

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, October 24, 2011
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 Approval of Additions or Corrections to Agenda Action

1.4 Public Comment

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

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

1.5 Approval of Minutes – Regular meeting of October 10, 2011 Action

1.6 Approval of Consent Calendar Action

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

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

1.7 Review and Discussion of Self-Evaluation Responses from Community and Staff Information

The survey responses from community and staff are presented to the board for review and discussion.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

2.2 Reports from College Presidents

- Enrollment
- Facilities
- College activities
- Upcoming events

2.3 Report from Student Trustee

2.4 Reports from Student Presidents

- Student activities

2.5 Reports from Academic Senate Presidents

- Senate meetings

RECESS TO CLOSED SESSION

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Part-time Faculty
 - b. Classified Staff
 - c. Student Workers
 - d. Professional Experts
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: Faculty Association of Rancho Santiago Community College District
California School Employees Association, Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association
3. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
 - a. Chancellor
4. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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

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

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

3.0 HUMAN RESOURCES

3.1 Management/Academic Personnel Action

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

3.2 Classified Personnel Action

- Approval of Changes in Positions
- Approval of Temporary Assignments
- Approval of New Appointments
- Approval of Changes in Temporary Assignments
- Approval of Additional Hours for On Going Assignments
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants
- Approval of Community Service Presenters and Stipends
- Approval of Volunteers
- Approval of Student Assistant Lists

3.3 Authorization for Board Travel/Conferences Action

4.0 INSTRUCTION

- *4.1 Approval of Amendment #5 to CJA Agreement – County of Orange** Action
The administration recommends approval of the amendment with the County of Orange in Santa Ana, California.

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

- *4.2 Approval of OTA Agreement Renewal – Special Services for Group - Occupational Therapy Training Program Action
The administration recommends approval of the agreement with Special Services for Group – Occupational Therapy Training Program in Torrance, California.
- *4.3 Approval of OTA Agreement Renewal – Vibra Healthcare/Ballard Rehabilitation Hospital Action
The administration recommends approval of the agreement with Vibra Healthcare/Ballard Rehabilitation Hospital in San Bernardino, California.
- *4.4 Approval of OTA Agreement Renewal – Greater Anaheim SELPA Action
The administration recommends approval of the agreement with Greater Anaheim SELPA in Buena Park, California.
- *4.5 Approval of OTA New Agreement – Kindred Rehab Services, Inc., dba RehabCare Action
The administration recommends approval of the agreement with Kindred Rehab Services, Inc., dba RehabCare in Louisville, Kentucky.
- *4.6 Approval of OTA New Agreement – Intergro Rehab Services Action
The administration recommends approval of the agreement with Intergro Rehab Services in Huntington Beach, California.
- *4.7 Approval of OTA New Agreement – Step-By-Step Pediatric Therapy, Inc. Action
The administration recommends approval of the agreement with Step-By-Step Pediatric Therapy, Inc., in Hacienda Heights, California.

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *5.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *5.2 Approval of Budget Transfers and Budget Increases/Decreases Action
The administration recommends approval of budget transfers, increases, and decreases during the months of July through September 2011.
- *5.3 Approval of Construction Management Proposal for Video Surveillance System and Installation Project at Santa Ana College (SAC) Action
The administration recommends approval of the construction management services for Bernards Builders and Management Services as presented.
- *5.4 Approval of Notice of Completion for Bid #1177 for Data Center Upgrades at Santa Ana College Action
The administration recommends approval of the Notice of Completion for the concrete and masonry projects as presented.

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

- *5.5 Adoption of Resolution No. 11-46 for Plumbing for Athletic/Aquatic Complex at Santiago Canyon College (SCC) Action
The administration recommends adoption of Resolution No. 11-46 for Interpipe Construction, Inc., for Bid #1140 for plumbing for the Athletic/Aquatic Complex at SCC as presented.
- *5.6 Adoption of Resolution No. 11-47 for Concrete for Loop Road Extension at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 11-47 for Guy Yocom Construction, Inc., for Bid #1136 for concrete for the Loop Road Extension at SCC as presented.
- *5.7 Adoption of Resolution No. 11-48 for Electricity for Santiago Canyon Road Entry and Parking Lot at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 11-48 for Dynalectric for Bid #1139 for electricity for the Santiago Canyon Road entry and parking lot at SCC as presented.
- *5.8 Approval of Change Order #2 for Bid #1136 for Concrete for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #2 for Bid #1136 for Guy Yocom Construction, Inc., for concrete for the Humanities building at SCC as presented.
- *5.9 Approval of Change Order #1 for Bid #1139 for Electricity for Loop Road Extension at Santiago Canyon College Action
The administration recommends approval of change order #1 for Bid #1139 for Dynalectric for electricity for the Loop Road Extension at SCC as presented.
- *5.10 Approval of Change Order #7 for Bid #1139 for Electricity for Athletic/Aquatic Complex at Santiago Canyon College Action
The administration recommends approval of change order #7 for Bid #1139 for Dynalectric, Inc., for electricity for the Athletic/Aquatic Complex at SCC as presented.
- *5.11 Approval of Change Order #1 for Bid #1141 for HVAC for Athletic/Aquatic Complex at Santiago Canyon College Action
The administration recommends approval of change order #1 for Bid #1141 for West Tech Mechanical for HVAC for the Athletic/Aquatic Complex at SCC as presented.

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

- *5.12 Approval of Change Order #2 for Bid #1141 for HVAC for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #2 for Bid #1141 for West Tech Mechanical for HVAC for the Humanities building at SCC as presented.
- *5.13 Approval of Change Order #3 for Bid #1147 for Interiors for Athletic/Aquatic Complex at Santiago Canyon College Action
The administration recommends approval of change order #3 for Bid #1147 for IEAS for interiors for the Athletic/Aquatic Complex at SCC as presented.
- *5.14 Approval of Change Order #1 for Bid #1151 for Earthwork for Loop Road Extension at Santiago Canyon College Action
The administration recommends approval of change order #1 for Bid #1151 for Southern California Grading, Inc., for earthwork for the Athletic/Aquatic Complex at SCC as presented.
- *5.15 Approval of Change Order #1 for Bid #1181 for Signalization Project at Santiago Canyon College Action
The administration recommends approval of change order #1 for Bid #1181 for Dynalectric for the signalization project at SCC as presented.
- *5.16 Approval of Bid #1184 – Purchase of VRTEX 360 Virtual Reality Welding Trainer Unit and System 5 Robotic Cell Arc Mate 100iC, R-30iA, A-CAB Hollow Arm (or equal) Action
The administration recommends acceptance of the bid and approval of Bid #1184 – Purchase of a VRTEX 360 Virtual Reality Welding Trainer Unit and a System 5 Robotic Cell Arc Mate 100iC, R-30iA, A-CAB Hollow Arm to Cameron Welding Supply as presented.
- *5.17 Approval of Independent Contractors Action
The administration recommends approval of the following independent contractor: Christine Draa for consulting services to provide oversight and coordination for the Youth Entrepreneurship Program as part of the statewide Business & Entrepreneurship Center program. Date of service: November 1, 2011, through October 31, 2012. The fee is estimated at \$40,000.
- *5.18 Approval of Independent Contractors Action
The administration recommends approval of the following independent contractor: Joslyn Hamilton for consulting services to provide website content development and social media expertise for the statewide Business & Entrepreneurship Center program. Date of service: November 1, 2011, through October 31, 2012. The fee is estimated at \$15,000.

- *5.19 Approval of Independent Contractors Action
The administration recommends approval of the following independent contractor: Muckenthaler & Associates, Inc., for consulting services to provide professional and technical assistance to the existing Early Head Start program. Date of service: October 25, 2011, through March 31, 2012. The fee is estimated at \$60,000.

- *5.20 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period September 11, 2011, through October 8, 2011.

6.0 GENERAL

- *6.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization for the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:
- | | |
|---|-------------|
| - Board Financial Assistance Program (BFAP) (SCC) | \$ 277,721 |
| - ENGAGE in STEM Project – Year 1 (SAC) | \$1,193,110 |
| - GEAR UP 2009 – Year 3 (SAC) | \$ 800,000 |

- *6.2 Approval of Subcontract Agreements between RSCCD and MOMS Orange County and CHOC/Help Me Grow for Early Head Start Expansion Action
The administration recommends approval of the subcontract agreements and authorization be given for the Vice Chancellor, Business Operations/ Fiscal Services, or his designee to enter into related contractual agreements on behalf of the district.

- 6.3 Reports from Board Committees Information
• Board Facilities Committee

- 6.4 Board Member Comments Information

- 7.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be held on November 14, 2011.

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

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

Board of Trustees (Regular meeting)

Monday, October 10, 2011

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:32 p.m. by Mr. Phillip Yarbrough. Other members present were Ms. Arianna Barrios, Dr. David Chapel, Mr. Andrew Hanson, Mr. Larry Labrado, and Mr. Mark McLoughlin. Mr. Brian Conley and Mr. John Hanna arrived at the time noted.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Erlinda Martinez, Dr. Raúl Rodríguez, and Mr. Juan Vázquez. Ms. Debra Gerard was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Raymond Hicks, Santa Ana College Academic Senate President.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Labrado, seconded by Mr. Hanson, and carried unanimously to approve an addendum for Item 3.1 (Management/Academic Personnel) and a revised page and addendum for Item 3.2 (Classified Personnel).

1.4 Public Comment

There were no public comments.

1.5 Approval of Minutes

It was moved by Mr. McLoughlin, seconded by Mr. Hanson, and carried unanimously to approve the minutes of the regular meeting held on September 26, 2011.

1.6 Approval of Consent Calendar

It was moved by Mr. Labrado, seconded by Mr. McLoughlin, and carried unanimously to approve the recommended action on the following items as listed on the Consent Calendar (as indicated by an asterisk on the agenda), with the exception of Item 5.14 (Adoption of Resolution No. 11-42 for Plumbing for Loop Road Extension at Santiago Canyon College) and Item 5.15 (Adoption of Resolution 11-43 for Concrete for Santiago Canyon Road Entry and Parking Lot at Santiago Canyon College) removed from the Consent Calendar by Mr. Yarbrough.

5.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

5.2 Approval of Additional Construction Management Services for various Santiago Canyon College Construction Projects – Seville Construction Services, Inc.

The board approved additional services for Seville Construction Services, Inc., in the amount of \$2,362,640 as presented.

5.5 Acceptance of 2010-2011 Citizens' Bond Oversight Committee Annual Report

The board accepted the 2010-2011 Citizens' Bond Oversight Committee Annual Report to the Community as presented.

5.6 Approval of Additional Construction Management Services for Completion of Documentation and Project Filing/Archiving

The board approved the extension of services with Bernards Construction Management in order to complete the filing/archiving of district construction documents as presented.

5.7 Approval of Change Order #2 for Bid #1137 for Masonry for Athletic/Aquatic Complex at Santiago Canyon College (SCC)

The board approved change order #2 for Bid #1137 for Industrial Masonry, Inc., for masonry for the Athletic/Aquatic Complex at SCC as presented.

5.8 Approval of Change Order #2 for Bid #1138 for Structural Steel at Athletics/Aquatics Complex at Santiago Canyon College

The board approved change order #2 for Blazing Industrial Steel, Inc., for Bid #1138 for structural steel for the Athletics/Aquatics Complex at SCC as presented.

5.9 Approval of Change Order #3 for Bid #1140 for Plumbing for Humanities Building at Santiago Canyon College

The board approved change order #3 for Bid #1140 for Interpipe Contracting, Inc., for plumbing for the Humanities building at SCC as presented.

1.6 Approval of Consent Calendar – (cont.)

5.10 Approval of Change Order #1 for Bid #1141 for HVAC for Humanities Building at Santiago Canyon College

The board approved change order #1 for Bid #1141 for West Tech Mechanical for HVAC for the Humanities building at SCC as presented.

5.11 Approval of Change Order #3 for Bid #1144 for Roofing for Humanities Building at Santiago Canyon College

The board approved change order #3 for Bid #1144 for Troyer Contracting Company for roofing on the Humanities building at SCC as presented.

5.12 Approval of Change Order #2 for Bid #1146 for Framing and Elevators for Humanities Building at Santiago Canyon College

The board approved change order #2 for Bid #1146 for Inland Building Construction Company for framing and elevators for the Humanities building at SCC as presented.

5.13 Approval of Change Order #3 for Bid #1147 for Interiors for Humanities Building at Santiago Canyon College

The board approved change order #3 for Bid #1147 for Inland Empire Architectural Specialties for interiors for the Humanities Building at SCC as presented.

5.16 Approval of Notice of Completion for Bid #1172 for Demolition of Church and Former Child Development Center at Santa Ana College (SAC)

The board approved the Notice of Completion for Bid #1172 for demolition of the church and former Child Development Center at SAC as presented.

5.17 Adoption of Resolution No. 11-41 regarding Implementing Prequalification of Security Contractors for Bidding of District-Wide Video Surveillance Security System, Installation, and Integration

The board approved Resolution No. 11-41 as presented.

6.1 Approval of Resource Development Items

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

-California Early Childhood Mentor Program (SAC & SCC)	\$ 1,900
- Child Development Training Consortium (SAC & SCC)	\$ 10,000
- Cooperative Agencies Resources for Education (CARE) (SAC)	\$ 60,043
- Extended Opportunity Programs & Services (EOPS) (SAC)	\$ 992,848
- State Farm Strong Neighborhoods Grant – Small Business Success Clinic (District)	\$ 9,000
- Title V – Developing HSI Program – Year 2 (SCC)	\$ 650,000
- WIA II – Adult Basic Education Programs (SAC & SCC)	\$3,800,036
- Youth Empowerment Strategies for Success – Independent Living Program (YESS – ILP) (SAC)	\$ 22,500

1.6 Approval of Consent Calendar – (cont.)

6.2 Authorization of Signatures

The board authorized the revised list of authorized signatures.

1.7 Introduction of New Faculty

Dr. Martinez introduced the following new Santa Ana College faculty members to the board: Ms. Sherri Blake, Ms. Louise Janus, Ms. Ann Lockhart, Ms. Lisa McKowan-Bourguignon, Dr. Kristen Robinson, Ms. Stacy Russo, Mr. Gabriel Shweiri, Dr. Brian Sos, and Mr. George Sweeney.

Mr. Vazquez introduced the following new Santiago Canyon College faculty members to the board: Dr. Melissa Campitelli-Smith and Mr. Robert Miller.

1.8 Informational Presentation on Facilities Master Plan Update

Ms. Deborah Shipley, Principal, Community College Practice Leader, HMC Architects, provided a presentation on the Facilities Master Plan Update for Santa Ana College and Santiago Canyon College.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from Chancellor

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

2.2 Reports from College Presidents

The following college presidents provided reports to the board:

Dr. Erlinda Martinez, President, Santa Ana College
Mr. Juan Vázquez, President, Santiago Canyon College

Mr. Conley arrived during Mr. Vazquez's report.

2.3 Report from Student Trustee

Mr. Andrew Hanson provided a report to the board.

2.4 Reports from Student Presidents

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

Ms. Evelyn Sanchez, Student President, Santa Ana College
Mr. Colton Long, Student President, Santiago Canyon College

2.5 Reports from Academic Senate Presidents

The following academic senate presidents provided reports to the board:

Mr. Morrie Barembaum, Academic Senate President, Santiago Canyon College
Mr. Raymond Hicks, Academic Senate President, Santa Ana College

RECESS TO CLOSED SESSION

Mr. Hanna arrived at the start of closed session.

The board convened into closed session at 5:45 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Part-time Faculty
 - b. Classified Staff
 - c. Student Workers
 - d. Professional Experts
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: Faculty Association of Rancho Santiago Community College District
California School Employees Association, Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association
3. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
 - a. Chancellor
4. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

RECONVENE

The board reconvened at 6:30 p.m.

Closed Session Report

Mr. McLoughlin reported during closed session the board discussed the abovementioned items and voted unanimously to terminate Ms. Stephanie Negrete, Senior Clerk, and to release Mr. Armando Balderas, District Safety Officer, from probation.

Public Comment

There were no public comments.

3.0 HUMAN RESOURCES

3.1 Management/Academic Personnel

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

- Approve End of Interim Assignments
- Ratify Resignations/Retirements
- Approve Sabbatical Leaves of Absence
- Approve Stipends
- Approve Part-time Hourly Hires/Rehires
- Approve Non-paid Instructors of Record
- Approve Non-paid Intern Services

3.2 Classified Personnel

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

- Approve New Appointments
- Approve Out of Class Assignments
- Approve Changes in Salary Placements
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Changes in Positions
- Approve Temporary Assignments
- Approve Changes in Temporary Assignments
- Approve Additional Hours for On Going Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Student Assistant Lists

3.3 Adoption of Resolution No. 11-45 regarding Reduction in Force of Classified Staff

It was moved by Mr. Yarbrough, seconded by Mr. Hanson, and carried unanimously to adopt Resolution No. 11-45.

4.0 INSTRUCTION

4.1 Approval of Santa Ana College Midterm Report on Accreditation

It was moved by Mr. Yarbrough and seconded by Mr. McLoughlin to approve the SAC Midterm Report as requested by the Western Association of Schools and

4.1 Approval of Santa Ana College Midterm Report on Accreditation – (cont.)

Colleges as presented. Discussion ensued regarding board member communication procedures with staff (District Recommendation #3) and it was determined this issue would be placed on the next Board Policy Committee agenda for discussion and recommendation. The motion carried unanimously.

4.2 Approval of Santiago Canyon College Midterm Report on Accreditation

It was moved by Mr. Yarbrough and seconded by Mr. McLoughlin to approve the SCC Midterm Report as requested by the Western Association of Schools and Colleges as presented. Discussion ensued regarding board member communication procedures with staff (Team Recommendation #5) and it was determined this issue would be placed on the next Board Policy Committee agenda for discussion and recommendation. The motion carried unanimously.

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 5.1, 5.2, 5.5 through 5.13, 5.16, and 5.17 were approved as part of Item 1.6 (Consent Calendar).

5.3 Adoption of Resolution No. 11-44 regarding Authorizing the Issuance of RSCCD 2011 General Obligation Refunding Bonds

It was moved by Mr. Yarbrough and seconded by Mr. Hanson to adopt Resolution No. 11-44 regarding authorizing the issuance of the Rancho Santiago Community College District (Orange County, California) 2011 General Obligation Refunding Bonds, not to exceed \$36 million and approval of refunding a portion of the district's Series 2003A General Obligation Bond and 2005 Series B bonds, and authorize the Vice Chancellor, Business Operations/Fiscal Services, to sign all required documents on behalf of the district. Discussion ensued. The motion carried unanimously.

5.4 Approval of Santa Ana College and Santiago Canyon College Facilities Master Plans

It was moved by Mr. Yarbrough and seconded by Mr. McLoughlin to approve the revised facilities master plans at SAC and SCC as presented. Discussion ensued. The motion carried unanimously.

5.14 Adoption of Resolution No. 11-42 for Plumbing for Loop Road Extension at Santiago Canyon College

It was moved by Mr. Yarbrough and seconded by Mr. Hanson to approve adoption of Resolution No. 11-42 for Interpipe Construction, Inc., for Bid #1140 for plumbing for the Loop Road Extension at SCC as presented. Discussion ensued. The motion carried unanimously.

5.15 Adoption of Resolution No. 11-43 for Concrete for Santiago Canyon Road Entry and Parking Lot at Santiago Canyon College

It was moved by Mr. Yarbrough and seconded by Mr. McLoughlin to adopt Resolution No. 11-43 for Guy Yocom Construction, Inc., for Bid #1136 for concrete for the Santiago Canyon Road entry and parking lot at SCC as presented. Discussion ensued. The motion carried unanimously.

6.0 GENERAL

Items 6.1 and 6.2 were approved as part of Item 1.6 (Consent Calendar).

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

It was moved by Mr. Yarbrough and seconded by Mr. McLoughlin to adopt the self-evaluation survey instrument, the list of designated individuals who will receive the survey, and the self-evaluation timeline. Discussion ensued relating to the analysis of the survey results based on population. It was agreed that adding questions to the self-evaluation survey relating to board meeting attendance will allow board members to better understand the survey results. It was moved by Mr. Hanna and seconded by Mr. Yarbrough to adopt the self-evaluation instrument as revised, the list of designated individuals who will receive the survey, and the self-evaluation timeline. The motion carried unanimously.

6.4 Reports from Board Committees

Mr. Labrado provided a report on the October 6, 2011, Board Facilities Committee meeting.

6.5 Board Member Comments

Mr. Hanna commended SAC on its Latino Heritage month activities and extended appreciation to the teams who worked on the Facilities Master Plan and Accreditation Mid-Term Report for SAC and SCC.

Mr. Yarbrough reported he plans to attend the Association of Community College Trustees (ACCT) Conference in Dallas this week and give a presentation with Mr. Hanna.

Mr. McLoughlin expressed his appreciation to those involved with the development of the Facilities Master Plan and Accreditation Mid-Term Report for SAC and SCC.

6.5 Board Member Comments – (cont.)

Dr. Chapel reported he attended the SAC Hall of Fame ceremony and asked that a program from the event, which included incredible stories of those honored, be distributed to fellow trustees. He also reported he recently attended a press event held by Congresswoman Loretta Sanchez announcing the award of a STEM grant to SAC and congratulated those involved in working on the grant.

Mr. Conley stated the passage of the Dream Act would be beneficial for students and asked staff to prepare an overview of the effect the legislation would have on the district. He also reported he plans to attend the ACCT Conference in Dallas this week.

7.0 ADJOURNMENT

The annual self-evaluation and regular meeting of the Board of Trustees will be held on Monday, October 24, 2011.

There being no further business, Mr. Conley declared this meeting adjourned at 7:05 p.m.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: October 24, 2011

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

To: Board of Trustees	Date: October 24, 2011
Re: Review and Discussion of Self-Evaluation Responses from Community and Staff	
Action: Information	

BACKGROUND

Board Policy 9022 provides for the Board of Trustees to conduct an annual self-evaluation by November of each year.

ANALYSIS

An evaluation survey was approved by the Board on October 10, 2011 and was distributed to 90 individuals identified in Board Policy 9022. The survey responses are now presented to the board for review. The remaining steps in the evaluation process are as follows:

October 25, 2011 - Board members complete self-evaluation instrument.
November 4, 2011

November 14, 2011 Board reviews and discusses tabulated self-evaluation results.

RECOMMENDATION

The survey responses from community and staff are presented to the board for review and discussion.

Fiscal Impact: None	Board Date: October 24, 2011
Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	



Rancho Santiago Community College District (RSCCD) Community, Student and Staff Evaluation of Board of Trustees' Operations and Performance

October 2011

Background

The RSCCD Board of Trustees recognizes that it can better perform its policy-making and broad oversight roles if it annually reviews its own internal board operation and performance goals. Prior to the Board's self-evaluation meeting, a survey instrument was made available to individuals including (but not be limited to) the associated student government presidents, presidents of the academic senates, the college presidents, the chancellor, vice chancellors, representatives of the District's employee unions, and community members who serve on the District bond oversight committees or foundations. Input from these individuals will be used by the Board in conjunction with various planning activities to assess the degree to which goals have been met and to continue to refine its planning processes and policies.

The survey instrument was disseminated online to ninety individuals; 32 surveys were completed (a 36% response rate): 6 students, 21 faculty/staff members, 3 community members, and 2 who did not report their affiliation with the District or its colleges. Fifty-seven percent of respondents reported that they regularly attend Board of Trustees meetings; 17% reported that they occasionally attend, 23% rarely, and 7% never attend.

Summary of Findings

The Board is most highly rated (most respondents "agree" or "strongly agree") for:

- Respecting each others' opinions (96%),
- Focusing on policy issues (97%),
- Ensuring compliance with federal and state laws and measures for emergency response (100%),
- Clearly delegating administration of colleges to the Chancellor (97%),
- Acting as an advocate for community colleges (97%), and
- Recognizing and celebrating positive accomplishments of the district and colleges (96%).

The Board is rated lowest on the following issues (fewer than 70% of respondents "agree" or "strongly agree"):

- Understanding of the budget process (64%), and
- The community and District employees' awareness of the elected trustees are and their role in district governance (69%).

Comparisons with 2009 Findings:

In making comparisons between 2009 and 2011 responses, it is important to note that the number of respondents from one survey group to the next was quite different (14 for 2009 and 36 for 2011) and that percentages may fluctuate widely due to the low response counts.

The greatest improvements in “strongly agree” or “agree” responses since the 2009 evaluation survey are:

- Following a procedure for annual evaluations of the chancellor (+42 percentage points),
- Maintaining confidentiality of privileged information (+30 percentage points),
- Understanding that board members have no legal authority beyond board meetings (+32 percentage points), and
- Reaching decisions on the basis of available background data and consideration of recommendations of the Chancellor (+26 percentage points).

The greatest declines in agreement with 2009 evaluation survey are:

- The Board’s understanding of the budget process (-16 percentage points),
- The Board’s understanding the fiscal condition of the organization and providing fiscal oversight to assure financial stability of the district (-12 percentage points), and

Other Findings:

- A significant proportion of survey respondents indicated “not applicable or don’t know” as their responses to questions about Board relations with the Chancellor, Presidents, Faculty, and Staff (18% to 70%); care should be taken when considering valid response rates (both increases and decreases) in this category. Additionally, attention may be needed to develop and/or promote a better understanding of these issues.

Detail data follows.

Detail of Findings

2011 Results of the Community, Student and Staff's Evaluation of Board of Trustees' Operations and Performance							
	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	1	2	3	4			
Board Organization and Operation							
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	40%	53%	7%	0%	30	1.67	14%
Board members respect each others' opinions.	55%	41%	0%	3%	29	1.52	17%
The board conducts its meetings in compliance with state laws, including The Brown Act.	66%	28%	6%	0%	32	1.41	9%
Board members understand that they have no legal authority beyond board meetings.	37%	50%	7%	7%	30	1.83	17%
Board members regularly seek the opinion of the student trustee.	26%	56%	15%	4%	27	1.96	23%
Policy Role							
Board meetings focus on policy issues that relate to board responsibilities.	38%	59%	3%	0%	32	1.66	9%
The board focuses on policy in board discussion, not administrative matters.	21%	59%	21%	0%	29	2.00	17%
The board is knowledgeable about the mission and purpose of the institution.	41%	53%	6%	0%	32	1.66	6%
The board clearly delegates the administration of the colleges to the chancellor.	45%	52%	3%	0%	31	1.58	11%
The board ensures compliance with federal and state laws and measures for emergency response.	48%	52%	0%	0%	29	1.52	17%
Strategic Planning							
The board understands the budget process.	19%	45%	29%	7%	31	2.23	9%
The board gives adequate attention to the mission, goals, and future planning of the district.	26%	55%	19%	0%	31	1.94	9%
The board regularly develops and reviews goals for continuous improvement.	24%	59%	14%	3%	29	1.97	15%
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	20%	50%	27%	3%	30	2.13	9%
The board understands the colleges' educational programs and services.	10%	67%	17%	7%	30	2.20	12%
The board is appropriately involved in defining the vision and goals of the district.	29%	58%	10%	3%	31	1.87	9%
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	29%	64%	4%	4%	28	1.82	18%
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	26%	52%	16%	7%	31	2.03	9%
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	23%	60%	17%	0%	30	1.93	12%

**2011 Results of the Community, Student and Staff's Evaluation of
Board of Trustees' Operations and Performance**

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	1	2	3	4			
Board relations with the Chancellor, Presidents, Faculty, and Staff							
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	25%	71%	4%	0%	24	1.79	27%
The board keeps the chancellor informed of community contacts.	60%	40%	0%	0%	10	1.40	70%
The board follows a procedure for annual evaluations of the chancellor.	50%	50%	0%	0%	20	1.50	38%
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	19%	70%	11%	0%	27	1.93	18%
The board and chancellor have a positive, cooperative relationship.	44%	52%	4%	0%	25	1.60	24%
The board understands its role and that of the chancellor, presidents, faculty, and staff.	30%	63%	7%	0%	27	1.78	18%
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	55%	45%	0%	0%	20	1.45	39%
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	40%	50%	10%	0%	20	1.70	39%
The board follows communication procedures with staff.	24%	59%	18%	0%	17	1.94	49%
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	38%	54%	4%	4%	24	1.75	27%
Community Relations – Advocacy							
Board members are knowledgeable about community college and state-related issues.	30%	57%	7%	7%	30	1.90	6%
The board acts as an advocate for community colleges.	39%	58%	3%	0%	31	1.65	3%
Board members participate actively in community activities.	36%	46%	11%	7%	28	1.89	13%
Board agendas include legislative and state policy issues that will impact the district.	24%	69%	7%	0%	29	1.83	9%
Board members act on behalf of the entire community.	13%	63%	17%	7%	30	2.17	6%
The board recognizes and celebrates positive accomplishments of the district and colleges.	43%	53%	3%	0%	30	1.60	6%
The board works to build a positive image of the district in the community.	38%	52%	3%	7%	29	1.79	9%
Board members adhere to policies for dealing with college, community citizens, and the media.	33%	67%	0%	0%	24	1.67	25%
The community and district employees are aware of who the elected trustees are and their role in district governance.	14%	55%	17%	14%	29	2.31	9%

**2011 Results of the Community, Student and Staff's Evaluation of
Board of Trustees' Operations and Performance**

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	1	2	3	4			
Board Leadership, Ethics, and Standards of Conduct							
The board understands collective bargaining and its role in the process.	25%	75%	0%	0%	28	1.75	13%
The board practices appropriate collegial consultation (participatory governance).	31%	55%	14%	0%	29	1.83	9%
The board maintains confidentiality of privileged information.	39%	58%	4%	0%	26	1.65	19%
The board makes decisions in the best interest of students and the colleges.	29%	50%	18%	4%	28	1.96	13%
The board operates ethically without conflict of interest following established board policies.	33%	58%	4%	4%	24	1.79	25%
Board members participate in trustee development activities.	41%	55%	5%	0%	22	1.68	31%

**Results of the Community, Student and Staff's Evaluation of
Board of Trustees' Operations and Performance, 2009-2011**

	% "strongly agree" or "agree"			% change from 2009
	2011 Survey N=32	2010 Survey N=46	2009 Survey N=14	
Board Organization and Operation				
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	93%	89%	89%	+4%
Board members respect each others' opinions.	96%	89%	78%	+18%
The board conducts its meetings in compliance with state laws, including The Brown Act.	94%	81%	100%	-6%
Board members understand that they have no legal authority beyond board meetings.	87%	79%	55%	+32%
Board members regularly seek the opinion of the student trustee.	82%	60%	57%	+25%
Policy Role				
Board meetings focus on policy issues that relate to board responsibilities.	97%	92%	77%	+20%
The board focuses on policy in board discussion, not administrative matters.	80%	73%	55%	+25%
The board is knowledgeable about the mission and purpose of the institution.	94%	92%	100%	-6%
The board clearly delegates the administration of the colleges to the chancellor.	97%	79%	80%	+17%
The board ensures compliance with federal and state laws and measures for emergency response.	100%	98%	89%	+11%
Strategic Planning				
The board understands the budget process.	64%	87%	80%	-16%
The board gives adequate attention to the mission, goals, and future planning of the district.	81%	87%	89%	-7%
The board regularly develops and reviews goals for continuous improvement.	83%	75%	63%	+20%
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	70%	77%	60%	+10%
The board understands the colleges' educational programs and services.	77%	74%	60%	+17%
The board is appropriately involved in defining the vision and goals of the district.	87%	86%	66%	+21%
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	93%	97%	89%	+4%
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	78%	92%	89%	-11%
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	83%	80%	70%	+13%

Results of the Community, Student and Staff's Evaluation of Board of Trustees' Operations and Performance, 2009-2011				
	% "strongly agree" or "agree"			% change from 2009
	2011 Survey N=32	2010 Survey N=46	2009 Survey N=14	
Board relations with the Chancellor, Presidents, Faculty, and Staff				
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	96%	88%	70%	+26%
The board keeps the chancellor informed of community contacts.	100%	100%	88%	+12%
The board follows a procedure for annual evaluations of the chancellor.	100%	88%	58%	+42%
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	89%	76%	63%	+26%
The board and chancellor have a positive, cooperative relationship.	96%	100%	78%	+18%
The board understands its role and that of the chancellor, presidents, faculty, and staff.	93%	78%	70%	+23%
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	100%	93%	78%	+22%
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	90%	85%	72%	+18%
The board follows communication procedures with staff.	83%	67%	66%	+17%
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	92%	88%	77%	+15%
Community Relations – Advocacy				
Board members are knowledgeable about community college and state-related issues.	87%	91%	89%	-2%
The board acts as an advocate for community colleges.	97%	97%	87%	+10%
Board members participate actively in community activities.	82%	79%	63%	+19%
Board agendas include legislative and state policy issues that will impact the district.	93%	84%	78%	+15%
Board members act on behalf of the entire community.	76%	74%	67%	+9%
The board recognizes and celebrates positive accomplishments of the district and colleges.	96%	95%	88%	+8%
The board works to build a positive image of the district in the community.	90%	91%	88%	+2%
Board members adhere to policies for dealing with college, community citizens, and the media.	100%	86%	76%	+24%
The community and district employees are aware of who the elected trustees are and their role in district governance.	69%	58%	56%	+13%
Board Leadership, Ethics, and Standards of Conduct				
The board understands collective bargaining and its role in the process.	100%	74%	100%	-
The board practices appropriate collegial consultation (participatory governance).	86%	82%	76%	+10%
The board maintains confidentiality of privileged information.	97%	94%	67%	+30%
The board makes decisions in the best interest of students and the colleges.	79%	70%	88%	-9%
The board operates ethically without conflict of interest following established board policies.	91%	87%	67%	+24%
Board members participate in trustee development activities.	96%	90%	84%	+12%

2011 Respondents' Comments

Board's greatest strengths:

- Unified focus on student success
- The board members are clearly concerned about meeting the needs of the students and the impact of the current budget situation on them.
- Support of colleges and its students. It is a reasonable Board.
- The Board operates in a very professional and dignified manner.
- Board members work together well.
- 1) Most of board members work together, 2) Support of Both Colleges & the support of our college presidents, 3) Support of our students, and 4) Support of our staff & faculty
- 1) Its willingness to improve systematically, 2) the working relationship between and among board members, 3) I also believe there is respect for the Chancellor, and the working relationship is good, and 4) I believe the Board keeps abreast of statewide issues and is active in them when appropriate.
- The BOT works, by and large, by consensus. Rarely do they have contentious issues among themselves.
- willingness to express conflicting opinions yet get things done through compromise
- Their knowledge of their role as a trustee. Each member shows a genuine respect for their fellow board members. Their acknowledgement of the accomplishments of faculty, staff and students.
- They have coalesced into a team, respect each other, and care about the community they represent. They took important steps in creating an open self-evaluation process and a strategic planning process in collaboration with the chancellor.
- Collegiality; operates in harmony; most board members are visible within the community and at the colleges (special events & activities)
- Good understanding of each other's concerns and a commitment to the district and students.
- Vision for the community colleges' missions, focus on jobs and integration with the workforce.
- The Board's greatest strengths are the values and the students' input that they receive. The diversity among the board members it is a good example of representation.
- The Board's greatest strengths are their capacity to be able to listen to each other and express their concern through the votes they make.

Major accomplishments of the Board in the past year:

- Fiscal responsibility during this recession no layoffs.
- This year's Board took an active role to allow the colleges to submit curriculum outside of the normal process to allow both colleges to meet their legal requirements established by SB-1440.
- Maintained a steady course during very unpredictable times.
- Building an effective working relationship with the new Chancellor and successfully handling a vacancy on the board.
- 1) Self Evaluation, 2) Hired a knowledgeable college campus experienced Chancellor & the Evaluation of the Chancellor, 3) Accreditation Requirements Completed, 4) Appointed new Board of Trustee member with proper process 5) Support the student fees at \$36 per unit, 6) Support the Master Plans, and 7) Support of the Veteran's Event.
- Goal-setting timelines and processes.
- The Board hired a new chancellor last year.
- They have made a smooth transition to a new chancellor with not too many bumps in the road.
- Appointing a new board member who appears to care about the district and its mission.
- Change duplicity of roles of Foundations to focus on job creation, new chancellor.
- As a student this is the first time I am more involved with the college issues as well as representing the students' interests. However, I strongly believe that the major accomplishments of the Board in the past year are the addition of online courses, making it possible for the students to take as many classes as possible so that they can transfer, obtain a certificate or degree in a reasonable manner and time. The Board keeps trying hard to avoid the budget cuts in a higher degree.

Areas in which the Board could improve:

- The structure of the board meetings (whether intentional or not) is very disrespectful to the public at large in general and incredibly disrespectful in particular to the district employees that attend or who would like to attend. The start time of 4:30 makes it essentially impossible for any individual with standard work hours of 8-5 to be able to attend without leaving work early. A 6:00 start time would be more appropriate. The closed session in the middle of each meeting is likewise disrespectful for any members of the public who are able to attend leaving them waiting for an unknown period of time which can vary from 20 minutes to over two hours on occasion. This lack of respect for the public interest and interested district employees is most unfortunate and should be changed.
- Increase participation in college events.
- I would hope that the Board will continue to seek input from the faculty, students, and classified on many issues including collective bargaining and the budget. The Board always gets information from the administrations perspective but I believe that taking input from all constituent groups will help the board members make more informed decisions.
- They could take more effort to visit the Colleges and Continuing Education centers.
- The Board should look at the budget more closely and ask where excess district reserve funds are located. (Look under water acct.5570 budget \$178,100 actual to \$326,464.) 171 Classified staff employees were laid off and ask the question how many administrators / managers were laid off? We saved the district on the backs of the classified employees. Support more student activities example: Graduation, ASG Awards, Student fundraisers, to see what we are really about and what our students face each year. Keep our campus safe. We pay parking fees now as a condition of employment. (Except CEC faculty) therefore our Safety Department should be able to increase their staff, add more cameras, and add more parking lights. What happen to the Master Plan to improve the Student Center? If the students are our main focus they should be able to have new Student Center. I would like to thank our college presidents for trying to work with what we have. Listen to our presidents and let them lead the vision of their colleges.
- The Board could solicit and consider the input from constituent groups other than the district administration more seriously. Classified staff is never heard from. Faculty give their reports; however, concerns expressed by the faculty are often just referred to administration (even though, they may be the source of the concerns). And often, the Student Trustee may express serious concerns; however, those concerns are set aside in favor of the administration. The BOT needs to take a greater interest in the work being done at the college level by the faculty and staff. Outstanding work done the classified and faculty is often given a lukewarm reception as compared to the status of athletic teams. What is the mission of community colleges? The BOT should make a more careful review of the budgets and their impact on students - in addition to the bottom line. The ending balance of the district has grown to over \$47,000,000 over the past few years as we cut, and cut, and cut classes. Class sizes are up while we turn students away. We are told how the budget needs to be cut; and yet, the ending balance gets bigger.
- Listen to your students and staff more and faculty less.
- Understanding of the how the budget reductions are ultimately hurting students and how we should use some of what has been saved to help student more.
- By treating all units (management, faculty & classified staff) equally. By becoming more visible at the colleges. The only time they are ever seen at the colleges is if there is a presentation and they do not spend any time communicating with staff before or after meetings. They should ask more detailed questions about the budget allocations, and review the budget allocations/expenditures for individual accounts. They should be questioning why some categories are consistently over-budgeted year after year.
- 1) Maintaining and expanding its focus on minimizing the impact of reductions on students, 2) Continue to support the Chancellor's efforts to center our effectiveness on student outcome measures, and 3) Take all possible measures to stabilize our organizations during this time of resource scarcity.
- Deeper understanding of how the adopted budget varies from actual spending, and the impact this has on the colleges' operations and on the students.
- Focus on renewable energy jobs, new economy, emerging jobs, business integration.
- Only the same two or three Board members ever attend community events or participate in local community groups
- The areas in which the board could improve are trying attracting more students to the board meetings so that they are aware of what is currently happening in our colleges. Having more interaction with the students is a great way to know more about their concerns.
- The Board could improve by having more board reception-type meetings at the college campuses.



**Rancho Santiago Community College District (RSCCD)
 Community, Student and Staff Evaluation of
 Board of Trustees' Operations and Performance
 (by respondents who regularly attend BOT meetings)**

October 2011

Background

The RSCCD Board of Trustees recognizes that it can better perform its policy-making and broad oversight roles if it annually reviews its own internal board operation and performance goals. Prior to the Board's self-evaluation meeting, a survey instrument was made available to individuals including (but not be limited to) the associated student government presidents, presidents of the academic senates, the college presidents, the chancellor, vice chancellors, representatives of the District's employee unions, and community members who serve on the District bond oversight committees or foundations. Input from these individuals will be used by the Board in conjunction with various planning activities to assess the degree to which goals have been met and to continue to refine its planning processes and policies.

The survey instrument was disseminated online to ninety individuals; 32 surveys were completed (a 36% response rate): 6 students, 21 faculty/staff members, 3 community members, and 2 who did not specify their affiliation with the District or its colleges.

Fifty-seven percent of respondents (n=17) reported that they regularly attend Board of Trustees meetings (1 student, 14 faculty/staff, 1 member of the community, and 1 who did not specify); those data are included in this report. Because prior years' respondents did not indicate the frequency of attendance at board meetings, cohorts should not be compared across years.

Summary of Findings

Ratings were overwhelmingly positive on all issues addressed in the survey. The Board is most highly rated for:

- conducting its meetings in compliance with state laws, including the Brown Act,
- following a procedure for annual evaluations of the Chancellor,
- keeping the Chancellor informed of community contacts,
- sustaining a strong partnership with, and ongoing support for, the Chancellor, and
- acting as an advocate for community colleges.

The Board is rated lowest on:

- understanding the budget process,
- acting on behalf of the entire community,
- community and district employees are unaware of who the elected trustees are and their role in district governance, and
- understanding the budget process and the colleges' educational programs and services.

Other Findings:

A significant proportion of survey respondents indicated “not applicable or don’t know” in reference to a number of issues. Attention to these issues may be necessary and/or a better perception of what is being done should be promoted. These issues are:

- Board keeps Chancellor informed of community contacts (53% “n/a”),
- Board follows communication procedures with staff (40% “n/a”),
- Board follows a procedure for annual evaluation of the Chancellor (27% “n/a”), and
- Board maintains confidentiality of privileged information (27% “n/a”).

Detail data follows.

Detail of Findings

2011 Results of the Community, Student and Staff's Evaluation of Board of Trustees' Operations and Performance							
	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	1	2	3	4			
Board Organization and Operation							
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	40%	53%	7%	0%	15	1.67	0%
Board members respect each others' opinions.	60%	33%	0%	7%	15	1.53	0%
The board conducts its meetings in compliance with state laws, including The Brown Act.	67%	27%	7%	0%	15	1.40	0%
Board members understand that they have no legal authority beyond board meetings.	33%	53%	7%	7%	15	1.87	0%
Board members regularly seek the opinion of the student trustee.	29%	50%	21%	0%	14	1.93	7%
Policy Role							
Board meetings focus on policy issues that relate to board responsibilities.	47%	47%	7%	0%	15	1.60	0%
The board focuses on policy in board discussion, not administrative matters.	14%	71%	14%	0%	14	2.00	7%
The board is knowledgeable about the mission and purpose of the institution.	50%	43%	7%	0%	14	1.57	0%
The board clearly delegates the administration of the colleges to the chancellor.	47%	47%	7%	0%	15	1.60	0%
The board ensures compliance with federal and state laws and measures for emergency response.	50%	50%	0%	0%	14	1.50	7%
Strategic Planning							
The board understands the budget process.	13%	53%	27%	7%	15	2.27	0%
The board gives adequate attention to the mission, goals, and future planning of the district.	27%	53%	20%	0%	15	1.93	0%
The board regularly develops and reviews goals for continuous improvement.	21%	57%	21%	0%	14	2.00	7%
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	13%	60%	27%	0%	15	2.13	0%
The board understands the colleges' educational programs and services.	7%	73%	13%	7%	15	2.20	0%
The board is appropriately involved in defining the vision and goals of the district.	29%	74%	7%	0%	14	1.79	7%
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	27%	67%	7%	0%	15	1.80	0%
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	27%	53%	13%	7%	15	2.00	0%
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	27%	47%	27%	0%	15	2.00	0%

**2011 Results of the Community, Student and Staff's Evaluation of
Board of Trustees' Operations and Performance**

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	1	2	3	4			
Board relations with the Chancellor, Presidents, Faculty, and Staff							
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	15%	85%	0%	0%	13	1.85	13%
The board keeps the chancellor informed of community contacts.	71%	29%	0%	0%	7	1.29	53%
The board follows a procedure for annual evaluations of the chancellor.	64%	36%	0%	0%	11	1.36	27%
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	20%	73%	7%	0%	15	1.87	0%
The board and chancellor have a positive, cooperative relationship.	40%	60%	0%	0%	15	1.60	0%
The board understands its role and that of the chancellor, presidents, faculty, and staff.	33%	60%	7%	0%	15	1.73	0%
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	67%	33%	0%	0%	12	1.33	20%
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	42%	50%	8%	0%	12	1.67	20%
The board follows communication procedures with staff.	22%	67%	11%	0%	9	1.89	40%
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	42%	50%	8%	0%	12	1.67	20%
Community Relations – Advocacy							
Board members are knowledgeable about community college and state-related issues.	47%	47%	7%	0%	15	1.60	0%
The board acts as an advocate for community colleges.	60%	40%	0%	0%	15	1.40	0%
Board members participate actively in community activities.	50%	36%	14%	0%	14	1.64	7%
Board agendas include legislative and state policy issues that will impact the district.	40%	63%	7%	0%	15	1.67	0%
Board members act on behalf of the entire community.	7%	71%	14%	7%	14	2.21	7%
The board recognizes and celebrates positive accomplishments of the district and colleges.	53%	40%	7%	0%	15	1.53	0%
The board works to build a positive image of the district in the community.	54%	31%	8%	8%	13	1.69	13%
Board members adhere to policies for dealing with college, community citizens, and the media.	42%	58%	0%	0%	12	1.58	20%
The community and district employees are aware of who the elected trustees are and their role in district governance.	14%	57%	21%	7%	14	2.21	7%

**2011 Results of the Community, Student and Staff's Evaluation of
Board of Trustees' Operations and Performance**

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	1	2	3	4			
Board Leadership, Ethics, and Standards of Conduct							
The board understands collective bargaining and its role in the process.	25%	75%	0%	0%	28	1.69	13%
The board practices appropriate collegial consultation (participatory governance).	31%	55%	14%	0%	29	1.87	0%
The board maintains confidentiality of privileged information.	39%	58%	4%	0%	26	1.55	27%
The board makes decisions in the best interest of students and the colleges.	29%	50%	18%	4%	28	1.86	7%
The board operates ethically without conflict of interest following established board policies.	33%	58%	4%	4%	24	1.69	13%
Board members participate in trustee development activities.	41%	55%	5%	0%	22	1.50	20%

2011 Respondents' ("Regularly Attend Board Meetings") Comments

Board's greatest strengths:

- Board presents a unified focus on student success.
- The board members are clearly concerned about meeting the needs of the students and how the current budget situation is impacting them.
- Support of colleges and its students. It is a reasonable Board.
- The board operates in a very professional and dignified manner.
- Most board members work together; they support colleges & our college presidents, students, staff & faculty.
- Board members' willingness to improve systematically, the working relationship between and among board members, respect for the chancellor and the working relationship is good, and I believe the Board keeps abreast of statewide issues and is active in them when appropriate.
- The BOT works, by and large, by consensus. Rarely do they have contentious issues among themselves.
- Their knowledge of their roles as trustees. Each member shows a genuine respect for their fellow board members. Their acknowledgement of the accomplishments of faculty, staff and students.
- They have coalesced into a team, respect each other, and care about the community they represent. They took important steps in creating an open self-evaluation process and a strategic planning process in collaboration with the chancellor.
- Good understanding of each other's concerns and a commitment to the district and students.
- Vision for the community colleges' missions, focus on jobs and integration with the workforce.
- The board's greatest strengths are the values and the students' input that they receive. The diversity among the board members it is a good example of representation.

Major accomplishments of the Board in the past year:

- fiscal responsibility during this recession no layoffs
- This current Board took an active role to allow the colleges to submit curriculum outside of the normal process to allow both colleges to meet their legal requirements established by SB-1440.
- Maintained a steady course during very unpredictable times.
- Building an effective working relationship with the new Chancellor and successfully handling a vacancy on the board.
- Self-evaluation, hired a knowledgeable Chancellor, the evaluation of the Chancellor, accreditation requirements completed, appointed new Board of Trustee member with proper process, support the student fee increase to \$36 per unit, support of the Master Plans, and support of the Veteran's event.
- Goal-setting timelines and processes.
- The board hired a new chancellor last year.
- Appointing a new board member who appears to care about the district and its mission.
- Change duplicity of roles of foundations to focus on job creation, new chancellor.
- As a student this is the first time I am more involved with the college issues as well as representing the student's interests. However, I strongly believe that the major accomplishments of the board in the past year are the addition of online courses, making it possible for the students to take as many classes as possible so that they can transfer, obtain a certificate or degree in a reasonable manner and time. The board keeps trying hard to avoid the budget cuts in a higher degree.

Areas in which the Board could improve:

- The structure of the board meetings, whether intentional or not, is very disrespectful to the public at large, and incredibly disrespectful, in particular, to the district employees who attend or who would like to attend. The start time of 4:30 makes it essentially impossible for any individual with standard work hours of 8-5 to be able to attend without leaving work early. A 6:00 start time would be much more appropriate. The closed session in the middle of each meeting is likewise disrespectful for any members of the public who are able to attend leaving them waiting for an unknown period of time which can vary from 20 minutes to over two hours on occasion. This lack of respect for the public interest and interested district employees is most unfortunate and should be changed.
- more participation in college events
- I would hope that the Board will continue to seek input from the faculty, students, and classified on many issues including collective bargaining and the budget. The Board always gets information from the administrations perspective but I believe that taking input from all constituent groups will help the board members make more informed decisions.
- The Board should look at the budget more closely and ask where excess district reserve funds are located. (Look under water account #5570 was budgeted \$178,100 yet actual expenditure is \$326,464.) 171 Classified staff employees were laid off and ask the question how many administrators managers were laid off. We saved the district on the backs of the classified staff. Support more student activities: graduation, ASG Awards, and student fundraisers to see what we are really about and what our students face each year. Keep our campus safe. We now pay required parking fees (except CEC faculty) therefore our Safety Department should be able to increase their staff, add more cameras, add more parking lights. What happen to the Master Plan to improve the Student Center? If the students are our main focus they should be able to have new Student Center. I would like to thank our college presidents for trying to work with what we have. We need to listen to our presidents and let them lead the vision of their colleges.
- The Board could solicit and consider the input from constituent groups, other than District administration, more seriously. Classified staff is never heard from. Faculty gives their reports; however, concerns expressed by the faculty are often just referred to administration (even though they may be the source of the concerns). And often, the Student Trustee may express serious concerns which are then set aside in favor of the administration. The BOT needs to take a greater interest in the work being done at the college level by the faculty and staff. Outstanding work done the classified and faculty is often given a lukewarm reception as compared to the status of athletic teams. What is the mission of community colleges? The BOT should make a more careful review of the budgets and their impact on students - in addition to the bottom line. The ending balance of the district has grown to over \$47,000,000 over the past few years as we cut, and cut, and cut classes. Class sizes are up while we turn students away. We are told how the budget needs to be cut; and yet, the ending balance gets bigger and bigger.
- By treating all units (management, faculty & classified staff) equally. By becoming more visible at the colleges. The only time they are ever seen at the colleges is if there is a presentation and they do not spend any time communicating with staff before or after meetings. They should ask more detailed questions about the budget allocations. Instead of just looking at the budget they are adopting, they should review the budget allocations/expenditures for individual accounts. They should be questioning why some categories are consistently over-budgeted year after year.
- Deeper understanding of how the adopted budget varies from actual spending, and the impact this has on the colleges' operations and on the students.
- Focus on renewable energy jobs, new economy, emerging jobs, business integration.
- The areas in which the Board could improve is trying to attract more students to the board meetings so that they are aware of what is currently happening in our colleges and, generally, having greater interaction with the students is a good way to know more about their concerns.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**TO HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC**

October 24, 2011

FACULTY

Final Salary Placements

Bailey, Denise
Assistant Professor, Chemistry
Math and Sciences Division
Santiago Canyon College

Effective: August 15, 2011
Final Placement: VII-11 \$88,296/Year

Shweiri, Gabriel
Assistant Professor, Marketing/
Management/International Business
Business Division
Santa Ana College

Effective: August 15, 2011
Final Placement: IV-11 \$80,476/Year

Changes of Classification

Fajardo, Lourdes
Associate Professor, Spanish
Library, Arts, Humanities and
Social Sciences Division
Santiago Canyon College

Effective: August 16, 2010
From: Class IV
To: Class V

Granitto, James
Associate Professor, Philosophy
Library, Arts, Humanities and
Social Sciences Division
Santiago Canyon College

Effective: August 16, 2010
From: Class IV
To: Class V

Leaves of Absence

Sanchez, Gabriela
Coordinator, Tutoring
Extended Opportunities Programs
and Services
Special Services Division
Santiago Canyon College

Effective: September 29 – December 10, 2011
Reason: Unpaid Family Medical Leave

Smith, John
Professor, Math
Math and Sciences Division
Santiago Canyon College

Effective: January 17 – May 19, 2012
Reason: Banked Leave (15 LHE)

FACULTY (CONT'D)

Leaves of Absence (cont'd)

Yorba, Joseph
Associate Professor, Math
Math and Sciences Division
Santiago Canyon College

Effective: January 17 – May 19, 2012
Reason: Banked Leave (15 LHE)

Stipends

Huck, Todd
Professor, English
Humanities and Social Sciences Division
Santa Ana College

Effective: August 22, 2011
Amount: \$3,050.00
Reason: Coordinate Staff Development
Workshops (Special Project Funded)

Huck, Todd
Professor, English
Humanities and Social Sciences Division
Santa Ana College

Effective: January 23, 2012
Amount: \$3,050.00
Reason: Coordinate Staff Development
Workshops (Special Project Funded)

McKowan-Bourguignon, Lisa
Assistant Professor, Math
Science and Math Division
Santa Ana College

Effective: September 19, 2011
Amount: \$600.00
Reason: Program Facilitation
(Special Project Funded)

Scott, Randy
Associate Professor, Math
Math and Science Division
Santiago Canyon College

Effective: August 18, 2011
Amount: \$500.00
Reason: Staff Development
(Special Project Funded)

Vargas, Martha
Coordinator, University Transfer Center
Counseling Division
Santa Ana College

Effective: August 22, 2011
Amount: \$1,525.00
Reason: Curriculum Planning and
Development (Special Project Funded)

Vargas, Martha
Coordinator, University Transfer Center
Counseling Division
Santa Ana College

Effective: January 23, 2012
Amount: \$1,525.00
Reason: Curriculum Planning and
Development (Special Project Funded)

Williams, Alison
Associate Professor, Math
Math and Science Division
Santiago Canyon College

Effective: August 18, 2011
Amount: \$100.00
Reason: Staff Development
(Special Project Funded)

FACULTY (CONT'D)

Stipends (cont'd)

Wright, Kelley
Associate Professor, Math
Math and Science Division
Santiago Canyon College

Effective: August 18, 2011
Amount: \$100.00
Reason: Staff Development
(Special Project Funded)

Part-time Hourly Hires/Rehires

Aguirre, Shellyn
Counselor, DSPS
Student Services
Santa Ana College

Effective: October 10, 2011
Hourly Lab Rate: II-3 \$46.17

Davis, Stewart
Instructor, Public Works (equivalency)
Business & Career Technical Education Division
Santiago Canyon College

Effective: January 17, 2012
Hourly Lecture Rate: I-3 \$51.73

Dongell, Robert
Instructor, English
Humanities and Social Sciences Division
Santa Ana College

Effective: January 16, 2012
Hourly Lecture Rate: II-4 \$57.03

Diller, Jeffrey
Instructor, English
Humanities and Social Sciences Division
Santa Ana College

Effective: January 16, 2012
Hourly Lecture Rate: II-3 \$54.32

Lechuga, Hector
Instructor, Mathematics
Science and Mathematics Division
Santa Ana College

Effective: January 16, 2012
Hourly Lecture/Lab Rates: III-3 \$57.03/\$48.48

Moran, Erin
Instructor, Anthropology
Humanities and Social Sciences Division
Santa Ana College

Effective: October 5, 2011
Hourly Lecture Rate: III-3 \$57.03

Nighswonger, Dave
Instructor, Criminal Justice
Human Services & Technology Division
Santa Ana College

Effective: October 25, 2011
Hourly Lecture/Lab Rates: II-3 \$54.32/\$46.17

FACULTY (CONT'D)

Part-time Hourly Hires/Rehires

Perez, Jose
Instructor, Welding Technology
Human Services & Technology Division
Santa Ana College

Effective: October 4, 2011
Hourly Lecture/Lab Rates: I-3 \$51.73/\$43.97

Walker, Ronald
Instructor, Criminal Justice
Human Services & Technology Division
Santa Ana College

Effective: October 25, 2011
Hourly Lecture/Lab Rates: I-3 \$51.73/\$43.97

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET

CLASSIFIED

OCTOBER 24, 2011

CLASSIFIED

Change in Position

Adams, Jennie
From: Information System Specialist
To: Admissions/Records Tech Specialist
(Reclass #667)

Effective: January 1, 2011
Grade 15, Step 4 + 5PG \$5161.33

Temporary Assignment

Dorin, Mirela
Administrative Secretary/ Business Div.
SAC

Effective: 09/29/11 – 10/11/11
Grade 12, Step 6 + 2.5% L + 3PG \$4909

Lopez, Felipe
Gardener-Utility Worker/ Admin. Services/
SAC

Effective: 10/01/11 – 12/31/11
Grade 8, Step 4 + 2.55L \$3625

Torres, Jetzamina
Director, CITD/ Educational Services/
District *Interim Supervisory*

Effective: 09/06/11 – 06/30/12
Grade F, Step 1 + 6PG \$7359

CLASSIFIED HOURLY

New Appointment

Neri, Yazmin
Instructional Assistant (CL11-0303)
Orange Education Center

Effective: October 17, 2011
Up to 19 Hours/Week School Session
Grade 5, Step A \$15.64/Hour

TEMPORARY ASSIGNMENT

Nalepa, Annise
Athletic Trainer/ Therapist/ Exercise
Science/ SAC

Effective: 11/25/11 – 11/26/11

COMMUNITY SERVICE PRESENTERS

Stipends Effective September 11 – October 10, 2011

Adams, Stephanie	Amount: \$ 66.55
Bradley, Sabrina	Amount: \$ 206.80
Burns, Brigitte	Amount: \$ 26.32
Clary, Ling Ling	Amount: \$ 1,155.00
Crowley, Debra	Amount: \$ 210.00
Drew, John	Amount: \$ 103.78
Dumon, Dori	Amount: \$ 470.00
Eyre, John	Amount: \$ 146.16
Friebert, Martin	Amount: \$ 660.00
Glicksir, Barbara	Amount: \$ 1,120.00
Hall Patterson, Kris	Amount: \$ 1,267.76
Hardy, Kamillia	Amount: \$ 689.04
Harriger, James	Amount: \$ 81.43
Harriger, James	Amount: \$ 87.98
Hogue, Tom	Amount: \$ 1,776.60
Krusemark, LeeAnne	Amount: \$ 110.66
Magno, Anthony	Amount: \$ 324.00
O'Connell, Jalon	Amount: \$ 57.90
South, Jammie	Amount: \$ 163.56

VOLUNTEERS

Arredondo, Mayra
Non Student/ Counseling/ SAC

Effective: 10/25/11 – 06/30/12

**SANTA ANA COLLEGE
STUDENT ASSISTANT LIST**

Aguilera, Rubyitsel	Effective: 10/03/11-06/30/12
Arrieta, Christopher	Effective: 10/04/11-06/30/12
Asrat, Betelihem Mengistu	Effective: 10/11/11-06/30/12
Castaneda, Maria De Jesus	Effective: 10/11/11-06/30/12
De La Riva, Jacklynn Sophia	Effective: 10/03/11-06/30/12
Delgado, Linda Melissa	Effective: 10/11/11-06/30/12
Flores, Anthony Michael	Effective: 10/05/11-06/30/12
Gallardo, Christopher Lucas	Effective: 10/11/11-06/30/12
Garcia Guevara, Norma	Effective: 10/11/11-06/30/12
Gonzalez, Joshua	Effective: 09/27/11-06/30/12
Hoang, Xuan Thi Huong	Effective: 10/11/11-06/30/12
Navarro, Lizbeth Irene	Effective: 10/11/11-06/30/12
Nguyen, Khanh Linh Phan	Effective: 10/04/11-06/30/12
Nguyen, Khoa	Effective: 10/05/11-06/30/12
Phan, Anh Thi Phuong	Effective: 09/27/11-06/30/12
Sanchez, Evelyn	Effective: 09/27/11-06/30/12
Sanchez, Lucero Monserrat	Effective: 09/26/11-06/30/12
Zavala, Andrea Danielle	Effective: 10/04/11-06/30/12

CONFERENCES (with actual and necessary expenses and cash advances as requested)

BOARD MEMBERS (to be approved)

STUDENT SENATE FOR CALIFORNIA COMMUNITY
COLLEGES – FALL 2011 GENERAL ASSEMBLY
San Jose, California – November 3-6, 2011

1 Board Member
(Andrew Hanson)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Human Services and Technology Division**

To: Board of Trustees	Date: October 24, 2011
Re: Approval of Amendment #5 to CJA Agreement – County of Orange	
Action: Request for Approval	

BACKGROUND

Presently we have agreements with the County of Orange to support contract training for the Orange County Sheriff's Department, the Coroner's Office and the Orange County Probation Department. We have had this partnership for thirty-nine (39) years. The current agreement was established in September, 2007. This amendment will allow the County to pay the increased state tuition rate that was enacted August 15, 2011.

ANALYSIS

The college will not incur any additional financial responsibilities. The amendment has been reviewed by Dean Bart Hoffman and college staff.

RECOMMENDATION

It is recommended that the Board of Trustees approve this amendment with the County of Orange in Santa Ana, California.

Fiscal Impact:	None	Board Date: October 24, 2011
Prepared by:	Linda D. Rose, Ed.D., Vice President of Academic Affairs Bart Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor, RSCCD	

**AMENDMENT NUMBER FIVE
TO
AGREEMENT N1000009185
BETWEEN THE
COUNTY OF ORANGE
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
DBA: SANTA ANA COLLEGE**

This **AMENDMENT NUMBER FIVE** to **CONTRACT** number N1000009185 (hereinafter "AMENDMENT NUMBER FIVE") between the County of Orange, a political subdivision of the state of California (hereinafter "COUNTY") and **Rancho Santiago Community College District dba: Santa Ana College** (hereinafter "CONTRACTOR") with a place of business at **2323 North Broadway, Santa Ana, CA 92706**, is made and entered upon execution of all necessary signatures.

WITNESSETH:

WHEREAS, COUNTY and CONTRACTOR executed **CONTRACT** for Registration and Tuition Fees for Criminal Justice Academy Classes, Contract N1000009185 (hereinafter "ORIGINAL AGREEMENT"), for a one-year term of September 18, 2007 through September 17, 2008;

WHEREAS, COUNTY and CONTRACTOR renewed Contract N1000009185, as Contract N2000009185 (hereinafter "AMENDMENT NUMBER ONE"), for a one (1) year term of September 18, 2008 through September 17, 2009;

WHEREAS, COUNTY and CONTRACTOR renewed Contract N2000009185, as Contract MA-060-10010181 (hereinafter "AMENDMENT NUMBER TWO"), for a one (1) year term of September 18, 2009 through September 17, 2010;

WHEREAS, COUNTY and CONTRACTOR renewed Contract MA-060-10010181, as Contract MA-060-11011623 (hereinafter "AMENDMENT NUMBER THREE"), for a one (1) year term of September 18, 2010 through September 17, 2011;

WHEREAS, COUNTY and CONTRACTOR renewed Contract MA-060-11011623, as Contract MA-060-12010183 (hereinafter "AMENDMENT NUMBER FOUR"), for a one (1) year term of September 18, 2011 through and including September 17, 2012;

Folder: 579160
Rancho Santiago Community College District
dba: Santa Ana College
SAC 09-001D

I
MA-060-12010183

WHEREAS, COUNTY and CONTRACTOR desire to amend ORIGINAL AGREEMENT to reflect the increase in California College Tuition fees from \$26.00/unit to \$36.00/unit, effective 8/15/2011 and Contract shall not exceed \$150,000.00/year;

NOW THEREFORE, in consideration of the mutual obligations set forth herein, Both COUNTY and CONTRACTOR agree as follows:

1. ARTICLES

- a. Attachment A, Scope of Work, of the ORIGINAL AGREEMENT is amended to read in its entirety as follows:

Attachment A

Scope of Work:

1. **Scope of Services:** District shall provide Criminal Justice Academy Classes for the Sheriff's Department recruits. The recruits in the Sheriff's Criminal Justice Academy shall be able to obtain college credits for course taken as part of their academy training.
2. **District shall provide the following Classes:**

CLASS	UNITS	FEE
a. Basic Academy	24.0	\$864.00
b. Correction Officer Core Class	3.0	\$108.00
c. Reserve Level III	3.0	\$108.00
d. Reserve Academy Program	0.2-6.0	\$7.20-\$216.00
e. Basic Narcotics Investigation	2.0	\$72.00
f. Coroner Course	3.0	\$108.00

Contract shall not exceed \$150,000.00/year.

2. A true and correct copy of the ORIGINAL AGREEMENT (Contract N1000009185) is attached hereto as Exhibit A and incorporated by this reference.
3. A true and correct copy of AMENDMENT NUMBER ONE (Contract N2000009185) is attached hereto as Exhibit B and incorporated by this reference.
4. A true and correct copy of AMENDMENT NUMBER TWO (Contract MA-060-10010181) is attached hereto as Exhibit C and incorporated by this reference.

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dba: Santa Ana College
SAC 09-001D

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MA-060-12010183

5. A true and correct copy of AMENDMENT NUMBER THREE (Contract MA-060-11011623) is attached hereto as Exhibit D and incorporated by this reference.
6. A true and correct copy of AMENDMENT NUMBER FOUR (Contract MA-060-12010183) is attached hereto as Exhibit E and incorporated by this reference.
7. All other provisions of the ORIGINAL AGREEMENT, AMENDMENT NUMBER ONE, AMENDMENT NUMBER TWO, AMENDMENT NUMBER THREE, and AMENDMENT NUMBER FOUR to the extent they are not inconsistent with this AMENDMENT NUMBER FIVE, remain unchanged and in full force and effect.

(Signature page follows)

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Rancho Santiago Community College District
dba: Santa Ana College
SAC 09-001D

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MA-060-12010183

IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER FIVE to Contract N1000009185.

***Contractor: Rancho Santiago Community College District dba: Santa Ana College**

By: _____ Title: Vice Chancellor, Business Operations & Fiscal Services

Print Name: Peter J. Hardash Date: _____

***Contractor: Rancho Santiago Community College District dba: Santa Ana College**

By: N/A Title: _____

Print Name: _____ Date: _____

*If a corporation, the document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers.

County Of Orange

A political subdivision of the State of California

By: _____ Title: _____

Print Name: _____ Date: _____

Approved as to Form
Office of the County Counsel
Orange County, California

By: _____
Deputy

DATED: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Human Services and Technology Division

To:	Board of Trustees	Date: October 24, 2011
Re:	Approval of OTA Agreement Renewal – Special Services for Group – Occupational Therapy Training Program	
Action:	Request for Approval	

BACKGROUND

The Occupational Therapy Assistant Program of Santa Ana College is required to offer all program students Fieldwork opportunities at sites throughout the community in order to gain practical field experience. This is necessary to apply the knowledge and skills they have learned in their college classes. This is an agreement renewal for the Occupational Therapy Assistant program. The OTA Program will place no students at the site until after Board approval.

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve this agreement with Special Services for Group – Occupational Therapy Training Program in Torrance, California.

Fiscal Impact:	None	Board Date: October 24, 2011
Prepared by:	Linda D. Rose, Ed.D., Vice President of Academic Affairs Bart Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor, RSCCD	

AGREEMENT

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into the 25th day of October, 2011 by and between **Special Services for Group-Occupational Therapy Training Program**, hereinafter called the Agency, and **Rancho Santiago Community College District on behalf of Santa Ana College**, hereinafter called the District.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

WHEREAS, the District and Agency acknowledge a public obligation to contribute to Occupational Therapy Assistant Program education for the benefit for students and to meet community needs.

WHEREAS, the District provides programs in Occupational Therapy 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 programs in the Occupational Therapy Assistant Program.

WHEREAS, it is to the benefit of both District and Agency that Occupational Therapy Assistant Program students have opportunities for clinical experience to enhance their capabilities as practitioners.

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGE

A. For the Program in General

1. The District will assume full responsibility for offering Occupational Therapy Assistant Program education programs eligible for accreditation by the appropriate State Board.
2. District faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on Occupational Therapy Assistant Program care committees, by sharing knowledge as clinical experts, and by participation in other matters dealing with the quality of patient care.
3. For Background clearance
The District shall inform The Occupational Therapy Assistant Program students of the Background Check requirement and their responsibility of payment.

4. For Student Workmen's Compensation:
The District shall carry Workmen's Compensation Insurance on students of the District during clinical assignment, and keep records of clinical attendance for audit by the State Workmen's Compensation Insurance Fund.
- B. For Program Planning
1. The District will initiate the development of mutually acceptable clinical instruction plans for using the Agency's clinical areas to meet the educational goals of Occupational Therapy Assistant Program curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflicts with agency patient care responsibilities and/or District interests.
 2. The District has the privilege of regularly scheduled meetings with Agency staff, including both selected Agency personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in occupational therapy.
- C. For Occupational Therapy Assistant Program Students
1. The District will be responsible for assuring that Occupational Therapy Assistant Program students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness, and shall provide certification that the Occupational Therapy Assistant Program students have been immunized against the common communicable diseases.

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 Occupational Therapy Assistant Program programs. To further this, the Agency agrees to provide and maintain personnel who are in its opinion, capable and qualified in those divisions in which students are placed.
 2. The administration of the service and patient 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 shall be administered through the Agency staff.
 3. The Agency will designate a staff member who will function as Education Coordinator for Occupational Therapy Assistant Program education uses of the Agency facilities, including joint planning and representatives of all involved Occupational Therapy Assistant Program programs.

4. The Agency will provide orientation for students and faculty to familiarize them with Agency policies and facilities before assigning them to duties at the Agency.
5. 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.
6. The Agency will permit the faculty and students of the District to use its patient care and patient service facilities for clinical education according to approved curricula.
7. The Agency will confer with the District prior to making a commitment for new or expanded use of its clinical facilities by any other Occupational Therapy Assistant Program that interfere with current student placement.

B. For Services and Facilities

1. The Agency will permit the educational use of such supplies and equipment as are commonly available for patient care.
2. The Agency will permit use of the following facilities and services by District Occupational Therapy Assistant Program students and faculty at such times and to the degrees considered feasible by the agency.
 - a. Parking areas.
 - b. Locker, storage and dressing facilities.
 - c. Same food services as are available for Agency staff.
 - d. First aid treatment with written consent required for minors.
 - e. Access to sources of information for education purposes such as:
 1. Patient's chart.
 2. Procedure guides policy manuals.
 3. Medical dictionaries, pharmacology references, and other references suitable to the clinical area.
 4. Books and periodicals in the Medical library.

C. For the Control of District Personnel

1. The Agency may refuse access to its clinical areas to Occupational Therapy Assistant Program students or district faculty who do not meet its employee standards for safety, health, cooperation, or ethical behavior pending investigation and resolution of the matter by the Agency and the District.

PART IV. **JOINT RESPONSIBILITIES AND PRIVILEGES**

A. For publications

1. Publication by District faculty, or Agency 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. Insurance:

Without limiting the indemnification obligations stated below, each party to the Agreement shall maintain and secure at its own expense comprehensive general liability, property damage insurance, and professional liability 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. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.

C. Indemnification

All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, students 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, students 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.

PART V. **STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS**

A. Occupational Therapy Assistant Program students shall have the status as 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 patient care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for patient care in areas where students are obtaining clinical experience.

B. Occupational Therapy 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 are for Agency employees in matters relating to the welfare of patients and general Agency operations.

C. Occupational Therapy 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 that health care students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI. **PERIOD OF AGREEMENT, TERMINATION**

- A. This agreement shall be effective as of the date signed, and shall continue in effect for five years, unless terminated earlier by written notice of either party. Either party to this Agreement may, in its sole discretion, terminate this Agreement with or without cause by giving the other party at least 30 days' prior written notice. In the event the Agreement is terminated for cause, all of the obligations of the terminating party shall be waived immediately upon written notice of termination. In the event of termination without cause, the parties agree to fulfill their respective obligations associated with the current term or semester, prior to such termination becoming effective.

**District: Rancho Santiago Community
College District**

**Rancho Santiago Community College
District**

2323 N. Broadway
Santa Ana, CA 92706

**Agency: Special Services for Group
Occupational Therapy Training Program**

**Special Services for Group – Occupational
Therapy Training Program**

19401 S Vermont Ave., Ste A-200
Torrance, CA 90502

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

Suzanne Afuso-Sugano
Division Director

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Human Services and Technology Division

To:	Board of Trustees	Date: October 24, 2011
Re:	Approval of OTA Agreement Renewal – Vibra Healthcare/Ballard Rehabilitation Hospital	
Action:	Request for Approval	

BACKGROUND

The Occupational Therapy Assistant Program of Santa Ana College is required to offer all program students Fieldwork opportunities at sites throughout the community in order to gain practical field experience. This is necessary to apply the knowledge and skills they have learned in their college classes. This is an agreement renewal for the Occupational Therapy Assistant program. The OTA Program will place no students at the site until after Board approval.

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve this agreement with Vibra Healthcare/ Ballard Rehabilitation Hospital in San Bernardino, California.

Fiscal Impact:	None	Board Date: October 24, 2011
Prepared by:	Linda D. Rose, Ed.D., Vice President of Academic Affairs Bart Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor, RSCCD	

AGREEMENT

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into the 1st day of July, 2011 by and between Vibra Healthcare/Ballard Rehabilitation Hospital, hereinafter called the Agency, and Rancho Santiago Community College District on behalf of Santa Ana College, hereinafter called the District.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

WHEREAS, the District and Agency acknowledge a public obligation to contribute to Occupational Therapy Assistant Program education for the benefit for students and to meet community needs.

WHEREAS, the District provides programs in Occupational Therapy 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 programs in the Occupational Therapy Assistant Program.

WHEREAS, it is to the benefit of both District and Agency that Occupational Therapy Assistant Program students have opportunities for clinical experience to enhance their capabilities as practitioners.

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGE

A. For the Program in General

1. The District will assume full responsibility for offering Occupational Therapy Assistant Program education programs eligible for accreditation by the appropriate State Board.
2. District faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on Occupational Therapy Assistant Program care committees, by sharing knowledge as clinical experts, and by participation in other matters dealing with the quality of patient care.
3. For Background clearance
The District shall inform The Occupational Therapy Assistant Program students of the Background Check requirement and their responsibility of payment.

District during clinical assignment, and keep records of clinical attendance for audit by the State Workmen's Compensation Insurance Fund.

B. For Program Planning

1. The District will initiate the development of mutually acceptable clinical instruction plans for using the Agency's clinical areas to meet the educational goals of Occupational Therapy Assistant Program curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflicts with agency patient care responsibilities and/or District interests.
2. The District has the privilege of regularly scheduled meetings with Agency staff, including both selected Agency personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in occupational therapy.

C. For Occupational Therapy Assistant Program Students

1. The District will be responsible for assuring that Occupational Therapy Assistant Program students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness, and shall provide certification that the Occupational Therapy Assistant Program students have been immunized against the common communicable diseases.

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 Occupational Therapy Assistant Program programs. To further this, the Agency agrees to provide and maintain personnel who are in its opinion, capable and qualified in those divisions in which students are placed.
2. The administration of the service and patient 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 shall be administered through the Agency staff.
3. The Agency will designate a staff member who will function as Education Coordinator for Occupational Therapy Assistant Program education uses of the Agency facilities, including joint planning and representatives of all involved Occupational Therapy Assistant Program programs.
4. The Agency will provide orientation for students and faculty to familiarize them with Agency policies and facilities before assigning them to duties at the Agency.

SAC 11-044

5. 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.
6. The Agency will permit the faculty and students of the District to use its patient care and patient service facilities for clinical education according to approved curricula.
7. The Agency will confer with the District prior to making a commitment for new or expanded use of its clinical facilities by any other Occupational Therapy Assistant Program that interfere with current student placement.

B. For Services and Facilities

1. The Agency will permit the educational use of such supplies and equipment as are commonly available for patient care.
2. The Agency will permit use of the following facilities and services by District Occupational Therapy Assistant Program students and faculty at such times and to the degrees considered feasible by the agency.
 - a. Parking areas.
 - b. Locker, storage and dressing facilities.
 - c. Same food services as are available for Agency staff.
 - d. First aid treatment with written consent required for minors.
 - e. Access to sources of information for education purposes such as:
 1. Patient's chart.
 2. Procedure guides policy manuals.
 3. Medical dictionaries, pharmacology references, and other references suitable to the clinical area.
 4. Books and periodicals in the Medical library.

C. For the Control of District Personnel

1. The Agency may refuse access to its clinical areas to Occupational Therapy Assistant Program students or district faculty who do not meet its employee standards for safety, health, cooperation, or ethical behavior pending investigation and resolution of the matter by the Agency and the District.

PART IV. **JOINT RESPONSIBILITIES AND PRIVILEGES**

A. For publications

1. Publication by District faculty, or Agency staff members of any material relative to their clinical experience, that has not been approved for release by the District and
SAC 11-044

Agency signers of this agreement, is prohibited.

B. Insurance:

Without limiting the indemnification obligations stated below, each party to the Agreement shall maintain and secure at its own expense comprehensive general liability, property damage insurance, and professional liability 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. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.

C. Indemnification

All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, students 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, students 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.

PART V. STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS

- A. Occupational Therapy Assistant Program students shall have the status as 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 patient care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for patient care in areas where students are obtaining clinical experience.
- B. Occupational Therapy 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 are for Agency employees in matters relating to the welfare of patients and general Agency operations.
- C. Occupational Therapy 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 that health care students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI. **PERIOD OF AGREEMENT, TERMINATION**

- A. This agreement shall be effective as of the date signed, and shall continue in effect for five years, unless terminated earlier by written notice of either party. Either party to this Agreement may, in its sole discretion, terminate this Agreement with or without cause by giving the other party at least 30 days' prior written notice. In the event the Agreement is terminated for cause, all of the obligations of the terminating party shall be waived immediately upon written notice of termination. In the event of termination without cause, the parties agree to fulfill their respective obligations associated with the current term or semester, prior to such termination becoming effective.

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

**District: Rancho Santiago Community
College District**

**Rancho Santiago Community College
District**

2323 N. Broadway
Santa Ana, CA 92706

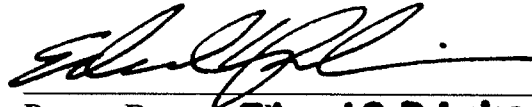
Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

Agency:

Ballard Rehabilitation Hospital

Address:

1760 West 16th Street
San Bernardino, Calif. 92411



Person Responsible: **Edward C. Palacios, RN, MPH**

Title: **Regional Chief Executive Officer**

Date: _____

Date: 6/6/11

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

To:	Board of Trustees	Date: October 24, 2011
Re:	Approval of OTA Agreement Renewal – Greater Anaheim SELPA	
Action:	Request for Approval	

BACKGROUND

The Occupational Therapy Assistant Program of Santa Ana College is required to offer all program students Fieldwork opportunities at sites throughout the community in order to gain practical field experience. This is necessary to apply the knowledge and skills they have learned in their college classes. This is an agreement renewal for the Occupational Therapy Assistant program. The OTA Program will place no students at the site until after Board approval.

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve this agreement with Greater Anaheim SELPA in Buena Park, California.

Fiscal Impact:	None	Board Date: October 24, 2011
Prepared by:	Linda D. Rose, Ed.D., Vice President of Academic Affairs Bart Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

AGREEMENT

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into the **25th day of October, 2011** by and between **Greater Anaheim SELPA**, hereinafter called the Agency, and **Rancho Santiago Community College District on behalf of Santa Ana College**, hereinafter called the District.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

WHEREAS, the District and Agency acknowledge a public obligation to contribute to Occupational Therapy Assistant Program education for the benefit for students and to meet community needs.

WHEREAS, the District provides programs in Occupational Therapy 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 programs in the Occupational Therapy Assistant Program.

WHEREAS, it is to the benefit of both District and Agency that Occupational Therapy Assistant Program students have opportunities for clinical experience to enhance their capabilities as practitioners.

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGE

A. For the Program in General

1. The District will assume full responsibility for offering Occupational Therapy Assistant Program education programs eligible for accreditation by the appropriate State Board.
2. District faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on Occupational Therapy Assistant Program care committees, by sharing knowledge as clinical experts, and by participation in other matters dealing with the quality of patient care.
3. For Background clearance
The District shall inform The Occupational Therapy Assistant Program students of the Background Check requirement and their responsibility of payment.

4. For Student Workmen's Compensation:
The District shall carry Workmen's Compensation Insurance on students of the District during clinical assignment, and keep records of clinical attendance for audit by the State Workmen's Compensation Insurance Fund.

B. For Program Planning

1. The District will initiate the development of mutually acceptable clinical instruction plans for using the Agency's clinical areas to meet the educational goals of Occupational Therapy Assistant Program curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflicts with agency patient care responsibilities and/or District interests.
2. The District has the privilege of regularly scheduled meetings with Agency staff, including both selected Agency personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in occupational therapy.

C. For Occupational Therapy Assistant Program Students

1. The District will be responsible for assuring that Occupational Therapy Assistant Program students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness, and shall provide certification that the Occupational Therapy Assistant Program students have been immunized against the common communicable diseases.

PART III. **GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY**

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1. The Agency will maintain the standards, which make it eligible for approval as a clinical area for instruction in accredited Occupational Therapy Assistant Program programs. To further this, the Agency agrees to provide and maintain personnel who are in its opinion, capable and qualified in those divisions in which students are placed.
2. The administration of the service and patient 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 shall be administered through the Agency staff.
3. The Agency will designate a staff member who will function as Education Coordinator for Occupational Therapy Assistant Program education uses of the Agency facilities, including joint planning and representatives of all involved Occupational Therapy Assistant Program programs.

4. The Agency will provide orientation for students and faculty to familiarize them with Agency policies and facilities before assigning them to duties at the Agency.
5. 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.
6. The Agency will permit the faculty and students of the District to use its patient care and patient service facilities for clinical education according to approved curricula.
7. The Agency will confer with the District prior to making a commitment for new or expanded use of its clinical facilities by any other Occupational Therapy Assistant Program that interfere with current student placement.

B. For Services and Facilities

1. The Agency will permit the educational use of such supplies and equipment as are commonly available for patient care.
2. The Agency will permit use of the following facilities and services by District Occupational Therapy Assistant Program students and faculty at such times and to the degrees considered feasible by the agency.
 - a. Parking areas.
 - b. Locker, storage and dressing facilities.
 - c. Same food services as are available for Agency staff.
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 - e. Access to sources of information for education purposes such as:
 1. Patient's chart.
 2. Procedure guides policy manuals.
 3. Medical dictionaries, pharmacology references, and other references suitable to the clinical area.
 4. Books and periodicals in the Medical library.

C. For the Control of District Personnel

1. The Agency may refuse access to its clinical areas to Occupational Therapy Assistant Program students or district faculty who do not meet its employee standards for safety, health, cooperation, or ethical behavior pending investigation and resolution of the matter by the Agency and the District.

PART IV.

JOINT RESPONSIBILITIES AND PRIVILEGES

- A. For publications
 - 1. Publication by District faculty, or Agency 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. Insurance:

Without limiting the indemnification obligations stated below, each party to the Agreement shall maintain and secure at its own expense comprehensive general liability, property damage insurance, and professional liability 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. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.
- C. Indemnification

All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, students 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, students 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.

PART V.

STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS

- A. Occupational Therapy Assistant Program students shall have the status as 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 patient care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for patient care in areas where students are obtaining clinical experience.
- B. Occupational Therapy 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 are for Agency employees in matters relating to the welfare of patients and general Agency operations.
- C. Occupational Therapy 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 that health care students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI. PERIOD OF AGREEMENT, TERMINATION

- A. This agreement shall be effective as of the date signed, and shall continue in effect for five years, unless terminated earlier by written notice of either party. Either party to this Agreement may, in its sole discretion, terminate this Agreement with or without cause by giving the other party at least 30 days' prior written notice. In the event the Agreement is terminated for cause, all of the obligations of the terminating party shall be waived immediately upon written notice of termination. In the event of termination without cause, the parties agree to fulfill their respective obligations associated with the current term or semester, prior to such termination becoming effective.

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

**District: Rancho Santiago Community
College District**

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

Agency: Greater Anaheim SELPA

Greater Anaheim SELPA
7300 La Palma Ave. Bldg. 6
Buena Park, CA 90620

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

Patricia Polcyn, OTR/L
Coordinator OT/PT Dept

Frank Donovan Ed. D
Executive Director

Date: _____

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Human Services and Technology Division

To: Board of Trustees	Date: October 24, 2011
Re: Approval of OTA New Agreement – Kindred Rehab Services, Inc., d/b/a RehabCare	
Action: Request for Approval	

BACKGROUND

The Occupational Therapy Assistant Program of Santa Ana College is required to offer all program students Fieldwork opportunities at sites throughout the community in order to gain practical field experience. This is necessary to apply the knowledge and skills they have learned in their college classes. This is a new agreement for the Occupational Therapy Assistant program. The OTA Program will place no students at the site until after Board approval.

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve this agreement with Kindred Rehab Services, Inc, d/b/a RehabCare in Louisville, Kentucky.

Fiscal Impact:	None	Board Date: October 24, 2011
Prepared by:	Linda D. Rose, Ed.D., Vice President of Academic Affairs Bart Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



CLINICAL EDUCATION AGREEMENT

THIS CLINICAL EDUCATION AGREEMENT ("Agreement") is entered into and effective as of the 25th day of October, 2011 (the "Effective Date") by and between Rancho Santiago Community College District on behalf of Santa Ana College ("District") and Kindred Rehab Services, Inc., d/b/a RehabCare ("RehabCare").

RECITALS:

WHEREAS, District has established and maintains academic programs dedicated to educating students in healthcare disciplines ("Program") and as part of the District's academic programs, seeks to provide its students (individually referred to herein as "Student" and collectively "Students") with a clinical education experience at an operating healthcare District;

WHEREAS, RehabCare provides therapy services at hospitals, and nursing and rehabilitation centers across the country at which Students may receive clinical experience ("Clinical Education Setting"); and

WHEREAS, the District and RehabCare desire to foster the education of therapists to promote the availability of qualified therapists to serve the region and the country and have determined that the training of qualified therapists may best be accomplished by mutual assistance.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and in consideration of the mutual covenants set forth herein, the parties agree as follows:

1. District's Responsibilities.

a. Supervision and Control. District will maintain primary responsibility for the instruction and supervision of Students through its appropriately licensed and/or credentialed faculty members and associated personnel ("Supervisors"). Resident care services will remain under the management and control of the Clinical Education Setting. The Supervisors shall attend periodic staff meetings as requested by RehabCare to become familiar with RehabCare's policies and procedures as well as those of the Clinical Education Setting and will support the Clinical Education Setting and RehabCare's quality assurance initiatives.

b. Preparation of Students for Clinical Placement. The District shall assure, through qualified faculty that each Student assigned to RehabCare is prepared to act in an acceptable and professional manner in the Clinical Education Setting and in a manner that comports with the Students' selected practice discipline. A Student's preparedness shall be measured by: (i) academic performance indicating an ability to understand what the Student will observe and/or perform during the clinical placement; and (ii) demonstrating an appreciation of the nature and seriousness of the work the Student will observe and/or perform.

c. Assigning Students to RehabCare. After receiving from RehabCare the number of placements available for Students, the District shall select Students to be assigned to the applicable Clinical Education Setting. The District shall notify RehabCare of the Students assigned to RehabCare, and each Student's availability for participation in the Program at the designated Clinical Education Setting.

d. Program Coordinator. The District shall appoint a faculty member to serve as the Program's coordinator ("Program Coordinator"). The District shall communicate the Program Coordinator's name, title and telephone number to RehabCare.

e. Accreditation and Licensure. The District shall maintain, at all times during the term of this Agreement: (i) accreditation as an educational District; (ii) all licensures and approvals necessary to the applicable Program; and (iii) full and unrestricted accreditation of the Program(s) from the accrediting organization specified in the applicable Program Memorandum. The District shall promptly notify RehabCare of any change in its accreditation or licensure status.

f. Compliance with Policies and Procedures. The District will require that its employees, agents and Students (as a condition of successful completion of the Program) comply with the policies and procedures of RehabCare and the applicable policies and procedures of the Clinical Education Setting. This requirement shall include compliance with the policies and procedures that govern the confidentiality of residents' protected health information and that of the Clinical Education Setting and RehabCare's business operations.

g. Compliance Program. District and its Students acknowledge awareness of Kindred's Code of Conduct and Compliance Program as Kindred is the parent company for RehabCare. The Code of Conduct is available at RehabCare's parent web site, which is located at <http://kindredhealthcare.com/InvestorInfo/home.asp>. District and Students agree to comply with the Summary Code of Conduct and shall comply with all federal, state and local regulations applicable to this Agreement. Each party represents that it, its employees and District's Students are not currently excluded from, and have not been convicted of, any conduct in violation of any federal health care program or any other state or federal government payment program. Each party agrees that if the Office of the Inspector General ("OIG") or General Services Administration ("GSA") excludes it, its employees or any of District's Students, the excluded/affected party shall notify the other party within ten (10) days of such exclusion or upon notice of same, whichever is sooner. In the event of such notice, the representatives for each party agree to timely meet to determine any necessary action to be taken.

h. Students' Communicable Disease Certification. By execution of this Agreement, District certifies that the Students selected for placement in the Clinical Education Setting are enrolled at the District and have submitted to District a completed certification attesting that the Students do not presently have a communicable disease or communicable health problem that has the potential to jeopardize the health of patients or employees who reside and work in the Clinical Education Setting. The District hereby agrees to notify RehabCare if any Student contracts or becomes aware that he or she has a communicable disease or communicable health problem that has the potential to jeopardize the health and safety of patients and/or individuals who work in the Clinical Education Setting.

i. Students' Bloodborne Pathogens Education Verification. The District shall provide to RehabCare written verification that each Student participating in the Program has completed OSHA Bloodborne pathogens and HIV/AIDS education as required by the Federal Register 1910.1030 of December 1991.

2. RehabCare's Responsibilities.

a. Designation of Representative. RehabCare shall designate an individual to whom District and Students may refer for needed direction and approvals.

b. Number of Student Placements. RehabCare will obtain the necessary authorizations and approvals from the management of the Clinical Education Setting for the purpose of determining the number of Students it may accept for clinical placement under this Agreement. RehabCare shall communicate such capacity to the District before Students may be assigned to the Clinical Education Setting.

c. Criminal Background Checks. RehabCare requires and shall obtain criminal background checks on all Students in advance of placing Students in a Clinical Education Setting. RehabCare may refuse placement or continuation in the Program of any Student RehabCare believes, in its sole discretion, may place patients,

employees, and/or visitors at risk or would be barred from employment with RehabCare or the Clinical Education Setting.

d. Orientation. RehabCare shall provide the District's Program Coordinator and Students with an orientation to the Clinical Education Setting to include applicable policies and procedures of the Clinical Education Setting and RehabCare.

e. Student Access to RehabCare and Patients. The Clinical Education Setting shall afford access by Students to patients and their medical records as reasonably required to support the Students' clinical development and as permitted under applicable law. RehabCare reserves the right to refuse patient access to any Student who does not meet, in RehabCare's reasonable determination, professional standards that govern safety, health and proper conduct.

f. Qualifications and Approvals. RehabCare shall maintain, at all times during the term of this Agreement, the qualifications and approvals necessary to meet the terms of this Agreement.

g. No Remuneration. Students shall not receive remuneration or bill for any services involving the Program or clinical education experience.

3. Joint Responsibilities. In addition to the responsibilities described elsewhere in this Agreement, the District and RehabCare shall have the following joint responsibilities.

a. Supervision and Evaluation of Students. The District and RehabCare shall work cooperatively, in good faith, in an effort to provide the necessary supervision of Students participating in the clinical education experience. Both parties shall reinforce to Students: (i) the seriousness of the clinical education experience, including the Students' impact on patients' wellbeing; (ii) the importance of abiding by RehabCare's rules and policies and procedures and the rules and applicable policies and procedures of the Clinical Education Setting; and (iii) the confidentiality of and requirement to protect patients' identities and health information. The District shall, if RehabCare so desires, assure prompt feedback to RehabCare regarding the evaluations of the Students' participating in the Program. Upon request, RehabCare shall timely provide feedback to the District regarding Students' performance.

b. Review and Evaluation of Affiliation. The District and RehabCare agree to review its affiliation at periodic intervals, and to work cooperatively to establish and maintain clinical experiences that meet the goals of the Program.

4. Student Responsibilities.

a. Conduct. While participating in the Program and when in the Clinical Education Setting, the Student at all times shall conduct him or herself in a professional manner and shall refrain from loud, boisterous, offensive or otherwise inappropriate conduct. Students shall refrain from the use of alcohol and illicit drugs that have the potential to impair the Student's ability to participate in the Program and shall not under any circumstances bring a firearm or other weapon on to the premises of the Clinical Education Setting.

b. Attendance and Timeliness. Student shall report promptly to RehabCare's designated representative at the assigned place and time. Student shall immediately inform RehabCare's designated representative and the District of Student's inability to report to the Clinical Education Setting as assigned.

c. Students' Physical Examination. Students shall satisfy the same physical examination requirements as are applied to RehabCare's employees and furnish written documentation of compliance.

d. Dress and Identification. Students shall conform to the dress code as directed by RehabCare and display proper identification at all times.

e. Personal Expenses. While participating in the Program, Students shall be responsible for all personal expenses such as meals, travel, medical care and incidentals.

5. Status of the District, RehabCare and Students. Students are participants in an educational program and shall not be considered as or a replacement for the staff of RehabCare or the Clinical Education Setting. No Student nor any employee, agent or representative of the District is or shall be considered an agent, employee, a borrowed servant, partner of or party to a joint venture with RehabCare. The District is not a partner or agent of RehabCare, its parent or any of its affiliates. RehabCare and its parent or affiliated companies are not partners or agents of the District. Neither RehabCare nor the District will act or hold itself out to third parties as a partner, employee, or agent of RehabCare in the provision of services under this Agreement. District and RehabCare will not incur any financial obligation on behalf of each other.

6. Term and Termination.

a. Term. This Agreement shall be effective as of the Effective Date for a term of one (1) year ("Term"), and shall automatically renew annually for a one (1) year period ("Renewal Term"), unless otherwise terminated as provided herein.

b. Termination. Notwithstanding Paragraph 6(a) above, this Agreement may be terminated as follows:

i. By Mutual Agreement. The District and RehabCare may terminate this Agreement at any time upon written mutual agreement.

ii. Immediate Termination.

(a) The District may immediately terminate this Agreement if the Clinical Education Setting at which the Program is provided fails to maintain the necessary accreditations and/or licenses as required herein.

(b) RehabCare may terminate this Agreement immediately upon written notice to the District if the District fails to maintain the necessary accreditations and licensure; violates any regulatory requirements as set forth below in Paragraph 10; or in the event representatives of the Clinical Education Setting at which the Program is located request or direct the termination of the Program.

7. Additional Provisions.

a. Liability. To the extent permitted by law, each party agrees to be liable for the acts and omissions of its officers and employees engaged in the scope of their employment arising under this Agreement.

b. Survival. This Paragraph 7 shall continue beyond the expiration, non-renewal or termination of this Agreement.

8. Insurance.

a. District. District shall have, for all periods of time pertinent to this Agreement, in effect for itself, and for the Students, Supervisors and all other employees, agents and representatives of District involved with the clinical observation and experience program at the Clinical Education Setting ("Related Parties") comprehensive general liability and professional liability insurance with limits of not less than \$1,000,000 per occurrence or claim and shall furnish to RehabCare on or before the Effective Date of this Agreement certificate(s) from the insurance carrier(s) evidencing such coverage and stating that the insurance carriers will not cancel the policies or change insurance limits or fail to renew the policies without giving RehabCare at least thirty (30) days written advance notice. This covenant shall include the obligation to acquire "tail" coverage for any "claims made" policy as

necessary until any applicable statute of limitation shall have expired. District shall advise RehabCare in writing at least thirty (30) days in advance of the cancellation or non-renewal of any insurance policy referred to above.

b. RehabCare. RehabCare will at all times throughout the Term and any Renewal Term maintain liability insurance for services provided under this Agreement. During the Term or any Renewal Term of the Agreement, RehabCare shall provide maintain, at its sole cost and expense, comprehensive general public and professional liability and property damage insurance in an amount adequate to cover any associated risks.

9. Notices; Consents. All notices, consents or other communications that either party is required or may desire to give to the other under this Agreement shall be in writing and shall be given by facsimile, personal delivery, or by deposit, postage prepaid, in the United States mail, certified or registered mail, return receipt requested, addressed to the parties at their respective address set forth below:

If to the District: Santa Ana College
Occupational Therapy Assistant Program
Attn: Fieldwork Coordinator
1530 West 17th Street
Santa Ana, CA 92706

If to RehabCare: Barbara Wallace
RehabCare
680 South Fourth Street
Louisville, KY 40202
Fax: (502) 596-4871

Any notice sent in compliance with this provision shall be deemed to have been given upon the earlier of receipt or three (3) days after mail deposit, except that notice of change of address shall not be deemed effective until actual receipt by the intended recipient.

10. Regulatory Requirements. RehabCare and the District will perform the services contemplated by this Agreement at all times in compliance with federal, state, and local law, rules, and regulations, the policies, rules, and regulations of RehabCare and the healthcare facility at which the Program is located, the applicable standards of the Joint Commission on Accreditation of Healthcare Organizations (if applicable), and all currently accepted and approved methods and practices. The parties expressly agree that nothing contained in this Agreement shall require the District to refer any patients to RehabCare or the healthcare facility at which the Program is located. Notwithstanding any unanticipated effect of any provisions of this Agreement, neither party will intentionally conduct itself in such a manner as to violate the prohibition against fraud and abuse in connection with the Medicare and Medicaid programs or other Federal programs.

11. Non-Exclusive. The parties agree that the District shall be free to enter into similar agreements with other facilities, and that RehabCare shall be free to enter into similar agreements with other educational Districts.

12. Non-Discrimination. The District and RehabCare shall not unlawfully discriminate against any individual on the basis of race, creed, color, sex, religion, age, disability, veteran's status, sexual orientation or national origin, or any other basis protected by federal, state or local law in any actions taken as a result of this Agreement.

13. Confidential and Proprietary Information. Except as otherwise provided herein, the parties agree that they will not disclose confidential or proprietary information of the other party, or the other party's affiliates, to any third-party without the written consent of the other party; provided, that a party may disclose confidential information: (i) to its, and its affiliates' officers, directors, employees and legal counsel, in each case to the extent the same have a need to know such confidential information; (ii) as necessary in connection with the enforcement

of this Agreement or any agreement to be entered into hereunder, or otherwise in connection with legal proceedings, regulatory requirements or as otherwise required under applicable law, except that a party shall seek to limit disclosure and maintain confidential treatment to the extent practicable in connection with any legal proceeding (e.g., by seeking to file pleadings under seal and by allowing the other party to seek a protective order); and (iii) as required under the rules and regulations of the Securities and Exchange Commission or of any securities exchange on which securities of such party are traded, provided that the other party shall have been furnished a copy of the text of the proposed disclosure in advance of such disclosure and been given an opportunity to comment on such disclosure which is reasonable under the circumstances, and the disclosing party shall have made any reasonable modifications to such disclosure as requested by such party. In addition, neither party shall make use of the other's name(s) nor logo(s) in print without the prior written approval of the party's authorized representative. Notwithstanding the above, RehabCare and its employees or agents may disclose to a patient that the patient will be seen or treated by a Student of the District and RehabCare or District may at any time disclose affiliation with the other for informational purposes.

14. Governing Law; Severability. This Agreement shall be construed under, and governed in accordance with, the laws of the state in which the Clinical Education Setting is located. The invalidity or unenforceability of any provision herein shall not affect the validity or enforceability of any other provision.

15. Headings. The headings of this Agreement are inserted for convenience only and are not to be considered in the interpretation of this Agreement.

16. No Violation. No party to this Agreement shall be liable for failure to perform any duty or obligation that said party may have under the Agreement where such failure has been occasioned by any act of God, fire, strike, inevitable accident, war or any cause outside the reasonable control of the party who had the duty to perform.

17. Assignability. Neither party may assign its rights or obligations hereunder without the prior written approval of the other.

18. No Waiver. No waiver of a breach of any provision of this Agreement will be construed to be a waiver of any other breach of this Agreement, whether of a similar or dissimilar nature. By executing this Agreement, neither the District nor RehabCare waives any constitutional, statutory or common law defenses, nor shall the provisions of agreement create any rights in any third-party.

19. Survival. Any provisions of this Agreement creating obligations extending beyond the term of this Agreement will survive the expiration or termination of this Agreement, regardless of the reason for such termination.

20. HIPAA. District understands that RehabCare is subject to certain requirements contained in the Health Insurance Portability and Accountability Act of 1986, amendments thereto and implementing regulations ("HIPAA") and must comply with the terms of any HIPAA Business Associate agreements between RehabCare and facility health care providers to whom RehabCare provides services. Accordingly, and consistent with applicable provisions herein, the District will specifically require its Students to comply with the HIPAA policies and procedures of RehabCare and the HIPAA policies and procedures of the facility at which the program is conducted. District understands and agrees that RehabCare may in its sole discretion terminate the participation of any Student who violates such HIPAA policies.

21. Entire Agreement; Amendment. This Agreement constitutes the complete and entire agreement of the parties hereto and supercedes, as of the Effective Date, all prior or contemporaneous representations or agreements or undertakings and understandings of the parties, whether expressed or implied, in connection with the subject matter hereof. The parties represent and warrant that no promise or inducement has been offered by either party in exchange for a party's consent to the terms of this Agreement, except as set forth herein. This Agreement may be modified or amended only in writing duly signed by both Parties. This Agreement supercedes any and all

other agreements, in writing or oral, between the parties hereto with respect to the subject matter thereof.

22. Due Execution. Each party represents and warrants to the other that this Agreement has been duly authorized, executed and delivered by it and constitutes a valid and binding obligation, enforceable in accordance with its terms.

23. Electronic Storage of Agreement. The parties hereto agree and stipulate that the original of this Agreement, including the signature page, may be scanned and stored in a computer database or similar device, and that any printout or other output readable by sight, the reproduction of which is shown to accurately reproduce the original of this document, may be used for any purpose just as if it were the original, including proof of the content of the original writing.

24. Counterparts; Faxed Signatures. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which, when taken together, shall constitute one and the same agreement. Any facsimile or photocopy of a signature to this Agreement shall be deemed an original signature to this Agreement.

25. Indemnification

All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, students 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, students 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.

IN WITNESS WHEREOF, the duly authorized representatives of the parties hereto have executed this Agreement as of the Effective Date.

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

REHABCARE:
REHAB SERVICES, INC, D/B/A REHABCARE
680 South Fourth Street
Louisville, KY 40202

By: _____
Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

By: _____
Barbara Wallace

Date: _____

Date: _____

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

To: Board of Trustees	Date: October 24, 2011
Re: Approval of OTA New Agreement – Intergro Rehab Services	
Action: Request for Approval	

BACKGROUND

The Occupational Therapy Assistant Program of Santa Ana College is required to offer all program students Fieldwork opportunities at sites throughout the community in order to gain practical field experience. This is necessary to apply the knowledge and skills they have learned in their college classes. This is a new agreement for the Occupational Therapy Assistant program. The OTA Program will place no students at the site until after Board approval.

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve this agreement with Intergro Rehab Services in Huntington Beach, California.

Fiscal Impact:	None	Board Date: October 24, 2011
Prepared by:	Linda D. Rose, Ed.D., Vice President of Academic Affairs Bart Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

AGREEMENT

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into the **25th day of October, 2011** by and between **Integro Rehab Services** hereinafter called the Agency, and **Rancho Santiago Community College District on behalf of Santa Ana College**, hereinafter called the District.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

WHEREAS, the District and Agency acknowledge a public obligation to contribute to Occupational Therapy Assistant Program education for the benefit for students and to meet community needs.

WHEREAS, the District provides programs in Occupational Therapy 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 programs in the Occupational Therapy Assistant Program.

WHEREAS, it is to the benefit of both District and Agency that Occupational Therapy Assistant Program students have opportunities for clinical experience to enhance their capabilities as practitioners.

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGE

A. For the Program in General

1. The District will assume full responsibility for offering Occupational Therapy Assistant Program education programs eligible for accreditation by the appropriate State Board.
2. District faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on Occupational Therapy Assistant Program care committees, by sharing knowledge as clinical experts, and by participation in other matters dealing with the quality of patient care.
3. For Background clearance
The District shall inform The Occupational Therapy Assistant Program students of the Background Check requirement and their responsibility of payment.

4. For Student Workmen's Compensation:
The District shall carry Workmen's Compensation Insurance on students of the District during clinical assignment, and keep records of clinical attendance for audit by the State Workmen's Compensation Insurance Fund.

B. For Program Planning

1. The District will initiate the development of mutually acceptable clinical instruction plans for using the Agency's clinical areas to meet the educational goals of Occupational Therapy Assistant Program curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflicts with agency patient care responsibilities and/or District interests.
2. The District has the privilege of regularly scheduled meetings with Agency staff, including both selected Agency personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in occupational therapy.

C. For Occupational Therapy Assistant Program Students

1. The District will be responsible for assuring that Occupational Therapy Assistant Program students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness, and shall provide certification that the Occupational Therapy Assistant Program students have been immunized against the common communicable diseases.

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 Occupational Therapy Assistant Program programs. To further this, the Agency agrees to provide and maintain personnel who are in its opinion, capable and qualified in those divisions in which students are placed.
2. The administration of the service and patient 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 shall be administered through the Agency staff.
3. The Agency will designate a staff member who will function as Education Coordinator for Occupational Therapy Assistant Program education uses of the Agency facilities, including joint planning and representatives of all involved Occupational Therapy Assistant Program programs.

4. The Agency will provide orientation for students and faculty to familiarize them with Agency policies and facilities before assigning them to duties at the Agency.
5. 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.
6. The Agency will permit the faculty and students of the District to use its patient care and patient service facilities for clinical education according to approved curricula.
7. The Agency will confer with the District prior to making a commitment for new or expanded use of its clinical facilities by any other Occupational Therapy Assistant Program that interfere with current student placement.

B. For Services and Facilities

1. The Agency will permit the educational use of such supplies and equipment as are commonly available for patient care.
2. The Agency will permit use of the following facilities and services by District Occupational Therapy Assistant Program students and faculty at such times and to the degrees considered feasible by the agency.
 - a. Parking areas.
 - b. Locker, storage and dressing facilities.
 - c. Same food services as are available for Agency staff.
 - d. First aid treatment with written consent required for minors.
 - e. Access to sources of information for education purposes such as:
 1. Patient's chart.
 2. Procedure guides policy manuals.
 3. Medical dictionaries, pharmacology references, and other references suitable to the clinical area.
 4. Books and periodicals in the Medical library.

C. For the Control of District Personnel

1. The Agency may refuse access to its clinical areas to Occupational Therapy Assistant Program students or district faculty who do not meet its employee standards for safety, health, cooperation, or ethical behavior pending investigation and resolution of the matter by the Agency and the District.

PART IV.

JOINT RESPONSIBILITIES AND PRIVILEGES

A. For publications

1. Publication by District faculty, or Agency 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. Insurance:

Without limiting the indemnification obligations stated below, (Liability solely responsible by the district) property damage insurance, and professional liability 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. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.

C. Indemnification

All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, students 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, students 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.

PART V.

STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS

- A. Occupational Therapy Assistant Program students shall have the status as 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 patient care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for patient care in areas where students are obtaining clinical experience.
- B. Occupational Therapy 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 are for Agency employees in matters relating to the welfare of patients and general Agency operations.
- C. Occupational Therapy 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 that health care students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI. PERIOD OF AGREEMENT, TERMINATION

- A. This agreement shall be effective as of the date signed, and shall continue in effect for five years, unless terminated earlier by written notice of either party. Either party to this Agreement may, in its sole discretion, terminate this Agreement with or without cause by giving the other party at least 30 days' prior written notice. In the event the Agreement is terminated for cause, all of the obligations of the terminating party shall be waived immediately upon written notice of termination. In the event of termination without cause, the parties agree to fulfill their respective obligations associated with the current term or semester, prior to such termination becoming effective.

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

**District: Rancho Santiago Community
College District**

**Rancho Santiago Community College
District**

2323 N. Broadway
Santa Ana, CA 92706

Agency: Intergro Rehab Services

Intergro Rehab Services

7400 Center Ave Suite 106
Huntington Beach CA 92647

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

Sarah Kelly
HR Manager

Date: _____

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Human Services and Technology Division

To: Board of Trustees	Date: October 24, 2011
Re: Approval of OTA New Agreement – Step by Step Pediatric Therapy, Inc.	
Action: Request for Approval	

BACKGROUND

The Occupational Therapy Assistant Program of Santa Ana College is required to offer all program students Fieldwork opportunities at sites throughout the community in order to gain practical field experience. This is necessary to apply the knowledge and skills they have learned in their college classes. This is a new agreement for the Occupational Therapy Assistant program. The OTA Program will place no students at the site until after Board approval.

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve this agreement with Step-By-Step Pediatric Therapy, Inc., in Hacienda Heights, California.

Fiscal Impact:	None	Board Date: October 24, 2011
Prepared by:	Linda D. Rose, Ed.D., Vice President of Academic Affairs Bart Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

AGREEMENT

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into the 25th day of October, 2011 by and between Step-By-Step Pediatric Therapy, Inc. hereinafter called the Agency, and Rancho Santiago Community College District on behalf of Santa Ana College, hereinafter called the District.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

WHEREAS, the District and Agency acknowledge a public obligation to contribute to Occupational Therapy Assistant Program education for the benefit for students and to meet community needs.

WHEREAS, the District provides programs in Occupational Therapy 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 programs in the Occupational Therapy Assistant Program.

WHEREAS, it is to the benefit of both District and Agency that Occupational Therapy Assistant Program students have opportunities for clinical experience to enhance their capabilities as practitioners.

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGE

A. For the Program in General

1. The District will assume full responsibility for offering Occupational Therapy Assistant Program education programs eligible for accreditation by the appropriate State Board.
2. District faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on Occupational Therapy Assistant Program care committees, by sharing knowledge as clinical experts, and by participation in other matters dealing with the quality of patient care.
3. For Background clearance
The District shall inform The Occupational Therapy Assistant Program students of the Background Check requirement and their responsibility of payment.

4. For Student Workmen's Compensation:
The District shall carry Workmen's Compensation Insurance on students of the District during clinical assignment, and keep records of clinical attendance for audit by the State Workmen's Compensation Insurance Fund.

B. For Program Planning

1. The District will initiate the development of mutually acceptable clinical instruction plans for using the Agency's clinical areas to meet the educational goals of Occupational Therapy Assistant Program curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflicts with agency patient care responsibilities and/or District interests.
2. The District has the privilege of regularly scheduled meetings with Agency staff, including both selected Agency personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in occupational therapy.

C. For Occupational Therapy Assistant Program Students

1. The District will be responsible for assuring that Occupational Therapy Assistant Program students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness, and shall provide certification that the Occupational Therapy Assistant Program students have been immunized against the common communicable diseases.

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 Occupational Therapy Assistant Program programs. To further this, the Agency agrees to provide and maintain personnel who are in its opinion, capable and qualified in those divisions in which students are placed.
2. The administration of the service and patient 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 shall be administered through the Agency staff.
3. The Agency will designate a staff member who will function as Education Coordinator for Occupational Therapy Assistant Program education uses of the Agency facilities, including joint planning and representatives of all involved Occupational Therapy Assistant Program programs.

4. The Agency will provide orientation for students and faculty to familiarize them with Agency policies and facilities before assigning them to duties at the Agency.
5. 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.
6. The Agency will permit the faculty and students of the District to use its patient care and patient service facilities for clinical education according to approved curricula.
7. The Agency will confer with the District prior to making a commitment for new or expanded use of its clinical facilities by any other Occupational Therapy Assistant Program that interfere with current student placement.

B. For Services and Facilities

1. The Agency will permit the educational use of such supplies and equipment as are commonly available for patient care.
2. The Agency will permit use of the following facilities and services by District Occupational Therapy Assistant Program students and faculty at such times and to the degrees considered feasible by the agency.
 - a. Parking areas.
 - b. Locker, storage and dressing facilities.
 - c. Same food services as are available for Agency staff.
 - d. First aid treatment with written consent required for minors.
 - e. Access to sources of information for education purposes such as:
 1. Patient's chart.
 2. Procedure guides policy manuals.
 3. Medical dictionaries, pharmacology references, and other references suitable to the clinical area.
 4. Books and periodicals in the Medical library.

C. For the Control of District Personnel

1. The Agency may refuse access to its clinical areas to Occupational Therapy Assistant Program students or district faculty who do not meet its employee standards for safety, health, cooperation, or ethical behavior pending investigation and resolution of the matter by the Agency and the District.

PART IV.

JOINT RESPONSIBILITIES AND PRIVILEGES

A. For publications

1. Publication by District faculty, or Agency 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. Insurance:

Without limiting the indemnification obligations stated below, each party to the Agreement shall maintain and secure at its own expense comprehensive general liability, property damage insurance, and professional liability 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. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.

C. Indemnification

All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, students 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, students 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.

PART V.

STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS

A. Occupational Therapy Assistant Program students shall have the status as 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 patient care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for patient care in areas where students are obtaining clinical experience.

B. Occupational Therapy 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 are for Agency employees in matters relating to the welfare of patients and general Agency operations.

C. Occupational Therapy 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 that health care students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI. PERIOD OF AGREEMENT, TERMINATION

- A. This agreement shall be effective as of the date signed, and shall continue in effect for five years, unless terminated earlier by written notice of either party. Either party to this Agreement may, in its sole discretion, terminate this Agreement with or without cause by giving the other party at least 30 days' prior written notice. In the event the Agreement is terminated for cause, all of the obligations of the terminating party shall be waived immediately upon written notice of termination. In the event of termination without cause, the parties agree to fulfill their respective obligations associated with the current term or semester, prior to such termination becoming effective.

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

District: Rancho Santiago Community

College District

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

**Agency: Step-By-Step Pediatric Therapy,
Inc.**

Step-By-Step Pediatric Therapy, Inc.
15454 Gale Avenue, Suite F
Hacienda Heights, CA 91745



Peter J. Hardash
Vice Chancellor

Business Operations & Fiscal Services

Anna Holley, OTR/L

Clinical Director

Check Registers Submitted for Approval
Checks Written for Period 10/01/11 thru 10/14/11

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
52165	General Fund Unrestricted	1,597.50	0.00	1,597.50	92*0293756	92*0293758
52166	General Fund Unrestricted	73,097.13	0.00	73,097.13	92*0293759	92*0293759
52168	General Fund Unrestricted	10,472.24	0.00	10,472.24	92*0293765	92*0293778
52169	General Fund Unrestricted	15,700.00	0.00	15,700.00	92*0293779	92*0293779
52170	General Fund Unrestricted	316.08	0.00	316.08	92*0293781	92*0293782
52171	General Fund Unrestricted	16,041.10	0.00	16,041.10	92*0293785	92*0293788
52172	General Fund Unrestricted	42,204.56	0.00	42,204.56	92*0293789	92*0293791
52173	General Fund Unrestricted	14,422.04	0.00	14,422.04	92*0293794	92*0293799
52174	General Fund Unrestricted	16,104.00	0.00	16,104.00	92*0293800	92*0293801
52175	General Fund Unrestricted	311.82	0.00	311.82	92*0293804	92*0293806
52176	General Fund Unrestricted	3,976.12	0.00	3,976.12	92*0293808	92*0293814
52177	General Fund Unrestricted	146.36	0.00	146.36	92*0293815	92*0293815
52178	General Fund Unrestricted	1,404.39	0.00	1,404.39	92*0293821	92*0293822
52181	General Fund Unrestricted	3,133.70	0.00	3,133.70	92*0293833	92*0293842
52182	General Fund Unrestricted	11.55	0.00	11.55	92*0293845	92*0293845
52184	General Fund Unrestricted	4,766.28	0.00	4,766.28	92*0293854	92*0293856
52185	General Fund Unrestricted	394.48	0.00	394.48	92*0293859	92*0293862
52186	General Fund Unrestricted	2,328.54	0.00	2,328.54	92*0293867	92*0293868
52187	General Fund Unrestricted	1,550.24	0.00	1,550.24	92*0293870	92*0293877
52188	General Fund Unrestricted	690.04	0.00	690.04	92*0293879	92*0293885
52189	General Fund Unrestricted	33,124.87	0.00	33,124.87	92*0293886	92*0293891
52191	General Fund Unrestricted	2,796.50	0.00	2,796.50	92*0293894	92*0293894
52192	General Fund Unrestricted	10,294.27	0.00	10,294.27	92*0293895	92*0293897
52193	General Fund Unrestricted	5,672.46	0.00	5,672.46	92*0293899	92*0293899
52194	General Fund Unrestricted	2,754.81	0.00	2,754.81	92*0293902	92*0293909
52202	General Fund Unrestricted	4,889.28	0.00	4,889.28	92*0293948	92*0293949
52203	General Fund Unrestricted	544.20	0.00	544.20	92*0293950	92*0293953
52204	General Fund Unrestricted	3,834.70	0.00	3,834.70	92*0293954	92*0293961
52205	General Fund Unrestricted	2,765.25	0.00	2,765.25	92*0293962	92*0293963
52206	General Fund Unrestricted	895.23	0.00	895.23	92*0293964	92*0293966
52207	General Fund Unrestricted	1,616.51	0.00	1,616.51	92*0293968	92*0293975
52208	General Fund Unrestricted	758.24	0.00	758.24	92*0293976	92*0293976
52210	General Fund Unrestricted	5,753.35	0.00	5,753.35	92*0293979	92*0293980
52211	General Fund Unrestricted	1,602.35	0.00	1,602.35	92*0293984	92*0293988
52212	General Fund Unrestricted	25,297.53	0.00	25,297.53	92*0293989	92*0293990
52213	General Fund Unrestricted	2,601.75	0.00	2,601.75	92*0293991	92*0293997
52214	General Fund Unrestricted	3,010.00	0.00	3,010.00	92*0294000	92*0294000
52223	General Fund Unrestricted	1,492.00	0.00	1,492.00	92*0294028	92*0294029
52224	General Fund Unrestricted	2,625.03	0.00	2,625.03	92*0294030	92*0294035
52225	General Fund Unrestricted	4,683.86	0.00	4,683.86	92*0294036	92*0294040
52226	General Fund Unrestricted	957.40	0.00	957.40	92*0294041	92*0294044

Check Registers Submitted for Approval
 Checks Written for Period 10/01/11 thru 10/14/11

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
52227	General Fund Unrestricted	863.61	0.00	863.61	92*0294050	92*0294054
52228	General Fund Unrestricted	16,080.94	0.00	16,080.94	92*0294057	92*0294064
52229	General Fund Unrestricted	781.36	0.00	781.36	92*0294069	92*0294072
52231	General Fund Unrestricted	2,273.00	0.00	2,273.00	92*0294081	92*0294083
52232	General Fund Unrestricted	366.34	0.00	366.34	92*0294084	92*0294084
52233	General Fund Unrestricted	1,280.60	0.00	1,280.60	92*0294085	92*0294123
52239	General Fund Unrestricted	3,077.48	0.00	3,077.48	92*0294141	92*0294148
52240	General Fund Unrestricted	5,758.49	0.00	5,758.49	92*0294149	92*0294158
52241	General Fund Unrestricted	6,181.18	0.00	6,181.18	92*0294159	92*0294166
52242	General Fund Unrestricted	3,000.00	0.00	3,000.00	92*0294173	92*0294173
52243	General Fund Unrestricted	950.00	0.00	950.00	92*0294174	92*0294177
52244	General Fund Unrestricted	23,399.93	0.00	23,399.93	92*0294180	92*0294182
52245	General Fund Unrestricted	4,275.97	0.00	4,275.97	92*0294183	92*0294185
52246	General Fund Unrestricted	62,982.82	0.00	62,982.82	92*0294187	92*0294189
52259	General Fund Unrestricted	3,900.62	0.00	3,900.62	92*0294526	92*0294527
52261	General Fund Unrestricted	7,800.00	0.00	7,800.00	92*0294533	92*0294533
52262	General Fund Unrestricted	3,220.27	0.00	3,220.27	92*0294539	92*0294542
52264	General Fund Unrestricted	1,637.60	0.00	1,637.60	92*0294548	92*0294550
52265	General Fund Unrestricted	927.91	0.00	927.91	92*0294554	92*0294561
52268	General Fund Unrestricted	798.00	0.00	798.00	92*0294575	92*0294575
52269	General Fund Unrestricted	1,980.75	0.00	1,980.75	92*0294576	92*0294588
52279	General Fund Unrestricted	2,625.00	0.00	2,625.00	92*0295128	92*0295132
52280	General Fund Unrestricted	2,056.26	0.00	2,056.26	92*0295133	92*0295136
52281	General Fund Unrestricted	50,990.00	0.00	50,990.00	92*0295137	92*0295139
52282	General Fund Unrestricted	13,089.60	0.00	13,089.60	92*0295140	92*0295141
52284	General Fund Unrestricted	1,137.50	0.00	1,137.50	92*0295152	92*0295154
Total Fund 11 General Fund Unrestricted		548,072.99	0.00	548,072.99		

Check Registers Submitted for Approval
 Checks Written for Period 10/01/11 thru 10/14/11

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
52167	General Fund Restricted	6,147.05	0.00	6,147.05	92*0293760	92*0293764
52169	General Fund Restricted	18,761.53	0.00	18,761.53	92*0293780	92*0293780
52171	General Fund Restricted	6,250.00	0.00	6,250.00	92*0293783	92*0293784
52173	General Fund Restricted	11,290.96	0.00	11,290.96	92*0293792	92*0293795
52175	General Fund Restricted	1,286.79	0.00	1,286.79	92*0293802	92*0293807
52177	General Fund Restricted	1,550.88	0.00	1,550.88	92*0293816	92*0293818
52178	General Fund Restricted	1,082.08	0.00	1,082.08	92*0293819	92*0293820
52182	General Fund Restricted	260.00	0.00	260.00	92*0293843	92*0293844
52183	General Fund Restricted	672.22	0.00	672.22	92*0293846	92*0293851
52184	General Fund Restricted	5,575.40	0.00	5,575.40	92*0293852	92*0293858
52185	General Fund Restricted	130.27	0.00	130.27	92*0293863	92*0293865
52186	General Fund Restricted	2,556.72	0.00	2,556.72	92*0293866	92*0293869
52187	General Fund Restricted	259.44	0.00	259.44	92*0293871	92*0293876
52188	General Fund Restricted	245.55	0.00	245.55	92*0293878	92*0293882
52191	General Fund Restricted	3,600.00	0.00	3,600.00	92*0293893	92*0293893
52193	General Fund Restricted	11,828.13	0.00	11,828.13	92*0293898	92*0293900
52194	General Fund Restricted	982.59	0.00	982.59	92*0293901	92*0293910
52195	General Fund Restricted	1,704.38	0.00	1,704.38	92*0293911	92*0293919
52196	General Fund Restricted	3,197.67	0.00	3,197.67	92*0293920	92*0293927
52206	General Fund Restricted	249.98	0.00	249.98	92*0293967	92*0293967
52207	General Fund Restricted	58.86	0.00	58.86	92*0293972	92*0293972
52209	General Fund Restricted	14,438.04	0.00	14,438.04	92*0293977	92*0293978
52210	General Fund Restricted	8,113.16	0.00	8,113.16	92*0293981	92*0293983
52213	General Fund Restricted	1,194.05	0.00	1,194.05	92*0293992	92*0293994
52214	General Fund Restricted	19,734.70	0.00	19,734.70	92*0293998	92*0294002
52225	General Fund Restricted	6,049.24	0.00	6,049.24	92*0294037	92*0294039
52226	General Fund Restricted	4,109.65	0.00	4,109.65	92*0294043	92*0294048
52227	General Fund Restricted	1,718.65	0.00	1,718.65	92*0294049	92*0294056
52229	General Fund Restricted	289.94	0.00	289.94	92*0294065	92*0294071
52230	General Fund Restricted	1,921.39	0.00	1,921.39	92*0294073	92*0294078
52231	General Fund Restricted	61,114.00	0.00	61,114.00	92*0294079	92*0294082
52238	General Fund Restricted	1,520.23	0.00	1,520.23	92*0294132	92*0294140
52242	General Fund Restricted	1,925.70	0.00	1,925.70	92*0294167	92*0294172
52243	General Fund Restricted	965.20	0.00	965.20	92*0294175	92*0294179
52245	General Fund Restricted	1,845.22	0.00	1,845.22	92*0294184	92*0294186
52260	General Fund Restricted	3,397.51	0.00	3,397.51	92*0294528	92*0294532
52261	General Fund Restricted	11,939.93	0.00	11,939.93	92*0294534	92*0294538
52262	General Fund Restricted	756.67	0.00	756.67	92*0294543	92*0294544
52263	General Fund Restricted	6,000.43	0.00	6,000.43	92*0294545	92*0294547
52264	General Fund Restricted	292.04	0.00	292.04	92*0294549	92*0294553
52282	General Fund Restricted	1,050.56	0.00	1,050.56	92*0295142	92*0295142

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
52283	General Fund Restricted	856.07	0.00	856.07	92*0295143	92*0295149
52284	General Fund Restricted	154.87	0.00	154.87	92*0295150	92*0295151
Total Fund 12 General Fund Restricted		<u><u>227,077.75</u></u>	<u><u>0.00</u></u>	<u><u>227,077.75</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
52179	Child Development Fund	1,371.61	0.00	1,371.61	92*0293823	92*0293827
52180	Child Development Fund	1,193.60	0.00	1,193.60	92*0293828	92*0293832
52197	Child Development Fund	1,996.94	0.00	1,996.94	92*0293928	92*0293931
52198	Child Development Fund	12,915.11	0.00	12,915.11	92*0293932	92*0293934
52199	Child Development Fund	332.10	0.00	332.10	92*0293935	92*0293942
52215	Child Development Fund	5,267.29	0.00	5,267.29	92*0294003	92*0294008
52234	Child Development Fund	2,052.41	0.00	2,052.41	92*0294124	92*0294126
52247	Child Development Fund	1,944.31	0.00	1,944.31	92*0294190	92*0294194
52248	Child Development Fund	4,847.40	0.00	4,847.40	92*0294195	92*0294199
52249	Child Development Fund	1,531.31	0.00	1,531.31	92*0294200	92*0294204
52266	Child Development Fund	1,949.62	0.00	1,949.62	92*0294562	92*0294568
52267	Child Development Fund	12,595.43	0.00	12,595.43	92*0294569	92*0294574
52285	Child Development Fund	501.49	0.00	501.49	92*0295155	92*0295155
Total Fund 33 Child Development Fund		48,498.62	0.00	48,498.62		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
52200	Capital Outlay Projects Fund	1,657.50	0.00	1,657.50	92*0293943	92*0293943
52253	Capital Outlay Projects Fund	26,888.00	0.00	26,888.00	92*0294213	92*0294213
52271	Capital Outlay Projects Fund	339.41	0.00	339.41	92*0294593	92*0294593
52286	Capital Outlay Projects Fund	5,668.45	0.00	5,668.45	92*0295156	92*0295157
Total Fund 41 Capital Outlay Projects Fu		<u>34,553.36</u>	<u>0.00</u>	<u>34,553.36</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
52216	Bond Fund, Measure E	205,642.37	0.00	205,642.37	92*0294009	92*0294012
52217	Bond Fund, Measure E	185,356.13	0.00	185,356.13	92*0294013	92*0294014
52218	Bond Fund, Measure E	100,792.20	0.00	100,792.20	92*0294015	92*0294018
52219	Bond Fund, Measure E	84,130.14	0.00	84,130.14	92*0294019	92*0294021
52220	Bond Fund, Measure E	275,886.00	0.00	275,886.00	92*0294022	92*0294023
52221	Bond Fund, Measure E	82,555.00	0.00	82,555.00	92*0294024	92*0294026
52235	Bond Fund, Measure E	234,158.46	0.00	234,158.46	92*0294127	92*0294128
52236	Bond Fund, Measure E	205,841.54	0.00	205,841.54	92*0294129	92*0294130
52237	Bond Fund, Measure E	125,000.00	0.00	125,000.00	92*0294131	92*0294131
52250	Bond Fund, Measure E	57,777.87	0.00	57,777.87	92*0294205	92*0294210
52251	Bond Fund, Measure E	19,614.70	0.00	19,614.70	92*0294211	92*0294211
52252	Bond Fund, Measure E	28,566.00	0.00	28,566.00	92*0294212	92*0294212
52270	Bond Fund, Measure E	31,063.29	0.00	31,063.29	92*0294589	92*0294592
Total Fund 42 Bond Fund, Measure E		<u>1,636,383.70</u>	<u>0.00</u>	<u>1,636,383.70</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
52201	Property and Liability Fund	46,542.92	0.00	46,542.92	92*0293944	92*0293947
52222	Property and Liability Fund	15,858.58	0.00	15,858.58	92*0294027	92*0294027
Total Fund 61 Property and Liability Fund		<u><u>62,401.50</u></u>	<u><u>0.00</u></u>	<u><u>62,401.50</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
52190	Workers' Compensation Fund	217.19	0.00	217.19	92*0293892	92*0293892
52254	Workers' Compensation Fund	472,998.65	0.00	472,998.65	92*0294214	92*0294215
52287	Workers' Compensation Fund	279.90	0.00	279.90	92*0295158	92*0295158
Total Fund 62 Workers' Compensation Fu		<u>473,495.74</u>	<u>0.00</u>	<u>473,495.74</u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	548,072.99
Total Fund 12 General Fund Restricted	227,077.75
Total Fund 33 Child Development Fund	48,498.62
Total Fund 41 Capital Outlay Projects Fund	34,553.36
Total Fund 42 Bond Fund, Measure E	1,636,383.70
Total Fund 61 Property and Liability Fund	62,401.50
Total Fund 62 Workers' Compensation Fund	473,495.74
Grand Total:	<u><u>3,030,483.66</u></u>

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

From 7 / 1 / 2011 To 9 / 30 / 2011
Board Meeting on 10 / 24 / 2011

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>Revenue Account</u>		
8800	LOCAL REVENUE		\$46,763
	Total revenue		\$46,763
	<u>Appropriation Account</u>		
2000	CLASSIFIED / OTHER NONACADEMIC		\$635
3000	EMPLOYEE BENEFITS		152
7900	CONTINGENCY OR RESERVE		45,976
	Total appropriation		\$46,763

RECOMMENDATION

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

Fund 11: General Fund Unrestricted

bc11kt913b	9/13/2011	B008310	<u>Decreases</u>	<u>Increases</u>
2000	CLASSIFIED/OTHER NONACADEMIC		0	635
3000	EMPLOYEE BENEFITS		0	152
8800	LOCAL REVENUE		0	787
			<hr/> 0	<hr/> 1,574
Reason:	Adjustment			
Description:	Pay 2-3B for Jennifer Romero			

bc11pn930a	9/30/2011	B008445	<u>Decreases</u>	<u>Increases</u>
7900	CONTINGENCY OR RESERVE		0	45,976
8800	LOCAL REVENUE		0	45,976
			<hr/> 0	<hr/> 91,952
Reason:	Adjustment			
Description:	Reduce interest/invest income			

Summary by Major Object for Fund 11

	<u>Decreases</u>	<u>Increases</u>
2000 CLASSIFIED/OTHER NONACADEMIC	0	635
3000 EMPLOYEE BENEFITS	0	152
7900 CONTINGENCY OR RESERVE	0	45,976
8800 LOCAL REVENUE	0	46,763
	<hr/> 0	<hr/> 93,526

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

From 7 / 1 / 2011 To 9 / 30 / 2011
Board Meeting on 10 / 24 / 2011

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>Revenue Account</u>		
8100	FEDERAL REVENUE		\$376,464
8600	STATE REVENUE		98,131
8800	LOCAL REVENUE		95,000
	Total revenue		\$569,595
	<u>Appropriation Account</u>		
1000	ACADEMIC SALARIES		\$181,275
2000	CLASSIFIED / OTHER NONACADEMIC		181,175
3000	EMPLOYEE BENEFITS		181,136
4000	SUPPLIES AND MATERIALS		32,305
5000	OPERATING EXPENSES & SERVICES	\$29,996	
6000	CAPITAL OUTLAY		1,300
7000	OTHER OUTGO		22,400
	Total appropriation	\$29,996	\$599,591

RECOMMENDATION

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

Fund 12: General Fund Restricted

bc11pn914kk		9/14/2011	B008344	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES			0	51,472
2000	CLASSIFIFED/OTHER NONACADEMIC			0	122,393
3000	EMPLOYEE BENEFITS			0	58,610
4000	SUPPLIES AND MATERIALS			0	3,500
5000	OPERATING EXPENSES AND SERVICES			0	21,365
8100	FEDERAL REVENUE			0	257,340
				<hr/>	<hr/>
				0	514,680

Reason: New Budget
Description: NEWB#1655 SSS Prog yr1

bc11pn914pp		9/14/2011	B008350	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES			0	70,352
2000	CLASSIFIFED/OTHER NONACADEMIC			0	84,990
3000	EMPLOYEE BENEFITS			0	52,494
4000	SUPPLIES AND MATERIALS			0	2,440
5000	OPERATING EXPENSES AND SERVICES			0	65,445
7000	OTHER OUTGO			0	6,900
8100	FEDERAL REVENUE			0	282,621
				<hr/>	<hr/>
				0	565,242

Reason: New Budget
Description: NEWB#1709 UB Prog III yr5

bc11pn919e		9/19/2011	B008370	<u>Decreases</u>	<u>Increases</u>
4000	SUPPLIES AND MATERIALS			0	14,000
5000	OPERATING EXPENSES AND SERVICES			0	500
7000	OTHER OUTGO			0	15,500
8600	STATE REVENUE			0	30,000
				<hr/>	<hr/>
				0	60,000

Reason: New Budget
Description: NEWB#2512 PTPP SCC/SAC

bc11pn921b		9/21/2011	B008375	<u>Decreases</u>	<u>Increases</u>
2000	CLASSIFIFED/OTHER NONACADEMIC			61,185	0
3000	EMPLOYEE BENEFITS			22,296	0
4000	SUPPLIES AND MATERIALS			70,832	0
5000	OPERATING EXPENSES AND SERVICES			97,647	0
8100	FEDERAL REVENUE			251,960	0
				<hr/>	<hr/>
				503,920	0

Reason: Carry Over Budget
Description: COB#1582 Job Tech Ctr-Grn trng

bc11pn921g		9/21/2011	B008380	<u>Decreases</u>	<u>Increases</u>
5000	OPERATING EXPENSES AND SERVICES			3,700	0
8600	STATE REVENUE			3,700	0
				<hr/>	<hr/>
				7,400	0

Reason: Special Project Adjustment
Description: SP#2330 EEO Diversity alloc

Fund 12: General Fund Restricted

bc11pn923j		9/23/2011	B008399	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES			0	1,445
2000	CLASSIFIFED/OTHER NONACADEMIC			48,295	0
3000	EMPLOYEE BENEFITS			13,623	0
4000	SUPPLIES AND MATERIALS			0	20,060
5000	OPERATING EXPENSES AND SERVICES			0	9,911
8600	STATE REVENUE			30,502	0
				92,420	31,416

Reason: New Budget
Description: NEWB#2490 OEC Non-Cr Matric

bc11pn923k		9/23/2011	B008400	<u>Decreases</u>	<u>Increases</u>
3000	EMPLOYEE BENEFITS			0	546
4000	SUPPLIES AND MATERIALS			41	0
8600	STATE REVENUE			0	505
				41	1,051

Reason: New Budget
Description: NEWB#2490 Resrch Non-Cr Matric

bc11pn923l		9/23/2011	B008401	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES			0	96,539
2000	CLASSIFIFED/OTHER NONACADEMIC			39,035	0
3000	EMPLOYEE BENEFITS			0	9,072
5000	OPERATING EXPENSES AND SERVICES			102,942	0
8600	STATE REVENUE			36,366	0
				178,343	105,611

Reason: New Budget
Description: NEWB#2490 CEC Non-Cr Matric

bc11pn927f		9/27/2011	B008412	<u>Decreases</u>	<u>Increases</u>
2000	CLASSIFIFED/OTHER NONACADEMIC			0	39,349
3000	EMPLOYEE BENEFITS			0	17,543
4000	SUPPLIES AND MATERIALS			0	25,171
5000	OPERATING EXPENSES AND SERVICES			0	6,400
8100	FEDERAL REVENUE			0	88,463
				0	176,926

Reason: New Budget
Description: NEWB#1643 Seeds to Trees DMT

bc11pn928a		9/28/2011	B008416	<u>Decreases</u>	<u>Increases</u>
4000	SUPPLIES AND MATERIALS			0	34,500
5000	OPERATING EXPENSES AND SERVICES			0	60,500
8800	LOCAL REVENUE			0	95,000
				0	190,000

Reason: New Budget
Description: NEWB#3598 OC WBC Conf Dist

Fund 12: General Fund Restricted

bc11pn929j		9/29/2011	B008427	<u>Decreases</u>	<u>Increases</u>
2000	CLASSIFIED/OTHER NONACADEMIC			19,574	0
3000	EMPLOYEE BENEFITS			0	101
4000	SUPPLIES AND MATERIALS			467	0
5000	OPERATING EXPENSES AND SERVICES			0	351
8600	STATE REVENUE			19,589	0
				<hr/>	<hr/>
				39,630	452

Reason: New Budget
Description: NEWB#2417 Matriculation SCC

bc11pn929k		9/29/2011	B008429	<u>Decreases</u>	<u>Increases</u>
2000	CLASSIFIED/OTHER NONACADEMIC			0	880
3000	EMPLOYEE BENEFITS			0	5,907
4000	SUPPLIES AND MATERIALS			0	69
5000	OPERATING EXPENSES AND SERVICES			0	22
8600	STATE REVENUE			0	6,878
				<hr/>	<hr/>
				0	13,756

Reason: New Budget
Description: NEWB#2416 Matriculation SCC

bc11pn929l		9/29/2011	B008430	<u>Decreases</u>	<u>Increases</u>
4000	SUPPLIES AND MATERIALS			200	0
5000	OPERATING EXPENSES AND SERVICES			2,000	0
8600	STATE REVENUE			2,200	0
				<hr/>	<hr/>
				4,400	0

Reason: New Budget
Description: NEWB#2415 Matriculation SCC

bc11pn929m		9/29/2011	B008431	<u>Decreases</u>	<u>Increases</u>
2000	CLASSIFIED/OTHER NONACADEMIC			0	10,922
3000	EMPLOYEE BENEFITS			0	2,507
4000	SUPPLIES AND MATERIALS			250	0
8600	STATE REVENUE			0	13,179
				<hr/>	<hr/>
				250	26,608

Reason: New Budget
Description: NEWB#2413 Matriculation SCC

bc11pn929n		9/29/2011	B008432	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES			19,845	0
3000	EMPLOYEE BENEFITS			1,686	0
4000	SUPPLIES AND MATERIALS			2,166	0
5000	OPERATING EXPENSES AND SERVICES			4	0
8600	STATE REVENUE			23,701	0
				<hr/>	<hr/>
				47,402	0

Reason: New Budget
Description: NEWB#2412 Matriculation SCC

Fund 12: General Fund Restricted

bc11pn929p		9/29/2011	B008433	<u>Decreases</u>	<u>Increases</u>
2000	CLASSIFIED/OTHER NONACADEMIC			0	4,560
3000	EMPLOYEE BENEFITS			0	1,536
4000	SUPPLIES AND MATERIALS			1,300	0
5000	OPERATING EXPENSES AND SERVICES			300	0
8600	STATE REVENUE			0	4,496
				<hr/>	<hr/>
				1,600	10,592
Reason:	New Budget				
Description:	NEWB#2411 Matriculation SCC				

bc11pn929q		9/29/2011	B008434	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES			0	2,971
2000	CLASSIFIED/OTHER NONACADEMIC			0	13,573
3000	EMPLOYEE BENEFITS			0	2,481
4000	SUPPLIES AND MATERIALS			0	3,613
5000	OPERATING EXPENSES AND SERVICES			978	0
8600	STATE REVENUE			0	21,660
				<hr/>	<hr/>
				978	44,298
Reason:	New Budget				
Description:	NEWB#2417 Matriculation SAC				

bc11pn929r		9/29/2011	B008435	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES			0	1,678
2000	CLASSIFIED/OTHER NONACADEMIC			6,030	0
3000	EMPLOYEE BENEFITS			0	209
4000	SUPPLIES AND MATERIALS			266	0
5000	OPERATING EXPENSES AND SERVICES			0	875
6000	CAPITAL OUTLAY			2,550	0
8600	STATE REVENUE			6,084	0
				<hr/>	<hr/>
				14,930	2,762
Reason:	New Budget				
Description:	NEWB#2416 Matriculation SAC				

bc11pn929s		9/29/2011	B008436	<u>Decreases</u>	<u>Increases</u>
2000	CLASSIFIED/OTHER NONACADEMIC			0	8,834
3000	EMPLOYEE BENEFITS			0	4,326
5000	OPERATING EXPENSES AND SERVICES			0	3,742
8600	STATE REVENUE			0	16,902
				<hr/>	<hr/>
				0	33,804
Reason:	New Budget				
Description:	NEWB#2415 Matriculation SAC				

Fund 12: General Fund Restricted

		<u>Decreases</u>	<u>Increases</u>
bc11pn929t	9/29/2011	B008437	
2000	CLASSIFIED/OTHER NONACADEMIC	14,000	0
3000	EMPLOYEE BENEFITS	962	0
4000	SUPPLIES AND MATERIALS	5,837	0
5000	OPERATING EXPENSES AND SERVICES	54,405	0
8600	STATE REVENUE	75,204	0
		<hr/>	<hr/>
		150,408	0
Reason:	New Budget		
Description:	NEWB#2413 Matriculation SAC		

		<u>Decreases</u>	<u>Increases</u>
bc11pn929u	9/29/2011	B008438	
1000	ACADEMIC SALARIES	23,337	0
2000	CLASSIFIED/OTHER NONACADEMIC	10,319	0
3000	EMPLOYEE BENEFITS	0	11,350
4000	SUPPLIES AND MATERIALS	473	0
5000	OPERATING EXPENSES AND SERVICES	1,016	0
6000	CAPITAL OUTLAY	500	0
8600	STATE REVENUE	24,295	0
		<hr/>	<hr/>
		59,940	11,350
Reason:	New Budget		
Description:	NEWB#2412 Matriculation SAC		

		<u>Decreases</u>	<u>Increases</u>
bc11pn929v	9/29/2011	B008439	
3000	EMPLOYEE BENEFITS	0	464
4000	SUPPLIES AND MATERIALS	0	41
8600	STATE REVENUE	0	505
		<hr/>	<hr/>
		0	1,010
Reason:	New Budget		
Description:	NEWB#2414 Matric Research Dist		

		<u>Decreases</u>	<u>Increases</u>
bc11pn929w	9/29/2011	B008440	
2000	CLASSIFIED/OTHER NONACADEMIC	0	9,518
3000	EMPLOYEE BENEFITS	0	11,129
8600	STATE REVENUE	0	20,647
		<hr/>	<hr/>
		0	41,294
Reason:	New Budget		
Description:	NEWB#2411 Matriculation SAC		

		<u>Decreases</u>	<u>Increases</u>
bc11kt101211b	9/30/2011	B008499	
2000	CLASSIFIED/OTHER NONACADEMIC	0	84,594
3000	EMPLOYEE BENEFITS	0	41,428
4000	SUPPLIES AND MATERIALS	0	10,743
5000	OPERATING EXPENSES AND SERVICES	0	63,885
6000	CAPITAL OUTLAY	0	4,350
8600	STATE REVENUE	0	205,000
		<hr/>	<hr/>
		0	410,000
Reason:	Special Project Adjustment		
Description:	Bus./Entrepr Ctr FY 2011-2012		

Summary by Major Object for Fund 12

	<u>Decreases</u>	<u>Increases</u>
1000 ACADEMIC SALARIES	0	181,275
2000 CLASSIFIED/OTHER NONACADEMIC	0	181,175
3000 EMPLOYEE BENEFITS	0	181,136
4000 SUPPLIES AND MATERIALS	0	32,305
5000 OPERATING EXPENSES AND SERVICES	29,996	0
6000 CAPITAL OUTLAY	0	1,300
7000 OTHER OUTGO	0	22,400
8100 FEDERAL REVENUE	0	376,464
8600 STATE REVENUE	0	98,131
8800 LOCAL REVENUE	0	95,000
	<hr/>	<hr/>
	29,996	1,169,186

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

From 7 / 1 / 2011 To 9 / 30 / 2011
Board Meeting on 10 / 24 / 2011

FUND: 33 CHILD DEVELOPMENT FUND

BACKGROUND

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

ANALYSIS

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

<u>Object Category</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
	<u>Revenue Account</u>		
8100	FEDERAL REVENUE		\$886,113
8600	STATE REVENUE		58,678
8800	LOCAL REVENUE	\$141,064	
	Total revenue	\$141,064	\$944,791
	<u>Appropriation Account</u>		
1000	ACADEMIC SALARIES		\$249,602
2000	CLASSIFIED / OTHER NONACADEMIC		236,799
3000	EMPLOYEE BENEFITS		182,359
4000	SUPPLIES AND MATERIALS		33,561
5000	OPERATING EXPENSES & SERVICES		275,875
6000	CAPITAL OUTLAY		20,508
7900	CONTINGENCY OR RESERVE	\$194,977	
	Total appropriation	\$194,977	\$998,704

RECOMMENDATION

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

Fund 33: Child Development Fund

bc11pn916n	9/16/2011	B008365	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES		32,831	0
2000	CLASSIFIFED/OTHER NONACADEMIC		0	99,487
3000	EMPLOYEE BENEFITS		0	13,241
4000	SUPPLIES AND MATERIALS		0	4,724
5000	OPERATING EXPENSES AND SERVICES		0	4,002
6000	CAPITAL OUTLAY		0	16,108
7900	CONTINGENCY OR RESERVE		194,461	0
8600	STATE REVENUE		0	58,678
8800	LOCAL REVENUE		148,408	0
			375,700	196,240

Reason: Special Project Adjustment
Description: SP#2120 Child Dev Campus Ctrs

bc11pn923e	9/23/2011	B008394	<u>Decreases</u>	<u>Increases</u>
2000	CLASSIFIFED/OTHER NONACADEMIC		0	3,360
3000	EMPLOYEE BENEFITS		0	108
5000	OPERATING EXPENSES AND SERVICES		0	4,392
8800	LOCAL REVENUE		0	7,860
			0	15,720

Reason: New Budget
Description: NEWB#3263 CDS Extended Hrs

bc11pn929x	9/29/2011	B008441	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES		0	282,433
2000	CLASSIFIFED/OTHER NONACADEMIC		0	133,952
3000	EMPLOYEE BENEFITS		0	169,010
4000	SUPPLIES AND MATERIALS		0	28,037
5000	OPERATING EXPENSES AND SERVICES		0	246,668
6000	CAPITAL OUTLAY		0	4,400
8100	FEDERAL REVENUE		0	864,500
			0	1,729,000

Reason: New Budget
Description: NEWB#1272 EHS Expn Op Dist

bc11pn929y	9/29/2011	B008442	<u>Decreases</u>	<u>Increases</u>
4000	SUPPLIES AND MATERIALS		0	800
5000	OPERATING EXPENSES AND SERVICES		0	20,813
8100	FEDERAL REVENUE		0	21,613
			0	43,226

Reason: New Budget
Description: NEWB#1277 EHS Ex Trng/Tech DO

bc11pn930a	9/30/2011	B008445	<u>Decreases</u>	<u>Increases</u>
7900	CONTINGENCY OR RESERVE		516	0
8800	LOCAL REVENUE		516	0
			1,032	0

Reason: Adjustment
Description: Reduce interest/invest income

Summary by Major Object for Fund 33

	<u>Decreases</u>	<u>Increases</u>
1000 ACADEMIC SALARIES	0	249,602
2000 CLASSIFIED/OTHER NONACADEMIC	0	236,799
3000 EMPLOYEE BENEFITS	0	182,359
4000 SUPPLIES AND MATERIALS	0	33,561
5000 OPERATING EXPENSES AND SERVICES	0	275,875
6000 CAPITAL OUTLAY	0	20,508
7900 CONTINGENCY OR RESERVE	194,977	0
8100 FEDERAL REVENUE	0	886,113
8600 STATE REVENUE	0	58,678
8800 LOCAL REVENUE	141,064	0
	<hr/>	<hr/>
	336,041	1,943,495

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

From 7 / 1 / 2011 To 9 / 30 / 2011
Board Meeting on 10 / 24 / 2011

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>Revenue Account</u>		
8800	LOCAL REVENUE		\$12,198
	Total revenue		\$12,198
	<u>Appropriation Account</u>		
7900	CONTINGENCY OR RESERVE		\$12,198
	Total appropriation		\$12,198

RECOMMENDATION

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

Fund 41: Capital Outlay Projects Fund

bc11pn930a	9/30/2011	B008445	<u>Decreases</u>	<u>Increases</u>
7900	CONTINGENCY OR RESERVE		0	12,198
8800	LOCAL REVENUE		0	12,198
			<hr/>	<hr/>
			0	24,396

Reason: Adjustment
Description: Reduce interest/invest income

Summary by Major Object for Fund 41

		<u>Decreases</u>	<u>Increases</u>
7900	CONTINGENCY OR RESERVE	0	12,198
8800	LOCAL REVENUE	0	12,198
		<hr/>	<hr/>
		0	24,396

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

From 7 / 1 / 2011 To 9 / 30 / 2011
Board Meeting on 10 / 24 / 2011

FUND: 42 BOND FUND, MEASURE E

BACKGROUND

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

ANALYSIS

This listing provides by major object code the total of budget 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>Revenue Account</u>		
8800	LOCAL REVENUE	\$482,685	
	Total revenue	\$482,685	
	<u>Appropriation Account</u>		
7900	CONTINGENCY OR RESERVE	\$482,685	
	Total appropriation	\$482,685	

RECOMMENDATION

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

Fund 42: Bond Fund, Measure E

bc11pn930a	9/30/2011	B008445	<u>Decreases</u>	<u>Increases</u>
7900	CONTINGENCY OR RESERVE		482,685	0
8800	LOCAL REVENUE		482,685	0
			<hr/>	<hr/>
			965,370	0

Reason: Adjustment
Description: Reduce interest/invest income

Summary by Major Object for Fund 42

		<u>Decreases</u>	<u>Increases</u>
7900	CONTINGENCY OR RESERVE	482,685	0
8800	LOCAL REVENUE	482,685	0
		<hr/>	<hr/>
		965,370	0

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

From 7 / 1 / 2011 To 9 / 30 / 2011
Board Meeting on 10 / 24 / 2011

FUND: 61 PROPERTY AND LIABILITY 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>Revenue Account</u>		
8800	LOCAL REVENUE	\$18,729	
	Total revenue	\$18,729	
	<u>Appropriation Account</u>		
7900	CONTINGENCY OR RESERVE	\$18,729	
	Total appropriation	\$18,729	

RECOMMENDATION

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

Fund 61: Property and Liability Fund

bc11pn930a	9/30/2011	B008445	<u>Decreases</u>	<u>Increases</u>
7900	CONTINGENCY OR RESERVE		18,729	0
8800	LOCAL REVENUE		18,729	0
			<hr/>	<hr/>
			37,458	0

Reason: Adjustment
Description: Reduce interest/invest income

Summary by Major Object for Fund 61

		<u>Decreases</u>	<u>Increases</u>
7900	CONTINGENCY OR RESERVE	18,729	0
8800	LOCAL REVENUE	18,729	0
		<hr/>	<hr/>
		37,458	0

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

From 7 / 1 / 2011 To 9 / 30 / 2011
Board Meeting on 10 / 24 / 2011

FUND: 62 WORKERS' COMPENSATION 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>Revenue Account</u>		
8800	LOCAL REVENUE	\$30,951	
	Total revenue	\$30,951	
	<u>Appropriation Account</u>		
7900	CONTINGENCY OR RESERVE	\$30,951	
	Total appropriation	\$30,951	

RECOMMENDATION

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

Fund 62: Workers' Compensation Fund

bc11pn930a	9/30/2011	B008445	<u>Decreases</u>	<u>Increases</u>
7900	CONTINGENCY OR RESERVE		30,951	0
8800	LOCAL REVENUE		30,951	0
			<hr/>	<hr/>
			61,902	0

Reason: Adjustment
Description: Reduce interest/invest income

Summary by Major Object for Fund 62

		<u>Decreases</u>	<u>Increases</u>
7900	CONTINGENCY OR RESERVE	30,951	0
8800	LOCAL REVENUE	30,951	0
		<hr/>	<hr/>
		61,902	0

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

From 7 / 1 / 2011 To 9 / 30 / 2011
Board Meeting on 10 / 24 / 2011

FUND: 63 RETIREE BENEFITS 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>Revenue Account</u>		
8800	LOCAL REVENUE	\$294,118	
	Total revenue	\$294,118	
	<u>Appropriation Account</u>		
7900	CONTINGENCY OR RESERVE	\$294,118	
	Total appropriation	\$294,118	

RECOMMENDATION

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

Fund 63: Retiree Benefits Fund

bc11pn930a	9/30/2011	B008445	<u>Decreases</u>	<u>Increases</u>
7900	CONTINGENCY OR RESERVE		294,118	0
8800	LOCAL REVENUE		294,118	0
			<hr/>	<hr/>
			588,236	0

Reason: Adjustment
Description: Reduce interest/invest income

Summary by Major Object for Fund 63

		<u>Decreases</u>	<u>Increases</u>
7900	CONTINGENCY OR RESERVE	294,118	0
8800	LOCAL REVENUE	294,118	0
		<hr/>	<hr/>
		588,236	0

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

**From 7 / 1 / 2011 To 9 / 30 / 2011
Board Meeting on 10 / 24 / 2011**

FUND: 74 STUDENT FINANCIAL AID 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>Revenue Account</u>		
8100	FEDERAL REVENUE		\$35,000
8800	LOCAL REVENUE	\$5,912	
	Total revenue	\$5,912	\$35,000
	<u>Appropriation Account</u>		
7000	OTHER OUTGO		\$35,000
7900	CONTINGENCY OR RESERVE	\$5,912	
	Total appropriation	\$5,912	\$35,000

RECOMMENDATION

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

Fund 74: Student Financial Aid Fund

			<u>Decreases</u>	<u>Increases</u>
bc11pn914kk	9/14/2011	B008344		
7000	OTHER OUTGO		0	35,000
8100	FEDERAL REVENUE		0	35,000
			<hr/>	<hr/>
			0	70,000
Reason: New Budget				
Description: NEWB#1655 SSS Prog yr1				

			<u>Decreases</u>	<u>Increases</u>
bc11pn930a	9/30/2011	B008445		
7900	CONTINGENCY OR RESERVE		5,912	0
8800	LOCAL REVENUE		5,912	0
			<hr/>	<hr/>
			11,824	0
Reason: Adjustment				
Description: Reduce interest/invest income				

Summary by Major Object for Fund 74

		<u>Decreases</u>	<u>Increases</u>
7000	OTHER OUTGO	0	35,000
7900	CONTINGENCY OR RESERVE	5,912	0
8100	FEDERAL REVENUE	0	35,000
8800	LOCAL REVENUE	5,912	0
		<hr/>	<hr/>
		11,824	70,000

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 7/1/2011 To 9/30/2011

Board Meeting on 10/24/2011

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 Account</u>		
1000	ACADEMIC SALARIES		\$500
4000	SUPPLIES AND MATERIALS	\$4,735	
5000	OPERATING EXPENSES AND SERVICES		12,945
6000	CAPITAL OUTLAY	8,710	
	Total Transfer	\$13,445	\$13,445

RECOMMENDATION

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

Fund 11: General Fund Unrestricted

bc11kt913c	9/13/2011	B008311	From	To
4000	SUPPLIES AND MATERIALS		0	2,250
5000	OPERATING EXPENSES AND SERVICES		0	3,000
6000	CAPITAL OUTLAY		5,250	0
			<hr/>	<hr/>
			5,250	5,250

Reason: Special Project Adjustment
Description: Alloc budg 4 website project

bc11pn914h	9/14/2011	B008318	From	To
4000	SUPPLIES AND MATERIALS		650	0
6000	CAPITAL OUTLAY		0	650
			<hr/>	<hr/>
			650	650

Reason: Adjustment
Description: SAC Fire Wellness mobile suppl

bc11pn914n	9/14/2011	B008323	From	To
4000	SUPPLIES AND MATERIALS		3,500	0
6000	CAPITAL OUTLAY		0	3,500
			<hr/>	<hr/>
			3,500	3,500

Reason: Adjustment
Description: SAC M&O custodial equipment

bc11pn914q	9/14/2011	B008325	From	To
4000	SUPPLIES AND MATERIALS		200	0
5000	OPERATING EXPENSES AND SERVICES		0	200
			<hr/>	<hr/>
			200	200

Reason: Adjustment
Description: SAC F&P Arts mileage expenses

bc11pn916k	9/16/2011	B008362	From	To
5000	OPERATING EXPENSES AND SERVICES		890	0
6000	CAPITAL OUTLAY		0	890
			<hr/>	<hr/>
			890	890

Reason: Adjustment
Description: DO HR laptop replacement

bc11pn919f	9/19/2011	B008371	From	To
4000	SUPPLIES AND MATERIALS		0	1,000
5000	OPERATING EXPENSES AND SERVICES		0	7,500
6000	CAPITAL OUTLAY		8,500	0
			<hr/>	<hr/>
			8,500	8,500

Reason: Special Project Adjustment
Description: SAC Stu Svcs VP/SAC Pres conf

Fund 11: General Fund Unrestricted

bc11kt92211d	9/22/2011	B008387	From	To
1000	ACADEMIC SALARIES		0	500
4000	SUPPLIES AND MATERIALS		500	0
			<hr/>	<hr/>
			500	500

Reason: Adjustment
Description: Pay Marcia Bloom 0.5 LHE

bc11pn923i	9/23/2011	B008398	From	To
4000	SUPPLIES AND MATERIALS		135	0
5000	OPERATING EXPENSES AND SERVICES		0	135
			<hr/>	<hr/>
			135	135

Reason: Adjustment
Description: SAC M&O lock conf/traing fees

bc11pn929e	9/29/2011	B008423	From	To
4000	SUPPLIES AND MATERIALS		3,000	0
5000	OPERATING EXPENSES AND SERVICES		0	3,000
			<hr/>	<hr/>
			3,000	3,000

Reason: Adjustment
Description: SAC M&O custodial repairs

Summary by Major Object for Fund 11

			From	To
1000	ACADEMIC SALARIES		0	500
4000	SUPPLIES AND MATERIALS		4,735	0
5000	OPERATING EXPENSES AND SERVICES		0	12,945
6000	CAPITAL OUTLAY		8,710	0
			<hr/>	<hr/>
			13,445	13,445

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 7/1/2011 To 9/30/2011

Board Meeting on 10/24/2011

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 Account</u>		
1000	ACADEMIC SALARIES		\$7,585
2000	CLASSIFIED / OTHER NONACADEMIC	\$25,751	
3000	EMPLOYEE BENEFITS	40,122	
4000	SUPPLIES AND MATERIALS	25,961	
5000	OPERATING EXPENSES AND SERVICES		70,000
6000	CAPITAL OUTLAY		977
7000	OTHER OUTGO		13,272
	Total Transfer	\$91,834	\$91,834

RECOMMENDATION

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

Fund 12: General Fund Restricted

		9/14/2011	B008315	<u>From</u>	<u>To</u>
bc11pn914c					
4000	SUPPLIES AND MATERIALS			0	300
5000	OPERATING EXPENSES AND SERVICES			700	0
6000	CAPITAL OUTLAY			0	400
				<hr/>	<hr/>
				700	700

Reason: Special Project Adjustment
Description: SAC BSI printer, Office Depot

		9/14/2011	B008317	<u>From</u>	<u>To</u>
bc11pn914e					
1000	ACADEMIC SALARIES			0	2,500
3000	EMPLOYEE BENEFITS			0	367
5000	OPERATING EXPENSES AND SERVICES			2,867	0
				<hr/>	<hr/>
				2,867	2,867

Reason: Special Project Adjustment
Description: SCC TitleV 2 LHE overload/ben

		9/14/2011	B008320	<u>From</u>	<u>To</u>
bc11pn914k					
4000	SUPPLIES AND MATERIALS			0	1,259
5000	OPERATING EXPENSES AND SERVICES			1,259	0
				<hr/>	<hr/>
				1,259	1,259

Reason: Special Project Adjustment
Description: DO YEP X-Entrep Tour food exps

		9/14/2011	B008321	<u>From</u>	<u>To</u>
bc11pn914l					
4000	SUPPLIES AND MATERIALS			0	1,359
5000	OPERATING EXPENSES AND SERVICES			1,359	0
				<hr/>	<hr/>
				1,359	1,359

Reason: Special Project Adjustment
Description: DO YEP X-Entrep Tour food exps

		9/14/2011	B008328	<u>From</u>	<u>To</u>
bc11pn914u					
2000	CLASSIFIED/OTHER NONACADEMIC			1,000	0
5000	OPERATING EXPENSES AND SERVICES			0	1,000
				<hr/>	<hr/>
				1,000	1,000

Reason: Special Project Adjustment
Description: SAC 5 DSPS staff to CAPED conf

		9/14/2011	B008329	<u>From</u>	<u>To</u>
bc11pn914v					
5000	OPERATING EXPENSES AND SERVICES			4,850	0
6000	CAPITAL OUTLAY			0	4,850
				<hr/>	<hr/>
				4,850	4,850

Reason: Special Project Adjustment
Description: SAC DSPS software/journal subs

Fund 12: General Fund Restricted

		9/14/2011	B008330	<u>From</u>	<u>To</u>
bc11pn914w					
3000	EMPLOYEE BENEFITS			2,000	0
5000	OPERATING EXPENSES AND SERVICES			422	0
7000	OTHER OUTGO			0	2,422
				<hr/>	<hr/>
				2,422	2,422

Reason: Special Project Adjustment
Description: SAC Teacher Ed textbook loan

		9/14/2011	B008331	<u>From</u>	<u>To</u>
bc11pn914x					
4000	SUPPLIES AND MATERIALS			366	0
5000	OPERATING EXPENSES AND SERVICES			0	366
				<hr/>	<hr/>
				366	366

Reason: Special Project Adjustment
Description: SAC Counsel maximize SP#1227

		9/14/2011	B008339	<u>From</u>	<u>To</u>
bc11pn914ff					
4000	SUPPLIES AND MATERIALS			360	0
5000	OPERATING EXPENSES AND SERVICES			0	360
				<hr/>	<hr/>
				360	360

Reason: Special Project Adjustment
Description: SAC GEAR UP conf/Food&Food Svc

		9/14/2011	B008340	<u>From</u>	<u>To</u>
bc11pn914gg					
4000	SUPPLIES AND MATERIALS			212	0
5000	OPERATING EXPENSES AND SERVICES			0	212
				<hr/>	<hr/>
				212	212

Reason: Special Project Adjustment
Description: DO BEC SW conference exps

		9/14/2011	B008341	<u>From</u>	<u>To</u>
bc11pn914hh					
3000	EMPLOYEE BENEFITS			0	158
5000	OPERATING EXPENSES AND SERVICES			158	0
				<hr/>	<hr/>
				158	158

Reason: Special Project Adjustment
Description: DO BEC SW increase benefits

		9/14/2011	B008342	<u>From</u>	<u>To</u>
bc11pn914ii					
3000	EMPLOYEE BENEFITS			0	158
4000	SUPPLIES AND MATERIALS			158	0
				<hr/>	<hr/>
				158	158

Reason: Special Project Adjustment
Description: DO BEC SW increase benefits

Fund 12: General Fund Restricted

		9/16/2011	B008352	<u>From</u>	<u>To</u>
bc11pn916a					
3000	EMPLOYEE BENEFITS			91	0
4000	SUPPLIES AND MATERIALS			0	91
				<hr/>	<hr/>
				91	91

Reason: Special Project Adjustment
Description: DMC WIP proj support salary

		9/16/2011	B008353	<u>From</u>	<u>To</u>
bc11pn916b					
4000	SUPPLIES AND MATERIALS			205	0
5000	OPERATING EXPENSES AND SERVICES			0	205
				<hr/>	<hr/>
				205	205

Reason: Special Project Adjustment
Description: SAC GEAR UP print/repro

		9/16/2011	B008355	<u>From</u>	<u>To</u>
bc11pn916d					
2000	CLASSIFIED/OTHER NONACADEMIC			500	0
5000	OPERATING EXPENSES AND SERVICES			0	500
				<hr/>	<hr/>
				500	500

Reason: Special Project Adjustment
Description: SAC DSPS mileage reimbursement

		9/16/2011	B008358	<u>From</u>	<u>To</u>
bc11pn916g					
1000	ACADEMIC SALARIES			3,000	0
2000	CLASSIFIED/OTHER NONACADEMIC			0	30,500
4000	SUPPLIES AND MATERIALS			0	5,000
5000	OPERATING EXPENSES AND SERVICES			0	5,211
6000	CAPITAL OUTLAY			37,711	0
				<hr/>	<hr/>
				40,711	40,711

Reason: Special Project Adjustment
Description: SCC BCTE various expenses

		9/16/2011	B008361	<u>From</u>	<u>To</u>
bc11pn916j					
5000	OPERATING EXPENSES AND SERVICES			0	970
6000	CAPITAL OUTLAY			970	0
				<hr/>	<hr/>
				970	970

Reason: Special Project Adjustment
Description: SCC BCTE institutnl membership

		9/16/2011	B008364	<u>From</u>	<u>To</u>
bc11pn916m					
4000	SUPPLIES AND MATERIALS			0	3,000
5000	OPERATING EXPENSES AND SERVICES			3,000	0
				<hr/>	<hr/>
				3,000	3,000

Reason: Special Project Adjustment
Description: SAC H&W Ctr stu med supplies

Fund 12: General Fund Restricted

		9/19/2011	B008366	<u>From</u>	<u>To</u>
bc11pn919a					
1000	ACADEMIC SALARIES			8,808	0
3000	EMPLOYEE BENEFITS			1,246	0
4000	SUPPLIES AND MATERIALS			0	10,104
6000	CAPITAL OUTLAY			50	0
				<hr/>	<hr/>
				10,104	10,104

Reason: Special Project Adjustment
Description: DMC student welding kits

		9/19/2011	B008367	<u>From</u>	<u>To</u>
bc11pn919b					
5000	OPERATING EXPENSES AND SERVICES			0	6,000
6000	CAPITAL OUTLAY			6,000	0
				<hr/>	<hr/>
				6,000	6,000

Reason: Special Project Adjustment
Description: SAC SCE Xerox lease

		9/19/2011	B008369	<u>From</u>	<u>To</u>
bc11pn919d					
5000	OPERATING EXPENSES AND SERVICES			740	0
6000	CAPITAL OUTLAY			0	740
				<hr/>	<hr/>
				740	740

Reason: Adjustment
Description: CITD new PC purchase

		9/21/2011	B008374	<u>From</u>	<u>To</u>
bc11pn921a					
4000	SUPPLIES AND MATERIALS			0	412
6000	CAPITAL OUTLAY			412	0
				<hr/>	<hr/>
				412	412

Reason: Special Project Adjustment
Description: SAC lottery funds to corr tops

		9/21/2011	B008381	<u>From</u>	<u>To</u>
bc11pn921h					
1000	ACADEMIC SALARIES			0	27,117
2000	CLASSIFIED/OTHER NONACADEMIC			0	300
3000	EMPLOYEE BENEFITS			0	4,241
4000	SUPPLIES AND MATERIALS			28,050	0
5000	OPERATING EXPENSES AND SERVICES			3,608	0
				<hr/>	<hr/>
				31,658	31,658

Reason: New Budget
Description: NEWB#2450 S.A.MCHS

		9/22/2011	B008385	<u>From</u>	<u>To</u>
bc11kt92211b					
5000	OPERATING EXPENSES AND SERVICES			0	1,320
6000	CAPITAL OUTLAY			1,320	0
				<hr/>	<hr/>
				1,320	1,320

Reason: Special Project Adjustment
Description: Pay instr assistant & software

Fund 12: General Fund Restricted

bc11kt92211e	9/22/2011	B008388	<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES		1,660	0
4000	SUPPLIES AND MATERIALS		737	0
6000	CAPITAL OUTLAY		0	2,397
			<hr/>	<hr/>
			2,397	2,397

Reason: Special Project Adjustment
Description: Buy a laptop & instr equip

bc11pn923d	9/23/2011	B008393	<u>From</u>	<u>To</u>
3000	EMPLOYEE BENEFITS		1,200	0
5000	OPERATING EXPENSES AND SERVICES		0	1,200
			<hr/>	<hr/>
			1,200	1,200

Reason: Special Project Adjustment
Description: DMC SAC Auto Tech NATEF cert

bc11pn923f	9/23/2011	B008395	<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS		10,000	0
7000	OTHER OUTGO		0	10,000
			<hr/>	<hr/>
			10,000	10,000

Reason: Adjustment
Description: Res Dev student books

bc11pn923h	9/23/2011	B008397	<u>From</u>	<u>To</u>
2000	CLASSIFIED/OTHER NONACADEMIC		2,000	0
3000	EMPLOYEE BENEFITS		800	0
5000	OPERATING EXPENSES AND SERVICES		0	2,800
			<hr/>	<hr/>
			2,800	2,800

Reason: Special Project Adjustment
Description: DMC CTE conferences/mileage

bc11pn923m	9/23/2011	B008402	<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS		0	50
5000	OPERATING EXPENSES AND SERVICES		0	2,850
6000	CAPITAL OUTLAY		2,900	0
			<hr/>	<hr/>
			2,900	2,900

Reason: Special Project Adjustment
Description: SAC VTEA subscript/softwr

bc11kt92311a	9/23/2011	B008403	<u>From</u>	<u>To</u>
2000	CLASSIFIED/OTHER NONACADEMIC		23,628	0
3000	EMPLOYEE BENEFITS		13,088	0
6000	CAPITAL OUTLAY		0	36,716
			<hr/>	<hr/>
			36,716	36,716

Reason: Special Project Adjustment
Description: Purchase office equipment

Fund 12: General Fund Restricted

bc11pn926a	9/26/2011	B008404	<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES		0	37,000
6000	CAPITAL OUTLAY		37,000	0
			<hr/>	<hr/>
			37,000	37,000
Reason:	Special Project Adjustment			
Description:	SAC engineer software licenses			
bc11pn927d	9/27/2011	B008408	<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS		2,390	0
5000	OPERATING EXPENSES AND SERVICES		0	2,390
			<hr/>	<hr/>
			2,390	2,390
Reason:	Special Project Adjustment			
Description:	SCC Fin Aid annual conferences			
bc11pn927e	9/27/2011	B008409	<u>From</u>	<u>To</u>
2000	CLASSIFIED/OTHER NONACADEMIC		1,000	0
5000	OPERATING EXPENSES AND SERVICES		0	1,000
			<hr/>	<hr/>
			1,000	1,000
Reason:	Special Project Adjustment			
Description:	SP#1227 SAC STEM/stu guide			
bc11pn927i	9/27/2011	B008413	<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES		0	5,285
6000	CAPITAL OUTLAY		5,285	0
			<hr/>	<hr/>
			5,285	5,285
Reason:	Special Project Adjustment			
Description:	SAC Sheriff's Acad sweep contr			
bc11pn929a	9/29/2011	B008419	<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS		6,500	0
5000	OPERATING EXPENSES AND SERVICES		0	6,500
			<hr/>	<hr/>
			6,500	6,500
Reason:	Special Project Adjustment			
Description:	SAC H&W Crisis Ldrshp conf, MA			
bc11pn929c	9/29/2011	B008421	<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS		0	3,500
5000	OPERATING EXPENSES AND SERVICES		3,500	0
			<hr/>	<hr/>
			3,500	3,500
Reason:	Special Project Adjustment			
Description:	SAC H&W flu vaccines/med suppl			

Fund 12: General Fund Restricted

bc11pn929d	9/29/2011	B008422	<u>From</u>	<u>To</u>
2000	CLASSIFIED/OTHER NONACADEMIC		27,099	0
3000	EMPLOYEE BENEFITS		25,323	0
6000	CAPITAL OUTLAY		0	52,422
			<hr/>	<hr/>
			52,422	52,422

Reason: Special Project Adjustment
Description: DMC robotic welder-HS outreach

bc11pn929h	9/29/2011	B008426	<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES		44	0
3000	EMPLOYEE BENEFITS		0	44
			<hr/>	<hr/>
			44	44

Reason: Special Project Adjustment
Description: SCC BSI Grant facilitation/ben

bc11pn929i	9/29/2011	B008428	<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS		3,158	0
5000	OPERATING EXPENSES AND SERVICES		0	3,158
			<hr/>	<hr/>
			3,158	3,158

Reason: Special Project Adjustment
Description: OEC non-cr matr sftwr lic/supp

bc11pn929z	9/29/2011	B008443	<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES		0	4,850
6000	CAPITAL OUTLAY		4,850	0
			<hr/>	<hr/>
			4,850	4,850

Reason: Special Project Adjustment
Description: SAC DSPS JAWS pro sftwr corr

bc11pn930b	9/30/2011	B008446	<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES		0	1,000
2000	CLASSIFIED/OTHER NONACADEMIC		1,066	0
3000	EMPLOYEE BENEFITS		0	66
5000	OPERATING EXPENSES AND SERVICES		0	50
6000	CAPITAL OUTLAY		50	0
			<hr/>	<hr/>
			1,116	1,116

Reason: Special Project Adjustment
Description: SP#1697 services in program

bc11pn930c	9/30/2011	B008447	<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES		9,520	0
2000	CLASSIFIED/OTHER NONACADEMIC		258	0
3000	EMPLOYEE BENEFITS		1,408	0
4000	SUPPLIES AND MATERIALS		0	1,100
5000	OPERATING EXPENSES AND SERVICES		0	9,236
7000	OTHER OUTGO		0	850
			<hr/>	<hr/>
			11,186	11,186

Reason: Special Project Adjustment
Description: SP#1709 UB III yr5 revised

Summary by Major Object for Fund 12

	<u>From</u>	<u>To</u>
1000 ACADEMIC SALARIES	0	7,585
2000 CLASSIFIED/OTHER NONACADEMIC	25,751	0
3000 EMPLOYEE BENEFITS	40,122	0
4000 SUPPLIES AND MATERIALS	25,961	0
5000 OPERATING EXPENSES AND SERVICES	0	70,000
6000 CAPITAL OUTLAY	0	977
7000 OTHER OUTGO	0	13,272
	<hr/> 91,834	<hr/> 91,834

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 7/1/2011 To 9/30/2011

Board Meeting on 10/24/2011

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 Account</u>		
1000	ACADEMIC SALARIES		\$27,815
2000	CLASSIFIED / OTHER NONACADEMIC	\$36,461	
4000	SUPPLIES AND MATERIALS		4,954
5000	OPERATING EXPENSES AND SERVICES	1,746	
6000	CAPITAL OUTLAY		5,438
	Total Transfer	\$38,207	\$38,207

RECOMMENDATION

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

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
7/1/2011 - 9/30/2011

Fund 33: Child Development Fund

bc11pn914m	9/14/2011	B008322	From	To
2000	CLASSIFIED/OTHER NONACADEMIC		340	0
6000	CAPITAL OUTLAY		0	340
			<hr/>	<hr/>
			340	340
Reason:	Special Project Adjustment			
Description:	CDS workroom table			
bc11pn914y	9/14/2011	B008332	From	To
1000	ACADEMIC SALARIES		2,051	0
5000	OPERATING EXPENSES AND SERVICES		0	2,051
			<hr/>	<hr/>
			2,051	2,051
Reason:	Special Project Adjustment			
Description:	CDS OCDE alloc COB corr			
bc11pn914aa	9/14/2011	B008334	From	To
1000	ACADEMIC SALARIES		0	14,973
5000	OPERATING EXPENSES AND SERVICES		14,973	0
			<hr/>	<hr/>
			14,973	14,973
Reason:	Special Project Adjustment			
Description:	CDS teachers/substitutes			
bc11pn914bb	9/14/2011	B008335	From	To
5000	OPERATING EXPENSES AND SERVICES		2,500	0
6000	CAPITAL OUTLAY		0	2,500
			<hr/>	<hr/>
			2,500	2,500
Reason:	Special Project Adjustment			
Description:	CDS telephones/PCs			
bc11pn914cc	9/14/2011	B008336	From	To
2000	CLASSIFIED/OTHER NONACADEMIC		14,136	0
4000	SUPPLIES AND MATERIALS		0	5,200
5000	OPERATING EXPENSES AND SERVICES		0	8,936
			<hr/>	<hr/>
			14,136	14,136
Reason:	Special Project Adjustment			
Description:	CDS final purchase orders			
bc11pn914dd	9/14/2011	B008337	From	To
2000	CLASSIFIED/OTHER NONACADEMIC		5,000	0
6000	CAPITAL OUTLAY		0	5,000
			<hr/>	<hr/>
			5,000	5,000
Reason:	Special Project Adjustment			
Description:	CDS telephones/PCs			

Fund 33: Child Development Fund

bc11pn914ee	9/14/2011	B008338	<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES		0	14,893
2000	CLASSIFIFED/OTHER NONACADEMIC		14,893	0
			<hr/>	<hr/>
			14,893	14,893

Reason: Special Project Adjustment
Description: CDS administrative salaries

bc11kt92211c	9/22/2011	B008386	<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS		639	0
5000	OPERATING EXPENSES AND SERVICES		773	0
6000	CAPITAL OUTLAY		0	1,412
			<hr/>	<hr/>
			1,412	1,412

Reason: Adjustment
Description: Purchase food processor

bc11pn927g	9/27/2011	B008410	<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS		0	300
6000	CAPITAL OUTLAY		300	0
			<hr/>	<hr/>
			300	300

Reason: Special Project Adjustment
Description: SAC ECEC juicer/blender

bc11pn927h	9/27/2011	B008411	<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS		0	93
5000	OPERATING EXPENSES AND SERVICES		93	0
			<hr/>	<hr/>
			93	93

Reason: Special Project Adjustment
Description: CDS overspent accounts

bc11kt92711a	9/27/2011	B008414	<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES		0	5,255
6000	CAPITAL OUTLAY		5,255	0
			<hr/>	<hr/>
			5,255	5,255

Reason: Special Project Adjustment
Description: Cover overexpenditures

bc11pn929aa	9/29/2011	B008444	<u>From</u>	<u>To</u>
2000	CLASSIFIFED/OTHER NONACADEMIC		2,092	0
5000	OPERATING EXPENSES AND SERVICES		0	351
6000	CAPITAL OUTLAY		0	1,741
			<hr/>	<hr/>
			2,092	2,092

Reason: Special Project Adjustment
Description: CDS rev room reconfiguration

Summary by Major Object for Fund 33

	<u>From</u>	<u>To</u>
1000 ACADEMIC SALARIES	0	27,815
2000 CLASSIFIED/OTHER NONACADEMIC	36,461	0
4000 SUPPLIES AND MATERIALS	0	4,954
5000 OPERATING EXPENSES AND SERVICES	1,746	0
6000 CAPITAL OUTLAY	0	5,438
	<hr/> 38,207	<hr/> 38,207

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 7 / 1 / 2011 To 9 / 30 / 2011

Board Meeting on 10 / 24 / 2011

FUND: 42 BOND FUND, MEASURE E

BACKGROUND

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

ANALYSIS

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

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
	<u>Appropriation Account</u>		
6000	CAPITAL OUTLAY		\$100,000
7900	CONTINGENCY OR RESERVE	\$100,000	
	Total Transfer	\$100,000	\$100,000

RECOMMENDATION

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

Fund 42: Bond Fund, Measure E

bc11pn921d	9/21/2011	B008377	<u>From</u>	<u>To</u>
6000	CAPITAL OUTLAY		0	100,000
7900	CONTINGENCY OR RESERVE		100,000	0
			<hr/>	<hr/>
			100,000	100,000

Reason: Special Project Adjustment
Description: SAC/CDC path of travel improve

Summary by Major Object for Fund 42

		<u>From</u>	<u>To</u>
6000	CAPITAL OUTLAY	0	100,000
7900	CONTINGENCY OR RESERVE	100,000	0
		<hr/>	<hr/>
		100,000	100,000

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 7/1/2011 To 9/30/2011

Board Meeting on 10/24/2011

FUND: 61 PROPERTY AND LIABILITY 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 Account</u>		
5000	OPERATING EXPENSES AND SERVICES		\$100,000
7900	CONTINGENCY OR RESERVE	\$100,000	
	Total Transfer	\$100,000	\$100,000

RECOMMENDATION

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

Fund 61: Property and Liability Fund

bc11kt92211a	9/22/2011	B008384	<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES		0	100,000
7900	CONTINGENCY OR RESERVE		100,000	0
			<hr/>	<hr/>
			100,000	100,000

Reason: Adjustment
Description: Fund The Wright Group PO

Summary by Major Object for Fund 61

		<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES	0	100,000
7900	CONTINGENCY OR RESERVE	100,000	0
		<hr/>	<hr/>
		100,000	100,000

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 7/1/2011 To 9/30/2011

Board Meeting on 10/24/2011

FUND: 79 DIVERSIFIED TRUST 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</u> <u>Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
	<u>Appropriation Account</u>		
7900	CONTINGENCY OR RESERVE	\$4,818	
	Total Transfer	\$4,818	

RECOMMENDATION

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

Fund 79: Diversified Trust Fund

bc11pn921e	9/21/2011	B008378	<u>From</u>	<u>To</u>
7900	CONTINGENCY OR RESERVE		4,818	0
			<hr/>	<hr/>
Reason:	Adjustment		4,818	0
Description:	Corr Fund 79, Div Trust Fund			

Summary by Major Object for Fund 79

7900	CONTINGENCY OR RESERVE	<u>From</u>	<u>To</u>
		4,818	0
		<hr/>	<hr/>
		4,818	0

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: October 24, 2011
Re:	Approval of Construction Management Proposal for the Video Surveillance System and Installation Project at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

Bernards Builders and Management Services have compiled extensive background and knowledge of the Santa Ana College infrastructure. With that knowledge, they've been asked to provide construction management services during the installation and implementation of the video surveillance system at SAC.

ANALYSIS:

As noted in the attached proposal dated October 11, 2011 from Bernards Builders and Management Services, the estimated fee for the proposed services is detailed in the cost break down shown in the proposal attachment. Bernards' fee for the anticipated staff is \$177,152.00 with no costs for reimbursable expenses. This is a separate request for services not directly associated with any past or current construction project.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the construction management services for Bernards Builders and Management Services as presented.

Fiscal Impact:	\$177,152.00	Board Date: October 24, 2011
Prepared by:	Alex Oviedo, District Construction Supervisor	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



October 11, 2011

Mr. Alex Oviedo
 Construction Supervisor
 Rancho Santiago Community College District
 2323 North Broadway, Suite 112
 Santa Ana, California 92706-1640

Via E-Mail

Subject: Rancho Santiago Community College District
 Video Surveillance System and Installation Project
 Bernards' Fee Proposal

Dear Alex:

Pursuant to discussions between the District and Bernards' Project Manager Jerry Neve, we are submitting a proposal for Pre-Construction and Construction Management Services for the above-mentioned project in the following amount:

Position	Individual	Rate	Hours	Cost
1. Preconstruction Services (Sr. Project Manager 11/1/11 - 12/31/11)	Jerry Neve	\$130.00	336	\$43,680
2. Construction Management Services (Construction Manager 1/1/12 - 8/31/12)	William Perez	\$97.00	1,376	\$133,472
3. General Conditions				No Cost
TOTAL				\$177,152

Our services will include the following tasks:

Preconstruction Services

- Assist with Bid Document (Division 0 and 1) development and review
- Establish/evaluate "Alternate pricing and Unit pricing" for materials and labor
- Assist with review and processing of pre-Bid Request for Informations
- Assist with review of Contractor's Prequalification
- Review of documents
- Assist with Bid opening, review responsiveness/responsibility of bidders
- Develop Project Procedures Manual.

Construction Management Services

- Assist with review of Contractor Submittals
- Assist with the coordination of the Contractor's work and the campus activities
- Conduct and record minutes for Construction Progress Meetings
- Review and advise on Contractor change order proposal
- Review and comment n Contractor's construction schedule
- Provide general oversight of the work
- Provide status reports.

Inland Empire Regional Office
 2622 East Inland Empire Blvd., Suite 660 T 909 941 5225
 Ontario, CA 91764 F 909 941 5224
 Office No. 302007 www.bernards.com

Mr. Alex Oviedo
Video Surveillance System and Installation Project
Bernards' Fee Proposal
October 11, 2011
Page 2

Jerry Neve will continue to provide project management oversight and the work will be performed by our Construction Manager, William Perez.

We appreciate the opportunity to continue providing services to the Rancho Santiago Community College District and Santa Ana College.

If you have any questions, please call me.

Respectfully,



Kelvin K. Okino
Vice President, Management Services

cc: Ms. Sylvia LeTourneau, Rancho Santiago CCD
Mr. Darryl Odum, Rancho Santiago CCD
Mr. Robb Gumbert, Rancho Santiago CCD
Mr. Michael Cawlina, Bernards
Mr. Jerry Neve, Bernards

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

To:	Board of Trustees	Date: October 24, 2011
Re:	Approval of Notice of Completion: Bid #1177 Data Center Upgrades at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On May 23, 2011, the District approved a contract with Current Electric to complete the Data Center Upgrades for Santa Ana College. As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS:

The project, which provided emergency power connection to existing HVAC equipment that services the data center, was substantially complete on September 12, 2011, and in compliance with Public Contract Code, a Notice of Completion needs to be approved by the District and filed with the County Recorder. Total cost of the project was \$19,400.00.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion for the concrete and masonry project as presented.

Fiscal Impact:	\$19,400.00	Board Date: October 24, 2011
Prepared by:	Darryl Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

RECORDING REQUESTED BY:
Rancho Santiago Comm. 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 W. 17th Street, Santa Ana, California, caused improvements to be made to the property to wit: Bid No. 1177/Data Center Upgrade, the contract for the doing of which was heretofore entered into on the 6th day of June, 2011, which contract was made with Current Electric, P.O.11-P0019328, as contractor; that said improvements were completed on the 12th day of September, 2011, and accepted by formal action of the governing Board of said District on the 24th day of October, 2011; 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 American Contractors Indemnity 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

_____, 20__.

Signature _____
(include name of corporation, partnership, etc., if any)

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

To:	Board of Trustees	Date: October 24, 2011
Re:	Adoption of Resolution No. 11-46 – Plumbing for the Athletics/Aquatics Complex at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board awarded a contract to Interpipe Construction, Inc. for Bid #1140, plumbing for the Athletics/Aquatics Complex at Santiago Canyon College.

ANALYSIS:

During the course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Resolution No. 11-46 as well as Exhibit A.

Resolution No. 11-46 and Change Order #5 as outlined, increases the contract by \$23,395.44. The revised contract amount is \$892,327.57. It should be noted that Interpipe Construction, Inc. original cost submittal was \$32,395.44 but was reduced to \$23,395.44, saving the District \$9,000.00. This cost increase will be back charged to Mepco Services, Inc.

The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 21.374% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No. 11-46, Interpipe Construction, Inc. for Bid #1140, plumbing for the Athletics/Aquatics Complex at Santiago Canyon College as presented.

Fiscal Impact:	\$23,395.44	Board Date: October 24, 2011
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez., Ph.D., Chancellor	

**BEFORE THE GOVERNING BOARD OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**RESOLUTION FOR APPROVAL OF AWARD OF CONTRACT TO INTERPIPE
CONTRACTING, INC. FOR CERTAIN ADDITIONAL WORK AT THE SANTIAGO
CANYON COLLEGE ATHLETIC/AQUATIC COMPLEX**

RESOLUTION NO. 11-46

WHEREAS, the Governing Board of the Rancho Santiago Community College District ("District") previously awarded a contract for construction work at the Athletics/Aquatic Complex at Santiago Canyon College, ("Project") to Interpipe Contracting, Inc. ("Contractor");

WHEREAS, subsequent to the award of the contract for the Project, it was determined that additional work was necessary on the Project ("Change Order") including addition of a new sewer line for an additional drinking fountain. These items are more fully described in Exhibit "A";

WHEREAS, the Contractor is intimately familiar with the Project and is ready, willing and able to perform the additional work set forth in the Change Order;

WHEREAS, the total cost for the Change Order is \$23,395.44 and exceeds the limitations set forth in Public Contract Code Section 20659;

WHEREAS, it would be more costly and time-consuming to bid this additional work since it is integral to the Project and the work being performed by the Contractor;

WHEREAS, competitive bidding the additional work covered by the Change Order would result in the delay of the completion of the Project;

WHEREAS, the additional work must be performed before the Project can be completed and failure to complete the Project will disrupt the education of students;

WHEREAS, it would work an incongruity and not produce any advantage to the District to competitively bid the Change Order since such competitive bid work could result in multiple contractors being required to perform work more efficiently and effectively performed by one contractor; and

WHEREAS, Meakin v. Steveland (1977) 68 Cal.App.3d 490 and Los Angeles Dredging v. Long Beach (1930) 210 Cal. 348 holds that statutes requiring competitive bidding do not apply when competitive bidding would work an incongruity or not produce any advantage.

NOW, THEREFORE, the Governing Board of the Rancho Santiago Community College District does hereby find, resolve, determine, and order as follows:

Section 1. That all of the recitals set forth above are true and correct, and the Board so finds and determines.

Section 2. That it would work an incongruity and not produce any advantage to the District to competitively bid the completion of the additional work set forth in the Change Order.

Section 3. That the District approves the immediate completion of the additional work stated in the Change Order without competitively bidding such work and approves the District's payment to the Contractor in accordance with the terms and conditions set forth in the Change Order.

Section 4. That the completion and approval of the additional work stated in Change Order is necessary to ensure completion of the Project and use of the facilities by students and staff.

Section 6. That the Governing Board delegates to Peter Hardash, Vice Chancellor, Business Operations/Fiscal Services, authority to execute all agreements and complete all necessary documents for the additional work and to otherwise fulfill the intent of this Resolution.

APPROVED, PASSED AND ADOPTED by the Governing Board of the Rancho Santiago Community College District this 24th day of October, 2011, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

I, _____, President of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing is full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in office of said Board.

President of the Board of Trustees
Rancho Santiago Community College District

I, _____, Clerk of the Board of Trustees of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Board of Trustees of the Rancho Santiago Community College District Governing Board at a regular meeting thereof held on the 24th day of October, 2011, by the above described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Rancho Santiago Community College District Governing Board this _____ day of _____, 20__.

Clerk of the Board of Trustees
Rancho Santiago Community College District

EXHIBIT "A"

***CHANGE ORDER FOR ADDITIONAL WORK RELATED TO
THE SANTIAGO CANYON COLLEGE ATHLETICS AND AQUATICS COMPLEX***

EXHIBIT A

CHANGE ORDER	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640		
	Project: Athletics and Aquatics Complex at Santiago Canyon College	Bid No. 1140	P.O. # 10-P0014549
Contractor: Interpipe Contracting Inc	D.S.A. No. 4-109232		
Architect: The Austin Company	Change Order No. 5	Date: October 5, 2011	

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE		
Original Contract Amount		\$735,190.00
Previous Change Orders	\$133,742.13	
This Change Order	\$23,395.44	
Total Change Orders		\$157,137.57
Revised Contract Amount		\$892,327.57
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		October 7, 2011
Revised Contract Completion Date		
RSCCD Board Approval Date		October 24, 2011

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Seville Construction Services	_____ Authorized Signature	_____ Date
_____ District Inspector	_____ Authorized Signature	_____ Date
Darryl A. Odum _____ Director - District Construction and Support Services	_____ Authorized Signature	_____ Date
_____ Assistant Vice Chancellor - Facility Planning	_____ Authorized Signature	_____ Date
Peter J. Hardash _____ Vice Chancellor, Business Operations/Fiscal Services	_____ Authorized Signature	_____ Date

EXHIBIT A

<h1>CHANGE ORDER</h1>		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92708-1840	
Project: Athletics and Aquatics Complex at Santiago Canyon College		Bid No. 1140	P.O. # 10-P0014549
		D.S.A. No. 4-109232	
Contractor: Interpipe Contracting Inc		Change Order No. 5	
Architect: The Austin Company		Date: October 5, 2011	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Install storm drain line underneath existing electrical ductbank per field change directive eight</p> <p>REASON: Change revise site grading to allow installation of storm drain and catch basins (Back Charge Mepco). Original cost was \$32,395.44. District saved \$9,000.00.</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$23,395.44
Sub-Total		\$0.00	\$23,395.44
Total			\$23,395.44

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: October 24, 2011
Re:	Adoption of Resolution No. 11-47 – Concrete for the Loop Road Extension at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On April 11, 2011, the Board awarded a contract to Guy Yocom Construction, Inc. for Bid #1136, concrete for the Loop Road Extension at Santiago Canyon College.

ANALYSIS:

During the course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Resolution No. 11-47 as well as Exhibit A.

Resolution No. 11-47 and Change Order #2 as outlined, increases the contract by \$27,811.00. The revised contract amount is \$379,977.00. It should be noted that Guy Yocom Construction, Inc. original cost submittal was \$28,686.01 but was reduced to \$27,811.00, saving the District \$875.01. This cost increase will be offset with a deductive Change Order to Southern California Grading.

The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 23.389% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No. 11-47, Guy Yocom Construction, Inc. for Bid #1136, concrete for the Loop Road Extension at Santiago Canyon College as presented.

Fiscal Impact:	\$27,811.00	Board Date: October 24, 2011
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez., Ph.D., Chancellor	

**BEFORE THE GOVERNING BOARD OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**RESOLUTION FOR APPROVAL OF AWARD OF CONTRACT TO INTERPIPE
CONTRACTING, INC. FOR CERTAIN ADDITIONAL WORK AT THE SANTIAGO
CANYON COLLEGE ATHLETIC/AQUATIC COMPLEX**

RESOLUTION NO. 11-47

WHEREAS, the Governing Board of the Rancho Santiago Community College District ("District") previously awarded a contract for construction work at the Loop Road Extension at Santiago Canyon College, ("Project") to Guy Yocom Construction ("Contractor");

WHEREAS, subsequent to the award of the contract for the Project, it was determined that additional work was necessary on the Project ("Change Order") including providing 8,100 S.F. of 6 in. hot mix asphalt place in two lifts. These repairs were not included in the original scope of work and were required to complete the Loop Road work. These items are more fully described in Exhibit "A";

WHEREAS, the Contractor is intimately familiar with the Project and is ready, willing and able to perform the additional work set forth in the Change Order;

WHEREAS, the total cost for the Change Order is \$27,811.00 and exceeds the limitations set forth in Public Contract Code Section 20659;

WHEREAS, it would be more costly and time-consuming to bid this additional work since it is integral to the Project and the work being performed by the Contractor;

WHEREAS, competitive bidding the additional work covered by the Change Order would result in the delay of the completion of the Project;

WHEREAS, the additional work must be performed before the Project can be completed and failure to complete the Project will disrupt the education of students;

WHEREAS, it would work an incongruity and not produce any advantage to the District to competitively bid the Change Order since such competitive bid work could result in multiple contractors being required to perform work more efficiently and effectively performed by one contractor; and

WHEREAS, Meakin v. Steveland (1977) 68 Cal.App.3d 490 and Los Angeles Dredging v. Long Beach (1930) 210 Cal. 348 holds that statutes requiring competitive bidding do not apply when competitive bidding would work an incongruity or not produce any advantage.

NOW, THEREFORE, the Governing Board of the Rancho Santiago Community College District does hereby find, resolve, determine, and order as follows:

Section 1. That all of the recitals set forth above are true and correct, and the Board so finds and determines.

Section 2. That it would work an incongruity and not produce any advantage to the District to competitively bid the completion of the additional work set forth in the Change Order.

Section 3. That the District approves the immediate completion of the additional work stated in the Change Order without competitively bidding such work and approves the District's payment to the Contractor in accordance with the terms and conditions set forth in the Change Order.

Section 4. That the completion and approval of the additional work stated in Change Order is necessary to ensure completion of the Project and use of the facilities by students and staff.

Section 6. That the Governing Board delegates to Peter Hardash, Vice Chancellor, Business Operations/Fiscal Services, authority to execute all agreements and complete all necessary documents for the additional work and to otherwise fulfill the intent of this Resolution.

APPROVED, PASSED AND ADOPTED by the Governing Board of the Rancho Santiago Community College District this 24th day of October, 2011, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

I, _____, President of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing is full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in office of said Board.

President of the Board of Trustees
Rancho Santiago Community College District

I, _____, Clerk of the Board of Trustees of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Board of Trustees of the Rancho Santiago Community College District Governing Board at a regular meeting thereof held on the 24th day of October, 2011, by the above described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Rancho Santiago Community College District Governing Board this _____ day of _____, 20__.

Clerk of the Board of Trustees
Rancho Santiago Community College District

EXHIBIT A

<h1 style="margin:0;">CHANGE ORDER</h1>	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640
Project: Santiago Canyon College Loop Road Extension	Bid No. 1136 P.O. # 10-BP000257
Contractor: Guy Yocom Construction	D.S.A. No. 04-110594
Architect: LPA Inc	Change Order No. 2
	Date: October 7, 2011

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE		
Original Contract Amount		\$307,950.00
Previous Change Orders	\$44,216.00	
This Change Order	\$27,811.00	
Total Change Orders		\$72,027.00
Revised Contract Amount		\$379,977.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		October 19, 2011
Revised Contract Completion Date		October 19, 2011
RSCCD Board Approval Date		October 24, 2011

Architect Authorized Signature Date

Contractor Name Authorized Signature Date

Construction Manager - Seville CS Authorized Signature Date

District Inspector Authorized Signature Date

Darryl A. Odum

Director - District Construction and Support Services Date

Assistant Vice Chancellor - Facility Planning Authorized Signature Date

Peter J. Hardash

Vice Chancellor, Business Operations/Fiscal Services Date

EXHIBIT A

CHANGE ORDER		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92708-1840	
Project: Santiago Canyon College Loop Road Extension		Bid No. 1136	P.O. # 10-BP000257
		D.S.A. No. 04-110594	
Contractor: Guy Yocom Construction		Change Order No. 2	
Architect: LPA Inc		Date: October 7, 2011	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<u>DESCRIPTION:</u> Temporary patch of existing bus pads <u>REASON:</u> Existing concrete up-lifting causing a safety issue <u>REQUESTOR:</u> District <u>TIME EXTENSION:</u> ADDS 0 calendar days	\$0.00	\$454.00
2.0	<u>DESCRIPTION:</u> Removal of existing tree roots at retaining wall <u>REASON:</u> Work done on behalf of Southern California Grading, as included in the Earthwork scope of work. Cost to be offset via a deductive CO to SCG. <u>REQUESTOR:</u> District <u>TIME EXTENSION:</u> ADDS 0 calendar days	\$0.00	\$12,132.00
3.0	<u>DESCRIPTION:</u> Out of sequence work, early installations of walkways and sidewalks. <u>REASON:</u> District requested to have walkways and sidewalks open in time for fall semester. Original cost was \$4,269, costs were reduced by \$557. <u>REQUESTOR:</u> District <u>TIME EXTENSION:</u> ADDS 0 calendar days	\$0.00	\$3,712.00
4.0	<u>DESCRIPTION:</u> Install sidewalk reinforcing steel into existing curbs <u>REASON:</u> To prevent up-lifting of new sidewalk <u>REQUESTOR:</u> District <u>TIME EXTENSION:</u> ADDS 0 calendar days	\$0.00	\$430.00
5.0	<u>DESCRIPTION:</u> Installation and removal of temporary patch for open fire line trench across drive approach. <u>REASON:</u> District requested a solid surface over trench in lieu of temporary fill. <u>REQUESTOR:</u> District <u>TIME EXTENSION:</u> ADDS 0 calendar days	\$0.00	\$8,967.00

EXHIBIT A

CHANGE ORDER		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1840	
Project: Santiago Canyon College Loop Road Extension		Bid No. 1136	P.O. # 10-8P000257
		D.S.A. No. 04-110594	
Contractor: Guy Yocom Construction		Change Order No. 2	
Architect: LPA Inc		Date: October 7, 2011	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
6.0	DESCRIPTION: Replacement of sidewalk required during curb demolition. REASON: Due to the original installation of the sidewalk and curb, both materials were required to be removed. Original cost was \$891.01 but was lowered by \$116.01. REQUESTOR: District TIME EXTENSION: ADDS 0 calendar days	\$0.00	\$775.00
7.0	DESCRIPTION: Replacement of gutter required during curb demolition. REASON: Due to the original installation of the curb and gutter, both materials were required to be removed. Original cost was \$1,543. but reduced by \$202.00. REQUESTOR: District TIME EXTENSION: ADDS 0 calendar days	\$0.00	\$1,341.00
Sub-Total		\$0.00	\$27,811.00
Total			\$27,811.00

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: October 24, 2011
Re:	Adoption of Resolution No. 11-48 – Electric for the Santiago Canyon Road Entry and Parking Lot at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board awarded a contract to Dynalectric for Bid #1139, electric for the Santiago Canyon Road Entry and Parking Lot at Santiago Canyon College.

ANALYSIS:

During the course of construction certain changes to the scope of work for this project were required. The original drawings showed the emergency phone system as it was originally. An addendum was issued to update the system to current District requirements. The specific changes, reasons for the changes and cost impacts are noted in the attached Resolution No. 11-48 as well as Exhibit A.

Resolution No. 11-48 and Change Order #2 increases the contract by \$59,984.65. The revised contract amount is \$191,930.33. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 59.942% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No. 11-48, Dynalectric for Bid #1139, electric for the Santiago Canyon Road Entry and Parking Lot at Santiago Canyon College as presented.

Fiscal Impact:	\$59,984.65	Board Date: October 24, 2011
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez., Ph.D., Chancellor	

**BEFORE THE GOVERNING BOARD OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**RESOLUTION FOR APPROVAL OF AWARD OF CONTRACT TO INTERPIPE
CONTRACTING, INC. FOR CERTAIN ADDITIONAL WORK AT THE SANTIAGO
CANYON COLLEGE SANTIAGO CANYON ROAD ENTRY AND PARKING LOT**

RESOLUTION NO. 11-48

WHEREAS, the Governing Board of the Rancho Santiago Community College District ("District") previously awarded a contract for construction work at the Santiago Canyon Road Entry and Parking Lot at Santiago Canyon College, ("Project") to Dynalectric ("Contractor");

WHEREAS, subsequent to the award of the contract for the Project, it was determined that additional work was necessary on the Project ("Change Order") including providing 8,100 S.F. of 6 in. hot mix asphalt place in two lifts. These repairs were not included in the original scope of work and were required to complete the Santiago Canyon Road Entry and Parking Lot work. These items are more fully described in Exhibit "A";

WHEREAS, the Contractor is intimately familiar with the Project and is ready, willing and able to perform the additional work set forth in the Change Order;

WHEREAS, the total cost for the Change Order is \$59,984.65 and exceeds the limitations set forth in Public Contract Code Section 20659;

WHEREAS, it would be more costly and time-consuming to bid this additional work since it is integral to the Project and the work being performed by the Contractor;

WHEREAS, competitive bidding the additional work covered by the Change Order would result in the delay of the completion of the Project;

WHEREAS, the additional work must be performed before the Project can be completed and failure to complete the Project will disrupt the education of students;

WHEREAS, it would work an incongruity and not produce any advantage to the District to competitively bid the Change Order since such competitive bid work could result in multiple contractors being required to perform work more efficiently and effectively performed by one contractor; and

WHEREAS, Meakin v. Steveland (1977) 68 Cal.App.3d 490 and Los Angeles Dredging v. Long Beach (1930) 210 Cal. 348 holds that statutes requiring competitive bidding do not apply when competitive bidding would work an incongruity or not produce any advantage.

NOW, THEREFORE, the Governing Board of the Rancho Santiago Community College District does hereby find, resolve, determine, and order as follows:

Section 1. That all of the recitals set forth above are true and correct, and the Board so finds and determines.

Section 2. That it would work an incongruity and not produce any advantage to the District to competitively bid the completion of the additional work set forth in the Change Order.

Section 3. That the District approves the immediate completion of the additional work stated in the Change Order without competitively bidding such work and approves the District's payment to the Contractor in accordance with the terms and conditions set forth in the Change Order.

Section 4. That the completion and approval of the additional work stated in Change Order is necessary to ensure completion of the Project and use of the facilities by students and staff.

Section 6. That the Governing Board delegates to Peter Hardash, Vice Chancellor, Business Operations/Fiscal Services, authority to execute all agreements and complete all necessary documents for the additional work and to otherwise fulfill the intent of this Resolution.

APPROVED, PASSED AND ADOPTED by the Governing Board of the Rancho Santiago Community College District this 24th day of October, 2011, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

I, _____, President of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing is full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in office of said Board.

President of the Board of Trustees
Rancho Santiago Community College District

I, _____, Clerk of the Board of Trustees of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Board of Trustees of the Rancho Santiago Community College District Governing Board at a regular meeting thereof held on the 24th day of October, 2011, by the above described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Rancho Santiago Community College District Governing Board this _____ day of _____, 20__.

Clerk of the Board of Trustees
Rancho Santiago Community College District

EXHIBIT "A"

***CHANGE ORDER FOR ADDITIONAL WORK RELATED TO
THE SANTIAGO CANYON COLLEGE LOOP ROAD EXTENSION***

EXHIBIT A

CHANGE ORDER	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640		
	Project: Santiago Canyon Road Entry and Parking Lot at Santiago Canyon College	Bid No. 1139	P.O. # 10-BP000227
Contractor: Dynalectric	D.S.A. No.	4-110566	
Architect: LPA, Inc.	Change Order No.	2	
	Date:	October 5, 2011	

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE		
Original Contract Amount		\$120,000.00
Previous Change Orders	\$11,945.68	
This Change Order	\$59,984.65	
Total Change Orders		\$71,930.33
Revised Contract Amount		\$191,930.33
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		September 25, 2011
Revised Contract Completion Date		
RSCCD Board Approval Date		October 24, 2011

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Seville Construction Services	_____ Authorized Signature	_____ Date
_____ District Inspector	_____ Authorized Signature	_____ Date
_____ Darryl A. Odum Director - District Construction and Support Services	_____ Authorized Signature	_____ Date
_____ Assistant Vice Chancellor - Facility Planning	_____ Authorized Signature	_____ Date
_____ Peter J. Hardash Vice Chancellor, Business Operations/Fiscal Services	_____ Authorized Signature	_____ Date

EXHIBIT A

<h1>CHANGE ORDER</h1>		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
Project: Santiago Canyon Road Entry and Parking Lot at Santiago Canyon College		Bid No. 1139	P.O. # 10-BP000227
Contractor: Dynalectric		D.S.A. No. 4-110566	
Architect: LPA, Inc.		Change Order No. 2	
		Date: October 5, 2011	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: The campus emergency phone system specifications were changed at bid time per addendum #2 (Credit provided for six blue phone model # 232126 and 230949)</p> <p>REASON: Change was required for the emergency phone system to be operational.</p> <p>REQUESTOR: Architect</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>	\$7,350.00	\$44,741.00
2.0	<p>DESCRIPTION: Provide new conduits and power to existing pump at new parking lot</p> <p>REASON: Electric power needed to power existing pump for irrigation controllers</p> <p>REQUESTOR: Architect</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$22,593.65
Sub-Total		\$7,350.00	\$67,334.65
Total			\$59,984.65

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: October 24, 2011
Re:	Approval of Change Order #2, Bid #1136 – Concrete for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On April 11, 2011, the Board awarded a contract to Guy Yocom Construction, Inc. for Bid #1136, concrete for the Humanities Building at Santiago Canyon College.

ANALYSIS:

During the course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #2.

Change Order #2 increases the contract by \$10,685.00. The revised contract amount is \$1,319,874.00. It should be noted that this cost increase will be back charged to Great American Insurance Company.

The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 1.303% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #2, Bid #1136 for Guy Yocom Construction, Inc., concrete for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$10,685.00	Board Date: October 24, 2011
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez., Ph.D., Chancellor	

CHANGE ORDER	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640		
	Project: Santiago Canyon College Humanities Building	Bid No. 1136	P.O. # 10-BP000253
		D.S.A. No. 04-110212	
Contractor: Guy Yocom Construction	Change Order No. 2		
Architect: LPA Inc	Date: October 7, 2011		

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE		
Original Contract Amount		\$1,302,900.00
Previous Change Orders	\$6,289.00	
This Change Order	\$10,685.00	
Total Change Orders		\$16,974.00
Revised Contract Amount		\$1,319,874.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		October 19, 2011
Revised Contract Completion Date		October 19, 2011
RSCCD Board Approval Date		October 24, 2011

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Seville CS	_____ Authorized Signature	_____ Date
_____ District Inspector	_____ Authorized Signature	_____ Date
Darryl A. Odum _____ Director - District Construction and Support Services		_____ Date
_____ Assistant Vice Chancellor - Facility Planning	_____ Authorized Signature	_____ Date
Peter J. Hardash _____ Vice Chancellor, Business Operations/Fiscal Services		_____ Date

CHANGE ORDER

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

Project: **Santiago Canyon College Humanities Building**

Bid No. **1136**

P.O. # **10-BP000253**

D.S.A. No. **04-110212**

Contractor: **Guy Yocom Construction**

Change Order No. **2**

Architect: **LPA Inc**

Date: **October 7, 2011**

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Install missing rebar in footings for CMU wall</p> <p>REASON: Tidwell did not provide correct original installation. Cost will be charged to Great American Insurance Co.</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>	\$0.00	\$1,189.00
2.0	<p>DESCRIPTION: Install missing rebar in footings for mechanical and door openings</p> <p>REASON: Tidwell did not provide correct original installation. This cost will be sent to Great American Insurance Co.</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>	\$0.00	\$9,496.00
Sub-Total		\$0.00	\$10,685.00
Total			\$10,685.00

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: October 24, 2011
Re:	Approval of Change Order #1, Bid #1139 – Electric for the Loop Road Extension at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board awarded a contract to Dynalectric for Bid #1139, electric for the Loop Road Extension at Santiago Canyon College.

ANALYSIS:

During the course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #1.

Change Order #1 increases the contract by \$2,474.00. The revised contract amount is \$227,474.00. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 1.100% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1, Bid #1139 for Dynalectric, electric for the Loop Road Extension at Santiago Canyon College as presented.

Fiscal Impact:	\$2,474.00	Board Date: October 24, 2011
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez., Ph.D., Chancellor	

CHANGE ORDER

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

Project: Santiago Canyon College Loop Road Extension

Bid No. 1139 P.O. # 10-BP000229

D.S.A. No. 04-110594

Contractor: Dynalectric

Change Order No. 1

Architect: LPA Inc

Date: October 7, 2011

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$225,000.00
Previous Change Orders	\$0.00	
This Change Order	\$2,474.00	
Total Change Orders		\$2,474.00
Revised Contract Amount		\$227,474.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		September 24, 2011
Revised Contract Completion Date		September 24, 2011
RSCCD Board Approval Date		October 24, 2011

Architect Authorized Signature

Date

Contractor Name Authorized Signature

Date

Construction Manager - Seville CS Authorized Signature

Date

District Inspector Authorized Signature

Date

Darryl A. Odum

Director - District Construction and Support Services

Date

Assistant Vice Chancellor - Facility Planning Authorized Signature

Date

Peter J. Hardash

Vice Chancellor, Business Operations/Fiscal Services

Date

CHANGE ORDER

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

Project: <i>Santiago Canyon College Loop Road Extension</i>		Bid No. 1139	P.O. # 10-BP000229
Contractor: <i>Dynalectric</i>		D.S.A. No. 04-110594	
Architect: <i>LPA Inc</i>		Change Order No. 1	
		Date: October 7, 2011	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<u>DESCRIPTION:</u> Cleaning of existing vaults and conduits <u>REASON:</u> Required to proceed with work <u>REQUESTOR:</u> District <u>TIME EXTENSION:</u> ADDS 0 calendar days	\$0.00	\$2,474.00
Sub-Total		\$0.00	\$2,474.00
Total			\$2,474.00

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

To:	Board of Trustees	Date: October 24, 2011
Re:	Approval of Change Order #7, Bid #1139 – Electric for the Athletic/Aquatic Complex at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board awarded a contract to Dynalectric, Inc., for Bid #1139, electric for the Athletic/Aquatic Complex.

ANALYSIS:

During the course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #7.

Change Order #7 increases the contract by \$4,917.22. The revised contract amount is \$1,246,096.80. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 5.878% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #7, Bid #1139 for Dynalectric, Inc., electric for the Athletic/Aquatic Complex at Santiago Canyon College as presented.

Fiscal Impact:	\$4,917.22	Board Date: October 24, 2011
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

CHANGE ORDER

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

Project: Athletic/Aquatic Complex Project at Santiago Canyon College	Bid No. 1139	P.O. # 10-BP000226
	D.S.A. No. 04-109232	
Contractor: Dynalectric	Change Order No. 7	
Architect: The Austin Company	Date: October 4, 2011	

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$1,200,000.00
Previous Change Orders	\$65,619.02	
This Change Order	\$4,917.22	
Total Change Orders		\$70,536.24
Revised Contract Amount		\$1,270,536.24
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		September 25, 2011
Revised Contract Completion Date		
RSCCD Board Approval Date		October 24, 2011

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Seville Construction Services	_____ Authorized Signature	_____ Date
_____ District Inspector	_____ Authorized Signature	_____ Date
_____ Darryl A. Odum Director - District Construction and Support Services	_____ Authorized Signature	_____ Date
_____ Assistant Vice Chancellor - Facility Planning	_____ Authorized Signature	_____ Date
_____ Peter J. Hardash Vice Chancellor, Business Operations/Fiscal Services	_____ Authorized Signature	_____ Date

CHANGE ORDER

Rancho Santiago Community College District
2323 N. Broadway, Santa Ana, CA 92706-1840

Project: Athletic/Aquatic Complex Project at Santiago Canyon College

Bid No. 1139

P.O. # 10-BP000226

D.S.A. No. 04-109232

Contractor: Dynalectric

Change Order No. 7

Architect: The Austin Company

Date: October 4, 2011

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Provide additional electrical conduit and floor receptacles at fitness room #113 per field change directive 39</p> <p>REASON: Additional power required for new treadmills in fitness center</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>	\$0.00	\$4,917.22
Sub-Total		\$0.00	\$4,917.22
Total			\$4,917.22

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: October 24, 2011
Re:	Approval of Change Order #1, Bid #1141 – HVAC for the Athletics/Aquatics Complex at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board of Trustees awarded a contract to West Tech Mechanical for Bid #1141, HVAC for the Athletics/Aquatics Complex at Santiago Canyon College.

ANALYSIS:

During the course of normal construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #1.

Change Order #1 increases the contract by \$21,019.06. The revised contract amount is \$836,519.06. It should be noted that this cost increase will be back charged to Great American Insurance Company.

The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are 2.577% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1, Bid #1141 for West Tech Mechanical, HVAC for the Athletics/Aquatics Complex at Santiago Canyon College as presented.

Fiscal Impact:	\$21,019.06	Board Date: October 24, 2011
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez., Ph.D., Chancellor	

CHANGE ORDER		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
Project: Aquatic & Athletic Complex Project at Santiago Canyon College	Bid No.	1141	P.O. # 10-BP000250
	D.S.A. No.	04-109232	
Contractor: Westech Mechanical, Inc	Change Order No.	1	
Architect: The Austin Company	Date:	October 4, 2011	

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE		
Original Contract Amount		\$815,500.00
Previous Change Orders	\$0.00	
This Change Order	\$21,019.06	
Total Change Orders		\$21,019.06
Revised Contract Amount		\$836,519.06
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		December 7, 2011
Revised Contract Completion Date		
RSCCD Board Approval Date		October 24, 2022

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Seville Construction Services	_____ Authorized Signature	_____ Date
_____ District Inspector	_____ Authorized Signature	_____ Date
_____ Darryl A. Odum Director - District Construction and Support Services	_____ Authorized Signature	_____ Date
_____ Assistant Vice Chancellor - Facility Planning	_____ Authorized Signature	_____ Date
_____ Peter J. Hardash Vice Chancellor, Business Operations/Fiscal Services	_____ Authorized Signature	_____ Date

CHANGE ORDER

Rancho Santiago Community College District
2323 N. Broadway, Santa Ana, CA 92708-1640

Project: Aquatic & Athletic Complex Project at Santiago Canyon College		Bid No. 1141	P.O. # 10-BP000250
Contractor: Westech Mechanical, Inc		D.S.A. No. 04-109232	
Architect: The Austin Company		Change Order No. 1	
		Date: October 4, 2011	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Additional cost escalation for air handler units for the aquatics project</p> <p>REASON: Project delays caused by default of concrete contractor (Backcharge cost to Great American Insurance Co.)</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$21,019.06
Sub-Total		\$0.00	\$21,019.06
Total			\$21,019.06

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

To:	Board of Trustees	Date: October 24, 2011
Re:	Approval of Change Order #2, Bid #1141 – HVAC for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board of Trustees awarded a contract to West Tech Mechanical for Bid #1141, HVAC for the Humanities Building at Santiago Canyon College.

ANALYSIS:

During the course of normal construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #2.

Change Order #2 increases the contract by \$15,496.00. The revised contract amount is \$2,169,610.00. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are .912% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #2, Bid #1141 for West Tech Mechanical, HVAC for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$15,496.00	Board Date: October 24, 2011
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez., Ph.D., Chancellor	

CHANGE ORDER		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
Project: Santiago Canyon College Humanities Building	Bid No. 1141	P.O. # 10-BP000249	
	D.S.A. No. 04-110212		
Contractor: West Tech Mechanical	Change Order No. 2		
Architect: LPA Inc	Date: October 7, 2011		

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE		
Original Contract Amount		\$2,150,000.00
Previous Change Orders	\$4,114.00	
This Change Order	\$15,496.00	
Total Change Orders		\$19,610.00
Revised Contract Amount		\$2,169,610.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		December 7, 2011
Revised Contract Completion Date		December 7, 2011
RSCCD Board Approval Date		October 24, 2011

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Seville CS	_____ Authorized Signature	_____ Date
_____ District Inspector	_____ Authorized Signature	_____ Date
_____ Darryl A. Odum Director - District Construction and Support Services		_____ Date
_____ Assistant Vice Chancellor - Facility Planning	_____ Authorized Signature	_____ Date
_____ Peter J. Hardash Vice Chancellor, Business Operations/Fiscal Services		_____ Date

CHANGE ORDER

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

Project: *Santiago Canyon College Humanities Building*

Bid No. *1141*

P.O. # *10-BP000249*

D.S.A. No. *04-110212*

Contractor: *West Tech Mechanical*

Change Order No. *2*

Architect: *LPA Inc*

Date: *October 7, 2011*

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: CCD #22 Added Variable Air Volume (VAV) boxes, supply and return grills, ductwork, insulation, additional testing and balancing.</p> <p>REASON: Modifications to second and third floor additional classrooms</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>	\$0.00	\$15,496.00
Sub-Total		\$0.00	\$15,496.00
Total			\$15,496.00

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date:	October 24, 2011
Re:	Approval of Change Order #3, Bid #1147 – Interiors for the Athletic/Aquatic Complex at Santiago Canyon College		
Action:	Request for Approval		

BACKGROUND:

On March 22, 2010, the Board awarded a contract to Inland Empire Architectural Specialties, Inc. (IEAS), for Bid #1147, interiors for the Athletic/Aquatic Complex.

ANALYSIS:

During the course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #3.

Change Order #3 increases the contract by \$5,249.03. The revised contract amount is \$515,012.47. It should be noted that this cost increase will be back charged to Great American Insurance Company.

The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 3.385% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #3, Bid #1147 for IEAS, interiors for the Athletic/Aquatic Complex at Santiago Canyon College as presented.

Fiscal Impact:	\$5,249.03	Board Date:	October 24, 2011
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services		
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services		
Recommended by:	Raúl Rodríguez., Ph.D., Chancellor		

CHANGE ORDER

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

Project: Athletic/Aquatic Complex Project at Santiago Canyon College	Bid No. 1147	P.O. # 10-P0014650
	D.S.A. No. 04-109232	
Contractor: Inland Empire Architectural Specialties Inc	Change Order No. 3	
Architect: The Austin Company	Date: October 4, 2011	

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$498,148.43
Previous Change Orders	\$11,615.01	
This Change Order	\$5,249.03	
Total Change Orders		\$16,864.04
Revised Contract Amount		\$515,012.47
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		November 25, 2011
Revised Contract Completion Date		
RSCCD Board Approval Date		October 24, 2011

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Seville Construction Services	_____ Authorized Signature	_____ Date
_____ District Inspector	_____ Authorized Signature	_____ Date
Darryl A. Odum _____ Director - District Construction and Support Services	_____ Authorized Signature	_____ Date
_____ Assistant Vice Chancellor - Facility Planning	_____ Authorized Signature	_____ Date
Peter J. Hardash _____ Vice Chancellor, Business Operations/Fiscal Services	_____ Authorized Signature	_____ Date

CHANGE ORDER

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

Project: Athletic/Aquatic Complex Project at Santiago Canyon College		Bid No. 1147	P.O. # 10-P0014650
Contractor: Inland Empire Architectural Specialties Inc		D.S.A. No. 04-109232	
Architect: The Austin Company		Change Order No. 3	
		Date: October 4, 2011	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Additional cost escalation for hardware material and hollow metal doors</p> <p>REASON: Hardware changes were required to match the Humanities specifications. Charges will be backcharged to Great American Ins. Co.</p> <p>REQUESTOR: Architect</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$5,249.03
Sub-Total		\$0.00	\$5,249.03
Total			\$5,249.03

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: October 24, 2011
Re:	Approval of Change Order #1, Bid #1151 – Earthwork for the Loop Road Extension at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board awarded a contract to Southern California Grading, Inc., for Bid #1151, earthwork for the Loop Road Extension.

ANALYSIS:

During the course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #1.

Change Order #1 increases the contract by \$2,005.00. The revised contract amount is \$165,532.00. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 1.226% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1, Bid #1151 for Southern California Grading, Inc., earthwork for the Athletic/Aquatic Complex at Santiago Canyon College as presented.

Fiscal Impact:	\$2,005.00	Board Date: October 24, 2011
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez., Ph.D., Chancellor	

<h1 style="margin: 0;">CHANGE ORDER</h1>	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640
Project: Santiago Canyon College Loop Road Extension	Bid No. 1151 P.O. # 10-P0014382
Contractor: Southern California Grading	D.S.A. No. 04-110594
Architect: LPA Inc	Change Order No. 1
	Date: October 7, 2011

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE		
Original Contract Amount		\$163,527.00
Previous Change Orders	\$0.00	
This Change Order	\$2,005.00	
Total Change Orders		\$2,005.00
Revised Contract Amount		\$165,532.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		September 4, 2011
Revised Contract Completion Date		September 4, 2011
RSCCD Board Approval Date		October 24, 2011

Architect	Authorized Signature	Date
Contractor Name	Authorized Signature	Date
Construction Manager - Seville CS	Authorized Signature	Date
District Inspector	Authorized Signature	Date
Darryl A. Odum Director - District Construction and Support Services		Date
Assistant Vice Chancellor - Facility Planning	Authorized Signature	Date
Peter J. Hardash Vice Chancellor, Business Operations/Fiscal Services		Date

CHANGE ORDER

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

Project: **Santiago Canyon College Loop Road Extension**

Bid No. **1151**

P.O. # **10-P0014382**

D.S.A. No. **04-110594**

Contractor: **Southern California Grading**

Change Order No. **1**

Architect: **LPA Inc**

Date: **October 7, 2011**

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Saw-cutting asphalt pavement</p> <p>REASON: Required for the installation of the new fire water line</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>	\$0.00	\$414.00
2.0	<p>DESCRIPTION: Removal of two additional trees</p> <p>REASON: Tree root barriers were above the new finished surface</p> <p>REQUESTOR: LPA</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>	\$0.00	\$1,591.00
Sub-Total		\$0.00	\$2,005.00
Total			\$2,005.00

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: October 24, 2011
Re:	Approval of Change Order #1, Bid #1181 – Signalization Project at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On July 25, 2011, the Board awarded a contract to Dynalectric for Bid #1181, signalization project at Santiago Canyon College.

ANALYSIS:

During the course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #1.

Change Order #1 increases the contract by \$12,354.00. The revised contract amount is \$784,660.00. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 1.6% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1, Bid #1181 for Dynalectric, signalization project at Santiago Canyon College as presented.

Fiscal Impact:	\$12,354.00	Board Date: October 24, 2011
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez., Ph.D., Chancellor	

CHANGE ORDER		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
Project: Santiago Canyon College SCC Signalization	Bid No. 1181	P.O. # 12-P0020215	
	D.S.A. No.	N/A	
Contractor: Dynalectric	Change Order No. 1		
Architect: LPA Inc	Date: October 7, 2011		

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE		
Original Contract Amount		\$772,306.00
Previous Change Orders	\$0.00	
This Change Order	\$12,354.00	
Total Change Orders		\$12,354.00
Revised Contract Amount		\$784,660.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		March 10, 2012
Revised Contract Completion Date		March 10, 2012
RSCCD Board Approval Date		October 24, 2011

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Seville CS	_____ Authorized Signature	_____ Date
_____ District Inspector	_____ Authorized Signature	_____ Date
_____ Darryl A. Odum Director - District Construction and Support Services		_____ Date
_____ Assistant Vice Chancellor - Facility Planning	_____ Authorized Signature	_____ Date
_____ Peter J. Hardash Vice Chancellor, Business Operations/Fiscal Services		_____ Date

CHANGE ORDER

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

Project: *Santiago Canyon College SCC Signalization*

Bid No. 1181

P.O. # 10-BP000229

D.S.A. No. N/A

Contractor: *Dynalectric*

Change Order No. 7

Architect: *LPA Inc*

Date: *October 7, 2011*

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Provide street markings and removal of existing markings</p> <p><u>REASON:</u> Originally noted to be provided by the District</p> <p><u>REQUESTOR:</u> LPA</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$12,354.00
	Sub-Total	\$0.00	\$12,354.00
	Total		\$12,354.00

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

To:	Board of Trustees	Date: October 24, 2011
Re:	Approval of Bid #1184 – Purchase of a VRTEX 360 Virtual Reality Welding Trainer Unit & a System 5 Robotic Cell Arc Mate 100iC, R-30iA, A-CAB Hollow Arm (or equal)	
Action:	Request for Approval	

BACKGROUND

The Welding Department at Santa Ana College received a CTEA (Career Technical Education Act/Carl Perkins IV/Federal) Grant to purchase a VRTEX 360 Virtual Reality Welding Trainer Unit & a System 5 Robotic Cell Arc Mate 100iC, R-30iA, A-CAB Hollow Arm. These items will enable students to perfect and master their welding skills prior to actual hands-on welding. The dollar amount required going out for bid and obtaining Board approval.

ANALYSIS

Bids were sent to five vendors. We received two bids; three vendors did not respond. The low bidder meeting specifications is Cameron Welding Supply.

VENDOR	AMOUNT
Cameron Welding Supply	\$121,508.96
The Lincoln Electric Company	\$131,382.90
Sims Welding Supply	No Response
Praxair	No-Response
Airgas West	No-Response

RECOMMENDATION

It is recommended that the Board of Trustees accept the bid and approve Bid #1184 – Purchase of a VRTEX 360 Virtual Reality Welding Trainer Unit & a System 5 Robotic Cell Arc Mate 100iC, R-30iA, A-CAB Hollow Arm to Cameron Welding Supply as presented.

Fiscal Impact:	\$121,508.96	Board Date: October 24, 2011
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Dr. Raúl Rodriguez, Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: October 24, 2011

INDEPENDENT CONTRACTORS

Christine Draa

**Attachment A – Independent Contractor Agreement
Attachment B – Proposal**

Service: Consulting services to provide oversight and coordination for the Youth Entrepreneurship Program (YEP) as part of the statewide Business & Entrepreneurship Center (BEC) program at the rate of \$60.00 an hour.

Date(s) of Service: November 1, 2011 through October 31, 2012

Fee: Estimated at \$40,000.00

Requested by: Michael Roessler

**Funded by: Educational Services
12-2287-684000-53305-5100**

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this 1st of November, 2011 by and between Christine Draa herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

WHEREAS the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an INDEPENDENT CONTRACTOR specially trained to perform special services; and

WHEREAS the DISTRICT and INDEPENDENT CONTRACTOR mutually agree that the INDEPENDENT CONTRACTOR is specially qualified for and shall provide special services to the DISTRICT that no employee of the DISTRICT is qualified to perform and shall provide the following specific services:

CONSULTING SERVICES TO PROVIDE OVERSIGHT AND COORDINATION FOR THE YOUTH ENTREPRENEURSHIP PROGRAM (YEP) AS PART OF THE STATEWIDE BUSINESS & ENTREPRENEURSHIP CENTER (BEC) PROGRAM

WHEREAS the Governing Board has determined that the INDEPENDENT CONTRACTOR is specially trained and experienced and competent to perform the special services required, and

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at Forty Thousand Dollars & No Cents (\$40,000.00).

The contracted services are to commence on or about November 1, 2011 and to be completed on or about, but not later than October 31, 2012.

WHEREAS the INDEPENDENT CONTRACTOR in the performance of this agreement shall be and act as an INDEPENDENT CONTRACTOR providing the necessary tools and equipment and provide the Board of Trustees a final finished report and/or product within the prescribed time allocated, and

WHEREAS the INDEPENDENT CONTRACTOR shall assume all other expenses incurred in connection with the performance of this contract and the DISTRICT shall not be responsible for payment of any other expenses. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of the DISTRICT. While engaged in carrying out and complying with any of the terms and conditions of this agreement, the INDEPENDENT CONTRACTOR is not an officer, agent or employee of the DISTRICT, and

WHEREAS the INDEPENDENT CONTRACTOR shall provide worker's compensation insurance or self-insure services, and

WHEREAS the INDEPENDENT CONTRACTOR shall indemnify and hold harmless the DISTRICT, its officers, agents, and employees from every claim or demand made, and

every liability, loss, damages, or expense, of any nature whatsoever, which may be incurred by reason of:

- a) Contractor agrees to defend, indemnify, and hold harmless the Rancho Santiago Community District (District), its officers, agents, employees, and volunteers from all loss, cost, and expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising of activities of the Contractor, its subcontractors, or those of any of its officers, agents, or employees or volunteers, whether such act is authorized by this Agreement or not; and Contractor shall pay for any and all damage to the property of the District, or loss or theft of such property, done or caused by such persons. District assumes no responsibility whatsoever for any property placed on the premises. Contractor further agrees to waive all rights of subrogation against the District. The provisions of the Article do not apply to any damage or losses caused by the negligence of the District or any of its agents or employees.

WHEREAS the DISTRICT may at any time, with or without reason, terminate this AGREEMENT in whole or in part and compensate INDEPENDENT CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by INDEPENDENT CONTRACTOR and shall specify the date of termination.

WHEREAS the parties to this agreement, under penalty of perjury, certify that all of the above items are to the best of their knowledge true and correct statements.

IN WITNESS where of, said parties have executed this agreement as of the date first written above.

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Tracey Conner-Crabbe
Printed Name

Title

Director of Purchasing Services
Title

Address

City/State

Date

Date

Attachment "B"

**Christine Draa
1821 Wayside Lane
Sacramento, CA 95864
(916) 420-306**

October 6, 2011

Proposal For Services

This is a proposal for services to provide program oversight and coordination for the Youth Entrepreneurship Program (YEP), a program of the statewide Business & Entrepreneurship Center (BEC) program

- **Provide programmatic support and oversight to 12 implementation sites (7 BECs and 5 CITD).**
- **Work with YEP site staff to refine YEP workplans and move centers toward program goals and outcomes.**
- **Ensure all YEP activities are documented in the CTE Central data collection system.**
- **Coordinate a statewide Business Plan competition.**

This work will begin on November 1, 2011 and continue through October 31, 2012 at the rate of \$60 per hour not to exceed \$40,000.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: October 24, 2011

INDEPENDENT CONTRACTORS

Joslyn Hamilton

Attachment A – Independent Contractor Agreement
Attachment B – Proposal

Service: Consulting services to provide website content development and social media expertise for the statewide Business & Entrepreneurship Center (BEC) program at the rate of \$50.00 an hour.

Date(s) of Service: November 1, 2011 through October 31, 2012

Fee: Estimated at \$15,000.00

Requested by: Michael Roessler

Funded by: Educational Services
12-2262-684000-53365-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this 1st of November, 2011 by and between Joslyn Hamilton herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

WHEREAS the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an INDEPENDENT CONTRACTOR specially trained to perform special services; and

WHEREAS the DISTRICT and INDEPENDENT CONTRACTOR mutually agree that the INDEPENDENT CONTRACTOR is specially qualified for and shall provide special services to the DISTRICT that no employee of the DISTRICT is qualified to perform and shall provide the following specific services:

CONSULTING SERVICES TO PROVIDE WEBSITE CONTENT DEVELOPMENT AND SOCIAL MEDIA EXPERTISE FOR THE STATEWIDE BUSINESS & ENTREPRENEURSHIP CENTER (BEC) PROGRAM

WHEREAS the Governing Board has determined that the INDEPENDENT CONTRACTOR is specially trained and experienced and competent to perform the special services required, and

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at Fifteen Thousand Dollars & No Cents (\$15,000.00).

The contracted services are to commence on or about November 1, 2011 and to be completed on or about, but not later than October 31, 2012.

WHEREAS the INDEPENDENT CONTRACTOR in the performance of this agreement shall be and act as an INDEPENDENT CONTRACTOR providing the necessary tools and equipment and provide the Board of Trustees a final finished report and/or product within the prescribed time allocated, and

WHEREAS the INDEPENDENT CONTRACTOR shall assume all other expenses incurred in connection with the performance of this contract and the DISTRICT shall not be responsible for payment of any other expenses. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of the DISTRICT. While engaged in carrying out and complying with any of the terms and conditions of this agreement, the INDEPENDENT CONTRACTOR is not an officer, agent or employee of the DISTRICT, and

WHEREAS the INDEPENDENT CONTRACTOR shall provide worker's compensation insurance or self-insure services, and

WHEREAS the INDEPENDENT CONTRACTOR shall indemnify and hold harmless the DISTRICT, its officers, agents, and employees from every claim or demand made, and

every liability, loss, damages, or expense, of any nature whatsoever, which may be incurred by reason of:

- a) Contractor agrees to defend, indemnify, and hold harmless the Rancho Santiago Community District (District), its officers, agents, employees, and volunteers from all loss, cost, and expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising of activities of the Contractor, its subcontractors, or those of any of its officers, agents, or employees or volunteers, whether such act is authorized by this Agreement or not; and Contractor shall pay for any and all damage to the property of the District, or loss or theft of such property, done or caused by such persons. District assumes no responsibility whatsoever for any property placed on the premises. Contractor further agrees to waive all rights of subrogation against the District. The provisions of the Article do not apply to any damage or losses caused by the negligence of the District or any of its agents or employees.

WHEREAS the DISTRICT may at any time, with or without reason, terminate this AGREEMENT in whole or in part and compensate INDEPENDENT CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by INDEPENDENT CONTRACTOR and shall specify the date of termination.

WHEREAS the parties to this agreement, under penalty of perjury, certify that all of the above items are to the best of their knowledge true and correct statements.

IN WITNESS where of, said parties have executed this agreement as of the date first written above.

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Tracey Conner-Crabbe
Printed Name

Title

Director of Purchasing Services
Title

Address

City/State

Date

Date

Attachment "B"

Joslyn Hamilton
325 Pine Hill Road
Mill Valley, CA 94941
(415) 203-0255

October 6, 2011

Proposal For Services

This is a proposal for services to provide website content development and social media expertise for the statewide Business & Entrepreneurship Center (BEC) program.

- Oversee daily and weekly BEC content development of the www.buildcalifornia.org website;
- Develop and conduct social media plan for the Business & Entrepreneurship Center (BEC) Program and all of its programs including the Youth Entrepreneurship Program, the Faculty Entrepreneurship Program, the Faculty Champion Program and the Faculty Mini-Grant Program.
- Write and maintain blog for the BEC program using Wordpress.

This work will begin on November 1, 2011 and continue through October 31, 2012 at the rate of \$50 per hour not to exceed \$15,000.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: October 24, 2011

INDEPENDENT CONTRACTORS

Muckenthaler & Associates, Inc

Attachment A – Independent Contractor Agreement
Attachment B – Proposal

Service: Consulting services to provide professional and technical assistance to the existing Early Head Start (EHS) program at the rate of \$100.00 an hour.

Date(s) of Service: October 25, 2011 through March 31, 2012

Fee: Estimated at \$60,000.00

Requested by: Dee Tucker

Funded by: Educational Services
33-1272-692000-53329-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this 25th of October, 2011 by and between Muckenthaler & Associates Inc herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

WHEREAS the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an INDEPENDENT CONTRACTOR specially trained to perform special services; and

WHEREAS the DISTRICT and INDEPENDENT CONTRACTOR mutually agree that the INDEPENDENT CONTRACTOR is specially qualified for and shall provide special services to the DISTRICT that no employee of the DISTRICT is qualified to perform and shall provide the following specific services:

CONSULTING SERVICES TO PROVIDE PROFESSIONAL AND TECHNICAL ASSISTANCE TO THE EXISTING EARLY HEAD START (EHS) PROGRAM

WHEREAS the Governing Board has determined that the INDEPENDENT CONTRACTOR is specially trained and experienced and competent to perform the special services required, and

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at Sixty Thousand Dollars & No Cents (\$60,000.00).

The contracted services are to commence on or about October 25, 2011 and to be completed on or about, but not later than March 31, 2012.

WHEREAS the INDEPENDENT CONTRACTOR in the performance of this agreement shall be and act as an INDEPENDENT CONTRACTOR providing the necessary tools and equipment and provide the Board of Trustees a final finished report and/or product within the prescribed time allocated, and

WHEREAS the INDEPENDENT CONTRACTOR shall assume all other expenses incurred in connection with the performance of this contract and the DISTRICT shall not be responsible for payment of any other expenses. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of the DISTRICT. While engaged in carrying out and complying with any of the terms and conditions of this agreement, the INDEPENDENT CONTRACTOR is not an officer, agent or employee of the DISTRICT, and

WHEREAS the INDEPENDENT CONTRACTOR shall provide worker's compensation insurance or self-insure services, and

WHEREAS the INDEPENDENT CONTRACTOR shall indemnify and hold harmless the DISTRICT, its officers, agents, and employees from every claim or demand made, and

every liability, loss, damages, or expense, of any nature whatsoever, which may be incurred by reason of:

- a) Contractor agrees to defend, indemnify, and hold harmless the Rancho Santiago Community District (District), its officers, agents, employees, and volunteers from all loss, cost, and expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising of activities of the Contractor, its subcontractors, or those of any of its officers, agents, or employees or volunteers, whether such act is authorized by this Agreement or not; and Contractor shall pay for any and all damage to the property of the District, or loss or theft of such property, done or caused by such persons. District assumes no responsibility whatsoever for any property placed on the premises. Contractor further agrees to waive all rights of subrogation against the District. The provisions of the Article do not apply to any damage or losses caused by the negligence of the District or any of its agents or employees.

WHEREAS the DISTRICT may at any time, with or without reason, terminate this AGREEMENT in whole or in part and compensate INDEPENDENT CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by INDEPENDENT CONTRACTOR and shall specify the date of termination.

WHEREAS the parties to this agreement, under penalty of perjury, certify that all of the above items are to the best of their knowledge true and correct statements.

IN WITNESS where of, said parties have executed this agreement as of the date first written above.

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Tracey Conner-Crabbe
Printed Name

Title

Director of Purchasing Services
Title

Address

City/State

Date

Date

**MUCKENTHALER & ASSOCIATES, INC.
PROPOSED SCOPE OF WORK**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
EARLY HEAD START (EHS) PROGRAM**

Rancho Santiago Community College District (RSCCD) has requested a contract scope of work from Muckenthaler & Associates, Inc. to provide professional and technical assistance to the existing Early Head Start (EHS) program. This section outlines the tasks to be completed by Muckenthaler & Associates, Inc. with Cinda Muckenthaler as the primary consultant for the EHS project.

Considerations for successful implementation include oversight to the program in order to:

- o Fully implement and comply with the Head Start Program Performance Standards;
- o Train and retrain qualified EHS staff with infant/toddler and Head Start expertise;
- o Ensure an integrated and effective management/organizational systems, policies and procedures;
- o Provide a seamless approach to continuous services that reflect the needs of the community and families served.

As principal of Muckenthaler & Associates, Inc., Cinda Muckenthaler will provide on-going support and guidance based on her experience and knowledge about how to operationalize the Program Performance Standards. She possesses:

- o Management and organizational development skills;
- o Communication skills necessary to work with staff and a program planning group;
- o A clear understanding of Head Start/Early Head Start within the context of the community; and
- o The ability to oversee the facilitation and implementation of ongoing program operation.

The scope of work allows for direct support to RSCCD EHS staff, consultants and community partners. Ms. Muckenthaler will:

1. Provide resource services to RSCCD, including attending, participating, and representing RSCCD EHS program at meetings (as needed) relevant to the Early Head Start program and as determined by RSCCD staff.
2. Provide assistance and act as a technical resource to RSCCD key staff and relevant partners including Help Me Grow and MOMS of Orange County in relation to the EHS Program.
3. Coordinate with the RSCCD EHS staff for implementation of services plans based on the goals of the program.
4. Report to RSCCD key staff on a regular basis regarding the status of the program, the tasks completed during the reporting period, and any issues needing to be addressed.
5. Engage in one-on-one interaction with EHS key staff to assure program policies and procedures are being followed to meet EHS Performance Standards.
6. Assist in the development of and recommendation of organizational infrastructure additions/changes to accommodate EHS Program priorities and needs.
7. Prioritize and set schedules for activities; develop timelines for plan implementation.
8. Assist with budget analysis and development of expenditures necessary to fund EHS Program.
9. Research new trends and changes in legislation related to EHS program.
10. Research, plan and make recommendations to RSCCD key staff for EHS Program methods of operation.
11. Make recommendations for delivery service systems as related to the EHS Program.
12. Assist in the promotion and creation of unique individualized EHS Programs that meet RSCCD requirements as well as parent and community needs.

As an Early Head Start contractor, the principal consultant, Cinda Muckenthaler will provide assistance related to program oversight in the following areas in conjunction with RSCCD ECE Director, EHS Key Staff and Partners:

Organizational Leadership

- o Provide supervision and guidance in the daily operations of the EHS program including administrative functions and tasks

Policy Council

- o Provide direct support to existing Policy Council
- o Construct training topic recommendations for Board/PC/Parents (provide training when necessary)
- o Provide guidance to staff in relation to Policy Council requirements

Recruitment and Enrollment of Children and Families

- o Provide guidance in the selection and enrollment criteria developed and approved by governing body
- o Review and monitor recruitment and enrollment process for compliance through Child Plus data system

Training/Technical Assistance (T/TA)

- o Provide technical support in the development of on-going plans to support the implement of all EHS services
- o Coordinate with key staff in the support of T/TA on infants, toddlers and pregnant women topics
- o Participate in the hiring process for Early Head Start Director

SERVICE ELEMENTS

Proposed Contract Terms: \$100 per hour/ not to exceed \$60,000

Estimated Hours Per Week: 25 hours

Contract Effective Date: October 25, 2011 through March 31, 2012

Billing Terms: Monthly Invoice

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
12-P0020389	65.00	MARK A. FRANCO, JR.	Conference Expenses	SP		9/12/2011
12-P0020390	72,000.00	TOWNSEND PUBLIC AFFAIRS INC	Contracted Services			9/12/2011
12-P0020391	6,400.00	TYR INC	Buildings - Construction Tests	SP	BOND	9/12/2011
* 12-P0020392	4,307.60	SAN BERNARDINO COUNTY	Instructional Agrmt - Salary			9/12/2011
12-P0020393	401.90	AMERICAN EXPRESS	Conference Expenses			9/13/2011
12-P0020394	560.30	D3 SPORTS INC.	Instructional Supplies	SP		9/13/2011
12-P0020395	484.88	CLINCH GEAR	Instructional Supplies	SP		9/13/2011
12-P0020396	299.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/13/2011
12-P0020397	250.00	LYTTON PERRY	Repair & Replacement Parts			9/13/2011
12-P0020398	862.00	CARRIER TRANSICOLD	Instructional Supplies	SP		9/13/2011
12-P0020399	200.00	LYTTON PERRY	Instructional Supplies	SP		9/13/2011
12-P0020400	200.00	LYTTON PERRY	Instructional Supplies			9/13/2011
12-P0020401	1,000.00	WESTRUX INT'L	Instructional Supplies	SP		9/13/2011
12-P0020402	250.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		9/13/2011
12-P0020403	1,000.00	RUSH TRUCK CTR	Instructional Supplies	SP		9/13/2011
12-P0020404	1,200.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			9/13/2011
12-P0020405	65.00	CALIF APPAREL NEWS	Books, Mags & Ref Mat, Non-Lib			9/13/2011
12-P0020406	47.88	VOGUE	Books, Mags & Ref Mat, Non-Lib			9/13/2011
12-P0020407	54.95	THREADS MAGAZINE	Books, Mags & Ref Mat, Non-Lib			9/13/2011
12-P0020408	159,338.00	PERCEPTIVE SOFTWARE INC	Equipment - Software > \$1,000	SP	BOND	9/13/2011
12-P0020409	10,290.00	ORANGE COAST PLUMBING INC	Contracted Repair Services	SP		9/13/2011
* 12-P0020411	12,466.00	EXTREME ENTREPRENEURSHIP	Contracted Services	SP		9/13/2011
12-P0020412	1,200.00	CABRERA CHAVEZ GARCIA INC	Advertising	SP		9/13/2011
* 12-P0020413	1,300.00	TORRES ANA L	Contracted Services	SP		9/13/2011
* 12-P0020414	7,250.00	CALDERON DAVID	Contracted Services	SP		9/13/2011
12-P0020415	173.09	YOUNG PS ACQUISITIONS, LLC	Non-Instructional Supplies	SP		9/14/2011
12-P0020416	255.87	HEALTH EDCO	Instructional Supplies	SP		9/14/2011
12-P0020417	2,140.00	POSTMASTER	Postage			9/14/2011
12-P0020418	271.72	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		9/14/2011
* 12-P0020419	1,616.25	NEWBEGINNINGS INC	Food and Food Service Supplies	SP		9/14/2011
12-P0020420	11.73	BADGE EXPRESS	Non-Instructional Supplies			9/14/2011
12-P0020421	45.00	WACAC WESTERN ASSOC FOR COLLEGE	Inst Dues & Memberships			9/14/2011
12-P0020422	50.00	SOUTH COAST HIGHER EDUCATION COUNCIL	Inst Dues & Memberships			9/14/2011
12-P0020423	75.00	SCIAC SO CALIF INTERSEGME	Inst Dues & Memberships			9/14/2011
12-P0020424	38.32	MICRO VISIONS	Instructional Supplies	SP		9/14/2011

Legend: * = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
12-P0020425	1,238.95	CENGAGE LEARNING/ EDUC. TO GO	Instructional Supplies	SP		9/14/2011
12-P0020426	88.10	DIX METALS	Instructional Supplies			9/14/2011
12-P0020427	491.29	GUNTHER'S ATHLETIC SVC	Instructional Supplies	SP		9/14/2011
12-P0020428	2,638.80	NAT'L SPORTS APPAREL LLC	Instructional Supplies	SP		9/14/2011
12-P0020429	1,605.89	RAWLINGS SPORTING GOODS	Instructional Supplies	SP		9/14/2011
12-P0020430	3,274.25	NAT'L SPORTS APPAREL LLC	Instructional Supplies	SP		9/14/2011
12-P0020431	194.50	ACT	Non-Instructional Supplies	SP		9/14/2011
12-P0020432	5,939.20	ACADEMIC SENATE FOR	Inst Dues & Memberships			9/14/2011
12-P0020433	323.25	ELITE SPORTS INC	Instructional Supplies	SP		9/14/2011
12-P0020434	200.00	CACCRAO CALIF ASSOC OF COMMUNITY	Inst Dues & Memberships			9/14/2011
12-P0020435	3,000.00	MCKESSON GENERAL MEDICAL CORP	Non-Instructional Supplies	SP		9/14/2011
12-P0020436	1,692.08	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/14/2011
12-P0020437	217.19	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			9/14/2011
12-P0020438	1,395.36	WE DO GRAPHICS INC	Reproduction/Printing Expenses			9/14/2011
12-P0020439	177.58	21ST CENTURY SOLUTIONS, LTD	Non-Instructional Supplies			9/14/2011
12-P0020440	300.00	CCCCIO	Inst Dues & Memberships			9/15/2011
12-P0020441	164.38	ACTION DOOR CONTROLS INC	Contracted Repair Services			9/15/2011
12-P0020442	1,193.15	FRANKLIN AIR CONDITIONING	Contracted Repair Services			9/15/2011
12-P0020443	15,000.00	THATCH GREGORY D	Legal Expenses			9/15/2011
12-P0020444	63.00	COMPUTERLAND OF SILICON VALLEY	Non-Instructional Supplies			9/15/2011
12-P0020445	199.65	MIDWEST LIBRARY SVC	Library Books			9/16/2011
12-P0020446	144.50	GALE GROUP	Library Books	SP		9/16/2011
12-P0020447	475.00	ALADDIN FLORIST	Non-Instructional Supplies	SP		9/16/2011
12-P0020448	3,500.00	AMAZON COM	Library Books			9/16/2011
12-P0020449	1,000.00	DON BOOKSTORE	Non-Instructional Supplies	SP		9/16/2011
12-P0020450	2,796.50	VOCUS INC	Internet Services			9/16/2011
* 12-P0020451	301.80	WESTERN POWER SYSTEMS	Repair & Replacement Parts			9/16/2011
12-P0020452	400.00	SHEWARD & SON & SONS	Contracted Services	SP		9/16/2011
12-P0020453	1,171.55	WELLS FARGO BANK	Conference Expenses			9/16/2011
12-P0020454	1,769.80	HILLS BROS LOCK & SAFE	Security Systems & Services			9/16/2011
12-P0020455	4,002.00	DE LA TORRE COMMERCIAL	Contracted Repair Services			9/16/2011
12-P0020456	1,846.99	TRANE CO	Contracted Repair Services			9/16/2011
12-P0020457	28,124.47	SCHOOLS EXCESS LIABILITY FUND	Prop, Liab, Boiler & Machine			9/16/2011
12-P0020458	336.18	MCMAHAN BUSINESS INTERIORS	Equipment - Federal Progs >200	SP		9/16/2011
* 12-P0020459	1,984.04	RAMCO REFRIGERATION & AIR	Contracted Repair Services	SP		9/16/2011

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 12-P0020460	4,949.00	DE LA TORRE COMMERCIAL	Contracted Services	SP		9/19/2011
* 12-P0020461	12,933.75	CITY OF MONTCLAIR	Instructional Agrmt - Salary			9/19/2011
* 12-P0020462	4,192.66	MCMAHAN BUSINESS INTERIORS	Contracted Services	SP		9/19/2011
12-P0020463	637.23	OFFICE DEPOT BUSINESS SVCS	Equip/Software - >\$200 <\$1,000			9/19/2011
12-P0020465	823.11	AT & T	Non-Instructional Supplies	SP		9/19/2011
12-P0020466	42.24	CDW GOVERNMENT INC.	Non-Instructional Supplies			9/20/2011
12-P0020467	700.00	FRY'S ELECTRONICS	Instructional Supplies	SP		9/20/2011
12-P0020468	5,000.00	CONSOLIDATED ELECTRICAL DISTRIBUTORS	Non-Instructional Supplies			9/20/2011
12-P0020469	3,145.03	UNISOURCE PAPER CO	Equipment - All Other > \$1,000			9/20/2011
12-P0020470	135.00	MKH ELECTRONICS	Contracted Repair Services			9/20/2011
12-P0020471	643.19	FITNESS REPAIR SHOP	Repair & Replacement Parts			9/20/2011
12-P0020472	300.00	NACCTEP NAT'L ASSOC OF COMM	Inst Dues & Memberships	SP		9/20/2011
12-P0020473	39.24	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/20/2011
12-P0020474	2,000.00	SANTA ANA CHAMBER OF COMMERCE	Inst Dues & Memberships			9/20/2011
12-P0020475	1,383.00	JOB ELEPHANT COM INC	Advertising			9/20/2011
12-P0020476	11.95	DONALD E. MAHANY	Non-Instructional Supplies			9/20/2011
12-P0020477	10,111.12	MATCO TOOLS	Equipment - Federal Progs >200	SP		9/20/2011
12-P0020478	82.50	CHRONICLE OF HIGHER ED	Books, Mags & Ref Mat, Non-Lib			9/20/2011
* 12-P0020479	2,650.00	TORRES MARIA	Food and Food Service Supplies	SP		9/20/2011
12-P0020480	384.51	EXPRESS COMPANIES INC	Non-Instructional Supplies	SP		9/20/2011
12-P0020481	1,000.00	OCBC ORANGE CTY BUS COUNCIL	District Business/Sponsorships	SP		9/20/2011
12-P0020482	706.07	DISCOUNT SCHOOL SUPPLY	Non-Instructional Supplies	SP		9/20/2011
12-P0020483	630.00	CCCCIO	Conference Expenses	SP		9/20/2011
12-P0020484	31.00	OCSBA ORANGE CO SCHOOL BOARD ASSOC	Conference Expenses			9/20/2011
12-P0020485	700.00	CONLEY BRIAN E	Conference Expenses			9/20/2011
12-P0020486	500.00	HANNA JOHN R	Conference Expenses			9/20/2011
12-P0020488	221.69	SAM ASH MUSIC	Non-Instructional Supplies	SP		9/20/2011
12-P0020489	400.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/20/2011
12-P0020490	408.29	KASSOY LLC	Instructional Supplies	SP		9/20/2011
12-P0020491	2,500.00	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		9/20/2011
12-P0020492	14,000.00	UNISOURCE PAPER CO	Non-Instructional Supplies			9/20/2011
12-P0020493	2,000.00	SHIFFLER EQUIPMENT SALES INC	Repair & Replacement Parts			9/20/2011
12-P0020494	550.00	VIETNAM CALIFORNIA RADIO, INC.	Advertising	SP		9/20/2011
12-P0020495	415.00	ENTERPRISE FLEET SVCS	Transportation - Student	SP		9/20/2011
12-P0020496	747.31	KATEK SOLUTIONS	Equip/Software - >\$200 <\$1,000			9/20/2011

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Purchase Order List

09/11/11 thru 10/08/11

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
12-P0020497	65.00	CECILIA A. ARRIAZA	Conference Expenses	SP		9/21/2011
12-P0020498	250.00	THUC LY	Food and Food Service Supplies	SP		9/21/2011
12-P0020499	359.40	AMERICAN EXPRESS	Conference Expenses	SP		9/21/2011
12-P0020500	1,000.00	SUNSTATE EQUIPMENT CO LLC	Rental-Equipment (Short-term)			9/21/2011
12-P0020501	1,831.75	XEROX CORP	Excess/Copies Usage			9/21/2011
12-P0020502	100.90	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		9/21/2011
12-P0020503	69.70	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		9/21/2011
12-P0020504	1,441.89	DELL COMPUTER	Equipment - All Other > \$1,000			9/21/2011
12-P0020505	2,075.00	COMPUTERLAND OF SILICON VALLEY	Software License and Fees			9/21/2011
12-P0020506	1,050.56	COMPUTERLAND OF SILICON VALLEY	Software License and Fees	SP		9/21/2011
12-P0020507	197.55	PLAYERS CHOICE	Non-Instructional Supplies	SP		9/22/2011
12-P0020508	694.58	1 800 DIAPERS INC	Non-Instructional Supplies	SP		9/22/2011
12-P0020509	919.22	MONTGOMERY HARDWARE CO	Non-Instructional Supplies			9/22/2011
12-P0020510	355.58	WE DO GRAPHICS INC	Non-Instructional Supplies			9/22/2011
12-P0020511	600.00	CORNER BAKERY/CBC RESTAURANT	Food and Food Service Supplies			9/22/2011
12-P0020512	2,160.00	ORANGE COUNTY REGISTER	Advertising			9/22/2011
12-P0020513	144.00	ORANGE COUNTY REGISTER	Advertising			9/22/2011
12-P0020514	73.27	SPORTS PAGE SOCCER WAREHOUSE	Instructional Supplies	SP		9/22/2011
12-P0020515	108.94	ARACELY MORA	Food and Food Service Supplies	SP		9/22/2011
12-P0020516	1,500.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/22/2011
12-P0020517	300.00	CCCCIO	Inst Dues & Memberships	SP		9/22/2011
12-P0020518	135.20	LOS ANGELES TIMES	Library Books - Periodicals			9/22/2011
12-P0020519	64,329.82	SNAP ON INDUSTRIAL	Equipment - Federal Progs >200	SP		9/22/2011
12-P0020520	365.55	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		9/22/2011
12-P0020521	275.41	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/22/2011
12-P0020522	2,422.00	DON BOOKSTORE	Books Paid for Students	SP		9/22/2011
12-P0020523	87.69	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/22/2011
12-P0020524	200.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		9/22/2011
12-P0020525	450.00	ANDREW C. HANSON	Conference Expenses			9/22/2011
12-P0020526	195.00	BOARD OF GOVERNORS	Conference Expenses			9/22/2011
12-P0020527	307.74	MCMAHAN BUSINESS INTERIORS	Non-Instructional Supplies	SP		9/22/2011
12-P0020528	280.50	MARTINEZ BOOKS AND ART GALLERY	Rental - Facility (Short-term)	SP		9/22/2011
12-P0020529	116.97	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/22/2011
12-P0020530	105,000.00	DON BOOKSTORE	Books Paid for Students	SP		9/22/2011
12-P0020531	18.29	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/22/2011

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
12-P0020532	6,963.00	DE LA TORRE COMMERCIAL	Contracted Services	SP		9/22/2011
12-P0020533	310.98	PYRO-COMM SYSTEMS INC	Contracted Repair Services			9/23/2011
12-P0020534	6,697.00	PROFESSIONAL PLUMBING &	Contracted Services	SP		9/23/2011
12-P0020535	82,800.00	RBF CONSULTING	Buildings - Engineering Costs	SP	BOND	9/23/2011
12-P0020536	3,180.00	TROPICAL PLAZA NURSERY	Contracted Repair Services	SP		9/23/2011
12-P0020537	1,350.00	SAPRIZA GOYRET MARIA JOSEFINA	Contracted Services	SP		9/23/2011
12-P0020538	135.00	CLARK SECURITY PRODUCTS INC	Conference Expenses			9/26/2011
12-P0020539	750.00	YARBROUGH PHILLIP E	Conference Expenses			9/26/2011
12-P0020540	1,000.00	CANDELA CORP	Non-Instructional Supplies	SP		9/26/2011
12-P0020541	2,718.54	XEROX CORP	Non-Instructional Supplies	SP		9/26/2011
12-P0020542	574.00	XEROX CORP	Equipment - Federal Progs >200	SP		9/26/2011
12-P0020543	28,957.22	A TECH TRAINING	Equipment - Federal Progs >200	SP		9/26/2011
12-P0020544	300.00	CCCCSSAA CALIF COMMUNITY COLL	Inst Dues & Memberships	SP		9/26/2011
12-P0020545	563.92	1 800 DIAPERS INC	Non-Instructional Supplies	SP		9/26/2011
12-P0020546	1,175.77	CARGILLE LABORATORIES INC	Instructional Supplies	SP		9/26/2011
12-P0020547	2,812.28	B2B COMPUTER PRODUCTS LLC	Equip/Software - >\$200 <\$1,000			9/26/2011
12-P0020548	511.43	GLASBY MAINTENANCE SUPPLY	Non-Instructional Supplies	SP		9/26/2011
12-P0020549	200.00	CITY OF ORANGE	Other Licenses & Fees			9/26/2011
12-P0020550	16,183.00	DE LA TORRE COMMERCIAL	Site Improvements			9/27/2011
12-P0020551	1,411.92	ACE FIXTURE CO	Equipment - Federal Progs >200	SP		9/27/2011
12-P0020552	944.00	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		9/27/2011
12-P0020553	617.00	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		9/27/2011
12-P0020554	400.00	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		9/27/2011
12-P0020555	252.00	ORANGE COUNTY TRANSPORTATION	Other Participant Prog Svc/Exp	SP		9/27/2011
12-P0020556	387.79	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		9/27/2011
12-P0020557	536.28	CM SCHOOL SUPPLY CO	Instructional Supplies	SP		9/27/2011
12-P0020558	313.00	CM SCHOOL SUPPLY CO	Instructional Supplies	SP		9/27/2011
12-P0020559	93.42	ORANGE TREE DELI & CATERING	Food and Food Service Supplies			9/27/2011
12-P0020560	1,278.00	YOSEMITE COMM COLL DISTRICT	Contracted Services	SP		9/27/2011
12-P0020561	1,162.00	DE LA TORRE COMMERCIAL	Building Improvements	SP		9/27/2011
12-P0020562	441,456.00	BERNARDS BROS INC	Buildings - Construction Mgmt	SP	BOND	9/27/2011
12-P0020563	261.25	CM SCHOOL SUPPLY CO	Instructional Supplies	SP		9/27/2011
12-P0020564	2,888.46	CPP CONSULTING PSYCHOLOGISTS PRESS	Instructional Supplies	SP		9/27/2011
12-P0020566	1,190.28	DAY LITE MAINTENANCE CO INC	Contracted Repair Services			9/27/2011
12-P0020567	15,700.00	CITY OF MONTCLAIR	Instructional Agrmt - Salary			9/27/2011

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
12-P0020568	7,687.08	BUTTE GLENN COMMUNITY COLLEGE	Telecommunication Circuits			9/27/2011
12-P0020569	600.00	NORTHGATE GONZALEZ MARKET	Other Participant Prog Svc/Exp	SP		9/28/2011
12-P0020570	100.00	CALIF ORG OF ASSOC DEGREE NURSING PROGRAMS-	Inst Dues & Memberships			9/28/2011
12-P0020571	112.50	MOVIES UNLIMITED	Instructional Supplies	SP		9/28/2011
12-P0020572	339.41	OFFICE DEPOT BUSINESS SVCS	Equip/Software - >\$200 <\$1,000	SP		9/28/2011
12-P0020573	23,500.00	OLMOS DEVELOPMENT INC	Buildings - Contracted Svcs	SP	BOND	9/28/2011
12-P0020574	5,000.00	UNISAN PRODUCTS	Non-Instructional Supplies			9/28/2011
12-P0020575	5,000.00	AMERICAN CHEMICAL & SANITARY	Non-Instructional Supplies			9/28/2011
12-P0020576	5,000.00	WAXIE SANITARY SUPPLY	Non-Instructional Supplies			9/28/2011
12-P0020577	750.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/28/2011
12-P0020578	648.64	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/28/2011
12-P0020579	12,000.00	IDENTIFICATION & SECURITY INTEGRATORS	Non-Instructional Supplies	SP		9/28/2011
12-P0020580	20.67	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/28/2011
12-P0020581	312.48	BAYSIDE GRAPHICS	Advertising	SP		9/28/2011
12-P0020582	200.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/28/2011
12-P0020583	1,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/28/2011
12-P0020584	260.00	COMPUTERLAND OF SILICON VALLEY	Software License and Fees			9/28/2011
* 12-P0020585	1,241.06	ACE FIXTURE CO	Non-Instructional Supplies	SP		9/28/2011
* 12-P0020586	7,424.94	CITY OF SANTA ANA	Contracted Services	SP		9/28/2011
12-P0020587	2,000.00	VORTEX INDUSTRIES	Contracted Repair Services			9/28/2011
12-P0020588	86.29	SEHI COMPUTER PRODUCTS	Reproduction/Printing Expenses	SP		9/28/2011
12-P0020589	161.45	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		9/28/2011
12-P0020591	810.00	ORANGE COAST PLUMBING INC	Contracted Repair Services			9/29/2011
12-P0020592	71.88	PITNEY BOWES	Lease Agreement - Equipment			9/29/2011
* 12-P0020593	420.00	GARCIA MELISSA M	Contracted Services	SP		9/29/2011
* 12-P0020594	480.00	TOLEDO NATALIA	Contracted Services	SP		9/29/2011
* 12-P0020595	175.00	PERCELLA ELIOT J	Contracted Services	SP		9/29/2011
12-P0020596	6,789.00	DE LA TORRE COMMERCIAL	Buildings - Contracted Svcs	SP	BOND	9/29/2011
12-P0020597	292.86	OFFICE DEPOT BUSINESS SVCS	Equipment - Federal Progs >200	SP		9/29/2011
12-P0020598	623.25	JM SMITH CORP	Software Support Service	SP		9/29/2011
12-P0020599	7,180.46	XEROX CORP	Equipment - All Other > \$1,000	SP		9/29/2011
12-P0020600	80.00	OCBC ORANGE CTY BUS COUNCIL	Conference Expenses			9/29/2011
12-P0020601	747.67	ENTENMANN ROVIN CO	Non-Instructional Supplies			9/29/2011
12-P0020602	750.07	MEDCO SPORTS MEDICINE AND	Instructional Supplies	SP		9/29/2011
12-P0020603	6,109.70	MEDCO SPORTS MEDICINE AND	Instructional Supplies	SP		9/29/2011

Legend: * = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
12-P0020604	1,100.00	CCFC COMMUNITY COLLEGE FACILITY COALITION	Inst Dues & Memberships			9/29/2011
12-P0020605	205.67	WORLD CLASS FLAGS/LIBERT FLAG	Non-Instructional Supplies			9/29/2011
12-P0020606	2,400.00	DON BOOKSTORE	Other Exp Paid for Students	SP		9/29/2011
12-P0020607	323.26	ESRI INC	Software Support Service	SP		9/29/2011
12-P0020608	2,396.98	DELL COMPUTER	Equipment - Federal Progs >200	SP		9/29/2011
* 12-P0020609	30,029.38	DELL COMPUTER	Non-Instructional Supplies	SP		9/29/2011
12-P0020610	4,504.50	FREEDOM SCIENTIFIC BLV GROUP	Software License and Fees	SP		9/29/2011
12-P0020611	2,000.00	GRAINGER	Non-Instructional Supplies			9/29/2011
12-P0020612	1,317.10	APPLE COMPUTER INC	Software License and Fees	SP		9/29/2011
12-P0020613	250.00	CCFC COMMUNITY COLLEGE FACILITY COALITION	Conference Expenses			9/30/2011
12-P0020614	800.00	ANDREA L. GARCIA	Conference Expenses	SP		9/30/2011
12-P0020615	800.00	ELIZABETH BERGARA	Conference Expenses	SP		9/30/2011
12-P0020616	750.00	PERCEPTIVE SOFTWARE INC	District In-Service Activities			9/30/2011
12-P0020617	315.00	CCCCIO	Conference Expenses	SP		9/30/2011
12-P0020618	800.00	RIZVI SYED AIJAZ MUSTAFA	Conference Expenses	SP		9/30/2011
12-P0020619	3,600.00	HARVARD	Conference Expenses	SP		9/30/2011
12-P0020620	1,095.10	BEDROCK SPORTS INC	Instructional Supplies	SP		9/30/2011
12-P0020621	365.49	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/30/2011
12-P0020622	1,000.00	DON BOOKSTORE	Other Exp Paid for Students	SP		9/30/2011
12-P0020623	1,000.00	OFFICE DEPOT BUSINESS SVCS	Other Exp Paid for Students	SP		9/30/2011
12-P0020624	10,000.00	MUSICK, PEELER & GARRETT LLP	Legal Expenses			9/30/2011
12-P0020625	607.65	ORANGE COAST PLUMBING INC	Contracted Repair Services			9/30/2011
12-P0020626	1,300.00	DON BOOKSTORE	Other Exp Paid for Students	SP		9/30/2011
12-P0020627	250.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/30/2011
12-P0020628	250.00	DON BOOKSTORE	Non-Instructional Supplies	SP		9/30/2011
12-P0020629	100.00	DON BOOKSTORE	Non-Instructional Supplies	SP		9/30/2011
12-P0020630	5,000.00	SODEXHO	Other Exp Paid for Students	SP		9/30/2011
12-P0020631	1,077.50	SAPA EXTRUSIONS INC	Buildings - Engineering Costs	SP	BOND	9/30/2011
12-P0020632	249.98	BUTTERFLY SIGNS	Non-Instructional Supplies	SP		9/30/2011
12-P0020633	2,060.72	DON BOOKSTORE	Non-Instructional Supplies	SP		9/30/2011
12-P0020634	2,000.00	BESAM ENTRANCE SOLUTIONS	Contracted Repair Services			9/30/2011
12-P0020635	339.41	OFFICE DEPOT BUSINESS SVCS	Equip/Software - >\$200 <\$1,000	SP		9/30/2011
12-P0020636	98.46	GRAINGER	Non-Instructional Supplies			9/30/2011
12-P0020637	8,848.50	SANTA ANA UNIFIED SCHOOL DIST	Rental - Facility (Short-term)	SP		10/3/2011
12-P0020638	913.38	AMERICAN EXPRESS	Conference Expenses	SP		10/3/2011

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
12-P0020639	1,657.50	RODRIGUEZ ENGINEERING	Buildings - Engineering Costs	SP		10/3/2011
12-P0020640	8,850.00	KOURY ENGINEERING & TESTING INC	Buildings - Engineering Costs	SP		10/3/2011
12-P0020641	100.00	OCBC ORANGE CTY BUS COUNCIL	Conference Expenses	SP		10/3/2011
12-P0020642	750.00	RYDIN DECAL	Non-Instructional Supplies	SP		10/3/2011
12-P0020643	315.00	SACNAS	Conference Expenses	SP		10/3/2011
12-P0020645	6,250.66	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		10/3/2011
12-P0020646	20,893.59	DELL COMPUTER	Equipment - Federal Progs >200	SP		10/3/2011
12-P0020647	2,400.00	LEXIS NEXIS	Internet Services	SP		10/3/2011
12-P0020648	521.41	SOS SURVIVAL PRODUCTS	Non-Instructional Supplies	SP		10/3/2011
12-P0020649	487.50	PYRO-COMM SYSTEMS INC	Contracted Repair Services			10/4/2011
12-P0020650	9,428.13	CAMERON WELDING	Instructional Supplies	SP		10/4/2011
12-P0020651	19.18	DON BOOKSTORE	Non-Instructional Supplies	SP		10/4/2011
12-P0020652	1,965.36	NEW READERS PRESS	Books, Mags & Ref Mat, Non-Lib	SP		10/4/2011
12-P0020653	398.00	ACADEMY ELECTRIC INC	Contracted Services			10/5/2011
12-P0020654	1,973.44	DELL COMPUTER	Equipment - All Other > \$1,000	SP		10/5/2011
12-P0020655	70,847.10	DELL COMPUTER	Equipment - Federal Progs >200	SP		10/5/2011
12-P0020656	3,000.00	PALMER AARON	Contracted Repair Services			10/5/2011
12-P0020657	258.75	ACTIVE NETWORK INC	Software License and Fees			10/5/2011
12-P0020658	430.95	DELL COMPUTER	Non-Instructional Supplies			10/5/2011
12-P0020659	69.00	APPLE COMPUTER INC	Software License and Fees			10/5/2011
12-P0020660	107.36	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies			10/5/2011
12-P0020661	908.00	DELL COMPUTER	Equip/Software - >\$200 <\$1,000			10/5/2011
12-P0020662	423.37	GHC SPECIALTY BRANDS LLC	Non-Instructional Supplies			10/5/2011
* 12-P0020663	3,356.50	VORTEX INDUSTRIES	Contracted Services			10/5/2011
12-P0020664	250.00	PYRO-COMM SYSTEMS INC	Contracted Repair Services			10/5/2011
12-P0020665	115.00	WESTERN POWER SYSTEMS	Contracted Repair Services			10/5/2011
12-P0020666	4,110.72	D4 SOLUTIONS INC.	Contracted Services			10/5/2011
12-P0020667	155.20	GOVPLACE	Software License and Fees			10/5/2011
12-P0020669	156.02	MCMAHAN BUSINESS INTERIORS	Non-Instructional Supplies	SP		10/6/2011
12-P0020670	7,800.00	CCLC COMMUNITY COLLEGE LEAGUE	Inst Dues & Memberships			10/6/2011
12-P0020671	2,023.00	ORANGE CHAMBER OF COMMERCE	Inst Dues & Memberships			10/6/2011
12-P0020672	616.29	GALE GROUP	Library Books	SP		10/6/2011
12-P0020673	2,755.36	FONTIS SOLUTIONS	Reproduction/Printing Expenses	SP		10/6/2011
12-P0020674	115.00	ALBERTSON'S	Food and Food Service Supplies	SP		10/6/2011
12-P0020675	1,395.36	WE DO GRAPHICS INC	Non-Instructional Supplies	SP		10/6/2011

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5.20 (8)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
12-P0020676	4,725.36	SCRIP SAFE SECURITY PRODUCTS	Non-Instructional Supplies	SP		10/6/2011
12-P0020677	416.50	MCMAHAN BUSINESS INTERIORS	Instructional Supplies			10/6/2011
12-P0020678	3,951.05	XPEDX PAPER CO	Instructional Supplies	SP		10/6/2011
12-P0020679	4,500.00	MARRIOTT	Food and Food Service Supplies	SP		10/6/2011
12-P0020680	4,387.00	INDUSTRIAL TECHNICAL SERVICES	Maint/Oper Service Agreements			10/6/2011
12-P0020681	344.96	RAMADA	Other Participant Travel Exp	SP		10/6/2011
12-P0020682	250.00	BINH Q. NGUYEN	Conference Expenses	SP		10/6/2011
12-P0020683	364.00	ORANGE CHAMBER OF COMMERCE	Inst Dues & Memberships	SP		10/6/2011
12-P0020684	750.00	NACCE	Inst Dues & Memberships	SP		10/6/2011
12-P0020685	9,401.51	BARNES & NOBLE INC	Books, Mags & Ref Mat, Non-Lib	SP		10/6/2011
12-P0020686	23,324.00	DE LA TORRE COMMERCIAL	Building Improvements	SP		10/6/2011
12-P0020687	2,000.00	WALLY MACHINERY & TOOL SUPPLY	Instructional Supplies	SP		10/6/2011
12-P0020688	160.00	UNITED RENTALS	Instructional Supplies	SP		10/6/2011
12-P0020689	4,000.00	MIDWEST LIBRARY SVC	Library Books			10/6/2011
12-P0020690	948.01	PEARSON ED	Books, Mags & Ref Mat, Non-Lib	SP		10/6/2011
12-P0020691	401.40	WELLS FARGO BANK	Conference Expenses			10/6/2011
12-P0020692	187.25	NEW READERS PRESS	Books, Mags & Ref Mat, Non-Lib	SP		10/6/2011
12-P0020693	200.00	SODEXHO	Food and Food Service Supplies	SP		10/6/2011
12-P0020694	1,425.00	MIDDLE COLLEGE HIGH SCHOOL	Inst Dues & Memberships	SP		10/6/2011
12-P0020695	245.97	CP BOURG INC	Non-Instructional Supplies			10/6/2011
12-P0020696	888.94	ELLEN BAK PHOTOGRAPHY INC	Non-Instructional Supplies			10/7/2011
12-P0020697	490.00	PETER J. HARDASH	Conference Expenses			10/7/2011
12-P0020698	625.00	PETER J. HARDASH	Conference Expenses			10/7/2011
12-P0129251	15,000.00	COLLEGE OF THE SISKIYOU	Contracted Services	SP		9/13/2011
12-P0129252	15,000.00	FEATHER RIVER COMMUNITY CLG DIST	Contracted Services	SP		9/13/2011
12-P0129253	7,500.00	LASSEN COLLEGE	Contracted Services	SP		9/13/2011
12-P0129254	15,000.00	MENDOCINO COLLEGE	Contracted Services	SP		9/13/2011
12-P0129255	14,264.00	COLLEGE OF THE DESERT	Contracted Services	SP		9/13/2011
12-P0129256	93,216.50	COMPUTERLAND OF SILICON VALLEY	Software Support Service			9/16/2011
12-P0129257	7,350.00	CABRILLO COMMUNITY COLLEGE DISTRICT	Contracted Services	SP		9/13/2011
12-P0129258	2,500.00	SHASTA COLLEGE	Contracted Services	SP		9/13/2011
12-P0129259	73,097.13	DATALINK CORP	Software Support Service			9/16/2011
* 12-P0129260	9,158.79	XEROX CORP	Excess/Copies Usage	SP		9/22/2011
* 12-P0129261	3,080.99	XEROX CORP	Excess/Copies Usage			9/22/2011
* 12-P0129262	2,632.20	XEROX CORP	Excess/Copies Usage			9/22/2011

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5.20 (9)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 12-P0129263	2,607.67	XEROX CORP	Excess/Copies Useage			9/22/2011
* 12-P0129264	2,439.04	XEROX CORP	Excess/Copies Useage			9/22/2011
* 12-P0129265	1,132.58	XEROX CORP	Excess/Copies Useage			9/22/2011
12-P0129266	20,000.00	JTS SERVICES	Instructional Agrmt - Salary	SP		9/22/2011
12-P0129267	13,750.00	AD ASTRA INFORMATION SYSTEM LLC	Software Support Service			9/23/2011
12-P0129268	841.80	PARADISE SPRINGS DRINKING WATER	Drinking Water Service	SP		9/23/2011
12-P0129269	150,000.00	THE WRIGHT GROUP INC	Legal Expenses			9/23/2011
12-P0129270	6,000.00	TRI-SIGNAL INTEGRATION INC	Maint/Oper Service Agreements			9/23/2011
12-P0129271	7,500.00	CUESTA COLLEGE	Contracted Services	SP		9/27/2011
12-P0129272	10,000.00	NAPA VALLEY COLLEGE	Contracted Services	SP		9/27/2011
12-P0129273	15,000.00	RIVERSIDE COMMUNITY COLLEGE DIST	Contracted Services	SP		9/27/2011
* 12-P0129274	2,990.71	XEROX CORP	Excess/Copies Useage			9/27/2011
12-P0129275	15,000.00	KERN COMMUNITY COLLEGE DISTRICT	Contracted Services	SP		9/28/2011
12-P0129276	4,680.00	SO CAL SWEEPING	Maint/Oper Service Agreements	SP		9/28/2011
* 12-P0129277	4,426.30	XEROX CORP	Excess/Copies Useage			9/30/2011
12-P0129278	7,050.00	LAWNSCAPE SYSTEMS	Maint/Oper Service Agreements			9/30/2011
12-P0129279	540.00	PYRO-COMM SYSTEMS INC	Maint/Oper Service Agreements			10/3/2011
12-P0129280	540.00	PYRO-COMM SYSTEMS INC	Maint/Oper Service Agreements			10/3/2011
12-P0129281	540.00	PYRO-COMM SYSTEMS INC	Maint/Oper Service Agreements			10/3/2011
12-P0129282	13,683.00	COLUMBIA COLLEGE	Contracted Services	SP		10/4/2011
12-P0129283	60,000.00	PERALTA COMMUNITY COLLEGE DISTRICT	Contracted Services	SP		10/5/2011

Grand Total: \$ 2,265,478.78

5.20 (10)

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**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM SEPTEMBER 11, 2011 THROUGH OCTOBER 8, 2011
BOARD MEETING OF OCTOBER 24, 2011**

P.O. #	Amount	Description	Department	Comment
12-P0020390	\$72,000.00	Consulting services to assist in the areas of government community relations and various District related projects	DO-Chancellor's Office	Board approved: July 25, 2011
12-P0020408	\$159,338.00	CaptureNow adrenaline software licenses, support and maintenance	DO-ITS	Sole Source Board approved: February 22, 2011
12-P0020443	\$15,000.00	Legal services related to facilities matters including the Sheriff's Memorial	DO-Business Operations/Fiscal Services	Board approved: August 29, 2011
12-P0020457	\$28,124.47	Excess liability insurance	DO-Risk Management	
12-P0020519	\$64,329.82	Snap-On tools and equipment for student certification program	SAC-Automotive Technology	The certification program at Santa Ana College is built using Snap-On products for the purpose of its world-wide recognition and employability for the students
12-P0020530	\$105,000.00	Fall 2011 student book vouchers	SAC-EOPS	
12-P0020535	\$82,800.00	Implementation and monitoring of State required Stormwater Pollution Prevention Plan (SWPPP) at Santiago Canyon College	DO-Facility Planning	Board approved: September 12, 2011
12-P0020543	\$28,957.22	Automotive simulators and related components for student certification program	SAC-Automotive Technology	These simulators are part of the existing courseware for students to obtain specialized automotive certification

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM SEPTEMBER 11, 2011 THROUGH OCTOBER 8, 2011
BOARD MEETING OF OCTOBER 24, 2011**

P.O. #	Amount	Description	Department	Comment
12-P0020550	\$16,183.00	Installation and painting of (4) 48" high fencing for various buildings at Santa Ana College - Early Childhood Education	DO-CDS	Received Quotations: 1) *De La Torre Commercial Interiors 2) Columbia Steel, Inc. 3) Color New Co. *Successful Bidder
12-P0020562	\$441,456.00	Construction management services for various on-going and upcoming projects at Santa Ana College	DO-Facility Planning	Board approved: September 12, 2011
12-P0020567	\$15,700.00	Instructional hours for Spring 2011 Fire Technology classes	SAC-Fire Technology	Board approved: May 27, 2008
12-P0020573	\$23,500.00	Improvements to the path of travel at Santa Ana College - Child Development Center	DO-Facility Planning	Received Quotations: 1) *Calicorp 2) Ben's Asphalt, Inc. *Successful Bidder
12-P0020609	\$30,029.38	Dell computers and related components	SAC-Financial Aid	Purchased from the Western States Contracting Alliance (WSCA) master price agreement #B27160 Board approved: November 16, 2009
12-P0020646	\$20,893.59	Dell computers and related components	SAC-Nursing	Purchased from the Western States Contracting Alliance (WSCA) master price agreement #B27160 Board approved: November 16, 2009
12-P0020655	\$70,847.10	Dell computers and related components	SAC-Business Division	Purchased from the Western States Contracting Alliance (WSCA) master price agreement #B27160 Board approved: November 16, 2009

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM SEPTEMBER 11, 2011 THROUGH OCTOBER 8, 2011
BOARD MEETING OF OCTOBER 24, 2011**

P.O. #	Amount	Description	Department	Comment
12-P0020686	\$23,324.00	Removal of roof materials and interior electrical/data connections at Santa Ana College - Bookstore	DO-Facility Planning	Received Quotations: 1) *De La Torre Commercial Interiors 2) Taylor Construction Co. 3) Estrada Construction Co. *Successful Bidder
12-P0129251	\$15,000.00	Grant sub-agreement with the College of the Siskiyous for the implementation of Faculty Entrepreneurs Project (FEP), Grant #10-172-055	DO-Educational Services	Board approved: July 25, 2011
12-P0129252	\$15,000.00	Grant sub-agreement with Feather River Community College District for the implementation of Faculty Entrepreneurs Project (FEP), Grant #10-172-055	DO-Educational Services	Board approved: July 25, 2011
12-P0129254	\$15,000.00	Grant sub-agreement with Mendocino College for the implementation of Faculty Entrepreneurs Project (FEP), Grant #10-172-055	DO-Educational Services	Board approved: July 25, 2011
12-P0129256	\$93,216.50	Microsoft campus agreements for Santa Ana College and Santiago Canyon College	DO-ITS	Board approved: September 12, 2011
12-P0129259	\$73,097.13	Symantec enterprise vault e-discovery and storage management for Microsoft exchange and file system archiving	DO-ITS	Received Quotations: 1) *Datalink Corp 2) Southland Technology *Successful Bidder
12-P0129266	\$20,000.00	Supplemental instruction for Cosmetology apprentices	SCC-Career Education	Board approved: June 20, 2011
12-P0129269	\$150,000.00	Blanket PO to conduct background checks, surveillance and security consulting as needed for 2011-2012	DO-Human Resources	Board approved: August 22, 2011

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM SEPTEMBER 11, 2011 THROUGH OCTOBER 8, 2011
BOARD MEETING OF OCTOBER 24, 2011**

P.O. #	Amount	Description	Department	Comment
12-P0129273	\$15,000.00	Grant sub-agreement with Riverside Community College District for the implementation of Faculty Entrepreneurs Project (FEP), Grant #10-172-055	DO-Educational Services	Board approved: July 25, 2011
12-P0129275	\$15,000.00	Grant sub-agreement with Kern Community College District for the implementation of Faculty Entrepreneurs Project (FEP), Grant #10-172-055	DO-Educational Services	Board approved: July 25, 2011
12-P0129283	\$60,000.00	Grant sub-agreement with Peralta Community College District for the implementation of Young Entrepreneurs Project (YEP), Grant #09-172-041	DO-Educational Services	Board approved: September 12, 2011

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To: Board of Trustees	Date: October 24, 2011
Re: Approval of Resource Development Items	
Action: Request for Approval	

ANALYSIS

Items for the following categorical programs have been developed:

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
1. Board Financial Assistance Program (BFAP) (SCC) Annual allocation from the California Community Colleges Chancellor's Office to assist students in need of financial aid by supporting financial aid staff and equipment costs. (11/12)	7/8/2011	\$287,721
2. ENGAGE in STEM Project – Year 1 (SAC) First year of a five-year grant award from the U.S. Department of Education – Title III Hispanic-Serving Institutions (HSI) STEM and Articulation Programs to expand and enhance educational opportunities for, and improve the academic attainment of Hispanic students and low in-income students in science, technology, engineering and mathematics (STEM). (11/12)	9/22/2011	\$1,193,110
3. GEAR UP 2009 – Year 3 (SAC) Third year of a six-year grant award from the U.S. Department of Education to increase the number of low-income students who are prepared to enter and succeed in post-secondary education. (11-12)	7/27/2011	\$800,000

RECOMMENDATION

It is recommended that these items be approved and that the Vice Chancellor of Business Operations/Fiscal Services or his designee be authorized to enter into related contractual agreements on behalf of the district.

Fiscal Impact: \$2,280,831	Board Date: October 24, 2011
Item Prepared by: Maria Gil, Interim Resource Development Coordinator	
Item Submitted by: Enrique Perez, Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

SPECIAL PROJECT DETAILED BUDGET # 2550
NAME: Board Financial Aid Admin (BFAP) - SCC
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 7/1/11 - 06/30/12
 CONTRACT INCOME: \$287,721
 CFDA #: NA

PROJ. ADM. John Hernandez
 PROJ. DIR. Syed Rizvi

Date: 10/10/11

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2550-000000-20000-8629	Other Gen Categorical Appor		287,721		287,721		
12-2550-646000-29500-2130	Classified Employees : Fina	116,609		147,858		31,249	
12-2550-646000-29500-2320	Classified Employees - Hour	42,511		4,718			37,793
12-2550-646000-29500-2340	Student Assistants - Hourly	1,500		957			543
12-2550-646000-29500-2350	Overtime - Classified Emplo	4,334		-			4,334
12-2550-646000-29500-3215	PERS - Non-Instructional :	17,026		16,152			874
12-2550-646000-29500-3315	OASDHI - Non-Instructional	10,321		9,490			831
12-2550-646000-29500-3325	Medicare - Non-Instructiona	2,414		2,289			125
12-2550-646000-29500-3335	PARS - Non-Instructional	-		61		61	
12-2550-646000-29500-3415	H & W - Non-Instructional :	27,426		48,248		20,822	
12-2550-646000-29500-3435	H & W - Retiree Fund Non-In	1,681		1,591			90
12-2550-646000-29500-3515	SUI - Non-Instructional : F	1,199		2,532		1,333	
12-2550-646000-29500-3615	WCI - Non-Instructional : F	4,041		3,818			223
12-2550-646000-29500-3915	Other Benefits - Non-Instru	3,934		4,666		732	
12-2550-646000-29500-4610	Non-Instructional Supplies	2,607		2,951		344	
12-2550-646000-29500-4710	Food and Food Service Suppl	316		1,526		1,210	
12-2550-646000-29500-5100	Contracted Services : Finan	7,540		-			7,540
12-2550-646000-29500-5220	Mileage/Parking Expenses :	474		901		427	
12-2550-646000-29500-5630	Maint Contract - Office Equ	523		522			1
12-2550-646000-29500-5845	Excess/Copies Useage : Fina	343		331			12
12-2550-646000-29500-5880	Internet Services	-		99		99	
12-2550-646000-29500-5940	Reproduction/Printing Expen	1,267		-			1,267
12-2550-646000-29500-6410	Equipment - All Other > \$1,	7,509		7,606		97	
12-2550-646000-29500-6412	Equipment - Modular Furnitu	1,219		-			1,219
12-2550-646000-29500-6419	Equip/Software - >\$200 <\$1,	4,927		2,225			2,702

6.1(2)

SPECIAL PROJECT DETAILED BUDGET # 2550
NAME: Board Financial Aid Admin (BFAP) - SCC
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 7/1/11 - 06/30/12
 CONTRACT INCOME: \$287,721
 CFDA #: NA

PROJ. ADM. John Hernandez
 PROJ. DIR. Syed Rizvi

Date: 10/10/11

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2550-647000-29340-2310	Classified Employees - Ongo	15,283		16,672		1,389	
12-2550-647000-29340-3215	PERS - Non-Instructional :	1,636		1,821		185	
12-2550-647000-29340-3315	OASDHI - Non-Instructional	948		1,034		86	
12-2550-647000-29340-3325	Medicare - Non-Instructiona	222		242		20	
12-2550-647000-29340-3435	H & W - Retiree Fund Non-In	153		167		14	
12-2550-647000-29340-3515	SUI - Non-Instructional : J	110		268		158	
12-2550-647000-29340-3615	WCI - Non-Instructional : J	367		400		33	
12-2550-675000-29500-5210	Conference Expenses : Finan	9,281		8,576			705
Totals for PROJECT: 2550	Student Fin Aid Admin - BFAP	287,721	287,721	287,721	287,721	58,259	58,259

SPECIAL PROJECT DETAILED BUDGET # 1xxx
NAME: Title III HSI-STEM - ENGAGE in STEM Project

(Encouraging New Graduates And Gaining Expertise in Science, Technology, Engineering, and Math) Year 1

FISCAL YEAR: 2011/2012 & 2012/2013

CONTRACT PERIOD: 10/01/11 TO 09/30/12
 CONTRACT INCOME: \$1,193,110
 CFDA #: 84.031C; Award # P031C110183

PROJ. ADM. Micki Bryant
 PROJ. DIR. Steve Bautista

Date: 10/13/11

GL Account	Description	Debit	Credit
12-1xxx-000000-10000-8120	Higher Education Act : Santa Ana College		1,159,231
12-1xxx-499900-15330-2410	Instructional Assistant - Ongoing	9,000	
12-1xxx-499900-15330-2420	Instructional Assistant - hourly	9,020	
12-1xxx-499900-15330-3211	PERS - Instr. : Ctr for Teacher Ed	984	
12-1xxx-499900-15330-3311	OASDHI - Instr. : Ctr for Teacher Ed	559	
12-1xxx-499900-15330-3321	Medicare - Instr. : Ctr for Teacher Ed	261	
12-1xxx-499900-15330-3331	PARS - Instr. : Ctr for Teacher Ed	117	
12-1xxx-499900-15330-3431	H & W - Ret. Fd. Inst : Ctr for Teacher Ed	180	
12-1xxx-499900-15330-3511	SUI - Instr. : Ctr for Teacher Ed	290	
12-1xxx-499900-15330-3611	WCI - Instr. : Ctr for Teacher Ed	432	
12-1xxx-602000-15330-1480	Part-Time Reassigned Time : Ctr for Teacher Ed - Technologist/Technology curriculum	10,000	
12-1xxx-602000-15330-3115	STRS - Non-Instr. : Ctr for Teacher Ed	412	
12-1xxx-602000-15330-3325	Medicare - Non-Instr. : Ctr for Teacher Ed	145	
12-1xxx-602000-15330-3335	PARS - Non-Instr. : Ctr for Teacher Ed	65	
12-1xxx-602000-15330-3435	H & W - Ret. Fd. Non-Inst : Ctr for Teacher Ed	100	
12-1xxx-602000-15330-3515	SUI - Non-Instr. : Ctr for Teacher Ed	161	
12-1xxx-602000-15330-3615	WCI - Non-Instr. : Ctr for Teacher Ed	240	
12-1xxx-631000-15330-1433	Beyond Contract - Counselors : Ctr for Teacher Ed - STEM Counseling Support (Fall & Spring)	38,400	
12-1xxx-631000-15330-1434	Int/Sum Bynd Contr-Counselor : Ctr for Teacher Ed - STEM Counseling Support (Summer)	12,800	
12-1xxx-631000-15330-3115	STRS - Non-Instr. : Ctr for Teacher Ed	2,112	
12-1xxx-631000-15330-3325	Medicare - Non-Instr. : Ctr for Teacher Ed	742	
12-1xxx-631000-15330-3335	PARS - Non-Instr. : Ctr for Teacher Ed	371	
12-1xxx-631000-15330-3435	H & W - Ret. Fd. Non-Inst : Ctr for Teacher Ed	512	
12-1xxx-631000-15330-3515	SUI - Non-Instr. : Ctr for Teacher Ed	824	
12-1xxx-631000-15330-3615	WCI - Non-Instr. : Ctr for Teacher Ed	1,229	
12-1xxx-633000-15330-1454	Int/Sum Beyond Contr-Coordinat : Ctr for Teacher Ed - CFTE Director - Summer	10,000	
12-1xxx-633000-15330-3115	STRS - Non-Instr. : Ctr for Teacher Ed	825	
12-1xxx-633000-15330-3325	Medicare - Non-Instr. : Ctr for Teacher Ed	145	
12-1xxx-633000-15330-3435	H & W - Ret. Fd. Non-Inst : Ctr for Teacher Ed	100	
12-1xxx-633000-15330-3515	SUI - Non-Instr. : Ctr for Teacher Ed	161	
12-1xxx-633000-15330-3615	WCI - Non-Instr. : Ctr for Teacher Ed	240	
12-1xxx-649000-15330-2130	Classified Employees : Ctr for Teacher Ed - ENGAGE STEM Management Coordinator (75%) - STEM Activities Coordinator (75%)	102,228	

6.1 (4)

SPECIAL PROJECT DETAILED BUDGET # 1xxx

NAME: Title III HSI-STEM - ENGAGE in STEM Project

(Encouraging New Graduates And Gaining Expertise in Science, Technology, Engineering, and Math) Year 1

FISCAL YEAR: 2011/2012 & 2012/2013

CONTRACT PERIOD: 10/01/11 TO 09/30/12

PROJ. ADM. Micki Bryant

CONTRACT INCOME: \$1,193,110

PROJ. DIR. Steve Bautista

CFDA #: 84.031C; Award # P031C110183

Date: 10/13/11

GL Account	Description	Debit	Credit
12-1xxx-649000-15330-2310	Classified Employees - Ongoing : Ctr for Teacher Ed - STEM Specialist (19 hrs/wk) - STEM Financial Aid/Follow-up Specialist (19 hrs/wk)	39,574	
12-1xxx-649000-15330-2320	Classified Employees - Hourly : Ctr for Teacher Ed - STEM Student Teachers	3,973	
12-1xxx-649000-15330-2340	Student Assistants - Hourly : Ctr for Teacher Ed - Student Ambassadors	4,560	
12-1xxx-649000-15330-3215	PERS - Non-Instr. : Ctr for Teacher Ed	14,889	
12-1xxx-649000-15330-3315	OASDHI - Non-Instr. : Ctr for Teacher Ed	8,557	
12-1xxx-649000-15330-3325	Medicare - Non-Instr. : Ctr for Teacher Ed	2,143	
12-1xxx-649000-15330-3335	PARS - Non-Instr. : Ctr for Teacher Ed	52	
12-1xxx-649000-15330-3415	H & W - Non-Instr. : Ctr for Teacher Ed	20,384	
12-1xxx-649000-15330-3435	H & W - Ret. Fd. Non-Inst : Ctr for Teacher Ed	1,524	
12-1xxx-649000-15330-3515	SUI - Non-Instr. : Ctr for Teacher Ed	2,380	
12-1xxx-649000-15330-3615	WCI - Non-Instr. : Ctr for Teacher Ed	3,657	
12-1xxx-649000-15330-3915	Other Benefits - Non-Instruct : Ctr for Teacher Ed	2,025	
12-1xxx-649000-15330-4610	Non-Instr. Supplies : Ctr for Teacher Ed - Office Supplies - Road to Teaching Conference supplies - STEM Outreach & Classroom Suplies - Engineering Room materials Management: - Office Supplies & Printing Paper	12,795	
12-1xxx-649000-15330-4710	Food and Food Service Supplies : Ctr for Teacher Ed	5,500	
12-1xxx-649000-15330-5100	Contracted Services : Ctr for Teacher Ed - CSUF (\$289,232) - Fullerton College (\$372,378) - Faculty/Staff trainings Technology (\$1,000) - CBEST Instructors (\$1,200) Management: - External Evaluators (\$40,000)	703,810	
12-1xxx-649000-15330-5220	Mileage/Parking Expenses : Ctr for Teacher Ed	500	
12-1xxx-649000-15330-5966	Transportation - Student : Ctr for Teacher Ed - Transportation for Informal Field Experiences	1,800	
12-1xxx-649000-15330-6411	Equipment - Federal Progs >200 : Ctr for Teacher Ed - Gel Documentation System - Engineering Room Computers & Software - Technology Equipment - Undergraduate Research Opportunities equip. & materials Management: - Laptop; Projector	66,300	

6.1 (5)

SPECIAL PROJECT DETAILED BUDGET # 1xxx

NAME: Title III HSI-STEM - ENGAGE in STEM Project

(Encouraging New Graduates And Gaining Expertise in Science, Technology, Engineering, and Math) Year 1

FISCAL YEAR: 2011/2012 & 2012/2013

CONTRACT PERIOD: 10/01/11 TO 09/30/12
 CONTRACT INCOME: \$1,193,110
 CFDA #: 84.031C; Award # P031C110183

PROJ. ADM. Micki Bryant
 PROJ. DIR. Steve Bautista

Date: 10/13/11

GL Account	Description	Debit	Credit
12-1xxx-675000-15330-1480	Part-time Reassigned Time : Ctr for Teacher Ed - Faculty Stipends - STEM Workshops/Teacher Ed. Workshops stipends - STEM Leadership/Support Network stipends - Introduction to Engineer Course stipends	10,700	
12-1xxx-675000-15330-1484	Int/Sum Bynd Contr-Reassigned : Ctr for Teacher Ed - Faculty Coordinator - Summer Research Institute	6,100	
12-1xxx-675000-15330-3115	STRS - Non-Instr. : Ctr for Teacher Ed	693	
12-1xxx-675000-15330-3325	Medicare - Non-Instr. : Ctr for Teacher Ed	244	
12-1xxx-675000-15330-3335	PARS - Non-Instr. : Ctr for Teacher Ed	122	
12-1xxx-675000-15330-3435	H & W - Ret. Fd. Non-Inst : Ctr for Teacher Ed	168	
12-1xxx-675000-15330-3515	SUI - Non-Instr. : Ctr for Teacher Ed	270	
12-1xxx-675000-15330-3615	WCI - Non-Instr. : Ctr for Teacher Ed	403	
12-1xxx-675000-15330-5210	Conference Expenses : Ctr for Teacher Ed	12,600	
12-1xxx-732000-15330-7610	Books Paid for Students : Ctr for Teacher Ed - Textbook Loan Program	2,000	
12-1xxx-732000-15330-7650	Stipends Paid to Students : Ctr for Teacher Ed - Tutors/Internships student stipends	25,000	
12-1xxx-678000-14142-2320	Classified Employees - Hourly : Academic Support - ITS Support - Technical Specialist	3,000	
12-1xxx-678000-14142-3215	PERS - Non-Instr. : Academic Support	164	
12-1xxx-678000-14142-3315	OASDHI - Non-Instr. : Academic Support	186	
12-1xxx-678000-14142-3325	Medicare - Non-Instr. : Academic Support	44	
12-1xxx-678000-14142-3335	PARS - Non-Instr. : Academic Support	39	
12-1xxx-678000-14142-3435	H & W - Ret. Fd. Non-Inst : Academic Support	300	
12-1xxx-678000-14142-3515	SUI - Non-Instr. : Academic Support	48	
12-1xxx-678000-14142-3615	WCI - Non-Instr. : Academic Support	72	
12-1xxx-000000-50000-8120	Higher Education Act : District Operation		33,879
12-1xxx-679000-53340-2310	Classified Employees - Ongoing : Research - Research Coordinator	27,414	
12-1xxx-679000-53340-3215	PERS - Non-Instr. : Research	2,994	
12-1xxx-679000-53340-3315	OASDHI - Non-Instr. : Research	1,700	
12-1xxx-679000-53340-3325	Medicare - Non-Instr. : Research	398	
12-1xxx-679000-53340-3435	H & W - Ret. Fd. Non-Inst : Research	274	
12-1xxx-679000-53340-3515	SUI - Non-Instr. : Research	441	
12-1xxx-679000-53340-3615	WCI - Non-Instr. : Research	658	
Totals for Project: 1xxx	HSI-STEM	1,193,110	1,193,110

6.1 (6)

Board Approval Date: 10/24/11

Accountant: Felix Panganiban

SPECIAL PROJECT DETAILED BUDGET # 1514

NAME: GEAR UP IV - Year 3

FISCAL YEAR: 2011/12 & 2012/13

CONTRACT PERIOD: 07/31/11 to 07/30/12

PROJ. ADM. L. Tanakeyowma

CONTRACT INCOME: \$800,000

PROJ. DIR. L. Tanakeyowma

CFDA #: 84.334A ; Award #P334A090134

Date: 10/13/11

FD	PROJ	TOPS	DEPT	OBJ	DESCRIPTION	Debit	Credit
11	0000	672000	50000	5865	District Operations - Match Funds		59,259
11	0000	000004	10000	1110	Contract Instructors - SAC Holding		104,348
11	0000	000004	10000	3411	H&W - Instr - SAC Holding		33,593
11	0000	000004	50000	2130	Classified - DO Holding		5,186
11	0000	000004	50000	3515	H&W - N-Instr - DO Holding		2,232
11	1514	649000	19100	1210	Academic Management : Stud Servs - Sara Lundquist (15%)	23,962	
11	1514	649000	19100	3115	STRS - Non-Instructional : Stud Servs	2,018	
11	1514	649000	19100	3415	H & W - Non-Instructional : Stud Servs	909	
11	1514	649000	19100	3435	H & W - Retiree Fund Non-Inst : Stud Servs	245	
11	1514	649000	19100	3515	SUI - Non-Instructional : Stud Servs	394	
11	1514	649000	19100	3615	WCI - Non-Instructional : Stud Servs	587	
11	1514	649000	19100	3915	Other Benefits - Non-Instruct : Stud Servs	495	
11	1514	649000	19620	1210	Academic Management : School/Comm. Partn - Lilia Tanakeyowma (50%)	71,886	
11	1514	649000	19620	1250	Contract Coordinator : School/Comm. Partners - John Vu (10%)	8,500	
11	1514	649000	19620	3115	STRS - Non-Instructional : School/Comm. Partn	712	
11	1514	649000	19620	3215	PERS - Non-Instructional : School/Comm. Partn	7,852	
11	1514	649000	19620	3315	OASDHI - Non-Instructional : School/Comm. Par	2,553	
11	1514	649000	19620	3325	Medicare - Non-Instructional : School/Comm. P	1,128	
11	1514	649000	19620	3415	H & W - Non-Instructional : School/Comm. Part	11,460	
11	1514	649000	19620	3435	H & W - Retiree Fund Non-Inst : School/Comm.	815	
11	1514	649000	19620	3515	SUI - Non-Instructional : School/Comm. Partne	1,313	
11	1514	649000	19620	3615	WCI - Non-Instructional : School/Comm. Partne	1,957	
11	1514	649000	19620	3915	Other Benefits - Non-Instruct : School/Comm.	1,155	
11	1514	679000	53340	2110	Classified Management : Research - Nga Pham (5%)	5,186	
11	1514	679000	53340	3215	PERS - Non-Instructional : Research	567	
11	1514	679000	53340	3315	OASDHI - Non-Instructional : Research	323	
11	1514	679000	53340	3325	Medicare - Non-Instructional : Research	76	
11	1514	679000	53340	3415	H & W - Non-Instructional : Research	875	
11	1514	679000	53340	3435	H & W - Retiree Fund Non-Inst : Research	53	
11	1514	679000	53340	3515	SUI - Non-Instructional : Research	86	
11	1514	679000	53340	3615	WCI - Non-Instructional : Research	128	
11	1514	679000	53340	3915	Other Benefits - Non-Instruct : Research	124	
11	1514	672000	50000	5865	Indirect Costs : District Operations	59,259	
					Totals for GEAR UP IV - Yr. 3 RSCCD Match	204,618	204,618

6.1 (7)

SPECIAL PROJECT DETAILED BUDGET # 1514

NAME: GEAR UP IV - Year 3

FISCAL YEAR: 2011/12 & 2012/13

CONTRACT PERIOD: 07/31/11 to 07/30/12

PROJ. ADM. L. Tanakeyowma

CONTRACT INCOME: \$800,000

PROJ. DIR. L. Tanakeyowma

CFDA #: 84.334A ; Award #P334A090134

Date: 10/13/11

FD	PROJ	TOPS	DEPT	OBJ	DESCRIPTION	Debit	Credit
12	1514	000000	10000	8199	Other Federal Revenues : Santa Ana College		740,741
12	1514	000000	50000	8199	Other Federal Revenues : District Operations		59,259
12	1514	649000	19620	1250	Contract Coordinator : School/Comm. Partners - John Vu (40%)	33,982	
12	1514	649000	19620	1252	Contract Extension-Coordinator : School/Comm.	8,496	
12	1514	649000	19620	2130	Classified Employees : School/Comm. Partnersh - Carol Bonnema (75%) - Maria Sanchez-Mendez (25%)	53,607	
12	1514	649000	19620	2310	Classified Employees - Ongoing : School/Comm. - Rosa Harrizon (100%)	14,955	
12	1514	649000	19620	2320	Classified Employees - Hourly : School/Comm.	-	
12	1514	649000	19620	2340	Student Assistants - Hourly : School/Comm. Pa	30,000	
12	1514	649000	19620	3115	STRS - Non-Instructional : School/Comm. Partn	3,546	
12	1514	649000	19620	3215	PERS - Non-Instructional : School/Comm. Partn	7,489	
12	1514	649000	19620	3315	OASDHI - Non-Instructional : School/Comm. Par	4,334	
12	1514	649000	19620	3325	Medicare - Non-Instructional : School/Comm. P	1,637	
12	1514	649000	19620	3415	H & W - Non-Instructional : School/Comm. Part	23,343	
12	1514	649000	19620	3435	H & W - Retiree Fund Non-Inst : School/Comm.	1,429	
12	1514	649000	19620	3515	SUI - Non-Instructional : School/Comm. Partne	1,817	
12	1514	649000	19620	3615	WCI - Non-Instructional : School/Comm. Partne	3,429	
12	1514	649000	19620	3915	Other Benefits - Non-Instruct : School/Comm.	1,850	
12	1514	649000	19620	4610	Non-Instructional Supplies : School/Comm. Par	10,000	
12	1514	649000	19620	4710	Food and Food Service Supplies : School/Comm.	5,000	
12	1514	649000	19620	5100	Contracted Services : School/Comm. Partn - SAUSD, UCI, Delhi & LHA	513,827	
12	1514	649000	19620	5940	Reproduction/Printing Expenses : School/Comm.	10,000	
12	1514	649000	19620	5955	TB/Hep Tests & Physicals Exp : School/Comm. P	2,000	
12	1514	732000	19620	7650	Stipends paid for Students (Padres Promotores)	10,000	
12	1514	675000	50000	5865	Indirect Costs : District Operations	59,259	
Totals for PROJECT : 1514					GEAR UP IV - Year 3	800,000	800,000

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: October 24, 2011
Re: Approval of Subcontract Agreements between RSCCD and MOMS Orange County, and CHOC/Help Me Grow for Early Head Start Expansion	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District has been awarded renewal funding for the Early Head Start Expansion grant from the United States Department of Health and Human Services Administration for Children and Families. The Early Head Start program serves children ages birth through three years old and their families, and pregnant mothers by providing comprehensive center- and home-based services.

ANALYSIS

The Rancho Santiago Community College District Child Development Services has formed a collaborative effort to meet the needs of 140 children and their families. The following are the partners involved in this undertaking:

<u>Contract No.</u>	<u>Subcontractor</u>	<u>Amount</u>
DO-11-028	MOMS Orange County	\$78,511
DO-11-029	CHOC/Help Me Grow	\$89,451

Early Head Start Project Director is Debbie McBee. Project Administrator is Dee Tucker.

RECOMMENDATION

It is recommended that the board approve the subcontract agreements and the Vice Chancellor, Business Operations/Fiscal Services, or his designee be authorized to enter into related contractual agreements on behalf of the district.

Fiscal Impact: \$167,962	Board Date: October 24, 2011
Prepared by: Maria Gil, Interim Resource Development Coordinator	
Submitted by: Enrique Perez, Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
MOMS Orange County**

Early Head Start (Grant No. 09CH9091/01)

This Agreement is entered into on the 25th day of October 2011, between Rancho Santiago Community College District (hereinafter “RSCCD”) and MOMS Orange County (hereinafter “SUBRECIPIENT”).

WHEREAS, RSCCD has received expansion funding of a grant entitled Early Head Start Expansion (Grant No. 09CH9091/01; CFDA No. 93.600), from the United States Department of Health and Human Services Administration for Children and Families (ACF), for the purpose of providing services to children and their families, and

WHEREAS, SUBRECIPIENT has agreed to participate in the purpose of this grant, and

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees;

NOW, THEREFORE the DISTRICT and SUBRECIPIENT do covenant and agree as follows:

TERM

1. The performance period and grant term is based on an initial six-month period from **September 30, 2011 through March 31, 2012**, in the amount of **\$78,511** (\$78,011 Operating Budget and \$500 Training and Technical Assistance Budget). This agreement may be subject to a performance period extension and/or additional funding, on contingency with the following: legislative appropriation beyond the initial period, legislative authorization and availability of additional federal funds, and any other modification(s) made by RSCCD.

PURPOSE

2. The purpose of the program funded by this Agreement is to support Early Head Start services and is designed to improve the quality and long-term effectiveness of children and families by developing comprehensive services to the whole family which will lead to self sufficiency. SUBRECIPIENT shall ensure that the program funded hereby shall comply with this purpose.

COMPLIANCE WITH LAW

3. In its performance under this Agreement, SUBRECIPIENT shall fully comply with the requirements of the following, whether or not otherwise referred to in this Agreement:

- a. The Act and all applicable federal statutes, regulations, policies, procedures and directives, including but not limited to 45 CFR 74; 45 CFR 87; 45 CFR 1301-1310; 2 CFR 25.110; Federal Financial Accountability and Transparency Act (FFATA) of 2006; OMB Circular A-110 Uniform Administrative Requirements for Awards and Sub-Awards With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations; OMB Circular A-21 Cost

- Principles for Educational Institutions; and OMB Circular A-133 Appendix B Audits of States, Local Governments and Non-Profit Organizations, Compliance Supplement;
- b. All applicable standards and orders and requirements issued under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act and Environmental Protection Agency regulations in contracts in excess of \$100,000;
 - c. All applicable State statutes, regulations, policies, procedures and directives;
 - d. All applicable local ordinances and requirements, including use permits and licensing;
 - e. Court orders applicable to its operation; and
 - f. The terms and conditions of this Agreement.

If any of the foregoing is enacted, amended, or revised, SUBRECIPIENT will comply with such or will notify RSCCD after enactment or modification that it cannot so comply. RSCCD may thereupon terminate this Agreement, if necessary.

STATEMENT OF WORK

4. This Agreement is based on the Application for Federal Assistance included with this Agreement (refer to **Exhibit A**). SUBRECIPIENT agrees to comply with all provisions, to perform all work, and to provide all services set forth in this Agreement and the aforementioned Application for Federal Assistance in a professional, timely and diligent manner (refer to **Exhibit C**). The parties hereto agree that concerning matters not specifically contained within the body of this Agreement, the Application for Federal Assistance will be controlling.

MODIFICATION OF PROGRAM COMPONENTS AND SERVICE LEVELS

5. The parties hereto agree that those program components and service levels detailed in the aforementioned Application for Federal Assistance may be modified so long as the total payments under this Agreement are not increased and the project scope, objectives, and key personnel (in accordance with 45 CFR 74.25 (c)(2)) are not altered. However, any such modification shall not be made without the prior written notification of RSCCD. Any requests for changes in scope, objectives or key personnel require written approval and should be coordinated through RSCCD for submission to the U.S. Department of Health and Human Services ACF.

PLANS AND PROCEDURES

6. SUBRECIPIENT shall monitor its program for compliance with the provisions of this Agreement and all applicable laws, regulations and its institutional policies and procedures.

REPORTS

7. SUBRECIPIENT shall submit such reports, data and information at such times as RSCCD may require, and in the form RSCCD may require, regarding the performance of SUBRECIPIENT'S services, or SUBRECIPIENT'S activities, costs or other data.

NO SUPPLANTATION

8. Funds provided under this Agreement shall be used only for activities that are in addition to those that would otherwise be available in the absence of such funds. SUBRECIPIENT shall not render the same services under this Agreement to any participant whose cost of services is otherwise paid for by any other person or entity.

INDEPENDENT CONTRACTOR

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

SUBCONTRACT ASSIGNMENT

10. None of the duties of, or work to be performed by, SUBRECIPIENT under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBRECIPIENT pursuant to this Agreement. SUBRECIPIENT shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with Federal and local SUBRECIPIENT guidelines. SUBRECIPIENT shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by each SUBRECIPIENT. By entering into this Agreement SUBRECIPIENT agrees that it is the direct provider of intended services. Upon request, SUBRECIPIENT shall submit to RSCCD copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this Agreement.

BUDGET SCHEDULE

11. SUBRECIPIENT agrees that the expenditures of any and all funds under this Agreement will be in accordance with the approved budget, a copy of which is attached as **Exhibit B**, and which by this reference is incorporated herein and made a part hereof as if fully set forth.

MODIFICATION OF BUDGET SCHEDULE

12. SUBRECIPIENT shall have the authority to transfer allocated program funds from one category of the overall program budget to any other category of the overall program budget, as long as the amount of the total grant is not increased and the scope of the program is not altered. Where the scope of the program is altered and results in the need for a change in the budget, written approval is required and should be coordinated through RSCCD for submission to the U.S. Department of Health and Human Service ACF.

TIME EXTENSIONS

13. RSCCD will not be requesting a time extension for program activities from the U.S. Department of Health and Human Services ACF. As a result, SUBRECIPIENT will not be granted an extension. Therefore, SUBRECIPIENT must spend all of the funds allocated through this agreement within the timeframe of the agreement. Under this agreement, SUBRECIPIENT will only be reimbursed for expenses that are incurred prior to **March 31, 2012**.

SUBMISSION OF INVOICES

14. Upon the effective date of this Agreement, RSCCD shall make payments to SUBRECIPIENT in accordance with the following payment schedule:
- a. Payments. Beginning upon execution of this agreement, no more often than once a month and no less than once per quarter, upon receipt and approval by RSCCD of SUBRECIPIENT'S invoice, RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed \$78,511. Invoices should show itemized expenditures in accordance with the invoice template provided with the Agreement (refer to **Exhibit D**).

- b. Progress Reports. Failure to submit timely Progress Reports will result in delays of payment to SUBRECIPIENT (refer to **Exhibit E**). Progress Reports are due to the Project Director by the following dates:
 - i. Monthly reports – Monthly on the 15th (starting December 15, 2011)
 - ii. Final Program Report – October 15, 2012
 - iii. Other reports as required upon request
- c. Invoices. One original signed invoice (separate for Training & Technical Assistance and Operating budgets) should be sent to the Project Director, as follows:

Dee Tucker, Executive Director
 Child Development Services
 Rancho Santiago Community College District
 2323 North Broadway, Suite 350
 Santa Ana, CA 92706

FISCAL ACCOUNTABILITY

- 15. a. Financial Management System. SUBRECIPIENT shall establish and maintain a sound financial management system, based upon generally accepted accounting principles. SUBRECIPIENT’S system shall provide fiscal control and accounting procedures that will include the following:
 - 1. Information pertaining to this Agreement and contract awards, obligations, unobligated balances, assets, expenditures, and income;
 - 2. Effective internal controls to safeguard assets and assure their proper use;
 - 3. Source documentation to support accounting records; and
 - 4. Proper charging of costs and cost allocation.
- b. SUBRECIPIENT’S Records. SUBRECIPIENT’S records shall be sufficient to:
 - 1. Permit preparation of required reports;
 - 2. Permit the tracing of funds to a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on the use of such funds; and
 - 3. Permit the tracing of program income, or profits earned, and any costs incurred that are otherwise allowable except for funding limitations.
- c. Costs Charged. Costs shall be charged to this contract only in accordance with the following:
 - 1. Refer to **Exhibit B**.

PROGRAM INCOME

- 16. SUBRECIPIENT must comply with **Exhibit F**, Use of Program Income, for all program income generated.

ANNUAL AUDIT

- 17. SUBRECIPIENT shall arrange for an independent audit of their federal funds in accordance with OMB Circular A-133. This program should be listed in their Schedule of Federal Expenditures. SUBRECIPIENT shall submit a copy of each required audit report to RSCCD within thirty (30) days after the date received by the SUBRECIPIENT.

ACCESS AND RECORDS

18. a. Access. RSCCD, the U.S. Department of Health and Human Services ACF, and the United States Government and/or their representatives, shall have access, for purposes of monitoring auditing, and examining, to SUBRECIPIENT'S activities, books, documents and papers (including computer records) and to records of SUBRECIPIENT'S subcontractors, consultants, contracted employees, bookkeepers, accountants, employees and participants related to this Agreement. Such agencies or representatives shall have the right to make excerpts, transcripts and photocopies of such records and to schedule on-site monitoring at their discretion. Monitoring activities also may include, but are not limited to, questioning employees and participants and entering any premises or onto any site in which any of the services or activities funded hereunder are conducted or in which any of the records of SUBRECIPIENT are kept. In the event SUBRECIPIENT does not make the above-referenced documents available within the County of Orange, California, SUBRECIPIENT agrees to pay all necessary and reasonable expenses incurred by RSCCD in conducting any audit at the location where said records and books of account are maintained.
- b. Records Retention. All accounting records and evidence pertaining to all costs of SUBRECIPIENT and all documents related to this Agreement shall be kept available at SUBRECIPIENT'S office or place of business for the duration of this Agreement and thereafter for three (3) years after completion of an audit. Records that relate to 1) complaints, claims, administrative proceedings or litigation arising out of the performance of this Agreement, or 2) costs and expenses of this Agreement to which RSCCD or any other government agency takes exception, shall be retained beyond the three (3) year period until final resolution or disposition of such appeals, litigation, claims, or exceptions.

FRAUD

19. SUBRECIPIENT shall immediately report all suspected or known instances and facts concerning possible fraud, abuse or criminal activity under this Agreement, in accordance with the applicable federal laws and regulations.

NONDISCRIMINATION AND COMPLIANCE PROVISIONS

20. As a condition of this award of financial assistance under the U.S. Department of Health and Human Services ACF to SUBRECIPIENT from RSCCD, SUBRECIPIENT assures, with respect to operation of all programs or activities funded with funds provided pursuant to the Act, and all agreements to carry out such programs or activities, that it will comply fully with the nondiscrimination and equal opportunity provisions of Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 45 CFR 84, 85, 86, 90, 91 et seq. The United States, the State of California and RSCCD have the right to seek judicial enforcement of this assurance.
- a. During the performance of this Agreement, SUBRECIPIENT and its subcontractors will not deny the Agreement's benefits to any person on the basis of race, ancestry, national origin, religion, color, ethnic group identification, sex, age, physical or mental disability (including HIV and AIDS), medical condition (cancer), marital status, nor will they unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of race, ancestry, religion, color, ethnic group identification, national origin, ancestry, mental or physical disability (including HIV and AIDS), medical condition (cancer), marital

status, age (over 40), sex, denial of family care leave, or political affiliation or belief. SUBRECIPIENT will insure that the evaluation and treatment of employees and applicants for employment are free from such discrimination and harassment.

- b. SUBRECIPIENT will include the non-discrimination and compliance provisions of this Section of the Agreement in all subcontracts to perform work under this Agreement.
- c. SUBRECIPIENT will give written notice of its obligations under this Section of the Agreement to labor organizations with which SUBRECIPIENT has a collective bargaining or other agreement.

CONFIDENTIALITY

21. Without prejudice to any other section of this Agreement, SUBRECIPIENT shall, where applicable, maintain the confidential nature of information provided to it concerning participants in accordance with the requirements of federal and state laws. However, SUBRECIPIENT shall submit to RSCCD, the U.S. Department of Health and Human Services ACF, and/or the United States Government or their representatives, all records requested for administrative purposes, including audit, examinations, monitoring and verification of reports submitted by SUBRECIPIENT, costs incurred and services rendered hereunder.

PROPERTY

22. a. Definitions

- 1. "Real Property" is land, including land improvements, structures, and appurtenances thereto, excluding movable machinery and equipment.
- 2. "Equipment": For purchase on or after July 1, 1993, "equipment" is tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Equipment is NOT considered an allowable cost without prior written approval of the Grants Officer.

b. Property Management. SUBRECIPIENT shall budget, manage and maintain an inventory of property in accordance with the standards established by the U.S. Government. SUBRECIPIENT shall retain records pertaining to all equipment or property described above, and to costs incurred with respect thereto, for a period of three (3) years after final disposition of such property. SUBRECIPIENT shall immediately return all equipment, finished or unfinished documents, photographs, data, studies and reports or unused supplies prepared or purchased by SUBRECIPIENT under this Agreement to RSCCD or its representatives, or dispose of them in accordance with directions from RSCCD.

INDEMNIFICATION

23. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, it's 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 of any of its agents or employees.

INSURANCE

24. SUBRECIPIENT 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 a thirty (30) day notice of cancellation, modification, or reduction in said insurance. SUBRECIPIENT shall deliver certificate(s) of insurance under SUBRECIPIENT’S comprehensive general liability insurance policy on or before the date of execution of this agreement. Upon request, RSCCD shall be provided a copy of said policy.

SUBRECIPIENT shall provide workers’ compensation coverage for each of its employees.

PATENT/COPYRIGHT MATERIALS/PROPRIETARY INFORMATION

25. SUBRECIPIENT agrees to grant RSCCD, the US Department of Health and Human Services ACF, and/or the United States Government a royalty-free, nonexclusive and irrevocable license to publish, copy, translate or use, now and hereafter, all materials, data, films, tapes, etc., developed under this Agreement. RSCCD, the US Department of Health and Human Services ACF, and/or the United States Government reserve the right to authorize others to use or reproduce such materials. Further, these parties shall have access to any report, preliminary findings or data assembled by SUBRECIPIENT under this Agreement and in accordance with 45 CFR 74.36, any publication filed by a grantee for an invention made under a grant must include the following statement in the first paragraph: “The invention described in this application was made under a grant from the Department of Health and Human Services ACF.”

STANDARDS OF CONDUCT

- 26. a. General Assurance. In accordance with 45 CFR 74.42 every reasonable course of action will be taken by SUBRECIPIENT in order to maintain the integrity of this expenditure of public funds and to avoid favoritism and questionable or improper conduct. This Agreement will be administered in an impartial manner, free from efforts to gain personal financial or political gain. SUBRECIPIENT, its officers and employees, in administering this Agreement, will avoid situations that give rise to a suggestion that any decision was influenced by prejudice, bias, special interest or desire for personal gain.
- b. Conducting Business Involving Relatives. No relative by blood, adoption or marriage of any executive or employee of SUBRECIPIENT will receive favorable treatment when considered for enrollment in programs provided by, or employment with, SUBRECIPIENT.
- c. Conducting Business Involving Close Personal Friends and Associates. Executives of SUBRECIPIENT will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering this Agreement, will exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for SUBRECIPIENT to conduct business with a friend or associate of an executive or employee of SUBRECIPIENT, or an elected official in the area, a permanent record of the transaction will be retained.
- d. Avoidance of Economic Interest. No executive or employee of SUBRECIPIENT, elected official in the area, will solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by SUBRECIPIENT or RSCCD. Supplies, materials, equipment or services purchased with Agreement funds will be used solely for purposes allowed under this Agreement.

DRUG FREE WORKPLACE

27. SUBRECIPIENT shall abide by the Government-wide Requirements for a Drug Free Workplace in accordance with 45 CFR 82.205. By signing and submitting the subcontract agreement the SUBRECIPIENT certifies that it will comply with these requirements.

ENVIRONMENTAL TOBACCO SMOKE

28. Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting the subcontract agreement the SUBRECIPIENT certifies that it will comply with the requirements of the Act.

DEBARMENT AND SUSPENSION

29. SUBRECIPIENT certifies that it is not debarred or suspended or otherwise excluded from or ineligible for participation in Federal programs in accordance with 45 CFR Part 74.13.

TRAFFICKING VICTIMS PROTECTION ACT

30. As required under Section 106 (g) of the TVPA as amended in 22 U.S.C. 7104(g) RSCCD retains the right to terminate this sub-agreement, without penalty, if the SUBRECIPIENT, or any of its subcontractors (i) engages in severe forms of trafficking in persons or has procured a commercial sex act during the period of time that the grant, or sub-agreement is in effect, or (ii) uses forced labor in the performance of this sub-agreement.

LITERATURE AND PUBLIC ANNOUNCEMENTS

31. As required under Section 508 of Public Law 103-333, the following conditions are applicable to the SUBRECIPIENT: "When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to States and local governments and recipients of Federal research grants shall clearly state 1) the percentage of the total costs of the program or project which will be financed with Federal money, 2) the dollar amount of Federal funds for the program or project, and 3) the percentage and dollar amount of total costs of program or project that will be refinanced by non-governmental sources."

LOBBYING

32. As required by Section 1352, Title 31, of the U.S. Code, and implemented at 45 CFR Part 93, SUBRECIPIENT certifies that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of

- any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

BREACH – SANCTIONS

33. If, through any cause, SUBRECIPIENT violates any of the terms and conditions of this Agreement, or any prior Agreements whereby grant funds were received by SUBRECIPIENT, or if SUBRECIPIENT reports inaccurately, or if any audit report makes disallowances, SUBRECIPIENT shall promptly remedy its acts or omissions and/or repay RSCCD all amounts due RSCCD as a result thereof. For any such failures or violations RSCCD shall also have the right, at its sole discretion, to: 1) immediately discontinue program support until such time as SUBRECIPIENT fulfills its obligations or remedies all violations of this Agreement or prior Agreements; and/or 2) collect outstanding amounts, as determined by RSCCD to be due RSCCD from SUBRECIPIENT, by offsetting or debiting from current claims or invoices, if after thirty (30) days written notice SUBRECIPIENT has failed to repay same or a repayment schedule has not been made; and/or 3) terminate this Agreement in accordance with Section 34 herein.

DISPUTES

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

Any dispute concerning any question arising under this Agreement, except as otherwise provided in this Agreement, shall be decided by RSCCD or the Department of Health and Human Services ACF. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBRECIPIENT. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBRECIPIENT a written request to appeal said decision. Pending final decision of the appeal, SUBRECIPIENT shall act in accordance with the written decision of RSCCD or the Department of Health and Human Services ACF, whichever is the final arbiter of the dispute.

The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by RSCCD, and/or the State of California, and/or the US Department of Health and Human Services ACF, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

TERMINATION

35. Either party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon

termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of service responsibilities, active case records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of Federal and/or State funds, as applicable, for the reimbursement of SUBRECIPIENT'S expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect or operation. In the event that such funding is terminated or reduced, RSCCD shall provide SUBRECIPIENT with written notification of such determination. SUBRECIPIENT shall immediately comply with RSCCD'S decision.

TOTAL AGREEMENT

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

AMENDMENTS

37. This Agreement may be modified or revised at any time by the parties as long as the amendment is made in writing and signed by both parties.

NOTICES

38. All notices, reports and correspondence between the parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD: Rancho Santiago Community College District
 2323 North Broadway
 Santa Ana, CA 92706
 Attn: Vice Chancellor, Business Operations and Fiscal Services

SUBRECIPIENT: MOMS Orange County
 1128 West Santa Ana Blvd
 Santa Ana, CA 92703

IN WITNESS WHEREOF, RSCCD and SUBRECIPIENT have executed this Agreement as of the date first above written.

Rancho Santiago Community College District

MOMS of Orange County

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

By: _____
Name: Pamela Pimentel
Title: Chief Executive Officer
Date: _____

Board approval: October 24, 2011

LIST OF EXHIBITS

EXHIBIT A	EARLY HEAD START APPLICATION
EXHIBIT B	OPERATING AND TRAINING & TECHNICAL ASSISTANCE BUDGETS
EXHIBIT C	SCOPE OF WORK
EXHIBIT D	INVOICE TEMPLATE
EXHIBIT E	REPORT TEMPLATE
EXHIBIT F	USE OF PROGRAM INCOME

**AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
CHOC CHILDREN'S**

Early Head Start (Grant No. 09CH9091/01)

This Agreement is entered into on the 25th day of October 2011, between Rancho Santiago Community College District (hereinafter "RSCCD") and CHOC CHILDREN'S on behalf of HELP ME GROW OC (hereinafter "SUBRECIPIENT").

WHEREAS, RSCCD has received expansion funding of a grant entitled Early Head Start Expansion (Grant No. 09CH9091/01; CFDA No. 93.600), from the United States Department of Health and Human Services Administration for Children and Families (ACF), for the purpose of providing services to children and their families, and

WHEREAS, SUBRECIPIENT has agreed to participate in the purpose of this grant, and

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees;

NOW, THEREFORE the DISTRICT and SUBRECIPIENT do covenant and agree as follows:

TERM

1. The performance period and grant term is based on an initial six-month period from **September 30, 2011 through March 31, 2012**, in the amount of **\$89,451** (\$85,951 Operating Budget and \$3,500 Training and Technical Assistance Budget). This agreement may be subject to a performance period extension and/or additional funding, on contingency with the following: legislative appropriation beyond the initial period, legislative authorization and availability of additional federal funds, and any other modification(s) made by RSCCD.

PURPOSE

2. The purpose of the program funded by this Agreement is to support Early Head Start services and is designed to improve the quality and long-term effectiveness of children and families by developing comprehensive services to the whole family which will lead to self sufficiency. SUBRECIPIENT shall ensure that the program funded hereby shall comply with this purpose.

COMPLIANCE WITH LAW

3. In its performance under this Agreement, SUBRECIPIENT shall fully comply with the requirements of the following, whether or not otherwise referred to in this Agreement:
 - a. The Act and all applicable federal statutes, regulations, policies, procedures and directives, including but not limited to 45 CFR 74; 45 CFR 87; 45 CFR 1301-1310; 2 CFR 25.110; Federal Financial Accountability and Transparency Act (FFATA) of 2006; OMB Circular A-

- 110 Uniform Administrative Requirements for Awards and Sub-Awards With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations; OMB Circular A-21 Cost Principles for Educational Institutions; and OMB Circular A-133 Appendix B Audits of States, Local Governments and Non-Profit Organizations, Compliance Supplement;
- b. All applicable standards and orders and requirements issued under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act and Environmental Protection Agency regulations in contracts in excess of \$100,000;
 - c. All applicable State statutes, regulations, policies, procedures and directives;
 - d. All applicable local ordinances and requirements, including use permits and licensing;
 - e. Court orders applicable to its operation; and
 - f. The terms and conditions of this Agreement.

If any of the foregoing is enacted, amended, or revised, SUBRECIPIENT will comply with such or will notify RSCCD after enactment or modification that it cannot so comply. RSCCD may thereupon terminate this Agreement, if necessary.

STATEMENT OF WORK

- 4. This Agreement is based on the Application for Federal Assistance included with this Agreement (refer to **Exhibit A**). SUBRECIPIENT agrees to comply with all provisions, to perform all work, and to provide all services set forth in this Agreement and the aforementioned Application for Federal Assistance in a professional, timely and diligent manner (refer to **Exhibit C**). The parties hereto agree that concerning matters not specifically contained within the body of this Agreement, the Application for Federal Assistance will be controlling.

MODIFICATION OF PROGRAM COMPONENTS AND SERVICE LEVELS

- 5. The parties hereto agree that those program components and service levels detailed in the aforementioned Application for Federal Assistance may be modified so long as the total payments under this Agreement are not increased and the project scope, objectives, and key personnel (in accordance with 45 CFR 74.25 (c)(2)) are not altered. However, any such modification shall not be made without the prior written notification of RSCCD. Any requests for changes in scope, objectives or key personnel require written approval and should be coordinated through RSCCD for submission to the U.S. Department of Health and Human Services ACF.

PLANS AND PROCEDURES

- 6. SUBRECIPIENT shall monitor its program for compliance with the provisions of this Agreement and all applicable laws, regulations and its institutional policies and procedures.

REPORTS

- 7. SUBRECIPIENT shall submit such reports, data and information at such times as RSCCD may require, and in the form RSCCD may require, regarding the performance of SUBRECIPIENT'S services, or SUBRECIPIENT'S activities, costs or other data.

NO SUPPLANTATION

- 8. Funds provided under this Agreement shall be used only for activities that are in addition to those that would otherwise be available in the absence of such funds. SUBRECIPIENT shall not render the same services under this Agreement to any participant whose cost of services is otherwise paid for by any other person or entity.

INDEPENDENT CONTRACTOR

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

SUBCONTRACT ASSIGNMENT

10. None of the duties of, or work to be performed by, SUBRECIPIENT under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBRECIPIENT pursuant to this Agreement. SUBRECIPIENT shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with Federal and local SUBRECIPIENT guidelines. SUBRECIPIENT shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by each SUBRECIPIENT. By entering into this Agreement SUBRECIPIENT agrees that it is the direct provider of intended services. Upon request, SUBRECIPIENT shall submit to RSCCD copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this Agreement.

BUDGET SCHEDULE

11. SUBRECIPIENT agrees that the expenditures of any and all funds under this Agreement will be in accordance with the approved budget, a copy of which is attached as **Exhibit B**, and which by this reference is incorporated herein and made a part hereof as if fully set forth.

MODIFICATION OF BUDGET SCHEDULE

12. SUBRECIPIENT shall have the authority to transfer allocated program funds from one category of the overall program budget to any other category of the overall program budget, as long as the amount of the total grant is not increased and the scope of the program is not altered. Where the scope of the program is altered and results in the need for a change in the budget, written approval is required and should be coordinated through RSCCD for submission to the U.S. Department of Health and Human Services ACF.

TIME EXTENSIONS

13. RSCCD will not be requesting a time extension for program activities from the U.S. Department of Health and Human Services ACF. As a result, SUBRECIPIENT will not be granted an extension. Therefore, SUBRECIPIENT must spend all of the funds allocated through this agreement within the timeframe of the agreement. Under this agreement, SUBRECIPIENT will only be reimbursed for expenses that are incurred prior to **March 31, 2012**.

SUBMISSION OF INVOICES

14. Upon the effective date of this Agreement, RSCCD shall make payments to SUBRECIPIENT in accordance with the following payment schedule:

- a. Payments. Beginning upon execution of this agreement, no more often than once a month and no less than once per quarter, upon receipt and approval by RSCCD of SUBRECIPIENT'S invoice, RSCCD shall make reimbursement payments as long as the total payments under this

Agreement do not exceed \$89,451. Invoices should show itemized expenditures in accordance with the invoice template provided with the Agreement (refer to **Exhibit D**).

- b. Progress Reports. Failure to submit timely Progress Reports will result in delays of payment to SUBRECIPIENT (refer to **Exhibit E**). Progress Reports are due to the Project Director by the following dates:
 - i. Monthly reports – Monthly on the 15th (starting December 15, 2011)
 - ii. Final Program Report – October 15, 2012
 - iii. Other reports as required upon request
- c. Invoices. One original signed invoice (separate for Training & Technical Assistance and Operating budgets) should be sent to the Child Development Services Executive Director, as follows:

Dee Tucker, Executive Director
Child Development Services
Rancho Santiago Community College District
2323 North Broadway, Suite 350
Santa Ana, CA 92706

FISCAL ACCOUNTABILITY

- 15. a. Financial Management System. SUBRECIPIENT shall establish and maintain a sound financial management system, based upon generally accepted accounting principles. SUBRECIPIENT'S system shall provide fiscal control and accounting procedures that will include the following:
 - 1. Information pertaining to this Agreement and contract awards, obligations, unobligated balances, assets, expenditures, and income;
 - 2. Effective internal controls to safeguard assets and assure their proper use;
 - 3. Source documentation to support accounting records; and
 - 4. Proper charging of costs and cost allocation.
- b. SUBRECIPIENT'S Records. SUBRECIPIENT'S records shall be sufficient to:
 - 1. Permit preparation of required reports;
 - 2. Permit the tracing of funds to a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on the use of such funds; and
 - 3. Permit the tracing of program income, or profits earned, and any costs incurred that are otherwise allowable except for funding limitations.
- c. Costs Charged. Costs shall be charged to this contract only in accordance with the following:
 - 1. Refer to **Exhibit B**.

PROGRAM INCOME

- 16. SUBRECIPIENT must comply with **Exhibit F**, Use of Program Income, for all program income generated.

ANNUAL AUDIT

- 17. SUBRECIPIENT shall arrange for an independent audit of their federal funds in accordance with OMB Circular A-133. This program should be listed in their Schedule of Federal Expenditures. SUBRECIPIENT shall submit a copy of each required audit report to RSCCD within thirty (30) days after the date received by the SUBRECIPIENT.

ACCESS AND RECORDS

18. a. Access. RSCCD, the U.S. Department of Health and Human Services ACF, and the United States Government and/or their representatives, shall have access, for purposes of monitoring auditing, and examining, to SUBRECIPIENT'S activities, books, documents and papers (including computer records) and to records of SUBRECIPIENT'S subcontractors, consultants, contracted employees, bookkeepers, accountants, employees and participants related to this Agreement. Such agencies or representatives shall have the right to make excerpts, transcripts and photocopies of such records and to schedule on-site monitoring at their discretion. Monitoring activities also may include, but are not limited to, questioning employees and participants and entering any premises or onto any site in which any of the services or activities funded hereunder are conducted or in which any of the records of SUBRECIPIENT are kept. In the event SUBRECIPIENT does not make the above-referenced documents available within the County of Orange, California, SUBRECIPIENT agrees to pay all necessary and reasonable expenses incurred by RSCCD in conducting any audit at the location where said records and books of account are maintained.
- b. Records Retention. All accounting records and evidence pertaining to all costs of SUBRECIPIENT and all documents related to this Agreement shall be kept available at SUBRECIPIENT'S office or place of business for the duration of this Agreement and thereafter for three (3) years after completion of an audit. Records that relate to 1) complaints, claims, administrative proceedings or litigation arising out of the performance of this Agreement, or 2) costs and expenses of this Agreement to which RSCCD or any other government agency takes exception, shall be retained beyond the three (3) year period until final resolution or disposition of such appeals, litigation, claims, or exceptions.

FRAUD

19. SUBRECIPIENT shall immediately report all suspected or known instances and facts concerning possible fraud, abuse or criminal activity under this Agreement, in accordance with the applicable federal laws and regulations.

NONDISCRIMINATION AND COMPLIANCE PROVISIONS

20. As a condition of this award of financial assistance under the U.S. Department of Health and Human Services ACF to SUBRECIPIENT from RSCCD, SUBRECIPIENT assures, with respect to operation of all programs or activities funded with funds provided pursuant to the Act, and all agreements to carry out such programs or activities, that it will comply fully with the nondiscrimination and equal opportunity provisions of Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 45 CFR 84, 85, 86, 90, 91 et seq. The United States, the State of California and RSCCD have the right to seek judicial enforcement of this assurance.
- a. During the performance of this Agreement, SUBRECIPIENT and its subcontractors will not deny the Agreement's benefits to any person on the basis of race, ancestry, national origin, religion, color, ethnic group identification, sex, age, physical or mental disability (including HIV and AIDS), medical condition (cancer), marital status, nor will they unlawfully

discriminate, harass or allow harassment against any employee or applicant for employment because of race, ancestry, religion, color, ethnic group identification, national origin, ancestry, mental or physical disability (including HIV and AIDS), medical condition (cancer), marital status, age (over 40), sex, denial of family care leave, or political affiliation or belief. SUBRECIPIENT will insure that the evaluation and treatment of employees and applicants for employment are free from such discrimination and harassment.

- b. SUBRECIPIENT will include the non-discrimination and compliance provisions of this Section of the Agreement in all subcontracts to perform work under this Agreement.
- c. SUBRECIPIENT will give written notice of its obligations under this Section of the Agreement to labor organizations with which SUBRECIPIENT has a collective bargaining or other agreement.

CONFIDENTIALITY

21. Without prejudice to any other section of this Agreement, SUBRECIPIENT shall, where applicable, maintain the confidential nature of information provided to it concerning participants in accordance with the requirements of federal and state laws. However, SUBRECIPIENT shall submit to RSCCD, the U.S. Department of Health and Human Services ACF, and/or the United States Government or their representatives, all records requested for administrative purposes, including audit, examinations, monitoring and verification of reports submitted by SUBRECIPIENT, costs incurred and services rendered hereunder.

PROPERTY

22. a. Definitions

- 1. “Real Property” is land, including land improvements, structures, and appurtenances thereto, excluding movable machinery and equipment.
 - 2. “Equipment”: For purchase on or after July 1, 1993, “equipment” is tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Equipment is NOT considered an allowable cost without prior written approval of the Grants Officer.
- b. Property Management. SUBRECIPIENT shall budget, manage and maintain an inventory of property in accordance with the standards established by the U.S. Government. SUBRECIPIENT shall retain records pertaining to all equipment or property described above, and to costs incurred with respect thereto, for a period of three (3) years after final disposition of such property. SUBRECIPIENT shall immediately return all equipment, finished or unfinished documents, photographs, data, studies and reports or unused supplies prepared or purchased by SUBRECIPIENT under this Agreement to RSCCD or its representatives, or dispose of them in accordance with directions from RSCCD.

INDEMNIFICATION

23. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, it’s 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 of any of its agents or employees.

INSURANCE

24. SUBRECIPIENT 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 a thirty (30) day notice of cancellation, modification, or reduction in said insurance. SUBRECIPIENT shall deliver certificate(s) of insurance under SUBRECIPIENT'S comprehensive general liability insurance policy on or before the date of execution of this agreement. Upon request, RSCCD shall be provided a copy of said policy.

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

PATENT/COPYRIGHT MATERIALS/PROPRIETARY INFORMATION

25. SUBRECIPIENT agrees to grant RSCCD, the U.S. Department of Health and Human Services ACF, and/or the United States Government a royalty-free, nonexclusive and irrevocable license to publish, copy, translate or use, now and hereafter, all materials, data, films, tapes, etc., developed under this Agreement. RSCCD, the U.S. Department of Health and Human Services ACF, and/or the United States Government reserve the right to authorize others to use or reproduce such materials. Further, these parties shall have access to any report, preliminary findings or data assembled by SUBRECIPIENT under this Agreement and in accordance with 45 CFR 74.36, any publication filed by a grantee for an invention made under a grant must include the following statement in the first paragraph: "The invention described in this application was made under a grant from the U.S. Department of Health and Human Services ACF."

STANDARDS OF CONDUCT

26. a. General Assurance. In accordance with 45 CFR 74.42 every reasonable course of action will be taken by SUBRECIPIENT in order to maintain the integrity of this expenditure of public funds and to avoid favoritism and questionable or improper conduct. This Agreement will be administered in an impartial manner, free from efforts to gain personal financial or political gain. SUBRECIPIENT, its officers and employees, in administering this Agreement, will avoid situations that give rise to a suggestion that any decision was influenced by prejudice, bias, special interest or desire for personal gain.
- b. Conducting Business Involving Relatives. No relative by blood, adoption or marriage of any executive or employee of SUBRECIPIENT will receive favorable treatment when considered for enrollment in programs provided by, or employment with, SUBRECIPIENT.
- c. Conducting Business Involving Close Personal Friends and Associates. Executives of SUBRECIPIENT will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering this Agreement, will exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for SUBRECIPIENT to conduct business with a friend or associate of an executive or employee of SUBRECIPIENT, or an elected official in the area, a permanent record of the transaction will be retained.
- d. Avoidance of Economic Interest. No executive or employee of SUBRECIPIENT, elected official in the area, will solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by SUBRECIPIENT or RSCCD. Supplies, materials, equipment or services purchased with Agreement funds will be used solely for purposes allowed under this Agreement.

DRUG FREE WORKPLACE

27. SUBRECIPIENT shall abide by the Government-wide Requirements for a Drug Free Workplace in accordance with 45 CFR 82.205. By signing and submitting the subcontract agreement the SUBRECIPIENT certifies that it will comply with these requirements.

ENVIRONMENTAL TOBACCO SMOKE

28. Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting the subcontract agreement the SUBRECIPIENT certifies that it will comply with the requirements of the Act.

DEBARMENT AND SUSPENSION

29. SUBRECIPIENT certifies that it is not debarred or suspended or otherwise excluded from or ineligible for participation in Federal programs in accordance with 45 CFR Part 74.13.

TRAFFICKING VICTIMS PROTECTION ACT

30. As required under Section 106 (g) of the TVPA as amended in 22 U.S.C. 7104(g) RSCCD retains the right to terminate this sub-agreement, without penalty, if the SUBRECIPIENT, or any of its subcontractors (i) engages in severe forms of trafficking in persons or has procured a commercial sex act during the period of time that the grant, or sub-agreement is in effect, or (ii) uses forced labor in the performance of this sub-agreement.

LITERATURE AND PUBLIC ANNOUNCEMENTS

31. As required under Section 508 of Public Law 103-333, the following conditions are applicable to the SUBRECIPIENT: "When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to States and local governments and recipients of Federal research grants shall clearly state 1) the percentage of the total costs of the program or project which will be financed with Federal money, 2) the dollar amount of Federal funds for the program or project, and 3) the percentage and dollar amount of total costs of program or project that will be refinanced by non-governmental sources."

LOBBYING

32. As required by Section 1352, Title 31, of the U.S. Code, and implemented at 45 CFR Part 93, SUBRECIPIENT certifies that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

BREACH – SANCTIONS

33. If, through any cause, SUBRECIPIENT violates any of the terms and conditions of this Agreement, or any prior Agreements whereby grant funds were received by SUBRECIPIENT, or if SUBRECIPIENT reports inaccurately, or if any audit report makes disallowances, SUBRECIPIENT shall promptly remedy its acts or omissions and/or repay RSCCD all amounts due RSCCD as a result thereof. For any such failures or violations RSCCD shall also have the right, at its sole discretion, to: 1) immediately discontinue program support until such time as SUBRECIPIENT fulfills its obligations or remedies all violations of this Agreement or prior Agreements; and/or 2) collect outstanding amounts, as determined by RSCCD to be due RSCCD from SUBRECIPIENT, by offsetting or debiting from current claims or invoices, if after thirty (30) days written notice SUBRECIPIENT has failed to repay same or a repayment schedule has not been made; and/or 3) terminate this Agreement in accordance with Section 34 herein.

DISPUTES

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

Any dispute concerning any question arising under this Agreement, except as otherwise provided in this Agreement, shall be decided by RSCCD or the U.S. Department of Health and Human Services ACF. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBRECIPIENT. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBRECIPIENT a written request to appeal said decision. Pending final decision of the appeal, SUBRECIPIENT shall act in accordance with the written decision of RSCCD or the U.S. Department of Health and Human Services ACF, whichever is the final arbiter of the dispute.

The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by RSCCD, and/or the State of California, and/or the U.S. Department of Health and Human Services ACF, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

TERMINATION

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

The obligations of RSCCD under this Agreement are contingent upon the availability of Federal and/or State funds, as applicable, for the reimbursement of SUBRECIPIENT’S expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect or operation. In the event that such funding is terminated or reduced, RSCCD shall provide SUBRECIPIENT with written notification of such determination. SUBRECIPIENT shall immediately comply with RSCCD’S decision.

TOTAL AGREEMENT

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

AMENDMENTS

37. This Agreement may be modified or revised at any time by the parties as long as the amendment is made in writing and signed by both parties.

NOTICES

38. All notices, reports and correspondence between the parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD: Rancho Santiago Community College District
 2323 North Broadway
 Santa Ana, CA 92706
 Attn: Vice Chancellor, Business Operations and Fiscal Services

SUBRECIPIENT: Rebecca Hernandez, Manager, Help Me Grow OC
 1915 West Orangewood Avenue, Suite 303
 Orange, CA 92868

IN WITNESS WHEREOF, RSCCD and SUBRECIPIENT have executed this Agreement as of the date first above written.

Rancho Santiago Community College District

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

CHOC CHILDREN'S

By: _____
Name: Debra Mathis
Title: Chief Operating Officer
Date: _____

HELP ME GROW OC

By: _____
Name: Rebecca Hernandez, MSED
Title: Manager
Date: _____

Board approval: October 24, 2011

LIST OF EXHIBITS

EXHIBIT A	EARLY HEAD START APPLICATION
EXHIBIT B	OPERATING AND TRAINING & TECHNICAL ASSISTANCE BUDGETS
EXHIBIT C	SCOPE OF WORK
EXHIBIT D	INVOICE TEMPLATE
EXHIBIT E	REPORT TEMPLATE
EXHIBIT F	USE OF PROGRAM INCOME