:	Request for Approval	

BACKGROUND:

In order to complete the master plans for both Santa Ana College and Santiago Canyon College, it is imperative that the District maximize all opportunities for State funding of these projects. This is especially important for projects that are identified on the master plans but have no source of revenue such as Measure "E".

ANALYSIS:

In consultation with both Santa Ana College and Santiago Canyon College, it has been determined to submit the following projects for potential funding as indicated below:

<u>Project Name</u>	<u>Application</u>	<u>Funding Year</u>
SAC Russell Hall Renovation	FPP	2010-11
SCC Student Services Center	FPP	2010-11
SAC Russell Hall Renovation	IPP	2011-12
SCC Student Services Center	IPP	2011-12

The deadline for submittal of the FPPs and IPPs is June 30, 2009.

The District obtained proposals from HMC Architects. Upon review of the proposal and in consultation with the college Presidents, it is recommended that HMC Architects be utilized for the planning services as noted. The cost for these services is \$165,000 including reimbursables as noted in the attached proposal dated February 13, 2009.

RECOMMENDATION:

It is recommended that the Board of Trustees approve standard County of Orange, Schools Legal Services Agreement with HMC Architects to provide design and engineering services for the projects as presented.

Fiscal Impact:	\$165,000	Board Date: March 23, 2009
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations & Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	



February 13, 2009

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

Attention: Peter Hardash, Vice Chancellor

Regarding: Santa Ana College
2010-11 Final Project Proposal – Russell Hall Renovation
2011-12 Initial Project Proposal

Dear Peter

We are pleased to present our proposal for developing the Final Project Proposal for the renovation of Russell Hall for Santa Ana College. We understand the project to be as described in the Initial Project Proposal submitted in July of 2008.

We propose to collaborate with you and the College Users to develop the Building Program and Schematic Design information to include in the form of a Final Project Proposal in order to meet your submittal deadline to the Chancellor's Office of July 1st 2009. The final FPP will be prepared in both hard copy and electronic versions to ensure accuracy between all data regardless of submittal format.

We understand that Third Party Reports that are required for this FPP (structural, mechanical, electrical, plumbing, and hazardous materials), will be provided by the College and used to develop the project justification.

In addition, we will prepare a 2011-12 Initial Project Proposal for a new project to be determined.

Our scope of work includes up to five (5) meetings to coordinate and prepare the documentation.

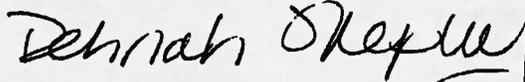
Compensation:

We propose to provide a fixed fee of Eighty Thousand Dollars (\$80,000.00) for our services for the development of one Final Project Proposal and one Initial Project Proposal.

Peter Hardash, Vice Chancellor
February 13, 2009
Page 2 of 2

If this proposal accurately reflects the scope of services we have discussed, please forward your agreement for our signature. We are pleased to have the opportunity to provide our services to the Rancho Santiago Community College District, and it is an honor to be part of your team.

Sincerely,



Deborah Shepley, AIA, LEED AP
Principal, Community College Practice Leader
MO License # 006183

DS:mj

cc: L. Eloff (HMC)
File: CN-BOA

OK
[Signature]
3/11/09



February 13, 2009

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

Attention: Peter Hardash, Vice Chancellor

Regarding: Santiago Canyon College
2010-11 Final Project Proposal – Student Services Center
2011-12 Initial Project Proposal

Dear Peter:

We are pleased to present our proposal for developing the Final Project Proposal for the new Student Services Center. We understand the project to be as described in the Initial Project Proposal submitted in July of 2008.

We propose to collaborate with you and the College Users to develop the Building Program and Schematic Design information to include in the form of a Final Project Proposal in order to meet your submittal deadline to the Chancellor's Office of July 1st 2009. The final FPP will be prepared in both hard copy and electronic versions to ensure accuracy between all data regardless of submittal format.

We understand that Third Party Reports that are required for this FPP (structural, mechanical, electrical, plumbing, and hazardous materials), will be provided by the College and used to develop the project justification.

In addition, we will prepare a 2011-12 Initial Project Proposal for a new project to be determined.

Our scope of work includes up to five (5) meetings to coordinate and prepare the documentation.

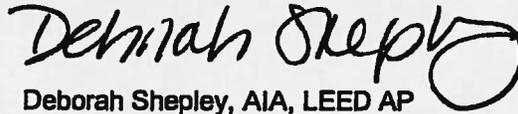
Compensation:

We propose to provide a fixed fee of Eighty-Five Thousand Dollars (\$85,000.00) for our services for the development of one Final Project Proposal and one Initial Project Proposal.

Peter Hardash, Vice Chancellor
February 13, 2009
Page 2 of 2

If this proposal accurately reflects the scope of services we have discussed, please forward your agreement for our signature. We are pleased to have the opportunity to provide our services to the Rancho Santiago Community College District, and it is an honor to be part of your team.

Sincerely,



Deborah Shepley, AIA, LEED AP
Principal, Community College Practice Leader
MO License # 006183

DS:mj

cc: L. Eloff (HMC)
File: CN-AOA

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS AND FISCAL SERVICES

To: Board of Trustees	Date: March 23, 2009
Re: Approval of Disposal of Surplus Vehicle	
Action: Request for Approval	

BACKGROUND

The Santiago Canyon College Safety Department has a vehicle that has exceeded its useful life. Therefore, it is necessary to declare this vehicle as surplus and sell it at auction.

On January 23, 2006, the Board approved the contract with Ken Porter Auctions (KPA) as the auctioneer to sell District vehicles. This contract is good for five years beginning January 24, 2006 through January 24, 2011.

ANALYSIS

The vehicle is a 1997 Dodge Avenger, License # E877782, VIN # 4B3AU42YXVE049011 with mileage of 54,678. The vehicle is prone to stalling and numerous attempts to correct the problem have been unsuccessful. The most recent estimate to correct this problem is \$500 with no assurance that it will be successful. There is also body damage to the driver's door and fender that has been estimated at \$2,000 to repair. The Kelley Blue Book fair market value for this vehicle is \$1,595. Based on the condition of the vehicle, it is recommended not to make this vehicle available to other schools or non-profit organizations.

Therefore, it is recommended that Ken Porter Auctions sell the vehicle in accordance with the same terms and conditions of the existing contract dated January 24, 2006. The auctioneer's commission fee is 5.00% of the gross sales plus \$50.00 transportation fee. KPA will provide a smog certificate, safety inspection, promote the sale by producing brochures and other marketing tools to attract the highest attendance and participation possible.

RECOMMENDATION

It is recommended that the Board of Trustees declare the vehicle as surplus property and to utilize Ken Porter Auctions to conduct an auction as presented.

Fiscal Impact: Revenue to the District to be Determined.	Board Date: March 23, 2009
Prepared by: Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by: Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0009464	709 09	DUTHIE POWER SVC	Contracted Repair Services			2/9/2009
09-P0009465	514 00	MARVAC ELECTRONICS	Instructional Supplies			2/9/2009
09-P0009467	137 38	COASTAL OFFSET PREPARATIONS	Reproduction/Printing Expenses	SP		2/9/2009
09-P0009468	300 00	ART SUPPLY WAREHOUSE	Instructional Supplies	SP		2/9/2009
09-P0009469	546 29	KIRK	Non-Instructional Supplies			2/9/2009
09-P0009470	1,500 00	CALIF STAGE & LIGHTING	Instructional Supplies	SP		2/9/2009
09-P0009471	1,775 00	CALIF STAGE & LIGHTING	Instructional Supplies	SP		2/9/2009
09-P0009472	400 00	CALIF STAGE & LIGHTING	Instructional Supplies	SP		2/9/2009
09-P0009473	2,592 03	LIBERTY PAPER & PRINTING	Non-Instructional Supplies			2/9/2009
09-P0009474	1,500 00	MICHAEL LEVINE	Instructional Supplies	SP		2/9/2009
09-P0009475	400 00	MICHAEL LEVINE	Instructional Supplies	SP		2/9/2009
09-P0009476	550 00	SACKS SHARAN CLAIRE	Instructional Supplies	SP		2/9/2009
* 09-P0009477	1,500 00	MARSHALL MUSIC	Instructional Supplies	SP		2/9/2009
09-P0009478	924 10	NASCO	Instructional Supplies			2/9/2009
09-P0009479	320 00	KIDSGUIDE INC	Advertising			2/9/2009
09-P0009480	526 00	SCHOOL NEWS ROLL CALL, LLC	Advertising			2/9/2009
09-P0009481	426 43	EDVOTEK	Instructional Supplies	SP		2/9/2009
09-P0009482	276 61	MICROTECH SCIENTIFIC	Instructional Supplies			2/9/2009
09-P0009483	1,176 63	DEMCO INC	Instructional Supplies	SP		2/9/2009
09-P0009484	310 00	DEMCO INC	Instructional Supplies	SP		2/9/2009
09-P0009485	589 39	INSIGHT MEDIA	Instructional Supplies	SP		2/9/2009
09-P0009486	4,045 88	IMMEL DESIGN INC	Building Improvements	SP	BOND	2/9/2009
09-P0009487	398 34	S&S WORLDWIDE INC	Instructional Supplies	SP		2/9/2009
09-P0009488	1,702 72	SPICERS PAPER CO	Non-Instructional Supplies			2/9/2009
09-P0009489	3,000 00	VISUAL-RS WEB AND GRAPHIC DESIGN	Reproduction/Printing Expenses	SP		2/9/2009
09-P0009490	36,000 00	THREEFORKS INC	Contracted Services	SP		2/9/2009
09-P0009491	264 27	SETON IDENTIFICATION PRODUCTS	Non-Instructional Supplies			2/9/2009
09-P0009492	1,000 00	GANS INK & SUPPLY CO	Non-Instructional Supplies			2/9/2009
09-P0009493	1,400 00	ANCHOR PRINTING	Reproduction/Printing Expenses			2/9/2009

5.6(1)

No. 5.6

Legend: * = Multiple Accounts for this P O SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 09-P0009494	2,009 69	THE GREEN PARROT VILLA	District In-Service Activities	SP		2/10/2009
09-P0009495	416 51	W-EMERALD LLC	Conference Expenses	SP		2/10/2009
09-P0009496	11,566 64	AT & T	Equipment - All Other > \$1,000			2/10/2009
* 09-P0009497	34,829 19	PATHFIRE INC	Equipment - Software > \$1,000	SP		2/10/2009
* 09-P0009498	393 62	MICRO-MARK TECH SERVICE	Instructional Supplies	SP		2/10/2009
09-P0009499	500 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			2/10/2009
09-P0009500	150 00	GREEN'S DISCOUNT GLASS & SCREENS	Instructional Supplies	SP		2/10/2009
09-P0009501	914 80	DELL COMPUTER	Equip/Software - >\$200 <\$1,000	SP		2/10/2009
09-P0009503	25 00	WESTCLIFF MEDICAL LAB INC	Instructional Supplies			2/10/2009
09-P0009504	61 75	LAB SAFETY SUPPLY	Non-Instructional Supplies			2/10/2009
09-P0009505	4,555 49	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies			2/10/2009
09-P0009506	6,365 34	CPP CONSULTING PSYCHOLOGISTS PRESS	Instructional Supplies	SP		2/10/2009
09-P0009507	994 00	CPP CONSULTING PSYCHOLOGISTS PRESS	Instructional Supplies	SP		2/10/2009
09-P0009508	932 26	HARTE HANKS SHOPPERS PENNYSAVER	Advertising	SP		2/10/2009
09-P0009509	82 32	MCKESSON GENERAL MEDICAL CORP	Instructional Supplies	SP		2/10/2009
09-P0009510	1,053 00	FISHER SCIENTIFIC	Instructional Supplies	SP		2/10/2009
09-P0009511	17,123 44	DELL COMPUTER	Equipment - All Other > \$1,000	SP	BOND	2/11/2009
09-P0009512	1,488 67	DELL COMPUTER	Equip/Software - >\$200 <\$1,000	SP	BOND	2/11/2009
09-P0009513	500 00	PACIFIC RADIO ELECTRONICS	Instructional Supplies	SP		2/11/2009
09-P0009514	200 00	LOWE'S HOME IMPROVEMENT	Instructional Supplies	SP		2/11/2009
09-P0009515	200 00	HOME DEPOT	Instructional Supplies	SP		2/11/2009
09-P0009516	381 99	CENTER CLUB	Inst Dues & Memberships			2/11/2009
09-P0009517	1,321 70	GIA INSTRUMENTS	Instructional Supplies	SP		2/11/2009
09-P0009518	4,756 31	MCGRAW HILL CONTEMPORARY	Books, Mags & Ref Mat, Non-Lib	SP		2/11/2009
09-P0009519	45 60	BARNES & NOBLE INC	Instructional Supplies	SP		2/11/2009
09-P0009520	231 81	JIST PUB	Instructional Supplies	SP		2/11/2009
09-P0009521	114 13	ACT	Non-Instructional Supplies	SP		2/11/2009
09-P0009522	444 00	SCRIP SAFE SECURITY PRODUCTS	Software Support Service			2/11/2009
09-P0009523	671 49	FINNEY CO	Instructional Supplies	SP		2/11/2009

Legend: * = Multiple Accounts for this P O SP = Special Project

5.6 (2)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0009524	927 90	COMPUTERLAND OF SILICON VALLEY	Software License and Fees	SP		2/11/2009
09-P0009525	439 77	COMPUTERLAND OF SILICON VALLEY	Software License and Fees	SP		2/11/2009
09-P0009526	1,220 00	INMATRIX INC	Software License and Fees	SP		2/11/2009
09-P0009527	475 80	RENAISSANCE MONTURA HOTEL	Conference Expenses	SP		2/11/2009
09-P0009528	65 00	CALIF DEPT OF ED	Conference Expenses	SP		2/11/2009
09-P0009529	317 20	RENAISSANCE MONTURA HOTEL	Conference Expenses	SP		2/11/2009
09-P0009530	65 00	CALIF DEPT OF ED	Conference Expenses	SP		2/11/2009
09-P0009531	317 20	RENAISSANCE MONTURA HOTEL	Conference Expenses	SP		2/11/2009
09-P0009532	65 00	CALIF DEPT OF ED	Conference Expenses	SP		2/11/2009
09-P0009533	1,002 17	CDW GOVERNMENT INC	Equipment - All Other > \$1,000			2/11/2009
09-P0009534	74 43	CAREER COMM INC	Instructional Supplies	SP		2/11/2009
09-P0009535	585 00	ROADWAY'S INT'L	Transportation - Student	SP		2/11/2009
09-P0009536	134 89	WARD'S NATURAL SCIENCE	Instructional Supplies	SP		2/11/2009
09-P0009537	6,572 76	SMOLEN LISA	Software License and Fees	SP		2/11/2009
09-P0009538	512 00	CONSUMER AFFAIRS	Fingerprinting			2/11/2009
09-P0009539	762 00	CONSUMER AFFAIRS	Fingerprinting			2/11/2009
09-P0009540	858 15	RF MACDONALD CO	Contracted Repair Services			2/11/2009
09-P0009541	656 12	CARGILLE LABORATORIES INC	Instructional Supplies	SP		2/11/2009
09-P0009542	325 00	JONES EARL	Other Licenses & Fees	SP		2/11/2009
09-P0009543	2,534 72	ORANGE COUNTY REGISTER	Buildings - Legal Expenses	SP	BOND	2/11/2009
09-P0009544	385 00	OWENS STEVE	Site Improvements	SP	BOND	2/11/2009
09-P0009545	13,725 42	SO CALIF GAS CO	Buildings - Contracted Svcs	SP	BOND	2/11/2009
09-P0009546	1,959 54	UNISOURCE PAPER CO	Non-Instructional Supplies			2/12/2009
09-P0009547	1,287 22	SCAQMD	Sites - Licenses, Fees & Taxes	SP	BOND	2/12/2009
09-P0009550	1,181 92	ORANGE COUNTY REGISTER	Buildings - Legal Expenses	SP	BOND	2/12/2009
09-P0009551	1,120 00	PRIME INSTALLATION SVCS	Buildings - Relocation/Moving	SP	BOND	2/12/2009
09-P0009552	1,517 68	DE LA TORRE COMMERCIAL	Building Improvements	SP	BOND	2/12/2009
09-P0009553	750 00	OLSON CAROL B	Contracted Services	SP		2/12/2009
09-P0009554	3,050 00	JOHNSON STACI LYN	Contracted Services	SP		2/12/2009

5.6 (3)

Legend: * = Multiple Accounts for this P O SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0009555	1,582 63	ROY'S RESTAURANT	Food and Food Service Supplies	SP		2/12/2009
* 09-P0009556	536 75	COMPUTERLAND OF SILICON VALLEY	Software License and Fees			2/12/2009
09-P0009557	183 63	PARACLETE FIRE AND SAFETY	Maint/Oper Service Agreements			2/12/2009
09-P0009558	11,352 12	THE GREAT AMERICAN	Food and Food Service Supplies	SP		2/12/2009
09-P0009559	105 87	THE SLEETER GROUP, INC	Instructional Supplies	SP		2/12/2009
09-P0009560	95 00	BAY SECURITY COMM	Security Systems & Services	SP		2/17/2009
09-P0009561	555 00	CURRENT ELECTRIC	Contracted Repair Services			2/17/2009
09-P0009562	313 30	VWR	Instructional Supplies			2/17/2009
09-P0009563	795 14	VWR	Instructional Supplies	SP		2/17/2009
09-P0009564	145 41	FILMS MEDIA GROUP	Library Books	SP		2/17/2009
09-P0009565	57 16	AMAZON COM	Library Books	SP		2/17/2009
09-P0009566	1,396 82	LEGO SHOP AT HOME	Equipment - Federal Progs >200	SP		2/17/2009
09-P0009567	200 00	SMART & FINAL	Food and Food Service Supplies	SP		2/17/2009
09-P0009568	3,286 12	SCHOOL DATEBOOKS	Reproduction/Printing Expenses	SP		2/17/2009
09-P0009569	500 00	DON BOOKSTORE	Non-Instructional Supplies	SP		2/17/2009
09-P0009570	376 52	DON BOOKSTORE	Non-Instructional Supplies	SP		2/17/2009
09-P0009571	1,675 48	4 IMPRINT	Non-Instructional Supplies	SP		2/17/2009
09-P0009572	525 00	WESTOP	Conference Expenses	SP		2/17/2009
09-P0009573	525 00	WESTOP	Conference Expenses	SP		2/17/2009
09-P0009574	244 16	GRAND SIERRA RESORT	Conference Expenses	SP		2/17/2009
09-P0009575	244 16	GRAND SIERRA RESORT	Conference Expenses	SP		2/17/2009
09-P0009576	244 16	GRAND SIERRA RESORT	Conference Expenses	SP		2/17/2009
09-P0009577	244 16	GRAND SIERRA RESORT	Conference Expenses	SP		2/17/2009
09-P0009578	325 00	NACCTEP NAT'L ASSOC OF COMM	Conference Expenses	SP		2/17/2009
09-P0009579	325 00	NACCTEP NAT'L ASSOC OF COMM	Conference Expenses	SP		2/17/2009
09-P0009580	400 00	NACCTEP NAT'L ASSOC OF COMM	Conference Expenses	SP		2/17/2009
09-P0009581	783 00	GAYLORD NATIONAL, LLC	Conference Expenses	SP		2/17/2009
09-P0009582	288 60	VWR	Instructional Supplies			2/17/2009
09-P0009583	290 00	SANTA MONICA COMMUNITY COLLEGE DISTRICT	Conference Expenses	SP		2/17/2009

Legend: * = Multiple Accounts for this P O SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0009584	2,239 81	APPERSON PRINT MGMT SVCS	Non-Instructional Supplies	SP		2/17/2009
09-P0009585	400 00	SANTA MONICA COMMUNITY COLLEGE DISTRICT	Conference Expenses	SP		2/17/2009
09-P0009586	445 00	AMERICAN COLLEGE HEALTH ASSOC	Conference Expenses	SP		2/17/2009
09-P0009587	51 00	OCSBA ORANGE CO SCHOOL BOARD ASSOC	Conference Expenses			2/17/2009
09-P0009588	1,612 60	SIGMA ALDRICH INC	Instructional Supplies	SP		2/17/2009
* 09-P0009589	283 04	4 IMPRINT	Non-Instructional Supplies	SP		2/17/2009
* 09-P0009590	3,587 00	AMERICAN EXPRESS	Conference Expenses	SP		2/17/2009
09-P0009591	1,999 38	ACCJC ACCREDITING COMMISSION	District Business/Sponsorships			2/18/2009
09-P0009592	200 00	MACDONALD ERIC	Contracted Services			2/18/2009
09-P0009593	200 00	WILLIAMS PATRICK	Contracted Services			2/18/2009
09-P0009594	250 00	SAMY'S CAMERA	Instructional Supplies	SP		2/18/2009
09-P0009595	500 00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		2/18/2009
09-P0009596	5,646 10	TROXELL COMM INC	Equipment - Technology >\$1,000			2/18/2009
09-P0009597	1,136 20	MADELEINE H NGUYEN	Food and Food Service Supplies	SP		2/18/2009
09-P0009598	348 57	AURORA D KAMIMURA	Food and Food Service Supplies	SP		2/18/2009
09-P0009599	3,500 00	ST PETER EVANGELICAL	Equipment - All Other > \$1,000	SP		2/18/2009
09-P0009600	3,400 00	ST PETER EVANGELICAL	Equipment - All Other > \$1,000	SP		2/18/2009
09-P0009601	505 00	ROADWAY'S INT'L	Transportation - Student	SP		2/18/2009
09-P0009602	680 00	ROADWAY'S INT'L	Transportation - Student	SP		2/18/2009
09-P0009603	1,900 00	ROADWAY'S INT'L	Transportation - Student	SP		2/18/2009
09-P0009604	755 46	BULBTRONICS WEST	Instructional Supplies	SP		2/18/2009
09-P0009605	70 51	DANDY LION CORP	Instructional Supplies			2/18/2009
09-P0009606	148 30	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			2/18/2009
09-P0009608	546 91	DON BOOKSTORE	Non-Instructional Supplies			2/18/2009
09-P0009609	96 98	ENVIRONMENTAL SYSTEMS PRODUCTS	Contracted Repair Services			2/18/2009
09-P0009610	3,231 62	4 IMPRINT	Non-Instructional Supplies	SP		2/18/2009
09-P0009611	522 59	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		2/18/2009
09-P0009612	9,818 00	ACADEMY ELECTRIC INC	Contracted Services			2/18/2009
09-P0009613	98 06	DELPHIN COMPUTER SUPPLY	Instructional Supplies	SP		2/18/2009

5.6(5)

Legend: * = Multiple Accounts for this P O SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0009614	216 64	FREESTYLE SALES CO INC	Instructional Supplies	SP		2/18/2009
09-P0009615	7 00	CITY OF ORANGE	Other Licenses & Fees			2/18/2009
09-P0009616	382 50	FRANKLIN AIR CONDITIONING	Contracted Repair Services			2/18/2009
09-P0009617	92 99	OFFICE MAX	Instructional Supplies	SP		2/18/2009
09-P0009618	2,000 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		2/18/2009
09-P0009619	157 98	BUSINESS MACHINES SECURITY	Non-Instructional Supplies	SP		2/18/2009
09-P0009620	1,000 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		2/18/2009
09-P0009621	1,000 00	HOME DEPOT	Non-Instructional Supplies	SP		2/18/2009
09-P0009622	1,200 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		2/18/2009
09-P0009623	289 38	MBA DESIGN & DISPLAY	Instructional Supplies	SP		2/18/2009
* 09-P0009624	1,074 26	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		2/18/2009
* 09-P0009625	160 16	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		2/18/2009
09-P0009626	203 01	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		2/18/2009
* 09-P0009627	350 64	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		2/18/2009
09-P0009628	84 05	B & H PHOTO VIDEO INC	Instructional Supplies	SP		2/18/2009
* 09-P0009629	1,025 79	B & H PHOTO VIDEO INC	Instructional Supplies	SP		2/18/2009
09-P0009630	761 54	EDGEWISE MEDIA INC	Non-Instructional Supplies			2/18/2009
* 09-P0009631	3,083 81	TROXELL COMM INC	Repair & Replacement Parts			2/18/2009
* 09-P0009632	955 75	B & H PHOTO VIDEO INC	Non-Instructional Supplies			2/18/2009
09-P0009633	12 07	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		2/18/2009
09-P0009634	197 55	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		2/18/2009
09-P0009635	497 18	COMPUTERLAND OF SILICON VALLEY	Non-Instructional Software			2/18/2009
09-P0009636	310 32	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		2/18/2009
09-P0009637	175 85	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		2/18/2009
* 09-P0009638	1,833 00	COMPUTERLAND OF SILICON VALLEY	Software License and Fees			2/18/2009
09-P0009639	1,525 00	YMCA OF ORANGE	Other Exp Paid for Students	SP		2/19/2009
09-P0009640	624 00	CASTRO CAROL P	Other Exp Paid for Students	SP		2/19/2009
09-P0009641	2,735 00	MARIA'S DAYCARE	Other Exp Paid for Students	SP		2/19/2009
09-P0009643	7,000 00	HAPPY HIPPO PRESCHOOL	Other Exp Paid for Students	SP		2/19/2009

5.6 (6)

Legend: * = Multiple Accounts for this P O SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0009644	36 00	BUSINESS MACHINES SECURITY	Non-Instructional Supplies	SP		2/19/2009
09-P0009645	5,028 50	ROCHELLE SHARON M	Other Exp Paid for Students	SP		2/19/2009
09-P0009646	160 00	COLLEGE OF THE CANYONS	Conference Expenses	SP		2/19/2009
09-P0009647	4,713 00	CASTELLANO CONSUELO	Other Exp Paid for Students	SP		2/19/2009
09-P0009648	595 86	MILLER'S FAB & WELD CORP	Contracted Repair Services			2/19/2009
09-P0009649	420 00	TROPICAL PLAZA NURSERY	Contracted Repair Services			2/19/2009
09-P0009650	200 00	MOON ALLEN	Contracted Services			2/19/2009
09-P0009651	82,500 00	TWINING LABORATORIES OF	Buildings - Construction Tests	SP	BOND	2/19/2009
09-P0009652	4,965 12	KATEK SOLUTIONS	Equipment - All Other > \$1,000			2/19/2009
09-P0009653	168 85	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			2/19/2009
09-P0009654	511 81	INNOVA GLOBAL TECHNOLOGIES INC	Instructional Supplies			2/19/2009
09-P0009655	2,209 74	DELL COMPUTER	Equipment - All Other > \$1,000	SP		2/19/2009
09-P0009656	2,000 00	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		2/19/2009
09-P0009657	872 77	HACIENDA	Food and Food Service Supplies	SP		2/19/2009
09-P0009658	1,000 00	SMART & FINAL	Food and Food Service Supplies	SP		2/19/2009
09-P0009659	5,000 00	MONOPRICE INC	Non-Instructional Supplies			2/19/2009
09-P0009660	279 40	AMERICAN EXPRESS	Conference Expenses	SP		2/19/2009
09-P0009661	175 00	ALBERTSON'S	Food and Food Service Supplies	SP		2/19/2009
09-P0009662	1,000 00	ALBERTSON'S	Food and Food Service Supplies	SP		2/19/2009
09-P0009663	300 00	ASSOCIATION OF COUNSELING CENTER TRAINING A	Inst Dues & Memberships	SP		2/19/2009
09-P0009664	108 61	POWER MUSIC INC	Instructional Supplies	SP		2/20/2009
09-P0009665	6,429 23	ATKINSON ANDELSON LOYA RUUD	Legal Expenses			2/20/2009
09-P0009666	189 00	CI BUSINESS EQUIPMENT INC	Maint Contract - Office Equip			2/20/2009
09-P0009667	3,867 84	TREND OFFSET PRINTING	Class Schedules/Printing			2/20/2009
09-P0009668	134 22	PINNACLE RADIO INC	Non-Instructional Supplies			2/20/2009
09-P0009669	500 00	KAJITANI ALEX	Contracted Services	SP		2/20/2009
09-P0009671	200 00	CAMERON WELDING	Instructional Supplies	SP		2/23/2009
09-P0009672	375 19	MCT TECHNOLOGY INC	Equip/Software - >\$200 <\$1,000	SP		2/23/2009
09-P0009673	1,365 41	SSI	Maint Contract - Other Equip	SP		2/23/2009

5.6 (7)

Legend: * = Multiple Accounts for this P O SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0009674	57,144 00	EXECUTIVE ENVIRONMENTAL	Buildings - Contracted Svcs	SP	BOND	2/24/2009
09-P0009675	646 50	FIESTA IMPERIAL	Food and Food Service Supplies	SP		2/24/2009
09-P0009676	1,450 75	UNISOURCE PAPER CO	Non-Instructional Supplies			2/24/2009
09-P0009677	50 00	ALBERTSON'S	Food and Food Service Supplies	SP		2/24/2009
09-P0009678	500 00	RSCCD	Awards & Incentives	SP		2/24/2009
09-P0009679	5,000 00	DON BOOKSTORE	Awards & Incentives	SP		2/24/2009
09-P0009680	154 28	OFFICE MAX	Instructional Supplies	SP		2/24/2009
09-P0009681	30,004 07	SEHI COMPUTER PRODUCTS	Equipment - All Other > \$1,000			2/24/2009
09-P0009682	385 75	OFFICE MAX	Instructional Supplies	SP		2/24/2009
09-P0009683	200 00	LATINA LEADERSHIP NETWORK	Conference Expenses	SP		2/24/2009
09-P0009684	1,200 00	LATINA LEADERSHIP NETWORK	Conference Expenses	SP		2/24/2009
09-P0009685	180 00	CACCRAO CALIF ASSOC OF COMMUNITY	Conference Expenses	SP		2/24/2009
* 09-P0009686	5,500 00	THE ACME NETWORK	Inst Dues & Memberships	SP		2/24/2009
09-P0009687	1,600 00	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		2/24/2009
09-P0009688	411 00	RALPH'S GROCERY CO	Food and Food Service Supplies	SP		2/24/2009
09-P0009689	250 00	WAXIE SANITARY SUPPLY	Non-Instructional Supplies	SP		2/24/2009
09-P0009690	300 00	NORTHGATE GONZALEZ MARKET	Food and Food Service Supplies	SP		2/24/2009
09-P0009691	400 00	AMERICAN ASSOC FOR PARALEGAL ED	Inst Dues & Memberships			2/24/2009
09-P0009692	276 92	ORACLE CORP	Software Support Service			2/24/2009
09-P0009693	450 00	TRICOM FIRE & ELECTRIC INC	Buildings - Contracted Svcs	SP	BOND	2/24/2009
09-P0009694	300 00	KELLY PAPER	Instructional Supplies	SP		2/24/2009
09-P0009695	500 00	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	SP		2/24/2009
09-P0009696	1,500 00	DON BOOKSTORE	Non-Instructional Supplies	SP		2/24/2009
09-P0009697	3,500 00	VMI INC	Contracted Repair Services			2/24/2009
09-P0009698	636 85	SIERRA WHOLESALE HARDWARE INC	Non-Instructional Supplies			2/24/2009
09-P0009699	1,290 87	JAY'S CATERING	Food and Food Service Supplies	SP		2/24/2009
09-P0009700	1,118 14	SMART & FINAL	Food and Food Service Supplies	SP		2/24/2009
09-P0009701	200 00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		2/24/2009
09-P0009702	500 00	COLLEGE OF THE CANYONS	Non-Instructional Supplies	SP		2/24/2009

Legend: * = Multiple Accounts for this P O SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 09-P0009703	2,700 00	AMERICAN EXPRESS	Other Student Travel Expenses	SP		2/24/2009
09-P0009704	300 00	NORTHGATE GONZALEZ MARKET	Food and Food Service Supplies	SP		2/24/2009
09-P0009705	604 01	RALPH'S GROCERY CO	Food and Food Service Supplies	SP		2/24/2009
09-P0009706	250 00	AMMEX	Non-Instructional Supplies	SP		2/24/2009
09-P0009707	63 88	NCSL INTERNATIONAL	Instructional Supplies	SP		2/24/2009
09-P0009708	2,845 67	CENGAGE LEARNING/ EDUC TO GO	Books, Mags & Ref Mat, Non-Lib	SP		2/24/2009
09-P0009709	75 00	FACTS ON FILE	Books, Mags & Ref Mat, Non-Lib	SP		2/24/2009
09-P0009710	350 00	PROCLEAN INC	Non-Instructional Supplies	SP		2/24/2009
09-P0009711	16,046 75	ACS AFFILIATED COMPUTER SERV	Lease Agreement - Equipment			2/24/2009
09-P0009712	320 00	RIO GRANDE JEWELRY & GEMS	Instructional Supplies	SP		2/24/2009
09-P0009713	1,002 36	D4 SOLUTIONS INC	Contracted Services	SP		2/24/2009
09-P0009714	500 00	ASCOLTA	Conference Expenses			2/25/2009
09-P0009715	417 51	DELL COMPUTER	Instructional Supplies	SP		2/25/2009
* 09-P0009716	8,860 00	SHERATON	Conference Expenses	SP		2/25/2009
* 09-P0009717	1,950 00	NATIONAL MODEL UNITED NATIONS	Conference Expenses	SP		2/25/2009
09-P0009718	3,000 00	NARGES M RABII	Other Student Travel Expenses	SP		2/25/2009
09-P0009719	610 94	LIBERTY PAPER & PRINTING	Instructional Supplies	SP		2/25/2009
09-P0009720	628 18	GALE GROUP	Library Books	SP		2/25/2009
09-P0009721	483 58	GALE GROUP	Library Books	SP		2/25/2009
09-P0009722	29 09	KUSTOM IMPRINTS	Non-Instructional Supplies	SP		2/25/2009
09-P0009723	334 86	LEARNING SEED	Books, Mags & Ref Mat, Non-Lib	SP		2/25/2009
09-P0009724	2,135 61	ASHP AMERICAN SOCIETY OF HOSPITAL	Books, Mags & Ref Mat, Non-Lib	SP		2/25/2009
09-P0009725	340 11	INSIGHT MEDIA	Books, Mags & Ref Mat, Non-Lib	SP		2/25/2009
09-P0009726	500 00	PARADISE BAKERY & CAFE	Food and Food Service Supplies	SP		2/25/2009
09-P0009727	400 00	HERTZ CORP	Transportation - Student	SP		2/26/2009
09-P0009728	207 50	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		2/26/2009
09-P0009729	469 02	XEROX CORP	Non-Instructional Supplies			2/26/2009
09-P0009730	13 88	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			2/26/2009
09-P0009731	300 36	DELPHIN COMPUTER SUPPLY	Non-Instructional Supplies			2/26/2009

Legend: * = Multiple Accounts for this P O SP = Special Project

5.6(9)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0009732	78 81	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			2/26/2009
09-P0009733	181 61	DELPHIN COMPUTER SUPPLY	Non-Instructional Supplies			2/26/2009
09-P0009734	258 97	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		2/26/2009
09-P0009735	507 78	ACCJC ACCREDITING COMMISSION	Other Licenses & Fees			2/26/2009
09-P0009736	181 02	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			2/26/2009
09-P0009737	138 04	XEROX CORP	Non-Instructional Supplies			2/26/2009
09-P0009738	69 86	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			2/26/2009
09-P0009739	204 72	CANON BUSINESS SOLUTIONS	Non-Instructional Supplies	SP		2/26/2009
09-P0009740	510 22	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		2/26/2009
09-P0009741	120 78	DELPHIN COMPUTER SUPPLY	Instructional Supplies	SP		2/26/2009
09-P0009742	969 75	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		2/26/2009
09-P0009743	174 46	WAXIE SANITARY SUPPLY	Non-Instructional Supplies			2/26/2009
09-P0009744	908 85	DELPHIN COMPUTER SUPPLY	Instructional Supplies	SP		2/26/2009
09-P0009745	160 50	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		2/26/2009
09-P0009747	68 79	DELPHIN COMPUTER SUPPLY	Instructional Supplies	SP		2/26/2009
09-P0009748	410 11	DELPHIN COMPUTER SUPPLY	Instructional Supplies	SP		2/26/2009
09-P0009749	530 79	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		2/26/2009
09-P0009750	209 98	HERTZ CORP	Transportation - Student	SP		2/26/2009
09-P0009751	1,166 75	D4 SOLUTIONS INC	Building Improvements	SP		2/26/2009
09-P0009752	510 00	VICENTI LLOYD STUTZMAN	Audit	SP		2/26/2009
09-P0009753	300 00	TROPICAL PLAZA NURSERY	Contracted Repair Services			2/26/2009
* 09-P0009754	9,000 00	VITAL LINK	Contracted Services	SP		2/26/2009
09-P0009755	78 99	BUSINESS MACHINES SECURITY	Instructional Supplies	SP		2/26/2009
09-P0009756	1,000 00	TOMMERUP MEGAN	Contracted Services	SP		2/26/2009
09-P0009757	294 40	ERLINDA J MARTINEZ	Conference Expenses	SP		2/26/2009
09-P0009758	325 00	NACCTEP NAT'L ASSOC OF COMM	Conference Expenses	SP		2/26/2009
09-P0009759	495 00	COLLEGE OF THE CANYONS	Conference Expenses	SP		2/26/2009
09-P0009760	119 80	RADISSON HOTEL	Conference Expenses	SP		2/26/2009
09-P0009761	40 00	LMSA	Conference Expenses	SP		2/26/2009

Legend: * = Multiple Accounts for this P O SP = Special Project

5.6(10)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0009762	1,920 00	HACIENDA	Food and Food Service Supplies	SP		2/26/2009
09-P0009763	359 41	RADISSON HOTEL	Other Student Travel Expenses	SP		2/26/2009
09-P0009764	420 00	LMSA	Other Student Travel Expenses	SP		2/26/2009
* 09-P0009765	3,975 00	MIDDLE COLLEGE HIGH SCHOOL	Other Student Travel Expenses	SP		2/26/2009
09-P0009766	200 00	ALBERTSON'S	Food and Food Service Supplies	SP		2/26/2009
09-P0009767	200 00	ALBERTSON'S	Food and Food Service Supplies	SP		2/26/2009
09-P0009768	329 20	PETER J HARDASH	Conference Expenses			2/26/2009
09-P0009769	285 00	ACBO ASSOC OF CHIEF	Conference Expenses			2/26/2009
09-P0009770	437 55	PETER J HARDASH	Conference Expenses			2/26/2009
09-P0009771	111 01	PETER J HARDASH	Conference Expenses			2/26/2009
09-P0009772	120 00	UNITED INTELLIGENCE CORP	Internet Services	SP		3/2/2009
09-P0009773	8,155 00	RBF CONSULTING	Buildings - Engineering Costs	SP	BOND	3/2/2009
09-P0009774	39 33	BADGE EXPRESS	Non-Instructional Supplies	SP		3/2/2009
09-P0009775	185 22	JAY'S CATERING	Food and Food Service Supplies	SP		3/2/2009
09-P0009776	360 00	NOODLE TOOLS INC	Internet Services	SP		3/2/2009
09-P0009777	816 48	SSI	Internet Services	SP		3/2/2009
* 09-P0009778	10,443 00	HEIBERG CONSULTING INC	Software License and Fees	SP		3/2/2009
09-P0009779	3,500 00	SUN COUNTRY SYSTEMS	Site Improvements	SP		3/2/2009
09-P0009781	200 00	CCCCSSAA CALIF COMMUNITY COLL	Conference Expenses	SP		3/2/2009
09-P0009782	179 06	FILMS MEDIA GROUP	Books, Mags & Ref Mat, Non-Lib	SP		3/2/2009
09-P0009783	647 83	KUSTOM IMPRINTS	Non-Instructional Supplies	SP		3/2/2009
09-P0009784	3,523 22	NAT'L GEOGRAPHIC SCHOOL PUB	Books, Mags & Ref Mat, Non-Lib	SP		3/2/2009
09-P0009786	750 36	HAWKHILL ASSOCIATES INC	Instructional Supplies			3/2/2009
09-P0009787	3,222 37	TUFF SHED	Equipment - Federal Progs >200	SP		3/2/2009
09-P0009788	115 53	STYLUS PUB	Books, Mags & Ref Mat, Non-Lib	SP		3/2/2009
09-P0009789	29,000 00	QUICK CAPTION	Contracted Services	SP		3/2/2009
* 09-P0009790	5,728 80	AMERICAN EXPRESS	Transportation - Student	SP		3/3/2009
09-P0009791	18,835 78	MERIDIAN GRAPHICS	Reproduction/Printing Expenses	SP		3/3/2009
09-P0009792	352 99	LAKESHORE LEARNING MATERIALS	Books, Mags & Ref Mat, Non-Lib	SP		3/3/2009

5.6(11)

Legend: * = Multiple Accounts for this P O SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0009793	1,331 08	KUSTOM IMPRINTS	Non-Instructional Supplies	SP		3/3/2009
09-P0009794	290 76	ALADDIN FLORIST	Non-Instructional Supplies	SP		3/3/2009
09-P0009795	1,727 52	SIMS ORANGE WELDING SUPPLY	Instructional Supplies	SP		3/3/2009
09-P0009796	536 60	BENNER METALS CORP	Instructional Supplies	SP		3/3/2009
09-P0009797	341 75	COMPUTERIZED ASSESS & PLACEMENT	Non-Instructional Supplies	SP		3/3/2009
09-P0009798	36 00	BUSINESS MACHINES SECURITY	Non-Instructional Supplies	SP		3/3/2009
09-P0009799	287 48	MCMAHAN BUSINESS INTERIORS	Equip/Software - >\$200 <\$1,000	SP		3/3/2009
09-P0009800	500 00	MKH ELECTRONICS	Contracted Services			3/3/2009
09-P0009801	612 10	NAEYC	Books, Mags & Ref Mat, Non-Lib	SP		3/3/2009
09-P0009802	18,990 00	REVO ROOFING INC	Buildings - Contracted Svcs	SP		3/3/2009
09-P0009803	3,151 87	MPS MACMILLAN PUBLISHING	Instructional Supplies	SP		3/3/2009
09-P0009804	171 00	PHARMACIST'S LETTER	Books, Mags & Ref Mat, Non-Lib	SP		3/3/2009
09-P0009805	480 53	WOLTERS KLUMER	Books, Mags & Ref Mat, Non-Lib	SP		3/3/2009
09-P0009806	475 79	ORIENTAL TRADING CO INC	Non-Instructional Supplies	SP		3/4/2009
09-P0009807	350 00	FITNESS REPAIR SHOP	Contracted Repair Services			3/4/2009
09-P0009808	160 16	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		3/4/2009
09-P0009809	387 24	CI BUSINESS EQUIPMENT INC	Equip/Software - >\$200 <\$1,000			3/4/2009
09-P0009810	900 00	PAUL E CROST	Legal Expenses			3/4/2009
09-P0009811	1,777 88	PACIFIC ARTGLASS	Instructional Supplies	SP		3/4/2009
09-P0009812	2,159 14	MCGRAW HILL CONTEMPORARY	Books, Mags & Ref Mat, Non-Lib	SP		3/4/2009
09-P0009813	554 91	KUSTOM IMPRINTS	Non-Instructional Supplies	SP		3/4/2009
09-P0009814	293 08	XEROX CORP	Excess/Copies Usage	SP		3/4/2009
09-P0009815	72,500 00	NINYO & MOORE	Buildings - Construction Tests	SP	BOND	3/4/2009
09-P0009816	7,017 48	TWINING LABORATORIES OF	Buildings - Construction Tests	SP	BOND	3/4/2009
09-P0009817	335 68	HOUGHTON MIFFLIN HARCOURT PUBL	Books, Mags & Ref Mat, Non-Lib	SP		3/4/2009
09-P0009818	12,366 95	D4 SOLUTIONS INC	Buildings - Contracted Svcs	SP	BOND	3/4/2009
09-P0009819	300 00	AARDVARK CLAY & SUPPLIES	Instructional Supplies	SP		3/4/2009
09-P0009820	650 00	AMMEX	Non-Instructional Supplies	SP		3/4/2009
09-P0009821	1,817 11	D4 SOLUTIONS INC	Buildings - Contracted Svcs	SP	BOND	3/4/2009

5.6 (12)

Legend: * = Multiple Accounts for this P O SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0009822	13,839 73	AT & T	Building Improvements	SP	BOND	3/4/2009
09-P0009823	2,500 00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		3/4/2009
09-P0009824	60 00	ALBERTSON'S	Food and Food Service Supplies	SP		3/4/2009
09-P0009825	300 00	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTR	Internet Services			3/4/2009
09-P0009826	900 00	AMERICAN BAR ASSOC	Inst Dues & Memberships			3/4/2009
09-P0009827	143 00	ORANGE COUNTY REGISTER	Books, Mags & Ref Mat, Non-Lib			3/4/2009
09-P0009828	307 09	BANNERLAND	Advertising			3/4/2009
* 09-P0009829	1,075 77	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		3/4/2009
09-P0009830	447 00	PASCO SCIENTIFIC	Instructional Supplies	SP		3/4/2009
* 09-P0009831	257 79	PAPER CLIP COMM	Non-Instructional Supplies	SP		3/4/2009
09-P0009832	164 20	AMERICAN EXPRESS	Conference Expenses	SP		3/4/2009
09-P0009833	574 95	MCMAHAN BUSINESS INTERIORS	Equip/Software - >\$200 <\$1,000	SP		3/4/2009
* 09-P0009835	1,102 51	MCMAHAN BUSINESS INTERIORS	Equipment - Modular Furniture	SP		3/5/2009
09-P0009836	2,121 60	ORANGE COAST PLUMBING INC	Buildings - Contracted Svcs	SP	BOND	3/5/2009
09-P0009837	1,490 68	APCO GRAPHICS INC	Building Improvements	SP	BOND	3/5/2009
09-P0009838	5,178 00	DE LA TORRE COMMERCIAL	Buildings - Contracted Svcs	SP	BOND	3/5/2009
09-P0009839	2,450 91	ORANGE UNIFIED SCHOOL DISTRICT	Rental - Facility (Short-term)			3/5/2009
09-P0009840	682 17	FRANKLIN AIR CONDITIONING	Contracted Repair Services			3/5/2009
09-P0009841	2,424 38	ALBERTSON'S	Food and Food Service Supplies	SP		3/5/2009
09-P0009842	1,177 35	CAL WEST COMPUTER SUPPLY	Non-Instructional Supplies			3/5/2009
09-P0009843	972 66	DELL COMPUTER	Equip/Software - >\$200 <\$1,000	SP		3/6/2009
09-P0009844	590 00	WESTRUX INT'L	Instructional Supplies	SP		3/6/2009
09-P0009845	246 83	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		3/6/2009
09-P0009846	2,500 00	WALLY MACHINERY & TOOL SUPPLY	Instructional Supplies	SP		3/6/2009
09-P0009847	356 68	ISLAND ADVERTISING SPECIALTIES	Non-Instructional Supplies	SP		3/6/2009
09-P0009848	153 73	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		3/6/2009
09-P0009849	2,500 00	WALLY MACHINERY & TOOL SUPPLY	Instructional Supplies	SP		3/6/2009
09-P0009850	95 71	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		3/6/2009
09-P0009851	18 86	SCHICK RECORDS MGMT	Non-Instructional Supplies	SP		3/6/2009

Legend: * = Multiple Accounts for this P O SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0009852	942 82	NFPA NAT'L FIRE PROTECTION ASSOC	Library Books - Upgrade			3/6/2009
09-P0009853	10 23	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		3/6/2009
09-P0009854	271 32	BARNES & NOBLE INC	Instructional Supplies	SP		3/6/2009
09-P0009855	832 89	RENA SABERS	Non-Instructional Supplies	SP		3/6/2009
09-P0009856	127 31	SURVEYORS SVC CO	Instructional Supplies	SP		3/6/2009
09-P0009857	338 00	INSIDE OUT DEVELOPMENT LLC	Conference Expenses	SP		3/6/2009
09-P0009858	550 00	CCCAOE CALIF COM COLL ASSOC	Conference Expenses	SP		3/6/2009
09-P0009860	210 00	COLLEGE OF THE CANYONS	Conference Expenses	SP		3/6/2009
09-P0009861	99 00	ORANGE COUNTY DEPT OF ED	Conference Expenses	SP		3/6/2009
09-P0009862	99 00	ORANGE COUNTY DEPT OF ED	Conference Expenses	SP		3/6/2009
09-P0009863	99 00	ORANGE COUNTY DEPT OF ED	Conference Expenses	SP		3/6/2009
09-P0009864	99 00	ORANGE COUNTY DEPT OF ED	Conference Expenses	SP		3/6/2009
09-P0009865	99 00	ORANGE COUNTY DEPT OF ED	Conference Expenses	SP		3/6/2009
09-P0009866	990 00	CMC SOUTH	Conference Expenses	SP		3/6/2009
09-P0009867	195 00	ACADEMIC SENATE FOR CA CC	Conference Expenses			3/6/2009
09-P0009868	1,506 35	IMAGING PRODUCTS INC	Equipment - Federal Progs >200	SP		3/6/2009
09-P0009869	200 00	PAUL Z GARCIA	Conference Expenses			3/6/2009
09-P0009870	537 67	B & H PHOTO VIDEO INC	Equipment - Federal Progs >200	SP		3/6/2009
09-P0009871	165 39	BUSINESS MACHINES SECURITY	Instructional Supplies	SP		3/6/2009
09-P0009872	25 00	SAN FRANCISCO STATE UNIV	Conference Expenses	SP		3/6/2009
09-P0009873	350 00	ACADEMIC SENATE FOR	Conference Expenses	SP		3/6/2009
09-P0009874	3,379 89	SURVEYORS SVC CO	Instructional Supplies	SP		3/6/2009
09-P0009875	638 31	SAN FRANCISCO MARRIOTT	Conference Expenses	SP		3/6/2009
* 09-P0009876	7,111 50	B & H PHOTO VIDEO INC	Instructional Supplies	SP		3/6/2009
09-P0009877	37 90	DAILY SAW SVC	Repair & Replacement Parts			3/6/2009
09-P0009878	3,700 00	ASCOLTA	Conference Expenses			3/6/2009
09-P0009879	461 18	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		3/6/2009
09-P0009880	24 51	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		3/6/2009
09-P0009881	932 26	HARTE HANKS SHOPPERS PENNYSAVER	Advertising	SP		3/6/2009

5.6 (14)

Legend: * = Multiple Accounts for this P O SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
09-P0009882	5,000 00	DON BOOKSTORE	Other Exp Paid for Students	SP		3/6/2009
09-P0009883	2,310 00	SCHOOL SVCS OF CALIF INC	Contracted Services			3/6/2009
09-P0009884	385 00	IMMEL DESIGN INC	Building Improvements	SP	BOND	3/6/2009
09-P0009885	80 00	PESTAL PETER A	Contracted Services			3/6/2009
09-P0009886	742 59	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		3/6/2009
09-P0009887	581 85	IMAGE PRINTING SOLUTIONS	Non-Instructional Supplies	SP		3/6/2009
09-P0009888	5,000 00	AMERICAN CHEMICAL & SANITARY	Non-Instructional Supplies			3/6/2009
09-P0009889	200 00	RISTOW DANICA	Contracted Services			3/6/2009
09-P0009890	200 00	TUCKER BRIAN	Contracted Services			3/6/2009
09-P0909350	5,000 00	DELHI CENTER	Contracted Services	SP		2/12/2009
* 09-P0909351	22,675 00	WEST COVINA FIRE DEPT	Instructional Agrmt - Salary			2/19/2009
* 09-P0909352	3,360 00	CITY OF COSTA MESA	Instructional Agrmt - Salary			2/20/2009
* 09-P0909353	1,800 00	SAN BERNARDINO CITY FIRE DEPT	Instructional Agrmt - Salary			2/20/2009
* 09-P0909354	6,260 00	SAN BERNARDINO COUNTY	Instructional Agrmt - Salary			2/20/2009
09-P0909355	10,000 00	LATINO HEALTH ACCESS	Contracted Services	SP		2/24/2009
09-P0909356	411,736 00	NORTH ORANGE COUNTY COMMUNITY	Contracted Services	SP		2/24/2009
09-P0909357	364,702 00	CSU FULLERTON	Contracted Services	SP		2/24/2009
* 09-P0909358	755 50	MONTEBELLO FIRE DEPT	Instructional Agrmt - Salary			2/26/2009
09-P0909359	49,750 02	COMPUCOM SYSTEMS INC	Software Support Service			3/2/2009

Grand Total: \$ 1,790,546.90

5.6 (15)

Legend: * = Multiple Accounts for this P O SP = Special Project

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM FEBRUARY 8, 2008 THROUGH MARCH 7, 2009
BOARD MEETING OF MARCH 23, 2009**

P.O. #	Amount	Description	Department	Comment
09-P0009490	\$36,000 00	Professional services to serve as a consultant to the Financial Aid staff and members of the Datatel team for the implementation and completion of Datatel software	SCC-Financial Aid	Board approved February 2, 2009
09-P0009497	\$34,829 19	Digital Media Gateway (DMG) system including one Viacast receiver, server, software/support and installation	Digital Media Center	Pathfire is the sole source supplier of this product and is specifically designed for the CNN news feed CNN specifies Pathfire as the integration system for utilization of their Newsource in the Classroom program This purchase is being funded by the VTEA grant
09-P0009511	\$17,123 44	Dell computers and related components for the new classroom building at Santa Ana College	DO-Facility Planning	Purchased from the Western States Contracting Alliance (WSCA) master agreement #A63307 Board approved May 9, 2005
09-P0009651	\$82,500 00	Construction testing and inspection related to the construction of the new Science Building at Santiago Canyon College	DO-Facility Planning	Board approved November 19, 2007

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM FEBRUARY 8, 2008 THROUGH MARCH 7, 2009
BOARD MEETING OF MARCH 23, 2009**

P.O. #	Amount	Description	Department	Comment
09-P0009674	\$57,144 00	Asbestos testing, analysis and abatement monitoring services for several current and pending projects taking place at Santa Ana College	DO-Facility Planning	Board approved February 2, 2009
09-P0009681	\$30,004 07	HP servers and related components	SAC-ITS	Received Quotations 1) *Sehi Computer Products 2) Katek Solutions 3) CDW-G 4) GovPlace *Successful Bidder
09-P0009711	\$16,046 75	1098-T services for 2009 calendar year	DO-Business/Fiscal Services	
09-P0009789	\$29,000 00	Professional services to provide on-site real time captioning for the students in the deaf and hard of hearing classes	SAC-DSPS	Board approved January 12, 2009
09-P0009791	\$18,835 78	Printing of 2009 student handbook for Santiago Canyon College	SCC-Outreach Department	Received Quotations 1) *Meridian Graphics 2) Woodridge Press, Inc 3) Macson Printing and Lithography *Successful Bidder

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM FEBRUARY 8, 2008 THROUGH MARCH 7, 2009
BOARD MEETING OF MARCH 23, 2009**

P.O. #	Amount	Description	Department	Comment
09-P0009802	\$18,990 00	Repair of roof leaks at Santiago Canyon College - Building D, Rooms 121, 206, 207, 208, 221, 203 & 222	SCC-Administrative Services	Received Quotations 1) *Revo Roofing, Inc 2) Chapman Coast Roof Co , Inc 3) Thompson Roof Co , Inc *Successful Bidder
09-P0009815	\$72,500 00	Additional costs for geotechnical services related to the construction of the concession building, new parking lot and Phase 3 site work including retaining walls, curbs, gutters, sidewalks, new emergency road, etc , at Santiago Canyon College	DO-Facility Planning	Board approved February 2, 2009
09-P0909351	\$22,675 00	Instructional training for Fire Technology courses for Fall 2008	SAC-Fire Technology	Board approved June 30, 2008
09-P0909356	\$411,736 00	Subcontract agreement with North Orange County Community College District in relation with the College Cost Reduction and Access Act - HIS, Title V, Guiding and Preparing STEM Student grant	DO-Educational Services	Board approved November 17, 2008

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM FEBRUARY 8, 2008 THROUGH MARCH 7, 2009
BOARD MEETING OF MARCH 23, 2009**

P.O. #	Amount	Description	Department	Comment
09-P0909357	\$364,702 00	Subcontract agreement with CSU Fullerton Auxiliary in relation with the College Cost Reduction and Access Act - HIS, Title V, Guiding and Preparing STEM Student grant	DO-Educational Services	Board approved November 17, 2008
09-P0909359	\$49,750 02	Hardware and software renewal of Bull computer system for four remaining months from March 1, thru June 30, 2009	DO-ITS	Board approved June 30, 2008 This purchase order was re-issued to Compucom Systems, Inc as a result of company acquisition of Getronics, Inc

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

To:	Board of Trustees	Date: March 23, 2009
Re:	Renewal of Contract with Law Firm	
Action:	Request for Approval	

BACKGROUND

The law firm of Atkinson, Andelson, Loya, Rudd & Romo (AALRR) specializes in the representation of California educational agencies.

ANALYSIS

The current contract with (AALRR) expired on February 28, 2009. The firm is currently representing the district in construction matters; the administration recommends that this agreement be renewed for an additional thirty six month period.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor or his designee to renew the contract with the law firm of Atkinson, Andelson, Loya, Ruud & Romo.

Fiscal Impact: Based upon utilization	Board Date: March 23, 2009
Prepared by: Josie Rodriguez, Assistant to the Vice Chancellor	
Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Recommended by: Dr. Edward Hernandez, Jr., Chancellor	

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

A PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

17871 PARK PLAZA DRIVE
CERRITOS, CALIFORNIA 90703-8597
(562) 653-3200 - (714) 826-5480

FAX (562) 653-3333
WWW.AALRR.COM

FRESNO
(559) 225-8700
FAX (559) 225-3416

IRVINE
(949) 453-4260
FAX (949) 453-4262

PLEASANTON
(925) 227-9200
FAX (925) 227-9202

RIVERSIDE
(951) 683-1122
FAX (951) 683-1144

SACRAMENTO
(916) 923-1200
FAX (916) 923-1222

SAN DIEGO
(619) 485-9526
FAX (619) 485-9412

OUR FILE NUMBER:

005706.00001
1147256v1

February 23, 2009

PERSONAL AND CONFIDENTIAL
ATTORNEY-CLIENT PRIVILEGE

Peter Hardash, Vice Chancellor
Rancho Santiago Community College District
2323 N. Broadway, Suite 410
Santa Ana, CA 92706

RE: Agreement for Special Services

Dear Peter:

Enclosed for your review and consideration is a proposed Agreement for Special Services between the District and our firm for the term 2009-2012.

In light of the state's budget crisis and its impact on school districts, the firm is not proposing any rate increases for the first year of the agreement.

Subject to approval, please sign where indicated and return a copy to the attention of Michelle Needham in my office for processing.

If you have any questions or concerns, please feel free to call me directly at (562) 653-3424.

Sincerely,

ATKINSON, ANDELSON, LOYA, RUUD & ROMO


Warren S. Kinsler

WSK/mln

Enclosure

AGREEMENT FOR SPECIAL SERVICES

I. PARTIES

This Agreement for Special Services (the "Agreement") is made this 1st day of March 2009, between the law firm of ATKINSON, ANDELSON, LOYA, RUUD & ROMO, a Professional Law Corporation, hereinafter referred to as "Attorney" or the "Law Firm" and RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

II. RECITALS; PURPOSE; MATTERS

The District desires to retain and engage the Law Firm to perform legal services on District's behalf, and the Law Firm is willing to accept said engagement on the terms and conditions contained in this Agreement. Attorney agrees to provide legal services to the District, including representation in administrative and court proceedings, as requested by the District. The place and time for such services are to be designated by the Superintendent of the District or designee.

III. TERMS AND CONDITIONS

A. The term of this Agreement shall be for three years, commencing March 1, 2009, through June 30, 2012. For the period March 1, 2009, through June 30, 2010, the District hereby agrees to pay the Law Firm in connection with the above-referenced services as authorized at the following hourly rates: Two Hundred Forty-Five Dollars (\$245.00) for Senior Partners, Two Hundred Thirty-Five Dollars (\$235.00) for Partners, Two Hundred Thirty Dollars (\$230.00) for Senior Associates, One Hundred Ninety Dollars (\$190.00) for Associates, One Hundred Forty Dollars (\$140.00) for Senior Paralegals, and One Hundred Twenty Dollars (\$120.00) for Paralegals. The Law Firm shall bill in quarter-hour increments.

For the period July 1, 2010, through June 30, 2011, the District hereby agrees to pay the Law Firm in connection with the above-referenced services as authorized at the following hourly rates: Two Hundred Fifty Dollars (\$250.00) for Senior Partners, Two Hundred Forty Dollars (\$240.00) for Partners, Two Hundred Thirty-Five Dollars (\$235.00) for Senior Associates, One Hundred Ninety-Five Dollars (\$195.00) for Associates, One Hundred Forty-Five Dollars (\$145.00) for Senior Paralegals, and One Hundred Twenty-Five Dollars (\$125.00) for Paralegals. The Law Firm shall bill in quarter-hour increments.

For the period July 1, 2011, through June 30, 2012, the District hereby agrees to pay the Law Firm in connection with the above-referenced services as authorized at the following hourly rates: Two Hundred Sixty Dollars (\$260.00) for Senior Partners, Two Hundred Fifty Dollars (\$250.00) for Partners, Two Hundred Forty-Five Dollars (\$245.00) for Senior Associates, Two Hundred Five Dollars (\$205.00) for Associates, One Hundred Fifty-Five Dollars (\$155.00) for Senior Paralegals, and One Hundred Thirty-Five Dollars (\$135.00) for Paralegals. The Law Firm shall bill in quarter-hour increments.

B. Agreements for legal fees at other than the hourly rates set forth above may be made by written mutual agreement for special projects or particular scopes of work. In the course of traveling to the District or while providing legal services at the District, it may be necessary for the Law Firm to provide billable services to other clients.

C. The Law Firm shall not be obligated to advance costs on behalf of the District; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of the District with the Superintendent or designee's prior approval in the event a particular cost item exceeds \$2,000.00 in amount, and without the prior approval of the District in the event a particular cost item totals \$2,000.00 or less. Typical cost items include, by way of example and not limitation, document preparation and word processing, long distance telephone charges, fax/telecopy charges, copying charges, messenger fees, travel costs, bonds, witness fees, deposition and court reporter fees, transcript costs, expert witness fees, investigative fees, etc. If the Law Firm retains, with authorization from the District, experts or consultants for the benefit of the District, rather than the District contracting directly with any expert or consultant, it is agreed that the District shall pay a five percent (5%) fee ("consultant processing fee") on such expert and consultant costs paid by the Law Firm in order to offset certain costs to the Law Firm resulting from administering and initially paying such expert and consultant fees on behalf of the District.

D. A detailed description of the attorney work performed and the costs advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to the District on or about the 15th of the following month. Payment of the full amount due, as reflected on the monthly statements, will be due to the Law Firm from District by the 10th of each month, unless other arrangements are made. In the event there are retainer funds of the District in the Law Firm's Trust account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm's Trust Account to the Law Firm's General Account to the extent of the balance due on the monthly statement and a credit therefor will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 30 days will be subject to a 1% per month service charge.

E. The District agrees to review the Law Firm's monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement. Failure to communicate written disagreement with the Law Firm's monthly statement within thirty (30) days of the District's receipt thereof shall be deemed to signify the District's agreement that the monthly billing statement accurately reflects: (a) the legal services performed; and (b) the proper charge for those legal services.

F. The District agrees to fully cooperate with the Law Firm in connection with the Law Firm's representation of the District including, but not limited to, attending mandatory court hearings and other appearances and providing necessary information and documentation to enable the Law Firm to adequately represent the District.

G. The District has the right, at any time, and either with or without good cause, to discharge the Law Firm as the District's attorneys. In the event of such a discharge of the Law Firm by the District, however, any and all unpaid attorneys' fees and costs owing to the Law Firm from the District shall be immediately due and payable.

H. The Law Firm reserves the right to discontinue the performance of legal services on behalf of the District upon the occurrence of any one or more of the following events:

1. Upon order of Court requiring the Law Firm to discontinue the performance of said legal services;

2. Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue legal services for the District;

3. Upon the failure of the District to perform any of the District's obligations hereunder as respects the payment of the Law Firm's fees and costs advanced; or

4. Upon the failure of the District to perform any of the District's obligations hereunder as respects cooperation with the Law Firm in connection with the Law Firm's representation of the District.

I. In the event that the Law Firm ceases to perform legal services for the District as hereinabove provided, the District agrees that it will promptly pay to the Law Firm any and all unpaid fees or costs advanced, and retrieve all of its files, signing a receipt therefor. Further, the District agrees that, with respect to any litigation where the Law Firm has made an appearance in Court on its behalf, the District will promptly execute an appropriate Substitution of Attorney form.

J. The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

K. It is understood and agreed that the Law Firm, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District.

IV. ARBITRATION

The parties agree that all disputes which arise between the District and the Law Firm, whether financial or otherwise regarding the attorney-client relationship, shall be resolved by binding arbitration. The parties agree to waive their right to a jury trial and to an appeal.

V. DURATION

This Agreement shall be effective March 1, 2009, through June 30, 2012, and thereafter shall continue from month-to-month at the then current hourly rate set forth herein until modified in writing by mutual agreement or terminated by either party upon thirty (30) days' written notice.

VI. EXECUTION DATE

This Agreement is entered into this _____.

“Law Firm”

ATKINSON, ANDELSON, LOYA, RUUD &
ROMO

Dated: _____

By: _____
WARREN S. KINSLER

“District”

RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT

Dated: _____

By: _____

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

To:	Board of Trustees	Date: March 23, 2009
Re:	Approval of Bid #1116/Santa Ana College Gym Restroom Addition, Gym Floor Replacement and Fire Sprinkler Installation	
Action:	Request for Approval	

BACKGROUND:

In compliance with Public Contract Code, Bid #1116 for the Gym Restroom Addition, Gym Floor Replacement and Fire Sprinkler Installation at Santa Ana College was appropriately advertised and plans/specifications made available to prospective bidders.

ANALYSIS:

A mandatory pre-bid job walk was held on February 27, 2009 with sixty-three (63) potential bidders in attendance.

Bids for the project were opened on March 18, 2009. There were 21 bidders and bids ranged from \$1,199,538.00 to \$1,977,700.00. The apparent low bidder is Tek-Up Construction. Staff has conferred with County Legal Counsel, Claire Morey, and is recommending Tek-Up Construction to be considered non-responsive. It is recommended that the bid be awarded to the lowest and responsible bidder General Consolidated Constructors, Inc. Time is of the essence in awarding this bid, so that the project can commence as soon as possible in order to avoid unnecessary interruptions to the students and faculty.

District staff has provided a "due diligence" review of the lowest responsible bidder and a check has been made for the appropriate license, complied with necessary bid bond requirements, and has no record of labor complaints. Reference checks were fair and General Consolidated Constructors, Inc. has performed similar projects prior to this job.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the award of Bid #1116, to General Consolidated Constructors, Inc.

Fiscal Impact:	\$1,234,000.00	Board Date: March 23, 2009
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

BID RESULTS

BID #1116		PROJECT: GYM RESTROOM ADDITION, GYM FLOOR REPLACEMENT & FIRE SPRINKLER INSTALLATION @ SAC		DUE DATE: MARCH 18, 2009 @ 2PM		
BIDDER		AMOUNT	BIDDER	AMOUNT	BIDDER	AMOUNT
Tek-Up Construction 4869 Topanga Canyon Building #5 Woodland Hills, CA 91364		\$1,199,538.00	Axis Construction, Inc. 901 Glendale Ave., #200 Glendale, CA 91205-2895	\$1,549,000.00	Avi-Con, Inc./dba CA Constr. 981 Iowa Avenue Suite A Riverside, CA 92507	\$1,734,300.00
General Consolidated Constructors 1325 Pico Street Corona, CA 92881		\$1,234,000.00	Cal-City Construction, Inc. 16605 Norwalk Boulevard Cerritos, CA 90703	\$1,569,000.00	Acon Development, Inc. 4055 Wilshire Boulevard Suite 100 Los Angeles, CA 90010	\$1,794,300.00
Abeam Construction 267 E. Badillo Street Covina, CA 91723		\$1,398,000.00	USS Cal Builders, Inc. 8051 Main Street Stanton, CA 90680	\$1,595,000.00	Cacacche Engineering & Construction Co. (CEACCO) 4215 Katella Avenue Los Alamitos, CA 90720	\$1,807,600.00
Braksma Construction, Inc. 1140 Centre Drive Unit W City of Industry, CA 91789		\$1,400,000.00	Robert L. Reeves Construction 14128 Paramount Boulevard Paramount, CA 90723	\$1,624,469.00	Great West Contractors, Inc. 4562 E. Eisenhower Circle Anaheim, CA 92807	\$1,834,000.00
Emae International, Inc. 13744 Milroy place Santa Fe Springs, CA 90670-5131		\$1,474,000.00	Newman Midland Corporation 11140 Los Alamitos Blvd. Suite 202 Los Alamitos, CA 90720	\$1,629,896.00	Minco Construction 522 E. Airline Way Gardena, CA 90248	\$1,977,700.00
Silver Creek Industries, Inc. 195 E. Morgan Street Perris, CA 92571		\$1,510,043.00	Construct 1 One Corp. 2832 Walnut Avenue, C Tustin, CA 92780	\$1,635,777.00		
Macerich Construction, Inc. 1442 E. Lincoln Avenue, #337 Orange, CA 92865		\$1,524,000.00	California Averland Const. 339 N. Virgil Avenue Los Angeles, CA 90004	\$1,698,000.00		
United Contractors Company, Inc. 2050 S. Santa Cruz Street Suite 2300 Anaheim, CA 92805		\$1,530,000.00	DLS Builders De La Secura, Inc. 1975 N. Batavia Street Orange, CA 92865	\$1,713,400.00		

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To: Board of Trustees	Date: March 23, 2009
Re: Approval of Budgets for Categorical Programs	
Action: Request for Approval	

ANALYSIS

Budgets for the following categorical programs for FY 08/09 have been developed:

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
1. Community Colleges Summit Initiative Programs (SAC) Augmentation from the Community Colleges for International Development, Inc. to provide services for a cohort of five foreign students who have extended their stay to attend summer session. (08/09)	2/18/09	\$20,914
2. Community Colleges Initiative for Egypt (SAC) Augmentation from the Community Colleges for International Development, Inc. to provide services for a cohort of four Egyptian students who have extended their stay to attend summer session. (08/09)	2/18/09	\$23,674

RECOMMENDATION

It is recommended that the board of trustees approve budgets, accept grants, and authorize the Chancellor, or his designee, to enter into related contractual agreements on behalf of the district.

Fiscal Impact: \$44,588	Board Date: March 23, 2009
Item Prepared by: Cherie Ericson, Interim Resource Development Coordinator	
Item Submitted by: Enrique Perez, Interim Assistant Vice Chancellor, Educational Services	
Item Recommended by: Edward Hernandez, Jr., Chancellor	

SPECIAL PROJECT DETAILED BUDGET #1280
NAME: COMMUNITY COLLEGES SUMMIT INITIATIVE PROGRAM - CCSIP
FISCAL YEAR: 08/09

CONTRACT PERIOD: 8/01/08 - 8/31/09
 CONTRACT INCOME \$360,290
 AUGMENTATION \$20,914
 TOTAL \$381,204
 MATCH \$72,058
 CFDA # N/A

PROJ ADM. LOY NASHUA
 PROJ. DIR KANANA GITONGA

DATE: 7/15/08
 REVISED: 7/18/08
 REVISED 7/29/08
 REVISED 9/18/08
 REVISED 10/16/08
 REVISED 3/10/09

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
MATCH							
11-0000-679000-1000-5999	SAC Match Control - 20%		72,632		72,632		
	Associate Dean, Student Development Loy Nashua 6.3%						
11-1280-649000-19535-1210	IFAS: 0101550600-1210 MD9	6,678		6,678			
	Classified - Full Time - Donna Tolley 14.7%						
11-1280-649000-19535-2130	IFAS: 0101550600-2180 MDA	11,298		11,298			
	Classified - Hourly						
	Int'l Student Program Specialist 7 hrs x 39 weeks						
11-1280-649000-19535-2320	IFAS: 0101550600-2361 MDG	5,446		5,446			
11-1280-649000-19535-3115	STRS - Non-Instructional	551		551			
11-1280-649000-19535-3215	PERS - Non-Instructional	1,066		1,066			
11-1280-649000-19535-3315	OASDI - Non-Instructional	700		700			
11-1280-649000-19535-3325	Medicare - Non-Instructional	261		261			
11-1280-649000-19535-3415	Health - Non-Instructional	2,867		2,867			
11-1280-649000-19535-3515	SUI - Non-Instructional	54		54			
11-1280-649000-19535-3615	WCI - Non-Instructional	516		516			
11-1280-649000-19535-3915	Other - Non-Instructional	285		285			
	Tuition Paid for Students						
11-1280-732000-19535-7640	Int'l Student Tuition 30 units x \$191 x 14 students (half)	40,110		40,110			
11-1280-672000-50000-5865	Indirect - 10% of grant salaries/benefits	2,800		2,800			
	Total District Match	72,632	72,632	72,632	72,632	-	-

6.1 (2)

President's Approval
 Prepared by Cherie Ericson

Board Approved 7/21/08
 Augmentation Approved 7/23/09
 Accountant: Dolly McGuirigan

SPECIAL PROJECT DETAILED BUDGET #1280
NAME: COMMUNITY COLLEGES SUMMIT INITIATIVE PROGRAM - CCSIP
FISCAL YEAR: 08/09

CONTRACT PERIOD. 8/01/08 - 8/31/09
 CONTRACT INCOME: \$360,290
 AUGMENTATION \$20,914
 TOTAL \$381,204
 MATCH: \$72,058
 CFDA #: N/A

PROJ ADM. LOY NASHUA
 PROJ. DIR. KANANA GITONGA

DATE: 7/15/08
 REVISED: 7/18/08
 REVISED 7/29/08
 REVISED 9/18/08
 REVISED 10/16/08
 REVISED: 3/10/09

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1280-000000-10000-8199	Other Federal Revenues		360,290		381,204		
12-1280-631000-19535-1430	Counselor - Part-Time 42 hours IFAS: 0101550621-1430 MD5	2,030		2,030			
12-1280-631000-19535-1433	Counselor - Part-Time 42 hours IFAS: 0101550621-1430 MD6 ???			238			
12-1280-631000-19535-3115	STRS - Non-Instructional	168		168			
12-1280-631000-19535-3325	Medicare - Non-Instructional	30		30			
12-1280-631000-19535-3515	SUI - Non-Instructional	6		6			
12-1280-631000-19535-3615	WCI - Non-Instructional	45		45			
12-1280-649000-19535-2320	Classified - Hourly Int'l Student Program Specialist 27 hrs x 39 weeks IFAS: 0101550620-2361 MD0	21,798		21,798			
12-1280-649000-19535-2340	Student Worker - Hourly 12.5 hrs x 39 weeks IFAS: 0101550620-2380 MD4	5,334		5,334			
12-1280-649000-19535-3215	PERS - Non-Instructional	2,054		2,054			
12-1280-649000-19535-3315	OASDI - Non-Instructional	1,351		1,351			
12-1280-649000-19535-3325	Medicare - Non-Instructional	316		316			
12-1280-649000-19535-3515	SUI - Non-Instructional	66		66			
12-1280-649000-19535-3615	WCI - Non-Instructional	597		597			
12-1280-649000-195354320	Instructional Software	465					
12-1280-649000-19535-4610	Non-Instructional Supplies	14,554		14,554			
12-1280-649000-19535-5100	Contracted Services - Mentor family honorarium - Req	5,040		5,040			
12-1280-649000-19535-5220	Mileage - \$126/month x 12 months	1,512		1,512			
12-1280-649000-19535-5410	All Risk/Athletic Insurance - renter's insurance	1,305		1,305			

6.1 (3)

President's Approval:
 Prepared by Cherie Ericson

Board Approved 7/21/08
 Augmentation Approved 3/23/09
 Accountant Dolly Paguirigan

SPECIAL PROJECT DETAILED BUDGET #1280
NAME: COMMUNITY COLLEGES SUMMIT INITIATIVE PROGRAM - CCSIP
FISCAL YEAR: 08/09

CONTRACT PERIOD 8/01/08 - 8/31/09
 CONTRACT INCOME \$360,290
 AUGMENTATION \$20,914
 TOTAL \$381,204
 MATCH \$72,058
 CFDA # N/A

PROJ. ADM. LOY NASHUA
 PROJ. DIR KANANA GITONGA

DATE. 7/15/08
 REVISED. 7/18/08
 REVISED 7/29/08
 REVISED. 9/18/08
 REVISED: 10/16/08
 REVISED. 3/10/09

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1280-649000-19535-5611	Lease Agreement - Facility - Apartment Lease	132,414		135,117			
12-1280-649000-19535-5905	Other Student Travel Expenses Freedom, Democracy (field trips) - Required	3,735		3,735			
12-1280-649000-19535-5966	Transportation - Students for Freedom, Democracy trips						
12-1280-649000-19535-6411	Equipment - Federal Programs - Apartment Furniture	4,000		4,000			
12-1280-657000-19535-5515	Utilities - Electricity	13,950		13,950			
12-1280-657000-19535-5570	Utilities - Water	2,772		4,772			
12-1280-675000-19535-5210	Conference - CCID Annual - 2/3 cost	1,050		1,050			
12-1280-732000-19535-7610	Books Paid for Students	13,020		16,370			
12-1280-732000-19535-7620	Fees Paid for Students Enrollment Fees - 30 units x \$20 x14 students + Health/ASB + Int'l Student Service fee	11,018		11,676			
12-1280-732000-19535-7640	Tuition Paid for Students Int'l Student Tuition 30 units x \$191 x 14 students (half)	40,110		45,840			
12-1280-732000-19535-7670	Other Expenses Paid for Students - Meal Allowance - Req	38,640		44,240			
12-1280-732000-19535-7670	Other Expenses Paid for Students - Clothing Allowance - Req	4,200		4,200			
12-1280-732000-19535-7670	Other Expenses Paid for Students - Personal Allowance - Req	29,400		30,275			
12-1280-732000-19535-7670	Other Expenses Paid for Students - Bus Passes	7,560		7,785			
12-1280-732000-19535-7670	Other Expenses Paid for Students - Shipping Allowance - Req	1,750		1,750			
	Totals	360,290	360,290	381,204	381,204	-	-

6.1 (4)

President's Approval.
 Prepared by Cherie Ericson

3

Board Approved 7/21/08
 Augmentation Approved 8/23/09
 Accountant: Dolly Quirigan

SPECIAL PROJECT DETAILED BUDGET #1281
NAME: COMMUNITY COLLEGES INITIATIVE FOR EGYPT
FISCAL YEAR: 08/09

CONTRACT PERIOD 8/01/08 - 8/31/09
 CONTRACT INCOME \$154,410
 AUGMENTATION \$23,674
 TOTAL \$178,084

PROJ. ADM LOY NASHUA
 PROJ DIR DONNA TOLLEY

MATCH \$6,029
 CFDA # N/A

DATE. 7/15/08
 REVISED. 7/18/08
 REVISED. 7/29/08
 REVISED. 3/11/09

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
MATCH							
11-0000-679000-10000-5999	SAC Match Control - 20%		31,128		31,128		
11-1281-649000-19535-1210	Associate Dean, Student Development Loy Nashua 2.7% IFAS: 0101550700 - 1210 MDU	2,862		2,862			
11-1281-649000-19535-2130	Classified - Full Time Donna Tolley 6.3% IFAS: 0101550700 - 2180 MDY	4,842		4,842			
11-1281-649000-19535-2320	Classified - Hourly Int'l Student Program Specialist Dao Nguyen 117 hours IFAS: 0101550700 - 2361 ME0	2,334		2,334			
11-1281-649000-19535-3115	STRS - Non-Instructional	236		236			
11-1281-649000-19535-3215	PERS - Non-Instructional	676		676			
11-1281-649000-19535-3315	OASDI - Non-Instructional	445		445			
11-1281-649000-19535-3325	Medicare - Non-Instructional	146		146			
11-1281-649000-19535-3415	Health - Non-Instructional	746		746			
11-1281-649000-19535-3435	H&W Retiree - Non-Instructional						
11-1281-649000-19535-3515	SUI - Non-Instructional	30		30			
11-1281-649000-19535-3615	WCI - Non-Instructional	221		221			
11-1281-649000-19535-3915	Other - Non-Instructional	200		200			
11-1281-732000-19535-7640	Tuition Paid for Students International Student Tuition 30 units x \$191 x 6 students (half)	17,190		17,190			
11-1281-672000-50000-5865	Indirect -10% of grant salaries/benefits	1,200		1,200			
	Total District Match	31,128	31,128	31,128	31,128	-	-

6.1 (5)

President's Approval
 Prepared by Cherie Ericson

Board Approved 7/21/08
 Augmentation Approved. 3/23/09
 Accountant: Dolly Paguirigan

SPECIAL PROJECT DETAILED BUDGET #1281
NAME: COMMUNITY COLLEGES INITIATIVE FOR EGYPT
FISCAL YEAR: 08/09

CONTRACT PERIOD. 8/01/08 - 8/31/09
 CONTRACT INCOME. \$154,410
 AUGMENTATION. \$23,674
 TOTAL \$178,084

PROJ. ADM. LOY NASHUA
 PROJ DIR DONNA TOLLEY

DATE: 7/15/08
 REVISED: 7/18/08
 REVISED: 7/29/08
 REVISED: 3/11/09

MATCH \$6,029
 CFDA # N/A

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1281-00000-10000-8199	Other Federal Revenues		164,593		178,084		
12-1281-631000-19535-1430	Counselor - Part-Time 18 hrs IFAS: 0101550721 - 1430 MDT	679		870			
12-1281-631000-19535-1433	Beyond Contract - Counselor	234		234			
12-1281-631000-19535-3115	STRS - Non-Instructional			72			
12-1281-631000-19535-3325	Medicare - Non-Instructional	13		13			
12-1281-631000-19535-3435	H&W Retiree - Non-Instructional						
12-1281-631000-19535-3515	SUI - Non-Instructional	3		3			
12-1281-631000-19535-3615	WCI - Non-Instructional	18		18			
12-1281-649000-19535-2320	Classified - Hourly Int'l Student Program Specialist Andrew Kamara-Kay 451.25 hours IFAS: 0101550720 - 2361 MDH	9,342		9,342			
12-1281-649000-19535-2340	Student Worker - Hourly 223 hours IFAS: 0101550720 - 2380 MDM	2,286		2,286			
12-1281-649000-19535-3215	PERS - Non-Instructional	881		881			
12-1281-649000-19535-3315	OASDI - Non-Instructional	580		580			
12-1281-649000-19535-3325	Medicare - Non-Instructional	136		136			
12-1281-649000-19535-3435	H&W Retiree - Non-Instructional						
12-1281-649000-19535-3515	SUI - Non-Instructional	28		28			
12-1281-649000-19535-3615	WCI - Non-Instructional	255		255			
12-1281-649000-19535-4320	Instructional Software	200					
12-1281-649000-19535-4610	Non-Instructional Supplies	7,369		8,472			
12-1281-649000-19535-5100	Contracted Services - Mentor family honorarium - Req	2,160		2,160			
12-1281-649000-19535-5220	Mileage - \$60/month x 12 months	648		648			
12-1281-649000-19535-5410	All Risk/Athletic Insurance - renter's insurance	621		621			
12-1281-649000-19535-5611	Lease Agreement - Facility - Apartment Lease	64,953		68,534			

6.1 (6)

President's Approval.
 Prepared by Cherie Ericson

Board Approved 7/21/08
 Augmentation Approved 8/23/09
 Accountant: Dolly McGuirigan

SPECIAL PROJECT DETAILED BUDGET #1281
NAME: COMMUNITY COLLEGES INITIATIVE FOR EGYPT
FISCAL YEAR: 08/09

CONTRACT PERIOD: 8/01/08 - 8/31/09
 CONTRACT INCOME: \$154,410
 AUGMENTATION \$23,674
 TOTAL \$178,084

MATCH \$6,029
 CFDA #: N/A

PROJ ADM. LOY NASHUA
 PROJ DIR DONNA TOLLEY

DATE: 7/15/08
 REVISED: 7/18/08
 REVISED: 7/29/08
 REVISED: 3/11/09

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1281-649000-19535-5905	Other Student Travel Expenses Freedom, Democracy (field trips) - Required	1,600		1,600			
12-1281-649000-19535-5966	Transportation - Students Freedom, Democracy field trips						
12-1281-649000-19535-6411	Equipment - Federal Programs - Apartment Furniture	1,932		1,932			
12-1281-657000-19535-5515	Utilities - Electricity	4,166		4,166			
12-1281-657000-19535-5520	Utilities - Gas						
12-1281-657000-19535-5570	Utilities - Water	3,000		2,431			
12-1281-675000-19535-5210	Conference - CCID Annual - 1/3 cost	450		450			
12-1281-732000-19535-7610	Books Paid for Students	5,580		6,580			
12-1281-732000-19535-7620	Fees Paid for Students Enrollment fees - 30 units x \$20 x 7students + Health/ASB + Int'l Student Service fee	4,722		5,248			
12-1281-732000-19535-7640	Tuition Paid for Students Int'l Student Tuition 30 units x \$191 x 7 students (half)	17,190		21,774			
12-1281-732000-19535-7670	Other Expenses Paid for Students - Meal Allowance - Req	16,560		19,480			
12-1281-732000-19535-7670	Other Expenses Paid for Students - Clothing Allowance - Req	1,800		1,800			
12-1281-732000-19535-7670	Other Expenses Paid for Students - Personal Allowance - Req	12,600		13,300			
12-1281-732000-19535-7670	Other Expenses Paid for Students - Bus Passes	3,765		3,420			
12-1281-732000-19535-7670	Other Expenses Paid for Students - Shipping Allowance - Req	750		750			
12-1281-672000-50000-5865	Indirect -20% of grant salaries/benefits			-			
	Totals	164,521	164,593	178,084	178,084	-	-

6.1 (7)

President's Approval.
 Prepared by Cherie Ericson

Board Approved: 7/21/08
 Augmentation Approved: 3/23/09
 Accountant Dolly Paguirigan

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

To: Board of Trustees	Date: March 23, 2009
Re: Approval of New and Revised Board Policies	
Action: Approval	

BACKGROUND

The Board Policy Committee met on February 4, 2009. New and revised board policies were presented to the Board of Trustees for a first reading on March 9, 2009.

ANALYSIS

The policies presented for a second reading are summarized on the attached chart. Based upon comments by the Chancellor and members of the Board of Trustees, modifications have been made to the versions of the following policies that were presented for first reading. The modifications are displayed in italics and boldface type.

BP 3101	Conflict of Interest
BP 4101	General Personnel Policy Statement
BP 9009	Committee Structure
BP 9016	Quorum and Voting
BP 9027	Board of Trustees Political Activities and Solicitation of Political Contributions

In addition, minor modifications were also suggested for the following policies, but no modifications to the versions that were presented for first reading are being recommended:

BP 4102	Recruitment, Selection, Appointment and Transfer of Employees
BP 3104	Equal Employment Opportunity

RECOMMENDATION

It is recommended that the Board approve the attached new and revised board policies.

Fiscal Impact: None	Board Date: March 23, 2009
Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Recommended by: Dr. Edward Hernandez, Jr., Chancellor	

**BOARD POLICY REVISIONS--SECOND READING
MARCH 2009**

POLICY	ACTION	RATIONALE
COMMUNITY RELATIONS - 1000		
- Community Services Activities - BP 1350	Revise	Add CCLC Model Policy Language
BUSINESS/FINANCE SUPPORT SERVICES - 3000		
- Conflict of Interest - BP 3101 (Modified from First Reading)	Revise	Add new legislative requirements (SB8 & SB274)
PERSONNEL - 4000		
- General Personnel Policy Statement - BP4101 (Modified from First Reading)	Revise	Include AR reference--update code citation
- Recruitment and Selection of Employees - BP4102	Revise	Combine with BP 4104, add CCLC language
- Employee Appointment and Transfer - BP4104	Eliminate	Content moved to 4102 and AR
- Equal Employment Opportunity - BP4104 (NEW)	New	Use CCLC Model Policy
- Employment Contracts - BP4105	Eliminate	Obsolete language, covered elsewhere
- Insurance - BP4107	Eliminate	Add CCLC language; incorporate in BP4603
- Personnel Files - BP4110	Revise	Update code citation, move content to AR
- One Day Change of Assignment - BP4112	Eliminate	Covered in 4102
- Short-Term Excused Absence Without Loss of Pay - BP4113	Eliminate	Covered in collective bargaining agreements
- Military Leave - BP4115	Revise	Update code citation
- Employment of Relatives/Nepotism - BP4118	Revise	Add CCLC language
- Unlawful Discrimination and Sexual Harassment - BP4119	Revise	Follow Model Policy from Chancellor's Office
- Copyright and Patents - BP4120	Eliminate	Incorporate into BP7002 - Intellectual Property
- Acceptance of Outside Obligations - BP4126	Revise	Update language and code citations
- Salary Deductions - BP4127	Revise	Add CCLC language and code citations
- Employee Evaluation - BP4128	Revise	Update language and code citations
- Resignation - BP4129	Revise	Add CCLC language
- Medical Examinations - BP4130	Revise	Update language and code citations
- Diversity and Equal Employment Opportunity - BP4131	Eliminate	Covered in 4102
- Organizations Right of Access - BP4133	Revise	Correct code citation
- Solicitation of Political Contributions and Political Activities by Employees - BP4135	Revise	Add CCLC language and code citations
- International Travel - BP4136	Eliminate	Covered in 4108
- Whistleblower Protection - BP4140	Revise	Include anonymous reporting procedure
- Faculty Multiple Site Assignment - BP4203	Eliminate	Unnecessary. covered in union contracts
- Faculty Dismissal and/or Discharge - BP4206	Revise	Add CCLC language and code citations
- Faculty Retirement (Workload Reduction) - BP4207	Revise	Update language and code citations
- Faculty Retirement - BP4208	Eliminate	Unnecessary
- CLASSIFIED PERSONNEL - Definition Classified Service - BP4301	Revise	Add CCLC language and code citations
- Classified Salary Payments - BP4302	Revise	Update language
- Classified Retirement System - BP4303	Eliminate	Unnecessary
- Management Medical/Dental Insurance Benefits - BP4402	Revise	Clarify language
- Bereavement Leave Management - BP4404	Revise	Update language
- Duties - Management Interns - BP4416	Eliminate	Unnecessary

**BOARD POLICY REVISIONS--SECOND READING
MARCH 2009**

POLICY	ACTION	RATIONALE
-- Administrative Leave -- BP4419	Revise	Update Language
- Retirement Administrative - BP4420	Eliminate	Unnecessary
- Salary Payments Administrative - BP4503	Eliminate	No longer permissible
- Educational Management Employee Retroactive Pay Administrative - BP4519	Revise	Renumber to 4422
- Administrative Retreat Rights - Administrative - BP4520	Revise	Clarify language and renumber to 4423
- Claims and Actions Against The District - BP4602	Revise	Add CCLC language and code citations
- District Property & Liability Protection - BP4603	Revise	Incorporate BP 4107
- Bonding of Personnel - BP4604	Revise	Change language and code citation
STUDENTS AND STUDENT PERSONNEL SERVICES - 5000		
- Open Enrollment - BP 5009	Revise	Update language
- Military Withdrawals - BP 5121	Revise	Update language
- Standards of Student Conduct - BP 5201	Revise	Clarify language and procedures
- Withholding of Student Records - BP 5555	New	Places current procedure in policy
INSTRUCTION - 6000		
- Credit/No Credit Courses - BP 6120 (Grading and Academic Record Symbols)	Revise	Retitle and use CCLC Model Policy
- Credit by Examination - BP 6121	Revise	Use CCLC Model Policy language
BY-LAWS OF THE BOARD - 9000		
- <i>Committee Structure - BP 9009 (Modified from First Reading)</i>	Revise	<i>Revised by Board Policy Committee</i>
- <i>Quorum and Voting - BP 9016 (Modified from First Reading)</i>	Revise	<i>Add CCLC language</i>
- Meetings - Special - BP 9020	Revise	Add CCLC language
- <i>Board of Trustees Political Activities and Solicitation of Political Contributions - BP 9027 (Modified from First Reading)</i>	Revise	<i>Add CCLC language</i>

Community Services Activities - BP1350

Revised ~~June 13, 1994~~ March 2009

The Board of Trustees of Rancho Santiago Community College District recognizes the responsibility of providing educational opportunities in the community as an extension of the traditional instructional program and directs the chancellor to establish a diversified program of community services to meet the educational, cultural, social, and recreational needs of the district.

Community Services courses shall be open for admission of adults and minors who can benefit from the programs.

No General Fund monies may be expended to establish or maintain community services courses. Students involved in community services courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

Legal Reference:

Education Code Section 78300

Conflict of Interest - BP3101

Adopted 12/09/02 Revised March 2009

It is the policy of the Board to comply with the terms of Title 2 California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission.

Board members and designated employees shall file statements of economic interests with the Chancellor or designee, who will make public, file and disseminate the statements according to government codes and local requirements. The Chancellor will maintain an administrative regulation identifying its procedures for such statements and the designations for employees.

Board members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as board members.

Board members and designated employees shall not be considered to be financially interested in contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

Board members who have a remote interest in any contract considered by the Board shall disclose his or her interest during a board meeting and have the disclosure noted in the official board minutes. The board member shall not vote or debate on the matter or attempt to influence any other board member to enter into the contract.

Board members and designated employees shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with or inimical to his or her duties as an officer of the district.

A Board member shall not simultaneously hold two public offices that are incompatible.

Upon leaving the Board, former members shall not, for a period of one year act as an attorney, agent, or otherwise represent for compensation others appearing before the Board.

The Board of Trustees prohibits the District from conducting any business with a former trustee for two years from the date of leaving office. This includes, but is not limited to, a business owned by said trustee or a business in which the trustee is a *major* shareholder or partner.

Legal Reference:

Government Code Sections 1090, et seq.; 1126, 87200, et seq.

Title 2, California Code, Sections 18730 et seq.

RSCCD Conflict of Interest Code amendment adopted October 24, 1994.

General Personnel Policy Statement - BP4101

Revised ~~03/27/95~~ March 2009

The Board of Trustees directs the chancellor to develop and implement policies and ~~procedures~~ **administrative regulations** which direct the work of the Rancho Santiago Community College District. The policies and ~~procedures~~ **administrative regulations** shall be in writing and shall be made available for public review.

Legal Reference:

Education Code ~~74142~~ 70902

Recruitment, and Selection, Appointment and Transfer of Employees - BP4102

Revised ~~04/24/95~~ March 2009

It is the responsibility of the chancellor ~~and of persons delegated by him/her~~ to determine the personnel needs of the district.

It is the policy of the Rancho Santiago Community College District to obtain the best qualified ~~available candidates for each vacant position administrators, faculty, and staff members who are~~ dedicated to student success. The Board of Trustees supports a competitive selection process for filling vacant positions.

Rancho Santiago Community College District is an equal opportunity employer. The college district prohibits discrimination based on ~~race, sex, color, religion, age, national origin, disability, marital status, veteran status or sexual orientation. Sexual harassment is also prohibited~~ ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

The Board of Trustees recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

It shall be the duty of the chancellor to see that persons nominated for employment meet all qualifications established by law and/or the Board of Trustees for the position for which nomination is made.

The chancellor will recommend the appointment of all employees to the Board of Trustees. Employees may be appointed by the chancellor or delegated agent subject to ratification at the next regular meeting of the Board of Trustees.

The authority to assign and/or transfer personnel within the district is delegated to the chancellor except as such power may be limited by law, district policies, procedures, and collective bargaining agreements.

Legal Reference:

~~Title VI, Title VII, Title IX,~~ Title VII, of the United States Civil Rights Act of 1964.

~~Executive Order 11246, as amended by Executive Order 11375.~~

~~Chapter 2, Division 4, Title 2 of the California Administrative Code. Subsection 1 (commencing with Sections 53000), Section 1, Chapter 1, Division 4, Title 5, Division 6 of the California Administrative Code of Regulations.~~

Sections 87100, 87400 and 88000 et. seq of the California Education Code.

~~Employee Appointment and Transfer~~

Equal Employment Opportunity - BP4104

~~Revised 03/27/95 - Adopted March 2009~~

The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The Chancellor shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time modified or clarified by judicial interpretation.

~~The chancellor will recommend the appointment of all academic and classified administrators, managers and full-time faculty to the Board of Trustees. Classified staff and part-time employees may be appointed on an interim basis by the chancellor or delegated agent until appointed at the next regular meeting of the Board of Trustees. Selection will be based upon competence and will be in accordance with all pertinent rules and regulations of the Board of Trustees, laws of the State of California, including the rules and regulations adopted by the Department of Fair Employment and Housing. Part-time temporary, substitute, short term, and student help may be appointed by the chancellor or his/her delegated agent. The position shall be reported at the next regular meeting of the Board of Trustees.~~

~~Assignment and/or transfer of personnel within the district is delegated to the chancellor except as such power may be limited by law, district policies, procedures, and collective bargaining agreements.~~

Appointment Standards

~~Applicants for appointment shall fulfill the requirements and meet the standards as defined in the job announcement. In addition, they shall:~~

- ~~1. Submit documentation as required by the Immigration Reform and Control Act of 1986 requiring that the employer obtain documentation which verifies the employee's identity and authorizes his/her right to work in the United States.~~
- ~~2. Submit to fingerprinting.~~
- ~~3. Submit to tuberculosis examination.~~

~~Legal References:~~

~~Collective Bargaining Agreements~~

~~Education Code 76406. Examination for tuberculosis, 87400. Employment of academic positions, 87405. Employment of persons convicted of sex offenses or controlled substance offenses
Employee Appointment and Transfer (Continued) Education Code: 87406. Employment of sexual psychopath, 87408. Medical Examinations; communicable diseases, 87408.6 Medical Examination; tuberculosis 88022. Employment after conviction of sex offense or controlled substance offense; rehabilitated controlled substance offender, 88023. Employment of sexual psychopath, 88024. Use of personal identification cards to ascertain conviction of crime. 88034. Employment of retired classified employee~~

~~Employment Contracts—BP4105~~

~~Adopted 03/27/95~~

~~Employment contracts for full-time employees in the Rancho Santiago Community College District may be offered to academic, administrative, and classified personnel by the chancellor or designee. Classified and part-time employees (less than 50%) are offered employment by a dean or vice chancellor. Part-time academic employees are offered semester-to-semester assignments.~~

~~Contracts and offers of employment so offered do not become binding documents until approved at a regular meeting of the Board.~~

~~Contracts and offers of employment are to be made in accordance with collective bargaining agreements, Board of Trustee policy, and RSCCD procedure.~~

~~Any academic employee not a regular employee who fails to signify his or her acceptance within 45 consecutive calendar days after notice of his or her election or employment has been given him or her, or mailed to him or her by United States registered mail with postage thereon prepaid at his or her last known place of address, by the clerk or secretary of the Governing Board of the community college district, shall be deemed to have declined employment.~~

~~Legal Reference:~~

~~Education Code~~

~~72290. Employment of personnel; salaries and benefits~~

~~87410. Acceptance of election, when employment deemed declined~~

~~Insurance—BP4107~~

~~Adopted 03/27/95~~

~~All employees of the district shall be covered by liability, error and omission, and indemnity insurance carried by the district.~~

~~Legal Reference:~~

~~Education Code~~

~~1252. Power to contract for group workmen's compensation insurance (county superintendent)~~

~~72253. Replacing or repairing employees' property~~

~~72506. Liability insurance~~

~~72509. Insurance coverage for volunteers~~

~~72510. Reimbursement for loss, destruction or damage of personal property~~

~~72511. Liability insurance (50,000 or more ADA)~~

Personnel Files - BP4110

~~Revised 11/14/01~~ **March 2009**

Rancho Santiago Community College District shall keep personnel files on all current and former employees.

All personnel files are confidential and are available for review only to those persons having legal right or authorization to inspect.

~~All written materials filed (except for those prohibited by law) shall be available for inspection by the employee during employee's non-working hours. The inspection of the personnel file shall be in the presence of a member of the human resources staff.~~

Legal Reference:

Education Code 87031. ~~Personnel file contents and inspection~~

Labor Code Section 1198.5

Collective Bargaining Agreements

~~~~~  
~~One Day Change of Assignment — BP4112~~

~~Revised 03/27/95~~

~~The chancellor is authorized to change the assignment of an employee for district business for a period of one day. Change of assignment for more than one day shall be authorized by the Board of Trustees.~~

~~~~~  
~~Short Term Excused Absence Without Loss of Pay — BP4113~~

~~Revised 03/27/95~~

~~Administrators are authorized to excuse an employee without loss of pay for an occasional absence up to a maximum of four (4) hours for personal business when such absence from regular duty is deemed in the best interest of the district.~~

~~Legal Reference: — Education Code~~

~~87763. Leaves of Absence~~

~~87764. Power to Grant Leaves of Absence~~

~~88190. Leaves of Absence and Vacation~~

~~88198. Provisions Authorizing Leaves of Absence~~

Military Leave - BP4115

Adopted 03/27/95 Revised March 2009

All Employees shall be entitled to a military leave of absence as prescribed by ~~under provisions of~~ the federal Uniformed Services Employment and Reemployment Rights Act, and the California Military and Veterans Code.

Affected employees shall also receive vacation, sick leave, health and welfare benefits, and reemployment rights, pursuant to the applicable provisions of federal and state law.

Leave of more than 180 Calendar Days

~~Under the provisions, the employee is entitled to receive full pay for thirty (30) calendar days during a military leave of more than one hundred and eighty (180) calendar days. In order to receive such pay, the employee must have worked for the district for one year or more immediately prior to such leave.~~

Leave of less than 180 Calendar Days

~~Under the provisions, the employee is entitled to receive full pay for the first thirty (30) calendar days during a military leave of less than one hundred and eighty (180) calendar days. In order to receive such pay, the employee's previous military service and service with the district combined must equal one year or longer.~~

Legal Reference:

Uniformed Services Employment and Reemployment Rights Act

Military and Veterans Code

Education Code Section 87700

Nepotism - BP4118

Revised ~~11/14/01~~ March 2009

It shall be the policy of the district not to offer employment to an applicant or to ~~permanently assign or promote~~ an employee to a position which would have a supervisory or evaluative relationship with a ~~position held by~~ a close relative employed by the district.

A supervisory or evaluative relationship includes the ability to recommend or influence the appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative or domestic partner as defined by Family Code Section 297 et seq.

~~This policy also includes the non-hiring of a close relative of an employee if the employee could have a substantial influence in regards to employment, promotion, termination or salary placement of the applicant.~~

For the purposes of this policy, a close relative shall be a ~~spouse~~ husband, wife, domestic partner, parent, ~~child, grandchild, sibling~~ son, daughter, or in-laws. A parent, child, grandchild or sibling of a domestic partner shall also be considered an in-law. Persons related by blood or marriage living in the same household are also considered to be close relatives.

This policy would require, as soon as possible, the reassignment of one employee, to a comparable position when two employees get married or form a domestic partnership and a supervisory or evaluative relationship exists between the positions held by the employees.

The District will also make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest due to the employment of relatives.

Unlawful Discrimination and Sexual Harassment - BP4119

Revised ~~July 21, 2003~~ March 2009

~~1.0 It is the policy of Rancho Santiago Community College District to provide an educational employment and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of any program or activity of the District that is administered by, directly funded by, or that receives any financial assistance, the State Chancellor or Board of Governors of the California Community Colleges.~~

~~2.0 It shall be a violation of this policy for anyone who is authorized to recommend or take personal or academic action affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of Rancho Santiago Community College District, to engage in unlawful discrimination, as defined below, or for anyone to retaliate against a person who files an unlawful discrimination complaint, who participates in an investigation of a complaint, or who represents or serves as an advocate for the complainant or for the person against whom a complaint is made.~~

~~2.1 The district will take preventive, corrective, and disciplinary action for any act that violates this policy or the rights and privileges it is designed to protect.~~

~~2.2 Employees, students, or other persons acting on behalf of the district who engage in unlawful discrimination or retaliation may be subject to discipline, up to and including discharge, expulsion, or termination of contract.~~

~~2.3 Employees should be aware that if they engage in acts that the district determines to be acts of unlawful discrimination, such acts are outside the course and scope of their employment and may result in the employee having to obtain his or her own legal counsel. Acts of unlawful discrimination may result in a money judgment against the employee personally.~~

~~3.0 The chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.~~

~~4.0 No district funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the district or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability as defined and otherwise prohibited by state and federal statutes, and includes sexual harassment.~~

~~5.0 Unlawful Discrimination~~

~~5.1 "Unlawful Discrimination" means discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability as defined and otherwise prohibited by state and federal statutes, and includes sexual harassment.~~

~~5.2 Sexual Harassment~~

~~5.2.1 "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual~~

~~nature made by someone from the work or educational setting, under any of the following conditions:~~

~~5.2.1.1 Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.~~

~~5.2.1.2 Submission to, or rejection of, the conduct by an individual is used as the basis of employment or academic decisions affecting the individual.~~

~~5.2.1.3 The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile, or offensive work or educational environment.~~

~~5.2.1.4 Submission to, or rejection of, the conduct by an individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the colleges of the District.~~

~~5.2.2 Specific Examples: For the purpose of further clarification, sexual harassment may include, but is not limited to, the following conduct when it occurs under one or more of the conditions described in section 5.2.1 above:~~

~~5.2.2.1 Making unsolicited written, verbal, physical or visual contact with sexual overtones:~~

~~5.2.2.1.1 Written: Includes, but is not limited to, suggestive or obscene letters, notes or invitations~~

~~5.2.2.1.2 Verbal: Includes, but is not limited to, derogatory comments, slurs, jokes, epithets.~~

~~5.2.2.1.3 Physical: Includes, but is not limited to, assault, touching, impeding or blocking movement.~~

~~5.2.2.1.4 Visual: Includes, but is not limited to, leering, gestures, or display of sexually suggestive objects, pictures, cartoons, or posters.~~

~~5.2.2.2 Continuing to express sexual interest after being informed that the interest is unwelcome.~~

~~5.2.2.3 Making reprisals, threats of reprisals, or implied threats of reprisals following rejection of sexual harassment:~~

~~5.2.2.3.1 Within the Work Environment: Either employing or actually withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; or suggesting that probation will be failed.~~

~~5.2.2.3.2 Within the Educational Environment: Either employing or actually withholding grades earned or deserved; suggesting that a poor performance~~

~~evaluation will be prepared; or suggesting that a scholarship recommendation or college application will be denied.~~

~~5.2.3 Within the Rancho Santiago Community College District, sexual harassment is prohibited regardless of the status and/or relationship the affected parties may have.~~

~~5.2.3.1 Private, personal conduct may at some point become unwelcome. Employees placed on notice that the co-employee or student now finds the conduct unwelcome shall cease such conduct immediately. Any conduct of a sexual nature following such notice may be determined to be sexual harassment. Such conduct is subject to investigation by the District on the complaint of an individual who finds it to be unwelcome.~~

~~5.2.3.2 Employees who participate in a consensual relationship, and at some point wish to discontinue the relationship, must clearly state to the other participant that the conduct is no longer consensual or welcome, and that all such conduct must cease.~~

~~5.2.4 Any employees who have knowledge of conduct that may constitute sexual harassment of students or employees by another employee, volunteer, or individuals in the school community are required to immediately report such conduct to the Assistant Vice Chancellor Human Resources.~~

~~6.0 Responsible District Officer: The Executive Vice Chancellor of Human Resources and Educational Services is designated by the District as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations, and for coordinating their investigation. The actual acceptance and investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District.~~

~~7.0 Information on where to obtain specific rules and procedures for reporting complaints of unlawful discrimination may be obtained by contacting the Assistant Vice Chancellor of Human Resources, District Operations Center, 2323 N. Broadway, Santa Ana, CA 92706. (714) 480-7490.~~

~~8.0 A copy of this policy will be displayed in a prominent location in the main administrative building of each campus or other area where notices regarding the District's rules, regulations, procedures, and standards of conduct are posted.~~

~~9.0 Faculty and staff will be provided with a copy of this policy at the beginning of the first quarter or semester of the college year after the policy is adopted, or at the time of hire as a new employee.~~

~~10.0 A copy of this policy, as it pertains to students, will be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable.~~

The policy of the Rancho Santiago Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination, in whole or in part, on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by, funded directly by, or that

receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

The policy of the Rancho Santiago Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, sexual favoritism, or other verbal or physical conduct or communications constituting sexual harassment.

The policy of Rancho Santiago Community College District is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

In so providing, the Rancho Santiago Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, §§ 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).

Retaliation

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

Academic Freedom

The Rancho Santiago Community College District Governing Board reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the student's right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course or activity.

When investigating unlawful discrimination complaints containing issues of academic freedom the District will consult with a faculty member appointed by the appropriate Academic Senate with respect to contemporary practices and standards for course content and delivery.

Responsible District Officer

The District has identified the Executive Vice Chancellor of Human Resources and Educational Services to the State Chancellor's Office and to the public as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to title 5, section 59328, and for coordinating their investigation. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.

Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to the responsible District officer. The appropriate forms and procedures for filing and investigating complaints of unlawful discrimination are contained in Administrative Regulation 4119.

See Administrative Regulations:

-

~~AR 4119: Regulations for Reporting Complaints of Unlawful Discrimination and Sexual Harassment~~

-

Legal References:

- ~~Education Code, Section 66250, et seq.; 72010, et seq.~~
- ~~Title 5, California Code of Regulations, Section 59300, et seq.~~
- ~~Rehabilitation Act of 1973, Section 504~~
- ~~Title II, Americans with Disabilities Act of 1990~~
- ~~Title IX of the United States Civil Rights Act of 1964~~

20 U.S.C. § 1681 et seq.;
Ed. Code, §§ 66270, 66271.1, 66281.5;
Gov. Code, §§ 11135-11139.5;
Cal. Code Regs., tit. 5, §§ 59300 et seq.;
34 C.F.R. § 106.8(b).

~~Copyright and Patents—BP4120~~

~~Revised 03/11/96~~

~~The purpose of district funded projects is not the production, publication, and distribution of instructional materials for profit. The Rancho Santiago Community College District does, however, reserve the right to patent or copyright materials produced under district funding. The copyrights or patents obtained by the District may be transferred to the individual(s) originally developing these materials, providing that:~~

- ~~1. The developer(s) request the district for the transfer of copyright or patent within four years from the completion of the project.~~
- ~~2. The district recovers the actual cost of the original development, either in one sum or through the receipt of 50% of the proceeds until actual cost is recovered.~~
- ~~3. The district retains the right of perpetual use of the materials in the original form at no additional cost to the district.~~

~~By fulfilling the above conditions, individuals(s) may also copyright or patent materials produced under district funding, but not copyrighted or patented by the district.~~

~~No employee shall use, or cause to be reproduced, copyright materials for the production of materials to be sold, without obtaining copyright permissions.~~

~~No employee shall separately enter into an agreement for the production of copyrighted materials without being authorized to obtain the necessary copyright permissions.~~

~~Legal Reference:~~

~~Education Code~~

~~32360. Copyrights; use of funds~~

~~32361. Copyrights; use of employee work time~~

~~72207. Authority to secure copyrights~~

~~78900. Inapplicability of article; royalties writing or preparing instructional materials; claim of district to loyalty~~

Acceptance of Outside Obligations - BP4126

Revised ~~03/27/95~~ March 2009

An employee wishing to accept responsibilities in organizations that might require absence from assigned duties with the district must first obtain approval of the Board of Trustees.

~~Each requested absence under this regulation must be passed on by the Board of Trustees.~~

Legal Reference:

Education code

87764 Academic Employees

88190. Classified Employees

~~88207. Personal necessity~~

Government Code 1126

Collective Bargaining Agreements

~~~~~

## Salary Deductions - BP4127

**Adopted ~~04/24/95~~ Revised March 2009**

Employees may request that salary deductions be made for organization dues, participation in a deferred compensation program, premium contributions on board-approved insurance programs and other items authorized by law and district policy.

Legal Reference:

Education Code

87040. Deductions in salary payment as requested by employee

87833. Deductions for organization dues

87834. Deductions for organization service fees

~~88165. Time of payment of compensation~~

~~88166. Error in salary~~

88167. Authorized salary deductions; direct payment of service fees

Government Code 3543.1(d)

## Employee Evaluation - BP4128

**Revised 04/24/95 March 2009**

Rancho Santiago Community College District personnel employees who are represented by FARSCCD, CSEA, CEFA or CDCTA shall be evaluated in accordance with policies and procedures and the terms and conditions of the appropriate collective bargaining agreement. s-developed and recommended to the Board of Trustees by the chancellor. Management employees, including confidential employees, shall be evaluated in accordance with administrative regulations approved by the chancellor.

Legal Reference:

Education Code

87663 Probationary faculty

88013 Probationary classified employees

~~Title 5, 53130~~

Collective Bargaining Agreements

~~~~~

Resignation - BP4129

Revised 04/24/95 March 2009

An employee shall submit resignation in writing. Such statement is to be directed to the Board of Trustees through the chancellor's office. The Board of Trustees authorizes the Chancellor to accept an employee's resignation on its behalf at any time and resignations shall be deemed accepted by the Board when accepted by the Chancellor, and release the employee from contract with the district. Such action shall be subject to ratification by the Board of Trustees at a subsequent meeting. The employee shall specify the effective date of such resignation and this date shall be approved unless the chancellor desires to accept the resignation sooner, but in no event shall the effective date be later than the last day of the current academic year.

Legal Reference:

Education Code

~~81655. Delegation of Powers~~

87730; 88201

Medical Examinations - BP4130

Revised ~~04/24/95~~ **March 2009**

Medical Examination; Tuberculosis Test

~~All employees upon initial employment shall present evidence of having submitted to examination (chest x ray, skin test, or other test designated as acceptable by the county health department), to determine that they are free of active tuberculosis prior to commencing service and every four (4) years thereafter or more often if directed by the Board of Trustees upon recommendation of the local health officer.~~

Examination for Communicable Disease/Tuberculosis

All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.

All newly hired employees must show that they have been examined within the past 60 days to determine that they are free from active tuberculosis.

Following initial employment, all employees shall be required to undergo an examination within every four years to determine if they are free from tuberculosis.

Employment of Retirant; Medical Certificate; Periodic Medical Examinations

Retirants employed by Rancho Santiago Community College District shall be required as a condition of employment to have a medical examination which will show that the retirant is free from any disabling disease unfitting him or her to instruct or associate with students.

Fitness for Duty Examinations

The Chancellor may require any employee to undergo a physical or mental examination where such a fitness for duty exam is job related and consistent with business necessity. Such medical examinations shall be at the District's expense and shall be conducted by a physician chosen by the District.

~~Diversity and Equal Employment Opportunity BP4131~~

~~Revised July 21, 2003~~

~~The Rancho Santiago Community College District recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, and harmony and creativity, while providing suitable role models for all students. To this end, the district is committed to the concept and principles of staff diversity and equal opportunity in education and employment for all persons and by prohibiting discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability as defined and otherwise prohibited by state and federal statutes, and includes sexual harassment. This commitment is applied to every aspect of education and personnel policies and practices in employment, development, advancement and treatment of employees, students, and the general public.~~

~~In order to effectively address and comply with federal and state mandates and guidelines on staff diversity and equal employment opportunity, Rancho Santiago Community College District believes all staff must be involved in and responsible for active promotion of campus diversity. The district is committed to providing a learning and work environment that is conducive to open discussion and free of intimidation, harassment, and unlawful discrimination.~~

~~The Rancho Santiago Community College District will continue vigorous efforts to ensure that the recruitment, screening, selection, hiring, and promotional processes are in accordance with principles of equal opportunity and staff diversity.~~

~~Legal Reference:~~

~~Education Section 87100, et seq~~

~~Title 5, Section 53000, et seq~~

Organizations Right of Access - BP4133

Adopted 04/24/95 Revised March 2009

In accordance with Government Code Section 3543.1(b), exclusive representative employee organizations shall have the right of access at reasonable times to areas where employees work, the right to use district bulletin boards, mailboxes, and other means of communication, and district facilities subject to administrative regulations established by the chancellor. A copy of materials to be distributed or posted shall be provided to the chancellor or designee one working day prior to distribution.

These employee organizations shall be permitted reasonable access to employees. Such access shall not interfere with the school district operations nor infringe upon hours of assigned duties of the employees.

These employee organizations shall pay for their own supplies. When college equipment is used for producing materials, the organization shall pay a reasonable fee for the use. The fee shall be established by the administration. District materials shall have priority over organizational materials where staff time is limited for the production of materials. Employee organizations shall not use district telephones for employee organizations purposes; no long distance or other telephone charges shall be charged to the district.

Legal reference:

Government Code 3543.1(b)

~~~~~

## Solicitation of Political Contributions and Political Activities by Employees - BP4135

**Adopted 11/25/96 Revised March 2009**

All officers and employees of Rancho Santiago Community College District shall abide by all State laws, Education and Government codes relating to political activities and the solicitation of political contributions.

~~Six months prior to every general election, the Board will seek college counsel to provide the latest legal status of laws and regulations relating to solicitation of political contributions and political activities by Board members, officers, and employees of the college. This status report will be distributed to all Board members and employees.~~

Employees shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board. This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

Legal Reference:

Government Code 3205, 17556 8314

Education Code 7045, 7054, 7056

## ~~International Travel — BP4136~~

~~Adopted 03/17/97~~

~~The District recognizes its responsibility to serve the educational needs of the global community and the educational value of fostering an international perspective. In doing so, there may be occasions when trustees, faculty, and staff are required to travel to international destinations. It is understood that the same travel policies, procedures and regulations for local travel will apply to all international travel and that all travel conducted at District expense will be focussed solely on our educational mission.~~

---

## **Whistleblower Protection - BP 4140**

**Adopted 07/24/2006 Revised March 2009**

The chancellor shall establish procedures regarding the reporting and investigation of suspected unlawful activities by district employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, "unlawful activity" refers to any activity--intentional or negligent--that violates state or federal law, local ordinances, or district policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation. The Chancellor will ensure that avenues for the anonymous reporting of suspected incidents are available to employees.

Furthermore, district employees shall not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or (2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

Legal Reference:

California Labor Code section 1102.5, U.S. Government code section 53296, Private Attorney General Act of 2004 (Labor Code section 2698).

---

## ~~Multiple Site Assignments — BP4203~~

**FACULTY**

~~Adopted 03/27/95~~

~~The district will attempt not to assign a contract faculty member to more than one instructional site during day hours of instruction. Faculty members will be consulted prior to such assignments being confirmed.~~

# Faculty Dismissal and/or Discharge - BP4206

Revised ~~04/24/95~~ March 2009

## Contract Employee

~~Contract I, II and III employees may be dismissed according to procedures defined in the collective bargaining agreement and Education Code.~~

~~Academic employees on regular status may be dismissed according to Education Code 87600-87612.~~

A contract or regular employee may be dismissed or penalized for one or more of the grounds set forth in Education Code section 87732. If the employee is to be penalized, the Board shall determine the nature of the penalties. If the Board decides to dismiss or penalize a contract or regular employee, it shall assure that each of the following has been satisfied:

- The employee has been evaluated in accordance with standards and procedures established in accordance with the provisions of Education Code Sections 87660 et seq., and any administrative procedure for evaluation contained in a collective bargaining agreement;
- The Board has received all statements of evaluation which considers the events for which dismissal or penalties may be imposed;
- The Board has received a recommendation from the Chancellor.
- The Board has considered the statements of evaluation and the recommendations in a lawful meeting.

If the Board decides it intends to dismiss or penalize a contract or regular employee, it shall take the actions required by the Education Code, and the Chancellor or designee shall thereafter assure that the employee is afforded the full post-termination due process required by the Education Code Sections 87666 through 87681, and 87740.

The Chancellor shall establish procedures that define the conditions and processes for dismissal, discipline, and due process and ensure they are available to employees.

Legal Reference:

Education Code

~~87600-87612. Employment of Community College-Certificated Personnel~~

87669 Determination of Penalty

87732. Grounds for Dismissal of Permanent Employees

# Faculty Retirement (Workload Reduction) - BP4207

**Adopted 04/24/95 Revised March 2009**

With Board approval, an academic employee may elect to reduce ~~their~~ his/her workload from full-time to not less than half-time or more duties for a maximum of five years prior to retirement and continue to receive the same service credit in the State Teachers Retirement System as would have been received had the employee continued to work on a full-time basis. Administrative regulations shall be established to make this benefit available to academic employees of the district on an individual basis, as approved by the Board of Trustees.

Legal Reference:

Education Code

~~22724. Credit for Certain Part-Time Employees~~

22713. Part-time employment; reduction of workload from full-time

87483. Regulations: Reduction to Part-Time Employment Status

~~~~~

~~Faculty Retirement~~ BP4208

~~Adopted 12/11/95~~

~~Rancho Santiago Community College District academic employees are subject to applicable laws and regulations regarding membership in State Teachers' Retirement System (STRS). Mandatory or voluntary membership in STRS shall be subject to the rules and regulations of the STRS and amendments thereto. There shall be no mandatory retirement age.~~

~~Legal Reference:~~

~~Education Code 22000 et seq.~~

~~California Code of Regulations Title V 20500 et seq.~~

Definition Classified Service - BP4301

Revised ~~03/27/95~~ March 2009

Persons employed in positions that are not academic positions shall be known as the Classified Service.

~~For purposes of clarification,~~ a permanent classified employee is one who has satisfactorily served and completed one year of probationary employment. A probationary employee is one who has been employed less than 12 months.

~~Substitute and short term employees employed and paid for less than seventy five percent of a school year shall not be a part of the Classified Service.~~

~~Full time day students employed part time, apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment, shall not be part of the Classified Service.~~

The classified service does not include:

- Substitute and short-term employees who are employed and paid for less than 75 percent of the fiscal year.
- Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment.
- Full time students employed part time, and part-time students employed part time in any college work-study program or in a work experience education program conducted by the District.

The Board shall fix and prescribe the duties of the members of the classified service.

Before a short-term employee is employed, the Board, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of the service. The Board may later act to shorten or extend the ending date, but shall not extend it beyond 75 percent of an academic year.

Legal Reference:

Collective Bargaining Agreement

Education Code

88003. Classified service in districts not incorporating the merit system

88004. Positions not specifically exempted

88009. Fixing of duties88013. Rules and regulations governing personnel management of classified service in districts not incorporating merit system; designation as permanent employee; disciplinary action

Classified Salary Payments - BP4302

Revised 03/27/95 March 2009

All contract employees shall be paid on the 10th and 25th of the month, unless the day falls on a holiday or weekend. If this should occur, the employee shall be paid on the last working day before the 10th or the 25th.

Payment on the 25th of the month is an Earned Salary Advance (ESA) for the current month. The ESA is computed at ~~34%~~ 50% of the regular monthly take home salary, and rounded to the nearest whole dollar. The Earned Salary Advance (ESA) shall will be recomputed ~~each time~~ upon request of the employees whenever the employee receives a salary change. In the event the employee has a garnishment/levy the Earned Salary Advance may be changed.

All classified employees, and other persons employed in positions which provide for a fixed monthly salary, shall be paid their full monthly salary subject to any adjustment that may be necessary.

Absences of all regular employees will be reported on payroll absence cards, which will report the number of hours absent due to illness or injury, personal absence, vacation, bereavement, excused absence, and any other absence.

All substitutes, temporary, or on-going hourly, will be paid by payroll time sheets for the actual services performed during the payroll period beginning the 11th day of the previous month through the 10th of the current month. Payment is to be made on the 10th day of the following month.

Overtime earnings for services performed during any payroll period will be paid in addition to the regular earnings, provided full approval of such overtime has been received by the Payroll Department in time for such inclusion.

Legal Reference:

Collective Bargaining Agreement

Education Code

85244. Time of payment of wages of full-time non-certificated employees

85260. Alternate payroll procedure

88165. Time of payment of compensation

~~Classified Retirement System — BP4303~~

~~Revised 08/26/96~~

~~Rancho Santiago Community College District classified employees (administrative and non-administrative) are subject to applicable laws and regulations regarding membership in the Public Employees' Retirement Systems (PERS).~~

~~Membership in PERS shall be subject to the rules and regulations of PERS and amendments thereto.~~

~~All hourly employees who work 1000 hours or more in one fiscal year shall become members of the Public Employees' Retirement System in accordance with law.~~

~~Legal Reference:~~

~~Government Code~~

~~20334 PERS Membership~~

~~20336 PERS Membership~~

Management Medical/Dental Insurance Benefits - BP4402

Revised ~~August 29, 2005~~ March 2009

Eligibility

All management employees (Including cabinet-level employees) who have an assignment of 50% or more are eligible for district-paid Group Medical/Dental benefits. The district's contribution in each succeeding year will be the district's cost for medical/dental benefits during the immediate preceding year plus an amount not to exceed 10%.

Health Insurance

The district will provide management employees with a cafeteria health insurance program. Each employee will receive a cash allocation based upon the medical insurance option selected. The allocation for employees working under a contract of 50% to 79% will be pro-rated. The employee can assign this allocation or any part of it toward additional insurance coverage (dental, vision) or may receive it as cash.

Life Insurance

Active employees will receive life insurance benefits in the amount of the employee's annual salary or \$50,000, whichever is greater.

Retired Staff

Retired management employees shall receive district-paid medical/dental benefits based upon the following eligibility criteria:

~~For employees Managers whose first paid date of contract full-time service is was prior to May 31, 1986, who subsequently qualify for the foregoing fifteen (15) year retiree service benefit, the district will pay its portion of the insurance premium shall receive the same district-paid medical insurance coverage as is provided to active management employees for life.~~

~~For employees Managers whose first paid date of contract full-time service is was on or after May 31, 1986, and who serve as a manager for at least subsequently qualify for the foregoing fifteen (15) years retiree service benefit, the District will pay its portion of the insurance premium shall receive the same district-paid medical insurance coverage as is provided to active management employees until the retiree reaches age 70, after which such retirees may continue coverage at their own expense.~~

Managers employed under individual administrative contracts retiring on or after July 1, 1975, with less than fifteen (15) but with five (5) or more years of service to the district may participate in medical/dental benefits by paying their own premiums.

Surviving dependent spousal benefits will continue at district expense for administrators hired prior to July 1, 1989, and for supervisory/confidential employees hired prior to April 11, 2005. Surviving dependent spouses of those employees hired on or after these respective dates (and having five or more years of service with the district) may continue surviving dependent spousal benefits at their own expense.

Bereavement Leave Management - BP4404

Revised ~~08/29/2005~~ March 2009

Management employees shall be granted, without loss of salary or other benefits, five days leave of absence due to the death of the employee's spouse, parent or child.

Upon the death of a member of the employee's immediate family (other than a parent, spouse or child), bereavement leave shall be granted as follows:

- Up to three working days if required travel is less than 200 land miles one way from the district:
- Up to five working days if required travel equals or exceeds two hundred land miles one way from the district.

~~Employees may be granted, without loss of salary or other benefits, leave of absence not to exceed three regularly assigned working days or five regularly assigned working days if required travel equals or exceeds two hundred land miles one way from the District upon the death of any member of the employee's immediate family except as noted above.~~

Requests for additional bereavement leave days may be approved by the chancellor.

"Member of the immediate family," as used herein, means blood, step and foster relations limited to the parent, grandparent, grandchild, spouse, child, sibling, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, of the employee or his/her spouse or any person living in the employee's household excluding strictly landlord/tenant relationships. Exceptions may be approved by the chancellor.

Legal Reference:

Education Code

87788. Leave of Absence due to death in immediate family

88194. Bereavement leave of absence

~~Duties Management Interns BP4416~~

Revised ~~08/29/2005~~

~~It shall be the policy of the Rancho Santiago Community College District for all management interns to serve as managers and assume appropriate designated functions and responsibilities.~~

Administrative Leave - BP4419

Adopted 08/29/2005 Revised March 2009

The Board of Trustees may grant any academic or classified administrator, who has served the Rancho Santiago Community College District as an administrator for five consecutive years, an administrative leave for two consecutive months. The leave is at full pay. A basic consideration in the approval of administrative leave will be the consideration of a plan which will include: (1) the proposal presented to the review committee which will demonstrate how a two-month leave will benefit students and the district, and (2) the reassignment of duties to other administrators while on leave.

At the expiration of the administrative leave, the administrator shall be required to render service to the district for a minimum of one year. If the administrator fails to render service for the required minimum of one year, he/she shall make financial restitution in whole or in part to the district within 10 months. In no event shall the administrator be assessed more than the amount of pay received during the administrative leave.

The chancellor shall make recommendations to the Board of Trustees regarding granting administrative leaves following a review of proposals by the Leave Committee which is chaired by the Chancellor. The Leave Committee shall consist of members of the Cabinet the Academic Senate and Classified Senate Union presidents and the requesting administrator's immediate supervisor.

The administrator may be asked to make a presentation to the Board of Trustees upon completion of the leave. In addition to the administrator's report, the Administrative Leave Committee shall make an evaluation report to the Board of Trustees.

The chancellor is directed to develop a procedure to implement this policy.

~~Legal Reference:~~

~~Administrative Handbook~~

~~Supervisory/Confidential Handbook~~

Retirement Administrative — BP4420

~~Adopted 12/11/95~~

~~Revised 08/29/2005~~

~~Rancho Santiago Community College District academic employees are subject to applicable laws and regulations regarding membership in State Teachers' Retirement System (STRS). Mandatory or voluntary membership in STRS shall be subject to the rules and regulations of the STRS and amendments thereto. There shall be no mandatory retirement age.~~

~~Legal Reference:~~

~~Education Code 22000 et seq~~

~~California Code of Regulations Title V 20500 et seq~~

~~Salary Payments Administrative BP4503~~

~~Adopted 03/27/95~~

~~Revised March 2009~~

~~All full-time academic personnel employed on other than a twelve-month basis shall be given the option of being paid in twelve monthly payments or being paid in monthly payments corresponding to the number of months for which they are employed.~~

~~Educational Management Employee Retroactive Pay Administrative - BP4519 4422~~

~~Revised 03/27/95 March 2009~~

~~Only current educational management employees, retirees, former employees who have retired with a permanent disability or were former employees who were terminated or laid off due to district financial constraints shall be eligible for retroactive pay which result in a salary increase.~~

~~To be eligible, employees or former employees identified in paragraph 1 must have been employed during the period covered by the retroactive pay increase. Former employees need not be in an active status when the increase(s) is/are actually approved and implemented; however, pay increases will be made on a prorated basis. Increases covered by this policy include retroactive pay increases (current fiscal year) and lump sum payments (one-time adjustments).~~

Administrative Retreat Rights Administrative - BP4520 4423

Adopted 03/27/95 Revised March 2009

In order to properly balance the rights of students, administrators, and faculty, and in accordance with Education Code Section 87458, the Rancho Santiago Community College District adopts the following Administrator Retreat Rights Policy.

This policy does not apply to ~~certificated~~ academic administrators hired before ~~the effective date for these sections of Assembly Bill 1725 (June 30, 1990)~~. A tenured employee, when assigned from a faculty position to an administrative position, retains his or her status and continues to accumulate seniority as a tenured faculty member. The assignment of such an administrator to a faculty position shall be done in accordance with Section II below. Administrators hired after ~~the effective date June 30, 1990~~ can acquire the right to become first-year probationary faculty members as provided by Education Code Section 87458 and in accordance with this policy.

I. An administrator hired after June 30, 1990, and who did not have faculty tenure in this district at the time of hire, may be reassigned to a first-year probationary faculty position provided that he or she meets all of the following:

A. Holds an administrative position that is not part of the classified service. For every administrative job title, the records of the district shall show whether or not it is part of the classified service.

B. Has served in this district a total of at least two years as one or more of the following: a faculty member or ~~instructional or student services~~ academic administrator. This service has not been documented as unsatisfactory.

~~C. Is being dismissed due to the elimination of the current position as part of the administrative reorganization or as part of a reduction in force among administrators, that is, voluntarily requesting reassignment to faculty status for reasons other than for cause. In no case shall this the~~ district reassign an administrator to a faculty position if evidence exists that justifies dismissal for cause.

~~D. Has voluntarily requested a reassignment to faculty status within the district.~~

II. To determine the disciplines to which an administrator shall be assigned, the following shall apply:

A. The administrator can be assigned only to a discipline in which he or she has at least the minimum qualifications, or ~~equivalencies~~ equivalency ~~as specified by the Education Code and Title 5. Before the board makes a determination of equivalency, the appropriate academic senate shall certify (through its equivalency process the Equivalencies Committee) to the Governing Board for which discipline(s) that the administrator possesses equivalent qualifications to meet the appropriate minimum qualifications for and shall recommend the discipline(s) to which the administrator may be assigned. A written record of the Board's decision, including the views of the Academic Senate, shall be available for review pursuant to Education Code Section 87358.~~

B. Whenever possible, the administrator shall be assigned to a discipline in which he or she has not only the minimum qualification but also where all the following apply:

1. There are sufficient noncontract assignments in the discipline or service to make a full-time assignment for an additional faculty member.

2. The administrator has an interest as indicated by a statement of the administrator's own preference for assignment.

Legal Reference:

Education Code 87458

~~~~~

## Claims and Actions Against the District - BP4602

**Adopted 07/17/95 Revised March 2009**

Any and all claims for money or damages against the Rancho Santiago Community College District ~~must be presented, and acted upon, in accordance with the district procedures set forth in Government Code, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.~~

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place[s] for service of claims, lawsuits or other types of legal process upon the District is:

\_\_\_\_\_ Rancho Santiago Community College District  
\_\_\_\_\_ Risk Management Department  
\_\_\_\_\_ 2323 N. Broadway, Suite 225  
\_\_\_\_\_ Santa Ana, CA 92706

~~Compliance with these procedures is a prerequisite to any court action, unless the claim is governed by statutes or regulations which expressly free the claimant from the obligation to comply with this policy and the claims procedures set forth in Government Code 900 et seq.~~

Legal Reference:

Government Code 900 et seq.; 910

Education Code 72505

935.4

## District Property & Liability Protection - BP4603

**Adopted 07/17/95 Revised March 2009**

The Rancho Santiago Community College District Board of Trustees directs the chancellor to develop and review procedures, every two years or more often if necessary, that insure the safety of students, employees, and the public while on or in district property.

The district shall provide for insurance coverage for the following perils, either through the purchase of insurance, self-insurance, or participation in a joint powers authority pursuant to Education Code Section 81603. If the district elects to participate in a joint powers authority, the regulations required by that authority shall be followed.

- Liability insurance for damages for death, injury to person, or damage or loss of property
- Liability insurance for the personal liability of the members of the Board of Trustees and other officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his or her employment
- Loss or damage to real property including district vehicles
- Losses resulting from crime
- Workers compensation insurance
- Loss or damage from "other perils"

Legal Reference:

Education Code 70902; 75202; 72506 and 81601 et seq.

~~~~~

Bonding of Personnel - BP4604

Revised 07/17/95 March 2009

All district employees who handle funds shall be covered for \$500,000 under a blanket fidelity bond purchased by the Governing Board or in lieu of a bond, by insurance of no less than \$500,000 per occurrence.

Legal Reference:

California Education Code 72507 Insurance in lieu of indemnity bonds

~~84041. Requirement for Employees' Indemnity Bonds~~

Open Enrollment - BP5009

Adopted 06/08/81 Revised March 2009

It is the policy of this district that every class offered, unless specifically exempted by statute, in the official catalog or class schedule for which ~~average daily attendance~~ an FTES (full time equivalency) is to be reported for state aid shall be fully open to enrollment by any person who meets the academic prerequisites of such class, and who is otherwise eligible for admission to the college.

Students will not be required to participate in any preregistration activities not uniformly required; nor shall college or district allow anyone to place or enforce non-academic requisites as barriers to enrollment or the successful completion of a class.

Legal Reference:

~~Title 5, Administrative Code TS-51820~~ Education Code - Section 76001; Title 5 - 51006-08

~~~~~

## Military Withdrawals - BP5121

**Adopted 11/14/01 Revised March 2009**

Withdrawals due to military orders will not have adverse consequences. Admissions will use the following procedures:

1. "MW" grade for compelled military withdrawal with annotated comment on transcript. (Military Withdrawal)
2. Refund of enrollment, parking, and health fees.
3. "MW" grade would not count in the progress probation calculation.
4. Priority registration granted the first semester upon return.

### **Legal Reference:**

Education Code 70901-02; Title 5 55024

# Standards of Student Conduct - BP5201

Revised ~~08/29/2005~~ March 2009

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

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

## I. GUIDELINES FOR STUDENT CONDUCT

~~In compliance with the California Education Code (Sections 49922, 66017, 66300, 76020, 76021, 76030, 76043, 76120, 76130, 76131, and 87014) and in keeping with above, be it~~

~~RESOLVED, by the Board of Trustees of Rancho Santiago Community College District, that this Board recognizes the need for a clear standard of behavior on campus and at district activities, and be it further~~

~~RESOLVED, that the following violations of orderly conduct are cause for corrective action.~~

The following represent violations for disciplinary action, up to but not limited to expulsion, that may be taken:

A. Dishonesty, cheating, plagiarism, lying, or knowingly furnishing false information to the district or a college official performing their duties.

B. Forgery, alteration, or misuse of district documents, records, or identification.

~~C. Knowingly accessing and without permission altering, damaging, deleting, destroying, copying, or otherwise using any data, which reside or exist internal or external to a computer, computer system, or computer network in the district. Willful misconduct that results in damage to any real or personal property owned by the district or district employees (damage includes, but not limited to vandalism, such as cutting, defacing, breaking, etc.).~~

D. Obstruction or disruption of pedestrian or vehicular traffic or of teaching, research, administration, or of other district activities on or off District premises. This includes obstruction or disruption of administration, disciplinary procedures or authorized college activities. ~~It also includes pedestrian or vehicular traffic.~~

~~E. Physical abuse or detention of any person on district owned or controlled property or at district-sponsored or supervised functions or other conduct which threatens or endangers the health or safety of another. Assault, battery, or any threat of force or violence upon a student, college personnel, or campus visitor; willful misconduct which results in injury or death to a student, college personnel, or campus visitor.~~ This includes fighting on district property or at a district sponsored event, on or off district premises.

F. Detention of any person on district-owned or controlled property or at district-sponsored or supervised functions or other conduct which threatens or endangers the health or safety of another.

**F. G.** Theft of ~~or damage to~~ any property of the district which includes property of a member of the district community or a campus visitor.

**G. H.** Unauthorized entry into or unauthorized use of district property, supplies, equipment, and/or facilities.

**H. I.** Misrepresentation of oneself or of an organization to be an agent of the district.

**I. J.** Sexual assault or physical abuse, including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat or assault, or any conduct that threatens the health and safety of the alleged victim, which includes students, college personnel, or campus visitors.

**J. K.** Use, possession, distribution, or being under the influence of alcoholic beverage on district property or at any district sponsored event.

**K. L.** Use, possession, distribution, or being under the influence of narcotics, other hallucinogenic drugs or substances, or any poison classified as such by Schedule "D" in Section 4160 of the Business and Professions Code on District property or at any District-sponsored event except as expressly permitted by law.

**L. M.** Expression which is libelous, slanderous, obscene or which incites students so as to create a clear and present danger of commission of unlawful acts on district premises, or violation of district regulations, or the substantial disruption of the orderly operation of the college.

**M. N.** Engaging in lewd, indecent, or obscene behavior on district property or at any district-sponsored function.

**N. Q.** Possession or use while on the district premises, or a district-sponsored function, of any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, dangerous chemical or deadly weapon. Exceptions include those participating in a criminal justice educational program who are authorized such possession or those who are enrolled in a course which authorizes such possession.

**P. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative regulation.**

**Q. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), religion, age, national origin, disability, sexual orientation or any other status protected by law.**

**R. Continuous disruptive behavior or willful disobedience, habitual profanity or vulgarity, open and persistent abuse of college personnel, or open and persistent defiance of the authority of college personnel, which includes physical as well as verbal abuse, including the use of racial epithets and hate speech:**

**S. Disruptive written or verbal communication, vulgarity, open and persistent abuse of other students which include verbal abuse, racial epithets and hate speech.**

**T. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;**

**U. Violation of the Computer Usage Policy is applicable to students using computer classrooms, computer labs, the wireless network or other locations on and off district property. A violation is considered any of the following:**

- (a) Accessing with or without permission, or causing to be accessed without authorization, altering, damaging, deleting, hacking, destroying, or otherwise using

any data, computer, computer system, computer software and programs, or computer network belonging to or used by the college or any member of the District.

- (b) Accessing with or without permission, taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the college or District.
- (c) Using or causing to be used, computer services without permission.
- (d) Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the college or District.
- (e) Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to the college or District.
- (f) Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.
- (g) Using any account or password without authorization.
- (h) Allowing or causing an account number or password to be used by any other person without authorization.
- (i) Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing such material which is part of the instructional process or assignment for a class in which the student is currently enrolled.
- (j) Use of systems or networks for personal commercial purposes.
- (k) "Cyberstalking", which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.

Ø V. Any act constituting good cause for suspension or expulsion, or violation of district policies or campus regulations, as defined in Section II-E-1 of this policy.

~~P. Violation of district policies or campus regulations.~~

## II. DUE PROCESS DISCIPLINARY ACTIONS FOR STUDENTS

Student conduct must conform to the standards established by the Board of Trustees. Violations are subject to the following types of disciplinary actions. (These disciplinary actions are listed in degree of severity, but not necessarily in sequential order. Disciplinary actions may be imposed singly or in combination.)

A. WARNING - Verbal notice to the student that continuation or repetition of specific conduct may be cause for other disciplinary action.

B. REPRIMAND - Written reprimand for violation of district rules, with copy to the student and to the student disciplinary file. A reprimand admonishes the offender to avoid any future infractions of district rules.

C. PROBATION - Probation is a disciplinary action which allows the offender to return to the district with the understanding of expected appropriate future behavior. Probation may include exclusion of the individual(s) from extra-curricular district activities that would be set forth in the written notice of probation. The probation would be for a specified period of time and appropriate notice will be sent to any advisor(s) of student organizations(s) involved. Any further violations of the Standards of Student Conduct during this probationary period will result in further, more serious disciplinary action against the offender.

D. RESTITUTION - Reimbursement by the offender(s) for damage(s) or for the misappropriation of district property may take the form of appropriate community service to repair or otherwise compensate for damage(s) or loss(es).

E. REMOVAL, SUSPENSION, AND EXPULSION

An instructor or department administrator may remove a student from his or her class or departmental service for up to two days, and shall report all such action to the academic dean of the appropriate division and to the administrative designee responsible for student discipline.

The administrative designee responsible for student discipline may suspend privileges from that class, campus service, office, department, or the entire campus based upon the violation, for up to ten days.

During the period of the removal, the student shall not be returned to a class from which he or she was removed without the concurrence of the instructor and the appropriate academic dean and the Student Services administrator administrative designee responsible for student discipline; nor shall the student be returned to the service, department, office from which they were removed, or the campus, without concurrence of appropriate administrator.

If the student is a minor, the college president, or designee shall ask the parent or guardian to attend a conference regarding the removal as soon as possible, and if the parent so requests, the Dean of Student Affairs or designee at Santa Ana College or the Vice President of Student Services or designee at Santiago Canyon College shall attend (depending on the college).

F. SUSPENSION

The Board of Trustees, the chancellor or the chancellor's designee may suspend a student for good cause, as defined in Section I, A-V herein, for any of the following periods:

- (a) From one or more classes for less than the remainder of the school term.
- (b) From one or more classes for the remainder of the school term.
- (c) From all classes and activities of the college for up to two (2) academic years.

During the period of the suspension, the student is prohibited from being enrolled in or physically present on any campus of the district for the period of the suspension. The chancellor or designee may impose a lesser disciplinary sanction than suspension, including, but not limited to warning, reprimand, probation, restitution or ineligibility to participate in co-curricular activities or any combination of the listed options.

G. EXPULSION

Expulsion may be for good cause (refer to Section I, A-V), when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others.

## 1. Good Cause for Removal, Suspension and Expulsion

~~Good cause for suspension, removal, or expulsion includes, but is not limited to, violations enumerated in the Guidelines for Student Conduct, and the following offenses:~~

~~(a) continuous disruptive behavior or willful disobedience, habitual profanity or vulgarity, open and persistent abuse of college personnel, or open and persistent defiance of the authority of college personnel, which includes physical as well as verbal abuse, including the use of racial epithets;~~

~~(b) assault, battery or any threat of force or violence upon a student or college personnel;~~

~~(c) willful misconduct which results in injury or death to a student or college personnel willful misconduct that results in damage to any real or personal property owned by the district or district employees (damage includes, but not limited to cutting, defacing, breaking, etc.);~~

~~(d) use, sale or possession on campus of, or presence on campus under the influence of, narcotics, other hallucinogenic drugs or substances or any poison classified as such by Schedule "D" in Section 4160 of the Business and Professions Code;~~

~~(e) willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;~~

~~(f) knowingly making entry into a computer, a computer system, or the computer network of the district and/or making un-authorized additions, deletions, modifications, or destruction of any data which may reside therein;~~

~~(g) sexual assault or physical abuse, including, but not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault upon a student or college personnel;~~

~~(h) willfully breaking the law; the institution will cooperate fully with law enforcement and other agencies if a student is charged by federal, state or local authority;~~

~~(i) persistent, serious misconduct where other means of correction have failed to bring about proper conduct; and violations enumerated in the Guidelines for Student Conduct.~~

## 2. Authority for Removal, Suspension & Expulsion

### **III. DUE PROCESS**

No student shall be removed, suspended for more than ten days or expelled unless the conduct for which the ~~student's~~ student is being disciplined is related to college activity or attendance, and the student is afforded the right of due process. ~~This is also includes any types of threats, both verbal and physical, towards district personnel or other students.~~

The chancellor or designee shall, prior to the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the college is situated of any acts of the student which may be violative in violation of Section 245 of the Penal Code. Violations of any law, ordinance, regulation, or rule regulating, or pertaining to, the parking of vehicles shall not be cause for suspension or expulsion. However, repeatedly ignoring or consistent violations of parking rules, regulations, laws or ordinances may result in vehicles being towed or loss of parking privileges.

During the due process investigation period and hearing, the designated investigating administrator may allow, disallow and/or select individuals who will be included in the process. For actions regarding minor students, parental notification and/or involvement is required.

A. Removal From Class by Instructor

~~An instructor may remove a student from his or her class for the day of removal and the next class meeting, and shall report all such action to the academic dean of the appropriate division and to the Dean of Student Affairs or designee at Santa Ana College and the Vice President of Student Services or designee at Santiago Canyon College.~~

B. Suspension

~~The Board of Trustees, the chancellor or the chancellor's designee may suspend a student for good cause as defined in Section II E 1 herein.~~

~~The chancellor, or chancellor's designee, may suspend a student for good cause for any of the following periods:~~

~~(a) From one or more classes for a period of up to ten days of instruction.~~

~~(b) From one or more classes for the remainder of the school term.~~

~~(c) From all classes and activities of the college for one or more terms.~~

~~During the period of the suspension, the student is prohibited from being enrolled in or physically present on any campus of the district for the period of the suspension. The chancellor or designee may impose a lesser disciplinary sanction than suspension, including, but not limited to warning, reprimand, probation, restitution or ineligibility to participate in co-curricular activities or any combination of the listed options.~~

~~Any suspension of more than ten school days must be accompanied by a due process hearing as outlined in Section II G IV of this policy.~~

~~Whenever a minor student is suspended from a college of the District, the parent or guardian shall be notified in writing by the chancellor, or a designee. If an instructor has recommended the suspension of a minor student, the Dean of Student Affairs or designee at Santa Ana College or the Vice President of Student Services or designee at Santiago Canyon College shall invite the parent or guardian to attend an optional meeting regarding the suspension.~~

C. B. Expulsion

~~Only the Board of Trustees may expel a student. Expulsion may be for good cause (refer to Section II E 1), when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. Expulsion shall be accompanied by a due process hearing as outlined in Section II G IV of this policy.~~

3. Restrictions on Removal, Suspension, and Expulsion

~~No student shall be removed, suspended, or expelled unless the conduct for which the student's discipline is related to college activity or attendance. This is also includes any types of threats, both verbal and physical, towards district personnel or other students.~~

~~The chancellor or designee shall, prior to the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the college is situated of any acts of the student which may be violative of Section 245 of the Penal Code. Violations of any law, ordinance, regulation, or rule regulating, or pertaining to, the parking of vehicles shall not be cause for suspension or expulsion. However, repeatedly ignoring or consistent violations of parking rules, regulations, laws or ordinances may result in vehicles being towed or loss of parking privileges.~~

#### **F. INTERIM SUSPENSION PENDING HEARING**

~~The chancellor or designee may, for the purpose of protecting lives or property, and to insure the maintenance of order, place a student on interim suspension provided that a reasonable opportunity for a hearing is afforded the student within ten days.~~

#### **G. IV. DUE PROCESS HEARING**

1. A student who is being considered for suspension or expulsion shall be afforded a due process hearing before a Disciplinary Hearing Board designated by the chancellor or the chancellor's designee. The chancellor or designee shall provide that a reasonable opportunity for a hearing is afforded the student within ten days.

2. The Disciplinary Hearing Board shall be composed of the following individuals appointed by the chancellor or designee:

- 1 RSCCD Student
- 1 Administrator
- 1 Faculty Member
- 1 Classified Staff

3. The student shall be notified in writing at least two school days before the hearing of the following:

- (a) The time, date, and place set for the hearing;
- (b) The charges to be brought;
- (c) ~~The names of the witnesses and the Documentary evidence that will be introduced at the hearing;~~
- (d) The right of the student to appear in person and present his or her position;
- (e) The right to cross-examine the district's witnesses if the witness(es) elect(s) to be present;
- (f) The right to present evidence or witness(es) on own behalf.
- (g) In cases of alleged sexual assault, technical rules of evidence shall not apply; no past sexual history may be introduced as part of the testimony, except that the past sexual history of the alleged victim shall be permitted if offered as evidence of the character or trait of character of the victim for the purposes described in California Evidence Code 1103.

2 4. The hearing board shall hear evidence and witnesses presented by the district and by the student. In the event the student for whom the hearing is held, or other key parties, is not present at the hearing, the Hearing Board will proceed without the individual(s). The Hearing Board shall render its decision on the evidence presented within two school days of the close of the hearing. The hearing board shall notify the Dean of Student Affairs at Santa Ana College or the Vice

President of Student Services at Santiago Canyon College or their designee of the decision and will notify the student by certified mail of the outcome of the hearing. If the recommendation is for suspension or expulsion, the student will be notified in writing of their right to appeal the decision to the Board of Trustees.

Any request by the student to appeal the decision to the Board of Trustees must be made within forty-eight hours of receipt of the letter sent by the aforementioned administrator outlining the hearing board's decision. If the decision supports a recommendation for expulsion, the suspension will continue until the Board of Trustees can hear the appeal.

If the recommendation opposes suspension or expulsion, the recommendation shall be final, and, the chancellor or designee shall reinstate the student immediately to their status prior to the hearings.

The Board shall, unless a request has been made by the student for an open session, hold closed sessions under the following conditions:

- (a) If the Board is considering the suspension or expulsion of the student.
- (b) If a public hearing upon such question would lead to the giving of information concerning the student which would be in violation of Section 76243 of the Education Code.

**3 5.** Before calling such closed session, the chancellor or designee shall, in writing, by registered or certified mail, if the student is a minor notify the parent or guardian, or the student, if the student is an adult, of the intent of the Board to call and hold such closed session. Unless the student, or the student's parents (if the student is a minor) within forty-eight hours after receipt of such written notice, request in writing that the hearing be held in open session, the appeal shall be conducted in closed session. If such written request is served upon the clerk or secretary of the Board, the meeting shall be public except that any discussion at such meeting that might be in conflict with the right to privacy of any other student shall be in closed session. Whether the matter is considered at a closed session or open meeting, final action of the Board shall be taken at a public meeting and the result of such action shall be a public record of the district.

**4 6.** The appeal before the Board of Trustees shall be a review of the evidence presented to the Hearing Board, and an opportunity for both sides to present oral argument. No new evidence or witnesses will be heard unless the Board of Trustees so requests.

**5 7.** The decision of the Board of Trustees shall be final. Students expelled or suspended for more than one academic year from attendance at colleges or programs of the district shall be entitled to make an annual appeal to the Board of Trustees of the expulsion or suspension by written request directed to the Secretary of the Board that the matter be placed on the agenda of the Board of Trustees. Such appeals shall be conducted as provided in ~~Section II-G-4~~ of this policy.

Additional copies of the following Rancho Santiago Community College District student policies are available in the RSCCD catalog and the offices of Student Services at both Santa Ana College and Santiago Canyon College:

- Student Code of Conduct
- Sexual Harassment Policy/Complaint Procedures
- Academic Honesty Policy
- Grievance Procedures for Students

**Legal references:** Education Codes 66300, 76030, 76031, 76032, 76033, 76034, 76035, 76036, 76037, 76120, 76243, & 87014.

## Withholding of Student Records – BP 5555

### **Proposed March 2009**

**Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.**

### **Legal Reference:**

**Title 5, Section 59410**

# Credit/No-Credit Courses Grading and Academic Record Symbols - BP 6120

**Adopted 03/28/77 Revised March 2009**

~~Courses may be offered on a credit/no-credit basis in accordance with the provisions published in the college catalog.~~

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog(s) and made available to students.

**Legal Reference:**

Title 5, Section 55022, 55023

~~~~~

Credit by Examination - BP6121

Adopted 03/28/77 Revised March 2009

~~Unit credit may be awarded by examination according to the provisions of prevailing law and approved procedures published in the college catalog.~~

Credit may be earned by students who satisfactorily pass authorized examinations. The President or his/her designee shall establish administrative procedures to implement this policy.

Legal Reference:

~~Title 5 Section 55753, Title 5 Section 55050~~

~~~~~

## Committee Structure - BP9009

**Revised ~~2/5/07~~ March 2009**

Annually, the president of the Board shall appoint members to the Standing committees. Standing and ad hoc committees may be limited and/or created as deemed necessary by a majority of the Board. Committee members shall serve until they have completed their assignments. The Board president shall appoint the chairs on any Standing or ad hoc committees established by the Board of Trustees.

The Executive Committee of the Board is comprised of the President, Vice President, and Clerk of the Board. The Chancellor serves as staff to all Board of Trustee committees.

The chair of any Standing or ad hoc committee will be in charge of scheduling and/or canceling any committee meeting. If the Chancellor can not attend a meeting he/she *may* send a representative to the committee meeting.

## Quorum and Voting - BP9016

**Adopted 08/1/77 Revised March 2009**

A majority of the members of the Board shall constitute a quorum for the transaction of business. Four votes shall be necessary to determine the outcome of any issue. Less than a quorum may adjourn any meeting to a future date.

**Two members of the Board shall constitute a quorum for any meeting of a standing or ad hoc committee of the Board.**

**The Board shall act by majority vote of all the membership of the Board, except as noted below.**

**No action shall be taken by secret ballot.**

**The following actions require a two-thirds majority of all members of the Board:**

- **Resolution to pursue the authorization and issuance of bonds by a 55% vote of the electorate;**
- **Resolution of intention to sell or lease real property (except where an unanimous vote is required);**
- **Resolution of intention to dedicate or convey an easement;**
- **Resolution authorizing and directing the execution and delivery of a deed;**
- **Action to declare the District exempt from approval requirements of a planning commission or other local land use body;**
- **Appropriation of funds for an undistributed reserve;**
- **Resolution to condemn real property.**

**The following actions require a unanimous vote of all the members of the Board:**

- **Resolution authorizing a sale or lease of District real property to the state, any county, city or to any other school or community college district;**
- **Resolution authorizing lease of District property under a lease for the production of gas.**

### **Legal Reference:**

**Education Code Sections 72000(d)(3, 81310 et seq., 81365, 81511, 81432**

**Government Code Section 53094**

**Code of Civil Procedure Section 1245.240**

## Meetings - Special - BP9020

**Adopted 08/1/77 Revised March 2009**

~~Special meetings of the Board shall be held at the call of the president or upon written request of three members of the Board.~~

Special meetings may be called by the President of the Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with the Brown Act. No business other than that included in the notice may be transacted or discussed.

Emergency meeting may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

### **Legal References:**

Government Code Sections 54956, 54956.5, 54957; Education Code Section 72129

# Board of Trustees Political Activities and Solicitation of Political Contributions - BP9027

**Adopted 11/25/96 Revised March 2009**

The Board of Trustees of Rancho Santiago Community College District shall abide by all State laws, Education and Government codes relating to political activities and solicitation of political contributions.

Six months prior to every general election, the Board will seek college counsel to provide the latest legal status of laws and regulations relating to solicitation of political contributions and political activities by Board members, officers, and employees of the college. This status report will be distributed to all Board members and employees groups.

Members of the Board shall not use District funds, services, **communication resources**, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the district. The Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding ballot measures.

## **Legal Reference:**

Government Codes 3205, 8314

Education Codes 7054, 7056

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

|                                         |                      |
|-----------------------------------------|----------------------|
| To: Board of Trustees                   | Date: March 23, 2009 |
| Re: BP9022 – Evaluation of the Trustees |                      |
| Action: Request for Approval            |                      |

**BACKGROUND**

As part of the trustees' obligation of addressing the accreditation recommendation on board self-evaluation, a review was conducted of California community college districts' board self-evaluation processes, and copies of board policies were reviewed by the task force created to address this recommendation. The task force also reviewed the policy recommended by the Community College League of California (CCLC).

**ANALYSIS**

The task force has reviewed the material and drafted a new board policy for your action.

**RECOMMENDATION**

It is recommended the board approve the new Board Policy 9022 effective immediately

|                                                       |                            |
|-------------------------------------------------------|----------------------------|
| Fiscal Impact: None                                   | Board Date: March 23, 2009 |
| Prepared by: Dr. Edward Hernandez, Jr., Chancellor    |                            |
| Submitted by: Dr. Edward Hernandez, Jr., Chancellor   |                            |
| Recommended by: Dr. Edward Hernandez, Jr., Chancellor |                            |

**EVALUATION OF TRUSTEES – BP9022**

**Revised 3/9/09**

Effective and efficient governing board operations are an integral part of creating a successful educational program. In order to evaluate progress toward its stated goals, the board will annually schedule a time and place at which all of its members will participate in a formal self-evaluation.

The purpose of the board self-evaluation is to identify areas of board functioning that are working well and those that may need improvement.

The board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal board operations and performance. The board members shall develop goals against which the board will be evaluated. A self-evaluation instrument will be based on these goals and not goals set for the district.

The evaluation process shall include the establishment of strategies for improving board performance. Revised priorities and new goals will be set for the following year's evaluation.

To that end, the board of trustees has established the following:

- a. Once a year, to coincide with the district's annual budget planning cycle, the board shall approve an instrument and process to be used in board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these board policies regarding board operations, as well as criteria defining the board effectiveness as advocated by recognized practitioners in the field.
- b. The board, working with the chancellor, will seek staff, faculty, student, and community input through a representative sampling of each group using the evaluation instrument. Completed evaluation instruments will be submitted to the board secretary (chancellor).
- c. All board members will be asked to complete the evaluation instrument and submit them to the board secretary (chancellor).
- d. The results of the self-evaluation will be used to identify accomplishments in the past year and goals for the following year that will be reviewed and updated at the board's annual goals workshop.
- e. The board will discuss the tabulated results as a group and report its outcome at a public meeting and its results will be widely communicated.

## **Board of Trustees Self-Evaluation – BP9022**

**DRAFT**

The Board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning.

Effective and efficient governing board operations are an integral part of policy making, maintaining proper managerial oversight of college operations and creating successful educational programs that produce student success.

In order to evaluate progress toward its stated goals, the Board will annually schedule a time and place that shall occur after the first Board meeting in November at which all of its members will participate in a formal self-evaluation

The Board will evaluate itself as a whole and not as individual Board members. The evaluation will focus on the internal board operations and performance. The Board shall develop goals for this self-evaluation and will use those goals in the self-evaluation instrument the Board will develop. The self-evaluation process shall include strategies for improving Board performance.

To that end, the Board of Trustees has established the following:

a) No later than a week before the second Board meeting in September, the Board Policy Committee, working with the Chancellor, shall recommend to the full Board of Trustees a self-evaluation instrument for the Board to adopt. The evaluation instrument will incorporate criteria contained in these Board policies regarding Board operations, criteria defining Board effectiveness promulgated by recognized practitioners in the field, and any other criteria that the Board determines would enhance the goal of identifying the Board's strengths and areas in which it may improve its functioning.

b) All Board members will be asked to complete the evaluation instrument and submit them to the Board President or the Board President's designee prior to the self-evaluation meeting. The Board President or the Board President's designee will provide a summary of the results to be presented at the Board's annual self-evaluation meeting. The results shall be maintained in the District Office.

c) The Board annual self-evaluation meeting shall occur in November at a time and place agreed upon by the Board. At the meeting the Board will discuss the tabulated results as a group and report its outcome and the results will be made available to the public.

d) At the Board annual self-evaluation meeting, individuals may provide the Board their assessment of the Board's performance using the goals the Board has developed. Those faculty, students, staff, administrators and members of the public who regularly attend Board meetings shall be provided access to the self-assessment instrument upon request to assist them in providing their assessment of Board performance.

## Approval of New Board Policies or Changes to Existing Board Policies - BP9023

### **APPROVAL OF NEW BOARD POLICIES OR CHANGES TO EXISTING BOARD POLICIES - BP9023**

**Adopted 08/23/93**

Any adoption and/or approval of new Board policies or changes to existing Board policies must take place as part of a two meeting approval process. The first meeting will be considered the "**FIRST READING, INFORMATION ONLY**" of the policy or change to existing policy for the purpose of review, questions and answers, and other considerations of the recommendation. At the second meeting, it will be considered the "**SECOND READING, ACTION ITEM.**" The Board will consider the Item for action, which may have been modified at either the first or second reading. If the modification at the second reading is major, as determined by the Board, such a reading will be termed a first reading and introduced at a subsequent Board meeting as a second reading.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES  
Public Comment

GUIDELINES RELATING TO PUBLIC COMMENTS

1. 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 Secretary to the Board prior to the start of open session. Completion of the information below is voluntary Each speaker may speak for 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.
2. If the topic relates to a particular agenda item, the speaker is asked to indicate the name and number of the agenda item.
3. When addressing the Board, the speaker is asked to identify himself/herself, address the President from the podium, and adhere to time limits.
4. If the speaker is reading from a prepared text which is intended for distribution to the Board members, he/she is requested to give copies to the Board President and the Secretary to the Board.
5. If the topic has already been addressed, the speaker is asked to limit remarks to new points only
6. It is requested that charges or complaints against RSCCD employees be submitted to the Board of Trustees in writing and not included in public comments.

Date \_\_\_\_\_

Name \_\_\_\_\_ (please print)

Pronunciation (if needed) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

If you plan to address the Board regarding items *on the agenda*, please list the following:

Agenda Item No. \_\_\_\_\_ Subject \_\_\_\_\_

Agenda Item No. \_\_\_\_\_ Subject \_\_\_\_\_

Agenda Item No. \_\_\_\_\_ Subject \_\_\_\_\_

If you wish to address the Board at the beginning of the meeting regarding items not on the agenda, please list the topic. (Please note that items not listed on the agenda will be limited to one public comment submission).

\_\_\_\_\_

**\*\*Upon completion of reading the guidelines, please place a checkmark in the box and sign your name in the space provided below:**

I have read the following guidelines relating to public comments at a Rancho Santiago Community College District Board of Trustees meeting.

\_\_\_\_\_  
(Your signature)



COMMUNITY COLLEGE LEAGUE  
OF CALIFORNIA

DATE. February 27, 2009

TO: California Community College Trustees  
California Community College District Chancellors/Superintendents

FROM: Judy Centlivre

SUBJECT. CCCT BOARD ELECTION — 2009

---

The election of members of the CCCT board of the League will take place between March 10 and April 25. There are seven vacancies on the board. In accordance with the CCCT Board Governing Policies as amended and adopted by the board in June 2008, the terms are now three-year terms.

Each member community college district board of the League shall have one vote for each of the seven vacancies on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. The seven candidates who receive the most votes will serve three-year terms. In the event of a tie vote for the last position to be filled the CCCT board will vote to break the tie.

The 15 trustees who have been nominated for election to the board are listed on the enclosed sheet in the Secretary of State's random drawing order. An official ballot for the election is also enclosed in this mailing to each community college district chancellor/superintendent as well as copies of the biographic sketch form and statement of candidacy of each of the 15 candidates.

Please remember that: *1) ballots must be signed by the board secretary and board president or vice-president; and 2) ballot return envelopes must have no identifying information or signatures.* Official ballots must be signed and returned to the League office, **postmarked no later than April 25.** Faxed ballots will **not** be accepted. The ballots will be opened and counted by three tellers appointed by the CCCT President and the results announced at the CCCT Annual Conference.

If you have any questions on the CCCT board election, please call the League office.

**Attachments:**

List of Candidates

CHANCELLORS/SUPERINTENDENTS ONLY:

Official Ballot and Return Envelope

Candidates' Biographic Sketches and Statements





**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

(Chancellor's Office)

|         |                                                                                 |                      |
|---------|---------------------------------------------------------------------------------|----------------------|
| To:     | Board of Trustees                                                               | Date: March 23, 2009 |
| Re:     | Approval of Disposing of Audio Tape Recordings of Public Meetings after 30 Days |                      |
| Action: | Request for Action                                                              |                      |

**BACKGROUND**

Staff currently keeps audio tapes of public board meetings indefinitely.

**ANALYSIS**

As part of the information the board received regarding the Brown Act from the board's attorney, it was indicated that there was no legal requirement to keep the audio tapes indefinitely. It was suggested that other districts maintain tapes for much shorter periods of time. Staff contacted Contra Costa CCD board secretary who had conducted a survey of California community college districts on the procedures used in maintaining audio tapes. The information received was that most districts said they kept tapes for 30 days and then tossed them after the new board meeting was completed. The board president requested the chancellor place this item on the board agenda.

**RECOMMENDATION**

It is recommended by Dr. Chapel and Dr. Hernandez to dispose of the audio tape recordings of public board meetings after 30 days.

|                 |                                                                                   |                            |
|-----------------|-----------------------------------------------------------------------------------|----------------------------|
| Fiscal Impact:  | None                                                                              | Board Date: March 23, 2009 |
| Prepared by:    | Anita Lucarelli, Executive Assistant to the Board of Trustees                     |                            |
| Submitted by:   | Dr. Edward Hernandez, Jr., Chancellor                                             |                            |
| Recommended by: | R. David Chapel, Ed.D., Board President and Dr. Edward Hernandez, Jr., Chancellor |                            |

**Lucarelli, Anita**

**From:** Lucarelli, Anita  
**Sent:** Monday, March 23, 2009 11:46 AM  
**To:** 'John Hanna'  
**Cc:** 'David Chapel'; Hernandez, Eddie  
**Subject:** RE: Docket questions

Since Juan is at the district this morning, he asked me to forward this answer to you.

5.6(9)---P0009716---\$8,860 for Sheraton. I assume this is for SCC's Model United Nations program. How many students were able to attend this conference and where was it this year?

There were 16 students who attended the New York City conference. There were 5 rooms for 6 nights at \$295 each from March 16-22, 2009.

*Anita Lucarelli*

Executive Assistant to the Board of Trustees  
 Rancho Santiago Community College District  
 2323 North Broadway, Suite 410-2  
 Santa Ana, CA 92706-1640  
 714-480-7452  
 714-796-3915 (fax)

**From:** John Hanna [mailto:~~jhanna@sigmacol.com~~]  
**Sent:** Monday, March 23, 2009 1:18 AM  
**To:** Lucarelli, Anita  
**Subject:** Docket questions

5.3---- 1) Why was a notice of completion not prepared and filed by the District staff when the work was substantially completed in 2001-2002?

2) Did the Chancellor recommend and the Board approve the installation of the cell phone antennas on Dunlap Hall. if so, when and what compensation has the District received, if any?

5.4---- 1) Did the District staff obtain proposals from any other architects besides HMC and if so whom?

2) If HMC was the only architect the District staff obtained a proposal from, why were they selected as opposed to other architects?

3) Have HMC performed architectural services to the District in the past? if so, please indicate what project(s).

4) Did anyone, including a trustee, contact District staff to encourage the District to retain HMC for these projects/

5.6(4)--- P0009574-85) --Various charges to "Grand Sierra Resort", charges to a national association and charges

(over)

for Santa Monica Community College District.

Is this the Grand Sierra Resort and Casino in Reno? Who attended and what conference was this?

What are the Santa Monica charges?

5.6(9)---P0009716---\$8,860 for Sheraton. I assume this is for SCC's Model United Nations program. How many students were able to attend this conference and where was it this year?

There were 16 students who attended the New York City conference. There were 5 rooms for 6 nights at \$295 each from March 16-22, 2009.

5.6(13)---P0009826--\$900 for American Bar Association Institutional Dues and membership. What is the purpose for this membership and which department has requested it.

5.8--- No information. Since we didn't have a facilities committee meeting, I will have a number of questions, including why there is not a docket item sheet and where is the recommendation from the chancellor..

**Lucarelli, Anita**

---

**From:** Lucarelli, Anita  
**Sent:** Monday, March 23, 2009 12:37 PM  
**To:** Phillip Yarbrough  
**Cc:** David Chapel; Hernandez, Eddie  
**Subject:** FW: Responses to Phil Yarbrough's Questions on 6.2

Here are responses to Phil's questions on Item 6.2. I will have copies for board members at today's meeting.

- *BP 3101 – Who defines what public offices are incompatible? What is the definition of "major"?*

BP 3101 – Typically, elected offices are considered incompatible if they have overlapping jurisdictions which would create a conflict of interest for the elected official. For example, a person could not serve simultaneously on our Board and the Orange Unified Board of Education. Determinations of incompatibility are usually made by the Registrar of Voters when candidates file for elective office. Questions of incompatibility are resolved by the Attorney General.

- *BP 4102 – The fourth paragraph that begins, "The Board of Trustees recognize...", is this language required by law or is it the language that is recommended by the CCLC?*

BP 4102 – The language in the fourth paragraph, "The Board of Trustees recognizes..." is language that is recommended by CCLC.

- *BP 4104 – The first paragraph that begins, "The Board supports...", is this language required by law or is it the language that is recommended by the CCLC?*

BP 4104 – The language in the first paragraph, "The Board supports..." is language that is recommended by CCLC.

- *BP 4136 – Where is BP 4108? Were there no changes to 4108 to cover international travel. Send me BP 4108.*

BP 4136 – We are proposing the elimination of this policy because the Board's general policy on travel (4108) addresses or policy and practice. We are not recommending any changes to policy 4108. It is as follows:

**TRAVEL - BP4108****Adopted 03/27/95****Revised August 29, 2005**

The Chancellor is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

The Chancellor shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

- **BP 4202**

- 1) *How many managers are there who first date of service was prior to May 31, 1986 and who served as a manager for at least fifteen years and receive a medical benefit greater than the "retiree service benefit"? If it is fewer than 10, provide me a list of those employees who will benefit from this change in policy.*
- 2) *Who requested this change to this policy and why?*
- 3) *What is the significance of the May 31, 1986 date?*
- 4) *Explain the difference between "employees" and "Managers" as it pertains to medical benefits.*
- 5) *Why is the qualification of the retiree service benefit eliminated?*
- 6) *"What is the difference between the District paying its portion of the insurance premium" and "receiving the same district paid medical insurance coverage as is provided to active management employees"?*
- 7) *What was the original language in the last paragraph that begins "Surviving dependent spouses..." If the underlined words are removed, the remaining original language leaves incomplete sentence and makes no sense.*

Phil's e-mail referenced BP 4202, but I think he really meant 4402, which deals with Management Medical/Dental Insurance Benefits.

As a general note of clarification, the Board used to have separate policies for Administrators, Manager/Supervisors, and Confidential Employees. When we combined all of these groups into the Management Team and combined the salary schedules, we began consolidating the policies into general policies for all Management Employees. We have not changed any of the provisions of what existed before. We are just updating and clarifying the language, which was awkwardly worded.

- 1) This is not a change in policy. We are just clarifying the wording. This wording parallels the language that exists in the FARSCCD and CSEA contracts for their retirees. We have somewhere between 25 and 30 managers who were hired before May 31, 1986. That was the date in which the district stopped providing lifetime medical benefits to retirees. That change was made for all employee groups—management, faculty, and classified. Employees hired before May 31, 1986 retained that lifetime medical benefit. Those hired after May 31, 1986 can earn retiree benefits to age 70 after they complete 15 years of service.
- 2) The administration is recommending this change to keep the language consistent with the language in the collective bargaining agreements.
- 3) May 31, 1986 was the date after which new employees did not receive lifetime medical benefits.
- 4) For purposes of this policy, there is no difference between the term "employees" and "managers" but we are proposing the change to be more specific.
- 5) The qualification for retiree benefits is not being changed.
- 6) When this policy was first written, the district paid 100% of premiums for all employee and for all plans. This has changed over time and employees in some plans now pay for a portion of those benefits. This language is being changed to reflect that.
- 7) Phil is correct, the sentence does not make sense without the added language. The current policy is fragmented this way and isn't clear so the additional wording is being proposed to clarify it. When we combined the Administrator, Management/Supervisory and Confidential policies into one set of policies in 2005, we discovered that the surviving dependent spouse language was never changed for the Management/Supervisory and Confidential employees. This paragraph was added to reflect that

difference and discontinue the depending spousal coverage as of the 2005 date. Dependent spousal coverage has been eliminated for all employee groups.

- *BP 9020 – Is the change from three board members requesting a special meeting to four board members required? If so, by whom? Is it a requirement or a recommendation of the CCLC?*

*Is the posting 24 hours before the time of the meeting a requirement? If so by whom? Is it a recommendation or requirement of the CCLC?*

BP 9020 – This change is a CCLC recommendation. The 24-hour posting time is a requirement of the Brown Act.

---

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

---

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

**Date:** March 23, 2009  
**To:** Dr. Edward Hernandez  
**From:** Peter J. Hardash  
**Subject:** Docket Questions

*From Trustee John Hanna*

**5.3 - Approval of the Alterations to Classroom Building (D) at Santa Ana College (DSA No. 04-102506). Why was a notice of completion not prepared and filed by the District staff when the work was substantially completed in 2001-2002?**

**Did the Chancellor recommend and the Board approve the installation of the cell phone antennas on Dunlap Hall. If so, when and what compensation has the District received, if any?**

- The Board of Trustees approved Resolution No. 99-15 at the April 10, 2000 Board Meeting. This Resolution allows the District to advertise and solicit proposals for the lease of rooftop space at Santa Ana College. Nextel responded with a proposal to pay the District \$15,000/year for the length of the lease agreement, which is ten (10) years and includes annual CPI increases as well as reimbursement for electrical use. This agreement was approved at the June 26, 2000 Board Meeting.

Following approval of the lease agreement, Nextel indicated that their legal council required some changes in order to extend the lease duration in order to amortize their investment.

The revised lease is for a ten year term with two, five year renewal options. It also increases the annual rent paid to the District to \$18,000/year with a minimum 3% CPI increase per year. Nextel also agrees to separately meter and pay for electrical usage and cannot make claims against the District for loss of electrical power.

This revised lease agreement was approved by the Board of Trustees at the February 26, 2001 Board meeting.

**5.4 - Approval of Architect's Contract for the Final Project Proposal (FPP) and Initial Project Proposal (IPP) for SAC Russell Hall Renovation and SCC Student Services Center. Did the District staff obtain proposals from any other architects besides HMC and if so whom?**

**If HMC was the only architect the District staff obtained a proposal from, why were they selected as opposed to other architects?**

**Have HMC performed architectural services to the District in the past? If so, please indicate what projects.**

**Did anyone, including a trustee, contact District staff to encourage the District to retain HMC for these projects?**

- Ms. Deborah Shepley was originally hired to prepare the IPP's and FPP's for the Santa Ana College Science building and the SCC Fine and Performing Arts building approximately two years ago. The Chancellor's system office facilities planning staff were contacted and asked who is the best and most successful architect in the Southern California area to prepare and present IPP's and FPP's for districts. They responded with Ms. Deborah Shepley at tBP Architects. At that time, she was working at the architectural firm of tBP. She has since received a promotion and moved to HMC Architects in Irvine.

The preparation of IPP's and FPP's for the Santa Ana College Russell Hall renovation and the Santiago Canyon College Student Services Center are natural follow up projects to the SAC Science Building and SCC Fine and Performing Arts Building. With the success of the FPP's for the prior two projects prepared by Ms. Shepley, both campus Presidents recommended the continued use of Ms. Shepley. They are pleased with her interactions with faculty and staff user groups and her sensitivity to the culture at each campus.

No one contacted district staff to encourage the district to retain HMC for these projects. The district contacted Ms. Shepley, at her new architectural firm, and requested her continued services.

**5.6(4) - P0009574-85 - Various charges to "Grand Sierra Resort" charges to a national association and charges for Santa Monica Community College District.**

**Is this the Grand Sierra Resort and Casino in Reno? Who attended and what conference was this? What are the Santa Monica charges?**

- Lodging expenses to attend the National Association of Community College Teachers Education Program (NACCTEP) conference in Reno, Nevada. The attendees:

Lorena Marquez – SAC/Counseling  
Steve Bautista – SAC/Counseling  
Maria Olivas – SAC/Counseling  
Tuan Nguyen – SAC/Counseling

- 09-P0009578, 79, 80 –National Association of Community College Teacher Education Program (NACCTEP)

Registration fees to attend the NACCTEP conference in Reno, Nevada for Steve Bautista, Lorena Marquez, and Tuan Nguyen at Santa Ana College, Counseling Department.

- 09-P0009583 & 09-P0009585 – Association of Community and Continuing Education (ACCE)

Registration fees to attend the ACCE Statewide Annual Conference. Conference was held at the Queen Mary Hotel in Long Beach. The attendees:

Martha Vargas – SAC/Counseling  
Brenda Hohnstein – SCC/Community Services

**5.6(9) - P0009716 - \$8,860 for Sheraton. I assume this is for SCC's Model United Nations program. How many students were able to attend this conference and where was it this year?**

- Lodging for thirteen (13) students and one faculty from Santiago Canyon College, Social Science, to attend the National Model United Nations Conference in New York, New York.

**5.6(13) - P0009826 - \$900 for American Bar Association Institutional Dues and membership. What is the purpose for this membership and which department has requested it.**

- 2009 Annual Membership fee for Richard Manzano at Santa Ana College, Business Division. This fee is a requirement of the Paralegal program accreditation.

**5.8 - No information. Since we didn't have a facilities committee meeting, I will have a number of questions, including why there is not a docket item sheet and where is the recommendation from the chancellor.**

- The docket item will be distributed prior to this evenings Board meeting.

---

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

---

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

**Date:** March 23, 2009  
**To:** Dr. Edward Hernandez  
**From:** Peter J. Hardash  
**Subject:** Docket Questions

*From Trustee Phil Yarbrough*

**5.3 – What does it mean “...the District was never advised by Nextel to officially accept the project via Notice of Completion.” Why were we not aware that we were under DSA requirements for this project?**

- The Board authorized the Vice Chancellor of Business Operations/Fiscal Services to sign an agreement with Nextel of California at the Board Meeting of June 26, 2000. Nextel hired the C. R. Carney Architect Firm to create the plans for installing a cell tower on the roof of Dunlap Hall at Santa Ana College. The District was informed that Nextel's architects had taken the project to DSA, however, as the property owners, we were never approached about filing a Notice of Completion. DSA was reviewing their files and noticed that this project had not been officially closed out. They contacted Nextel about the project requesting a Notice of Completion. Nextel forwarded this request to the District as the property owners, to file the Notice of Completion.

**5.8 – Why is there nothing in my docket regarding this?**

- The docket item will be distributed prior to this evenings Board meeting.

**Lucarelli, Anita**

---

**From:** Martinez, Erlinda  
**Sent:** Monday, March 23, 2009 1:58 PM  
**To:** Hernandez, Eddie  
**Cc:** Lucarelli, Anita; Fuller, Libby; Vega, Kennethia  
**Subject:** NACCTEP

Good Afternoon:

I recently attended the NACCTEP (National Association of Community College Teacher Education Program) Conference in Reno, Nevada (March 13-15, 2009). Staff from SAC's teacher education program presented the following session:

**Developing and Implementing Your Own Future Teachers Conference**

Join the Center for Teacher Education staff from Santa Ana College to learn how you can successfully plan, organize, and implement your own Future Teachers Conference. Tools and resources will be provided to participants to assist them in planning and developing their own conference from beginning to end.

*Presenters: Steve Bautista, Lorena Marquez, Tuan Nguyen, Santa Ana College*

Also for the first time a SAC student, Maria Olivas, was granted a \$1000.00 scholarship at this conference. She is only one of two individuals nationally recognized with such a scholarship by the association.

All conference registration fees, travel arrangements and accommodations were funded using teacher education grant money; however, our student's conference registration fee was complimentary.

**Erlinda J. Martinez, Ed.D.**  
**President**  
**Santa Ana College**



The SCC Accreditation Task Force has met five times since Feb. 12. The Task Force has administrative, faculty, classified, and student members, and meets at noon each Thursday in the SCC Library Conference Room (L-108).

The Task Force has met with the District's BAPR Committee, the Faculty Senate, College Council, Educational Master Planning Committee, and Department Chairs.

1. The Task Force has reviewed its charge and has set the following goals:
  - a. Review existing planning processes
  - b. Identify, analyze, and correct any "gaps"
  - c. Integrate planning/reporting/analysis cycles into a visual model
  - d. Inform the campus and District of progress
  - e. Draft the College's response to Commission Recommendation One
  - f. Develop a communication plan to help prepare the campus for the Team visit
2. The Task Force met with Steve Kawa on Feb. 26 to review fiscal planning processes and timelines.
3. The Task Force is working with the Educational Master Planning Committee (EMPC) to complete the analysis of the program review model. Originally, the EMPC had planned to revise the template for program reviews, but approval through the collegial governance system would delay having departments undergo program review in Spring 2009; instead, the EMPC drafted a clarifying cover letter.
4. The Task Force is working with the EMPC, College Council, and the Faculty Senate to clarify the role of the EMPC in preparing prioritized lists of equipment, personnel, and other needs; providing feedback to individual departments' program reviews; and the relationship of EMPC to other committees and groups engaged in planning (Facilities, Technology, etc.).
5. The Task Force is now working on linking the various planning cycles (strategic, budget, personnel, facilities, etc.) into an integrated diagram. Once this visual mapping is completed, the drafting of the response to the Commission will begin.

CONFIDENTIAL



**GENERAL CONSOLIDATED CONSTRUCTORS, INC**  
1325 PICO STREET, CORONA CA 92881  
951/ 734-3507 PHONE 951/ 734-3454 FAX  
Lic # 562287  
www.gcc-inc.us

Date: 3/19/09

Revised 3/19/09

**RE: Santa Ana College Bldg. G. Restroom Addition**  
Bid protest of Tek-Up Construction Bid Dated 4/18/09  
Bid #: 1116

Dear Mr. Odum

General Consolidated Constructors, Inc. formally submits a protest of the apparent low bidder, Tek-Up Construction for the Santa Ana College Restroom Addition Gym Floor and Fire Sprinkler Upgrade Project. The basis of our protest is that Tek-Up Construction failed to list critical subcontractors necessary to prosecute this project correctly and successfully.

Subcontractors not listed are as follows:

1. Floor (Gym Floor), Estimated Value \$120,000.00; perhaps the most critical function of this project. The specification requires this project is to have a qualified flooring subcontractor trained and certified by the flooring manufacturer in the installation of the approved flooring system, per specification 09645 section 1.03 B 2.
2. Structural Metals and Handrails, Estimated Value \$130,000.00; this trade is highly specialized and requires certified welding installers approved by DSA, as required in specification 05120 section 1.02 A 1 & 4. Tek-Up cannot self perform this trade due to not having their own approved fabrication facility and did not list a subcontractor's facility. Therefore cannot subcontract this work per California public contract law.
3. Concrete and Reinforcement, Estimated Value \$250,000.00; this project includes poured in place walls and below grade caissons that are highly difficult to construct. Our research shows that Tek-Up Construction has not self performed and completed similar cast in place concrete/caisson projects, therefore they do not have the experience required to self perform this portion of the work.
4. Caisson Drilling, Estimated Value \$12,000.00; drilling of caissons requires specialized equipment that cannot be rented in order to self perform this trade.
5. Roofing, Estimated Value \$15,000.00; as required in specification 07520 section 1.07 B 1-4, contractor must have completed three projects within a fifty mile radius using the specified roof system. Contractor also must be a member in good standing with the local roofing contractors association. The specification requires a ten year manufacturer's warranty which is only obtainable by a certified roofing contractor. We don't believe Tek-Up is certified by any roofing manufacturer and does not meet any of these requirements.
6. Landscape, Estimated Value \$10,500.00
7. Masonry, Estimated Value \$35,000.00
8. Casework, Estimated Value \$25,000.00
9. Ceramic Tile, Estimated Value \$25,000.00

CONFIDENTIAL

Chapter 4, section 4106 of the California public contract law states; "If a prime contractor fails to list a subcontractor, the prime agrees that they, the prime contractor, are fully qualified to perform that portion of the work". Tek-Up is not qualified to perform all nine of the trades listed above.

General Consolidated Constructors, Inc as the lowest responsive and responsible bidder is deeply concerned of a "BID SHOPPING" situation. Bid shopping is a gross violation of public contracting law; chapter 4, section 4101, and is unfair to all other legitimate bidders. This is further demonstrated on the listed plumber whose license is a different plumbing company. This could be construed as ploy to bid shop a lower price.

Based on our 20 years of experience in business with many similar completed projects, financial stability, and competency General Consolidated Constructors respectfully requests that Rancho Santiago Community College District and its governing board deem General Consolidated Constructors the lowest responsive and responsible bidder.

**Revision**

Upon review of Tek-Up bid documents this morning in your office we have found the following errors: Tek-Up did not use the addendum # 2 bid documents. On page 3 number 12 of the updated bid documents there is a revised schedule compressing to 365 days and also revised amounts for the liquidated damages. This is an egregious error that deems Tek-Up nonresponsive.

Respectfully submitted,

Robert V. McCoy Jr.  
President  
General Consolidated Constructors, Inc.

C/c Lanak & Hanna PC/Attorneys at Law

# BRICKLAYERS & ALLIED CRAFTWORKERS

LOCAL NO. 4



SERVING CALIFORNIA

(626) 573-0032 • TOLL FREE 1-800 972-3338 • FAX (626) 573-5607

10-29-08

Mepco Services, INC  
Human Resources  
562-923-1515  
Attn: Elie Abinader

Attn: Robert Oddo  
714-289-3600

Re: Maintenance Bldg @ Santiago College

Gentlemen,

**Reminder:** Please be aware that according to California State law and BAC Union bylaws, all employees **MUST** be paid in full at the time of either layoff or firing. Failure to do so will result in the employee's wages continuing until they are paid. Documentation is included in this fax.

I realize that Mepco uses a separate payroll company, so I would suggest setting up an account and keeping field checks on site in the event that an employee has to be dismissed with short notice. Please contact me if you have any questions.

Sincerely, 

Darryl Brandt  
Bricklayers Field Rep  
714-936-8843 cell  
909-793-5829 fax

## LABOR CODE

### SECTION 200-243

200. As used in this article: (a) "Wages" includes all amounts for labor performed by employees of every description, whether the amount is fixed or ascertained by the standard of time, task, piece, commission basis, or other method of calculation.

(b) "Labor" includes labor, work, or service whether rendered or performed under contract, subcontract, partnership, station plan, or other agreement if the labor to be paid for is performed personally by the person demanding payment.

201. (a) If an employer discharges an employee, the wages earned and unpaid at the time of discharge are due and payable immediately.

An employer who lays off a group of employees by reason of the termination of seasonal employment in the curing, canning, or drying of any variety of perishable fruit, fish or vegetables, shall be deemed to have made immediate payment when the wages of said employees are paid within a reasonable time as necessary for computation and payment thereof; provided, however, that the reasonable time shall not exceed 72 hours, and further provided that payment shall be made by mail to any employee who so requests and designates a mailing address therefor.

(b) Notwithstanding any other provision of law, the state employer shall be deemed to have made an immediate payment of wages under this section for any unused or accumulated vacation, annual leave, holiday leave, or time off to which the employee is entitled by reason of previous overtime work where compensating time off was given by the appointing power, provided, at least five workdays prior to his or her final day of employment, the employee submits a written election to his or her appointing power authorizing the state employer to tender payment for any or all leave to be contributed on a pretax basis to the employee's account in a state-sponsored supplemental retirement plan as described under Sections 401(k), 403(b), or 457 of the Internal Revenue Code provided the plan allows those contributions. The contribution shall be tendered for payment to the employee's 401(k), 403(b), or 457 plan account no later than 45 days after the employee's discharge from employment. Nothing in this section is intended to authorize contributions in excess of the annual deferral limits imposed under federal and state law or the provisions of the supplemental retirement plan itself.

(c) Notwithstanding any other provision of law, when the state employer discharges an employee, the employee may, at least five workdays prior to his or her final day of employment, submit a written election to his or her appointing power authorizing the state employer to defer into the next calendar year payment of any or all of the employee's unused or accumulated vacation, annual leave, holiday leave, or time off to which the employee is entitled by reason of previous overtime work where compensating time off was given by the appointing power. To qualify for the deferral of payment under this section, only that portion of leave that extends

203. If an employer willfully fails to pay, without abatement or reduction, in accordance with Sections 201, 201.5, 202, and 205.5, any wages of an employee who is discharged or who quits, the wages of the employee shall continue as a penalty from the due date thereof at the same rate until paid or until an action therefor is commenced; but the wages shall not continue for more than 30 days. An employee who secretes or absents himself or herself to avoid payment to him or her, or who refuses to receive the payment when fully tendered to him or her, including any penalty then accrued under this section, is not entitled to any benefit under this section for the time during which he or she so avoids payment.

SEE SECTION  
201 - CIRCLED  
ON LABOR CODE  
SECTION 200-243

Suit may be filed for these penalties at any time before the expiration of the statute of limitations on an action for the wages from which the penalties arise.

203.1. If an employer pays an employee in the regular course of employment or in accordance with Section 201, 201.5, 201.7, or 202 any wages or fringe benefits, or both, by check, draft or voucher, which check, draft or voucher is subsequently refused payment because the employer or maker has no account with the bank, institution, or person on which the instrument is drawn, or has insufficient funds in the account upon which the instrument is drawn at the time of its presentation, so long as the same is presented within 30 days of receipt by the employee of the check, draft or voucher, those wages or fringe benefits, or both, shall continue as a penalty from the due date thereof at the same rate until paid or until an action therefor is commenced. However, those wages and fringe benefits shall not continue for more than 30 days and this penalty shall not apply if the employer can establish to the satisfaction of the Labor Commissioner or an appropriate court of law that the violation of this section was unintentional. This penalty also shall not apply in any case in which an employee recovers the service charge authorized by Section 1719 of the Civil Code in an action brought by the employee thereunder.

203.5. (a) If a bonding company issuing a bond which secures the payment of wages for labor or the surety on a bond willfully fails to pay, without abatement or reduction, any verified claim made for wages found to be due and payable, the claim for wages shall continue as a penalty against the bonding company or surety from the date on which demand for payment was made at the same rate until paid as the wages upon which the claim is based, except that the claim shall not continue as a penalty for more than 30 days.

(b) This section shall not apply to contractor's bonds required pursuant to Section 7071.6 of the Business and Professions Code.

204. All wages, other than those mentioned in Section 201, 202, 203, or 204. 2, earned by any person in any employment are due and payable twice during each calendar month, on days designated in advance by the employer as the regular paydays. Labor performed

**AGREEMENT**

**MAY 1, 2007**

**TO**

**APRIL 30, 2010**

**By and between  
THE EXECUTIVE COUNCIL OF THE  
MASON CONTRACTORS EXCHANGE  
OF SOUTHERN CALIFORNIA, INC.**

**22815 Frampton Avenue  
Torrance, California 90501-5034  
Telephone: 310/257-8004**

**and  
BRICKLAYERS AND ALLIED CRAFTWORKERS  
LOCAL #4, CALIFORNIA**

**For:**

**4-A, Orange County  
4-B, San Bernardino & Riverside Counties  
4-E, Ventura County  
4-G, Kern, Inyo, Mono & Tulare Counties  
4-H, Los Angeles County**

**12921 Ramona Blvd., Suite F  
Irwindale, CA 91706-3249  
Telephone 626/573-0032**

Section 5. The MCEC shall furnish the Trustees of the Trust Funds and the Unions covered by this Agreement a complete list of all its members covered by its blanket bond, and, in addition, will furnish during the term of this Agreement a revised list of those members added or deleted from coverage under the blanket cash bond.

## Article XII WAGE SCALE

Section 1. The hourly wage scales for journeymen workers shall be in accordance with the rates listed in "Attachment 1, Table 1".

Section 2. Workers shall receive a payroll deduction "stub" each week, and the "stub" shall show straight time and overtime hours and all deductions shall be itemized. In addition the employer shall show his name or firm name, address and telephone number on each check "stub" or voucher whether payment is by check or cash.

Section 3. Any worker who is to be laid off from any job shall be paid all monies due him at least ten (10) minutes before noon or ten (10) minutes before the regular quitting time.

Section 4. All workers must be paid in cash or by check, on or before quitting time and if not paid by quitting time, the workers shall receive up to eight (8) hours pay at straight time rate and up to eight (8) for each following regular work day until paid.

Section 5. On a regular pay day when workers are not working on the job, pay shall be available on the jobsite by noon.

Section 6. In the event any employer pays an employee with a check which is thereafter dishonored by the bank for any reason, then and in that event, all subsequent wage payments to all employees covered by this agreement, for the duration of this Agreement, shall be paid in either cash, certified check or money order. The provisions of this Section shall be canceled and rendered null and void as to MCEC members ten (10) days after the MCEC has served written notice of its desire to cancel the provisions of this section, to the Union.

Section 7. When two or more masons are employed on the job, a foreman shall be required. Foreman's wage scale as listed in "Attachment 1, Table 10".

Section 8. Any worker, when operating a saw or stationary grinder or on a swinging scaffold above fifty (50) feet for a major portion of work day, shall be paid fifty cents (\$.50) per hour above the wage rate and no worker shall be replaced on the saw or grinder in order to avoid the premium pay

Section 9. If workers are laid off or discharged before pay day, they shall be paid in full and if not so paid, the discharging employer shall continue to pay such workers eight (8) hours pay at straight time rate for every regular work day until the worker is paid. If workers are laid off on a special shift after 4:30 p.m., payment shall be made the following regular work day.

Section 10. All wages must be paid weekly before quitting time Friday and the employer shall not be permitted to hold back more than three (3) days pay.

Section 11. The employer shall pay for or provide parking for workers in congested areas. Payment by the employer for parking shall be indicated separately on the worker's check stub.

Section 12. Whenever a worker is required to work on glass tank work where extreme heat prevents continuous work, the worker's wage scale shall be double time.

Whenever a worker is required to work on refractory work where extreme heat prevents continuous work, the workers' wage scale shall be seventy five cents (\$.75) per hour above the regular hourly wage scale.

Section 13. On acid brick repair work, where acid is present, the employer shall provide protective clothing and/or pay for acid damage to the worker's clothing.

Section 14. Any worker who is injured on the job and cannot complete his shift on the advice of a doctor, shall be paid as required by the State of California.

Section 15. Any employee giving notice of quitting, shall have his check postmarked no later than the seventy two (72) hours after notice of quitting.

Section 16. Any worker who receives payment of wages by a check which is presented to a bank by an employee and dishonored, shall present the check to the responsible representative of the local union in whose jurisdiction the job was located. The union representative shall

EMPLOYEES  
MUST BE PAID  
IN FULL AT  
TIME OF LAYOFF  
OR FIRING

TRANSMISSION VERIFICATION REPORT

TIME : 10/30/2008 15:03  
NAME :  
FAX :  
SER.# : BROM7F494548

|              |                 |
|--------------|-----------------|
| DATE, TIME   | 10/30 15:01     |
| FAX NO./NAME | 17142893600     |
| DURATION     | 00:02:09        |
| PAGE(S)      | 05              |
| RESULT       | OK              |
| MODE         | STANDARD<br>ECM |

TRANSMISSION VERIFICATION REPORT

TIME : 10/30/2008 15:10  
NAME :  
FAX :  
SER.# : BROM7F494548

|              |                 |
|--------------|-----------------|
| DATE, TIME   | 10/30 15:05     |
| FAX NO./NAME | 15629231515     |
| DURATION     | 00:03:36        |
| PAGE(S)      | 05              |
| RESULT       | OK              |
| MODE         | STANDARD<br>ECM |