

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, July 23, 2012
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 June 18, 2012 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.

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. Full-time Faculty
 - b. Part-time Faculty
 - c. Administrators/Supervisors
 - d. Classified Staff
 - e. Student Workers
 - f. Professional Experts
2. Existing Litigation (pursuant to Government Code Section 54956.95):

Nathaniel Ames v. Rancho Santiago Community College District et al, Orange County Superior Court Case No. 30-2010-00416323

Barraza & Sons Heavy Equipments, Inc v. Mepco Services, Inc., Rancho Santiago Community College District, Hartford Fire Insurance Company et al, Orange County Superior Court Case No. 30-2012-00572214
3. 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 Organization: California School Employees Association, Chapter 888
4. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
 - a. Chancellor
5. 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 Revised Job Descriptions/Changes of Titles
- Approval of Changes of Titles
- Approval of Changes of Assignments
- Approval of Interim Assignments
- Approval of Extensions of Interim Assignments
- Approval of 2012-2013 Cabinet Administrator Step Increases
- Approval of 2012-2013 CDC Chapter 888 Contract Assistant Director Stipends
- Approval of 2011-2012 CEFA Permanent Part-time Hourly Salary Schedules
- Approval of 2012-2013 CEFA Permanent Part-time Hourly Salary Schedules
- Approval of 2012-2013 FARSCCD Contract Extension Days
- Approval of 2012-2013 FARSCCD Contract & Part-time Athletic Coaching Stipends
- Approval of 2012-2013 FARSCCD 192/225 Day Faculty Coordinator Assignments/Stipends
- Approval of Additional 2011-2012 and 2012-2013 FARSCCD Contract Salary Step Increases
- Approval of Appointments
- Approval of Rehiring of Temporary Employees per E.C. 87470
- Approval of Changes of Assignments
- Approval of Return to Regular Assignments
- Approval of Voluntary Workload Reductions for CDC Chapter 888
- Approval of Additional 2011-2012 Contract Extension Days
- Approval of Leaves of Absence
- Approval of Beyond Contract/Overload Stipends
- Approval of Part-time Hourly Hires/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Intern Services

- 3.2 Classified Personnel Action
- Approval of New Classifications
 - Approval of Revised Job Descriptions
 - Approval of Miscellaneous Pay Schedules 2012-2013
 - Approval of New Appointments
 - Approval of Hourly On Going to Contract Assignments
 - Approval of Longevity Increments
 - Approval of Out of Class Assignments
 - Approval of Changes in Positions
 - Approval of Changes in Salary Placements
 - Approval of Leaves of Absence
 - Ratification of Resignations/Retirements
 - Rescission of Ratification of Resignations/Retirements
 - Approval of Temporary Assignments
 - 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 & Stipends
- 3.3 Approval of Agreement with Liebert Cassidy Whitmore for Management Training and Legal Services Action
The administration recommends authorization for the chancellor to renew the agreement for the 2012-2013 fiscal year.
- 3.4 Approval to Accept Amendment to Retention Agreement Action
The administration recommends approval of the Amendment to Retention Agreement with The Wright Group.
- 3.5 Authorization for Board Travel/Conferences Action

4.0 INSTRUCTION

- *4.1 Approval of Amendment to Affiliation Agreement with QuickCAPTION Action
The administration recommends approval of the amendment to the agreement with QuickCAPTION for real time computer aided captioning services for the 2012-2013 academic year.

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

- *4.2 Approval of Amendment to Affiliation Agreement with CRC Sign Language Interpreting Services Action
The administration recommends approval of the amendment to the agreement with CRC Sign Language Interpreting Services for sign language interpreter services for the 2012-2013 academic year.
- *4.3 Approval of CJA Agreement Renewal – Adlerhorst International, Inc. Action
The administration recommends approval of the agreement with Adlerhorst International, Inc., in Riverside, California.
- *4.4 Approval of OTA Agreement Renewal – Horizon Therapy Services Action
The administration recommends approval of the agreement with Horizon Therapy Services in Rancho Cucamonga, California.
- *4.5 Approval of Amendment #1 to Pharmacy Technology Agreement - University of the Pacific Action
The administration recommends approval of the amendment with the University of the Pacific in Stockton, California.
- *4.6 Approval of New OTA Agreement – Shoreline Healthcare Action
The administration recommends approval of the agreement with Shoreline Healthcare in Long Beach, California.
- *4.7 Approval of Santa Ana College Community Services Program, Fall 2012 Action
The administration recommends approval of the proposed SAC Community Services Program for Fall 2012.
- *4.8 Approval of Santiago Canyon College Community Services Program, Fall 2012 Action
The administration recommends approval of the proposed SCC Community Services Program for Fall 2012.

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 Agreement with HMC Architects to Provide Professional Planning Services Action
The administration recommends approval of the agreement with HMC Architects to provide professional planning services as presented.

- *5.3 Approval of Child Development Services HURTT Family Health Clinic Agreement Action
The administration recommends approval of the agreement between HURTT Family Health Clinic and Rancho Santiago Community College District as presented.
- *5.4 Approval of Lease with St. Peter Evangelical Lutheran Church Action
The administration recommends approval of the lease with St. Peter Evangelical Lutheran Church in Santa Ana for facilities to provide child care services as presented.
- *5.5 Approval of Increase to Architect Contract – Westberg+White, Inc. Action
The administration recommends approval of the increase to the architect contract with Westberg+White, Inc., for revised geotechnical findings as presented.
- *5.6 Approval of Increase to Architect Contract – Westberg+White, Inc. Action
The administration recommends approval of the increase to the architect contract with Westberg+White, Inc., for additional contracted services as presented.
- *5.7 Approval of Change Order #3 for Bid #1179 – Road Alignment/ Cul-De-Sac and Parking Lot Expansion at Santa Ana College (SAC) Action
The administration recommends approval of change order #3 for Bid #1179 for Los Angeles Engineering Inc., for road alignment/ cul-de-sac and parking lot expansion at SAC as presented.
- *5.8 Adoption of Resolution No. 12-35 – Concrete for Loop Road Extension at Santiago Canyon College (SCC) Action
The administration recommends adoption of Resolution No. 12-35 for Bid #1136 for Guy Yocom Construction, Inc., for concrete for the Loop Road Extension at SCC as presented.
- *5.9 Adoption of Resolution No. 12-36 –Landscaping for Loop Road Extension at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 12-36 for Bid #1134 for Tropical Plaza Nursery, Inc., for landscaping for the Loop Road Extension at SCC as presented.
- *5.10 Adoption of Resolution No. 12-37 – Notice of Intent to Dedicate Easements to City of Orange Action
The administration recommends adoption of Resolution No. 12-37 giving Notice of Intent to Grant Easements to the City of Orange and schedule a public hearing on this resolution for August 20, 2012.

- *5.11 Adoption of Resolution No. 12-40 – Signalization Project at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 12-40 for Bid #1181 for Dynalectric for the signalization project at SCC as presented.
- *5.12 Adoption of Resolution No. 12-41 – Masonry for Athletic/Aquatic Complex at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 12-41 for Bid #1137 for Industrial Masonry, Inc., for masonry for the Athletic/Aquatic complex at SCC as presented.
- *5.13 Approval of Change Order for Infrastructure Projects at Santiago Canyon College Action
The administration recommends approval of additional services in the amount of \$12,500 plus \$1,000 in reimbursable expenses to LPA, Inc., as presented.
- *5.14 Approval of Change Order #1 for Bid #1134 – Landscaping for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #1 for Bid #1134 for Tropical Plaza Nursery, Inc., for landscaping for the Humanities building at SCC as presented.
- *5.15 Approval of Change Order #1 for Bid #1140 – Plumbing for Santiago Canyon Road Entry and Parking Lot at Santiago Canyon College Action
The administration recommends approval of change order #1 for Bid #1140 for Interpipe Construction, Inc., for plumbing for the Santiago Canyon Road Entry and Parking Lot at SCC as presented.
- *5.16 Approval of Change Order #4 for Bid #1136 – Concrete for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #4 for Bid #1136 for Guy Yocom Construction, Inc., for concrete for the Humanities Building at SCC as presented.
- *5.17 Approval of Change Order #5 for Bid #1138 – Structural Steel for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #5 for Bid #1138 for Blazing Industrial Steel Inc., for structural steel for the Humanities building at SCC as presented.

- *5.18 Approval of Change Order #3 for Bid #1139 – Electricity for Loop Road Extension at Santiago Canyon College Action
The administration recommends approval of change order #1 for Bid #1140 for Interpipe Construction, Inc., for electricity for the Loop Road Extension at SCC as presented.
- *5.19 Approval of Change Order #6 for Bid #1139 – Electricity for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #6 for Bid #1139 for Dynalectric for electricity for the Humanities building at SCC as presented.
- *5.20 Approval of Change Order #8 for Bid #1139 – Electricity for Athletic/Aquatic Complex at Santiago Canyon College Action
The administration recommends approval of change order #8 for Bid #1139 for Dynalectric, Inc., for electricity for the Athletic/Aquatic complex at SCC as presented.
- *5.21 Approval of Change Order #4 for Bid #1141 – HVAC for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #4 for Bid #1141 for West Tech Mechanical for HVAC for the Humanities building at SCC as presented.
- *5.22 Approval of Change Order #3 for Bid #1144 – Roofing for Athletic/Aquatic Complex at Santiago Canyon College Action
The administration recommends approval of change order #3 for Bid #1144 for Troyer Contracting Co., Inc., for roofing for the Athletic/Aquatic complex at SCC as presented.
- *5.23 Approval of Change Order #2 for Bid #1146 – Framing and Elevators for Athletic/Aquatic Complex at Santiago Canyon College Action
The administration recommends approval of change order #2 for Bid #1146 for Inland Building Construction for framing and elevators for the Athletic/Aquatic complex at SCC as presented.
- *5.24 Approval of Change Order #5 for Bid #1146 – Framing and Elevators for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #5 for Bid #1146 for Inland Building Construction Co., for framing and elevators for the Humanities building at SCC as presented.

- *5.25 Approval of Change Order #7 for Bid #1147 – Interiors for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #7 for Bid #1147 for Inland Empire Architectural Specialties for interiors for the Humanities building at SCC as presented.
- *5.26 Approval of Change Order #2 for Bid #1148 – Flooring for Athletic/Aquatic Complex at Santiago Canyon College Action
The administration recommends approval of change order #2 for Bid #1148 for Continental Flooring, Inc., for flooring for the Athletic/Aquatic complex at SCC as presented.
- *5.27 Approval of Outsource Technical Contract for 2012-2013 Action
The administration recommends approval of hiring Outsource Technical Contract programmers for the 2012-2013 fiscal year as presented.
- *5.28 Approval of Raubolt Consulting Services, Inc., Agreement Action
The administration recommends approval of the consulting agreement from Raubolt Consulting Services, Inc., as presented.
- *5.29 Approval of Change Order #1 for Bid #1183 for Video Surveillance System Action
The administration recommends approval of change order #1 for Bid #1183 for IES Commercial, Inc., for the district-wide video surveillance system as presented.
- *5.30 Acceptance and Awarding of Bid #1195 – Cisco SMARTnet and VOIP Maintenance Service Action
The administration recommends acceptance of the bids and approval of awarding Bid #1195-Cisco SMARTnet and VOIP Maintenance Service to INX LLC, A Presidio Company, and any future renewals as presented.
- *5.31 Approval of CMAS Contract #4-12-71-0130A and #4-12-71-1030B to Nova Solutions, Inc. Action
The administration recommends approval of the district's participation in CMAS contracts #4-12-71-0130A and #4-12-71-0130B awarded to Nova Solutions, Inc., through March 31, 2017, and any future renewals and extensions as presented.

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

- *5.32 Adoption of Resolution No. 12-34 – Delegation of Authority to Award Informal Contracts Action
The administration recommends adoption of Resolution No. 12-34 that delegates the authority to award informal contracts to the Chancellor, Executive Vice Chancellor of Human Resources and Educational Services, and Vice Chancellor of Business Operations and Fiscal Services as presented.
- *5.33 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period June 3, 2012, through June 28, 2012.
- *5.34 Approval of Agreement for Special Services – Atkinson, Andelson, Loya, Ruud & Romo Action
The administration recommends authorization be given to the Vice Chancellor of Business Operations/Fiscal Services or his designee to renew the proposed Special Services agreement between Rancho Santiago Community College District and Atkinson, Andelson, Loya, Ruud & Romo for the period of July 1, 2012, through June 30, 2013, as presented.

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:
- Business & Entrepreneurship Center (District) \$ 205,000
 - Business & Entrepreneurship Center (BEC) HUB (District) \$ 100,000
 - Business & Entrepreneurship Center Statewide Leadership (District) \$ 172,500
 - Career and Technical Education Act (CTEA) Title I-C (District/SAC/SCC) \$1,488,234
 - Career and Technical Education Act (CTEA) Transitions (SAC/SCC) \$ 98,778
 - Center for International Trade Development – (District) \$ 205,000
 - Enrollment Growth for Nursing ADN Programs, Year 1 (SAC) \$ 135,287
 - Saint Joseph Hospital Clinical Training Grant (SAC) \$ 123,691
 - Santa Ana Middle College High School (SAC) \$ 84,153
 - Song-Brown Health Care Workforce Training Act – Registered Nurse Education: Capitation ADN Funding (SAC) \$ 120,000
 - Song-Brown Health Care Workforce Training Act – Registered Nurse Education: Special Program (SAC) \$ 105,000

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

- *6.2 Approval of Sub-Agreements between RSCCD and Bakersfield College, Cañada College, Chabot College, Glendale College, Lassen Community College, Los Angeles City College, Los Angeles Harbor College, Mendocino College, Saddleback College, Solano Community College, and Southwestern College Action
The administration recommends approval of the sub-award agreements and authorization be given to the Vice Chancellor, Business Operations/ Fiscal Services or his designee to sign the agreements on behalf of the district.
- *6.3 Adoption of Resolution No. 12-38 – California Department of Education (CSPP-2341) Action
The administration recommends approval of the resolution agreement with the California Department of Education and authorization be given to the chancellor or his designee to sign the agreement on behalf of the district.
- *6.4 Adoption of Resolution No. 12-39 – California Department of Education (CCTR-2172) Action
The administration recommends approval of the resolution agreement with the California Department of Education and authorization be given to the chancellor or his designee to sign the agreement on behalf of the district.
- *6.5 Adoption of Resolution No. 12-42 regarding Emergency Closure of Centennial Education Center (CEC) Child Development Center Action
The administration recommends adoption of the resolution certifying the Child Development Center was closed due to an emergency on June 8, 11, and 12, 2012.
- *6.6 Approval of Amendment to Independent Contractor Agreement with International Consortium for Educational and Economic Development (ICEED) Action
The administration recommends approval of the amendment and authorization be given to the Vice Chancellor of Business Operations/ Fiscal Services or his designee to sign the amendment on behalf of the district.
- *6.7 Approval of Extension of Consulting Services – Townsend Public Affairs, Inc. Action
The administration recommends approval of the Supplement to Contract for Consulting Services (#2) with Townsend Public Affairs, Inc., as presented.

6.8 Appointment of a RSCCD Community Representative (2012-2013) to the Orange County Community Colleges Legislative Task Force (OCCCLTF) Action

The administration recommends the board select a community representative to serve on the 2012-2013 task force.

6.9 Reports from Board Committees Information

- Board Facilities Committee

6.10 Board Member Comments Information

7.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be held on August 20, 2012.

* 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, June 18, 2012

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:35 p.m. by Mr. Phillip Yarbrough. Other members present were Ms. Arianna Barrios, Dr. David Chapel, Mr. Brian Conley, Mr. John Hanna, Mr. Larry Labrado, Mr. Mark McLoughlin, and Mr. Ryan Ahari.

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

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Ryan Ahari, 2012-2013 RSCCD Student Trustee.

1.3 Administration of Oath of Allegiance to Ryan Ahari, 2012-2013 Student Trustee

Mr. Yarbrough administered the Oath of Allegiance to Mr. Ryan Ahari. The board welcomed him as the 2012-13 student trustee.

1.4 Approval of Additions or Corrections to Agenda

It was moved by Mr. Conley, seconded by Mr. Labrado, and carried unanimously to approve addendums for Item 3.1 (Management/Academic Personnel) and Item 3.2 (Classified Personnel).

1.5 Public Comment

Ms. Becky Fraser and Mr. Guillermo Santucci spoke regarding RSCCD Child Development Centers becoming a new chapter of the California School Employees Association (Chapter 888).

1.6 Approval of Minutes

It was moved by Mr. McLoughlin, seconded by Mr. Hanna, and carried unanimously to approve the minutes of the regular meeting held May 21, 2012.

1.7 Approval of Consent Calendar

It was moved by Ms. Barrios, 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 5.3 (2012-2013 Tentative Budget) and Item 5.25 (Strategic Technology Plan for 2012-2014) removed from the Consent Calendar by Mr. McLoughlin:

4.1 Approval of Instructional Agreement with SER, Jobs for Progress, Inc., for Basic Skills Training

The board approved the instructional agreement With SER, Jobs for Progress, Inc., for basic skills training for the program year 2012-2013.

4.2 Approval of Instructional Agreement with SER, Jobs for Progress, Inc., for Vocational Training

The board approved the instructional agreement with SER, Jobs for Progress, Inc., for vocational training for the program year 2012-2013.

4.3 Approval of CJA Agreement Renewal – City of Santa Ana, Santa Ana Police Department

The board approved the agreement with the City of Santa Ana, Santa Ana Police Department in Santa Ana, California.

4.4 Approval of CJA Renewal Agreement – California Narcotic Canine Association

The board approved the contract with the California Narcotic Canine Association in Salinas, California.

4.5 Approval of CJA Renewal Agreement – County of Orange

The administration recommends approval of the amendment with the County of Orange in Santa Ana, California.

4.6 Approval of Renewal of Nursing Program Agreement – California State University, Dominguez Hills

The board approved the clinical affiliation agreement renewal with California State University, Dominguez Hills.

4.7 Approval of Pharmacy Technology Agreement Renewal – Walgreens Pharmacy Experiential Learning Program

The board approved the contract with Walgreens Pharmacy Experiential Learning Program.

1.7 Approval of Consent Calendar – (cont.)

4.8 Approval of Pharmacy Technology Agreement Renewal – Healthsouth Corporation

The board approved the contract with Healthsouth Corporation in Birmingham, Alabama.

4.9 Approval of OTA Agreement Renewal – Hallmark Rehabilitation GP, LLC

The board approved the agreement with Hallmark Rehabilitation GP, LLC, in Foothill Ranch, California.

4.10 Approval of OTA Agreement Renewal – Loma Linda University Medical Center

The board approved the agreement with Loma Linda University Medical Center in Loma Linda, California.

4.11 Approval of OTA Agreement Renewal – Pomona Valley Hospital Medical Center

The board approved the agreement with Pomona Valley Hospital Medical Center in Pomona, California.

4.12 Approval of OTA Agreement Renewal – St. Mary Medical Center

The board approved the agreement with St. Mary Medical Center in Long Beach, California.

4.13 Approval of OTA Agreement Renewal – VibrantCare Outpatient Rehabilitation of California, Inc.

The board approved the agreement with VibrantCare Outpatient Rehabilitation of California, Inc., in Roseville, California.

4.14 Approval of New OTA Agreement – Newport Subacute Healthcare Center

The board approved the agreement with Newport Subacute Healthcare Center in Costa Mesa, California.

4.15 Approval of PrestoSports Website Platform Agreement

The board approved the PrestoSports website platform agreement.

4.16 Approval of Agreement with Community Services Programs Inc.

The board approved the agreement with Community Services Programs Inc., in Santa Ana, California.

1.7 Approval of Consent Calendar – (cont.)

5.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

5.2 Approval of Budget Increases/Decreases and Budget Transfers

The board approved budget increases, decreases, and transfers during the month of May 2012.

5.5 Approval of Consulting Services Agreement – Facilities Planning & Program Services, Inc.

The board approved the consulting services agreement for Facilities Planning & Program Services, Inc., through June 30, 2013, as presented.

5.6 Approval of Lease Agreement with CouponEx

The board approved the lease agreement with CouponEx and authorized the Vice Chancellor of Business Operations and Fiscal Services to execute the agreement on behalf of the district as presented.

5.7 Approval of Lease Agreement with Relecom, LLC

The board approved the lease agreement with Relecom, LLC, and authorized the Vice Chancellor of Business Operations and Fiscal Services to execute the agreement on behalf of the district as presented.

5.8 Approval of Awarding Bid #1194 – Santa Ana College Portable Building Certification

The board approved awarding Bid #1194 for the Portable Building Certification to De La Torre Commercial Interiors, Inc., as presented.

5.9 Approval of Agreement with HMC Architects for Architectural/Engineering Services

The board approved the HMC proposal for concrete repair services at Dunlap Hall at Santa Ana College (SAC) as presented.

5.10 Approval of Change Order #2 for Bid #1179 – Road Alignment/Cul-De-Sac and Parking Lot Expansion at Santa Ana College

The board approved change order #2 for Bid #1179 for Los Angeles Engineering, Inc., for road alignment/cul-de-sac and parking lot expansion at SAC as presented.

5.11 Adoption of Resolution No. 12-31 – Concrete for Loop Road Extension at Santiago Canyon College (SCC)

The board adopted Resolution No. 12-31 for Guy Yocom Construction, Inc., for Bid #1136 for concrete for the Loop Road Extension at SCC as presented.

1.7 Approval of Consent Calendar – (cont.)

5.12 Adoption of Resolution No. 12-32 – Plumbing for Loop Road Extension at Santiago Canyon College

The board adopted Resolution No. 12-32 for Interpipe Construction, Inc., for Bid #1140 for plumbing for the Loop Road Extension at SCC as presented.

5.13 Approval of Additional Geotechnical Observation & Testing Services for Athletic/Aquatic Complex at Santiago Canyon College

The board approved additional fees for Ninyo & Moore for geotechnical observation and testing services for the Athletic/Aquatic complex at SCC as presented.

5.14 Approval of Architect Change Order – Athletic/Aquatic Complex at Santiago Canyon College

The board approved amending and increasing The Austin Company architectural agreement in the amount of \$144,400 as presented.

5.15 Approval of Change Order #3 for Bid #1136 – Concrete for Humanities Building at Santiago Canyon College

The board approved change order #3 for Bid #1136 for Guy Yocom Construction, Inc., for concrete for the Humanities building at SCC as presented.

5.16 Approval of Change Order #5 for Bid #1136 – Concrete for Athletic/Aquatic Complex at Santiago Canyon College

The board approved change order #5 for Bid #1136 for Guy Yocom Construction, Inc., for the Athletic/Aquatic complex at SCC as presented.

5.17 Approval of Change Order #4 for Bid #1138 – Structural Steel for Humanities Building at Santiago Canyon College

The board approved change order #4 for Bid #1138 for Blazing Industrial Steel, Inc., for structural steel for the Humanities building at SCC as presented.

5.18 Approval of Change Order #5 for Bid #1139 – Electricity for Humanities Building at Santiago Canyon College

The board approved change order #5 for Bid #1139 for Dynalectric for electricity for the Humanities building at SCC as presented.

5.19 Approval of Change Order #1 for Bid #1146 – Framing and Elevators for Athletic/Aquatic Complex at Santiago Canyon College

The board approved change order #1 for Bid #1146 for Inland Building Construction Company for framing and elevators for the Athletic/Aquatic complex at SCC as presented.

1.7 Approval of Consent Calendar – (cont.)

5.20 Approval of Change Order #4 for Bid #1146 – Framing and Elevators for Humanities Building at Santiago Canyon College

The board approved change order #4 for Bid #1146 for Inland Building Construction Company for framing and elevators for the Humanities building at SCC as presented.

5.21 Approval of Change Order #4 for Bid #1147 – Interiors for Athletic/Aquatic Complex at Santiago Canyon College

The board approved change order #4 for Bid #1147 for Inland Empire Architectural Services for interiors for the Athletic/Aquatic complex at SCC as presented.

5.22 Approval of Change Order #6 for Bid #1147 – Interiors for Humanities Building at Santiago Canyon College

The board approved change order #6 for Bid #1147 for Inland Empire Architectural Specialties for interiors for the Humanities building at SCC as presented.

5.23 Approval of Change Order #1 for Bid #1148 – Flooring for Athletic/Aquatic Complex at Santiago Canyon College

The board approved change order #1 for Bid #1148 for Continental Flooring, Inc., for flooring for the Athletic/Aquatic complex at SCC as presented.

5.24 Approval of Increase to Architect Contract – Westberg+White, Inc.

The board approved the increase to the architectural and engineering services proposal with Westberg+White, Inc., as presented.

5.26 Approval of 2012-2013 Contract Listing

The board approved the 2012-2013 contract listing as presented.

5.27 Approval of Bid #1192 – Sports Field Maintenance Service for Soccer and Softball Fields at Santiago Canyon College

The board accepted the bids and approved awarding the bids to So Cal Land Maintenance for Bid #1192 – Sports Field Maintenance Service for Soccer and Softball Fields at SCC as presented.

5.28 Approval of Disposal of Surplus Vehicles

The board approved declaring the vehicles listed as surplus property and utilizing Ken Porter Auctions to conduct an auction as presented.

1.7 Approval of Consent Calendar – (cont.)

5.29 Independent Contractor

The board approved the employment of Muckenthaler & Associates Inc. to perform a continuation of consulting services due to a grant extension to provide professional and technical assistance to the existing Early Head Start program at a rate of \$100 per hour. Dates of service: April 1, 2012, through December 31, 2012. The fee is estimated at \$40,000.

5.30 Approval of Purchase Orders

The board approved the purchase order listing for the period May 6, 2012, through June 2, 2012.

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:

-Bridge to Engineering Program (SAC)	\$784,450
-CSUF/Teacher Pathway Partnership – STEM Summer Institute (SAC and SCC)	\$ 15,489
-SBA/CSUF Jobs Act CITD (District)	\$183,962
-Math, Engineering and Science Achievement Program (SAC)	\$ 50,500

6.2 Approval of Amendment One to Sub-Agreement between RSCCD and California State University, Fresno Foundation

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

6.3 Approval of Sub-award Agreement from the City of Santa Ana for Santa Ana College to work as a Partner on the Santa Ana Workforce Investment Board's H-1B Visa Technical Skills Training Grant

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

1.8 Public Hearing – 2012-2013 Tentative Budget

There were no public comments.

1.9 Presentation on Santa Ana SFID Bond Feasibility Survey

Dr. Timothy McLarney, President, True North Research, Inc., gave a presentation on the Santa Ana SFID Bond Feasibility Survey.

It was moved by Dr. Chapel, seconded by Mr. Labrado, and carried unanimously to suspend the rules and consider Item 5.4 at this time.

5.4 Adoption of Resolution No. 12-33 – Resolution Ordering an Election and Establishing Specifications of the Election Order for the November 6, 2012, Ballot

It was moved by Mr. Conley and seconded by Mr. Labrado to adopt Resolution No. 12-33 ordering an election and establishing specifications of the election order for the November 6, 2012, ballot as presented. Discussion ensued. The motion carried with the following vote: Aye – Ms. Barrios, Dr. Chapel, Mr. Conley, Mr. Hanna, Mr. Labrado, Mr. McLoughlin, and Mr. Yarbrough; Student Trustee Ahari's advisory vote was aye.

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

2.3 Report from Student Trustee

Mr. Ryan Ahari provided a report to the board.

2.4 Reports from Student Presidents

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

Ms. Rachel Bulosan, Student President-elect, Santiago Canyon College
Ms. Evelyn Sanchez, Student President, Santa Ana 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. John Zarske, Academic Senate President-elect, Santa Ana College

2.6 Informational Presentation on Financial Aid

Mr. Syed Rizvi, Associate Dean, Financial Aid, SCC; and Mr. Robert Manson, Associate Dean, Financial Aid, SAC; provided an informational presentation on financial aid to the board.

2.7 Informational Presentation on the Budget

Mr. Peter Hardash provided an informational presentation on the budget to the board.

RECESS TO CLOSED SESSION

The board convened into closed session at 6:58 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
 - e. Administrator Appointments
 - (1) Assistant Vice Chancellor

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: California School Employees Association, Chapter 888
Continuing Education Faculty Association

3. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

RECONVENE

The board reconvened at 7:24 p.m. Mr. Hanna left at this time.

Closed Session Report

Ms. Barrios reported the board discussed the aforementioned items, and no action was taken during closed session.

Public Comment

There were no public comments.

3.0 **HUMAN RESOURCES**

3.1 Management/Academic Personnel

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

- Approve New Job Descriptions
- Approve Revised Job Descriptions
- Approve Permanent 2012-2013 Cabinet Salary Schedule Reflecting 1% Adjustment Effective July 1, 2012

3.1 Management/Academic Personnel – (cont.)

- Approve Permanent 2012-2013 Management Salary Schedule Reflecting 1% Adjustment Effective July 1, 2012
- Approve 2012-2013 Administrative/Academic Supervisory Step Increases Effective July 1, 2012
- Approve 2012-2013 Classified Supervisory/Confidential Step Increases Effective July 1, 2012
- Approve Adjusted Salary Reflecting 1% per Employment Agreements
- Approve Interim to Permanent Appointments
- Approve Interim Assignments/Employment of Retired STRS Members
- Approve Return to Regular Assignments and Location Changes
- Approve Employment Agreements
- Ratify Resignations/Retirements
- Approve Permanent 2012-2013 FARSCCD 175 Day Contract Salary Schedule
- Approve Permanent 2012-2013 FARSCCD 192 Day Contract Salary Schedule
- Approve Permanent 2012-2013 FARSCCD 225 Day Contract Salary Schedule
- Approve Permanent 2012-2013 FARSCCD Credit Summer Salary Schedule
- Approve Permanent 2012-2013 FARSCCD Non-credit Summer Salary Schedule
- Approve Interim 2012-2013 FARSCCD Part-time/Beyond Contract Salary Schedule
- Approve Interim 2012-2013 CEFA Part-time Salary Schedule
- Approve Interim 2012-2013 CDCTA Full-time Contract Salary Schedule
- Approve Interim 2012-2013 CDCTA Hourly Contract Salary Schedule
- Approve 2011-2012 and 2012-2013 FARSCCD Contract Salary Step Increases
- 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 Ms. Barrios, seconded by Mr. Labrado, and carried unanimously to approve the following action on the classified personnel docket:

- Approve 2012-2013 CSEA Interim Salary Schedule
- Approve 2012-2013 CSEA Step Increases
- Approve Longevity Increments
- Approve Changes in Salary Placements
- Approve Voluntary Furloughs
- Approve Out of Class Assignments
- Approve Changes in Position
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Temporary Assignments

3.2 Classified Personnel – (cont.)

- Approve Changes in Temporary Assignments
- Approve Additional Hours for On Going Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Volunteers
- Approve Student Assistant Lists

3.3 Approval of Fringe Benefit Providers for Fiscal Year 2012-2013

It was moved by Ms. Barrios, seconded by Mr. Labrado, and carried unanimously to renew the insurance programs at the negotiated rates and authorize the chancellor or his designee to enter into appropriate agreements with Anthem BlueCross, MetLife Basic Life Insurance, MetLife Voluntary Life Insurance, Anthem Blue Cross Voluntary Vision, AFLAC, MetLife, Horizon Health, and American Fidelity Assurance for 2012-2013 fiscal year.

3.4 Approval of 2012-2013 Employee Calendar

It was moved by Ms. Barrios, seconded by Mr. Labrado, and carried unanimously to approve the 2012-2013 Employee Calendar.

3.5 Public Disclosure of Collective Bargaining Agreement between Rancho Santiago Community College District (RSCCD) and Continuing Education Faculty Association (CEFA)

It was moved by Ms. Barrios, seconded by Mr. Labrado, and carried unanimously to approve the amendments to the collective bargaining agreement with CEFA.

3.6 Acceptance of Resignation of Trustee Brian Conley

It was moved by Mr. Conley and seconded by Ms. Barrios to accept Trustee Conley's resignation. The motion carried with a nay vote from Mr. Labrado.

4.0 INSTRUCTION

All items were approved as part of Item 1.7 (Consent Calendar).

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 5.1, 5.2, and 5.5 through 5.24, 5.26, 5.27, 5.28, 5.29, and 5.30 were approved as part of Item 1.7 (Consent Calendar). Item 5.4 (Resolution No. 12-33 – Resolution Ordering an Election and Establishing Specifications of the Election Order for the November 5, 2012, Ballot) was considered after Item 1.9 (Presentation on Santa Ana SFID Bond Feasibility Survey).

5.3 Approval of 2012-2013 Tentative Budget

It was moved by Mr. McLoughlin and seconded by Mr. Conley to approve the 2012-2013 proposed Tentative Budget as presented. Discussion ensued. The motion carried unanimously.

5.25 Approval of Rancho Santiago Community College District Strategic Technology Plan for 2012-2014

It was moved by Mr. Conley and seconded by Mr. McLoughlin to approve the Rancho Santiago Community College District 2012-2014 Strategic Technology Plan as presented. Discussion ensued. The motion carried unanimously.

6.0 GENERAL

Items 6.1, 6.2, and 6.3 were approved as part of Item 1.7 (Consent Calendar).

6.4 Reports from Board Committees

Mr. Labrado provided a report on the June 14, 2012, Board Facilities Committee meeting.

6.5 Board Member Comments

Ms. Barrios congratulated Mr. Conley and expressed well wishes to him on his retirement.

Mr. Labrado thanked Ms. Sanchez for her hard work as the SAC student president this year.

Mr. Conley expressed his appreciation of those who wished him well upon his retirement. He indicated he plans to continue his involvement with community college issues at the state and national levels. Mr. Conley stated during 24 years as a board member he has served with 20 elected board members, worked with four chancellors; served as board president five times; attended approximately 480 board meetings; met with the district attorney a few times; experienced challenges in funding, planning, direction, and establishing a multi-campus district; served the needs of the district's diverse community, and addressed public policy issues. He commended classified, faculty, and administration staff that have made his work as a trustee easier.

Mr. Yarbrough spoke of the legacy Mr. Conley will leave at RSCCD after serving as a board member for 24 years.

Mr. Yarbrough reported he recently toured the SAC Auto Technology Center with Mr. Glen Hammonds, Professor of Automotive Technology, and was impressed with the opportunities provided to students.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on July 23, 2012.

There being no further business, Mr. Yarbrough declared this meeting adjourned at 7:37 p.m.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: July 23, 2012

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC
July 23, 2012**

MANAGEMENT

Revised Job Descriptions/Changes of Title/Attachments #1-2

From: Associate Dean, Financial Aid
To: Associate Dean, Student Support Services
Santiago Canyon College
Grade Level E (No Change)
Academic/Administrative

From: Assistant Vice Chancellor, Facility Planning &
Campus Services
To: Assistant Vice Chancellor, Facility Planning &
District Construction & Support Services
Grade Level B (No Change)
Classified/Administrative

Changes of Title

Vacant
From: Accounting Manager, Fiscal Services
To: Manager, Fiscal Services
Business Operations & Fiscal Services
District Office
Grade Level E (No Change)

Rizvi, Syed
From: Associate Dean, Financial Aid
To: Associate Dean, Student Support Services
Student Services
Santiago Canyon College

Effective: July 24, 2012
Salary Placement: E-7 \$125,587.14/Year
(No Change)

Changes of Assignment

Castellon, Maria
From: Associate Director
To: Director I
SAC East Child Development Center
Child Development Services
District Office

Effective: July 1, 2012
Salary Placement: L-2 \$65,732.99/Year

MANAGEMENT (CONT'D)

Changes of Assignment (cont'd)

Pham, MyLe
From: Interim Associate Director
To: Associate Director II
Early Head Start
Child Development Services
District Office
Effective: July 1, 2012
Salary Placement: O-2 \$57,478.10/Year
(No Change)

Van, Connie
From: Interim Associate Director
To: Associate Director II
Early Head Start
Child Development Services
District Office
Effective: July 1, 2012
Salary Placement: O-2 \$57,478.10/Year
(No Change)

Interim Assignments

Alvano, Pat
Interim Director, Special Programs
OEC Continuing Education Division
Santiago Canyon College
Effective: July 1, 2012 – June 30, 2013
Salary Placement: H-4 \$89,517.89/Year
(No Change)

Tran, Sheena
Interim Project Manager
Fiscal Services
District Office
Effective: July 1, 2012 – June 30, 2013
Salary Placement: E-5 \$113,902.90/Year

Extensions of Interim Assignments

Kennedy, James
Interim Vice President
CEC Continuing Education Division
Santa Ana College
Effective: July 1, 2012 – June 30, 2013
Salary Placement: A-4 \$144,950.62/Year

Stringer, Martin
Interim Dean
Mathematics & Sciences Division
Santiago Canyon College
Effective: July 1, 2012 – June 30, 2013
Salary Placement: B-4 \$135,666.93/Year

2012/2013 Cabinet Administrator Step Increase

Martinez, Erlinda
President
Santa Ana College
Effective: July 1, 2012
Salary Placement: 3-7 \$207,511.49/Year

FACULTY

2012/2013 CDC Chapter 888 Contract Assistant Director Stipends/Attachment #3

2011/2012 CEFA Permanent Part-time Hourly Salary Schedule/Attachment #4

2012/2013 CEFA Permanent Part-time Hourly Salary Schedule/Attachment #5

2012/2013 FARSCCD Contract Extension Days/Attachment #6

2012/2013 FARSCCD Contract & Part-time Athletic Coaching Stipends/Attachment #7

2012/2013 FARSCCD 192/225 Day Faculty Coordinator Assignments/Stipends/Attachment #8

Additional 11/12 and 12/13 FARSCCD Contract Salary Step Increases/Attachment #9

Appointment

Arreguin, Marybel
Master Teacher, Early Head Start
Child Development Services
District Office

Effective: July 1, 2012
Salary Placement: MT/BA-1 \$37,132/Year

Rehiring of Temporary Employees per E.C. 87470

Garnett, Susan
Coordinator, Adult Secondary Education
CEC Continuing Education Division
Santa Ana College

Effective: August 20, 2012 – June 8, 2013
Salary Placement: III-14 \$85,969.18/Year
(No Coordinator Stipend)

Janio, Jaroslaw
Coordinator, ESL/CASAS/EI Civics
CEC Continuing Education Division
Santa Ana College

Effective: July 1, 2012 – June 30, 2013
Salary Placement: VII-11 \$89,178.96/Year
(No Coordinator Stipend)

Change of Assignment

Wilson, Connie
From: Professor, Business/SCC
To: Coordinator, Office Technology &
Computer Applications
OEC Continuing Education Center
Santiago Canyon College

Effective: August 20, 2012
Salary Placement: VI-B \$103,475.51/Year
(No Change)

FACULTY (CONT'D)

Extensions of Interim Assignments

Candela, Catherine
Acting Master Teacher
Early Head Start
Child Development Services
District Office
Effective: July 1, 2012
Salary Placement: MT/AA-1 \$35,364/year
(No Change)

Sandoval, Guadalupe
Acting Master Teacher
Early Head Start
Child Development Services
District Office
Effective: July 1, 2012
Salary Placement: MT/AA-1 \$35,364/year
(No Change)

Santamaria, Sandra
Acting Master Teacher
Early Head Start
Child Development Services
District Office
Effective: July 1, 2012
Salary Placement: MT/AA-1 \$35,364/year
(No Change)

Return to Regular Assignment

Nichols, Teresa
Teacher
SAC Early Childhood Education Center
Child Development Services
District Office
Effective: July 1, 2012
Salary Placement: T/AA-2 \$31,316/year

Voluntary Workload Reductions for CDC Chapter 888

Nichols, Teresa
Teacher
SAC Early Childhood Education Center
Child Development Services
District Office
Effective: July 1, 2012
From: 207 Days
To: 202 Days

Oyenoki, Sharla
Master Teacher/Assistant Director
SAC Early Childhood Education Center
Child Development Services
District Office
Effective: July 1, 2012
From: 207 Days
To: 204 Days

FACULTY (CONT'D)

Additional 2011/2012 Contract Extension Days

Kim, Henry
Coordinator, ESL
CEC Continuing Education Division
Santa Ana College

Effective: June 9 – June 30, 2012
Contract Extension: 4 Days
Salary Placement: III-15 \$437.62/Day

Leaves of Absence

Bailey, Denise
Assistant Professor, Chemistry
Mathematics & Sciences Division
Santiago Canyon College

Effective: August 20 – October 12, 2012
Reason: Maternity Leave

Bass, Stacey
Associate Professor, Nursing
Science, Math, & Health Sciences Division
Santiago Canyon College

Effective: August 20 – October 1, 2012
Reason: Maternity Leave

Shinn, Sandra
Master Teacher
SAC Early Childhood Education Center
Child Development Services
District Office

Effective: April 9 – June 24, 2012
Reason: Maternity Leave

Beyond Contract/Overload Stipends

Adams, Richard
Professor, English
Library, Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: June 14, 2012
Amount: \$150.00
Reason: Staff Development
(Title V Project)

Aguilera, Leonor
Counselor
Counseling & Student Support Services Division
Santiago Canyon College

Effective: June 14, 2012
Amount: \$150.00
Reason: Staff Development
(Title V Project)

Baez, Elizabeth
Professor, Spanish
Library, Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: June 14, 2012
Amount: \$150.00
Reason: Staff Development
(Title V Project)

FACULTY (CONT'D)

Beyond Contract/Overload Stipends (cont'd)

Bailey, Denise Assistant Professor, Chemistry Mathematics & Sciences Division Santiago Canyon College	Effective: June 4, 2012 Amount: \$300.00 Reason: Staff Development (Title V Project)
Baldizon-Rios, Nena Counselor Counseling & Student Support Services Division Santiago Canyon College	Effective: June 14, 2012 Amount: \$150.00 Reason: Staff Development (Title V Project)
Bennett, Gary Professor, English Humanities & Social Sciences Division Santa Ana College	Effective: May 1, 2012 Amount: \$500.00 Reason: Curriculum Development (Kaleidoscope Project)
Brooks, Debra Professor, Physical Science/Geology/Astronomy Mathematics & Sciences Division Santiago Canyon College	Effective: June 14, 2012 Amount: \$150.00 Reason: Staff Development (Title V Project)
Brooks, Debra Professor, Physical Science/Geology/Astronomy Mathematics & Sciences Division Santiago Canyon College	Effective: June 18, 2012 Amount: \$300.00 Reason: Staff Development (Title V Project)
Coyne, Claire Associate Professor, Geology Science, Math, & Health Sciences Division Santa Ana College	Effective: May 18, 2012 Amount: \$1,000.00 Reason: Staff Development (Grad Student/Faculty Intern Project)
Deaver, Douglas Associate Professor, Philosophy Library, Arts, Humanities & Social Sciences Division Santiago Canyon College	Effective: June 14, 2012 Amount: \$150.00 Reason: Staff Development (Title V Project)
El-Said, Nahla Associate Professor, Chemistry Mathematics & Sciences Division Santiago Canyon College	Effective: June 4, 2012 Amount: \$300.00 Reason: Staff Development (Title V Project)

FACULTY (CONT'D)

Beyond Contract/Overload Stipends (cont'd)

Fajardo, Lourdes Associate Professor, Foreign Language (Spanish) Library, Arts, Humanities & Social Sciences Division Santiago Canyon College	Effective: June 14, 2012 Amount: \$150.00 Reason: Staff Development (Title V Project)
Foley, Denise Associate Professor, Biology Mathematics & Sciences Division Santiago Canyon College	Effective: June 4, 2012 Amount: \$300.00 Reason: Staff Development (Title V Project)
Granitto, James Associate Professor, Philosophy Library, Arts, Humanities & Social Sciences Division Santiago Canyon College	Effective: June 14, 2012 Amount: \$150.00 Reason: Staff Development (Title V Project)
Grant, Madeline Professor, Marketing/Business Business Division Santa Ana College	Effective: May 1, 2012 Amount: \$500.00 Reason: Curriculum Development (Kaleidoscope Project)
Guerrero-Phlaum, Martha Associate Professor, Foreign Language (Spanish) Humanities & Social Sciences Division Santa Ana College	Effective: May 18, 2012 Amount: \$1,000.00 Reason: Staff Development (Grad Student/Faculty Intern Project)
Hauscarriage, Anne Professor, Math Mathematics & Sciences Division Santiago College	Effective: June 14, 2012 Amount: \$150.00 Reason: Staff Development (Title V Project)
Houska, Robert Professor, Biology Mathematics & Sciences Division Santiago Canyon College	Effective: June 4, 2012 Amount: \$300.00 Reason: Staff Development (Title V Project)
Hovanitz, Eric Associate Professor, Geology Mathematics & Sciences Division Santiago Canyon College	Effective: June 18, 2012 Amount: \$300.00 Reason: Staff Development (Title V Project)

FACULTY (CONT'D)

Beyond Contract/Overload Stipends (cont'd)

Howell, Scott
Associate Professor, History
Library, Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: June 14, 2012
Amount: \$150.00
Reason: Staff Development
(Title V Project)

Huebsch, Mary
Associate Professor, Geology
Mathematics & Sciences Division
Santiago Canyon College

Effective: July 1, 2012
Amount: \$3,500.00
Reason: Coordination
(BSI Project)

Leeds, Kelvin
Professor, Math
Science, Math, & Health Sciences Division
Santa Ana College

Effective: May 18, 2012
Amount: \$1,000.00
Reason: Staff Development
(Grad Student/Faculty Intern Project)

Perry, Janis
Counselor
Counseling & Student Support Services Division
Santiago Canyon College

Effective: June 14, 2012
Amount: \$150.00
Reason: Staff Development
(Title V Project)

Pimentel, Marcelo
Professor, Philosophy
Library, Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: June 14, 2012
Amount: \$150.00
Reason: Staff Development
(Title V Project)

Rabii, Narges
Associate Professor, History
Library, Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: June 14, 2012
Amount: \$150.00
Reason: Staff Development
(Title V Project)

Scott, Randy
Associate Professor, Math
Mathematics & Sciences Division
Santiago Canyon College

Effective: June 14, 2012
Amount: \$150.00
Reason: Staff Development
(Title V Project)

Swift, Cynthia
Associate Professor, Physics
Mathematics & Sciences Division
Santiago Canyon College

Effective: June 4, 2012
Amount: \$300.00
Reason: Staff Development
(Title V Project)

FACULTY (CONT'D)

Beyond Contract/Overload Stipends (cont'd)

Vu, Dahlia
Associate Professor, Math
Science, Math, & Health Sciences Division
Santa Ana College
Effective: May 1, 2012
Amount: \$500.00
Reason: Curriculum Development
(Kaleidoscope Project)

Wada, Jeffrey
Assistant Professor, Chemistry
Mathematics & Sciences Division
Santiago Canyon College
Effective: June 4, 2012
Amount: \$300.00
Reason: Staff Development
(Title V Project)

Womack, Melinda
Professor, Communication
Library, Arts, Humanities & Social
Sciences Division
Santiago Canyon College
Effective: June 14, 2012
Amount: \$150.00
Reason: Staff Development
(Title V Project)

Zysman, Florence
Coordinator, Academic Success Center
Library, Arts, Humanities & Social
Sciences Division
Santiago Canyon College
Effective: June 14, 2012
Amount: \$150.00
Reason: Staff Development
(Title V Project)

Part-time Hourly Hires/Rehires

Blake, Phyllis
Instructor, Music
Fine & Performing Arts Division
Santa Ana College
Effective: June 11, 2012
Hourly Lecture/Lab Rates: II-4 \$57.04/\$48.48

Brown, Myrond
Instructor, Kinesiology
Kinesiology Division
Santa Ana College
Effective: August 20, 2012
Hourly Lecture/Lab Rates: III-4 \$59.88/\$50.90

Burden, Joshua
Instructor, Criminal Justice
Human Services & Technology Division
Santa Ana College
Effective: July 24, 2012
Hourly Lecture/Lab Rates: I-3 \$51.73/\$43.97

Campos, Hugo S
Instructor, High School Subjects/Mathematics
Continuing Education Division (CEC)
Santa Ana College
Effective: July 18, 2012
Hourly Lecture Rate: I-2 \$41.82

FACULTY (CONT'D)

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

Hamel, David
Instructor, Criminal Justice
Human Services & Technology Division
Santa Ana College

Effective: July 24, 2012
Hourly Lecture/Lab Rates: I-4 \$54.32/\$46.17

Hill, Gareth
Instructor, Mathematics
Mathematics & Sciences Division
Santiago Canyon College

Effective: August 20, 2012
Hourly Lecture/Lab Rates: II-3 \$54.32/\$46.17

Lim, Hee-Jeong
Instructor, Mathematics
Mathematics & Sciences Division
Santiago Canyon College

Effective: August 20, 2012
Hourly Lecture/Lab Rates: III-3 \$57.03/\$48.58

Mandir, Joshua
Instructor, Chemistry
Mathematics & Sciences Division
Santiago Canyon College

Effective: August 20, 2012
Hourly Lecture/Lab Rates: III-3 \$57.03/\$48.48

Palmier, Christine
Instructor, Biology
Science, Mathematics & Health Services Division
Santa Ana College

Effective: August 20, 2012
Hourly Lecture/Lab Rates: III-3 \$57.03/\$48.48

Palos, Lelaine
Counselor
Counseling & Student Support Services Division
Santiago Canyon College

Effective: August 20, 2012
Hourly Lab Rate: II-3 \$46.17

Vu, Vivian
Counselor, DSPS
Counseling & Student Support Services Division
Santiago Canyon College

Effective: July 9, 2012
Hourly Lab Rate: III-3 \$48.48

Non-paid Instructors of Record

Childers, Carol
Instructor, Fire Technology (equivalency)
Vernon Fire Department
Human Services & Technology Division
Santa Ana College

Effective: July 11, 2012

FACULTY (CONT'D)

Non-paid Instructors of Record (cont'd)

De Soto, Joseph Effective: July 11, 2012
Instructor, Fire Technology (equivalency)
Chino Valley Fire Department
Human Services & Technology Division
Santa Ana College

Holtzendorff, Matthew Effective: July 11, 2012
Instructor, Fire Technology (equivalency)
City of Vernon Fire Department
Human Services & Technology Division
Santa Ana College

Mora, Rogelio Effective: July 11, 2012
Instructor, Fire Technology (equivalency)
Montclair Fire Department
Human Services & Technology Division
Santa Ana College

Rodriguez, Robert Effective: July 24, 2012
Instructor, Criminal Justice
Human Services & Technology Division
Santa Ana College

Tevis, Stephen Effective: July 11, 2012
Instructor, Fire Technology (equivalency)
Chino Valley Fire Department
Human Services & Technology Division
Santa Ana College

Woodruff, Bryan Effective: July 11, 2012
Instructor, Fire Technology (equivalency)
City of Vernon Fire Department
Human Services & Technology Division
Santa Ana College

Non-paid Intern Service

Rodriguez, Maria Effective: July 2, 2012 – June 30, 2013
Counseling Intern College Affiliation: National University
Counseling & Student Support Services Division
Santiago Canyon College

FACULTY (CONT'D)

Non-paid Intern Service (cont'd)

Zuniga, Theodore
Counseling Intern
Transfer Center
Counseling Division
Santa Ana College

Effective: August 20 – December 20, 2012
College Affiliation: Redlands University

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
ASSOCIATE DEAN/STUDENT SUPPORT SERVICES
Santiago Canyon College**

GENERAL RESPONSIBILITIES

Overall responsibility to the Vice President of Student Services for the supervision and administration of all programs and services provided through the Office of Student Support Services, including Financial Aid, Scholarships, Job Placement, Veterans Services and other assigned programs and services, and the preparation and maintenance of required records and reports; performs other duties as assigned.

SPECIFIC RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

Contribute to the continuing success of the college by keeping programs of responsibility well positioned as a part of the overall college portfolio and operations. This position serves as the designated official for the college in charge of all federal and state student financial aid programs and as such certifies that the college/district is in compliance with all federal and state regulations and laws governing the administration of student financial assistance programs; compiles and submits required reports to the Department of Education and the state Chancellor's Office. Assignment and overall supervision of staff in the programs of responsibility, including overseeing the management functions for compliance with applicable state and federal law, regulations and accreditation guidelines, District policy and procedure, and responsiveness to the needs of a culturally diverse community. Maintain ACCJC accreditation standards for our programs, including program planning, curriculum development, faculty qualifications, student quality and assessment programs.

PERSONNEL

Responsible for effectively recommending the hiring, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, assignment, direction and evaluation of work, and adjustment of grievances of all Division personnel; also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with District policies, rules and regulations regarding personnel, evaluation of the performance of assigned staff, and providing direction and assistance wherever a need for improvement is identified.

STUDENTS

Responsible for handling student personnel, program, and staff-related complaints and resolving conflicts regarding all program areas; interprets and recommends policies and programs to address student needs in areas of responsibility.

JOB DESCRIPTION
ASSOCIATE DEAN/STUDENT SUPPORT SERVICES (continued)

BUDGET/FUNDING

Responsible for maintaining budget responsibility over funding and costs associated with program development and delivery, to sustain the economic viability of programs. Also responsible for timely and accurate preparation, submission and administration of budget for assigned programs and functions; has substantial responsibility for reporting and accounting for funding of programs, and related reports; with guidance from Vice President of Student Services seeks additional and alternative funding for programs and activities.

Assisting coordinators, faculty, and staff throughout areas of primary responsibility with the preparation and monitoring of area budgets, of written planning, accountability, and evaluative reports.

PLANNING

Responsible for overall planning including program reviews, special events, scheduling classes and work schedules in response to demand, and developing annual budget, goals, activities and student outcome assessment for all programs under supervision.

COMMUNITY CONTACT/REPRESENTATION

Must be a highly visible educational leader seeking positions of significant leadership in community institutions and activities, as well as campus community support organizations and on local, state and national boards and committees to articulate, enhance and improve college programs, offerings, funding and assets.

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility for advising, chairing and supervision of service area and District-wide committees and task forces.

ESSENTIAL FUNCTIONS

Supervise all aspects of the planning, funding, coordinating, staffing, delivery and evaluation of programs, activities and staff assigned in areas of responsibility; substantial responsibility for procurement, expenditure and accounting for funding in compliance with applicable law and policy, and for submission of reports. Ability to resolve student complaints, problems, conflicts, and special needs to maximize performance and access to programs.

JOB DESCRIPTION
ASSOCIATE DEAN/STUDENT SUPPORT SERVICES (continued)

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Possesses a California Administrative or Supervisory Credential authorizing service at the community college level or Possession of a master's degree; and one year of formal training, internship, or leadership experience reasonably related to college-level student financial assistance programs, internship, or leadership experience reasonably related to this administrative assignment; possesses the minimum qualifications to serve as a faculty member in the California Community Colleges with thorough knowledge of federal and state laws and regulations governing student aid programs.

This position must have the ability to: comprehend, develop and implement financial aid and other programs policies and procedures based upon regulations, technical written materials and administrative guidelines; program and retrieve data using computerized financial aid packages; advise college officials of regulations, requirements, and reporting obligations; remain informed and communicate actual and proposed changes in regulations to senior level management; understand and apply changing policies, procedures, and guidelines; development and oversee essential technical training of staff and college officials regarding regulations, processing, and other requirements; understand and communicate with a wide variety of students, including those with special problems; write and speak effectively; conduct accurate, complex mathematical computations; compile statistical reports; make program and procedural analyses; hire, train, supervise and evaluate financial aid department staff; handle appeals appropriately and effectively; maintain records and documentation subject to external audit; represent and interpret the financial needs of students to college personnel.

Required Skills: Ability to prevent and resolve conflicts and problems, plan, measure and evaluate programs, services and activities, supervise staff, analyze and apply laws, rules and regulations, and build consensus.

Draft Date: 6/13/12
Board Approval: 7/23/12

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
July 2012

**ASSISTANT VICE CHANCELLOR, FACILITY PLANNING & DISTRICT CONSTRUCTION
& SUPPORT SERVICES**

CLASS SUMMARY

Under the direction of the Vice Chancellor of Business Operations and Fiscal Services, plan, organize, direct, administer, review and evaluate district-wide facilities programs and services encompassing facilities planning, construction and overall district facilities maintenance standards. Directly supervises the Director of District Construction and Support Services and the Construction Supervisor and staff assigned to the Facility Planning Department.

SPECIFIC RESPONSIBILITIES

Responsible for the day-to-day supervision and evaluation of the Director of District Construction and Support Services, Construction Supervisor and staff assigned to the Facility Planning Department.

Ability to work professionally and cooperatively with district-wide planning and facilities committees.

Review and evaluate effectiveness of assigned personnel, programs and services; assure the development and implementation of corrective actions, improvements or additional programs and services as necessary.

Direct, administer and supervise the planning, organization and coordination of major district-wide facilities related programs and services and facility master planning activities.

Supervise programs and support services which link expenditures of district controlled funds and district approved activities with the accomplishment of district-wide goals and objectives.

Assure the timely preparation, maintenance and distribution of reports and records as required by federal, state, local and district regulations; informs the Vice Chancellor and other district staff of the status of assigned functions, programs and services.

Organize and meet with the district-wide staff to plan, develop and implement effective programs and provide support services in assigned areas of responsibility.

Advise the Vice Chancellor on Board of Trustee agenda items and management issues involving the programs and services of the district, including recommendations for new or revised Board Policies and Administrative Regulations.

Attend district-wide committees, task forces and Board of Trustee meetings as required. Represent the district at local, state and national meetings and serve as the district representative on related committees and commissions as appropriate.

Assure the development of the annual budget for assigned programs and services, monitor and control expenditures of funds related to all projects under the Facility Planning Department. Monitor and control bond projects and state funded projects including scheduled maintenance (deferred maintenance). Negotiate contracts for leases of district facilities.

Oversee and assist in the development of strategic plans for facilities and operations in compliance with appropriate local county and state agencies; ensure that construction projects are completed in a timely and cost effective manner.

**ASSISTANT VICE CHANCELLOR, FACILITY PLANNING & DISTRICT CONSTRUCTION
AND SUPPORT SERVICES**

SPECIFIC RESPONSIBILITIES (CONT'D)

Implement standards and procedures for the new facilities planning and construction, renovation of projects, cost and schedule controls and planning review.

DESIRABLE QUALIFICATIONS GUIDE

Knowledge and Abilities

- Principles of management, supervision and public administration
- Local, state and federal laws governing construction of community college facilities
- Facilities related programs and services of a California community college district
- District operations, organization and policies experience
- Legislative acumen and media perception
- Local economic conditions
- Communicate effectively orally and in writing with diverse constituencies within and outside of the district
- Plan, organize, direct, administer, review, evaluate assigned facilities related services and formulate program policy recommendations to implement the District's Educational Master Plan, Facilities Master Plan and other goals and objectives in accordance with local, state and federal laws
- To attend meetings at all district-wide facilities, some meetings may be scheduled outside of an eight to five work day.

Training and Experience

Bachelor's degree in engineering, architecture, construction management or other facilities related degree related to area of assignment and ten years of increasingly responsible management experience in areas noted. At least five of the ten years of experience must be in an administrative capacity at a public educational institution. A Master's Degree is preferred.

Demonstrated experience in managing local bond and state funded projects is preferred. Experience and ability to utilize the California State Chancellor's Office FUSION program for the management of facilities is also preferred. Experience working in a California community college facilities management position is preferred. Possession of a valid California driver's license.

2012/2013 CDC Chapter 888 ASSISTANT DIRECTOR STIPENDS
Effective July 1, 2012

Attachment #3

NAME	TITLE	LOCATION	ASST DIRECTOR STIPEND
Aguilera, Yolanda	Master Teacher	SAC East Child Development Center	\$3,600.00
Castaneda, Daisy	Master Teacher	SAC Early Childhood Education Center	\$3,600.00
Fraser, Rebecca	Master Teacher	SCC Child Development Center	\$3,600.00
Oyenoki, Sharla	Master Teacher	SAC Early Childhood Education Center	\$3,600.00
Pruznick, Jennifer	Master Teacher	CEC Child Development Center	\$3,600.00
Racca, Lyn	Master Teacher	OEC Child Development Center	\$3,600.00

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2011/2012 PERMANENT CEFA
PART-TIME, TEMPORARY, HOURLY SALARY SCHEDULE
EFFECTIVE JULY 1, 2011

Attachment #4

INSTRUCTION

STEP	LESS THAN MASTER'S	MASTER'S OR GREATER
1		
2	\$41.40	\$42.41
3	\$42.41	\$43.52
4	\$43.52	\$44.60

COUNSELING

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

STEP	LESS THAN MASTER'S	MASTER'S OR GREATER
1		
2	\$35.19	\$36.05
3	\$36.05	\$37.00
4	\$37.00	\$37.92

NON-INSTRUCTION

STEP	LESS THAN MASTER'S	MASTER'S OR GREATER
1		
2	\$20.71	\$21.21
3	\$21.21	\$21.77
4	\$21.77	\$22.30

COORDINATION

STEP	LESS THAN MASTER'S	MASTER'S OR GREATER
1	\$34.51	\$35.39

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

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2012/2013 PERMANENT CEFA
PART-TIME, TEMPORARY, HOURLY SALARY SCHEDULE
EFFECTIVE JULY 1, 2012

Attachment #5

INSTRUCTION

STEP	LESS THAN MASTER'S	MASTER'S OR GREATER
1		
2	\$41.82	\$42.84
3	\$42.84	\$43.96
4	\$43.96	\$45.05

COUNSELING

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

STEP	LESS THAN MASTER'S	MASTER'S OR GREATER
1		
2	\$35.54	\$36.41
3	\$36.41	\$37.37
4	\$37.37	\$38.29

NON-INSTRUCTION

STEP	LESS THAN MASTER'S	MASTER'S OR GREATER
1		
2	\$20.91	\$21.42
3	\$21.42	\$21.98
4	\$21.98	\$22.53

COORDINATION

STEP	LESS THAN MASTER'S	MASTER'S OR GREATER
1	\$34.85	\$35.74

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

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

2012/2013 FARSCCD Contract Extension Days
Effective July 1, 2012

NAME	TITLE	DIVISION	COLLEGE	EXTENSION	
				DAYS	RATE
Abbey, Troy	Professor/Head Coach	Kinesiology, Health & Athletics	SAC	20	\$505.222
Bautista, Steven	Coordinator/Counselor	Counseling	SAC	38	\$465.933
Birnbaum, Beverly	Coordinator/Counselor	Counseling	SAC	35	\$528.159
Breig, David	Assoc. Professor/Head Coach	Kinesiology, Health & Athletics	SAC	20	\$468.812
Camarco, Lisa	Assoc. Professor/Head Coach	Mathematics & Sciences	SCC	20	\$394.233
Collins, Monica	Coordinator	Special Services	SAC	8	\$468.812
Cummins, Shawn	Assoc. Professor/Head Coach	Mathematics & Sciences	SCC	20	\$468.812
Dennis, Karen	Coordinator	CEC Continuing Education	SAC	40	\$529.533
Gaer, Susan	Coordinator	CEC Continuing Education	SAC	40	\$517.383
Garnett, Susan *	Coordinator	CEC Continuing Education	SAC	40	\$429.846
Hoffman, Elizabeth	Coordinator	Student Services	SCC	4	\$503.909
Janio, Jaroslaw *	Coordinator	CEC Continuing Education	SAC	40	\$445.895
Jenkins, Robert	Coordinator	CEC Continuing Education	SAC	40	\$441.996
Jones, Geoffrey	Assoc. Professor/Head Coach	Kinesiology, Health & Athletics	SAC	20	\$392.597
Jordan, Ethel	Coordinator	OEC Continuing Education	SCC	34	\$505.222
Kim, Henry	Coordinator	CEC Continuing Education	SAC	40	\$441.996
Luppani, Maria	Assoc. Professor/Head Coach	Kinesiology, Health & Athletics	SAC	20	\$416.878
Madrigal, Romelia	Coordinator	Student Support Services	SAC	40	\$429.018
Nutter, Kim	Professor/Head Coach	Kinesiology, Health & Athletics	SAC	20	\$529.533
Sanabria, Reina	Coordinator/Counselor	Counseling	SAC	18	\$467.600
Scoggin, Sally	Coordinator	CEC Continuing Education	SAC	40	\$505.222
Shaffer, Catherine	Coordinator/Counselor	Counseling	SAC	36	\$466.741
Sneddon, Donald	Professor/Head Coach	Kinesiology, Health & Athletics	SAC	20	\$529.533
Vargas, Martha	Coordinator	Counseling	SAC	36	\$516.039
Walker, Mary	Coordinator	OEC Continuing Education	SCC	34	\$505.222
Wilson, Connie	Coordinator	OEC Continuing Education	SCC	34	\$517.383
Woodhead, Ian	Professor/Head Coach	Mathematics & Sciences	SCC	20	\$480.093
Zook, Rochelle	Coordinator	Counseling	SAC	18	\$503.909

**2012/2013 FARSCCD CONTRACT AND PART-TIME
ATHLETIC COACHING ASSIGNMENTS/STIPENDS
Effective Fall 2012-Summer 2013**

Attachment #7

NAME	COACHING ASSIGNMENT	SPORT	COLLEGE	ANNUAL STIPEND
Abbey, Troy	Head Coach	Women's Volleyball	SAC	\$1,750
Breig, David	Head Coach	Men's Basketball	SAC	\$1,750
Bryant, John	Head Coach	Baseball	SAC	\$5,160
Camarco, Lisa	Head Coach	Softball	SCC	\$1,750
Cummings, Shawn	Head Coach	Men's Cross Country	SCC	\$1,750
Cummings, Shawn	Head Coach	Men's Track	SCC	\$1,750
Fraser, Wade	Head Coach	Men's Soccer	SCC	\$1,750
Gonzales, Frank	Assistant Coach (Chief)	Wrestling	SAC	\$6,500
Gorrie, Richard	Assistant Coach	Football	SAC	\$3,000
Hermen, Lisa	Assistant Coach (Chief)	Women's Soccer	SCC	\$5,500
Jones, Geoffrey	Head Coach	Football	SAC	\$1,750
Klabacha, Lindsay	Assistant Coach (Chief)	Softball	SCC	\$6,500
Lupanni, Maria	Head Coach	Women's Basketball	SAC	\$1,750
Matz, Tim	Assistant Coach	Baseball	SAC	\$5,160
Mitzel, Miriam	Head Coach	Women's Cross Country	SAC	\$1,750
Mitzel, Miriam	Head Coach	Women's Track	SAC	\$1,750
Nutter, Kim	Head Coach	Softball	SAC	\$0
Ogas, Michael	Assistant Coach (Chief)	Football	SAC	\$6,250
Olsen, Kristin	Head Coach	Women's Golf	SAC	\$1,750
Popovich, Donald	Assistant Coach	Baseball	SAC	\$5,160
Rapoza, Jessica	Assistant Coach (Chief)	Men's Soccer	SAC	\$5,500
Rapoza, Jessica	Assistant Coach (Chief)	Softball	SAC	\$8,250
Rapoza, Jessica	Head Coach	Women's Soccer	SAC	\$1,750
Rapp, Benny	Assistant Coach	Football	SAC	\$4,500
Reyes, Alfred	Assistant Coach	Women's Water Polo	SAC	\$6,500
Reyes, Alfred	Assistant Coach (Chief)	Women's Swimming	SAC	\$6,500
Reyes, Alfred	Head Coach	Water Polo	SAC	\$1,750
Shine, Thomas	Head Coach	Men's Golf	SCC	\$1,750
Silva, Vince	Head Coach	Wrestling	SAC	\$1,750
Sneddon, Donald	Head Coach	Baseball	SAC	\$1,750
Vasquez, Jose	Assistant Coach (Chief)	Women's Soccer	SAC	\$6,500
Vasquez, Jose	Head Coach	Men's Soccer	SAC	\$1,750
Watkins, Derrick	Assistant Coach (Chief)	Football	SAC	\$6,250
Welsh, Michelle	Assistant Coach	Men's Water Polo	SAC	\$6,500
Welsh, Michelle	Head Coach	Women's Swimming	SAC	\$1,750
Welsh, Michelle	Head Coach	Women's Water Polo	SAC	\$1,750
Witchey, Ronald	Assistant Coach	Women's Track	SAC	\$2,250
Woodhead, Ian	Head Coach	Women's Soccer	SCC	\$1,750
Wooley, Christopher	Assistant Coach (Chief)	Women's Soccer	SCC	\$5,500

2012/2013 FARSCCD 192/225 Day Faculty Coordinator Assignments/Stipends Attachment #8
Effective July 1, 2012

NAME	PROGRAM	DIVISION	COLLEGE	STIPEND
Barnard, Rebecca	Health & Wellness Center	Special Svcs	SAC	N/A
Bautista, Steven	Center for Teacher Education	Counseling	SAC	\$1,000
Birnbaum, Beverly	Testing	Counseling	SAC	\$1,000
Coto, Jennifer	Hispanic Serving Institute	Counseling & Student Support Svcs	SCC	N/A
Hoffman, Elizabeth	Health & Wellness Center	Student Svcs	SCC	\$1,000
Jaros, Bonita	Institutional Effectiveness & Assessment	Academic Affairs	SAC	N/A
Lockhart, Ann	CARE/CalWORKS (EOPS)	Student Svcs	SAC	N/A
Ross, Kristina	Physical Fitness/Wellness	Fire Technology/Human Svcs & Tech	SAC	\$1,000
Salgado, Susana	Psychological Disabilities (DSPS)	Special Svcs	SAC	\$1,000
Sanabria, Reina	Puente	Counseling	SAC	\$1,000
Shaffer, Catherine	MESA	Counseling	SAC	\$1,000
Vargas, Martha	University Transfer Center	Counseling	SAC	\$1,000
Wann, Teresa	Physical Fitness/Wellness	Fire Technology/Human Svcs & Tech	SAC	\$1,000
Zook, Rochelle	UNLINK	Counseling	SAC	\$1,000

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Attachment #9

ADDITIONAL 2011/2012 2012/2013 FARS CCD CONTRACT SALARY STEP INCREASES

NAME	COLLEGE	CLASS	NEW 11/12	NEW 12/13	NEW 11/12	NEW 12/13
			STEP EFF 2011FA	STEP EFF 2012FA	SALARY EFF 2011FA	SALARY EFF 2012FA
Soriano, Irene	SAC	VII	C (M)	n/a	\$107,532	n/a
Sos, Brian	SAC	VII	11	12	\$88,296	\$91,605.99
Sosta, Rachel	SAC	II	9	10	\$70,523	\$73,660.31
Sproat, Barbara	SCC	VI	A (1)	A (2)	\$100,043	\$101,043.43
Steckler, Mary	SAC	V	15	16 (M)	\$92,665	\$96,017.67
Strother, Judy	SCC	VI	A (1)	A (2)	\$109,762	\$110,859.62
Stucken, Robert	SAC	VI	14	15	\$92,834	\$96,189.37
Summers, Georgia	SCC	VI	A (3)	B (1)	\$100,043	\$103,475.51
Sweeney, George	SAC	VI	8	9	\$78,404	\$81,612.04
Swift, Cynthia	SCC	IV	14	15	\$87,691	\$90,998.98
Taber, Alexander	SCC	VII	14	15	\$95,510	\$98,893.14
Takahashi, Craig	SAC	VII	14	15	\$95,510	\$98,893.14
Takahashi, Mary Kathleen	SAC	VII	7	8	\$78,676	\$81,890.80
Taylor, Michael	SCC	III	12	13	\$80,309	\$83,539.12
Tragarz, Roberta	SCC	VI	A (1)	A (2)	\$100,043	\$101,043.43
Tran, Melissa	SAC	VI	A (1)	A (2)	\$100,043	\$101,043.43
Trone, Jinhee	SAC	III	13	14	\$82,712	\$85,969.18
Umali Kopp, Christine	SCC	VII	13	14	\$93,104	\$96,465.10
Valdez, Susanne	SAC	III	12	13	\$80,309	\$83,539.12
Varela, Anita	SCC	VI	13	14	\$90,426	\$93,762.34
Vargas, Martha	SAC	VI	B (1)	B (2)	\$112,404	\$113,528.04
Veyna, Angelina	SAC	VI	A (1)	A (2)	\$100,043	\$101,043.43
Vu, Binh	SCC	VII	11	12	\$88,296	\$91,605.99
Vu, Dahlia	SAC	III	10	11	\$75,502	\$78,679.00
Wada, Jeffrey	SCC	V	11	12	\$83,046	\$86,299.45
Wagner, Joyce	SCC	VII	16 (3)	A (1)	\$100,319	\$103,750.23
Walker, Mary	SCC	VI	16 (3)	A (1)	\$97,641	\$101,043.43
Waterman, Patricia	SAC	IV	12	13	\$82,878	\$86,138.86
Wilkes, Doug	SAC	VI	A (2)	A (3)	\$100,043	\$101,043.43
Williams, Alison	SCC	II	8	9	\$68,114	\$71,228.23
Wilson, Connie	SCC	VI	B (2)	B (3)	\$102,451	\$103,475.51
Wirtz, Laura	SCC	VII	12	13	\$90,699	\$94,035.04
Womack, Melinda	SCC	VII	C (M)	n/a	\$107,532	n/a
Wood, Sandra	SAC	VI	B (3)	C (M)	\$102,451	\$105,905.57
Woodhead, Ian	SCC	V	16 (M)	n/a	\$95,067	n/a
Wright, Kelley	SCC	VII	14	15	\$95,510	\$98,893.14
Yamada, Ted	SAC	VII	C (M)	n/a	\$107,532	n/a
Yang, Chang-Ching	SAC	VII	A (1)	A (2)	\$102,723	\$103,750.23
Yorba, Joseph	SCC	V	13	14	\$87,856	\$91,164.62
Zook, Rochelle	SAC	VI	A (1)	A (2)	\$109,762	\$110,859.62
Zysman, Florence	SCC	III	9	10	\$73,101	\$76,257.02

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
JULY 23, 2012**

CLASSIFIED

New Classification Attachment #1

Audit Specialist Grade 15

Revised Job Description Attachment #2 & #3

Applications Specialist IV Grade 22

Instructional Associate Assistant-Criminal Justice/Fire Technology/Basic Skills/OTA Miscellaneous

Miscellaneous Pay Schedule 2012 – 2013 Attachment #4

New Appointment

Rabiola, Anthony Effective: July 2, 2012
District Safety Officer (CL11-0333) Grade 9, Step 1 + 7.5% GY
District Safety \$41,440.93

Urbina, Thomas Effective: July 1, 2012
District Safety Officer (CL11-0333) Grade 9, Step 1 + 5% SW
District Safety \$40,477.19

Hourly On Going to Contract

Nakagawa, Phyllis Effective: July 1, 2012
Account Clerk (Reorg #729) Grade 4, Step 1 + 2.5%L + 6PG (1500)
Fiscal Services/ District \$34,264.21

Longevity Increments

Gonzales Martinez, Christine Effective: August 1, 2012
Information Systems Spec./ Auxiliary Grade 11, Step 6 + 6PG + 2.5%L
Services/ SAC \$58,100.05

Longevity Increments cont'd

Hale, Kristine
Science Lab Coordinator/ Math & Science/
SCC
Effective: August 1, 2012
Grade 13, Step 6 + 1PG (500) + 5%L
\$63,030.18

Hurtado, Alejandra
Financial Aid Analyst/ SAC
Effective: August 1, 2012
Grade 11, Step 6 + 6PG + 2.5%L
\$57,350.05

Iranpour, Shahryar
Technology Specialist II/ ITS
Effective: September 1, 2012
Grade 15, Step 6 + 5%L \$69,558.62

Kinney, Gary
Athletic Trainer-Therapist/ SAC
Effective: August 1, 2012
Grade 17, Step 6 + 10%L \$81,968.13

Scolaro, Denise
Financial Aid Analyst/ SAC
Effective: September 1, 2012
Grade 11, Step 5 + 4PG + 2.5%L
\$53,477.43

Vizthum, Sally
Administrative Secretary/ Public Affairs/
District
Effective: September 1, 2012
Grade 12, Step 6 + 6PG + 2.5%L
\$61,008.56

Out of Class Assignment

Ericson, Cherie
Accountant/ Child Dev. Services/ District
Effective: 07/01/12 – 06/30/13
Grade 13, Step 5 + 2.5% L + 4PG
\$60,108.00

Gil, Maria
Resource Development Coord./ Resource
Dev./ District
Effective: 07/01/12 – 06/30/13
Grade 16, Step 3 + 2.5%L + 2PG
\$63,209.72

Lopez, Felipe
Gardener-Utility Worker/Admin. Services/
SAC
Effective: 07/01/12 – 09/30/12
Grade 8, Step 4 + 5%L \$45,035.49

Mills, Amy
Administrative Secretary/ Child Dev.
Services/ District
Effective: 07/01/12 – 06/30/13
Grade 13, Step 3 \$48,881.36

Out of Class Assignment cont'd

Murillo, George Skilled Maintenance Worker/ Admin. Services/ SAC	Effective: 07/01/12 – 09/30/12 Grade 11, Step \$51,197.49
Nguyen, Tuyen Associate Registrar/ SCC Supervisory	Effective: 07/01/12 – 06/30/13 Grade K, Step 1 \$65,781.99
Tjiptahadi, Rudy Research Analyst/ Academic Affairs/ SCC	Effective: 07/10/12 – 10/10/12 Grade 16, Step 4 + 6PG \$66,748.27
Valadez, Jacqueline Administrative Secretary/ CITD/ District	Effective: 07/01/12 – 06/30/13 Grade 12, Step 4 + 2.5%Bil \$52,601.73
Villasenor, Francisco Accountant/ Resource Development/ District	Effective: 07/01/12 – 06/30/13 Grade 13, Step 3 + 2.5%Bil + 1PG \$53,176.30

Change in Position

Knorr, David District Safety Officer From: OEC/ SW To: SCC/SW	Effective: July 2, 2012 Grade 9 Step 6 + 5% SW \$51,45.61
Ortega, Richard District Safety Officer From: SAC/GY To: OEC/SW	Effective: July 9, 2012 Grade 9, Step 6 + 5% SW + 5% L + 3PG \$57,209.68
White, Kathleen From: Accountant To: Sr. Accountant (Reorg #721)	Effective: January 1, 2012 Grade 15, Step 5 + 2.5%L + 5PG \$67,183.22

Change in Salary Placement

Rodriguez, Maria Admissions/Records Spec. II/ SCC	Effective: January 1, 2012 Grade 8, Step 6 + 1PG \$47,792.80 <i>Correction</i>
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Leave of Absence

Ceniceros, Carmella Admissions/Records Specialist I/ School of Continuing Education/SAC	Effective: 05/14/12 – 06/30/13 Reason: FMLA - Intermittent
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Ratification of Resignation/Retirement

Arriaza, Cecilia Student Services Coordinator/ Counseling/ SAC	Effective: July 2, 2012 Reason: Resignation
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Martinez, Peter District Safety Officer/ District	Effective: July 13, 2012 Reason: Retirement
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Oliver, Vincent Custodian/ Admin. Services/ SCC	Effective: June 30, 2012 Reason: Resignation
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Olmos, Robert Student Services Coordinator/ Student Development/ SCC	Effective: August 1, 2012 Reason: Resignation
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Thompson, Steve Warehouse Storekeeper/ District	Effective: June 21, 2012 Reason: Retirement
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CLASSIFIED HOURLY

Longevity Increment

Harris, Courtney District Safety Officer/ District Safety	Effective: September 1, 2012 Grade 9, Step A + 2.5%L \$18.93/Hour
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Lomeli, Elizabeth Student Services Specialist/ Student Services/ SAC	Effective: August 1, 2012 Grade 10, Step A + 2.5%L \$19.79/Hour
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Morphew, Linda Career Technician/ Counseling/ SAC	Effective: September 1, 2012 Grade 10, Step A + 10%L \$21.23/Hour
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Nguyen, Hai Duong Instructional Assistant/ Business Div./ SAC	Effective: August 1, 2012 Grade 5, Step A + 2.5%L \$16.20/Hour
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Longevity Increment cont'd

Nguyen, Jimmy
Administrative Clerk/ Academic
Affairs/SCC
Effective: September 1, 2012
Grade 10, Step A + 5PG (1250) + 2.5%L
\$19.79/Hour + \$104.17/Mo. PG

Saunders, Maureen
Intermediate Clerk/ School of Continuing
Education/SAC
Effective: August 1, 2012
Grade 5, Step A + 2PG (500) + 2.5%L
\$16.20/Hour + \$41.67/Mo. PG

Change in Position

Clayton, Joe
District Safety Officer
From: CEC To: DMC
Effective: July 2, 2012
Grade 9, Step A \$18.46/Hour
Up to 19 Hours/Week School Session

Counts, Christopher
District Safety Officer
From: SAC To: CEC
Effective: July 2, 2012
Grade 9, Step A \$18.46/Hour
Up to 19 Hours/Week School Session

Gonzalez, Jaime
District Safety Officer
From: SAC To: CEC-ElSol
Effective: July 1, 2012
Grade 9, Step A \$18.46
Up to 19 Hours/Week School Session

Montanez, Jesse
District Safety Officer
From: CEC-El Sol To: SAC
Effective: July 2, 2012
Grade 9, Step A + 2.5%L \$18.91/Hour
16 Hours/Week 12 Month

Out of Class Assignment

Campos, Griselda
Sr. Clerk/ Child Dev. Services/ District
Effective: 07/01/12 – 06/30/13
Grade 8, Step A + 2.5%L + 4PG
\$18.15/hour + \$166.67/mo. PG

Leave of Absence

Leung, Sharon
Intermediate Clerk/ School of Continuing
Education/SAC
Effective: 08/20/12 – 08/24/12
12/17/12 – 12/21/12
02/11/13 – 02/15/13
04/01/13 – 04/05/13
Reason: Non Work Days
11 Month Contract

Leave of Absence cont'd

Lomeli, Elizabeth Student Services Specialist/ Special Services/ SAC	Effective: 07/02/12 – 08/31/12 Reason: Non Work Days 10 Month Contract
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Ratification of Resignation/Retirement

Fennell, Katryn Intermediate Clerk/ Student Services/ SCC	Effective: June 28, 2012 Reason: Resignation
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MacLean, Amanda General Office Clerk/ Science & Math/ SAC	Effective: June 28, 2012 Reason: Resignation
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Reyes, Jasmin Learning Facilitator/ Math & Science/ SCC	Effective: June 21, 2012 Reason: Resignation
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Rescind - Ratification of Resignation/Retirement

Bath, Navanjot Instructional Assistant/ Math & Science/ SCC	Effective: July 3, 2012 Up to 19 Hours/Week School Session Grade 5, Step A \$15.80/Hour
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TEMPORARY ASSIGNMENT

Avalos Jose Instructional Assistant/Fine & Performing Arts/ SAC	Effective: 07/24/12 – 06/30/13
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Campos, Griselda Senior Clerk/Child Development Services/Educational Services/District	Effective: 07/24/12 – 06/30/13 Not to exceed 19 consecutive days in any given period.
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Chang, Pisith Learning Facilitator/Science, Math & Health Sciences/SAC	Effective: 07/26/12-12/14/12
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Eaton, Michael District Safety Officer/District Safety	Effective: 07/24/12-06/30/13
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TEMPORARY ASSIGNMENT cont'd

Gould, Sarah Learning Facilitator/Science, Math & Health Sciences/SAC	Effective: 07/26/12-12/14/12
Harrison, Nathaniel District Safety Officer/District Safety	Effective: 07/24/12-06/30/13
Le, Tuan District Safety Officer/District Safety	Effective: 07/24/12-06/30/13
Padron III, Baltimore Financial Aid Technician/Financial Aid/ Student Services/SCC	Effective: 01/28/13-06/28/13
Patel, Palak Alternate Media Specialist/DSPS/ Student Services/SCC	Effective: 08/20/12-06/28/13
Pickering, Dawn Administrative Secretary/ EOPS/Student Services/SAC	Effective: 07/24/12-06/30/13
Romero, Isadora Counseling Assistant/School of Continuing Education/SAC	Effective: 07/24/12-06/29/13
Silva, Cesar District Safety Officer/District Safety	Effective: 07/24/12-06/30/13
Thunyakij, Kristana Instructional Assistant/Chemistry/ Math & Science/SCC	Effective: 08/01/12-08/31/12
Velasquez, Kimberly Counseling Assistant/ Counseling/ SAC	Effective: 07/24/12 – 06/30/13
<i><u>Change in Temporary Assignment</u></i>	
Cripps-Waldo, Lana Administrative Secretary/District Safety	Effective: 05/30/12-06/30/12

Additional Hours for On Going Assignment

Arroyo, Anabel Student Program Specialist Student Services/SAC	Effective: 06/18/12 – 06/29/12 Not to exceed 19 consecutive days in any given period.
Avila, Edgar District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period
Clayton, Joe District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period
Counts, Christopher District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period
Delgado, Juan District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period
Douglas, Robert District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period
Escobar, David District Safety Officer/ District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period
Garcia, Jorge Publications Assistant/School of Continuing Education/SAC	Effective: 06/11/12-06/30/12 Not to exceed 19 consecutive days in any given period
Gonzales, Freddie District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period
Gonzalez, Jaime District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period
Harris, Courtney District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period

Additional Hours for On Going Assignment cont'd

Harvey, Hermando District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period
Hernandez Morales, Arturo Instructional Assistant/School of Continuing Education/SAC	Effective: 05/23/12-06/30/12 Not to exceed 19 consecutive days in any given period
Kramer, Jessica Instructional Assistant Math & Science/SCC	Effective: 06/18/12-06/30/12 07/01/12-12/16/12 01/07/13-05/26/13 Not to exceed 19 consecutive days in any given period
Lopez Ediss, Christine Counseling Assistant/Counseling/SAC	Effective: 07/01/12-07/24/12 Not to exceed 19 consecutive days in any given period.
Martes, David District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period
Montanez, Jesse District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period
Navarro, Lewis District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period
Palomares, Eva Transfer Center Specialist/Counseling/SAC	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period
Pineda, Maribel Transfer Center Specialist/Counseling/SAC	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period
Quinonez Tapia, Edgar District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period

Additional Hours for On Going Assignment cont'd

Salazar, Mario District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period
Sanchez, Elida Instructional Assistant/School of Continuing Education/SAC	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period
Velasquez, Patti District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period

Substitute Assignments

Avila, Edgar District Safety Officer/District Safety	Effective: 07/01/12 – 06/30/13 Not to exceed 19 consecutive days in any given period.
Avila, Sandra Administrative Clerk/ Human Services & Technology/SAC	Effective: 07/01/12-12/31/12 Not to exceed 19 consecutive days in any given period.
Beaver, Hilda Intermediate Clerk/ Human Services & Technology/SAC	Effective: 06/13/12-06/30/12 Not to exceed 19 consecutive days in any given period.
Clayton, Joe District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period
Counts, Christopher District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period.
Cripps-Waldo, Lana Administrative Secretary/District Safety	Effective: 07/01/12-06/30/13
Delgado, Juan District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period.

Substitute Assignments cont'd

Diaz, Ana Administrative Secretary/Constructions & Support Services/District	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period.
Douglas, Robert District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period.
Escobar, David District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period.
Gonzales, Freddie District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period.
Gonzalez, Jaime District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period.
Harris, Courtney District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period.
Harrison, Nathaniel District Safety Officer/District Safety	Effective: 07/01/12-06/30/13
Harvey, Hermando District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period.
Le, Tuan District Safety Officer/District Safety	Effective: 07/01/12-06/30/13
Lomeli, Antonio Custodian/Admin Services/SAC	Effective: 07/01/12-12/31/12
Martes, David District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period.

Substitute Assignments cont'd

Mazer, Randy Custodian/Admin Services/SAC	Effective: 07/01/12-09/30/12
Medina, Carlos Custodian/Admin Services/SAC	Effective: 07/01/12-09/30/12
Montanez, Jesse District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period.
Navarro, Lewis District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period.
Orozco, Vanessa Student Services Coordinator/ Counseling/ SAC	Effective: 07/16/12 – 06/30/13
Quinonez Tapia, Edgar District Safety Officer/District Safety	Effective: 12/12/12-06/30/13 Not to exceed 19 consecutive days in any given period.
Salazar, Mario District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period.
Silva, Cesar District Safety Officer/District Safety	Effective: 07/01/12-06/30/13
Trujillo Zuniga, Beatrice Support Services Assistant/Academic Affairs/SAC	Effective: 07/01/12-12/14/12
Velasquez, Patti District Safety Officer/District Safety	Effective: 07/01/12-06/30/13 Not to exceed 19 consecutive days in any given period.

MISCELLANEOUS POSITIONS

Cahill, Tricia Sign Language Interpreter III/DS/PS/SAC	Effective: 07/01/12-06/30/13
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MISCELLANEOUS POSITIONS cont'd

Cantwell, Kimberly Sign Language Interpreter II/DSPS/SAC	Effective: 07/01/12-06/30/13
Childs, Wendy Sign Language Interpreter II/DSPS/SAC	Effective: 07/01/12-06/30/13
Coute, Jennifer Sign Language Interpreter II/DSPS/SAC	Effective: 07/01/12-06/30/13
DePetris, Gina Sign Language Interpreter II/DSPS/SAC	Effective: 07/01/12-06/30/13
Dively, Maria Sign Language Interpreter II/DSPS/SAC	Effective: 07/01/12-06/30/13
Dunn, Nicole Sign Language Interpreter VII/DSPS/SAC	Effective: 07/01/12-06/30/13
Dunn, Paula Sign Language Interpreter VII/DSPS/SAC	Effective: 07/01/12-06/30/13
Esterley, Denise Sign Language Interpreter VI/DSPS/SAC	Effective: 07/01/12-06/30/13
Farris, Karlene Sign Language Interpreter II/DSPS/SAC	Effective: 07/01/12-06/30/13
Fero, Robert Sign Language Interpreter I/DSPS/SAC	Effective: 07/01/12-06/30/13
Frank, Daniel Sign Language Interpreter IV/DSPS/SAC	Effective: 07/01/12-06/30/13
Gipple, Bonnie Sign Language Interpreter III/DSPS/SAC	Effective: 07/01/12-06/30/13
Hammelman, Suzanne Sign Language Interpreter II/DSPS/SAC	Effective: 07/01/12-06/30/13
Jeffers, Sarah Sign Language Interpreter IV/DSPS/SAC	Effective: 07/01/12-06/30/13

MISCELLANEOUS POSITIONS cont'd

Lemoi, Michelle Sign Language Interpreter III/DSPS/SAC	Effective: 07/01/12-06/30/13
Ortiz, Consuelo Presenter III/Special Services/SAC	Effective: 08/06/12-08/14/12
Otterbach, Denise Sign Language Interpreter II/DSPS/SAC	Effective: 07/01/12-06/30/13
Pastrana, Leo Presenter III/Special Services/SAC	Effective: 08/06/12-08/15/12
Peduto, Danyel Sign Language Interpreter I/DSPS/SAC	Effective: 07/01/12-06/30/13
Phillip, Diana Sign Language Interpreter VI/DSPS/SAC	Effective: 07/01/12-06/30/13
Reid, Joan Sign Language Interpreter V/DSPS/ Student Services	Effective: 07/01/12-06/30/13
Rhoads, Jason Sign Language Interpreter II/DSPS/SAC	Effective: 07/01/12-06/30/13
Richards, Carrie Sign Language Interpreter I/DSPS/SAC	Effective: 07/01/12-06/30/13
Shiba, Lisa Sign Language Interpreter IV/DSPS/SAC	Effective: 07/01/12-06/30/13
Shields, Cindy Sign Language Interpreter IV/DSPS/SAC	Effective: 07/01/12-06/30/13
Taylor, Virginia Sign Language Interpreter IV/DSPS/SAC	Effective: 01/19/12-06/30/13
Thompson, Melinda Sign Language Interpreter II/DSPS/SAC	Effective: 07/01/12-06/30/13

Instructional Associates/Associate Assistants

Criminal Justice

Greenberg, Steven Effective: 07/24/12

Perez, Michael Effective: 07/24/12

Price, Kyle Effective: 07/24/12

Exercise Science

Shine, Casey Effective: 07/01/12 – 07/31/12

Nursing

Pinedo, Victor Effective: 07/24/12

COMMUNITY SERVICE PRESENTERS

Stipends Effective May11-June 10, 2012

Abdul, Quayum Amount: \$ 98.14

Arroyo, Anabel Amount: \$ 210.00

Dumon, Dori Amount: \$ 160.00

Dutton, Donald Amount: \$ 260.00

Figueroa, Miguel Amount: \$ 425.26

Friebert, Martin Amount: \$ 165.00

Glicksir, Barbara Amount: \$ 1,040.00

Hogue, Tom Amount: \$ 1,974.00

Larsen, JoEllen Amount: \$ 302.41

Nguyen, Phuong Amount: \$ 121.80

Nolasco, Jeffrey Amount: \$ 592.50

Potter, John Amount: \$ 762.50

Potter, John Amount: \$ 262.50

Rivera, Rodrigo Amount: \$ 88.74

Stipends Effective May11-June 10, 2012 cont'd

Watson, Katherine	Amount: \$ 184.79
Wilkes, Doug	Amount: \$ 1,216.04

Stipends Effective June11-June 30, 2012

Abdul, Quayum	Amount: \$ 141.74
Adams, Stephanie	Amount: \$ 66.18
Bradley, Sabrina	Amount: \$ 286.51
Burns, Brigitte	Amount: \$ 43.62
Crowley, Debra	Amount: \$ 630.00
Dumon, Dori	Amount: \$ 495.00
Fallgatter, Tarla	Amount: \$ 76.32
Hagelbarger, Theresa	Amount: \$ 420.00
Haugen, Nancy	Amount: \$ 1,000.00
Hogue, Tom	Amount: \$ 1,842.40
Konstant, Eugene	Amount: \$ 131.98
Krusemark, LeeAnne	Amount: \$ 127.71
Meyer, Tara	Amount: \$240.00
Neal, Phyllis	Amount: \$ 210.0

VOLUNTEERS

Anwar, Mohammed Non Student/ SBDC	Effective: 07/24/12 – 06/30/13
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Couzens, Heather Student/ Kinesiology/ SAC	Effective: 07/24/12 – 06/30/13
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VOLUNTEERS cont'd

Rabino, Christian
Non Student/ SBDC

Effective: 07/24/12 – 06/30/13

SANTA ANA COLLEGE
STUDENT ASSISTANT LIST

Angulo Contreras, Teresa De Jesus	Effective: 07/02/12-06/30/13
Arvizu, Bertha L	Effective: 07/02/12-06/30/13
Bisengimana, Bertrand	Effective: 07/02/12-06/30/13
Cabrera, Maribel	Effective: 07/02/12-06/30/13
Carbajal, Rodolfo	Effective: 07/02/12-06/30/13
Casares, Rosario Romero	Effective: 07/02/12-06/30/13
Castillo, Gabriela Eugenia	Effective: 07/02/12-06/30/13
Centeno Lopez, Karla Yamileth	Effective: 07/02/12-06/30/13
Chang, Li Tung	Effective: 07/02/12-06/30/13
Dimas, Joanna	Effective: 07/02/12-06/30/13
Dominguez, Maggie Carmen	Effective: 07/02/12-06/30/13
Garcia, Delia	Effective: 07/02/12-06/30/13
Garcia Garcia, Daniela	Effective: 07/02/12-06/30/13
Garcia Guevara, Norma	Effective: 07/02/12-06/30/13
Garibay, Carolyn Romero	Effective: 07/02/12-06/30/13
Gil, Anabel	Effective: 07/02/12-06/30/13
Gomez, Glendy	Effective: 07/02/12-06/30/13
Gonzalez, Joshua	Effective: 07/05/12-06/30/13
Gonzalez, Stephanie Yahaira	Effective: 07/02/12-06/30/13
Goode, Michael Thomas	Effective: 07/02/12-06/30/13
Guillen, Carla	Effective: 07/02/12-06/30/13
Guzman, Angelica	Effective: 07/03/12-06/30/13
Hernandez de Cauzor, Dora Isabel	Effective: 07/02/12-06/30/13
Higueros, Angelica Maria	Effective: 07/02/12-06/30/13
Lugo, Maria T	Effective: 07/02/12-06/30/13
Mai, Kevin Quang Kien	Effective: 07/02/12-06/30/13
Martinez Marcial, Rosa Natalia	Effective: 07/02/12-06/30/13
Mendoza, Jean Rose Garcia	Effective: 07/03/12-06/30/13
Navarro, Jeny	Effective: 07/02/12-06/30/13
Ochoa, Lizeth P	Effective: 07/02/12-06/30/13
Ortiz Loeza, Elda	Effective: 07/02/12-06/30/13
Perez, Wendy Guadalupe	Effective: 07/02/12-06/30/13
Phan, Anh Thi Phuong	Effective: 07/03/12-06/30/13
Quezada, Febe Reynoso De	Effective: 07/02/12-06/30/13
Raya, Maria Elena	Effective: 07/09/12-06/30/13
Reyes, Michelle Shani	Effective: 07/02/12-06/30/13
Salinas, Daniel	Effective: 07/02/12-06/30/13
Salinas, Thalia S	Effective: 07/03/12-06/30/13
Sanchez, Evelyn	Effective: 07/02/12-06/30/13
Sanchez, Lucero Monserrat	Effective: 07/02/12-06/30/13
Santander Reyero, Maria Fernanda	Effective: 07/09/12-06/30/13
Sullivan, Myles David	Effective: 07/02/12-06/30/13
Tadeo de Ochoa, Yolanda	Effective: 07/02/12-06/30/13
Torres, Claudia	Effective: 07/02/12-06/30/13
Van, Viet	Effective: 07/02/12-06/30/13
Vedel, James Kevin	Effective: 07/03/12-06/30/13

SANTA ANA COLLEGE
STUDENT ASSISTANT LIST cont'd

Velasco Lewis, Karen Jazmin	Effective: 07/02/12-06/30/13
Villegas, Jennifer	Effective: 07/02/12-06/30/13
Zaman, Anum Tayyaba	Effective: 07/02/12-06/30/13

Upward Bound Program \$1625.00 One Time Student Stipend Summer 2012

Zavala, Andrea Danielle	Effective: 07/01/12- 08/05/12
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Santiago Canyon College

STUDENT ASSISTANT NEW HIRE LIST

Aguilar, Maria	Effective: 7/02/12-06/30/13
Alcantar, Lizbeth	Effective: 7/02/12-06/30/13
Alvarez, Agustin	Effective: 7/02/12-06/30/13
Alvarez, Olivia	Effective: 7/02/12-06/30/13
Arias, Jacqueline	Effective: 7/02/12-06/30/13
Azpeitia, Brenda	Effective: 6/11/12-06/30/12
Azpeitia, Brenda	Effective: 7/03/12-06/30/13
Chase In Winter, Jonathan	Effective: 7/02/12-06/30/13
Chiang, Kami	Effective: 7/02/12-06/30/13
Clarke, Kate Muldoon	Effective: 7/03/12-06/30/13
Fast, Sarah	Effective: 7/02/12-06/30/13
Gilbert, Jessica	Effective: 7/02/12-06/30/13
Guevara Aguilar, Ma Santos	Effective: 7/02/12-06/30/13
Guevara, Felix	Effective: 7/02/12-06/30/13
Gutierrez, Nathanael	Effective: 7/02/12-06/30/13
Herrera, Carmen	Effective: 7/02/12-06/30/13
Lopez, Patricia	Effective: 7/02/12-06/30/13
Macias, Jazmin	Effective: 7/02/12-06/30/13
Mata, Genesis	Effective: 7/02/12-06/30/13
Medina, Jennifer	Effective: 7/02/12-06/30/13
Melgar, Ana	Effective: 7/02/12-06/30/13
Melgoza-Hurtado, Angelica	Effective: 7/02/12-06/30/13
Nguyen, Trung	Effective: 7/02/12-06/30/13
Oliveros, Yesenia	Effective: 7/02/12-06/30/13
Pinedo, Ana	Effective: 7/02/12-06/30/13
Randazzo, Scott	Effective: 7/02/12-06/30/13
Resendiz, Briahna	Effective: 7/02/12-06/30/13
Reyes, Elisama	Effective: 7/02/12-06/30/13
Rodriguez, Saul	Effective: 7/02/12-06/30/13
Rodriguez, Thelma	Effective: 7/02/12-06/30/13
Sbabo, Maximilio	Effective: 7/02/12-06/30/13
Saldana, Chelsea	Effective: 7/02/12-06/30/13
Santos, Donna	Effective: 7/02/12-06/30/13
Serrano De Zelaya	Effective: 7/02/12-06/30/13
Solano, Justin	Effective: 7/02/12-06/30/13
Stone, Elizabeth	Effective: 7/02/12-06/30/13
Vavro, Micheal	Effective: 7/03/12-06/30/13
Vazquez, Erika	Effective: 7/02/12-06/30/13

Attachment #1

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
JULY 2012

AUDIT SPECIALIST

CLASS SUMMARY

Under general supervision of the Manager, Fiscal Services, plans, organizes, coordinates, assists, supports in the development and control of the district's audit program to provide more efficient and effective use of educational funds through sound fiscal management and the reporting of financial operations; examines and evaluates the adequacy and effectiveness of the district's system of internal control.

Under general supervision, also performs complex and technical accounting work related to reconciliation of insurance billings of the District, including the coordination and application of current federal and state laws, county and district policies in the preparation, audit, and processing of a variety of billing documents.

REPRESENTATIVE DUTIES

Plans, organizes, schedules and conducts internal operational, financial and compliance audits at locations throughout the district; work with the Manager, Fiscal Services to develop audit programs for cyclical assessments of different grants and funding received from the State and Federal Government to meet regulation guidelines; performs audits of various cash funds at all colleges, associated students' office, general fund, bookstore, food services cafeteria, child development centers, foundations, fine and performing arts and other auxiliary enterprises; develops manuals and procedures for cash handling at applicable sites; verifies accuracy of enrollment and attendance data by examination of supporting records at the colleges; ascertains adequacy of accounting for and safeguarding of all assets; examines local, state and federal grant program records for compliance with program regulations; analyzes policies, procedures, internal controls and accounting systems for the purpose of evaluating the future impact of current practices and proposed actions; performs other related duties as assigned.

Audits and analyzes medical, dental, vision and life insurance billing documents and other documents to prevent and correct errors in insurance payments and examines voluntary deduction data for accuracy and submits corrections as necessary; liaisons with Information Technology Services (ITS) in maintaining and updating the in-house computer system; executes a variety of complex computations, liaisons with Risk Management office and Payroll in maintaining current insurance files on all eligible employees and retirees; liaisons with the benefit person in Human Resources in monitoring enrollment, terminations, retirements and insurance changes; responsible for processing and maintaining records of employee voluntary deductions and makes payments to proper companies with Payroll's approval; audits and verifies employee changes against payroll records deductions; reconciles carrier invoices to payroll deduction reports; prepares and submits invoices and sends checks to carriers; independently prepares correspondence, reports, spreadsheets, and other insurance-related documents using a computer; maintain appropriate records and documentation; performs other related duties as required.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the assigned administrator or designee.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
JULY 2012

AUDIT SPECIALIST (continued)

QUALIFICATIONS GUIDE

Training and Experience

REQUIRED

A Bachelors Degree from a recognized four year college or university with a major in accounting, business administration, finance, or a closely related field including or supplemented by at least 24 semester units in accounting. Four years of increasingly responsible accounting or auditing experience.

DESIRABLE

Experience in community college accounting or auditing is desirable.

Knowledge and Abilities

Knowledge of: principles of general school district accounting; principles and techniques involved in reconciliations, monitoring, and internal controls; legal, procedural and reporting requirements in school district financial work; pertinent federal and state laws, codes, regulations, policies, and procedures; practices and principles of financial and statistical record keeping; modern office practices, procedures and equipment, including use of computer for data entry, word processing, spreadsheets, database operations, and other office applications; correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to: communicate effectively, both orally and in writing; read, understand, and interpret laws, rules, and regulations; interpret and apply California Education Code provisions which pertain to the school district; understand record keeping associated with fringe benefit programs, their applicable contracts, laws, and regulations; perform complex and technical accounting work related to the preparation of the district reconciliations; prioritize and organize a large volume of work to successfully meet constant monthly deadlines; prepare necessary reports; follow through on own initiative to clear up discrepancies or obtain necessary support materials; establish and maintain effective work relationships with those contacted in the performance of required duties; use diplomacy in dealing with complaints and angry employees who may be verbally abusive.

Skills: communicates effectively with employees and management, especially in those matters associated with the management and safeguarding of assets; skillfully operates various office equipment and machines including ten-key calculator, computer terminal, keyboard, printer and copier.

Attachment #2

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA**

**CLASS SPECIFICATION
Revised JULY 2012**

APPLICATIONS SPECIALIST IV

CLASS SUMMARY

Develop, administer, and integrate, District websites and advanced multi-tier computer systems. Responsible for planning, analysis, design, development, testing, implementation and maintenance of information systems. May also act as a coordinator for information systems projects including district-wide public and employee only websites and student web portal.

REPRESENTATIVE DUTIES

Project Coordination: identify scope of project; develop detailed task list and interdependencies; estimate time requirements; identify critical milestones; identify and assess risks; prepare contingency actions; coordinate project activities with project team. May setup and configure the District's Web Content Management system (WCM) server farm including user access and security. Administer both website application and SQL database servers; integrate to Active Directory Services, and assimilate into the District network infrastructure.

Planning: assess current functional organization, processes, and information systems; develop information systems model, research and evaluate new web and mobile technology, including portable devices, related products, hardware tools to optimize development and functionality of websites and applications.

Analysis: gather data to identify customer requirements; interpret and evaluate requirements; define scope of work to meet customer requirements; identify time, technology, and resource constraints; develop high level systems and functional specifications; prepare cost/benefit analysis (feasibility study), alternative options with pros & cons, and risk analysis; develop test strategy. Researches, evaluates, and recommends new software packages as needed.

Design: develop detailed design specification including website governance plans, entity relationships and business process models; identify maintenance requirements; perform feasibility studies for alternative designs; identify physical requirements for system implementation; prepare and conduct design review; identify impact on existing systems; determine deployment impact on website and users, perform usability testing and human factors analysis; develop test plan; define security requirements; develop system design prototype.

Development: create new and/or modify existing system interfaces, business rule logic, databases and environments. Write new or customize existing server web application components as well as mobile applications. Create, maintain, manage and implement WCM's branding solutions, master site collections, templates, cascading style sheets and site collections. Assists other developers and performs analyses to resolve complex project issues including analysis of technical feasibility of proposed systems solutions.

Testing: perform unit, integration, system, volume, and performance testing; perform data conversion and user acceptance testing. Implement preventative maintenance procedures for the live website environments.

Implementation: install and tune production systems, perform user training, and post-implementation assessment, and perform follow up procedures after implementation of district websites.

Maintenance: plan, analyze, design, develop, test, and implement system enhancements including existing Web Content Management (WCM) system functions.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised JULY 2012

APPLICATIONS SPECIALIST IV cont'd

ORGANIZATIONAL RELATIONSHIP

This position reports to the designated supervisor or administrator.

Desirable Qualifications Guide

Training and Experience: Bachelor's degree in Information Technology, Computer Science or related field and five years experience as programmer/analyst with systems analysis and applications design, including experience in system or database design and transaction processing, implementation of web and mobile technologies; or an equivalent combination of training and experience.

Knowledge: *Problem Definition:* problem identification techniques; information summarization and generalization techniques; detailed anomaly documentation; inquiry framing and clarification; relevancy and accuracy assessment information. *Problem Analysis:* symptom v. cause categorization; hypothesis formulation and testing; system-wide impact analysis; creative problem solving; situational application of principles. *Solutions Testing:* solution feasibility and relevance assessment; test procedure organization; data synthesis; solution integration. *Resolution Planning:* complex process organization and management; solution selection facilitation; data collection and analysis for decision making; contingency planning. *Solution Implementation:* change management processing; obstacle mitigation techniques; new process organization; outcome forecasting; technical documentation. *Fundamental Principles:* website architecture and design; server and client side programming; mobile technology applications development.

Ability: *Basic:* probe, qualify, analyzes, interpret, and summarize information; compose and edit documents for appropriate purpose and audience; convert numerical data and predicts arithmetic results; summarize, interpret, and translate mathematical data. Good oral and written communication skills. *Thinking:* develop and apply creative solutions to new situations; analyze situation and consider risks, implications, and multiple viewpoints; examine information, analyze causes, and recommend action; analyze relationship between parts and whole, and process and procedures; investigate and apply new learning techniques and tools; analyze logic and principles, and examine information for relevance and accuracy. *Personal:* Maintain effective and cooperative work environment with departmental staff, faculty, administrators and vendors. *Technical:* analyze, integrate, and compare data; analyze organization of information and convert formats; analyze system configuration, and identify strengths and limitations; administer and maintain WCM systems, develop server, client, and mobile device applications, adjust and monitor system operation, and troubleshoot system malfunction and failures; recommend system modifications and improvements; analyze task and technology relationship and recommend solutions.

Physical Requirements: Ability to use a computer workstation throughout the workday.

Attachment #3

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised July 2012

**INSTRUCTIONAL ASSOCIATE ASSISTANT
CRIMINAL JUSTICE/FIRE TECHNOLOGY/BASIC SKILLS/OTA
(Hourly Position)**

CLASS SUMMARY

Occupational professional who, by performing related instructional duties, assists faculty or Instructional Associates in the occupational disciplines in the work connected with any class. Provides assistance in maintaining required safety standards for high risk training simulations. May teach only when a faculty member is in their immediate presence.

REPRESENTATIVE DUTIES

Serves as resource person by giving laboratory demonstrations, guest lectures, etc.; leads group discussion; makes audio visual presentations on specialized subjects utilizing appropriate equipment; corrects tests, out-of-class assignments, themes or term papers; develops specialized curriculum materials; participates in learning directed scenario presentations.

ORGANIZATIONAL RELATIONSHIPS

Assignments will be made by the Division Dean or designee to assist occupational faculty or Instructional Associates.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Expertise in specialized occupational discipline. In addition, Fire Technology requires instructional methodology course completed or in progress. Criminal Justice requires satisfactory completion of a POST approved certified Basic Academy or Level 1 Reserve Academy, or expertise in role-playing for training scenarios including one year of role-playing experience. The Occupational Therapy Assistant (OTA) Program requires certification as an Occupational Therapy Assistant.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT MISCELLANEOUS PAY SCHEDULE 2012 - 2013			
PROFESSIONAL EXPERTS:			
CHILD DEVELOPMENT			
Child Care Associate I		(Effect: 7/1/09)	\$10.00
Child Care Associate II		(Effect: 7/1/09)	\$12.00
Child Care Associate III		(Effect: 7/1/09)	\$15.00
Child Development Intern I		(Effect: 1/1/08)	\$9.00
Child Development Intern II		(Effect: 1/1/08)	\$10.00
Child Development Intern III		(Effect: 1/1/08)	\$11.00
Child Development Center Associate Substitute Teacher		(Effect: 1/1/08)	\$13.00
Child Development Center Substitute Teacher		(Effect: 1/1/08)	\$17.50
EdUPlay Coordinator		(Effect: 7/1/09)	\$25.00
COMMUNITY SERVICES			
Community Services Presenter I		(Effect: 1/24/00)	\$38.50
Community Services Presenter II		(Effect: 1/24/00)	\$42.00
Community Services Presenter III		(Effect: 8/27/96)	\$100/stipend unit
CONTRACT EDUCATION			
Presenter I		(Effect: 1/1/07)	\$29.50
Presenter II		(Effect: 1/1/07)	\$39.00
Presenter III		(Effect: 1/1/07)	\$52.20
Presenter IV		(Effect: 1/1/07)	\$63.00
Presenter V		(Effect: 1/1/07)	\$68.25
INSTRUCTIONAL SUPPORT			
Instructional Associate Assistant			
Exercise Science/ Fine & Perf. Arts/ Real Est.		(Effect: 1/1/07)	\$22.00
Criminal Justice/Fire Technology/Basic Skills/OTA		(Effect: 7/1/12)	\$25.00
Instructional Associate			
Exercise Science/ Fine & Perf. Arts/ Real Est.		(Effect: 1/1/07)	\$30.00
Criminal Justice/Fire Technology/Nursing		(Effect: 1/1/07)	\$35.00
Real Time Captionist I		(Effect: 8/1/10)	\$27.00
Real Time Captionist II		(Effect: 8/1/10)	\$32.00
Real Time Captionist III		(Effect: 8/1/10)	\$40.00
Sign Language Interpreter I		(Effect: 8/1/10)	\$18.00
Sign Language Interpreter II		(Effect: 8/1/10)	\$20.00
Sign Language Interpreter III		(Effect: 8/1/10)	\$25.00
Sign Language Interpreter IV		(Effect: 8/1/10)	\$30.00
Sign Language Interpreter V		(Effect: 8/1/10)	\$36.00
Sign Language Interpreter VI		(Effect: 8/1/10)	\$40.00
Sign Language Interpreter VII		(Effect: 8/1/10)	\$45.00
SMALL BUSINESS DEVELOPMENT CENTER			
Business Expert Professional		(Effect: 7/1/04)	\$40.00
Business Expert Professional II		(Effect: 04/17/07)	\$45.00
MISCELLANEOUS			
Clerical Assistant I		(Effect: 1/1/07)	\$8.50
Clerical Assistant II		(Effect: 1/1/07)	\$9.00
Facility Planner I		(Effect: 1/1/07)	\$75.00
Facility Planner II		(Effect: 7/1/08)	\$115.00
Health Educator		(Effect: 1/1/07)	\$23.00
Model		(Effect: 1/1/07)	\$22.00
Physician/Psychiatrist		(Effect: 1/1/07)	\$70.00
Pre-Employment Articulation Testing		(Effect: 7/1/96)	\$24.50
Scorekeeper		(Effect: 1/1/07)	\$15.00
Site Director I		(Effect: 7/1/12)	\$43.38
Site Director II		(Effect: 7/1/12)	\$48.63
Sports Information Assistant		(Effect: 1/1/07)	\$20.00
Stage Assistant		(Effect: 1/1/07)	\$18.00
Translator		(Effect: 1/1/07)	\$35.00
STUDENT WORKERS			
Student Assistant I		(Effect: 1/1/08)	\$8.00
Student Assistant II		(Effect: 1/1/08)	\$8.75
Student Assistant III		(Effect: 1/1/08)	\$9.50
Student Assistant IV		(Effect: 1/1/08)	\$10.75
Student Assistant V		(Effect: 1/1/08)	\$12.00
Student Assistant VI		(Effect: 1/1/08)	\$13.25
Student Intern		(Effect: 1/1/08)	\$12.50
Board approved: 07/23/12			

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Human Resources**

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Agreement with Liebert Cassidy Whitmore for Management Training and Legal Services	
Action:	Request for Approval	

BACKGROUND

Since 1998 the District has been a member of the Southern California Community College District Employment Relations Consortium offered by the law firm of Liebert Cassidy Whitmore, which provides our management employees with six full days of training per year as outlined in the agreement. In addition, the District contracts with Liebert Cassidy Whitmore for general legal services on an as needed basis as outlined in the agreement.

ANALYSIS

Many of our management employees have attended these workshops at no additional expense and have found them to be helpful, educational and informative. The consortium is comprised of twenty (20) community college districts and for an annual fee of Two Thousand Five Hundred Dollars (\$2,500.00), provides an economical and effective strategy to provide management training.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor to renew the agreement for the 2012/2013 fiscal year.

Fiscal Impact: \$2,500 plus additional legal fees	Board Date: July 23, 2012
Prepared by: Josie Rodriguez, Asst to the Exec Vice Chancellor, Human Res. and Ed. Services	
Submitted by: John Didion, Executive Vice Chancellor, Human Res. and Ed. Services	
Recommended by: Dr. Raúl Rodriguez, Chancellor	

AGREEMENT FOR SPECIAL SERVICES

This Agreement is entered into between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District," and the law firm of LIEBERT CASSIDY WHITMORE, A Professional Corporation, hereinafter referred to as "Attorney."

WHEREAS District has the need to secure expert training and consulting services to assist District in its relations and negotiations with its employee organizations; and

WHEREAS District has determined that no less than twenty two (22) public agencies in the Southern California Area have the same need and have agreed to enter into identical agreements with Attorney; and

WHEREAS Attorney is specially experienced and qualified to perform the special services desired by the District and is willing to perform such services;

NOW, THEREFORE, District and Attorney agree as follows:

Attorney's Services:

During the year beginning July 1, 2012, Attorney will provide the following services to District (and the other aforesaid public agencies):

1. Six (6) days of group training workshops covering such employment relations subjects as management rights and obligations, negotiation strategies, employment discrimination and affirmative action, employment relations from the perspective of elected officials, performance evaluation (administering evaluations), grievance and discipline administration for supervisors and managers, planning for and responding to concerted job actions, current court, administrative and legislative developments in personnel administration and employment relations, etc., with the specific subjects covered and lengths of individual workshop presentations to be determined by District and the other said local agencies.

It is expressly understood that the material used during these presentations, including written handouts and projected power points are provided solely for the contracted workshops. This agreement warrants there will be no future use of Liebert Cassidy Whitmore material in other trainings or formats without the expressed written permission of Liebert Cassidy Whitmore. Any such use will constitute a violation of this agreement and copyright provisions.

2. Providing of a monthly newsletter covering employment relations developments.

Fee:

Attorney will provide these special services to District for a fee of Two Thousand Five Hundred Dollars (\$2,500.00) payable in one payment prior to August 1, 2012. The fee, if paid after August 1, 2012 will be 2,600.00.

Said fee will cover Attorney's time in providing said training and consultative services and the development and printing of written materials provided to attendees at the training programs.

Additional Services:

Attorney shall, as and when requested by District, make itself available to District to provide representational, litigation, and other employment relations services. The District will be billed for the actual time such representation services are rendered, including reasonable travel time, plus any necessary costs and expenses authorized by the District.

The range of hourly rates for Attorney time is from One Hundred Eighty to Three Hundred Dollars (\$180.00 - \$300.00) per hour for attorney staff and from One Hundred Five to One Hundred Forty Dollars (\$105.00 - \$140.00) per hour for services provided by paraprofessional staff. Attorneys and paraprofessional staff bill their time in minimum units of one-tenth of an hour. Communications advice (telephone, voice-mail, e-mail) is billed in a minimum increment of three-tenths (.30) of an hour. Attorney reviews its hourly rates in an annual basis and if appropriate, adjusts them effective July 1.

Independent Contractor:

It is understood and agreed that Attorney is and shall remain an independent contractor under this Agreement.

Term:

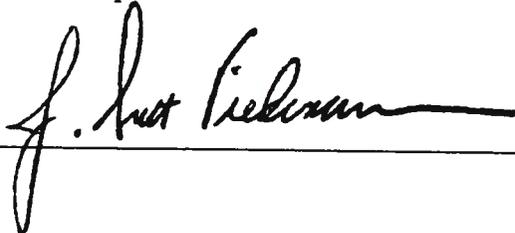
The term of this Agreement is twelve (12) months commencing July 1, 2012. The term may be extended for additional periods of time by the written consent of the parties.

Condition Precedent:

It is understood and agreed that the parties' aforesaid rights and obligations are contingent on no less than twenty-two (22) local agency employers entering into a substantially identical Agreement with Attorney on or about July 1, 2012.

Dated: _____

LIEBERT CASSIDY WHITMORE
A Professional Corporation

By 

Dated: _____

RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT

By _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval to accept Amendment to Retention Agreement	
Action:	Request for Approval	

BACKGROUND

ASCIP, the district's property and liability insurance administrator, has recommended The Wright Group as the company to assist in district safety and loss prevention issues.

ANALYSIS

The Wright Group contract number DO-11-006, dated August 1, 2011 through July 31, 2013 needs to be amended to include the cost of using of additional security technology (i.e. GPS units, cameras, radio communication and computer forensics) in their consulting, security and investigative services for the district.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Amendment to Retention Agreement with The Wright Group

Fiscal Impact: TBD	Board Date: July 23, 2012
Prepared by: Don Maus, Risk Manager	
Submitted by: John Didion, Executive Vice Chancellor, Human Res. and Ed. Services	
Recommended by: Dr. Raúl Rodríguez, Chancellor	

Memo

To: John Didion – Vice Chancellor, Human Resources
From: Chris M. Wright, CPP – The Wright Group
Date: 7/16/2012
Re: Amendment to Retention Agreement

This memo will then serve as an Amendment to our original Consulting Agreement dated August 1, 2011, regarding our continued security and investigative activities representing Rancho Santiago Community College District (RSCCD). Except as modified in and by this Amendment, the terms and provisions of our original Consulting Agreement remain in full force and effect. Further, this Amendment will only be controlling on our receipt of your executed signature page (facsimile signatures being acceptable).

With these observations, this memo will serve as Amendment to our existing Consulting Agreement, and will modify and supersede the current Consulting Agreement in the following respects only:

1. The effective date of this Amendment is May 1, 2012.
2. The Wright Group, A Professional Corporation (the company) for services commencing May 1, 2012 forward (and unless further modified by a written agreement signed by all parties, including an authorized representative of the company) will provide consulting, security and investigative services as needed and as requested.
3. The Wright Group will provide the use of security technology. Such use will be billed per unit and per day at the rate of \$100.00 per day.
4. The above technology requires monitoring and will be billed at a rate of \$300.00 per week.
5. The Wright Group is on a calendar/fiscal year. As of January 1, 2012, our mileage rate has increased in accordance with government guidelines. Our billing rate for mileage is \$.65 per mile effective January 1, 2012.
6. Except as set forth in this Amendment, all other provisions of the original Consulting Agreement remain in full force and effect.

If acceptable to you, please date and sign where indicated, and return signature pages to us by facsimile. Once we have received your signature pages, a fully executed copy will be forwarded to you for your file.

Respectfully submitted,

6. Except as set forth in this Amendment, all other provisions or the original Consulting Agreement remain in full force and effect.

If acceptable to you, please date and sign where indicated, and return signature pages to us by facsimile. Once we have received your signature pages, a fully executed copy will be forwarded to you for your file.

Respectfully submitted,

Chris M. Wright, CPP

REVIEWED AND AGREED:

Rancho Santiago Community College District

Dated: July 10, 2012

By: _____

Mr. John Didion, Vice Chancellor, Human Resources

The Wright Group, Inc.

Dated: July 10, 2012

By: Chris M. Wright

Chris M. Wright, CPP, President

Board of Trustees
April 23, 2012

Conference Docket
No. 3.5

AUTHORIZATION FOR BOARD TRAVEL/CONFERENCES (with actual and necessary expenses and cash advances as requested)

BOARD MEMBERS (to be approved)

COMMUNITY COLLEGE LEAGUE OF CALIFORNIA
STUDENT TRUSTEE WORKSHOP
San Francisco, CA – August 10-11, 2012

1 Board Member
(Ryan Ahari)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Student Services: Disabled Student Programs and Services

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Amendment to Affiliation Agreement with QuickCAPTION	
Action:	Request for Action Approval	

BACKGROUND

The American's with Disabilities Act and Section 504 of the Rehabilitation Act require community colleges to provide access to programs offered to all students. Often because of their physical limitations, deaf and hard of hearing students (DHH) cannot participate in their classes without the services of an appropriate reasonable accommodation. Sometimes the deaf student does not know sign language and therefore cannot benefit from the provision of a sign language interpreter. In these cases the reasonable accommodation provided is that of a Real-Time Computer Aided Transcriptionist (CART). Students who can appropriately benefit from CART services are often raised in an oral environment (non-signing) or have lost their hearing after learning aural/oral language. In addition to this, the student must have mastery of the English language and appropriate reading skills. In this past semester RSCCD has seen an increase in enrollment of oral deaf students not able to benefit from sign language interpreters and require the services of CART.

ANALYSIS

RSCCD employs short term, hourly professional experts as sign language interpreters to provide the more 'traditional' accommodation for DHH students. However these individuals are not qualified to provide CART services. Transcription skills are developed in a specialized setting and require additional certification for speed and accuracy using a stenotype machine and software. The proposed contractual affiliation agreement with QuickCAPTION will yield appropriately qualified captionists on an as needed basis who will provide their own equipment and software. If RSCCD were to hire individuals directly for the provision of this accommodation the district may be required to purchase the expensive stenographic equipment and software needed to provide the service. The contractual agreement covers the scope of program operations of the facility, as well as insurance and other issues relating to liability for both parties. The agreement has been reviewed and approved by college staff and is in effect for one (1) year with the option to renew, unless otherwise terminated by either party.

RECOMMENDATION

It is recommended that the Board of Trustees approve the amendment to the agreement with QuickCAPTION for real time computer aided captioning services be extended through the 2012-13 academic year.

Fiscal Impact:	Estimated at \$90,000	Board Date: July 23, 2012
Prepared by:	Elyse K. Chaplin, Ph.D., Associate Dean, Student Services, SAC Sara Lundquist, Ph.D., Vice President of Student Services, SAC	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez., Ph.D., Chancellor, RSCCD	

THIRD AMENDMENT
TO
AGREEMENT
BETWEEN RANCH SANTIAGO COMMUNITY COLLEGE DISTRICT
and
Quick CAPTION
4927 Arlington Avenue, Riverside, CA 92504

This amendment is entered into this 1ST day of July, 2012 between Rancho Santiago Community College District (DISTRICT) on behalf of Santa Ana College and Quick CAPTION, Inc. for Computer Aided Real-Time Captionist Services.

This amendment shall amend and modify the Agreement as follows:

WHEREAS, the DISTRICT and Quick CAPTION agree to extend the period of performance of this agreement and to include a yearly estimate of costs.

NOW, THEREFORE, it is mutually agreed as follows:

1. **Term of Agreement:** The term of this Agreement and the subsequent amendment will continue and remain in full force and effect through June 30, 2013 with the said term being capable of extension by mutual agreement of the parties.

2. **Compensation:** For the services provided by the service provider under this Agreement, the Customer will pay to the service provider compensation in the following manner: The Customer shall pay the Service Provider the total amount of \$57.00/hour with a two-hour minimum per captionist for services. The need for two captionists will be determined at the time of customer request and used when agreed upon by both the Service Provider and Customer. Any assignment over the two-hour minimum will be invoiced in 15-minute increments for those classes/assignments ending at five (:05) or ten (:10) minutes after the hour or half hour. All assignments/classes ending at any other times will be invoiced at in half hour (30 min) increments. The amount of the contract is estimated at \$90,000 per fiscal year

IN WITNESS HEREOF, the parties have executed this second Amendment to the Agreement between Rancho Santiago Community College District (DISTRICT) and Quick CAPTION.

Quick CAPTION

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

By: _____

By: _____

Title: President, Antha Ward

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

Date: _____

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College - Student Services Division**

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Amendment to Affiliation Agreement with CRC Sign Language Interpreting Services	
Action:	Request for Approval	

BACKGROUND

The American's with Disabilities Act and Section 504 of the Rehabilitation Act require community colleges to provide access to programs offered to all students. Often because of their physical limitations, deaf and hard of hearing students (DHH) cannot participate in their classes without the services of a sign language interpreter. Santa Ana College has seen an increase in enrollment of DHH students requiring the services of sign language interpreters. RSCCD employs short term, hourly professional experts: sign language interpreters to provide this highly specialized service. The RSCCD currently holds a contract for this service with CRC, Inc. and would like to see this contract amended to allow for continuation of services.

ANALYSIS

The proposed amendment to the contractual affiliation agreement with CRC Sign Language Interpreting Services will yield appropriately qualified interpreters on an as needed basis. As the demand for interpreting hours decreases over the first few weeks of school the contracted interpreters will be replaced with RSCCD hourly interpreters and the contract will be used only when staff cannot meet the need. The contractual agreement covers the scope of program operations of the facility, as well as insurance and other issues relating to liability for both parties. The agreement has been reviewed and approved by college staff and is in effect for one (1) year with the option to renew, unless otherwise terminated by either party.

RECOMMENDATION

It is recommended that the Board of Trustees approve the amendment to the agreement with CRC Sign Language Interpreting Services for sign language interpreter services, estimated at \$130,000 per fiscal year, and be extended through 2012-13 academic year.

Fiscal Impact:	Estimated at \$130,000	Board Date: July 23, 2012
Prepared by:	Elyse Chaplin, Ph.D., Associate Dean Student Services, SAC Sara Lundquist, Ph.D., Vice President of Student Services, SAC	
Submitted by:	Erlinda J. Martinez, Ed. D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

THIRD AMENDMENT
TO
AGREEMENT
BETWEEN RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
and
CRC Sign Language Interpreting Services, Inc.
7210 Jordan Avenue A-19, Canoga Park, California 91303

This amendment is entered into this 1st day of July, 2012, between Rancho Santiago Community College District (DISTRICT) on behalf of Santa Ana College and CRC Sign Language Interpreting Service, Inc.

This amendment shall amend and modify the Agreement as follows:

WHEREAS, the DISTRICT and CRC Interpreting Services agree to extend the period of performance of this agreement and to include a yearly estimate of costs.

NOW, THEREFORE, it is mutually agreed as follows:

1. **Compensation:** For the services provided by the service provider under this Agreement, the Customer will pay to the service provider compensation in the following manner: The Customer shall pay the Service Provider the total amount of \$65.00/hour with a two-hour minimum per interpreter for services. The need for two interpreters will be determined at the time of customer request and used when agreed upon by both the Service Provider and Customer. Any assignment over the two-hour minimum will be billed in half-hour increments. The amount of the contract is estimated at \$130,000 per fiscal year.
2. **Term of Agreement:** The term of this Agreement and the subsequent amendment will continue and remain in full force and effect through June 30, 2013 with the said term being capable of extension by mutual agreement of the parties.

IN WITNESS HEREOF, the parties have executed this second Amendment to the Agreement between Rancho Santiago Community College District (DISTRICT) and CRC Sign Language Interpreting Services.

_____ RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

By: _____

By: _____

Title: President – CRC Sign Language
Interpreting Services, Inc.

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

Date: _____

Date: _____

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

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of CJA Agreement Renewal – Adlerhorst International, Inc.	
Action:	Request for Approval	

BACKGROUND

Adlerhorst International Inc. is a provider of K-9 (police dogs) training used in law enforcement throughout the United States at the federal, state, county and municipal levels. Adlerhorst has been in business well over 25 years specializing in training for basic handlers, narcotics and explosive detection K-9's.

ANALYSIS

This renewal agreement shall remain in effect for five (5) years or until terminated by either party. This renewal agreement has been reviewed by Dean Simon B. Hoffman and college staff. The annual cost for this agreement is not to exceed \$81,000 per fiscal year.

RECOMMENDATION

It is recommended that the Board of Trustees approve the agreement with the Adlerhorst International, Inc., in Riverside, California.

Fiscal Impact:	Approximately \$81,000 FY 2012-2013	Board Date: July 23, 2012
Prepared by:	Linda D. Rose, Ed.D., Vice President of Academic Affairs Simon B. 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	

STANDARD INTER-AGENCY INSTRUCTIONAL SERVICES AGREEMENT

With: **ADLERHORST INTERNATIONAL INC.**

THIS AGREEMENT is entered into on the 1st day of October, 2012

by and between the Rancho Santiago Community College District, 2323 North Broadway, Santa Ana, California 92706-1640 (District) and **Adlerhorst International Inc. 3951 Vernon Avenue, Riverside, CA 92509** (Agency).

RECITALS

WHEREAS, under Government Code Section 53060 and Education Code Section 78021, the Rancho Santiago Community College District desires to contract with Agency as an independent contractor to the District; and

WHEREAS, Agency has the personnel, expertise and equipment to provide the special services required herein, and

WHEREAS, the public's interest, convenience and general welfare will be served by this contract;

NOW THEREFORE, Agency and District agree as follows:

PROVISIONS OF THE AGREEMENT

A. AGENCY'S RESPONSIBILITIES:

1. **Services** - Agency's responsibility shall be to diligently furnish to the District the services and materials as set forth in Attachment A, hereby incorporated in this Agreement by this reference.

2. Student Attendance Records. Records of student attendance and achievement will be maintained by Agency. Records will be open for review at all times by officials of the District and submitted on a schedule developed by the District.

B. DISTRICT'S RESPONSIBILITIES

1. Educational Program. District is responsible for the educational program that will be conducted on site.

2. Supervise and Control Instruction. The instruction to be claimed for apportionment under this contract shall be under the immediate supervision and control of a District employee (Title 5, Section 58058) who has met the minimum qualifications for instruction in a vocational subject in a California community college.

3. Instructor Who Is Not a District Employee - District's Responsibilities.
Where Agency's instructor is not a paid employee of the District, the District shall have a written agreement with each such instructor who is conducting instruction for which Full time Equivalency Students (FTES) are to be reported. The agreement shall state that the District has the primary right to control and direct the instructional activities of Agency's instructor.

4. Qualifications of Instructors. District shall list the minimum qualifications for instructors teaching these courses. Such qualifications shall be consistent with requirements specified by the District.

5. District's Control of and Direction for Instructors. District shall provide instructors with an orientation, instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any of the other necessary materials and services that it would provide to its hourly instructors on campus.

6. Courses of Instruction. These are specified in Attachment A to this Agreement. It is the District's responsibility to insure that the course outline of records are approved by the District's curriculum committee pursuant to Title 5 course standards, and that the courses have been approved by the District's board of trustees.

7. Different Section of Courses. District shall have procedures to insure that faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course. Such procedures apply to the faculty, courses, and the students.

8. Enrollment. District will advise Agency of the enrollment period, student enrollment fees, the number of class hours sufficient to meet the stated performance objectives, policy regarding the supervision and evaluation of students, and the procedure applicable to the withdrawal of students prior to completion of a course or program.

9. Obtaining Approval of Degree and Certificate Programs Is District's Responsibility. It is required that degree and certificate programs have been approved by the State Chancellor's Office and courses that make up the programs must be part of the approved programs, or District must have received delegate authority to separately approve those courses locally.

10. Classes Held Outside of District. If the classes are to be located outside the boundaries of the District, the District must comply with the requirements of title 5, Sections 55230-55232, concerning approval by adjoining high school or community college districts and use of non-District facilities.

11. Funding Source. District shall certify that it does not receive full compensation for the direct education costs of the course from any public or private agency, individual, or group.

12. Certification. District is responsible for obtaining certification verifying that the instruction activity to be conducted will not be fully funded by other sources. (Title 5, Section 58051.5)

C. FEE

1. Agency Fee and Expenses - The fee to be paid by District for the services and materials to be supplied hereunder is: Three dollars (\$3.00) per student contact hour, not to exceed 27,000 student contract hours per year.

2. The Agency shall invoice the District at the conclusion of each class, supplying mutually acceptable documentation of student contact hours for each class.

D. TERMS AND CONDITIONS

1. Facilities. Agency and District agree that the course shall be held at facilities that are clearly identified as being open to the general public. (Title 5, Section 58051.5)

2. Open Enrollment. District and Agency agree that enrollment in the course must be open to any person who has been admitted to the college and has met any applicable prerequisites. (Title 5, Sections 51006 and 59106) The District's policy on open enrollment is published in the college catalogue and schedule of classes (Title 5, Section 51006), along with a description of the course and information about whether the course is offered for credit and is transferable. (Title 5, Section 55005)

3. Support Services for Students. Both Agency and District shall insure that ancillary and support services are provided for the students (e.g. Counseling and Guidance, and Placement Assistance).

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

5. Term. This Agreement shall be in effect for the period of October 1, 2012 through September 30, 2017, unless earlier terminated by either party in the manner set forth herein. This agreement may be extended for one (1) additional year by mutual agreement between the parties no later than one month prior to the anniversary date of the Agreement. Either party may cancel or terminate this Agreement without cause upon 30 days prior written notice given by either party.

6. Termination for Cause. The District may terminate this Agreement and be relieved of any consideration to Agency should Agency fail to perform the covenants herein at the time and in the manner provided. In the event of such termination the District may proceed with the work in any manner deemed proper by the District. The cost of the District shall be deducted from any sum due the Agency under this Agreement, and the balance, if any, shall be paid by the Agency.

7. Assignments. This Agreement is personal and shall not be assigned by Agency either in whole or in part. Any such purported assignment voids this Agreement.

8. Notices. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

If to District:

Rancho Santiago Community College District
Attn: Vice Chancellor, Business Operations and Fiscal Services
2323 North Broadway
Santa Ana, California 92706

If submitting an invoice, insert: "Attn: Accounts Payable"

If to Agency:

Adlerhorst International Inc.
3951 Vernon Avenue
Riverside, CA 92509
951-685-2430

9. Time Is of the Essence. Time is of the essence for each of the provisions of this Agreement, and all the provisions of this Agreement, shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns of the respective parties hereto.

10. Modifications. No modifications or variations of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreements not incorporated herein, and no alterations or variations of the terms of this Agreement unless made in writing between the parties hereto, shall be binding on any of the parties hereto.

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

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

ADLERHORST INTERNATIONAL INC.
3951 Vernon Avenue
Riverside, CA 92509

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

David Reaver
President

Date: _____

Date: _____

ATTACHMENT A
STANDARD INTER-AGENCY SERVICES AGREEMENT

SERVICES TO BE PROVIDED BY AGENCY:

Adlerhorst International Inc.

1. **Teaching Approved Curriculum:** All student contact hours submitted by **Adlerhorst International Inc.** to Rancho Santiago Community College District shall be part of a course of instruction that has either been approved by the college's Curriculum and Instruction Council, or has been accepted as a topics course and approved by the college's Chief Instructional Officer.

2. **Instructor Qualifications:** All student contact hours submitted by **Adlerhorst International Inc.** to Rancho Santiago Community College District shall have been taught under the line of sight supervision of instructors who meet the college's minimum or equivalent qualifications for hiring as part-time Criminal Justice Instructors. This expertise is furnished at the expense of **Adlerhorst International Inc.** The services include the use of their specialized equipment, facilities, all handouts, and instructors with specific expertise.

3. **Non-overlap with other funding sources:** The above instructional hours are conducted as FTES funded courses through the Criminal Justice Academies Department at Santa Ana College.

4. **Enrollment of Students:** Rancho Santiago Community College District will supply current student enrollment forms to **Adlerhorst International Inc.** will return properly completed enrollment forms to the District prior to beginning instruction.

5. **Instructional Activities:** The Administrators of Rancho Santiago Community College

District and **Adlerhorst International Inc.** (and/or their designees) will meet at mutually agreed intervals to plan, schedule and budget for instructional activities, the joint consent of the District and the Agency shall precede any instructional activity.

6. **List of Courses** - The following is a partial list of applicable courses for contract instruction:

Courses 2-280 hours in duration that are approved by the Assistant Dean, Criminal Justice Academies and specific to Criminal Justice and all other approved Criminal Justice related courses offered at Santa Ana College.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Human Services and Technology Division

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of OTA Agreement Renewal – Horizon Therapy 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 an agreement renewal for the Occupational Therapy Assistant program. The OTA Program will place no students at the site prior to 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 Simon B. 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 Horizon Therapy Services in Rancho Cucamonga, California.

Fiscal Impact:	None	Board Date: July 23, 2012
Prepared by:	Linda D. Rose, Ed.D., Vice President of Academic Affairs Simon B. 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	

A G R E E M E N T

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into the June 7, 2012 by and between Horizon Therapy 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, 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:

8/6/16
**District: Rancho Santiago Community
College District**

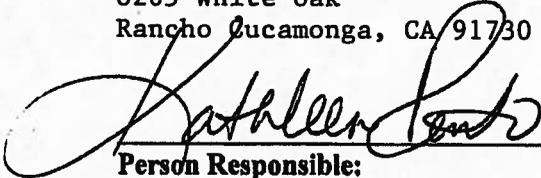
**Rancho Santiago Community College
District**
2323 N. Broadway
Santa Ana, CA 92706

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

Agency: Horizon Therapy Services

Horizon Therapy Services

8265 White Oak
Rancho Cucamonga, CA 91730



Person Responsible:
Title: Administrator

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

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of New OTA Agreement – Shoreline Healthcare	
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 prior to 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 until termination by written notice of either party. The agreement has been reviewed by Dean Simon B. 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 Shoreline Healthcare in Long Beach, California.

Fiscal Impact:	None	Board Date: July 23, 2012
Prepared by:	Linda D. Rose, Ed.D., Vice President of Academic Affairs Simon B. 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	

A G R E E M E N T

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into the June 18, 2012 by and between **Shoreline Healthcare**, 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:

7/23/14
**District: Rancho Santiago Community
College District**
**Rancho Santiago Community College
District**
2323 N. Broadway
Santa Ana, CA 92706

**Agency:
Shoreline Health Care**
Name of Agency: SHC
4029 Anaheim St
Long Beach 90804

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

Person Responsible:
Title: Didi Mendoza OTR

Date: _____

Date: _____

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

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Amendment #1 to Pharmacy Technology Agreement – University of the Pacific	
Action:	Request for Approval	

BACKGROUND

This is an amendment to an existing agreement that was approved by the RSCCD Board of Trustees at the April 02, 2012 meeting. The University of the Pacific have asked for the reciprocity information to be included (page 4, item 7).

ANALYSIS

This amendment shall remain in effect until terminated by either party. The amendment has been reviewed by Dean Simon B. Hoffman and college staff. The agreement carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this amendment with the University of the Pacific in Stockton, California.

Fiscal Impact:	None	Board Date: July 23, 2012
Prepared by:	Linda D. Rose, Ed.D., Vice President of Academic Affairs Simon B. 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-1 TO
TEACHING SITE AFFILIATION AGREEMENT
BETWEEN
THE PHARMACY TECHNOLOGY DEPARTMENT AT SANTA ANA COLLEGE
AND THE
UNIVERSITY OF THE PACIFIC,
THOMAS J. LONG SCHOOL OF PHARMACY AND HEALTH SCIENCES**

THIS AMENDMENT NO. 1 is made and entered into this 24th day of July, 2012, by and between the Rancho Santiago Community College District on behalf of Santa Ana College and the Pharmacy Technology Department at 1530 West 17th Street, Santa Ana, CA 92706, hereinafter designated as "Teaching Site" and the University of the Pacific, Thomas J. Long School of Pharmacy and Health Sciences, 3601 Pacific Avenue, Stockton, CA 95211, hereinafter designated as the "University".

WITNESSETH:

WHEREAS, by Agreement dated April 03, 2012, TEACHING SITE and UNIVERSITY entered into an agreement to establish an affiliation to provide mutually educational experiences and programs for students duly enrolled at the UNIVERSITY and the professional staff of the TEACHING SITE; and

WHEREAS, the TEACHING SITE and UNIVERSITY has agreed, to continue the five (5) year term of the Agreement unless the TEACHING SITE or UNIVERSITY determines that the agreement should be discontinued and gives a 30-day notice of such a determination;

NOW, THEREFORE, it is mutually understood and agreed by the TEACHING SITE and the UNIVERSITY that Agreement is hereby amended in the following particulars only:

Amend Item 7, page 4 of 4, to read as follows:

7. A. The University warrants that it carries policies of insurance placed with reputable insurance companies licensed to do business in the State of California which insure against the perils of bodily injury, personal injury, malpractice, and property damage, and covers such liabilities as are imposed by law. The University shall continue to maintain such insurance in full force and effect during the term of this agreement and carry a limit of liability of at least one million dollars (\$1,000,000) per incident and three million dollars (\$3,000,000) aggregate.

B. The Teaching Site warrants that it carries policies of insurance placed with reputable insurance companies licensed to do business in the State of California which insure against the perils of bodily injury, personal injury, malpractice, and property damage, and covers such liabilities as are imposed by law. The Teaching Site shall continue to maintain such insurance in full force and effect during the term of this agreement and carry a limit of liability of at least one million dollars (\$1,000,000) per incident and three million dollars (\$3,000,000) aggregate.

The balance of said Agreement remains unchanged.

This Amendment shall be made effective upon execution by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Agreement be executed on the date first above written.

ZBK
PHARMACY TECHNOLOGY DEPARTMENT
SANTA ANA COLLEGE
1530 W. 17TH ST., SANTA ANA, CA 92706
714-564-6650

Contact: Dr. K.C. Huynh, Associate Professor & Department Chair

By _____

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

Hereinabove referred to as "Teaching Site"

UNIVERSITY OF THE PACIFIC
Thomas J. Long School of Pharmacy and Health Sciences
3601 Pacific Avenue, Stockton, CA 95211
209-946-7754

Contact: Dr. Allen Shek, Director of Advanced Pharmacy Practice Experience, Vice-Chair,
Pharmacy Practice

By _____

Patrick Cavanaugh, J.D.
Vice President for Finance

Hereinabove referred to as the "University"

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

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Santa Ana College Community Services Program - Fall 2012	
Action:	Request For Approval	

BACKGROUND

The Santa Ana College Community Services Program offers classes that are of special interest or designed for a specific audience or need. They are noncredit, usually shorter in duration than college credit classes, and do not require lengthy preparation or rigorous testing. From the creative arts and financial management to computer software and special tours, these offerings are open to the general public for educational, cultural, social and recreational purposes for a fee. Its inherent flexibility allows the addition or replacement of classes that have the most cost effective impact on the program and the community.

ANALYSIS

The proposed Fall 2012 schedule offers 150 academic and professional development courses; personal enrichment and recreational activities for adults and children in the Santa Ana College service area. New marketing strategies have proven successful in identifying and reaching targeted markets. We have seen an increase of 50% in enrollment since the same time last year. In addition to stronger marketing efforts, expansion of courses in the areas of technology and study skills for kids seeks to meet the diverse needs of this community. It is the intent that these new offerings will generate revenue to help grow the SAC Community Services Program.

RECOMMENDATION

It is recommended that the Board of Trustees review and approve the attached proposed Santa Ana College Community Services Program for Fall 2012.

Fiscal Impact:	\$40,000 (estimated net income after expenses)	Board Date: July 23, 2012
Prepared by:	Sara Lundquist, Ph.D., Vice President of Student Services Lilia Tanakeyowma, Ed.D., Dean of Student Affairs	
Submitted by:	Erlinda J. Martinez, Ed. D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

COMMUNITY SERVICES – FALL 2012 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Around The Home			
Furniture Upholstery	Paciano Dominguez	\$89	60/40
Intermediate Upholstery	Paciano Dominguez	\$129	60/40
Electrical Repairs	Phil Famolaro	\$99	\$40/hr
Plumbing Repairs	Phil Famolaro	\$99	\$40/hr
DIY Solar for Homeowners	Quauym Abdul	\$129	60/40
Arts & Crafts			
Holiday Floral Design	Mina Asadirad	\$65	50/50
Wedding Floral Design	Mina Asadirad	\$65	50/50
Beads, Crystals & Semi-Precious	Brigitte Burns	\$29	60/40
Wire-Wrapping	Brigitte Burns	\$29	60/40
Pearl Knotting	Brigitte Burns	\$29	60/40
Creative Jewelry Design	Brigitte Burns	\$29	60/40
Herbal Soap Making	Quayum Abdul	\$39	60/40
Aromatherapy & Herbal Candle Making	Quayum Abdul	\$39	60/40
Stamping & Card Making 101	Catherine Koenig	\$55	60/40
Loom Nifty Knits	Brigitte Burns	\$69	60/40
Sew Beautiful	Rosa Dominguez	\$69	60/40
Watercolor for All Levels	Barbara Spies	\$99	60/40
Mixed Media Drawing & Painting	Kyungsoo Lee	\$99	60/40
Color Illustration Theory	Silvia Araceli Castellanos	\$99	60/40
Automotive			
BAR Update	Douglas Wilkes	\$295	60/40
CDET Smoke Inspection	Tom Hogue	\$175	60/40
EPA Certification	Tom Hogue	\$215	60/40
Auto Wholesale Business	Ronald Williams	\$85	60/40
DEAM Certification	Tom Hogue	\$175	60/40
HVAC I & II	Glenn Hammond	\$200	50/50
Business & Careers			
Home Based Web Hosting	Alberto Ortiz	\$89	60/40
HTML & CSS Web Design	Alberto Ortiz	\$89	60/40
Earn Money Teaching Fitness to 50+	Debbi Harper	\$49	60/40
Become A Substitute Teacher	Charles Prosper	\$39	60/40
You're On The Air	Such A Voice	\$29	60/40
Grant Writing Fundamentals	John Drew	\$39	60/40
Make Up 101	Michelle Jackson	\$59	60/40
Assertiveness Skills for Success	Nick Lazaris	\$29	60/40
Certified Fingerprint/Live Scan Roller	National Training Centers	\$129	60/40
Wedding & Event Production	Rena Puebla	\$75	60/40
How To Sell on eBay	Francis Greenspan	\$59	60/40
Build Your Own Website	Michael Rounds	\$39	60/40
Threading A to Z	Samiera Mikhael	\$89	60/40
Become A Transaction Coordinator	NPS, Inc.	\$99	60/40
Become A Child Visitation Monitor	Carrie Christensen	\$199	60/40
Become A Notary Public	NPS, Inc.	\$85	60/40
Renewing Your Notary	NPS, Inc.	\$49	60/40
Getting Published	LeeAnne Krusemark	\$29	60/40
Meet the Publisher	LeeAnne Krusemark	\$15	60/40
Home-Based Business	LeeAnne Krusemark	\$29	60/40
Typing/Word Processing Business	LeeAnne Krusemark	\$15	60/40
Identify Your Perfect Career	Sue Montelone	\$39	60/40
Cart Vending	Eugene Konstant	\$39	60/40
Management Bootcamp	Eugene Konstant	\$199	60/40

COMMUNITY SERVICES – FALL 2012 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Contracting License	Phil Famolaro	\$199	\$40/hrly
Small Business Bookkeeping & Taxes	Phil Famolaro	\$99	\$40/hrly
Manage Rental Properties	Pat Larkin	\$49	60/40
Make Money Using Your Computer	Nancy Miller	\$39	60/40
Social Media Business	Renee Gurley	\$149	60/40
Develop Web-Based Business	Albert Ortiz	\$79	60/40
Human Resource Series	Allison Pratt	\$189	60/40
Sexual Harassment Avoidance Training	Allison Pratt	\$89	60/40
Become A Floral Designer	Mina Asadirad	\$65	50/50
Mandarin for Business	Melissa Pichard	\$69	\$35/hr
College For Kids			
Reading Development	Readwrite Education	\$89	\$35/hr
Math Development	Readwrite Education	\$89	\$35/hr
Speed Reading & Vocabulary Building	Readwrite Education	\$69	\$35/hr
Study Skills & Test Taking	Readwrite Education	\$59	\$35/hr
SAT Prep	Anabel Arroyo	\$115	\$35/hr
Mini Chef	Sumati Ratanjee	\$59	60/40
Teen Makeup & Skin Care	Michelle Jackson	\$59	60/40
Online Driver's Education	Safety Driver's Ed	\$55	60/40
Early Reader	Alpine Tutoring	\$89	\$35/hr
English Composition	Phyllis Neal	\$59	\$30/hr
Writing Academy	Alpine Tutoring	\$89	\$35/hr
Basic Math	Alpine Tutoring	\$89	\$35/hr
Reading & Comprehension	Alpine Tutoring	\$89	\$35/hr
College Application Essays	Alpine Tutoring	\$89	\$35/hr
Developing A Research Paper	Phyllis Neal	\$59	\$30/hr
Computers			
Microsoft Office Applications	Debra Crowley	\$79	\$35/hr
Digital Photography	Debra Crowley	\$79	\$35/hr
Photoshop Fundamentals	Debra Crowley	\$79	\$35/hr
Web Design Fundamentals	Alberto Ortiz	\$79	60/40
Computer Basics	Dori Dumon	\$39	\$35/hr
Managing Computer Files	Dori Dumon	\$44	\$35/hr
Email, Contacts & Schedule Meetings	Dori Dumon	\$44	\$35/hr
MicroSoft Excel	Dori Dumon	\$44	\$35/hr
Microsoft Word	Dori Dumon	\$44	\$35/hr
Court Mandated			
Alcohol & Drug Awareness	Pat Verwiel	\$40	85/15
14601.1 Suspended License Program	Barry Reed	\$255	50/50
Traffic School	Jennifer Rogina	\$29	85/15
Culinary Arts			
Healthy Pantry	Barb Sobel	\$79	60/40
Flavors of India	Sumati Ratanjee	\$79	60/40
Sushi Made Easy	Dave Sobel	\$29	60/40
Cake Pops	Nicole Ambata	\$79	60/40
Cooking With Tarla	Tarla Fallgatter	\$29	60/40
Dance			
Salsa Beginning I & II	Salomon Rivera	\$49	60/40
Belly Dance	JoEllen Maddox	\$69	60/40
Strictly Ballroom	John Potter	\$59	\$35/hour
Strictly Tango	John Potter	\$59	\$35/hour
Caribbean & Latin Dance	Miguel Figueroa, Jr.	\$59	60/40

COMMUNITY SERVICES – FALL 2012 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Advance Salsa	Miguel Figueroa, Jr.	\$59	60/40
Health, Fitness & Beauty			
Yoga	Pamela Buonanotte	\$69	60/40
Zumba	Salomon Rivera	\$59	60/40
Head Neck Shoulder Massage	Barb Sobel	\$59	60/40
Couple Massage	Barb Sobel	\$59	60/40
Basic First Aid	Sabrina Bradley	\$25	60/40
Adult, Child, Infant, CPR	Sabrina Bradley	\$25	60/40
Body Moves for Brain Power	Debbi Harper	\$59	60/40
Mixed Martial Arts	Mike Dunchok	\$79	60/40
Adult MakeUp & Skincare	Michelle Jackson	\$59	60/40
Open Court Badminton	Chi Tran	\$49	60/40
Sports Conditioning	Varies	\$15	50/50
Meditation	Suzan Campbell	\$79	60/40
Language			
Spanish At Work	Alicia Migliarini	\$69	\$35/hr
Italian for Travelers	Alpine Tutoring	\$69	\$35/hr
Money Matters			
Investment Bootcamp	Jalon O'Connell	\$44/\$66	60/40
Passport To Retirement	Jalon O'Connell	\$44/\$66	60/40
Navigate Scholarships	Stephanie Adams	\$39	60/40
Long Term Care	Carl Letter	\$29	60/40
Online Workshops			
Internet & Basic Computer Literacy	Education To Go	\$89	\$52
Web Page Design, Graphics & Multimedia	Education To Go	\$89	\$52
Computer Troubleshooting & Networking	Education To Go	\$89	\$52
Computer Programming	Education To Go	\$89	\$52
Digital Photography & Digital Video	Education To Go	\$89	\$52
Languages (various)	Education To Go	\$89	\$52
Writing Courses	Education To Go	\$89	\$52
Entertainment Industry	Education To Go	\$89	\$52
Business Planning & Sales	Education To Go	\$89	\$52
Business Marketing & Accounting	Education To Go	\$89	\$52
Finance, Wealth & Career Building	Education To Go	\$89	\$52
Family, Parenting & Child Care	Education To Go	\$89	\$52
Personal Enrichment	Education To Go	\$89	\$52
Online Career Training Programs			
Business & Professional	Gatlin Education	\$1795	\$300
Healthcare & Fitness	Gatlin Education	\$1795	\$300
Hospitality & Gaming	Gatlin Education	\$1795	\$300
IT & Software Development	Gatlin Education	\$1795	\$300
Management & Corporate	Gatlin Education	\$1795	\$300
Media & Design	Gatlin Education	\$1795	\$300
Skilled Trades & Industrial	Gatlin Education	\$1795	\$300
Sustainable Energy & Going Green	Gatlin Education	\$1795	\$300
Personal Development			
Adult Speed Reading Seminar	Readwrite Educational	\$39	\$35/hr
Public Speaking	Nick Lazaris	\$29	60/40

COMMUNITY SERVICES – FALL 2012 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Pet Care			
Puppy Kindergarten	Dog Services Unlimited	\$74	60/40
Dog Obedience	Dog Services Unlimited	\$86	60/40
Real Estate			
Profiting with Foreclosures	Marshall Reddick	\$49/\$79	60/40
Avoid Foreclosures	Marshall Reddick	\$49/\$79	60/40
Maximize Your Profits	Marshall Reddick	\$49/\$79	60/40
Programas De Modificacion	Sandy Flores	\$10	60/40
Travel			
Griffith Observatory	Good Times	\$79	60/40
Christmas At Castle Green	Good Times	\$89	60/40
Central Coast by Rail	Good Times	\$100/deposit	75/35
New Mexico Enchantment	Good Times	\$100/deposit	75/35
Missions & Mansion Christmas	Good Times	\$100/deposit	75/35
Various Multi-Day Tours	Good Times	\$100/deposit	75/35

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

To: Board of Trustees	Date: July 23, 2012
Re: Approval of Santiago Canyon College Community Services Program, Fall 2012	
Action: Request for Approval	

BACKGROUND

The fall 2012 Community Services Program reflects a comprehensive effort to meet the needs of the community by maintaining quality in community education programming through the development of new courses and promoting on-going revenue generating courses.

ANALYSIS

Santiago Canyon College (SCC) maintains a comprehensive educational Community Services Program that supports RSCCD's vision of "providing comprehensive educational opportunities" and responds to the diverse needs of the community. Community Services continues to expand its educational program by offering more than 120 cost effective classes in the SCC service area.

RECOMMENDATION

It is recommended that the Board of Trustees review and approve the attached proposed Community Services Program for fall 2012.

Fiscal Impact: \$25,000 revenue	Board Date: July 23, 2012
Prepared by: Jose Vargas, Vice President of Continuing Education	
Submitted by: Juan Vázquez, President	
Recommended by: Dr. Raúl Rodríguez, Chancellor	

SANTIAGO CANYON COLLEGE
Community Services Program - Fall 2012

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
<i>Animal Care</i>			
Basic Dog Manners "Crash Course"	Dog Services Unlimited	\$75	60/40
How to Help Your Dog Help Others	Kim Pagones	\$69	60/40
<i>Around the Home & Garden</i>			
Power Tools Workshop	Rick Longobart	\$59	50/50
Basic Tiling Techniques	Rick Longobart	\$89	50/50
Interior Design for the Homeowner	Cynthia Albert	\$69	60/40
<i>Arts & Crafts</i>			
Beginning Watercolor	Wendy Wu	\$69	60/40
Life Drawing	Alpine Tutoring	\$69	\$35-45/hour
Jewelry Design/Stringing Techniques	Phuong Nguyen	\$39	50/50
Jewelry Design/Silk Knotting	Phuong Nguyen	\$39	50/50
Printmaking for Fun	Deborah Goldman	\$100	60/40
Painting & Drawing with Pastels	Kamillia Hardy	\$120	60/40
Calligraphy- Art of Hand-Lettering	Carolyn Canonico	\$79	60/40
<i>Business & Careers</i>			
Become a Notary Public	Notary Public Seminars	\$85	60/40
Renewing Notaries	Notary Public Seminars	\$50	60/40
How to Be a Special Event Planner	Farla Binder	\$44	60/40
How to Become a Mystery Shopper	Elaine Moran	\$39	60/40
Writing Your 1 st Book	Bobbie Christensen	\$39	60/40
Publishing Your 1 st Book	Bobbie Christensen	\$39	60/40
Human Resources Certification	Allison Pratt	\$132	50/50
• What is Human Resources	Allison Pratt	\$39	50/50
• Manage Diversity & Inclusion	Allison Pratt	\$39	50/50
• Effective Employee Relationships	Allison Pratt	\$39	50/50
• Avoid Employee Litigation	Allison Pratt	\$39	50/50
Accounting for the Non-Accountants	Theresa Hagelbarger	\$89	60/40
Introduction To QuickBooks	Theresa Hagelbarger	\$99	60/40
Successful Home-Based Business	LeAnne Krusemark	\$39	60/40
Make Money with a Typing/WP Business	LeAnne Krusemark	\$19	60/40
Beginner's Guide to Getting Published	LeAnne Krusemark	\$39	60/40
Meet the Publisher	LeAnne Krusemark	\$19	60/40
Operations Management Certificate Program	Searchtec	\$775	35/65
• Back To Basics- Management 101	Searchtec	\$145	35/65
• Quality Management	Searchtec	\$145	35/65
• Project Management	Searchtec	\$145	35/65
• Work Measurements/Cost Analysis	Searchtec	\$145	35/65
• Production Planning & Controls	Searchtec	\$145	35/65
• Supply Chain Managements-Logistics	Searchtec	\$145	35/65
• Lean Enterprise	Searchtec	\$145	35/65

SANTIAGO CANYON COLLEGE
Community Services Program - Fall 2012

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
<i>Business & Careers Continued</i>			
Wholesale Auto Dealer from Home	Ronald Williams	\$85	60/40
Start Your Own Business	Diana Woo Sullivan	\$39	60/40
Introduction to Voiceovers	Voices for All	\$29	60/40
Personal Fitness Trainer Certificate	W.I.T.S.	\$524	\$100/pp
Backflow Prevention Devices	Martin Friebert	\$375	\$55/hour
<i>College For Kids</i>			
How to Write a College Essay	Jayne Munoz	\$59	\$40/hour
Natural A's	Curtis Adney	\$49	60/40
Study Skills	Alpine Tutoring	\$59	\$35-45/hour
Reading Development (Grades 1-5)	Alpine Tutoring	\$89	\$35-45/hour
Seriously Awesome Sitters	Sabrina Bradley	\$39	60/40
Composition & Writing Skills	Phyllis Neal	\$59	\$35/hour
<i>Computers</i>			
Computers for Beginners	Dori Dumon	\$89	\$35-45/hour
Introduction to Outlook & Email	Dori Dumon	\$89	\$35-45/hour
Managing Your Computer Files	Dori Dumon	\$44	\$35-45/hour
Become a Windows Wizard	Dori Dumon	\$44	\$35-45/hour
Introduction To Photoshop	Dori Dumon	\$89	\$35-45/hour
Microsoft Word - Part I/ Pat II	Don Dutton	\$89	\$35-45/hour
Introduction to MS Excel	Don Dutton	\$89	\$35-45/hour
Mac Basics	Keith Mueller/ Jill Gruber	\$89	50/50
Intermediate Mac	Keith Mueller/ Jill Gruber	\$89	50/50
Improving PC Performance	Robert Cohen	\$29	50/50
iPhones, iPads...and I'm Lost!	Robert Cohen	\$39	50/50
Facebook Social Media Marketing	Robert Cohen	\$39	50/50
On-Line Courses	Education To Go	\$79-\$199	\$52-\$151
<i>Dance</i>			
Salsa	Salomon Rivera	\$59	60/40
Zumba	Salomon Rivera	\$59	60/40
Belly Dance	JoEllen Larsen	\$59	60/40
Strictly Ballroom	John Potter	\$59	\$40/hour
East Coast Swing	John Potter	\$59	\$40/hour
Night Club Latin	John Potter	\$59	\$40/hour
Strictly Tango	John Potter	\$59	\$40/hour
<i>Gemology</i>			
The Jewelry Bench Explained	Lothar Vallot	\$35	60/40
Everything You Wanted to Know About Gems	Lothar Vallot	\$35	60/40
Gemstone Buyers Beware	John Eyre	\$35	60/40
Color Me Purple	John Eyre	\$35	60/40
Jewelry Appraising Explained	Lothar Vallot	\$35	60/40

SANTIAGO CANYON COLLEGE
Community Services Program - Fall 2012

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
Gemology Continued			
What's New with Old Jewelry	Diana Cinamon Sanders	\$35	60/40
Health, Beauty & Fitness			
Tai Chi Chuan	Karen Mack	\$59	60/40
Yoga	Lindsay Klabacha	\$79	60/40
Kickboxing	Lindsay Klabacha	\$79	60/40
ZUMBA	Francine Foroughi	\$79	60/40
Mixercise	Jeff Nolasco	\$79	60/40
Evening of Massage	Barbara Sobel	\$39/\$69	60/40
Head, Neck & Shoulder Massage	Barbara Sobel	\$39/\$69	60/40
The Brain Class- Blueprint for Brain Fitness	Debbi Harper	\$29	60/40
Language			
Spanish at Work	CALINK Institute	\$79	\$40/hour
Fast Fun French	Katherine Watson	\$59	60/40
Introduction to Italian	Alpine Tutoring	\$59	\$40/hour
Medical Billing			
Medical Billing Series	KGP Consulting	\$139	60/40
Insurance Billing I	KGP Consulting	\$99	60/40
Insurance Billing II	KGP Consulting	\$69	60/40
Computerized Medical Billing	KGP Consulting	\$25	60/40
Start a Medical Insurance Billing Service	KGP Consulting	\$29	60/40
Billing for Worker's Comp & Personal Injury	KGP Consulting	\$69	60/40
Money Matters			
Master Your Investments	Jalon O'Connell	\$39	No Charge
Investment Bootcamp	Jalon O'Connell	\$39	No Charge
Complete Financial Workshop	Jim Dumbeck	\$59	60/40
Build Your Financial Portfolio	Bobbie Christensen	\$39/\$59	60/40
Retirement Planning Today	Charles Munoz	\$49/\$69	60/40
Music			
Beginning Guitar	Ron Gorman	\$89	50/50
Intermediate Guitar	Ron Gorman	\$89	50/50
Older Adult Classes			
Quilting	Judy Schindlebeck	\$48	\$40/hour
Life Story Writing	Dawn Thurston	\$30	\$40/hour
Total Fitness	Jeff Nolasco	\$48/\$42	\$40/hour
Yoga for Older Adults	Bobby Glicksir	\$64	\$40/hour
Basic Drawing	Eileen Clary	\$72	\$40/hour
Watercolor Painting	Eileen Clary	\$72	\$40/hour

SANTIAGO CANYON COLLEGE
Community Services Program - Fall 2012

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
<i>Personal Enrichment</i>			
What Were You Born To Do	Curtis Adney	\$49	60/40
Overcome Anxiety & Panic Forever	Nick Lazaris	\$29	60/40
Overcome Your Fear of Public Speaking	Nick Lazaris	\$29	60/40
Assertive Skills for Success	Nick Lazaris	\$29	60/40
Dazzling Conversationalist	Vandy Forrester	\$29	No Fee
<i>Real Estate</i>			
How to Sell Residential Real Estate	Robert Lindquist	\$19	50/50
<i>Special Interest</i>			
Digital Photography- Point & Shoot	Julie Diebolt Price	\$49	60/40
Digital Photography- SLR	Julie Diebolt Price	\$49	60/40
Introduction to Digital Photography	Julie Diebolt Price	\$99	60/40
iPhone Photo Art	Julie Diebolt Price	\$49	60/40
Fly Fishing for Fun	Eric Christensen	\$39	60/40
Sushi Made Easy	Dave & Barb Sobel	\$29	50/50
CPR	Sabrina Bradley	\$29	60/40
Basic First Aid	Sabrina Bradley	\$29	60/40
<i>Test Preparation</i>			
SAT Preparation	Jayne Munoz/Joel Sheldon	\$94	\$40/Hour
Online Driver's Education	Safety Drivers Ed	\$55	50/50
<i>Travel</i>			
Griffith Observatory	Good Times Travel	\$79	\$65-\$71/pp
Palm Spring Follies	Good Times Travel	\$99	\$82-\$93/pp
Multi-Day Tours TBA	Good Times Travel	TBA	TBA

Check Registers Submitted for Approval
 Checks Written for Period 06/09/12 thru 07/13/12

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
54145	General Fund Unrestricted	9,992.00	0.00	9,992.00	92*0321109	92*0321110
54146	General Fund Unrestricted	56,332.00	0.00	56,332.00	92*0321111	92*0321195
54147	General Fund Unrestricted	29,168.00	0.00	29,168.00	92*0321196	92*0321233
54159	General Fund Unrestricted	23,370.15	0.00	23,370.15	92*0321307	92*0321310
54160	General Fund Unrestricted	2,827.21	0.00	2,827.21	92*0321312	92*0321319
54162	General Fund Unrestricted	3,068.53	0.00	3,068.53	92*0321327	92*0321334
54163	General Fund Unrestricted	6,879.69	0.00	6,879.69	92*0321336	92*0321338
54164	General Fund Unrestricted	1,277.54	0.00	1,277.54	92*0321340	92*0321345
54165	General Fund Unrestricted	3,528.54	0.00	3,528.54	92*0321348	92*0321349
54167	General Fund Unrestricted	27,500.00	0.00	27,500.00	92*0321355	92*0321355
54171	General Fund Unrestricted	64,646.10	0.00	64,646.10	92*0321367	92*0321367
54172	General Fund Unrestricted	1,844.21	0.00	1,844.21	92*0321368	92*0321374
54173	General Fund Unrestricted	8,563.79	0.00	8,563.79	92*0321376	92*0321380
54174	General Fund Unrestricted	1,771.35	0.00	1,771.35	92*0321382	92*0321386
54175	General Fund Unrestricted	1,935.37	0.00	1,935.37	92*0321387	92*0321392
54176	General Fund Unrestricted	11,847.40	0.00	11,847.40	92*0321393	92*0321396
54179	General Fund Unrestricted	5,729.30	0.00	5,729.30	92*0321403	92*0321423
54192	General Fund Unrestricted	39,520.33	0.00	39,520.33	92*0321469	92*0321472
54193	General Fund Unrestricted	35,867.14	0.00	35,867.14	92*0321475	92*0321475
54195	General Fund Unrestricted	196.45	0.00	196.45	92*0321487	92*0321490
54196	General Fund Unrestricted	3,077.40	0.00	3,077.40	92*0321492	92*0321495
54198	General Fund Unrestricted	143.73	0.00	143.73	92*0321509	92*0321509
54200	General Fund Unrestricted	133,577.00	0.00	133,577.00	92*0321514	92*0321515
54204	General Fund Unrestricted	255.67	0.00	255.67	92*0321528	92*0321533
54205	General Fund Unrestricted	3,000.00	0.00	3,000.00	92*0321537	92*0321537
54206	General Fund Unrestricted	31.14	0.00	31.14	92*0321541	92*0321541
54207	General Fund Unrestricted	4,285.71	0.00	4,285.71	92*0321551	92*0321554
54208	General Fund Unrestricted	688.25	0.00	688.25	92*0321556	92*0321557
54209	General Fund Unrestricted	6,459.81	0.00	6,459.81	92*0321560	92*0321567
54211	General Fund Unrestricted	25,920.00	0.00	25,920.00	92*0321576	92*0321577
54212	General Fund Unrestricted	584.45	0.00	584.45	92*0321581	92*0321582
54221	General Fund Unrestricted	150,762.35	0.00	150,762.35	92*0321612	92*0321619
54222	General Fund Unrestricted	1,687.71	0.00	1,687.71	92*0321620	92*0321620
54223	General Fund Unrestricted	33.57	0.00	33.57	92*0321626	92*0321626
54224	General Fund Unrestricted	102,555.56	0.00	102,555.56	92*0321631	92*0321632
54225	General Fund Unrestricted	15,672.64	0.00	15,672.64	92*0321633	92*0321638
54226	General Fund Unrestricted	845.69	0.00	845.69	92*0321643	92*0321645
54227	General Fund Unrestricted	4,688.62	0.00	4,688.62	92*0321646	92*0321654
54228	General Fund Unrestricted	8,791.91	0.00	8,791.91	92*0321655	92*0321657
54229	General Fund Unrestricted	36,381.25	0.00	36,381.25	92*0321658	92*0321663
54230	General Fund Unrestricted	19,858.62	0.00	19,858.62	92*0321664	92*0321665

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54231	General Fund Unrestricted	3,800.03	0.00	3,800.03	92*0321666	92*0321666
54232	General Fund Unrestricted	2,523.43	0.00	2,523.43	92*0321668	92*0321673
54236	General Fund Unrestricted	35,351.39	0.00	35,351.39	92*0321686	92*0321686
54237	General Fund Unrestricted	112,236.70	0.00	112,236.70	92*0321689	92*0321689
54238	General Fund Unrestricted	1,216.53	0.00	1,216.53	92*0321690	92*0321695
54239	General Fund Unrestricted	4,413.50	0.00	4,413.50	92*0321696	92*0321702
54240	General Fund Unrestricted	142,009.65	0.00	142,009.65	92*0321704	92*0321708
54241	General Fund Unrestricted	396.89	0.00	396.89	92*0321712	92*0321712
54242	General Fund Unrestricted	15,772.28	0.00	15,772.28	92*0321714	92*0321717
54243	General Fund Unrestricted	373.10	0.00	373.10	92*0321722	92*0321725
54245	General Fund Unrestricted	25.00	0.00	25.00	92*0321738	92*0321738
54246	General Fund Unrestricted	642.02	0.00	642.02	92*0321740	92*0321741
54251	General Fund Unrestricted	593.12	0.00	593.12	92*0321780	92*0321780
54252	General Fund Unrestricted	2,544.42	0.00	2,544.42	92*0321783	92*0321785
54253	General Fund Unrestricted	2,400.00	0.00	2,400.00	92*0321794	92*0321794
54254	General Fund Unrestricted	100,921.34	0.00	100,921.34	92*0321796	92*0321796
54255	General Fund Unrestricted	11,648.00	0.00	11,648.00	92*0321798	92*0321798
54256	General Fund Unrestricted	24,177.85	0.00	24,177.85	92*0321799	92*0321804
54257	General Fund Unrestricted	6,873.40	0.00	6,873.40	92*0321805	92*0321840
54258	General Fund Unrestricted	2,717.55	0.00	2,717.55	92*0321841	92*0321846
54259	General Fund Unrestricted	2,076.33	0.00	2,076.33	92*0321847	92*0321849
54260	General Fund Unrestricted	8,041.49	0.00	8,041.49	92*0321850	92*0321851
54261	General Fund Unrestricted	18,861.61	0.00	18,861.61	92*0321854	92*0321854
54266	General Fund Unrestricted	141.42	0.00	141.42	92*0321872	92*0321872
54267	General Fund Unrestricted	1,047.78	0.00	1,047.78	92*0321877	92*0321880
54268	General Fund Unrestricted	44,234.91	0.00	44,234.91	92*0321882	92*0321885
54269	General Fund Unrestricted	2,788.29	0.00	2,788.29	92*0321887	92*0321891
54271	General Fund Unrestricted	3,669.20	0.00	3,669.20	92*0321902	92*0321904
54272	General Fund Unrestricted	9,724.64	0.00	9,724.64	92*0321907	92*0321909
54274	General Fund Unrestricted	1,254.11	0.00	1,254.11	92*0321915	92*0321915
54275	General Fund Unrestricted	101,458.00	0.00	101,458.00	92*0321919	92*0321924
54286	General Fund Unrestricted	2,894.75	0.00	2,894.75	92*0322003	92*0322010
54288	General Fund Unrestricted	655.01	0.00	655.01	92*0322018	92*0322018
54290	General Fund Unrestricted	466.63	0.00	466.63	92*0322029	92*0322033
54291	General Fund Unrestricted	21,068.40	0.00	21,068.40	92*0322034	92*0322035
54295	General Fund Unrestricted	1,479.60	0.00	1,479.60	92*0322044	92*0322051
54297	General Fund Unrestricted	56,881.20	0.00	56,881.20	92*0322055	92*0322121
54298	General Fund Unrestricted	21,261.00	0.00	21,261.00	92*0322122	92*0322178
54299	General Fund Unrestricted	42,140.00	0.00	42,140.00	92*0322179	92*0322247
54300	General Fund Unrestricted	38,557.00	0.00	38,557.00	92*0322248	92*0322331
54301	General Fund Unrestricted	40,559.00	0.00	40,559.00	92*0322332	92*0322415

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54302	General Fund Unrestricted	40,303.00	0.00	40,303.00	92*0322416	92*0322499
54303	General Fund Unrestricted	48,787.00	0.00	48,787.00	92*0322500	92*0322592
54304	General Fund Unrestricted	619.54	0.00	619.54	92*0322596	92*0322598
54305	General Fund Unrestricted	10,775.00	0.00	10,775.00	92*0322602	92*0322603
54306	General Fund Unrestricted	5,984.30	0.00	5,984.30	92*0322604	92*0322610
54311	General Fund Unrestricted	731.45	0.00	731.45	92*0322618	92*0322618
54312	General Fund Unrestricted	1,349.50	0.00	1,349.50	92*0322619	92*0322625
54313	General Fund Unrestricted	1,811.10	0.00	1,811.10	92*0322626	92*0322627
54314	General Fund Unrestricted	444.77	0.00	444.77	92*0322628	92*0322629
54315	General Fund Unrestricted	10,962.00	0.00	10,962.00	92*0322630	92*0322638
54316	General Fund Unrestricted	1,387.00	0.00	1,387.00	92*0322639	92*0322639
54317	General Fund Unrestricted	15,389.57	0.00	15,389.57	92*0322640	92*0322641
54318	General Fund Unrestricted	47,936.00	0.00	47,936.00	92*0322642	92*0322642
54319	General Fund Unrestricted	129,360.00	0.00	129,360.00	92*0322643	92*0322644
54320	General Fund Unrestricted	2,655.00	0.00	2,655.00	92*0322645	92*0322649
54321	General Fund Unrestricted	25,198.96	0.00	25,198.96	92*0322651	92*0322651
54322	General Fund Unrestricted	12,690.60	0.00	12,690.60	92*0322652	92*0322700
54323	General Fund Unrestricted	1,995.99	0.00	1,995.99	92*0322701	92*0322706
54324	General Fund Unrestricted	619.56	0.00	619.56	92*0322711	92*0322711
54325	General Fund Unrestricted	702.15	0.00	702.15	92*0322713	92*0322714
54326	General Fund Unrestricted	159,356.80	0.00	159,356.80	92*0322719	92*0322721
54328	General Fund Unrestricted	1,038.56	0.00	1,038.56	92*0322728	92*0322732
54329	General Fund Unrestricted	3,316.13	0.00	3,316.13	92*0322734	92*0322742
54330	General Fund Unrestricted	16,039.59	0.00	16,039.59	92*0322743	92*0322749
54331	General Fund Unrestricted	43,041.35	0.00	43,041.35	92*0322751	92*0322752
54334	General Fund Unrestricted	249.40	0.00	249.40	92*0322767	92*0322767
54336	General Fund Unrestricted	15,187.85	0.00	15,187.85	92*0322774	92*0322776
54337	General Fund Unrestricted	11,317.14	0.00	11,317.14	92*0322780	92*0322783
54338	General Fund Unrestricted	947.20	0.00	947.20	92*0322787	92*0322791
54339	General Fund Unrestricted	3,438.72	0.00	3,438.72	92*0322794	92*0322798
54341	General Fund Unrestricted	8,185.18	0.00	8,185.18	92*0322807	92*0322809
54343	General Fund Unrestricted	10,374.42	0.00	10,374.42	92*0322821	92*0322821
54344	General Fund Unrestricted	22,274.27	0.00	22,274.27	92*0322822	92*0322822
54345	General Fund Unrestricted	19,816.24	0.00	19,816.24	92*0322827	92*0322827
54346	General Fund Unrestricted	6,710.08	0.00	6,710.08	92*0322829	92*0322833
54351	General Fund Unrestricted	431.56	0.00	431.56	92*0322849	92*0322852
54352	General Fund Unrestricted	9,600.65	0.00	9,600.65	92*0322855	92*0322857
54353	General Fund Unrestricted	1,274.17	0.00	1,274.17	92*0322859	92*0322863
54354	General Fund Unrestricted	2,360.31	0.00	2,360.31	92*0322865	92*0322870
54355	General Fund Unrestricted	13,119.70	0.00	13,119.70	92*0322872	92*0322874
54356	General Fund Unrestricted	1,447.20	0.00	1,447.20	92*0322876	92*0322876

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54357	General Fund Unrestricted	47,845.30	0.00	47,845.30	92*0322882	92*0322884
54358	General Fund Unrestricted	45,101.98	0.00	45,101.98	92*0322885	92*0322887
54363	General Fund Unrestricted	19,604.00	0.00	19,604.00	92*0322899	92*0322901
54365	General Fund Unrestricted	2,928.00	0.00	2,928.00	92*0322908	92*0322919
54367	General Fund Unrestricted	248,761.00	0.00	248,761.00	92*0322922	92*0322922
54368	General Fund Unrestricted	324,590.00	0.00	324,590.00	92*0322923	92*0322924
54369	General Fund Unrestricted	1,302.76	0.00	1,302.76	92*0322925	92*0322926
54373	General Fund Unrestricted	2,428.31	0.00	2,428.31	92*0322946	92*0322953
54374	General Fund Unrestricted	3,414.72	0.00	3,414.72	92*0322954	92*0322961
54375	General Fund Unrestricted	2,213.94	0.00	2,213.94	92*0322964	92*0322971
54376	General Fund Unrestricted	3,131.12	0.00	3,131.12	92*0322972	92*0322980
54377	General Fund Unrestricted	7,415.71	0.00	7,415.71	92*0322982	92*0322987
54378	General Fund Unrestricted	59,562.70	0.00	59,562.70	92*0322989	92*0322995
54379	General Fund Unrestricted	1,918.50	0.00	1,918.50	92*0322997	92*0323003
54380	General Fund Unrestricted	59,455.00	0.00	59,455.00	92*0323006	92*0323006
54381	General Fund Unrestricted	1,778.00	0.00	1,778.00	92*0323008	92*0323012
54382	General Fund Unrestricted	10,669.66	0.00	10,669.66	92*0323014	92*0323019
54383	General Fund Unrestricted	1,559.49	0.00	1,559.49	92*0323020	92*0323026
54391	General Fund Unrestricted	9,548.75	0.00	9,548.75	92*0323053	92*0323059
54393	General Fund Unrestricted	2,325.93	0.00	2,325.93	92*0323069	92*0323073
54394	General Fund Unrestricted	2,467.65	0.00	2,467.65	92*0323075	92*0323080
54395	General Fund Unrestricted	7,339.49	0.00	7,339.49	92*0323083	92*0323085
54396	General Fund Unrestricted	184,638.47	0.00	184,638.47	92*0323086	92*0323091
54403	General Fund Unrestricted	2,100.00	0.00	2,100.00	92*0323118	92*0323118
54404	General Fund Unrestricted	2,623.98	0.00	2,623.98	92*0323119	92*0323123
54405	General Fund Unrestricted	670.00	0.00	670.00	92*0323124	92*0323126
54406	General Fund Unrestricted	8,625.00	0.00	8,625.00	92*0323133	92*0323135
54407	General Fund Unrestricted	3,395.00	0.00	3,395.00	92*0323136	92*0323151
54411	General Fund Unrestricted	2,980.80	0.00	2,980.80	92*0323163	92*0323168
54412	General Fund Unrestricted	8,620.27	0.00	8,620.27	92*0323170	92*0323176
54413	General Fund Unrestricted	399.86	0.00	399.86	92*0323178	92*0323178
54414	General Fund Unrestricted	1,389.14	0.00	1,389.14	92*0323181	92*0323187
54429	General Fund Unrestricted	41,365.41	0.00	41,365.41	92*0323539	92*0323541
54430	General Fund Unrestricted	36.54	0.00	36.54	92*0323544	92*0323544
54431	General Fund Unrestricted	2,762.47	0.00	2,762.47	92*0323549	92*0323552
54440	General Fund Unrestricted	2,058.00	0.00	2,058.00	92*0323591	92*0323591
54443	General Fund Unrestricted	3,661.88	0.00	3,661.88	92*0323602	92*0323607
54444	General Fund Unrestricted	2,919.00	0.00	2,919.00	92*0323609	92*0323610
Total Fund 11 General Fund Unrestricted		<u>\$3,587,899.59</u>	<u>\$0.00</u>	<u>\$3,587,899.59</u>		

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54159	General Fund Restricted	7,133.33	0.00	7,133.33	92*0321309	92*0321309
54160	General Fund Restricted	212.72	0.00	212.72	92*0321311	92*0321317
54161	General Fund Restricted	2,305.22	0.00	2,305.22	92*0321320	92*0321326
54163	General Fund Restricted	3,231.11	0.00	3,231.11	92*0321335	92*0321335
54164	General Fund Restricted	195.60	0.00	195.60	92*0321339	92*0321346
54165	General Fund Restricted	1,293.00	0.00	1,293.00	92*0321347	92*0321347
54166	General Fund Restricted	361.17	0.00	361.17	92*0321350	92*0321354
54171	General Fund Restricted	69,855.04	0.00	69,855.04	92*0321366	92*0321366
54172	General Fund Restricted	2,234.37	0.00	2,234.37	92*0321369	92*0321373
54173	General Fund Restricted	8,385.43	0.00	8,385.43	92*0321375	92*0321378
54174	General Fund Restricted	1,226.80	0.00	1,226.80	92*0321381	92*0321384
54177	General Fund Restricted	2,762.32	0.00	2,762.32	92*0321397	92*0321401
54178	General Fund Restricted	107,713.94	0.00	107,713.94	92*0321402	92*0321402
54193	General Fund Restricted	43,855.41	0.00	43,855.41	92*0321473	92*0321476
54194	General Fund Restricted	2,253.13	0.00	2,253.13	92*0321477	92*0321484
54195	General Fund Restricted	1,378.37	0.00	1,378.37	92*0321485	92*0321489
54196	General Fund Restricted	554.93	0.00	554.93	92*0321491	92*0321496
54197	General Fund Restricted	2,940.33	0.00	2,940.33	92*0321497	92*0321504
54198	General Fund Restricted	2,762.97	0.00	2,762.97	92*0321505	92*0321510
54199	General Fund Restricted	12,591.00	0.00	12,591.00	92*0321511	92*0321513
54204	General Fund Restricted	3,520.08	0.00	3,520.08	92*0321526	92*0321532
54205	General Fund Restricted	9,888.67	0.00	9,888.67	92*0321534	92*0321539
54206	General Fund Restricted	1,804.89	0.00	1,804.89	92*0321540	92*0321547
54207	General Fund Restricted	3,941.10	0.00	3,941.10	92*0321548	92*0321555
54208	General Fund Restricted	3,659.45	0.00	3,659.45	92*0321558	92*0321559
54210	General Fund Restricted	1,298.37	0.00	1,298.37	92*0321568	92*0321575
54211	General Fund Restricted	15,592.72	0.00	15,592.72	92*0321578	92*0321580
54213	General Fund Restricted	58,550.90	0.00	58,550.90	92*0321583	92*0321583
54222	General Fund Restricted	8,425.38	0.00	8,425.38	92*0321621	92*0321623
54223	General Fund Restricted	2,811.95	0.00	2,811.95	92*0321624	92*0321630
54225	General Fund Restricted	7,301.74	0.00	7,301.74	92*0321634	92*0321639
54226	General Fund Restricted	1,152.21	0.00	1,152.21	92*0321640	92*0321642
54231	General Fund Restricted	2,120.00	0.00	2,120.00	92*0321667	92*0321667
54236	General Fund Restricted	59,961.00	0.00	59,961.00	92*0321687	92*0321688
54240	General Fund Restricted	32,578.00	0.00	32,578.00	92*0321703	92*0321703
54241	General Fund Restricted	3,157.55	0.00	3,157.55	92*0321709	92*0321713
54242	General Fund Restricted	14,991.09	0.00	14,991.09	92*0321715	92*0321720
54243	General Fund Restricted	1,276.71	0.00	1,276.71	92*0321721	92*0321727
54244	General Fund Restricted	4,133.19	0.00	4,133.19	92*0321728	92*0321732
54245	General Fund Restricted	3,146.87	0.00	3,146.87	92*0321733	92*0321739
54246	General Fund Restricted	2,438.11	0.00	2,438.11	92*0321742	92*0321745

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54247	General Fund Restricted	2,050.44	0.00	2,050.44	92*0321746	92*0321750
54248	General Fund Restricted	646.10	0.00	646.10	92*0321751	92*0321760
54249	General Fund Restricted	4,499.82	0.00	4,499.82	92*0321761	92*0321768
54250	General Fund Restricted	855.83	0.00	855.83	92*0321769	92*0321778
54251	General Fund Restricted	1,182.05	0.00	1,182.05	92*0321779	92*0321782
54252	General Fund Restricted	12,109.78	0.00	12,109.78	92*0321784	92*0321787
54253	General Fund Restricted	12,200.35	0.00	12,200.35	92*0321788	92*0321795
54255	General Fund Restricted	377.13	0.00	377.13	92*0321797	92*0321797
54260	General Fund Restricted	1,607.06	0.00	1,607.06	92*0321852	92*0321853
54261	General Fund Restricted	31,219.00	0.00	31,219.00	92*0321855	92*0321857
54266	General Fund Restricted	2,765.64	0.00	2,765.64	92*0321870	92*0321876
54267	General Fund Restricted	507.42	0.00	507.42	92*0321878	92*0321881
54269	General Fund Restricted	1,459.90	0.00	1,459.90	92*0321886	92*0321890
54270	General Fund Restricted	63,378.96	0.00	63,378.96	92*0321892	92*0321901
54271	General Fund Restricted	5,583.40	0.00	5,583.40	92*0321905	92*0321906
54272	General Fund Restricted	5,467.03	0.00	5,467.03	92*0321908	92*0321911
54273	General Fund Restricted	67,206.07	0.00	67,206.07	92*0321912	92*0321913
54274	General Fund Restricted	3,595.34	0.00	3,595.34	92*0321914	92*0321918
54276	General Fund Restricted	1,260.00	0.00	1,260.00	92*0321925	92*0321934
54277	General Fund Restricted	1,080.00	0.00	1,080.00	92*0321935	92*0321944
54278	General Fund Restricted	880.00	0.00	880.00	92*0321945	92*0321954
54279	General Fund Restricted	1,090.00	0.00	1,090.00	92*0321955	92*0321965
54280	General Fund Restricted	940.00	0.00	940.00	92*0321966	92*0321969
54281	General Fund Restricted	430.00	0.00	430.00	92*0321970	92*0321975
54282	General Fund Restricted	600.00	0.00	600.00	92*0321976	92*0321980
54283	General Fund Restricted	610.00	0.00	610.00	92*0321981	92*0321985
54284	General Fund Restricted	1,020.00	0.00	1,020.00	92*0321986	92*0321992
54285	General Fund Restricted	720.00	0.00	720.00	92*0321993	92*0322001
54286	General Fund Restricted	2,215.71	0.00	2,215.71	92*0322002	92*0322005
54287	General Fund Restricted	1,604.44	0.00	1,604.44	92*0322011	92*0322017
54288	General Fund Restricted	3,450.86	0.00	3,450.86	92*0322019	92*0322021
54296	General Fund Restricted	642.07	0.00	642.07	92*0322052	92*0322054
54304	General Fund Restricted	1,196.05	0.00	1,196.05	92*0322593	92*0322597
54305	General Fund Restricted	19,263.41	0.00	19,263.41	92*0322599	92*0322601
54306	General Fund Restricted	4,806.10	0.00	4,806.10	92*0322605	92*0322607
54307	General Fund Restricted	27,893.55	0.00	27,893.55	92*0322611	92*0322612
54310	General Fund Restricted	9,992.42	0.00	9,992.42	92*0322616	92*0322616
54311	General Fund Restricted	89.81	0.00	89.81	92*0322617	92*0322617
54321	General Fund Restricted	26,192.02	0.00	26,192.02	92*0322650	92*0322650
54323	General Fund Restricted	709.48	0.00	709.48	92*0322702	92*0322702
54324	General Fund Restricted	1,897.44	0.00	1,897.44	92*0322707	92*0322712

Check Registers Submitted for Approval
 Checks Written for Period 06/09/12 thru 07/13/12

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
54325	General Fund Restricted	6,370.53	0.00	6,370.53	92*0322715	92*0322718
54327	General Fund Restricted	28,240.29	0.00	28,240.29	92*0322722	92*0322727
54328	General Fund Restricted	662.90	0.00	662.90	92*0322729	92*0322733
54330	General Fund Restricted	1,615.17	0.00	1,615.17	92*0322745	92*0322745
54331	General Fund Restricted	31,216.83	0.00	31,216.83	92*0322750	92*0322750
54334	General Fund Restricted	4,370.95	0.00	4,370.95	92*0322762	92*0322768
54335	General Fund Restricted	1,487.12	0.00	1,487.12	92*0322769	92*0322773
54336	General Fund Restricted	41,780.84	0.00	41,780.84	92*0322775	92*0322779
54338	General Fund Restricted	3,623.20	0.00	3,623.20	92*0322784	92*0322793
54340	General Fund Restricted	864.38	0.00	864.38	92*0322799	92*0322806
54341	General Fund Restricted	9,838.40	0.00	9,838.40	92*0322808	92*0322813
54342	General Fund Restricted	1,815.55	0.00	1,815.55	92*0322814	92*0322819
54343	General Fund Restricted	11,250.00	0.00	11,250.00	92*0322820	92*0322820
54344	General Fund Restricted	23,776.11	0.00	23,776.11	92*0322823	92*0322826
54346	General Fund Restricted	6,436.68	0.00	6,436.68	92*0322828	92*0322832
54351	General Fund Restricted	2,413.87	0.00	2,413.87	92*0322848	92*0322854
54353	General Fund Restricted	998.78	0.00	998.78	92*0322858	92*0322861
54354	General Fund Restricted	305.38	0.00	305.38	92*0322864	92*0322866
54355	General Fund Restricted	2,881.71	0.00	2,881.71	92*0322871	92*0322871
54356	General Fund Restricted	9,194.09	0.00	9,194.09	92*0322875	92*0322880
54357	General Fund Restricted	60,000.00	0.00	60,000.00	92*0322881	92*0322883
54359	General Fund Restricted	92,578.80	0.00	92,578.80	92*0322888	92*0322888
54360	General Fund Restricted	847.52	0.00	847.52	92*0322889	92*0322891
54366	General Fund Restricted	1,204.32	0.00	1,204.32	92*0322920	92*0322921
54370	General Fund Restricted	925.01	0.00	925.01	92*0322927	92*0322928
54371	General Fund Restricted	702.52	0.00	702.52	92*0322929	92*0322936
54372	General Fund Restricted	1,044.76	0.00	1,044.76	92*0322937	92*0322945
54374	General Fund Restricted	492.11	0.00	492.11	92*0322962	92*0322962
54375	General Fund Restricted	327.26	0.00	327.26	92*0322963	92*0322963
54377	General Fund Restricted	395.85	0.00	395.85	92*0322981	92*0322988
54378	General Fund Restricted	9,594.00	0.00	9,594.00	92*0322993	92*0322994
54379	General Fund Restricted	360.63	0.00	360.63	92*0322996	92*0323004
54380	General Fund Restricted	36,112.71	0.00	36,112.71	92*0323005	92*0323007
54381	General Fund Restricted	33.80	0.00	33.80	92*0323011	92*0323011
54382	General Fund Restricted	2,988.26	0.00	2,988.26	92*0323013	92*0323013
54383	General Fund Restricted	145.83	0.00	145.83	92*0323022	92*0323024
54384	General Fund Restricted	3,076.35	0.00	3,076.35	92*0323027	92*0323032
54392	General Fund Restricted	1,256.96	0.00	1,256.96	92*0323060	92*0323067
54393	General Fund Restricted	750.00	0.00	750.00	92*0323068	92*0323068
54394	General Fund Restricted	100.80	0.00	100.80	92*0323074	92*0323074
54395	General Fund Restricted	8,925.00	0.00	8,925.00	92*0323081	92*0323082

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 Checks Written for Period 06/09/12 thru 07/13/12

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
54396	General Fund Restricted	25,913.47	0.00	25,913.47	92*0323089	92*0323089
54397	General Fund Restricted	1,438.56	0.00	1,438.56	92*0323092	92*0323099
54403	General Fund Restricted	5,581.00	0.00	5,581.00	92*0323116	92*0323117
54405	General Fund Restricted	1,141.52	0.00	1,141.52	92*0323125	92*0323128
54406	General Fund Restricted	278.35	0.00	278.35	92*0323129	92*0323132
54409	General Fund Restricted	17,968.27	0.00	17,968.27	92*0323153	92*0323155
54410	General Fund Restricted	426.28	0.00	426.28	92*0323156	92*0323162
54411	General Fund Restricted	751.02	0.00	751.02	92*0323169	92*0323169
54412	General Fund Restricted	475.00	0.00	475.00	92*0323173	92*0323173
54413	General Fund Restricted	638.51	0.00	638.51	92*0323177	92*0323180
54414	General Fund Restricted	341.19	0.00	341.19	92*0323182	92*0323186
54415	General Fund Restricted	35,263.77	0.00	35,263.77	92*0323188	92*0323190
54430	General Fund Restricted	344.63	0.00	344.63	92*0323542	92*0323548
54431	General Fund Restricted	183.18	0.00	183.18	92*0323551	92*0323551
54432	General Fund Restricted	48,043.15	0.00	48,043.15	92*0323553	92*0323556
54433	General Fund Restricted	19,104.60	0.00	19,104.60	92*0323557	92*0323562
54439	General Fund Restricted	31,694.33	0.00	31,694.33	92*0323590	92*0323590
54440	General Fund Restricted	10,625.00	0.00	10,625.00	92*0323592	92*0323594
54441	General Fund Restricted	21,971.43	0.00	21,971.43	92*0323595	92*0323598
54442	General Fund Restricted	83.89	0.00	83.89	92*0323599	92*0323601
54443	General Fund Restricted	240.28	0.00	240.28	92*0323608	92*0323608
Total Fund 12 General Fund Restricted		<u>\$1,473,803.55</u>	<u>\$0.00</u>	<u>\$1,473,803.55</u>		

Check Registers Submitted for Approval
 Checks Written for Period 06/09/12 thru 07/13/12

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
54168	Child Development Fund	4,328.82	0.00	4,328.82	92*0321356	92*0321361
54180	Child Development Fund	2,949.26	0.00	2,949.26	92*0321424	92*0321428
54201	Child Development Fund	2,519.25	0.00	2,519.25	92*0321516	92*0321522
54214	Child Development Fund	14,393.08	0.00	14,393.08	92*0321584	92*0321588
54233	Child Development Fund	2,000.52	0.00	2,000.52	92*0321674	92*0321683
54262	Child Development Fund	3,058.33	0.00	3,058.33	92*0321858	92*0321865
54289	Child Development Fund	6,104.45	0.00	6,104.45	92*0322022	92*0322028
54308	Child Development Fund	643.09	0.00	643.09	92*0322613	92*0322614
54332	Child Development Fund	2,702.08	0.00	2,702.08	92*0322753	92*0322759
54347	Child Development Fund	3,394.77	0.00	3,394.77	92*0322834	92*0322838
54348	Child Development Fund	4,827.70	0.00	4,827.70	92*0322839	92*0322841
54361	Child Development Fund	28,665.25	0.00	28,665.25	92*0322892	92*0322894
54362	Child Development Fund	2,867.72	0.00	2,867.72	92*0322895	92*0322898
54364	Child Development Fund	2,079.40	0.00	2,079.40	92*0322902	92*0322907
54385	Child Development Fund	3,192.41	0.00	3,192.41	92*0323033	92*0323038
54386	Child Development Fund	17,550.00	0.00	17,550.00	92*0323039	92*0323044
54387	Child Development Fund	824.92	0.00	824.92	92*0323045	92*0323048
54408	Child Development Fund	412.42	0.00	412.42	92*0323152	92*0323152
54416	Child Development Fund	366.10	0.00	366.10	92*0323191	92*0323197
54417	Child Development Fund	7,469.10	0.00	7,469.10	92*0323198	92*0323204
54419	Child Development Fund	38,377.32	0.00	38,377.32	92*0323211	92*0323213
Total Fund 33 Child Development Fund		<u>\$148,725.99</u>	<u>\$0.00</u>	<u>\$148,725.99</u>		

Check Registers Submitted for Approval
 Checks Written for Period 06/09/12 thru 07/13/12

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
54191	Capital Outlay Projects Fund	3,402.30	0.00	3,402.30	92*0321468	92*0321468
54203	Capital Outlay Projects Fund	33,337.75	0.00	33,337.75	92*0321524	92*0321525
54218	Capital Outlay Projects Fund	35,635.41	0.00	35,635.41	92*0321605	92*0321607
54235	Capital Outlay Projects Fund	616.40	0.00	616.40	92*0321685	92*0321685
54264	Capital Outlay Projects Fund	16,091.38	0.00	16,091.38	92*0321867	92*0321868
54294	Capital Outlay Projects Fund	67,400.00	0.00	67,400.00	92*0322043	92*0322043
54350	Capital Outlay Projects Fund	50,789.32	0.00	50,789.32	92*0322844	92*0322847
54389	Capital Outlay Projects Fund	366.11	0.00	366.11	92*0323051	92*0323051
54401	Capital Outlay Projects Fund	9,347.20	0.00	9,347.20	92*0323113	92*0323114
54402	Capital Outlay Projects Fund	151,829.62	0.00	151,829.62	92*0323115	92*0323115
54423	Capital Outlay Projects Fund	138,185.20	0.00	138,185.20	92*0323225	92*0323227
Total Fund 41 Capital Outlay Projects Fu		<u>\$507,000.69</u>	<u>\$0.00</u>	<u>\$507,000.69</u>		

Check Registers Submitted for Approval
 Checks Written for Period 06/09/12 thru 07/13/12

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
54169	Bond Fund, Measure E	148,397.60	0.00	148,397.60	92*0321362	92*0321364
54181	Bond Fund, Measure E	511,133.26	0.00	511,133.26	92*0321429	92*0321432
54182	Bond Fund, Measure E	25,842.13	0.00	25,842.13	92*0321433	92*0321435
54183	Bond Fund, Measure E	96,163.22	0.00	96,163.22	92*0321436	92*0321440
54184	Bond Fund, Measure E	244,705.11	0.00	244,705.11	92*0321441	92*0321444
54185	Bond Fund, Measure E	124,270.63	0.00	124,270.63	92*0321445	92*0321448
54186	Bond Fund, Measure E	83,444.00	0.00	83,444.00	92*0321449	92*0321452
54187	Bond Fund, Measure E	534,332.50	0.00	534,332.50	92*0321453	92*0321455
54188	Bond Fund, Measure E	257,406.13	0.00	257,406.13	92*0321456	92*0321461
54189	Bond Fund, Measure E	50,348.70	0.00	50,348.70	92*0321462	92*0321466
54190	Bond Fund, Measure E	165,195.00	0.00	165,195.00	92*0321467	92*0321467
54202	Bond Fund, Measure E	35,412.50	0.00	35,412.50	92*0321523	92*0321523
54215	Bond Fund, Measure E	6,326.36	0.00	6,326.36	92*0321589	92*0321592
54216	Bond Fund, Measure E	141,608.23	0.00	141,608.23	92*0321593	92*0321599
54217	Bond Fund, Measure E	60,291.70	0.00	60,291.70	92*0321600	92*0321604
54234	Bond Fund, Measure E	274.26	0.00	274.26	92*0321684	92*0321684
54263	Bond Fund, Measure E	813.00	0.00	813.00	92*0321866	92*0321866
54292	Bond Fund, Measure E	19,149.19	0.00	19,149.19	92*0322036	92*0322041
54293	Bond Fund, Measure E	64,798.83	0.00	64,798.83	92*0322042	92*0322042
54309	Bond Fund, Measure E	3,392.00	0.00	3,392.00	92*0322615	92*0322615
54349	Bond Fund, Measure E	8,565.50	0.00	8,565.50	92*0322842	92*0322843
54388	Bond Fund, Measure E	1,123.39	0.00	1,123.39	92*0323049	92*0323050
54398	Bond Fund, Measure E	12,049.56	0.00	12,049.56	92*0323100	92*0323102
54399	Bond Fund, Measure E	97,670.21	0.00	97,670.21	92*0323103	92*0323108
54400	Bond Fund, Measure E	30,193.08	0.00	30,193.08	92*0323109	92*0323112
54418	Bond Fund, Measure E	17,212.96	0.00	17,212.96	92*0323205	92*0323210
54420	Bond Fund, Measure E	273,210.12	0.00	273,210.12	92*0323214	92*0323218
54421	Bond Fund, Measure E	83,673.50	0.00	83,673.50	92*0323219	92*0323221
54422	Bond Fund, Measure E	184,724.97	0.00	184,724.97	92*0323222	92*0323224
54434	Bond Fund, Measure E	171,791.92	0.00	171,791.92	92*0323563	92*0323567
54435	Bond Fund, Measure E	696,365.52	0.00	696,365.52	92*0323568	92*0323573
54436	Bond Fund, Measure E	21,574.47	0.00	21,574.47	92*0323574	92*0323578
54437	Bond Fund, Measure E	625,658.46	0.00	625,658.46	92*0323579	92*0323583
54438	Bond Fund, Measure E	349,357.80	0.00	349,357.80	92*0323584	92*0323589
Total Fund 42 Bond Fund, Measure E		<u>\$5,146,475.81</u>	<u>\$0.00</u>	<u>\$5,146,475.81</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
54170	Property and Liability Fund	6,539.76	0.00	6,539.76	92*0321365	92*0321365
54219	Property and Liability Fund	43,412.05	0.00	43,412.05	92*0321608	92*0321610
54333	Property and Liability Fund	25,393.21	0.00	25,393.21	92*0322760	92*0322761
54390	Property and Liability Fund	7,905.96	0.00	7,905.96	92*0323052	92*0323052
Total Fund 61 Property and Liability Fund		<u><u>\$83,250.98</u></u>	<u><u>\$0.00</u></u>	<u><u>\$83,250.98</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
54424	Workers' Compensation Fund	161.52	0.00	161.52	92*0323228	92*0323228
Total Fund 62 Workers' Compensation Fu		<u><u>\$161.52</u></u>	<u><u>\$0.00</u></u>	<u><u>\$161.52</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
54220	Student Financial Aid Fund	25,000.00	0.00	25,000.00	92*0321611	92*0321611
54265	Student Financial Aid Fund	233.50	0.00	233.50	92*0321869	92*0321869
Total Fund 74 Student Financial Aid Fund		<u><u>\$25,233.50</u></u>	<u><u>\$0.00</u></u>	<u><u>\$25,233.50</u></u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	3,587,899.59
Total Fund 12 General Fund Restricted	1,473,803.55
Total Fund 33 Child Development Fund	148,725.99
Total Fund 41 Capital Outlay Projects Fund	507,000.69
Total Fund 42 Bond Fund, Measure E	5,146,475.81
Total Fund 61 Property and Liability Fund	83,250.98
Total Fund 62 Workers' Compensation Fund	161.52
Total Fund 74 Student Financial Aid Fund	25,233.50
Grand Total:	<u><u>\$10,972,551.63</u></u>

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

To: Board of Trustees	Date: July 23, 2012
Re: Approval of Agreement with HMC Architects to Provide Professional Planning Services	
Action: Request for Approval	

BACKGROUND

HMC Architects have been providing architecture and planning services for the district. HMC is currently assisting the district with updating all district Educational and Facilities Master Plans. They have also assisted in the preparation of the district's Five Year Construction Plan, submitted Initial Project Proposals (IPPs) and Final Project Proposals (FPPs) for state funded capital outlay projects on behalf of the district and updated our space utilization inventories in the statewide FUSION database.

ANALYSIS

Continuing architectural consulting services are necessary, on an as needed basis, as identified in the attached proposal for ongoing annual planning services. In order to streamline ongoing requests for planning services, it is recommended that the district enter into an annual agreement with HMC Architects for these as needed services with a not to exceed annual budgeted amount. Anticipated planning services through the end of the new fiscal year (July 1, 2012 through June 30, 2013) are not to exceed \$200,000 plus reimbursable expenses per the attached agreement.

RECOMMENDATION

It is recommended that the Board of Trustees approve the agreement with HMC Architects to provide professional planning services as presented.

Fiscal Impact:	Not to exceed \$200,000 plus reimbursables	Board Date: July 23, 2012
Prepared by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

July 6, 2012

Mr. Peter Hardash, Vice Chancellor
Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706

HMC Architects

Re: Rancho Santiago Community College District
Proposal for On-Going Planning Services
HMC Project # 5002010000

Dear Peter:

HMC ARCHITECTS is pleased to submit the following Proposal to provide On-Going Planning Services for the Rancho Santiago Community College District.

A. Scope of Work:

To provide on-going planning services to the District and the two Colleges. These services will include, but are not limited to:

1. Implementation planning assistance
2. Educational and facilities master planning
3. District standards and campus design guidelines.
4. Capital Outlay Planning
 - Five Year Construction Plans
 - Initial and Final Project Proposals
5. Space Inventory Updates
6. Chancellor's Office coordination
7. Coordination with college consultants
8. Building evaluations (for potential purchase)
9. Conceptual programming and design studies
10. Other support services as requested by the college

B. Compensation:

HMC ARCHITECTS will provide the services outlined in the Scope of Work on an hourly basis not-to-exceed Two Hundred Thousand Dollars (\$200,000) plus reimbursable expenses, without prior written approval per Attachment "A" Architect's Rate Schedule. If the time expended on the On-going Planning Services reaches the not-to-exceed limit and additional time is needed, HMC may discuss the potential for additional compensation, subject to the District's prior written approval.

Mr. Peter Hardash, Vice Chancellor
Rancho Santiago Community College District
July 6, 2012
Page 2 of 2

C. Reimbursable Expenses:

Reimbursable out of pocket costs related to Owner requested printing, plotting, and other expenses are in addition to hourly compensation for the services described above and the expense of transportation in connection with authorized out-of-town travel, including mileage. These expenses shall be billed by the Architect to the Owner at one and one tenth (1.10) times the expense incurred by the Architect.

Please review this proposal and if you have any questions, please contact me at (949) 648-4496. If this proposal accurately reflects what we have discussed, please send us a purchase order for these services. We are pleased to have the opportunity to continue providing our services to the Rancho Santiago Community College District and it is an honor to be part of your team.

Sincerely,



Deborah Shepley, AIA, LEED AP
Principal, Community College Practice Leader
MO License #006183

DS:le

Encls: Attachment "A" HMC Hourly Rate Schedule

cc: Lynete Eloff, Sheryl Sterry, Kevin Wilkeson (HMC)

ATTACHMENT "A"

**HMC Rate Schedule
Standard Hourly Rate by Professional Category
(Not all categories need apply to this contract)**

Description	Rates
Principal in Charge	\$ 195
Project Director	\$ 190
Project Leader/Technical Leader	\$ 135
Sr Project Manager/Sr Project Architect/Sr Technical Manager	\$ 185
Project Manager/Project Architect/Technical Manager	\$ 160
Project Coordinator	\$ 115
Intermediate Drafter	\$ 105
Sr Construction Administrator	\$ 190
Construction Administrator	\$ 140
Construction Administration Support	\$ 80
Design Director	\$ 195
Design Leader	\$ 120
Project Designer	\$ 150
Senior Project Designer	\$ 175
Designer II	\$ 110
Designer	\$ 85
Senior Interior Project Designer	\$ 165
Senior Interior Designer	\$ 170
Interior Design Leader	\$ 115
Interior Designer	\$ 125
Sustainable Design	\$ 135
Cost Estimating	\$ 185
Specifications	\$ 165
Education Facilities Planner	\$ 160
Senior Education Facilities Planner II	\$ 175
Senior Education Facilities Planner I	\$ 195

These are the current hourly rates effective June 1, 2012 through June 30, 2013 and are subject to change one time annually effective June 1st

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Business Operations/Fiscal Services**

To: Board of Trustees	Date: July 23, 2012
Re: Approval of Child Development Services HURTT Family Health Clinic Agreement	
Action: Request for Approval	

BACKGROUND

Parents enrolled in Child Care Centers must have up-to-date immunizations and health screenings for licensing and funding requirements.

ANALYSIS

The HURTT Family Health Clinic operates a licensed community clinic at One Hope Dr., Tustin, CA, and can provide mobile health care services for children enrolled in the centers at no cost to the families or the district. The mobile health van will be at centers at agreed upon dates for families to access. They will provide treatment of preventive and comprehensive, minor medical condition, well-child physical examinations, immunizations, and appropriate medical referrals for follow-up care.

RECOMMENDATION

It is recommended that the Board of Trustees approve the agreement between HURTT Family Health Clinic and Rancho Santiago Community College District as presented.

Fiscal Impact: None	Board Date: July 23, 2012
Prepared by: Dee Tucker, Executive Director, Child Development Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**HURTT FAMILY HEALTH CLINIC
Mobile Health Care Services Agreement**

THIS MOBILE HEALTH CARE SERVICES AGREEMENT (the "Agreement") is made and entered into as of July 1, 2012 by and between the Rancho Santiago Community College District, hereinafter referred to as the "RSCCD" and HURTT FAMILY HEALTH CLINIC, INC., a California nonprofit corporation, hereinafter referred to as "HURTT," with reference to the following facts:

A. The RSCCD is the owner and operator of Child Development Services serving children ages 0-5.

B. HURTT operates a licensed community clinic (the "Clinic") specializing in family care located at One Hope Dr, Tustin, California, under the RSCCD "HURTT FAMILY HEALTH CLINIC."

C. HURTT provides mobile health care under its Clinic license in Orange County, California using one motorized vehicle (the "Unit") which include one or more examination/treatment rooms.

D. The RSCCD desires that HURTT provide primary care services in the Unit at various District locations operated by the RSCCD, and HURTT desires to provide such services at such locations in the Unit, on the terms and conditions set forth in this Agreement.

NOW, THEREFORE, the parties do hereby agree as follows:

1. Term and Termination.

The term of this Agreement shall commence on the date first set forth above. This Agreement shall continue for a period of one (1) year, and thereafter automatically shall be extended for additional terms of one (1) year each without the necessity of notice or any other action by either party, unless terminated by either party upon ninety (90) days' prior written notice to the other party at any time during the initial term or any extended term of this Agreement.

2. Mobile Health Care Services.

HURTT shall provide the mobile health care services to students in the RSCCD in the Unit, which shall be parked at various schools within the RSCCD, as described in greater detail herein. HURTT shall commence rendering services on the date as agreed upon by the parties, pursuant to the schedule referenced in paragraph 4.d of this Agreement.

3. Staffing.

a. HURTT shall staff the Unit with qualified professional staff who shall hold appropriate licenses and certificates, as applicable, for the provision of services hereunder.

b. HURTT shall designate one physician as a Medical Director of the health services. The Medical Director shall be responsible for administrative matters relating to the provision of services in the mobile medical clinic, subject to the direction of the President and Director of HURTT or his/her designee.

c. All nursing personnel shall be under the supervision of a physician engaged by HURTT, under the overall supervision of Medical Director who shall be responsible for the performance of the nursing personnel. Such physician or the Medical Director shall be available by telephone to consult with nursing staff at all hours of the mobile medical clinics' operation.

d. In connection with HURTT's provision of mobile health care services hereunder, the RSCCD's only responsibilities shall be for maintaining accessible, safe conditions at the school sites and insuring parental consent to the provision of medical services as described herein by HURTT.

4. Services.

a. The mobile health care services provided under this Agreement are treatment of preventive and comprehensive, minor medical conditions, well-child physical examinations, immunizations, and appropriate medical referrals for follow-up care, and writing prescriptions and/or, dispense medication.

b. Nursing services provided by HURTT under this Agreement shall be limited to services necessary in direct support of care rendered at the Unit and related activities and shall not replace the functions of regular school nurses.

c. All services provided shall require written consent from a parent or guardian of the student on HURTT's Parent/Guardian Consent Form. HURTT shall maintain such consent in its records.

d. The schools at which the Unit services shall be provided initially are identified in Exhibit A attached hereto and incorporated herein by reference. HURTT and the RSCCD shall arrive at a schedule for the provision of services at these schools, which may change from time to time as mutually agreed upon in writing by the parties. Additionally, the schools at which services shall be provided may change from time to time, as mutually agreed upon in writing by the parties. Upon HURTT's written request, the RSCCD shall provide written consent for HURTT to park the Unit at specific locations at such schools designated by HURTT and the RSCCD for the purpose of providing mobile health care services, and HURTT may provide such documentation to the Department of Health Services, the fire department, or other government or city/county agency, if and as required.

e. The parties acknowledge that as part of its community outreach program, HURTT's Unit may serve other sites in the community that are not owned or operated by the RSCCD, where there are children in need of such services.

f. HURTT may operate the mobile unit services under the RSCCD "HURTT New Life Mobile Medical, OCRM HCS" or such other RSCCD as it may determine, in its sole discretion. The parties acknowledge that during the term of this Agreement and thereafter, HURTT may inscribe such RSCCD on its Unit and may use such RSCCD in connection with the mobile health care services it provides in such Unit, which may serve sites in the community that are not owned or operated by the RSCCD. RSCCD acknowledges that it has not been conferred any rights to such RSCCD.

5. Community Participation.

a. The RSCCD intends that the school community be involved in the development and execution of policies related to the operation of the mobile health clinics. The RSCCD expects to empower parents to be the primary caregivers of their children through comprehensive health education, through improved home health practices of the parents and increased cultural sensitivity of service providers with emphasis on parental role as a primary caregiver. The RSCCD further desires to increase parent enrollment in state and federally funded health care programs and to shift emphasis from acute care treatment in emergency settings to preventive care through focus on early intervention.

b. HURTT agrees to cooperate with the RSCCD in fulfillment of these goals.

6. Independent Contractors.

a. In the performance of this Agreement, HURTT and the RSCCD are at all times acting and performing services as independent contractors. No party to this Agreement nor any of its agents shall have any claim under this Agreement or otherwise against any other party for payment of employment taxes, workers' compensation, vacation, sick leave, retirement benefits, social security benefits, disability benefits, unemployment insurance or employee benefits of any kind.

b. The RSCCD shall neither have nor exercise any control or direction over the specific methods by which HURTT or its employees or independent contractors shall perform professional services under this Agreement.

c. HURTT may subcontract with other persons, corporations, or other entities to perform any part of its obligations under this Agreement.

7. Billing.

HURTT is entitled to bill and collect (or arrange for billing and collection) for its own account, to the extent permitted by law, Medi-Cal, CHDP, and other payors, as applicable, for all services provided hereunder. The RSCCD shall promptly turn over to HURTT all checks and other instruments of payment, if any, received from any payor for

mobile health care services performed hereunder, or otherwise facilitate the reimbursement to HURTT of any such funds received by RSCCD or any of the individual sites under its control.

8. Other Financial Support.

a. It is anticipated that ongoing financial support for the Unit shall require funds in addition to those as set forth in paragraph 7.

b. The RSCCD and HURTT may jointly and individually pursue potential funding sources so as to maximize the facilities and services offered by the Unit.

c. At the conclusion of this Agreement, HURTT shall retain all donations/grants under its control which were received solely on the condition that they be used for the purposes covered by this Agreement, except to the extent that any grant source requires any remaining balance to be remitted to the source.

9. Insurance.

a. Prior to commencement of mobile clinic operation, HURTT shall present the RSCCD evidence of insurance with respect to general liability, workers' compensation, and medical malpractice. HURTT shall maintain general liability coverage at minimum limits of \$5,000,000 per claim/occurrence. HURTT shall maintain medical malpractice insurance at minimum limits of \$1,000,000/\$3,000,000 per claim/occurrence.

b. HURTT shall maintain the foregoing insurance, naming the RSCCD as an added insured, in effect at all times during the life of this Agreement and shall provide the RSCCD with certified policy endorsement(s) specifying that the RSCCD will be notified at least 30 days prior to cancellation, non-renewal, or material change of policy.

c. The RSCCD warrants that it is self-insured with reserves in excess of \$1,000,000.

10. Best Efforts to Provide Services.

HURTT shall use its best efforts to provide services in accordance with this Agreement and any schedule to which the parties shall agree. Notwithstanding the foregoing, HURTT shall not be liable to the RSCCD for failure to provide services hereunder or in accordance with such schedule, or for the services provided by nurse practitioners or by physicians pursuant to this Agreement.

11. Assignment and Delegation.

Neither party shall assign any rights or delegate any duties hereunder without the prior written consent of the other party except as expressly permitted by the terms of this Agreement.

12. Medical Records.

All patient records and charts of mobile clinic patients shall be and remain the property of HURTT. During and after the term of this Agreement, the RSCCD or its authorized agents shall be permitted to inspect and/or duplicate, at the expense of the RSCCD, any patient record or chart to the extent necessary to assist in the defense of any claim to which such record or chart may be pertinent, provided that such inspection or duplication is properly authorized and conducted in accordance with applicable legal requirements. HURTT and the RSCCD shall be responsible for maintaining confidentiality of such records, charts, and related information in accordance with federal and state legal requirements. The RSCCD and HURTT agree not to divulge information contained in any student health records except as required or permitted by this Agreement or by law.

13. Nondiscrimination.

HURTT shall not discriminate on the basis of race, religion, sex, sexual orientation, national origin, age or handicap in employment or in the operation of Units pursuant to this Agreement.

14. Attorneys' Fees.

In the event that a dispute arises with respect to the terms of this Agreement, the prevailing party in any civil action or arbitration shall be awarded attorneys' fees and costs of suit.

15. Termination.

Upon termination of this Agreement, the Unit and any furnishings, equipment, or supplies shall remain under the exclusive ownership and control of HURTT.

16. Notices.

Any notice required or permitted by any party shall be in writing and shall be delivered personally or by United States mail, first class postage prepaid, certified or registered return receipt requested, to the following addresses:

If to the RSCCD:

Rancho Santiago Community College District
2323 N. Broadway, Suite 350
Santa Ana, CA 92706
Attn: Dee Tucker

If to HURTT:

HURTT
One Hope Drive
Tustin, CA 92782
Attn: President/Director

If personally delivered, such notice shall be effective upon delivery. If mailed in accordance with this paragraph, such notice shall be effective as of the third day (excluding Sundays and holidays) after mailing. Either party may change its address indicated above by giving notice of such change to the other party in the manner specified in paragraph 16.

17. Entire Agreement; Amendment.

This Agreement constitutes and contains the entire agreement of the parties hereto and supersedes any and all prior negotiations and agreements between the parties respecting the subject matter hereof. This Agreement may not be amended or modified, except by written instrument signed by the party to be bound. The provisions of this Agreement shall be governed by and construed in accordance with the laws of the state of California.

18. No Third Party Beneficiaries.

Nothing in this Agreement, express or implied, is intended or shall be construed to confer upon any person, firm, or corporation, other than the parties hereto and their respective successors or permitted assigns, any remedy or claim under or by reason of this Agreement or any term, covenant, or condition hereof, as a third party beneficiary or otherwise.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in Orange County, California.

Rancho Santiago Community College District

HURTT FAMILY
HEALTH CLINIC

By: _____

By: _____

Printed Name: Peter J. Hardash

Printed Name: _____

Title: Vice Chancellor, Business Operations/Fiscal Services Title: _____

Exhibit A

MOBILE HEALTH CARE

Where Primary Mobile Care Will Be Provided

Santa Ana College Early Childhood Education Center
1530 W. 17th Street, Building V
Santa Ana, CA 92706
Director: Veronica MacKenney

RSCCD District Operations Center
Early Head Start Program
2323 N. Broadway
Santa Ana, CA 92706
Associate Director: My Le Pham

Santiago Canyon College Child Development Center
8045 E. Chapman Ave., C-1
Orange, CA 92869
Director: Susan Wahl

Santa Ana College Child Development Center, East Campus
1510 N. Parton Street
Santa Ana, CA 92706
Director: Maria Castellon

Centennial Child Development Center
2900 W. Edinger Ave., C-101
Santa Ana, CA 92704
Director: Enriqueta Isais

Orange Education Child Development Center
1465 N. Batavia
Orange, CA 92867
Director: Mary O'Neill

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Business Operations/Fiscal Services

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Lease, St. Peter Evangelical Lutheran Church	
Action:	Request for approval	

BACKGROUND

Child Development Services has provided child care services for children and families within the Rancho Santiago Community College District at St. Peter Lutheran Church, 1510 N Parton, Santa Ana, since January 2009. The space provides educational child care for 144 children under the district’s contract with the California Department of Education, Child Development Division.

ANALYSIS

The attached lease provides the district’s use of three children’s classrooms with bathrooms, two offices, a teacher’s conference room, a teacher’s work room, and the shared use of playgrounds, kitchen, pantry, and adult bathrooms,

RECOMMENDATION

It is recommended that the Board of Trustees approve the lease with St. Peter Evangelical Lutheran Church in Santa Ana for facilities to provide child care services as presented.

Fiscal Impact:	\$4,460 month	Board Date: July 23, 2012
Prepared by:	Dee Tucker, Executive Director, Child Development Services	
Submitted by:	Peter Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

ST. PETER EVANGELICAL LUTHERAN CHURCH

1510 N. Parton
Santa Ana, CA 92706

FACILITY USE AGREEMENT

THIS IS INTENDED TO BE A LEGALLY BINDING AGREEMENT - READ IT CAREFULLY

Santa Ana, CA, May 23., 2012 ---- St. Peter Evangelical Lutheran Church, Lessor, and Rancho Santiago Community College District, Child Development Program, 2323 N. Broadway, Ste. 319, Santa Ana, CA 92706 Lessee, agree as follows:

1. **PROPERTY:** Lessor permits useage to Lessee and Lessee hires from Lessor the "premises" described as follows: Use of 75% of the Fellowship Hall (toward front), 2235 sq. ft.; office (Rm. 8), 130 sp. ft.; shared storage space (Rm. 6), 130 sq. ft.; shared use – 2 restrooms/hallway, 375 sq. ft.; shared use of kitchen, 205 sq. ft.; office (Rms. 14/15, 350 sq. ft.; upstairs classrooms/restroom, 1345 sq. ft.; upstairs offices (Rms. 22/23) 190 sq. ft.; (Total sq. ft. 4960), shared use of three refrigerators and one freezer; two outside storage sheds; plus two outside play areas; non-exclusive use of parking lot; occasional use of Memorial Room, subject to availability, with advance notice; all facilities located on St. Peter Lutheran Church property to be used for a **State Pre-School Program** for underprivileged children. Any additional charges for space, equipment and/or services shall be an additional cost beyond what is hereby agreed. Lessor retains first priority on use of all facilities but will provide Lessee with a minimum of seven (7) days notice for any church entity or organization requiring use of any of the above mentioned facilities.
2. **TERM:** The term shall commence on **July 1, 2012**, and shall continue to **June 30, 2013**. This Facility Use Agreement may be terminated at any time by either party by giving written notice sixty (60) days in advance. Days of usage shall be Monday through Friday of each week, 6:00 a.m. to 6:00 p.m.
3. **FACILITY USE FEE:** Lessee agrees to pay **\$4,460.00** fee per monthly usage, payable in advance not later than the 25th day of each month. There will be a prorated amount for any partial month. There shall be a **\$2,230.00** per month charge for storage with a **\$2,230.00** per month "In-Kind" donation to reserve space during any time outside the regular school term i.e. summer break between school terms when staff/students are not in attendance.
4. **LATE CHARGE:** Lessee acknowledges that late payment of useage fee may cause Lessor to incur costs and expenses, the exact amount of such costs being extremely difficult and impractical to fix. Such costs may include, but are not limited to, processing and accounting expenses, costs for additional attempts to collect fee and preparation of notices. Therefore, if any installment of usage fee due from Lessee is not received by Lessor within ten (10) calendar days after date due, Lessee shall pay to Lessor an additional sum of **\$275.00** as a late charge which shall be deemed additional usage fee. The Parties agree that this late charge represents a fair and reasonable estimate of the costs that Lessor may incur by reason of Lessee's late payments. Acceptance of any late charge shall not constitute a waiver of Lessee's default with respect to the past due amount, or prevent Lessor from exercising any other rights and remedies under this agreement and as provided by law.
5. **PAYMENT:** All usage fees shall be paid at 1510 N. Parton, Santa Ana, CA 92706.
6. **SECURITY DEPOSIT:** \$2,730.00 is received which may be used toward last month's usage dependent upon amount necessary for purposes hereinafter described. Lessor may use therefrom such amounts as are reasonably necessary to remedy Lessee's default in the payment of usage fees, to repair damages caused by Lessee or by a guest or a licensee of the Lessee, to clean the premises, if necessary, upon termination of tenancy and to replace or return personal property or appurtenances exclusive of ordinary wear and tear. If used toward usage fees or damages during the term of tenancy, Lessee agrees to reinstate said total security deposit upon five (5) days written notice delivered to Lessee in person or by mail. No later than two weeks after the Lessee has vacated the premises, the Lessor shall furnish the Lessee with an itemized written statement of the basis for, and the amount of, any security received and the disposition of the security and shall return any remaining portion of the security deposit to the Lessee.
7. **UTILITIES:** Lessor shall pay utilities (gas, water, electricity, normal trash pick-up). Telephones and any other communication devices shall be the responsibility of the Lessee.
8. **CONDITION:** Lessee has examined the premises and accepts the same as being clean and in good condition.
9. **OCCUPANTS:** The premises are for the sole use for the above named State Pre-School Program by the following named persons: Associate Director and employees.
10. **USE:** Lessee shall not disturb, annoy, endanger or interfere with neighbors or the operation of the Church, nor use the premises for any unlawful purposes, nor violate any law or ordinance, nor commit waste or nuisance upon or about the premises.
11. **RULES & REGULATIONS:** Lessee agrees to comply with all reasonable rules or regulations which are posted on the premises or delivered to the Lessee and to be liable for any fines or charges levied due to violation(s).
12. **MAINTENANCE:** Lessee shall properly use and operate electrical, gas and plumbing fixtures and keep them as clean and sanitary as their conditions permits. Excluding ordinary wear and tear, Lessee shall notify Lessor and pay for all repairs or replacements caused by Lessee or Lessee's invitees' negligence or misuse.
13. **ALTERATIONS:** Lessee shall not paint, wallpaper, add or change locks or make alterations to the property without

5.4 (2)
XXXX

Lessor's prior written consent. Any improvements/changes shall be at the cost of the Lessee.

14. **KEYS:** Lessee acknowledges receipt of keys to premises. Keys shall not be duplicated.

15. **EQUIPMENT:** Approval from Lessor shall be obtained prior to installation of any equipment, furniture and/or fixtures. Any equipment, furniture and/or fixtures that are fixed to the property and/or facility shall become the property of the Lessor at the termination of this agreement.

16. **INSURANCE:** Lessee shall provide evidence of current liability coverage for all persons and activities to be carried on as a part of the pre-school services. Lessee's personal property is not insured by Lessor.

17. **ENTRY:** Upon prior notice, Lessee shall make the premises available during normal business hours to Lessor, authorized agent or representative, for the purpose of entering to (a) make necessary or agreed upon repairs, decorations, alterations or improvements or supply necessary or agreed upon service, or (b) inspect the premises as deemed necessary. In an emergency, Lessor, authorized agent or representative may enter the premises, at any time, without prior permission from Lessee.

18. **ASSIGNMENT & SUBLETTING:** Lessee shall not let or sublet all or any part of the premises nor assign this agreement or any interest in it.

19. **POSSESSION:** If Lessee abandons or vacates the premises, Lessor may terminate this agreement and regain lawful possession.

20. **ATTORNEY FEES:** In any action or proceeding arising out of this agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs.

21. **WAIVER:** The waiver of any breach shall not be construed to be a continuing waiver of any subsequent breach.

22. **NOTICE:** Notice to Lessor may be served upon Lessor at 1510 N. Parton, Santa Ana, CA 92706.

23. **ADDITIONAL TERMS & CONDITIONS:** Execution of this Agreement is dependent upon receipt of proper licensing and fire regulations approval.

24. **ACKNOWLEDGEMENT:** The undersigned have read the foregoing prior to execution and acknowledge receipt of a copy.

Lessor _____ Date _____
St. Peter Lutheran Church

Lessee _____ Date _____
Rancho Santiago Community College District

Phone _____

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

To: Board of Trustees	Date: July 23, 2012
Re: Approval of Increase to Architect Contract – Westberg+White, Inc.	
Action: Request for Approval	

BACKGROUND

On September 13, 2010, an architectural services agreement was approved for Westberg+White, Inc. to design various campus improvement projects and the new soccer field and new roadway cul-de-sacs for Santa Ana College. While working through the design of those projects, the district and campus determined that various redesign of campus perimeter entrances and signage are needed to tie in and complement the campus improvement projects. A contract was awarded for \$81,000 for architectural services and \$8,000 in reimbursable expense.

ANALYSIS

The scope of structural services has changed due to revised geotechnical findings. Additional engineering costs have resulted from these revisions. The increase to the contract due to these revisions is \$15,000 in additional expense. This project is funded by Measure E.

RECOMMENDATION

It is recommended that the Board of Trustees approve the increase to the architect contract with Westberg+White Inc. for revised geotechnical findings as presented.

Fiscal Impact: \$15,000	Board Date: July 23, 2012
Prepared by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor	



November 21, 2011

Mr. Greg Beard
Westberg + White Architects
14471 Chambers Road, Ste. 210
Tustin, CA 92780

RE: *Additional Services Request*
Santa Ana College
Revised Geotechnical Findings

RSSE
Structural Engineers Inc.
27042 Towne Centre Dr.
Suite 235
Foothill Ranch
CA 92610
949.461.7007
949.461.7008 - Fax
www.rsse.com

Dear Greg:

This is a follow-up to our previous discussions regarding the change in our structural scope of services resulting from the revised geotechnical findings. These revised geotechnical findings were issued after the original geotechnical report was prepared, and they were issued in response to new requirements dictated by the California Geological Survey review of the original geotechnical report. Our structural design was based on the original geotechnical report and it was already completed prior to the issuance of the revised geotechnical findings.

The revised geotechnical findings included two items that significantly impacted the completed structural work:

- (1) Increased lateral seismic load factors.**
- (2) Increased liquefaction induced differential settlements.**

Our additional scope of services to address item (1) included the following:

- Structurally re-analyze all seismic elements to determine if the increased resulting seismic forces required structural re-design, including the building structures and the site structures.
- Prepare comparative structural calculation summary tables of the Demand/Capacity Ratios for all seismic elements.
- Structurally re-design those seismic elements that were indicated as now exceeding capacities.
- Incorporate the required design changes into the structural drawings.

Our additional scope of services to address item (2) included the following:

- Structurally investigate and analyze the impact of the increased liquefaction induced differential settlements on the building structures.
- Investigate and propose practical and economical structural foundation solutions to address the increased liquefaction induced settlements.
- Technically coordinate and discuss the various possible solutions with the geotechnical engineer, the DSA structural plan checker, and other team members and obtain consensus.
- Incorporate the final accepted revised solution into the structural drawings.



SCOPE TEXT

RSSE Structural Engineers Additional Services Request Santa Ana College Revised Geotechnical Findings

This is a follow-up to our previous discussions regarding the change in our structural scope of services resulting from the revised geotechnical findings. These revised geotechnical findings were issued after the original geotechnical report was prepared, and they were issued in response to new requirements dictated by the California Geological Survey review of the original geotechnical report. Our structural design was based on the original geotechnical report and it was already completed prior to the issuance of the revised geotechnical findings.

The revised geotechnical findings Included two items that significantly impacted the completed structural work:

- (1) Increased lateral seismic load factors.**
- (2) Increased liquefaction induced differential settlements.**

Our additional scope of services to address item (1) included the following:

- Structurally re-analyze all seismic elements to determine if the increased resulting seismic forces required structural re-design, including the building structures and the site structures.
- Prepare comparative structural calculation summary tables of the Demand/Capacity Ratios for all seismic elements.
- Structurally re-design those seismic elements that were indicated as now exceeding capacities.
- Incorporate the required design changes into the structural drawings.

Our additional scope of services to address item (2) included the following:

- Structurally investigate and analyze the impact of the increased liquefaction induced differential settlements on the building structures.
- Investigate and propose practical and economical structural foundation solutions to address the increased liquefaction induced settlements.
- Technically coordinate and discuss the various possible solutions with the geotechnical engineer, the DSA structural plan checker, and other team members and obtain consensus.
- Incorporate the final accepted revised solution into the structural drawings.

The additional services effort required to address the above described items has resulted in additional structural engineering costs. We therefore request an additional service amount of **\$15,000**.

The additional services effort required to address the above described items has resulted in additional structural engineering costs. We therefore request an additional service amount of **\$15,000.**

Please call if you have any additional questions or require further clarification.
Thank you for your consideration of this request.

Sincerely,

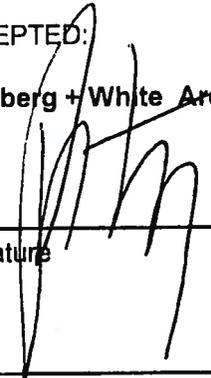
RSSE Structural Engineers Inc.



Robert Scheibel, S.E.
Principal

ACCEPTED:

Westberg + White Architects



Signature

Date

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

To: Board of Trustees	Date: July 23, 2012
Re: Approval of Increase to Architect Contract – Westberg+White, Inc.	
Action: Request for Approval	

BACKGROUND

Westberg+White architects are currently providing architectural services for various Santa Ana College campus improvement projects. On September 13, 2010, an architectural services agreement was approved for Westberg+White, Inc. to design various campus improvement projects, the new soccer field and roadway cul-de-sacs for Santa Ana College (Package 1,2, and 3). These projects are currently in construction. On May 7, 2012, Packages 4 and 5 were approved to provide architectural services for the parking lot, campus road alignment and the West and East end of the campus Pedestrian Mall.

ANALYSIS

In order to perform the necessary architectural services for the complete graphics and signage documentation from design to fabrication and installation, the services of a design consultant are needed. The estimated cost for the consulting services is \$68,300.00 in fees and \$6,830.00 in reimbursable expenses. This project is funded by Measure E. Estimated completion goal is for the 100th anniversary celebration of Santa Ana College in 2015.

RECOMMENDATION

It is recommended that the Board of Trustees approve the increase to the architect contract with Westberg+White, Inc. for additional contracted services as presented.

Fiscal Impact:	\$68,300.00 + \$6,830 in estimated reimbursable expense	Board Date: July 23, 2012
Prepared by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor	

AN AGREEMENT FOR PROFESSIONAL SERVICES

BETWEEN THE ARCHITECT: Westberg + White, Inc.
14471 Chambers Road, Ste 210
Tustin, CA 92780

AND THE CONSULTANT: Redmond Schwartz Mark Design
160 Avenida Cabrillo
San Clemente, CA 92672

FOR THE PROJECT: Santa Ana College Package 1 & 2

**THE ARCHITECT AND THE CONSULTANT HEREBY MUTUALLY AGREE TO THE FOLLOWING SET
FORTH BELOW:**

P.O.#
10011
RSMJ

THE TERMS AND CONDITIONS OF AGREEMENT
BETWEEN
THE ARCHITECT AND CONSULTANT

- i. The Consultant, an independent Contractor shall provide Professional Services for the aforementioned Project as set forth in this Agreement.
 - ii. The Architect shall compensate the Consultant for Professional Services provided for the aforementioned Project as set forth in this Agreement.
- I. ARCHITECT'S RESPONSIBILITIES
- A. The Architect shall provide the Consultant with the following materials:
 1. Provide all available information regarding the requirements for This Part of the Project.
 2. Shall advise the Consultant of the identity of other consultants participating in the Project and the scope of their services and shall coordinate the interfacing of the Engineer to the other consultants.
 - B. Shall consult with the Consultant before issuing interpretations or clarifications of the Consultant's Drawings and Specifications and shall obtain the prompt consent of the Consultant before acting upon Shop Drawings, Samples or other submissions of the Contractor or Change Orders affecting This Part of the Project.
 - C. Shall designate, when necessary, a representative authorized to act in his behalf with respect to the Project. The Architect or his representative shall examine documents submitted by the Engineer and shall render aesthetic decisions pertaining thereto in a reasonable time to avoid unreasonable delay in the progress of the Consultant's work.
 - D. Shall provide all the information required of him in a reasonable time in order to keep This Part of the Project on schedule.
- II. CONSULTANT'S PROFESSIONAL SERVICES
- A. GENERAL
 1. The Consultant's Project Scope includes design, calculations, drawings and specifications complete including the attached Exhibit A – Scope of Services necessary to construct the Project.
 2. Shall collaborate with the Architect for This Part of the Project and shall be bound to perform the services undertaken hereunder for the Architect in the same manner and to the same extent that the Architect is bound by the Architect's Agreement to perform such services for the Owner. Except as set forth herein, the Engineer shall not have any duties or responsibilities for any other part of the Project.
 3. Shall perform his work in character, sequence and timing so that it will be coordinated with that of the Architect and all other consultants for the Project and in accordance with a schedule to be provided by the Architect. The Consultant agrees to provide the original drawings, original specifications and CADD files to the Architect.
 4. Work for This Part of the Project shall at all times be drawn on CADD.

B. PRELIMINARY EVALUATION (SCHEMATIC DESIGN) PHASE

1. The Consultant shall consult with the Architect to ascertain the requirements for This Part of the Project and shall confirm such requirements to the Architect.
2. The Consultant shall make recommendations regarding basic systems, analyze alternate systems, attend necessary conferences, prepare necessary analyses and be available for general consultations. As necessary, the Consultant shall consult with and obtain the requirements of all governing agencies, codes and regulations and utility companies' requirements.

C. DESIGN DEVELOPMENT

1. The Consultant shall prepare from the Schematic Design Studies the Design Development Documents. These shall consist of drawings and other documents to fix and describe This Part of the Project, including materials, equipment, component systems and types of construction as may be appropriate.

D. CONSTRUCTION DOCUMENT PHASE

1. The Consultant shall prepare from the Design Development Documents, Drawings and Specifications setting forth in detail the requirements for the construction of This Part of the Project.
2. The Consultant shall assist the Architect in filing the required documents and securing, with respect to This Part of the Project, the approval of governmental agencies having jurisdiction over the Project.

E. BIDDING PHASE

1. The Consultant shall assist the Architect and the Owner during the bidding period.

F. CONSTRUCTION ADMINISTRATION PHASE

1. The Consultant shall assist the Architect in administration of This Part of the Project.
2. The Consultant shall make periodic visits to the site to familiarize himself generally with the progress and quality of the Work for This Part of the Project to determine if such Work is proceeding in accordance with the Contract Documents.
3. Based on such observations at the site and on the Contractor's Applications for Payment shall assist the Architect in determining and certifying the amount owing to the Contractor for This Part of the Project.
4. The Consultant shall assist the Architect in making decisions on all claims of the Owner or Contractor relating to the execution and progress of the Work on This Part of the Project and on all other matters or questions related thereto.
5. The Consultant shall assist the Architect in determining whether the Architect shall reject Work for This Part of the Project, which does not conform to the Contract Documents or whether special inspections or testing is required.
6. The Consultant shall review and approve shop drawings, samples and other submissions of the Contractor with respect to This Part of the Project for conformance with the design concept and for compliance with the information given in the Contract Document.

7. The Consultant shall assist the Architect in preparing Change Orders for This Part of the Project.
8. The Consultant shall assist the Architect in conducting inspections with respect to This Part of the Project to determine the Dates of Substantial Completion and Final Completion and in receiving and reviewing written guarantees and related documents assembled by the Contractor with respect to This Part of the Project.

III. DEFINITION OF PROJECT AND PROJECT BUDGET

A. The Scope of the Project is defined as the necessary information to provide complete architectural graphics and signage documentation for the Santa Ana College Package 1 & 2.

IV. COMPENSATION AND SCHEDULE OF PAYMENTS

A. Compensation

Fixed Fee: \$68,300.00
 Billed monthly for that portion of the Work completed.

Phase 3 Schematic Design	15%	\$ 23,900	\$10,245.00
Phase 4 Design Development	20%	\$ 17,300	\$13,660.00
Phase 5 Design Documents	45%	\$ 12,100	\$30,735.00
Phase 6 Bidding	3%	\$ 800	\$2,049.00
Phase 7 Contract Administration	17%	\$ 14,200	\$11,611.00

TOTAL COMPENSATION FOR PROFESSIONAL SERVICES \$68,300.00

V. REIMBURSABLE EXPENSES

The Consultant shall be reimbursed by the Architect for expenses such as, cost of transportation, long-distance and local telephone calls, CADD costs (including plotting and plotting and coping of booklets) and costs of review and coordination reproduction requested by the Architect or other consultants of the Architect.

VI. ADDITIONAL SERVICES

Any services not specifically written in this Agreement and/or requested by the Architect which significantly change the Scope of the Project, shall be considered Additional Services for which the Consultant shall be compensated. The fee and Scope for such Additional Services shall be negotiated and agreed upon at that time. Changes resulting by coordinating with the work of others are not considered Additional Services.

VII. SERVICE CHARGES, ABANDONMENT AND DEDUCTIONS

A. All payments for Professional Services are due and payable upon receipt of the Architect's payment from the Owner for such engineering services rendered. Payments due the Consultant under this Agreement, which are not paid within 10 days of the Architect's receipt of payment from the Owner, may bear a service charge of 1%. The Consultant may have reasonable access to records to verify Owner's payments received by the Architect. Reasonable attorney's fees, court costs, mediation costs or arbitration fees shall be awarded to the prevailing party in any civil action disputing the payments to the Consultant and/or Professional Services provided by the Consultant to the Architect.

- B. If the Project is suspended for more than four months or abandoned in whole or in part, the Engineer shall be paid his compensation for Professional Services performed prior to receipt of written notice from the Architect. The Consultant's fee for the Project may be subject to renegotiating if the suspension exceeds four months.

VIII. SUCCESSORS AND ASSIGNS

- A. The Architect and the Consultant each binds himself/herself, his/her partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement.
- B. Neither the Architect nor the Consultant shall assign, sublet or transfer his/her interest in the Agreement without the written consent of the other.

IX. OWNERSHIP OF DOCUMENTS

- A. Drawings and specifications as instruments of service are and shall remain the property of the Architect, whether the Project for which they are made is executed or not. They are not to be used by the Consultant on other projects except by agreement in writing by the Architect.
- B. The Architect hereby expressly reserves his copyright and other property rights in these plans, ideas and designs. These plans, ideas and designs are not to be reproduced, changed or copied in any form or manner whatsoever, nor are they to be assigned to any third party without first obtaining the express written permission of the Architect.

X. LIABILITY

The Consultant shall not be paid a fee for work incidental to charges required by Consultant's errors or omissions in Contract Documents. After award of the construction contract the Consultant shall advise the Architect in writing of any material change or changes necessary in the plans and specifications for said project, and shall not order the contractors to make any changes affecting the contract price without written approval of the Architect first having been obtained.

The Consultant shall indemnify and hold Architect harmless for all claims, demands and judgments of any description arising out of performance or nonperformance of this agreement to the extent that such claims, demands and judgments are the result of a negligent error or omission of the Consultant or any person employed or agent engaged by the Consultant.

XI. INSURANCE

The Consultant shall obtain and maintain in full force throughout the term of this agreement a Professional Liability insurance policy (ERROR AND OMISSION INSURANCE) in an amount suitable to the project, but in no event less than the sum of \$1,000,000.00. Such insurance shall be carried with an insurance company authorized to transact the business of such insurance in the State of California. Consultant shall furnish the Architect with certificates of such insurance prior to the commencement of performance of the Agreement. If, for any reason Consultant changes, or is compelled to change insurance companies during the term of this Agreement, Consultant shall give Architect Thirty (30) days written notice of the proposed change and shall thereafter, but prior to the expiration of the policy, obtain full coverage from another such company and provide Architect with a certificate evidencing said new coverage prior to the effective date thereof.

The Consultant shall obtain and maintain in full force throughout the term of this agreement Comprehensive Automobile Liability for bodily injury and property damage providing coverage to a combined single limit of \$1,000,000 per occurrence, \$2,000,000 in the aggregate.

The Consultant shall obtain and maintain in full force throughout the term of this agreement and to the extent required by the State of California, a Workers Compensation Policy providing a minimum of \$1,000,000 of employer's liability coverage.

The Consultant shall obtain and maintain in full force throughout the term of this agreement, a Commercial General Liability Policy (including Bodily Injury, Personal Injury or Death and Property Damage) providing a minimum of \$2,000,000 per occurrence.

XII. FORUM SELECTION AND GOVERNING LAW

For purposes of venue, this Agreement shall be deemed to have been entered into in the City of Tustin, State of California and all questions concerning the validity, interpretation or performance of any of its terms or provisions or any rights or obligations of the parties hereto shall be governed by and resolved in accordance with the laws of the State of California.

XIII. TERMINATION OF AGREEMENT

In the event of a termination of this Agreement the Consultant shall be compensated for Professional Services and Additional Services, which the Consultant has provided up to the termination date not to exceed the Fixed Fee, plus Additional Services.

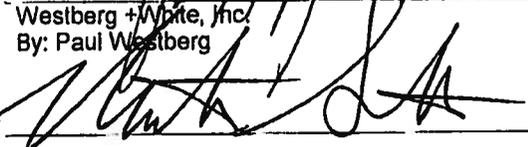
XIV. AMENDMENTS

None.

THE ARCHITECT AND THE CONSULTANT HEREBY MUTUALLY AGREE AND THEREFORE SET THEIR SIGNATURES BELOW:



Westberg + White, Inc.
By: Paul Westberg



By:

9.27.11
Dated

10-6-11
Dated

(Please return one signed copy for our files)

EXHIBIT 'A' - SCOPE OF SERVICES
Consultant

Scope of Work

Campus Wide Branding

- Logo refinements
- Branding elements
- Building naming system
- Building addressing (prototype only)
- Building entry plaque (prototype only)
- Specialty graphic elements
 - Custom tile design for logo brand and specific areas
 - Tile mosaics
 - Painted murals
 - Cut metal ornamentation
- Service area plaque (prototype only)
- Code, rules, and regulations plaques (prototype only)
- Restroom identity, directional, and ADA plaques
- Emergency call box identity
- Pedestrian directional
- Directories
- Banner design prototype; three designs shown might include:
 - Registration week announcement
 - Graduation announcement
 - Centennial celebration

Package I

- Monumentation
- Parking identities
- Vehicular directional

Package II

- Identity signage at soccer and football fields
- Restroom identity signage

Work Stages / Deliverables

All scope proposed above will be developed concurrently through all phases listed below.

Phase 1: Analysis and Project Vision - COMPLETED

Phase 2: Concept Design - COMPLETED

Phase 3: Schematic Design

Based on the approved program and overall conceptual design direction, RSM will develop the schematic design direction for the logo and signage.

RSM Design will explore graphic design schemes based on the single selected concept and develop a presentation of the relevant signs and graphic elements and strategies for their solutions. We shall prepare more detailed drawings to develop the identity and wayfinding signage. Another integral part of this phase will be schematic programming with the architectural plans. Specific tasks include:

- Based on the existing logo, RSM will refine the project logo.
- Using architectural plans, we will show locations for all signs.
- Coordination with the project design team on locations, electrical, backing as needed
- During this phase RSM Design will prepare schematic designs showing the various sign types, shapes, sizes and recommended materials, colors and finishes for review of design directions. Illustrations and elevations will be included to convey the concept clearly.
- RSM Design will review the developed drawings and specifications with a sign fabricator to ensure that the sign types can be produced with the established budget allowances provided by the Client during the initial meetings and will make any necessary changes to keep fabrication costs within these budgets.
- RSM Design will be responsible for presenting a formal Schematic Design Presentation to the Client for overall design approval.

Deliverables:

- Logo refinements
- Schematic design sketches, computer-generated drawings, message schedules and location plans for each sign type outlined in the scope of services. These sketches will include sign form, size, dimensions, materials, typeface recommendations, and color selection studies.
- A location plan and preliminary message schedule will also be provided to the client for review and comment

The schematic design presentation will be reduced and bound into two (2) 11"x17" package booklets and a digital .pdf presentation.

Phase 4: Design Development

With the approval of the Client and inclusion of the comments, RSM Design will address preliminary fabrication and production design. We will finalize the location plan and coordinate with the architects to ensure the electrical and structural requirements are met. We will further develop and finalize the design of the following graphic design elements:

Signing & Programming

- Revise design of approved signage
- Finalize sign message and location schedules
- Finalize color and material palettes for all signing
- Finalize signing typography and begin typical layouts
- Begin scope set of drawings for all sign types showing dimensions, materials, illumination, etc. for fabrication estimates

Deliverables

This package will consist of the following:

- 11"x17" package booklet to include:
 - Design Development drawings of proposed signs
 - Signage location plans
 - Sign message schedule
 - Color and material schedule

The design development presentation will be reduced and bound into two (2) 11"x17" package booklets and a digital .pdf presentation.

Phase 5: Design Intent Documents

After Client approval of environmental graphics design development package, RSM Design will develop design intent documents for each sign type identified during Phase II. These approaches will address a complete range of design and fabrication/ installation issues including layouts, typography, color, materials, location/placement, and fabrication/ installation methods.

The complete design intent documents, along with outline specifications will be assembled into an environmental "Graphics Package." This document may include critical view plans, sections, overall dimensions, material samples, special processes and finish samples, and other information needed to clearly define the nature and scope of the project and its components to the Architect, Client and others. The information contained in the "Graphics Package" will be suitable for pricing and bidding by signage fabricators/installers, as well as creation of shop drawings.

Deliverables

Project "Graphics Package" will be computer-generated drawings for each unique signage element no options are included in this phase.

- Critical view plans
- Sections / elevations
- Details
- Material samples
- Special processes and finish samples

Phase 6: Bidding

We will review and answer RFI's (Requests for Information) of bidders in order to maintain the integrity of the design, materials, etc.

Phase 7: Fabrication/Installation Observation

The fabrication observation phase includes:

- Review all shop drawings and message schedules from fabricator. Shop drawings to include colors, materials, and fabrication methods.
- Review all submittals from signage fabricator.
- Review mock ups on site to ensure compliance with our design intent.
- Perform field inspections at the site during installation to ensure fabricator's compliance with the documents and specifications.
- When the fabrication and installation is complete we will prepare a detailed punch-list of all signage and graphics we have designed to ensure compliance.
- RSM will attend the last site visit to ensure all punch list items were completed.

The General Contractor and Owner are responsible for coordinating the project schedule with the fabricator.

Four (4) site visits are recommended for this phase.

1. Review of mock ups on site
2. Review installation
3. Punch list creation
4. Punch list item completion review

Scope and Services Not Included

RSM Design services, unless specified under Scope of Work and Stages do not include:

- Re-work or redevelopment of the concept design
- Project naming or building naming; logo or name trademark searches; logo standards manual for designed logo and the design of print collateral, i.e. letterhead, business cards, stationery)
- Presentation to the City; City Permits and Master sign program for the City; Preparation of special presentation materials as requested by the City, Client or Architect outside our scope listed above, included but not limited to detailed renderings, models, fabrication samples or slide presentations
- Temporary construction or barricade graphics
- Interior building graphics or signage
- Final programming and message schedule of signs (provided by Client)
- Interior and exterior code-required (i.e. "Life Safety") signs for exiting, fire, evacuation maps, etc.; Design and programming of site regulatory signage ie, stop, yield etc.
- Electronic files in formats other than Illustrator CS3 or Adobe PDF
- Management of the fabricator's shop drawing production, fabrication, and installation of signs
- Visits to fabricator's shop

Meetings / Presentations

Meeting time, for up to four (4) design meetings, is included in this proposal. As well, four (4) site visits are included in the Fabrication Observation phase. If additional meetings are requested, the meetings will be billed at the Principal's hourly rates listed below. Meetings are to be held at the offices of the Client, the site, or at the offices of RSM Design. Any internet based meetings and conference calls as needed for coordination are included in this proposal fee.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Change Order #3, Bid #1179 – Road Alignment/Cul-De-Sac and Parking Lot Expansion at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On January 17, 2012, the Board of Trustees awarded a contract to Los Angeles Engineering Inc. for Bid #1179, Road Alignment/Cul-De-Sac and Parking Lot Expansion at Santa Ana 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 #3.

Change Order #3 increases the contract by \$34,388.77. The revised contract amount is \$2,522,611.77. 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 4.839% 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 #1179 for Los Angeles Engineering Inc., Road Alignment/Cul-De-Sac and Parking Lot Expansion at Santa Ana College as presented.

Fiscal Impact:	\$34,388.77	Board Date: July 23, 2012
Prepared by:	Alex Oviedo, District Construction Supervisor, District Construction & 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:	Road Alignment/Cul-D-Sac and Parking Lot Expansion	Bid No. <i>1179</i>	P.O. # <i>P000258</i>
		D.S.A. No. #04-111929	
Contractor:	<i>Los Angeles Engineering Inc.</i>	Change Order No. <i>3</i>	
Architect:	<i>Westberg-White, Inc.</i>	Date: <i>July 9, 2012</i>	

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		\$2,406,180.00
Previous Change Orders	\$82,043.00	
This Change Order	\$34,388.77	
Total Change Orders		\$116,431.77
Revised Contract Amount		\$2,522,611.77
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		22 calendar days
Original Completion Date		May 15, 2013
Revised Contract Completion Date		May 15, 2013
RSCCD Board Approval Date		July 23, 2012

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Bernards	_____ 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
_____ <i>Peter J. Hardash</i> Vice Chancellor, Business Operations/Fiscal Services		_____ Date

CHANGE ORDER

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

Project: Road Alignment/Cul-D-Sac and Parking Lot Expansion	Bld No. 1179	P.O. # P000258
	D.S.A. No. #04-111929	
Contractor: Los Angeles Engineering Inc.	Change Order No. 3	
Architect: Westberg-White, Inc.	Date: July 9, 2012	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Bulletin No.10 - Furnish and Install pre-cast caps onto walls & pilasters as directed in bulletin No.10.</p> <p>REASON: Clarification of documents.</p> <p>REQUESTOR: District / Architect</p> <p>TIME EXTENSION: 0 calendar days</p>		\$14,905.00
2.0	<p>DESCRIPTION: RFI-47-R1 - Furnish & install new ballasts on existing lot No.12 lights.</p> <p>REASON: Existing universal ballasts were not compatible with new 480V system.</p> <p>REQUESTOR: Architect</p> <p>TIME EXTENSION: 0 calendar days</p>		\$10,693.00
3.0	<p>DESCRIPTION: Per Civil Eng. Direction provide material and labor to move infiltration unit 5'-0" South to avoid existing utilities & trees.</p> <p>REASON: Unforeseen, existing utilities & trees required move of Infiltration.</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: 0 calendar days</p>		\$2,589.43
4.0	<p>DESCRIPTION: RFI-020 - Material and labor to install dowels to tie new wall footing into existing.</p> <p>REASON: Existing wall footing in conflict. Additional doweling required to tie into.</p> <p>REQUESTOR: Architect</p> <p>TIME EXTENSION: 0 calendar days</p>		\$2,595.19
5.0	<p>DESCRIPTION: Furnish and install plastic sheeting over CMU walls at cul-de-sacs.</p> <p>REASON: Plastic sheeting to prevent vandalism to new walls.</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: 0 calendar days</p>		\$1,101.15

CHANGE ORDER

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

Project: *Road Alignment/Cul-D-Sac and Parking Lot Expansion*

Bid No. *1179* P.O. # *P000258*

D.S.A. No. *#04-111929*

Contractor: *Los Angeles Engineering Inc.*

Change Order No. *3*

Architect: *Westberg-White, Inc.*

Date: *July 9, 2012*

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
6.0	<p>DESCRIPTION: Bulletin No.11 - (RFI-46) - Furnish and install waterproofing and protection board at CMU walls at Martha Lane.</p> <p>REASON: It was determined that waterproofing was required at these walls.</p> <p>REQUESTOR: Architect</p> <p>TIME EXTENSION: 0 calendar days</p>		\$2,505.00
	Sub-Total	\$0.00	\$34,388.77
	Total		\$34,388.77

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

To:	Board of Trustees	Date: July 23, 2012
Re:	Adoption of Resolution No. 12-35 – 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 12-35 as well as Exhibit A.

Resolution 12-35 and Change Order #5 as outlined, increases the contract by \$4,724.53. The revised contract amount is \$423,373.81. District staff was able to negotiate a savings of \$338.78. 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 37.48% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order. Legal counsel, Hugh Lee, has reviewed and approved these changes.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No. 12-35, Guy Yocom Construction, Inc. for Bid #1136, concrete for the Loop Road Extension at Santiago Canyon College as presented.

Fiscal Impact:	\$4,724.53	Board Date: July 23, 2012
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 GUY YOCOM
CONSTRUCTION, INC. FOR CERTAIN ADDITIONAL WORK AT THE SANTIAGO
CANYON COLLEGE LOOP ROAD EXTENSION**

RESOLUTION NO. 12-35

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, 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 removal and replacement of 180 square feet of sidewalk at Child Development Building. 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 \$4,724.53 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 5. 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 23rd day of July, 2012, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

I, Phillip Yarbrough, 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, Arianna P. Barrios, 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 23rd day of July, 2012, 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 23rd day of July, 2012.

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***

CHANGE ORDER		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	
	D.S.A. No.	04-110594	
Contractor: Guy Yocom Construction	Change Order No.	5	
Architect: LPA Inc	Date:	6/14/12	

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	\$110,699.28	
This Change Order	\$4,724.53	
Total Change Orders		\$115,423.81
Revised Contract Amount		\$423,373.81
Previous Time Extensions	5 calendar days	
Time Extension - This Change Order	2 calendar days	
Total Time Extensions		7 calendar days
Original Completion Date		October 19, 2011
Revised Contract Completion Date		October 24, 2011
RSCCD Board Approval Date		July 23, 2012

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. 1136	P.O. # 10-BP000257
Contractor: Guy Yocom Construction		D.S.A. No. 04-110594	
Architect: LPA Inc		Change Order No. 5	Date: 6/14/12
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u></p> <p>Remove and replace 180 sf of sidewalk at Child Development Building. Original Cost \$5063.31 Savings \$338.78</p> <p><u>REASON:</u> Field Condition</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 2 calendar days</p>	\$0.00	\$4,724.53
Sub-Total		\$0.00	\$4,724.53
Total			\$4,724.53

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

To:	Board of Trustees	Date:	July 23, 2012
Re:	Adoption of Resolution No. 12-36 – Landscaping for the Loop Road Extension at Santiago Canyon College		
Action:	Request for Approval		

BACKGROUND:

On June 20, 2011, the Board awarded a contract to Tropical Plaza Nursery, Inc. for Bid #1134, landscaping 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 12-36 as well as Exhibit A.

Resolution 12-36 and Change Order #2 as outlined, increases the contract by \$37,448.45. The revised contract amount is \$227,385.45. District staff was able to negotiate a savings of \$762.88. 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 50.788% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order. Legal counsel, Hugh Lee, has reviewed and approved these changes.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No. 12-36, Tropical Plaza Nursery, Inc. for Bid #1134, landscaping for the Loop Road Extension at Santiago Canyon College as presented.

Fiscal Impact:	\$37,448.45	Board Date:	July 23, 2012
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 TROPICAL
PLAZA NURSERY, INC. FOR CERTAIN ADDITIONAL WORK AT THE SANTIAGO
CANYON COLLEGE LOOP ROAD EXTENSION**

RESOLUTION NO. 12-36

WHEREAS, the Governing Board of the Rancho Santiago Community College District (“District”) previously awarded a contract for landscaping work at the Loop Road Extension at Santiago Canyon College, (“Project”) to Tropical Plaza Nursery, 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 additional irrigation equipment including irrigation booster pump and approximately 6,000 square feet of sod near the Child Development Center. 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 \$37,448.45 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 5. 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 23rd day of July, 2012, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

I, Phillip Yarbrough, 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, Arianna P. Barrios, 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 23rd day of July, 2012, 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 23rd day of July, 2012.

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***

CHANGE ORDER		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
Project: Santiago Canyon College Loop Road Extension	Bid No. 1134	P.O. #	12-P0019623
	D.S.A. No. 04-110594		
Contractor: Tropical Plaza Nursery Inc.	Change Order No. 2		
Architect: LPA Inc	Date: June 28, 2012		

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		\$150,798.00
Previous Change Orders	\$39,139.00	
This Change Order	\$37,448.45	
Total Change Orders		\$76,587.45
Revised Contract Amount		\$227,385.45
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	4 calendar days	
Total Time Extensions		4 calendar days
Original Completion Date		November 18, 2011
Revised Contract Completion Date		November 18, 2011
RSCCD Board Approval Date		July 23, 2012

_____ 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. 1134	P.O. # 12-P0019623
		D.S.A. No. 04-110594	
Contractor: Tropical Plaza Nursery Inc.		Change Order No. 2	
Architect: LPA Inc		Date: June 28, 2012	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<u>DESCRIPTION:</u> Provide additional irrigation equipment and approximately 6000 sf of additional sod near Child Development. Original Cost \$10,548.30 Savings \$762.88 <u>REASON:</u> Field Conditions <u>REQUESTOR:</u> District <u>TIME EXTENSION:</u> ADDS 4 calendar days	\$0.00	\$9,785.42
2.0	<u>DESCRIPTION:</u> Provide irrigation booster pump for sufficient pressure to rotor heads as directed in CCD #05 <u>REASON:</u> Field Conditions <u>REQUESTOR:</u> District <u>TIME EXTENSION:</u> ADDS 0 calendar days	\$0.00	\$27,663.03
Sub-Total		\$0.00	\$37,448.45
Total			\$37,448.45

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

To:	Board of Trustees	Date: July 23, 2012
Re:	Adoption of Resolution No. 12-37 - Notice of Intent to Dedicate Easements to City of Orange	
Action:	Request for Approval	

BACKGROUND:

In order to provide improved entrance and egress to the Santiago Canyon College campus, the District has coordinated with the City of Orange the installation of traffic signals along Santiago Canyon Road and Chapman Ave.

Since maintenance of the traffic signals becomes the responsibility of the City of Orange, the City has requested the District to provide four (4) easements. These easements provide the City of Orange with access on District property for purposes of repair, construction, operation and maintenance of rights of way, utilities, and traffic control devices.

ANALYSIS:

In compliance with community college Education Code Sections 81310 thru 81314, the governing board of a community college may dedicate the four (4) easements via the following procedural steps:

1. Approve the attached Intent to Dedicate Easements by a two-thirds (2/3) vote of its members.
2. Fix a time (Board meeting of Aug.20) for a public hearing upon the question of making the dedication or conveyance.
3. Post the notice of adoption of the Resolution to Dedicate Easements, signed by members of the Board, in three (3) public places in the District and publish the document in a newspaper of general circulation in the District.
4. Hold the public hearing at the Board meeting of Aug. 20, 2012, and unless a protest petition is presented to the Board consisting of at least 10% of the qualified electors of the District, adopt the resolution by a two-thirds (2/3) vote of all the Board members.

Legal Counsel, Hugh Lee, has reviewed and approved the resolution.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No. 12-37, giving Notice of Intent to Grant Easements to the City of Orange and set a public hearing on this resolution for Aug. 20, 2012.

Fiscal Impact:	None	Board Date: July 23, 2012
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	

RESOLUTION NO. 12-37
OF THE BOARD OF TRUSTEES OF RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT GIVING NOTICE OF INTENTION TO GRANT EASEMENTS
TO THE CITY OF ORANGE

WHEREAS, in order to provide for the construction, operation and maintenance of rights of way, utilities and traffic control devices, and the respective necessary fixtures and appurtenances thereto, the City of Orange ("City") has requested that the Rancho Santiago Community College District ("District") dedicate four (4) easements to the City upon a portion of the District's property located at 8045 E. Chapman Ave., Orange, CA 92869 ("Easements"). Legal descriptions and maps depicting the location of the Easements is attached hereto as Exhibits "A" and "B" and incorporated herein;

WHEREAS, pursuant to Education Code section 81310, the governing board of a community college district may convey to the state, or any political subdivision or municipal corporation thereof, for public street or highway purposes any real property belonging to such community college district upon such terms and conditions as the parties thereto may agree;

WHEREAS, the District desires to provide Easements to the City for the construction, operation and maintenance of rights of way, utilities and traffic control devices, and the respective necessary fixtures and appurtenances thereto;

WHEREAS, pursuant to Education Code section 81311, the District's governing board must, prior to dedicating Easements, adopt a resolution declaring its intention to dedicate such Easements in a regular open meeting by two-thirds (2/3) vote of all of its members;

WHEREAS, pursuant to Education Code section 81311, the district's governing board must fix a time at its regular place of meeting for a public hearing upon the question making the dedication of the Easements; and

WHEREAS, pursuant to Education Code section 81312, the District is required to post copies of this Resolution, signed by the board, in three (3) public places within the District's boundaries not less than ten (10) days before the public hearing, and publish notice once, not less than five (5) days before the public hearing in a newspaper of general circulation published in the District, if there is one, or, if there is no such newspaper published in the District, then in a newspaper published in the county which has a general circulation in the District.

NOW, THEREFORE, THE BOARD DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. That the above recitals are all true and correct.

Section 2. That the District's governing board ("Board") declares its intent to dedicate the Easements to the City upon the terms and conditions set forth in the recitals.

Section 3. That the Board establishes August 20, 2012 for a public hearing on the question of the District's intent to dedicate the Easements to the City.

Section 4. The District staff shall post this resolution in three (3) public places within the District's boundaries and publish notice of the adoption of this resolution in compliance with Education Code section 81312.

ADOPTED, SIGNED AND APPROVED this 23rd day of July, 2012.

President of the Board of Trustees of
Rancho Santiago Community College District
Phillip Yarbrough

I, Arianna P. Barrios, Clerk of the Board of Trustees of Rancho Santiago Community College District, do hereby certify that the foregoing Resolution was adopted by the Board of said District at a meeting of said Board held on the 23rd day of July, 2012, and that it was so adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Clerk of the Board of Trustees of
Rancho Santiago Community College District

EASEMENTS

FOR

STREET AND PUBLIC UTILITY

AND

TRAFFIC CONTROL DEVICES

AT

NORTH SIDE OF CHAPMAN AVENUE, EAST OF TRAILS END LANE

[Attached beneath this sheet]

EXHIBIT "A"
RIGHT OF WAY DEDICATION

BEING A PUBLIC RIGHT OF WAY DEDICATION FOR CHAPMAN AVENUE OVER A PORTION OF PARCEL "H" AS DESCRIBED IN DOCUMENT NO. 2000-0642038 FILED FOR RECORD ON NOVEMBER 27, 2000 WITH THE COUNTY OF ORANGE RECORDER'S OFFICE SITUATED IN THE CITY OF ORANGE, COUNTY OF ORANGE, STATE OF CALIFORNIA, SAID DEDICATION IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE CENTERLINE INTERSECTION OF CHAPMAN AVENUE AND TRAILS END LANE AS SHOWN ON THAT CERTAIN RECORD OF SURVEY NO. 91-1022 FILED FOR RECORD IN RECORD OF SURVEY BOOK 136 AT PAGE 41 IN THE COUNTY OF ORANGE RECORDER'S OFFICE ON APRIL 20, 1992 AS INSTRUMENT NO. 92-254213. THENCE SOUTH 71° 30' 20" EAST FOR 14.00 FEET ALONG SAID CENTERLINE TO AN ANGLE POINT AS SHOWN ON SAID RECORD OF SURVEY; THENCE CONTINUING ALONG SAID CENTERLINE SOUTH 71° 23' 21" EAST FOR 934.41 FEET TO A POINT; THENCE LEAVING SAID CENTERLINE NORTH 18° 36' 39" EAST FOR 71.38 FEET TO A POINT ON THE NORTHERLY RIGHT OF WAY LINE AS SHOWN ON SAID RECORD OF SURVEY AND BEING THE TRUE POINT OF BEGINNING;

THENCE LEAVING SAID RIGHT OF WAY LINE NORTH 64° 05' 16" EAST FOR 18.38 FEET;

THENCE ALONG A LINE PARALLEL WITH SAID RIGHT OF WAY LINE SOUTH 70° 54' 44" EAST FOR 57.33 FEET;

THENCE LEAVING SAID PARALLEL LINE SOUTH 25° 54' 44" EAST FOR 18.38 FEET TO A POINT ON SAID NORTHERLY RIGHT OF WAY LINE;

THENCE NORTH 70° 54' 44" WEST FOR 83.33 FEET ALONG SAID RIGHT OF WAY TO THE TRUE POINT OF BEGINNING.

AS SHOWN ON SURVEY PLAT EXHIBIT "B" AND MADE A PART HEREIN.

CONTAINING ± 914 SQUARE FEET

BASIS OF BEARING

THE BASIS OF BEARING FOR THIS LEGAL DESCRIPTION IS THAT CERTAIN RECORD OF SURVEY NO. 91-1022 FILED FOR RECORD IN RECORD OF SURVEY BOOK 136 AT PAGE 41 IN THE COUNTY OF ORANGE RECORDER'S OFFICE ON APRIL 20, 1992 AS INSTRUMENT NO. 92-254213.

THIS DESCRIPTION WAS PREPARED BY ME, ROBERT SHELLMAN.



ROBERT C. SHELLMAN
LICENSE EXPIRES 12/31/11
DATE PREPARED: 6/10/2011



LANDS OF THE SANTIAGO CANYON COLLEGE
 DOC. NO. 2000-0642038

POR. BLK 18
 M.M. 1/88

S25°54'44"E
 18.38'

LEGEND

(1) RECORD DATA PER RECORD OF
 SURVEY NO. 91-1022, RSB 136/41

- EXISTING R/W
- _____ R/W DEDICATION
- CENTERLINE



PARCEL "H"

N64°05'16"E
 18.38'

S70°54'44"E
 57.33'

83.33'
 N70°54'44"W

N70°54'44"W
 R/W AS SHOWN PER (1)

N18°36'39"E
 71.38'

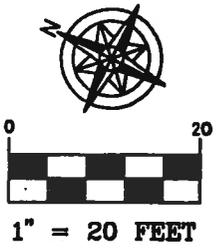
(R/W VARIES)
CHAPMAN AVE.

S71°23'21"E
 934.41'

S71°30'20"E
 14.00'

POB

TRAILS END LANE



CITY OF ORANGE, ORANGE CO.

JUNE 2011

LTI
LUZURIAGA TAYLOR, INC.
 Civil Engineers • Land Surveyors

26440 LA ALAMEDA
 SUITE 310
 MISSION VIEJO CA 92691
 TEL 949.348.2882
 FAX 949.348.2772

EXHIBIT 'B'
 R/W DEDICATION
 CITY OF ORANGE

EXHIBIT "A"
TRAFFIC SIGNAL EASEMENT

BEING AN EASEMENT OVER, ON AND UNDER A PORTION OF PARCEL "H" AS DESCRIBED IN DOCUMENT NO. 2000-0642038 FILED FOR RECORD ON NOVEMBER 27, 2000 WITH THE COUNTY OF ORANGE RECORDER'S OFFICE SITUATED IN THE CITY OF ORANGE, COUNTY OF ORANGE, STATE OF CALIFORNIA, SAID DEDICATION IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE CENTERLINE INTERSECTION OF CHAPMAN AVENUE AND TRAILS END LANE AS SHOWN ON THAT CERTAIN RECORD OF SURVEY NO. 91-1022 FILED FOR RECORD IN RECORD OF SURVEY BOOK 136 AT PAGE 41 IN THE COUNTY OF ORANGE RECORDER'S OFFICE ON APRIL 20, 1992 AS INSTRUMENT NO. 92-254213. THENCE SOUTH 71° 30' 20" EAST FOR 14.00 FEET ALONG SAID CENTERLINE TO AN ANGLE POINT AS SHOWN ON SAID RECORD OF SURVEY; THENCE CONTINUING ALONG SAID CENTERLINE SOUTH 71° 23' 21" EAST FOR 934.41 FEET TO A POINT; THENCE LEAVING SAID CENTERLINE NORTH 18° 36' 39" EAST FOR 71.38 FEET TO A POINT ON THE NORTHERLY RIGHT OF WAY LINE AS SHOWN ON SAID RECORD OF SURVEY; THENCE LEAVING SAID RIGHT OF WAY LINE NORTH 64° 05' 16" EAST FOR 18.38 FEET; THENCE ALONG A LINE PARALLEL WITH SAID RIGHT OF WAY LINE SOUTH 70° 54' 44" EAST FOR 4.00 FEET AND BEING THE TRUE POINT OF BEGINNING;

THENCE ONTO A NON TANGENTIAL CURVE TO THE LEFT CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 52.6 FEET AND A CENTRAL ANGLE OF 40° 18' 11" FROM WHICH THE RADIUS POINT BEARS NORTH 79° 32' 07" WEST; THENCE ALONG SAID CURVE FOR AN ARC LENGTH OF 37.00 FEET;

THENCE ONTO A NON-RADIAL LINE NORTH 68° 11' 00" EAST FOR 29.18 FEET;

THENCE ONTO A NON TANGENTIAL CURVE TO THE RIGHT CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 81.60 FEET AND A CENTRAL ANGLE OF 40° 31' 09" FROM WHICH THE RADIUS POINT BEARS SOUTH 63° 01' 21" WEST, THENCE ALONG SAID CURVE FOR AN ARC LENGTH OF 57.71 FEET;

THENCE ONTO A NON- RADIAL LINE NORTH 70° 54' 44" WEST FOR 29.21 FEET BEING PARALLEL WITH SAID NORTHERLY RIGHT OF WAY LINE TO THE TRUE POINT OF BEGINNING.

AS SHOWN ON SURVEY PLAT EXHIBIT "B" AND MADE A PART HEREIN.

CONTAINING ± 1,373 SQUARE FEET

BASIS OF BEARING

THE BASIS OF BEARING FOR THIS LEGAL DESCRIPTION IS THAT CERTAIN RECORD OF SURVEY NO. 91-1022 FILED FOR RECORD IN RECORD OF SURVEY BOOK 136 AT PAGE 41 IN THE COUNTY OF ORANGE RECORDER'S OFFICE ON APRIL 20, 1992 AS INSTRUMENT NO. 92-254213.

THIS DESCRIPTION WAS PREPARED BY ME, ROBERT SHELLMAN.



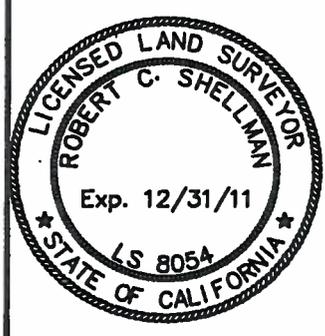
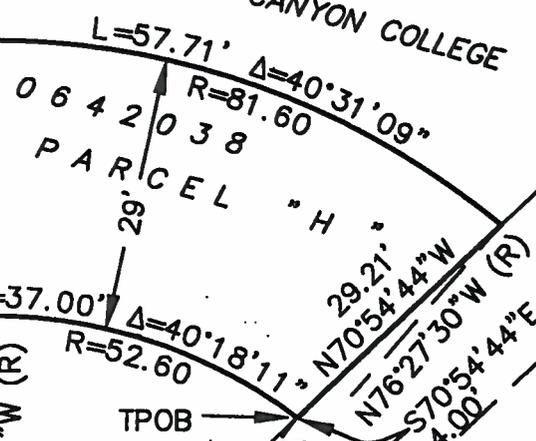
ROBERT C. SHELLMAN
LICENSE EXPIRES 12/31/11
DATE PREPARED: 6/10/2011



DOC. NO. 2000

LANDS OF THE SANTIAGO CANYON COLLEGE

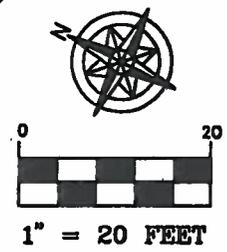
POR. BLK 18 M.M. 1/88



LEGEND

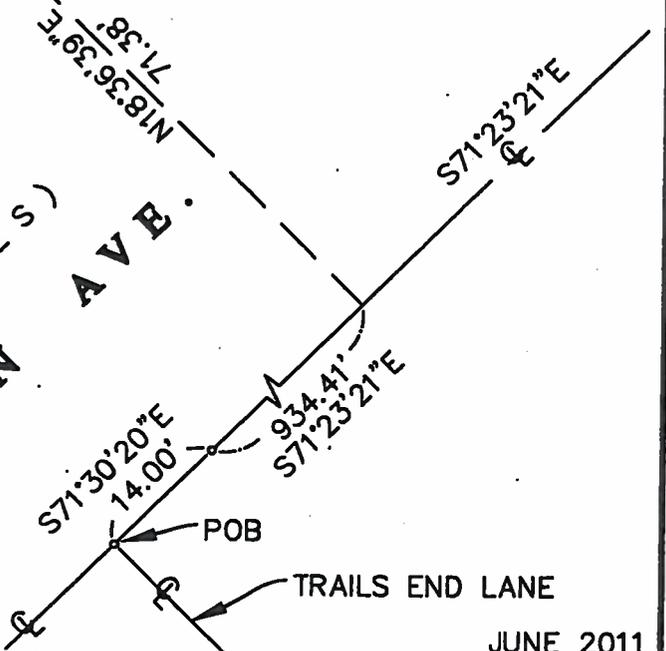
(1) RECORD DATA PER RECORD OF SURVEY NO. 91-1022, RSB 136/41

- EXISTING R/W
- R/W DEDICATION
- CENTERLINE



R/W AS SHOWN PER (1)

CHAPMAN AVE.
(R/W VARIES)



CITY OF ORANGE, ORANGE CO.

JUNE 2011

LTI
LUZURIAGA TAYLOR, INC.
 Civil Engineers • Land Surveyors

26440 LA ALAMEDA
 SUITE 310
 MISSION VIEJO CA 9269
 TEL 949.348.2882
 FAX 949.348.2772

EXHIBIT 'B'
 TRAFFIC SIGNAL EASEMENT
 CITY OF ORANGE

EASEMENTS
FOR
STREET AND PUBLIC UTILITY
AND
TRAFFIC CONTROL DEVICES
AT
SOUTH SIDE OF SANTIAGO CANYON ROAD AT Highbrook Road

[Attached beneath this sheet]

EXHIBIT "A"
RIGHT OF WAY DEDICATION

BEING A PUBLIC RIGHT OF WAY DEDICATION FOR SANTIAGO CANYON ROAD OVER A PORTION OF PARCEL "B" AS DESCRIBED IN DOCUMENT NO. 2000-0642038 FILED FOR RECORD ON NOVEMBER 27, 2000 WITH THE COUNTY OF ORANGE RECORDER'S OFFICE SITUATED IN THE CITY OF ORANGE, COUNTY OF ORANGE, STATE OF CALIFORNIA, SAID DEDICATION IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE CENTERLINE INTERSECTION OF SANTIAGO CANYON ROAD AND NEWPORT BOULEVARD AS SHOWN ON THAT CERTAIN RECORD OF SURVEY NO. 91-1022 FILED FOR RECORD IN RECORD OF SURVEY BOOK 136 AT PAGE 41 IN THE COUNTY OF ORANGE RECORDER'S OFFICE ON APRIL 20, 1992 AS INSTRUMENT NO. 92-254213. THENCE SOUTH 33° 59' 34" EAST FOR 530.66.00 FEET ALONG SAID CENTERLINE TO A POINT AS SHOWN ON SAID RECORD OF SURVEY; THENCE LEAVING SAID CENTERLINE SOUTH 56° 00' 26" WEST FOR 65.00 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE AS SHOWN ON SAID RECORD OF SURVEY; THENCE ONTO A CURVE TO THE LEFT CONCAVE NORTHEASTERLY HAVING A RADIUS OF 1665.00 FEET AND A CENTRAL ANGLE OF 1° 21' 10" FROM WHICH THE RADIUS POINT BEARS NORTH 56° 00' 26" EAST, THENCE ALONG SAID CURVE FOR AN ARC LENGTH OF 39.31 FEET AND BEING THE TRUE POINT OF BEGINNING;

THENCE LEAVING SAID RIGHT OF WAY LINE SOUTH 07° 10' 46" WEST FOR 30.93 FEET;

THENCE SOUTH 38° 24' 50" EAST FOR 57.07 FEET;

THENCE SOUTH 82° 12' 19" EAST FOR 28.52 FEET TO A POINT ON SAID RIGHT OF WAY;

THENCE NORTH 37° 03' 15" WEST FOR 99.33 FEET TRUE POINT OF BEGINNING.

AS SHOWN ON SURVEY PLAT EXHIBIT "B" AND MADE A PART HEREIN.

CONTAINING ± 1,635 SQUARE FEET

BASIS OF BEARING

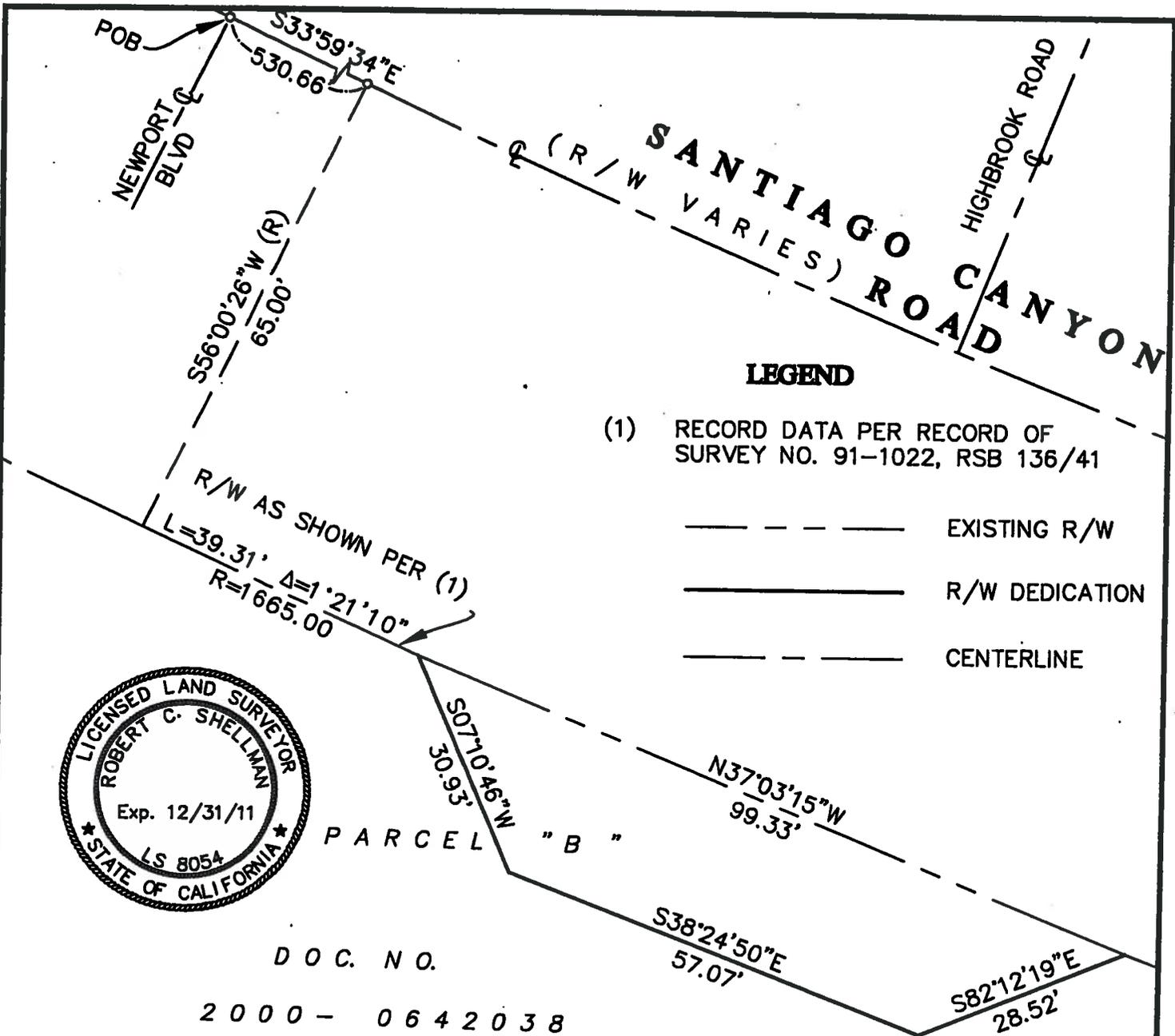
THE BASIS OF BEARING FOR THIS LEGAL DESCRIPTION IS THAT CERTAIN RECORD OF SURVEY NO. 91-1022 FILED FOR RECORD IN RECORD OF SURVEY BOOK 136 AT PAGE 41 IN THE COUNTY OF ORANGE RECORDER'S OFFICE ON APRIL 20, 1992 AS INSTRUMENT NO. 92-254213.

THIS DESCRIPTION WAS PREPARED BY ME, ROBERT SHELLMAN.



ROBERT C. SHELLMAN
LICENSE EXPIRES 12/31/11
DATE PREPARED: 6/10/2011





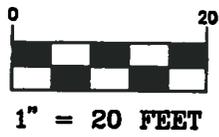
LEGEND

(1) RECORD DATA PER RECORD OF SURVEY NO. 91-1022, RSB 136/41

- — — — — EXISTING R/W
- R/W DEDICATION
- — — — — CENTERLINE



DOC. NO.
2000 - 0642038



LANDS OF THE
SANTIAGO CANYON COLLEGE

JUNE 2011

CITY OF ORANGE, ORANGE CO.

LTI
LUZURIAGA TAYLOR, Inc.
Civil Engineers • Land Surveyors

26440 LA ALAMEDA
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FAX 949.348.2772

EXHIBIT 'B'
R/W DEDICATION
CITY OF ORANGE

EXHIBIT "A"
TRAFFIC SIGNAL EASEMENT

BEING AN EASEMENT OVER, ON AND UNDER A PORTION OF PARCEL "B" AS DESCRIBED IN DOCUMENT NO. 2000-0642038 FILED FOR RECORD ON NOVEMBER 27, 2000 WITH THE COUNTY OF ORANGE RECORDER'S OFFICE SITUATED IN THE CITY OF ORANGE, COUNTY OF ORANGE, STATE OF CALIFORNIA, SAID EASEMENT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE CENTERLINE INTERSECTION OF SANTIAGO CANYON ROAD AND NEWPORT BOULEVARD AS SHOWN ON THAT CERTAIN RECORD OF SURVEY NO. 91-1022 FILED FOR RECORD IN RECORD OF SURVEY BOOK 136 AT PAGE 41 IN THE COUNTY OF ORANGE RECORDER'S OFFICE ON APRIL 20, 1992 AS INSTRUMENT NO. 92-254213. THENCE SOUTH 33° 59' 34" EAST FOR 530.66.00 FEET ALONG SAID CENTERLINE TO A POINT AS SHOWN ON SAID RECORD OF SURVEY; THENCE LEAVING SAID CENTERLINE SOUTH 56° 00' 26" WEST FOR 65.00 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE AS SHOWN ON SAID RECORD OF SURVEY; THENCE ONTO A CURVE TO THE LEFT CONCAVE NORTHEASTERLY HAVING A RADIUS OF 1665.00 FEET AND A CENTRAL ANGLE OF 1° 21' 10" FROM WHICH THE RADIUS POINT BEARS NORTH 56° 00' 26" EAST, THENCE ALONG SAID CURVE FOR AN ARC LENGTH OF 39.31 FEET; THENCE LEAVING SAID RIGHT OF WAY LINE SOUTH 07° 10' 46" WEST FOR 30.93 FEET; THENCE SOUTH 38° 24' 50" EAST FOR 22.32 FEET BEING THE TRUE POINT OF BEGINNING:

THENCE SOUTH 51° 35' 10" WEST FOR 43.85 FEET;

THENCE SOUTH 38° 24' 50" EAST FOR 30.50 FEET;

THENCE NORTH 51° 35' 10" EAST FOR 43.85 FEET;

THENCE NORTH 38° 24' 50" WEST FOR 30.50 FEET TO THE TRUE POINT OF BEGINNING.

AS SHOWN ON SURVEY PLAT EXHIBIT "B" AND MADE A PART HEREIN.

CONTAINING ± 1,337 SQUARE FEET

BASIS OF BEARING

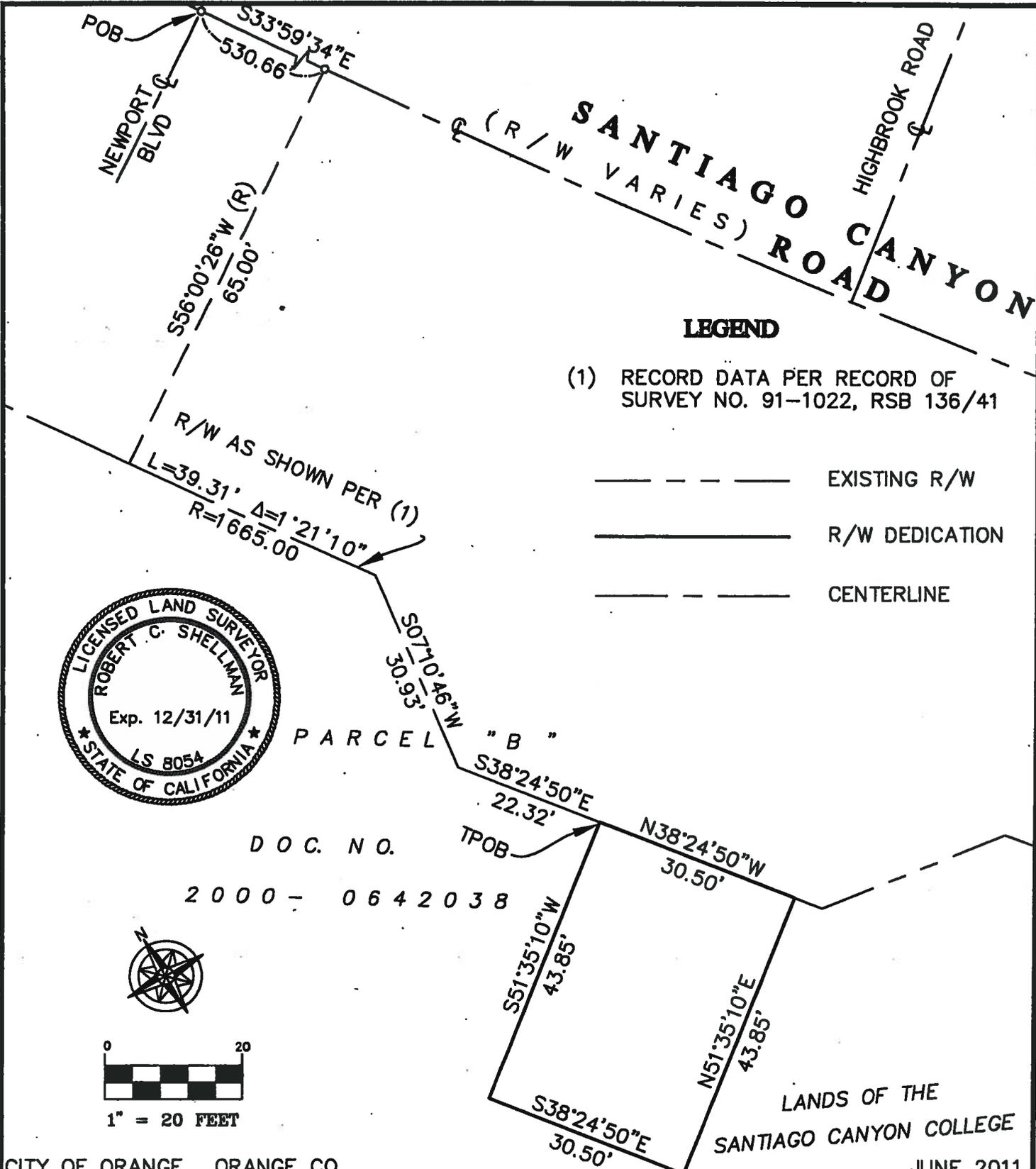
THE BASIS OF BEARING FOR THIS LEGAL DESCRIPTION IS THAT CERTAIN RECORD OF SURVEY NO. 91-1022 FILED FOR RECORD IN RECORD OF SURVEY BOOK 136 AT PAGE 41 IN THE COUNTY OF ORANGE RECORDER'S OFFICE ON APRIL 20, 1992 AS INSTRUMENT NO. 92-254213.

THIS DESCRIPTION WAS PREPARED BY ME, ROBERT SHELLMAN.



ROBERT C. SHELLMAN
LICENSE EXPIRES 12/31/11
DATE PREPARED: 6/10/2011





LTI
LUZURIAGA TAYLOR, INC.
 Civil Engineers • Land Surveyors

26440 LA ALAMEDA
 SUITE 310
 MISSION VIEJO CA 92694
 TEL 949.348.2882
 FAX 949.348.2772

EXHIBIT 'B'
 TRAFFIC SIGNAL EASEMENT
 CITY OF ORANGE

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: July 23, 2012
Re:	Adoption of Resolution No. 12-40 - 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 Resolution No. 12-40 as well as Exhibit A.

Resolution No. 12-40 and Change Order #4 increases the contract by \$86,531.42. The revised contract amount is \$895,891.76. 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 16.002% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order. Legal counsel, Hugh Lee, has reviewed and approved the resolution.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No. 12-40, Dynalectric for Bid #1181, signalization project at Santiago Canyon College as presented.

Fiscal Impact:	\$86,531.42	Board Date: July 23, 2012
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 DYNALECTRIC
FOR CERTAIN ADDITIONAL WORK AT THE SANTIAGO CANYON COLLEGE
SIGNALIZATION PROJECT**

RESOLUTION NO. 12-40

WHEREAS, the Governing Board of the Rancho Santiago Community College District (“District”) previously awarded a contract for construction work for the Signalization Project 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 revising the irrigation system at medians for Chapman and Santiago Canyon Avenues and providing sub drain at bus drop off to tie into existing storm drain. 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 \$86,531.42 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 5. 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 23rd day of July, 2012, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

I, Phillip Yarbrough, 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, Arianna P. Barrios, 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 23rd day of July, 2012, 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 23rd day of July, 2012.

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***

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.		4
Architect: LPA Inc	Date:		July 5, 2012

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	\$37,054.34	
This Change Order	\$86,531.42	
Total Change Orders		\$123,585.76
Revised Contract Amount		\$895,891.76
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, 2011
Revised Contract Completion Date		March 10, 2011
RSCCD Board Approval Date		July 23, 2012

_____ 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 SCC Signalization</i>		Bid No. 1181	P.O. # 12-P0020215
Contractor: Dynalectric		D.S.A. No. N/A	
Architect: LPA Inc		Change Order No. 4	
		Date: July 5, 2012	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Provide revised irrigation system at medians for Chapman and Santiago Canyon Avenues. This change order is unilateral as contractor change order is in the amount of \$86,749.43 and intends to claim an additional \$17,535.57, for disputed labor rates, vehicle and barrier indicators.</p> <p><u>REASON:</u> City Requirements</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$69,211.86
2.0	<p><u>DESCRIPTION:</u> RFI response was to provide sub drain at bus drop off and tie into existing storm drain to avoid soil and foundation pad erosion. This change order is unilateral as contractor change order is in the amount of \$22,609.97 and intends to claim an additional \$5,290.41, for disputed labor rates, vehicle and barrier indicators.</p> <p><u>REASON:</u> Field Conditions</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$17,319.56
Sub-Total		\$0.00	\$86,531.42
Total			\$86,531.42

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

To:	Board of Trustees	Date: July 23, 2012
Re:	Adoption of Resolution No. 12-41 – Masonry for the Athletic/Aquatic Complex at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board awarded a contract to Industrial Masonry, Inc. for Bid #1137/masonry for the Athletic/Aquatic 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. 12-41 as well as Exhibit A.

Resolution No. 12-41 and Change Order #5 as outlined, increases the contract by \$15,360.06. The revised contract amount is \$1,403,891.66. 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 11.793% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order. Legal counsel, Hugh Lee, has reviewed and approved the resolution.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No. 12-41, Industrial Masonry, Inc. for Bid #1137, masonry for the Athletic/Aquatic Complex at Santiago Canyon College as presented.

Fiscal Impact:	\$15,360.06	Board Date: July 23, 2012
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 INDUSTRIAL
MASONRY, INC. FOR CERTAIN ADDITIONAL WORK AT THE SANTIAGO
CANYON COLLEGE ATHLETIC/AQUATIC COMPLEX**

RESOLUTION NO. 12-41

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 Industrial Masonry, 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 repairing masonry block cracks at the gymnasium. 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 \$15,360.06 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 5. 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 23rd day of July, 2012, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

I, Phillip Yarbrough, 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, Arianna P. Barrios, 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 23rd day of July, 2012, 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 23rd day of July, 2012.

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***

CHANGE ORDER		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
Project: Aquatic & Athletic Center Project at Santiago Canyon College	Bid No. 1137	P.O. #	10-P0014611
	D.S.A. No. 04-109232		
Contractor: Industrial Masonry Inc	Change Order No. 5		
Architect: The Austin Company	Date: 7/6/12		

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		\$1,255,800.00
Previous Change Orders	\$132,731.60	
This Change Order	\$15,360.06	
Total Change Orders		\$148,091.66
Revised Contract Amount		\$1,403,891.66
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		February 17, 2011
Revised Contract Completion Date		
RSCCD Board Approval Date		July 23, 2012

_____ 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 Center Project at Santiago Canyon College	Bid No. 1137	P.O. # 10-P0014611
	D.S.A. No. 04-109232	
Contractor: Industrial Masonry Inc	Change Order No. 5	
Architect: The Austin Company	Date: 7/6/12	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Repair masonry face shells at the gymnasium building per field change directive 61 and request for information 348</p> <p><u>REASON:</u> Cracks to masonry block caused by hydrostic pressure</p> <p><u>REQUESTOR:</u> Architect</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$9,397.25
2.0	<p><u>DESCRIPTION:</u> Sandblast all areas to the building that have been marked up by other trades</p> <p><u>REASON:</u> Remove stains to the masonry block (Backcharge Interpipe, Guy Yocom, JPI)</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$5,962.81
Sub-Total		\$0.00	\$15,360.06
Total			\$15,360.06

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

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Architect Change Order for Infrastructure Projects at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On September 8, 2003, the Board of Trustees awarded a contract to LPA, Inc. to provide architectural design, engineering and bid documents for infrastructure projects at Santiago Canyon College.

ANALYSIS:

Additional architectural, engineering and construction administration services have been required of LPA in conjunction with West Coast Netting to provide design and documentation of the SCC high screen sports field netting around the soccer and baseball fields to protect the pool area.

The cost for these services is \$12,500.00 plus a not to exceed of \$1,000.00 for reimbursable expenses. The total amount of additional services is \$13,500.00.

RECOMMENDATION:

It is recommended that the Board of Trustees approve this request for additional services in the amount of \$12,500 plus \$1,000.00 in reimbursable expenses to LPA, Inc., as presented.

Fiscal Impact:	\$12,500.00 plus Not to Exceed \$1,000.00 in estimated reimbursables	Board Date: July 23, 2012
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	

PROJECT ASSUMPTIONS

The following narrative will clarify the Additional Scope of Services shown on the following pages to describe the design and documentation of the Santiago Canyon College Sports Field Netting for the Rancho Santiago Community College District (RSCCD) as a part of the Chapman Avenue Entry project LPA #29049.10. All assumptions are based on information provided by the college and scope diagram in the attached site plan.

Assumptions include the following:

The Additional Project Scope includes documentation of 28' high screens to be installed in the soccer and baseball fields using previously approved DSA details and base information from West Coast Netting. LPA, Inc. will provide a site plan defining location and length, details for footings, attachment, and structural calculations.

The following consultants are included within the Architects basic Scope of Services:

- Structural Engineer TBD
- Landscape Architect LPA

The following Specialty consultants are not included within the Architects basic Scope of Services but can be added as required:

- Site Survey TBD
- Soils Investigation TBD
- Irrigation TBD
- Signage & Graphics TBD

0 – GENERAL SERVICES

During the project, certain activities occur in each phase. These activities described below, are non-sequential and may not be applicable to all phases of the project. These activities include:

- 0.01 Project Administration services consisting of predesign administrative functions including:
 - .01 Initial consultations in development of the Project.
 - .02 Preparation of compensation estimates and professional services agreement(s).
 - .03 Project-related research.
 - .04 Conferences.
 - .05 Communications.
 - .06 Travel time.
 - .07 Progress reports.
 - .08 Direction of the work of in-house personnel.
 - .09 Meetings as a part of the base scope for the Chapman Entry Project.

- 0.02 Disciplines Coordination/Document Checking services consisting of design activities for:
 - .01 Coordination between LPA's work and the work of engineering and other involved disciplines for the Project.
 - .02 Review and checking of documents prepared by LPA for the Project.
- 0.03 Agency Consulting/Review/Approval services consisting of predesign activities including:
 - .01 Agency consultations.
 - .02 Research of critical applicable regulations.
 - .03 Preparation of written and graphic explanatory materials.
 - .04 Appearances on Rancho Santiago Community College District's behalf at agency meetings.
 - .05 County agencies.
 - .06 Regional agencies.
- 0.04 Owner-supplied Data Coordination services consisting of predesign activities including:
 - .01 Review and coordination of data furnished for the Project as a responsibility of RSCCD.

1 – DESIGN DOCUMENTATION

- 1.01 Site Walk Review with Client to review existing conditions and confirm extents and location of screen structural elements and heights.
- 1.02 Landscape Plans consisting of preparing a Landscape Plan which will identify the following:
 - .01 Cover Sheet.
 - .02 Campus map and general notes.
 - .03 Horizontal control of structural elements relative to existing site features and paving.
 - .04 Recommendations for revised planting as may be required.
 - .05 Notes for revisions to irrigation as may be required.
- 1.03 Specifications consisting of preparing needed revisions to the existing specification package based on West Coast Netting as the preferred manufacturer.
- 1.04 Design Review Meeting consisting of one meeting to review the documents for comment and incorporation prior to submitting to DSA.



2 – AGENCY APPROVAL

- 2.01 DSA based upon use of previously accepted details and engineering, LPA will submit to DSA as an FCD or Revision to the existing A#04-110582.

3 - BIDDING AND CONSTRUCTION ADMINISTRATION

Objective: Based upon DSA approved documents, assist Client and Construction Manager in the process of bidding the construction documents. In addition, monitor the progress of construction to determine if the project is preceding in accordance with the intent of the approved construction documents.

- 3.01 Request for Bid Information Responses (RFI's): Review and respond to contractors bid RFI's during the course of bidding.
- 3.02 Bid Addenda: Provide addenda and written documentation to clarify or answer contractor questions.
- 3.03 Request for Information Responses (RFI's): Review and respond to Contractor's RFI's during the course of construction.
- 3.04 Clarification Sketch Drawings (SK's): Prepare clarification SK drawings (8 1/2" x 11" sheet size), if required, to resolve construction ambiguities.
- 3.05 Bulletins: Prepare bulletins related to clarifications, plan and detail changes, when required by LPA Inc.
- 3.06 Change Order: Review change orders, as required.
- 3.07 Shop Drawing, Product Data and Sample Review, comment and process, Contractor's shop drawings, product data, and samples.
- 3.08 Construction Meetings and Site Visits: Monitor progress of construction and to confirm compliance with the project's construction documents at regularly scheduled Humanities construction meetings.
 - .01 Construction meetings outside of the Humanities Building site visit will be additional services.
- 3.09 Field Reports: Prepare typed field reports indicating the status of construction for each site visit performed.
- 3.10 Coordination Assist: Coordination with the client, general contractor, and subcontractors to resolve construction-related issues.

- 3.11 Certificate of Compliance Letter: Prepare a Certificate of Compliance letter which indicates that the landscape construction for the project has been substantially installed in accordance with LPA's landscape construction documents.

- .01 Anticipated Construction Phase Duration is concurrent with Chapman Avenue Entry work.

3.12 Assumptions:

- .01 Additional Services: Tasks not included in this Scope of Services, but requested by Client will be identified as such and billed at an hourly rate, unless a detailed scope is requested.
- .02 Specifications: Client will provide standard General Conditions, Special Conditions, Bidding Instructions, and package the bidding documents.
- .03 Revisions: LPA will incorporate minor revisions to its work during all phases, however, major revisions caused by situations beyond LPA's control may be deemed an additional service. These revisions deemed "additional services" will be discussed with the Client prior to performing the work.
- .04 Segmented Phasing: This project is assumed to be designed and constructed in one contiguous phase of work with the Chapman Avenue Entry project

3.13 Exclusions:

- .01 As-Built Record Drawings: Preparation of As-Built record drawings.
- .02 Geotechnical and Horticultural Soil Suitability and Fertility Tests: Geotechnical and horticultural soil suitability and fertility test reports.
- .03 Landscape Maintenance Guidelines: Provision of landscape maintenance guidelines.
- .04 Processing, Permitting, Payment of Fees and Bonds: Preparation, monitoring, processing and permitting, and payment of fees and bonds.
- .05 Special Meetings: Necessary preparation time and attendance at public hearings or agency meetings by LPA or its sub-consultants are not within this Scope of Services.
- .06 Special Graphic Exhibits: Graphic exhibits required beyond those indicated in this proposal.



4 – FEE SCHEDULE

LPA proposes to perform design services based on a fixed fee of \$12,500.00 as additional services to the Chapman Avenue Entry project.

The following consultants are included within the general Scope of Services and basic fee as outlined:

Civil Engineer	LPA
Structural Engineer	LPA
Landscape Architect	LPA

The following consultants may be considered specialty consultants, who may or may not be required based on the final scope of work; LPA would suggest an allowance to be added to the base fee for these consultants. Specialty Consultant costs can better be determined based on a finalized scope of work developed during the schematic design phase.

Survey	TBD
Geotechnical	TBD
Signage & Graphics	TBD

4.01 Basic Hourly Rate Schedule

Principal	\$195.00
Senior Project Director	\$175.00
Project Director	\$155.00
Senior Project Manager	\$145.00
Managing Professional	\$135.00
Senior Professional	\$120.00
Professional	\$110.00
Professional Staff	\$100.00
Intermediate Staff	\$ 90.00
Staff	\$ 80.00
Support Specialist	\$ 70.00
Clerical Staff	\$ 65.00
Intern	\$ 55.00

NOTE: These rates became effective January 1, 2008 and are subject to change annually.

5 - EXPENSES

In addition to compensation for basic services, Rancho Santiago Community College District shall reimburse LPA at cost (without additional fee or mark-up) on a monthly basis for costs related to expenses incurred as described below.

5.01 Expenses such as the following are included in the basic fee for Design services:

- .01 Telephone charges.
- .02 Expenses for reproductions of drawings, plans and construction documents, including CADD vellum plotting for the exclusive in-house use by design team.
- .03 Typical in-house expenses such as facsimile and photocopies.
- .04 Travel expenses including mileage within the Orange County and Los Angeles County areas.

5.02 Expenses such as the following are excluded from the fee for Design services:

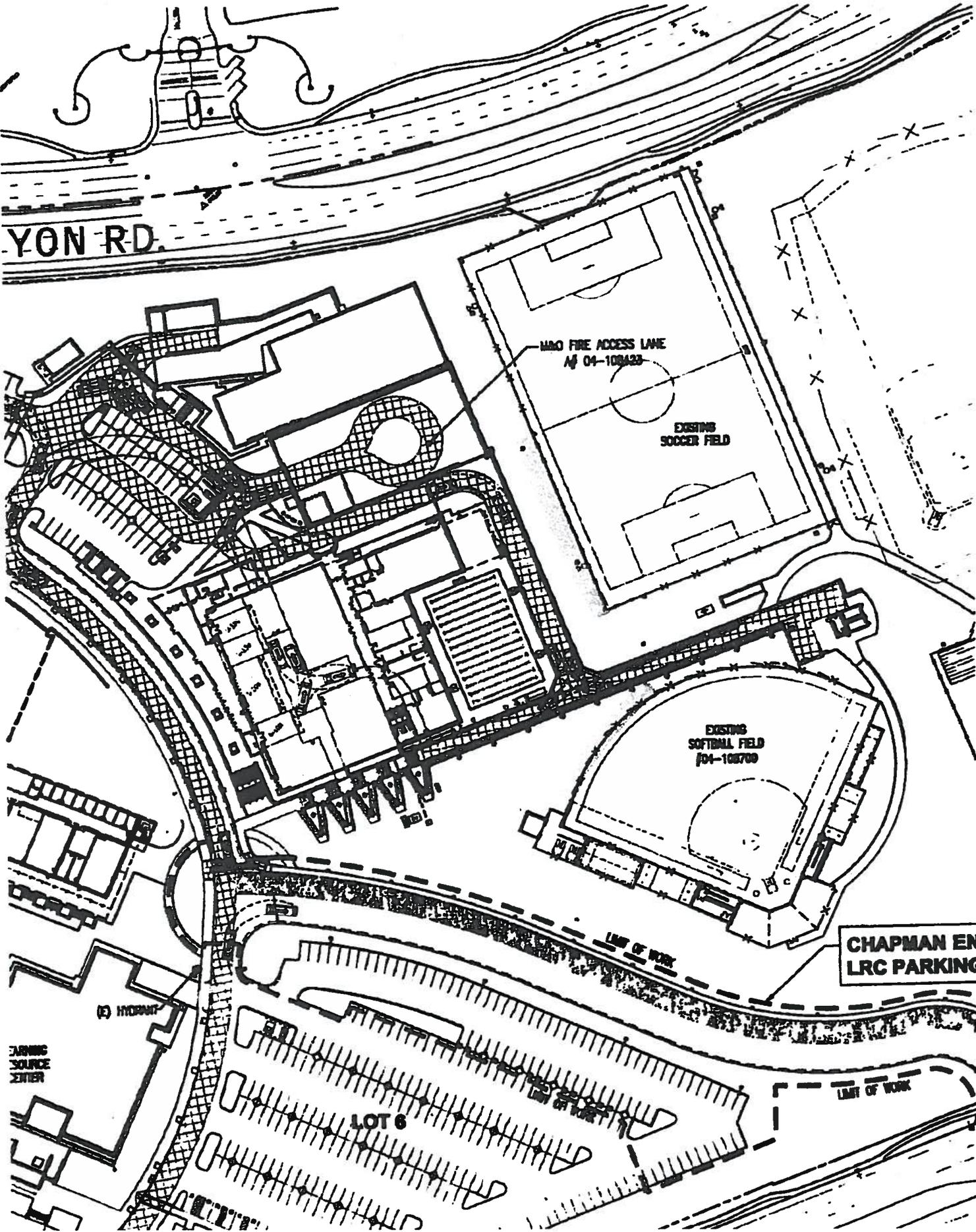
- .01 Charges for materials relating to presentation boards, in-house models or in-house renderings of the project.
- .02 Expenses for CADD vellum plotting of drawings, plans and construction documents.
- .03 Expenses for reproductions of drawings, plans, construction documents and specifications.
- .04 Delivery of reproductions and submittals.
- .05 Travel expenses including mileage or travel outside the Orange County and San Diego areas.
- .06 Miscellaneous items such as film, presentation photos, photo development, etc.
- .07 Agency and Plan Check submittal fee.
- .08 Permit or construction fees.

6 - QUALIFICATIONS

LPA reserves the right to discuss the services and items described below which are specifically not included in the Architect's Fee.

- 6.01 Qualifications/exclusions to the scope of services described above:
- .01 ALTA site topographic and/or aerial.
 - .02 Site boundary survey.
 - .03 Off-site engineering design (except additional turn lane as described).
 - .04 Off-site architectural design (except additional turn lane as described).
 - .05 Geotechnical engineering.
- 6.02 Deliverables: The preceding description(s) of services generally describe the activities associated with executing each phase of the work. The necessity for, and the extent to, which the Architect and Architect's Consultants must commit time and resources to; any specific activity will vary depending on the needs of the Project. Consequently, these descriptions do not represent a list of 'Deliverables'.
- 6.03 Meetings: Where the maximum numbers of meetings to be included in Architect's services are specified herein, Architect and Architect's Consultants agree to attend, and participate in, as many meetings as specified as part of the Basic Services. Meetings in excess of those specified will be billed as Additional Services. Meetings, however, shall not be prorated and Architect's fee shall not be reduced should fewer than the specified number of meetings necessary in order for Architect and Architect's Consultants to complete the professional services of this Agreement.
- 6.04 Consultation and Coordination: All consultations and coordination not associated with specific meetings shall be conducted at the sole discretion of the Architect and Architect's consultants and only as necessary for the Architect and Architect's Consultants to complete the professional services of this Agreement.
- 6.05 Documents: Documents described in the preceding description(s) of services shall be provided as appropriate for the needs of the Project and to a level of detail consistent with the standard of practice for this type of project and for the geographical area and regulatory jurisdiction(s) in which the Project is located.

YON RD.



CHAPMAN EN LRC PARKING

(E) HYDRANT

FARMING SOURCE CENTER

LOT 6

LIMIT OF WORK

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

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Change Order #1 – Landscaping for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On June 20, 2011, the Board awarded a contract to Tropical Plaza Nursery, Inc. for Bid #1134, landscaping 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 #1.

Change Order #1 increases the contract by \$30,586.00. The revised contract amount is \$420,409.00. District staff was able to negotiate a savings of \$7,028.41. 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 7.846% 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 #1134 for Tropical Plaza Nursery, Inc., landscaping for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$30,586.00	Board Date: July 23, 2012
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. 1134 P.O. # 12-P0019622
Contractor: Tropical Plaza Nursery, Inc.	D.S.A. No. 04-110212	
Architect: LPA Inc	Change Order No. 1	Date: June 29, 2012

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		\$389,823.00
Previous Change Orders	\$0.00	
This Change Order	\$30,586.00	
Total Change Orders		\$30,586.00
Revised Contract Amount		\$420,409.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	4calendar days	
Total Time Extensions		1 calendar days
Original Completion Date		November 25, 2011
Revised Contract Completion Date		November 26, 2011
RSCCD Board Approval Date		July 23, 2012

_____ 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. 1134 P.O. # 12-P0019622

D.S.A. No. 04-110212

Contractor: Tropical Plaza Nursery, Inc.

Change Order No. 1

Architect: LPA Inc

Date: June 29, 2012

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Provide synthetic turf per plan (out of scope), Charge back to Surety</p> <p>REASON: Field Condition</p> <p>Original Cost \$37,614.41 Savings \$7,028.41</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 4 calendar days</p>		\$30,586.00
	Sub-Total	\$0.00	\$30,586.00
	Total		\$30,586.00

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Change Order #1 – Plumbing 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 Interpipe Construction, Inc. for Bid #1140, plumbing 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 specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #1.

Change Order #1 as outlined, decreases the contract by \$10,500.00 for unused allowance amount. The revised contract amount is \$347,160.00. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1 for Interpipe Construction, Inc. for Bid #1140, plumbing for the Santiago Canyon Road Entry and Parking Lot at Santiago Canyon College as presented.

Fiscal Impact:	-\$10,500.00	Board Date: July 23, 2012
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 Road Entry and Parking Lot at Santiago Canyon College	Bid No. 1140	P.O. # 10-P0014552
Contractor: Interpipe Contracting, Inc	D.S.A. No.	4-110566	
Architect: LPA, Inc.	Change Order No.	1	
	Date:	7/23/12	

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		\$357,660.00
Previous Change Orders	\$0.00	
This Change Order	-\$10,500.00	
Total Change Orders		-\$10,500.00
Revised Contract Amount		\$347,160.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		May 17, 2010
Revised Contract Completion Date		
RSCCD Board Approval Date		July 23, 2012

_____ 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: Santiago Canyon Road Entry and Parking Lot at Santiago Canyon College

Bid No. 1140

P.O. # 10-P0014552

D.S.A. No.

4-110566

Contractor: Interpipe Contracting, Inc

Change Order No. 1

Architect: LPA, Inc.

Date: 7/23/12

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Credit back allowance to the district that was not used from original contract</p> <p><u>REASON:</u> Job completed and only partial allowance allocated</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		-\$10,500.00
		Sub-Total \$0.00	-\$10,500.00
		Total	-\$10,500.00

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

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Change Order #4, 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 #4.

Change Order #4 increases the contract by \$4,214.25. The revised contract amount is \$1,366,323.19. 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 4.868% 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 #4, Bid #1136 for Guy Yocom Construction, Inc., concrete for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$4,214.25	Board Date: July 23, 2012
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
Contractor: Guy Yocom Construction	D.S.A. No.	04-110212	
Architect: LPA Inc	Change Order No.	4	
	Date:	6/29/12	

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	\$59,208.94	
This Change Order	\$4,214.25	
Total Change Orders		\$63,423.19
Revised Contract Amount		\$1,366,323.19
Previous Time Extensions	8 calendar days	
Time Extension - This Change Order	1 calendar days	
Total Time Extensions		9 calendar days
Original Completion Date		October 19, 2011
Revised Contract Completion Date		October 27, 2011
RSCCD Board Approval Date		July 23, 2012

_____ 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.	4
Architect: LPA Inc		Date:	6/29/12
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Saw cut and chip existing concrete for new bridge connection.</p> <p>REASON: Concrete not shown to be removed on plans.</p> <p>REQUESTOR: LPA</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>	\$0.00	\$450.51
2.0	<p>DESCRIPTION: Install concrete pad in mechanical room 120.</p> <p>REASON: Equipment pad not shown on plans</p> <p>REQUESTOR: LPA</p> <p>TIME EXTENSION: ADDS 1 calendar days</p>	\$0.00	\$1,396.63
3.0	<p>DESCRIPTION: Cleaning of debris from four inch seismic gap, prior to installation of sheet metal cover.</p> <p>REASON: Out of Scope</p> <p>REQUESTOR: LPA</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>	\$0.00	\$2,367.11
Sub-Total		\$0.00	\$4,214.25
Total			\$4,214.25

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Change Order #5, Bid #1138 – Structural Steel for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND

On March 22, 2010, the Board awarded a contract to Blazing Industrial Steel, Inc. for Bid #1138, structural steel 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 #5.

Change Order #5 increases the contract by \$17,769.57. The revised contract amount is \$3,411,705.50. Staff was able to negotiate a savings of \$74.35. 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 3.197% 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 #5, Bid #1138 for Blazing Industrial Steel Inc., structural steel for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$17,769.57	Board Date: July 23, 2012
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. 1138	P.O. # 10-P0014485
Contractor: Blazing Industrial Steel Inc	D.S.A. No. 04-110212		
Architect: LPA Inc	Change Order No. 5	Date: June 14, 2012	

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		\$3,306,000.00
Previous Change Orders	\$87,935.93	
This Change Order	\$17,769.57	
Total Change Orders		\$105,705.50
Revised Contract Amount		\$3,411,705.50
Previous Time Extensions	2 calendar days	
Time Extension - This Change Order	8 calendar days	
Total Time Extensions		10 calendar days
Original Completion Date		April 18, 2011
Revised Contract Completion Date		April 20, 2011
RSCCD Board Approval Date		July 23, 2012

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. 1138	P.O. # 10-P0014485
		D.S.A. No. 04-110212	
Contractor: Blazing Industrial Steel Inc		Change Order No. 5	
Architect: LPA Inc		Date: 6/14/12	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<u>DESCRIPTION:</u> RFI #H-484 response required additional steel plates to be added to structural steel beams. Original COP \$14,025.73 Savings \$74.35 <u>REASON:</u> Field Condition <u>REQUESTOR:</u> LPA <u>TIME EXTENSION:</u> ADDS 6 calendar days	\$0.00	\$13,951.38
2.0	<u>DESCRIPTION:</u> RFI # H- 284 response required labor, material and equipment to install and weld steel plate to channel at grid line 2.3 third floor <u>REASON:</u> Out of Scope <u>REQUESTOR:</u> LPA <u>TIME EXTENSION:</u> ADDS 2 calendar days	\$0.00	\$3,818.19
Sub-Total		\$0.00	\$17,769.57
Total			\$17,769.57

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Change Order #3, Bid #1139 – Electricity 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, electricity 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 #3.

Change Order #3 increases the contract by \$3,945.74. The revised contract amount is \$236,067.74. 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 4.919% 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 #1139 for Dynalectric, electricity for the Loop Road Extension at Santiago Canyon College as presented.

Fiscal Impact:	\$3,945.74	Board Date: July 23, 2012
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
Contractor: Dynalectric	D.S.A. No. 04-110594		
Architect: LPA Inc	Change Order No. 3	Date: June 15, 2012	

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	\$7,122.00	
This Change Order	\$3,945.74	
Total Change Orders		\$11,067.74
Revised Contract Amount		\$236,067.74
Previous Time Extensions	1 calendar day	
Time Extension - This Change Order	1 calendar day	
Total Time Extensions		1 calendar day
Original Completion Date		September 24, 2011
Revised Contract Completion Date		September 24, 2011
RSCCD Board Approval Date		July 23, 2012

_____ 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: Dynalectric		D.S.A. No. 04-110594	
Architect: LPA Inc		Change Order No. 3	
		Date: June 15, 2012	
ITEM NO.	EXPLANATION: DESCRIPTION:	CREDIT	EXTRA
1.0	Remove and replace damaged light standard in parking area <u>REASON:</u> Field Conditions <u>REQUESTOR:</u> District <u>TIME EXTENSION</u> ADDS 1 Calendar Day	\$0.00	\$3,945.74
Sub-Total		\$0.00	\$3,945.74
Total			\$3,945.74

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Change Order #6, Bid #1139 – Electricity for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND

On March 22, 2010, the Board awarded a contract to Dynalectric for Bid #1139, electricity 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 #6.

Change Order #6 increases the contract by \$39,281.88. District staff was able to negotiate a total savings of \$185.22. The revised contract amount is \$3,769,548.88. 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 4.192% 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 #6, Bid #1139 for Dynalectric, electricity for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$39,281.88	Board Date: July 23, 2012
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. 1139	P.O. #	10-BP000225
	D.S.A. No. 04-110212		
Contractor: Dynalectric	Change Order No. 6		
Architect: LPA Inc	Date: June 29, 2012		

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		\$3,617,900.00
Previous Change Orders	\$112,367.00	
This Change Order	\$39,281.88	
Total Change Orders		\$151,648.88
Revised Contract Amount		\$3,769,548.88
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		July 23, 2012

_____ 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. 1139	P.O. # 10-BP000225
Contractor: Dynalectric		D.S.A. No. 04-110212	
Architect: LPA Inc		Change Order No. 6	
		Date: June 29, 2012	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<u>DESCRIPTION:</u> Supply and installation of Xlerator Hand Dryers in lieu of Paper Towel Dispensers per CCD #42 Original Cost \$39,467.10 Savings \$185.22 <u>REASON:</u> District Request <u>REQUESTOR:</u> District <u>TIME EXTENSION:</u> 0 calender days		\$39,281.88
Sub-Total		\$0.00	\$39,281.88
Total			\$39,281.88

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Change Order #8, Bid #1139 – Electricity 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, electricity 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 #8.

Change Order #8 increases the contract by \$13,400.96. The revised contract amount is \$1,283,937.20. 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 6.993% 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 #8, Bid #1139 for Dynalectric, Inc., electricity for the Athletic/Aquatic Complex at Santiago Canyon College as presented.

Fiscal Impact:	\$13,400.96	Board Date: July 23, 2012
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 Center Project at Santiago Canyon College	Bid No. 1139	P.O. # 10-BP000226
Contractor: Dynalectric	D.S.A. No. 04-109232		
Architect: The Austin Company	Change Order No. 8	Date: 7/5/12	

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	\$70,536.24	
This Change Order	\$13,400.96	
Total Change Orders		\$83,937.20
Revised Contract Amount		\$1,283,937.20
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		July 23, 2012

_____ 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
_____ <i>Peter J. Hardash</i> 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 Center Project at Santiago Canyon College

Bid No. 1139

P.O. # 10-BP000226

D.S.A. No. 04-109232

Contractor: Dynalectric

Change Order No. 8

Architect: The Austin Company

Date: 7/5/12

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Install wire guards on the bottom of sixty light fixtures inside the gymnasium building per request for information 374</p> <p><u>REASON:</u> Additional protection to the light fixtures</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$13,400.96
Sub-Total		\$0.00	\$13,400.96
Total			\$13,400.96

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

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Change Order #4, 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 #4.

Change Order #4 increases the contract by \$4,526.68. The revised contract amount is \$2,177,608.68. Staff was able to negotiate a savings of \$1,057.62. 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 1.284% 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 #4, Bid #1141 for West Tech Mechanical, HVAC for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$4,526.68	Board Date: July 23, 2012
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. 4		
Architect: LPA Inc	Date: June 15, 2012		

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	\$23,082.00	
This Change Order	\$4,526.68	
Total Change Orders		\$27,608.68
Revised Contract Amount		\$2,177,608.68
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	2 calendar days	
Total Time Extensions		2 calendar days
Original Completion Date		December 7, 2011
Revised Contract Completion Date		December 7, 2011
RSCCD Board Approval Date		July 23, 2012

_____ 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
Contractor: West Tech Mechanical		D.S.A. No. 04-110212	
Architect: LPA Inc		Change Order No. 4	
		Date: June 15, 2012	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<u>DESCRIPTION:</u> Provide and weld galvanized plates to hydronic pump bases in boiler room. Original Cost \$5,584.30 Savings \$1,057.62 <u>REASON:</u> Field Condition <u>REQUESTOR:</u> District <u>TIME EXTENSION:</u> ADDS 2 calendar days	\$0.00	\$4,526.68
Sub-Total		\$0.00	\$4,526.68
Total			\$4,526.68

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Change Order #3, Bid #1144 – Roofing for the Athletic/Aquatic Complex at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board awarded a contract to Troyer Contracting Co., Inc. for Bid #1144, roofing 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 \$7,780.53. The revised contract amount is \$807,876.37. 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 2.532% 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 #1144 for Troyer Contracting Co., Inc., roofing for the Athletic/Aquatic Complex at Santiago Canyon College as presented.

Fiscal Impact:	\$7,780.53	Board Date: July 23, 2012
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Dr. Raúl Rodriguez, Chancellor	

CHANGE ORDER	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92708-1640		
	Project: Athletic/Aquatic Center Project at Santiago Canyon College	Bid No. 1144	P.O. # 10-P0014699
Contractor: Troyer Contracting Co Inc	D.S.A. No.	04-109232	
Architect: The Austin Company	Change Order No.	3	
	Date:	7/9/12	

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		\$787,928.00
Previous Change Orders	\$12,167.84	
This Change Order	\$7,780.53	
Total Change Orders		\$19,948.37
Revised Contract Amount		\$807,876.37
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		July 23, 2012

_____ 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 Center Project at Santiago Canyon College	Bid No. 1144	P.O. # 10-P0014699
	D.S.A. No. 04-109232	
Contractor: Troyer Contracting Co Inc	Change Order No. 3	
Architect: The Austin Company	Date: 6/1/11	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Work overtime to install roofing material on the gymnasium high roof</p> <p><u>REASON:</u> Protect existing roof material from weather elements</p> <p><u>REQUESTOR:</u> District:</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$2,523.97
2.0	<p><u>DESCRIPTION:</u> Provide waterproofing to the cheek walls per field change directive #8</p> <p><u>REASON:</u> Waterproofing protection to the cheek walls</p> <p><u>REQUESTOR:</u> Architect</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$2,417.00
3.0	<p><u>DESCRIPTION:</u> Install wood nailer at expansion joint at the roof</p> <p><u>REASON:</u> Hold the pressure treated wood inplace</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$2,839.56
Sub-Total		\$0.00	\$7,780.53
Total			\$7,780.53

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Change Order #2, Bid #1146 – Framing and Elevators 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 Building Construction Company, Inc., for Bid #1146, framing and elevators 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 #2.

Change Order #2 increases the contract by \$10,383.69. The revised contract amount is \$1,122,790.07. 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 3.48% 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 #1146 for Inland Building Construction for framing and elevators for the Athletic/Aquatic Complex at Santiago Canyon College as presented.

Fiscal Impact:	\$10,383.69	Board Date: July 23, 2012
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 Center Project at Santiago Canyon College	Bid No. 1146	P.O. # 10-BP000245
Contractor: Inland Bldg Construction Co	D.S.A. No.	04-109232	
Architect: The Austin Company	Change Order No.	2	
	Date:	7/6/12	

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		\$1,085,000.00
Previous Change Orders	\$27,406.38	
This Change Order	\$10,383.69	
Total Change Orders		\$37,790.07
Revised Contract Amount		\$1,122,790.07
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, 2012
Revised Contract Completion Date		
RSCCD Board Approval Date		July 23, 2012

_____ 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 Center Project at Santiago Canyon College	Bid No. 1146	P.O. # 10-BP000245
	D.S.A. No. 04-109232	
Contractor: Inland Bldg Construction Co	Change Order No. 2	
Architect: The Austin Company	Date: 7/6/12	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Built framing into ceiling space around ducts in room 235 to enclosed in horizontal fire rated shafts</p> <p>REASON: Mechanical contractor installed work in the wrong place going through the roof (Backcharge Westtech Mechanical)</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$4,584.46
2.0	<p>DESCRIPTION: Spray monocoat in hallway 201 underneath the air conditon units per request for information 310</p> <p>REASON: Additional decking was installed to enclosed the gaps in the roof</p> <p>REQUESTOR: Architect</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$1,516.63
3.0	<p>DESCRIPTION: Remove and replace damage insulation in rooms 122 and 125</p> <p>REASON: Replace damaged material and complete rooms due to the floor drains not installed (Backcharge Interpipe Contractor)</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$456.02
4.0	<p>DESCRIPTION: Cleaning materials requested for dust control</p> <p>REASON: Keep dust control down when sweeping the floors at the aquatics building</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$507.46
5.0	<p>DESCRIPTION: Install fire proofing in elevator equipment</p> <p>REASON: Conceal the gaps between the masonry block and decking to keep the room fire rated</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$228.52

CHANGE ORDER

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

Project: Athletic/Aquatic Center Project at Santiago Canyon College

Bld No. 1146 P.O. # 10-BP000245

D.S.A. No. 04-109232

Contractor: Inland Bldg Construction Co

Change Order No. 2

Architect: The Austin Company

Date: 7/6/12

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
6.0	<p>DESCRIPTION: Remove and replace door frame 207A at the second floor training room 208</p> <p>REASON: Install correct frame to meet the ADA code requirements (Backcharge to IDEAS for bringing out the wrong frame)</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$3,090.60
	Sub-Total	\$0.00	\$10,383.69
	Total		\$10,383.69

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Change Order #5, Bid #1146 – Framing and Elevators for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND

On March 22, 2010, the Board awarded a contract to Inland Building Construction Co. for Bid #1146, framing and elevators 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 #5.

Change Order #5 increases the contract by \$15,916.76. The revised contract amount is \$2,011,502.19. Staff was able to negotiate a savings of \$618.75. 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 1.591% 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 #5, Bid #1146 for Inland Building Construction Co., framing and elevators for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$15,916.76	Board Date: July 23, 2012
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. 1146	P.O. # 10-BP000244
Contractor: Inland Building Construction Co	D.S.A. No. 04-110212		
Architect: LPA Inc	Change Order No. 5	Date: June 28, 2012	

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		\$1,980,000.00
Previous Change Orders	\$15,585.43	
This Change Order	\$15,916.76	
Total Change Orders		\$31,502.19
Revised Contract Amount		\$2,011,502.19
Previous Time Extensions	4 calendar days	
Time Extension - This Change Order	5 calendar days	
Total Time Extensions		9 calendar days
Original Completion Date		October 12, 2011
Revised Contract Completion Date		October 16, 2011
RSCCD Board Approval Date		July 23, 2012

_____ 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. 1146	P.O. # 10-BP000244
	D.S.A. No. 04-110212	
Contractor: Inland Building Construction Co	Change Order No. 5	
Architect: LPA Inc	Date: June 28, 2012	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Cut and removed drywall on both sides of framing for return air openings on first and second floors.</p> <p><u>REASON:</u> Peer Review</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 2 calendar days</p>	\$0.00	\$2,764.51
2.0	<p><u>DESCRIPTION:</u> Per RFI H-436 remove and replace existing densglass and stud framing to allow access to install and weld new diagonal beam at Science Building. Original Cost \$3,771.00 Savings \$ 618.75</p> <p><u>REASON:</u> Field Condition</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 3 calendar days</p>	\$0.00	\$3,152.25
3.0	<p><u>DESCRIPTION:</u> Change issued for labor and materials to maintain the overall cleanliness and safety at the site</p> <p><u>REASON:</u> Field Condition</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$10,000.00
Sub-Total		\$0.00	\$15,916.76
Total			\$15,916.76

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

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Change Order #7, Bid #1147 – Interiors for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND

On March 22, 2010, the Board awarded a contract to Inland Empire Architectural Specialties for Bid #1147, interiors 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 #7.

Change Order #7 decreases the contract by \$484.27. The revised contract amount is \$1,223,597.73. 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 3.17% 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 #1147 for Inland Empire Architectural Specialties, interiors for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	-\$484.27	Board Date: July 23, 2012
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. 1147	P.O. # 10-P0014649	
	D.S.A. No. 04-110212		
Contractor: Inland Empire Architectural Specialties	Change Order No. 7		
Architect: LPA Inc	Date: June 29, 2012		

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		\$1,186,000.00
Previous Change Orders	\$38,082.00	
This Change Order	-\$484.27	
Total Change Orders		\$37,597.73
Revised Contract Amount		\$1,223,597.73
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		1 calendar days
Original Completion Date		November 25, 2011
Revised Contract Completion Date		November 26, 2011
RSCCD Board Approval Date		July 23, 2012

_____ 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. 1147

P.O. # 10-P0014649

D.S.A. No. 04-110212

Contractor: Inland Empire Architectural Specialties

Change Order No. 7

Architect: LPA Inc

Date: June 29, 2012

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Credit for reduction in size of rollershade in room 123, as directed in RFI # 522</p> <p>REASON: Field Condition</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>	-\$484.27	
Sub-Total		-\$484.27	\$0.00
Total			-\$484.27

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Change Order #2, Bid #1148 – Flooring for the Athletic/Aquatic Complex at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010 the Board of Trustees awarded a contract to Continental Flooring, Inc. for Bid #1148, flooring for the Athletic/Aquatic 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 #2.

Change Order #2 increases the contract by \$15,611.00. The revised contract amount is \$398,231.00. 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 6.068% 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 #1148 for Continental Flooring, Inc., flooring for the Athletic/Aquatic Complex at Santiago Canyon College as presented.

Fiscal Impact:	\$15,611.00	Board Date: July 23, 2012
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 Center Project at Santiago Canyon College	Bid No. 1148	P.O. #	10-P0014661
	D.S.A. No. 04-109232		
Contractor: Continental Flooring, Inc	Change Order No. 2		
Architect: The Austin Company	Date: 7/6/12		

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		\$375,448.00
Previous Change Orders	\$7,172.00	
This Change Order	\$15,611.00	
Total Change Orders		\$22,783.00
Revised Contract Amount		\$398,231.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		November 11, 2011
Revised Contract Completion Date		
RSCCD Board Approval Date		July 23, 2012

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

CHANGE ORDER

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

Project: Athletic/Aquatic Center Project at Santiago Canyon College		Bid No. 1148	P.O. # 10-P0014661
		D.S.A. No.	04-109232
Contractor: Continental Flooring, Inc		Change Order No. 2	
Architect: The Austin Company		Date: 7/6/12	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Install stego wrap as moisture barrier inside the gymnasium floor</p> <p>REASON: Provide moisture protection and allow wood flooring to be installed</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$8,862.00
2.0	<p>DESCRIPTION: Provide additional ceramic tile in rooms 116, 118 & 133</p> <p>REASON: Floor tile not part of the original contract</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$6,749.00
Sub-Total		\$0.00	\$15,611.00
Total			\$15,611.00

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

To: Board of Trustees	Date: July 23, 2012
Re: Approval of the Outsource Technical Contract for 2012-13	
Action: Request for Approval	

BACKGROUND

For several years, Information Technology Services (ITS) has contracted with Outsource Technical to assist with the maintenance and customizations of Datatel. The ITS department would like to retain the services of the contracted programmer for continued assistance with specialized customizations as defined by the end-user departments for the Datatel System. In addition, ITS may contract with Outsource Technical for specialized services.

ANALYSIS

ITS has been using Outsource Technical programmers to assist the District programmers with the maintenance and customizations of Datatel, and the maintenance and customizations of the third party solution, CI Solutions used by both College Credit and Continuing Education for attendance tracking. This contract programmer is also trained in SQL and Envision environments to assist with Datatel custom reports, screen modifications, and the development of processes.

As the district migrates to the Microsoft SQL database for Datatel, ITS may require short term contractor with specialized skills to assist the staff in specific tasks such as optimization of our Microsoft SQL clustered environments and review backup/recovery procedures.

The cost for the service provided by Outsource Technical is \$75-\$100 per hour, depending on skill required, with an estimated total cost of \$215,000 for the 2012-2013 fiscal year. This item was included in the 2012-2013 Tentative Budget.

RECOMMENDATION

It is recommended that the Board of Trustees approve hiring Outsource Technical Contract programmers for the 2012-2013 fiscal year as presented.

Fiscal Impact: \$215,000	Board Date: July 23, 2012
Prepared by: Sylvia LeTourneau, Assistant Vice Chancellor, Information Technology Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

OUTSOURCE TECHNICAL SERVICE AGREEMENT

This service agreement ("Agreement") by and between OUTSOURCE TECHNICAL, ("OST"), located at 3700 Campus Drive, Suite 100 Newport Beach, CA 92660, and Rancho Santiago Community College District, ("DISTRICT") is made, entered into and effective as of the date of execution.

1. SERVICES.

OST shall provide qualified personnel/employees to DISTRICT for the purpose of performing certain requested services.

2. RELATIONSHIP OF PARTIES.

OST shall employ personnel who provide certain contracted for services to DISTRICT on the terms set forth herein. Although such personnel may have an employment relationship with OST, such personnel shall not be construed while working under this Agreement to have any employment relationship whatsoever with DISTRICT.

Once an OST employee is placed with DISTRICT, DISTRICT agrees that it is solely responsible for the supervision and work performance of the OST employee. Notwithstanding the above, OST agrees that it is responsible for and will pay all appropriate taxes, withhold all appropriate amounts from payroll checks, and purchase appropriate insurance for OST employees whose services are used by DISTRICT.

OST shall designate and provide at no charge to DISTRICT an OST official to serve as liaison with DISTRICT in overseeing the implementation of this Agreement. The OST liaison is set forth on Exhibit A.

3. COMPENSATION.

(a) **Direct Staffing Invoices and Fees.** DISTRICT shall pay a placement fee to OST calculated at 20% of the starting annualized cash salary for candidates sourced by OST and hired by DISTRICT, including guaranteed bonuses. Annualized cash salary for the purposes of this agreement shall not include stock options, benefits, or travel and/or relocation allowances provided to the candidate.

DISTRICT will pay OST the placement fee net thirty (30) days after receipt of an invoice and upon thirty (30) days of employment by the candidate at DISTRICT.

(b) **Direct Staffing Guarantee.** If an OST employee hired by DISTRICT through OST voluntarily quits or is terminated for any reason(s) other than layoff or position elimination within a sixty (60) day period following the employee's hire date, OST will refund any paid placement fee calculated at the rate of 1/60th per day (of the total fee) from start date to termination of employment.

(c) **Contract Staffing Billing Rates and Invoicing.** The agreed upon bill rate and/or rates for contract staffing are set forth on Exhibit A of this Agreement. Billing rate

for contract staffing includes the employee's wages, OST's fees, worker's compensation, unemployment insurance, and state and federal taxes. Overtime will apply per applicable state law and the bill rate will be charged at time and half or double time, as applicable, for any overtime hours worked.

OST will invoice DISTRICT for direct staffing services on a weekly basis. Payment shall be due upon receipt of the invoice. Invoices shall be accompanied by timesheets, with DISTRICT'S signature certifying that the hours shown are correct and that the work was performed to DISTRICT'S satisfaction. Such signature will authorize OST to bill DISTRICT for the hours worked by the OST employee.

(d) **Contract Staffing Right to Hire.** DISTRICT has the right to hire an OST employee once they have been engaged in work at DISTRICT'S work site(s) for more than 180 working days (6 months) with an average of 40 hours per week. No OST Employee will be released for permanent hire until any and all overdue invoices are paid and at a "current status" according to the agreed upon payment terms of 15 days from the date of invoice. If DISTRICT decides to hire an OST Employee before the 6-month right to hire term, there will be a fee based on a sliding scales as follows: Immediate hire or during Month 1 = 20% of salary, month 2 = 18%, month 3 = 16% month 4 = 14%, during month 5 = 12%, after six months = no fee.

4. **RESUMES.**

DISTRICT acknowledges that OST is the representative of all resumes received by DISTRICT from OST. In the event DISTRICT employs any candidates submitted to DISTRICT, for any position with DISTRICT, within one (1) year from the time DISTRICT receives such resumes from OST, DISTRICT agrees to pay the placement fee set forth above in section 3(a).

5. **TERM AND TERMINATION.**

(a) The term of this Agreement shall begin upon the date hereof executed by the above parties and continue in effect thereafter until cancelled by either party upon written notice.

(b) This Agreement may be terminated by either Party in the event the other Party: (i) breaches any material provision and does not cure such breach within ten (10) days after receipt of written notice of such breach; (ii) becomes the subject of a bankruptcy or reorganization proceeding and such proceeding, if involuntary, is not dismissed within sixty (60) days; or (iii) becomes insolvent; (iv) ceases doing business as a going concern. In the event of a termination under this section, the terminating Party will have the right to exercise any right or remedy that may be available at law or in equity.

(c) If either Party terminates this Agreement with notice, then during the notice period OST will limit work to matters in process as agreed to in writing with DISTRICT and will not initiate new services, so that the notice period serves to effect an orderly transition of services in process. In the event of such continuation of services, DISTRICT will be obligated to pay for such performance according to the terms contained herein.

6. INDEMNITY AND LIMITATION OF LIABILITY.

(a) **OST's Indemnity of Company.** OST shall indemnify, defend and hold harmless DISTRICT, its employees and its affiliates (the "DISTRICT Indemnities"), from and against any and all liabilities, demands, claims, losses, damages, fines, suits, judgments or expenses, including reasonable attorneys' fees and costs, arising out of or in connection with OST's negligent performance, including any employment discrimination claims brought by or against OST's employees, and/or a breach or alleged breach of any of its representations and warranties set forth herein.

(b) **OST's Disclaimer of Liability; Indemnity.** OST shall not be liable for any claim, loss, or liability of any kind whatsoever resulting from: (a) any acts or omissions by OST's employees taken at the specific direction or with the actual consent of DISTRICT; (b) DISTRICT'S failure to supervise, control, or safeguard the OST employee, and/or the premises, processes, or systems; (c) without OST's express prior written approval, entrusting the OST employees with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables; (d) DISTRICT requesting or permitting OST employee to use any vehicle, regardless of ownership, in connection with the performance of services for DISTRICT unless OST has given its express prior approval in writing; (e) promises of increased compensation made by DISTRICT to OST employees; (f) DISTRICT making substantial changes in the OST employee's job duties or risks without OST's prior written approval; (g) the conduct of DISTRICT'S officers, employees, and agents; (h) failure by DISTRICT to provide OST employees with a safe worksite or to provide information, training, and safety equipment with respect to any hazardous substances or conditions to which they may be exposed at the worksite, whether or not required by law; and (i) Claims for special, indirect, consequential, punitive, or lost profit damages. DISTRICT shall indemnify, defend and hold harmless OST, its employees and its affiliates, from and against any and all liabilities, demands, claims, losses, damages, fines, suits, judgments or expenses, including reasonable attorneys' fees and costs, arising out of or in connection with the matters contained in this section 6(b).

7. SAFE WORK PRACTICES.

DISTRICT agrees to provide OST with a copy of their safety program(s) before work begins. DISTRICT agrees to provide and maintain safe working conditions and further agrees to comply with all present and future applicable Federal, state and local laws and regulations regarding the safety and health of the employees covered by this Agreement. Failure to comply with Federal, state and local laws, resulting in accident or injury to an OST employee, the DISTRICT agrees to defend, indemnify, and hold OST harmless against any and all claims, losses, and liabilities that OST incurs including reasonable attorney's fees agreed upon by DISTRICT. If an OST Employee is to perform tasks which require driving a vehicle, DISTRICT agrees to deliver to OST, in advance, an insurance policy naming OST as additional insured.

DISTRICT understands that OST employees work in specific trades only. To the extent permitted by law, DISTRICT agrees to defend, indemnify, and hold OST harmless

against any and all claims, losses, and liabilities that OST incurs (including reasonable attorney's fees agreed upon by DISTRICT) that are proximately caused by the fault, negligence, gross negligence, or recklessness of DISTRICT, or DISTRICT'S officers, employees, or authorized agents, that arise from DISTRICT'S breach of this Agreement, that arise from risks inherent in DISTRICT'S business, or that are expressly making substantial changes in the Assigned Employee's job duties or risks (e.g., ditch digging, moving heavy equipment or furniture, lifting objects over 60 lbs, carpentry, concrete work, masonry, etc.) without OST's prior written approval.

8. CONFIDENTIALITY.

(a) **DISTRICT'S Confidential Information.** OST acknowledges that it or its employees may be given access to or acquire information which is proprietary to or confidential to DISTRICT or its affiliated companies and their customers. Any and all such information obtained by OST shall be deemed to be confidential and proprietary information. OST agrees to hold such information in strict confidence and not to disclose such information to third parties or to use such information for any purposes whatsoever other than the providing of services to DISTRICT. OST agrees to direct OST employees to keep such information confidential, and to require OST employees to enter into Confidentiality Agreements in the form annexed hereto as Exhibit B before being assigned to DISTRICT.

(b) **OST's Confidential Information.** DISTRICT acknowledges that during OST's performance under this Agreement, DISTRICT may be given access to or acquire Confidential Information of OST (as defined below), all of which provides OST with a competitive advantage and none of which is readily available. DISTRICT agrees that during the term of this Agreement and any time thereafter it will not use or disclose to any person or company (except under the authority of OST or if ordered to do so by a Court of competent jurisdiction) any Confidential Information obtained during the term of this Agreement for any reason or purpose. DISTRICT also agrees that it will use due care and diligence to prevent any unauthorized use or disclosure of such information. As used herein, OST's "Confidential Information" means: all information regarding OST's assigned and staff employees, including but not limited to their names, home addresses, telephone numbers, skills, qualifications, evaluations, availability, record of assignments, and related information.

9. WORK FOR HIRE.

OST warrants that all services provided by its employees or agents to DISTRICT under this Agreement, and all material generated in the course of providing such services, shall constitute Works For Hire owned exclusively by DISTRICT.

10. CONTROLLING LAW AND ARBITRATION.

This Agreement shall be construed according to the laws of California applicable to contracts made and performed entirely therein. DISTRICT and OST agree to settle any disputes between the parties by arbitration in accordance with the rules then in effect by the American Arbitration Association. The costs of arbitration including attorney's fees will be reimbursed to the prevailing party by the non-prevailing party. It is agreed that a facsimile transmission of the signed agreement constitutes an original and binding document.

11. SEVERABILITY.

A ruling by any court that one or more of the provisions contained in this agreement is invalid, illegal or unenforceable in any respect shall not affect any other provision of this agreement so long as the economic or legal substance of the transactions contemplated hereby is not affected in any manner materially adverse to any party.

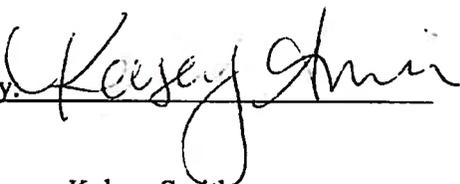
12. INTEGRATION.

This Agreement supersedes any statement of terms submitted by OST or DISTRICT. This Agreement represents the full and complete agreement between parties concerning the subject matter herein. There are no other agreements of any kind concerning the subject matter herein. This Agreement cannot be modified or supplemented orally or implied; it may be amended or supplemented only by a writing identifying itself as such, signed by the authorized company executive and OST representative. Further, for the purposes of this Agreement, any reference to "days" shall mean calendar days.

AGREED AND ACCEPTED:

Outsource Technical LLC

Rancho Santiago Community College District

By: 

By: _____

Name: Kelsey Smith
Account Executive

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

Date: 07/12/12

Date: _____

Initials

EXHIBIT A: RATE CONFIRMATION

<u>Candidate/Skill Set</u>	<u>Bill Rate</u>
Paul Hwang/Programmer	\$90/hr
<u>OST Liaison:</u> Kelsey Smith	
<u>DISTRICT Contact:</u> Sylvia LeTourneau	

AGREED & ACCEPTED BY:

Outsource Technical LLC

By: Kelsey Smith

Name: Kelsey Smith
Account Executive

Date: 07/12/12

Rancho Santiago Community College District

By: _____

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

Date: _____

Initials

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

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Raubolt Consulting Services, Inc. Agreement	
Action:	Request for Approval	

BACKGROUND

The current district-wide Wide Area Network (WAN) infrastructure comprises of AT&T's Gigaman and T1 connections. Information Technology Services would like to procure the use of leased fiber lines (commonly known as Dark Fiber) for our WAN infrastructure in order to increase our connectivity bandwidth at a considerable cost savings.

ANALYSIS

An assessment is needed to perform site surveys to document current and required equipment to convert the WAN infrastructure located at Santa Ana College, Santiago Canyon College, Centennial Education Center, Orange Education Center, Digital Media Center, District Office, and the Orange County Sheriff's Regional Training Academy. Then, qualified vendors that provide dark fiber services will be identified and a detailed scope of work including technical specifications will be defined to include in a Request for Proposal (RFP). Once a vendor has been selected via the RFP process, project management services to assist ITS in installation, change-over, and sign off is required.

RECOMMENDATION

It is recommended that the Board of Trustees approve the consulting agreement from Raubolt Consulting Services, Inc. in the amount of \$43,800 as presented.

Fiscal Impact:	\$43,800	Board Date: July 23, 2012
Prepared by:	Sylvia LeTourneau, Assistant Vice Chancellor of Information Technology Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

**Rancho Santiago Community College District
Dark Fiber Procurement and Project Management
Proposal and Statement of Work
Presented by Raubolt Consulting Services, Inc.
Prepared by Jack Raubolt for Sylvia LeTourneau,
Assistant Vice Chancellor, Information Technology Services
July 11, 2012**

BACKGROUND

Thank you for the opportunity to submit this statement of work to provide services as a Senior Consultants providing telecommunication services for procurement and project management of Dark Fiber. The proposal is based on the information provided and decisions with you, David Quinn and Bill Leming. It is the District's intent to procure dark fiber services to replace the current telecommunication services provided by AT&T with a self-managed network.

The role of the consultants will be to lead the procurement process by identifying qualified vendors to provide dark fiber services, create and manage the RFP process; and working with the ITS staff and selected vendor lead the project through installation, change-over and sign off. The consultants will use District procedures and known best practices in order to manage and deployment services for the instructional programs and the business units.

This proposed statement of work outlines the primary scope of work to be accomplished. As the project progresses detailed items, such as stakeholders and timelines, will be defined and refined as needed. If the District requires additional scope to the assignment, a mutually agreed to addendum can be arrived at by the sponsor and Raubolt Consulting Services.

The project sponsor is Sylvia LeTourneau, Assistant Vice Chancellor, ITS.
Lead consultant assigned is Jack Raubolt.
Engineering services will be provided by Bill Leming.
Project Management services will be provided by Jack Raubolt and Bill Leming depending on project state and needs.

STATEMENT OF WORK

The consultant will gather information to procure and replace the District's Wide Area Network between seven (7) campuses with dark fiber services. The campuses to be included are:

Santa Ana College (SAC)
Santiago Canyon College (SCC)
Rancho Santiago District Office (DOC)
Orange Education Center (OEC)
Digital Media Center (DMC)
Centennial Education Center (CEC)
OC Sheriff's Regional Training Academy (CJTC)

Tasks:

Discovery –

- Conduct site surveys for current conditions including providers, equipment, services and resources.
- Document current conditions highlighting equipment and services that will change or be replaced.
- Dove-tail the refresh of other telecommunication and network equipment with this project. The refresh will not be part of this project; however, timetables need to coincide.
- Create criteria for new state to be used to qualify vendors for further consideration.
- Create specification for the new state using the criteria above, information learned by qualifying vendors and internal knowledge from ITS.

Procurement –

- Using District procurement processes write technical specification for procurement RFP.
- Create a vendor list using the information from the discovery stage.
- Create an evaluation process using the specification.
- Release RFP; conduct Vendor Project Meeting with follow-up Q&A period.
- Respond to any request for information during the Q&A process.
- Review RFP responses using evaluation criteria.
- Create a short list of vendors.
- Conduct vendor interviews, as necessary.
- Recommend and seek approval to proceed with selected vendor.

Project Management –

- Oversee project controls including budget and timelines.
- Lead dark fiber implementation project.
- Monitor progress with vendor(s).
- Coordinate resources from the District and vendors.
- Conduct project meetings as required.
- Provide regular status reports to the project sponsor and designees.
- Alert project sponsor or designees of delays in schedule.

Projected timeline:

The timeline is dependent on the start date, vendor availability, District personnel availability and access to needed information. It is the desire of the District to complete the project to coincide with the expiration of the AT&T contracts.

The current timeline does not reflect the time required to complete the project plan. This information is required as part of the RFP response by the vendors.

7/6/2012	Proposal for project services due to project sponsor
7/11/2012	Proposal for project services due to business services
7/23/2012	Expected Board approval of project services agreement
8/3/2012	Procurement RFP ready for internal review
8/10/2012	Procurement RFP ready for publication
8/13/2012	RFP 1 st advertisement

8/14/2012	RFP 2 nd advertisement
8/22/2012	Mandatory vendor meeting
8/29/2012	Project questions due by vendors
8/31/2012	Answers to vendors due by RSCCD
9/14/2012	Procurement RFP opening
9/17-21/2012	Procurement RFP Review
9/21/2012	Selection of preferred vendors
9/24-28/2012	Interview preferred vendors
10/3/2012	Receive final pricing
10/8/2012	Select vendor to recommend
10/10/2012	Board docket due to business services
10/22/2012	Expected board approval
11/1/2012	Vendor start-up meeting including project plan review
2/8/2013	AT&T contracts expire

Deliverables:

- Summary of documentation gathered during discovery.
- Written technical specifications for procurement RFP.
- Review and approve of procurement RFP.
- Summary of Q&A from discovery and RFP processes.
- Meeting summaries from RFP process.
- Lead implementation Dark Fiber project.
- Provide project meeting summaries from vendors and/or District personnel.

Sponsor's Responsibility:

- Provide communication with appropriate District committees and constituent groups.
- Provide administrative support for calendaring meetings with District personnel.
- Provide access to needed personnel, locations, systems and processes as required.
- Provide all necessary documents needed to obtain an understanding of current conditions, needs and processes.
- Provide timely feedback on options, opinions and recommendations set forward in the course of project.
- Provide suitable work space including access to the internet and e-mail.

Consultant's Responsibility:

- Provide communication and proper controls with vendors working on project.
- Schedule, conduct and chair meeting as appropriate.
- Attend and participate in meetings as required.
- With proper notice and depending on availability, be available to attend District or college meetings as decided by the assessment sponsor.
- Provide timely options, opinions and recommendations in the course of the project.
- Provide needed equipment for use by the consultants in the course of the project including proper care and security.
- Provide phone service with voice mail.
- Complete the deliverable mentioned above.

Duration:

- The terms of this proposal are from July 24, 2012 to June 30, 2013.
- With 30 days' notice, the agreement can be terminated by the District or Raubolt Consulting Services.

Investment:

Raubolt Consulting Services guarantees a rate of:

- \$160 per hour for consulting and project management services estimated 90 hours for a total of \$14,400.
- \$210 per hour for engineering services estimated 140 hours for a total of \$29,400.
- **Total contract cost shall not exceed \$43,800.**
- The District will reimburse for reasonable expenses for printing and mailing costs.
- The District will reimburse for mileage at the IRS rate.
- Expenses not to exceed \$4,000.
- The Raubolt Consulting Services will carry liability insurance as required in District's standard consultant services agreement.
- The District will waive the requirement for the consultant to carry worker's compensation insurance.
- The Raubolt Consulting Services will invoice monthly for services provided.
- The District will process payment net 30 days.

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

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Change Order #1, Bid #1183 Video Surveillance System	
Action:	Request for Approval	

BACKGROUND

On January 17, 2012, the Board of Trustees awarded a contract to IES Commercial, Inc. for the district-wide video surveillance system.

ANALYSIS

During the course of the installation, it was determined that it would be necessary to install fiber to the poles located in the parking lots, rather than use a wireless mesh network as per the original design, in order to improve network performance. The cost impact is noted in the attached Change Order #1.

The original contract amount is \$2,905,424.11. Change Order #1 increases the contract amount by \$97,995.00. The revised contract amount is \$3,003,419.11. The cost indicated in the change order is considered fair, reasonable and within industry standards by the architect, construction manager, and district staff. This change order increases the project cost by 3.337%. 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 #1183 for IES Commercial, Inc., for the district-wide video surveillance system as presented.

Fiscal Impact:	\$97,550.00	Board Date: July 23, 2012
Prepared by:	Sylvia LeTourneau, Assistant Vice Chancellor, Information Technology Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raul Rodriguez, Ph.D., Chancellor	

CHANGE ORDER

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

Project:	District Wide Video Surveillance System	Bid No. <i>1183</i>	P.O. # <i>P0021741</i>
		D.S.A. No.	N/A
Contractor:	<i>IES Commercial Inc.</i>	Change Order No.	<i>1</i>
Architect:	<i>Westberg-White, Inc.</i>	Date:	<i>July 9, 2012</i>

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		\$2,905,424.11
Previous Change Orders	\$0.00	
This Change Order	\$97,995.00	
Total Change Orders		\$97,995.00
Revised Contract Amount		\$3,003,419.11
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		February 13, 2013
Revised Contract Completion Date		February 13, 2013
RSCCD Board Approval Date		July 23, 2012

Architect Authorized Signature Date _____

Contractor Name Authorized Signature Date _____

Construction Manager - Bernards 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>District Wide Video Surveillance System</i>		Bid No. 1183	P.O. # P0021741
Contractor: <i>IES Commercial Inc.</i>		D.S.A. No. N/A	
Architect: <i>Westberg-White, Inc.</i>		Change Order No. 1	
		Date: July 9, 2012	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Per Bulletin #8, provide underground fiber cabling, conduits and pull boxes</p> <p><u>REASON:</u> Santa Ana College Video Surveillance underground changes / upgrades</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> 0</p>	\$0.00	\$97,995.00

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

To:	Board of Trustees	Date: July 23, 2012
Re:	Accept and Award of Bid# 1195 - Cisco SMARTnet and VOIP Maintenance Service	
Action:	Request for Approval	

BACKGROUND

In order for the District to continue maintaining the highest level of efficiency, service and up-time from the Data and Voice networking equipment, the District requires a Cisco SMARTnet and Voice Over IP (VOIP) maintenance and service contract.

Due to the bid limit, this maintenance agreement required the District to go through the public bidding process and obtain Board approval.

ANALYSIS

The bid was advertised and distributed in compliance with public contract code and District policy. Twenty-three (23) bids were mailed with ten (10) responding and out of the ten (10), two (2) bidders were non-responsive. It was determined after a thorough analysis by the ITS Department and the Purchasing Department that INX LLC, A Presidio Company, is the lowest responsive and responsible bidder. The contract is for one (1) year with the option to renew annually for an additional four (4) years. The decision of renewals will be based on level of performance and annual price adjustments. Below are the bid responses and reasons of non-responsiveness.

Bidder	Bid Amount	Bidder	Bid Amount
Arch Technology Solutions	\$113,897.40*	Nexus IS	\$179,542.71
INX LLC, A Presidio Company	\$165,563.10	Bear Data	\$184,532.83
AMS.Net	\$167,145.28	NIC Partners	\$192,574.10
World Wide Technologies	\$170,014.49	ePlus	\$193,254.54
Enpointe.	\$173,263.64*	Epoch Universal	\$194,320.80

*Arch Technology Solutions was non-responsive because they failed to bid as specified, not meeting the Cisco Smartnet requirements plus their inclusion of additional terms and conditions to the bid.

*Enpointe was non-responsive because they failed to use the revised Bid Form and their bid totals did not match on the bid form as well as not acknowledging the two addendums.

RECOMMENDATION

It is recommended that the Board of Trustees accept the bids and approve the award of Bid# 1195-Cisco SMARTnet and VOIP Maintenance Service to INX LLC, A Presidio Company, and any future renewals as presented.

Fiscal Impact:	\$165,563.10 (first year)	Board Date: July 23, 2012
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of CMAS Contract #4-12-71-0130A & #4-12-71-0130B to Nova Solutions, Inc.	
Action:	Request for Approval	

BACKGROUND

On May 10, 2004 the Board of Trustees approved California Multiple Award Schedule (CMAS) Contract #4-00-01-0039A to Nova Solutions, Inc. for the purchase of classroom furniture and computer worktables. That contract expired and has been replaced by the above two contracts which require Board approval.

ANALYSIS

Attached are excerpt related to CMAS Contracts #4-12-71-0230A & #4-12-71-0130B. The complete contracts and product information is available in the Purchasing Department. These contracts are approved by the State of California, Department of General Services (GSA) and meet all legal requirements allowing California school districts including community colleges to use the contracts for purchasing miscellaneous classroom furniture including lecterns, computer workstations and ADA-compliant worktables. CMAS pricing mirrors GSA Federal Contracts #GS-29F-0173G & #GS-28F-0026W and provides discounts up to 60% off net prices including freight charges. These contracts are good through March 31, 2017.

RECOMMENDATION

It is recommended that the Board of Trustees approve the District's participation in CMAS Contracts #4-12-71-0130A & #4-12-71-0130B awarded to Nova Solutions, Inc. through March 31, 2017 and any future renewals and extensions as presented.

Fiscal Impact:	To be Determined	Board Date: July 23, 2012
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

State of California
MULTIPLE AWARD SCHEDULE
Nova Solutions, Inc.

CONTRACT NUMBER:	4-12-71-0130A
CMAS CONTRACT TERM:	6/12/2012 through 3/31/2017
CONTRACT CATEGORY:	Non Information Technology Goods
APPLICABLE TERMS & CONDITIONS:	August 2010
MAXIMUM ORDER LIMIT:	\$100,000
FOR USE BY:	State & Local Government Agencies
BASE GSA SCHEDULE NO.:	GS-29F-0173G
BASE SCHEDULE HOLDER:	Nova Solutions, Inc.

This contract provides for the purchase, warranty, installation, and design/layout services of furniture products. (See page 2 for restrictions applicable to this contract.)

NOTICE: Products and/or services on this CMAS contract may be available on a Mandatory Statewide Contract (formerly Strategically Sourced Contract). If this is the case, the use of this CMAS contract is restricted unless the State agency has an approved exemption pursuant to MM 05-11, and as further explained in the Statewide Contract User Instructions. Information regarding Statewide Contracts can be obtained at the website: <http://www.documents.dgs.ca.gov/pd/contracts/contractindexlisting.htm>. This requirement is not applicable to local government entities.

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

The most current Ordering Instructions and Special Provisions and CMAS Terms and Conditions, products and/or services and pricing are included herein. All purchase orders issued under this contract incorporate the following Ordering Instructions and Special Provisions and CMAS Terms and Conditions dated August 2010.

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

Contractor non-compliance with the requirements of this contract may result in contract termination.



KRISTI F. JOHNSON, Program Analyst, California Multiple Award Schedules Unit

Effective Date: **6/12/2012**

State of California
MULTIPLE AWARD SCHEDULE
Nova Solutions, Inc.

CONTRACT NUMBER:	4-12-71-0130B
CMAS CONTRACT TERM:	6/12/2012 through 3/31/2017
CONTRACT CATEGORY:	Non Information Technology Goods
APPLICABLE TERMS & CONDITIONS:	August 2010
MAXIMUM ORDER LIMIT:	\$100,000
FOR USE BY:	State & Local Government Agencies
BASE GSA SCHEDULE NO.:	GS-28F-0026W
BASE SCHEDULE HOLDER:	Nova Solutions, Inc.

This contract provides for the purchase, warranty, installation and design/layout services of furniture products. (See page 2 for restrictions applicable to this contract.)

NOTICE: Products and/or services on this CMAS contract may be available on a Mandatory Statewide Contract (formerly Strategically Sourced Contract). If this is the case, the use of this CMAS contract is restricted unless the State agency has an approved exemption pursuant to MM 05-11, and as further explained in the Statewide Contract User Instructions. Information regarding Statewide Contracts can be obtained at the website: <http://www.documents.dgs.ca.gov/pd/contracts/contractindexlisting.htm>. This requirement is not applicable to local government entities.

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

The most current Ordering Instructions and Special Provisions and CMAS Terms and Conditions, products and/or services and pricing are included herein. All purchase orders issued under this contract incorporate the following Ordering Instructions and Special Provisions and CMAS Terms and Conditions dated August 2010.

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

Contractor non-compliance with the requirements of this contract may result in contract termination.



KRISTI F. JOHNSON, Program Analyst, California Multiple Award Schedules Unit

Effective Date: **6/12/2012**

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

To:	Board of Trustees	Date:	July 23, 2012
Re:	Adoption of Resolution No. 12-34 - Delegation of Authority to Award Informal Contracts		
Action:	Request for approval		

BACKGROUND

On November 20, 1995 the Board of Trustees adopted Resolution #95-18 to become subject to the procedures set forth in the Uniform Public Construction Cost Accounting Act (the “Act”) and the California Uniform Public Construction Cost Accounting Commission’s Policies and Procedures Manual. The Act was created to simplify and unify bidding procedures and cost accounting on public works projects. The District was an early adopter of this Act.

As defined by the Act and in accordance with the dollar limits, the District has been utilizing the informal bidding procedures for public works projects. This includes advertising once a year and maintaining a qualified list of contractors, identified according to categories of work, to solicit informal bids. In addition, the Act offers the benefit of awarding contracts up to certain dollar amounts without having to solicit formal bids following a clearly defined informal bidding process. This raises the bid threshold up to \$175,000 from the current cap of \$15,000; however, any public works project over \$175,000 requires a formal bid and the traditional award process. Due to the higher bid limit, minor projects can start sooner and complete earlier without the need for the cumbersome formal bidding process.

Currently, there are a total of 35 California community colleges including Rancho Santiago Community College District and 263 K-12 districts using this program.

ANALYSIS

The District’s construction attorney, Hugh Lee, has recently been asked to review the District’s “Act” policy (BP 3310) and the original Board approved resolution to verify current code compliance. He found the current board policy to be compliant and recommended that the District adopt a separate resolution to delegate the authority to the Chancellor, Executive Vice Chancellor of Human Resources and Educational Services and Vice Chancellor of Business Operations and Fiscal Services to enter and award informal contracts to be ratified by the Board. This is allowed in the Act.

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 12-34 that delegates the authority to award informal contracts to the Chancellor, Executive Vice Chancellor of Human Resources and Educational Services and Vice Chancellor of Business Operations and Fiscal Services as presented.

Fiscal Impact:	None	Board Date:	July 23, 2012
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services		
Submitted by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 12-34**

**RESOLUTION AUTHORIZING CHANCELLOR, EXECUTIVE VICE CHANCELLOR OF HUMAN
RESOURCES AND EDUCATIONAL SERVICES AND VICE CHANCELLOR OF BUSINESS
OPERATIONS AND FISCAL SERVICES TO AWARD INFORMAL CONTRACTS PURSUANT TO THE
INFORMAL BIDDING PROCEDURES OF THE UNIFORM PUBLIC CONSTRUCTION COST
ACCOUNTING ACT**

WHEREAS, Public Contract Code section 22000 et seq. sets forth the Uniform Public Construction Cost Accounting Act (the “Act”);

WHEREAS, the Act provides for the implementation of uniform construction cost accounting procedures for all public agencies electing to participate, together with instructions for their adoption and implementation by any public agency;

WHEREAS, pursuant to Public Contract Code section 22030, the Board of Trustees of the Rancho Santiago Community College District (“District”) formally elected to become subject to the procedures set forth in the Act and to the California Uniform Public Construction Cost Accounting Commission’s Policies and Procedures Manual by adopting Resolution # 95-18 on November 20, 1995;

WHEREAS, pursuant to Public Contract Code section 22034, any public agency that elects to become subject to the Act must adopt informal bidding procedures to govern the selection of contractors to perform public projects pursuant to Public Contract Code section 22032(b);

WHEREAS, public projects undertaken by the District, as defined by the Act and in accordance with the limits listed in Public Contract Code section 22032, may be let to contract by informal procedures as set forth in Public Contract Code section 22032;

WHEREAS, pursuant to Public Contract Code section 22034(e), the governing body of the public agency may delegate the authority to award informal contracts formed pursuant to the Act to the public works director, general manager, purchasing agent or other appropriate person;

NOW, THEREFORE, the Board of Trustees of the Rancho Santiago Community College District hereby resolves as follows:

1. That the above recitals are all true and correct.
2. That the District’s Chancellor, Executive Vice Chancellor of Human Resources and Educational Services and Vice Chancellor of Business Operations and Fiscal Services are authorized to award informal contracts pursuant to this Resolution in accordance with the limits listed in Public Contract Code section 22032 and the procedure set forth in District Resolution # 95-18 and the Act.
3. That the District’s delegation of authority to Chancellor, Executive Vice Chancellor of Human Resources and Educational Services and Vice Chancellor of Business Operations and Fiscal Services to enter into informal contracts pursuant to the Act is granted in accordance with Education Code section 81656.
4. That this Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this 23rd day of July 2012 , by the members of the Board of Trustees of the Rancho Santiago Community College District.

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

I, Raul Rodriguez _____, Secretary of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing is a full, true and correct copy of a 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.

Secretary

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
12-P0022720	13,100.00	ON COURSE INC.	Contracted Services	SP		6/27/2012
12-P0023088	1,625.00	CONTRERAS RAFAEL	Contracted Services	SP		6/4/2012
12-P0023089	1,625.00	JAIMES JONATHAN	Contracted Services	SP		6/4/2012
12-P0023090	991.16	CARRIER CORP	Contracted Repair Services			6/4/2012
12-P0023091	800.00	JOHNSON CONTROLS	Contracted Repair Services			6/4/2012
12-P0023092	1,253.56	RSD REFRIGERATION SUPPLIES	Contracted Repair Services			6/4/2012
12-P0023093	379.08	LOBBY TRAFFIC SYSTEMS INC	Contracted Repair Services			6/4/2012
12-P0023094	575.00	DE LA TORRE COMMERCIAL	Contracted Repair Services			6/4/2012
12-P0023095	4,689.74	JOHN J KANE INC	Contracted Repair Services	SP		6/4/2012
12-P0023096	139,800.00	WESTBERG & WHITE INC	Buildings - Architects Fee	SP		6/4/2012
12-P0023097	190.18	IDEAL LIGHTING SUPPLY INC	Non-Instructional Supplies			6/4/2012
12-P0023098	9,744.00	CITY OF CORONA	Instructional Agrmt - Salary			6/4/2012
12-P0023099	1,200.00	RAUBOLT CONSULTING SVCS INC	Contracted Services			6/4/2012
12-P0023100	1,280.00	TROPICAL PLAZA NURSERY	Contracted Repair Services	SP		6/4/2012
12-P0023101	356.11	UNITED AUTOMOTIVE SVC INC	Contracted Repair Services			6/4/2012
* 12-P0023102	14,486.89	PUBLIC HEALTH FOUNDATION ENTERPRISES INC	Contracted Services	SP		6/4/2012
12-P0023103	974.95	ORANGE COAST PLUMBING INC	Contracted Repair Services			6/4/2012
12-P0023105	251.74	GARDEN GROVE UNIFIED SCHOOL DIST	Transportation - Student	SP		6/5/2012
12-P0023106	161.47	PLAYERS CHOICE	Non-Instructional Supplies	SP		6/5/2012
12-P0023107	555.48	COSSIO-MUNIZ RUTH JACQUELINE	Non-Instructional Supplies	SP		6/5/2012
12-P0023108	2,610.00	RSCCD	Other Exp Paid for Students	SP		6/5/2012
12-P0023109	21,197.00	RSCCD STUDENT BUSINESS OFFICE	Other Exp Paid for Students	SP		6/5/2012
12-P0023110	400.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			6/5/2012
12-P0023111	290.72	SIR SPEEDY	Non-Instructional Supplies			6/5/2012
12-P0023112	1,293.00	RUTH GUETA INC	Food and Food Service Supplies	SP		6/5/2012
12-P0023113	515.98	WELLS FARGO BANK	Conference Expenses			6/5/2012
12-P0023114	585.00	SURVEY MONKEY INC	Software License and Fees			6/5/2012
12-P0023115	365.61	KULI IMAGE INCYKUSTOM IMPRINTS	Non-Instructional Supplies			6/5/2012
12-P0023116	125.00	ACBO ASSOC OF CHIEF	Conference Expenses			6/5/2012
12-P0023117	300.47	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		6/5/2012
12-P0023118	705.07	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		6/5/2012
12-P0023119	504.32	JETZAMINA J. TORRES	Conference Expenses	SP		6/5/2012
12-P0023120	502.40	DOUGLAS E. JOHNSON	Conference Expenses			6/5/2012
12-P0023121	260.00	STUART L. DAVIS	Conference Expenses			6/5/2012
12-P0023122	1,375.00	ACCCA	Conference Expenses	SP		6/5/2012

Legend: * = Multiple Accounts for this P.O. SP = Special Project

5.33 (1)

No. 5.33

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
12-P0023123	6,643.63	THE WRIGHT GROUP INC	Equipment - All Other > \$1,000			6/5/2012
12-P0023124	800.00	NAT'L HEAD START ASSOC	Inst Dues & Memberships	SP		6/5/2012
12-P0023125	600.00	CA HEAD START ASSOC.	Inst Dues & Memberships	SP		6/5/2012
12-P0023126	64.14	WELLS FARGO BANK	Non-Instructional Supplies			6/5/2012
* 12-P0023127	907.86	APPLE COMPUTER INC	Non-Instructional Supplies	SP		6/5/2012
12-P0023128	4,060.83	FISHER SCIENTIFIC	Equipment - Federal Progs >200	SP		6/5/2012
12-P0023129	718.14	BIO RAD LABORATORIES	Non-Instructional Supplies	SP		6/5/2012
* 12-P0023130	3,313.02	BIO RAD LABORATORIES	Non-Instructional Supplies	SP		6/5/2012
* 12-P0023131	1,616.13	APPLE COMPUTER INC	Equipment - Federal Progs >200	SP		6/5/2012
12-P0023132	2,561.80	APPLE COMPUTER INC	Equipment - Federal Progs >200	SP		6/5/2012
12-P0023133	2,282.04	ORANGE UNIFIED SCHOOL DISTRICT	Rental - Facility (Short-term)			6/5/2012
* 12-P0023134	1,270.80	CDW GOVERNMENT INC.	Equipment - Federal Progs >200	SP		6/6/2012
* 12-P0023135	3,501.77	INTELLI-TECH	Equipment - Federal Progs >200	SP		6/6/2012
12-P0023137	257.83	XEROX CORP	Non-Instructional Supplies			6/6/2012
12-P0023138	120.00	PESTAL PETER A.	Contracted Services			6/6/2012
12-P0023139	799.00	CLEVERBRIDGE INC	Software License and Fees	SP		6/6/2012
12-P0023140	900.00	SPECTRUM INFORMATION SVCS	Internet Services	SP		6/6/2012
12-P0023141	35,867.14	ORANGE COUNTY DEPT OF ED	Software Support Service-Fixed			6/6/2012
12-P0023142	1,413.67	DELL COMPUTER	Equipment - Federal Progs >200	SP		6/6/2012
12-P0023143	16,760.10	DELL COMPUTER	Equipment - Federal Progs >200	SP		6/6/2012
12-P0023145	544.00	VORTEX INDUSTRIES	Contracted Repair Services	SP		6/6/2012
12-P0023146	261.00	CONTROL AIR CONDITIONING CORP	Contracted Repair Services			6/6/2012
12-P0023147	223.04	CORINE L. DOUGHTY	Food and Food Service Supplies	SP		6/6/2012
12-P0023148	345.00	IANNACONE JUDITH A	Internet Services			6/6/2012
12-P0023150	550.00	TRANSPORTATION CHARTER SERVICES, INC.	Transportation - Student	SP		6/6/2012
12-P0023151	1,867.26	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		6/6/2012
12-P0023152	3,392.00	DE LA TORRE COMMERCIAL	Buildings - Contracted Svcs	SP	BOND	6/6/2012
12-P0023153	35,351.39	CITY OF ORANGE	Public Agencies' Assess & Fees			6/6/2012
12-P0023154	4,720.00	TROPICAL PLAZA NURSERY	Contracted Repair Services	SP		6/6/2012
12-P0023155	150.00	CHAPMAN UNIVERSITY	Conference Expenses			6/6/2012
12-P0023157	931.90	AMERICAN EXPRESS	Conference Expenses	SP		6/7/2012
12-P0023159	1,249.93	DELL COMPUTER	Equipment - Federal Progs >200	SP		6/11/2012
12-P0023160	189.00	COMPUTERLAND OF SILICON VALLEY	Software License and Fees	SP		6/11/2012
12-P0023161	24,411.65	CHINO VALLEY INDEPENDENT	Instructional Agrmt - Salary			6/11/2012
12-P0023162	8,598.80	CITY OF VERNON	Instructional Agrmt - Salary			6/11/2012

Legend: * = Multiple Accounts for this P.O. SP = Special Project

5.33 (2)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
12-P0023163	17,428.65	CITY OF MONTEBELLO	Instructional Agrmt - Salary			6/11/2012
12-P0023164	39,690.20	CITY OF HUNTINGTON BEACH	Instructional Agrmt - Salary			6/11/2012
12-P0023165	21,899.05	CITY OF FULLERTON	Instructional Agrmt - Salary			6/11/2012
12-P0023166	17,118.45	CITY OF COSTA MESA	Instructional Agrmt - Salary			6/11/2012
12-P0023167	2,453.50	CITY OF CORONA	Instructional Agrmt - Salary			6/11/2012
12-P0023168	1,209.25	OC CHILDREN'S THERAPUTIC ART CTR	Rental - Facility (Short-term)	SP		6/11/2012
12-P0023169	2,310.00	FIRST UNITED METHODIST CHURCH	Rental - Facility (Short-term)	SP		6/11/2012
* 12-P0023170	224.00	THE SALVATION ARMY SO CALIF	Rental - Facility (Short-term)	SP		6/11/2012
12-P0023171	1,491.00	TRINITY CRISTO REY LUTHERAN	Rental - Facility (Short-term)	SP		6/11/2012
12-P0023172	1,737.75	OUR LADY OF THE PILLAR CHURCH	Rental - Facility (Short-term)	SP		6/11/2012
12-P0023173	1,080.00	GMS ELEVATOR	Contracted Repair Services			6/11/2012
12-P0023174	3,825.00	DE LA TORRE COMMERCIAL	Contracted Services	SP		6/11/2012
12-P0023175	500.00	LE BON PUBLISHING INC	Contracted Services	SP		6/11/2012
* 12-P0023176	10,017.75	FUNDAMENT & ASSOCIATES	Buildings - Engineering Costs	SP		6/11/2012
12-P0023177	19,000.00	LEWIS CONSULTING GROUP LLC	Sites - Contracted Services	SP		6/11/2012
12-P0023178	548.11	RYDIN DECAL	Non-Instructional Supplies	SP		6/11/2012
12-P0023179	548.11	RYDIN DECAL	Non-Instructional Supplies	SP		6/11/2012
12-P0023180	11,712.00	FLEWELLING & MOODY ASSOCIATES INC	Buildings - Contracted Svcs	SP	BOND	6/11/2012
12-P0023181	23,320.00	TRUE NORTH RESEARCH	Sites - Contracted Services	SP		6/11/2012
12-P0023182	12,800.00	GEO-ADVANTEC INC	Buildings - Engineering Costs	SP	BOND	6/11/2012
12-P0023183	19,162.05	CITY OF LAGUNA BEACH	Instructional Agrmt - Salary			6/11/2012
12-P0023184	501.42	TOMARK SPORTS INC	Instructional Supplies			6/12/2012
12-P0023185	250.46	GALE GROUP	Library Books			6/12/2012
12-P0023186	1,568.85	NAT'L STUDENT CLEARINGHOUSE	Software Support Service	SP		6/12/2012
12-P0023187	125.00	MIDWEST LIBRARY SVC	Library Books			6/12/2012
12-P0023188	5,000.00	GRAVES COMMUNICATIONS LLC	Contracted Services	SP		6/12/2012
12-P0023189	2,820.00	C BELOW INC	Buildings - Contracted Svcs	SP	BOND	6/12/2012
12-P0023190	1,000.00	WAXIE SANITARY SUPPLY	Non-Instructional Supplies			6/12/2012
12-P0023191	290.00	DE LA TORRE COMMERCIAL	Non-Instructional Supplies			6/12/2012
12-P0023192	3,933.00	RELIANT TESTING ENGINEERS	Buildings - Construction Tests	SP		6/12/2012
12-P0023193	7,900.00	RODRIGUEZ ENGINEERING	Buildings - Engineering Costs	SP	BOND	6/12/2012
12-P0023194	6,380.00	GEO-ADVANTEC INC	Buildings - Engineering Costs	SP	BOND	6/12/2012
12-P0023195	1,727.28	BLANKENSHIP, SHARLENE	Contracted Repair Services	SP		6/12/2012
12-P0023196	883.61	WESTERN POWER SYSTEMS	Contracted Repair Services	SP		6/12/2012
12-P0023197	274.26	CITY OF SANTA ANA	Sites - Licenses, Fees & Taxes	SP	BOND	6/13/2012

Legend: * = Multiple Accounts for this P.O. SP = Special Project

5.33 (3)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
12-P0023198	710.40	AMAZON COM	Library Books			6/13/2012
12-P0023199	510.00	JFK TRANSPORTATION	Transportation - Student	SP		6/13/2012
12-P0023200	800.00	ABAOC ASIAN BUSINESS ASSOCIATION	District Business/Sponsorships	SP		6/13/2012
12-P0023201	500.00	PARADISE BAKERY & CAFE	Food and Food Service Supplies	SP		6/13/2012
12-P0023202	616.40	ORANGE COUNTY SUPERINTENDENT	Contracted Services	SP		6/13/2012
12-P0023203	899.71	ELLEN BAK PHOTOGRAPHY INC	Non-Instructional Supplies			6/13/2012
12-P0023204	703.91	ROCHELLE J. ZOOK	Non-Instructional Supplies	SP		6/13/2012
12-P0023205	619.56	SOMBRERO STREET, INC.	Food and Food Service Supplies			6/13/2012
12-P0023206	803.18	GIBSON SUSAN ANNA	Conference Expenses	SP		6/13/2012
12-P0023207	13,509.86	DON BOOKSTORE	Other Exp Paid for Students	SP		6/13/2012
12-P0023208	102,555.56	DON BOOKSTORE	Due to Bookstore - FA Link			6/14/2012
12-P0023209	6,600.00	EX LIBRIS USA INC	Contracted Services			6/14/2012
12-P0023211	1,340.60	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		6/14/2012
12-P0023212	89.81	MIDWEST LIBRARY SVC	Library Books	SP		6/18/2012
12-P0023213	26.00	FOOTHILLS SENTRY	Books, Mags & Ref Mat, Non-Lib			6/18/2012
12-P0023215	1,632.00	MARTINEZ BOOKS AND ART GALLERY	Rental - Facility (Short-term)	SP		6/18/2012
12-P0023216	38,811.00	SANTA ANA UNIFIED SCHOOL DIST	Rental - Facility (Short-term)	SP		6/18/2012
12-P0023217	253.75	TALLER SAN JOSE	Rental - Facility (Short-term)	SP		6/18/2012
12-P0023218	9,435.05	CITY OF FOUNTAIN VALLEY	Instructional Agrmt - Salary			6/18/2012
12-P0023219	7,609.30	CITY OF UPLAND	Instructional Agrmt - Salary			6/18/2012
12-P0023220	32,305.65	CITY OF ONTARIO	Instructional Agrmt - Salary			6/18/2012
12-P0023221	57,160.25	CITY OF CORONA	Instructional Agrmt - Salary			6/18/2012
12-P0023222	35,499.40	CITY OF SAN BERNARDINO FIRE DEPT	Instructional Agrmt - Salary			6/18/2012
12-P0023223	112,236.70	SAN BERNARDINO COUNTY	Instructional Agrmt - Salary			6/18/2012
12-P0023224	295.00	PYRO-COMM SYSTEMS INC	Contracted Repair Services			6/18/2012
12-P0023225	832.50	DEPT OF TOXIC SUBSTANCES &	Other Licenses & Fees			6/18/2012
12-P0023226	1,699.27	HOFFMAN SOUTHWEST CORP	Contracted Services			6/18/2012
12-P0023227	813.00	FIRST AMERICAN TITLE CO	Buildings - Legal Expenses	SP	BOND	6/18/2012
12-P0023228	13,058.28	CDW GOVERNMENT INC.	Equipment - Federal Progs >200	SP		6/19/2012
12-P0023229	1,624.46	INSIGHT INVESTMENTS LLC	Software License and Fees			6/19/2012
12-P0023230	120.00	CITY OF ORANGE	Other Licenses & Fees			6/19/2012
12-P0023231	1,615.00	COMPUTERLAND OF SILICON VALLEY	Software Support Service-Fixed			6/19/2012
12-P0023232	436.00	INTELLI-TECH	Equip/Software - >\$200 <\$1,000			6/19/2012
12-P0023233	11,783.11	D4 SOLUTIONS INC.	Buildings - Contracted Svcs	SP	BOND	6/19/2012
12-P0023234	345.08	DON BOOKSTORE	Non-Instructional Supplies	SP		6/19/2012

Legend: * = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
12-P0023235	350.00	BARRIOS JULIAN	Non-Instructional Supplies	SP		6/19/2012
12-P0023236	141.87	AMAZON COM	Library Books			6/20/2012
12-P0023237	420.36	KESSLER RON P	Instructional Supplies	SP		6/20/2012
12-P0023238	77.00	CROUDACE & DIETRICH	Buildings - Legal Expenses	SP	BOND	6/20/2012
12-P0023239	43.64	CULVER NEWLIN INC	Non-Instructional Supplies			6/20/2012
12-P0023241	522.20	AMERICAN EXPRESS	Conference Expenses	SP		6/20/2012
12-P0023242	14,000.00	NATIONAL DEMOGRAPHICS CORP	Contracted Services			6/20/2012
12-P0023244	8,151.50	EL SOL SCIENCE & ART'S	Rental - Facility (Short-term)	SP		6/21/2012
* 12-P0023245	40,000.00	MUCKENTHALER & ASSOC INC	Contracted Services	SP		6/19/2012
12-P0023246	2,224.88	HI STANDARD AUTOMOTIVE	Restricted Contingency	SP		6/21/2012
12-P0023247	725.00	DE LA TORRE COMMERCIAL	Restricted Contingency	SP		6/21/2012
12-P0023249	500.00	OC HISPANIC CHAMBER OF COMMERCE	District Business/Sponsorships	SP		6/21/2012
12-P0023251	19,100.00	HMC ARCHITECTS	Buildings - Contracted Svcs	SP		6/21/2012
12-P0023252	524.76	ALLURA PRINTING INC	Non-Instructional Supplies	SP		6/25/2012
12-P0023253	749.54	COVARRUBIAS DEISY	Non-Instructional Supplies	SP		6/25/2012
12-P0023254	1,367.36	DLT SOLUTIONS	Software Support Service-Fixed			6/25/2012
12-P0023255	500.00	SIEMENS WATER TECH CORP	Contracted Repair Services	SP		6/25/2012
12-P0023256	800.00	TROPICAL PLAZA NURSERY	Contracted Repair Services	SP		6/25/2012
12-P0023257	339.19	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		6/26/2012
12-P0023258	45,000.00	VAVRINEK TRINE DAY & CO LLP	Audit			6/26/2012
12-P0023260	169.68	AMERICAN REPROGRAPHICS CO LLC	Non-Instructional Supplies	SP		6/27/2012
12-P0023262	2,229.00	CONTROL AIR CONDITIONING CORP	Contracted Repair Services			6/27/2012
12-P0023263	23,202.68	ORANGE COAST PLUMBING INC	Contracted Repair Services	SP		6/27/2012
12-P0023273	500.00	LOS ANGELES AREA CHAMBER OF COMMERCE	Inst Dues & Memberships	SP		6/27/2012
12-P0023275	1,000.00	CLEANTECH OC	Inst Dues & Memberships	SP		6/27/2012
12-P0023276	349.11	ORANGE TREE DELI & CATERING	Food and Food Service Supplies	SP		6/27/2012
12-P0023277	8,051.67	THOMAS M. POYER ENTERPRISES, INC	Reproduction/Printing Expenses	SP		6/27/2012
12-P0023278	240.00	GREATER RIVERSIDE CHAMBERS	Inst Dues & Memberships	SP		6/27/2012
* 12-P0023279	879.01	COMPUTECH INTERNATIONAL INC	Non-Instructional Supplies	SP		6/27/2012
12-P0023281	251.92	MIDWEST LIBRARY SVC	Library Books	SP		6/27/2012
12-P0023282	109,960.00	DE LA TORRE COMMERCIAL	Buildings - Contracted Svcs	SP		6/27/2012
12-P0023283	8,927.94	ALLSTAR FIRE EQUIPMENT	Instructional Supplies	SP		6/28/2012
* 12-P0023284	56,036.39	APPLE COMPUTER INC	Equipment - All Other > \$1,000	SP		6/28/2012
12-P0023309	300.00	ANAHEIM ORANGE COUNTY HOTEL	Inst Dues & Memberships	SP		6/28/2012
12-P0023310	1,000.00	OCTANE ORANGE COUNTY TECHNOLOGY	Inst Dues & Memberships	SP		6/28/2012

Legend: * = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
12-P0129356	30,000.00	REGENTS OF THE UNIV OF CALIF	Contracted Services	SP		6/4/2012
12-P0129357	3,500.00	BREA CHAMBER OF COMMERCE	Rental - Facility (Short-term)	SP		6/4/2012
12-P0129358	50,000.00	NAPA VALLEY COLLEGE	Contracted Services	SP		6/12/2012
* 12-P0129359	15,000.00	LOS ANGELES COMMUNITY COLLEGE DIST	Contracted Services	SP		6/27/2012
12-P0129360	50,000.00	SOUTHWESTERN COMMUNITY COLLEGE DIST	Contracted Services	SP		6/27/2012
Grand Total: \$ 1,588,025.04						

5.33 (6)

Legend: * = Multiple Accounts for this P.O. SP = Special Project

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JUNE 3, 2012 THROUGH JUNE 28, 2012
BOARD MEETING OF JULY 23, 2012**

P.O. #	Amount	Description	Department	Comment
12-P0023096	\$139,800.00	Architectural services to develop plans related to the new Central Plant Energy Analysis/Schematic Design Phase at Santa Ana College	DO-Facility Planning	Board approved: May 7, 2012
12-P0023109	\$21,197.00	Bus passes for (134) students for Summer 2012	SAC-EOPS	
12-P0023141	\$35,867.14	License fee for Employee Payroll Time and Attendance System	DO-ITS	Board approved: February 2, 2009
12-P0023143	\$16,760.10	Dell laptop computers and related components	SAC-Engineering Lab	Purchased from the Western States Contracting Alliance (WSCA) master price agreement #B27160 Board approved: November 16, 2009
12-P0023153	\$35,351.39	Payment for yearly maintenance of parkways and median surroundings at Santiago Canyon College	SCC-Administrative Services	Board approved: June 25, 2007
12-P0023161	\$24,411.65	Instructional hours for Fire Technology training for Fall 2011	SAC-Fire Technology	Board approved: April 7, 2008
12-P0023163	\$17,428.65	Instructional hours for Fire Technology training for Fall 2011	SAC-Fire Technology	Board approved: December 8, 2008
12-P0023164	\$39,690.20	Instructional hours for Fire Technology training for Fall 2011	SAC-Fire Technology	Board approved: November 19, 2007
12-P0023165	\$21,899.05	Instructional hours for Fire Technology training for Fall 2011	SAC-Fire Technology	Board approved: February 4, 2008
12-P0023166	\$17,118.45	Instructional hours for Fire Technology training for Fall 2011	SAC-Fire Technology	Board approved: December 10, 2007

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JUNE 3, 2012 THROUGH JUNE 28, 2012
BOARD MEETING OF JULY 23, 2012**

P.O. #	Amount	Description	Department	Comment
12-P0023177	\$19,000.00	Consulting services to conduct sample survey including frequencies, data, cross tabulations and analysis for potential bond for Santiago Canyon College	DO-Facility Planning	Board approved: April 23, 2012
12-P0023181	\$23,320.00	Consulting services to conduct bond feasibility survey for Santa Ana College	DO-Facility Planning	Board approved: April 23, 2012
12-P0023183	\$19,162.05	Instructional hours for Fire Technology training for Fall 2011	SAC-Fire Technology	Board approved: November 19, 2007
12-P0023208	\$102,555.56	Spring 2012 books for Santa Ana College and Santiago Canyon College	SAC-Financial Aid	
12-P0023216	\$38,811.00	Facility rental for Spring 2012 by Santa Ana College	CEC	Board approved: November 20, 2006
12-P0023220	\$32,305.65	Instructional hours for Fire Technology training for Fall 2011	SAC-Fire Technology	Board approved: May 12, 2008
12-P0023221	\$57,160.25	Instructional hours for Fire Technology training for Fall 2011	SAC-Fire Technology	Board approved: May 27, 2008
12-P0023222	\$35,499.40	Instructional hours for Fire Technology training for Fall 2011	SAC-Fire Technology	Board approved: January 22, 2008
12-P0023223	\$112,236.70	Instructional hours for Fire Technology training for Fall 2011	SAC-Fire Technology	Board approved: March 10, 2008
12-P0023245	\$40,000.00	Consulting services to provide professional and technical assistance to the existing Early Head start (EHS) program	DO-Child Development Services	Board approved: June 18, 2012

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JUNE 3, 2012 THROUGH JUNE 28, 2012
BOARD MEETING OF JULY 23, 2012**

P.O. #	Amount	Description	Department	Comment
12-P0023251	\$19,100.00	Architectural/engineering services related to concrete repair at Santa Ana College - Dunlap Hall	DO-Facility Planning	Board approved: June 18, 2012
12-P0023258	\$45,000.00	Audit services for the month of April, May and June 2012	DO-Business Operations/Fiscal Services	Board approved: February 27 , 2012
12-P0023263	\$23,202.68	Repair of major water leak next to Cesar Chavez building at Santa Ana College	SAC-Maintenance & Operations	
12-P0023282	\$109,960.00	Portable building certification at Santa Ana College	DO-Facility Planning	Bid #1194 Board approved: June 18, 2012
12-P0023284	\$56,036.39	Apple computers including protection plan and software license maintenance	DO-ITS	Sole Source Board approved: July 25, 2005
12-P0129356	\$30,000.00	Sub-contract agreement with UC Irvine to provide research evaluation for the HIS ENGAGE in STEM Grant project	SAC-Counseling Department	Board approved: April 2, 2012
12-P0129358	\$50,000.00	Grant sub-agreement with Napa Valley College to implement the Youth Entrepreneurship Program (YEP)	DO-Educational Services	Board approved: April 2, 2012
12-P0129359	\$15,000.00	Grant sub-agreement with East Los Angeles College to implement the Youth Entrepreneurship Program (YEP)	DO-Educational Services	Board approved: April 2, 2012
12-P0129360	\$50,000.00	Grant sub-agreement with Southwestern Community College to implement the Youth Entrepreneurship Program (YEP)	DO-Educational Services	Board approved: April 2, 2012

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

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Agreement for Special Services – Atkinson, Andelson, Loya, Ruud & Romo	
Action:	Request for Approval	

BACKGROUND

The district utilizes a number of law firms for specialized legal services. The law firm of Atkinson, Andelson, Loya, Ruud & Romo (AALRR) specializes in the representation of California educational agencies.

ANALYSIS

The current contract with AALRR expired on June 30, 2012. The firm is currently representing the district on construction matters and the Orange County funding dispute. The proposed agreement for special services between the district and AALRR for the period of 2012-13 includes a modest increase in rates. The administration recommends that this agreement be renewed for an additional twelve month period through June 30, 2013.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Vice Chancellor of Business Operations/Fiscal Services or his designee to renew the proposed Special Services agreement between Rancho Santiago Community College District and Atkinson, Andelson, Loya, Ruud & Romo for the period of July 1, 2012 through June 30, 2013 as presented.

Fiscal Impact:	Based upon utilization	Board Date: July 23, 2012
Prepared by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

AGREEMENT FOR SPECIAL SERVICES

I. PARTIES

This Agreement for Special Services (the "Agreement") is made this 1st day of July, 2012, between the law firm of ATKINSON, ANDELSON, LOYA, RUUD & ROMO, a Professional Law Corporation, hereinafter referred to as "Attorney" or the "Law Firm" and RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

II. RECITALS; PURPOSE; MATTERS

The District desires to retain and engage the Law Firm to perform legal services on District's behalf, and the Law Firm is willing to accept said engagement on the terms and conditions contained in this Agreement. Attorney agrees to provide legal services to the District, including representation in administrative and court proceedings, as requested by the District. The place and time for such services are to be designated by the Superintendent of the District or designee.

III. TERMS AND CONDITIONS

A. The term of this Agreement shall be for one year, commencing July 1, 2012, through June 30, 2013. For the period July 1, 2012, through June 30, 2013, the District hereby agrees to pay the Law Firm in connection with the above-referenced services as authorized at the following hourly rates: Two Hundred Sixty-Five Dollars (\$265.00) for Senior Partners, Two Hundred Fifty-Five Dollars (\$255.00) for Partners and Senior Associates, Two Hundred Ten Dollars (\$210.00) for Associates, One Hundred Sixty Dollars (\$160.00) for Senior Paralegals, and One Hundred Forty Dollars (\$140.00) for Paralegals. The Law Firm shall bill in quarter-hour increments.

B. Agreements for legal fees at other than the hourly rates set forth above may be made by written mutual agreement for special projects or particular scopes of work. In the course of traveling to the District or while providing legal services at the District, it may be necessary for the Law Firm to provide billable services to other clients.

C. The Law Firm shall not be obligated to advance costs on behalf of the District; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of the District with the Superintendent or designee's prior approval in the event a particular cost item exceeds \$2,000.00 in amount, and without the prior approval of the District in the event a particular cost item totals \$2,000.00 or less. Typical cost items include, by way of example and not limitation, document preparation and word processing, long distance telephone charges, fax/telecopy charges, copying charges, messenger fees, travel costs, bonds, witness fees, deposition and court reporter fees, transcript costs, expert witness fees, investigative fees, etc. If the Law Firm retains, with authorization from the District, experts

or consultants for the benefit of the District, rather than the District contracting directly with any expert or consultant, it is agreed that the District shall pay a five percent (5%) fee ("consultant processing fee") on such expert and consultant costs paid by the Law Firm in order to offset certain costs to the Law Firm resulting from administering and initially paying such expert and consultant fees on behalf of the District.

D. A detailed description of the attorney work performed and the costs advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to the District on or about the 15th of the following month. Payment of the full amount due, as reflected on the monthly statements, will be due to the Law Firm from District by the 10th of each month, unless other arrangements are made. In the event there are retainer funds of the District in the Law Firm's Trust account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm's Trust Account to the Law Firm's General Account to the extent of the balance due on the monthly statement and a credit therefor will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 30 days will be subject to a 1% per month service charge.

E. The District agrees to review the Law Firm's monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement. Failure to communicate written disagreement with the Law Firm's monthly statement within thirty (30) days of the District's receipt thereof shall be deemed to signify the District's agreement that the monthly billing statement accurately reflects: (a) the legal services performed; and (b) the proper charge for those legal services.

F. The District agrees to fully cooperate with the Law Firm in connection with the Law Firm's representation of the District including, but not limited to, attending mandatory court hearings and other appearances and providing necessary information and documentation to enable the Law Firm to adequately represent the District.

G. The District has the right, at any time, and either with or without good cause, to discharge the Law Firm as the District's attorneys. In the event of such a discharge of the Law Firm by the District, however, any and all unpaid attorneys' fees and costs owing to the Law Firm from the District shall be immediately due and payable.

H. The Law Firm reserves the right to discontinue the performance of legal services on behalf of the District upon the occurrence of any one or more of the following events:

1. Upon order of Court requiring the Law Firm to discontinue the performance of said legal services;
2. Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue legal services for the District;
3. Upon the failure of the District to perform any of the District's obligations hereunder as respects the payment of the Law Firm's fees and costs advanced; or

4. Upon the failure of the District to perform any of the District's obligations hereunder as respects cooperation with the Law Firm in connection with the Law Firm's representation of the District.

I. In the event that the Law Firm ceases to perform legal services for the District as hereinabove provided, the District agrees that it will promptly pay to the Law Firm any and all unpaid fees or costs advanced, and retrieve all of its files, signing a receipt therefor. Further, the District agrees that, with respect to any litigation where the Law Firm has made an appearance in Court on its behalf, the District will promptly execute an appropriate Substitution of Attorney form.

J. The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

K. It is understood and agreed that the Law Firm, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District.

IV. CONSENT TO LAW FIRM COMMUNICATION

As part of our commitment to client service, the Law Firm will send the District periodic alerts on case developments and legislative changes, and notices of Breakfast Briefings, conferences, and other training opportunities designed to help the District with daily legal concerns. The Law Firm will send those and other additional service notices to the District via regular mail and/or electronic mail at the email address which you designate or the email used in your daily communications with us. These email notices are a convenient way to keep the District administrators apprised of important legal changes. By execution of this Agreement, the District and designated contact(s) consent to receive such communications by electronic mail subject to the right of unsubscribe at any time.

V. ARBITRATION

The parties agree that all disputes which arise between the District and the Law Firm, whether financial or otherwise regarding the attorney-client relationship, shall be resolved by binding arbitration. The parties agree to waive their right to a jury trial and to an appeal.

VI. DURATION

This Agreement shall be effective July 1, 2012, through June 30, 2013, and thereafter shall continue from month-to-month at the then current hourly rate set forth herein until modified in writing by mutual agreement or terminated by either party upon thirty (30) days' written notice.

VII. EXECUTION DATE

This Agreement is entered into this 1st day of July, 2012.

“Law Firm”

ATKINSON, ANDELSON, LOYA, RUUD &
ROMO

Dated: _____

By: _____
WARREN S. KINSLER

“District”

RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT

Dated: _____

By: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To: Board of Trustees	Date: July 23, 2012
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. Business & Entrepreneurship Center – (District) Grant award from the California Community College Chancellor’s Office to assist in providing economic and workforce development opportunities. (12/13)	7/1/2012	\$205,000
2. Business & Entrepreneurship Center (BEC) HUB – (District) Grant award from the California Community Colleges Chancellor’s Office to expand the capacity of the BEC initiative network through advocacy and marketing, fostering strategic collaborations and partnerships among college, businesses, industry and government, and serving as a resource center for best practices, grant information, and curriculum for colleges. (12/13)	7/1/2012	\$100,000
3. Business & Entrepreneurship Center Statewide Leadership – (District) Grant award from the California Community Colleges Chancellor’s Office to assist in providing system-wide economic and workforce development opportunities. (12/13)	7/1/2012	\$172,500
4. Career and Technical Education Act (CTEA) Title I-C (District/SAC/SCC) Funds from the California Community Colleges Chancellor’s Office - Carl D. Perkins Career and Education Act of 2006 (Perkins IV) federal funds to develop and strengthen career and technical education programs at the postsecondary level. (12/13)	7/1/2012	\$1,488,234
5. Career and Technical Education Act (CTEA) Transitions – (SAC/SCC) Funds from the California Community Colleges Chancellor’s Office - Carl D. Perkins Career and Education Act of 2006 (Perkins IV) federal funds to develop linkages between secondary and postsecondary technical education programs. (12/13)	7/1/2012	\$98,778

Fiscal Impact: \$2,837,643	Board Date: July 23, 2012
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	

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
6. Center for International Trade Development – (District) Grant award from the California Community College Chancellor’s Office to assist Orange County businesses in reaching global markets. (12/13)	7/1/2012	\$205,000
7. Enrollment Growth for Nursing ADN Programs, Year 1 – (SAC) First year of a two-year grant award from the California Community College Chancellor’s Office to increase Santa Ana College’s Nursing Program’s enrollment capacity, retention and program completion rates, and the number of students who pass the state licensing exam. (12/13)	7/1/2012	\$135,287
8. Saint Joseph Hospital Clinical Training Grant – (SAC) Funds from St. Joseph Hospital to establish an educational and clinical training site at the hospital and to increase the number of students in SAC’s Nursing Program under a two-year funding cycle. (12/13)	7/1/2012	\$123,691
9. Santa Ana Middle College High School (SAC) Funds from the California Community Colleges Chancellor’s Office to continue the existing Middle College High School, which provides a supportive, academically challenging environment for high ability, at risk youth leading to a rich high school education, independence and success in college and beyond. (12/13)	7/1/2012	\$84,153
10. Song-Brown Health Care Workforce Training Act – Registered Nurse Education : Capitation ADN Funding – (SAC) Grant award from the Office of Statewide Health Planning and Development to the Santa Ana College Nursing Program to provide a registered nurse education program to six (6) full-time Associate Degree in Nursing students during a two-year funding cycle. The SAC Nursing Program is to be paid a capitated rate of \$10,000 per student per contract year. (12/13)	7/1/2012	\$120,000
11. Song-Brown Health Care Workforce Training Act – Registered Nurse Education : Special Program – (SAC) Grant award from the Office of Statewide Health Planning and Development to the Santa Ana College Nursing Program to fund a Student Services Coordinator and Clinical Teaching Assistants that will assist first semester nursing students. The Student Services Coordinator will provide support to students through a case management model to identify student needs, evaluate student efforts, and coordinate strategies to improve student success. The Clinical Teaching Assistants will reduce attrition by working with students in both the clinical setting and simulation lab. (12/13)	7/1/2012	\$105,000

Fiscal Impact: \$2,837,643	Board Date: July 23, 2012
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	

RECOMMENDATION

It is recommended that the board approve these items 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: \$2,837,643	Board Date: July 23, 2012
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 #2260
NAME: Business & Entrepreneurship Center (BEC) - District
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 07/01/2012 - 06/30/2013
 CONTRACT INCOME: \$205,000
 Contract No. 12-311-039

PROJ ADM: Enrique Perez
 PROJ DIR: Maricela Sandoval
 Date: 07/12/2012

GL Account String					Description	Existing Budget		Revised Budget		Budget Change (+/-)	
Fd	Prj	Tops	Dept	Obj		Debit	Credit	Debit	Credit	Debit	Credit
11	0000	000004	50000	2130	Match - Fixed Salary		28,968		52,912		23,944
11	0000	000004	50000	3415	Match - Fixed Benefits		14,219		23,345		9,126
11	0000	672000	50000	5865	Indirect - District		29,104		46,789		17,685
11	2260	672000	50000	5865	Indirect Costs : District Operations (16% on grant-funded direct costs @ \$197,115 = \$31,538) (20% on district-funded direct costs @ \$76,257 = \$15,251)	29,104		46,789		17,685	
11	2260	679000	53345	2130	Classified Employees : Resource Development Maria Gil, Interim Resource Dvpl Coord., @ 25%	0		15,802		15,802	
11	2260	679000	53345	3215	<i>PERS - Non-Instructional : Resource Developme</i>	0		1,726		1,726	
11	2260	679000	53345	3315	<i>OASDHI - Non-Instructional : Resource Develop</i>	0		1,001		1,001	
11	2260	679000	53345	3325	<i>Medicare - Non-Instructional : Resource Devel</i>	0		234		234	
11	2260	679000	53345	3415	<i>H & W - Non-Instructional : Resource Developm</i>	0		1,625		1,625	
11	2260	679000	53345	3435	<i>H & W - Retiree Fund Non-Inst : Resource Deve</i>	0		161		161	
11	2260	679000	53345	3515	<i>SUI - Non-Instructional : Resource Developmen</i>	0		260		260	
11	2260	679000	53345	3615	<i>WCI - Non-Instructional : Resource Developmen</i>	0		387		387	
11	2260	679000	53345	3915	<i>Other Benefits - Non-Instruct : Resource Deve</i>	0		338		338	
11	2260	684000	53305	2110	Classified Employees : Educational Services Pat Carpenter, Administrative Secretary @ 24%	14,953		14,961		8	
11	2260	684000	53305	3215	<i>PERS - Non-Instructional : Educational Servic</i>	1,705		1,634		71	
11	2260	684000	53305	3315	<i>OASDHI - Non-Instructional : Educational Serv</i>	942		948		6	
11	2260	684000	53305	3325	<i>Medicare - Non-Instructional : Educational Se</i>	221		222		1	
11	2260	684000	53305	3415	<i>H & W - Non-Instructional : Educational Servi</i>	986		1,562		576	
11	2260	684000	53305	3435	<i>H & W - Retiree Fund Non-Inst : Educational S</i>	152		153		1	
11	2260	684000	53305	3515	<i>SUI - Non-Instructional : Educational Service</i>	245		246		1	
11	2260	684000	53305	3615	<i>WCI - Non-Instructional : Educational Service</i>	365		367		2	
11	2260	684000	53305	3915	<i>Other Benefits - Non-Instruct : Educational S</i>	235		324		89	
11	2260	684000	53345	2130	Classified Employees : Resource Development	14,015		0		14,015	

SPECIAL PROJECT DETAILED BUDGET #2260
NAME: Business & Entrepreneurship Center (BEC) - District
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 07/01/2012 - 06/30/2013
 CONTRACT INCOME: \$205,000
 Contract No. 12-311-039

PROJ ADM: Enrique Perez
 PROJ DIR: Maricela Sandoval
 Date: 07/12/2012

GL Account String					Description	Existing Budget		Revised Budget		Budget Change (+/-)	
Fd	Prj	Tops	Dept	Obj		Debit	Credit	Debit	Credit	Debit	Credit
11	2260	684000	53345	3215	PERS - Non-Instructional : Resource Developme	1,562		0			1,562
11	2260	684000	53345	3315	OASDHI - Non-Instructional : Resource Develop	894		0			894
11	2260	684000	53345	3325	Medicare - Non-Instructional : Resource Devel	209		0			209
11	2260	684000	53345	3415	H & W - Non-Instructional : Resource Developm	5,575		0			5,575
11	2260	684000	53345	3435	H & W - Retiree Fund Non-Inst : Resource Deve	174		0			174
11	2260	684000	53345	3515	SUI - Non-Instructional : Resource Developmen	185		0			185
11	2260	684000	53345	3615	WCI - Non-Instructional : Resource Developmen	347		0			347
11	2260	684000	53345	3915	Other Benefits - Non-Instruct : Resource Deve	422		0			422
11	2260	684000	53410	2130	Classified Employees : Small Business Dev Ctr Victor Macias, Marketing Specialist @ 50%	0		22,149		22,149	
11	2260	684000	53410	3215	PERS - Non-Instructional : Small Business Dev	0		2,419		2,419	
11	2260	684000	53410	3315	OASDHI - Non-Instructional : Small Business D	0		1,415		1,415	
11	2260	684000	53410	3325	Medicare - Non-Instructional : Small Business	0		331		331	
11	2260	684000	53410	3415	H & W - Non-Instructional : Small Business De	0		6,174		6,174	
11	2260	684000	53410	3435	H & W - Retiree Fund Non-Inst : Small Busines	0		228		228	
11	2260	684000	53410	3515	SUI - Non-Instructional : Small Business Dev	0		367		367	
11	2260	684000	53410	3615	WCI - Non-Instructional : Small Business Dev	0		548		548	
11	2260	684000	53410	3915	Other Benefits - Non-Instruct : Small Busines	0		675		675	
					Total 2260 - BEC FY 12/13 (match)	72,291	72,291	123,046	123,046	74,209	74,209

Match requirement is one-to-one at \$205,000 and consists of the following: district direct costs @ \$76,257; unclaimed indirect @ \$46,789; and SBA/CSUF in-kind @ \$81,954.

6.1 (5)

SPECIAL PROJECT DETAILED BUDGET #2260
NAME: Business & Entrepreneurship Center (BEC) - District
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 07/01/2012 - 06/30/2013
 CONTRACT INCOME: \$205,000
 Contract No. 12-311-039

PROJ ADM: Enrique Perez
 PROJ DIR: Maricela Sandoval
 Date: 07/12/2012

GL Account String					Description	Existing Budget		Revised Budget		Budget Change (+/-)	
Fd	Prj	Tops	Dept	Obj		Debit	Credit	Debit	Credit	Debit	Credit
12	2260	000000	50000	8659	Other Reimb Categorical Allow : District Oper		133,037		205,000		71,963
12	2260	672000	50000	5865	Indirect Costs : District Operations	5,117		7,885		2,768	
12	2260	675000	53410	5210	Conference Expenses : Small Business Dev Ctr	6,800		5,000			1,800
12	2260	684000	53410	2110	Classified Management : Small Business Dev Ctr Maricela Sandoval, Business Services Manager @ 100%	0		62,730		62,730	
12	2260	684000	53410	2130	Classified Employees : Small Business Dev Ctr Victor Macias, Marketing Specialist @ 50%	20,252		22,149		1,897	
12	2260	684000	53410	2320	Classified Employees - Hourly : Small Business Business Experts @ \$45/hour x 10 hrs/wk x 39 wks	900		17,550		16,650	
12	2260	684000	53410	3215	PERS - Non-Instructional : Small Business Dev	2,264		11,188		8,924	
12	2260	684000	53410	3315	OASDHI - Non-Instructional : Small Business D	1,340		6,597		5,257	
12	2260	684000	53410	3325	Medicare - Non-Instructional : Small Business	316		1,543		1,227	
12	2260	684000	53410	3335	PARS - Non-Instructional : Small Business Dev	6		0			6
12	2260	684000	53410	3415	H & W - Non-Instructional : Small Business De	2,009		13,021		11,012	
12	2260	684000	53410	3435	H & W - Retiree Fund Non-Inst : Small Business	222		1,064		842	
12	2260	684000	53410	3515	SUI - Non-Instructional : Small Business Dev	351		1,713		1,362	
12	2260	684000	53410	3615	WCI - Non-Instructional : Small Business Dev	529		2,554		2,025	
12	2260	684000	53410	3915	Other Benefits - Non-Instruct : Small Business	900		3,975		3,075	
12	2260	684000	53410	4210	Books, Mags & Ref Mat, Non-Lib : Small Business D	0		1,000		1,000	
12	2260	684000	53410	4610	Non-Instructional Supplies : Small Business D	4,230		3,000			1,230
12	2260	684000	53410	4710	Food and Food Service Supplies : Small Business	1,128		7,000		5,872	
12	2260	684000	53410	5100	Contracted Services : Small Business Dev Ctr	38,210		25,300			12,910
12	2260	684000	53410	5220	Mileage/Parking Expenses : Small Business Dev	500		1,500		1,000	
12	2260	684000	53410	5235	District Business/Sponsorships : Small Business	34,250		0			34,250
12	2260	684000	53410	5300	Inst Dues & Memberships : Small Business Dev	3,200		1,000			2,200
12	2260	684000	53410	5560	Telephone & Pager Services : Small Business D	250		0			250
12	2260	684000	53410	5610	Lease Agreement - Equipment : Small Business	600		1,200		600	

6.1 (9)

SPECIAL PROJECT DETAILED BUDGET #2260
NAME: Business & Entrepreneurship Center (BEC) - District
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 07/01/2012 - 06/30/2013
 CONTRACT INCOME: \$205,000
 Contract No. 12-311-039

PROJ ADM: Enrique Perez
 PROJ DIR: Maricela Sandoval
 Date: 07/12/2012

GL Account String					Description	Existing Budget		Revised Budget		Budget Change (+/-)	
Fd	Prj	Tops	Dept	Obj		Debit	Credit	Debit	Credit	Debit	Credit
12	2260	684000	53410	5800	Advertising : Small Business Dev Ctr Office	1,000		2,000		1,000	
12	2260	684000	53410	5845	Excess/Copies Useage : Small Business Dev Ctr	400		0			400
12	2260	684000	53410	5880	Internet Services : Small Business Dev Ctr Of	0		1,500		1,500	
12	2260	684000	53410	5940	Reproduction/Printing Expenses : Small Busine	1,000		1,370		370	
12	2260	684000	53410	5950	Software License and Fees : Small Business	0		661		661	
12	2260	684000	53410	6410	Equipment - All Other > \$1,000 : Small Busine	3,443		2,500			943
12	2260	684000	53410	6412	Equipment - Modular Furniture : Small Busines	3,058		0			3,058
12	2260	684000	53410	6419	Equip/Software - >\$200 <\$1,000 : Small Busine	762		0			762
Total 2260 - BEC FY 12/13 (funded)						133,037	133,037	205,000	205,000	129,772	129,772

SPECIAL PROJECT DETAILED BUDGET #2262
NAME: Business Entrepreneurship Center HUB - District
FISCAL YEAR: 2012/2013

CONTRACT TERM: 7/1/12 - 6/30/13
 CONTRACT AMOUNT: \$100,000
 CONTRACT NO.: 12-315-033

PROJ ADM: Enrique Perez
 PROJ DIR: Michael Roessler

DATE: 7/12/12

GL Account String					Description	New Budget	
Fd	Prj	Tops	Dept	Code		Debit	Credit
12	2262	000000	50000	8659	Other Reimb Categorical All		100,000
12	2262	672000	50000	5865	Indirect Costs : District 0	3,846	
12	2262	675000	53365	5210	Conference Expenses : Busin	4,100	
12	2262	684000	53345	2130	Classified Employees : Villaseñor, Francisco @ 48%	24,319	
12	2262	684000	53345	3215	PERS - Non-Instructional :	2,656	
12	2262	684000	53345	3315	OASDHI - Non-Instructional	1,542	
12	2262	684000	53345	3325	Medicare - Non-Instructiona	361	
12	2262	684000	53345	3415	H & W - Non-Instructional :	8,657	
12	2262	684000	53345	3435	H & W - Retiree Fund Non-In	250	
12	2262	684000	53345	3515	SUI - Non-Instructional : R	402	
12	2262	684000	53345	3615	WCI - Non-Instructional : R	599	
12	2262	684000	53345	3915	Other Benefits - Non-Instru	702	
12	2262	684000	53365	2110	Classified Management : Roessler, Michael @ 100% (1B)	9,398	
12	2262	684000	53365	3215	PERS - Non-Instructional :	1,027	
12	2262	684000	53365	3315	OASDHI - Non-Instructional	563	
12	2262	684000	53365	3325	Medicare - Non-Instructiona	132	
12	2262	684000	53365	3415	H & W - Non-Instructional :	2,364	
12	2262	684000	53365	3435	H & W - Retiree Fund Non-In	94	
12	2262	684000	53365	3515	SUI - Non-Instructional : B	151	
12	2262	684000	53365	3615	WCI - Non-Instructional : B	226	
12	2262	684000	53365	4610	Non-Instructional Supplies	3,000	
12	2262	684000	53365	5100	Contracted Services : Busin	33,000	
12	2262	684000	53365	5925	Postage : Business Entrepre	500	
12	2262	684000	53365	5940	Reproduction/Printing Expen	2,111	
					Total - #2262 BEC HUB 2012/13	100,000	100,000

SPECIAL PROJECT DETAILED BUDGET #2261
NAME: BEC Statewide Leadership - District
FISCAL YEAR: 2012/2013

CONTRACT TERM: 7/1/12 - 6/30/13
 CONTRACT AMOUNT: \$172,500
 CONTRACT NO.: 12-317-035

PROJ ADM: Enrique Perez
 PROJ DIR: Michael Roessler

DATE: 7/12/12

GL Account String					Description	New Budget	
Fd	Prj	Tops	Dept	Code		Debit	Credit
12	2261	000000	50000	8659	Other Reimb Categorical All		172,500
12	2261	672000	50000	5865	Indirect Costs : District 0	6,635	
12	2261	675000	53365	5210	Conference Expenses : Busin	8,500	
12	2261	684000	53365	2110	Classified Management : Roessler, Michael @ 100% (Eff-2B)	103,377	
12	2261	684000	53365	3215	PERS - Non-Instructional :	11,292	
12	2261	684000	53365	3315	OASDHI - Non-Instructional	6,197	
12	2261	684000	53365	3325	Medicare - Non-Instructiona	1,449	
12	2261	684000	53365	3415	H & W - Non-Instructional :	26,011	
12	2261	684000	53365	3435	H & W - Retiree Fund Non-In	1,034	
12	2261	684000	53365	3515	SUI - Non-Instructional : B	1,664	
12	2261	684000	53365	3615	WCI - Non-Instructional : B	2,481	
12	2261	684000	53365	4610	Non-Instructional Supplies	2,300	
12	2261	684000	53365	5560	Telephone & Pager Services	1,560	
					#2261 - BEC Statewide Leadership	172,500	172,500

SPECIAL PROJECT DETAILED BUDGET #1800
NAME: CTE IC (VTEA) - Accountability/Evaluations
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 07/01/12 to 06/30/13
 CONTRACT INCOME: \$50,322
 CFDA #: 84.048A

PROJ. ADM. John Didion
 PROJ. DIR. Nga Pham

DATE: 7/09/12

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1800-000000-50000-8170	VTEA : District Operations		46,691		50,322		3,631
12-1800-679000-53340-2130	Classified Employees : Research	31,709		32,782		1,073	
12-1800-679000-53340-3215	PERS - Non-Instructional : Research	3,582		3,743		161	
12-1800-679000-53340-3315	OASDHI - Non-Instructional : Research	1,526		2,066		540	
12-1800-679000-53340-3325	Medicare - Non-Instructional : Research	474		483		9	
12-1800-679000-53340-3415	H & W - Non-Instructional : Research	7,176		7,039			137
12-1800-679000-53340-3435	H & W - Retiree Fund Non-Inst : Research	333		333		-	-
12-1800-679000-53340-3515	SUI - Non-Instructional : Research	537		536			1
12-1800-679000-53340-3615	WCI - Non-Instructional : Research	800		800			-
12-1800-679000-53340-3915	Other Benefits - Non-Instruct : Research	540		540		-	-
12-1800-679000-53340-4610	Non-Instructional Supplies : Research	14		500		486	
12-1800-675000-53340-5210	Conference Expenses : Research	-		500		500	
12-1800-679000-53340-6411	Equipment - Federal Program : Research	-		1,000		1,000	
1800 VTEA/CTE IC-Accountability		46,691	46,691	50,322	50,322	3,769	3,769

SPECIAL PROJECT DETAILED BUDGET #1801
NAME: CTE IC (VTEA) - Administration & Partnership Development
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 07/01/12 to 06/30/13
 CONTRACT INCOME: \$68,736
 CFDA #: 84.048A

PROJ. ADM. John Didion
 PROJ. DIR. Sarah Santoyo

DATE: 7/09/12

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1801-000000-50000-8170	VTEA : District Operations		58,821		68,736		9,915
12-1801-679000-53345-2130	Classified Employees : Resource Development	41,185		43,903		2,718	
12-1801-679000-53345-3215	PERS - Non-Instructional : Resource Developme	4,499		5,012		513	
12-1801-679000-53345-3315	OASDHI - Non-Instructional : Resource Develop	2,532		2,776		244	
12-1801-679000-53345-3325	Medicare - Non-Instructional : Resource Devel	592		649		57	
12-1801-679000-53345-3415	H & W - Non-Instructional : Resource Developm	6,670		7,493		823	
12-1801-679000-53345-3435	H & W - Retiree Fund Non-Inst : Resource Deve	420		448		28	
12-1801-679000-53345-3515	SUI - Non-Instructional : Resource Developmen	677		721		44	
12-1801-679000-53345-3615	WCI - Non-Instructional : Resource Developmen	1,009		1,075		66	
12-1801-679000-53345-3915	Other Benefits - Non-Instruct : Resource Deve	837		878		41	
12-1801-679000-53345-4610	Non-Instructional Supplies : Resource Develop	400		500		100	
12-1801-675000-53345-5210	Conference Expenses : Resource Dev	-		1,500		1,500	
12-1801-679000-53345-6411	Equipment - Federal Program : Resource Dev	-		3,781		3,781	
1801 VTEA/CTE IC-Adm Partnership Dev		58,821	58,821	68,736	68,736	9,915	9,915

SPECIAL PROJECT DETAILED BUDGET # 1802
NAME: CTE IC (VTEA) - Automotive Technology (SAC-0948.00)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$113,000
 CFDA #: 84.048A

PROJ. ADM. Bart Hoffman
 PROJ. DIR. Glen Hammonds
 Date: 07/09/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1802-000000-10000-8170	VTEA : Santa Ana College		117,229		113,000	4,229	
12-1802-094800-15751-4310	Instructional Supplies : Automotive Technolog	2,984		4,000		1,016	
12-1802-094800-15751-5880	Internet Services : Automotive Technology/Eng	3,000		-			3,000
12-1802-094800-15751-5950	Software License and Fees : Automotive Techno	2,490		45,000		42,510	
12-1802-094800-15751-6411	Equipment - Federal Progs >200 : Automotive T	108,755		64,000			44,755
Total Project 1802	VTEA/CTE IC-C/I Auto Tech (TOP 0948.00)	117,229	117,229	113,000	113,000	47,755	47,755

SPECIAL PROJECT DETAILED BUDGET # 1803
NAME: CTE IC (VTEA) - Office Tech/Office Computer Application (SAC-0514.00)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$8,088
 CFDA #: 84.048A

PROJ. ADM. Allen Dooley
 PROJ. DIR. D. Montiel/C. Lehrer
 Date: 07/09/12

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1803-000000-10000-8170	VTEA : Santa Ana College		5,398		8,088		2,690
12-1803-051400-15120-1480	Part-Time Reassigned Time : Business Applicat	905		4,000		3,095	
12-1803-051400-15120-3115	STRS - Non-Instructional : Business Applicati	-		330		330	
12-1803-051400-15120-3325	Medicare - Non-Instructional : Business Appli	13		58		45	
12-1803-051400-15120-3335	PARS - Non-Instructional : Business Applicati	86		-			86
12-1803-051400-15120-3435	H & W - Retiree Fund Non-Inst : Business Appl	9		40		31	
12-1803-051400-15120-3515	SUI - Non-Instructional : Business Applicatio	15		64		49	
12-1803-051400-15120-3615	WCI - Non-Instructional : Business Applicatio	22		96		74	
12-1803-051400-15120-4310	Instructional Supplies : Business Application	-		1,000		1,000	
12-1803-051400-15120-5950	Software License and Fees : Business Applicat	2,000		2,500		500	
12-1803-051400-15120-6411	Equipment - Federal Progs >200 : Business App	2,348		-			2,348
Total Project 1803	VTEA/CTE-IC-C/I Bus App Tech (TOP 0514.00)	5,398	5,398	8,088	8,088	5,124	5,124

SPECIAL PROJECT DETAILED BUDGET # 1804
NAME: CTE IC (VTEA) - Computer Information System (SAC-0702.00)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$11,600
 CFDA #: 84.048A

PROJ. ADM. Allen Dooley
 PROJ. DIR. Nichols Bruce
 Date: 07/10/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1804-000000-10000-8170	VTEA : Santa Ana College		70,759		11,600	59,159	
12-1804-070200-15135-4310	Instructional Supplies : Computer Information	1,230		-			1,230
12-1804-070200-15135-6411	Equipment - Federal Progs >200 : Computer Inf	69,529		11,600			57,929
Total Project 1804	VTEA/CTE IC-C/I Comp Info Sci (TOP 0702.00)	70,759	70,759	11,600	11,600	59,159	59,159

SPECIAL PROJECT DETAILED BUDGET # 1806
NAME: CTE IC (VTEA) - Technical Theatre (SAC-1006.00)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$72,383
 CFDA #: 84.048A

PROJ. ADM. Sylvia Turner
 PROJ. DIR. Valinda Tivenan
 Date: 07/10/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1806-000000-10000-8170	VTEA : Santa Ana College		-		72,383		72,383
12-1806-100600-15560-6411	Equipment - Federal Progs >200 : Theatre Arts	-		72,383		72,383	
Total Project 1806	VTEA/CTE IC-C/I Technical Theatre (TOP 1006.00)	-	-	72,383	72,383	72,383	72,383

SPECIAL PROJECT DETAILED BUDGET # 1809
NAME: CTE IC (VTEA) - Manufacturing & Industrial Technology (SAC-0956.00)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$238,000
 CFDA #: 84.048A

PROJ. ADM. Bart Hoffman
 PROJ. DIR. Nick Singh/Dietrich Kanzler
 Date: 07/10/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1809-000000-10000-8170	VTEA : Santa Ana College		154,520		238,000		83,480
12-1809-095600-15755-4310	Instructional Supplies : Manufacturing Techno	1,000		15,000		14,000	
12-1809-095600-15755-5100	Contracted Services : Manufacturing Technolog	3,500		3,500		-	-
12-1809-095600-15755-6411	Equipment - Federal Progs >200 : Manufacturin	94,600		185,000		90,400	
12-1809-095630-15755-4310	Instructional Supplies : Manufacturing Techno	835		-			835
12-1809-095630-15755-5100	Contracted Services : Manufacturing Technolog	400		1,000		600	
12-1809-095630-15755-6411	Equipment - Federal Progs >200 : Manufacturin	54,185		33,500			20,685
Total Project 1809	VTEA/CTE IC-C/I Machine Tech (TOP 0956.00)	154,520	154,520	238,000	238,000	105,000	105,000

SPECIAL PROJECT DETAILED BUDGET # 1810
NAME: CTE IC (VTEA) - Nursing RN (SAC-1230.00)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$33,427
 CFDA #: 84.048A

PROJ. ADM. Becky Miller
 PROJ. DIR. Mary Steckler
 Date: 07/10/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1810-000000-10000-8170	VTEA : Santa Ana College		56,002		33,427	22,575	
12-1810-123010-16640-2420	Inst Assistant - Hourly : Nursing	7,255		5,500			1,755
12-1810-123010-16640-3321	Medicare - Instructional : Nursing	95		80			15
12-1810-123010-16640-3331	PARS - Instructional : Nursing	86		71			15
12-1810-123010-16640-3431	H & W - Retiree Fund Inst : Nursing	66		55			11
12-1810-123010-16640-3511	SUI - Instructional : Nursing	106		89			17
12-1810-123010-16640-3611	WCI - Instructional : Nursing	158		132			26
12-1810-123010-16640-4310	Instructional Supplies : Nursing	8,181		8,000			181
12-1810-123010-16640-5100	Contracted Services : Nursing	440		-			440
12-1810-123010-16640-5950	Software License and Fees : Nursing	2,328		-			2,328
12-1810-123010-16640-6411	Equipment - Federal Progs >200 : Nursing	37,287		19,500			17,787
Total Project 1810	VTEA/CTE IC-C/I Nursing RN (TOP 1230.00)	56,002	56,002	33,427	33,427	22,575	22,575

SPECIAL PROJECT DETAILED BUDGET # 1811
NAME: CTE IC (VTEA) - Occupational Therapy Technology (SAC-1218.00)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$15,517
 CFDA #: 84.048A

PROJ. ADM. Bart Hoffman
 PROJ. DIR. Michelle Parolise
 Date: 07/10/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1811-000000-10000-8170	VTEA : Santa Ana College		11,387		15,517		4,130
12-1811-121800-15718-2320	Classified Employees - Hourly : Occupational	10,567		14,400		3,833	
12-1811-121800-15718-3325	Medicare - Non-Instructional : Occupational T	153		209		56	
12-1811-121800-15718-3335	PARS - Non-Instructional : Occupational Thera	137		187		50	
12-1811-121800-15718-3435	H & W - Retiree Fund Non-Inst : Occupational	106		144		38	
12-1811-121800-15718-3515	SUI - Non-Instructional : Occupational Therap	170		232		62	
12-1811-121800-15718-3615	WCI - Non-Instructional : Occupational Therap	254		345		91	
Total Project 1811	VTEA/CTE IC-C/I Occ Therapy (TOP 1218.00)	11,387	11,387	15,517	15,517	4,130	4,130

SPECIAL PROJECT DETAILED BUDGET # 1812
NAME: CTE IC (VTEA) - Pharmacy Technology (SAC-1221.00)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$26,614
 CFDA #: 84.048A

PROJ. ADM. Bart Hoffman
 PROJ. DIR. KC Huynh
 Date: 07/10/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1812-000000-10000-8170	VTEA : Santa Ana College		-		26,614		26,614
12-1812-122100-15719-2310	Classified Employees - Ongoing	-		10,000		10,000	
12-1812-122100-15719-2320	Classified Employees - Hourly	-		10,000		10,000	
12-1812-122100-15719-3215	PERS - Non-Instructional : Pharmacy Technology	-		2,022		2,022	
12-1812-122100-15719-3315	OASDHI - Non-Instructional : Pharmacy Technology	-		1,040		1,040	
12-1812-122100-15719-3325	Medicare - Non-Instructional : Pharmacy Techn	-		290		290	
12-1812-122100-15719-3335	PARS - Non-Instructional : Pharmacy Tech	-		260		260	
12-1812-122100-15719-3435	H & W - Retiree Fund Non-Inst : Pharmacy Tech	-		200		200	
12-1812-122100-15719-3515	SUI - Non-Instructional : Pharmacy Technology	-		322		322	
12-1812-122100-15719-3615	WCI - Non-Instructional : Pharmacy Technology	-		480		480	
12-1812-122100-15719-4310	Instructional Supplies : Pharmacy Technology	-		2,000		2,000	
Total Project 1812	VTEA/CTE IC-C/I Pharmacy Tech (TOP 1221.00)	-	-	26,614	26,614	26,614	26,614

SPECIAL PROJECT DETAILED BUDGET # 1814
NAME: CTE IC (VTEA) - SCC Support Services - Across CTE Programs
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$148,713
 CFDA #: 84.048A

PROJ. ADM. Corine Doughty
 PROJ. DIR.
 Date: 07/10/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1814-000000-20000-8170	VTEA : Santiago Canyon College		157,964		148,713	9,251	
12-1814-601000-25205-4610	Non-Instructional Supplies : Career Education	1,522		1,522		-	-
12-1814-613000-27110-2310	Classified Employees - Ongoing : Media Servic - Melven Herrera (50%)	23,258		11,629			11,629
12-1814-613000-27110-3215	PERS - Non-Instructional : Media Services	2,545		1,328			1,217
12-1814-613000-27110-3315	OASDHI - Non-Instructional : Media Services	1,442		721			721
12-1814-613000-27110-3325	Medicare - Non-Instructional : Media Services	337		169			168
12-1814-613000-27110-3435	H & W - Retiree Fund Non-Inst : Media Service	233		116			117
12-1814-613000-27110-3515	SUI - Non-Instructional : Media Services	375		187			188
12-1814-613000-27110-3615	WCI - Non-Instructional : Media Services	558		279			279
12-1814-619000-25054-1480	Part-Time Reassigned Time : Distance Ed	5,224		5,224		-	-
12-1814-619000-25054-1485	Int/Sum - Reassigned Time, PT : Distance Ed	2,087		2,087		-	-
12-1814-619000-25054-3315	OASDHI - Non-Instructional : Distance Ed	452		453		1	
12-1814-619000-25054-3325	Medicare - Non-Instructional : Distance Ed	113		106			7
12-1814-619000-25054-3435	H & W - Retiree Fund Non-Inst : Distance Ed	78		73			5
12-1814-619000-25054-3515	SUI - Non-Instructional : Distance Ed	126		118			8
12-1814-619000-25054-3615	WCI - Non-Instructional : Distance Ed	187		175			12
12-1814-619000-25205-1480	Part-time Reassigned Time : Career Ed	-		7,502		7,502	
12-1814-619000-25205-2320	Classified Employees - Hourly : Career Ed	-		6,065		6,065	
12-1814-619000-25205-2340	Student Assistants - Hourly : Career Ed	1,000		-			1,000
12-1814-619000-25205-3215	PERS - Non-Instructional : Career Ed	-		346		346	
12-1814-619000-25205-3315	OASDI - Non-Instructional : Career Ed	-		188		188	
12-1814-619000-25205-3325	Medicare - Non-Instructional : Career Ed	-		197		197	
12-1814-619000-25205-3335	PARS - Non-Instructional : Career Ed	-		1,104		1,104	
12-1814-619000-25205-3435	H & W - Retiree Fund Non-Inst : Career Ed	10		136		126	
12-1814-619000-25205-3515	SUI - Non-Instructional : Career Ed	-		218		218	
12-1814-619000-25205-3615	WCI - Non-Instructional : Career Ed	24		326		302	
12-1814-619000-25205-4310	Instructional Supplies : Career Ed	2,000		6,589		4,589	

SPECIAL PROJECT DETAILED BUDGET # 1814
NAME: CTE IC (VTEA) - SCC Support Services - Across CTE Programs
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$148,713
 CFDA #: 84.048A

PROJ. ADM. Corine Doughty
 PROJ. DIR.
 Date: 07/10/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1814-619000-25205-5300	Inst Dues & Memberships : Career Ed	970		600			370
12-1814-619000-25205-5610	Lease Agreement - Equipment : Career Ed	6,440		5,600			840
12-1814-619000-25205-5950	Software License and Fees : Career Ed	14,741		14,741		-	-
12-1814-619000-25205-6411	Equipment - Federal Progs >200 : Career Ed	17,614		3,000			14,614
12-1814-619000-25225-1480	Part-Time Reassigned Time : Gemology - Lothar Vallot (1 LHE/semester @ \$27.16/hr)	-		978		978	
12-1814-619000-25225-3115	STRS - Non-Instructional : Gemology	-		81		81	
12-1814-619000-25225-3325	Medicare - Non-Instructional : Gemology	-		14		14	
12-1814-619000-25225-3435	H & W - Retiree Fund Non-Inst : Gemology	-		10		10	
12-1814-619000-25225-3515	SUI - Non-Instructional : Gemology	-		16		16	
12-1814-619000-25225-3615	WCI - Non-Instructional : Gemology	-		23		23	
12-1814-619000-25235-1480	Part-Time Reassigned Time : Public Works - Carlos Castellanos (3 LHE/semester @ \$27.16/hr) - Michael Jiles (to be paid on a timecard)	-		5,866		5,866	
12-1814-619000-25235-3115	STRS - Non-Instructional : Public Works	-		481		481	
12-1814-619000-25235-3325	Medicare - Non-Instructional : Public Works	-		85		85	
12-1814-619000-25235-3435	H & W - Retiree Fund Non-Inst : Public Works	-		59		59	
12-1814-619000-25235-3515	SUI - Non-Instructional : Public Works	-		94		94	
12-1814-619000-25235-3615	WCI - Non-Instructional : Public Works	-		141		141	
12-1814-619000-25240-1480	Part-Time Reassigned Time : Real Estate - Robert Lindquist (1 LHE/semester @ \$28.52/hr)	-		1,027		1,027	
12-1814-619000-25240-3115	STRS - Non-Instructional : Real Estate	-		85		85	
12-1814-619000-25240-3325	Medicare - Non-Instructional : Real Estate	-		15		15	
12-1814-619000-25240-3435	H & W - Retiree Fund Non-Inst : Real Estate	-		10		10	
12-1814-619000-25240-3515	SUI - Non-Instructional : Real Estate	-		17		17	
12-1814-619000-25240-3615	WCI - Non-Instructional : Real Estate	-		25		25	
12-1814-619000-25245-1480	Part-Time Reassigned Time : Surveying/Mapping - Jeremy Evans (3 LHE/semester @ \$27.16/hr)	-		2,933		2,933	

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SPECIAL PROJECT DETAILED BUDGET # 1814
NAME: CTE IC (VTEA) - SCC Support Services - Across CTE Programs
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$148,713
 CFDA #: 84.048A

PROJ. ADM. Corine Doughty
 PROJ. DIR.
 Date: 07/10/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1814-619000-25245-3115	STRS - Non-Instructional : Surveying/Mapping	-		242		242	
12-1814-619000-25245-3325	Medicare - Non-Instructional : Surveying/Mapping	-		43		43	
12-1814-619000-25245-3435	H & W - Retiree Fund Non-Inst : Surveying/Mapping	-		29		29	
12-1814-619000-25245-3515	SUI - Non-Instructional : Surveying/Mapping	-		47		47	
12-1814-619000-25245-3615	WCI - Non-Instructional : Surveying/Mapping	-		70		70	
12-1814-619000-25260-1480	Part-Time Reassigned Time : Water Utility Sci - Simon Watson (3 LHE/semester @ \$27.16/hr)	-		2,933		2,933	
12-1814-619000-25260-3115	STRS - Non-Instructional : Water Utility Sci	-		242		242	
12-1814-619000-25260-3325	Medicare - Non-Instructional : Water Utility Sci	-		43		43	
12-1814-619000-25260-3435	H & W - Retiree Fund Non-Inst : Water Utility Sci	-		29		29	
12-1814-619000-25260-3515	SUI - Non-Instructional : Water Utility Sci	-		47		47	
12-1814-619000-25260-3615	WCI - Non-Instructional : Water Utility Sci	-		70		70	
12-1814-631000-29325-1433	Beyond Contract - Counselors : Counseling	15,775		15,775		-	-
12-1814-631000-29325-3115	STRS - Non-Instructional : Counseling	1,301		1,301		-	-
12-1814-631000-29325-3325	Medicare - Non-Instructional : Counseling	229		229		-	-
12-1814-631000-29325-3435	H & W - Retiree Fund Non-Inst : Counseling	158		158		-	-
12-1814-631000-29325-3515	SUI - Non-Instructional : Counseling	254		254		-	-
12-1814-631000-29325-3615	WCI - Non-Instructional : Counseling	379		379		-	-
12-1814-632000-25205-5800	Advertising : Career Education Office	1,440		1,400			40
12-1814-632000-25205-5915	Packaging/Mail Prep/Processing : Career Educa	10,000		4,500			5,500
12-1814-632000-25205-5940	Reproduction/Printing Expenses : Career Educa	1,450		5,000		3,550	
12-1814-634000-25205-2130	Classified Employees : Career Education Offic - Brenda Hohnstein (25%)	13,621		14,306		685	
12-1814-634000-25205-3215	PERS - Non-Instructional : Career Education O	1,488		1,633		145	
12-1814-634000-25205-3315	OASDHI - Non-Instructional : Career Education	865		908		43	
12-1814-634000-25205-3325	Medicare - Non-Instructional : Career Educati	202		212		10	
12-1814-634000-25205-3415	H & W - Non-Instructional : Career Education	1,503		1,597		94	
12-1814-634000-25205-3435	H & W - Retiree Fund Non-Inst : Career Educat	140		146		6	

SPECIAL PROJECT DETAILED BUDGET # 1814
NAME: CTE IC (VTEA) - SCC Support Services - Across CTE Programs
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$148,713
 CFDA #: 84.048A

PROJ. ADM. Corine Doughty
 PROJ. DIR.
 Date: 07/10/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1814-634000-25205-3515	SUI - Non-Instructional : Career Education Of	225		236		11	
12-1814-634000-25205-3615	WCI - Non-Instructional : Career Education Of	335		351		16	
12-1814-634000-25205-3915	Other Benefits - Non-Instruct : Career Educat	338		338		-	-
12-1814-675000-25205-4610	Non-Instructional Supplies : Career Education	3,000		3,000		-	-
12-1814-675000-25205-4710	Food and Food Service Supplies : Career Educa	1,777		1,777		-	-
12-1814-675000-25205-5100	Contracted Services : Career Education Office	1,648		1,648		-	-
12-1814-675000-25205-5210	Conference Expenses : Career Education Office	19,500		6,411			13,089
12-1814-675000-25205-5220	Mileage/Parking Expenses : Career Education O	1,000		600			400
1814 VTEA/CTE IC-C/I Support Svcs		157,964	157,964	148,713	148,713	50,204	50,204

SPECIAL PROJECT DETAILED BUDGET # 1823
NAME: CTE IC (VTEA) - Office Technology (OEC-0514.00)
Medical Billing: Certificate of Completion
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$99,109
 CFDA #: 84.048A

PROJ. ADM. Lori Fastbiner
 PROJ. DIR.
 Date: 07/10/12

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1823-000000-20000-8170	VTEA : Santiago Canyon College		20,510		99,109		78,599
12-1823-051400-28200-4310	Instructional Supplies : Orange Educ Ctr-I	-		1,000		1,000	
12-1823-051400-28200-5950	Software License and Fees : Orange Educ Ctr-I	11,906		36,000		24,094	
12-1823-051400-28200-6411	Equipment - Federal Program > \$200	-		60,959		60,959	
12-1823-602000-28200-1480	Part-Time Reassigned Time : Orange Educ Ctr-I	7,500		1,000			6,500
12-1823-602000-28200-3115	STRS - Non-Instructional : Orange Educ Ctr-In	469		83			386
12-1823-602000-28200-3325	Medicare - Non-Instructional : Orange Educ Ct	109		15			94
12-1823-602000-28200-3335	PARS - Non-Instructional : Orange Educ Ctr-In	150		-			150
12-1823-602000-28200-3435	H & W - Retiree Fund Non-Inst : Orange Educ C	75		10			65
12-1823-602000-28200-3515	SUI - Non-Instructional : Orange Educ Ctr-Ins	121		17			104
12-1823-602000-28200-3615	WCI - Non-Instructional : Orange Educ Ctr-Ins	180		25			155
Total Project 1823	CTE IC - Office Tech (0514.00) - Medical Billing	20,510	20,510	99,109	99,109	86,053	86,053

SPECIAL PROJECT DETAILED BUDGET # 1824
NAME: CTE IC (VTEA) - Professional Development - Across CTE Programs (SAC)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$8,258
 CFDA #: 84.048A

PROJ. ADM. Bart Hoffman
 PROJ. DIR. Bart Hoffman
 Date: 07/10/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1824-000000-10000-8170	VTEA : Santa Ana College		38,467		8,258	30,209	
12-1824-619000-15205-6411	Equipment - Federal Progs >200 : Career Ed &	7,600		-			7,600
12-1824-675000-15205-4610	Non-Instructional Supplies : Career Ed & Work	-		1,000		1,000	
12-1824-675000-15205-4710	Food and Food Service Supplies : Career Ed &	150		1,000		850	
12-1824-675000-15205-5100	Contracted Services : Career Ed & Work Dev Of	-		6,258		6,258	
12-1824-675000-15205-5210	Conference Expenses : Career Ed & Work Dev Of	30,266		-			30,266
12-1824-675000-15205-5895	Other Licenses & Fees : Career Ed & Work Dev	150		-			150
12-1824-675000-15205-5940	Reproduction/Printing Expenses : Career Ed &	301		-			301
Total Project 1824	VTEA/CTE IC-Professional Dev	38,467	38,467	8,258	8,258	38,317	38,317

SPECIAL PROJECT DETAILED BUDGET # 1825
NAME: CTE IC (VTEA) - Deaf & Hard of Hearing - Across CTE Programs (SAC)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$31,313
 CFDA #: 84.048A

PROJ. ADM. Elyse Chaplin
 PROJ. DIR. Monica Collins
 Date: 07/10/12

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1825-000000-10000-8170	VTEA : Santa Ana College		31,543		31,313	230	
12-1825-642000-19523-1252	Contract Extension-Coordinator : Deaf & Hard	5,281		3,500			1,781
12-1825-642000-19523-3215	PERS - Non-Instructional : Deaf & Hard of Hea	577		400			177
12-1825-642000-19523-3315	OASDHI - Non-Instructional : Deaf & Hard of H	327		217			110
12-1825-642000-19523-3325	Medicare - Non-Instructional : Deaf & Hard of	77		51			26
12-1825-642000-19523-3415	H & W - Non-Instructional : Deaf & Hard of He	162		-			162
12-1825-642000-19523-3435	H & W - Retiree Fund Non-Inst : Deaf & Hard o	53		35			18
12-1825-642000-19523-3515	SUI - Non-Instructional : Deaf & Hard of Hear	85		56			29
12-1825-642000-19523-3615	WCI - Non-Instructional : Deaf & Hard of Hear	127		84			43
12-1825-649000-19523-2320	Classified Employees - Hourly : Deaf & Hard o	22,655		22,000			655
12-1825-649000-19523-3215	PERS - Non-Instructional : Deaf & Hard of Hea	439		1,899		1,460	
12-1825-649000-19523-3315	OASDHI - Non-Instructional : Deaf & Hard of H	-		1,364		1,364	
12-1825-649000-19523-3325	Medicare - Non-Instructional : Deaf & Hard of	329		319			10
12-1825-649000-19523-3335	PARS - Non-Instructional : Deaf & Hard of Hea	295		286			9
12-1825-649000-19523-3435	H & W - Retiree Fund Non-Inst : Deaf & Hard o	227		220			7
12-1825-649000-19523-3515	SUI - Non-Instructional : Deaf & Hard of Hear	365		354			11
12-1825-649000-19523-3615	WCI - Non-Instructional : Deaf & Hard of Hear	544		528			16
Total Project 1825	VTEA/CTE IC- Deaf/Hard of Hearing	31,543	31,543	31,313	31,313	3,054	3,054

SPECIAL PROJECT DETAILED BUDGET # 1826
NAME: CTE IC (VTEA) - Career/Job Resource Center - Across CTE Programs (SAC)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$90,492
 CFDA #: 84.048A

PROJ. ADM. Micki Bryant
 PROJ. DIR. Sandy Morris
 Date: 07/10/12

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1826-000000-10000-8170	VTEA : Santa Ana College		88,797		90,492		1,695
12-1826-634000-15390-1430	Part-Time Counselors : Career Counseling Cent	31,651		39,000		7,349	
12-1826-634000-15390-1435	Int/Sum - Counselors,Part-Time : Career Couns	693		-			693
12-1826-634000-15390-3115	STRS - Non-Instructional : Career Counseling	2,668		3,218		550	
12-1826-634000-15390-3325	Medicare - Non-Instructional : Career Counsel	469		566		97	
12-1826-634000-15390-3435	H & W - Retiree Fund Non-Inst : Career Course	323		390		67	
12-1826-634000-15390-3515	SUI - Non-Instructional : Career Counseling C	521		628		107	
12-1826-634000-15390-3615	WCI - Non-Instructional : Career Counseling C	776		936		160	
12-1826-647000-19540-2130	Classified Employees : Job/Career Placement C	25,135		21,969			3,166
12-1826-647000-19540-2310	Classified Employees - Ongoing : Job/Career P	16,166		13,537			2,629
12-1826-647000-19540-3215	PERS - Non-Instructional : Job/Career Placeme	4,339		4,054			285
12-1826-647000-19540-3315	OASDHI - Non-Instructional : Job/Career Place	2,509		2,243			266
12-1826-647000-19540-3325	Medicare - Non-Instructional : Job/Career Pla	610		525			85
12-1826-647000-19540-3335	PARS - Non-Instructional : Job/Career Placeme	21		-			21
12-1826-647000-19540-3415	H & W - Non-Instructional : Job/Career Placem	63		438		375	
12-1826-647000-19540-3435	H & W - Retiree Fund Non-Inst : Job/Career Pl	420		362			58
12-1826-647000-19540-3515	SUI - Non-Instructional : Job/Career Placemen	677		583			94
12-1826-647000-19540-3615	WCI - Non-Instructional : Job/Career Placemen	1,009		868			141
12-1826-647000-19540-3915	Other Benefits - Non-Instruct : Job/Career Pl	747		675			72
12-1826-647000-19540-4610	Non-Instructional Supplies : Job/Career Place	-		500		500	
Total Project 1826	VTEA/CTE IC-Placemnt/Workstudy	88,797	88,797	90,492	90,492	9,205	9,205

SPECIAL PROJECT DETAILED BUDGET # 1829
NAME: CTE IC (VTEA) - Accounting (SAC-0502.00)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$10,518
 CFDA #: 84.048A

PROJ. ADM. Allen Dooley
 PROJ. DIR. T. Jinhee/E. Mitchell
 Date: 07/10/12

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1829-000000-10000-8170	VTEA : Santa Ana College		6,500		10,518		4,018
12-1829-050200-15115-4310	Instructional Supplies : Accounting	479		-			479
12-1829-050200-15115-4320	Instructional Software : Accounting	2,021		3,300		1,279	
12-1829-050200-15115-5940	Reproduction/Printing Expenses : Accounting	-		200		200	
12-1829-050200-15115-6411	Equipment - Federal Progs >200 : Accounting	-		2,200		2,200	
12-1829-602000-15115-1480	Part-Time Reassigned Time : Accounting	125		-			125
12-1829-602000-15115-1483	Beyond Contr - Reassigned Time : Accounting	-		4,200		4,200	
12-1829-602000-15115-1484	Int/Sum Beynd Contr-Reassigned : Accounting	3,325		-			3,325
12-1829-602000-15115-3115	STRS - Non-Instructional : Accounting	326		346		20	
12-1829-602000-15115-3325	Medicare - Non-Instructional : Accounting	50		61		11	
12-1829-602000-15115-3435	H & W - Retiree Fund Non-Inst : Accounting	35		42		7	
12-1829-602000-15115-3515	SUI - Non-Instructional : Accounting	56		68		12	
12-1829-602000-15115-3615	WCI - Non-Instructional : Accounting	83		101		18	
Total Project 1829	VTEA/CTE IC-Accounting (TOP 0502.00)	6,500	6,500	10,518	10,518	7,947	7,947

SPECIAL PROJECT DETAILED BUDGET # 1830
NAME: CTE IC (VTEA) - Drafting Technology (SAC-0953.00)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$52,000
 CFDA #: 84.048A

PROJ. ADM. Allen Dooley
 PROJ. DIR. Craig Takahashi
 Date: 07/10/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1830-000000-10000-8170	VTEA : Santa Ana College		78,316		52,000	26,316	
12-1830-095300-15145-4310	Instructional Supplies : Drafting Technology	898		3,000		2,102	
12-1830-095300-15145-5100	Contracted Services : Drafting Technology	19,514		-			19,514
12-1830-095300-15145-5940	Reproduction/Printing Expenses : Drafting Tec	641		-			641
12-1830-095300-15145-5950	Software License and Fees : Drafting Technolo	37,608		17,330			20,278
12-1830-095300-15145-6411	Equipment - Federal Progs >200 : Drafting Tec	19,655		31,670		12,015	
Total Project 1830	VTEA/CTE IC-Engr/Draftng Tech (TOP 0953.00)	78,316	78,316	52,000	52,000	40,433	40,433

SPECIAL PROJECT DETAILED BUDGET # 1835
NAME: CTE IC (VTEA) - Business Management (SAC-0506.00)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$8,383
 CFDA #: 84.048A

PROJ. ADM. Allen Dooley
 PROJ. DIR. Rick Manzano
 Date: 07/10/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1835-000000-10000-8170	VTEA : Santa Ana College		-		8,383		8,383
12-1835-050600-15170-1483	Beyond Contr - Reassigned Time : Marketing	-		6,000		6,000	
12-1835-050600-15170-3115	STRS - Non-Instructional : Marketing	-		495		495	
12-1835-050600-15170-3325	Medicare - Non-Instructional : Marketing	-		87		87	
12-1835-050600-15170-3435	H & W - Retiree Fund Non-Inst : Marketing	-		60		60	
12-1835-050600-15170-3515	SUI - Non-Instructional : Marketing	-		97		97	
12-1835-050600-15170-3615	WCI - Non-Instructional : Marketing	-		144		144	
12-1835-050600-15170-4610	Non-Instructional Supplies : Marketing	-		1,000		1,000	
12-1835-050600-15170-5940	Reproduction/Printing Expenses : Marketing	-		500		500	
Total Project 1835	VTEA/CTE IC-Entrepreneurship (TOP 0506.00)	-	-	8,383	8,383	8,383	8,383

SPECIAL PROJECT DETAILED BUDGET # 1836
NAME: CTE IC (VTEA) - Laboratory Science Technology (SAC-0955.00)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$30,000
 CFDA #: 84.048A

PROJ. ADM. Becky Miller (interim)
 PROJ. DIR. Kathleen Takahashi
 Date: 07/10/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1836-000000-10000-8170	VTEA : Santa Ana College		-		30,000		30,000
12-1836-095500-16410-4310	Instructional Supplies : Biology	-		3,000		3,000	
12-1836-095500-16410-5940	Reproduction/Printing Expenses : Biology	-		500		500	
12-1836-095500-16410-6411	Equipment - Federal Progs >200 : Biology	-		26,500		26,500	
Total Project 1836	VTEA/CTE IC-Lab Science Tech (TOP 0955.00)	-	-	30,000	30,000	30,000	30,000

SPECIAL PROJECT DETAILED BUDGET # 1837
NAME: CTE IC (VTEA) - Office Technology Non-Credit (SAC-0514.00)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$34,942
 CFDA #: 84.048A

PROJ. ADM. Nilo Lipiz
 PROJ. DIR. Nilo Lipiz
 Date: 07/10/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1837-000000-10000-8170	VTEA : Santa Ana College		-		34,942		34,942
12-1837-051400-18200-1480	Part-Time Reassigned Time : SAC Continuing Ed	-		5,461		5,461	
12-1837-051400-18200-3115	STRS - Non-Instructional : SAC Continuing Ed-	-		450		450	
12-1837-051400-18200-3325	Medicare - Non-Instructional : SAC Continuing	-		79		79	
12-1837-051400-18200-3435	H & W - Retiree Fund Non-Inst : SAC Continu	-		54		54	
12-1837-051400-18200-3515	SUI - Non-Instructional : SAC Continuing Ed-I	-		88		88	
12-1837-051400-18200-3615	WCI - Non-Instructional : SAC Continuing Ed-I	-		131		131	
12-1837-602000-18200-1480	Part-Time Reassigned Time : SAC Continuing Ed	-		25,000		25,000	
12-1837-602000-18200-3115	STRS - Non-Instructional : SAC Continuing Ed-	-		1,953		1,953	
12-1837-602000-18200-3325	Medicare - Non-Instructional : SAC Continuing	-		362		362	
12-1837-602000-18200-3435	H & W - Retiree Fund Non-Inst : SAC Continu	-		362		362	
12-1837-602000-18200-3515	SUI - Non-Instructional : SAC Continuing Ed-I	-		402		402	
12-1837-602000-18200-3615	WCI - Non-Instructional : SAC Continuing Ed-I	-		600		600	
Total Project 1837	VTEA/CTE IC-Office Tech/Comptr (TOP 0514.00 N-CR)	-	-	34,942	34,942	34,942	34,942

SPECIAL PROJECT DETAILED BUDGET # 1838
NAME: CTE IC (VTEA) - Paralegal (SAC-1402.00)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$25,706
 CFDA #: 84.048A

PROJ. ADM. Allen Dooley
 PROJ. DIR. Rick Manzano
 Date: 07/10/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1838-000000-10000-8170	VTEA : Santa Ana College		15,853		25,706		9,853
12-1838-140200-15175-1480	Part-Time Reassigned Time : Paralegal	-		5,000		5,000	
12-1838-140200-15175-1483	Beyond Contr - Reassigned Time : Paralegal	-		5,000		5,000	
12-1838-140200-15175-1484	Int/Sum Beynd Contr-Reassigned : Paralegal	-		5,000		5,000	
12-1838-140200-15175-3115	STRS - Non-Instructional : Paralegal	-		1,237		1,237	
12-1838-140200-15175-3325	Medicare - Non-Instructional : Paralegal	-		218		218	
12-1838-140200-15175-3435	H & W - Retiree Fund Non-Inst : Paralegal	-		150		150	
12-1838-140200-15175-3515	SUI - Non-Instructional : Paralegal	-		241		241	
12-1838-140200-15175-3615	WCI - Non-Instructional : Paralegal	-		360		360	
12-1838-140200-15175-4310	Instructional Supplies : Paralegal	1,639		6,500		4,861	
12-1838-140200-15175-4710	Food and Food Service Supplies : Paralegal	125		-			125
12-1838-140200-15175-5300	Inst Dues & Memberships : Paralegal	1,763		-			1,763
12-1838-140200-15175-5880	Internet Services : Paralegal	2,400		-			2,400
12-1838-140200-15175-5950	Software License and Fees : Paralegal	-		2,000		2,000	
12-1838-140200-15175-6411	Equipment - Federal Progs >200 : Paralegal	2,154		-			2,154
12-1838-602000-15175-1483	Beyond Contr - Reassigned Time : Paralegal	6,800		-			6,800
12-1838-602000-15175-3115	STRS - Non-Instructional : Paralegal	533		-			533
12-1838-602000-15175-3325	Medicare - Non-Instructional : Paralegal	99		-			99
12-1838-602000-15175-3435	H & W - Retiree Fund Non-Inst : Paralegal	68		-			68
12-1838-602000-15175-3515	SUI - Non-Instructional : Paralegal	109		-			109
12-1838-602000-15175-3615	WCI - Non-Instructional : Paralegal	163		-			163
Total Project 1838	VTEA/CTE IC-Paralegal (TOP 1402.00)	15,853	15,853	25,706	25,706	24,067	24,067

SPECIAL PROJECT DETAILED BUDGET # 1839
NAME: CTE IC (VTEA) - Welding Technology (SAC-0956.50)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$81,610
 CFDA #: 84.048A

PROJ. ADM. Bart Hoffman
 PROJ. DIR. George Moreno
 Date: 07/10/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1839-000000-10000-8170	VTEA : Santa Ana College		121,510		81,610	39,900	
12-1839-095650-15756-2320	Classified Employees - Hourly : Welding	-		10,774		10,774	
12-1839-095650-15756-3325	Medicare - Non-Instructional : Welding	-		156		156	
12-1839-095650-15756-3335	PARS - Non-Instructional : Welding	-		140		140	
12-1839-095650-15756-3435	H & W - Retiree Fund Non-Inst : Welding	-		108		108	
12-1839-095650-15756-3515	SUI - Non-Instructional : Welding	-		173		173	
12-1839-095650-15756-3615	WCI - Non-Instructional : Welding	-		259		259	
12-1839-095650-15756-6411	Equipment - Federal Progs >200 : Welding	121,510		70,000			51,510
Total Project 1839	VTEA/CTE IC-Welding Technology (TOP 0956.50)	121,510	121,510	81,610	81,610	51,510	51,510

SPECIAL PROJECT DETAILED BUDGET # 1840
NAME: CTE IC (VTEA) - Applied Photography (SAC-1012.00)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$99,998
 CFDA #: 84.048A

PROJ. ADM. Sylvia Turner
 PROJ. DIR. Phil Marquez
 Date: 07/10/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1840-000000-10000-8170	VTEA : Santa Ana College		-		99,998		99,998
12-1840-101200-15512-4310	Instructional Supplies : Photography	-		12,791		12,791	
12-1840-101200-15512-6411	Equipment - Federal Progs >200 : Photography	-		83,422		83,422	
12-1840-602000-15512-1483	Beyond Contr - Reassigned Time : Photography	-		3,300		3,300	
12-1840-602000-15512-3115	STRS - Non-Instructional : Photography	-		272		272	
12-1840-602000-15512-3325	Medicare - Non-Instructional : Photography	-		48		48	
12-1840-602000-15512-3435	H & W - Retiree Fund Non-Inst : Photography	-		33		33	
12-1840-602000-15512-3515	SUI - Non-Instructional : Photography	-		53		53	
12-1840-602000-15512-3615	WCI - Non-Instructional : Photography	-		79		79	
Total Project 1840	CTE IC - Applied Photography (TOP 1012.00)	-	-	99,998	99,998	99,998	99,998

SPECIAL PROJECT DETAILED BUDGET # 1843
NAME: CTE IC (VTEA) - International Business & Trade (SAC-0508.00)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$28,165
 CFDA #: 84.048A

PROJ. ADM. Allen Dooley
 PROJ. DIR. Madeline Grant
 Date: 07/10/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1843-000000-10000-8170	VTEA : Santa Ana College		-		28,165		28,165
12-1843-050800-15160-4610	Non-Instructional Supplies : International Business	-		500		500	
12-1843-050800-15160-5940	Reproduction/Printing Expenses			1,000		1,000	
12-1843-050800-15160-5950	Software License and Fees			5,000		5,000	
12-1843-050800-15160-6411	Equipment - Federal Progs >200 : International Busine	-		6,600		6,600	
12-1843-050800-15160-1483	Beyond Contr - Reassigned Time : International Busine	-		12,000		12,000	
12-1843-050800-15160-3115	STRS - Non-Instructional : International Business	-		990		990	
12-1843-050800-15160-3325	Medicare - Non-Instructional : International Busines	-		174		174	
12-1843-050800-15160-3435	H & W - Retiree Fund Non-Inst : International Busine	-		120		120	
12-1843-050800-15160-3515	SUI - Non-Instructional : International Business	-		193		193	
12-1843-050800-15160-3615	WCI - Non-Instructional : International Business	-		288		288	
12-1843-675000-15160-5930	Professional Expense/Allowance	-		1,300		1,300	
Total Project 1843	CTE IC - International Business (TOP 0508.00)	-	-	28,165	28,165	28,165	28,165

SPECIAL PROJECT DETAILED BUDGET # 1844
NAME: CTE IC (VTEA) - Fitness Trainer (SAC-0835.20)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$5,893
 CFDA #: 84.048A

PROJ. ADM. Avie Bridges
 PROJ. DIR. Brian Sos
 Date: 07/10/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1844-000000-10000-8170	VTEA : Santa Ana College		-		5,893		5,893
12-1844-602000-15420-1483	Beyond Contr - Reassigned Time : Exercise Science	-		5,137		5,137	
12-1844-602000-15420-3115	STRS - Non-Instructional : Exercise Science	-		424		424	
12-1844-602000-15420-3325	Medicare - Non-Instructional : Exercise Science	-		75		75	
12-1844-602000-15420-3435	H & W - Retiree Fund Non-Inst : Exercise Science	-		51		51	
12-1844-602000-15420-3515	SUI - Non-Instructional : Exercise Science	-		83		83	
12-1844-602000-15420-3615	WCI - Non-Instructional : Exercise Science	-		123		123	
Total Project 1844	CTE IC - Exercise Science (TOP 0835.20)	-	-	5,893	5,893	5,893	5,893

SPECIAL PROJECT DETAILED BUDGET # 1845
NAME: CTE IC (VTEA) - Fashion Design (SAC-1303.10)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$22,050
 CFDA #: 84.048A

PROJ. ADM. Bart Hoffman
 PROJ. DIR. Karen Conrad
 Date: 07/10/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1845-000000-10000-8170	VTEA : Santa Ana College		-		22,050		22,050
12-1845-130310-15714-4310	Instructional Supplies : Fashion Design	-		-		-	
12-1845-130310-15714-6410	Equipment - All Other > \$1,000 : Fashion Design	-		22,050		22,050	
Total Project 1845	CTE IC - Fashion Design (TOP 1303.10)	-	-	22,050	22,050	22,050	22,050

SPECIAL PROJECT DETAILED BUDGET # 1846
NAME: CTE IC (VTEA) - Early Care & Education (SAC-1305.00)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$20,000
 CFDA #: 84.048A

PROJ. ADM. Bart Hoffman
 PROJ. DIR. Gwen Morgan-Bezell
 Date: 07/10/12

GL Account	Description	Exisitng Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1846-000000-10000-8170	VTEA : Santa Ana College		-		20,000		20,000
12-1846-130500-15717-4310	Instructional Supplies : Early Care & Education	-		1,000		1,000	
12-1846-130500-15717-6410	Equipment - All Other > \$1,000 : Early Care & Educatio	-		19,000		19,000	
Total Project 1846	CTE IC - Early Care & Education (TOP 1305.00)	-	-	20,000	20,000	20,000	20,000

SPECIAL PROJECT DETAILED BUDGET # 18XX
NAME: CTE IC (VTEA) - Office Technology (OEC-0514.00)
Web Associate: Certificate of Completion
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$53,397
 CFDA #: 84.048A

PROJ. ADM. Lori Fastbiner
 PROJ. DIR.
 Date: 07/10/12

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-18XX-000000-20000-8170	VTEA : Santiago Canyon College		-		53,397		53,397
12-18XX-051400-28200-4310	Instructional Supplies : Orange Educ Ctr-I	-		-		-	
12-18XX-051400-28200-5950	Software License and Fees : Orange Educ Ctr-I	-		-		-	
12-18XX-051400-28200-6411	Equipment - Federal Program > \$200	-		50,529		50,529	
12-18XX-602000-28200-1480	Part-Time Reassigned Time : Orange Educ Ctr-I	-		2,500		2,500	
12-18XX-602000-28200-3115	STRS - Non-Instructional : Orange Educ Ctr-In	-		207		207	
12-18XX-602000-28200-3325	Medicare - Non-Instructional : Orange Educ Ct	-		36		36	
12-18XX-602000-28200-3335	PARS - Non-Instructional : Orange Educ Ctr-In	-		-		-	
12-18XX-602000-28200-3435	H & W - Retiree Fund Non-Inst : Orange Educ C	-		25		25	
12-18XX-602000-28200-3515	SUI - Non-Instructional : Orange Educ Ctr-Ins	-		40		40	
12-18XX-602000-28200-3615	WCI - Non-Instructional : Orange Educ Ctr-Ins	-		60		60	
Total Project 18XX	CTE IC - Office Tech (0514.00) - Web Associate	-	-	53,397	53,397	53,397	53,397

SPECIAL PROJECT DETAILED BUDGET #1827
NAME: Perkins IV - CTE Transitions (Tech Prep)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 - 6/30/13
 CONTRACT INCOME: \$98,778
 Grant Agreement #: 12-112-870

PROJ. ADM. Bart Hoffman
 PROJ. DIR. John Kalko
 Date: 07/09/12

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1827-000000-10000-8170	VTEA : Santa Ana College		58,215		62,063		3,848
12-1827-190100-15205-1310	Part-Time Instructors : Career Ed	26,781		25,868			913
12-1827-190100-15205-1313	Beyond Contract-Instructors : Career Ed	5,497		6,467		970	
12-1827-190100-15205-2420	Inst Assistant - Hourly : Career Ed	3,155		-			3,155
12-1827-190100-15205-3111	STRS - Instructional : Career Ed	2,663		2,652			11
12-1827-190100-15205-3321	Medicare - Instructional : Career Ed	514		469			45
12-1827-190100-15205-3331	PARS - Instructional : Career Ed	42		-			42
12-1827-190100-15205-3431	H & W - Retiree Fund Inst : Career Ed	354		323			31
12-1827-190100-15205-3511	SUI - Instructional : Career Ed	570		521			49
12-1827-190100-15205-3611	WCI - Instructional : Career Ed	850		776			74
12-1827-619000-15205-1282	Contract Extention - Reassigned Time (15 days)	-		9,000		9,000	
12-1827-619000-15205-1480	Part-Time Reassigned Time : Career Ed - Outreach & Career Exploration (\$3,353) - Articulation Agreement - renewal & new (\$900)	2,156		4,253		2,097	
12-1827-619000-15205-1484	Int/Sum Beynd Contr-Reassigned : Career Ed	5,340		-			5,340
12-1827-619000-15205-2340	Student Assistant	-		2,980		2,980	
12-1827-619000-15205-3115	STRS - Non-Instructional : Career Ed	618		1,125		507	
12-1827-619000-15205-3325	Medicare - Non-Instructional : Career Ed	109		235		126	
12-1827-619000-15205-3435	H & W - Retiree Fund Non-Inst : Career Ed	75		162		87	
12-1827-619000-15205-3515	SUI - Non-Instructional : Career Ed	121		261		140	
12-1827-619000-15205-3615	WCI - Non-Instructional : Career Ed	180		390		210	
12-1827-619000-15205-4210	Books, Mags & Ref Mat, Non-Lib : Career Ed	3,000		-			3,000
12-1827-619000-15205-4610	Non-Instructional Supplies : Career Ed	400		400		-	-
12-1827-619000-15205-5100	Contracted Services : Career Ed	1,500		1,000			500
12-1827-619000-15205-5880	Internet Services : Career Ed	-		1,500		1,500	
12-1827-619000-15205-5940	Reproduction/Printing Expenses : Career Ed	3,290		3,000			290
12-1827-675000-15205-5210	Conference Expenses : Career Ed	1,000		681			319
	Santa Ana College - CTE Transitions	58,215	58,215	62,063	62,063	17,617	17,617

SPECIAL PROJECT DETAILED BUDGET #1827
NAME: Perkins IV - CTE Transitions (Tech Prep)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 - 6/30/13
 CONTRACT INCOME: \$98,778
 Grant Agreement #: 12-112-870

PROJ. ADM. Bart Hoffman
 PROJ. DIR. John Kalko
 Date: 07/09/12

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1827-000000-20000-8170	VTEA : Santiago Canyon College		32,112		32,916		804
12-1827-050500-25123-1310	Part-Time Instructors : Business	11,000		-			11,000
12-1827-050500-25123-3111	STRS - Instructional : Business	730		-			730
12-1827-050500-25123-3321	Medicare - Instructional : Business	160		-			160
12-1827-050500-25123-3331	PARS - Instructional : Business	143		-			143
12-1827-050500-25123-3431	H & W - Retiree Fund Inst : Business	110		-			110
12-1827-050500-25123-3511	SUI - Instructional : Business	177		-			177
12-1827-050500-25123-3611	WCI - Instructional : Business	264		-			264
12-1827-050600-25123-1310	Part-Time Instructors : Business	14,868		-			14,868
12-1827-050600-25123-3111	STRS - Instructional : Business	1,227		-			1,227
12-1827-050600-25123-3321	Medicare - Instructional : Business	216		-			216
12-1827-050600-25123-3431	H & W - Retiree Fund Inst : Business	149		-			149
12-1827-050600-25123-3511	SUI - Instructional : Business	239		-			239
12-1827-050600-25123-3611	WCI - Instructional : Business	357		-			357
12-1827-619000-25205-1480	Part-Time Reassigned Time : Career Education	2,156		-			2,156
12-1827-619000-25205-3115	STRS - Non-Instructional : Career Education O	176		-			176
12-1827-619000-25205-3325	Medicare - Non-Instructional : Career Educati	31		-			31
12-1827-619000-25205-3435	H & W - Retiree Fund Non-Inst : Career Educat	22		-			22
12-1827-619000-25205-3515	SUI - Non-Instructional : Career Education Of	35		-			35
12-1827-619000-25205-3615	WCI - Non-Instructional : Career Education Of	52		-			52
12-1827-619000-25205-4610	Non-Instructional Supplies - Career Education	-		1,500		1,500	
12-1827-619000-25205-5940	Reproduction/Printing Expenses : Career Ed	-		1,000		1,000	
12-1827-619000-25205-5100	Contract Services - Career Education Office - Vital Link	-		1,000		1,000	
12-1827-631000-29325-1430	Part-Time Counselors : Counseling	-		25,654		25,654	
12-1827-631000-29325-3115	STRS - Non-Instructional : Counseling	-		2,104		2,104	
12-1827-631000-29325-3325	Medicare - Non-Instructional : Counseling	-		372		372	
12-1827-631000-29325-3435	H & W - Retiree Fund Non-Inst : Counseling	-		257		257	
12-1827-631000-29325-3515	SUI - Non-Instructional : Counseling	-		413		413	

6.1 (42)

SPECIAL PROJECT DETAILED BUDGET #1827
NAME: Perkins IV - CTE Transitions (Tech Prep)
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 - 6/30/13
 CONTRACT INCOME: \$98,778
 Grant Agreement #: 12-112-870

PROJ. ADM. Bart Hoffman
 PROJ. DIR. John Kalko
 Date: 07/09/12

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1827-631000-29325-3615	WCI - Non-Instructional : Counseling	-		616		616	
	Santiago Canyon College - CTE Transitions	32,112	32,112	32,916	32,916	32,916	32,916
12-1827-000000-50000-8170	VTEA : District Operations		3,613		3,799		186
12-1827-672000-50000-5865	Indirect Costs : District Operations	3,613		3,799		186	
	District Operations : CTE Transitions	3,613	3,613	3,799	3,799	186	186
	CTE Transitions - TOTAL	93,940	93,940	98,778	98,778	50,719	50,719

SPECIAL PROJECT DETAILED BUDGET #2270
NAME: Center for International Trade Development (CITD) - District
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 07/01/12 - 06/30/13
 CONTRACT AWARI \$ 205,000

PROJ ADM: Enrique Perez
 PROJ DIR: Jetza Torres

CONTRACT #: 12-308-029

Date: 6/26/2012

GL Account String					New Budget		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit
11	0000	000004	50000	2130	Classified Employee : District Operations		88,576
11	0000	000004	50000	3415	H & W - Non-Instructional : District Operations		37,955
11	0000	672000	50000	5865	Indirect Costs : District Holding Acct		56,844
11	2270	672000	50000	5865	Indirect Costs : District Operations (grant-funded direct costs @ 197,115 @ 16% = \$31,538) (district-funded direct costs @ \$126,531 x 20% = \$25,306)	56,844	
11	2270	684000	53210	2110	Classified Management : Ctr for Intl Trade Dev Torres, Jetza, Interim Director @ 20%	18,272	
11	2270	684000	53210	2130	Classified Employees : Ctr for Intl Trade Dev Valadez, Jacqueline, Interim Adm. Secretary @ 80%	40,083	
11	2270	684000	53210	3215	PERS - Non-Instructional : Ctr for Intl Trade	6,374	
11	2270	684000	53210	3315	OASDHI - Non-Instructional : Ctr for Intl Tra	3,702	
11	2270	684000	53210	3325	Medicare - Non-Instructional : Ctr for Intl T	866	
11	2270	684000	53210	3415	H & W - Non-Instructional : Ctr for Intl Trad	12,890	
11	2270	684000	53210	3435	H & W - Retiree Fund Non-Inst : Ctr for Intl	597	
11	2270	684000	53210	3515	SUI - Non-Instructional : Ctr for Intl Trade	961	
11	2270	684000	53210	3615	WCI - Non-Instructional : Ctr for Intl Trade	1,433	
11	2270	684000	53210	3915	Other Benefits - Non-Instruct : Ctr for Intl	1,350	
11	2270	684000	53305	2110	Classified Management : Educational Services Perez, Enrique @ 20%, eff 1B-12B	30,221	
11	2270	684000	53305	3215	PERS - Non-Instructional : Educational Services Off	3,301	
11	2270	684000	53305	3315	OASDHI - Non-Instructional : Educational Services O	1,903	
11	2270	684000	53305	3325	Medicare - Non-Instructional : Educational Services	445	
11	2270	684000	53305	3415	H & W - Non-Instructional : Educational Services Of	2,125	
11	2270	684000	53305	3435	H & W - Retiree Fund Non-Inst : Educational Service	307	
11	2270	684000	53305	3515	SUI - Non-Instructional : Educational Services Offi	494	
11	2270	684000	53305	3615	WCI - Non-Instructional : Educational Services Offi	737	
11	2270	684000	53305	3915	Other Benefits - Non-Instruct : Educational Service	470	
					Total 2270 - CITD FY 12/13 Match	183,375	183,375

Match requirement is one-to-one at \$205,000 and consists of the following: district direct costs at \$126,531; unclaimed indirect at \$56,844; and Telemundo in-kind donation at \$21,625.

SPECIAL PROJECT DETAILED BUDGET #2270
NAME: Center for International Trade Development (CITD) - District
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 07/01/12 - 06/30/13
 CONTRACT AWARI \$ 205,000

PROJ ADM: Enrique Perez
 PROJ DIR: Jetza Torres

CONTRACT #: 12-308-029

Date: 6/26/2012

GL Account String					New Budget		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit
12	2270	000000	50000	8659	Other Reimb Categorical Allow : District Oper		205,000
12	2270	672000	50000	5865	Indirect Costs : District Operations	7,885	
12	2270	675000	53210	5210	Conference Expenses : Ctr for Intl Trade Dev	10,000	
12	2270	684000	53210	2110	Classified Management : Ctr for Intl Trade Dev Torres, Jetza, Interim Director @ 80%	73,089	
12	2270	684000	53210	2130	Classified Employees : Ctr for Intl Trade Dev Valadez, Jacqueline, Interim Adm. Secretary @ 20%	10,021	
12	2270	684000	53210	2320	Classified Employees - Hourly : Ctr for Intl Business Services Coordinator @ \$22.33/hr x 39 wks x 40 hrs./wk Business Experts @ \$45/hr. x 39 wks x 5 hrs./wk	43,610	
12	2270	684000	53210	3215	PERS - Non-Instructional : Ctr for Intl Trade	9,078	
12	2270	684000	53210	3315	OASDHI - Non-Instructional : Ctr for Intl Tra	5,237	
12	2270	684000	53210	3325	Medicare - Non-Instructional : Ctr for Intl T	1,857	
12	2270	684000	53210	3335	PARS - Non-Instructional : Ctr for Intl Trade	567	
12	2270	684000	53210	3415	H & W - Non-Instructional : Ctr for Intl Trad	17,716	
12	2270	684000	53210	3435	H & W - Retiree Fund Non-Inst : Ctr for Intl	1,281	
12	2270	684000	53210	3515	SUI - Non-Instructional : Ctr for Intl Trade	2,062	
12	2270	684000	53210	3615	WCI - Non-Instructional : Ctr for Intl Trade	3,074	
12	2270	684000	53210	3915	Other Benefits - Non-Instruct : Ctr for Intl	1,350	
12	2270	684000	53210	4610	Non-Instructional Supplies : Ctr for Intl Tra	977	
12	2270	684000	53210	4710	Food and Food Service Supplies : Ctr for Intl	1,500	
12	2270	684000	53210	5100	Contracted Services : Ctr for Intl Trade Dev	5,000	
12	2270	684000	53210	5220	Mileage/Parking Expenses : Ctr for Intl Trade	600	
12	2270	684000	53210	5235	District Business/Sponsorships : Ctr for Intl	0	
12	2270	684000	53210	5300	Inst Dues & Memberships : Ctr for Intl Trade	7,000	
12	2270	684000	53210	5800	Advertising : Ctr for Intl Trade Dev Office	1,500	
12	2270	684000	53210	5850	Fingerprinting : Ctr for Intl Trade Dev Offic	96	
12	2270	684000	53210	5940	Reproduction/Printing Expenses : Ctr for Intl	1,000	
12	2270	684000	53210	5950	Software License and Fees : Ctr for Intl Trad	500	
12	2270	684000	53210	6410	Equipment - All Other > \$1,000 : Ctr for Intl	0	
12	2270	684000	53210	6419	Equip/Software - >\$200 <\$1,000 : Ctr for Intl	0	
Total 2270 - CITD FY 12/13 Funded						205,000	205,000

SPECIAL PROJECT DETAILED BUDGET #2274

NAME: Enrollment Growth for Associate Degree Nursing (ADN) RN Program - Year 1 (Santa Ana College)

FISCAL YEAR 2012/2013

CONTRACT TERM: 07/01/2012 - 06/30/2013

PROJ ADM.: Becky Miller

CONTRACT AWARD: \$135,287

PROJ. DIR.: n/a

Contract No. 12-116-033

Date: 7/10/2012

CFDA No. n/a

GL Account String					Description	NEW BUDGET	
Fd	Prj	Tops	Dept	Obj		Debit	Credit
12	2274	000000	10000	8659	Other Reimb Categorical Allow : Santa Ana Col		130,084
12	2274	123010	16640	1310	Part-Time Instructors : Nursing -TEAS prep classes: hrs. rate btw \$57.03 - \$59.88 -FA12, Maria Grywalski @ 8.60 LHE -SP13, Julie Weinfeld @ 6.58 LHE, Mini Thomas @ 6.58 LHE	22,862	
12	2274	123010	16640	1313	Beyond Contract-Instructors : Nursing -Maria Duralde, Fall 2012 @ 50 hrs x 46.17/hr. (Skills Lab)	2,309	
12	2274	123010	16640	2130	Classified Employees : Nursing Elva Negrete, Student Services Coordinator @ 63%	45,386	
12	2274	123010	16640	2440	Instructional Associates : Nursing <u>Clinical Teaching Assistants @ \$35/hour</u> -Simulation @ \$35/hr. x 50 hrs x 2 semesters (Skills Lab) -Addt'l Coverage @ \$35/hr. x 20 hrs x 2 semesters (Skills Lab) -Fall 2012 @ \$35/hr. x 32 hrs x 5 CTAs -Spring 2013 \$35/hr. x 32 hrs x 3 CTAs	13,860	
12	2274	123010	16640	3111	STRS - Instructional : Nursing	1,515	
12	2274	123010	16640	3215	PERS - Non-Instructional : Nursing	4,958	
12	2274	123010	16640	3315	OASDHI - Non-Instructional : Nursing	2,867	
12	2274	123010	16640	3321	Medicare - Instructional : Nursing	566	
12	2274	123010	16640	3325	Medicare - Non-Instructional : Nursing	670	
12	2274	123010	16640	3331	PARS - Instructional : Nursing	269	
12	2274	123010	16640	3415	H & W - Non-Instructional : Nursing	12,087	
12	2274	123010	16640	3431	H & W - Retiree Fund Inst : Nursing	390	
12	2274	123010	16640	3435	H & W - Retiree Fund Non-Inst : Nursing	462	
12	2274	123010	16640	3511	SUI - Instructional : Nursing	628	
12	2274	123010	16640	3515	SUI - Non-Instructional : Nursing	744	
12	2274	123010	16640	3611	WCI - Instructional : Nursing	937	
12	2274	123010	16640	3615	WCI - Non-Instructional : Nursing	1,110	
12	2274	123010	16640	3915	Other Benefits - Non-Instruct : Nursing	850	
12	2274	123010	16640	4310	Instructional Supplies : Nursing	6,826	
12	2274	123010	16640	6410	Equipment - All Other > \$1,000 : Nursing	1,000	
12	2274	631000	15310	1430	Part-Time Counselors : Counseling	4,000	
12	2274	631000	15310	3115	STRS - Non-Instructional : Counseling	330	
12	2274	631000	15310	3325	Medicare - Non-Instructional : Counseling	58	
12	2274	631000	15310	3435	H & W - Retiree Fund Non-Inst : Counseling	40	
12	2274	631000	15310	3515	SUI - Non-Instructional : Counseling	64	
12	2274	631000	15310	3615	WCI - Non-Instructional : Counseling	96	
12	2274	675000	16640	5210	Conference Expenses : Nursing	200	
12	2274	732000	16640	7610	Books Paid for Students : Nursing	5,000	
12	2274	000000	50000	8659	Other Reimb Categorical Allow : District Oper		5,203
12	2274	672000	50000	5865	Indirect Costs : District Operations @ 4%	5,203	
Total 2274 - Enrollment Growth Yr 1 (SAC)						135,287	135,287

Original Budget

Prepared by: Maria Gil

Board Approved: July 23, 2012

Accountant: Josefina (JoJo) Penning

SPECIAL PROJECT DETAILED BUDGET # 3710
NAME: St. Joseph Hospital Clinical Training Grant - Santa Ana College
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 - 6/30/14
 CONTRACT INCOME: \$123,691
 CFDA #: N/A

PROJ. ADM. Becky Miller
 PROJ. DIR. N/A
 DATE: 7/3/2012

Two-year sub-agreement between St. Joseph Hospital of Orange and RSCCD on behalf of Santa Ana College Nursing Program, SJH #64918/SAC-12-026.

GL Account String					Description	New Budget	
Fd	Prj	Tops	Dept	Code		Debit	Credit
12	3710	000000	10000	8891	Other Local Rev - Special Proj : Santa Ana Co		123,691
12	3710	123010	16640	1110	Contract Instructors : Nursing	51,173	
12	3710	123010	16640	1310	Part-Time Instructors : Nursing	16,000	
12	3710	123010	16640	3111	STRS - Instructional : Nursing	5,542	
12	3710	123010	16640	3321	Medicare - Instructional : Nursing	984	
12	3710	123010	16640	3411	H & W - Instructional : Nursing	9,454	
12	3710	123010	16640	3431	H & W - Retiree Fund Inst : Nursing	678	
12	3710	123010	16640	3511	SUI - Instructional : Nursing	1,092	
12	3710	123010	16640	3611	WCI - Instructional : Nursing	1,628	
12	3710	123010	16640	3911	Other Benefits - Instructional : Nursing	665	
12	3710	123010	16640	5220	Mileage/Parking Expenses : Nursing	0	
12	3710	649000	16640	2310	Classified Employees - Ongoing : Nursing Grade 3 @ \$14.82/hr, 0.475 FTE	29,397	
12	3710	649000	16640	3215	PERS - Non-Instructional : Nursing	3,356	
12	3710	649000	16640	3315	OASDHI - Non-Instructional : Nursing	1,823	
12	3710	649000	16640	3325	Medicare - Non-Instructional : Nursing	426	
12	3710	649000	16640	3435	H & W - Retiree Fund Non-Inst : Nursing	294	
12	3710	649000	16640	3515	SUI - Non-Instructional : Nursing	473	
12	3710	649000	16640	3615	WCI - Non-Instructional : Nursing	706	
					Total 3710 - St. Joseph Clinical Trng Grant	123,691	123,691

SPECIAL PROJECT DETAILED BUDGET # 2450
NAME: Santa Ana Middle College High School
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 to 6/30/13
 CONTRACT INCOME: \$84,153

PROJ. ADM. Sara Lundquist
 PROJ. DIR. Claudia Flint

DATE: 07/09/12

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2450-000000-10000-8659	Other Reimb Categorical Allow : Santa Ana Col		95,629		80,917	14,712	
12-2450-000000-50000-8659	Other Reimb Categorical Allow : District Oper		3,825		3,236	589	
12-2450-490100-19100-4310	Instructional Supplies : Student Services Off	1,870					1,870
12-2450-631000-15310-1430	Part-Time Counselors : Counseling	69,810		62,636		7,174	
12-2450-631000-15310-3115	STRS - Non-Instructional : Counseling	5,684		5,168		516	
12-2450-631000-15310-3325	Medicare - Non-Instructional : Counseling	1,012		908		104	
12-2450-631000-15310-3435	H & W - Retiree Fund Non-Inst : Counseling	698		626		72	
12-2450-631000-15310-3515	SUI - Non-Instructional : Counseling	1,124		1,008		116	
12-2450-631000-15310-3615	WCI - Non-Instructional : Counseling	1,675		1,503		172	
12-2450-649000-19100-5300	Inst Dues & Memberships : Student Services Of	1,500		-		1,500	
12-2450-649000-19100-5966	Transportation - Student : Student Services O	3,000		-		3,000	
12-2450-100600-15565-2350	Overtime - Classified Employee : Philips Hall - Technician for meeting s in Phillips Hall	-		500		500	
12-2450-100600-15565-3315	OASDHI - Non-Instructional : Philips Hall	-		31		31	
12-2450-100600-15565-3325	Medicare - Non-Instructional : Philips Hall	-		7		7	
12-2450-100600-15565-3435	H & W - Retiree Fund Non-Inst : Philips Hall	-		5		5	
12-2450-100600-15565-3515	SUI - Non-Instructional : Philips Hall	-		8		8	
12-2450-100600-15565-3615	WCI - Non-Instructional : Philips Hall	-		12		12	
12-2450-653000-17200-2350	Overtime - Classified Employee : Custodial	1,000		-		1,000	
12-2450-653000-17200-3315	OASDHI - Non-Instructional : Custodial	62		-		62	
12-2450-653000-17200-3325	Medicare - Non-Instructional : Custodial	14		-		14	
12-2450-653000-17200-3435	H & W - Retiree Fund Non-Inst : Custodial	10		-		10	
12-2450-653000-17200-3515	SUI - Non-Instructional : Custodial	16		-		16	
12-2450-653000-17200-3615	WCI - Non-Instructional : Custodial	24		-		24	
12-2450-672000-50000-5865	Indirect Costs : District Operations	3,825		3,236		589	
12-2450-675000-19100-5210	Conference Expenses : Student Services Office	8,130		8,505		375	
Totals for PROJECT: 2450	Santa Ana Middle College High Schools	99,454	99,454	84,153	84,153	16,239	16,239

SPECIAL PROJECT DETAILED BUDGET # 2541

**NAME: Song-Brown Health Care Workforce Training Act - Registered Nurse Education :
Capitation ADN Funding (Santa Ana College)
FISCAL YEAR: 2012/2013**

CONTRACT PERIOD: 07/01/2012 - 08/15/2014
 CONTRACT INCOME: \$120,000
 Contract No. 12-3059
 CFDA No. n/a

PROJ ADM.: Becky Miller
 PROJ. DIR.: n/a
 Date: 7/11/2012

GL Account String					Description	New Budget	
Fd	Prj	Tops	Dept	Obj		Debit	Credit
12	2541	000000	10000	8659	Other Reimb Categorical Allow : Santa Ana Col		120,000
12	2541	123010	16640	1110	Contract Instructors : Nursing	14,428	
12	2541	123010	16640	1310	Part-Time Instructors : Nursing	6,372	
12	2541	123010	16640	2130	Classified Employees : Nursing Elva Negrete, Student Services Coordinator @ 32%	46,107	
12	2541	123010	16640	2420	Inst Assistant - Hourly : Nursing -Learning Facilitators	10,600	
12	2541	123010	16640	2440	Instructional Assciates : Nursing Instructional Associates for simulation.	10,000	
12	2541	123010	16640	3111	STRS - Instructional : Nursing	1,716	
12	2541	123010	16640	3215	PERS - Non-Instructional : Nursing	5,264	
12	2541	123010	16640	3315	OASDHI - Non-Instructional : Nursing	2,912	
12	2541	123010	16640	3321	Medicare - Instructional : Nursing	603	
12	2541	123010	16640	3325	Medicare - Non-Instructional : Nursing	681	
12	2541	123010	16640	3331	PARS - Instructional : Nursing	455	
12	2541	123010	16640	3411	H & W - Instructional : Nursing	3,094	
12	2541	123010	16640	3415	H & W - Non-Instructional : Nursing	12,279	
12	2541	123010	16640	3431	H & W - Retiree Fund Inst : Nursing	416	
12	2541	123010	16640	3435	H & W - Retiree Fund Non-Inst : Nursing	470	
12	2541	123010	16640	3511	SUI - Instructional : Nursing	670	
12	2541	123010	16640	3515	SUI - Non-Instructional : Nursing	756	
12	2541	123010	16640	3611	WCI - Instructional : Nursing	998	
12	2541	123010	16640	3615	WCI - Non-Instructional : Nursing	1,127	
12	2541	123010	16640	3911	Other - Instructional : Nursing	188	
12	2541	123010	16640	3915	Other - Non-Instructional : Nursing	864	
					Total 2541 - Song-Brown Capitation (SAC)	120,000	120,000

SPECIAL PROJECT DETAILED BUDGET # 2540

NAME: Song-Brown Health Care Workforce Training Act - Registered Nurse Education : Special Program (Santa Ana College)

FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 07/01/2012 - 08/15/2014

CONTRACT INCOME: \$105,000

Contract No. 12-3060

CFDA No. n/a

PROJ ADM.: Becky Miller

PROJ. DIR.: n/a

Date: 7/10/2012

GL Account String					Existing Budget		Existing Budget		Budget Changes (+/-)		
Fd	Prj	Tops	Dept	Obj	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	2540	000000	10000	8659	Other Reimb Categorical Allow : Santa Ana Col		68,387		97,222		28,835
12	2540	123010	16640	2130	Classified Employees : Nursing Elva Negrete, Student Services Coordinator @ 5%	0		7,204		7,204	
12	2540	123010	16640	2440	Instructional Assciates : Nursing Year 1 and Year 2: FA12 CTAs @ \$35/hr. x 720 hrs. SP13 CTAs @ \$35/hr. x 421 hrs.	63,462		79,870		16,408	
12	2540	123010	16640	3215	PERS - Non-Instructional : Nursing	0		787		787	
12	2540	123010	16640	3315	OASDHI - Non-Instructional : Nursing	0		455		455	
12	2540	123010	16640	3321	Medicare - Instructional : Nursing	920		1,169		249	
12	2540	123010	16640	3325	Medicare - Non-Instructional : Nursing	0		106		106	
12	2540	123010	16640	3331	PARS - Instructional : Nursing	825		1,048		223	
12	2540	123010	16640	3415	H & W - Non-Instructional : Nursing	0		2,042		2,042	
12	2540	123010	16640	3431	H & W - Retiree Fund Inst : Nursing	635		806		171	
12	2540	123010	16640	3435	H & W - Retiree Fund Inst : Nursing	0		73		73	
12	2540	123010	16640	3511	SUI - Instructional : Nursing	327		1,298		971	
12	2540	123010	16640	3515	SUI - Non-Instructional : Nursing	0		118		118	
12	2540	123010	16640	3611	WCI - Instructional : Nursing	2,218		1,935			283
12	2540	123010	16640	3615	WCI - Non-Instructional : Nursing	0		176		176	
12	2540	123010	16640	3915	Other - Non-Instructional : Nursing	0		135		135	
12	2540	000000	50000	8659	Other Reimb Categorical Allow : District Oper		5,471		7,778		2,307
12	2540	672000	50000	5865	Indirect Costs : District Operations @ 8%	5,471		7,778		2,307	
					Total 2540 - Song-Brown Special Program (SAC)	73,858	73,858	105,000	105,000	31,425	31,425

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Sub-Agreements between RSCCD and Bakersfield College, Cañada College, Chabot College, Glendale College, Lassen Community College, Los Angeles City College, Los Angeles Harbor College, Mendocino College, Saddleback College, Solano Community College, and Southwestern College	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was awarded the Youth Entrepreneurship Project grant, No. 10-172-055, by the California Community Colleges Chancellor's Office, Economic and Workforce Development Program, to disseminate funds to support faculty enhancement and expansion of entrepreneurship and career technical education through activities that enhance entrepreneurship courses and programs, combine entrepreneurship and CTE programs, or improve entrepreneurship learning within programs.

ANALYSIS

The project director conducted a mini-grant competition for community colleges to propose projects to develop entrepreneurship curriculum and programs at their campuses. Listed below are the colleges that have been selected to implement a Youth Entrepreneurship Project at each of their institutions. The performance period is July 23, 2012 through December 14, 2012 for these agreements.

Bakersfield College	(DO-12-2287-01)	\$10,000
Cañada College	(DO-12-2287-02)	\$5,000
Chabot College	(DO-12-2287-03)	\$10,000
Glendale College	(DO-12-2287-04)	\$10,000
Lassen Community College	(DO-12-2287-05)	\$5,000
Los Angeles City College	(DO-12-2287-06)	\$10,000
Los Angeles Harbor College	(DO-12-2287-07)	\$10,000
Mendocino College	(DO-12-2287-08)	\$10,000
Saddleback College	(DO-12-2287-09)	\$10,000
Solano Community College	(DO-12-2287-10)	\$10,000
Southwestern College	(DO-12-2287-11)	\$10,000

Project Administrator is Enrique Perez and Project Director is Michael Roessler.

RECOMMENDATION

It is recommended that the Board approve the sub-award agreements and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign the agreements on behalf of the district.

Fiscal Impact: \$100,000	Board Date: July 23, 2012
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	

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

This Grant Sub-Agreement (hereinafter “**Agreement**”) is entered into between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the *Bakersfield College* (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, **RSCCD** was awarded a “Youth Entrepreneurship Project” grant, (hereinafter “Grant”), Grant #10-172-055, from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Career Technical Education Division, **to support faculty enhancement and expansion of entrepreneurship and career technical education through activities that enhance entrepreneurship courses and programs, combine entrepreneurship and CTE programs, or improve entrepreneurship learning within programs**, and

WHEREAS, **SUBCONTRACTOR** 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 **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR will implement a project as proposed in its Faculty Entrepreneurship Project 3.0 Mini-Grant application (Exhibit A).

2. Period of Performance

The period of performance for this Agreement shall be from July 23, 2012 through Dec. 14, 2012.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$10,000.

4. Payment

One hundred percent (100%) of the awarded funds will be advanced to the SUBCONTRACTOR at the beginning of the project. Facilitate completion and submission of vendor information forms, grant agreement, and completed and signed invoice must be provided to the fiscal agent, Rancho Santiago

Community College District, in order to process the payment. Other requirements include:

- 1.) Respond within a week to requests for information;
- 2.) Provide a project report by December 31, 2012
- 3.) Participate in two or three conference calls with other champions as requested by the Faculty Entrepreneurship Coordinator Mike Foudy; and
- 4.) Agree that all report information (including curriculum) can be shared with other faculty champions.
- 5.) If possible, attend the Entrepreneurship in Education Conference 2012 presented by the Business & Entrepreneurship Center Program and hosted by the Lyles Center for Innovation and Entrepreneurship. The conference dates are September 14th and 15th.

For payment, SUBCONTRACTOR will submit a detailed invoice form that references the contract number (listed below in the footer of this subagreement) and the purchase order number to:

Rancho Santiago Community College District
ATTN: Francisco Villasenor
2323 North Broadway, Suite #330
Santa Ana, CA 92706

5. Record Keeping

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

6. Mutual Indemnification

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

7. Notices

All notices, reports and correspondence between the parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

Enrique Perez, Assistant Vice Chancellor Educational Services
Rancho Santiago Community College District

Sub-agreement between RSCCD and *Bakersfield College*

2323 N. Broadway, Ste. 350
Santa Ana, CA 92706-1640
(714) 480-6410, perez_enrique@rsccd.edu

Bakersfield College
Terri Hicks
1801 Panorama Drive
Bakersfield, CA 93305
(661)395-4011
terri.hicks@kccd.edu

ARTICLE II

1. Legal Terms and Conditions

Both parties, RSCCD and SUBCONTRACTOR, will implement the project in accordance to all conditions defined in the RFA Specifications (Exhibit B), and the Economic Development Program-Specific Legal Terms and Conditions (Exhibit C - Articles I, 03/2011, and Article II, Rev. 04/2008), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

Bakersfield College

By: _____

By: _____

Name: Peter J. Hardash _____

Name: _____

Vice Chancellor

Title: Business Operations/Fiscal
Services _____

Title: _____

Date: _____

Date: _____

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

This Grant Sub-Agreement (hereinafter “**Agreement**”) is entered into between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the *Cañada College* (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, **RSCCD** was awarded a “Youth Entrepreneurship Project” grant, (hereinafter “Grant”), Grant #10-172-055, from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Career Technical Education Division, **to support faculty enhancement and expansion of entrepreneurship and career technical education through activities that enhance entrepreneurship courses and programs, combine entrepreneurship and CTE programs, or improve entrepreneurship learning within programs**, and

WHEREAS, **SUBCONTRACTOR** 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 **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR will implement a project as proposed in its Faculty Entrepreneurship Project 3.0 Mini-Grant application (Exhibit A).

2. Period of Performance

The period of performance for this Agreement shall be from July 23, 2012 through Dec. 14, 2012.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$5,000.

4. Payment

One hundred percent (100%) of the awarded funds will be advanced to the SUBCONTRACTOR at the beginning of the project. Facilitate completion and submission of vendor information forms, grant agreement, and completed and signed invoice must be provided to the fiscal agent, Rancho Santiago

Community College District, in order to process the payment. Other requirements include:

- 1.) Respond within a week to requests for information;
- 2.) Provide a project report by December 31, 2012
- 3.) Participate in two or three conference calls with other champions as requested by the Faculty Entrepreneurship Coordinator Mike Foudy; and
- 4.) Agree that all report information (including curriculum) can be shared with other faculty champions.
- 5.) If possible, attend the Entrepreneurship in Education Conference 2012 presented by the Business & Entrepreneurship Center Program and hosted by the Lyles Center for Innovation and Entrepreneurship. The conference dates are September 14th and 15th.

For payment, SUBCONTRACTOR will submit a detailed invoice form that references the contract number (listed below in the footer of this subagreement) and the purchase order number to:

Rancho Santiago Community College District
ATTN: Francisco Villasenor
2323 North Broadway, Suite #330
Santa Ana, CA 92706

5. Record Keeping

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

6. Mutual Indemnification

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

7. Notices

All notices, reports and correspondence between the parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

Enrique Perez, Assistant Vice Chancellor Educational Services
Rancho Santiago Community College District

Sub-agreement between RSCCD and *Cañada College*

2323 N. Broadway, Ste. 350
Santa Ana, CA 92706-1640
(714) 480-6410, perez_enrique@rsccd.edu

Cañada College
Catherine Fraser
4200 Farm Hill Boulevard
Redwood City, CA 94061
(650)954-6020
fraserc@smccd.edu

ARTICLE II

1. Legal Terms and Conditions

Both parties, RSCCD and SUBCONTRACTOR, will implement the project in accordance to all conditions defined in the RFA Specifications (Exhibit B), and the Economic Development Program-Specific Legal Terms and Conditions (Exhibit C - Articles I, 03/2011, and Article II, Rev. 04/2008), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

Cañada College

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal
Services

Title: _____

Date: _____

Date: _____

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

This Grant Sub-Agreement (hereinafter “**Agreement**”) is entered into between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the *Chabot College* (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, **RSCCD** was awarded a “Youth Entrepreneurship Project” grant, (hereinafter “Grant”), Grant #10-172-055, from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Career Technical Education Division, **to support faculty enhancement and expansion of entrepreneurship and career technical education through activities that enhance entrepreneurship courses and programs, combine entrepreneurship and CTE programs, or improve entrepreneurship learning within programs**, and

WHEREAS, **SUBCONTRACTOR** 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 **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR will implement a project as proposed in its Faculty Entrepreneurship Project 3.0 Mini-Grant application (Exhibit A).

2. Period of Performance

The period of performance for this Agreement shall be from July 23, 2012 through Dec. 14, 2012.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$10,000.

4. Payment

One hundred percent (100%) of the awarded funds will be advanced to the SUBCONTRACTOR at the beginning of the project. Facilitate completion and submission of vendor information forms, grant agreement, and completed and signed invoice must be provided to the fiscal agent, Rancho Santiago

Community College District, in order to process the payment. Other requirements include:

- 1.) Respond within a week to requests for information;
- 2.) Provide a project report by December 31, 2012
- 3.) Participate in two or three conference calls with other champions as requested by the Faculty Entrepreneurship Coordinator Mike Foudy; and
- 4.) Agree that all report information (including curriculum) can be shared with other faculty champions.
- 5.) If possible, attend the Entrepreneurship in Education Conference 2012 presented by the Business & Entrepreneurship Center Program and hosted by the Lyles Center for Innovation and Entrepreneurship. The conference dates are September 14th and 15th.

For payment, SUBCONTRACTOR will submit a detailed invoice form that references the contract number (listed below in the footer of this subagreement) and the purchase order number to:

Rancho Santiago Community College District
ATTN: Francisco Villasenor
2323 North Broadway, Suite #330
Santa Ana, CA 92706

5. Record Keeping

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

6. Mutual Indemnification

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

7. Notices

All notices, reports and correspondence between the parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

Enrique Perez, Assistant Vice Chancellor Educational Services
Rancho Santiago Community College District

Sub-agreement between RSCCD and *Chabot College*

2323 N. Broadway, Ste. 350
Santa Ana, CA 92706-1640
(714) 480-6410, perez_enrique@rsccd.edu

Chabot College
Jan Novak
25555 Hesperian Boulevard,
Hayward, CA 94545
(510)723-6690
jnovak@chabotcollege.edu

ARTICLE II

1. Legal Terms and Conditions

Both parties, RSCCD and SUBCONTRACTOR, will implement the project in accordance to all conditions defined in the RFA Specifications (Exhibit B), and the Economic Development Program-Specific Legal Terms and Conditions (Exhibit C - Articles I, 03/2011, and Article II, Rev. 04/2008), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

Chabot College

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal
Services

Title: _____

Date: _____

Date: _____

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

This Grant Sub-Agreement (hereinafter “**Agreement**”) is entered into between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the *Glendale College* (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, **RSCCD** was awarded a “Youth Entrepreneurship Project” grant, (hereinafter “Grant”), Grant #10-172-055, from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Career Technical Education Division, **to support faculty enhancement and expansion of entrepreneurship and career technical education through activities that enhance entrepreneurship courses and programs, combine entrepreneurship and CTE programs, or improve entrepreneurship learning within programs**, and

WHEREAS, **SUBCONTRACTOR** 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 **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR will implement a project as proposed in its Faculty Entrepreneurship Project 3.0 Mini-Grant application (Exhibit A).

2. Period of Performance

The period of performance for this Agreement shall be from July 23, 2012 through Dec. 14, 2012.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$10,000.

4. Payment

One hundred percent (100%) of the awarded funds will be advanced to the SUBCONTRACTOR at the beginning of the project. Facilitate completion and submission of vendor information forms, grant agreement, and completed and signed invoice must be provided to the fiscal agent, Rancho Santiago

Community College District, in order to process the payment. Other requirements include:

- 1.) Respond within a week to requests for information;
- 2.) Provide a project report by December 31, 2012
- 3.) Participate in two or three conference calls with other champions as requested by the Faculty Entrepreneurship Coordinator Mike Foudy; and
- 4.) Agree that all report information (including curriculum) can be shared with other faculty champions.
- 5.) If possible, attend the Entrepreneurship in Education Conference 2012 presented by the Business & Entrepreneurship Center Program and hosted by the Lyles Center for Innovation and Entrepreneurship. The conference dates are September 14th and 15th.

For payment, SUBCONTRACTOR will submit a detailed invoice form that references the contract number (listed below in the footer of this subagreement) and the purchase order number to:

Rancho Santiago Community College District
ATTN: Francisco Villasenor
2323 North Broadway, Suite #330
Santa Ana, CA 92706

5. Record Keeping

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

6. Mutual Indemnification

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

7. Notices

All notices, reports and correspondence between the parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

Enrique Perez, Assistant Vice Chancellor Educational Services
Rancho Santiago Community College District

Sub-agreement between RSCCD and *Glendale College*

2323 N. Broadway, Ste. 350
Santa Ana, CA 92706-1640
(714) 480-6410, perez_enrique@rsccd.edu

Glendale College
Brett Miketta
1500 North Verdugo Road
Glendale, CA 91208-2894
(818)240-1000 ext 5383
bmiketta@glendale.edu

ARTICLE II

1. Legal Terms and Conditions

Both parties, RSCCD and SUBCONTRACTOR, will implement the project in accordance to all conditions defined in the RFA Specifications (Exhibit B), and the Economic Development Program-Specific Legal Terms and Conditions (Exhibit C - Articles I, 03/2011, and Article II, Rev. 04/2008), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

Glendale College

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal
Services

Title: _____

Date: _____

Date: _____

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

This Grant Sub-Agreement (hereinafter “**Agreement**”) is entered into between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the *Lassen Community College* (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, **RSCCD** was awarded a “Youth Entrepreneurship Project” grant, (hereinafter “Grant”), Grant #10-172-055, from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Career Technical Education Division, **to support faculty enhancement and expansion of entrepreneurship and career technical education through activities that enhance entrepreneurship courses and programs, combine entrepreneurship and CTE programs, or improve entrepreneurship learning within programs**, and

WHEREAS, **SUBCONTRACTOR** 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 **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR will implement a project as proposed in its Faculty Entrepreneurship Project 3.0 Mini-Grant application (Exhibit A).

2. Period of Performance

The period of performance for this Agreement shall be from July 23, 2012 through Dec. 14, 2012.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$5,000.

4. Payment

One hundred percent (100%) of the awarded funds will be advanced to the SUBCONTRACTOR at the beginning of the project. Facilitate completion and submission of vendor information forms, grant agreement, and completed and signed invoice must be provided to the fiscal agent, Rancho Santiago

Community College District, in order to process the payment. Other requirements include:

- 1.) Respond within a week to requests for information;
- 2.) Provide a project report by December 31, 2012
- 3.) Participate in two or three conference calls with other champions as requested by the Faculty Entrepreneurship Coordinator Mike Foudy; and
- 4.) Agree that all report information (including curriculum) can be shared with other faculty champions.
- 5.) If possible, attend the Entrepreneurship in Education Conference 2012 presented by the Business & Entrepreneurship Center Program and hosted by the Lyles Center for Innovation and Entrepreneurship. The conference dates are September 14th and 15th.

For payment, SUBCONTRACTOR will submit a detailed invoice form that references the contract number (listed below in the footer of this subagreement) and the purchase order number to:

Rancho Santiago Community College District
ATTN: Francisco Villasenor
2323 North Broadway, Suite #330
Santa Ana, CA 92706

5. Record Keeping

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

6. Mutual Indemnification

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

7. Notices

All notices, reports and correspondence between the parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

Enrique Perez, Assistant Vice Chancellor Educational Services
Rancho Santiago Community College District

Sub-agreement between RSCCD and *Lassen Community College*

2323 N. Broadway, Ste. 350
Santa Ana, CA 92706-1640
(714) 480-6410, perez_enrique@rsccd.edu

Lassen Community College
Garrett Taylor
478-200 Hwy 139
Susanville, CA 96130
(530)251-8909
gtaylor@lassencollege.edu

ARTICLE II

1. Legal Terms and Conditions

Both parties, RSCCD and SUBCONTRACTOR, will implement the project in accordance to all conditions defined in the RFA Specifications (Exhibit B), and the Economic Development Program-Specific Legal Terms and Conditions (Exhibit C - Articles I, 03/2011, and Article II, Rev. 04/2008), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

Lassen Community College

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal
Services

Title: _____

Date: _____

Date: _____

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
LOS ANGELES CITY COLLEGE**

This Grant Sub-Agreement (hereinafter “**Agreement**”) is entered into between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the *Los Angeles City College* (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, **RSCCD** was awarded a “Youth Entrepreneurship Project” grant, (hereinafter “Grant”), Grant #10-172-055, from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Career Technical Education Division, **to support faculty enhancement and expansion of entrepreneurship and career technical education through activities that enhance entrepreneurship courses and programs, combine entrepreneurship and CTE programs, or improve entrepreneurship learning within programs**, and

WHEREAS, **SUBCONTRACTOR** 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 **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR will implement a project as proposed in its Faculty Entrepreneurship Project 3.0 Mini-Grant application (Exhibit A).

2. Period of Performance

The period of performance for this Agreement shall be from July 23, 2012 through Dec. 14, 2012.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$10,000.

4. Payment

One hundred percent (100%) of the awarded funds will be advanced to the SUBCONTRACTOR at the beginning of the project. Facilitate completion and submission of vendor information forms, grant agreement, and completed and signed invoice must be provided to the fiscal agent, Rancho Santiago

Community College District, in order to process the payment. Other requirements include:

- 1.) Respond within a week to requests for information;
- 2.) Provide a project report by December 31, 2012
- 3.) Participate in two or three conference calls with other champions as requested by the Faculty Entrepreneurship Coordinator Mike Foudy; and
- 4.) Agree that all report information (including curriculum) can be shared with other faculty champions.
- 5.) If possible, attend the Entrepreneurship in Education Conference 2012 presented by the Business & Entrepreneurship Center Program and hosted by the Lyles Center for Innovation and Entrepreneurship. The conference dates are September 14th and 15th.

For payment, SUBCONTRACTOR will submit a detailed invoice form that references the contract number (listed below in the footer of this subagreement) and the purchase order number to:

Rancho Santiago Community College District
ATTN: Francisco Villasenor
2323 North Broadway, Suite #330
Santa Ana, CA 92706

5. Record Keeping

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

6. Mutual Indemnification

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

7. Notices

All notices, reports and correspondence between the parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

Enrique Perez, Assistant Vice Chancellor Educational Services
Rancho Santiago Community College District

Sub-agreement between RSCCD and *Los Angeles City College*

2323 N. Broadway, Ste. 350
Santa Ana, CA 92706-1640
(714) 480-6410, perez_enrique@rsccd.edu

Los Angeles City College
Dr. Kourt Williams
855 N. Vermont Avenue
Los Angeles, CA 90029
(323)953-4000 ext 2581
willakd@lacitycollege.edu

ARTICLE II

1. Legal Terms and Conditions

Both parties, RSCCD and SUBCONTRACTOR, will implement the project in accordance to all conditions defined in the RFA Specifications (Exhibit B), and the Economic Development Program-Specific Legal Terms and Conditions (Exhibit C - Articles I, 03/2011, and Article II, Rev. 04/2008), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

Los Angeles City College

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal
Services

Title: _____

Date: _____

Date: _____

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
LOS ANGELES HARBOR COLLEGE**

This Grant Sub-Agreement (hereinafter “**Agreement**”) is entered into between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the *Los Angeles Harbor College* (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, **RSCCD** was awarded a “Youth Entrepreneurship Project” grant, (hereinafter “Grant”), Grant #10-172-055, from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Career Technical Education Division, **to support faculty enhancement and expansion of entrepreneurship and career technical education through activities that enhance entrepreneurship courses and programs, combine entrepreneurship and CTE programs, or improve entrepreneurship learning within programs**, and

WHEREAS, **SUBCONTRACTOR** 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 **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR will implement a project as proposed in its Faculty Entrepreneurship Project 3.0 Mini-Grant application (Exhibit A).

2. Period of Performance

The period of performance for this Agreement shall be from July 23, 2012 through Dec. 14, 2012.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$10,000.

4. Payment

One hundred percent (100%) of the awarded funds will be advanced to the SUBCONTRACTOR at the beginning of the project. Facilitate completion and submission of vendor information forms, grant agreement, and completed and signed invoice must be provided to the fiscal agent, Rancho Santiago

Community College District, in order to process the payment. Other requirements include:

- 1.) Respond within a week to requests for information;
- 2.) Provide a project report by December 31, 2012
- 3.) Participate in two or three conference calls with other champions as requested by the Faculty Entrepreneurship Coordinator Mike Foudy; and
- 4.) Agree that all report information (including curriculum) can be shared with other faculty champions.
- 5.) If possible, attend the Entrepreneurship in Education Conference 2012 presented by the Business & Entrepreneurship Center Program and hosted by the Lyles Center for Innovation and Entrepreneurship. The conference dates are September 14th and 15th.

For payment, SUBCONTRACTOR will submit a detailed invoice form that references the contract number (listed below in the footer of this subagreement) and the purchase order number to:

Rancho Santiago Community College District
ATTN: Francisco Villasenor
2323 North Broadway, Suite #330
Santa Ana, CA 92706

5. Record Keeping

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

6. Mutual Indemnification

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

7. Notices

All notices, reports and correspondence between the parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

Enrique Perez, Assistant Vice Chancellor Educational Services
Rancho Santiago Community College District

Sub-agreement between RSCCD and *Los Angeles Harbor College*

2323 N. Broadway, Ste. 350
Santa Ana, CA 92706-1640
(714) 480-6410, perez_enrique@rsccd.edu

Los Angeles Harbor College
Mark Wood
1111 Figueroa Place
Wilmington, CA 90744
(310)233-4426
woodmd@lahc.edu

ARTICLE II

1. Legal Terms and Conditions

Both parties, RSCCD and SUBCONTRACTOR, will implement the project in accordance to all conditions defined in the RFA Specifications (Exhibit B), and the Economic Development Program-Specific Legal Terms and Conditions (Exhibit C - Articles I, 03/2011, and Article II, Rev. 04/2008), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

Los Angeles Harbor College

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal
Services

Title: _____

Date: _____

Date: _____

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

This Grant Sub-Agreement (hereinafter “**Agreement**”) is entered into between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the *Mendocino College* (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, **RSCCD** was awarded a “Youth Entrepreneurship Project” grant, (hereinafter “Grant”), Grant #10-172-055, from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Career Technical Education Division, **to support faculty enhancement and expansion of entrepreneurship and career technical education through activities that enhance entrepreneurship courses and programs, combine entrepreneurship and CTE programs, or improve entrepreneurship learning within programs**, and

WHEREAS, **SUBCONTRACTOR** 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 **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR will implement a project as proposed in its Faculty Entrepreneurship Project 3.0 Mini-Grant application (Exhibit A).

2. Period of Performance

The period of performance for this Agreement shall be from July 23, 2012 through Dec. 14, 2012.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$10,000.

4. Payment

One hundred percent (100%) of the awarded funds will be advanced to the SUBCONTRACTOR at the beginning of the project. Facilitate completion and submission of vendor information forms, grant agreement, and completed and signed invoice must be provided to the fiscal agent, Rancho Santiago

Community College District, in order to process the payment. Other requirements include:

- 1.) Respond within a week to requests for information;
- 2.) Provide a project report by December 31, 2012
- 3.) Participate in two or three conference calls with other champions as requested by the Faculty Entrepreneurship Coordinator Mike Foudy; and
- 4.) Agree that all report information (including curriculum) can be shared with other faculty champions.
- 5.) If possible, attend the Entrepreneurship in Education Conference 2012 presented by the Business & Entrepreneurship Center Program and hosted by the Lyles Center for Innovation and Entrepreneurship. The conference dates are September 14th and 15th.

For payment, SUBCONTRACTOR will submit a detailed invoice form that references the contract number (listed below in the footer of this subagreement) and the purchase order number to:

Rancho Santiago Community College District
ATTN: Francisco Villasenor
2323 North Broadway, Suite #330
Santa Ana, CA 92706

5. Record Keeping

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

6. Mutual Indemnification

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

7. Notices

All notices, reports and correspondence between the parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

Enrique Perez, Assistant Vice Chancellor Educational Services
Rancho Santiago Community College District

Sub-agreement between RSCCD and *Mendocino College*

2323 N. Broadway, Ste. 350
Santa Ana, CA 92706-1640
(714) 480-6410, perez_enrique@rsccd.edu

Mendocino College
Orion Walker
1000 Hensely Creek Road
Ukiah, CA 95482
(707)468-3000
owalker@mendocino.edu

ARTICLE II

1. Legal Terms and Conditions

Both parties, RSCCD and SUBCONTRACTOR, will implement the project in accordance to all conditions defined in the RFA Specifications (Exhibit B), and the Economic Development Program-Specific Legal Terms and Conditions (Exhibit C - Articles I, 03/2011, and Article II, Rev. 04/2008), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

Mendocino College

By: _____

By: _____

Name: Peter J. Hardash _____

Name: _____

Vice Chancellor

Title: Business Operations/Fiscal
Services _____

Title: _____

Date: _____

Date: _____

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

This Grant Sub-Agreement (hereinafter “**Agreement**”) is entered into between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the *Saddleback College* (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, **RSCCD** was awarded a “Youth Entrepreneurship Project” grant, (hereinafter “Grant”), Grant #10-172-055, from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Career Technical Education Division, **to support faculty enhancement and expansion of entrepreneurship and career technical education through activities that enhance entrepreneurship courses and programs, combine entrepreneurship and CTE programs, or improve entrepreneurship learning within programs**, and

WHEREAS, **SUBCONTRACTOR** 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 **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR will implement a project as proposed in its Faculty Entrepreneurship Project 3.0 Mini-Grant application (Exhibit A).

2. Period of Performance

The period of performance for this Agreement shall be from July 23, 2012 through Dec. 14, 2012.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$10,000.

4. Payment

One hundred percent (100%) of the awarded funds will be advanced to the SUBCONTRACTOR at the beginning of the project. Facilitate completion and submission of vendor information forms, grant agreement, and completed and signed invoice must be provided to the fiscal agent, Rancho Santiago

Community College District, in order to process the payment. Other requirements include:

- 1.) Respond within a week to requests for information;
- 2.) Provide a project report by December 31, 2012
- 3.) Participate in two or three conference calls with other champions as requested by the Faculty Entrepreneurship Coordinator Mike Foudy; and
- 4.) Agree that all report information (including curriculum) can be shared with other faculty champions.
- 5.) If possible, attend the Entrepreneurship in Education Conference 2012 presented by the Business & Entrepreneurship Center Program and hosted by the Lyles Center for Innovation and Entrepreneurship. The conference dates are September 14th and 15th.

For payment, SUBCONTRACTOR will submit a detailed invoice form that references the contract number (listed below in the footer of this subagreement) and the purchase order number to:

Rancho Santiago Community College District
ATTN: Francisco Villasenor
2323 North Broadway, Suite #330
Santa Ana, CA 92706

5. Record Keeping

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

6. Mutual Indemnification

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

7. Notices

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Enrique Perez, Assistant Vice Chancellor Educational Services
Rancho Santiago Community College District

Sub-agreement between RSCCD and *Saddleback College*

2323 N. Broadway, Ste. 350
Santa Ana, CA 92706-1640
(714) 480-6410, perez_enrique@rsccd.edu

Saddleback College
Dr. Barbara Cox
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635
(949)582-4818
bcox@saddleback.edu

ARTICLE II

1. Legal Terms and Conditions

Both parties, RSCCD and SUBCONTRACTOR, will implement the project in accordance to all conditions defined in the RFA Specifications (Exhibit B), and the Economic Development Program-Specific Legal Terms and Conditions (Exhibit C - Articles I, 03/2011, and Article II, Rev. 04/2008), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

Saddleback College

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal
Services

Title: _____

Date: _____

Date: _____

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

This Grant Sub-Agreement (hereinafter “**Agreement**”) is entered into between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the *Solano Community College* (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, **RSCCD** was awarded a “Youth Entrepreneurship Project” grant, (hereinafter “Grant”), Grant #10-172-055, from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Career Technical Education Division, **to support faculty enhancement and expansion of entrepreneurship and career technical education through activities that enhance entrepreneurship courses and programs, combine entrepreneurship and CTE programs, or improve entrepreneurship learning within programs**, and

WHEREAS, **SUBCONTRACTOR** 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 **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR will implement a project as proposed in its Faculty Entrepreneurship Project 3.0 Mini-Grant application (Exhibit A).

2. Period of Performance

The period of performance for this Agreement shall be from July 23, 2012 through Dec. 14, 2012.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$10,000.

4. Payment

One hundred percent (100%) of the awarded funds will be advanced to the SUBCONTRACTOR at the beginning of the project. Facilitate completion and submission of vendor information forms, grant agreement, and completed and signed invoice must be provided to the fiscal agent, Rancho Santiago

Community College District, in order to process the payment. Other requirements include:

- 1.) Respond within a week to requests for information;
- 2.) Provide a project report by December 31, 2012
- 3.) Participate in two or three conference calls with other champions as requested by the Faculty Entrepreneurship Coordinator Mike Foudy; and
- 4.) Agree that all report information (including curriculum) can be shared with other faculty champions.
- 5.) If possible, attend the Entrepreneurship in Education Conference 2012 presented by the Business & Entrepreneurship Center Program and hosted by the Lyles Center for Innovation and Entrepreneurship. The conference dates are September 14th and 15th.

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Rancho Santiago Community College District
ATTN: Francisco Villasenor
2323 North Broadway, Suite #330
Santa Ana, CA 92706

5. Record Keeping

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

6. Mutual Indemnification

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

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Enrique Perez, Assistant Vice Chancellor Educational Services
Rancho Santiago Community College District

Sub-agreement between RSCCD and *Solano Community College*

2323 N. Broadway, Ste. 350
Santa Ana, CA 92706-1640
(714) 480-6410, perez_enrique@rsccd.edu

Solano Community College
Thomas Watkins
4000 Suisun Valley Road
Fairfield, CA 94534-3197
(707)864-7000 ext 4374
Thomas.watkins@solano.edu

ARTICLE II

1. Legal Terms and Conditions

Both parties, RSCCD and SUBCONTRACTOR, will implement the project in accordance to all conditions defined in the RFA Specifications (Exhibit B), and the Economic Development Program-Specific Legal Terms and Conditions (Exhibit C - Articles I, 03/2011, and Article II, Rev. 04/2008), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

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RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

Solano Community College

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal
Services

Title: _____

Date: _____

Date: _____

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

This Grant Sub-Agreement (hereinafter “**Agreement**”) is entered into between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the *Southwestern College* (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, **RSCCD** was awarded a “Youth Entrepreneurship Project” grant, (hereinafter “Grant”), Grant #10-172-055, from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Career Technical Education Division, **to support faculty enhancement and expansion of entrepreneurship and career technical education through activities that enhance entrepreneurship courses and programs, combine entrepreneurship and CTE programs, or improve entrepreneurship learning within programs**, and

WHEREAS, **SUBCONTRACTOR** 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 **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR will implement a project as proposed in its Faculty Entrepreneurship Project 3.0 Mini-Grant application (Exhibit A).

2. Period of Performance

The period of performance for this Agreement shall be from July 23, 2012 through Dec. 14, 2012.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$10,000.

4. Payment

One hundred percent (100%) of the awarded funds will be advanced to the SUBCONTRACTOR at the beginning of the project. Facilitate completion and submission of vendor information forms, grant agreement, and completed and signed invoice must be provided to the fiscal agent, Rancho Santiago

Community College District, in order to process the payment. Other requirements include:

- 1.) Respond within a week to requests for information;
- 2.) Provide a project report by December 31, 2012
- 3.) Participate in two or three conference calls with other champions as requested by the Faculty Entrepreneurship Coordinator Mike Foudy; and
- 4.) Agree that all report information (including curriculum) can be shared with other faculty champions.
- 5.) If possible, attend the Entrepreneurship in Education Conference 2012 presented by the Business & Entrepreneurship Center Program and hosted by the Lyles Center for Innovation and Entrepreneurship. The conference dates are September 14th and 15th.

For payment, SUBCONTRACTOR will submit a detailed invoice form that references the contract number (listed below in the footer of this subagreement) and the purchase order number to:

Rancho Santiago Community College District
ATTN: Francisco Villasenor
2323 North Broadway, Suite #330
Santa Ana, CA 92706

5. Record Keeping

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

6. Mutual Indemnification

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

7. Notices

All notices, reports and correspondence between the parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

Enrique Perez, Assistant Vice Chancellor Educational Services
Rancho Santiago Community College District

Sub-agreement between RSCCD and *Southwestern College*

2323 N. Broadway, Ste. 350
Santa Ana, CA 92706-1640
(714) 480-6410, perez_enrique@rsccd.edu

Southwestern College
Yvonne Lucas
900 Ota Lakes Road
Chula Vista, CA 91910-7299
(619)421-6700 ext 5709
ylucas@swccd.edu

ARTICLE II

1. Legal Terms and Conditions

Both parties, RSCCD and SUBCONTRACTOR, will implement the project in accordance to all conditions defined in the RFA Specifications (Exhibit B), and the Economic Development Program-Specific Legal Terms and Conditions (Exhibit C - Articles I, 03/2011, and Article II, Rev. 04/2008), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

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RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

Southwestern College

By: _____

By: _____

Name: Peter J. Hardash _____

Name: _____

Vice Chancellor

Title: Business Operations/Fiscal _____

Title: _____

Services

Date: _____

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: July 23, 2012
Re:	Adoption of Resolution No. 12-38 – California Department of Education (CSPP-2341)	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District received funding from the California Department of Education for the purpose of providing preschool program services for the performance period of July 1, 2012, through June 30, 2013, in accordance with the funding terms and conditions of Contract No. CSPP-2341.

ANALYSIS

As part of the acceptance process, the California Department of Education requires that the Board of Trustees designate and approve an authorized representative of the district to sign any related contractual and amendment documents related to this program.

RECOMMENDATION

It is recommended that the Board adopts this resolution agreement with the California Department of Education and that the Chancellor or his designee be authorized to sign the agreement on behalf of the district.

Fiscal Impact: none	Board Date: July 23, 2012
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	

RESOLUTION

This resolution is adopted in order to certify the approval of the Board of Trustees to enter into this contract agreement with the California Department of Education for the purpose of providing preschool program services **and to authorize the designated personnel to sign related contractual and amendment documents for the fiscal year 2012/2013.**

RESOLUTION NO. 12-38

BE IT RESOLVED that the Board of Trustees of Rancho Santiago Community College District authorizes entering into contract agreement number **CSPP-2341** with the California Department of Education and authorizes the person(s) listed below to sign the contract agreement and related documents for the Board of Trustees.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Raúl Rodríguez</u>	<u>Chancellor</u>	_____
<u>John Didion</u>	<u>Executive Vice Chancellor</u>	_____
<u>Peter J. Hardash</u>	<u>Vice Chancellor</u>	_____

PASSED AND ADOPTED THIS 23rd day of July, 2012, by the Board of Trustees of Rancho Santiago Community College District of Orange County, California.

I, Arianna P. Barrios, Clerk of the Board of Trustees of Rancho Santiago Community College District, of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's Signature)

(Date)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: July 23, 2012
Re:	Adoption of Resolution No. 12-39 – California Department of Education (CCTR-2172)	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District received funding from the California Department of Education for the purpose of providing child care and development services for the performance period of July 1, 2012, through June 30, 2013, in accordance with the funding terms and conditions of Contract No. CCTR-2172.

ANALYSIS

As part of the acceptance process, the California Department of Education requires that the Board of Trustees designate and approve an authorized representative of the district to sign any related contractual and amendment documents related to this program.

RECOMMENDATION

It is recommended that the Board adopt this resolution agreement with the California Department of Education and that the Chancellor or his designee be authorized to sign the agreement on behalf of the district.

Fiscal Impact: none	Board Date: July 23, 2012
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	

RESOLUTION

This resolution is adopted in order to certify the approval of the Board of Trustees to enter into this contract agreement with the California Department of Education for the purpose of providing child care and development services **and to authorize the designated personnel to sign related contractual and amendment documents for the fiscal year 2012/2013.**

RESOLUTION NO. 12-39

BE IT RESOLVED that the Board of Trustees of Rancho Santiago Community College District authorizes entering into contract agreement number **CCTR-2172** with the California Department of Education and authorizes the person(s) listed below to sign the contract agreement and related documents for the Board of Trustees.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Raúl Rodríguez</u>	<u>Chancellor</u>	_____
<u>John Didion</u>	<u>Executive Vice Chancellor</u>	_____
<u>Peter J. Hardash</u>	<u>Vice Chancellor</u>	_____

PASSED AND ADOPTED THIS 23rd day of July, 2012, by the Board of Trustees of Rancho Santiago Community College District of Orange County, California.

I, Arianna P. Barrios, Clerk of the Board of Trustees of Rancho Santiago Community College District, of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's Signature)

(Date)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**EDUCATIONAL SERVICES**

To: Board of Trustees	Date: July 23, 2012
Re: Adoption of Resolution No. 12-42 regarding Emergency Closure of CEC Child Development Center	
Action: Request for Approval	

BACKGROUND

CEC Child Development Center was closed on June 8, 11 and 12, 2012 due to the fact that the water was shut off. Consequently, attendance reimbursement income from California Department of Education was lost. The daily attendance for the week prior to the date operation was 750 CDE for certified children.

ANALYSIS

Education Code 8271 provides for dispensations in the case of emergency closure to recover lost income. The Board of Trustees must adopt a resolution certifying these facts.

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution certifying that the Child Development Center was closed due to this emergency on June 8, 11 and 12, 2012.

Fiscal Impact: None	Board Date: July 23, 2012
Item Prepared by: Dee Tucker, Executive Director, Child Development Services	
Item Submitted by: John Didion, Executive Vice Chancellor Human Resources and Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

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

Adoption of Resolution for Emergency Closure

Resolution No. 12-42

This resolution must be adopted in order to certify the approval of the Board of Trustees for reduced days of operation or attendance due to emergency conditions as referenced on MA 10-09 (October 2010) to the California Department of Education.

BE IT RESOLVED that the Board of Trustees of Rancho Santiago Community College District authorizes that CEC Child Development Center was closed on June 8, 11, and 12, 2012' due to emergency conditions.

PASSED AND ADOPTED THIS 23rd day of July, 2012, by the Board of Trustees of Rancho Santiago Community College District of Orange County, California.

I, Arianna P. Barrios, Clerk of the Board of Trustees of Rancho Santiago Community College District , of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's Signature)

(Date)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Amendment to Independent Contractor Agreement with International Consortium for Educational and Economic Development (ICEED)	
Action:	Request for Approval	

BACKGROUND

On May 7, 2012 the Board approved a contract with the International Consortium for Educational & Economic Development (ICEED) to provide specialized services in international business consulting, training, and coordination of trade missions for local small businesses. The contract stemmed from a United States Small Business Administration (US SBA) State Trade and Export Promotion (STEP) grant received by the RSCCD Center for International Trade Development (CITD), which required such specialized services.

ANALYSIS

Based on additional reporting required by the US SBA and the STEP program, RSCCD needs to increase the scope of work originally contracted for with ICEED. The original amount of the contract approved by the Board was \$23,500. This amendment would increase the original contract amount by \$1,000 for a total of \$24,500.

RECOMMENDATION

It is recommended that the Board of Trustees approve the amendment 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 as presented.

Fiscal Impact:	\$1,000	Board Date: July 23, 2012
Prepared by:	Enrique Perez, Assistant Vice Chancellor, Educational Services	
Submitted by:	John Didion, Executive Vice Chancellor, Human Resources and Educational Services	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor	

FIRST AMENDMENT TO INDEPENDENT CONTRACTOR AGREEMENT

THIS FIRST AMENDMENT TO INDEPENDENT CONTRACTOR AGREEMENT (“Amendment”) is made and entered into as of the 23rd day of July, 2012 by and between the INTERNATIONAL CONSORTIUM FOR EDUCATIONAL AND ECONOMIC DEVELOPMENT, herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, herein after referred to as DISTRICT.

RECITALS

A. WHEREAS, on May 7, 2012 the Board of Trustees approved a contract with INDEPENDENT CONTRACTOR to provide specialized services in international business consulting, training, and coordination of trade missions for local small businesses stemming from a Small Business Administration (SBA) grant received by the RSCCD Center for International Trade Development, which required such specialized services; and

B. WHEREAS, based on additional reporting requirements by the SBA, DISTRICT needs to increase the scope of work, completion time and contract amount originally contracted for with INDEPENDENT CONTRACTOR.

AGREEMENT:

NOW, THEREFORE, in consideration of the foregoing promises, mutual covenants and conditions contained herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, INDEPENDENT CONTRACTOR and DISTRICT hereby agree to amend the original agreement as follows:

1. Description of Services. The second paragraph under the section “Description of Services” currently written as:

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at Twenty Three Thousand Five Hundred Dollars & No Cents (\$23,500.00).

Shall be amended as follows:

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at Twenty Four Thousand Five Hundred Dollars & No Cents (\$24,500.00).

2. Description of Services. The third paragraph under the section “Description of Services” currently written as:

The contracted services are to commence on or about April 2012 and to be completed on or about, but not later than June 30, 2012.

Shall be amended as follows:

The contracted services are to commence on or about April 2012 and to be completed on or about, but not later than August 30, 2012.

3. No Other Modifications. Except as modified by this Amendment, all other terms and conditions of the original agreement shall remain unmodified and in full force and effect.

4. This Amendment shall be governed by and construed in accordance with the laws and decisions of the State of California.

5. Captions. The captions and headings of various sections of this Amendment are for convenience only and are not to be considered as defining or limiting in any way the scope or intent of the provisions hereof or thereof.

6. Counterparts; Facsimile Signatures. This Amendment may be executed in any number of counterparts and by different parties hereto in separate counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same amendment. A facsimile copy (by either telecopier or scanned PDF via e-mail transmission) of the signatures of the persons executing this Amendment on behalf of the parties hereto, respectively, shall be effective as an original signature and legally binding and effective as an executed counterpart hereof.

[END OF TEXT; SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the parties have executed this Amendment as of the day and year first above written.

INDEPENDENT CONTRACTOR:

INTERNATIONAL CONSORTIUM FOR
EDUCATIONAL AND ECONOMIC
DEVELOPMENT

By: _____
Name: Wilfrido Perea Curiel
Title: President

DISTRICT:

RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT

By: _____
Name: _____
Title: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

To:	Board of Trustees	Date: July 23, 2012
Re:	Approval of Extension of Consulting Services – Townsend Public Affairs, Inc.	
Action:	Request for Action	

BACKGROUND

On December 6, 2010 the Board of Trustees approved the contract to engage the consulting services of Townsend Public Affairs, Inc. to assist the district in the areas of government and community relations and various other projects as assigned by staff.

ANALYSIS

Townsend Public Affairs, Inc. has assisted the district with the arrangement of meetings with legislators, communication with both Federal and State legislators relating to RSCCD and its interests, and provided an ongoing update of legislation and legislative action. The original approved contract for consulting services expired on June 30, 2011 and current supplement to the contract expired on June 30, 2012. In order to maintain the momentum on various projects, it is requested that the current contract for consulting services be extended from July 1, 2012 through June 30, 2013 as outlined in the attached Supplement to Contract for Consulting Services (#2). There are no changes to the current contract with the exception of the term.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Supplement to Contract for Consulting Services (#2) with Townsend Public Affairs, Inc. as presented.

Fiscal Impact: \$6,000/mo plus reimbursable expenses	Board Date: July 23, 2012
Prepared by:	Debra Gerard, Executive Assistant to the Chancellor
Submitted by:	Raúl Rodríguez, Ph.D., Chancellor
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor

**SUPPLEMENT TO
CONTRACT FOR CONSULTING SERVICES (#2)**

THIS SUPPLEMENT TO CONTRACT FOR CONSULTANT SERVICES ("Supplement") is made and entered into this _____ day of June, 2012 by and between Rancho Santiago Community College District, a non-profit corporation ("Client") and Townsend Public Affairs, Inc., a California corporation ("Consultant").

RECITALS

A. Client and Consultant have entered into that certain Contract for Consultant Services dated as of October 21, 2010 ("Contract") and July 26, 2011 ("Amendment #1").

B. The parties to this Supplement desire to change the term of the Contract as set forth herein.

NOW, THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto supplement and amend the Contract as hereinafter set forth.

1. The term is extended from July 1, 2012 through June 30, 2013.
2. All other terms and conditions of the Contract, except as set forth herein, shall remain in full force and effect.

WHEREFORE, this Supplement is executed by the parties as of the date set forth above.

CLIENT: RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, a non-profit corporation

By: _____
Raul Rodriguez, PhD
Chancellor

CONSULTANT: TOWNSEND PUBLIC AFFAIRS, INC.
a California corporation

By: _____
Christopher Townsend
President and Secretary

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

To: Board of Trustees	Date: July 23, 2012
Re: Appointment of a RSCCD Community Representative (2012-13) to the Orange County Community Colleges Legislative Task Force (OCCCLTF)	
Action: Request for Action	

BACKGROUND

The Orange County Community Colleges Legislative Task Force consists of representatives from the four Orange County community college districts.

ANALYSIS

The Legislative Task Force will convene its 2012-2013 year with a September meeting at South Orange County Community College District.

RECOMMENDATION

It is recommended that the Board select a community representative to serve on the 2012-2013 task force.

Fiscal Impact: None	Board Date: July 23, 2012
Prepared by: Anita Lucarelli, Executive Assistant to the Board of Trustees	
Submitted by: Raúl Rodríguez, Ph.D., Chancellor	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	