

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, June 17, 2013
2323 North Broadway, #107
Santa Ana, CA 92706

District Mission

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuit in a global community.

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, act, communicate and think critically. We are committed to maintaining standards of excellence and providing an accessible, a transferable, and an engaging education to a diverse community.

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 Administration of Oath of Allegiance to Luis A. Correa, 2013-2014 Student Trustee

1.4 Approval of Additions or Corrections to Agenda

Action

1.5 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.

1.6 Approval of Minutes – Regular meeting of May 20, 2013

Action

1.7 Approval of Consent Calendar

Action

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

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

1.8 Public Hearing – 2013-2014 Tentative Budget

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

- Real property negotiations

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

2.6 Informational Presentation on Five Year Construction Plan, Initial Project Proposals, and Final Project Proposals

2.7 Informational Presentation on 2013-2014 Tentative Budget

3.0 HUMAN RESOURCES

3.1 Management/Academic Personnel

Action

- Approval of Interim 2013-2014 Cabinet Salary Schedule
- Approval of Interim 2013-2014 Management Salary Schedule
- Approval of Interim 2013-2014 Administrative/Academic Supervisory Step Increases
- Approval of Interim 2013-2014 Classified Supervisory/Confidential Step Increases
- Approval of Employee Agreements
- Approval of Appointments
- Approval of Interim to Permanent Assignments
- Approval of Interim Assignments
- Approval of Extension of Interim Assignments
- Approval of Return to Regular Assignments
- Approval of Interim 2013-2014 FARSCCD 175 Day Contract Salary Schedule
- Approval of Interim 2013-2014 FARSCCD 192 Day Contract Salary Schedule
- Approval of Interim 2013-2014 FARSCCD 225 Day Contract Salary Schedule
- Approval of Interim 2013-2014 FARSCCD Credit Summer Salary Schedule
- Approval of Interim 2013-2014 FARSCCD Non-credit Summer Salary Schedule
- Approval of Interim 2013-2014 FARSCCD Part-time/Beyond Contract Salary Schedule
- Approval of Interim 2013-2014 CEFA Part-time Salary Schedule
- Approval of Interim 2013-2014 CSEA 888 Full-time Contract Salary Schedule
- Approval of Interim 2013-2014 CSEA 888 Hourly Contract Salary Schedule
- Approval of Adjusted End Date for 2012-2013 Contract Extension Days

3.1 Management/Academic Personnel – (cont.)

- Approval of CSEA 888 Voluntary Workload Reduction Requests
- Approval of Leaves of Absence
- Approval of Adjusted Dates for Leaves of Absence
- Approval of Stipends
- Approval of Adjusted Effective Dates of Hire
- Approval of Part-time Hourly Column Changes
- 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 2013-2014 CSEA Interim Salary Schedule
- Approval of 2013-2014 Miscellaneous Salary Schedule
- Approval of 2013-2014 CSEA Step Increases
- Approval of Revised Job Descriptions
- Approval of New Appointments
- Approval of Professional Growth Increments
- Approval of Out of Class Assignments
- Approval of Changes in Positions
- Approval of Voluntary Furloughs
- Approval of Leaves of Absence
- Approval of Temporary to Hourly On Going Assignments
- Approval of Correct Salary Placements
- Ratification of Resignations/Retirements
- Approval of 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

3.3 Approval of Employee Calendar 2013-2014

Action

The administration recommends approval of the 2013-2014 Employee Calendar.

3.4 Rejection of Claim

Action

The district's claims administrator recommends the board authorize the chancellor or his designee to reject claim #13-10379 DP on behalf of the district.

- 3.5 Approval of Fringe Benefit Providers for Fiscal Year 2013-2014 Action
The administration recommends approval of the renewal of insurance programs at the negotiated rates and authorization be given to the chancellor or his designee to enter into appropriate agreements with Anthem Blue Cross (PPO/HMO), MetLife Basic Life Insurance, MetLife Voluntary Life Insurance, Anthem Blue Cross Voluntary Vision, AFLAC, MetLife, American Fidelity and United Pet Care for the 2013-2014 fiscal year.
- 3.6 Approval of 2013-2014 Employee Assistance Program Plan Action
The administration recommends the board authorize the services of Health Advocate as the district's Employee Assistance Provider for 2013-2014.

4.0 INSTRUCTION

- *4.1 Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Basic Skills Training Action
The administration recommends approval of this instructional agreement with SER, Jobs for Progress, Inc. for the 2013-2014 program year.
- *4.2 Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Vocational Training Action
The administration recommends approval of this instructional agreement with SER, Jobs for Progress, Inc. for the 2013-2014 program year.
- *4.3 Approval of New OTA Agreement – Therapy Specialists Action
The administration recommends approval of the agreement with Therapy Specialists in San Diego, California.
- *4.4 Approval of OTA Agreement Renewal – The Children's Therapy Center Action
The administration recommends approval of the agreement with The Children's Therapy Center in Garden Grove, California.
- *4.5 Approval of Nursing Program and OTA Agreement – Kaiser Action
The administration recommends approval of the clinical affiliation agreement with Kaiser Foundation Hospitals.
- *4.6 Approval of Fire Technology Agreement Renewal – State of California, Department of Parks and Recreation Action
The administration recommends approval of the agreement renewal with the State of California, Department of Parks and Recreation in San Clemente, California.

* Item is included on the Consent Calendar, Item 1.7.

- *4.7 Approval of Affiliation Contract with Quick CAPTION Action
The administration recommends approval of the affiliation agreement with Quick CAPTION for real time captioning services from July 1, 2013, through June 30, 2016.
- *4.8 Approval of Affiliation Contract with CRC Interpreting Services, Inc. Action
The administration recommends approval of the affiliation agreement with CRC Interpreting Services, Inc. for sign language interpreter services from July 1, 2013, to June 30, 2016.
- *4.9 Approval of Amendment to Lease for SAC ARTS Gallery Space at Santora Building, Santa Ana Action
The administration recommends approval of the amendment to the lease agreement for the SAC ARTS gallery space in the Santora Building in Santa Ana.
- *4.10 Approval of California/Nevada Training Trust Master Cost Agreement Action
The administration recommends approval of the Master Cost Agreement with the California/Nevada Training Trust for 2013-2014 as presented.
- *4.11 Approval of Metropolitan Water District of Southern California Master Cost Agreement Action
The administration recommends approval of the Master Cost Agreement with Metropolitan Water District of Southern California for 2013-2014 as presented.
- *4.12 Approval of Orange County Electrical Training Trust Master Cost Agreement Action
The administration recommends approval of the Master Cost Agreement with Orange County Electrical Training Trust for 2013-2014 as presented.
- *4.13 Approval of Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee Master Cost Agreement Action
The administration recommends approval of the Master Cost Agreement with Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Trust for 2013-2014 as presented.
- *4.14 Approval of JTS Services Master Cost Agreement Action
The administration recommends approval of the Master Cost Agreement with JTS Services for 2013-2014 as presented.

- *4.15 Approval of Operating Engineers Training Trust JATC Master Cost Agreement Action

The administration recommends approval of the Master Cost Agreement with the Electrical Training Trust Joint Apprenticeship and Training Committee for 2013-2014 as presented.

- *4.16 Approval of Agreement with The Center Orange County Action

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

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *5.1 Approval of Payment of Bills Action

The administration recommends payment of bills as submitted.

- *5.2 Approval of Budget Increases/Decreases and Budget Transfers Action

The administration recommends approval of budget increases, decreases and transfers during the month of May 2013.

- *5.3 Approval of 2013-2014 Tentative Budget Action

The administration recommends approval the 2013-2014 proposed Tentative Budget as presented.

- *5.4 Approval of Five Year Construction Plan (2015-2019); Initial Project Proposals for Santa Ana College (SAC) – Library (LRC), Vocational Technology Complex; Santiago Canyon College (SCC) – Student Services Building, and Final Project Proposal for Fine and Performing Arts Complex Replacement at Santa Ana College Action

The administration recommends approval of the Five Year Construction Plan (2015-2019): Initial Project Proposals for Santa Ana College – Library (LRC), Vocational Technology Complex, Santiago Canyon College – Student Services Building, and the Final Project Proposal for the Fine and Performing Arts Complex Replacement at Santa Ana College as presented.

- *5.5 Approval of Architect Services Agreement with Westberg+White - Proposal for RSCCD - District Office Interior Lighting Energy Audit Action

The administration recommends approval of the architect services agreement with Westberg+White for the interior lighting energy audit at RSCCD - District Office for \$21,500 plus reimbursable expenses not to exceed \$1,000 as presented.

- *5.6 Approval of Consulting Services Agreement – Facilities Planning and Consulting Services Action

The administration recommends approval of the consulting services agreement for Facilities Planning & Consulting Services through June 30, 2014, as presented.

* Item is included on the Consent Calendar, Item 1.7.

- *5.7 Approval of Consulting Services Agreement – Facilities Planning and Program Services, Inc. Action
The administration recommends approval of the consulting services agreement for Facilities Planning & Program Services, Inc. for the period of July 1, 2013, through June 30, 2014, as presented.
- *5.8 Approval of Lease – 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.
- *5.9 Adoption of Resolution No. 13-25 – Notice of Intent to Dedicate an Easement and Irrevocable Offer of Dedication to City of Santa Ana Action
The administration recommends adoption of Resolution No. 13-25 which gives Notice of Intent to Grant Easements to the City of Santa Ana and irrevocable offer of dedication to the City of Santa Ana, as presented, and scheduling of a public hearing regarding this resolution for July 22, 2013, as presented.
- *5.10 Approval of Architect Services Agreement with Westberg+White - Phase 2, Central Plant Construction Documentation Services and Campus-wide Infrastructure Replacement Project at Santa Ana College Action
The administration recommends approval of the architect services agreement with Westberg+White for Phase 2, Central Plant Construction Documentation Services and the Campus-wide Infrastructure Replacement Project at SAC as presented.
- *5.11 Approval of Architect Services Agreement with Westberg+White - Proposal for Campus-wide Interior Lighting Energy Audit at Santa Ana College Action
The administration recommends approval of the architect services agreement with Westberg+White for the campus-wide interior lighting energy audit at SAC for \$72,100 plus reimbursable expenses not to exceed \$1,000 as presented.
- *5.12 Approval of Awarding Bid #1197 – Resurfacing of Parking Lots 6 and 8 at Santa Ana College Action
The administration recommends approval of awarding Bid #1197 for resurfacing of parking lots 6 and 8 at SAC to Haitbrink Asphalt Paving, Inc. as presented.
- *5.13 Approval of Change Order #2 for Bid #1180 – Perimeter Site Improvements for Santa Ana College Action
The administration recommends approval of change order #2 for Bid #1180 for WoodCliff Corporation perimeter site improvements at SAC as presented.

* Item is included on the Consent Calendar, Item 1.7.

- *5.14 Approval of Architect Services Agreement with Westberg+White - Proposal for Campus-wide Interior Lighting Energy Audit at Santiago Canyon College Action
The administration recommends approval of the architect services agreement with Westberg+White for the campus-wide interior lighting energy audit at SCC for \$63,600 plus reimbursable expenses not to exceed \$1,000 as presented.
- *5.15 Approval of Awarding Bid #1211 – Resurfacing of Parking Lots 2, 3, 4, and 5 at Santiago Canyon College Action
The administration recommends approval of awarding Bid #1211 for resurfacing of parking lots 2, 3, 4, and 5 at SCC to Bostick Company, Inc. as presented.
- *5.16 Approval of Notice of Completion for Bid #1134 – Landscaping for Loop Road Extension at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion for landscaping for the Loop Road Extension at SCC as presented.
- *5.17 Approval of Notice of Completion for Bid #1138 – Steel and Metals for Loop Road Extension at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion for steel and metals for the Loop Road Extension at SCC as presented.
- *5.18 Approval of Notice of Completion for Bid #1140 – Plumbing for Athletic/Aquatic Complex at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion for plumbing for the Athletic/Aquatic complex at SCC as presented.
- *5.19 Approval of Notice of Completion for Bid #1150 – Pool for Athletic/Aquatic Complex at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion for the construction of the pool for the Athletic/Aquatic complex at SCC as presented.
- *5.20 Approval of Sub-Agreements between RSCCD and Opportunity Development Enterprises, LLC Action
The administration recommends approval of the grant sub-agreement with Opportunity Development Enterprises, LLC, and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign the agreement on behalf of the district.
- *5.21 Approval of 2013-2014 Contract Listing Action
The administration recommends approval of the 2013-2014 contract listing as presented.

* Item is included on the Consent Calendar, Item 1.7.

- *5.22 Approval of Bid #1209 – Janitorial Services – District Office and Digital Media Center Action
The administration recommends acceptance and approval of awarding Bid #1209 to Pacific Building Care, Inc., dba Commercial Cleaning Systems for janitorial services including renewals as presented.
- *5.23 Approval of CMAS Contract #4-01-56-0006A to The Garland Company, Inc. Action
The administration recommends approval of the district’s participation in CMAS contract #4-01-56-0006A including renewals, extensions and supplements awarded to The Garland Company, Inc. as presented.
- *5.24 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period May 5, 2013, through May 29, 2013.

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:
- Child Development Training Consortium (SAC/SCC) - \$ 3,750
Augmentation
 - Cooperative Agencies Resources for Education (CARE) (SCC) – *Augmentation* \$ 2,000
 - Disabled Students Programs & Services (DSPS) (SCC) - \$ 2,662
Augmentation
 - Extended Opportunity Programs & Services (EOPS) (SCC) – *Augmentation* \$ 1,393
 - Kaleidoscope Project II (SAC) \$ 14,000
 - NOCCCD – Digital Media Support Grant (SAC) \$ 2,500
 - SBA/CSUF - SBDC 2012 One-Time Funds (District) \$ 14,982
 - SBA/CSUF Jobs Act CITD (District) – *Adjustment* -\$ 80,000
 - SBA/CSUF Jobs Act SBDC (District) - *Augmentation* \$ 80,000
 - Career and Technical Education Act (CTEA) Transitions \$ 88,050
 - Information Communications Technology (ICT)/Digital Media Sector Navigator (District) \$372,500
 - Job Development, Training, and Placement Program for the Disabled – Workability III (SAC) – Year 2 \$379,125
 - Los Angeles/Orange County Regional Consortium (SCC) \$370,000

* Item is included on the Consent Calendar, Item 1.7.

- 6.2 Reports from Board Committees
- Board Facilities Committee

- 6.3 Board Member Comments

Information

RECESS TO CLOSED SESSION

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
 - f. Educational Administrator Appointments
 - (1) Dean
 - (2) Director
2. Liability Claim (pursuant to Government Code Section 54956.95)
 - a. 13-10379 DP
3. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (2 cases)
4. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: Faculty Association of Rancho Santiago Community College District
California School Employees Association, Chapter 579
5. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
6. Conference with Real Property Negotiators (pursuant to Government Code Section 54956.8)
Agency Negotiator: Dr. Raúl Rodríguez, Chancellor
Property Address: 1609-1631 North Bristol Street, Santa Ana, California
1240 West 17th Street, Santa Ana, California
1612 Louise Street, Santa Ana, California
Negotiating Parties: Danforth Holdings, LLC
Under Negotiation: Price and Terms of Payments
7. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Dr. Raúl Rodríguez, Chancellor
Union Organizations: Los Angeles-Orange County Building and Construction Trades Council
Craft Unions
Carpenters Union

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.

7.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be held on July 22, 2013.

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

Board of Trustees (Regular meeting)

Monday, May 20, 2013

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:32 p.m. by Ms. Arianna Barrios. Other members present were Ms. Claudia Alvarez, Mr. John Hanna, Mr. Larry Labrado, Ms. Nelida Mendoza Yanez, Mr. Jose Solorio, Mr. Phillip Yarbrough, and Mr. Ryan Ahari.

Administrators present during the regular meeting were Mr. John Didion, 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 Ms. Kylie Hopkins, daughter of Mr. Dean Hopkins, Electronic Media Specialist at Rancho Santiago Community College District (RSCCD).

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough, seconded by Mr. Solorio, and carried unanimously to approve a revised page to the agenda, removal of Item 6.1 (Resolution No. 13-22 authorizing payment to Trustee Absent from Board Meetings) from the agenda, an addendum and revised pages for Item 3.1 (Management/Academic Personnel), and an addendum and revised page for Item 3.2 (Classified Personnel).

1.4 Public Comment

Mr. Mark Hutchison spoke regarding his proposed termination.

Mr. Jim Adams and Mr. David Lawhorn spoke in support of the district negotiating a Project Labor Agreement.

Mr. Dave Everett and Ms. Cathy Richardson spoke in opposition of the district negotiating a Project Labor Agreement.

1.5 Approval of Minutes

It was moved by Mr. Ahari, seconded by Mr. Solorio, and carried unanimously to approve the minutes of the meeting held May 6, 2013.

1.6 Approval of Consent Calendar

It was moved by Ms. Alvarez, seconded by Ms. Mendoza Yanez, and carried unanimously to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar:

4.1 Approval of CJA Agreement Renewal: Orange County Human Relations Council

The board approved the agreement with the Orange County Human Relations Council in Santa Ana, California.

4.2 Approval of CJA Agreement Renewal: Tustin Police Department

The board approved the agreement with Tustin Police Department in Tustin, California.

4.3 Approval of CJA Agreement Renewal: Costa Mesa Police Department

The board approved the agreement with Costa Mesa Police Department.

4.4 Approval of OTA Agreement Renewal: Orange County Therapy Services

The board approved the agreement with Orange County Therapy Services in San Clemente, California.

4.5 Approval of OTA Agreement Renewal: Kedren Community Mental Health Center

The board approved the agreement with Kedren Community Mental Health Center in Los Angeles, California.

4.6 Approval of OTA Agreement Renewal: Providence Health System

The board approved the agreement with Providence Health System in Torrance, California.

4.7 Approval of OTA Agreement Renewal: County of Riverside

The board approved the agreement with the County of Riverside in California.

4.8 Approval of New OTA Agreement: Desert Rehabilitation Institute

The board approved the agreement with Desert Rehabilitation Institute in El Centro, California.

4.9 Approval of New OTA Agreement: Gentiva Health Services

The board approved the agreement with Gentiva Health Services in El Centro, California.

1.6 Approval of Consent Calendar – (cont.)

4.10 Approval of Annual Memo of Understanding (MOU) with Regents of University of California/Puente Project for 2012-2013 and 2013-2014

The board approved the annual MOU for the ongoing agreement between the Regents of University of California/Puente Project and Santa Ana College Puente Project for 2012-2013 and 2013-2014.

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 April 2013.

5.3 Approval of Public Hearing – 2013-2014 Tentative Budget

The board scheduled a public hearing on the 2013-2014 Tentative Budget at the June 17, 2013, board meeting.

5.4 Approval of Additional Testing Services for Soccer Field and Road Alignment at Santa Ana College (SAC)

The board approved additional testing services for the SAC soccer field and road alignment by Reliant Testing Engineers as presented.

5.5 Approval of Change Order #7 for Bid #1179 – Soccer Field and Football Facilities at Santa Ana College

The board approved change order #7 for Bid #1179 for Los Angeles Engineering Inc. for the soccer field and football facilities at SAC as presented.

5.6 Approval of Notice of Completion: Fire Lane Improvements at Santa Ana College Orange County Sheriff's Regional Training Academy

The board approved the Notice of Completion for the fire lane improvements at the SAC Orange County Sheriff's Regional Training Academy as presented.

5.7 Approval of Additional DSA Inspection Services for Humanities Building and Athletic/Aquatic Complex at Santiago Canyon College (SCC)

The board approved the extension of services and cost increase for TYR I.O.R. Services to provide additional DSA mandated inspection services for the Humanities building and the Athletic/Aquatic complex at SCC as presented.

5.8 Approval of Architect Change Order for Athletic/Aquatic Complex at Santiago Canyon College

The board approved the architect change order for The Austin Company in the amount of \$19,600 as presented.

1.6 Approval of Consent Calendar – (cont.)

5.9 Approval of Change Order #9 for Bid #1141 – HVAC for Humanities Building at Santiago Canyon College

The board approved change order #9 for Bid #1141 for West Tech Mechanical for HVAC for the Humanities building at SCC as presented.

5.10 Approval of Notice of Completion: Upgrade Telephone and Data Cabling and Conduit at Santiago Canyon College

The board approved the Notice of Completion for the replacement and repair of damaged conduit and telephone/data cabling at SCC as presented.

5.11 Approval of Agreement with Governet for CurricUNET Meta Upgrade at Santiago Canyon College

The board approved the agreement with Governet for the CurricUNET meta upgrade at SCC as presented.

5.12 Approval of Bid #1207 – Parking Lot Sweeping Services

The board accepted and approved awarding the bid to Viejo Sweeping Services for parking lot sweeping services including renewals as presented.

5.13 Approval of Bid #1208 – Landscape Maintenance Services

The board accepted and approved awarding the bid to Tropical Plaza Nursery, Inc. for SCC, SCC-Orange Education Center, and Digital Media Center to provide landscape maintenance services as presented.

5.14 Approval of Rejection of Bid #1210 – EMC Avamar Hardware and Software Maintenance

The board approved rejecting the bid for Bid #1210 – EMC Avamar Hardware and Software Maintenance and rebid as presented.

5.15 Approval of Purchase Orders

The board approved the purchase order listing for the period March 24, 2013, through May 4, 2013.

1.7 Recognition of Classified Staff by Board of Trustees

The board recognized Mr. Dean Hopkins, Electronic Media Specialist at RSCCD; Ms. Viven Vu, Student Program Specialist for the Disabled Students Programs and Services at SCC; Ms. Geni Lusk, Executive Secretary at SAC; and Ms. Jennifer Valencia, Administrative Secretary at SAC; for their professional achievements, dedication, and service to the campus community and the Rancho Santiago Community College District.

1.8 Adoption of Resolution No. 13-23 in Honor of Classified School Employee Week – May 19-25, 2013

It was moved by Mr. Yarbrough, seconded by Ms. Alvarez, and carried unanimously to adopt Resolution No. 13-23.

1.9 Presentation to 2012-2013 Student Trustee

On behalf of the board, Ms. Barrios presented outgoing Student Trustee Ahari with a plaque and thanked him for his service to the students of the Rancho Santiago Community College District.

1.10 Presentation on Assembly Bill 1725

Mr. Scott Lay, President and Chief Executive Officer, Community College League of California; and Ms. Michelle Pilati, President of The Academic Senate for California Community Colleges, provided a presentation on Assembly Bill 1725. Board members received clarification on items relating to AB 1725 and participatory governance.

1.11 Public Hearing - California School Employees Association (CSEA) Chapter 579 Initial Bargaining Proposal to Rancho Santiago Community College District

There were no public comments.

1.12 Public Hearing - Rancho Santiago Community College District Initial Bargaining Proposal to California School Employees Association Chapter 579

There were no public comments.

1.13 Public Hearing - Faculty Association of Rancho Santiago Community College District Initial Bargaining Proposal to Rancho Santiago Community College District

There were no public comments.

1.14 Public Hearing - Rancho Santiago Community College District Initial Bargaining Proposal to Faculty Association of Rancho Santiago Community College District

There were no public comments.

1.15 Public Hearing – Adoption of Education Protection Account Funding and Expenditures

There were no public comments.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from Chancellor

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

Ms. Alvarez left the meeting at this time.

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 organizations:

Ms. Monica Zambrano, Santa Ana College
Mr. Yuh Hwan Ko, Student President-Elect, Santiago Canyon College

2.5 Reports from Academic Senate Presidents

The following academic senate presidents provided reports to the board, including a presentation entitled *Accreditation 101 for Board Members*. Board members received clarification on items related to accreditation standards. At Mr. Hanna's request, the presentation is attached to the minutes (see Attachment A).

Ms. Corinna Evett, Academic Senate President, Santiago Canyon College
Mr. Raymond Hicks, Academic Senate President, Santa Ana College

3.0 HUMAN RESOURCES

All items were considered after Closed Session.

4.0 INSTRUCTION

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

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

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

6.0 GENERAL

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

6.2 Adoption of Resolution No. 13-24 in Support of LGBT History Month

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to table the adoption of Resolution No. 13-24. The motion failed with the following vote: Aye – Ms. Barrios and Mr. Yarbrough; Nay – Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, and Mr. Solorio. The student trustee’s advisory vote was nay.

It was moved by Mr. Hanna and seconded by Mr. Labrado to postpone action on Resolution No. 13-24 until the second meeting in September and to have the board president refer this item to the committee of her choice for review, with a recommendation coming back to the full board from the committee. Discussion ensued. The motion carried with the following vote: Aye: Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. The student trustee’s advisory vote was nay.

Ms. Barrios asked the Board Policy Committee to review Resolution No. 13-24 and bring a recommendation back to the full board at the second meeting in September.

6.3 Reports from Board Committees

Mr. Labrado provided a report on the May 16, 2013, Board Facilities Committee meeting.

6.4 Board Member Comments

Mr. Hanna reported he recently read an article regarding Hartnell Community College’s consideration of a lease/leaseback agreement. He indicated the critics proposed this type of agreement would limit the amount of bids. In addition, Mr. Hanna indicated Southwestern College has litigation regarding a lease/leaseback provision and asked for information relating to both issues.

Mr. Hanna reviewed a response from staff regarding his inquiry relating to purchase orders.

Mr. Labrado reported on a recent workshop he attended on student success. He indicated the state is able to track students to see what they are earning two years after graduating from a particular major or certificated program. He stated this information should be available to the district in fall 2013.

6.4 Board Member Comments – (cont.)

Mr. Labrado asked the district to consider purchasing insurance on facilities projects since a construction company the district used went bankrupt last year.

Ms. Barrios congratulated Santiago Canyon College on Mr. Alex Taber being selected as Orange County Teacher of the Year.

Ms. Barrios indicated she is looking forward to commencements this year and commended board members for attending several year-end events.

Mr. Solorio congratulated Mr. Ahari on serving as the student trustee for 2012-2013.

Mr. Ahari reported he plans on attending University of California, San Diego, as a political science major. Board members congratulated Mr. Ahari. He expressed his gratitude to Ms. Lucarelli for her assistance during the academic year.

Mr. Didion acknowledged Ms. Marti Rieter as CSEA's president for the past 16 years. He indicated this may be her last board meeting since she is retiring.

Mr. Didion indicated the administration is recommending termination of an employee and as his right under the government code, this employee has requested the charges against him be read in open session. Therefore, Mr. Didion read the charges supporting the administration's recommendation to terminate Mr. Mark Hutchison, Reprographics Technician.

RECESS TO CLOSED SESSION

The board convened into closed session at 8:10 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
 - f. Facilities Manager
2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)
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 Organizations: Faculty Association of Rancho Santiago Community College District
California School Employees Association, Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association

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

RECONVENE

The board reconvened at 8:25 p.m.

Closed Session Report

Mr. Labrado reported the board discussed the aforementioned items, and no reportable 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 Mr. Yarbrough, seconded by Mr. Solorio, and carried unanimously to approve the following action on the management/academic personnel docket:

- Approve New Job Descriptions
- Approve Appointments
- Approve Adjusted Salary Placement for Interim Assignments
- Approve Leaves of Absence
- Approve Stipends
- Approve Part-time Hourly Hires/Rehires

3.2 Classified Personnel

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

- Approve New Appointments
- Approve Temporary to Contract Assignments
- Approve Professional Growth Increments
- Approve Voluntary Furloughs
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Temporary to Hourly On Going Assignments
- Approve Changes in Positions
- Approve Temporary Assignments
- Approve Substitute Assignments

3.2 Classified Personnel – (cont.)

- Approve Instructional Associates/Associate Assistants
- Approve Student Assistant Lists

3.3 Adoption of Rancho Santiago Community College District's Initial Bargaining Proposal to Faculty Association of Rancho Santiago Community College District (FARSCCD)

It was moved by Mr. Yarbrough, seconded by Mr. Solorio, and carried unanimously to approve the district's initial bargaining proposal to FARSCCD.

3.4 Adoption of Rancho Santiago Community College District's Initial Bargaining Proposal to California School Employees Association (CSEA) Chapter 579

It was moved by Mr. Yarbrough, seconded by Mr. Solorio, and carried unanimously to approve the district's initial bargaining proposal to the CSEA Chapter 579.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on June 17, 2013.

There being no further business, Ms. Barrios declared this meeting adjourned at 8:26 p.m.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: June 17, 2013

Slide 1

Accreditation 101

Presented by:
Corinna Evett & Raymond Hicks

Slide 2

Purpose of Accreditation

- What do you believe to be the purpose of accreditation?
- To provide assurance to the public that education provided by institutions meets acceptable levels of quality
- To promote continuous institutional improvement
- To maintain the high quality of higher education institutions in the region/nation

Slide 3

ACCJC Encourages and Supports Institutional Development

- How do you think that the Accrediting Commission for Community & Junior Colleges (ACCJC) might encourage and support Institutional development?
- Through establishing standards of quality based upon excellent practices in higher education
- Through evaluating institutions with these standards using a three-part, peer review process that entails
 - Institutional self evaluation (internal—colleges and district)
 - External review (by external evaluators)
 - Commission review (ACCJC's Commission)

Slide 4

Process Participants

- Who participates in the accreditation process?
- Faculty
- Administration (Includes folks at the District and on the Board)
- Classified staff
- Students

Slide 5

When accreditation works well...

- Every constituency is involved
- The college does a rigorous and honest self evaluation
- Courses and programs are reviewed for usefulness and currency
- Student pathways are reviewed
- Budgeting, planning, and revenue allocation processes are examined

Slide 6

The Accreditation Standards

- Standard I: Institutional Mission and Effectiveness
- Standard II: Student Learning Programs and Services
- Standard III: Resources
- Standard IV: Leadership and Governance

Slide 7

Standard I: Institutional Mission and Effectiveness

A. Mission – The institution:

- Establishes programs and services aligned with its mission and student population
 - Has SCC & SAC established learning and support programs to meet the needs of students?
- Has a governing board-approved mission
 - Do the colleges' programs align with their mission statements?
- Reviews and revises its mission regularly
 - Do the colleges want to change their mission statements?
- Makes the mission central to the planning and decision making process
 - Is this a common practice at SCC & SAC ?

Slide 8

Standard I: Institutional Mission and Effectiveness

B. Improving Institutional Effectiveness – The institution provides evidence it:

- Collects and uses student achievement and student learning outcomes data in the program review, planning, and resource allocation process
 - Do we engage in ongoing, collegial, self-reflective dialog about improving student success?
- Conducts program review and other ongoing, systematic evaluation
 - Are we consistent with our program review and evaluation processes?
- Uses systematic cycle of assessment, planning, resource allocation, implementation, and re-evaluation to improve educational effectiveness and institutional quality
 - How close are we to completing these cycles?

Slide 9

Standard II: Student Learning Programs and Services

A. Instructional Programs – The institution:

- Offers high quality instructional programs wherever and however they are offered
 - Do we offer courses and programs that meet student needs?
- Identifies student learning outcomes and evaluates how well students are learning
- Assesses student achievement
- Assesses programs systematically
 - Are students able to complete the programs we offer?
- Uses assessment data for improvement of all programs including distance education and off-campus programs
 - How has SLO assessment led to changes in instructional methods and curriculum?

Slide 10

Standard II: Student Learning Programs and Services

B. Student Support Services – The institution:

- Researches and identifies the support needs of its students
- Provides appropriate, comprehensive student support services regardless of location or delivery method
 - Do we offer student support services in a variety of methods that improve student success?
- Provides precise and accurate information about the institution to students and the public
- Assesses the quality of those services by evaluating student achievement and student learning outcomes as appropriate
- Uses the results of evaluation as the basis for improvement to student support services
 - How has assessment of our student support services led to changes in the services that we offer?

Slide 11

Standard II: Student Learning Programs and Services

C. Library and Learning Support Services – The institution:

- Offers sufficient services to support student learning and the quality of its instructional programs
 - How effectively is our library meeting the needs of students?
- Includes library, tutoring, technology, and other learning support services
- Trains students and staff to use these services
 - Is there ongoing instruction about how to effectively use SCC's & SAC's support services?
- Assesses services systematically using SLOs as appropriate
- Uses assessment data as the basis for improvement of services
 - How do we determine our effectiveness in meeting the needs of students?

Slide 12

Standard III: Resources

A. Human Resource – The institution:

- Employs qualified personnel
 - Do the colleges have adequate human, physical, technological, and fiscal resources to meet their needs?
- Evaluates all personnel on a regular basis
- Ensures professional development of personnel
 - Do the colleges provide resources for professional development?
- Assess its performance in employment equity and diversity
- Uses human resources to support student learning
 - How do we do this at SCC & SAC ?
- Integrates human resource planning with institutional planning (driven by educational planning)

Slide 13

Standard III: Resources

B. Physical Resource – The institution:

- Provides safe and sufficient facilities and equipment
- Evaluates the quality of its physical resources on a regular basis
- Ensures physical resources support student learning
- Integrates physical resource planning with institutional planning (driven by educational planning)
 - How does planning done at SCC & SAC fit into planning done at the district office?
 - Does the planning at the district level have anything to do with the planning that happens at the colleges?

Slide 14

Standard III: Resources

C. Technology Resource – The institution:

- Ensures its technology supports facilities, research and college-wide communication
 - What sort of technological resources do we have at SCC & SAC?
- Provides training to students and personnel in the use of technology
 - Can you name the types of technological training that might be offered at SCC & SAC?
- Ensures that technology supports student learning programs and services
- Integrates technology planning with institutional planning (driven by educational planning)

Slide 15

Standard III: Resources

D. Financial Resource – The institution:

- Assures fiscal stability and integrity
- Plans for short-term and long-term financial needs
- Assures that financial resources are sufficient to support student learning programs and services to improve institutional effectiveness
- Integrates financial planning with institutional planning (driven by educational planning)
 - In which of SCC's and SAC's committees do we see integration of financial planning with institutional planning?

Slide 16

Standard IV: Leadership and Governance

A. Decision-Making Roles and Processes – The institution:

- Uses ethical and effective leadership that enables it to identify values, set and achieve goals, learn, and improve
- Provides for staff, faculty, administrator, and student involvement in governance
 - How do SCC & SAC achieve this goal?
- Establishes and evaluates the effectiveness of governance structures and processes
 - Do we have established roles in the decision making processes at the college and district levels?
- Assures that governance supports student learning and improves institutional effectiveness
 - How do we assure this about governance?

Slide 17

Standard IV: Leadership and Governance

B. Board and Administrative Organization – The institution:

- Has an independent governing board that sets policy, assures quality and integrity of student learning programs and services and financial stability
- Has a chief administrator who provides leadership for institutional quality and improvement
- Has clearly defined and effective lines of authority and responsibility between colleges and the district/system in a multi-college system (functional map)
- Ensures that board and administrative organization supports student learning and improves institutional effectiveness
 - Does the board work effectively with the employees through the chancellor, or do they attempt to control day to day operations in the district?

Slide 18

ACCJC's Last
Recommendations for
RSCCD

Slide 19

College Recommendations

- For SCC, Recommendation 10:
 - The college, with the support of the district, should examine the budget allocation model and ensure that the college identifies all discretionary general and categorical funds that are available to support the needs of the college (IIID1a).
 - “[The] team found that only very initial steps had been taken at the district level toward addressing Recommendation 10.”
- For SAC, Recommendation 2d:
 - Ensuring that all processes for allocating resources (operating budgets, discretionary funds, staffing, and capital equipment) rely on the college plans for establishing priorities (Former Standard 3B.2, 9A.1, 9A.3).

Slide 20

District

- The Team recommends that the district evaluate its planning processes, including the integration of technology, staffing and facilities master plans to ensure the budget is used as a planning tool to achieve its strategic goals. As part of its integration, the Team recommends that the allocation model for resources be based on the plans, program reviews, and the sustainability of the planning process and that the outcomes from these activities be formally and broadly communicated to ensure quality. This requires that the District evaluate the outcomes of the budget process and use that data in subsequent budget development (Standards I.A.1, I.A.3, I.B.4, II.A.1, II.A.2.f, III.D.1, III.D.2, III.D.3, IV.B.3.a, IV.B.3.b).

Slide 21

Accreditation Progress at the Colleges

Slide 22

SCC Accreditation Update

- This spring, SCC has been diligently preparing for Accreditation:
 - Four Accreditation Co-Chairs: Corinna Evett (Academic Senate President and Associate Professor of English, Aracely Mora (Vice President of Academic Affairs), Craig Rutan (Curriculum and Instruction Council Chair and Associate Professor of Physics, and Aaron Voelcker (Assistant Dean, Institutional Effectiveness and Assessment)
 - Steering Committee is comprised of Accreditation Co-Chairs and Accreditation Standard Tri/Quad-Chairs to assure broad representation
 - Accreditation Co-Chairs meet each Friday from 9-12
 - The Steering Committee has met every other Friday beginning in March from 9-12
 - Standard Committees have already begun dialoging about their standards, identifying strengths and weaknesses, and identifying and gathering evidence
 - Our next Steering Committee will be held on 9/6/13 in SC-104

Slide 23

SAC Accreditation Update

- SAC is also making strides in preparing for Accreditation
 - Accreditation Oversight Committee is comprised of the Institutional Effectiveness and Assessment Committee Members
 - Accreditation Oversight Committee Co-Chairs are Bonita Jaros (Accreditation Liaison Officer and professor of English) and Linda Rose (Vice President of Academic Affairs)

Slide 24

**Together, We Will Write a Self
Evaluation that ROCKS!**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC
June 17, 2013**

REVISED PAGE

MANAGEMENT

Interim 2013/2014 Cabinet Salary Schedule/Attachment #1

Interim 2013/2014 Management Salary Schedule/Attachment #2

Interim 2013/2014 Administrative/Academic Supervisory Step Increases/Attachment #3

Interim 2013/2014 Classified Supervisory/Confidential Step Increases/Attachment #4

Employment Agreements/Attachments #5-6

Dooley, Bennie Allen

Stringer, Martin

Appointment

Martinez-Flores, Marilyn
Dean
Arts, Humanities & Social Sciences
Division/Library
Santiago Canyon College

Effective: August 5, 2013
Salary Placement: B-5 \$141,092.63/Year

Interim to Permanent

Stringer, Martin
Dean
Mathematics & Sciences Division
Santiago Canyon College

Effective: May 28, 2013
Salary Placement: B-4 \$135,666.93/Year
(No Change)

Interim Assignment

Dominguez, Gary
Director, Fire Instruction
Humanities & Social Sciences Division
Santa Ana College

Effective: May 31 – July 31, 2013
Salary Placement: H-1 \$39.94/Hour

Extension of Interim Assignment

Tran, Sheena
Project Manager
Fiscal Services
District Office

Effective: July 1 – December 31, 2013
Salary Placement: E-6 \$119,610.29/Year

MANAGEMENT (CONT'D)

Return to Regular Assignment

Jones, Ronald
Custodial Supervisor
Administrative Services
Santa Ana College

Effective: June 1, 2013
Salary Placement: O-7 + Swing \$77,031.42/Year

FACULTY

Interim 13/14 FARSCCD 175 Day Contract Salary Schedule/Attachment #7

Interim 13/14 FARSCCD 192 Day Contract Salary Schedule/Attachment #8

Interim 13/14 FARSCCD 225 Day Contract Salary Schedule/Attachment #9

Interim 13/14 FARSCCD Credit Summer Salary Schedule/Attachment #10

Interim 13/14 FARSCCD Non-credit Summer Salary Schedule/Attachment #11

Interim 13/14 FARSCCD Part-time/Beyond Contract Salary Schedule/Attachment #12

Interim 13/14 CEFA Part-time Salary Schedule/Attachment #13

Interim 13/14 CSEA 888 Full-time Contract Salary Schedule/Attachment #14

Interim 13/14 CSEA 888 Hourly Contract Salary Schedule/Attachment #15

Appointments

Campos, Joanna
Counselor
Counseling Division
Santa Ana College

Effective: July 31, 2013
Tentative Salary Placement: II-3 \$62,154.39/Year

Patton, Carrie
Assistant Professor, High School Subjects
Centennial Education Center
Continuing Education Division
Santa Ana College

Effective: August 19, 2013
Tentative Salary Placement: II-3 \$56,650.90/Year

Adjusted End Date for 2012/2013 Contract Extension Days

Kushida, Cherylee
Coordinator, Distance Education
Human Services & Technology Division
Santa Ana College

Effective: December 9, 2013 – June 20, 2013
Contract Extension: 30 days
Contract Extension Daily Rate: \$505.222

FACULTY (CONT'D)

CSEA 888 Voluntary Workload Reduction Request

Nichols, Teresa
Teacher
SAC Early Childhood Education Center
Child Development Services
District Office

From: 207 Days
To: 202 Days
(June 23-June 27, 2014)

Leave of Absence

Camson, Marian
Master Teacher, SAC East
Child Development Services
District Office

Effective: May 8 – June 30, 2013
Reason: Family Medical Leave

Adjusted Dates for Leave of Absence

Morse, Leah
Master Teacher
SCC Child Development Center
Child Development Services
District Office

Effective: July 8 – August 23, 2013
Reason: Maternity Leave

Stipends

Barosso, Marques
Assistant Coach Men's Cross County
Mathematics and Sciences Division
Santiago Canyon College

Effective: June 18, 2013 – August 16, 2013
Amount: \$1,000.00
Reason: Coaching

Breig, David
Associate Professor, Exercise Science
Head Coach, Men's Basketball
Kinesiology, Health & Athletics Division
Santa Ana College

Effective: April 22, 2013
Amount: \$312.00
Reason: Athletic Event Supervision

Adjusted Effective Date of Hire

Cargile, Ivy M
Instructor, Political Science
Humanities & Social Sciences Division
Santa Ana College

Effective: June 18, 2013
Hourly Lecture Rate: II-3 \$55.44

FACULTY (CONT'D)

Part-time Hourly Column Changes

Martin, Debra L
Instructor, Fire Technology
Human Services & Technology Division
Santa Ana College

Effective: June 10, 2013
From Lecture/Lab Rates: II-4 \$58.21/\$49.48
To Lecture/Lab Rates: III-4 \$61.12/\$51.95

Pham, Autumn T
Instructor, High School Subjects
Continuing Education Division (CEC)
Santa Ana College

Effective: January 15, 2013
From Lecture/Reassigned Rates: I-3 \$42.84/\$21.42
To Lecture/Reassigned Rates: II-3 \$43.96/\$21.98

Vu, Hao-Nhien
Instructor, Mathematics
Science, Mathematics &
Health Sciences Division
Santa Ana College

Effective: June 10, 2013
From Lecture/Lab Rates: II-4 \$58.21/\$49.48
To Lecture/Lab Rates: III-4 \$61.12/\$51.95

Matthews, Evangeline
Instructor, ESL
Continuing Education Division (OEC)
Santiago Canyon College

Effective: June 10, 2013
From Lecture/Reassigned Rates: I-4 \$43.96/\$21.98
To Lecture/Reassigned Rates: II-4 \$45.05/\$22.53

Part-time Hourly Hires/Rehires

Beeney, Joshua
Instructor, Criminal Justice
Human Services & Technology Division
Santa Ana College

Effective: June 17, 2013
Hourly Lecture/Lab Rates: I-3 \$52.80/\$44.88

Copeland, Bertrand
Instructor, Criminal Justice (equivalency)
Human Services & Technology Division
Santa Ana College

Effective: June 17, 2013
Hourly Lecture/Lab Rates: I-3 \$52.80/\$44.88

Derifield, Kellie
Instructor, Psychology
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: August 19, 2013
Hourly Lecture Rate: II-3 \$55.44

Dyer, Kathryn
Instructor, Fire Technology/Wellness
Human Services & Technology Division
Santa Ana College

Effective: June 18, 2013
Hourly Lecture/Lab Rates: I-3 \$52.80/\$44.88

FACULTY (CONT'D)

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

Fujiwara, Melissa
Instructor, Sociology
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: August 19, 2013
Hourly Lecture Rate: III-3 \$58.21

Gil, Steven A
Instructor, Criminal Justice
Human Services & Technology Division
Santa Ana College

Effective: June 17, 2013
Hourly Lecture/Lab Rates: II-3 \$55.44/\$47.12

Gonzalez, Jr., Roberto
Instructor, Vocational/Business Skills
Continuing Education Division (OEC)
Santiago Canyon College

Effective: May 28, 2013
Hourly Lecture Rate: II-2 \$42.84

Griffin, Nora
Instructor, Sociology
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: August 19, 2013
Hourly Lecture Rate: II-3 \$55.44

Leahey, Sheryl
Instructor, Clinical Nurse
Science, Mathematics & Health Sciences Division
Santa Ana College

Effective: August 19, 2013
Hourly Lab Rate: I-3 \$44.88

Nyseen, Adam
Instructor, Kinesiology
Kinesiology, Health & Athletics Division
Santa Ana College

Effective: June 17, 2013
Hourly Lab Rate: III-3 \$49.48

Parker, Steven
Instructor, Sociology
Humanities & Social Sciences Division
Santa Ana College

Effective: July 1, 2013
Hourly Lecture Rate: II-3 \$55.44

Peterson, Caitlin
Instructor, Fire Technology/Wellness
Human Services & Technology Division
Santa Ana College

Effective: June 18, 2013
Hourly Lecture/Lab Rates: I-3 \$52.80/\$44.88

Van Andel, Thomas M
Instructor, Fire Technology/Wellness
Human Services & Technology Division
Santa Ana College

Effective: June 18, 2013
Hourly Lecture/Lab Rates: I-3 \$52.80/\$44.88

FACULTY (CONT'D)

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

Washburn, Brian
Instructor, Fire Technology/Wellness
Human Services & Technology Division
Santa Ana College

Effective: June 18, 2013
Hourly Lecture/Lab Rates: II-3 \$55.44/\$47.12

Wells, Julie Lynn
Instructor, Biology
Mathematics and Sciences Division
Santiago Canyon College

Effective: June 17, 2013
Hourly Lecture/Lab Rates: III-3 \$58.21/\$49.48

Weinkauff, Christine
Instructor, Psychology
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: August 19, 2013
Hourly Lecture Rate: III-3 \$58.21

Non-paid Instructors of Record

Chappell, Eric
Instructor, Fire Technology (equivalency)
San Bernardino City
Human Services & Technology Division
Santa Ana College

Effective: June 18, 2013

Mejia, Sergio
Instructor, Fire Technology (equivalency)
Montclair Fire Department
Human Services & Technology Division
Santa Ana College

Effective: June 18, 2013

Myers, Philip L
Instructor, Criminal Justice
Costa Mesa Police Department
Human Services & Technology Division
Santa Ana College

Effective: May 30, 2013

Schirmer, Gregory L
Instructor, Criminal Justice
Long Beach Police Department
Human Services & Technology Division
Santa Ana College

Effective: May 30, 2013

FACULTY (CONT'D)

Non-paid Intern Service

Gazda-Sullivan, Patricia
Public Affairs Intern
Public Affairs & Publications
District Office

Effective: June 18 - August 9, 2013
College Affiliation: CSU, Fullerton
Discipline: Communications/Public Relations

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Interim 2013/2014 Cabinet Salary Schedule

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Exec. Vice Chancellor, HR & Educational Services	\$163,995.68	\$170,548.16	\$177,357.84	\$184,461.46	\$191,846.77	\$199,526.04	\$207,511.49
Vice Chancellor, Business Operations & Fiscal Services	\$163,995.68	\$170,548.16	\$177,357.84	\$184,461.46	\$191,846.77	\$199,526.04	\$207,511.49
President, Santa Ana College	\$163,995.68	\$170,548.16	\$177,357.84	\$184,461.46	\$191,846.77	\$199,526.04	\$207,511.49
President, Santiago Canyon College	\$163,995.68	\$170,548.16	\$177,357.84	\$184,461.46	\$191,846.77	\$199,526.04	\$207,511.49

ADDITIONAL COMPENSATION**All Cabinet Members**

**Professional
Expense Allowance:** \$331.28 per month

**Vice Chancellors & College
Presidents**

Tax Sheltered Annuity: \$536.31 per month

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
MANAGEMENT SALARY SCHEDULE
Interim - Effective July 1, 2013**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
A	\$128,857.24	\$134,001.25	\$139,377.96	\$144,950.62	\$150,731.50	\$156,769.58	\$163,040.36
B	\$120,626.85	\$125,440.16	\$130,461.69	\$135,666.93	\$141,092.63	\$146,738.78	\$152,617.64
C	\$112,371.94	\$116,854.58	\$121,520.92	\$126,383.23	\$131,441.50	\$136,695.72	\$142,170.42
D	\$104,068.06	\$108,232.25	\$112,567.90	\$117,062.79	\$121,753.62	\$126,615.93	\$131,686.45
E	\$93,706.57	\$98,397.41	\$103,320.95	\$108,489.45	\$113,902.90	\$119,610.29	\$125,587.14
F	\$87,068.35	\$91,440.75	\$96,009.13	\$100,810.19	\$105,856.21	\$111,147.19	\$116,695.36
G	\$81,985.59	\$86,088.54	\$90,387.47	\$94,906.83	\$99,646.66	\$104,643.70	\$109,873.44
H	\$77,319.25	\$81,189.50	\$85,255.71	\$89,517.89	\$93,988.27	\$98,691.35	\$103,627.14
I	\$73,069.32	\$76,719.12	\$80,564.87	\$84,582.09	\$88,807.52	\$93,265.65	\$97,919.75
J	\$69,309.30	\$72,763.13	\$76,412.92	\$80,221.94	\$84,239.15	\$88,452.34	\$92,873.73
K	\$65,781.99	\$69,076.60	\$72,505.93	\$76,131.22	\$79,940.24	\$83,957.46	\$88,158.40
L	\$62,609.85	\$65,732.99	\$69,027.60	\$72,469.19	\$76,082.24	\$79,891.25	\$83,896.23
M	\$59,694.92	\$62,695.59	\$65,818.73	\$69,113.34	\$72,567.17	\$76,192.47	\$80,001.47
N	\$57,171.91	\$60,037.85	\$63,026.27	\$66,186.16	\$69,493.02	\$72,971.34	\$76,621.14
O	\$54,746.88	\$57,478.10	\$60,356.29	\$63,356.96	\$66,529.09	\$69,872.69	\$73,363.27
P	\$52,628.04	\$55,261.28	\$58,029.24	\$60,919.68	\$63,969.34	\$67,178.21	\$70,546.31
Q	\$50,717.41	\$53,240.42	\$55,898.16	\$58,715.11	\$61,654.54	\$64,728.69	\$67,974.31
R	\$48,892.51	\$51,342.04	\$53,901.79	\$56,596.27	\$59,400.98	\$62,389.40	\$65,500.29

Board Approved: June 17, 2013

Title	Grade	Position	Designation	Title	Grade	Position	Designation
Accounting Manager - Accounts Payable	G	Classified	Supervisory	Director I, Child Development Center	L	Academic	Supervisory
Accounting Manager - Payroll	G	Classified	Supervisory	Director II, Child Development Center	J	Academic	Supervisory
Assistant Director, OC Small Business Development Center	L	Classified	Supervisory	Director, Academic Support	D	Classified	Supervisory
Assistant Dean, Criminal Justice Academy	F	Academic	Administrative	Director, ACT/Corporate Training	F	Classified	Supervisory
Assistant Dean, Fire Technology	F	Academic	Administrative	Director, Administrative Services	C	Classified	Administrative
Assistant Dean, Institutional Effectiveness & Assessment	F	Academic	Administrative	Director, Business & Career Technical Education	H	Classified	Supervisory
Assistant Dean, Student Services	E	Academic	Administrative	Director, Auxiliary Services	F	Classified	Supervisory
Assistant to the Executive Vice Chancellor	M	Classified	Confidential	Director, Center for International Trade Development	F	Classified	Supervisory
Assistant to the President	M	Classified	Confidential	Director, Center of Excellence	F	Classified	Supervisory
Assistant to the Vice Chancellor	M	Classified	Confidential	Director, College Advancement	G	Classified	Supervisory
Assistant Vice Chancellor, Educational Services	B	Classified	Administrative	Director, Communications & Publications	E	Classified	Supervisory
Assistant Vice Chancellor, Facility Planning & District Support Services	B	Classified	Administrative	Director, Community Relations & External Affairs	F	Classified	Supervisory
Assistant Vice Chancellor, Fiscal Services	B	Classified	Administrative	Director, Data Center Operations	D	Classified	Supervisory
Assistant Vice Chancellor, Human Resources	B	Academic	Administrative	Director, Digital Media Center	E	Classified	Supervisory
Assistant Vice Chancellor, Information Technologies Services	B	Classified	Administrative	Director, District Construction & Support Services	C	Classified	Administrative
Associate Dean, Admissions & Records	D	Academic	Administrative	Director, District Relations	G	Classified	Supervisory
Associate Dean, Disabled Student Programs & Services	E	Academic	Administrative	Director, District Safety/Security	G	Classified	Supervisory
Associate Dean, EOPS	E	Academic	Administrative	Director, Fire Education	H	Academic	Supervisory
Associate Dean, Exercise Science	D	Academic	Administrative	Director, Information Systems	D	Classified	Supervisory
Associate Dean, Financial Aid	E	Academic	Administrative	Director, Institutional Services	E	Classified	Administrative
Associate Dean, Fine & Performing Arts	D	Academic	Administrative	Director, National Hispanic Business Womens Assoc	L	Classified	Supervisory
Associate Dean, Fire Technology	D	Academic	Administrative	Director, Network & Communications	D	Classified	Supervisory
Associate Dean, Health Science & Nursing	D	Academic	Administrative	Director, Orange County Women's Business Center	F	Classified	Supervisory
Associate Dean, Information & Learning Resources	E	Academic	Administrative	Director, Programming & Operations	D	Classified	Supervisory
Associate Dean, Instructional & Student Services	D	Academic	Administrative	Director, Purchasing Services	F	Classified	Supervisory
Associate Dean, Student Development	D	Academic	Administrative	Director, Research	F	Classified	Supervisory
Associate Dean, Student Services	D	Academic	Administrative	Director, Small Business Development Center	E	Classified	Supervisory
Associate Dean, Student Support Services	E	Academic	Administrative	Director, Special Programs	H	Classified	Supervisory
Associate Director I, Child Development Center	Q	Academic	Supervisory	Director, Statewide Business/Entrepreneurship Initiative	E	Classified	Supervisory
Associate Director II, Child Development Center	O	Academic	Supervisory	Director, Workforce Education	C	Academic	Administrative
Associate Registrar	K	Classified	Supervisory	District Safety & Security Supervisor	M	Classified	Supervisory
Benefits Analyst	L	Classified	Confidential	Employment Services Manager	H	Classified	Supervisory
Bookstore Coordinator	L	Classified	Supervisory	Enrollment Reporting Manager	G	Classified	Supervisory
Bookstore Manager	J	Classified	Supervisory	Environmental Safety & Emergency Services Manager	L	Classified	Supervisory
Budget Analyst	K	Classified	Confidential	Executive Assistant to the Board of Trustees	K	Classified	Confidential
Business Programs and Services Manager	O	Classified	Supervisory	Executive Assistant to the Chancellor	J	Classified	Confidential
Chief Engineer/Broadcast Operations Manager	H	Classified	Supervisory	Executive Director, Child Development Services	E	Academic	Administrative
Construction Supervisor	I	Classified	Supervisory	Executive Director, Business Development	D	Classified	Supervisory
Contracts Manager	I	Classified	Supervisory	Executive Director, Public Affairs/Governmental Relations	C	Classified	Administrative
Custodial Supervisor	O	Classified	Supervisory	Family Services Manager	M	Academic	Supervisory
Dean, Business	B	Academic	Administrative	Human Resources Analyst	L	Classified	Confidential
Dean, Business & Career Technical Education	B	Academic	Administrative	Graphic Communications Manager	H	Classified	Supervisory
Dean, Career Education & Workforce Development	B	Academic	Administrative	Internal Auditor	H	Classified	Supervisory
Dean, Counseling	B	Academic	Administrative	Inventory, Delivery & Storage Supervisor	L	Classified	Supervisory
Dean, Counseling & Student Support Services	B	Academic	Administrative	Manager, Fiscal Services	E	Classified	Supervisory
Dean, Exercise Science, Health & Athletics	B	Academic	Administrative	Media Systems Manager	H	Classified	Supervisory
Dean, Fine & Performing Arts	B	Academic	Administrative	Facilities Manager	I	Classified	Supervisory
Dean, Human Services & Technology	B	Academic	Administrative	Project Manager	E	Classified	Supervisory
Dean, Humanities & Social Sciences	B	Academic	Administrative	Public Information Officer	I	Classified	Supervisory
Dean, Instruction & Student Services	B	Academic	Administrative	Publications Manager	H	Classified	Supervisory
Dean, Instructional Services	B	Academic	Administrative	Registrar	G	Classified	Supervisory
Dean, Instructional Services & Career Education	B	Academic	Administrative	Risk Manager	H	Classified	Supervisory
Dean, Mathematic & Science	B	Academic	Administrative	Vice President, Academic Affairs	A	Academic	Administrative
Dean, Science, Mathematics & Health Science	B	Academic	Administrative	Vice President, Administrative Services	A	Classified	Administrative
Dean, Special Services	B	Academic	Administrative	Vice President, Continuing Education	A	Academic	Administrative
Dean, Student Affairs	B	Academic	Administrative	Vice President, Student Services	A	Academic	Administrative
Director of Grants	F	Classified	Supervisory				

Revised: April 2, 2013

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT Attachment #3
2013/2014 ADMINISTRATOR/ACADEMIC SUPERVISOR STEP INCREASE LIST

NAME	TITLE	ASSIGNMENT	LOC	GRADE	STEP	SALARY
Bryant, Micki	Dean	Counseling Division	SAC	B	6	\$146,738.78
Carrera, Cheryl	Interim Dean	Science, Math & Health Sci	SAC	B	2	\$125,440.16
Castellon, Maria	Director I	SAC East & CEC Child Development Centers	DO	L	3	\$69,027.60
Collins, Michael	Vice President	Administrative Svcs	SAC	A	5	\$150,731.50
Dooley, Bennie	Dean	Business	SAC	B	3	\$130,461.69
Doughty, Corine	Dean	Business & Career Technical Education	SCC	B	3	\$130,461.69
Finch, John	Asst Dean	Criminal Justice	SAC	F	4	\$100,810.19
Gonzalez, Zeferina	Director I	SAC Early Childhood Education Center	DO	L	4	\$72,469.19
Hoffman, Simon	Dean	Human Svcs & Technology	SAC	B	7	\$152,617.64
Isais, Enriqueta	Director I	SAC Early Childhood Education Center	DO	L	4	\$72,469.19
Jaffray, Shelly	Dean	Humanities & Social Sci Div	SAC	B	5	\$141,092.63
Kennedy, James	Interim Vice President	Continuing Education	SAC	A	5	\$150,731.50
Kosko, Christine	Assoc Dean	Instructional & Student Services	SAC	D	3	\$112,567.90
Liang, Mark	Assoc Dean	Admissions & Records	SAC	D	4	\$117,062.79
Nashua, Loy	Assoc Dean	Student Development	SAC	D	5	\$121,753.62
Odum, Darryl	Director	District Construction & Support Svcs	DO	C	7	\$142,170.42
Pruznick, Jennifer	Assoc Director II	Early Head Start	DO	O	2	\$57,478.10
Rose, Linda	Vice President	Academic Affairs	SAC	A	4	\$144,950.62
Stringer, Martin	Dean	Mathematics & Sciences	SCC	B	5	\$141,092.63
Van, Connie	Assoc Director II	Early Head Start	DO	O	3	\$60,356.29
Voelcker, Aaron	Asst Dean	Institutional Effectiveness & Assessment	SCC	F	2	\$91,440.75
Wahl, Susan	Director I	SCC Child Development Center	DO	L	5	\$76,082.24

CLASSIFIED SUPERVISORY/CONFIDENTIAL						
EFFECTIVE JULY 1, 2013						
Note: A Management/Supervisory/Confidential employee must be employed or receive a promotion before January 1st of a fiscal year to receive a step increment on July 1st of the next fiscal year. (Reference, Section 4401 of the Board Policy)						
	NAME	Grade	STEP	PAY_RATE	New Step	New Rate
1	ALVANO, PATRICIA G.	K	6	83957.46	7	88158.4
2	ARTEAGA, ELIZABETH	L	4	72469.19	5	76082.24
3	BONETATI, THOMAS	J	2	72763.13	3	76412.92
4	CHAMORRO, GUSTAVO	E	4	108489.45	5	113902.9
5	COSSIO MUNIZ, RUTH	F	3	96009.13	4	100810.19
6	COVARUBIAS, DEISY	H	1	77319.25	2	81189.5
7	DUENAS, GABRIEL N.	O	4	63356.96	5 (7.5% GY)	71518.77
8	GERARD, DEBRA	J	4	80221.94	5	84239.15
9	HONDA, LINDA	L	3	69027.6	4	72469.19
10	JEFFERY, WILLIAM F.	J	6	88452.34	7	92873.73
11	LUCARELLI, Anita	K	4	76131.22	5	79940.24
12	MAUS, DONALD J.	H	6	98691.35	7	103627.14
13	NGUYEN, PHUONG T.	K	6	83957.46	7	88158.4
14	NGUYEN, TUYEN	G	1	81985.59	2	86088.54
15	OROPEZA, ALFONSO	D	5	121753.62	6	126615.93
16	OVIEDO, ALEX	I	6	93265.65	7	97919.75
17	RODRIGUEZ, JOSEPHINE M.	M	6	76192.47	7	80001.47
18	RODRIGUEZ, SERGIO A.	E	4	108489.45	5	113902.9
19	ROESSLER, MICHAEL	E	6	119610.29	7	125587.14
20	ROMERO, CHRISTINA R.	G	4	94906.83	5	99646.66
21	SANDOVAL, MARICELA	O	5	66529.09	6	69872.69
22	SANTOYO, SARAH	F	3	96009.13	4	100810.19
23	TRUONG, HUEY C.	G	6	104643.7	7	109873.44
24	WINTER, ALISTAIR	M	3	65818.73	4	69113.34
	Board Approved: June 17, 2013					

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and **Bennie Allen Dooley** (“Administrator”), on the other hand, hereby enter into this Educational Administrator Employment Agreement (“Agreement”) pursuant to sub-section “a” of Section 72411 of the *Education Code*. District and Administrator are referred to herein individually as “Party” and collectively as “Parties.”

2. **Position.** District hereby employs Administrator in the position of **Dean of Business Division** (“Position”). Administrator is an “academic employee” as defined in sub-section “a” of Section 87001 of the *Education Code*, is an “educational administrator” as defined in sub-section “b” of Section 87002 of the *Education Code*, and is a “management employee” as defined in sub-section “g” of Section 3540.1 of the *Government Code*.

3. **Term.** District agrees to employ Administrator, and Administrator agrees to serve in the Position, for the period commencing July 1, 2013 and ending June 30, 2015. If, prior to June 30 of any other year other than the last year of this Agreement the District does not send or deliver a written notice to Administrator that this Agreement shall not be extended for an additional year, then this Agreement automatically shall be extended for one more year. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement. If notice of non-reemployment is not given by the District at least six (6) months in advance of the date of termination of this Agreement, then the Agreement shall be extended for one (1) additional year pursuant to Education Code Section 72411(c).

4. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are incorporated into this Agreement.

5. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job description for the Position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or any supervising administrators. Administrator is expected to devote full efforts and energies to the Position. At any time during the term of this Agreement, the Board of Trustees may adopt or amend the job description for the Position. Administrator may undertake outside professional activities, including consulting, speaking, and writing, either with or without compensation, provided that such activities do not impair the effectiveness of Administrator or interfere with Administrator’s duties. In those cases in which Administrator engages in outside professional activities which generate compensation for services provided, Administrator shall utilize vacation days.

6. **Transfer, Reassignment, or Title Change.** The Chancellor, with the approval of the Board of Trustees, may transfer or reassign Administrator to any position within the District for which Administrator is qualified, and may change the title of the Position, during the term of this Agreement, but there shall be no loss of compensation by Administrator due to such discretionary transfer, reassignment, or title change.

7. **Salary.** District shall pay an annual salary to Administrator in the amount of **\$130,461.39** per academic year (July 1 through June 30), pro-rated if less than a full academic year, paid on a monthly basis. District reserves the right to increase the salary of Administrator during the term of this Agreement, but any such increase shall not be construed as an indication that this Agreement will be renewed or extended. Administrator agrees that District also reserves the right to decrease the salary of Administrator during the term of this Agreement as long as such decrease, on a percentage basis, is no more than what is implemented on a general basis for regular, full-time faculty of the District. Administrator is an exempt employee and is not eligible for overtime pay or compensatory time off.

8. **Work Year.** Administrator is a full-time employee of the District with a work year of 12 months per year. Administrator is entitled to be absent during District-designated holidays.

9. **Health and Welfare Benefits.** District shall provide Administrator with the same health and welfare benefits as currently approved or as subsequently modified by the Board of Trustees for all District administrators.

10. **Vacation.** Administrator shall accrue two and one-quarter vacation days for each month of service. Administrator may not accumulate more than 54 days of unused vacation as of July 1 of any academic year.

11. **Leaves.** Administrator shall be entitled to leaves of absence as provided by law or Board Policy, as may be amended from time-to-time.

12. **Teaching Assignments.** Subject to Board approval, and presuming that Administrator meets minimum qualifications, Administrator may serve as an instructor in no more than one class per semester for additional compensation, provided that such teaching does not impair Administrator's service in the Position.

13. **Professional Meetings and Activities.** Prior approval by the Chancellor shall be obtained for Administrator to attend any meeting or activity related to Administrator's employment in the Position. The reasonable and necessary expenses of attendance by Administrator at such a meeting or activity shall be paid by District only if approved by the Chancellor and the Board of Trustees.

14. **Evaluation.** Administrator shall be evaluated in writing at any time by Administrator's immediate supervisor, pursuant to Board Policy and procedures, utilizing established goals and objectives, self-assessments, the job description for the Position, and input from other employees.

15. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California

in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Section 87458 of the *Education Code*. Administrator has the responsibility to present the necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

16. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 20 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement.

17. **Dismissal or Imposition of Penalties During the Term of this Agreement.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be dishonesty, insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, persistent or serious violation of law or of Board Policy or procedures, or any material and substantial breach of this Agreement. Administrator shall be entitled to due process protections as required by law.

18. **Dismissal or Imposition of Penalties During the Term of this Agreement If Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

19. **Resignation.** Administrator may resign from District employment at any time during the term of this Agreement upon 90 days prior written notice to the Board of Trustees, or upon a shorter period of time as may be approved by the Board of Trustees.

20. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 17 or 18 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18. Any cash settlement shall not include any other non-cash items except health benefits which may be continued for the same duration of time as covered in the settlement or until Administrator finds other employment, whichever comes first. If the unexpired term is greater than 18 months, then the maximum time for continued health benefits paid for by District shall be 18 months.

21. **Medical Examination.** Upon request of the Board of Trustees or the Chancellor, Administrator agrees to undergo a comprehensive physical and/or psychiatric examination to determine if Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position. The costs of any such examination shall be paid for by District. A confidential written report regarding any such examination shall be filed with the

Board of Trustees or the Chancellor indicating whether Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position.

22. **Severability.** If any provision of this Agreement is ruled to be contrary to law, all other provisions of this Agreement shall continue to remain in full force and effect.

23. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

24. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

25. **Mandatory Mediation and Arbitration.** Except as otherwise prohibited by law, the Parties agree that any dispute, claim, or controversy arising out of the Parties' employment relationship, including, but not limited to, alleged violations of federal, state, or local statutes, including those prohibiting harassment and discrimination, and any other claims, including alleged violations of any provisions of the *Education Code*, which cannot be resolved through informal and confidential discussions, shall be submitted to mediation, and if mediation if unsuccessful, to binding arbitration before a neutral Arbitrator. The mediator and any necessary Arbitrator shall be selected through Judicial Arbitration & Mediation Services/Endispute (JAMS). Attachment "A" to this Agreement sets forth the procedures to be utilized and is hereby incorporated by reference into this Agreement as if fully set forth within. The Parties agree that they have carefully read Attachment "A," knowingly agree to all of its contents, and knowingly agree to the covenant to mediate and arbitrate all employment disputes contained in Attachment "A".

26. **Ratification.** The Parties agree that this Agreement is not binding or enforceable unless and until it is duly ratified by the Board of Trustees.

The Parties have duly executed this Agreement on the dates indicated below.

For District

Date

Administrator

Date

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and **Martin Stringer** (“Administrator”), on the other hand, hereby enter into this Educational Administrator Employment Agreement (“Agreement”) pursuant to sub-section “a” of Section 72411 of the *Education Code*. District and Administrator are referred to herein individually as “Party” and collectively as “Parties.”
2. **Position.** District hereby employs Administrator in the position of **Dean, Mathematics and Science Division** (“Position”). Administrator is an “academic employee” as defined in sub-section “a” of Section 87001 of the *Education Code*, is an “educational administrator” as defined in sub-section “b” of Section 87002 of the *Education Code*, and is a “management employee” as defined in sub-section “g” of Section 3540.1 of the *Government Code*.
3. **Term.** District agrees to employ Administrator, and Administrator agrees to serve in the Position, for the period commencing **May 28, 2013** and ending **June 30, 2015**. If, prior to June 30 of any other year other than the last year of this Agreement the District does not send or deliver a written notice to Administrator that this Agreement shall not be extended for an additional year, then this Agreement automatically shall be extended for one more year. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement. If notice of non-reemployment is not given by the District at least six (6) months in advance of the date of termination of this Agreement, then the Agreement shall be extended for one (1) additional year pursuant to Education Code Section 72411(c).
4. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are incorporated into this Agreement.
5. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job description for the Position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or any supervising administrators. Administrator is expected to devote full efforts and energies to the Position. At any time during the term of this Agreement, the Board of Trustees may adopt or amend the job description for the Position. Administrator may undertake outside professional activities, including consulting, speaking, and writing, either with or without compensation, provided that such activities do not impair the effectiveness of Administrator or interfere with Administrator’s duties. In those cases in which Administrator engages in outside professional activities which generate compensation for services provided, Administrator shall utilize vacation days.

6. **Transfer, Reassignment, or Title Change.** The Chancellor, with the approval of the Board of Trustees, may transfer or reassign Administrator to any position within the District for which Administrator is qualified, and may change the title of the Position, during the term of this Agreement, but there shall be no loss of compensation by Administrator due to such discretionary transfer, reassignment, or title change.

7. **Salary.** District shall pay an annual salary to Administrator in the amount of **\$135,666.93** per academic year (July 1 through June 30), pro-rated if less than a full academic year, paid on a monthly basis. District reserves the right to increase the salary of Administrator during the term of this Agreement, but any such increase shall not be construed as an indication that this Agreement will be renewed or extended. Administrator agrees that District also reserves the right to decrease the salary of Administrator during the term of this Agreement as long as such decrease, on a percentage basis, is no more than what is implemented on a general basis for regular, full-time faculty of the District. Administrator is an exempt employee and is not eligible for overtime pay or compensatory time off.

8. **Work Year.** Administrator is a full-time employee of the District with a work year of 12 months per year. Administrator is entitled to be absent during District-designated holidays.

9. **Health and Welfare Benefits.** District shall provide Administrator with the same health and welfare benefits as currently approved or as subsequently modified by the Board of Trustees for all District administrators.

10. **Vacation.** Administrator shall accrue two and one-quarter vacation days for each month of service. Administrator may not accumulate more than 54 days of unused vacation as of July 1 of any academic year.

11. **Leaves.** Administrator shall be entitled to leaves of absence as provided by law or Board Policy, as may be amended from time-to-time.

12. **Teaching Assignments.** Subject to Board approval, and presuming that Administrator meets minimum qualifications, Administrator may serve as an instructor in no more than one class per semester for additional compensation, provided that such teaching does not impair Administrator's service in the Position.

13. **Professional Meetings and Activities.** Prior approval by the Chancellor shall be obtained for Administrator to attend any meeting or activity related to Administrator's employment in the Position. The reasonable and necessary expenses of attendance by Administrator at such a meeting or activity shall be paid by District only if approved by the Chancellor and the Board of Trustees.

14. **Evaluation.** Administrator shall be evaluated in writing at any time by Administrator's immediate supervisor, pursuant to Board Policy and procedures, utilizing established goals and objectives, self-assessments, the job description for the Position, and input from other employees.

15. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California

in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Section 87458 of the *Education Code*. Administrator has the responsibility to present the necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

16. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 20 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement.

17. **Dismissal or Imposition of Penalties During the Term of this Agreement.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be dishonesty, insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, persistent or serious violation of law or of Board Policy or procedures, or any material and substantial breach of this Agreement. Administrator shall be entitled to due process protections as required by law.

18. **Dismissal or Imposition of Penalties During the Term of this Agreement If Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

19. **Resignation.** Administrator may resign from District employment at any time during the term of this Agreement upon 90 days prior written notice to the Board of Trustees, or upon a shorter period of time as may be approved by the Board of Trustees.

20. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 17 or 18 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18. Any cash settlement shall not include any other non-cash items except health benefits which may be continued for the same duration of time as covered in the settlement or until Administrator finds other employment, whichever comes first. If the unexpired term is greater than 18 months, then the maximum time for continued health benefits paid for by District shall be 18 months.

21. **Medical Examination.** Upon request of the Board of Trustees or the Chancellor, Administrator agrees to undergo a comprehensive physical and/or psychiatric examination to determine if Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position. The costs of any such examination shall be paid for by District. A confidential written report regarding any such examination shall be filed with the

Board of Trustees or the Chancellor indicating whether Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position.

22. **Severability.** If any provision of this Agreement is ruled to be contrary to law, all other provisions of this Agreement shall continue to remain in full force and effect.

23. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

24. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

25. **Mandatory Mediation and Arbitration.** Except as otherwise prohibited by law, the Parties agree that any dispute, claim, or controversy arising out of the Parties' employment relationship, including, but not limited to, alleged violations of federal, state, or local statutes, including those prohibiting harassment and discrimination, and any other claims, including alleged violations of any provisions of the *Education Code*, which cannot be resolved through informal and confidential discussions, shall be submitted to mediation, and if mediation if unsuccessful, to binding arbitration before a neutral Arbitrator. The mediator and any necessary Arbitrator shall be selected through Judicial Arbitration & Mediation Services/Endispute (JAMS). Attachment "A" to this Agreement sets forth the procedures to be utilized and is hereby incorporated by reference into this Agreement as if fully set forth within. The Parties agree that they have carefully read Attachment "A," knowingly agree to all of its contents, and knowingly agree to the covenant to mediate and arbitrate all employment disputes contained in Attachment "A".

26. **Ratification.** The Parties agree that this Agreement is not binding or enforceable unless and until it is duly ratified by the Board of Trustees.

The Parties have duly executed this Agreement on the dates indicated below.

For District

Date

Administrator

Date

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2013/2014 INTERIM FARSCCD SALARY SCHEDULE
175 Day Contract Faculty
 EFFECTIVE JULY 1, 2013

Attachment #7

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$52,727.05	\$56,650.90	\$59,249.63	\$61,847.35	\$64,445.07	\$67,042.79	\$69,751.61
4	\$55,159.13	\$59,082.98	\$61,683.73	\$64,277.41	\$66,877.15	\$69,463.76	\$72,175.61
5	\$57,582.12	\$61,513.04	\$64,108.74	\$66,709.49	\$69,294.08	\$71,895.84	\$74,606.68
6	\$60,011.17	\$63,941.08	\$66,537.79	\$69,131.47	\$71,728.18	\$74,326.91	\$77,034.72
7	\$62,437.19	\$66,370.13	\$68,970.88	\$71,573.65	\$74,161.27	\$76,761.01	\$79,462.76
8	\$64,869.27	\$68,795.14	\$71,395.89	\$73,988.56	\$76,588.30	\$79,188.04	\$81,890.80
9	\$67,299.33	\$71,228.23	\$73,832.01	\$76,418.62	\$79,020.38	\$81,612.04	\$84,317.83
10	\$69,728.38	\$73,660.31	\$76,257.02	\$78,846.66	\$81,445.39	\$84,041.09	\$86,747.89
11	\$72,157.43	\$76,088.35	\$78,679.00	\$81,280.76	\$83,876.46	\$86,471.15	\$89,178.96
12	\$74,587.49	\$78,518.41	\$81,112.09	\$83,706.78	\$86,299.45	\$88,899.19	\$91,605.99
13		\$80,945.44	\$83,539.12	\$86,138.86	\$88,734.56	\$91,330.26	\$94,035.04
14		\$83,374.49	\$85,969.18	\$88,567.91	\$91,164.62	\$93,762.34	\$96,465.10
15		\$85,803.54	\$88,399.24	\$90,998.98	\$93,591.65	\$96,189.37	\$98,893.14
16				\$93,429.04	\$96,017.67	\$98,617.41	\$101,322.19
A						\$101,043.43	\$103,750.23
B						\$103,475.51	\$106,178.27
C						\$105,905.57	\$108,607.32

CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES

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

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

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2013/2014 INTERIM FARSCCD SALARY SCHEDULE
175 Day Contract Faculty
EFFECTIVE JULY 1, 2013

Attachment #7

- CLASS IV**
- a) Master's degree plus 30 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 64 approved semester units including a master's degree
 - c) Vocational placement - appropriate minimum qualifications plus one of the following:
 - 1. Bachelor's degree plus nine years approved work experience credit
 - 2. Completion of 15 approved semester units after initial placement on Class III
- CLASS V**
- a) Master's degree plus 45 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 79 approved semester units including a master's degree
 - c) Vocational placement - appropriate minimum qualifications plus one of the following:
 - 1. Bachelor's degree plus 45 approved semester units plus nine years approved work experience credit
 - 2. Master's degree plus nine years approved work experience credit
 - 3. Completion of 15 approved semester units after initial placement on Class IV
- CLASS VI**
- a) Master's degree plus 60 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 94 approved semester units including a master's degree
 - c) Vocational placement - appropriate minimum qualifications plus one of the following:
 - 1. Master's degree plus 15 approved semester units plus nine years
 - 2. Completion of 15 approved semester units or nine years approved work experience credit after placement on Class V
- CLASS VII**
- a) Doctorate degree

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2013/2014 INTERIM FARSCCD SALARY SCHEDULE
192 Day Contract Faculty
 EFFECTIVE JULY 1, 2013

Attachment #8

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$57,849.77	\$62,154.39	\$65,005.62	\$67,855.84	\$70,706.06	\$73,556.28	\$76,527.70
4	\$60,518.19	\$64,822.81	\$67,676.06	\$70,522.24	\$73,374.48	\$76,212.58	\$79,187.03
5	\$63,176.51	\$67,489.21	\$70,337.41	\$73,190.66	\$76,025.73	\$78,881.00	\$81,854.44
6	\$65,840.89	\$70,152.58	\$73,001.79	\$75,847.97	\$78,696.17	\$81,547.40	\$84,518.82
7	\$68,503.25	\$72,817.97	\$75,671.22	\$78,527.50	\$81,365.60	\$84,217.84	\$87,182.19
8	\$71,171.67	\$75,478.31	\$78,331.56	\$81,176.73	\$84,028.97	\$86,881.21	\$89,846.57
9	\$73,837.06	\$78,147.74	\$81,005.03	\$83,843.13	\$86,697.39	\$89,540.54	\$92,508.93
10	\$76,502.45	\$80,816.16	\$83,665.37	\$86,506.50	\$89,357.73	\$92,205.93	\$95,175.33
11	\$79,167.84	\$83,480.54	\$86,322.68	\$89,176.94	\$92,025.14	\$94,871.32	\$97,842.74
12	\$81,833.23	\$86,145.93	\$88,992.11	\$91,839.30	\$94,683.46	\$97,535.70	\$100,505.10
13		\$88,809.30	\$91,654.47	\$94,506.71	\$97,354.91	\$100,203.11	\$103,170.49
14		\$91,474.69	\$94,320.87	\$97,172.10	\$100,021.31	\$102,871.53	\$105,836.89
15		\$94,139.07	\$96,987.27	\$99,839.51	\$102,683.67	\$105,533.89	\$108,500.26
16				\$102,505.91	\$105,346.03	\$108,198.27	\$111,165.65
A						\$110,859.62	\$113,829.02
B						\$113,528.04	\$116,493.40
C						\$116,194.44	\$119,157.78

CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES

- CLASS I**
- a) Bachelor's degree
 - b) Vocational placement - appropriate minimum qualifications
- CLASS II**
- a) Master's degree
 - b) Bachelor's degree plus 45 approved semester units earned after award of the degree
 - c) Vocational placement - appropriate minimum qualifications plus one of the following:
 - 1. Associate degree or 65 approved semester units plus six years approved work experience credit
 - 2. Bachelor's degree plus three years approved work experience credit
- CLASS III**
- a) Master's degree plus 15 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 49 approved semester units including a master's degree
 - c) Vocational placement - appropriate minimum qualifications plus one of the following:
 - 1. Associate degree plus 30 approved semester units, or 95 approved semester units plus nine years approved work experience credit
 - 2. Bachelor's degree plus six years approved work experience credit
 - 3. Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2013/2014 INTERIM FARSCCD SALARY SCHEDULE
192 Day Contract Faculty
EFFECTIVE JULY 1, 2013

Attachment #8

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

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

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

- CLASS VII**
- a) Doctorate degree

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2013/2014 INTERIM FARSCCD SALARY SCHEDULE
225 Day Contract Faculty
 EFFECTIVE JULY 1 , 2013

Attachment #9

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$67,792.21	\$72,837.16	\$76,178.24	\$79,518.31	\$82,858.38	\$86,198.45	\$89,680.93
4	\$70,919.17	\$75,964.12	\$79,308.23	\$82,643.25	\$85,985.34	\$89,311.27	\$92,797.79
5	\$74,035.02	\$79,089.06	\$82,426.10	\$85,770.21	\$89,093.11	\$92,438.23	\$95,923.74
6	\$77,157.94	\$82,209.96	\$85,549.02	\$88,884.04	\$92,222.09	\$95,563.17	\$99,044.64
7	\$80,276.82	\$85,333.89	\$88,676.99	\$92,024.13	\$95,351.07	\$98,693.16	\$102,166.55
8	\$83,403.78	\$88,451.76	\$91,794.86	\$95,128.87	\$98,470.96	\$101,814.06	\$105,288.46
9	\$86,527.71	\$91,579.73	\$94,926.87	\$98,252.80	\$101,597.92	\$104,929.91	\$108,409.36
10	\$89,651.64	\$94,706.69	\$98,044.74	\$101,374.71	\$104,715.79	\$108,052.83	\$111,533.29
11	\$92,774.56	\$97,828.60	\$101,159.58	\$104,504.70	\$107,841.74	\$111,177.77	\$114,659.24
12	\$95,898.49	\$100,952.53	\$104,287.55	\$107,623.58	\$110,956.58	\$114,299.68	\$117,779.13
13		\$104,073.43	\$107,407.44	\$110,750.54	\$114,087.58	\$117,424.62	\$120,903.06
14		\$107,196.35	\$110,532.38	\$113,873.46	\$117,212.52	\$120,551.58	\$124,026.99
15		\$110,319.27	\$113,656.31	\$116,999.41	\$120,332.41	\$123,712.88	\$127,148.90
16				\$120,123.34	\$123,451.29	\$126,794.39	\$130,271.82
A						\$129,913.27	\$133,393.73
B						\$133,040.23	\$136,515.64
C						\$136,165.17	\$139,638.56

CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES

- CLASS I**
- a) Bachelor's degree
 - b) Vocational placement - appropriate minimum qualifications
- CLASS II**
- a) Master's degree
 - b) Bachelor's degree plus 45 approved semester units earned after award of the degree
 - c) Vocational placement - appropriate minimum qualifications plus one of the following:
 - 1. Associate degree or 65 approved semester units plus six years approved work experience credit
 - 2. Bachelor's degree plus three years approved work experience credit
- CLASS III**
- a) Master's degree plus 15 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 49 approved semester units including a master's degree
 - c) Vocational placement - appropriate minimum qualifications plus one of the following:
 - 1. Associate degree plus 30 approved semester units, or 95 approved semester units plus nine years approved work experience credit
 - 2. Bachelor's degree plus six years approved work experience credit
 - 3. Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2013/2014 INTERIM FARSCCD SALARY SCHEDULE
225 Day Contract Faculty
EFFECTIVE JULY 1 , 2013

Attachment #9

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

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

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

- CLASS VII**
- a) Doctorate degree

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2013/2014 INTERIM FARSCCD SUMMER SALARY SCHEDULE "A"
 EFFECTIVE JUNE 3, 2014

TEACHING		(Multiply by 18 for LHE rate.)						
STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII	
1								
2								
3	\$73.24	\$78.68	\$82.29	\$85.90	\$89.51	\$93.11	\$96.88	
4	\$76.61	\$82.06	\$85.67	\$89.27	\$92.89	\$96.48	\$100.24	
5	\$79.97	\$85.44	\$89.04	\$92.65	\$96.24	\$99.86	\$103.62	

LAB/COUNSELOR/LIBRARIAN/ NURSING		(equivalent to 0.85 of a lecture hour)						
STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII	
1								
2								
3	\$62.25	\$66.88	\$69.95	\$73.01	\$76.08	\$79.14	\$82.35	
4	\$65.11	\$69.75	\$72.82	\$75.88	\$78.96	\$82.01	\$85.20	
5	\$67.97	\$72.62	\$75.69	\$78.75	\$81.81	\$84.88	\$88.07	

NON-TEACHING		(equivalent to 0.5 of a lecture hour)						
STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII	
1								
2								
3	\$36.62	\$39.34	\$41.15	\$42.96	\$44.75	\$46.56	\$48.44	
4	\$38.31	\$41.04	\$42.83	\$44.64	\$46.45	\$48.24	\$50.13	
5	\$39.99	\$42.72	\$44.52	\$46.33	\$48.13	\$49.93	\$51.81	

Schedule A applies to all academic college credit employees who were employed on contract during the preceding academic year. Compensation for health services faculty, counselors, librarians, and laboratory assignments will be computed at .085 of a lecture hour.

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

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

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2013/2014 INTERIM FARSCCD SUMMER SALARY SCHEDULE "C"
NON-CREDIT CONTINUING EDUCATION PROGRAM FACULTY
 EFFECTIVE JULY 1, 2014

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$82.39	\$88.52	\$92.58	\$96.64	\$100.70	\$104.75	\$108.99
4	\$86.19	\$92.32	\$96.38	\$100.43	\$104.50	\$108.54	\$112.77
5	\$89.97	\$96.11	\$100.17	\$104.23	\$108.27	\$112.34	\$116.57

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

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

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

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
INTERIM 2013/2014 FARSCCD SALARY SCHEDULE "B"
PART-TIME/BEYOND CONTRACT (Overload)
 EFFECTIVE July 1, 2013

Attachment #12

	Column I	Column II	Column III
TEACHING	(Lecture Hour Equivalent [LHE] = 18 times the hourly rate)		
STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15
1			
2			
3	\$52.80	\$55.44	\$58.21
4	\$55.44	\$58.21	\$61.12
LAB/COUNSELING/LIBRARIAN/ NURSING	(equivalent to 0.85 of a lecture hour)		
STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15
1			
2			
3	\$44.88	\$47.12	49.48
4	\$47.12	\$49.48	51.95
NON-TEACHING	(equivalent to 0.5 of a lecture hour)		
STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15
1			
2			
3	\$26.40	\$27.72	\$29.11
4	\$27.72	\$29.11	\$30.56

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

The hourly pay rate for **part-time psychologists** who are college counselors assigned specifically to provide psychological services through the Health Centers will be **\$71.44**.

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2013/2014 INTERIM CEFA
PART-TIME, TEMPORARY, HOURLY SALARY SCHEDULE
EFFECTIVE JULY 1, 2013

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.

Rancho Santiago Community College District
2013/2014 INTERIM CSEA 888
TEACHER'S ASSOCIATION SALARY SCHEDULE
Effective July 1, 2013

TEACHER

STEP	ASSOCIATE			
	TEACHER	PERMIT	AA	BA
1	\$22,713.94	\$29,701.51	\$31,188.42	\$32,747.79
2	\$23,426.27	\$30,474.05	\$31,958.92	\$33,518.29
3	\$24,138.60	\$31,246.59	\$32,732.48	\$34,291.85
4	\$24,848.88	\$32,020.15	\$33,504.00	\$35,063.37
5	\$25,562.24	\$32,790.65	\$34,275.52	\$35,835.91
6	\$26,274.57	\$33,564.21	\$35,049.08	\$36,608.45
7	\$26,984.85	\$34,336.75	\$35,820.60	\$37,380.99
8	\$27,698.20	\$35,108.27	\$36,594.16	\$38,153.53
9	\$28,408.49	\$35,880.81	\$37,366.66	\$38,925.06
10	\$29,120.82	\$36,652.33	\$38,137.21	\$39,697.60
11	\$29,831.11	\$37,425.90	\$38,911.79	\$40,470.14
12	\$30,544.46	\$38,197.42	\$39,683.31	\$41,240.64

MASTER TEACHER

STEP	MASTER TEACHER		
	AA	BA	MA
1	\$36,090.02	\$37,894.32	\$39,790.46
2	\$36,896.24	\$38,700.54	\$40,593.62
3	\$37,701.44	\$39,506.76	\$41,399.84
4	\$38,506.64	\$40,311.96	\$42,206.06
5	\$39,313.88	\$41,118.17	\$43,013.30
6	\$40,120.10	\$41,924.39	\$43,818.50
7	\$40,925.29	\$42,729.59	\$44,624.72
8	\$41,730.49	\$43,533.77	\$45,430.93
9	\$42,536.71	\$44,342.03	\$46,236.13
10	\$43,341.91	\$45,148.25	\$47,042.35
11	\$44,150.17	\$45,953.45	\$47,848.57
12	\$44,957.41	\$46,759.66	\$48,652.75

The annual rate will be paid in 12 equal monthly payments. A \$300/month stipend will be paid to the employee who serves in the capacity of Assistant Director. A \$500/month stipend will be paid to the employee who serves in the capacity of Site Supervisor.

Rancho Santiago Community College District
2013/2014 INTERIM CHILD DEVELOPMENT CENTER
TEACHER'S ASSOCIATION HOURLY SALARY SCHEDULE
Effective July 1, 2013

TEACHER

STEP	ASSOCIATE TEACHER	PERMIT	AA	BA
1	\$13.72	\$17.94	\$18.84	\$19.78
2	\$14.14	\$18.40	\$19.30	\$20.24
3	\$14.57	\$18.87	\$19.77	\$20.71
4	\$15.00	\$19.34	\$20.24	\$21.18
5	\$15.44	\$19.80	\$20.70	\$21.65
6	\$15.87	\$20.27	\$21.17	\$22.10
7	\$16.30	\$20.74	\$21.64	\$22.57
8	\$16.73	\$21.20	\$22.09	\$23.04
9	\$17.16	\$21.67	\$22.56	\$23.50
10	\$17.58	\$22.14	\$23.03	\$23.97
11	\$18.01	\$22.60	\$23.50	\$24.44
12	\$18.44	\$23.06	\$23.96	\$24.90

MASTER TEACHER

STEP	AA	BA	MA
1	\$21.80	\$22.88	\$24.03
2	\$22.28	\$23.37	\$24.51
3	\$22.77	\$23.86	\$25.00
4	\$23.26	\$24.34	\$25.48
5	\$23.74	\$24.83	\$25.97
6	\$24.23	\$25.32	\$26.46
7	\$24.72	\$25.80	\$26.95
8	\$25.20	\$26.29	\$27.43
9	\$25.69	\$26.78	\$27.92
10	\$26.18	\$27.27	\$28.41
11	\$26.66	\$27.75	\$28.89
12	\$27.15	\$28.24	\$29.38

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
CLASSIFIED
JUNE 17, 2013

CLASSIFIED

2013-2014 CSEA Interim Salary Schedule Attachment #1

2013/2014 Miscellaneous Salary Schedule Attachment #2

2013/2014 CSEA Step Increases Attachment #3

Revised Job Description Attachment #4

Student Services Coordinator Grade 15

New Appointment

Hsieh, Larry Effective: June 24, 2013
 Network Specialist II (CL13-0407) Grade 17, Step 5 \$71,648.60
 ITS/ SCC

Wickman, Annette Effective: May 28, 2013
 Applications Specialist III/ ITS Grade 19, Step 1 \$66,651.67

Professional Growth Increments

Banh, Huong Effective: July 1, 2013
 Instructional Coordinator-Analyst/ SAC Grade 13, Step 6 + 2.5%L + 2PG
\$62,651.78

Chen, Rosa Effective: July 1, 2013
 Applications Specialist III/ ITS Grade 19, Step 6 + 1PG \$85,633.23

Garcia, Andrea Effective: July 1, 2013
 Financial Aid Coordinator/ SCC Grade 15, Step 3 + 3PG \$59,296.53

Gonzalez, Rosie Effective: July 1, 2013
 Sr. EOPS Specialist/ Student Services/
 SCC Grade 10, Step 6 + 6PG \$54,954.42

Langelier, Sonya Effective: July 1, 2013
 Financial Aid Analyst/ SCC Grade 11, Step 6 + 3PG \$55,793.71

Professional Growth Increments cont'd

Phillips, Denise
Library Tech II/ SAC

Effective: July 1, 2013
Grade 12, Step 6 + 7.5%L + 5PG
\$63,946.64

Rivera, Karen
Financial Aid Technician/ SAC

Effective: July 1, 2013
Grade 8, Step 2 + 1PG \$39,753.63

Out of Class Assignment

Casares, Diana
Student Services Coordinator/ Student
Services/ SCC

Effective: 07/01/13 – 06/30/14
Grade 15, Step 6 + 2.5%L + 5PG
\$67,830.06

Davis, Stuart
Director, Information Systems/ ITS

Effective: 07/01/13 – 06/30/14
Grade D, Step 1 \$104,068.06
Supervisory

Ediss, Michael
Skilled Maintenance Worker/ Admin.
Services/ SAC

Effective: 05/14/13 – 06/30/13
Grade 11, Step 1 + 6PG \$45,511.51

Johnson, Douglas
Dir. Information Systems/ ITS

Effective: 07/01/13 – 06/30/14
Grade D, Step 3 \$112,567.90
Supervisory

McAdam, Justin
Gardener Utility Worker/ Admin. Services/
SAC

Effective: 05/04/13 – 06/30/13
Grade 8, Step 1 \$37,367.50

Palomares, Maria
Sr. Custodian Utility Worker/ Admin.
Services/ SAC

Effective: 05/04/13 – 06/30/13
Grade 7, Step 5 \$43,724.02

Prajapati, Jitesh
Financial Aid Analyst/ SCC

Effective: 07/01/13 – 06/30/14
Grade 11, Step 2 + 1PG \$45,130.34

Villasenor, Francisco
Accountant/Resource Dev./ District

Effective: 07/01/13 – 06/30/14
Grade 13, Step 4 + 2.5%Bil + 1PG
\$56,402.14

Change in Position

Nguyen, Huy	Effective: June 4, 2013
From: Technology Specialist II	Grade 17, Step 5 + 2.5%L + 6PG
To: Network Specialist II (CL13-0406)	\$76,439.82
ITS/SAC	

Voluntary Furlough

Durdella, Diane	Effective: 07/01/13 – 06/30/14
Administrative Secretary/ Counseling/ SCC	Grade 12, Step 6 + 2.5L @ 85% VF
	\$49,800.36

Gonzalez, Araceli	Effective: 06/10/13 – 06/30/13
General Office Clerk/ School of	Grade 3, Step 5 + 1PG @ 80%VF
Continuing Education/SAC	\$29,463.18
	Effective: 07/01/13 – 08/08/13
	Grade 3, Step 6 + 1PG @ 80% VF
	\$30,923.10

Hurtado, Alejandra	Effective: 06/10/13 – 08/09/13
Financial Aid Analyst/ SAC	Grade 11, Step 6 + 2.5%L + 6PG
	@ 95% VF \$55,118.50

Restivo, Julie	Effective: 07/01/13 – 06/30/14
Executive Secretary/ Student Services/	Grade 14, Step 6 + 7.5%L @ 90% VF
SCC	\$61,345.26

Selby, Nadine	Effective: 06/10/13 – 08/09/13
Admissions/Records Spec. III/ SCC	Grade 10, Step 6 + 2.5%L + 5PG
	@ 80% VF \$45,102.63

Leave of Absence

Figueroa, Claudia	Effective: 05/15/13 – 06/26/13
Administrative Clerk/ SBDC/ District	Reason: FMLA

Krzeminski, Ian	Effective: 05/13/13 – 05/17/13
Senior Clerk/ DSPS/ SAC	05/27/13 – 06/07/13
	06/24/13 – 06/28/13
	Reason: Non Work Days
	11 Month Contract

Leave of Absence cont'd

Saldana, Maria
Library Clerk/ SAC

Effective: 07/01/13 – 08/16/13
06/16/14 – 06/27/14
Reason: Non Work Days
10 Month Contract @ 75% FTE

CLASSIFIED HOURLY

Temporary to Hourly On Going

Alvarado, Delmis
Student Services Specialist (CL13-0393)
Scholarship/ SAC

Effective: June 3, 2013
Grade 10, Step A \$19.49/Hour
19 Hours/Week 11 Month Contract

Lagunes, Leonila
Instructional Assistant (CL13-0389)
Math & Science/ SCC

Effective: June 17, 2013
Grade 5, Step A \$15.96/Hour
Up to 19 Hours/Week School Session

Professional Growth Increment

Nguyen, Jimmy
Administrative Clerk/ Academic Affairs/
SCC

Effective: July 1, 2013
Grade 10, Step A + 2.5%L + 6PG(1500)
\$19.98/Hour + \$125.00/Mo. PG

Correct Salary Placement

Campos, Griselda
From: Data Entry Clerk/Child Dev. Serv.
To: Intermediate Clerk (Reorg 767)
School of Continuing Education/SAC

Effective: May 13, 2013
19 Hours/Week 12 Months/Year
Grade 5, Step A + 2.5%Bil + 2.5%L + 4PG
\$16.76/Hour + \$83.33/Mo. PG

Leave of Absence

Alvarado, Delmis
Student Services Specialist/Scholarship/
SAC

Effective: 06/12/13 – 06/29/13
Reason: Unpaid Leave of Absence
Personal

Leave of Absence cont'd

Bellis, Barbara
Library Tech I/ SCC
Effective: 08/12/13 – 08/16/13
10/21/13 – 10/25/13
11/25/13 – 11/29/13
12/23/13 – 01/10/14
03/24/14 – 03/28/14
05/26/14 – 06/06/14
Reason: Non Work Days
10 Month Contract

Leung, Sharon
Intermediate Clerk/ School of Continuing
Education/SAC
Effective: 08/12/13 – 08/16/13
12/02/13 – 12/06/13
02/10/14 – 02/14/14
04/07/14 – 04/11/14
Reason: Non Work Days
11 Month Contract

Ratification of Resignation/Retirement

Bianco, Justin
Instructional Assistant/ Math & Science/
SCC
Effective: June 03, 2013
Reason: Resignation

Calhoun, Karen
Instructional Assistant/ Human Services &
Tech./SAC
Effective: June 5, 2013
Reason: Retirement

Can, Minh
Instructional Assistant/ Orange Education
Center
Effective: June 08, 2013
Reason: Resignation

Duong, Tommy
Custodian/ Admin. Services/ SAC
Effective: May 18, 2013
Reason: Resignation

Quiroz, Leticia
Instructional Assistant/ School of
Continuing Education/SAC
Effective: June 28, 2013
Reason: Resignation

Su, Wendy
Learning Facilitator/ Science & Math/ SCC
Effective: May 31, 2013
Reason: Resignation

TEMPORARY ASSIGNMENT

Diaz, Julia Instructional Assistant/ Science & Math/ SAC	Effective: 07/01/13 – 08/09/13
Dorado, Raul Cashier/ Bookstore/ SAC	Effective: 07/01/13 – 12/31/13
Espiritu, Alyssa Instructional Assistant/ Science & Math/ SAC	Effective: 07/01/13 – 08/09/13
Fields, Monica Instructional Assistant/ Science & Math/ SAC	Effective: 08/26/13 – 12/15/13 01/27/14 – 05/25/14
Ford, Michelle Cashier/ Bookstore/ SCC	Effective: 07/01/13 - 12/31/13
Gazda, Patricia Instructional Assistant/ Science & Math/ SAC	Effective: 08/26/13 – 12/15/13 01/27/14 – 05/25/14
Gonzalez, Brenda Instructional Assistant/ Science & Math/ SAC	Effective: 07/01/13 – 08/09/13 08/26/13 – 12/15/13 01/27/14 – 05/25/14
Hess, Jodi Cashier/ Auxiliary Services/ SCC	Effective: 07/01/13 – 12/31/13
Klase, Clarence Cashier/ Bookstore/ SAC	Effective: 07/01/13 – 12/31/13
Lee, Alfred Instructional Assistant/ Science & Math/ SAC	Effective: 08/26/13 – 12/15/13 01/27/14 – 05/25/14
Lo, Long Instructional Assistant/ Science & Math/ SAC	Effective: 08/26/13 – 12/15/13 01/27/14 – 05/25/14
Lopez Domingo, Karla Senior Clerk/ Student Services/ SCC	Effective: 07/01/13 – 12/13/13 12/30/13 – 03/21/14 03/31/14 – 04/18/14

TEMPORARY ASSIGNMENT cont'd

Luu, Brian
Instructional Assistant/ Science & Math/
SAC
Effective: 07/01/13 – 08/09/13
08/26/13 – 12/15/13
01/27/14 – 05/25/14

Macias, Anthony
Instructional Assistant/ Science & Math/
SAC
Effective: 08/26/13 – 12/15/13
01/27/14 – 05/25/14

Nguyen, Ngoc T
Student Program Specialist/ Student
Services/ SCC
Effective: 07/01/13 – 06/30/14

Quinonez, Fernando
Cashier/ Bookstore/ SAC
Effective: 07/01/13 – 12/31/13

Ramirez, Leopoldo
Cashier/ Bookstore/ SAC
Effective: 07/01/13 – 12/31/13

Wilksen, Gilbert
Cashier/ Bookstore/ SCC
Effective: 07/01/13 – 12/31/13

Additional Hours for On Going Assignment

Aguirre, Marysol
Instructional Assistant/ School of
Continuing Education/SAC
Effective: 07/01/13 – 06/30/14
Not to exceed 19 consecutive days in any
given period.

Barker, Hillary
General Office Clerk/ Fire Tech/ SAC
Effective: 05/01/13 – 06/30/13
Not to exceed 19 consecutive days in any
given period.

Camarena, Evangelina
Intermediate Clerk/ School of Continuing
Education/SAC
Effective: 07/01/13 - 06/30/14
Not to exceed 19 consecutive days in any
given period.

Canaday, Tawny
Auxiliary Services Specialist/ Auxiliary
Services/ SAC
Effective: 07/01/13 -06/30/14
Not to exceed 19 consecutive days in any
given period.

Chaikaew, Jarunee
Instructional Assistant/ School of
Continuing Education/SAC
Effective: 07/01/13 – 06/30/14
Not to exceed 19 consecutive days in any
given period.

Additional Hours for On Going Assignment cont'd

Crenshaw Stephen Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Gahbler, Marisol Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Garcia, Jorge Publications Assistant/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Hammond, Diana Publications Assistant/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Heiland, Danielle Lifeguard/ Exercise Science/ SCC	Effective: 06/17/13 – 06/30/13 07/01/13 – 08/08/13 Not to exceed 19 consecutive days in any given period.
Herrera Chavez, Violet Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Herrera, Daniel Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/08/13 – 08/02/13 Not to exceed 19 consecutive days in any given period.
Knepper, Maria Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Leung, Sharon Intermediate Clerk/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Loayza, Santiago Instructional Center Tech./ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.

Additional Hours for On Going Assignment cont'd

Lopez, Olivia Intermediate Clerk/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
McMinimy, Zachary Bookstore Storekeeper/ SCC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Mendoza, Emelda Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Meraz, Norma Admissions Assistant/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Navarrete, Luz Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Puente, Raydene Admissions Assistant/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Rodriguez, Hector Auxiliary Services Specialist/ Bookstore/ SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Romero, Isadora Intermediate Clerk/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Ruiz, Ann Cashier/ Bookstore/ SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Saunders, Maureen Intermediate Clerk/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Serratos, Manuel Test Proctor/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.

Additional Hours for On Going Assignment cont'd

Siegel, Sue Cashier/ Bookstore/ SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Silva, Nancy Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Valdovinos, Liliana Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Vasquez, Yolanda Admissions Assistant/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.

Substitute Assignments

Arreola, Patricia Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Bizon, Veronica Intermediate Account Clerk/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Duong, Thao Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Fregoso, Daniel Instructional Assistant-DSPS/ SAC	Effective: 05/01/13 – 05/05/13
Garcia, Celia Custodian/ Admin. Services/ SAC	Effective: 05/04/13 – 06/30/13
Hong, Tammy Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.

Substitute Assignments cont'd

Kusenda, Paula Student Program Specialist/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Linares, Maria Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Nguyen, Tung Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Patino, Eva Custodian/ Admin. Services/ SAC	Effective: 05/04/13 – 06/30/13

MISCELLANEOUS POSITIONS

Alderette, Xavier Model/ Fine & Performing Arts / SAC	Effective: 08/26/13 – 12/15/13 01/27/14 – 03/21/14 03/31/14 – 05/23/14
Blackwell, Jana Model/ Fine & Performing Arts /SCC	Effective: 08/26/13 – 12/15/13 01/27/14 – 03/21/14 03/31/14 – 05/23/14
Blackwell, Pamela Model/ Fine & Performing Arts /SCC	Effective: 08/26/13 – 12/15/13 01/27/14 – 03/21/14 03/31/14 – 05/23/14
Cole, John Model/ Fine & Performing Arts /SCC	Effective: 08/26/13 – 12/15/13 01/27/14 – 03/21/14 03/31/14 - 05/23/14
Garcia, Delia Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 06/03/13 – 06/30/13
Griffin, Angelina Model/ Fine & Performing Arts /SCC	Effective: 08/26/13 – 12/15/13 01/27/14 – 03/21/14 03/31/14 – 05/23/14

MISCELLANEOUS POSITIONS cont'd

Hale, Katherine Effective: 08/26/13 – 05/24/14
Model/ Fine & Performing Arts /SAC

Hernandez de Cauzor, Dora Effective: 06/03/13 – 06/30/13
Child Dev. Intern I/ Child Dev. Services/
SAC

Lucero, Lorena Effective: 05/13/13 – 06/30/13
Child Dev. Intern I/ SAC

Martinez, Ricardo Effective: 07/01/13 – 12/31/13
Clerical Assistant I/ Auxiliary Services/
SAC

Parks, Timothy Effective: 08/26/13 – 12/15/13
Model/ Fine & Performing Arts /SCC
01/27/14 – 03/21/14
03/31/14 – 05/23/14

Picard, Gabrielle Effective: 07/01/13 – 12/31/13
Clerical Assistant I/ Auxiliary Services/
SCC

Shaw, Stephanie Effective: 08/26/13 – 12/15/13
Model/ Fine & Performing Arts /SCC
01/27/14 – 03/21/14
03/31/14 – 05/23/14

Taylor, Tracey Effective: 08/26/13 – 12/15/13
Model/ Fine & Performing Arts /SCC
01/27/14 – 03/21/14
03/31/14 – 05/23/14

Witron, Briseyda Effective: 06/03/13 – 06/30/13
Child Dev. Intern I/ Child Dev. Services/
SAC

Woodward, Wenying Effective: 08/26/13 – 12/15/13
Model/ Fine & Performing Arts /SCC
01/27/14 – 03/21/14
03/31/14 – 05/23/14

Instructional Associates/Associate Assistants

Criminal Justice

Brass, Joshua Effective: 06/18/13

Instructional Associates/Associate Assistants cont'd

Criminal Justice

Falencki, Thaddeus	Effective: 06/18/13
Oates, Richard	Effective: 06/18/13
Raphael, Amy	Effective: 06/18/13
Thomas, Bryan	Effective: 06/18/13
Valdez, Rodney	Effective: 06/18/13

Nursing

Bedford, LeRonica	Effective: 06/18/13
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COMMUNITY SERVICE PRESENTERS

Stipends Effective April 11 – May 10, 2013

Abdul, Quayum	Amount: \$ 99.26
Arroyo, Anabel	Amount: \$ 315.00
Bradley, Sabrina	Amount: \$ 488.00
Buonanotte, Pamela	Amount: \$ 254.55
Clary, Ling Ling	Amount: \$ 840.00
Crowley, Debra	Amount: \$ 210.00
Dumon, Dori	Amount: \$ 520.00
Eyre, John	Amount: \$ 48.72
Figueroa, Miguel	Amount: \$ 687.70
Friebert, Martin	Amount: \$ 660.00
Glicksir, Barbara	Amount: \$ 560.00
Gorman, Ron	Amount: \$ 271.01
Hall Patterson, Kris	Amount: \$ 407.85

COMMUNITY SERVICE PRESENTERS cont'd
Stipends Effective April 11 – May 10, 2013

Hogue, Tom	Amount: \$ 2,697.80
Jackson, Michelle	Amount: \$ 706.8
Klabacha, Lindsey	Amount: \$ 280.00
Mack, Karen	Amount: \$ 225.85
Munoz, Jayne	Amount: \$ 260.00
Nolasco, Jeffrey	Amount: \$ 427.50
Rivera, Rodrigo	Amount: \$ 77.83
Schindelbeck, Judy	Amount: \$ 640.00
Sheldon, Joel	Amount: \$ 210.00
Thurston, Dawna	Amount: \$ 720.00
Vallot, Lothar	Amount: \$ 48.72
Wu, Wendy	Amount: \$ 240.12

VOLUNTEERS

Esparza, Miriam Non Student/ Kinesiology/ SAC	Effective: 07/01/13 – 05/31/14
Gouin, Alex Student Volunteer/ Mathematics/SAC	Effective: 07/01/13 – 12/12/13
McCartney, Ronald Non Student/ Orange Education Center	Effective: 07/01/13 – 06/30/14
Steele, Diane Non Student/ Student Services/ SAC	Effective: 06/18/13 – 06/30/13 07/01/13 – 06/30/14
Tamayo, Sara Non Student/ Kinesiology/ SAC	Effective: 06/18/13 – 06/30/13 07/01/13 – 06/30/14

**Rancho Santiago Community College District
CALIFORNIA SCHOOL EMPLOYEE'S ASSOCIATION
Interim CONTRACT SALARY SCHEDULE
Effective: JULY 1 , 2013**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1	29,553.52	31,059.97	32,615.43	34,256.60	35,971.27	37,783.92
2	30,398.61	31,905.06	33,509.50	35,199.67	36,975.57	38,849.46
3	31,255.93	32,774.64	34,452.56	36,203.98	38,028.87	39,939.50
4	32,284.73	33,876.93	35,567.10	37,367.50	39,253.63	41,213.25
5	33,338.03	35,015.95	36,767.36	38,604.51	40,539.63	42,572.74
6	34,513.80	36,265.21	38,102.36	40,012.99	42,033.85	44,128.19
7	35,910.03	37,722.68	39,608.82	41,617.42	43,724.02	45,891.84
8	37,367.50	39,253.63	41,213.25	43,319.85	45,487.67	47,765.73
9	38,935.20	40,907.06	42,976.91	45,144.74	47,398.30	49,774.35
10	40,698.85	42,756.45	44,899.79	47,141.10	49,480.39	51,954.42
11	42,511.51	44,630.34	46,859.40	49,235.45	51,709.46	54,293.71
12	44,740.57	47,018.63	49,370.17	51,831.95	54,465.18	57,159.66
13	47,092.11	49,431.41	51,905.43	54,538.67	57,257.64	60,148.08
14	49,627.37	52,113.64	54,734.63	57,465.85	60,380.78	63,405.95
15	52,419.83	55,028.58	57,796.53	60,662.48	63,736.64	66,908.76
16	55,616.46	58,408.92	61,299.35	64,385.75	67,619.13	70,987.22
17	58,911.07	61,862.74	64,961.39	68,219.27	71,648.60	75,261.64
18	62,536.36	65,684.01	68,990.87	72,444.69	76,082.24	79,879.00
19	66,651.57	69,982.92	73,510.23	77,209.02	81,054.77	85,133.23
20	71,195.44	74,759.49	78,495.02	82,402.01	86,578.45	90,889.62
21	76,118.98	79,928.00	83,945.21	88,170.65	92,543.05	97,184.90
22	82,597.97	86,713.18	91,061.08	95,641.70	100,406.02	105,439.79

Based on 12 Month/Year

Service Recognition:

10 Years	2.5%
15 Years	5.0%
18 Years	7.5%
30 Years	10%

Differential Pay:

Bilingual Requirement	2.5%
Swing Shift	5%
Graveyard Shift	7.5%

Board Approved: June 17, 2013

CALIFORNIA SCHOOL EMPLOYEE'S ASSOCIATION
Interim HOURLY SALARY SCHEDULE
Effective: July 1, 2013

GRADE	STEP A	2.50%	5%	7.50%	0.100
C	8.95	9.18	9.40	9.62	9.85
B	11.95	12.25	12.55	12.85	13.15
A	13.72	14.06	14.40	14.75	15.08
1	14.16	14.51	14.86	15.22	15.57
2	14.55	14.92	15.28	15.65	16.01
3	14.97	15.35	15.72	16.10	16.47
4	15.46	15.85	16.24	16.63	17.01
5	15.96	16.36	16.76	17.16	17.55
6	16.53	16.95	17.36	17.78	18.19
7	17.20	17.63	18.06	18.48	18.92
8	17.89	18.34	18.79	19.24	19.68
9	18.65	19.12	19.58	20.05	20.51
10	19.49	19.98	20.47	20.95	21.44
11	20.36	20.87	21.38	21.89	22.40
12	21.42	21.96	22.49	23.03	23.57
13	22.56	23.12	23.69	24.25	24.81
14	23.77	24.36	24.96	25.56	26.15
15	25.11	25.74	26.36	27.00	27.62
16	26.64	27.30	27.98	28.64	29.30
17	28.21	28.91	29.62	30.32	31.03
18	29.95	30.69	31.45	32.19	32.94
19	31.93	32.72	33.52	34.32	35.12
20	34.10	34.96	35.80	36.66	37.51
21	36.46	37.37	38.28	39.19	40.10
22	39.56	40.55	41.54	42.53	43.52

SERVICE RECOGNITION:

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

DIFFERENTIAL PAY:

Bilingual Requirement 2.5%

* Longevity granted to on-going employees only.

Board Approved: June 17, 2013

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

Revised: 4/01/2013

Approved: 6/17/13

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
MISCELLANEOUS PAY SCHEDULE 2013 - 2014**

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
Regional Consortia Chair	(Effect: 7/1/13)	\$68.00
Residential Assistant I	(Effect: 6/18/13)	\$8.00
Residential Assistant II	(Effect: 6/18/13)	\$10.00
Residential Assistant III	(Effect: 6/18/13)	\$12.00
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: 06/17/13

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT - STEP INCREASES
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
EFFECTIVE JULY 1, 2013

Note: A classified employee must have completed 60% of assigned work year (hired or promoted before November 24, 2012) in the same classification to be eligible for a step increase in that classification effective July 1, 2013. This 60% requirement applied to new hires and promotional appointments. For further clarification see Section 14.15 of the CSEA Contract.

	NAME	Grade	Step	Current Rate	Long-evity %	Bilingual	Shift %	PG Increment	PG Total	New Step	New Base	New Total	Effective 7/1/13 or Retro to:
1	ABEJAR, ESMERALDA	13	4	54538.67						5	57257.64	57257.64	
2	ABRAHAMS, LAWRENCE	12	3	49370.17						4	51831.95	51831.95	
3	ADAMS, JENNIE R.	15	5	63736.64	2.5			5	2500.00	6	66908.76	71081.48	
4	AGUIRRE, ROSA	10	3	44899.79	2.5	2.5				4	47141.1	49498.16	
5	ANDRADE, JOSE	7	2	37722.68						3	39608.82	39608.82	
6	ARVIZU ALVAREZ, GLORIA	8	2	39253.63				2	1000.00	3	41213.25	42213.25	
7	BAGDONAS, ELIJAH J.	13	5	57257.64				6	3000.00	6	60148.08	63148.08	
8	BAILEY, DEBRA	5	3	36767.36						4	38604.51	38604.51	
9	BAINS, KELSEY H.	15	4	60662.48						5	63736.64	63736.64	
10	BELMAREZ, DAVID	13	3	51905.43	2.5			2	1000.00	4	54538.67	56902.14	
11	BENNETT, LAURA	14	2	52113.84						3	54734.63	54734.63	
12	BERGANZA, LEYVI C.	13	4	54538.67	2.5	2.5		6	1500.00	5	57257.64	61620.52	
13	BRICENO, YASMINA M.	10	5	49480.39	2.5					6	51954.42	53253.28	
14	BUDGETT, MARIA	10	3	44899.79		2.5				4	47141.1	48319.63	
15	CALDERON, DAVID	13	1	47092.11						2	49431.41	49431.41	5/1/2013
16	CARDENAS, RAUL	13	1	47092.11						2	49431.41	49431.41	5/1/2013
17	CASAS, ALAN J.	11	5	51709.46	2.5					6	54293.71	55651.05	
18	CASTREJON MIRAND, ORLANDO	4	4	37367.5			5			5	39253.63	41216.31	
19	CEJA, DANIEL	4	2	33876.93			7.5			3	35567.1	38234.63	
20	CERVANTES, EDUARDO	13	3	51905.43	2.5			5	1250.00	4	54538.67	57152.14	
21	CHAU, HUY (HOWARD)	17	4	68219.27	2.5			1	500.00	5	71648.6	73939.82	
22	COSSIO, GILBERT	11	5	51709.46						6	54293.71	54293.71	
23	COTTRELL, TAMMY	13	4	54538.67						5	57257.64	57257.64	
24	DAO, QUYHN-GIAO	4	5	39253.63						6	41213.25	41213.25	
25	DAVIS, STUART	19	2	69982.92	2.5			6	3000.00	3	73510.23	78347.99	
26	DIAZ, CECILIA	5	4	38604.51						5	40539.63	40539.63	
27	DINH, BAY	22	3	91061.08	2.5					4	95641.7	98032.74	
28	DUONG, LINDA	13	1	47092.11				6	1500.00	2	49431.41	50931.41	2/1/2013
29	EDISS, MICHAEL	8	2	39253.63				6	3000.00	3	41213.25	42123.25	
30	ERICSON, CHERIE L.	13	5	57257.64	2.5			4	2000.00	6	60148.08	63651.78	
31	FERNANDEZ GONZALEZ, IRMA	5	3	36767.36	2.5			6	1500.00	4	38604.51	41069.62	
32	FIGUEROA, CLAUDIA	10	4	47141.1		2.5		1	500.00	5	49480.39	51217.4	
33	FLORES, ALBERT	9	2	40907.06						3	42976.91	42976.91	
34	GARBIS, TIFFANY	11	3	46859.4				6	1500.00	4	49235.45	50735.45	
35	GARCIA, ANDREA	15	2	55028.58						3	57796.53	57796.53	
36	GARCIA, LEONARDO	8	5	45487.67						6	47765.73	47765.73	
37	GARCIA, LILIA	10	5	49480.39	2.5	2.5		1	500.00	6	51954.42	55052.14	
38	GARCIA, MARIA E.	11	4	49235.45						5	51709.46	51709.46	
39	GAYTAN, RAFAELA - 75% FTE	6	3	38102.36						4	40012.99	30009.74	
40	GHEORGHE, MARTA	12	3	49370.17				5	1250.00	4	51831.95	53081.95	
41	GIBSON, SUSAN A.	12	4	51831.95						5	54465.18	54465.18	3/1/2013
42	GIL, JUAN A.	4	5	39253.63			7.5			6	41213.25	44304.24	
43	GILSON, CHRISTINE B.	12	5	54465.18				6	3000.00	6	57159.66	60159.66	
44	GONZALEZ, ARACELI	3	4	36203.98				1	500.00	5	38028.87	38528.87	
45	GONZALEZ, JUAN	11	2	44630.34						3	46859.4	46859.4	
46	GUILLEN FLORES, JABIN	4	4	37367.5			7.5			5	39253.63	42197.65	
47	GUNDERSON, LINDA A.	13	5	57257.64				4	2000.00	6	60148.08	62148.08	
48	GUTIERREZ LUCERO, MARIA	10	2	42756.45		2.5				3	44899.79	46022.29	
49	GUZMAN, NOEMI	13	3	51905.43						4	54538.67	54538.67	
50	HAYES, CHARLES	4	4	37367.5			7.5			5	39253.63	42197.65	
51	HERNANDEZ, GUADALUPE	4	2	33876.93			7.5			3	35567.1	38234.63	
52	HERNDON, TIMOTHY	9	5	47398.3						6	49774.35	49774.35	
53	HILL, DIANE L.	10	5	49480.39						6	51954.42	51954.42	
54	HOANG, HIEU M.	4	5	39253.63			7.5			6	41213.25	44304.24	
55	HOHNSTEIN, BRENDA	15	3	57796.53						4	60662.48	60662.48	
56	HOPKINS, DEAN A.	15	5	63736.64						6	66908.76	66908.76	
57	JAIMES, ERICA	8	4	43319.85						5	45487.67	45487.67	
58	JESSE, KATHERINE D.	19	5	81054.77	7.5			1	500.00	6	85133.23	92018.22	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT - STEP INCREASES

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

EFFECTIVE JULY 1, 2013

Note: A classified employee must have completed 60% of assigned work year (hired or promoted before November 24, 2012) in the same classification to be eligible for a step increase in that classification effective July 1, 2013. This 60% requirement applied to new hires and promotional appointments. For further clarification see Section 14.15 of the CSEA Contract.

	NAME	Grade	Step	Current Rate	Longevity %	Bilingual	Shift %	PG Increment	PG Total	New Step	New Base	New Total	Effective 7/1/13 or Retro to:
59	JUAREZ, EVA	13	2	49431.41						3	51905.43	51905.43	
60	KAY, TREVOR	10	2	42756.45	2.5			5	1250.00	3	44899.79	47272.29	
61	KEHLER, JASON P.	13	5	57257.64				3	1500.00	6	60148.08	61648.08	
62	KING, JAMES A.	5	4	38604.51						5	40539.63	40539.63	
63	KRZEMINSKI, IAN	8	1	37367.5						2	39253.63	39253.63	3/1/2013
64	LE, HANG MY	12	4	51831.95						5	54465.18	54465.18	
65	LE, VU	22	3	91061.08						4	95641.7	95641.7	
66	LIEVANOS, SELINA	3	3	34452.56						4	36203.98	36203.98	
67	LIM, SUPREME S.	15	5	63736.64	2.5		5.0			6	66908.76	71926.92	
68	LOHMANN, SUZANNE	15	5	63736.64	2.5			6	2000.00	6	66908.76	70581.48	
69	LOPEZ, SONIA	5	2	35015.95						3	36767.36	36767.36	
70	LOPEZ-GALICIA, JORGE L.	5	5	40539.63		2.5				6	42572.74	43637.06	
71	LUNA, EDWARD	9	2	40907.06						3	42976.91	42976.91	
72	MACIAS, VICTOR	12	1	44740.57						2	47018.63	47018.63	5/1/2013
73	MARQUEZ, DANIEL	15	3	57796.53						4	60662.48	60662.48	
74	MATA, MARIA ISABEL	10	5	49480.39		2.5				6	51954.42	53253.28	
75	McADAM, JUSTIN	4	3	35567.1			5			4	37367.5	39235.88	
76	MCADAM, VERONICA	10	3	44899.79		2.5				4	47141.1	48319.63	
77	MEDINA, ALFONSO H.	4	3	35567.1	7.5		7.5			4	37367.5	42972.63	
78	MEDRANO, MIRANDA	14	1	49627.37						2	52113.64	52113.64	4/1/2013
79	MEZA, RENISE R.	10	3	44899.79	2.5			4	2000.00	4	47141.1	50319.63	5/1/2013
80	MILLS, AMY	12	3	49370.17						4	51831.95	51831.95	
81	MOLINA VALDEZ, JORGE	4	4	37367.5			5			5	39253.63	41216.31	
82	MORALES, MICHELLE	13	1	47092.11						2	49431.41	49431.41	
83	MORILLO, JOSE C.	8	4	43319.85			7.5			5	45487.67	48899.25	
84	MURILLO, GEORGE	11	5	51709.46						6	54293.71	54293.71	
85	NAKAGAWA, PHYLLIS	4	1	32284.73	2.5			6	1500.00	2	33876.93	36223.85	
86	NGUYEN, ANNIE V.	5	5	40539.63	2.5			3	1000.00	6	42572.74	44637.06	
87	NGUYEN, HUONG T.	16	5	67619.13	7.5			6	2750.00	6	70987.22	79061.26	
88	NGUYEN, NHANBAN	13	4	54538.67						5	57257.64	57257.64	
89	ODEGARD, ESTHER	12	3	49370.17						4	51831.95	51831.95	
90	PAGUIRIGAN, DOLORES	15	4	60662.48						5	63736.64	63736.64	
91	PALOMARES, JOSE	11	4	49235.45						5	51709.46	51709.46	
92	PAZ, BLYTHE	12	1	44740.57						2	47018.63	47018.63	
93	PHAM, ELAINE	12	1	44740.57						2	47018.63	47018.63	
94	PONCE PLIEGO, FAUSTA - 75% FTE	6	3	38102.36						4	40012.99	30009.74	
95	POV, TINA	5	3	36767.36				1	500.00	4	38604.51	39104.51	
96	PRAJAPATI, JITESH	8	2	39253.63				1	500.00	3	41213.25	41713.25	
97	QUINONEZ, RAUL	8	5	45487.67	2.5					6	47765.73	48959.87	
98	RABIOLA, ANTHONY	9	1	38935.2			7.5			2	40907.06	43975.09	
99	RALSTON II, LANCE A.	13	5	57257.64						6	60148.08	60148.08	
100	RAMIREZ, MARTHA	12	3	49370.17						4	51831.95	51831.95	
101	RIVERA, KAREN	8	1	37367.5						2	39253.63	39253.63	2/1/2013
102	RODRIGUEZ, GISELA	10	4	47141.1	2.5	2.5		6	3000.00	5	49480.39	54954.41	
103	SALAS, SOLOMON C.	15	5	63736.64	7.5					6	66908.76	71926.92	3/1/2013
104	SALAZAR, LILIANA	4	4	37367.5			5			5	39253.63	41216.31	
105	SANCHEZ, ANGELO H.	14	5	60380.78	5					6	63405.95	66576.25	
106	SANCHEZ, RAYMONDE R.	5	5	40539.63	7.5			2	500.00	6	42572.74	46265.7	
107	SANTAMARIA, MARK A.	13	5	57257.64			5			6	60148.08	63155.48	
108	SATERFIELD, KALONJI L.	15	5	63736.64						6	66908.76	66908.76	4/1/2013
109	SCOLARO, DENISE	11	5	51709.46	2.5			4	1000.00	6	54293.71	56651.05	
110	SCOTT, BRIGITTE	10	5	49480.39						6	51954.42	51954.42	
111	SERRATOS, JULIO C.	13	5	57257.64	5	2.5				6	60148.08	64659.19	
112	SHIRLEY, JACQUELYN	5	4	38604.51						5	40539.63	40539.63	
113	SIMMAVONG, KETSANA	11	2	44630.34	2.5			2	1000.00	3	46859.4	49030.89	
114	SOK, LONG	4	3	35567.1			7.5			4	37367.5	40170.06	
115	STYFFE, DAVID E.	12	5	54465.18						6	57159.66	57159.66	
116	SURA, ALMA	7	2	37722.68				4	1250.00	3	39608.82	40858.82	
117	SWAYNE, (NACITA) DOROTHY	15	4	60662.48						5	63736.64	63736.64	
118	TAPIA, MANUEL	11	5	51709.46	2.5					6	54293.71	55651.05	
119	THAI, WILL	12	1	44740.57						2	47018.63	47018.63	
120	TRAN, ANGELA N.	13	5	57257.64	2.5			6	3000.00	6	60148.08	64651.78	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT - STEP INCREASES

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

EFFECTIVE JULY 1, 2013

Note: A classified employee must have completed 60% of assigned work year (hired or promoted before November 24, 2012) in the same classification to be eligible for a step increase in that classification effective July 1, 2013. This 60% requirement applied to new hires and promotional appointments. For further clarification see Section 14.15 of the CSEA Contract.

	NAME	Grade	Step	Current Rate	Longevity %	Bilingual	Shift %	PG Increment	PG Total	New Step	New Base	New Total	Effective 7/1/13 or Retro to:
121	TRAN, ANH-PHUONG T.	11	4	49235.45				5	2500.00	5	51709.46	54209.46	
122	TRAN, ANNA	11	3	46859.4				1	500.00	4	49235.45	49735.45	
123	TRAN, TRINI THUNHI	22	2	86713.18						3	91061.08	91061.08	
124	TRASLAVINA, PILAR	12	3	49370.17						4	51831.95	51831.95	
125	TREAT, AMY	11	4	49235.45						5	51709.46	51709.46	
126	UNGER, LEIGH	15	4	60662.48						5	63736.64	63736.64	
127	URBINA, THOMAS	9	1	38935.2			5.0			2	40907.06	42952.41	
128	VALENCIA, JENNIFER	12	3	49370.17						4	51831.95	51831.95	
129	VEGA, GERARDO	7	5	43724.02						6	45891.84	45891.84	
130	VILLASENOR, FRANCISCO	10	4	47141.1		2.5		1	500.00	5	49480.39	51217.4	
131	VU, RUBY N	8	3	41213.25				6	3000.00	4	43319.85	46319.85	
132	WALCZAK, KATHARINE	12	2	47018.63						3	49370.17	49370.17	
133	WALDREN, WILLIAM E	15	4	60662.48				3	1500.00	5	63736.64	65236.64	
134	WEEKES, PATRICIA	8	1	37367.5						2	39253.63	39253.63	
135	WHITE, KATHLEEN	15	5	63736.64	2.5			5	2500.00	6	66908.76	71081.48	1/1/2013
136	WILD, CHRISTOPHER R.	10	4	47141.1						5	49480.39	49480.39	
137	WILLIAMS, DAWN	5	5	40539.63						6	42572.74	42572.74	
138	WILSON, GINA L.	12	5	54465.18	2.5			6	2000.00	6	57159.66	60588.65	
139	WOLF SANDOVAL, LAURA	15	3	57796.53				1	500.00	4	60662.48	61162.48	
	Board Approval: June 17, 2013												

STUDENT SERVICES COORDINATOR

CLASS SUMMARY

Under general direction, develops, coordinates and implements student services programs, including the assignment of projects and tasks to staff and the supervision of projects and program activities; directs the daily operations of student services programs; develops reports; implements program policies according to regulations.

REPRESENTATIVE DUTIES

Develops, implements, coordinates, and directs student services activities and student-related leadership programs. Supervises data collection and the maintenance of detailed student records. Works directly and consults with students, project staff, faculty and managers in providing information and coordinating project activities. Writes comprehensive reports pertaining to program goals, achievements, and evaluations. Trains office personnel and assigns work to staff. Monitors progress of staff and program activities. Prepares and presents written and oral reports and charts regarding technical and strategic aspects of the program. Represents the program at community and college functions.

Coordinates the process for recruitment and selection of students for various programs. Develops and coordinates procedures: for students in order to develop individualized educational plans in consultation with counselors; that result in an assessment and counseling program with provision for monitoring students progress in achieving academic success; for providing classroom, tutorial and study opportunities for project participants designed to assure college success and subsequent retention in college; a program of career development utilizing program, college, and community resources ;for student life and leadership activities, including advising student government, clubs and organizations; that will offer a systematic program in transfer orientation, visitation, and selection of four-year colleges and universities, and maintains critical contacts and working relationships with university-level personnel; for a tracking system for effective record keeping, monitoring of project activities, program outcomes, and coordinates the oversight of fiscal budgets for the program.

ORGANIZATIONAL RELATIONSHIPS

This class reports to a designated manager/administrator and may function in the absence of the manager/administrator as the liaison within the college and with external agencies relative to student services. This class directs and provides training for the staff, including student assistants and consultants. This class also coordinates the work of faculty within the student services; and consults with college administration and faculty regarding related program issued.

STUDENT SERVICES COORDINATOR (continued)

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and experience equivalent to a Bachelor's degree and four years experience which demonstrates knowledge of student services programs or in the coordination of leadership and student activities. Experience should be in implementing state or federally governed programs and in interpreting and following statues and regulations. Experience should consist of working with students from diverse cultural, economic, and linguistic backgrounds.

Knowledge and Abilities

Good Knowledge of: Student services models designed to meet the needs of disadvantaged students; student equity program components; approaches to multi-cultural education; cross-cultural communication; tracking and monitoring systems or budgets; report writing; advisement techniques; oral and written communication techniques; organizational procedures; community college programs and policies; local community organizations, schools and colleges; principles of training , supervision or leadership development; principles of public contact and public relations; methods and procedures of academic and/or career advisement.

Ability to: Lead, train, and direct the work of a diverse staff; develop, implement, and coordinate program components for a diverse student population; establish and maintain effective relationships with students, staff, faculty, and community members; train and supervise staff; advise students or student organizations in relevant content areas; initiate and write comprehensive reports; make effective oral presentations to diverse audiences; evaluate program effectiveness and make recommendations for procedural modifications; establish co-curricular learning experiences; communicate effectively with college personnel and community leaders; read, understand and interpret complex program regulations; provide direct support services to students; organize complex projects and timelines.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources and Educational Services

To: Board of Trustees	Date: June 17, 2013
Re: Approval of Employee Calendar 2013-2014	
Action: Request for Approval	

BACKGROUND

In accordance with the negotiated holidays specified in the Agreement between the District and California School Employees Association (CSEA) and its Chapter 579, the 2013-2014 Employee Calendar has been developed.

ANALYSIS

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

RECOMMENDATION

The administration recommends approval of the 2013-2014 Employee Calendar.

Fiscal Impact: None	Board Date: June 17, 2013
Item Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Submitted by: John Didion, Exec. Vice Chancellor, Human Re. & Educational Services	
Item Recommended by: Raúl Rodriguez, Ph.D., Chancellor	

RSCCD EMPLOYEE CALENDAR 2013 - 2014

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
JULY		1	2	3	4	5	6	<i>Independence Day: July 4</i>
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
AUGUST	28	29	30	31	1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
SEPTEMBER	25	26	27	28	29	30	31	<i>Labor Day: September 2</i>
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
OCTOBER	22	23	24	25	26	27	28	
	29	30	1	2	3	4	5	
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
NOVEMBER	20	21	22	23	24	25	26	
	27	28	29	30	31	1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
DECEMBER	17	18	19	20	21	22	23	<i>Veterans Day: November 11</i>
	24	25	26	27	28	29	30	
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
JANUARY	15	16	17	18	19	20	21	<i>Thanksgiving: November 28-29</i>
	22	23	24	25	26	27	28	
	29	30	31	1	2	3	4	
	5	6	7	8	9	10	11	
FEBRUARY	12	13	14	15	16	17	18	<i>Christmas Day: December 25</i> <i>New Years Day: January 1</i>
	19	20	21	22	23	24	25	
	26	27	28	29	30	31	1	
	2	3	4	5	6	7	8	
MARCH	9	10	11	12	13	14	15	<i>Martin Luther King Holiday: January 20</i>
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	1	
	2	3	4	5	6	7	8	
APRIL	9	10	11	12	13	14	15	<i>Lincoln's Birthday: February 14</i> <i>President's Day: February 17</i>
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31	1	2	3	4	5	
MAY	6	7	8	9	10	11	12	<i>Spring Break: March 26 & 27</i> <i>Cesar Chavez Day: March 28</i>
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	1	2	3	
JUNE	4	5	6	7	8	9	10	<i>Memorial Day: May 26</i>
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
	1	2	3	4	5	6	7	<i>Board Approved: June 17, 2013</i>
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30						

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Human Resources and Educational Services

To:	Board of Trustees	Date: June 17, 2013
Re:	Rejection of Claim	File # 13-10379 DP
Action:	Request for Authorization	

The district's claims administrator recommends that the Board of Trustees authorize the Chancellor, or designee, to reject claim # 13-10379 DP.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Human Resources and Educational Services

To:	Board of Trustees	Date: June 17, 2013
Re:	Approval of Fringe Benefit Providers for Fiscal Year 2013/2014	
Action:	Request for Authorization	

BACKGROUND

The Joint Benefits Committee annually reviews fringe benefit coverage and renewal proposals for District employees and retirees. The committee that the District maintain its current fringe benefit providers for the 2013/2014 fiscal year.

ANALYSIS

The negotiated renewal rates for the district-paid benefits resulted in a savings of \$774,085 (3.6%) over the prior year. The recommended benefit providers are:

<u>Company</u>	<u>Coverage</u>
Anthem BlueCross (PPO/HMO)	Health & Dental Care
MetLife Basic Life Insurance	District Paid Life Insurance
MetLife Voluntary Life Insurance	Voluntary Life Insurance
Anthem Blue Cross Voluntary Vision	Voluntary Vision Plan
AFLAC	Voluntary Cancer; Personal Short-Term
	Accident Indemnity; Personal Recovery
MetLife	Auto/Home/Pet Insurance
	Hyatt Legal Plans
American Fidelity	Section 125 Plan Administrator
	Voluntary Cancer, Accident Insurance, & Disability Insurance.
United Pet Care	Voluntary veterinary discount plan.

RECOMMENDATION

It is recommended that the Board of Trustees approve the renewal of these insurance programs at the negotiated rates and authorize the Chancellor, or his designee, to enter into the appropriate agreements with the above companies for 2013/2014 fiscal year

Fiscal Impact: \$20,612,098	Board Date: June 17, 2013
Prepared by: Don Maus, Risk Manager	
Submitted by: John Didion, Executive Vice Chancellor, Human Res. and Ed. Services	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: June 17, 2013
Re:	Approval of 2013-14 Employee Assistance Program Plan	
Action:	Request for Approval	

BACKGROUND

The District currently offers an Employee Assistance Program through Resources for Living. Health Advocate offers the same service as a lower price and the District's health insurance broker, Aon, has agreed to pay for this service on behalf of the district.

ANALYSIS

AON currently covers the cost for the services of Health Advocate, which assists employees with finding health care providers, obtaining medical appointments, and resolving billing issues. Health Advocate's Employee Assistance Program will be added to this list of services. AON will cover the cost for these services, which will save the district \$21,000 annually.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the services of Health Advocate as our Employee Assistance Provider for 2013-14.

Fiscal Impact: \$21,000 Savings	Board Date: June 17, 2013
Prepared by: Don Maus, Risk Manager	
Submitted by: John Didion, Executive Vice Chancellor, Human Res. and Ed. Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College School of Continuing Education**

To: Board of Trustees	Date: June 17, 2013
Re: Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Basic Skills Training	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District contracts with SER, Jobs for Progress, Inc. to operate Basic Skills/ESL training. The District collects state funding on the attendance generated under this agreement and pays SER an hourly rate per hour of attendance to provide the services. The SER, Jobs for Progress, Basic Skills Training Agreement SAC-13-044, is effective July 1, 2013, to June 30, 2014.

ANALYSIS

For 2013-2014, Santa Ana College proposes to contract with SER to provide 159,500 student attendance hours in Basic Skills, ESL, and GED Preparation, at the rate of \$2.02 per attendance hour.

RECOMMENDATION

It is recommended that the Board of Trustees approve the instructional agreement with SER, Jobs for Progress, Inc. for program year 2013-2014.

Fiscal Impact: \$322,190	Board Date: June 17, 2013
Prepared by: James Kennedy, Interim Vice President, SAC School of Continuing Education Nilo Lipiz, Dean of Instruction and Student Services	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodriguez, Ph.D. Chancellor, RSCCD	

SER, JOBS FOR PROGRESS, INC.

BASIC SKILLS TRAINING AGREEMENT

THIS AGREEMENT, made and entered into on the 1st day of July 2013, between Rancho Santiago Community College District, hereinafter called the "DISTRICT" and SER, JOBS FOR PROGRESS, INC., 1234 E. Warner, Santa Ana, California 92705, a private, nonprofit community based organization herein referred to as "SER."

WITNESSETH

WHEREAS, the Governing Board of the DISTRICT has approved the contracting out of this education program pursuant to Education Code 78015; and

WHEREAS, the DISTRICT is authorized under Section 78021 of the California Education Code to establish contract education programs by agreement with any public or private agency, corporation, or association to provide specific educational programs or training to meet the specific needs of these organizations; and

WHEREAS, the DISTRICT wishes to offer educational programs and services in SER's facilities located at 1243 E. Warner Avenue, Santa Ana, CA 92705; and

WHEREAS, SER, as a private nonprofit organization in the State of California, can enter into agreement with the DISTRICT for the provision of educational programs and services for participants in the facilities which it operates; and

WHEREAS, the District is authorized under Section 78021 of the California Education Code to claim state apportionment for units of full time equivalency students (FTES) generated in contract education classes if all statutory and regulatory conditions for generating FTES are met; and

WHEREAS, SER operates on the basis of sound administrative policies and adheres to nondiscriminatory practices and does not and shall not discriminate on the basis of race, ethnic or national origin, sex, age, disability, sexual orientation, prior educational status or any other unreasonable basis for discrimination; and

WHEREAS, SER represents that its physical facilities meet requirements of state and local safety and health regulations and are adequate and suitable for the courses offered and the number of students in attendance; and

WHEREAS, SER represents that it maintains current, accurate records of both student attendance and progress, and SER consents to inspection of these records by authorized representatives of the DISTRICT, the California Community College Board of Governors, and other regulatory and administrative agencies.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

All the above recitals are true and correct.

TABLE OF CONTENTS

<u>PARAGRAPH</u>	<u>PAGE</u>
A. Term.....	3
B. Optional Termination.....	3
C. District Responsibilities.....	3
D. SER Responsibilities.....	4
E. Responsibilities of District and SER.....	7
F. Payment.....	7
G. Certification by District	7
H. Certification by County.....	7
I. Insurance.....	7
J. Indemnification.....	8
K. Signature Page.....	9
L. Appendix A: Individual Instructor Service Agreements.....	10

A. TERM

The term of this Agreement shall be for one (1) year commencing July 1, 2013, and terminating June 30, 2014, unless earlier terminated by either party in the manner set forth herein.

B. OPTIONAL TERMINATION

SER or DISTRICT may terminate this Agreement, without cause, upon thirty (30) days written notice to the other party.

C. DISTRICT RESPONSIBILITIES

1. DISTRICT shall pay SER to provide instruction and training in SER'S facility at 1243 E. Warner, Santa Ana, CA 92705, and DISTRICT is responsible for this education program that is conducted at this site.
2. DISTRICT shall pay SER to provide instruction in the following subject areas:

Subject

- a) Basic Education
- b) English as a Second Language
- c) Preparation for GED Test (also includes)
 - English 083 Composition
 - English 084 Composition II
 - Mathematics 156 Essential Math I
 - Mathematics 157 Essential Math II

TOTAL STUDENT ATTENDANCE HOURS NOT TO EXCEED 159,500 HOURS.

3. In the event a DISTRICT student withdraws from the program of instruction, or, because of failure to attend scheduled instruction, is dropped from the program, the DISTRICT shall be responsible to SER for payment for only the actual hours of authorized attendance of such student prior to the drop or withdrawal date.
4. The curriculum shall be as described in the Rancho Santiago Community College District's Catalog and the program and course outlines on file in the Instruction Office as approved by the Curriculum Council, the Chancellor, the Board of Trustees of the DISTRICT, and the Chancellor's Office of the California Community Colleges. The DISTRICT's policy on open enrollment is published in the DISTRICT's Catalog, together with the schedule of classes, (Title 5, Section 51006), along with descriptions of the courses. These courses offered by SER are all noncredit.
5. The DISTRICT shall collect state apportionment on the full time equivalent students (FTES) generated by this instructional program.

6. Instruction to be claimed for apportionment under this contract is under the immediate supervision and control of an employee of DISTRICT (Title 5, Section 58058) who has met the minimum qualifications for instruction in noncredit subjects in a California community college.
7. DISTRICT shall use selected SER staff as instructors to provide the instruction and training covered by this Agreement. In order to meet the Education Code requirement in Section 58050 (a) (7) of Title V of the California Code of Regulations, which states that students be under the immediate supervision of an "employee" of the DISTRICT, the DISTRICT will invoke the provisions of Title V Section 58058 (b). Accordingly, the SER staff who are used as instructors are required to enter into individual instructor service agreements with the District regarding their responsibilities for delivering the curriculum called for by this agreement. DISTRICT has the primary right to control and direct the instructional activities of the instructors while they are teaching the classes that are the subject of this Agreement. DISTRICT will demonstrate its control and direction through such actions, where appropriate, as providing the instructor with an orientation, an instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its hourly instructors on campus.
8. DISTRICT has minimum qualifications for instructors teaching these courses and those qualifications are consistent with requirements in other similar courses given at the DISTRICT.
9. DISTRICT uses procedures to assure that instructors teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course and those procedures are applied to courses and instructors covered under the Agreement and the students are held to a comparable level of learning outcomes.
10. DISTRICT shall reimburse SER for use of its staff as instructors in the instructional program and for use of the facilities for instructional purposes according to the terms stated below in Section "E."
11. DISTRICT shall provide the normal administrative functions including admissions, counseling, registration, achievement records, awarding of completion certificates comparable to those maintained for any student of the DISTRICT.
12. Procedures, Terms, and Conditions. The enrollment period for these classes, the student enrollment fees, the number of class hours sufficient to meet the stated performance objectives, the supervision and evaluation of students, and the withdrawal of students prior to completion of a course are determined by DISTRICT.

D. SER RESPONSIBILITIES

SER will provide staff and facilities for the DISTRICT to utilize in the operation of its instructional program.

1. **SER staff who are used as instructors shall meet appropriate state and local minimum qualifications to teach in the subject areas covered by this Agreement.**
2. **Pursuant to Section 58058 (b) of Title V of the California Code of Regulations, SER staff who are used as instructors under this Agreement shall be required to enter into an individual agreement with the DISTRICT regarding his/her responsibility as an instructor for the DISTRICT specifically for delivery of the curriculum covered by this Agreement. These instructor agreements are included herein as APPENDIX A, and by this reference are incorporated into this Agreement.**
3. **The ONE HUNDRED AND FIFTY-NINE THOUSAND FIVE HUNDRED (159,500) hours of approved instruction and training shall be given under the direct supervision of California licensed instructors holding valid California teaching credentials authorizing services in the areas to be taught under this Agreement in vocational programs in a community college or possessing equivalent qualifications as established by the DISTRICT, and all DISTRICT students while engaged in such instruction and training shall be under the immediate supervision and control of such instructors.**
4. **SER shall maintain accurate records of attendance and progress for each student and evaluations of each student at the request of the DISTRICT, and shall submit to the DISTRICT, on a schedule developed by the DISTRICT, such information from such records as is requested by the authorized representatives of the DISTRICT. Records will be open for review at all times by officials of the DISTRICT.**
5. **DISTRICT shall not be obligated to make any payment to SER staff for services under the terms of this Agreement. It is agreed and understood that any and all salary and benefits payable or owing to SER staff who are used as instructors under the terms of this Agreement are the sole responsibility and liability of SER.**
6. **Except as noted in this Agreement, SER shall not charge students receiving instruction and training under this contract additional cost for tuition, supplies, and/or equipment for any instruction and/or training to be provided in accordance with this contract.**
7. **Costs per student shall not exceed the total direct and indirect costs to provide the same training in public schools or the tuition the private post secondary school charges its private students, whichever is lower.**
8. **SER agrees to accept new students during each enrollment period established by the DISTRICT.**

9. Should it become necessary for one or more DISTRICT student(s) to transfer to SER from schools or colleges, both public and private, that are accredited and hold valid certificates of course approval and licenses as private, post-secondary, vocational schools for instruction and training, SER agrees to accredit each of such students with one hour for each and every hour of approved instruction and/or training received by, or credited to, such student in the former program.
10. SER staff who shall conduct the classes governed by this Agreement shall do so according to the following schedule:
 - a. Basic Skills
Monday – Saturday
 - b. ESL
Monday – Saturday
11. SER shall not be reimbursed for more than the total hours called for in the curriculum in any one subject area for any one student.
12. SER shall submit and certify statements and billings at least once a month to:

Rancho Santiago Community College District
Santa Ana College
School of Continuing Education
Centennial Education Center
2900 West Edinger Avenue
Santa Ana, CA 92704-3902
Attention: Dean of Instruction and Student Services

Billings shall include evidence of positive attendance in accordance with State regulations. All billings shall be accompanied by attendance sheets verifying the number of enrollees and number of actual hours of instruction given. Records of enrollees' attendance shall be maintained by the SER for a period of five (5) years and shall be available for review by the DISTRICT, the Office of Private Postsecondary Education, and the Chancellor's Office of the California Community Colleges.
13. SER shall provide those administrative functions essential for the operation of its facilities.
14. SER will deliver a report regarding the accomplishment of the performance objectives for each instructional area at the end of the contract period.
15. SER's courses are held at facilities which are clearly identified as being open to the general public. (Title 5, Section 58051.5) Enrollment in the courses are open

to any person who has been registered in the college's noncredit program and has met any applicable prerequisites. (Title 5, Sections 51006 and 58106)

E. RESPONSIBILITIES OF DISTRICT AND SER

The DISTRICT and SER shall make available ancillary and support services as relating to counseling, guidance, and placement assistance for the students.

F. PAYMENT

The DISTRICT shall reimburse SER for the use of staff and facilities at the rate of TWO DOLLARS AND TWO CENTS (\$2.02) per student attendance hour, up to a maximum of 159,500 hours. The hours claimed under this agreement must be certified to the DISTRICT for actual attendance during the preceding month for all properly enrolled students. Such payment is considered full payment to cover all of SER's contract cost of operating the instructional programs covered by this Agreement.

1. SER states that 69% of the above hourly rate represents actual costs of instructors including salaries and related benefits, 5% of the above hourly rate represents equipment costs, 20% represents facilities costs, and 6% represents other costs of operation.

G. CERTIFICATION BY DISTRICT

DISTRICT hereby certifies that on all student attendance from classes offered through this Agreement which it reports for state apportionment, it does not, and will not, receive full compensation for the direct education costs of the courses from any public or private agency, individual, or group.

H. CERTIFICATION BY COUNTY

COUNTY hereby certifies that in receiving the compensation for attendance hours stipulated in this Agreement, it does not, and will not, receive full compensation for the direct education costs of the courses from any other public or private agency, individual, or group.

I. INSURANCE

1. SER shall maintain insurance for workers' compensation, required by law for its employees in the operation of this program.
2. SER provides, when required by law and at SER's own expense, workers' compensation insurance coverage for any student.

3. **SER shall maintain during the entire term of this Agreement self insurance for general liability in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and property damage coverage of not less than TWENTY-FIVE THOUSAND DOLLARS (\$25,000) per accident. Said coverage shall expressly name the DISTRICT, the BOARD OF GOVERNORS of the California Community Colleges, and the STATE OF CALIFORNIA and their agents, employees, and officers as additional insured. SER shall provide to DISTRICT a certificate of insurance covering the contract period and stating the required coverage.**
 - a. **This coverage shall not be canceled or coverage reduced, until notice has been mailed to the DISTRICT stating the date of cancellation or reduction. Coverage shall not be canceled until 30 days have passed from date of receipt of such notice.**
 - b. **Such coverage as provided for the DISTRICT, the BOARD OF GOVERNORS of the California Community Colleges, the STATE OF CALIFORNIA, and their officers, agents, and employees shall be primary and any coverage carried by the DISTRICT, the BOARD OF GOVERNORS of the California Community Colleges, the STATE OF CALIFORNIA and their officers, agents, and employees shall be excess and non-contributory. Notice evidencing said coverage shall be at all times furnished to the DISTRICT.**

J. 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 or 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.

IN WITNESS WHEREOF, the parties have executed the agreement in the County of Orange,
State of California.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Signature:

Date:

Peter J. Hardash, Vice Chancellor
Business Operations/Fiscal Services
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7340

nj

SER, JOBS FOR PROGRESS, INC.

Signature:

Date:

Ronald Puente, Director
SER, Jobs for Progress, Inc.
1243 E. Warner
Santa Ana, CA 92705
(714) 556-8741

APPENDIX A

INDIVIDUAL INSTRUCTOR SERVICES AGREEMENTS

- **Tristen A. Auxier**
- **Esmeralda Godoy**
- **Jennifer Kapp**
- **Ryan A. Saucedo**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
INDIVIDUAL INSTRUCTOR SERVICES AGREEMENT**

**With Instructors From a Public Agency Or Private Organization
Pursuant to District's Instructional Services Agreement
With a Public Agency Or Private Organization**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as DISTRICT, is authorized pursuant to Title 5 of the of the California Administrative Code, to enter into a written

contract with (name) Tristen A. Auxier, an instructor, hereinafter

known as INSTRUCTOR, who is employed by SER, Jobs for Progress, Inc., which is either a public agency or private organization, and is hereinafter referred to as ENTITY.

INSTRUCTOR agrees to participate in the delivery of approved curriculum from the relevant college within DISTRICT, which will be either Santa Ana College or Santiago Canyon College. INSTRUCTOR acknowledges that DISTRICT shall have the primary right to control and direct the instructional activities of INSTRUCTOR while INSTRUCTOR is conducting a class or classes given through an Instructional Services Agreement between DISTRICT and ENTITY.

The delivery of the curriculum will be in compliance with the provisions of the signed Instructional Services Agreement signed by ENTITY and DISTRICT, and with the catalog and the course outlines from Santa Ana College or Santiago Canyon College. Curriculum materials, testing and grading procedures, and materials and services such as those that DISTRICT provides to its hourly instructors on campus, may be provided by DISTRICT to INSTRUCTOR.

INSTRUCTOR is, and at all times shall be, an employee of ENTITY and not of DISTRICT. The DISTRICT will not be obligated to make any payment to INSTRUCTOR for services delivered under the Instructional Services Agreement, and will not be responsible for benefits including and not limited to, workers compensation, medical insurance, vacation, sick leave, or any other employee benefits that would otherwise accrue to faculty members. All salary and benefits payable or owing to INSTRUCTOR are the sole responsibility and liability of the employer who has signed the Instructional Services Agreement with the District.

Effectivity Period. This Agreement between INSTRUCTOR and DISTRICT shall be effective for the same period of time that the associated Instructional Services Agreement between DISTRICT and ENTITY exists.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

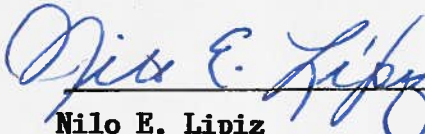
INSTRUCTOR:

Tristen A. Auxier

BY: 

Date: 5/8/13

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT:



Nilo E. Lipiz

Dean of Instruction and Student Services

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
INDIVIDUAL INSTRUCTOR SERVICES AGREEMENT**

**With Instructors From a Public Agency Or Private Organization
Pursuant to District's Instructional Services Agreement
With a Public Agency Or Private Organization**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as DISTRICT, is authorized pursuant to Title 5 of the of the California Administrative Code, to enter into a written

contract with (name) Esmeralda Godoy, an instructor, hereinafter

known as INSTRUCTOR, who is employed by SER, Jobs for Progress, Inc., which is either a public agency or private organization, and is hereinafter referred to as ENTITY.

INSTRUCTOR agrees to participate in the delivery of approved curriculum from the relevant college within DISTRICT, which will be either Santa Ana College or Santiago Canyon College. INSTRUCTOR acknowledges that DISTRICT shall have the primary right to control and direct the instructional activities of INSTRUCTOR while INSTRUCTOR is conducting a class or classes given through an Instructional Services Agreement between DISTRICT and ENTITY.

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Effectivity Period. This Agreement between INSTRUCTOR and DISTRICT shall be effective for the same period of time that the associated Instructional Services Agreement between DISTRICT and ENTITY exists.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

INSTRUCTOR:
Esmeralda Godoy

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT:

BY: Esmeralda Godoy
Date: 05/08/2013

Nilo E. Lipiz
Nilo E. Lipiz
Dean of Instruction and Student Services

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
INDIVIDUAL INSTRUCTOR SERVICES AGREEMENT**

**With Instructors From a Public Agency Or Private Organization
Pursuant to District's Instructional Services Agreement
With a Public Agency Or Private Organization**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as DISTRICT, is authorized pursuant to Title 5 of the of the California Administrative Code, to enter into a written

contract with (name) Jennifer Kapp, an instructor, hereinafter

known as INSTRUCTOR, who is employed by SER, Jobs for Progress, Inc., which is either a public agency or private organization, and is hereinafter referred to as ENTITY.

INSTRUCTOR agrees to participate in the delivery of approved curriculum from the relevant college within DISTRICT, which will be either Santa Ana College or Santiago Canyon College. INSTRUCTOR acknowledges that DISTRICT shall have the primary right to control and direct the instructional activities of INSTRUCTOR while INSTRUCTOR is conducting a class or classes given through an Instructional Services Agreement between DISTRICT and ENTITY.

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Effectivity Period. This Agreement between INSTRUCTOR and DISTRICT shall be effective for the same period of time that the associated Instructional Services Agreement between DISTRICT and ENTITY exists.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

INSTRUCTOR:

Jennifer Kapp

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT:

BY: Jennifer Kapp

Date: 5/8/13

Nilo E. Lipiz

Dean of Instruction and Student Services

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
INDIVIDUAL INSTRUCTOR SERVICES AGREEMENT**

**With Instructors From a Public Agency Or Private Organization
Pursuant to District's Instructional Services Agreement
With a Public Agency Or Private Organization**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as DISTRICT, is authorized pursuant to Title 5 of the of the California Administrative Code, to enter into a written

contract with (name) Ryan A. Saucedo, an instructor, hereinafter

known as INSTRUCTOR, who is employed by SER, Jobs for Progress, Inc., which is either a public agency or private organization, and is hereinafter referred to as ENTITY.

INSTRUCTOR agrees to participate in the delivery of approved curriculum from the relevant college within DISTRICT, which will be either Santa Ana College or Santiago Canyon College. INSTRUCTOR acknowledges that DISTRICT shall have the primary right to control and direct the instructional activities of INSTRUCTOR while INSTRUCTOR is conducting a class or classes given through an Instructional Services Agreement between DISTRICT and ENTITY.

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Effectivity Period. This Agreement between INSTRUCTOR and DISTRICT shall be effective for the same period of time that the associated Instructional Services Agreement between DISTRICT and ENTITY exists.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

INSTRUCTOR:
Ryan A. Saucedo

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT:

BY:

Ryan A. Saucedo

Nilo E. Lipiz

Date:

05/08/13

Nilo E. Lipiz
Dean of Instruction and Student Services

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College School of Continuing Education**

To:	Board of Trustees	Date: June 17, 2013
Re:	Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Vocational Training	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District contracts with SER, Jobs for Progress, Inc. to operate Career Technical Education training. The District collects state funding on the attendance generated under this agreement and pays SER an hourly rate per hour of attendance to provide the services. The SER, Jobs for Progress, Vocational Training Agreement SAC-13-045, is effective July 1, 2013, to June 30, 2014.

ANALYSIS

For 2013-2014, Santa Ana College proposes to contract with SER to provide 45,000 student attendance hours in Career Technical Education/Vocational Training at the rate of \$2.02 per attendance hour.

RECOMMENDATION

It is recommended that the Board of Trustees approve the instructional agreement with SER, Jobs for Progress, Inc. for program year 2013-2014.

Fiscal Impact:	\$90,900	Board Date: June 17, 2013
Prepared by:	James Kennedy, Interim Vice President, SAC School of Continuing Education Nilo Lipiz, Dean of Instruction and Student Services	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor, RSCCD	

SER, JOBS FOR PROGRESS, INC.
VOCATIONAL TRAINING AGREEMENT

THIS AGREEMENT, made and entered into on the 1st day of July 2013, between Rancho Santiago Community College District, County of Orange, State of California, hereinafter called the "DISTRICT" and SER, JOBS FOR PROGRESS, INC., 1243 E. Warner, Santa Ana, California 92705, herein referred to as "SER."

WITNESSETH

WHEREAS, the Governing Board of the District has approved the contracting out of the vocational education program for Clerical/Office occupations pursuant to Education Code 78015; and

WHEREAS, through this agreement with the SER, the DISTRICT intends to provide a vocational education program for the benefit of eligible students of the DISTRICT, under the State Plan for Vocational Education and the Federal Carl D. Perkins Vocational and Technology Education Act of 1998, in order to prepare such students for a vocation in Clerical/Office occupations; and

WHEREAS, the DISTRICT also intends to limit the hours of instruction to a maximum of 45,000 student attendance hours for the Agreement. Other students may attend as private enrollees of SER, JOBS FOR PROGRESS, INC. but such enrollment shall not exceed a number at which the DISTRICT funded program may operate effectively; and

WHEREAS, SER represents that it is a non-public vocational school with extensive capabilities and experience in vocational instruction and training and holds Course Approval under the provisions of Section 94312 of the Education Code of the State of California; and

WHEREAS, DISTRICT represents that it has minimum qualifications for instructors teaching these courses and the qualifications are consistent with requirements in other similar courses given at the DISTRICT,

WHEREAS, SER represents that each instructor of SER in this program possesses valid minimum teaching qualifications to teach in the specific vocational subject area as determined by the DISTRICT; and

WHEREAS, SER represents that its financial resources are adequate to insure operation for the duration of the student training period and that SER operates on the basis of sound administrative policies and adheres to nondiscriminatory practices and does not and shall not discriminate on the basis of race, ethnic or national origin, sex, age, disability, sexual orientation, or prior educational status or any other unreasonable basis for discrimination; and

WHEREAS, SER represents that its physical facilities meet requirements of state and local safety and health regulations and its equipment and instructional materials are adequate and suitable for the courses offered and the number of students in attendance; and

WHEREAS, SER represents that it maintains current, accurate records of both student attendance (class attendance sheets) and progress (grade sheets). SER consents to inspection of these records by authorized representatives of the DISTRICT, California Community College Board of Governors, and other regulatory and administrative agencies, and such records shall be submitted by SER on a schedule developed by DISTRICT; and

WHEREAS, SER represents that it is free of any pending or existing proceedings against it or that of any of its instructors; or in the alternative, that it can show to the satisfaction to the DISTRICT by way of written evidence that such proceedings are without merit and will be disposed of in favor of SER;

NOW, THEREFORE, in consideration of the conditions, covenants, terms, agreements and recitals contained herein, it is mutually agreed as follows:

All the above recitals are true and correct.

TABLE OF CONTENTS

PARAGRAPH	PAGE
1. SER Responsibilities	4
2. Curriculum	5
3. District Responsibilities	6
4. Responsibilities of SER and District.....	7
5. Payment	7
6. Costs Per Student	8
7. Reimbursement Per Student	8
8. New Students	8
9. Supervision	8
10. Billing	9
11. Attendance	9
12. Records	9
13. Report	10
14. Transfer Students	10
15. Certification By District	10
16. Certification By County	10
17. Insurance	10
18. Indemnification	12
19. Effective Date	12
20. Termination	12
21. Notice	13
22. Expiration Date	13
23. Approval	13
24. Signature Page	14
25. Appendix A: Individual Instructor Service Agreements.....	15

1. SER RESPONSIBILITIES

SER shall provide vocational instruction, training, facility, equipment, supervision and other services for all enrolled students not to exceed a maximum of 45,000 student hours during the 2013/2014 school year (7/1/2013 through 6/30/2014). The vocational instructional program will be Business Skills, 780 hours. Instruction time shall be provided by SER for all students who wish such instruction during school holidays (excluding legal holidays) and Christmas recess provided such instructional time does not exceed total hours stipulated within this Agreement.

- A. All students shall be under the direct supervision of instructors with a valid credential for community college services or meet minimum qualifications in the area to be taught, such credential to be registered with the Orange County Department of Education and the DISTRICT.
- B. Instruction to be claimed for apportionment under this contract is under the immediate supervision and control of an employee of DISTRICT (Title 5, Section 58058) who has met the minimum qualifications for instruction in vocational subjects in a California community college.
- C. Where the instructor is not a paid employee of DISTRICT, DISTRICT shall enter into a written agreement with each instructor who is conducting instruction for which FTES are to be reported. Instructors paid by SER shall enter into individual instructor service agreements with DISTRICT. These instructor agreements are included herein as APPENDIX A, and by this reference are incorporated into this Agreement.
- D. SER shall provide all necessary instructional supplies and equipment for the students covered by the agreement. All material and equipment supplied by SER

shall remain the property of SER and shall not be removed from the premises without permission of SER.

- E. Except as noted in this Agreement, SER shall not charge students receiving instruction and training under this Agreement additional cost for tuition, supplies, and/or equipment for any instruction and/or training to be provided in accordance with this contract.
- F. SER will provide those administrative functions essential for the operation of its facilities at its own expense.
- G. SER shall provide all students who complete the program job placement services. Record of such placement services shall be kept and reported to the DISTRICT annually.
- H. SER shall be in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Higher Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, the U.S. Presidential Executive Order 11246, and subsequent amendments (if applicable) and the intent of the Board of Governors of the California Community Colleges affirmative action resolution adopted April 12, 1973, and all applicable local, state, and federal health and safety regulations.
- I. SER's courses shall be held at facilities that are clearly identified as being open to the general public. Enrollment in the courses is open to any person who has been admitted to the college and has met any applicable prerequisites.

2. CURRICULUM

The curriculum shall be as described in the Rancho Santiago Community College District's catalog and the program and course outlines on file in the Instruction office

as approved by the Curriculum Council, the Chancellor, the Board of Trustees of the DISTRICT, and Chancellor's Office of the California Community Colleges.

3. DISTRICT RESPONSIBILITIES

- A. DISTRICT is responsible for the education program conducted at this site.
- B. The DISTRICT shall provide the normal administrative functions including admissions, counseling, registration, achievement records, and awarding of completion Certificates comparable to those maintained for any student of the DISTRICT.
- C. Procedures, Terms, and Conditions. The enrollment period for these vocational classes, the student enrollment fees, the number of class hours sufficient to meet the stated performance objectives, the supervision and evaluation of students, and the withdrawal of students prior to completion of a course are determined by DISTRICT.
- D. Instruction to be claimed for apportionment under this contract is under the immediate supervision and control of an employee of DISTRICT who has met the minimum qualifications for instruction in a vocational subject in a California community college.
- E. DISTRICT shall demonstrate control and direction of SER instructors through such actions as providing the instructors, as appropriate, with an instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services that DISTRICT would provide to its hourly instructors on campus.
- F. The DISTRICT's policy on open enrollment shall be published in the college catalogue, schedule of classes, and any addenda to the schedule of classes, along

with a description of the course. These courses offered by SER are all noncredit.

- G. The courses of instruction specified in this agreement and the outlines of record for such courses have been approved by college's curriculum committee as meeting Title 5 course standards and the courses have been approved by the DISTRICT's Board of Trustees.
- H. DISTRICT uses procedures to assure that instructors teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course and those procedures are applied to courses and instructors covered under the agreement and the students are held to a comparable level of rigor.

4. RESPONSIBILITIES OF SER AND DISTRICT

SER and the DISTRICT shall make available ancillary and support services as relating to counseling, guidance, and placement assistance for the students.

5. PAYMENT

The DISTRICT shall pay to SER on a monthly basis TWO DOLLARS AND TWO CENTS (\$2.02) per hour for each student positive attendance hour certified to the DISTRICT for actual attendance during the preceding month at SER's place of instruction for all properly enrolled students who are in good standing with the DISTRICT. Such payment to be considered in full payment to cover all contract cost of operating said instructional program. Total hours shall not exceed a maximum of 45,000 actual student hours of attendance under this contract.

- A. SER states that 69% of the above hourly rate represents actual costs of instructors including all salary and related benefits, 5% of the above hourly rate represents

rental of equipment, 20% of the above hourly rate represents rental of facilities, and 6% of the above hourly rate represents other costs of operations.

- B. The DISTRICT shall pay to SER for each student trainee throughout his or her enrollment the hourly rate in force at the time of the trainee's entry into the program or an amount not to exceed the rate charged.
- C. In the event a DISTRICT student withdraws from the program of instruction, or, because of failure to attend scheduled instruction, is dropped from the program, the DISTRICT shall be responsible to SER for payment for only the actual hours of authorized attendance of such students prior to the drop or withdrawal date.

6. COSTS PER STUDENT

Costs per student shall not exceed the total direct and indirect costs to provide the same training in public schools or the tuition the private post secondary school charges its private students, whichever is lower.

7. REIMBURSEMENT PER STUDENT

SER shall not be reimbursed for more than 780 hours of instruction for any one student in Business Skills. Exceptions to these limits will only be allowed with the prior consultation and approval of the District.

8. NEW STUDENTS

SER agrees to accept new students in programs during each enrollment period established by the DISTRICT and according to College enrollment procedures, provided that 45,000 student attendance hours are not exceeded.

9. SUPERVISION

The seven hundred eighty (780) hours of approved instruction and training shall be given under the direct supervision of California licensed instructors holding valid California

teaching credentials authorizing services in the area of clerical/office occupations in vocational programs in a community college or possessing equivalent qualifications established by the DISTRICT, and all DISTRICT students while engaged in such instruction and training shall be under the immediate supervision and control of such instructors.

10. BILLING

SER shall submit and certify statements and billings every two weeks to: Rancho Santiago Community College District, Santa Ana College School of Continuing Education, Centennial Education Center, 2900 W. Edinger, Santa Ana, CA 92704-3902, Attention: Dean of Instruction and Student Services at the end of each month on the forms provided by the DISTRICT. Billings shall include evidence of positive attendance in accordance with State Regulations. All billings shall be accompanied by attendance sheets verifying the number of enrollees and number of actual hours of instruction given.

11. ATTENDANCE

Records of enrollee attendance shall be maintained by SER for a period of five (5) years and shall be available for review by the DISTRICT, its staff, its auditor, the Office of Private Post Secondary Education, and the staff of the Vocational Support Unit of the Chancellor's Office, California Community Colleges.

12. RECORDS

SER shall maintain accurate records of attendance and progress for each student and evaluations of each student at the request of the DISTRICT, and shall submit to the DISTRICT such information from such records as is requested by the authorized representative(s) of the DISTRICT.

13. REPORT

A report will be delivered regarding the accomplishment of the performance objectives for each instructional area at the end of the contract period.

14. TRANSFER STUDENTS

Should it become necessary for one or more DISTRICT students to transfer to the SER from schools and colleges, both public and private, that are accredited and hold valid certificates of course approval and licenses as private, post-secondary, vocational schools for instruction and training in the clerical office occupations, SER agrees to accredit each of such students with one hour for each and every hour of approved instruction and/or training received by, or credited to, such student in the former program.

15. CERTIFICATION BY DISTRICT

DISTRICT hereby certifies that on all student attendance from classes offered through this agreement which it reports for state apportionment, it does not, and will not, receive full compensation for the direct education costs of the courses from any public or private agency, individual, or group.

16. CERTIFICATION BY COUNTY

COUNTY hereby certifies that in receiving the compensation for attendance hours stipulated in this agreement, it does not, and will not receive full compensation for the direct education costs of the courses from any other public or private agency, individual, or group.

17. INSURANCE

- A. SER shall obtain and maintain insurance, at the expense of SER, all workers' compensation insurance required by law for its employees in the operation of this

program. SER will provide, when required by law, and at SER's own expense, worker's compensation insurance coverage for the students in SER's program.

B. SER shall maintain during the entire term of this Agreement self insurance for general liability in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and property damage coverage of not less than TWENTY-FIVE THOUSAND DOLLARS (\$25,000) per accident. Said coverage shall expressly name the DISTRICT, the BOARD OF GOVERNORS of the California Community Colleges, and the STATE OF CALIFORNIA and their agents, employees, and officers as additional insured. SER shall provide to DISTRICT a certificate of insurance covering the contract period and stating the required coverage.

a. This coverage shall not be canceled or coverage reduced, until notice has been mailed to the DISTRICT stating the date of cancellation or reduction. Coverage shall not be canceled until 30 days have passed from date of receipt of such notice.

b. Such coverage as provided for the DISTRICT, the BOARD OF GOVERNORS of the California Community Colleges, the STATE OF CALIFORNIA, and their officers, agents, and employees shall be primary and any coverage carried by the DISTRICT, the BOARD OF GOVERNORS of the California Community Colleges, the STATE OF CALIFORNIA and their officers, agents, and employees shall be excess and non-contributory. Notice evidencing said coverage shall be at all times furnished to the DISTRICT.

18. 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 or 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.

19. EFFECTIVE DATE

This Agreement shall become effective July 1, 2013, and shall be reviewed periodically by the parties hereto. Any amendment or adjustments reasonably necessary shall be made from time to time by mutual agreement. SER shall notify the DISTRICT of any change in facility location during the period of this Agreement. The DISTRICT reserves the right to terminate this Agreement due to a facility change that the DISTRICT determines to be inadequate for instructional purposes.

20. TERMINATION

The DISTRICT and SER reserve the right to terminate this Agreement at the end of any semester or summer session by giving thirty (30) days prior written notice. In addition the DISTRICT may terminate this agreement due to budgetary restraints identified by the Board of Trustees, thirty (30) days after giving written notice.

A. Should the DISTRICT exercise its right to terminate this Agreement, students

currently enrolled shall have the option to complete the current training course at a cost not to exceed the rate per student instructional hour as set forth herein. Such fees shall to be paid directly to SER by the student.

21. NOTICE

Any notice given under this Agreement shall be deemed given when personally served upon the Chancellor of the DISTRICT or upon the Chair of the Board of Directors of SER, JOBS FOR PROGRESS, INC. or when a certified notice is deposited in the mails in Orange County in a sealed envelope with postage thereon fully prepaid from one party to the other addressed as follows, respectively:

TO DISTRICT: RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 North Broadway
Santa Ana, CA 92706
Attention: Vice Chancellor
Business Operations/Fiscal Services

TO CONTRACTOR: SER, JOBS FOR PROGRESS, INC.
1243 East Warner
Santa Ana, CA 92705

22. EXPIRATION DATE

This agreement shall expire June 30, 2014.

23. APPROVAL

This Agreement is subject to the approval of the California Community Colleges Chancellor's Office.

IN WITNESS WHEREOF, said parties to this Agreement have executed these presentations and here unto set their hands on the day and year first written.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Signature:

Date:



Peter J. Hardash, Vice Chancellor
Business Operations/Fiscal Services
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7340

SER, JOBS FOR PROGRESS, INC.

Signature:

Date:

Ronald Puente, Director
SER, Jobs for Progress, Inc.
1243 E. Warner
Santa Ana, CA 92705
(714) 556-8741

APPENDIX A

INDIVIDUAL INSTRUCTOR SERVICES AGREEMENTS

- **Tristen A. Auxier**
- **Esmeralda Godoy**
- **Jennifer Kapp**
- **Ryan A. Saucedo**

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RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as DISTRICT, is authorized pursuant to Title 5 of the of the California Administrative Code, to enter into a written

contract with (name) Tristen A. Auxier, an instructor, hereinafter

known as INSTRUCTOR, who is employed by SER, Jobs for Progress, Inc., which is either a public agency or private organization, and is hereinafter referred to as ENTITY.

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IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

INSTRUCTOR:

Tristen A. Auxier

BY: 

Date: 5/8/13

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT:


Nilo E. Lipiz

Dean of Instruction and Student Services

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
INDIVIDUAL INSTRUCTOR SERVICES AGREEMENT**

**With Instructors From a Public Agency Or Private Organization
Pursuant to District's Instructional Services Agreement
With a Public Agency Or Private Organization**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as DISTRICT, is authorized pursuant to Title 5 of the of the California Administrative Code, to enter into a written

contract with (name) Esmeralda Godoy, an instructor, hereinafter

known as INSTRUCTOR, who is employed by SER, Jobs for Progress, Inc., which is either a public agency or private organization, and is hereinafter referred to as ENTITY.

INSTRUCTOR agrees to participate in the delivery of approved curriculum from the relevant college within DISTRICT, which will be either Santa Ana College or Santiago Canyon College. INSTRUCTOR acknowledges that DISTRICT shall have the primary right to control and direct the instructional activities of INSTRUCTOR while INSTRUCTOR is conducting a class or classes given through an Instructional Services Agreement between DISTRICT and ENTITY.

The delivery of the curriculum will be in compliance with the provisions of the signed Instructional Services Agreement signed by ENTITY and DISTRICT, and with the catalog and the course outlines from Santa Ana College or Santiago Canyon College. Curriculum materials, testing and grading procedures, and materials and services such as those that DISTRICT provides to its hourly instructors on campus, may be provided by DISTRICT to INSTRUCTOR.

INSTRUCTOR is, and at all times shall be, an employee of ENTITY and not of DISTRICT. The DISTRICT will not be obligated to make any payment to INSTRUCTOR for services delivered under the Instructional Services Agreement, and will not be responsible for benefits including and not limited to, workers compensation, medical insurance, vacation, sick leave, or any other employee benefits that would otherwise accrue to faculty members. All salary and benefits payable or owing to INSTRUCTOR are the sole responsibility and liability of the employer who has signed the Instructional Services Agreement with the District.

Effectivity Period. This Agreement between INSTRUCTOR and DISTRICT shall be effective for the same period of time that the associated Instructional Services Agreement between DISTRICT and ENTITY exists.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

INSTRUCTOR:

Esmeralda Godoy

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT:

BY: Esmeralda Godoy
Date: 05/08/2013

Nilo E. Lipiz
Nilo E. Lipiz
Dean of Instruction and Student Services

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
INDIVIDUAL INSTRUCTOR SERVICES AGREEMENT**

**With Instructors From a Public Agency Or Private Organization
Pursuant to District's Instructional Services Agreement
With a Public Agency Or Private Organization**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as DISTRICT, is authorized pursuant to Title 5 of the of the California Administrative Code, to enter into a written

contract with (name) Jennifer Kapp, an instructor, hereinafter

known as INSTRUCTOR, who is employed by SER, Jobs for Progress, Inc., which is either a public agency or private organization, and is hereinafter referred to as ENTITY.

INSTRUCTOR agrees to participate in the delivery of approved curriculum from the relevant college within DISTRICT, which will be either Santa Ana College or Santiago Canyon College. INSTRUCTOR acknowledges that DISTRICT shall have the primary right to control and direct the instructional activities of INSTRUCTOR while INSTRUCTOR is conducting a class or classes given through an Instructional Services Agreement between DISTRICT and ENTITY.

The delivery of the curriculum will be in compliance with the provisions of the signed Instructional Services Agreement signed by ENTITY and DISTRICT, and with the catalog and the course outlines from Santa Ana College or Santiago Canyon College. Curriculum materials, testing and grading procedures, and materials and services such as those that DISTRICT provides to its hourly instructors on campus, may be provided by DISTRICT to INSTRUCTOR.

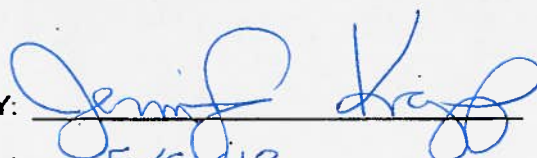
INSTRUCTOR is, and at all times shall be, an employee of ENTITY and not of DISTRICT. The DISTRICT will not be obligated to make any payment to INSTRUCTOR for services delivered under the Instructional Services Agreement, and will not be responsible for benefits including and not limited to, workers compensation, medical insurance, vacation, sick leave, or any other employee benefits that would otherwise accrue to faculty members. All salary and benefits payable or owing to INSTRUCTOR are the sole responsibility and liability of the employer who has signed the Instructional Services Agreement with the District.


Effectivity Period. This Agreement between INSTRUCTOR and DISTRICT shall be effective for the same period of time that the associated Instructional Services Agreement between DISTRICT and ENTITY exists.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

INSTRUCTOR:
Jennifer Kapp

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT:

BY: 
Date: 5/8/13


Nilo E. Lipiz
Dean of Instruction and Student Services

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
INDIVIDUAL INSTRUCTOR SERVICES AGREEMENT**

**With Instructors From a Public Agency Or Private Organization
Pursuant to District's Instructional Services Agreement
With a Public Agency Or Private Organization**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as DISTRICT, is authorized pursuant to Title 5 of the of the California Administrative Code, to enter into a written

contract with (name) Ryan A. Saucedo, an instructor, hereinafter

known as INSTRUCTOR, who is employed by SER, Jobs for Progress, Inc., which is either a public agency or private organization, and is hereinafter referred to as ENTITY.

INSTRUCTOR agrees to participate in the delivery of approved curriculum from the relevant college within DISTRICT, which will be either Santa Ana College or Santiago Canyon College. INSTRUCTOR acknowledges that DISTRICT shall have the primary right to control and direct the instructional activities of INSTRUCTOR while INSTRUCTOR is conducting a class or classes given through an Instructional Services Agreement between DISTRICT and ENTITY.

The delivery of the curriculum will be in compliance with the provisions of the signed Instructional Services Agreement signed by ENTITY and DISTRICT, and with the catalog and the course outlines from Santa Ana College or Santiago Canyon College. Curriculum materials, testing and grading procedures, and materials and services such as those that DISTRICT provides to its hourly instructors on campus, may be provided by DISTRICT to INSTRUCTOR.

INSTRUCTOR is, and at all times shall be, an employee of ENTITY and not of DISTRICT. The DISTRICT will not be obligated to make any payment to INSTRUCTOR for services delivered under the Instructional Services Agreement, and will not be responsible for benefits including and not limited to, workers compensation, medical insurance, vacation, sick leave, or any other employee benefits that would otherwise accrue to faculty members. All salary and benefits payable or owing to INSTRUCTOR are the sole responsibility and liability of the employer who has signed the Instructional Services Agreement with the District.

Effectivity Period. This Agreement between INSTRUCTOR and DISTRICT shall be effective for the same period of time that the associated Instructional Services Agreement between DISTRICT and ENTITY exists.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

INSTRUCTOR:

Ryan A. Saucedo

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT:

BY: 

Date: 05/08/13



Nilo E. Lipiz

Dean of Instruction and Student Services

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

To: Board of Trustees	Date: June 17, 2013
Re: Approval of New OTA Agreement – Therapy Specialists	
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 for five 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 Therapy Specialists in San Diego, California.

Fiscal Impact:	None	Board Date: June 17, 2013
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	

AGREEMENT

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into May 7, 2013 by and between Therapy Specialists, 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.

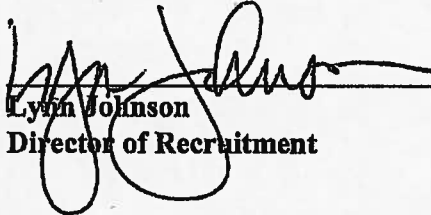
IN WITNESS WHEREOF, the said parties have hereunto set their hands:

PH
12/16

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

**Agency:
Therapy Specialists
3760 Convoy Street, Suite 204
San Diego, CA 92111
tel: 858.514.0375
fax: 858.514.0384**

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services



Lynn Johnson
Director of Recruitment

Date: _____

Date: _____

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

To:	Board of Trustees	Date: June 17, 2013
Re:	Approval of OTA Agreement Renewal – The Children’s Therapy Center	
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 The Children’s Therapy Center in Garden Grove, California.

Fiscal Impact:	None	Board Date: June 17, 2013
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	

AGREEMENT

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into the 24th of April, 2013 by and between **The Hallway Group, Inc. dba The Children's Therapy Center**, 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:

SH
18816
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

Date: _____

Agency: *The Helway Group, Inc. DBA*
Name of Agency: *The Children's*
Address: *Therapy Center*

Mary Helway President

Person Responsible:
Title:

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College - Science, Math, and Health Sciences Division**

To:	Board of Trustees	Date: June 17, 2013
Re:	Approval of Nursing Program and OTA Program Agreement – Kaiser	
Action:	Request for Approval	

BACKGROUND

Students in the various health sciences programs are required to participate in clinical rotation activities at sites throughout the community in order to gain practical field experiences and to apply knowledge and skills learned in college classes. The proposed clinical affiliation agreement with Kaiser Foundation Hospitals, located in California, will yield appropriate clinical rotation activities for the programs.

ANALYSIS

The clinical affiliation agreement covers the scope of programs' operations of the facility as well as other issues relating to responsibilities for both parties. The agreement has been reviewed and approved by RSCCD Risk Management and college staff. The agreement carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this clinical affiliation agreement with Kaiser Foundation Hospitals.

Fiscal Impact:	None	Board Date: June 17, 2013
Prepared by:	Linda Rose, Ed.D., Vice President of Academic Affairs	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

AGREEMENT FOR STUDENT CLINICAL PRACTICE AND TRAINING
(PRACTICE PROGRAMS)

This AGREEMENT FOR STUDENT CLINICAL PRACTICE AND TRAINING (PRACTICE PROGRAMS) ("Agreement"), dated effective as of, May 22, 2013 ("Agreement Effective Date") entered into by and among RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT on behalf of SANTA ANA COLLEGE AKA SAC ("School"), located at 1530 West 17th Street in Santa Ana, California, 92706 and KAISER FOUNDATION HOSPITALS, a California nonprofit public benefit corporation ("Hospitals"), and SOUTHERN CALIFORNIA PERMANENTE MEDICAL GROUP, a California partnership ("Medical Group"). Hospitals, and Medical Group are sometimes collectively or individually referred to herein as "Kaiser Entities".

WITNESSETH:

WHEREAS, School operates curricula for its students in subject areas related to health services and such curricula include clinical practice training program(s) ("Program(s)"), a list of which is set forth in Exhibit A attached hereto; and

WHEREAS, the said curricula comply with all applicable laws and regulations; and

WHEREAS, respective Kaiser Entities operate certain clinical practice services which are suitable for the Program(s) and which are based in various hospital, medical office, administrative, support and other facilities throughout Southern California ("Facilities"); and

WHEREAS, all parties hereto will benefit if students of the Program(s) use the Facilities during their participation in the Program(s) to facilitate their clinical education experience and practical training.

NOW, THEREFORE, the parties hereto enter into this Agreement as a full statement of their respective responsibilities during the term of this Agreement and in consideration of the representations made above and the covenants and conditions set forth herein, the parties agree as follows:

I. GENERAL INFORMATION

A. This Agreement governs the establishment and operation of the Program(s) at Facilities within the Southern California Region as designated by Kaiser Entities and which may change from time to time. Applicable Kaiser Entities may make arrangements for the Program(s) on the terms and conditions set forth herein.

B. Kaiser Entities, at their respective Facilities, are solely responsible for determining whether to participate or continue participation in the Program(s) with respect to such Facilities.

C. If Kaiser Entities were parties to one or more agreements or Memoranda of Understanding regarding the same subject matter as this Agreement, then those previous agreements or Memoranda will be considered terminated by the parties, it being the intent of the parties to have this single Agreement supersede any and all prior agreements for Programs at the Facilities in their entirety. The parties agree that the Program(s) are intended only for students who are 18 years old or older.

D. The parties agree that this Agreement is not exclusive as to either party.

II. SCHOOL RESPONSIBILITIES

SCHOOL SHALL:

A. Be responsible for curriculum planning, admission, administration, requirements for matriculation, faculty appointments and promotions, developing evaluation instruments and other documentation, and general administrative oversight of the Program(s).

B. Select the students in the Program(s), who are enrolled and in good standing in the School, and have completed all School requirements to be assigned for clinical training; and deliver to Kaiser Entities a writing setting forth the names of such students, and making the representations above for each of them. Kaiser Entities shall respond by indicating which of these students they will accept in the Facilities designated for their clinical assignments that are acceptable to respective Kaiser Entities at each of its respective Facilities.

C. Propose in writing faculty or employees (if any) from and in good standing with the School, in such numbers and at such dates and times as are acceptable to the respective Kaiser Entity that may help facilitate the training of students at each of its respective Facilities. School students, instructors, faculty members and other School

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Page 2 of 21

Santa Ana College AKA Rancho Santiago AKA SAC Student Agreement Dated May 22, 2013

Last Updated: 5/17/2013 10:04:21 AM SAC-13-047

representatives participating in the Program(s) at the Facilities shall be referred to collectively herein as "Program Participants."

D. Ensure that each Program Participant comply with respective Kaiser Entities' requirements for immunizations and tests. Such requirements consist of the titer results and immunization dates, or copy of medical record documentation thereof, or other analogous documentation and/or evidence acceptable to Kaiser Entities, as applicable, as set forth in Exhibit B hereto and as modified from time to time by Kaiser Entities.

E. Provide to Program Participants all materials that Kaiser Entities request to be provided to them, require every Program Participant to conform to all applicable Kaiser Entities' policies, procedures, and regulations, and to all additional requirements and restrictions agreed upon by representatives of Kaiser Entities, and require all Program Participants to attend and complete such training and orientation as required by Kaiser Entities, including, without limitation, Corporate Compliance and HIPAA training sessions.

F. Require all Program Participants to reach mutual written agreement with Kaiser Entities' designated representatives at the Facilities prior to commencement of each Program(s) session on the following matters:

1. Program Participants' schedules and placement;
2. Attendance at any conference, course or programs which might be conducted or sponsored by Kaiser Entities, as applicable; and
3. Access to, confidentiality of, use of, presentation and/or publication regarding any information or opinions by the Program Participants related to any Kaiser Entity policies, procedures, practices, data, or operations.

G. Ensure that School's faculty, employees and students, whether or not they are Program Participants, maintain the confidentiality of any Kaiser Entities proprietary information and all patient and other information received in the course of the Program(s) and do not discuss, transmit or narrate in any form any patient information of a personal nature, medical or otherwise, except as a necessary part of a patient's treatment plan. Without limiting the generality of the foregoing, School shall not permit the Program Participants to disclose Individually Identifiable Health Information (as that term is defined by regulations promulgated under the Health Insurance Profitability and Accountability Act ("HIPAA"), or its successor) to School or School's employees under any

circumstances (including, without limitation, for educational, discipline or other purposes); provided, however, that health information that has been de-identified (as such term is defined under HIPAA regulations) may be disclosed. Otherwise, School or its employees shall not gain access to Individually Identifiable Health Information from Kaiser Entities or Program Participants unless the patient has first given consent using a form approved by Kaiser Entities that complies with applicable state and federal laws, including, without limitation, HIPAA. Without limiting the generality of the foregoing, School shall require each Program Participant, as a condition of participating in the Program(s) to execute the Confidentiality Agreement in the form acceptable to Kaiser Entities. The parties recognize that HIPAA permits the use and disclosure of protected health information ("PHI") to conduct Health Care Operations, which include the training and educational programs of a covered entity. KP is a covered entity under HIPAA.

H. Prior to the time each Program Participant first reports to the Facilities, and periodically thereafter as deemed appropriate by School and/or Kaiser Entities during the term of the Program Participant's participation, conduct background check, drug screening and criminal screening of each such Program Participant in accordance with the applicable Kaiser Entities' policies, and other requirements (e.g., regulatory or licensing) that are applicable to Program(s) and certify to Kaiser Entities that the results of such background checks and criminal screenings are satisfactory for such Program Participant's participation in the Program(s). Subject to any confidentiality laws, School shall require each Program Participant to execute a release of the background, drug and security screenings information to Kaiser Entities and to provide to Kaiser Entities all adverse results of such background checks and drug and criminal screenings.

I. As a condition to each Program Participant's access to the Facilities, provide to respective Kaiser Entities at a date and time and in a format as specified by Kaiser Entities, but at least 14 days before commencement of participation in any Program the following information about each Program Participant:

1. Name, address and telephone number, e-mail address, emergency notification information and other contact information as may be required;
2. Information about each Program Participant's health care insurance and providers (e.g., primary care physician);
3. Dates and hours of such Program Participant's assignment at the Facilities;

4. Proof of insurance coverages required by this Agreement;
5. Copies of such forms signed by Program Participant as may be required by Kaiser Entities.
6. Certification, or proof of compliance with the requirements for immunizations and vaccinations, as set forth in Exhibit B, and the background screening under Section II.H above;
7. Evidence of compliance with other requirements set forth in this Section II, as reasonably requested by Kaiser Entities; and
8. All other reasonable information about the Program(s) and students as requested by respective Kaiser Entities.

Failure to provide such information for a particular Program Participant within the time requested by Kaiser Entities shall result in denial of such Program Participant's access to the respective Facility.

J. Ensure that every Program Participant complies with all applicable federal, state, and local laws, rules and regulations, including, without limitation, licensing and education requirements and other pre-requisites for the Program(s), occupational health and safety and environmental statutes and regulations, and the OSHA bloodborne pathogens standard, 8 CCR Section 5193.

K. Ensure that each student participating in the Program(s) is at least 18 years old.

L. Ensure that each Program Participant has appropriate health insurance coverage and has means of transportation to and from the Facility.

M. Ensure that each Program Participant meets the following qualifications in addition to the qualifications set forth elsewhere in this agreement:

1. The Program Participant is not the subject of, or otherwise materially involved in, any government investigation of the student's business practices or the provision of professional services, including being served with a search warrant in connection with such activities;

2. The Program Participant is not the subject of any current suit, action or other legal proceeding arising out of the student's professional services;

3. The Program Participant has not been required to pay damages or any other amount in malpractice action by way of judgment or settlement in the prior five (5) years;

4. The Program Participant is not incapacitated from performing any services at the Facility;

5. The Program Participant has not been charged with or convicted of a criminal offense; and

6. The Program Participant has not been barred, suspended or otherwise ineligible to participate in the Medicare or Medi-Cal programs or any other federal or state healthcare program.

N. Provide to Kaiser Entities periodic reports regarding the Program(s) and Program Participant(s) as reasonably requested by Kaiser Entities.

O. Designate one or more School administrators or employees to participate with Kaiser Entities to plan, implement and coordinate the Program(s) and act as a liaison or liaisons with Kaiser Entities (the "Program Liaison(s)"). The name of the designated person(s) shall be given to Kaiser Entities prior to commencement of the Program(s) by a process, time and date specified by Kaiser Entities at each respective Facility.

P. Each Program Liaison shall be responsible for contacting the appropriate Kaiser Entity representative in order to obtain consent to establish Programs and to make arrangements for approved Programs. Such arrangements shall be made prior to the commencement of each Program and shall include establishment of the following by mutual consent with respect to the Program at each Facility:

1. The maximum number of students to be accepted at any time in the Program.

2. The number of hours for each Program Participant's Program and the time period during which the hours must be completed.

3. All prerequisites for acceptance of Program Participants into the Program, including but not limited to, course work physical requirements.

4. The general structure of the Program and other administrative matters.

III. RESPONSIBILITIES OF KAISER ENTITIES

RESPECTIVE KAISER ENTITIES SHALL:

A. Provide clinical education and professional practice experience planned, organized, and administered by Kaiser Entities' professional and medical staff in accordance with mutually agreed educational and experiential standards, objectives, guidelines and needs. Kaiser Entities shall have no obligation to take any Program Participant(s) by virtue of this Agreement and retain the sole right and discretion to decline a request to participate in Programs by any Program Participant.

B. Retain full responsibility for patient care that meets Kaiser Entities' standards for the operation of the Facility and/or the direct or indirect care of patients.

C. Permit access for the Program Participants to the Facilities as necessary to participate in the Program(s) so long as such access does not interfere with the regular or special situation activities of the Facilities.

D. Permit designated Kaiser Entities' employees and other personnel at the Facilities to participate in the Program(s) to enhance the students' education so long as such participation does not interfere with the employees' and personnel's regular or special service commitments. Permit such designated employees and other personnel that participate in the Program(s) to reasonably attend preceptor training programs as intended to comply with the standards of the organization that accredits School's curricula.

E. Provide, subject to availability, appropriate space, equipment and supplies, as necessary to meet the objectives of the Program(s). Notwithstanding anything to the contrary contained herein, Kaiser Entities shall only be obligated to provide such space, equipment and personnel as maintained thereby at the Facilities from time to time in the normal course of business. Any space and equipment will be provided "AS IS."

F. Provide, or arrange for, appropriate orientation regarding its policies and procedures to School and Program Participants, orientation to the Facilities and other applicable training and orientation sessions for, and provide necessary written materials to be distributed to, the Program Participants.

G. Together with School faculty, instructors and employees (if any), through its medical staff and employees, provide necessary and appropriate supervision to each student in the Program(s) to ensure that each student is capable of performing the assigned medical treatment and procedures accurately and safely. Students in the

Program(s) shall be considered trainees by the Kaiser Entities and School and may not be used by Kaiser Entities to replace the Facility's staff. Kaiser Entities shall not decrease their customary number of staff as a result of the assignment of Program(s) students to the Facilities.

H. Provide, when possible, a reasonable amount of storage space for instructional materials and reasonable classroom or conference room space at the Facilities for use in the Program(s).

I. Designate a member of the Facilities staff to participate with the Program(s) administrators or designees to plan, implement and coordinate the Program(s) and act as a liaison with School. The name of the designated person(s) shall be given to School prior to commencement of the Program(s).

J. Provide necessary emergency health care or first aid to a student, faculty or School employee participating in the Program(s) at the Facilities, consistent with Kaiser Entities' policies and procedures at each respective Facility for responsibilities to Kaiser Entities' own employees or visitors related to an accident occurring at the Facilities. Except as herein provided for emergency health care or first aid as described above, Kaiser Entities shall have no obligation to furnish medical or surgical care to any student, faculty or employee, or provide any accident, health or any other insurance coverage for any Program Participant.

K. If the Program(s) include any radiologic Program(s), then, with respect thereto allow the California Department of Public Health Services, Radiologic Health Branch (RHB), or its successor, to conduct unannounced inspections of any Kaiser Entities Clinical Facility in which radiologic technology students of the Program are present, as may be required, and only to the extent required by applicable law or regulation by the representatives of the agency charged with the responsibility of certifying California based health education programs, including, without limitation, the California Department of Public Health Radiological Health Branch ("CDPH-RHB").

IV. ACCESS TO FACILITY

Kaiser Entities shall have the right to deny access to, or remove from, the Facilities any Program Participant whom respective Kaiser Entities determine is not performing satisfactorily or is not complying with applicable Kaiser Entities' policies, procedures, and regulations. In such cases, Kaiser Entities shall submit to School a demand in writing

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Page 8 of 21
Santa Ana College AKA Rancho Santiago AKA SAC Student Agreement Dated May 22, 2013
Last Updated: 5/17/2013 10:04:21 AM SAC-13-047

which shall include a statement why respective Kaiser Entities demand that the Program Participant be withdrawn. School shall comply with such a demand within five (5) days of receiving it. Notwithstanding the foregoing, Kaiser Entities and respective Facilities shall have the right to deny access to, or remove from, Facilities, any of the students, faculty and School employees participating in the Program(s), immediately and without notice to School, if Kaiser Entities and/or Facilities reasonably determine that such person's actions or presence at the Facility constitutes a possible threat to health or safety of such Facility's patients, personnel or visitors, or Kaiser Entities' reputation.

V. INSURANCE

A. School shall self-insure, or maintain in full force and effect, at its sole expense and written by outside carriers acceptable to Kaiser Entities, on its own behalf and on behalf of each Program Participant: (1) a comprehensive general liability insurance policy to cover Program Participants while at the Facilities at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate and (2) a professional liability insurance policy to cover Program Participants while at the Facilities at levels of not less than One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.

B. School shall cause the comprehensive general liability insurance and professional liability insurance policies specified in Section V.A herein to name respective Kaiser Entities as additional insureds and to require thirty (30) days written notice to respective Kaiser Entities prior to the effective date of any material change to or cancellation of such policies.

C. School shall extend its usual workers' compensation insurance to cover all Program Participants who are participating in the Program(s) at the Facilities.

D. School shall present respective Kaiser Entities with satisfactory evidence of compliance with the insurance requirements specified in Sections V.A, V.B, and V.C, herein prior to execution of this Agreement, at the time of any material change thereto, and annually thereafter as provided in Section VII.A herein, or at other times upon reasonable request from Kaiser Entities.

VI. INDEMNIFICATION

A. School shall indemnify and hold harmless (and at Kaiser Entities' request, defend) Kaiser Entities and their affiliates and each of their officers, partners,

employees or agents (each of which persons and organizations are referred to collectively herein as "Indemnitees" or individually as "Indemnitee") from and against any and all demands, debts, liens, claims, losses, damages, liabilities, costs, expenses, judgments, or obligations, actions or causes of action, (including the payment of attorneys' fees and expenses actually incurred whether or not litigation be commenced) for or in connection with injury or damage (including, but not limited to, death) to any person or property to the extent resulting from or in any way connected with the performance of or failure to perform obligations hereunder by School, its officers, partners, Program Participants or agents. The foregoing indemnity and hold harmless obligations of School include and apply without limitation to injury or damage to Indemnitees, Kaiser Entities, patients, Program Participants, third parties, or any or all of them and their respective property, officers, partners, employees, or agents, regardless of how such injury or damage occurred or is suffered, notwithstanding any alleged contributory negligence on the part of any claimant.

B. Notwithstanding the foregoing, School's liability hereunder shall not include any responsibility for or obligation to indemnify and hold harmless any Indemnitee from loss, damage or expense resulting solely from the negligence or willful misconduct of any Indemnitee.

C. Respective Kaiser Entities shall indemnify and hold harmless (and at School's request, defend) School from any and all claims, losses, damages, liabilities, costs, expenses, judgments, or obligations for or in connection with injury or damage to any person or property resulting solely from the performance of or failure to perform obligations hereunder by respective Kaiser Entities or their officers, employees, partners or agents.

D. Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release any party hereto from its obligations to indemnify as to any claim or cause of action asserted so long as the event upon which such claim or cause of action is predicated shall have occurred prior to the effective date of any such termination or completion.

VII. TERM AND TERMINATION

A. This Agreement shall commence on May 22, 2013 ("Agreement Effective Date") and continue in full force and effect until terminated by either party, with or without cause, upon sixty (60) days advance written notice of its intention to terminate; provided, however, that at each anniversary of the Effective Date, prior to the

commencement of each Program(s), and at such other times as reasonably requested by Kaiser Entities, School shall provide to Kaiser Entities evidence of its compliance with the insurance requirements set forth in Section V above, and its obligations under Section II above.

B. Any "without cause" termination of this Agreement or termination of the Program(s) at the Facilities shall not take effect with respect to students participating in the affected Program(s) on the date of such notice of termination or deletion until such time as they complete their scheduled Program(s) in accordance with such Program(s)' original terms.

C. Notwithstanding Section VII.A, Kaiser Entities shall have the right, but not the obligation, to terminate this Agreement immediately in the event of the occurrence of any of the following events: (a) School fails to cure a breach of any term hereof which Kaiser Entities have given School an opportunity to cure, within thirty (30) calendar days after written notice of said breach and opportunity to cure from Kaiser Entities; (b) either party suffers an appointment of a receiver, custodian, examiner or a trustee for any of its property or assets; (c) a determination is made by any governmental entity that an independent contractor relationship does not exist between the parties; or (d) the Facility or the Program is closed for any reason.

D. Upon any termination of this Agreement, all rights and obligations of the parties shall cease except those rights and obligations that have accrued or expressly survive such termination or expiration.

VIII. AFFIRMATIVE ACTION, NONDISCRIMINATION AND IMMIGRATION LAWS

School recognizes that as government contractors Kaiser Entities are subject to various federal laws, executive orders and regulations regarding equal opportunity and affirmative action. School, therefore, agrees that any and all applicable equal opportunity and affirmative action clauses shall be incorporated herein as required by federal laws, executive orders, and regulations, including, but not limited to include the following:

A. The nondiscrimination and affirmative action clauses contained in: Executive Order 11246, as amended, and the implementing rules and regulations prescribed by the Secretary of Labor in Title 41, part 60 of the Code of Federal Regulations (CFR), relative to equal opportunity for all persons without regard to race, color, religion, sex or national origin (Federal Acquisition Regulation (FAR) at 48 CFR 52.222-26); the 459515v6

Page 11 of 21
Santa Ana College AKA Rancho Santiago AKA SAC Student Agreement Dated May 22, 2013
Last Updated: 5/17/2013 10:04:21 AM SAC-13-047

Rehabilitation Act of 1973, as amended, relative to the employment of qualified disabled individuals without discrimination based upon their physical or mental disabilities (FAR at 48 CFR 52.219-36); the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended relative to the employment of disabled veterans and veterans of the Vietnam Era (FAR at 48 CFR 52.222-35);

B. The utilization of small, small disadvantaged, and women-owned small businesses clauses contained in the Small Business Act, as amended, relative to the utilization of small business concerns, small business concerns owned and controlled by socially and economically disadvantaged individuals, and small business concerns owned and controlled by women, in the performance of contracts awarded by federal agencies (FAR at 48 CFR 52.219-9).

C. School hereby certifies to Kaiser Entities that School shall comply during the term of this Agreement with the provisions of the Immigration Reform and Control Act of 1986 and any regulations promulgated thereunder.

D. School and Program Participants will provide services to Members without discrimination on account of race, color, sex, gender identity, religion, national origin, age, physical or mental disability, veteran's status, sexual orientation or other status protected by applicable federal, state or local laws.

E. School agrees to comply with and be bound by each of the applicable clauses referred to in this Section VIII and recognizes that in the event of its failure to comply with such applicable clauses, rules, regulations or orders, this Agreement may be canceled, terminated or suspended in whole or in part.

IX. STATUS OF SCHOOL, ITS PERSONNEL, AND KAISER ENTITIES

The parties expressly understand and agree that:

This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between School and/or any Kaiser Entities and/or their employees, students, partners, or agents (including, without limitation, Program Participants), but rather is an agreement by and among independent contractors. Neither party has authorization to enter into any contracts, assume any obligations or make any warranties or representations on behalf of the other parties. Kaiser Entities shall not be responsible to School, Program Participants or School's agents or to any governing body for any payroll-related taxes or any other

employment related liability in connection with the performance of services by School, Program Participants or School's agents under this Agreement. It is expressly understood that School will be responsible for all legally required tax withholding for itself and its Program Participants and agents. School warrants that it will comply with all applicable federal, state and local laws, including, but not limited to, immigration, wage and hour laws and employment discrimination laws. It is expressly understood that none of Program Participants are employees of any Kaiser Entity for any purpose, including but not limited to, employee welfare and pension benefits of employment, workers' compensation, disability insurance or compensation for services or any other fringe benefits of employment. School will notify respective Kaiser Entities of any change (including, but not limited to, the tax withholding status) in the employer/employee relationship between School and those individuals providing services under this Agreement. Neither School nor any Program Participants shall receive any compensation from any Kaiser Entities.

X. PUBLICITY

School shall not, without the other parties' prior written consent, publish or otherwise disseminate any advertising, promotion, report, article, research piece or publicity wherein the name of any Kaiser Entity or the Kaiser Permanente Medical Care Program(s) is mentioned or otherwise reasonably identified, or use language from which a relationship between any Kaiser Entity or the Kaiser Permanente Medical Care Program(s) and School may, in the reasonable judgment of Kaiser Entities, be inferred.

XI. TRADE SECRETS AND CONFIDENTIALITY

A. During the course of its operations, Kaiser Entities have developed and will develop confidential or privileged information regarding Facility's patients or Kaiser Entities' business activities, including without limitation records, files, charts, documents, patient lists, patient files, books, data, operating manuals, symbols, trademarks, trade names, service marks, designs, patient lists, financial and operational data and/or methodologies, procedures, processes, and other copyrighted, patented, trademarked, or legally protectable information which is confidential and proprietary to Kaiser Entities (collectively, "Trade Secrets"). The School and the Program Participants may gain access to Trade Secrets. Any and all records and files respecting any patient or services provided to any Facility patient is confidential and proprietary to Kaiser Entities and shall be deemed to be included within the definition Trade Secrets. During the term of

this Agreement and thereafter, School shall, and shall cause the Program Participants, to treat all of the Trade Secrets as confidential and proprietary to Kaiser Entities and shall not: (a) disclose the Trade Secrets, in whole or in part, to any third party without the prior written consent of Kaiser Entities; (b) permit the use or appropriation of the Trade Secrets by any third party; (c) use or appropriate the Trade Secrets for any purpose other than the performance of School's and the Program Participants' obligations under this Agreement; or (d) otherwise use or appropriate the Trade Secrets for School's or a Program Participant's own account, or as an agent, employee, contractor, partner, director or stockholder of, or in concert with, any person, firm, corporation or other organization.

XII. NO BILLING

A. Neither School nor any Program Participants shall bill any patient, Medicare, Medi-Cal or any other third party for any services provided as a part of the Program(s).

XIII. NOTICE

Unless otherwise stated elsewhere in the Agreement any written notice given under this Agreement shall be sent, postage prepaid, by certified mail, return receipt requested, to the following person(s), as the case may be:

SANTA ANA COLLEGE

1530 West 17th Street

Santa Ana, CA. 92706

Attn.: Rebecca Miller, MSN, RN

Associate Dean of Health Sciences

KAISER FOUNDATION HOSPITALS

393 East Walnut Street

Pasadena, CA. 91188

Attn.: Senior Contracts Manager –Student Agreements

Network Administration & Development

Southern California

SOUTHERN CALIFORNIA

PERMANENTE MEDICAL GROUP

393 East Walnut Street

Pasadena, CA. 91188

Attn.: Marilyn T. Owsley

SCPMG Business Administrator

Southern California

XIV. DISPUTE RESOLUTION

A. In the event of any disputes over, or if any issues arise regarding, the implementation or interpretation of this Agreement, representatives of all parties to this Agreement shall meet and confer in good faith in an effort to resolve the dispute or issue.

B. If the parties fail to resolve any dispute in the manner set forth above, and such dispute may directly or indirectly concern or involve any term, covenant or condition herein, then the parties shall settle the dispute by final and binding arbitration in the County of Los Angeles in accord with the Code of Civil Procedure Sections 1280 *et seq.* or successor statutory provisions governing arbitration. Unless otherwise agreed to by the parties, the binding arbitration shall be administered by JAMS, The Resolution Experts, FKA Judicial Arbitration and Mediations Services, Inc. ("JAMS"), in accordance with the JAMS rules applicable to commercial arbitrations.

XV. MODIFICATION

No modification, amendment, supplement to this Agreement or waiver of any provision of this Agreement shall be binding upon the parties unless made in writing and duly signed by all parties hereto.

XVI. SURVIVING SECTIONS

All obligations under this Agreement which are continuing in nature shall survive the termination or conclusion of this Agreement.

XVII. ASSIGNMENT

School shall not assign its rights or obligations under this Agreement without the express written consent of Kaiser Entities. Kaiser Entities, and each of them, may assign or delegate its rights or obligations to any affiliated entity without the consent of School. This Agreement will be binding on the successors and assigns of either party.

XVIII. RULES OF CONSTRUCTION

The language in all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either School or any Kaiser Entity. Section headings in this Agreement are for convenience only and are not to be construed as a part of this Agreement or in any way limiting or amplifying the provisions hereof. All pronouns and any variations thereof shall be deemed to refer to the

masculine, feminine, neuter, singular or plural, as the identifications of the person or persons, firm or firms, corporation or corporations may require.

The parties acknowledge that they have carefully read and fully understand this Agreement, and that they have had the opportunity to raise and discuss with their respective counsel of their own choosing any questions, concerns, or issues they may have in connection with this Agreement or its terms. Each party and its counsel have had the opportunity to review this Agreement and materially participate in the drafting of it, and consequently, the rule of contract interpretation that ambiguities, if any, in the writing, be construed against the drafter, shall not apply.

XIX. NO THIRD PARTY BENEFICIARIES

The parties do not intend to confer and this Agreement shall not be construed to confer any rights or benefits to any person, firm, physician, corporation or entity other than the parties.

XX. ENTIRE AGREEMENT

This Agreement contains the final, complete and exclusive agreement between the parties hereto. Any prior agreements, promises, negotiations or representations relating to the subject matter of this Agreement not expressly set forth herein are of no force or effect. This Agreement is executed without reliance upon any promise, warranty or representation by any party or any representative of any party other than those expressly contained herein. Each party hereto has carefully read this Agreement and signs the same of its own free will.

XXI. GOVERNING LAW

This Agreement is made and entered into in the State of California, and shall in all respects be interpreted, enforced and governed by and under the laws of the State of California.

XXII. COUNTERPARTS AND FACSIMILES

This Agreement may be executed in counterparts, none of which need contain the signatures of all the parties, and all such counterparts together shall constitute the entire agreement of the parties hereto. Facsimile signatures and signatures that are electronically transmitted shall be deemed to have the efficacy of an original signature.

XXIII. SEVERABILITY

The provisions of this Agreement are specifically made severable. If any clause, provision, right and/or remedy provided herein is unenforceable or inoperative, the remainder of this Agreement shall be enforced as if such clause, provision, right and/or remedy were not contained herein.

XXIV. AUTHORIZATION

The undersigned individuals represent that they are fully authorized to execute this Agreement on behalf of the named parties.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year written below

<p>KAISER FOUNDATION HOSPITALS, a California non-profit public benefit corporation</p> <p>By _____</p> <p>Name: Karen P. Wells Title: Vice President Network Development & Administration Southern California</p> <p>Date: _____</p>	<p>RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT on behalf of SANTA ANA COLLEGE</p> <p>By _____</p> <p>Name: Peter J. Hardash <i>PJM</i> Title: Vice Chancellor, Business Operations/ Fiscal Services</p> <p>Date: _____</p>
<p>SOUTHERN CALIFORNIA PERMANENTE MEDICAL GROUP, a California partnership</p> <p>By _____</p> <p>Name: Marilyn T. Owsley Title: SCPMG Business Administrator</p> <p>Date: _____</p>	

EXHIBIT A

PROGRAMS

- **Medical Assistant Program, Certificate or Associate Degree of Science**
- **Occupational Therapy Assistant - OTA**

EXHIBIT B

IMMUNIZATION REQUIREMENTS

I. Tuberculosis Screening (Tuberculin Skin Test). (TST)

A. Program Participants must present proof of documented "negative" TST history and must have two current TST skin tests: one that is dated and documented as "negative" within two years of assignment to a Facility and one that is dated and documented as "negative" within the last 12 months of assignment to a Facility. If neither is available, then a 2-step TST is required.

B. Program Participants with a history of positive TST are required to present a written report of a negative chest x-ray within 1 year of the beginning of their current academic program and proof that Program Participants have completed annual TB questionnaires. They are not required to take follow up chest x-rays unless there is a positive response to the symptom review on the annual TB questionnaire. More recent screening may be required if clinically appropriate.

II. Rubella, Rubeola, and Mumps (MMR). A documented serological immunity or 2 documented immunization records signed by a qualified health provider is required. Vaccination is mandatory if non-immune and no vaccine record.

III. Varicella Zoster. A documented serological immunity or 2 documented immunization records signed by a qualified health provider is required. Vaccination is mandatory if non-immune and no vaccine record.

IV. Hepatitis A. Immunity demonstrated by hepatitis A antibody titer. Hepatitis A is only required for Program Participants whose main duties involve food preparation or serving food within any KP Facilities.

V. Hepatitis B. Immunity demonstrated by hepatitis B antibody titer, or documentation of three (3) hepatitis B vaccine injections or proof that the Program Participant is currently receiving the series, or signed Declination form. This is required for all Program Participants and faculty with the possibility of exposure to blood and/or body fluids. Vaccination is strongly recommended but not mandatory. If a student is non-immune they may decline vaccination series, and are required to sign a Declination form.

VI. Seasonal Flu Vaccine. An immunization record signed by a qualified health provider must be presented to Kaiser Facilities by Program Participant before starting the Program. If on rare occasions Program Participants have contraindications to the flu vaccine, a Declination Form must be signed. Unimmunized Program Participants must wear a surgical mask when working in an area in which patient care is being provided.

VII. Pertussis AKA Whooping Cough. A Tdap immunization record signed by a qualified health provider must be presented to Kaiser Facilities by Program Participant before

starting the program or the Program Participant must sign a Declination form if they have not been immunized before starting the Program. Signing a Declination form is highly discouraged, but if the vaccines are not completed, a Declination form is essential before clinical rotation. Those signing a Declination form have to read the significance of what they are declining.

VIII. Other. Such other immunizations and health screening as required by applicable law or reasonably requested by Kaiser Entities in accordance with Kaiser Entities' applicable policies and procedures which may be unilaterally amended by Kaiser Entities' from time to time by a notice via email or mail to School.

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

To:	Board of Trustees	Date: June 17, 2013
Re:	Approval of Fire Technology Agreement Renewal: State of California, Department of Parks and Recreation	
Action:	Request for Approval	

BACKGROUND

This is a standard renewal of an existing inter-agency fire instructional services agreement with the State of California, Department of Parks and Recreation. This renewal updates the student contact hour fee to be paid by the district.

ANALYSIS

This instructional agreement is administered in compliance with the guidelines issued by the State of California Community College Chancellors Office. This agreement shall be effective for a period of three (3) years or until termination by written notice of either party. The agreement has been reviewed by Dean Simon B. Hoffman and college staff. This agreement carries a cost of a maximum of \$100,000 per fiscal year.

RECOMMENDATION

It is recommended that the Board of Trustees approve this agreement renewal with the State of California, Department of Parks and Recreation in San Clemente, California.

Fiscal Impact:	\$100,000/fy	Board Date: June 17, 2013
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:	Dr. Raúl Rodriguez, Chancellor, RSCCD	

PUBLIC ENTITY INSTRUCTIONAL SERVICES AGREEMENT

THIS AGREEMENT term is June 18, 2013 through June 17, 2016, by and between the Rancho Santiago Community College District, 2323 North Broadway, Santa Ana, California 92706 ("District") and the State of California, Department of Parks and Recreation ("DPR").

RECITALS

WHEREAS, under Government Code Section 53060 and Education Code Section 78021, the District desires to contract with the DPR as an independent contractor to the District; and

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

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

NOW THEREFORE, DPR and District agree to the following:

PROVISIONS OF THE AGREEMENT

A. DPR'S RESPONSIBILITIES:

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

2. Student Attendance Records. Records of student attendance and achievement will be maintained by DPR. Records will be open for review at all times by officials of the District and submitted to the district when requested to meet reporting requirements of the State Chancellor.

B. DISTRICT'S RESPONSIBILITIES:

1. Job Market Study. Prior to establishment of this vocational or occupational training program, the District's governing board shall conduct a job market study of the labor market area and determine that the results justify the proposed vocational education program.
2. Educational Program. District is responsible for the educational program that will be conducted on site.
3. 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 who has met the minimum qualifications for instruction in a vocational subject in a California community college.
4. Instructor Who Is Not a District Employee – District's Responsibilities.
Where DPR'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 DPR's instructor.

5. Qualifications of Instructors. District shall list the minimum qualifications for instructors teaching these courses. Such qualifications shall be consistent with requirements in other similar courses given within the District.
6. District's Control of and Direction for Instructors. District shall provide instructors with an orientation, instructors manual, course outlines, curriculum materials, testing and grading procedures, and any of the other necessary materials and services that it would provide to its regular instructors on campus.
7. Courses of Instruction. These are specified in Attachment A to this Agreement. It is the District's responsibility to insure that the outlines of record for such courses are approved by the District's curriculum committee as meeting Title 5 course standards, and that the courses have been approved by the District's board of trustees.
8. Different Sections of Courses. District shall have procedures that 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 and courses that are the subject of this contract, and the students shall be held to a comparable level of rigor.
9. Enrollment. District will advise DPR 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.

10. Obtaining Approval of Degree and Certificate Program 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 delegated authority to separately approve those courses locally.
11. 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, concerning approval by adjoining high school or community college districts and use of non-District facilities.
12. 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.
13. Certification. District is responsible for obtaining certification verifying that the instruction activity to be conducted will not be fully funded by other sources.

C. FEE

1. DPR Fee and Expenses. The fee to be paid by District for the services and materials to be supplied hereunder is: \$3.50 per student contact hour, not to exceed \$100,000.00 (one hundred thousand dollars and no cents) per fiscal year.
2. Invoices. DPR shall invoice the District at intervals prescribed by the district, supplying documentation acceptable to the District of student contact hours.

D. TERMS AND CONDITIONS

1. **Facilities.** DPR and District agree that the course shall be held at facilities that are clearly identified as being open to the general public.
2. **Open Enrollment.** District and DPR 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. 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.
3. **Support Services for Students.** Both DPR and District shall insure that ancillary and support services are provided for the students (e.g. Counseling and Guidance, and Placement Assistance).
4. **District's Indemnification.** District shall be responsible for, and State (DPR) shall not be answerable or accountable in any manner for any loss or expense by reason of any damage or injury to person or property, or both, arising out of or related to activities carried out by State (DPR), its agents, officers, and/or employees, under this Agreement. District shall protect, hold harmless, indemnify and defend the State (DPR), its agents, officers, and/or employees against any and all actions, claims, damages to persons or property, penalties, obligations or liabilities that may be asserted or claimed by any person, firm, association, entity, corporation, political subdivision, or other organization or person arising out of or in connection with all activities hereunder, whether or not there is concurrent passive negligence on the part of State (DPR), its agents, officers, and/or employees, but excluding such actions, claims, damages to persons or

property, penalties, obligations or liabilities arising from the sole negligence or wrongful act or omission of State (DPR).

5. State's Indemnification. The State (DPR) shall be liable, to the extent allowed by law and subject to California Government Code, Division 3.6, providing for the filing of tort claims against the State, for personal injuries or property damage resulting from the sole negligent or wrongful act or omission of any State (DPR) employee while acting within the scope of his or her employment, arising out of this Agreement.
6. Term of Agreement. Either party may cancel or terminate this Agreement without cause upon 30 days prior written notice given to the other party.
7. Termination For Cause. The District may terminate this Agreement and be relieved of any consideration to DPR should DPR 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 to the District shall be deducted from any sum due the DPR under this Agreement.
8. Assignment. This Agreement shall not be assigned by DPR either in whole or in part. Any such purported assignment voids this Agreement.
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 and inure to the benefit of the heirs, executors, administrators, successors, and assigns of the respective parties hereto.

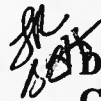
10. Amendments. No amendments of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreements not incorporated herein shall be binding on any of the parties hereto.

E. Equal Employment Opportunity Clause

The parties to this contract agree to promote equal employment opportunities through its policies and regulations. This means that both parties will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientations, national origin, age, disabled, or veteran status. Additionally, the parties will provide an environment that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

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

**DPR: STATE OF CALIFORNIA,
DEPARTMENT OF PARKS AND
RECREATION**



**DISTRICT: RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT**

State of California, Department of Parks
and Recreation
3030 Avenida Del Presidente
San Clemente Ca. 92672

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

**Jennifer Tustison
Contract Specialist**

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

Date: _____

Date: _____

ATTACHMENT A
INTER-AGENCY SERVICES
TO BE PROVIDED BY:

State of California

Department of Parks and Recreation

1. **Teaching Approved Curriculum:** All student contact hours submitted by “DPR” to District shall be part of a course of instruction that has either been approved by the District’s Curriculum and Instruction Council, or has been accepted as a topics course and approved by the District’s Chief Instructional Officer.
2. **Instructor Qualifications:** All student contact hours submitted by the “DPR” to the District shall have been taught under the line of sight supervision of instructors who meet the District’s minimum or equivalent qualifications for hiring as part-time Fire Technology instructors. This expertise is furnished at the expense of DPR. 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 full time equivalent students (FTES) under courses through the Fire Technology Department of the District and the “DPR” certifies that no student contact hours will be submitted to the District which also have been or will be submitted for California Joint Apprenticeship Committee, JPTA funding or state sponsored colleges.
4. **Enrollment of Students:** The District will supply current student enrollment forms to the DPR. The DPR will return properly completed enrollment forms and enrollment fees to the District. The DPR recognizes that out-of-state tuition fees will be charged for students who are not California residents. Student attendance and achievement records will be maintained by the agency and be available for review at normal business hours.
5. **Instructional Activities:** The Administrators of District and the “DPR” and/or their designees will meet at mutually agreed intervals to plan, review class hours to meet performance objectives, schedule and budget for instructional activities; the joint consent of the District and the DPR shall precede any instructional activity and include supervision and evaluation of students and student withdrawals prior to completion of a course.

6. **List of Course(s) Or Course Topics:** The District will make available to the DPR all courses listed in the course catalog and additional topics classes consistent with District standards for curriculum adoption.

7. **Services:** The District and the DPR will insure that ancillary and support services such as counseling, guidance, and placement assistance are available to all students and that enrollment in courses is open to any person who has been admitted to the District's colleges and has met applicable pre-requisites.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College - Disabled Student Programs and Services**

To:	Board of Trustees	Date: June 17, 2013
Re:	Approval of Affiliation Contract with Quick CAPTION	
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 the functional 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 Quick CAPTION 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 RSCCD contract specialist or designee. The agreement carries no costs or other financial arrangements and is in effect for three (3) years with the option to renew, unless otherwise terminated by either party.

RECOMMENDATION

It is recommended that the Board of Trustees approve the affiliation agreement with Quick CAPTION for real time captioning services beginning July 1, 2013 and continuing through June 30, 2016.

Fiscal Impact: Up to \$50,000 per academic year	Board Date: June 17, 2013
Prepared by: Sara Lundquist, Ph.D., Vice President of Student Services	
Submitted by: Erlinda J. Martinez, Ed. D., President, Santa Ana College	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor, RSCCD	

Quick Caption Service Agreement

THIS SERVICE AGREEMENT dated this 17th day of June, 2013.

BETWEEN:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT on behalf of
SANTA ANA COLLEGE AND SANTIAGO CANYON COLLEGE
(The "Customer")

-AND-

Quick CAPTION
4927 Arlington Avenue, Riverside, CA 92504
(The "Service Provider")

BACKGROUND:

- A. The Customer is of the opinion that the Service Provider has the necessary qualifications, experience and abilities to provide services in connection with the business of the Customer.
- B. The Service Provider is agreeable to providing services to the Customer, on the terms and conditions as set out in this Agreement.

IN CONSIDERATION OF THE MATTERS DESCRIBED ABOVE AND OF THE MUTUAL BENEFITS AND OBLIGATIONS SET FORTH IN THE Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

Engagement

The Customer hereby agrees to engage the Service Provider to provide the Customer with services consisting of on-site real time captioning for deaf and hard of hearing individuals and the Service Provider hereby agrees to provide the services to the Customer.

Term of Agreement

The term of this Agreement will begin on the date of this Agreement and will remain in full force and effect beginning July 1, 2013 until June 30, 2016 with the said term being capable of extension by mutual agreement of the parties.

Performance

Service Provider will provide on-site real time captioning services in the classroom and on campus as requested by Customer and adhere to the terms of this Agreement.

Compensation

For the services provided by the service provider under this Agreement, the Customer will pay

SAC-13-050

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 billed in half hour increments. The amount of the contract is estimated at \$50,000 per fiscal year.

Independent Contractor

It is expressly agreed that the Service Provider is acting as an independent contractor and not as an employee in providing the Services hereunder. The Service Provider and the Customer acknowledge that this Agreement does not create a partnership or joint venture between them.

Modification or Termination of Agreement

The Customer and or Service Provider may at any time for any reason terminate this agreement and compensate either party only for services rendered to the date of termination. 30 days prior written notice by either party shall be sufficient to stop further performance of services. The notice shall be deemed given when received no later than three days after the date of mailing whichever is sooner. Notices shall be sent to RSCCD address, attention Vice Chancellor Business Operations/Fiscal Services with a copy of notice to the Deaf and Hard of Hearing Services office at SAC.

Confidentiality Clause

All work completed on behalf of Customer by Service Provider will be held confidential and confidentiality shall survive termination or expiration of Agreement.

Additional Clauses

Customer will strive to request captionists from the Service Provider with seventy-two hours or more notice to ensure captionists can be booked. This, however, does not guarantee a captionist will be booked. All cancellations made by Customer must be called in to the Service Provider with forty-eight hours or more notice. Customer will assume responsibility for payment should this cancellation be requested without proper notice.

Customer will assume payment responsibility should a consumer fail to attend a class in which a captionist was requested. Customer may reassign a Service Provider captionist dispatched for a similar class and exact time frame if original requested assignment is a no-show or late cancellation. Customer will not be held responsible to pay for service where a captionist working for the Service Provider fails to "show up" for an assignment.

Service Provider shall comply with all applicable federal, state and local laws, rules, regulations and ordinances including worker's compensation.

The Service Provider recognizes Customer's need for using only the most qualified captionists in the delivery of said service and will utilize captionists with the ability to capture up to 250 words per minute and who hold at least one of the following professional certifications: CART, CSR, RPR, or CRR first and foremost. Service Provider will work cooperatively with Customer

when determining if a captionist is qualified for a particular class. Should a captionist begin a class and realize they are not qualified; the captionist will be removed immediately and replaced expeditiously. At any time should customer deem any captionist sent by Service Provider as non-qualified for a class or other assignment on campus, Customer shall notify Service Provider immediately and request a substitution.

Service Provider (individual captionists) shall provide stenograph machine, captioning software, laptop, and maintain extra batteries, extension cords and other items necessary to maintain services for class assigned, arrive 10 minutes prior to class and provide, at no additional charge, an edited copy of real-time notes via e-mail within 48 hours of completion of assignment.

Mutual Indemnification Clause

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 the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

THIS AGREEMENT IS NOT ASSIGNABLE WITHOUT WRITTEN CONSENT OF THE PARTIES HERETO.

Service Provider:

Customer:

(Signature)

(Signature)

(Name & Title) Antha Ward
President – Quick CAPTION

(Name & Title) PETER J. HARDASH
Vice Chancellor Business Operations/
Fiscal Services

(Tax ID Number)

(Date Signed)

(Date Signed)

(Board Approval Date)

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

To: Board of Trustees	Date: June 17, 2013
Re: Approval of Affiliation Contract with CRC Interpreting Services, Inc.	
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 the functional limitations, deaf and hard of hearing students (DHH) cannot participate in their classes without the services of a sign language interpreter. 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 Interpreting Services, Inc. and is pleased with the scope and quality of services rendered.

ANALYSIS

The proposed contractual affiliation agreement with CRC Interpreting Services, Inc. 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 RSCCD contract specialist or designee. The agreement carries no costs or other financial arrangements and is in effect for three (3) years with the option to renew, unless otherwise terminated by either party.

RECOMMENDATION

It is recommended that the Board of Trustees approve the affiliation agreement with CRC Interpreting Services, Inc. for sign language interpreter services beginning July 1, 2013 and continuing through June 30, 2016.

Fiscal Impact: Up to \$90,000 per academic year	Board Date: June 17, 2013
Prepared by: Sara Lundquist, Ph.D., Vice President of Student Services	
Submitted by: Erlinda J. Martinez, Ed. D., President, Santa Ana College	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor, RSCCD	

CRC Interpreting Services Service Agreement

THIS SERVICE AGREEMENT dated this 17th day of June, 2013.

BETWEEN:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT on behalf of
SANTA ANA COLLEGE AND SANTIAGO CANYON COLLEGE
(The "Customer")

-AND-

CRC Interpreting Services
7210 Jordan Avenue A-19, Canoga Park, California 91303
(The "Service Provider")

BACKGROUND:

- A. The Customer is of the opinion that the Service Provider has the necessary qualifications, experience and abilities to provide services in connection with the business of the Customer.
- B. The Service Provider is agreeable to providing services to the Customer, on the terms and conditions as set out in this Agreement.

IN CONSIDERATION OF THE MATTERS DESCRIBED ABOVE AND OF THE MUTUAL BENEFITS AND OBLIGATIONS SET FORTH IN THE Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

Engagement

The Customer hereby agrees to engage the Service Provider to provide the Customer with services consisting of American Sign Language interpreting for deaf and hard of hearing individuals, and such other services as the Customer and the Service Provider may agree upon from time to time (other styles of sign language, i.e., CASE, PSE, SEE), and the Service Provider hereby agrees to provide the services to the Customer.

Term of Agreement

The term of this Agreement will begin on the date of this Agreement and will remain in full force and effect beginning July 1, 2013 until June 30, 2016 with the said term being capable of extension by mutual agreement of the parties.

Performance

Service Provider will provide sign language interpretation services in the classroom and on campus as requested by Customer and adhere to the terms of this Agreement.

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 \$90,000 per fiscal year.

Independent Contractor

It is expressly agreed that the Service Provider is acting as an independent contractor and not as an employee in providing the Services hereunder. The Service Provider and the Customer acknowledge that this Agreement does not create a partnership or joint venture between them.

Modification or Termination of Agreement

The Customer and or Service Provider may at any time for any reason terminate this agreement and compensate either party only for services rendered to the date of termination 30 days prior written notice by either party shall be sufficient to stop further performance of services. The notice shall be deemed given when received no later than three days after the date of mailing whichever is sooner. Notices shall be sent to RSCCD address, attention Vice Chancellor Business Operations/Fiscal Services with a copy of notice to the Deaf and Hard of Hearing Program office at SAC.

Confidentiality Clause

All work completed on behalf of Customer by Service Provider will be held confidential and confidentiality shall survive termination or expiration of Agreement.

Additional Clauses

Customer will strive to request interpreters from the Service Provider with seventy-two hours or more notice to ensure interpreters can be booked. This, however, does not guarantee an interpreter will be booked. All cancellations made by Customer must be called in to the Service Provider (*CRC*) with forty-eight hours or more notice. Customer will assume responsibility for payment should this cancellation be requested without proper notice.

Customer will assume payment responsibility should a consumer fail to attend a class in which an interpreter was requested. Customer may reassign a Service Provider interpreter dispatched for a similar class and exact time frame if original requested assignment is a no-show or late cancellation. Customer will not be held responsible to pay for service where an interpreter working for the Service Provider fails to "show up" for an assignment.

Service Provider shall comply with all applicable federal, state and local laws, rules, regulations and ordinances including worker's compensation.

The Service Provider recognizes Customer's need for using only the most

qualified interpreters in the delivery of said service and will utilize interpreters who possess a certification from RID CI, CT or CSC; NAD III, IV or V; ACCI III, IV or V; or NIC, NIC Advanced or NIC Master first and foremost. Service Provider will work cooperatively with Customer when determining if an interpreter is qualified for a particular class. All Service Provider contracted interpreters adhere to the Professional Code of Conduct set forth by RID. Should an interpreter begin a class and realize they are not qualified; the interpreter will be removed immediately and replaced expeditiously. At any time should customer deem any interpreter sent by Service Provider as non-qualified for a class or other assignment on campus, Customer shall notify Service Provider immediately and request a substitution.

Mutual Indemnification Clause

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 the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

THIS AGREEMENT IS NOT ASSIGNABLE WITHOUT WRITTEN CONSENT OF THE PARTIES HERETO.

Service Provider:

Customer:

(Signature)

(Signature)

(Name & Title) Christina Warren
President – CRC Sign Language Interpreting
Services, Inc.

(Name & Title) PETER J. HARDASH
Vice Chancellor Business Operations/
Fiscal Services

(Tax ID Number)

(Date Signed)

(Date Signed)

(Board Approval Date)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College – Fine and Performing Arts Division**

To: Board of Trustees	Date: June 17, 2013
Re: Approval of Amendment to Lease for SAC ARTS Gallery Space at Santora Building, Santa Ana	
Action: Request for Approval	

BACKGROUND

Santa Ana College has operated a downtown gallery for more than 18 years in a leased space in the Santora building at 207 N. Broadway, Santa Ana. SAC ARTS gallery is a fully integrated part of the multi-pronged approach to art instruction provided by the art department at SAC: recruitment, access, training, successful transfer, and professional career. Students are actively involved in exhibit design, preparation, and installation. The average annual attendance at the SAC ARTS gallery is 7,000 – 8,000 visitors.

The current lease agreement expires on June 30, 2013.

ANALYSIS

The lease amendment reflects a continuation of the same rate of \$2,100 per month in year one (July 1, 2013-June 30, 2014), and in year two (July 1, 2014 – June 30, 2015). This agreement shall be effective for two years. Sylvia C. Turner, Dean of Fine and Performing Arts, has reviewed the lease amendment.

This is a gross lease which includes all costs for utilities, etc.

RECOMMENDATION

It is recommended that the Board of Trustees approve this amendment to the lease agreement for the SAC ARTS gallery space in the Santora Building in Santa Ana.

Fiscal Impact:	\$25,200 (2013-14) / \$25,200 (2014-15)	Board Date: June 17, 2013
Prepared by:	Linda Rose, Ed.D., Vice-President of Academic Affairs	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor, RSCCD	



Fourth AMENDMENT TO LEASE

THIS AMENDMENT TO LEASE is made and entered into as of May 28, 2013, by and between Santora Partners LLC ("Lessor") and Rancho Santiago Community College District ("Lessee").

WHEREAS, on or about June 8, 2007 a Lease was entered into by and between Lessor and Lessee relating to certain real property commonly known as: 207 N. Broadway, Studio Q, Santa Ana CA 92701 (the "Premises"), and

WHEREAS, Lessor and Lessee have have not previously amended said Lease, and

WHEREAS, the Lessor and Lessee now desire to amend said Lease,

NOW, THEREFORE, for payment of TEN DOLLARS and other good and valuable consideration to Lessor, the receipt and sufficiency of which is hereby acknowledged, the parties mutually agree to make the following additions and modifications to the Lease:

- TERM: The Expiration Date is hereby advanced extended to June 30, 2015.
- AGREED USE: The Agreed Use is hereby modified to: _____
- BASE RENT ADJUSTMENT: Monthly Base Rent shall be as follows: _____
- OTHER: Lessor will wave the \$ 10 dollars fee

This Agreement shall not be construed against the party preparing it, but shall be construed as if all parties jointly prepared this Agreement and any uncertainty and ambiguity shall not be interpreted against any one party.

All other terms and conditions of this Lease shall remain unchanged and shall continue in full force and effect except as specifically amended herein.

EXECUTED as of the day and year first above written.

By Lessor: Santora Partners LLC By Lessee: Rancho Santiago Community College District

By: [Signature] Name Printed: Rod Gonzalez Title: Property Manager

By: _____ Name Printed: _____ Title: _____

NOTICE: These forms are often modified to meet changing requirements of law and industry needs. Always write or call to make sure you are utilizing the most current form: AIR Commercial Real Estate Association, 800 W 6th Street, Suite 800, Los Angeles, CA 90017. Telephone No.: (213) 687-8777. Fax No.: (213) 687-8616.

[Signature]
INITIALS

INITIALS

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santiago Canyon College-Business & Career Technical Education

To: Board of Trustees	Date: June 17, 2013
Re: Approval of California/Nevada Training Trust Master Cost Agreement	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) has a long standing, on-going relationship with California/Nevada Training Trust Joint Apprenticeship and Training Committee. The California/Nevada Training Trust is a formal training program for students. The purpose for these programs is to provide entry to journey level skills training to the California/Nevada Training Trust Joint Apprenticeship and Training Committee workforce in the technical, vocational and trades occupations. At the conclusion of the apprenticeship program, students are eligible to apply and receive Certificates of Achievement and Associate of Science Degree in Power Lineman.

ANALYSIS

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) receives \$5.06 per student hour of positive attendance. The student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement attached outlines the allocation of funds from the California Budget Act and Section 8150 of the California Education Code with respect to the Related and Supplement Instruction (RSI) formula.

RECOMMENDATION

It is recommended that the Board approve the Master Cost Agreement with the California/Nevada Training Trust for 2013-2014 as presented.

Fiscal Impact: Approximately, \$23,000 to RSCCD-SCC.	Board Date: June 17, 2013
The RSCCD-SCC shall pay California/Nevada Training Trust an amount equal to eighty-five percent (85%) for each clock hour of teaching time per apprentice. The amount shall not exceed \$132,000.	
Prepared by: Aracely Mora, Ed.D., Vice President, Academic Affairs Corine Doughty, Dean, Business & Career Technical Education	
Submitted by: Juan A. Vázquez, President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

MASTER COST AGREEMENT

BETWEEN

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA/NEVADA TRAINING TRUST**

This Agreement, made and entered into this 1st day of July, 2013, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD,
and the CALIFORNIA/NEVADA TRAINING TRUST, hereinafter referred to as CAL/NEVA:

WITNESSETH:

It is the intent of RSCCD and CAL/NEVA to enter into an agreement whereby RSCCD will reimburse CAL/NEVA for all instructional materials and curriculum development used by and for RSCCD indentured power linemen apprentices.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplemental instruction for the apprentice power lineman in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, CAL/NEVA is a "joint apprenticeship training council" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

Whereas, RSCCD and CAL/NEVA desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements

of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for apprentice power linemen duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and CAL/NEVA's Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the CAL/NEVA under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by CAL/NEVA.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

ARTICLE III - RESPONSIBILITIES OF CAL/NEVA

A. Instruction and Curriculum

1. CAL/NEVA shall provide instructor manuals, instructional supplies, and other teaching aids necessary to instruct classes.
2. CAL/NEVA shall monitor the students, maintain records of work experience and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California.
3. CAL/NEVA shall provide clerical support to maintain training records.
4. CAL/NEVA instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses.

5. CAL/NEVA shall provide funds for and administer one (1) instructor workshop annually.
6. CAL/NEVA shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors.

B. Facilities, Equipment and Supplies

1. CAL/NEVA shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, CAL/NEVA will be responsible for the maintenance of these facilities.
2. CAL/NEVA shall provide, install and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. CAL/NEVA shall provide instructional supplies and materials.

ARTICLE IV - GENERAL PROVISIONS

1. This Agreement shall commence with the beginning of the fiscal year (July 1, 2013) and will continue until the end of the fiscal year (June 30, 2014), unless earlier terminated by either party in the manner set forth herein.
2. All persons employed by CAL/NEVA and performing services for their training committee shall be solely employees of CAL/NEVA. CAL/NEVA will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay CAL/NEVA an amount equal to eighty-five percent (85%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the California/Nevada Training Trust, 9846 Limonite Ave., Riverside, CA 92509, within sixty (60) days of receipt of positive attendance hours.
4. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College: Santiago Canyon College
Business & Career Technical Education Office
8045 E. Chapman Avenue
Orange, CA 92869

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

To CAL/NEVA: California/Nevada Training Trust
9846 Limonite Ave.
Riverside, CA 92509
ATTN: Director

5. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
6. Each party shall maintain and secure comprehensive general liability and property damage insurance 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.
7. This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.
8. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
 - a. Emergency conditions resulting from acts of God.

- b. Non-performance of the terms of this Agreement.
- 9. RSCCD agrees to provide CAL/NEVA with records indicating attendance, income and expenditure data.
- 10. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

CALIFORNIA/NEVADA TRAINING TRUST

Peter J. Hardash
Vice Chancellor
Business Operations/Fiscal Services

copy

Armando Mendez
Director
Date: 4/25/13

Approved by Governing Board,

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santiago Canyon College-Business & Career Technical Education

To: Board of Trustees	Date: June 17, 2013
Re: Approval of The Metropolitan Water District of Southern California Master Cost Agreement	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) has a long standing, on-going relationship with the Metropolitan Water District (MWD) Joint Apprenticeship & Training Committee (JATC). Metropolitan's Apprenticeship Mechanical and Electrical Operations Technician Programs are formal structured training programs developed by MWD in collaboration with Santiago Canyon College. The purpose for these programs is to provide entry to journey level skills training to Metropolitan's workforce in the technical, vocational and trades occupations. At the conclusion of the apprenticeship program, students are eligible to apply and receive Certificates of Achievement and Associate of Science Degrees in Maintenance Mechanic Levels I & II.

ANALYSIS

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) receives \$5.06 per student hour of positive attendance. The student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement attached outlines the allocation of funds from the California Budget Act and Section 8150 of the California Education Code with respect to the Related and Supplement Instruction (RSI) formula.

RECOMMENDATION

It is recommended that the Board approve the Master Cost Agreement with the Metropolitan Water District of Southern California for 2013-2014 as presented.

Fiscal Impact: Approximately, \$11,000 to RSCCD-SCC.	Board Date: June 17, 2013
The RSCCD-SCC shall pay the Metropolitan Water District an amount equal to seventy-five percent (75%) for each clock hour of teaching time per apprentice. The amount shall not exceed \$36,000.	
Prepared by: Aracely Mora, Ed.D., Vice President, Academic Affairs Corine Doughty, Dean, Business & Career Technical Education	
Submitted by: Juan A. Vázquez, President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

MASTER COST AGREEMENT

BETWEEN

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA**

This Agreement, made and entered into this 1st day of July, 2013, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD, and METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA, hereinafter referred to as MWD:

WITNESSETH:

It is the intent of RSCCD and MWD to enter into an agreement whereby RSCCD will reimburse MWD for instructional materials and curriculum development used by and for RSCCD indentured maintenance mechanic apprentices.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplemental instruction for the apprentice maintenance mechanic in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, MWD has established a "joint apprenticeship training committee" (JATC) and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code Section 3074, and

Whereas, RSCCD and MWD desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for apprentice maintenance mechanics duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and MWD's Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the MWD under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the activities of the instructional staff furnished by MWD.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.
5. RSCCD will be responsible to secure related instruction funding for this program.

ARTICLE III - RESPONSIBILITIES OF MWD

A. Instruction and Curriculum

1. MWD shall provide instructor manuals and other teaching aids necessary to instruct the classes.
2. MWD shall monitor the students, maintain records of work experience education and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and the State of California.
3. MWD shall provide clerical support to maintain training records.

4. MWD instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses.
5. MWD shall provide funds for and administer one (1) instructor workshop annually.
6. MWD shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors. They will assist the instructors in the restoring of the shop areas to a neat and orderly condition and in the return of tools, equipment and surplus materials to the proper storage areas after classes.

B. Facilities, Equipment and Supplies

1. MWD shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, MWD will be responsible for the maintenance of these facilities.
2. MWD shall provide, install, and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. MWD shall provide instructional supplies and materials.

ARTICLE IV - GENERAL PROVISIONS

- A. This Agreement shall commence with the beginning of the fiscal year (July 1, 2013) and will continue until the end of the fiscal year (June 30, 2014) unless earlier terminated by either party in the manner set forth herein.
- B. All persons employed by MWD and performing services for MWD shall be solely employees of MWD and not employees of RSCCD. MWD shall be solely responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
- C. RSCCD shall pay MWD an amount equal to seventy-five percent (75%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Metropolitan Water District, 700 N. Alameda St., Los Angeles, California, 90012, within

sixty (60) days of the receipt of positive attendance hours. RSCCD assumes all responsibility for the submission and accuracy of positive hours of attendance to the State of California.

- D. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College: Santiago Canyon College
 Business & Career Technical Education Office
 8045 E. Chapman Avenue
 Orange, CA 92869

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

To MWDJATC: Metropolitan Water District
 Apprenticeship Program
 33752 Newport Road
 Winchester, California, 92596
 ATTN: Coordinator

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

- G. This Agreement and the rights and duties there under shall not be assigned in whole or in part without the written consent of both said parties.
- H. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
 - 1. Emergency conditions resulting from acts of God.
 - 2. Non-performance of the terms of this Agreement.
- I. RSCCD agrees to provide MWD with monthly accumulative reports indicating attendance, income and expenditure data.
- J. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

Peter J. Hardash
Vice Chancellor,
Business Operations/Fiscal Services

Approved by Governing Board

Date: _____

METROPOLITAN WATER DISTRICT OF
SOUTHERN CALIFORNIA

James F. Green
Group Manager, Water System Operations

Date: 5/30/13

APPROVED AS TO FORM:

Marcia L. Scully, General Counsel

Date: 5/29/13

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santiago Canyon College-Business & Career Technical Education

To: Board of Trustees	Date: June 17, 2013
Re: Approval of The Orange County Electrical Training Trust Master Cost Agreement	
Action: Request for Approval	

BACKGROUND

The Rancho Santiago Community College Districts-Santiago Canyon College (RSCCD-SCC) has a long standing, on-going relationship with Orange County Electrical Training Trust (OCETT), Joint Apprenticeship and Training Committee (JATC). The Orange County Electrical Training Trust is a formal training program for the electrical, transportation and telecommunication students. The purpose for these programs is to provide entry to journey level skills training to the Orange County Electrical Training Trust workforce in the technical, vocational and trades occupations. At the conclusion of the apprenticeship program, students are eligible to apply and receive Certificates of Achievement and Associate of Science Degrees in Electrical-Industrial, Transportation, Power Lineman, Sound Installer and Sound Technician.

ANALYSIS

The Rancho Santiago Community College Districts-Santiago Canyon College (RSCCD-SCC) receives \$5.06 per student hour of positive attendance. The student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement attached outlines the allocation of funds from the California Budget Act and Section 8150 of the California Education Code with respect to the Related and Supplement Instruction (RSI) formula.

RECOMMENDATION

It is recommended that the Board approve the Master Cost Agreement with the Orange County Electrical Training Trust for 2013-2014 as presented.

Fiscal Impact: Approximately, \$32,000 to RSCCD-SCC.	Board Date: June 17, 2013
The RSCCD-SCC shall pay Orange County Electrical Training Trust (OCETT) an amount equal to eighty-five percent (85%) for each clock hour of teaching time per apprentice. The amount shall not exceed \$185,000.	
Prepared by: Aracely Mora, Vice-President, Academic Affairs Corine Doughty, Dean, Business & Career Technical Education	
Submitted by: Juan A. Vázquez, President	
Recommended by: Dr. Raúl Rodríguez, Chancellor	

MASTER COST AGREEMENT

BETWEEN

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
ORANGE COUNTY ELECTRICAL TRAINING TRUST**

This Agreement, made and entered into this 1st day of July, 2013, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD,
and the ORANGE COUNTY ELECTRICAL TRAINING TRUST, hereinafter referred to as OCETT:

WITNESSETH:

It is the intent of RSCCD and OCETT to enter into an agreement whereby RSCCD will reimburse OCETT for instructional materials and curriculum development used by and for RSCCD indentured electrical apprentices and electrical trainees.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplement instruction for the apprentice electrician and electrical trainee in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, OCETT is a "joint apprenticeship training council" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

Whereas, RSCCD and OCETT desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements SCC 13-006

of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for apprentice electricians and electrical trainees duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and OCETT's Training Standards.
2. RSCCD shall arrange for utilizing the instructional staff employed by OCETT under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by OCETT.
3. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

ARTICLE III - RESPONSIBILITIES OF OCETT

A. Instruction and Curriculum

1. OCETT shall provide instructor manuals, instructional supplies, and other teaching aids necessary to instruct classes.
2. OCETT shall monitor the students, maintain records of work experience and be responsible for student evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California.
3. OCETT shall provide clerical support to maintain training records.
4. OCETT instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses or college credit electrical trainee courses.

5. OCETT shall provide funds for and administer one (1) instructor workshop annually.
6. OCETT shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors.

B. Facilities, Equipment and Supplies

1. OCETT shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, OCETT will be responsible for the maintenance of these facilities.
2. OCETT shall provide, install and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. OCETT shall provide instructional supplies and materials.

ARTICLE IV - GENERAL PROVISIONS

1. This Agreement shall commence with the beginning of the fiscal year (July 1, 2013) and will continue until the end of the fiscal year (June 30, 2014), unless earlier terminated by either party in the manner set forth herein.
2. All persons employed by OCETT and performing services for their training committee shall be solely employees of OCETT. OCETT will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay OCETT an amount equal to eighty-five percent (85%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Orange County Electrical Training Trust, 717 S. Lyon St., Santa Ana, CA 92705, within sixty (60) days of receipt of positive attendance hours.
4. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College: Santiago Canyon College
Business & Career Technical Education Office
8045 E. Chapman Avenue
Orange, CA 92869

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

To OCETT: Orange County Electrical Training Trust
717 S. Lyon St.
Santa Ana, CA 92705
ATTN: Coordinator


5. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
6. Each party shall maintain and secure comprehensive general liability and property damage insurance of not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) 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.
7. This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.
8. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
 - a. Emergency conditions resulting from acts of God.
 - b. Non-performance of the terms of this Agreement.

9. RSCCD agrees to provide OCETT with records indicating attendance, income and expenditure data.
10. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

ORANGE COUNTY ELECTRICAL
TRAINING TRUST



Peter J. Hardash
Vice Chancellor
Business Operations/Fiscal Services



David Lawhorn
Coordinator

Approved by Governing Board:

Date: _____ Date: 4/30/13

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santiago Canyon College-Business & Career Technical Education

To: Board of Trustees	Date: June 17, 2013
Re: Approval of the Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee Master Cost Agreement	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) has a long-standing, on-going relationship with Southwest Carpenters Training Fund (SCTF) and Southern California Carpentry Joint Apprenticeship and Training Committee (JATC). Southwest Carpenters Training Fund and Southern California Carpentry JATC are formal training programs for students. The purpose for these programs is to provide entry to journey level skills training to SCTF and Southern California Carpentry JATC workforce in the technical, vocational and trades occupations. At the conclusion of the apprenticeship program, students are eligible to receive Certificates of Achievement and Associate of Science Degrees in Carpentry.

ANALYSIS

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) receives \$5.06 per student hour of positive attendance. The student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement attached outlines the allocation of funds from the California Budget Act and Section 8150 of the California Education Code with respect to the Related and Supplement Instruction (RSI) formula.

RECOMMENDATION

It is recommended that the Board approve the Master Cost Agreement with the Southwest Carpenters Training Fund (SCTF) and Southern California Carpentry Joint Apprenticeship and Training Trust (JATC) for 2013-2014 as presented.

Fiscal Impact: Approximately \$107,000 to RSCCD-SCC.	Board Date: June 17, 2013
The RSCCD-SCC shall pay Southwest Carpenters Training Fund and Southern California Carpentry JATC an amount equal to eighty-five (85%) for each clock hour of teaching time per apprentice. The amount shall not exceed \$610,000.	
Prepared by: Aracely Mora, Ed.D., Vice President, Academic Affairs Corine Doughty, Dean, Business & Career Technical Education	
Submitted by: Juan A. Vázquez, President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

MASTER COST AGREEMENT

BETWEEN

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

AND

SOUTHWEST CARPENTERS TRAINING FUND

AND

**SOUTHERN CALIFORNIA CARPENTRY JOINT
APPRENTICESHIP AND TRAINING COMMITTEE**

This Agreement, made and entered into this 1st day of July, 2013, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD and SOUTHWEST CARPENTERS TRAINING FUND hereinafter referred to as FUND and SOUTHERN CALIFORNIA CARPENTRY JOINT APPRENTICESHIP AND TRAINING COMMITTEE hereinafter referred to as SCCJATC:

WITNESSETH:

It is the intent of RSCCD and FUND/SCCJATC to enter into an agreement whereby RSCCD will reimburse the FUND/SCCJATC for instructional materials and curriculum development used by and for RSCCD indentured carpenter apprentices.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplemental instruction for the apprentice carpenter in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, FUND/SCCJATC is a "joint apprenticeship training council" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code Section 3074, and

Whereas, RSCCD and FUND/SCCJATC desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal

opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for apprentice and journeyman carpenters duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and SCCJATC'S Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the FUND/SCCJATC under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by FUND/SCCJATC.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

ARTICLE III - RESPONSIBILITIES OF FUND/SCCJATC

A. Instruction and Curriculum

1. FUND/SCCJATC shall provide instructor manuals and other teaching aids necessary to instruct the classes.
2. FUND/SCCJATC shall monitor the students, maintain records of work experience education and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California.

3. FUND/SCCJATC shall provide clerical support to maintain training records.
4. FUND/SCCJATC instructors will meet the minimum qualifications for instruction as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct instructors for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college-credit apprenticeship courses.
5. FUND/SCCJATC shall provide funds for and administer one (1) instructor workshop annually.

B. Facilities, Equipment and Supplies

1. FUND/SCCJATC shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, SCCJATC will be responsible for the maintenance of these facilities.
2. FUND/SCCJATC shall provide, install, and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. FUND/SCCJATC shall provide instructional supplies and materials.
4. RSCCD utilizes the following real property, 2831 W. First Street, Santa Ana, CA 92703, costs of which are included in this Master Cost Agreement.

ARTICLE IV - GENERAL PROVISIONS

- A. This Agreement shall commence with the beginning of the fiscal year (July 1, 2013) and will continue until the end of the fiscal year (June 30, 2014), unless earlier terminated by either party in the manner set forth herein.
- B. All persons employed by FUND/SCCJATC and performing services for FUND/SCCJATC shall be solely employees of FUND/SCCJATC and not employees of RSCCD. FUND/SCCJATC shall be solely responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
- C. RSCCD shall pay FUND/SCCJATC an amount equal to eighty-five percent (85%) of the amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Carpenters Joint Apprenticeship and Training Committee Fund for Southern California, 533 S. Fremont Ave., Suite 401, Los Angeles, California 90071-1706, within sixty (60) days of the receipt of positive attendance hours. RSCCD assumes all

responsibility for the submission and accuracy of positive hours of attendance to the State of California.

- D. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College: Santiago Canyon College
 Business & Career Technical Education Office
 8045 E. Chapman Avenue
 Orange, CA 92869

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

To FUND: Southwest Carpenters Training Fund
 533 S. Fremont Ave., Suite 401
 Los Angeles, CA 90071-1706

To SCCJATC: Southern California Carpentry Joint Apprenticeship and
 Training Committee
 533 S. Fremont Ave., Suite 401
 Los Angeles, CA 90071-1706

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santiago Canyon College – Business & Career Technical Education

To: Board of Trustees	Date: June 17, 2013
Re: Approval of JTS Services Master Cost Agreement	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) has a long standing, on-going relationship with JTS Services. Cosmetology is one of the apprenticeship programs the college offers students in preparation for the California Department of Consumer Affairs, Board of Barbering and Cosmetology license. At the conclusion of the apprenticeship program, students receive a Certificate of Achievement in Cosmetology making them eligible for state licensure.

ANALYSIS

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) receives \$5.06 per student hour of positive attendance. The student attendance hours are reported separately from the traditional FTES calculations. The agreement attached outlines the allocation of funds from the California Budget Act and Section 8150 of the California Education Code with respect to the Related and Supplemental Instruction (RSI) formula.

RECOMMENDATION

It is recommended that the Board approve the Master Cost Agreement with JTS Services for 2013-2014 as presented.

Fiscal Impact: Approximately, \$7000 to RSCCD-SCC	Board Date: June 17, 2013
The RSCCD-SCC shall pay JTS Services an amount equal to seventy-five percent (75%) for each clock hour of teaching time per apprentice. The amount shall not exceed \$23,000.	
Prepared by: Aracely Mora, Ed.D., Vice President, Academic Affairs Corine Doughty, Dean, Business & Career Technical Education	
Submitted by: Juan A. Vázquez, President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

MASTER COST AGREEMENT

BETWEEN

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

AND

JTS SERVICES TRAINING TRUST

This Agreement, made and entered into this 1st day of July, 2013, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD, and the JTS SERVICES, hereinafter referred to as JTS:

WITNESSETH:

It is the intent of RSCCD and JTS to enter into an agreement whereby RSCCD will reimburse JTS for all instructional materials and curriculum development used by and for RSCCD indentured cosmetology apprentices.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplemental instruction for the cosmetology apprentice in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, JTS has established a "unilateral apprenticeship training committee" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

Whereas, RSCCD and JTS desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements

of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for cosmetology apprentices duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and JTS's Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the JTS under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished JTS
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

ARTICLE III - RESPONSIBILITIES OF JTS

A. Instruction and Curriculum

1. JTS shall provide instructor manuals, instructional supplies, and other teaching aids necessary to instruct classes.
2. JTS shall monitor the students, maintain records of work experience and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California.
3. JTS shall provide clerical support to maintain training records.
4. JTS instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses.

5. JTS shall provide funds for and administer one (1) instructor workshop annually.
6. JTS shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors.

B. Facilities, Equipment and Supplies

1. JTS shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, JTS will be responsible for the maintenance of these facilities.
2. JTS shall provide, install and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. JTS shall provide instructional supplies and materials.

ARTICLE IV - GENERAL PROVISIONS

1. This Agreement shall commence with the beginning of the fiscal year (July 1, 2013) and will continue until the end of the fiscal year (June 30, 2014), unless earlier terminated by either party in the manner set forth herein.
2. All persons employed by JTS and performing services for their training committee shall be solely employees of JTS. JTS will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay JTS an amount equal to seventy-five percent (75%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the JTS Services, 1905 E. 17th St., #316, Santa Ana, CA, 92705, within sixty (60) days of receipt of final positive attendance hours and grades each semester.
4. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College: Santiago Canyon College
Business & Career Technical Education Office
8045 E. Chapman Avenue
Orange, CA 92869

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

To JTS: JTS Services
1905 E. 17th St., #316
Santa Ana, CA 92705
ATTN: John Sanders

5. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
6. Each party shall maintain and secure comprehensive general liability and property damage insurance 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.
7. This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.
8. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
 - a. Emergency conditions resulting from acts of God.

- b. Non-performance of the terms of this Agreement.
9. RSCCD agrees to provide JTS with records indicating attendance, income and expenditure data.
10. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

JTS SERVICES


Peter J. Hardash
Vice Chancellor
Business Operations/Fiscal Services


John Sanders
Chair, Cosmetology Apprenticeship
Date: 04-26-13

Approved by Governing Board:

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santiago Canyon College-Business & Career Technical Education

To: Board of Trustees	Date: June 17, 2013
Re: Approval of Operating Engineers Training Trust JATC Master Cost Agreement	
Action: Request Approval	

BACKGROUND

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) has a long standing, on-going relationship with the Operating Engineers Training Trust Joint Apprenticeship and Training Committee (JATC). The Operating Engineers Training Trust JATC is a formal training program for the heavy-duty repairers, heavy equipment operators, and plant equipment/rock, sand and gravel and special inspector engineer students. The purpose for these programs is to provide entry to journey level skills training to the Operating Engineers Training Trust JATC workforce in the technical, vocational and trades occupations. At the conclusion of the apprenticeship program, students are eligible to apply and receive Certificates of Achievement and Associate of Science Degrees in Heavy-Duty Repairers, Heavy Equipment Operators, Plant Equipment/Rock, Sand and Gravel and Special Inspector Engineer.

ANALYSIS

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) receives \$5.06 per student hour of positive attendance. The student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement attached outlines the allocation of funds from the California Budget Act and Section 8150 of the California Education Code with respect to the Related and Supplement Instruction (RSI) formula.

RECOMMENDATION

It is recommended that the Board approve the Master Cost Agreement with the Electrical Training Trust Joint Apprenticeship and Training Committee for 2013-2014 as presented.

Fiscal Impact: Approximately, \$34,000 to RSCCD-SCC.	Board Date: June 17, 2013
The RSCCD-SCC shall pay Operating Engineers Training Trust Joint Apprenticeship and Training Committee an amount equal to eighty-five percent (85%) for each clock hour of teaching time per apprentice. The amount shall not exceed \$200,000.	
Prepared by: Aracely Mora, Ed.D., Vice President, Academic Affairs Corine Doughty, Dean, Business & Career Technical Education	
Submitted by: Juan A. Vázquez, President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

MASTER COST AGREEMENT

BETWEEN

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
OPERATING ENGINEERS TRAINING TRUST JATC**

This Agreement, made and entered into this 1st day of July, 2013, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD,
and the OPERATING ENGINEERS TRAINING TRUST JATC, hereinafter referred to as OETTJATC:

WITNESSETH:

It is the intent of RSCCD and OETTJATC to enter into an agreement whereby RSCCD will reimburse OETTJATC for all instructional materials and curriculum development used by and for RSCCD indentured operating engineer apprentices.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplemental instruction for the apprentice operating engineers in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, OETTJATC is a "joint apprenticeship training council" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

Whereas, RSCCD and OETTJATC desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements

of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD provide courses in related instruction for apprentice and journeymen operating engineers duly registered with RSCCD.
2. RSCCD shall arrange for utilizing the instructional staff employed by the OETTJATC under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by OETTJATC.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

ARTICLE III - RESPONSIBILITIES OF OETTJATC

A. Instruction and Curriculum

1. OETTJATC will conduct classes and related instruction for apprentice and journeymen operating engineers duly registered with RSCCD.
2. OETTJATC will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD curriculum and the OETTJATC training committee standards.
3. OETTJATC shall provide manuals, instructional supplies, and other teaching aids necessary to instruct classes.
4. OETTJATC shall monitor the students, maintain records of work experience and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California.
5. OETTJATC shall provide clerical support to maintain training records.
6. OETTJATC instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to

maintain the minimum qualifications to teach college credit apprenticeship courses.

7. OETTJATC shall provide funds for and administer one (1) instructor workshop annually.
8. OETTJATC shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors.

B. Facilities, Equipment and Supplies

1. OETTJATC shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, OETTJATC will be responsible for the maintenance of these facilities.
2. OETTJATC shall provide, install and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. OETTJATC shall provide instructional supplies and materials.

ARTICLE IV - GENERAL PROVISIONS

1. This Agreement shall commence with the beginning of the fiscal year (July 1, 2013) and will continue until the end of the fiscal year (June 30, 2014), unless earlier terminated by either party in the manner set forth herein.
2. All persons employed by OETTJATC and performing services for their training committee shall be solely employees of OETTJATC. OETTJATC will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay OETTJATC an amount equal to eighty-five percent (85%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Operating Engineers JATC, 2190 S. Pellissier Pl., Whittier, CA, 90601, within sixty (60) days of receipt of positive attendance hours.
4. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this

paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College: Santiago Canyon College
Business & Career Technical Education Office
8045 E. Chapman Avenue
Orange, CA 92869

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

To OETTJATC: Operating Engineers JATC
2190 S. Pellissier Pl.
Whittier, CA 90601
ATTN: Administrator

5. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
6. Each party shall maintain and secure comprehensive general liability and property damage insurance 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.
7. This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.

8. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
 - a. Emergency conditions resulting from acts of God.
 - b. Non-performance of the terms of this Agreement.
9. RSCCD agrees to provide OETTJATC with records indicating attendance, income and expenditure data.
10. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

OPERATING ENGINEERS JATC

_____ cd
Peter J. Hardash
Vice Chancellor
Business Operations/Fiscal Services

_____ Bert Tolbert
Administrator

Date: 4/25/2013

Approved by Governing Board:

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santiago Canyon College – Student Services

To: Board of Trustees	Date: June 17, 2013
Re: Approval of Agreement with The Center Orange County	
Action: Request for Approval	

BACKGROUND

The Center Orange County (The Center) advocates on behalf of the Orange County LGBT (Lesbian, Gay, Bisexual, & Transgender) community, working to ensure its well-being through a wide variety of programs and services. The Center was established as a volunteer organization in 1971 and incorporated in 1975 as a 501(c)(3) non-profit community-based organization. The Center provides services to more than 10,000 individuals annually across a broad spectrum of cultures, ethnicities, ages, and economic backgrounds. Programming is especially designed for gay men, lesbians, youth, the transgender community, the Spanish-speaking LGBT community, the bisexual community, those who are questioning, and LGBT families.

ANALYSIS

This agreement is being requested to better assist students with referral services for additional counseling and mental health needs when they may have completed short-term counseling on campus or must be put on a waitlist at the college's Health and Wellness Center. The Center provides confidential counseling and emotional support to individuals, couples, youth and families in English and Spanish. The Center's highly skilled therapists are knowledgeable about issues facing LGBT and HIV affected communities, as well as the non-LGBT community. This activity is an objective under SCC's California Community College Student Mental Health Program grant and is one of several prevention and early intervention initiatives that utilize a full range of strategies at improving student mental health.

RECOMMENDATION

It is recommended that the Board of Trustees approve the agreement with The Center.

Fiscal Impact: None	Board Date: June 17, 2013
Prepared by: John C. Hernandez, Ph.D., Vice President, Student Services	
Submitted by: Juan Vázquez, President, Santiago Canyon College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

THIS AGREEMENT is made and entered into the 1st day of July for 2013, by and between **The Center Orange County** (herein referred to as "Center") and **Rancho Santiago Community College** on behalf of **Santiago Canyon College**, (hereinafter referred to as "College").

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

WHEREAS, the College and the Center acknowledge a public obligation to contribute to the mutual goal of providing maximum available assistance and resources to LGBT students, as well as the non-LGBT community.

WHEREAS, the College and the Center believe that affiliation with and services from the Center Mental Health Counseling described herein will further this goal.

WHEREAS, it is to the benefit of both the College and the Center to reduce gaps in mental health services for LGBT students, as well as the non-LGBT community.

NOW, THEREFORE, the College and the Center do covenant and agree as follows:

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGES

A. For the Program in General

1. The College will assume full responsibility to promote The Center's mental health services that provide health access and educational equity to meet the needs of College students.
2. The College Student Health and Wellness Services Faculty/Staff members or alternatively responsible college administrative agents may be asked to schedule meetings to discuss referral procedures or participate in other matters dealing with the quality of support for College students.
3. **Hold Harmless**
The College shall defend, indemnify and hold the Center, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of The College, its officers, agents or employees.

B. For Program Planning

1. The College, in collaboration with the Center, may schedule future meetings with the Center staff, for the purpose of training of protocol, discussing LGBT issues, and evaluating this referral program.

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF the Center

A. For the Program in General

1. The Center will maintain state penal code staffing standards, and maintain personnel who are in its opinion, capable and qualified in those the support and care in which students/clients are placed.

2. The Center will provide confidential mental health counseling in English and Spanish for individuals, couples, youth and families.
3. The Center will provide anonymous or confidential HIV testing.
4. The Center will provide a variety of support groups, addressing special needs including: coming out, men's issues, Latino/Latina issues, women's issues, HIV positive status, and the special issues encountered by transgender individuals.
5. The administration of the service at the Center shall be the sole responsibility of and under the control and supervision of the Center and shall be administered through the Center staff.
6. The Center will provide callers and visitors with up to date referrals to LGBT friendly physicians, attorneys and other services.
7. It is requested that the Center provide the College with service report summaries (i.e number of College students served) in order to comply with the College's grant progress report.
8. The Center, shall defend, indemnify and hold The College, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the Center, its officers, agents or employees.

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

- A. Insurance:
Without limiting the indemnification obligations stated above, 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.

PART V. NON-DISCRIMINATION CLAUSE

- A. During the performance of this agreement, each party shall perform its responsibilities without discrimination because of sex, sexual orientation, race, color, religious creed, marital status, ancestry, national origin, medical condition, age, or disability.

PART VI. PERIOD OF AGREEMENT, TERMINATION

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

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

District:
Rancho Santiago Community College District

2323 North Broadway
Santa Ana, California 92706

Agency:
The Center Orange County

1605 N. Spurgeon Street
Santa Ana, California 92701

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

Name: Kevin O'Grady, Ed.D.
Title: Executive Director
Date: _____

With A Copy To:
Santiago Canyon College
8045 E. Chapman Avenue
Orange, CA 92869
Attn: Melissa Campitelli-Smith, Psychologist

Check Registers Submitted for Approval
 Checks Written for Period 05/11/13 thru 06/07/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
56694	General Fund Unrestricted	63,299.53	0.00	63,299.53	92*0353671	92*0353716
56716	General Fund Unrestricted	44,872.00	0.00	44,872.00	92*0353815	92*0353916
56717	General Fund Unrestricted	76,102.00	0.00	76,102.00	92*0353917	92*0354000
56718	General Fund Unrestricted	73,474.00	0.00	73,474.00	92*0354001	92*0354091
56719	General Fund Unrestricted	129,032.50	0.00	129,032.50	92*0354092	92*0354186
56731	General Fund Unrestricted	4,058.48	0.00	4,058.48	92*0354261	92*0354268
56733	General Fund Unrestricted	7,485.21	0.00	7,485.21	92*0354273	92*0354273
56734	General Fund Unrestricted	3,511.77	0.00	3,511.77	92*0354274	92*0354275
56735	General Fund Unrestricted	1,776.19	0.00	1,776.19	92*0354277	92*0354283
56739	General Fund Unrestricted	4,441.00	0.00	4,441.00	92*0354295	92*0354301
56740	General Fund Unrestricted	3,667.06	0.00	3,667.06	92*0354302	92*0354309
56741	General Fund Unrestricted	7,269.76	0.00	7,269.76	92*0354312	92*0354316
56742	General Fund Unrestricted	2,192.97	0.00	2,192.97	92*0354318	92*0354323
56744	General Fund Unrestricted	2,246.49	0.00	2,246.49	92*0354333	92*0354341
56746	General Fund Unrestricted	4,234.27	0.00	4,234.27	92*0354348	92*0354351
56748	General Fund Unrestricted	25,557.10	0.00	25,557.10	92*0354358	92*0354358
56749	General Fund Unrestricted	995.41	0.00	995.41	92*0354365	92*0354367
56750	General Fund Unrestricted	4,020.20	0.00	4,020.20	92*0354369	92*0354373
56757	General Fund Unrestricted	1,941.73	0.00	1,941.73	92*0354400	92*0354407
56758	General Fund Unrestricted	3,361.17	0.00	3,361.17	92*0354408	92*0354415
56759	General Fund Unrestricted	5,929.46	0.00	5,929.46	92*0354416	92*0354422
56761	General Fund Unrestricted	2,675.49	0.00	2,675.49	92*0354431	92*0354436
56767	General Fund Unrestricted	15,276.00	0.00	15,276.00	92*0354451	92*0354460
56768	General Fund Unrestricted	73,886.97	0.00	73,886.97	92*0354461	92*0354545
56769	General Fund Unrestricted	31,368.10	0.00	31,368.10	92*0354546	92*0354599
56771	General Fund Unrestricted	2,392.50	0.00	2,392.50	92*0354605	92*0354610
56772	General Fund Unrestricted	2,948.36	0.00	2,948.36	92*0354611	92*0354616
56773	General Fund Unrestricted	1,324.70	0.00	1,324.70	92*0354620	92*0354624
56774	General Fund Unrestricted	308.40	0.00	308.40	92*0354627	92*0354628
56775	General Fund Unrestricted	6,171.09	0.00	6,171.09	92*0354634	92*0354635
56776	General Fund Unrestricted	178.39	0.00	178.39	92*0354645	92*0354646
56778	General Fund Unrestricted	7,976.85	0.00	7,976.85	92*0354654	92*0354657
56781	General Fund Unrestricted	618.90	0.00	618.90	92*0354682	92*0354686
56782	General Fund Unrestricted	3,355.50	0.00	3,355.50	92*0354687	92*0354690
56791	General Fund Unrestricted	2,342.50	0.00	2,342.50	92*0354749	92*0354754
56796	General Fund Unrestricted	2,172.26	0.00	2,172.26	92*0354774	92*0354774
56798	General Fund Unrestricted	1,642.25	0.00	1,642.25	92*0354782	92*0354786
56799	General Fund Unrestricted	4,833.79	0.00	4,833.79	92*0354788	92*0354791
56801	General Fund Unrestricted	1,001.76	0.00	1,001.76	92*0354794	92*0354799
56802	General Fund Unrestricted	572.65	0.00	572.65	92*0354800	92*0354806
56803	General Fund Unrestricted	7,560.00	0.00	7,560.00	92*0354810	92*0354810

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56811	General Fund Unrestricted	1,925.61	0.00	1,925.61	92*0354839	92*0354844
56812	General Fund Unrestricted	12,427.24	0.00	12,427.24	92*0354847	92*0354850
56819	General Fund Unrestricted	575.00	0.00	575.00	92*0354890	92*0354890
56820	General Fund Unrestricted	2,294.08	0.00	2,294.08	92*0354898	92*0354904
56821	General Fund Unrestricted	2,581.68	0.00	2,581.68	92*0354905	92*0354906
56824	General Fund Unrestricted	2,123.18	0.00	2,123.18	92*0354919	92*0354926
56825	General Fund Unrestricted	1,008.89	0.00	1,008.89	92*0354927	92*0354929
56826	General Fund Unrestricted	2,320.00	0.00	2,320.00	92*0354932	92*0354932
56831	General Fund Unrestricted	2,558.50	0.00	2,558.50	92*0354953	92*0354962
56832	General Fund Unrestricted	3,240.00	0.00	3,240.00	92*0354963	92*0354972
56833	General Fund Unrestricted	2,743.00	0.00	2,743.00	92*0354973	92*0354979
56838	General Fund Unrestricted	854.55	0.00	854.55	92*0354991	92*0354994
56839	General Fund Unrestricted	1,971.20	0.00	1,971.20	92*0354995	92*0355000
56840	General Fund Unrestricted	11,495.37	0.00	11,495.37	92*0355002	92*0355006
56846	General Fund Unrestricted	5,785.00	0.00	5,785.00	92*0355024	92*0355029
56848	General Fund Unrestricted	2,575.25	0.00	2,575.25	92*0355037	92*0355045
56852	General Fund Unrestricted	1,791.69	0.00	1,791.69	92*0355080	92*0355080
56853	General Fund Unrestricted	31,183.00	0.00	31,183.00	92*0355085	92*0355088
56854	General Fund Unrestricted	4,067.53	0.00	4,067.53	92*0355091	92*0355092
56856	General Fund Unrestricted	2,447.58	0.00	2,447.58	92*0355101	92*0355107
56858	General Fund Unrestricted	26,249.19	0.00	26,249.19	92*0355112	92*0355115
56864	General Fund Unrestricted	20,613.24	0.00	20,613.24	92*0355136	92*0355140
56866	General Fund Unrestricted	1,316.50	0.00	1,316.50	92*0355150	92*0355154
56868	General Fund Unrestricted	4,070.55	0.00	4,070.55	92*0355164	92*0355168
56869	General Fund Unrestricted	39,035.87	0.00	39,035.87	92*0355171	92*0355172
56872	General Fund Unrestricted	1,109.09	0.00	1,109.09	92*0355180	92*0355183
56873	General Fund Unrestricted	1,553.82	0.00	1,553.82	92*0355185	92*0355187
56874	General Fund Unrestricted	15,000.00	0.00	15,000.00	92*0355190	92*0355190
56876	General Fund Unrestricted	771.83	0.00	771.83	92*0355197	92*0355201
56878	General Fund Unrestricted	803.92	0.00	803.92	92*0355210	92*0355213
56879	General Fund Unrestricted	1,019.20	0.00	1,019.20	92*0355215	92*0355220
56880	General Fund Unrestricted	1,419.38	0.00	1,419.38	92*0355226	92*0355227
56881	General Fund Unrestricted	100.00	0.00	100.00	92*0355228	92*0355228
56882	General Fund Unrestricted	2,186.69	0.00	2,186.69	92*0355247	92*0355247
56886	General Fund Unrestricted	1,605.89	0.00	1,605.89	92*0355263	92*0355267
56887	General Fund Unrestricted	2,342.34	0.00	2,342.34	92*0355271	92*0355278
56888	General Fund Unrestricted	5,117.05	0.00	5,117.05	92*0355280	92*0355283
56889	General Fund Unrestricted	6,284.37	0.00	6,284.37	92*0355284	92*0355287
56890	General Fund Unrestricted	6,047.20	0.00	6,047.20	92*0355288	92*0355307
56893	General Fund Unrestricted	1,226.99	0.00	1,226.99	92*0355314	92*0355314
56896	General Fund Unrestricted	4,742.52	0.00	4,742.52	92*0355321	92*0355322

Check Registers Submitted for Approval
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56899	General Fund Unrestricted	1,648,372.57	0.00	1,648,372.57	92*0355325	92*0355326
56900	General Fund Unrestricted	666.10	0.00	666.10	92*0355327	92*0355331
56901	General Fund Unrestricted	169.80	0.00	169.80	92*0355332	92*0355339
56902	General Fund Unrestricted	37.67	0.00	37.67	92*0355342	92*0355342
56903	General Fund Unrestricted	2,694.46	0.00	2,694.46	92*0355344	92*0355351
56905	General Fund Unrestricted	166.76	0.00	166.76	92*0355358	92*0355361
56906	General Fund Unrestricted	93,654.99	0.00	93,654.99	92*0355365	92*0355367
56907	General Fund Unrestricted	1,473.25	0.00	1,473.25	92*0355368	92*0355372
56908	General Fund Unrestricted	7,070.00	0.00	7,070.00	92*0355376	92*0355376
56909	General Fund Unrestricted	3,372.30	0.00	3,372.30	92*0355382	92*0355386
56910	General Fund Unrestricted	17,826.55	0.00	17,826.55	92*0355387	92*0355389
56914	General Fund Unrestricted	2,764.40	0.00	2,764.40	92*0355402	92*0355410
56918	General Fund Unrestricted	505.00	0.00	505.00	92*0355423	92*0355423
56920	General Fund Unrestricted	31,840.00	0.00	31,840.00	92*0355429	92*0355429
56921	General Fund Unrestricted	613.96	0.00	613.96	92*0355430	92*0355433
56931	General Fund Unrestricted	2,760.38	0.00	2,760.38	92*0355834	92*0355839
56932	General Fund Unrestricted	20,968.76	0.00	20,968.76	92*0355841	92*0355846
56933	General Fund Unrestricted	1,510.03	0.00	1,510.03	92*0355847	92*0355853
56934	General Fund Unrestricted	516.09	0.00	516.09	92*0355859	92*0355859
56935	General Fund Unrestricted	278.08	0.00	278.08	92*0355863	92*0355863
56938	General Fund Unrestricted	4,456.28	0.00	4,456.28	92*0355879	92*0355886
56939	General Fund Unrestricted	2,740.67	0.00	2,740.67	92*0355887	92*0355893
56947	General Fund Unrestricted	17,982.00	0.00	17,982.00	92*0355928	92*0355930
56948	General Fund Unrestricted	891.00	0.00	891.00	92*0355932	92*0355932
56949	General Fund Unrestricted	406.88	0.00	406.88	92*0355939	92*0355940
56950	General Fund Unrestricted	619.86	0.00	619.86	92*0355945	92*0355950
56951	General Fund Unrestricted	57,100.00	0.00	57,100.00	92*0355952	92*0355953
56952	General Fund Unrestricted	146.40	0.00	146.40	92*0355954	92*0355954
56954	General Fund Unrestricted	5,268.19	0.00	5,268.19	92*0355968	92*0355974
56955	General Fund Unrestricted	3,486.13	0.00	3,486.13	92*0355975	92*0355981
56957	General Fund Unrestricted	1,118.68	0.00	1,118.68	92*0355984	92*0355989
56958	General Fund Unrestricted	3,020.36	0.00	3,020.36	92*0355990	92*0355997
56959	General Fund Unrestricted	2,858.00	0.00	2,858.00	92*0355998	92*0356007
Total Fund 11 General Fund Unrestricted		<u>\$2,814,014.35</u>	<u>\$0.00</u>	<u>\$2,814,014.35</u>		

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56729	General Fund Restricted	1,167.67	0.00	1,167.67	92*0354246	92*0354252
56730	General Fund Restricted	3,016.54	0.00	3,016.54	92*0354254	92*0354260
56732	General Fund Restricted	7,686.58	0.00	7,686.58	92*0354269	92*0354271
56733	General Fund Restricted	17,570.00	0.00	17,570.00	92*0354272	92*0354272
56734	General Fund Restricted	1,030.07	0.00	1,030.07	92*0354276	92*0354276
56735	General Fund Restricted	1,306.39	0.00	1,306.39	92*0354279	92*0354287
56741	General Fund Restricted	3,840.04	0.00	3,840.04	92*0354310	92*0354315
56742	General Fund Restricted	1,369.40	0.00	1,369.40	92*0354317	92*0354321
56743	General Fund Restricted	2,322.78	0.00	2,322.78	92*0354324	92*0354332
56747	General Fund Restricted	2,064.93	0.00	2,064.93	92*0354352	92*0354356
56748	General Fund Restricted	20,385.26	0.00	20,385.26	92*0354357	92*0354357
56749	General Fund Restricted	1,769.01	0.00	1,769.01	92*0354359	92*0354368
56754	General Fund Restricted	29,343.45	0.00	29,343.45	92*0354383	92*0354385
56755	General Fund Restricted	3,138.79	0.00	3,138.79	92*0354386	92*0354391
56756	General Fund Restricted	1,390.84	0.00	1,390.84	92*0354392	92*0354399
56760	General Fund Restricted	1,489.83	0.00	1,489.83	92*0354423	92*0354428
56761	General Fund Restricted	317.53	0.00	317.53	92*0354429	92*0354437
56770	General Fund Restricted	10,729.74	0.00	10,729.74	92*0354600	92*0354604
56774	General Fund Restricted	1,990.11	0.00	1,990.11	92*0354625	92*0354631
56775	General Fund Restricted	11,682.19	0.00	11,682.19	92*0354632	92*0354639
56776	General Fund Restricted	1,481.73	0.00	1,481.73	92*0354640	92*0354644
56777	General Fund Restricted	1,373.65	0.00	1,373.65	92*0354647	92*0354653
56779	General Fund Restricted	3,779.73	0.00	3,779.73	92*0354658	92*0354673
56780	General Fund Restricted	1,880.41	0.00	1,880.41	92*0354674	92*0354680
56781	General Fund Restricted	1,428.01	0.00	1,428.01	92*0354681	92*0354685
56786	General Fund Restricted	4,474.49	0.00	4,474.49	92*0354702	92*0354706
56787	General Fund Restricted	2,524.94	0.00	2,524.94	92*0354707	92*0354714
56788	General Fund Restricted	3,200.00	0.00	3,200.00	92*0354715	92*0354722
56789	General Fund Restricted	2,080.00	0.00	2,080.00	92*0354723	92*0354735
56790	General Fund Restricted	2,080.00	0.00	2,080.00	92*0354736	92*0354748
56794	General Fund Restricted	1,002.93	0.00	1,002.93	92*0354760	92*0354768
56796	General Fund Restricted	1,315.38	0.00	1,315.38	92*0354773	92*0354773
56797	General Fund Restricted	1,478.44	0.00	1,478.44	92*0354777	92*0354781
56799	General Fund Restricted	2,523.69	0.00	2,523.69	92*0354787	92*0354789
56802	General Fund Restricted	1,043.46	0.00	1,043.46	92*0354801	92*0354807
56803	General Fund Restricted	1,863.48	0.00	1,863.48	92*0354808	92*0354809
56809	General Fund Restricted	925.53	0.00	925.53	92*0354828	92*0354829
56810	General Fund Restricted	1,220.93	0.00	1,220.93	92*0354832	92*0354837
56811	General Fund Restricted	400.16	0.00	400.16	92*0354838	92*0354845
56812	General Fund Restricted	12,233.39	0.00	12,233.39	92*0354846	92*0354853
56813	General Fund Restricted	2,729.43	0.00	2,729.43	92*0354854	92*0354862

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56814	General Fund Restricted	314.25	0.00	314.25	92*0354863	92*0354871
56818	General Fund Restricted	2,916.14	0.00	2,916.14	92*0354879	92*0354888
56819	General Fund Restricted	1,064.75	0.00	1,064.75	92*0354889	92*0354897
56821	General Fund Restricted	6,860.27	0.00	6,860.27	92*0354907	92*0354912
56822	General Fund Restricted	25,000.00	0.00	25,000.00	92*0354914	92*0354914
56823	General Fund Restricted	7,047.00	0.00	7,047.00	92*0354917	92*0354918
56829	General Fund Restricted	1,740.02	0.00	1,740.02	92*0354938	92*0354948
56830	General Fund Restricted	3,663.25	0.00	3,663.25	92*0354949	92*0354952
56837	General Fund Restricted	1,400.89	0.00	1,400.89	92*0354985	92*0354990
56838	General Fund Restricted	962.07	0.00	962.07	92*0354992	92*0354992
56840	General Fund Restricted	2,553.81	0.00	2,553.81	92*0355001	92*0355003
56847	General Fund Restricted	2,866.03	0.00	2,866.03	92*0355030	92*0355036
56848	General Fund Restricted	700.34	0.00	700.34	92*0355040	92*0355046
56849	General Fund Restricted	5,000.00	0.00	5,000.00	92*0355047	92*0355056
56850	General Fund Restricted	5,000.00	0.00	5,000.00	92*0355057	92*0355066
56851	General Fund Restricted	5,000.00	0.00	5,000.00	92*0355067	92*0355076
56852	General Fund Restricted	3,316.00	0.00	3,316.00	92*0355077	92*0355079
56853	General Fund Restricted	32,995.60	0.00	32,995.60	92*0355081	92*0355084
56854	General Fund Restricted	997.56	0.00	997.56	92*0355090	92*0355090
56855	General Fund Restricted	1,187.78	0.00	1,187.78	92*0355093	92*0355100
56857	General Fund Restricted	3,183.15	0.00	3,183.15	92*0355108	92*0355110
56865	General Fund Restricted	3,042.08	0.00	3,042.08	92*0355142	92*0355148
56867	General Fund Restricted	1,833.66	0.00	1,833.66	92*0355155	92*0355163
56868	General Fund Restricted	9,708.04	0.00	9,708.04	92*0355166	92*0355169
56871	General Fund Restricted	26,220.00	0.00	26,220.00	92*0355174	92*0355177
56872	General Fund Restricted	977.94	0.00	977.94	92*0355178	92*0355178
56873	General Fund Restricted	3,817.54	0.00	3,817.54	92*0355184	92*0355189
56874	General Fund Restricted	22,827.38	0.00	22,827.38	92*0355191	92*0355191
56875	General Fund Restricted	3,320.98	0.00	3,320.98	92*0355192	92*0355195
56876	General Fund Restricted	8,898.85	0.00	8,898.85	92*0355196	92*0355200
56877	General Fund Restricted	1,563.96	0.00	1,563.96	92*0355202	92*0355209
56879	General Fund Restricted	2,263.29	0.00	2,263.29	92*0355214	92*0355219
56880	General Fund Restricted	772.77	0.00	772.77	92*0355221	92*0355225
56881	General Fund Restricted	3,768.06	0.00	3,768.06	92*0355229	92*0355238
56882	General Fund Restricted	18,137.43	0.00	18,137.43	92*0355239	92*0355248
56886	General Fund Restricted	597.11	0.00	597.11	92*0355268	92*0355270
56888	General Fund Restricted	11,001.81	0.00	11,001.81	92*0355279	92*0355282
56893	General Fund Restricted	470.86	0.00	470.86	92*0355311	92*0355313
56901	General Fund Restricted	3,470.08	0.00	3,470.08	92*0355333	92*0355338
56902	General Fund Restricted	129.02	0.00	129.02	92*0355341	92*0355343
56903	General Fund Restricted	492.18	0.00	492.18	92*0355349	92*0355349

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56904	General Fund Restricted	15,105.02	0.00	15,105.02	92*0355352	92*0355356
56905	General Fund Restricted	3,327.46	0.00	3,327.46	92*0355357	92*0355364
56907	General Fund Restricted	859.29	0.00	859.29	92*0355369	92*0355373
56908	General Fund Restricted	8,362.47	0.00	8,362.47	92*0355374	92*0355378
56909	General Fund Restricted	4,614.37	0.00	4,614.37	92*0355380	92*0355384
56911	General Fund Restricted	57,630.00	0.00	57,630.00	92*0355390	92*0355391
56912	General Fund Restricted	1,082.43	0.00	1,082.43	92*0355392	92*0355395
56913	General Fund Restricted	1,090.95	0.00	1,090.95	92*0355396	92*0355401
56919	General Fund Restricted	27,753.14	0.00	27,753.14	92*0355424	92*0355428
56921	General Fund Restricted	500.00	0.00	500.00	92*0355432	92*0355432
56931	General Fund Restricted	318.00	0.00	318.00	92*0355840	92*0355840
56933	General Fund Restricted	116.90	0.00	116.90	92*0355849	92*0355852
56934	General Fund Restricted	3,885.35	0.00	3,885.35	92*0355854	92*0355858
56935	General Fund Restricted	897.45	0.00	897.45	92*0355860	92*0355866
56936	General Fund Restricted	1,410.47	0.00	1,410.47	92*0355867	92*0355872
56937	General Fund Restricted	6,528.46	0.00	6,528.46	92*0355873	92*0355878
56946	General Fund Restricted	23,796.77	0.00	23,796.77	92*0355919	92*0355925
56947	General Fund Restricted	9,931.43	0.00	9,931.43	92*0355926	92*0355931
56948	General Fund Restricted	4,779.05	0.00	4,779.05	92*0355933	92*0355936
56949	General Fund Restricted	1,816.43	0.00	1,816.43	92*0355938	92*0355944
56952	General Fund Restricted	1,038.53	0.00	1,038.53	92*0355955	92*0355959
56953	General Fund Restricted	604.37	0.00	604.37	92*0355960	92*0355967
56956	General Fund Restricted	25,000.00	0.00	25,000.00	92*0355983	92*0355983
56957	General Fund Restricted	417.24	0.00	417.24	92*0355988	92*0355988
56958	General Fund Restricted	302.88	0.00	302.88	92*0355992	92*0355992
Total Fund 12 General Fund Restricted		<u>\$612,901.34</u>	<u>\$0.00</u>	<u>\$612,901.34</u>		

Check Registers Submitted for Approval
 Checks Written for Period 05/11/13 thru 06/07/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
56730	GF Unrestricted One-Time Func	288.15	0.00	288.15	92*0354253	92*0354253
56745	GF Unrestricted One-Time Func	18,667.80	0.00	18,667.80	92*0354342	92*0354347
56752	GF Unrestricted One-Time Func	23,637.63	0.00	23,637.63	92*0354378	92*0354380
56772	GF Unrestricted One-Time Func	263.12	0.00	263.12	92*0354617	92*0354617
56773	GF Unrestricted One-Time Func	1,828.35	0.00	1,828.35	92*0354618	92*0354621
56779	GF Unrestricted One-Time Func	346.41	0.00	346.41	92*0354665	92*0354666
56795	GF Unrestricted One-Time Func	34,673.39	0.00	34,673.39	92*0354769	92*0354772
56796	GF Unrestricted One-Time Func	15,500.00	0.00	15,500.00	92*0354775	92*0354776
56800	GF Unrestricted One-Time Func	24,027.61	0.00	24,027.61	92*0354792	92*0354793
56802	GF Unrestricted One-Time Func	275.00	0.00	275.00	92*0354803	92*0354803
56809	GF Unrestricted One-Time Func	1,395.38	0.00	1,395.38	92*0354827	92*0354831
56817	GF Unrestricted One-Time Func	47,468.27	0.00	47,468.27	92*0354875	92*0354878
56821	GF Unrestricted One-Time Func	1,555.20	0.00	1,555.20	92*0354908	92*0354908
56822	GF Unrestricted One-Time Func	28,479.60	0.00	28,479.60	92*0354913	92*0354915
56823	GF Unrestricted One-Time Func	8,040.00	0.00	8,040.00	92*0354916	92*0354916
56825	GF Unrestricted One-Time Func	759.50	0.00	759.50	92*0354930	92*0354931
56827	GF Unrestricted One-Time Func	15,335.81	0.00	15,335.81	92*0354933	92*0354935
56838	GF Unrestricted One-Time Func	633.63	0.00	633.63	92*0354993	92*0354993
56852	GF Unrestricted One-Time Func	756.00	0.00	756.00	92*0355078	92*0355078
56854	GF Unrestricted One-Time Func	2,239.76	0.00	2,239.76	92*0355089	92*0355089
56857	GF Unrestricted One-Time Func	220.30	0.00	220.30	92*0355111	92*0355111
56864	GF Unrestricted One-Time Func	107,597.65	0.00	107,597.65	92*0355132	92*0355141
56866	GF Unrestricted One-Time Func	220.41	0.00	220.41	92*0355149	92*0355149
56869	GF Unrestricted One-Time Func	16,514.25	0.00	16,514.25	92*0355170	92*0355170
56872	GF Unrestricted One-Time Func	675.00	0.00	675.00	92*0355179	92*0355179
56881	GF Unrestricted One-Time Func	481.83	0.00	481.83	92*0355236	92*0355236
56894	GF Unrestricted One-Time Func	15,663.08	0.00	15,663.08	92*0355315	92*0355315
56895	GF Unrestricted One-Time Func	2,641.29	0.00	2,641.29	92*0355316	92*0355319
56896	GF Unrestricted One-Time Func	1,836.00	0.00	1,836.00	92*0355320	92*0355320
56902	GF Unrestricted One-Time Func	897.24	0.00	897.24	92*0355340	92*0355340
56903	GF Unrestricted One-Time Func	394.62	0.00	394.62	92*0355345	92*0355345
56908	GF Unrestricted One-Time Func	6,142.50	0.00	6,142.50	92*0355375	92*0355375
56909	GF Unrestricted One-Time Func	164.94	0.00	164.94	92*0355379	92*0355379
56930	GF Unrestricted One-Time Func	20,634.54	0.00	20,634.54	92*0355830	92*0355833
56949	GF Unrestricted One-Time Func	750.00	0.00	750.00	92*0355937	92*0355937
56950	GF Unrestricted One-Time Func	706.67	0.00	706.67	92*0355946	92*0355951
56956	GF Unrestricted One-Time Func	17,692.50	0.00	17,692.50	92*0355982	92*0355982
Total Fund 13 GF Unrestricted One-Time		<u>\$419,403.43</u>	<u>\$0.00</u>	<u>\$419,403.43</u>		

Check Registers Submitted for Approval
 Checks Written for Period 05/11/13 thru 06/07/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
56736	Child Development Fund	2,605.06	0.00	2,605.06	92*0354288	92*0354290
56762	Child Development Fund	954.42	0.00	954.42	92*0354438	92*0354444
56763	Child Development Fund	8,845.60	0.00	8,845.60	92*0354445	92*0354446
56783	Child Development Fund	4,210.33	0.00	4,210.33	92*0354691	92*0354695
56792	Child Development Fund	756.60	0.00	756.60	92*0354755	92*0354758
56804	Child Development Fund	2,339.60	0.00	2,339.60	92*0354811	92*0354820
56828	Child Development Fund	264.67	0.00	264.67	92*0354936	92*0354937
56834	Child Development Fund	2,594.68	0.00	2,594.68	92*0354980	92*0354982
56859	Child Development Fund	6,790.48	0.00	6,790.48	92*0355116	92*0355122
56860	Child Development Fund	17,570.00	0.00	17,570.00	92*0355123	92*0355124
56883	Child Development Fund	14,301.57	0.00	14,301.57	92*0355249	92*0355254
56897	Child Development Fund	368.96	0.00	368.96	92*0355323	92*0355323
56915	Child Development Fund	714.55	0.00	714.55	92*0355411	92*0355411
56940	Child Development Fund	2,652.27	0.00	2,652.27	92*0355894	92*0355900
56960	Child Development Fund	1,668.66	0.00	1,668.66	92*0356008	92*0356012
Total Fund 33 Child Development Fund		\$66,637.45	\$0.00	\$66,637.45		

Check Registers Submitted for Approval
 Checks Written for Period 05/11/13 thru 06/07/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
56738	Capital Outlay Projects Fund	14,091.48	0.00	14,091.48	92*0354293	92*0354294
56753	Capital Outlay Projects Fund	339.31	0.00	339.31	92*0354381	92*0354382
56765	Capital Outlay Projects Fund	10,412.50	0.00	10,412.50	92*0354449	92*0354449
56785	Capital Outlay Projects Fund	6,631.55	0.00	6,631.55	92*0354699	92*0354701
56793	Capital Outlay Projects Fund	600.00	0.00	600.00	92*0354759	92*0354759
56806	Capital Outlay Projects Fund	3,089.00	0.00	3,089.00	92*0354824	92*0354824
56816	Capital Outlay Projects Fund	3,204.00	0.00	3,204.00	92*0354874	92*0354874
56845	Capital Outlay Projects Fund	18,424.97	0.00	18,424.97	92*0355023	92*0355023
56870	Capital Outlay Projects Fund	2,800.00	0.00	2,800.00	92*0355173	92*0355173
56885	Capital Outlay Projects Fund	27,324.32	0.00	27,324.32	92*0355259	92*0355262
56917	Capital Outlay Projects Fund	48,212.48	0.00	48,212.48	92*0355418	92*0355422
56923	Capital Outlay Projects Fund	13,226.00	0.00	13,226.00	92*0355439	92*0355439
56944	Capital Outlay Projects Fund	83,711.39	0.00	83,711.39	92*0355911	92*0355913
Total Fund 41 Capital Outlay Projects Fu		<u><u>\$232,067.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$232,067.00</u></u>		

Check Registers Submitted for Approval
 Checks Written for Period 05/11/13 thru 06/07/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
56737	Bond Fund, Measure E	7,278.32	0.00	7,278.32	92*0354291	92*0354292
56751	Bond Fund, Measure E	15,390.61	0.00	15,390.61	92*0354374	92*0354377
56764	Bond Fund, Measure E	609,584.70	0.00	609,584.70	92*0354447	92*0354448
56784	Bond Fund, Measure E	28,101.03	0.00	28,101.03	92*0354696	92*0354698
56805	Bond Fund, Measure E	5,831.65	0.00	5,831.65	92*0354821	92*0354823
56815	Bond Fund, Measure E	13,104.50	0.00	13,104.50	92*0354872	92*0354873
56835	Bond Fund, Measure E	271.49	0.00	271.49	92*0354983	92*0354983
56841	Bond Fund, Measure E	91,779.71	0.00	91,779.71	92*0355007	92*0355007
56842	Bond Fund, Measure E	54,365.80	0.00	54,365.80	92*0355008	92*0355010
56843	Bond Fund, Measure E	69,853.00	0.00	69,853.00	92*0355011	92*0355014
56844	Bond Fund, Measure E	67,471.02	0.00	67,471.02	92*0355015	92*0355022
56861	Bond Fund, Measure E	48,615.28	0.00	48,615.28	92*0355125	92*0355126
56862	Bond Fund, Measure E	16,210.08	0.00	16,210.08	92*0355127	92*0355130
56884	Bond Fund, Measure E	60,464.90	0.00	60,464.90	92*0355255	92*0355258
56891	Bond Fund, Measure E	488,761.07	0.00	488,761.07	92*0355308	92*0355309
56892	Bond Fund, Measure E	373,779.30	0.00	373,779.30	92*0355310	92*0355310
56916	Bond Fund, Measure E	62,195.63	0.00	62,195.63	92*0355412	92*0355417
56922	Bond Fund, Measure E	75,681.68	0.00	75,681.68	92*0355434	92*0355438
56924	Bond Fund, Measure E	25,336.06	0.00	25,336.06	92*0355440	92*0355444
56941	Bond Fund, Measure E	21,234.14	0.00	21,234.14	92*0355901	92*0355904
56942	Bond Fund, Measure E	172,742.23	0.00	172,742.23	92*0355905	92*0355908
56943	Bond Fund, Measure E	183,238.32	0.00	183,238.32	92*0355909	92*0355910
56962	Bond Fund, Measure E	48,782.85	0.00	48,782.85	92*0356014	92*0356014
Total Fund 42 Bond Fund, Measure E		<u>\$2,540,073.37</u>	<u>\$0.00</u>	<u>\$2,540,073.37</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
56766	Property and Liability Fund	4,536.90	0.00	4,536.90	92*0354450	92*0354450
56836	Property and Liability Fund	4,557.70	0.00	4,557.70	92*0354984	92*0354984
56863	Property and Liability Fund	10,041.80	0.00	10,041.80	92*0355131	92*0355131
56945	Property and Liability Fund	17,130.20	0.00	17,130.20	92*0355914	92*0355918
Total Fund 61 Property and Liability Fund		<u><u>\$36,266.60</u></u>	<u><u>\$0.00</u></u>	<u><u>\$36,266.60</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
56807	Workers' Compensation Fund	233.28	0.00	233.28	92*0354825	92*0354825
56898	Workers' Compensation Fund	538.24	0.00	538.24	92*0355324	92*0355324
56961	Workers' Compensation Fund	375.71	0.00	375.71	92*0356013	92*0356013
Total Fund 62 Workers' Compensation Fu		<u>\$1,147.23</u>	<u>\$0.00</u>	<u>\$1,147.23</u>		

56808	Student Financial Aid Fund	220.94	0.00	220.94	92*0354826	92*0354826
Total Fund 74 Student Financial Aid Fund		<u><u>\$220.94</u></u>	<u><u>\$0.00</u></u>	<u><u>\$220.94</u></u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	2,814,014.35
Total Fund 12 General Fund Restricted	612,901.34
Total Fund 13 GF Unrestricted One-Time Fund	419,403.43
Total Fund 33 Child Development Fund	66,637.45
Total Fund 41 Capital Outlay Projects Fund	232,067.00
Total Fund 42 Bond Fund, Measure E	2,540,073.37
Total Fund 61 Property and Liability Fund	36,266.60
Total Fund 62 Workers' Compensation Fund	1,147.23
Total Fund 74 Student Financial Aid Fund	220.94
Grand Total:	<u><u>\$6,722,731.71</u></u>

Check Registers Submitted for Approval
Checks Written for Period 05/11/13 thru 06/07/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
56694	General Fund Unrestricted	63,299.53	0.00	63,299.53	92*0353671	92*0353716
56716	General Fund Unrestricted	44,872.00	0.00	44,872.00	92*0353815	92*0353916
56717	General Fund Unrestricted	76,102.00	0.00	76,102.00	92*0353917	92*0354000
56718	General Fund Unrestricted	73,474.00	0.00	73,474.00	92*0354001	92*0354091
56719	General Fund Unrestricted	129,032.50	0.00	129,032.50	92*0354092	92*0354186
56731	General Fund Unrestricted	4,058.48	0.00	4,058.48	92*0354261	92*0354268
56733	General Fund Unrestricted	7,485.21	0.00	7,485.21	92*0354273	92*0354273
56734	General Fund Unrestricted	3,511.77	0.00	3,511.77	92*0354274	92*0354275
56735	General Fund Unrestricted	1,776.19	0.00	1,776.19	92*0354277	92*0354283
56739	General Fund Unrestricted	4,441.00	0.00	4,441.00	92*0354295	92*0354301
56740	General Fund Unrestricted	3,667.06	0.00	3,667.06	92*0354302	92*0354309
56741	General Fund Unrestricted	7,269.76	0.00	7,269.76	92*0354312	92*0354316
56742	General Fund Unrestricted	2,192.97	0.00	2,192.97	92*0354318	92*0354323
56744	General Fund Unrestricted	2,246.49	0.00	2,246.49	92*0354333	92*0354341
56746	General Fund Unrestricted	4,234.27	0.00	4,234.27	92*0354348	92*0354351
56748	General Fund Unrestricted	25,557.10	0.00	25,557.10	92*0354358	92*0354358
56749	General Fund Unrestricted	995.41	0.00	995.41	92*0354365	92*0354367
56750	General Fund Unrestricted	4,020.20	0.00	4,020.20	92*0354369	92*0354373
56757	General Fund Unrestricted	1,941.73	0.00	1,941.73	92*0354400	92*0354407
56758	General Fund Unrestricted	3,361.17	0.00	3,361.17	92*0354408	92*0354415
56759	General Fund Unrestricted	5,929.46	0.00	5,929.46	92*0354416	92*0354422
56761	General Fund Unrestricted	2,675.49	0.00	2,675.49	92*0354431	92*0354436
56767	General Fund Unrestricted	15,276.00	0.00	15,276.00	92*0354451	92*0354460
56768	General Fund Unrestricted	73,886.97	0.00	73,886.97	92*0354461	92*0354545
56769	General Fund Unrestricted	31,368.10	0.00	31,368.10	92*0354546	92*0354599
56771	General Fund Unrestricted	2,392.50	0.00	2,392.50	92*0354605	92*0354610
56772	General Fund Unrestricted	2,948.36	0.00	2,948.36	92*0354611	92*0354616
56773	General Fund Unrestricted	1,324.70	0.00	1,324.70	92*0354620	92*0354624
56774	General Fund Unrestricted	308.40	0.00	308.40	92*0354627	92*0354628
56775	General Fund Unrestricted	6,171.09	0.00	6,171.09	92*0354634	92*0354635
56776	General Fund Unrestricted	178.39	0.00	178.39	92*0354645	92*0354646
56778	General Fund Unrestricted	7,976.85	0.00	7,976.85	92*0354654	92*0354657
56781	General Fund Unrestricted	618.90	0.00	618.90	92*0354682	92*0354686
56782	General Fund Unrestricted	3,355.50	0.00	3,355.50	92*0354687	92*0354690
56791	General Fund Unrestricted	2,342.50	0.00	2,342.50	92*0354749	92*0354754
56796	General Fund Unrestricted	2,172.26	0.00	2,172.26	92*0354774	92*0354774
56798	General Fund Unrestricted	1,642.25	0.00	1,642.25	92*0354782	92*0354786
56799	General Fund Unrestricted	4,833.79	0.00	4,833.79	92*0354788	92*0354791
56801	General Fund Unrestricted	1,001.76	0.00	1,001.76	92*0354794	92*0354799
56802	General Fund Unrestricted	572.65	0.00	572.65	92*0354800	92*0354806
56803	General Fund Unrestricted	7,560.00	0.00	7,560.00	92*0354810	92*0354810

Check Registers Submitted for Approval
Checks Written for Period 05/11/13 thru 06/07/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
56811	General Fund Unrestricted	1,925.61	0.00	1,925.61	92*0354839	92*0354844
56812	General Fund Unrestricted	12,427.24	0.00	12,427.24	92*0354847	92*0354850
56819	General Fund Unrestricted	575.00	0.00	575.00	92*0354890	92*0354890
56820	General Fund Unrestricted	2,294.08	0.00	2,294.08	92*0354898	92*0354904
56821	General Fund Unrestricted	2,581.68	0.00	2,581.68	92*0354905	92*0354906
56824	General Fund Unrestricted	2,123.18	0.00	2,123.18	92*0354919	92*0354926
56825	General Fund Unrestricted	1,008.89	0.00	1,008.89	92*0354927	92*0354929
56826	General Fund Unrestricted	2,320.00	0.00	2,320.00	92*0354932	92*0354932
56831	General Fund Unrestricted	2,558.50	0.00	2,558.50	92*0354953	92*0354962
56832	General Fund Unrestricted	3,240.00	0.00	3,240.00	92*0354963	92*0354972
56833	General Fund Unrestricted	2,743.00	0.00	2,743.00	92*0354973	92*0354979
56838	General Fund Unrestricted	854.55	0.00	854.55	92*0354991	92*0354994
56839	General Fund Unrestricted	1,971.20	0.00	1,971.20	92*0354995	92*0355000
56840	General Fund Unrestricted	11,495.37	0.00	11,495.37	92*0355002	92*0355006
56846	General Fund Unrestricted	5,785.00	0.00	5,785.00	92*0355024	92*0355029
56848	General Fund Unrestricted	2,575.25	0.00	2,575.25	92*0355037	92*0355045
56852	General Fund Unrestricted	1,791.69	0.00	1,791.69	92*0355080	92*0355080
56853	General Fund Unrestricted	31,183.00	0.00	31,183.00	92*0355085	92*0355088
56854	General Fund Unrestricted	4,067.53	0.00	4,067.53	92*0355091	92*0355092
56856	General Fund Unrestricted	2,447.58	0.00	2,447.58	92*0355101	92*0355107
56858	General Fund Unrestricted	26,249.19	0.00	26,249.19	92*0355112	92*0355115
56864	General Fund Unrestricted	20,613.24	0.00	20,613.24	92*0355136	92*0355140
56866	General Fund Unrestricted	1,316.50	0.00	1,316.50	92*0355150	92*0355154
56868	General Fund Unrestricted	4,070.55	0.00	4,070.55	92*0355164	92*0355168
56869	General Fund Unrestricted	39,035.87	0.00	39,035.87	92*0355171	92*0355172
56872	General Fund Unrestricted	1,109.09	0.00	1,109.09	92*0355180	92*0355183
56873	General Fund Unrestricted	1,553.82	0.00	1,553.82	92*0355185	92*0355187
56874	General Fund Unrestricted	15,000.00	0.00	15,000.00	92*0355190	92*0355190
56876	General Fund Unrestricted	771.83	0.00	771.83	92*0355197	92*0355201
56878	General Fund Unrestricted	803.92	0.00	803.92	92*0355210	92*0355213
56879	General Fund Unrestricted	1,019.20	0.00	1,019.20	92*0355215	92*0355220
56880	General Fund Unrestricted	1,419.38	0.00	1,419.38	92*0355226	92*0355227
56881	General Fund Unrestricted	100.00	0.00	100.00	92*0355228	92*0355228
56882	General Fund Unrestricted	2,186.69	0.00	2,186.69	92*0355247	92*0355247
56886	General Fund Unrestricted	1,605.89	0.00	1,605.89	92*0355263	92*0355267
56887	General Fund Unrestricted	2,342.34	0.00	2,342.34	92*0355271	92*0355278
56888	General Fund Unrestricted	5,117.05	0.00	5,117.05	92*0355280	92*0355283
56889	General Fund Unrestricted	6,284.37	0.00	6,284.37	92*0355284	92*0355287
56890	General Fund Unrestricted	6,047.20	0.00	6,047.20	92*0355288	92*0355307
56893	General Fund Unrestricted	1,226.99	0.00	1,226.99	92*0355314	92*0355314
56896	General Fund Unrestricted	4,742.52	0.00	4,742.52	92*0355321	92*0355322

Check Registers Submitted for Approval
 Checks Written for Period 05/11/13 thru 06/07/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
56899	General Fund Unrestricted	1,648,372.57	0.00	1,648,372.57	92*0355325	92*0355326
56900	General Fund Unrestricted	666.10	0.00	666.10	92*0355327	92*0355331
56901	General Fund Unrestricted	169.80	0.00	169.80	92*0355332	92*0355339
56902	General Fund Unrestricted	37.67	0.00	37.67	92*0355342	92*0355342
56903	General Fund Unrestricted	2,694.46	0.00	2,694.46	92*0355344	92*0355351
56905	General Fund Unrestricted	166.76	0.00	166.76	92*0355358	92*0355361
56906	General Fund Unrestricted	93,654.99	0.00	93,654.99	92*0355365	92*0355367
56907	General Fund Unrestricted	1,473.25	0.00	1,473.25	92*0355368	92*0355372
56908	General Fund Unrestricted	7,070.00	0.00	7,070.00	92*0355376	92*0355376
56909	General Fund Unrestricted	3,372.30	0.00	3,372.30	92*0355382	92*0355386
56910	General Fund Unrestricted	17,826.55	0.00	17,826.55	92*0355387	92*0355389
56914	General Fund Unrestricted	2,764.40	0.00	2,764.40	92*0355402	92*0355410
56918	General Fund Unrestricted	505.00	0.00	505.00	92*0355423	92*0355423
56920	General Fund Unrestricted	31,840.00	0.00	31,840.00	92*0355429	92*0355429
56921	General Fund Unrestricted	613.96	0.00	613.96	92*0355430	92*0355433
56931	General Fund Unrestricted	2,760.38	0.00	2,760.38	92*0355834	92*0355839
56932	General Fund Unrestricted	20,968.76	0.00	20,968.76	92*0355841	92*0355846
56933	General Fund Unrestricted	1,510.03	0.00	1,510.03	92*0355847	92*0355853
56934	General Fund Unrestricted	516.09	0.00	516.09	92*0355859	92*0355859
56935	General Fund Unrestricted	278.08	0.00	278.08	92*0355863	92*0355863
56938	General Fund Unrestricted	4,456.28	0.00	4,456.28	92*0355879	92*0355886
56939	General Fund Unrestricted	2,740.67	0.00	2,740.67	92*0355887	92*0355893
56947	General Fund Unrestricted	17,982.00	0.00	17,982.00	92*0355928	92*0355930
56948	General Fund Unrestricted	891.00	0.00	891.00	92*0355932	92*0355932
56949	General Fund Unrestricted	406.88	0.00	406.88	92*0355939	92*0355940
56950	General Fund Unrestricted	619.86	0.00	619.86	92*0355945	92*0355950
56951	General Fund Unrestricted	57,100.00	0.00	57,100.00	92*0355952	92*0355953
56952	General Fund Unrestricted	146.40	0.00	146.40	92*0355954	92*0355954
56954	General Fund Unrestricted	5,268.19	0.00	5,268.19	92*0355968	92*0355974
56955	General Fund Unrestricted	3,486.13	0.00	3,486.13	92*0355975	92*0355981
56957	General Fund Unrestricted	1,118.68	0.00	1,118.68	92*0355984	92*0355989
56958	General Fund Unrestricted	3,020.36	0.00	3,020.36	92*0355990	92*0355997
56959	General Fund Unrestricted	2,858.00	0.00	2,858.00	92*0355998	92*0356007
Total Fund 11 General Fund Unrestricted		<u>\$2,814,014.35</u>	<u>\$0.00</u>	<u>\$2,814,014.35</u>		

Check Registers Submitted for Approval
Checks Written for Period 05/11/13 thru 06/07/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
56729	General Fund Restricted	1,167.67	0.00	1,167.67	92*0354246	92*0354252
56730	General Fund Restricted	3,016.54	0.00	3,016.54	92*0354254	92*0354260
56732	General Fund Restricted	7,686.58	0.00	7,686.58	92*0354269	92*0354271
56733	General Fund Restricted	17,570.00	0.00	17,570.00	92*0354272	92*0354272
56734	General Fund Restricted	1,030.07	0.00	1,030.07	92*0354276	92*0354276
56735	General Fund Restricted	1,306.39	0.00	1,306.39	92*0354279	92*0354287
56741	General Fund Restricted	3,840.04	0.00	3,840.04	92*0354310	92*0354315
56742	General Fund Restricted	1,369.40	0.00	1,369.40	92*0354317	92*0354321
56743	General Fund Restricted	2,322.78	0.00	2,322.78	92*0354324	92*0354332
56747	General Fund Restricted	2,064.93	0.00	2,064.93	92*0354352	92*0354356
56748	General Fund Restricted	20,385.26	0.00	20,385.26	92*0354357	92*0354357
56749	General Fund Restricted	1,769.01	0.00	1,769.01	92*0354359	92*0354368
56754	General Fund Restricted	29,343.45	0.00	29,343.45	92*0354383	92*0354385
56755	General Fund Restricted	3,138.79	0.00	3,138.79	92*0354386	92*0354391
56756	General Fund Restricted	1,390.84	0.00	1,390.84	92*0354392	92*0354399
56760	General Fund Restricted	1,489.83	0.00	1,489.83	92*0354423	92*0354428
56761	General Fund Restricted	317.53	0.00	317.53	92*0354429	92*0354437
56770	General Fund Restricted	10,729.74	0.00	10,729.74	92*0354600	92*0354604
56774	General Fund Restricted	1,990.11	0.00	1,990.11	92*0354625	92*0354631
56775	General Fund Restricted	11,682.19	0.00	11,682.19	92*0354632	92*0354639
56776	General Fund Restricted	1,481.73	0.00	1,481.73	92*0354640	92*0354644
56777	General Fund Restricted	1,373.65	0.00	1,373.65	92*0354647	92*0354653
56779	General Fund Restricted	3,779.73	0.00	3,779.73	92*0354658	92*0354673
56780	General Fund Restricted	1,880.41	0.00	1,880.41	92*0354674	92*0354680
56781	General Fund Restricted	1,428.01	0.00	1,428.01	92*0354681	92*0354685
56786	General Fund Restricted	4,474.49	0.00	4,474.49	92*0354702	92*0354706
56787	General Fund Restricted	2,524.94	0.00	2,524.94	92*0354707	92*0354714
56788	General Fund Restricted	3,200.00	0.00	3,200.00	92*0354715	92*0354722
56789	General Fund Restricted	2,080.00	0.00	2,080.00	92*0354723	92*0354735
56790	General Fund Restricted	2,080.00	0.00	2,080.00	92*0354736	92*0354748
56794	General Fund Restricted	1,002.93	0.00	1,002.93	92*0354760	92*0354768
56796	General Fund Restricted	1,315.38	0.00	1,315.38	92*0354773	92*0354773
56797	General Fund Restricted	1,478.44	0.00	1,478.44	92*0354777	92*0354781
56799	General Fund Restricted	2,523.69	0.00	2,523.69	92*0354787	92*0354789
56802	General Fund Restricted	1,043.46	0.00	1,043.46	92*0354801	92*0354807
56803	General Fund Restricted	1,863.48	0.00	1,863.48	92*0354808	92*0354809
56809	General Fund Restricted	925.53	0.00	925.53	92*0354828	92*0354829
56810	General Fund Restricted	1,220.93	0.00	1,220.93	92*0354832	92*0354837
56811	General Fund Restricted	400.16	0.00	400.16	92*0354838	92*0354845
56812	General Fund Restricted	12,233.39	0.00	12,233.39	92*0354846	92*0354853
56813	General Fund Restricted	2,729.43	0.00	2,729.43	92*0354854	92*0354862

Check Registers Submitted for Approval
Checks Written for Period 05/11/13 thru 06/07/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
56814	General Fund Restricted	314.25	0.00	314.25	92*0354863	92*0354871
56818	General Fund Restricted	2,916.14	0.00	2,916.14	92*0354879	92*0354888
56819	General Fund Restricted	1,064.75	0.00	1,064.75	92*0354889	92*0354897
56821	General Fund Restricted	6,860.27	0.00	6,860.27	92*0354907	92*0354912
56822	General Fund Restricted	25,000.00	0.00	25,000.00	92*0354914	92*0354914
56823	General Fund Restricted	7,047.00	0.00	7,047.00	92*0354917	92*0354918
56829	General Fund Restricted	1,740.02	0.00	1,740.02	92*0354938	92*0354948
56830	General Fund Restricted	3,663.25	0.00	3,663.25	92*0354949	92*0354952
56837	General Fund Restricted	1,400.89	0.00	1,400.89	92*0354985	92*0354990
56838	General Fund Restricted	962.07	0.00	962.07	92*0354992	92*0354992
56840	General Fund Restricted	2,553.81	0.00	2,553.81	92*0355001	92*0355003
56847	General Fund Restricted	2,866.03	0.00	2,866.03	92*0355030	92*0355036
56848	General Fund Restricted	700.34	0.00	700.34	92*0355040	92*0355046
56849	General Fund Restricted	5,000.00	0.00	5,000.00	92*0355047	92*0355056
56850	General Fund Restricted	5,000.00	0.00	5,000.00	92*0355057	92*0355066
56851	General Fund Restricted	5,000.00	0.00	5,000.00	92*0355067	92*0355076
56852	General Fund Restricted	3,316.00	0.00	3,316.00	92*0355077	92*0355079
56853	General Fund Restricted	32,995.60	0.00	32,995.60	92*0355081	92*0355084
56854	General Fund Restricted	997.56	0.00	997.56	92*0355090	92*0355090
56855	General Fund Restricted	1,187.78	0.00	1,187.78	92*0355093	92*0355100
56857	General Fund Restricted	3,183.15	0.00	3,183.15	92*0355108	92*0355110
56865	General Fund Restricted	3,042.08	0.00	3,042.08	92*0355142	92*0355148
56867	General Fund Restricted	1,833.66	0.00	1,833.66	92*0355155	92*0355163
56868	General Fund Restricted	9,708.04	0.00	9,708.04	92*0355166	92*0355169
56871	General Fund Restricted	26,220.00	0.00	26,220.00	92*0355174	92*0355177
56872	General Fund Restricted	977.94	0.00	977.94	92*0355178	92*0355178
56873	General Fund Restricted	3,817.54	0.00	3,817.54	92*0355184	92*0355189
56874	General Fund Restricted	22,827.38	0.00	22,827.38	92*0355191	92*0355191
56875	General Fund Restricted	3,320.98	0.00	3,320.98	92*0355192	92*0355195
56876	General Fund Restricted	8,898.85	0.00	8,898.85	92*0355196	92*0355200
56877	General Fund Restricted	1,563.96	0.00	1,563.96	92*0355202	92*0355209
56879	General Fund Restricted	2,263.29	0.00	2,263.29	92*0355214	92*0355219
56880	General Fund Restricted	772.77	0.00	772.77	92*0355221	92*0355225
56881	General Fund Restricted	3,768.06	0.00	3,768.06	92*0355229	92*0355238
56882	General Fund Restricted	18,137.43	0.00	18,137.43	92*0355239	92*0355248
56886	General Fund Restricted	597.11	0.00	597.11	92*0355268	92*0355270
56888	General Fund Restricted	11,001.81	0.00	11,001.81	92*0355279	92*0355282
56893	General Fund Restricted	470.86	0.00	470.86	92*0355311	92*0355313
56901	General Fund Restricted	3,470.08	0.00	3,470.08	92*0355333	92*0355338
56902	General Fund Restricted	129.02	0.00	129.02	92*0355341	92*0355343
56903	General Fund Restricted	492.18	0.00	492.18	92*0355349	92*0355349

Check Registers Submitted for Approval
 Checks Written for Period 05/11/13 thru 06/07/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
56904	General Fund Restricted	15,105.02	0.00	15,105.02	92*0355352	92*0355356
56905	General Fund Restricted	3,327.46	0.00	3,327.46	92*0355357	92*0355364
56907	General Fund Restricted	859.29	0.00	859.29	92*0355369	92*0355373
56908	General Fund Restricted	8,362.47	0.00	8,362.47	92*0355374	92*0355378
56909	General Fund Restricted	4,614.37	0.00	4,614.37	92*0355380	92*0355384
56911	General Fund Restricted	57,630.00	0.00	57,630.00	92*0355390	92*0355391
56912	General Fund Restricted	1,082.43	0.00	1,082.43	92*0355392	92*0355395
56913	General Fund Restricted	1,090.95	0.00	1,090.95	92*0355396	92*0355401
56919	General Fund Restricted	27,753.14	0.00	27,753.14	92*0355424	92*0355428
56921	General Fund Restricted	500.00	0.00	500.00	92*0355432	92*0355432
56931	General Fund Restricted	318.00	0.00	318.00	92*0355840	92*0355840
56933	General Fund Restricted	116.90	0.00	116.90	92*0355849	92*0355852
56934	General Fund Restricted	3,885.35	0.00	3,885.35	92*0355854	92*0355858
56935	General Fund Restricted	897.45	0.00	897.45	92*0355860	92*0355866
56936	General Fund Restricted	1,410.47	0.00	1,410.47	92*0355867	92*0355872
56937	General Fund Restricted	6,528.46	0.00	6,528.46	92*0355873	92*0355878
56946	General Fund Restricted	23,796.77	0.00	23,796.77	92*0355919	92*0355925
56947	General Fund Restricted	9,931.43	0.00	9,931.43	92*0355926	92*0355931
56948	General Fund Restricted	4,779.05	0.00	4,779.05	92*0355933	92*0355936
56949	General Fund Restricted	1,816.43	0.00	1,816.43	92*0355938	92*0355944
56952	General Fund Restricted	1,038.53	0.00	1,038.53	92*0355955	92*0355959
56953	General Fund Restricted	604.37	0.00	604.37	92*0355960	92*0355967
56956	General Fund Restricted	25,000.00	0.00	25,000.00	92*0355983	92*0355983
56957	General Fund Restricted	417.24	0.00	417.24	92*0355988	92*0355988
56958	General Fund Restricted	302.88	0.00	302.88	92*0355992	92*0355992
Total Fund 12 General Fund Restricted		<u>\$612,901.34</u>	<u>\$0.00</u>	<u>\$612,901.34</u>		

Check Registers Submitted for Approval
 Checks Written for Period 05/11/13 thru 06/07/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
56730	GF Unrestricted One-Time Func	288.15	0.00	288.15	92*0354253	92*0354253
56745	GF Unrestricted One-Time Func	18,667.80	0.00	18,667.80	92*0354342	92*0354347
56752	GF Unrestricted One-Time Func	23,637.63	0.00	23,637.63	92*0354378	92*0354380
56772	GF Unrestricted One-Time Func	263.12	0.00	263.12	92*0354617	92*0354617
56773	GF Unrestricted One-Time Func	1,828.35	0.00	1,828.35	92*0354618	92*0354621
56779	GF Unrestricted One-Time Func	346.41	0.00	346.41	92*0354665	92*0354666
56795	GF Unrestricted One-Time Func	34,673.39	0.00	34,673.39	92*0354769	92*0354772
56796	GF Unrestricted One-Time Func	15,500.00	0.00	15,500.00	92*0354775	92*0354776
56800	GF Unrestricted One-Time Func	24,027.61	0.00	24,027.61	92*0354792	92*0354793
56802	GF Unrestricted One-Time Func	275.00	0.00	275.00	92*0354803	92*0354803
56809	GF Unrestricted One-Time Func	1,395.38	0.00	1,395.38	92*0354827	92*0354831
56817	GF Unrestricted One-Time Func	47,468.27	0.00	47,468.27	92*0354875	92*0354878
56821	GF Unrestricted One-Time Func	1,555.20	0.00	1,555.20	92*0354908	92*0354908
56822	GF Unrestricted One-Time Func	28,479.60	0.00	28,479.60	92*0354913	92*0354915
56823	GF Unrestricted One-Time Func	8,040.00	0.00	8,040.00	92*0354916	92*0354916
56825	GF Unrestricted One-Time Func	759.50	0.00	759.50	92*0354930	92*0354931
56827	GF Unrestricted One-Time Func	15,335.81	0.00	15,335.81	92*0354933	92*0354935
56838	GF Unrestricted One-Time Func	633.63	0.00	633.63	92*0354993	92*0354993
56852	GF Unrestricted One-Time Func	756.00	0.00	756.00	92*0355078	92*0355078
56854	GF Unrestricted One-Time Func	2,239.76	0.00	2,239.76	92*0355089	92*0355089
56857	GF Unrestricted One-Time Func	220.30	0.00	220.30	92*0355111	92*0355111
56864	GF Unrestricted One-Time Func	107,597.65	0.00	107,597.65	92*0355132	92*0355141
56866	GF Unrestricted One-Time Func	220.41	0.00	220.41	92*0355149	92*0355149
56869	GF Unrestricted One-Time Func	16,514.25	0.00	16,514.25	92*0355170	92*0355170
56872	GF Unrestricted One-Time Func	675.00	0.00	675.00	92*0355179	92*0355179
56881	GF Unrestricted One-Time Func	481.83	0.00	481.83	92*0355236	92*0355236
56894	GF Unrestricted One-Time Func	15,663.08	0.00	15,663.08	92*0355315	92*0355315
56895	GF Unrestricted One-Time Func	2,641.29	0.00	2,641.29	92*0355316	92*0355319
56896	GF Unrestricted One-Time Func	1,836.00	0.00	1,836.00	92*0355320	92*0355320
56902	GF Unrestricted One-Time Func	897.24	0.00	897.24	92*0355340	92*0355340
56903	GF Unrestricted One-Time Func	394.62	0.00	394.62	92*0355345	92*0355345
56908	GF Unrestricted One-Time Func	6,142.50	0.00	6,142.50	92*0355375	92*0355375
56909	GF Unrestricted One-Time Func	164.94	0.00	164.94	92*0355379	92*0355379
56930	GF Unrestricted One-Time Func	20,634.54	0.00	20,634.54	92*0355830	92*0355833
56949	GF Unrestricted One-Time Func	750.00	0.00	750.00	92*0355937	92*0355937
56950	GF Unrestricted One-Time Func	706.67	0.00	706.67	92*0355946	92*0355951
56956	GF Unrestricted One-Time Func	17,692.50	0.00	17,692.50	92*0355982	92*0355982
Total Fund 13 GF Unrestricted One-Time		\$419,403.43	\$0.00	\$419,403.43		

Check Registers Submitted for Approval
 Checks Written for Period 05/11/13 thru 06/07/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
56736	Child Development Fund	2,605.06	0.00	2,605.06	92*0354288	92*0354290
56762	Child Development Fund	954.42	0.00	954.42	92*0354438	92*0354444
56763	Child Development Fund	8,845.60	0.00	8,845.60	92*0354445	92*0354446
56783	Child Development Fund	4,210.33	0.00	4,210.33	92*0354691	92*0354695
56792	Child Development Fund	756.60	0.00	756.60	92*0354755	92*0354758
56804	Child Development Fund	2,339.60	0.00	2,339.60	92*0354811	92*0354820
56828	Child Development Fund	264.67	0.00	264.67	92*0354936	92*0354937
56834	Child Development Fund	2,594.68	0.00	2,594.68	92*0354980	92*0354982
56859	Child Development Fund	6,790.48	0.00	6,790.48	92*0355116	92*0355122
56860	Child Development Fund	17,570.00	0.00	17,570.00	92*0355123	92*0355124
56883	Child Development Fund	14,301.57	0.00	14,301.57	92*0355249	92*0355254
56897	Child Development Fund	368.96	0.00	368.96	92*0355323	92*0355323
56915	Child Development Fund	714.55	0.00	714.55	92*0355411	92*0355411
56940	Child Development Fund	2,652.27	0.00	2,652.27	92*0355894	92*0355900
56960	Child Development Fund	1,668.66	0.00	1,668.66	92*0356008	92*0356012
Total Fund 33 Child Development Fund		<u>\$66,637.45</u>	<u>\$0.00</u>	<u>\$66,637.45</u>		

Check Registers Submitted for Approval
 Checks Written for Period 05/11/13 thru 06/07/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
56738	Capital Outlay Projects Fund	14,091.48	0.00	14,091.48	92*0354293	92*0354294
56753	Capital Outlay Projects Fund	339.31	0.00	339.31	92*0354381	92*0354382
56765	Capital Outlay Projects Fund	10,412.50	0.00	10,412.50	92*0354449	92*0354449
56785	Capital Outlay Projects Fund	6,631.55	0.00	6,631.55	92*0354699	92*0354701
56793	Capital Outlay Projects Fund	600.00	0.00	600.00	92*0354759	92*0354759
56806	Capital Outlay Projects Fund	3,089.00	0.00	3,089.00	92*0354824	92*0354824
56816	Capital Outlay Projects Fund	3,204.00	0.00	3,204.00	92*0354874	92*0354874
56845	Capital Outlay Projects Fund	18,424.97	0.00	18,424.97	92*0355023	92*0355023
56870	Capital Outlay Projects Fund	2,800.00	0.00	2,800.00	92*0355173	92*0355173
56885	Capital Outlay Projects Fund	27,324.32	0.00	27,324.32	92*0355259	92*0355262
56917	Capital Outlay Projects Fund	48,212.48	0.00	48,212.48	92*0355418	92*0355422
56923	Capital Outlay Projects Fund	13,226.00	0.00	13,226.00	92*0355439	92*0355439
56944	Capital Outlay Projects Fund	83,711.39	0.00	83,711.39	92*0355911	92*0355913
Total Fund 41 Capital Outlay Projects Fu		<u><u>\$232,067.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$232,067.00</u></u>		

Check Registers Submitted for Approval
 Checks Written for Period 05/11/13 thru 06/07/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
56737	Bond Fund, Measure E	7,278.32	0.00	7,278.32	92*0354291	92*0354292
56751	Bond Fund, Measure E	15,390.61	0.00	15,390.61	92*0354374	92*0354377
56764	Bond Fund, Measure E	609,584.70	0.00	609,584.70	92*0354447	92*0354448
56784	Bond Fund, Measure E	28,101.03	0.00	28,101.03	92*0354696	92*0354698
56805	Bond Fund, Measure E	5,831.65	0.00	5,831.65	92*0354821	92*0354823
56815	Bond Fund, Measure E	13,104.50	0.00	13,104.50	92*0354872	92*0354873
56835	Bond Fund, Measure E	271.49	0.00	271.49	92*0354983	92*0354983
56841	Bond Fund, Measure E	91,779.71	0.00	91,779.71	92*0355007	92*0355007
56842	Bond Fund, Measure E	54,365.80	0.00	54,365.80	92*0355008	92*0355010
56843	Bond Fund, Measure E	69,853.00	0.00	69,853.00	92*0355011	92*0355014
56844	Bond Fund, Measure E	67,471.02	0.00	67,471.02	92*0355015	92*0355022
56861	Bond Fund, Measure E	48,615.28	0.00	48,615.28	92*0355125	92*0355126
56862	Bond Fund, Measure E	16,210.08	0.00	16,210.08	92*0355127	92*0355130
56884	Bond Fund, Measure E	60,464.90	0.00	60,464.90	92*0355255	92*0355258
56891	Bond Fund, Measure E	488,761.07	0.00	488,761.07	92*0355308	92*0355309
56892	Bond Fund, Measure E	373,779.30	0.00	373,779.30	92*0355310	92*0355310
56916	Bond Fund, Measure E	62,195.63	0.00	62,195.63	92*0355412	92*0355417
56922	Bond Fund, Measure E	75,681.68	0.00	75,681.68	92*0355434	92*0355438
56924	Bond Fund, Measure E	25,336.06	0.00	25,336.06	92*0355440	92*0355444
56941	Bond Fund, Measure E	21,234.14	0.00	21,234.14	92*0355901	92*0355904
56942	Bond Fund, Measure E	172,742.23	0.00	172,742.23	92*0355905	92*0355908
56943	Bond Fund, Measure E	183,238.32	0.00	183,238.32	92*0355909	92*0355910
56962	Bond Fund, Measure E	48,782.85	0.00	48,782.85	92*0356014	92*0356014
Total Fund 42 Bond Fund, Measure E		<u>\$2,540,073.37</u>	<u>\$0.00</u>	<u>\$2,540,073.37</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
56766	Property and Liability Fund	4,536.90	0.00	4,536.90	92*0354450	92*0354450
56836	Property and Liability Fund	4,557.70	0.00	4,557.70	92*0354984	92*0354984
56863	Property and Liability Fund	10,041.80	0.00	10,041.80	92*0355131	92*0355131
56945	Property and Liability Fund	17,130.20	0.00	17,130.20	92*0355914	92*0355918
Total Fund 61 Property and Liability Fund		<u><u>\$36,266.60</u></u>	<u><u>\$0.00</u></u>	<u><u>\$36,266.60</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
56807	Workers' Compensation Fund	233.28	0.00	233.28	92*0354825	92*0354825
56898	Workers' Compensation Fund	538.24	0.00	538.24	92*0355324	92*0355324
56961	Workers' Compensation Fund	375.71	0.00	375.71	92*0356013	92*0356013
Total Fund 62 Workers' Compensation Fu		<u>\$1,147.23</u>	<u>\$0.00</u>	<u>\$1,147.23</u>		

56808	Student Financial Aid Fund	220.94	0.00	220.94	92*0354826	92*0354826
Total Fund 74 Student Financial Aid Fund		<u><u>\$220.94</u></u>	<u><u>\$0.00</u></u>	<u><u>\$220.94</u></u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	2,814,014.35
Total Fund 12 General Fund Restricted	612,901.34
Total Fund 13 GF Unrestricted One-Time Fund	419,403.43
Total Fund 33 Child Development Fund	66,637.45
Total Fund 41 Capital Outlay Projects Fund	232,067.00
Total Fund 42 Bond Fund, Measure E	2,540,073.37
Total Fund 61 Property and Liability Fund	36,266.60
Total Fund 62 Workers' Compensation Fund	1,147.23
Total Fund 74 Student Financial Aid Fund	220.94
Grand Total:	<u><u>\$6,722,731.71</u></u>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 05/01/2013 To 05/31/2013
Board Meeting on 06/17/2013**

BACKGROUND

The California Administration Code, Title 5, §58307 requires Board approval of budget transfers between major objects and budget adjustments, increases and decreases by major object code, for each fund.

ANALYSIS

This listing, broken down by fund, provides by major object code the total of budget transfers/adjustments for the period and fund indicated. Each budget transfer/adjustment supporting these totals is kept on file in the Business Operations and Fiscal Services department. Additional information will be provided upon request.

		From	To
<u>Fund 11: General Fund Unrestricted</u>			
1000	ACADEMIC SALARIES		102,207
2000	CLASSIFIED SALARIES	17,235	
3000	EMPLOYEE BENEFITS		21,847
4000	SUPPLIES & MATERIALS	168	
5000	OTHER OPERATING EXP & SERVICES		8,532
6000	CAPITAL OUTLAY	8,431	
7900	RESERVE FOR CONTINGENCIES	106,752	
		\$132,586	\$132,586
Total Transfer Fund 11			
<u>Fund 12: General Fund Restricted</u>			
1000	ACADEMIC SALARIES		13,545
2000	CLASSIFIED SALARIES	9,574	
3000	EMPLOYEE BENEFITS	25,197	
4000	SUPPLIES & MATERIALS	42,304	
5000	OTHER OPERATING EXP & SERVICES		59,502
6000	CAPITAL OUTLAY		4,052
7000	OTHER OUTGO		3,976
7900	RESERVE FOR CONTINGENCIES	4,000	
		\$81,075	\$81,075
Total Transfer Fund 12			
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
4000	SUPPLIES & MATERIALS		1,000
5000	OTHER OPERATING EXP & SERVICES		44,220
6000	CAPITAL OUTLAY		3,780
7900	RESERVE FOR CONTINGENCIES	49,000	
		\$49,000	\$49,000
Total Transfer Fund 13			
<u>Fund 33: Child Development Fund</u>			
4000	SUPPLIES & MATERIALS	200	
5000	OTHER OPERATING EXP & SERVICES		200
		\$200	\$200
Total Transfer Fund 33			
<u>Fund 41: Capital Outlay Projects Fund</u>			
5000	OTHER OPERATING EXP & SERVICES	133,263	
6000	CAPITAL OUTLAY		168,254
7900	RESERVE FOR CONTINGENCIES	34,991	
		\$168,254	\$168,254
Total Transfer Fund 41			

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 05/01/2013 To 05/31/2013
Board Meeting on 06/17/2013**

BUDGET TRANSFERS	From	To
<u>Fund 42: Bond Fund, Measure E</u>		
6000 CAPITAL OUTLAY		7,234
7900 RESERVE FOR CONTINGENCIES	7,234	
Total Transfer Fund 42	\$7,234	\$7,234
<u>Fund 74: Student Financial Aid Fund</u>		
7000 OTHER OUTGO		2,325
7900 RESERVE FOR CONTINGENCIES	2,325	
Total Transfer Fund 74	\$2,325	\$2,325
BUDGET INCREASES AND DECREASES		
	Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>		
8100 FEDERAL REVENUES	(10,000)	
8600 STATE REVENUES	4,297	
8800 LOCAL REVENUES	200	
1000 ACADEMIC SALARIES		4,423
2000 CLASSIFIED SALARIES		(5,603)
3000 EMPLOYEE BENEFITS		(1,908)
4000 SUPPLIES & MATERIALS		4,800
5000 OTHER OPERATING EXP & SERVICES		(6,572)
6000 CAPITAL OUTLAY		(643)
Total Transfer Fund 12	\$(5,503)	\$(5,503)
<u>Fund 13: GF Unrestricted One-Time Funds</u>		
8800 LOCAL REVENUES	92,915	
2000 CLASSIFIED SALARIES		55,617
3000 EMPLOYEE BENEFITS		37,298
Total Transfer Fund 13	\$92,915	\$92,915
<u>Fund 31: Bookstore Fund</u>		
8800 LOCAL REVENUES	65,450	
3000 EMPLOYEE BENEFITS		9,392
7900 RESERVE FOR CONTINGENCIES		56,058
Total Transfer Fund 31	\$65,450	\$65,450
<u>Fund 41: Capital Outlay Projects Fund</u>		
8800 LOCAL REVENUES	636,678	
5000 OTHER OPERATING EXP & SERVICES		(1,091)
7900 RESERVE FOR CONTINGENCIES		637,769
Total Transfer Fund 41	\$636,678	\$636,678
<u>Fund 71: Associated Students Fund</u>		
8800 LOCAL REVENUES	4,000	
7900 RESERVE FOR CONTINGENCIES		4,000
Total Transfer Fund 71	\$4,000	\$4,000

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 05/01/2013 To 05/31/2013
Board Meeting on 06/17/2013**

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
<u>Fund 74: Student Financial Aid Fund</u>			
8100	FEDERAL REVENUES	48,901	
8600	STATE REVENUES	26,781	
8800	LOCAL REVENUES	2,857	
5000	OTHER OPERATING EXP & SERVICES		1,032
7000	OTHER OUTGO		36,781
7900	RESERVE FOR CONTINGENCIES		40,726
Total Transfer Fund 74		\$78,539	\$78,539
<u>Fund 76: Community Education Fund</u>			
8800	LOCAL REVENUES	79,500	
3000	EMPLOYEE BENEFITS		1,400
5000	OTHER OPERATING EXP & SERVICES		38,200
7900	RESERVE FOR CONTINGENCIES		39,900
Total Transfer Fund 76		\$79,500	\$79,500
<u>Fund 79: Diversified Trust Fund</u>			
8800	LOCAL REVENUES	100,000	
2000	CLASSIFIED SALARIES		31,753
3000	EMPLOYEE BENEFITS		10,815
4000	SUPPLIES & MATERIALS		32,700
5000	OTHER OPERATING EXP & SERVICES		181,370
6000	CAPITAL OUTLAY		10,000
7900	RESERVE FOR CONTINGENCIES		(166,638)
Total Transfer Fund 79		\$100,000	\$100,000

The attached listing provides detailed transfers between major object codes equal to or greater than \$25,000, and all transfers affecting 79XX object to establish new revenue and expense budgets. In each case, a brief explanation is stated.

RECOMMENDATION

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 05/01/2013 To 05/31/2013
Board Meeting on 06/17/2013**

This listing provides detailed transfers between major object codes equal to or greater than \$25,000, and all transfers affecting 79XX object to establish new revenue and expense budgets. In each case, a brief explanation is stated.

BUDGET TRANSFERS	From	To
<u>Fund 11: General Fund Unrestricted</u>		
B011631 05/09/13		
1000 ACADEMIC SALARIES		86,139
3000 EMPLOYEE BENEFITS		20,613
7900 RESERVE FOR CONTINGENCIES	106,752	
	<hr/>	<hr/>
Total Reference B011631	\$106,752	\$106,752
Reason: Adjustment		
Description: Bdgt medical leave since 4/11 K. Kosuth		
<u>Fund 12: General Fund Restricted</u>		
B011592 05/01/13		
1000 ACADEMIC SALARIES	10,710	
2000 CLASSIFIED SALARIES	13,314	
3000 EMPLOYEE BENEFITS	12,620	
4000 SUPPLIES & MATERIALS		30,355
5000 OTHER OPERATING EXP & SERVICES		2,385
6000 CAPITAL OUTLAY		3,304
7000 OTHER OUTGO		600
	<hr/>	<hr/>
Total Reference B011592	\$36,644	\$36,644
Reason: Special Project Adjustment		
Description: SP1725 SCC UBMS revised		
B011644 05/13/13		
4000 SUPPLIES & MATERIALS	70,000	
5000 OTHER OPERATING EXP & SERVICES		70,000
	<hr/>	<hr/>
Total Reference B011644	\$70,000	\$70,000
Reason: Adjustment		
Description: SAC Fire Offcr Trng Prg-Dept of Forestry		
B011688 05/17/13		
1000 ACADEMIC SALARIES		4,000
7900 RESERVE FOR CONTINGENCIES	4,000	
	<hr/>	<hr/>
Total Reference B011688	\$4,000	\$4,000
Reason: Special Project Adjustment		
Description: SP3450 SAC Hlth/Well Ctr's summer staff		
B011775 05/31/13		
1000 ACADEMIC SALARIES		29,014
3000 EMPLOYEE BENEFITS		4,120
4000 SUPPLIES & MATERIALS	4,771	
5000 OTHER OPERATING EXP & SERVICES	28,363	
	<hr/>	<hr/>
Total Reference B011775	\$33,134	\$33,134
Reason: Special Project Adjustment		
Description: SP1102 SAC ABE/ESL personnel		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 05/01/2013 To 05/31/2013
Board Meeting on 06/17/2013**

BUDGET TRANSFERS	From	To
<u>Fund 13: GF Unrestricted One-Time Funds</u>		
B011643 05/13/13		
5000 OTHER OPERATING EXP & SERVICES		49,000
7900 RESERVE FOR CONTINGENCIES	49,000	
	\$49,000	\$49,000
Total Reference B011643		
Reason: Adjustment		
Description: SCC Adm Svcs curr/prj water expenditures thr 7/2/13		
<u>Fund 41: Capital Outlay Projects Fund</u>		
B011636 05/10/13		
5000 OTHER OPERATING EXP & SERVICES	109,163	
6000 CAPITAL OUTLAY		109,163
	\$109,163	\$109,163
Total Reference B011636		
Reason: Special Project Adjustment		
Description: SP3680 Delb obj#5000 to 6413 contr svcs SAC WiFi Prj		
B011645 05/13/13		
5000 OTHER OPERATING EXP & SERVICES	38,000	
6000 CAPITAL OUTLAY		38,000
	\$38,000	\$38,000
Total Reference B011645		
Reason: Special Project Adjustment		
Description: SP3690 DELB obj#5000 move to correspdn capital acct VSS		
B011670 05/17/13		
6000 CAPITAL OUTLAY		32,991
7900 RESERVE FOR CONTINGENCIES	32,991	
	\$32,991	\$32,991
Total Reference B011670		
Reason: Special Project Adjustment		
Description: SP3150 SA Bristol Bldg F chiller circuit replacement		
B011689 05/17/13		
6000 CAPITAL OUTLAY		2,000
7900 RESERVE FOR CONTINGENCIES	2,000	
	\$2,000	\$2,000
Total Reference B011689		
Reason: Special Project Adjustment		
Description: SP3150 SAC Prk Lot 6&8 bluprnt Bid#1197		
<u>Fund 42: Bond Fund, Measure E</u>		
B011617 05/08/13		
6000 CAPITAL OUTLAY		7,234
7900 RESERVE FOR CONTINGENCIES	7,234	
	\$7,234	\$7,234
Total Reference B011617		
Reason: Special Project Adjustment		
Description: SP3016 CDC DSA review fees svc		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 05/01/2013 To 05/31/2013
Board Meeting on 06/17/2013**

BUDGET TRANSFERS	From	To
<u>Fund 74: Student Financial Aid Fund</u>		
B011605 05/03/13		
7000 OTHER OUTGO		1,325
7900 RESERVE FOR CONTINGENCIES	1,325	
	\$1,325	\$1,325
Total Reference B011605		
Reason: Special Project Adjustment		
Description: Increase budg of R2T4 SCC		
B011657 05/15/13		
7000 OTHER OUTGO		1,000
7900 RESERVE FOR CONTINGENCIES	1,000	
	\$1,000	\$1,000
Total Reference B011657		
Reason: Special Project Adjustment		
Description: SP3643 Incr R2T4 SCC add'l charges thr 6/30/13		
BUDGET INCREASES AND DECREASES		
	Revenue	Appropriation
<u>Fund 13: GF Unrestricted One-Time Funds</u>		
B011609 05/06/13		
8800 LOCAL REVENUES	92,915	
2000 CLASSIFIED SALARIES		55,617
3000 EMPLOYEE BENEFITS		37,298
	\$92,915	\$92,915
Total Reference B011609		
Reason: Adjustment		
Description: Budg for Intn'l Student Coord.		
<u>Fund 31: Bookstore Fund</u>		
B011713 05/23/13		
8800 LOCAL REVENUES	65,450	
3000 EMPLOYEE BENEFITS		9,392
7900 RESERVE FOR CONTINGENCIES		56,058
	\$65,450	\$65,450
Total Reference B011713		
Reason: Adjustment		
Description: SAC Aux Svcs adj to estimated revenue/expenses 12/13		
<u>Fund 41: Capital Outlay Projects Fund</u>		
B011601 05/02/13		
8800 LOCAL REVENUES	437	
7900 RESERVE FOR CONTINGENCIES		437
	\$437	\$437
Total Reference B011601		
Reason: Adjustment		
Description: Incr budg due to add'l misc cash receipts		
B011618 05/08/13		
8800 LOCAL REVENUES	240	
7900 RESERVE FOR CONTINGENCIES		240
	\$240	\$240
Total Reference B011618		
Reason: Special Project Adjustment		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 05/01/2013 To 05/31/2013
Board Meeting on 06/17/2013**

BUDGET INCREASES AND DECREASES	Revenue	Appropriation
Description: SP3120 Incr budg actual redev rec for SAC 5/6/13		
B011619 05/08/13		
8800 LOCAL REVENUES	101,484	
7900 RESERVE FOR CONTINGENCIES		101,484
	\$101,484	\$101,484
Total Reference B011619		
Reason: Special Project Adjustment		
Description: SP3150 Incr budg actual redev rec for SAC 5/6/13		
B011620 05/08/13		
8800 LOCAL REVENUES	403,788	
7900 RESERVE FOR CONTINGENCIES		403,788
	\$403,788	\$403,788
Total Reference B011620		
Reason: Special Project Adjustment		
Description: SP3152 Incr budg actual redev rec for SAC 5/6/13		
B011621 05/08/13		
8800 LOCAL REVENUES	151,410	
7900 RESERVE FOR CONTINGENCIES		151,410
	\$151,410	\$151,410
Total Reference B011621		
Reason: Special Project Adjustment		
Description: SP3153 Incr budg actual redev rec for SAC 5/6/13		
B011691 05/20/13		
8800 LOCAL REVENUES	(20,681)	
5000 OTHER OPERATING EXP & SERVICES		(1,091)
7900 RESERVE FOR CONTINGENCIES		(19,590)
	\$(20,681)	\$(20,681)
Total Reference B011691		
Reason: Adjustment		
Description: Recalc intr budg 4thQtr based on average qtrly actuals		
<u>Fund 71: Associated Students Fund</u>		
B011714 05/23/13		
8800 LOCAL REVENUES	4,000	
7900 RESERVE FOR CONTINGENCIES		4,000
	\$4,000	\$4,000
Total Reference B011714		
Reason: Adjustment		
Description: SAC Aux Svcs adj to estimated revenue/expenses 12/13		
<u>Fund 74: Student Financial Aid Fund</u>		
B011604 05/03/13		
8800 LOCAL REVENUES	2,857	
5000 OTHER OPERATING EXP & SERVICES		1,032
7900 RESERVE FOR CONTINGENCIES		1,825
	\$2,857	\$2,857
Total Reference B011604		
Reason: Special Project Adjustment		
Description: Cover interest inc & exps 4thQ		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 05/01/2013 To 05/31/2013
Board Meeting on 06/17/2013**

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B011651	05/14/13		
8100	FEDERAL REVENUES	38,901	
7900	RESERVE FOR CONTINGENCIES		38,901
		\$38,901	\$38,901
Total Reference B011651			
Reason: Special Project Adjustment			
Description: SP1404 Incr rev bdgt including Pell Grant overawards			
<u>Fund 76: Community Education Fund</u>			
B011716	05/23/13		
8800	LOCAL REVENUES	79,500	
3000	EMPLOYEE BENEFITS		1,400
5000	OTHER OPERATING EXP & SERVICES		38,200
7900	RESERVE FOR CONTINGENCIES		39,900
		\$79,500	\$79,500
Total Reference B011716			
Reason: Adjustment			
Description: SAC Aux Svcs adj to estimated revenue/expenses 12/13			
<u>Fund 79: Diversified Trust Fund</u>			
B011719	05/23/13		
8800	LOCAL REVENUES	100,000	
2000	CLASSIFIED SALARIES		31,753
3000	EMPLOYEE BENEFITS		10,815
4000	SUPPLIES & MATERIALS		32,700
5000	OTHER OPERATING EXP & SERVICES		181,370
6000	CAPITAL OUTLAY		10,000
7900	RESERVE FOR CONTINGENCIES		(166,638)
		\$100,000	\$100,000
Total Reference B011719			
Reason: Adjustment			
Description: SAC Aux Svcs adj to estimated revenue/expenses 12/13			

RECOMMENDATION

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

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

To:	Board of Trustees	Date: June 17, 2013
Re:	Approval of the 2013-14 Tentative Budget	
Action:	Request for Approval	

BACKGROUND

In accordance with the California Code of Regulations, Title 5, Section 58305, the governing board of each community college district shall adopt a tentative budget by July 1st of each year.

ANALYSIS

A bound copy of the proposed Tentative Budget has been provided for review. The electronic version is available on the website at <http://new.rscsd.edu/Departments/Business-Operations/Pages/Budget.aspx>. The Tentative Budget contains budgets for all of the funds under the District's purview including the following: General Fund (restricted and unrestricted), Bond Interest and Redemption Funds, Bookstore Fund, Child Development Fund, Capital Outlay Projects Fund, General Obligation Bond Fund, Self-Insurance Funds, Retiree Health Benefits Fund, Associated Students Fund, Representation Fee Trust Fund, Student Financial Aid Fund, Community Education Fund, and the Diversified Trust Fund.

The Tentative Budget is considered a placeholder budget for operational purposes and was prepared based on the best available information and the budget assumptions recommended by the Fiscal Resources Committee (FRC). These budget assumptions for the Tentative Budget were approved by the Board of Trustees at the March 11, 2013 Board meeting and updated based on the governor's May Budget Revision. The Tentative Budget was reviewed and unanimously recommended to the Chancellor at the May 29, 2013 FRC meeting. The proposed Adopted Budget is scheduled to be presented for approval at the September 9, 2013 Board meeting.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2013-14 proposed Tentative Budget as presented.

Fiscal Impact:	As identified in the Tentative Budget	Board Date: June 17, 2013
Prepared by:	Adam M. O'Connor, Assistant Vice Chancellor, Fiscal 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: June 17, 2013
Re:	Approval of Five Year Construction Plan (2015-2019); Initial Project Proposals (IPP's) for the following projects: Santa Ana College – Library (LRC), Vocational Technology Complex, Santiago Canyon College - Student Services Building and the Final Project Proposal (FPP) for the Fine and Performing Arts Complex Replacement at Santa Ana College	
Action:	Request for Approval	

BACKGROUND

In compliance with the California Community College Chancellor's Office Facilities Planning Manual, community college districts are required to submit on July 1st of each year all major capital projects (in excess of \$400,000) that they intend to construct over the next five (5) year period. All potential projects are to be included, regardless of funding source (i.e. state funding, special grants, district resources, local bonds, etc.).

Each year the District has an opportunity to update its Five Year Construction Plan.

ANALYSIS

The District is resubmitting projects for State funding in its Five Year Construction Plan. A detailed list is attached showing the project location, estimated date of completion (occupancy) and potential source of funding.

For state funding consideration in 2016-17, the District is submitting Initial Project Proposals (IPP's) for the following projects: Santa Ana College: Library (LRC), Vocational Technology Complex and the Student Services Building at Santiago Canyon College. A Final Project Proposal (FPP) for 2015-16 is being submitted for the Fine and Performing Arts Complex Replacement at Santa Ana College.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Five Year Construction Plan (2015-2019); Initial Project Proposals (IPP's) for the following projects: Santa Ana College – Library (LRC), Vocational Technology Complex, Santiago Canyon College - Student Services Building and the Final Project Proposal (FPP) for the Fine and Performing Arts Complex Replacement at Santa Ana College as presented

Fiscal Impact:	Varies with each project	Board Date: June 17, 2013
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	5.4 (1)

No.	Project	Occupancy		Source	Schedule of Funds						
		ASF	Total Cost		2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
1	HUMANITIES BUILDING				Santiago Canyon College						
	52,420	2012/2013		NonState							
		\$33,000,000									
2	TESSMAN PLANETARIUM RENOVATIO				Santa Ana College						
		2013/2014		NonState	(C)(E)						
		\$2,000,000			\$1,750,000						
3	OEC RENOVATION				Orange Education Center						
		2014/2015		NonState	(W)(C)						
		\$13,000,000			\$12,750,000						
4	JOHNSON CENTER RENOVATION				Santa Ana College						
		2015/2016		NonState	(C)(P)(W)	(E)					
		\$12,000,000			\$11,300,000	\$700,000					
5	DUNLAP HALL RENOVATION				Santa Ana College						
		2015/2016		NonState	(W)	(C)					
		\$10,000,000			\$485,000	\$9,060,000					
6	CENTRAL PLANT AND INFRASTRUCTU				Santa Ana College						
		2016/2017		NonState	(P)(W)	(C)					
		\$35,000,000			\$2,668,000	\$32,332,000					
7	SCIENCE BUILDING				Santa Ana College						
	40,598	2017/2018		NonState	(P)(W)		(C)(E)				
		\$49,169,000			\$3,498,000		\$45,671,000				
8	CENTRAL PLANT AND INFRASTRUCTU				Santiago Canyon College						
		2017/2018		NonState	(P)(W)	(C)					
		\$10,000,000			\$913,000	\$9,087,000					
9	Fine and Performing Arts Center				Santiago Canyon College						
	-672	2018/2019		State	(P)(W)	(C)(E)					
		\$22,089,000			\$1,598,000	\$20,491,000					
		\$23,430,000		NonState	\$1,730,000	\$21,700,000					
10	RUSSELL HALL REPLACEMENT				Santa Ana College						
	-10,825	2018/2019		State	(P)(W)	(C)(E)					
		\$19,792,000			\$1,606,000	\$18,186,000					
		\$19,301,000		NonState	\$1,409,000	\$17,892,000					
11	FINE AND PERFORMING ARTS COMPL				Santa Ana College						
	1,091	2018/2019		State	(P)(W)	(C)(E)					
		\$13,333,000			\$1,078,000	\$12,255,000					
		\$13,332,000		NonState	\$1,078,000	\$12,254,000					
12	STUDENT SERVICES BUILDING				Santiago Canyon College						
	13,036	2019/2020		State		(P)(W)	(C)(E)				
		\$15,245,000				\$985,000	\$14,260,000				
		\$3,810,000		NonState		\$800,000	\$3,010,000				
13	VOCATIONAL TECHNOLOGY COMPLEX				Santa Ana College						
	2,422	2019/2020		State		(P)(W)	(C)(E)				
		\$18,754,000				\$1,499,000	\$17,255,000				
		\$18,754,000		NonState		\$1,400,000	\$17,354,000				

No.	Project	Occupancy		Source	Schedule of Funds					
		ASF	Total Cost		2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
14	LIBRARY/LRC				Santa Ana College					
	25,916	2019/2020						(P)(W)	(C)(E)	
		\$40,062,000	State					\$1,830,000	\$38,232,000	
		\$10,015,000	NonState					\$1,800,000	\$8,215,000	
15	PARKING STRUCTURE				Santa Ana College					
		2019/2020							(P)(W)	(C)
		\$20,841,975	NonState						\$1,784,475	\$19,057,500
16	PHYSICAL EDUCATION-SEISMIC REPL.				Santa Ana College					
		2006/2007								
		\$5,460,000	State							
		\$10,130,000	NonState							
17	Science Building				Santiago Canyon College					
		2009/2010								
		\$12,612,000	State							
		\$7,625,000	NonState							

District: Rancho Santiago Community College District
 College / Center: Santa Ana College
 Project Name: LIBRARY/LRC
 Project Type: New Construction

Project Funding

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2016
Prelim. Plans:	\$907,000	\$900,000	Const. Cost Index: 5754
Working Draw. :	\$923,000	\$900,000	5 yr. Plan Priority: 14
Construction:	\$36,513,000	\$7,215,000	Net ASF: 25,916
Equipment:	\$1,719,000	\$1,000,000	Total GSF: 94,000
	<u>\$40,062,000</u>	<u>\$10,015,000</u>	
Total Cost:	\$50,077,000		

Project Description: The current Library at Santa Ana College is too small which causes constant overcrowding and long waits for students doing research in the electronic computer area. Although there was a minor renovation in 1994, the facility has never had major modifications, so mechanical and electrical systems have outlived their usefulness. The current facility was constructed before the computer was invented, which has caused major issues to get data and electrical infrastructure installed throughout the building. In addition, this added heat load has overtaxed the HVAC system. This project will demolish the existing 57 year old undersized facility and construct a real "LRC" with combined library and tutorial services in a central location to improve student's access to support services which will lead to increased student success.

Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:

The 2011 Facilities Master Plan supports teaching and educational goals along with standards of the District. The Facilities Master Plan lists replacement of the oldest facilities on campus as a priority. The existing Library Building meets this criteria.

Provide the CEQA Status of the project. Check all that apply.

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Negative Declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Type of Project and Qualifying Information:

Please answer all questions. Unanswered questions will be considered not applicable

- | Yes | No | N/A | |
|----------------------------------|----------------------------------|-----------------------|--|
| <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | Life Safety Project - Required Supporting report is attached to establish imminent danger |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Project Design - Constuction and equipment design conform with State design and cost guidelines |
| <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | Infrastructure |
| | | | Check type of project: <input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Replacement |
| <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | - Loss or failure of infrastructure is imminent. |
| <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | Master Planning or Project Planning - District's general fund's ending balance is less than 5% of the total general fund |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Instructional Space |
| | | | Check type of space: <input checked="" type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration |
| | | | Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input checked="" type="checkbox"/> Lib/Learning Center |
| | | | <input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | - This project will not cause total ASF in any category to exceed 110% of capacity/load ratio. |
| <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | Academic Support, Student Services or Administrative Space |
| | | | Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration |
| | | | Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center |
| | | | <input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other |
| <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | Other Facility Projects |
| | | | Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration |
| | | | Check primary ASF of request space: <input type="checkbox"/> Physical Educ. <input type="checkbox"/> Performing Arts |
| | | | <input type="checkbox"/> Child Develop. <input type="checkbox"/> Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Cafeteria |
| | | | <input type="checkbox"/> Other facilities (to complete a balance campus) |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | - There is an existing facility building in use for this proposed project. |
| | | | Supplemental Information and Alternatives Explored |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | - There is an existing facility in use for this proposed project. |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | - Cost to reconstruct existing building is more than 50% of cost of a new building. |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | - Usage in the new building will be the same as usage in the building replaced. |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | - Replaced building will be demolished and costs are include in the project. |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | - Alternative instructional delivery system, distance learning, other such means. |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | - District or private funding sources |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | - Other:
The districts intends to pay for 20% of the State supportable costs. |
| | | | - Total construction period in number of Months: <input type="text" value="24"/> |

Yes No N/A

Additional Forms/Pages enclosed:

- District Five-Year Construction Plan or project related pages of said document
- Critical Life-safety third party justification
- Engineering test or other related documents
- JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
- Other FPP related forms:

District Contact:

Phone No. : --

Date: 5/24/2013

FAX No. : --

Prepared by: Eric Mittlestead

E-mail Address: FPACS2004@aol.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

Name / Title	Signature / Date
--------------	------------------

District: Rancho Santiago Community College District
 College / Center: Santa Ana College
 Project Name: VOCATIONAL TECHNOLOGY COMPLEX
 Project Type: New Construction

Project Funding

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2016
Prelim. Plans:	\$760,000	\$700,000	Const. Cost Index: 5754
Working Draw. :	\$739,000	\$700,000	5 yr. Plan Priority: 13
Construction:	\$16,674,000	\$17,354,000	Net ASF: 2,422
Equipment:	\$581,000	\$0	Total GSF: 78,000
	<u>\$18,754,000</u>	<u>\$18,754,000</u>	
Total Cost:	\$37,508,000		

Project Description: The current diesel technology, automotive technology, manufacturing, industrial technology, engineering and construction crafts programs are housed in 1950's era facilities with inadequate space and are spread throughout the campus. This prevents interdisciplinary collaboration and natural synergies that occur within these areas. In addition, outdated building systems and aged infrastructure do not support the current program needs. This project will consolidate and expand the vocational programs and provide state of the art facilities for students to learn in. As part of this project the Auto Diesel (Bldg 18), Diesel (Bldg 19), Technical Building (Bldg 24) and Hammond Hall (Bldg 9) will be demolished.

Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:

The 2011 Facilities Master Plan supports teaching and educational goals along with standards of the District. The Facilities Master Plan lists replacement of the oldest facilities on campus as a priority. The Auto Diesel Building, Diesel Building, Technical Building and Hammond Hall meet this criteria.

Provide the CEQA Status of the project. Check all that apply.

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Negative Declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Type of Project and Qualifying Information:

Please answer all questions. Unanswered questions will be considered not applicable

Yes	No	N/A	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Life Safety Project - Required Supporting report is attached to establish imminent danger
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Project Design - Constuction and equipment design conform with State design and cost guidelines
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Infrastructure
			Check type of project: <input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Replacement
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- Loss or failure of infrastructure is imminent.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Master Planning or Project Planning - District's general fund's ending balance is less than 5% of the total general fund
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Instructional Space
			Check type of space: <input checked="" type="checkbox"/> New Construction <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Academic Support, Student Services or Administrative Space
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Other Facility Projects
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check primary ASF of request space: <input type="checkbox"/> Physical Educ. <input type="checkbox"/> Performing Arts
			<input type="checkbox"/> Child Develop. <input type="checkbox"/> Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Cafeteria
			<input type="checkbox"/> Other facilities (to complete a balance campus)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility building in use for this proposed project.
			Supplemental Information and Alternatives Explored
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility in use for this proposed project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Cost to reconstruct existing building is more than 50% of cost of a new building.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Usage in the new building will be the same as usage in the building replaced.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Replaced building will be demolished and costs are include in the project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Alternative instructional delivery system, distance learning, other such means.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- District or private funding sources
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Other: The District intends to pay for 50% of the State supportable costs for this project.
			- Total construction period in number of Months: <input style="width: 50px; border: 1px solid black;" type="text" value="24"/>

Yes No N/A

Additional Forms/Pages enclosed:

- District Five-Year Construction Plan or project related pages of said document
- Critical Life-safety third party justification
- Engineering test or other related documents
- JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
- Other FPP related forms:

District Contact: Phone No. : --

Date: 5/24/2013 FAX No. : --

Prepared by: Eric Mittlestead E-mail Address: FPACS2004@aol.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

Name / Title	Signature / Date
--------------	------------------

District: Rancho Santiago Community College District
 College / Center: Santiago Canyon College
 Project Name: STUDENT SERVICES BUILDING
 Project Type: New Construction

Project Funding

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2016
Prelim. Plans:	\$518,000	\$500,000	Const. Cost Index: 5754
Working Draw. :	\$467,000	\$300,000	5 yr. Plan Priority: 12
Construction:	\$13,696,000	\$3,010,000	Net ASF: 13,036
Equipment:	\$564,000	\$0	Total GSF: 43,500
	<u>\$15,245,000</u>	<u>\$3,810,000</u>	
Total Cost:	\$19,055,000		

Project Description: Santiago Canyon College's student services programs are scattered throughout campus making it difficult for students to cohesively access the programs to ensure student success and accountability. This Category E project constructs a new 43,500 gross square feet (gsf) building for the consolidation of the college's student services programs. The new 27,436 assignable square feet (asf) facility plans for 8,742 asf office, 11,498 asf library, and 7,196 asf other (including meeting rooms, student wellness center, assembly, storage, and support) spaces. The proposed building's associated site development and utilities are also a part of the project scope. The secondary effects include vacating Building E, Admissions/Cashier, 1,499 (asf) office; Financial Aid, 1,260 (asf), office; DSPS, 742 (asf), office and 543 (asf) Clinic St Care; Testing Center, 1,036 (asf), classroom; EOPS/CARE/CalWorks, 887 (asf) office and 160 (asf) Clinic St Care and 128 (asf) Public waiting. Building D, Student Placement, 1,380 (asf) office; Counseling/ Career Services, 1,992 (asf), office; Career Transfer/ Adult re-entry, 1,080(asf) office; Building T, Health Center, 192 (asf) office and 900 (asf) Treatment; and Building A, CAMP, 417 (asf) office and 860 (asf) shops; Outreach/Americorps, 1,324 (asf) office, The project's secondary effects will be funded by district funds and are not included in this project's cost estimate.

Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:

This project supports Santiago Canyon College's 2010 Educational and Facilities Master Plan which recommends the replacement of these aging facilities in order to address the infrastructure and code deficiencies and support the instructional programs that are housed there.

Provide the CEQA Status of the project. Check all that apply.

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Negative Declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Type of Project and Qualifying Information:

Please answer all questions. Unanswered questions will be considered not applicable

Yes No N/A

Life Safety Project - Required Supporting report is attached to establish imminent danger

Project Design - Constuction and equipment design conform with State design and cost guidelines

Infrastructure

Check type of project: New Construction Reconstruction Replacement

- Loss or failure of infrastructure is imminent.

Master Planning or Project Planning - District's general fund's ending balance is less than 5% of the total general fund

Instructional Space

Check type of space: New Construction Replacement Alteration

Check major ASF: Classroom Teaching Lab Lib/Learning Center

Office AVTV Other

- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.

Academic Support, Student Services or Administrative Space

Check type of space: New Construction Replacement Alteration

Check major ASF: Classroom Teaching Lab Lib/Learning Center

Office AVTV Other

Other Facility Projects

Check type of space: New Construction Replacement Alteration

Check primary ASF of request space: Physical Educ. Performing Arts

Child Develop. Maintenance Warehouse Cafeteria

Other facilities (to complete a balance campus)

- There is an existing facility building in use for this proposed project.

Supplemental information and Alternatives Explored

- There is an existing facility in use for this proposed project.

- Cost to reconstruct existing building is more than 50% of cost of a new building.

- Usage in the new building will be the same as usage in the building replaced.

- Replaced building will be demolished and costs are include in the project.

- Alternative instructional delivery system, distance learning, other such means.

- District or private funding sources

- Other:

- Total construction period in number of Months:

Yes No N/A

Additional Forms/Pages enclosed:

- District Five-Year Construction Plan or project related pages of said document
- Critical Life-safety third party justification
- Engineering test or other related documents
- JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
- Other FPP related forms:

District Contact: Phone No. : --

Date: FAX No. : --

Prepared by: E-mail Address:

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

Name / TitleSignature / Date

Final Project Proposal

2015-2016

Community College Construction Act of 1980
Capital Outlay Budget Change Proposal

Fine and Performing Arts Complex Replacement

Proposal Name

Rancho Santiago Community College District

Community College District

Santa Ana College

College or Center

July 1, 2013

Date

A _____ P x W x C x E x

2.1 Final Project Proposal Checklist

District: Rancho Santiago Community College District
College: Santa Ana College
Project: Fine and Performing Arts Complex Replacement
Prepared by: HMC Architects/FPACS **Date:** July 1, 2013

Section	Description	Status	Date
1.1	Title Page	Complete	5/19/2013
2.1	Final Project Proposal Checklist	Complete	5/19/2013
3.1	Approval Page - Final Project Proposal (with original signatures)	Complete	5/19/2013
3.2	Project Terms and Conditions	Complete	5/19/2013
4.1	Analysis of Building Space Use and WSCH - JCAF 31	Complete	5/20/2013
5.1	Cost Estimate Summary - JCAF 32	Complete	5/21/2013
5.2	Quantities and Unit Costs supporting the JCAF 32 <i>(Insert the optional cost analyses into this section.)</i>	Complete	5/21/2013
6.1	California Energy Commission Approved Audit	Complete	5/19/2013
7.1	Responses to Specific Requirements – State Administrative Manual	Complete	5/27/2013
	(Also provide this section electronically in Word 6. Version)	Complete	5/27/2013
8.1	California Environmental Quality Act: Environmental Impact Report or Exemption Notice	Complete	5/19/2013
9.1	Analysis of Future Costs	Complete	5/19/2013
10.1	Campus Plot Plan	Complete	5/23/2013
10.2	Diagrams of Building Areas <i>(include floor plans with building areas affected.) (Insert half-sized scaled conceptual drawings into the FPP.)</i>	Complete	5/23/2013
10.3	Site Plans	Complete	5/23/2013
10.4	Floor Plans	Complete	5/23/2013
10.5	Exterior Elevations	Complete	5/23/2013
11.1	Guideline-Based Group II Equipment Cost Estimates - JCAF 33	Complete	5/20/2013
12.1	Justification of Additional Costs exceeding Guidelines <i>(as needed)</i>	NA	NA
13.1	Detailed Equipment List	Complete	5/27/2013

3.1 Approval Page

Final Project Proposal

Budget Year: 2015-2016

District: Rancho Santiago Community College District

Project Location: Santa Ana College
(College, campus, or center)

Project Name: Fine and Performing Arts Complex Replacement

The district proposes funds for inclusion in the State capital outlay budget (check items):

site acquisition preliminary plans working drawings construction equipment

District Certification

Contact Person: Peter Hardash **Telephone:** 714-480-7340
(Facilities, Planning and Development)

E-Mail Address: Hardash_Peter@rscdd.edu **Fax:** 714-796-3950

Approved for submission: _____ **Date:** _____
(Chancellor/President/Superintendent Signature)

District Board of Trustees Certification

The Governing Board of the District approves the submission of this application to the Board of Governors of the California Community Colleges and promises to fulfill the succeeding list of Project Terms and Conditions.

(President of the Board of Trustees Signature and Date)

(Secretary of the Board of Trustees Signature and Date)

Attach a copy of the Board Resolution that substantiates approval of the application and promises to fulfill the Project Terms and Conditions.

Submit proposal to:
Facilities Planning and Utilization
Chancellor's Office
California Community Colleges
1102 Q Street, 4th Floor
Sacramento, CA 95814

Chancellor's Office Certification

Reviewed by: _____

Date Completed: _____

3.2 PROJECT TERMS AND CONDITIONS

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

Project: Fine and Performing Arts Complex Replacement **Budget Year:** 2015-2016

- 1 The applicant hereby requests State funds in the amount prescribed by law for the project named herein. All parts and exhibits contained in or referred to in this application are submitted with and made part of this application.

- 2 The applicant hereby assures the Board of Governors of the California Community Colleges that:
 - a. Pursuant to the provisions of Section 57001.5 of Title 5 no part of this application includes a request for funding the planning or construction of dormitories, stadia, the improvement of sites for student or staff parking, single purpose auditoriums or student centers other than cafeterias. The facilities included in the proposed project will be used for one or more of the purposes authorized in 57001.5 of Title 5.
 - b. Any State funds received pursuant to this application shall be used solely for defraying the development costs of the proposed project.
If the application is approved, the construction covered by the application shall be undertaken in an economical manner and will not be of elaborate or extravagant design or materials.
 - c. Pursuant to the provisions of Section 81837 of the *Education Code*, approval of the final plans and specifications for construction will be obtained from the Board of Governors of the California Community Colleges before any contract is let for the construction.
 - d. No changes in construction plans or specifications made after approval of final plans which would alter the scope of work, function assignable and/or gross areas, utilities, or safety of the facility will be made without prior approval of the Chancellor's Office of the California Community Colleges and the Department of General Services Division of the State Architect.
 - e. Pursuant to the provisions of Section 57001 of Title 5, an adequate and separate accounting and fiscal records and accounts of all funds received from any source to pay the cost of the proposed construction will be maintained, and audit of such records and accounts will be permitted at any reasonable time, during the project, at the completion of the project, or both.
 - f. Architectural or engineering supervision and inspection will be provided at the construction site to ensure that the work was completed in compliance with the provisions of Section 81130 of the *Education Code* and that it conforms with the approved plans and specifications.
 - g. Pursuant to the provisions of Section 8 of the *Budget Act*, no contract will be awarded prior to the allocation of funds to the Board of Governors by the Public Works Board.

- 3 It is understood by the applicant that:
 - a. No claim against any funds awarded on this application shall be approved which is for work or materials not a part of the project presented in this application as it will be finally allocated by the Public Works Board.
 - b. The failure to abide by each of the assurances made herein entitles the Board of Governors of the California Community Colleges to withhold all or some portion of any funds awarded on this application.
 - c. Any fraudulent statement which materially affects any substantial portion of the project presented in this application, as it may be finally approved, entitles the Board of Governors of the California Community Colleges to terminate this application or payment of any funds awarded on the project presented in this application.

- 4 It is further understood that:
 - a. The appropriation which may be made for the project presented in this application does not make an absolute grant of that amount to the applicant.
 - b. The appropriation is made only to fund the project presented in this application, as it is finally approved, regardless of whether the actual cost is less than or equals the appropriation.
 - c. A reduction in the scope of the project or assignable areas shall result in a proportionate reduction in the funds available from the appropriation.

JCAF 31- FINE AND PERFORMING ARTS COMPLEX REPLACEMENT (Santa Ana College/Rancho Santiago CCD) (Official)

CCI: 5754 D (7/13) ▾

Reconst.	Rm. Type	Description	TOP No.	Department	No. Rms	No. Sta	Room No.	ASF	WSCH Capacity	Sec. ASF	Increase In Space
<input type="checkbox"/>	110	Classroom	0099	General Assignment			Bldg 29	3,310	-100	-3,353	-43
<input type="checkbox"/>	210	Class Lab	0602	Journalism			Bldg 29		-291	-622	-622
<input type="checkbox"/>	210	Class Lab	1002	Art (Painting, Drawing and Sculpture)			Bldg 29	7,000	-127	-7,327	-327
<input type="checkbox"/>	210	Class Lab	1004	Music			Bldg 25	6,255	712	-4,425	1,830
<input type="checkbox"/>	210	Class Lab	1007	Dramatic Arts			Bldg 14	3,240	478	-2,012	1,228
<input type="checkbox"/>	210	Class Lab	1009	Applied Design			Bldg 29		-423	-1,088	-1,088
<input type="checkbox"/>	210	Class Lab	1030	Graphic Arts and Design			Bldg 29		-52	-134	-134
<input type="checkbox"/>	310	Office	0099	General Assignment			Bldgs 14 25 29	2,100		-2,101	-1
<input type="checkbox"/>	610	Assembly	1007	Dramatic Arts			Bldg 14	10,590		-10,120	470
<input type="checkbox"/>	620	Exhibition	6140	Museums and Galleries			Bldg 29	1,750		-1,293	457
<input type="checkbox"/>	720	Shop	6530	Custodial Services			Bldg 25			-76	-76
<input type="checkbox"/>	880	Public Waiting	1007	Dramatic Arts			Bldg 14			-603	-603
Totals:								34,245	196	-33,154	1,091

* Indicates manual override

COST ESTIMATE SUMMARY AND ANTICIPATED TIME SCHEDULE - JCAF 32:

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Campus: Santa Ana College (Rancho Santiago CCD)
Project Title: FINE AND PERFORMING ARTS COMPLEX REPLACEMENT (Official)
Request For: L P W C E

Date Prepared: 5/21/2013

Original CCI: 5754
Original EPI: 3147

CFIS Ref. #: 40.41.XXX
Budget Ref #:
Prepared by: HMC/FPACS

	Total Cost	State Funded	District Funded							
			State-Supportable	Non State-Supportable						
1. Site Acquisition Acres:										
2. Plans Budget CCI: 5754	\$1,316,000	\$658,000	\$658,000							
A. Architectural Fees (for preliminary plans)	\$610,000									
B. Project Management (for preliminary plans)	\$218,000									
C. Preliminary Tests (soils, hazardous materials)	\$38,000									
D. Other Costs (for preliminary plans)	\$450,000									
3. Working Drawings Budget CCI: 5754	\$840,000	\$420,000	\$420,000							
A. Architectural Fees (for working drawings)	\$698,000									
B. Project Management (for working drawings)										
C. Office of the State Architect, Plan Check Fee	\$0									
D. Community College Plan Check Fee	\$62,000									
E. Other Costs (for working drawings)	\$80,000									
(Total PW may not exceed 13% of construction) True										
4. Construction Budget CCI: 5754	\$21,799,000	\$10,900,000	\$10,899,000							
A. Utility Service	\$432,000									
B. Site Development, Service	\$896,000									
C. Site Development, General	\$1,373,000									
D. Other Site Development	\$204,000									
E. Reconstruction										
F. New Construction (building) (w/Group I equip)	\$18,524,000									
G. Other	\$370,000									
5. Contingency	\$1,090,000	\$545,000	\$545,000							
6. Architectural and Engineering Oversight	\$436,000	\$218,000	\$218,000							
7. Tests and Inspections	\$511,000	\$255,000	\$256,000							
A. Tests	\$218,000									
B. Inspections	\$293,000									
8. Construction Management (if justified)	\$470,000	\$235,000	\$235,000							
9. Total Construction Costs (items 4 through 8 above)	\$24,306,000	\$12,153,000	\$12,153,000							
10. Furniture and Group II Equipment Budget EPI: 3147	\$203,000	\$102,000	\$101,000							
11. Total Project Cost (items 1, 2, 3, 9, and 10)	\$26,665,000	\$13,333,000	\$13,332,000							
12. Project Data	Outside GSF	Assignable Square Feet	Ratio ASF/GSF	Unit Cost Per ASF	Unit Cost Per GSF	14.	State Funded	District Funded		District Funded Total
								Supportable	Non Supportable	
Construction	52,685	34,245	0.65	\$541	\$352	Acquisition				
Reconstruction						Preliminary Plans	\$658,000	\$658,000		\$658,000
						Working Drawings	\$420,000	\$420,000		\$420,000
Start Preliminary Plans	8/1/2015	Advertise Bid for Construction	4/1/2017	Construction	\$12,153,000	\$12,153,000				\$12,153,000
Start Working Drawings	12/1/2015	Award Construction Contract	6/1/2017	Equipment	\$102,000	\$101,000				\$101,000
Complete Working Drawings	8/1/2016	Advertise Bid for Equipment	6/1/2018	Total Costs	\$13,333,000	\$13,332,000				\$13,332,000
DSA Final Approval	3/1/2017	Complete Project	6/1/2019	% of SS Total	50.00%	50.00%			SS Total:	\$26,665,000

5.4 (18)

**5.2 - Quantities and Unit Costs Supporting the JCAF 32
State Supportable Costs**

District: Rancho Santiago Community College District
College: Santa Ana College
Project: Fine and Performing Arts Complex Replacement

Date: July 1, 2013
Prepared By: HMC Architects/FPACS
CCI / ENR: 5754 3147
Construction Months: 24

NOTE: Total fees may not exceed 13% 8.9%

1 SITE (District owned)										\$0
2 PRELIMINARY PLANS										
A. Architectural Fees (for Preliminary Plans)	8% x	\$21,799,000	x	0.35						\$610,000
B. Project Management for Preliminary Plans	1.0% x	\$21,799,000								\$218,000
C. Preliminary Tests (Soils, hazardous materials)										
1) Soils Tests & Geotechnical Reports									\$19,000	
2) Topographic/Land Survey									\$15,000	
3) Geologic Hazard Report									\$3,600	
										\$38,000
D. Other Costs (for Preliminary Plans)										
1) SWPPP Plan									\$40,000	
2) Data/Technology Consultant									\$70,000	
3) Waterproofing Consultant									\$60,000	
4) Constructability Review									\$30,000	
5) CEQA (Environmental Documents)									\$40,000	
6) Acoustical Consultant									\$50,000	
7) Lighting Consultant									\$40,000	
8) DSA Plan Check Fee from below									\$119,955	
										\$450,000
Total- Preliminary Plans										\$1,316,000
3 WORKING DRAWINGS										
A. Architectural Fees (for Working Drawings)	8% x	\$21,799,000	x	0.40						\$698,000
B. Project Management (for Working Drawings)	0.0% x	\$21,799,000								\$0
C. Office of State Architect, Plan Check Fee										
(1) Structural Safety Fee	0.007	x	\$1,000,000						\$7,000	
	0.005	x	\$21,799,000	-	\$1,000,000				\$103,995	
(2) Physically Handicapped Fee	0.004	x	\$500,000		\$2,000					
	0.002	x	\$1,500,000		\$3,000					
	0.0002	x	\$19,799,000		\$3,960					
									\$8,960	
Total -State Supportable DSA, Plan Check Fee										
D. Community College, Plan Check Fee										
State Funded: 2/7 of 1% of Construction Cost		\$21,799,000	x	0.00286						\$62,000
E. Other Costs (Legal Advertising)(EIR),etc.										
1) Printing and Advertising									\$70,000	
2) Legal Services									\$10,000	
										\$80,000
Total - Working Drawings										\$840,000

**5.2 - Quantities and Unit Costs Supporting the JCAF 32
State Supportable Costs**

District: Rancho Santiago Community College District
College: Santa Ana College
Project: Fine and Performing Arts Complex Replacement

Date: July 1, 2013
Prepared By: HMC Architects/FPACS
CCI / ENR: 5754 3147
Construction Months: 24

4 CONSTRUCTION						
A. Utility Service						
(1) Site Mechanical Utilities						
Water Supply						
(a) Point of Connection, Piping, Appurtenances, DW	300	LF	@	\$59.68	\$17,904	
(b) Point of Connection, Piping, Appurtenances, FL	100	LF	@	\$149.24	\$14,924	
Sanitary Sewer						
(a) Point of Connection, Piping, Appurtenances	325	LF	@	\$82.09	\$26,679	
Storm Drainage						
(a) Point of Connection, Piping, Appurtenances	1,500		@	\$97.02	\$145,530	
Fuel Distribution						
(a) Point of Connection, Piping, Appurtenances	75	LF	@	\$44.80	\$3,360	
Total - Site Mechanical Utilities						\$208,397
(2) Site Electrical Utilities						
(a) Power and Communication	400	LF	@	\$223.80	\$89,521	
(b) Site Lighting	58,625	SF	@	\$2.29	\$134,460	
Total - Site Electrical Utilities						\$223,981
Total - Utility Service						\$432,000
B. Site Development Services						
(1) Paving						
(a) Concrete Curb and Gutter	300	LF	@	\$31.63	\$9,489	
(b) AC Paving, 3" AC / 8" AB	2,000	SF	@	\$6.93	\$13,868	
(c) Sign with Pole	3	EA	@	\$376.40	\$1,129	
Total - Paving						\$24,485
(2) Pedestrian Walks						
(a) Concrete Walk	7,755	SF	@	\$6.83	\$52,944	
(b) Concrete Plaza Paving	14,000	SF	@	\$20.13	\$281,750	
(c) Concrete Ramp, Curb Cut	2	EA	@	\$1,118.96	\$2,238	
(d) Concrete Thickened Edge	1,500	LF	@	\$15.31	\$22,962	
(e) Concrete Seat Wall	520	LF	@	\$179.05	\$93,107	
(f) Trash Enclosure	1	EA	@	\$14,919.22	\$14,919	
Total - Pedestrian Walks						\$467,920
(3) Landscaping						
(a) Landscape and Irrigation, Perimeter	31,620	SF	@	\$9.49	\$299,995	
(b) Landscape and Irrigation, Planters at Building	3,250	SF	@	\$23.58	\$76,619	
(c) Trees, 24" Box	35	EA	@	\$784.32	\$27,451	
Total - Landscaping						\$404,065
Total - Site Development Services						\$896,000
C. Site Development, General						
(1) Site Preparation						
(a) Clear & Grub	129,013	SF	@	\$0.21	\$27,525	
Total - Site Preparation						\$27,525
(2) Site Demolition						
Demo Existing Portable Buildings						
(a) Demo Building P	14,985	SF	@	\$17	\$249,875	
(b) Demo Building N	7,875	SF	@	\$16.68	\$131,316	
(c) Demo Building C	22,537	SF	@	\$16.68	\$375,804	
(d) Hazardous Waste Remediation	45,397	SF	@	\$4.89	\$221,878	

**5.2 - Quantities and Unit Costs Supporting the JCAF 32
State Supportable Costs**

District: Rancho Santiago Community College District
College: Santa Ana College
Project: Fine and Performing Arts Complex Replacement

Date: July 1, 2013
Prepared By: HMC Architects/FPACS
CCI / ENR: 5754 3147
Construction Months: 24

Total - Site Demolition					\$978,873
(3) Site Earthwork					
Over Excavate and Recompact 5' Deep					
(a) Excavate	13,035	CY	@	\$4.59	\$59,791
(b) Scarify and Compact	70,387	SF	@	\$0.43	\$30,034
(c) Fill, Spread	13,035	CY	@	\$1.97	\$25,724
(d) Fill, Allow 25%for Shrinkage, Import	3,259	CY	@	\$17.12	\$55,794
(e) Fill, Compact	16,294	CY	@	\$3.52	\$57,358
Over Excavate and Recompact 2' Deep					
(a) Excavate	4,343	CY	@	\$4.59	\$19,921
(b) Scarify and Compact	58,625	SF	@	\$0.43	\$25,015
(c) Fill, Spread	4,343	CY	@	\$1.97	\$8,571
(d) Fill, Allow 25%for Shrinkage, Import	1,086	CY	@	\$17.12	\$18,589
(e) Fill, Compact	5,429	CY	@	\$3.52	\$19,111
(f) General Site Grading, Rough	129,013	SF	@	\$0.21	\$27,525
(g) General Site Grading, Fine	58,625	SF	@	\$0.32	\$18,761
Total - Site Earthwork					\$366,194
Total - Site Development, General					\$1,373,000
D. Other Site Development					
1. Temporary fencing	1	LS	@	\$42,693.75	\$42,694
2. Temporary utilities	1	LS	@	\$161,000.00	\$161,000
Total - Other Site Development					\$204,000
E. Reconstruction					
Total - Reconstruction					\$0
F. New Construction (Building) (Including Group I Equip.)					
Room Description	ASF			Unit Cost	Total
Classroom	3,310	ASF	@	\$476	\$1,575,560
Fine and Applied Arts	7,000	ASF	@	\$489	\$3,423,000
Music Lab	6,255	ASF	@	\$599	\$3,746,745
Dramatic Arts	3,240	ASF	@	\$544	\$1,762,560
Faculty Office	2,100	ASF	@	\$502	\$1,054,200
Theater Arts	10,590	ASF	@	\$570	\$6,036,300
Exhibition Area	1750	ASF	@	\$529	\$925,750
Total - New Construction					\$18,524,000
G. Other					
1. Energy Efficiency Incentive	\$18,524,000		x	2%	\$370,480
Total Other					\$370,000
Total - Construction					\$21,799,000
5 CONTINGENCY OF 5% (7% for Remodels)					
				5% x	\$21,799,000
					\$1,089,950
					\$1,090,000
6 ARCHITECTURAL AND ENGINEERING OVERSIGHT					
A. Architects' Fee for Oversight				8% x	\$21,799,000 x
					0.25
					\$436,000

**5.2 - Quantities and Unit Costs Supporting the JCAF 32
State Supportable Costs**

District: Rancho Santiago Community College District
College: Santa Ana College
Project: Fine and Performing Arts Complex Replacement

Date: July 1, 2013
Prepared By: HMC Architects/FPACS
CCI / ENR: 5754 3147
Construction Months: 24

7 TESTS AND INSPECTIONS					
A. Testing		1% x	\$21,799,000	\$217,990	
B. Inspection	25 mo @	\$11,712.00 =	\$292,800	\$292,800	
	Total - Test and Inspection				\$511,000
8 CONSTRUCTION MANAGEMENT (if justified)		2% x	\$21,799,000	\$435,980	
DIR Labor Compliance Fee		0.25% x	\$13,533,980	\$33,835	
					\$470,000
9 TOTAL (Construction costs) (Item 4 through 8 above)					\$24,306,000
10 FURNITURE AND GROUP II EQUIPMENT				State Supportable	\$203,000
11 TOTAL (Project cost) (Items 1, 2, 3, 9, and 10)					\$26,665,000

Summary of State and Local Cost Contributions

		Total \$	State \$	Local \$	State%	Local %	
1	Site Acquisition	\$0	\$0	\$0	100.00%	0.00%	
2	Preliminary Plans	\$1,316,000	\$658,000	\$658,000	50.00%	50.00%	
3	Working Drawings	\$840,000	\$420,000	\$420,000	50.00%	50.00%	
4	Construction	\$21,799,000	\$10,900,000	\$10,899,000	50.000%	50.000%	
5	Contingency	\$1,090,000	\$545,000	\$545,000	50.00%	50.00%	
6	A&E Oversight	\$436,000	\$218,000	\$218,000	50.00%	50.00%	
7	Testing & Inspection	\$511,000	\$255,000	\$256,000	50.00%	50.00%	
8	Construction Mgmt	\$470,000	\$235,000	\$235,000	50.00%	50.00%	
9	Total Construction (Sum 4 thru 8)	\$24,306,000	\$12,153,000	\$12,153,000			
10	Equipment	\$203,000	\$102,000	\$101,000	50.00%	50.00%	
11	Total Project	\$26,665,000	\$13,333,000	\$13,332,000	50.00%	50.00%	Total % 100.00%

6.1 CALIFORNIA ENERGY COMMISSION APPROVED AUDIT

This project will be designed to exceed Title 24, Part 6 Energy Code by 15%, consistent with the Board of Governors Energy and Sustainability policy. The design should incorporate sustainable goals for site, energy efficiency, water use reduction, storm water management, occupant health as well as minimizing the buildings impact on the environment both by design and construction. Strategies will consider:

- Natural and native planting materials will be incorporated around the building to minimize, if not eliminate, the irrigation demand.
- Concrete walkways will be minimized to reduce storm water runoff and promote natural filtration into the soil as well as a reduction in the heat island effect.
- Overhangs have been incorporated to shade glazing.
- Low E dual glazing will be incorporated to reduce heat gain.
- Roofing will incorporate cool roofing to reduce the heat island effect and heat gain.
- Heating and cooling will be provided by a highly energy efficient HVAC system.
- Independent HVAC controls provided where applicable.
- Natural lighting will be incorporated into most spaces.
- Energy saving lighting with automatic lighting controls and sensors.
- Interior materials will be low in volatile organic compounds, high in recycled content.
- Water efficient fixtures, faucets and devices will be incorporated.
- A strict recycling program will be required during construction.
- Requested participation in the local utility's energy incentive program.
- Photovoltaic panels will be incorporated where appropriate.

ORG CODE: 6870 COBCP NO: PRIORITY: PROJECT ID: 40.41.

A. PURPOSE OF THE PROJECT

1. Executive Summary

Santa Ana College is one of two colleges in the Rancho Santiago Community College District. The fine and performing arts programs are delivered in three buildings: Phillips Hall constructed in 1967, Music Building constructed in 1970 and Art Building constructed in 1972.

The scope of this project replaces the space in Phillips Hall (space inventory building #14), Music Building (space inventory building #25), and Art Building (space inventory building #29). Project spaces result in 3,310 assignable square feet (asf) lecture, 16,495 asf lab, 2,100 asf office and 12,340 asf other for a total of 34,245 asf. The increase of 1,091 asf is to meet current building codes while maintaining the same number of student stations as in the existing spaces. The existing three buildings will be demolished.

The project results in a weekly student contact hours (WSCH) increase by 196, from 13,938 WSCH to 14,134 resulting from modified space configurations and efficiencies.

This is a Category C project – modernization of instructional space.

2. Problem Statement

The campus of Santa Ana College is one of the two colleges in the Rancho Santiago Community College District. Established in 1915, it is the fourth oldest community college in California and serves over 18,000 students.

The fine and performing arts programs are housed in three separate buildings adjacent to in the northeast portion of the fully-built campus. Phillips Hall, the 3-story performing arts facility with an auditorium, was constructed in 1967 (space inventory building #14) and is a highly visible campus facilities bringing the community to campus. The single-story Music Building (space inventory building #25) was constructed in 1970. The youngest of the three buildings is the Art Building (space inventory #29), with two stories, was completed in 1972. None of these facilities have been significantly upgraded since original construction.

These buildings, constructed 40 to 46 years ago can no longer meet the student demands in the fine and performing arts. Specific issues include:

- **Building spaces do not provide code compliant access and restricts equal access by all students, faculty and staff.**

Efforts have been made; however, the buildings are not fully accessible to everyone per existing physical access building codes. There is no elevator or lift to access parts of the theater including the mezzanine, control booths, theater stage, stage wings, and costume and scene storage. The theater's audience chamber is not sloped to meet current access code. Access to other spaces in the art and music buildings is also limited.

ORG CODE: 6870 COBCP NO: PRIORITY: PROJECT ID: 40.41.

- **Configuration and lack of room flexibility do not support modern instructional programming reducing effectiveness of instruction.**
These buildings were constructed several decades ago to support instructional programs then. Instructional delivery has evolved and existing spaces lack the configuration and flexibility to adapt to today's way of teaching and learning and cannot use space resources efficiently. This hindrance is reflected from the basic classroom that is not shaped or sized to optimize space to the fly tower that is too cramped install smart lighting systems.
- **Physical design of instructional space does not support current teaching modalities and hinder students ability to learn from state-of-the-art instruction.**
Space for the arts programs does not meet unique instructional needs. Photography lab spaces were constructed as wet labs to support the chemical development of photos many years ago. Today's digital photography needs require other lab designs. The art building does not have natural lighting for painting and drawing classes and the ceiling heights are not conducive for gallery lighting and suspension of objects for exhibitions. The Music Building was not originally designed for the music program and does not have acoustic separations and sound isolation. The current physical design does not allow for the optimum use of modern equipment in the building's instructional spaces.
- **Learning spaces are not supported by technology and does not provide full use of teaching and learning tools.**
With rapidly changing technology, learning and teaching methods are constantly evolving to ensure student success in the workplace or transfer to other higher educational institutions. Digital fine arts programs that didn't exist even a decade ago today are the drivers of entertainment technology including digital art and video and audio productions. Updated equipment cannot be fully installed such as intelligent lighting systems in the theater. Existing academic and support spaces don't have the technical capacity to provide state-of-the-art learning environments for students. Updated equipment cannot be completely installed.
- **Buildings' systems cannot support the infrastructure needed to deliver modern instructional modalities limiting the use of instructional technology.**
The three dated buildings were constructed to support the electrical, technological, and mechanical needs of many years ago and cannot provide the infrastructure to support the performance of changing needs. The facilities do not have the electrical capacity or access to power to provide the energy for the increased needs of computers and control systems. Air handlers and associated distribution system do not have the capacity to moderate the environment for different needs.
- **Faculty offices and program support spaces lack effectiveness.**
Faculty offices are not grouped together where they can collaborate to better coordinate programming, space use, and meet the needs of students. Program support spaces and storage are not equipped, located and sized to meet the needs of the programs. Theater

ORG CODE: 6870 COBCP NO: PRIORITY: PROJECT ID: 40.41.

scenes and costumes are stored in containers in other campus locations. Art and music storage spaces are not close to program spaces.

3. Solution Criteria

To mitigate these problems, the College seeks a solution that meets the following criteria:

- Building spaces that are accessible per current building codes;
- Flexible instructional spaces configured to support modern instruction and adaptable for different teaching modalities that maximize space use and resources;
- Building space configuration that is efficient to operate and energy efficient;
- Spaces designed and equipped with technology, equipment and building support that promote innovative teaching modalities for the present and for decades to come;
- Instructional spaces with the design and group I equipment to support specialized programs;
- Faculty offices with adjacencies promoting collaboration;
- Program support spaces sized and equipment for maximum effectiveness;
- Permanent, centrally located, on-campus solution that does not adversely impact campus' operational budget;
- Instructional spaces consistent with the mission the campus strategic plan; and
- Least cost solution to mitigate instructional space issues.

B. RELATIONSHIP TO THE STRATEGIC PLAN

Santa Ana College's Educational Master Plan 2007-2012 mission statement set the institution to be a leader and partner to meet the needs of students and community by preparing students for transfer to other higher education institutions, the workforce and the continuation of lifelong learning. Goals to meet the College's mission include: educating students in a technological rich environment; ensuring student success by removing barriers; employing innovative teaching techniques/non-traditional delivery modes; supporting student networks; and educating students with the academic competencies to assure continued success in the workforce and further education.

To help achieve the College's mission, the 2011 Facilities Master Plan set forth goals to provide the learning spaces where students can learn and thrive. These outcomes result in facilities that are focused on students, encourage collaboration, achieve long-term solutions that are consistent with state guidelines, and incorporate universal design principles.

ORG CODE: 6870 COBCP NO: PRIORITY: PROJECT ID: 40.41.

C. ALTERNATIVES

1. Alternatives

In considering alternatives the College looked at options to meet the primary needs of the College's educational and facilities master plans.

Alternatives to this project include:

- Alternative #1 – Replace existing space with new space
- Alternative #2 – Renovate existing buildings
- Alternative #3 – Lease space off-campus

Alternative #1 – Replace existing space with new space

This alternative replaces the existing three buildings (Phillips Hall, art and music) with new spaces in a single building. The option results in 3,310 asf lecture, 16,495 asf lab, 2,100 as office and 12,340 asf other (including a theater) other spaces for a total of 34,245 asf. This option increases the asf by 1,091 to accommodate existing building codes while maintaining the same number of student stations in each space type. The three existing buildings will be demolished.

This alternative provides code compliance for physical access in addition to space configurations to maximize use. Designed with flexibility, the new spaces will have the appropriate technology, building infrastructure, and program support spaces to meet the demands of the modern program for today and several decades. Faculty offices are located to promote collaboration and optimize resource use.

The new energy efficient building, constructed in the same area as the existing buildings, allows the arts programs to maintain a visible profile and provides a permanent solution that is consistent with the campus' strategic plan. This option does not adversely impact the College's operational budget. It is the least cost solution; requires a shared capital investment from the District and the State.

Alternative #2 – Renovate existing buildings

This alternative renovates the existing spaces in Phillips Hall, Art and Music buildings to modernize the spaces. The buildings would need to be expanded to accommodate current building codes including full physical access to maintain the existing number of student stations.

This option provides the updated infrastructure and technology to deliver modern teaching modalities; however, not all identified issues can be addressed completely. Due to building orientation constraints, the theatre cannot be remodeled to provide the necessary theatre and wing spaces while provide full building code accommodations. An elevator would be installed to provide access to all spaces (no elevator currently exists) and the fly tower would

ORG CODE: 6870 COBCP NO: __ PRIORITY: __ PROJECT ID: 40.41.

need major renovation to accommodate technologically advanced lighting systems and electrical clearances.

This alternative provides limited modern spaces, but doesn't meet the needs of the programs due to configuration constraints, does not promote collaboration amongst faculty located in separate buildings. Additionally, this alternative does not fully meet strategic plan objectives and is not the least cost solution. This option requires a shared capital investment from the District and the State.

Alternative #3 – Lease space off-campus

This alternative requires a long-term lease of space adjacent or close to the College suitable for the required instructional program needs. The lease entails 34,245 asf of space to accommodate the instructional, program support, and office spaces along with a staged theater. The rented space will also provide adequate parking and security services and the building will require the approval of the Division of the State Architect.

There are no facilities of this type close to the college. The nearest high school uses their theater and does not have other spaces for College instruction particularly during the day. This option creates hardships for students who might have limited or no private transportation. Off-site program spaces can also create scheduling difficulties for students as there may be insufficient time between classes for travel from one site to another.

Leasing spaces, along with tenant improvements, parking and security services adversely impacts the College's operational budget. This alternative does not keep the fine and performing arts programs visibly located on campus, is not a permanent solution and inconsistent with the strategic plan. This is also the most expensive cost solution.

(Continued on next page)

ORG CODE: 6870 COBCP NO: PRIORITY: PROJECT ID: 40.41.

2. Criteria Analysis Matrix

CRITERIA	Alternative #1 Replace Existing with New Space	Alternative # 2 Remodel Existing Space	Alternative # 3 Lease Space Off-Campus
Facilities that are compliant with existing building codes	Yes	Yes	Yes
Flexible spaces maximizing use, energy efficient, and efficient to operate	Yes	Yes	Yes
Facilities compliant with current building codes	Yes	Yes	Yes
Instructional that support the use of modern technology and building infrastructure support	Yes	No	Yes
Instructional spaces designed with the necessary space elements to fully deliver instruction	Yes	No	Yes
Faculty offices with adjacencies promoting collaboration	Yes	Yes	Yes
Permanent, highly visible space centrally located on campus	Yes	Yes	No
Does not adversely impact the college's operations budget	Yes	No	No
Supports the College's strategic plan	Yes	No	No
Is the least cost solution	Yes	No	No

ORG CODE: 6870 COBCP NO: PRIORITY: PROJECT ID: 40.41.

3. Economic Analysis Matrix

	<u>Alternate #1*</u> Construct New Space	<u>Alternate #2</u> Remodel Existing	<u>Alternate #3</u> Lease Off-Site
Site Acquisition	\$0	\$0	\$0
Plans & Working Drawings	\$2,156,000	\$2,486,000	\$0
Construction Costs:			
Utility Service	\$432,000	\$476,000	\$0
Site Development, Service	\$896,000	\$945,000	\$0
Site Development, General	\$1,373,000	\$1,605,000	\$0
Other Site Development	\$204,000	\$254,000	\$0
Reconstruction	\$0	\$17,758,000	\$0
New Construction	\$18,524,000	\$0	\$0
Other Construction	\$370,000	\$355,000	\$0
Testing/Inspection	\$511,000	\$600,000	\$0
Contingency	\$1,090,000	\$1,497,000	\$0
CM/AE Oversight	\$906,000	\$997,000	\$0
Total Construction Costs	\$24,306,000	\$24,487,000	\$0
Equipment (Group II)	\$203,000	\$203,000	\$203,000
Leases for 50 years**	\$0	\$0	\$56,504,250
Total Project Costs @ CCI 5754 and EPI 3147	\$26,665,000	\$27,176,000	\$56,707,250

Escalated per
 Department of Finance
 Budget Letter BL 0X-XX

* Figures Taken from Units and Supporting Costs for the JCAF32

** \$2.75 per asf per month x 34,245 asf x 12 months x 50 years

ORG CODE: 6870 COBCP NO: PRIORITY: PROJECT ID: 40.41.

D. RECOMMENDED SOLUTION

1. Which alternative and why?

Alternative #1 – replace existing with new space is the option that meets all of the solution criteria. The new spaces will be configured and physically equipped to meet program instruction plus provide the flexibility for use by multi-disciplines into the future. The spaces are designed to be current building code compliant and provide access for all. Faculty offices enjoy adjacencies to promote collaboration for program, student and resource use. This option maintains the program spaces in a visible permanent home on campus.

This alternative is also the least cost option. Replacing buildings almost 50 years old serves students for today and into the future with the flexible and modern smart spaces. A singular new building is more efficient and cost effective to operate than three separate dated buildings and provides the desired program, program support and faculty office adjacencies. This option does not adversely impact the College's operational budget, and is consistent with the District's strategic plan.

Why the other alternatives are not recommended:

Alternative #2 – remodel existing space: this alternative is not recommended because it meets only some of the solution criteria. Space reconfigurations would be limited by the building envelope. Due to the way the theater building is situated, there is not enough room to expand to provide a stage and wings and audience seating to meet code and provide the spaces needed or maintain similar number of seats.

Remodeling can improve some spaces but does not allow for the optimum use of instructional space or equipment. This is not the least cost solution and is not consistent with the College's strategic plan.

Alternative #3 - Lease space off-campus: this option also does not meet all of the solution criteria. This alternative poses challenges in finding adequate State-approved space near the campus especially for the theater and support spaces. This alternative distances the programs, faculty and students from campus, creating hardship for students in the logistical issues with transportation, scheduling and resources. This alternative is inconsistent with the College's strategic plan of eliminating temporary space. This is the most expensive option and adversely impacts the campus operations budget.

2. Detail scope description

This is a Category C project – modernizing instructional space.

The scope of this project replaces the space in Phillips Hall (space inventory building #14), Music Building (space inventory building #25), and Art Building (space inventory building #29). Project spaces result in 3,310 asf lecture, 16,495 asf lab, 2,100 asf office and 12,340

ORG CODE: 6870 COBCP NO: PRIORITY: PROJECT ID: 40.41.

asf other for a total of 34,245 asf. The increase of 1,091 asf is to meet current building codes while maintaining the same number of student stations as in the existing spaces. The existing three buildings will be demolished.

As reflected in the Space Analysis table below, the project also adjusts capacity/load ratios for lecture, lab and office spaces to be more in line with space guidelines assisting in the reduction of overbuilt spaces in lecture and office. The project increases the WSCH by 196, from 13,938 WSCH to 14,134 resulting from modified space configurations and efficiencies.

Space Analysis (ASF):

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary	3,310	16,495	2,100	0	0	12,340	34,245
Secondary	-3,353	-15,608	-2,101	0	0	-12,092	-33,154
Net	-43	887	-1	0	0	248	1,091
Beg. Cap/Load Ratios (2015)	125.5%	87.9%	104.1%	39.3%	29.8%	N/A	97.7%
End. Cap/Load Ratios (2018)	108.4%	94.0%	93.7%	42.1%	28.5%	N/A	89.2%

The District is contributing 50% toward state-supportable project costs.

3. Basis for cost information

The architect for this project, using cost guidelines provided by the State Chancellor's Office, engineering data based upon the building specifications, and professional cost estimating, has provided the cost estimates.

This project will be designed to exceed Title 24, Part 6 Energy Code by 15%, consistent with the Board of Governors Energy and Sustainability policy. The design should incorporate sustainable goals for site, energy efficiency, water use reduction, storm water management, occupant health as well as minimizing the buildings impact on the environment both by design and construction. Strategies will consider:

- Natural and native planting materials will be incorporated around the building to minimize, if not eliminate, the irrigation demand;
- Concrete walkways will be minimized to reduce storm water runoff and promote natural filtration into the soil as well as a reduction in the heat island effect;
- Overhangs have been incorporated to shade glazing;
- Low E dual glazing will be incorporated to reduce heat gain;
- Roofing will incorporate cool roofing to reduce the heat island effect and heat gain;
- Heating and cooling will be provided by a highly energy efficient HVAC system;
- Independent HVAC controls provided where applicable;

ORG CODE: 6870 COBCP NO: PRIORITY: PROJECT ID: 40.41.

- Natural lighting will be incorporated into most spaces;
- Energy saving lighting with automatic lighting controls and sensors;
- Interior materials will be low in volatile organic compounds, high in recycled content;
- Water efficient fixtures, faucets and devices will be incorporated;
- A strict recycling program will be required during construction;
- Requested participation in the local utility's energy incentive program; and
- Photovoltaic panels will be incorporated where appropriate.

4. Factors/benefits for recommended other than the least expensive alternative

The project presents the least cost solution.

5. Complete description of impact on support budget

No additional personnel or operating costs will result from this remodel. Please see 9.1 Analysis of Future Costs in this proposal.

6. Identify and explain any project risks

No known risks have been identified for this project at this time.

7. List requested interdepartmental coordination and/or special project approvals (including mandatory reviews and approvals, e.g. technology proposals)

- Division of the State Architect and the State Fire Marshall review for structural safety, access compliance and fire life safety plan and field reviews
- State Public Works Board approval of preliminary plans

E. CONSISTENCY WITH CHAPTER 1016, STATUTES OF 2002 – AB 857

1. Does the recommended solution (proposed project) promote infill development by rehabilitating existing infrastructure and how?

2. Does the proposed project improve the protection of environmental and agricultural resources by protecting and preserving the state's most valuable natural resources?

3. Does the proposed project encourage efficient development patterns by ensuring that infrastructure associated with development, other than infill, support efficient use of land and is appropriately planned for growth?

Consistent with the provisions of AB 857, Chapter 1016, Statutes of 2002, the California Community Colleges are exempt from these specific provisions of this legislation.

8.1 CALIFORNIA ENVIRONMENTAL QUALITY ACT ENVIRONMENTAL IMPACT REPORT

(Reference: California Code of Regulations, Title 5, Section 57121)

It has been determined that a Negative Declaration will apply to this project. This declaration will be submitted to the appropriate agencies for approval prior to the submission of the Preliminary Plans to the Chancellors Office.

9.1 ANALYSIS OF FUTURE COSTS

Provide an economic analysis of additional instructional, administrative, and maintenance cost resulting from the proposed project, including personnel years. Disclose all new courses or programs to be housed in the project that may need Chancellor's Office review.

Personnel Costs

Certificated: Existing faculty will be moved to the new building when it is complete. Consequently, there will be no increase in costs for faculty.

Classified: Existing staff will be moved to the new building when it is complete. Consequently, there will be no increase in costs for faculty.

Depreciation, Maintenance, and Operation:

No additional Maintenance and Operations resources will be required since the outside gross square footage will not change.

Program/Course/Service Approvals: List all new programs/courses/services to be housed in this project or its secondary effects and give the date of approval. If there are not new programs/courses/services for which approval is required, please so state. This is not required for equipment-only projects.

Name of New Program/Course/Service

Date of Approval

No new programs

CFIS #: 40.41.XXX

JCAF 33- FINE AND PERFORMING ARTS COMPLEX REPLACEMENT (Santa Ana College/Rancho Santiago CCD) (Official) EPI:

Rm. Type	Description	TOP No.	Department	No. Rms	No. Sta	Room No.	ASF	Sec. ASF	Increase In Space	Equip Cost Per ASF	Total Allowable Cost
110	Classroom	0099	General Assignment				3,310	-3,353	-43	\$14.71	\$0
210	Class Lab	0602	Journalism					-622	-622	\$25.80	\$0
210	Class Lab	1002	Art (Painting, Drawing and Sculpture)				7,000	-7,327	-327	\$36.02	\$0
210	Class Lab	1004	Music				6,255	-4,425	1,830	\$57.88	\$105,920
210	Class Lab	1007	Dramatic Arts				3,240	-2,012	1,228	\$36.02	\$44,233
210	Class Lab	1009	Applied Design					-1,088	-1,088	\$36.02	\$0
210	Class Lab	1030	Graphic Arts and Design					-134	-134	\$36.02	\$0
300 - 355	Faculty Offices	0099 - 4999	General Assignment				2,100	-2,101	-1	\$23.01	\$0
610	Assembly	1007	Dramatic Arts				10,590	-10,120	470	\$73.88	\$34,724
620	Exhibition	6140	Museums and Galleries				1,750	-1,293	457	\$39.48	\$18,042
720	Shop	6530	Custodial Services					-76	-76	\$67.44	\$0
880	Public Waiting	1007	Dramatic Arts					-603	-603		\$0
Totals:							34,245	-33,154	1,091		\$202,919

* Indicates manual override

5.4 (36)

13.1 - Detailed Equipment List

District: Rancho Santiago Community College District
 Project: Fine and Performing Arts Complex
 College: Replacement July 1, 2013
Santa Ana College

Rm #	Room Description	Item Description ¹	Units	Unit Cost	Total Cost	Less Existing Inventory ²	Total New Equipment Needed
	Classroom	Smart Workstation	3	\$2,400	\$ 7,200		\$7,200
		Instructor Computer	3	\$1,000	\$ 3,000		\$3,000
		LCD Projector	3	\$1,000	\$ 3,000		\$3,000
		Document Visual Presenter	3	\$2,400	\$ 7,200		\$7,200
		Sound System	3	\$1,000	\$ 3,000		\$3,000
		AV Presentation Equipment & Cabling	3	\$2,400	\$ 7,200		\$7,200
		Student Desks	165	\$200	\$ 33,000		\$33,000
		Faculty Chair	3	\$200	\$ 600		\$600
		Faculty Desk	3	\$970	\$ 2,910		\$2,910
		Free standing 36" Podium	3	\$264	\$ 792		\$792
		Instructor Stool for Smart Station	3	\$200	\$ 600		\$600
		Telephone	3	\$500	\$1,500		\$1,500
	Faculty Offices	Computer	21	\$1,000	\$21,000		\$21,000
		Printer/Copier	21	\$1,200	\$25,200		\$25,200
		Telephone	21	\$500	\$10,500		\$10,500
		Workstation Including Storage	21	\$1,837	\$38,577		\$38,577
		Bookcases 36' Ht	21	\$500	\$10,500		\$10,500
		Staff Task Chair	21	\$200	\$4,200		\$4,200
		Guest Chair	42	\$200	\$8,400		\$8,400
	Music Lab	Tables	13	\$475	\$6,175		\$6,175
		Chairs	39	\$200	\$7,800		\$7,800
		ADA Table	1	\$565	\$565		\$565
					\$0		\$0
	Grand Total				\$202,919		\$202,919
NET TOTAL REQUEST							\$202,919

Allocation \$202,919



RANCHO SANTIAGO
Community College District

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Santa Ana College • Santiago Canyon College

May 24, 2013

Ms. Lisa Hannaman
Southern California Edison
PO Box 300
Rosemead, CA 91772

Subject: Letter of Interest: California Community College New Construction for Partnerships / Savings-by-Design Participation

Project Name: Santa Ana College - Fine and Performing Arts Complex Replacement

Dear Ms. Hannaman:

The Rancho Santiago Community College District (RSCCD) would like to participate in the Southern California Edison Public Utilities New Construction for Partnerships / Savings-by-Design (NCP/SBD) program for the project identified above. We understand that this is a nonresidential new construction and renovation/remodel energy efficiency program, funded by utility customers through the Public Purpose Programs surcharge. We are interested in improving the energy efficiency of our upcoming projects using design assistance and financial incentives available through the NCP/SBD program.

RSCCD agrees to provide required documentation as requested which includes a completed application for each project. We are willing to consider efficiency recommendations that will improve the performance of these projects significantly beyond Title 24 (or other baseline) requirements.

RSCCD understands that participation in the NCP/SBD program is voluntary, and that we are under no obligation to modify the design or construction of our buildings based on resulting recommendations. We also understand that we will receive financial incentives only if we complete an agreement, our eligibility is confirmed by Southern California Edison, the performance of each building in the project meets program requirements, and the energy efficiency strategies are installed and verified by Southern California Edison.

Sincerely,

Peter Hardash
Vice Chancellor, Business Operations/Fiscal Services
Rancho Santiago Community College District

Cc: Lan Yuan
Capital Outlay Specialist
California Community Colleges Facilities Planning Unit

BOARD OF TRUSTEES:

Claudia C. Alvarez • Arianna P. Barrios • John R. Hanna • Lawrence R. "Larry" Labrado • Jose Solorio • Nelida Mendoza Yanez • Phillip E. Yarbrough

CHANCELLOR:

Raúl Rodríguez, Ph.D.

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

To:	Board of Trustees	Date:	June 17, 2013
Re:	Approval of Architect Services Agreement with Westberg+White – Proposal for RSCCD District Office Interior Lighting Energy Audit		
Action:	Request for Approval		

BACKGROUND

Westberg+White architects are currently providing architectural and engineering services for various Santa Ana College campus improvement projects, energy retrofit projects and other district-wide projects. Proposition 39, passed by the voters on November 6, 2012 will provide energy efficiency project funds for California K-12 and community colleges for a period of five years. Appropriations and guidelines for the distribution of these funds to districts will be included in the 2013-2014 State Budget Act, expected to be approved by the governor by July 1, 2013. It has not yet been determined by the state legislature and the governor how these funds will be allocated to districts. Proposition 39 program funding requires energy audits which include current electrical load calculations and utility costs compared with savings from retrofits. Projects that could immediately be competitive for these funds include LED lighting retrofits as quick start projects. LED (light-emitting diode) lighting provide tremendous electrical costs savings for districts. The energy audit will also provide specifications in order to competitively bid the project. This audit and documentation is also required in order to qualify for Southern California Edison rebates through the California Community Colleges Investor-Owned Utilities (CCC/IOU) Energy Efficiency Partnership program.

ANALYSIS

The district is requesting the services of Westberg+White for an interior energy audit for the RSCCD District Office building at 2323 N. Broadway. The scope of this audit includes the Prop 39 program compliant energy audit and listing of light fixtures (types, quantities and locations). This audit will also provide an opinion of estimated construction cost, a calculation of energy cost savings and a simple payback schedule associated with the project.

Westberg+White's proposal is for a fixed fee of \$21,500 per the attached proposal. Reimbursable expenses are estimated at \$1,000.

This project is funded by Measure E funds until Proposition 39 funds are awarded and distributed.

RECOMMENDATION

It is recommended that the Board of Trustees approve the architect services agreement with Westberg+White for the Interior Lighting Energy Audit at the RSCCD District Office for \$21,500 plus reimbursable expenses not to exceed \$1,000 as presented.

Fiscal Impact:	\$21,500 plus approximately \$1,000 in reimbursable expenses	Board Date: June 17, 2013
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	



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May 7, 2013

Peter Hardash, Vice Chancellor
Rancho Santiago Community College District
2323 North Broadway, Suite 404-1
Santa Ana, CA 92780

Attn: Mr. Peter Hardash, Vice Chancellor

RE: Rancho Santiago Community College District, District Building Interior Lighting Energy Audit

Dear Peter,

Per your request Westberg + White is pleased to be submitting this proposal for review and authorization to move forward with the Santiago Community College District, District Building Interior Lighting Energy Audit. We are ready to start immediately to ensure the audit is completed and submitted before the imposed Proposition 39 deadline of June 30 2013.

1.0 Background and General Scope

1.1 General Scope

To perform a Lighting Energy Audit of the existing lighting systems for the District Office Building, (Total OGSF: 54,784) on 2323 North Broadway, Santa Ana, CA 92706, and prepare the required Lighting Energy Audit Report and supporting documents including recommend Energy Efficiency Measures (EEMs) to improve the overall Campus energy efficiency and reduce the overall energy consumption and associated carbon foot print of the facility. A complete list of the buildings included in the scope of Lighting Energy Audit is attached as attachment "C"

1.2 Base line energy consumption of the existing lighting systems is the foundation of a sound sustainable energy plan for the campus. The Lighting Energy Study Report which is the only deliverable under this proposal will include the following information.

- A. Calculation of baseline energy consumption of the existing lighting systems for the District Office Building.
- B. Calculation of baseline energy consumption of a minimally Title 24 (T24) compliant to illustrating the maximum lighting power density (watts/sq ft) of the areas to be retrofitted.

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- C. Calculation of baseline interactive effect for conditioned space based on SCE regulation.
- D. Current utility rates.
- E. List of lighting fixtures, quantities and their locations for the District Office Building.
- F. Lighting Energy calculations for existing and proposed lighting systems including interactive effect for conditioned space based on SCE regulation and for the District Office Building including;
 - 1) True savings (actual energy saved and bill reduction for the customer).
 - 2) Incentivizable energy savings, the difference between a hypothetical T24 compliant baseline and the energy consumption of the proposed lighting system.
- G. Complete the template provided by SCE which contains all the required information necessary for applying for utility incentive for the project.
- H. List of recommended "EEMs" energy efficiency measures.
- I. Energy saving calculations, and opinion of probable construction cost estimates for implementation of the measure.

2.0 Detail Scope of Services

- 2.1 Following is the proposed scope for the indoor Lighting Energy Audit for of the existing lighting systems for the District Office Building, (Total OGSF: 54,784) on 2323 North Broadway, Santa Ana, CA 92706.
 - A. Site Visit to review existing conditions and identify all existing lighting system and fixture types.
 - B. Meeting with the campus maintenance staff to obtain the existing lighting systems, operating hours, existing controls, and maintenance cost.
 - C. Calculate the existing electrical energy cost based on information from campus.

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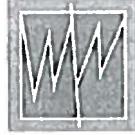


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- D. Perform energy calculation to determine the electrical energy consumption of the existing lighting systems utilizing SCE's Appendix B, Table of Standard Fixture Wattages for the existing fixtures and using DEER Operating Hours, including interactive effect for conditioned space based on SCE regulation. All Calculation will be performed in Microsoft Excel program and an unlocked, fully editable Excel Spreadsheet will be provided as part of the deliverables of this project.
- E. Perform energy calculation to establish baseline energy consumption of a minimally Title 24 (T24) compliant, illustrating the maximum lighting power density (watts/sq-ft) using DEER Operating Hours, including interactive effect for conditioned space based on SCE regulation. All Calculations will be performed in Microsoft Excel program and an unlocked, fully editable Excel Spreadsheet will be provided as part of the deliverables of this project.
- F. Study the performance of new energy efficient lighting systems.
- G. Propose new lighting fixtures to replace the existing fixtures (The intent of this study to explore the feasibility of replacing the existing light fixture lamps with new high efficient lamps utilizing the existing fixtures and wiring system).
- H. Provide cut sheets for the proposed lighting fixtures. All proposed lighting fixtures shall be qualifying fixtures (DLC/ES Approved LED Fixtures).
- I. Perform energy calculation to determine the electrical energy consumption of the proposed retrofit lighting systems using DEER Operating Hours and assigning SCE's Applicable Solution Code for each line of the calculation, including interactive effect for conditioned space based on SCE regulation. All Calculations will be performed in Microsoft Excel program and an unlocked, fully editable Excel Spreadsheet will be provided as part of the deliverables of this project.
- J. Perform energy saving calculation using DEER Operating Hours including;
 - 1) True energy savings, based on the electric energy consumption of the existing lighting system vs. the proposed lighting system (actual energy saved and bill reduction for the customer).

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- 2) Incentivizable energy savings, based on the electrical energy consumption of a hypothetical T24 compliant lighting system vs. the proposed lighting system.
 - 3) All Calculations will be performed in Microsoft Excel program and an unlocked, fully editable Excel Spreadsheet will be provided as part of the deliverables of this project.
- K. Prepare an opinion of estimated construction cost associate with the proposed retrofit lighting systems utilizing industry standard estimating tool such as RS Means.
- L. Calculate the total energy and energy cost saving associated with the proposed retrofit lighting systems.
- M. Calculate the simple payback associated with the proposed retrofit lighting systems.

4.0 Next Step (phase)

Upon completion of the energy study indicated in this letter of proposal and identification of the energy efficiency measures (EEMs), Westberg + White and our Consultant team will provide a new proposal to Rancho Santiago Community College District for implementation of the EEMs selected by Rancho Santiago Community College District.

5.0 Reimbursable Expenses

- 5.1 Refer to Attachment 1

6.0 Work And Services Not Included

- 6.1 Services not included in the scope of work:

Any and all design work including but not limited to the design of HVAC and / or, Lighting, and / or Domestic Hot Water Systems, and / or building HVAC system conversions.

7.0 Compensation

- 7.1 Fee

The fee for the Interior Lighting Energy Audit as described in sections 1 &2 of this proposal shall be at the fixed fee of \$ 21,500.00

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Peter, if you are in agreement with the information provided, please authorize us to begin by signing the enclosed agreement and return the original for our files. We also can wait to receive a District Agreement. We also can start the project with a verbal approval you're your officer while we wait for the District agreement to arrive. Westberg+White and our consultant team look forward to providing our services and continuing our business relationship with RSCCD. Please don't hesitate to me if you have any questions or need further information.

Sincerely,
Westberg+White Architects

Gregory G. Beard
Principal

Cc: Ron Beeler, FPPS
Paul Westberg, Westberg+White

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ATTACHMENT 1

PROFESSIONAL SERVICES AGREEMENT

Between the Client:

Rancho Santiago Community College District
2323 North Broadway, Suite 404-1
Santa Ana, CA 92780

and the Architect:

Westberg + White
14471 Chambers Rd. Suite 210
Tustin, CA 92780

Paul Westberg CA License # C11045

Location: Rancho Santiago Community College District, District Building Interior Lighting Energy Audit

Scope of Work: Interior Lighting Energy Audit for District Office Building as stated in letter dated May 7, 2013.

Fee: Fixed fee of \$ 21,500.00

Fee Breakdown: 50% of the total fee at the completion of the existing Lighting system Survey (\$10,750.00)
25% of the total fee at the submission of draft report (\$5,375.00).
25% of the total fee at the submission of final report (\$5,375.00).

Reimbursable Expenses: Reimbursable Expenses are in addition to the fee and include those expenses incurred in the interest of the project. They include project-related travel (mileage and auto expenses); printing, plotting and reprographic costs, postage and delivery charges. These expenses will be compensated at 1.10 times the amounts invoiced to the Architect. We suggest the District budget an estimated \$1,000.00 for these project-related expenses.

Client:
Rancho Santiago Community College District

Architect:
Westberg + White Architects

By: _____
Peter Hardash, Vice Chancellor

By: _____
Paul Westberg AIA
Managing Partner

Date: _____

Date: May 7, 2013

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

To:	Board of Trustees	Date: June 17, 2013
Re:	Approval of Consulting Services Agreement - Facilities Planning & Consulting Services	
Action:	Request for Approval	

BACKGROUND

The state Chancellor's Office requires all districts to annually verify and certify annual space inventory and utilization on all campuses, centers and district facilities, owned and leased, in order to maintain space inventory data on all districts statewide. Space inventory data is used to qualify districts for additional state funded capital outlay projects (capacity load ratios) and for allocations of Scheduled Maintenance, Access Compliance and Hazardous Substances and Asbestos Abatement funds. The state also utilizes district space inventory (square footage) for overall apportionment base funding calculations. The RSCCD is required to annually update and report the district's space inventory to the state through the FUSION system.

ANALYSIS

Facilities Planning and Consulting Services (FPCS), Eric Mittlestead, is known in the California community college system as the statewide expert and trainer in space inventory and space utilization. He is currently the Dean of Facilities and Facilities Planning for the College of the Sequoias. He is a consultant to the statewide FUSION database system that maintains the space inventories for all community college districts. He is hired by many districts and architectural firms to conduct space utilization studies and training. Mr. Mittlestead also advises and assists in the preparation and submission of the districts Initial Project Proposals (IPP's) and Final Project Proposals (FPP's) in consideration for state funding.

FPCS provided these services in the 2012-2013 fiscal year and was approved by the RSCCD Board of Trustees on December 10, 2012.

The proposal for services for the 2013-2014 fiscal year include updating and creating the annual space inventory reporting, assisting in the creation and updating of the district's Five Year Scheduled Maintenance Plan for submission to the state Chancellor's Office, conduct direct training for district staff, preparation of the district's Five Year Capital Outlay (Construction) Plan for submission to the state Chancellor's Office and assisting in the evaluation and recommendations for IPP and FPP submissions for state funding consideration.

The attached proposal for services is for a not to exceed amount of \$40,000. Reimbursable expenses will be billed at direct cost, with no markup.

RECOMMENDATION

It is recommended that the Board of Trustees approve the consulting services agreement for Facilities Planning & Consulting Services through June 30, 2014 as presented.

Fiscal Impact:	\$40,000 plus reimbursables	Board Date: June 17, 2013
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	



Facilities Planning and Consulting Services

Eric Mittlestead
Owner

352 Atwood Drive
Exeter, CA 93221

(559) 592-5026
Email: fpacs2004@aol.com

May 12, 2103

Mr. Peter Hardash
Vice Chancellor, Business Operations and Fiscal Services
Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706

Re: Proposal for Consulting Services at Rancho Santiago Community College District
for Fiscal Year 2013-14

Dear Mr. Hardash:

Thank you for the opportunity to provide a proposal to provide facilities related consulting services at Rancho Santiago Community College District for fiscal year 2013-14.

The scope of work and hourly rates are outlined in the second page of this proposal.

Facilities Planning and Consulting Services is prepared to start immediately should the District agree to the terms and conditions.

Thanks again for the opportunity to provide this proposal.

Sincerely,

A handwritten signature in cursive script that reads "Eric Mittlestead".

Eric Mittlestead
CEO
Facilities Planning and Consulting Services

**PROPOSAL FOR 2013-14 CONSULTING SERVICES BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT AND
FACILITIES PLANNING AND CONSULTING SERVICES**

This Proposal for Consultant Services ("Proposal") is submitted on this 12th day of May 2013 to the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT ("District"). The provisions of this Proposal are set forth herein.

1. Consultant Services. For fiscal year 2013-14, Consultant Services under the Proposal consist of the following:

- a. The Consultant will assist the District and Facilities Planning and Programming Services (FPAPS) staff in the creation of the annual Space Inventory. Consultant will make up to two site visits.
- b. Consultant will assist the District in the creation of the Five Year Scheduled Maintenance Plan, Scheduled Maintenance Project Funding Proposals (PFP's) and Hazardous Substance PFP's as requested.
- c. Consultant will conduct training for District personnel and attend District planning meetings as requested by the District.
- d. Consultant will prepare the District's 2016-2020 Five Year Capital Outlay Plan and make recommendations for IPPs and FPPs. Consultant will create or update up to three IPPs and update up to one old FPP as part of the plan. New FPPs are excluded.
- e. Consultant will also assist District with any and all other construction compliance requirements of the California State Chancellors Office as directed and requested by the District.

2. Fees. The Fees for Consultant Services shall be computed on the basis of the following:

\$150 per hour for planning and consulting services provided on or off District property. This agreement shall not exceed **\$40,000** without prior written authorization from the District.

3. Allowable Reimbursable Expenses

Reimbursable expenses will be billed at Consultant's cost. Reimbursable items include, but are not limited to travel expenses, hotel expenses, printing costs, mailing/shipping, presentation materials and postage.

4. Exclusions

This Proposal specifically excludes the creation of new FPPs.

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

To:	Board of Trustees	Date: June 17, 2013
Re:	Approval of Consulting Services Agreement – Facilities Planning & Program Services, Inc.	
Action:	Request for Approval	

BACKGROUND

The District has been utilizing Facilities Planning & Program Services, Inc. (FPPS) to supplement district staff, due to several vacancies and retirements and to overall manage several active district construction projects. FPPS has also been working with the Division of State Architect (DSA) to ensure the appropriate close-out of many outstanding district construction projects. This past year, with the passage of Measure Q, FPPS began assisting in the phasing, sequencing and programming of Measure Q projects. Mr. Ron Beeler and his staff have been assisting the district with district construction and scheduled maintenance projects and also evaluating and pursuing energy conservation grants for the district to augment existing district projects. Mr. Beeler has also been working with the district's construction attorneys with the Lease Leaseback and Design Build construction delivery methods. The attached project listings show that FPPS is currently assisting the district on approximately fifty active construction projects.

ANALYSIS

In order to continue progress on currently assigned projects, augment district staff support services and assist with various operational facilities planning issues as identified in the proposal and project listing, it is requested that the attached agreement for consulting services be approved for the period of July 1, 2013 through June 30, 2014. The annual contract proposal for these district requested services is a not to exceed amount of \$1,557,000 plus reimbursable expenses.

These services are funded by Measure E, Measure Q and Capital Outlay funds, as appropriate.

RECOMMENDATION

It is recommended that the Board of Trustees approve the consulting services agreement for Facilities Planning & Program Services, Inc. for the period of July 1, 2013 through June 30, 2014 as presented.

Fiscal Impact:	\$1,557,000 plus reimbursables	Board Date: June 17, 2013
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	



FACILITIES PLANNING & PROGRAM SERVICES, INC.

June 3, 2013

Rancho Santiago CCD
Atten: Peter Hardash, Vice Chancellor
2323 N Broadway
Santa Ana, CA 92706

Attention: Mr. Peter Hardash

RE: Facilities Management Services/Owners Representative

Facilities Planning and Program Services, Inc. ("FPPS") proposes to provide consulting services to Rancho Santiago Community College District (RSCCD) including, but not limited to, the following:

- Assist RSCCD Facilities Staff in the District's construction program, ensuring compliance with legal and contractual requirements and District policies and objectives.
- Assist with the review of construction plans and drawings to ensure conformance with District requirements.
- Assist the District with securing sources of funding for the District's building programs.
- Assist with the preparation of plans and compliance reporting with Federal, State, Regulatory and local health and safety agencies.
- Assist with the preparation and monitor the implementation of an energy management plan for the District.
- Assist with the preparation of annual plans for submission to the California Community College Chancellor's Office, including, but not limited to, Space Inventories, IPP's and FPP's.
- Prepare and maintain a variety of reports and records related to facilities management functions, operations and activities.
- Assist with the preparation of the annual filing of the five-year plans for facilities and scheduled maintenance by the State.
- Assist with resolving claims and lawsuits involving the District's building program.
- Participate in meetings as required
- Provide assistance in Closing out projects with the Division of the State Architect.
- Provide assistance to the District/Campuses in the implementation of their respective Facilities Master Plans

In addition to the above FPPS proposes to assist the District as an extension of the District Facilities Department in the development and implementation of Measure Q and the balance of the Measure E projects as well as the development and implementation of projects identified as priorities in the Scheduled Maintenance Program.(please reference the attached project list) FPPS will continue to work with District Staff and Consultants in the completion of the Camera and Wireless projects, all phases of the Dunlap Hall, and the development of ADA projects, central plant projects, energy efficiency projects, the development of the District Wide Master Planning Project and any other projects as assigned by the Vice Chancellor of Business Operation/Fiscal Services and or the Assistant Vice Chancellor, Facility Planning & District Construction and Support Services. In order to accomplish the above work for the next year FPPS will provide labor and material per the attached Appendix A to accomplish the scheduled work as outlined on the projects list. FPPS will continue to work as an extension of the facilities staff on an as needed basis and add resources based upon the needs of the program over the next year. The cost associated with Appendix A will be amended up or down due to the increase or decrease in activities. Also, we anticipate the cost for reimbursable expenses as outlined in Appendix B. The above work is assumed to be delivered a Lease/Leaseback or Design Build construction delivery method.

FPPS can provide a variety of services with the assistance of a Project Team if the District so desires at a hourly rate and titles as described in the attached **"Appendix A"** of this document.

FPPS is pleased to offer this proposal in order to provide our services to Rancho Santiago Community College District from July 1, 2013 through to June 30, 2014 for a fee of \$1,557,000 for a period of one year. The project budget and team will be reviewed on a Monthly basis and adjusted for additional increases or decreases in State or Local funding and or additional services. Total reimbursable expenses are set forth in this proposal under **"Appendix B"** and are in the above stated contract amount. Should you wish to discuss this proposal further, please call me at (714) 267-7209.

Thank you for allowing FPPS the opportunity to offer its services to Rancho Santiago Community College District.

Sincerely,



Ron Beeler, President
Facilities Planning & Program Services, Inc
22607 La Palma Ave. Suite 407
Yorba Linda, CA 92887

Office #: (714) 692-5400
Cell#: (714) 267-7209

Appendix "A"
Schedule of Hourly Billing Rates
Start Date - July 1st, 2013

Position Description	Hourly Rate	Projected # of Staff	Extended Rate
Dist. Consultants (specialty consultants)	\$175.00	1.0	\$175.00
Dist. Facilities Consultant R Beeler	\$165.00	.60	\$165.00
Sr. Program Manager Scott Connor	\$165.00	.90	\$165.00
Asst. Program Manager TBD	\$150.00	1.0	\$150.00
Contracts Admin/Project Controls Manager Ava Hill/TBD	\$115.00	1.8	\$115.00
Program Accounting Specialist/General Admin/TBD	\$90.00	1.0	\$90.00
Technical Support Staff	\$85.00	1.0	\$85

Proposal for Independent Contractor Services between Rancho Santiago Community College District and FPPS

Appendix B

District Shall Reimburse FPPS at cost, a reasonable sum for out-of-pocket expenses listed in this Exhibit that are incurred and paid for by FPPS in furtherance of performance of FPPS obligations under this proposal, but only to the extent that such expenses are generated in connection with the operation of projects assigned and only to the extent authorized by Rancho Santiago Community College District.

1. Printing and reproduction expenses for documents beyond that which is included in this proposal;
2. Express shipping, overnight mail, messenger, courier, or delivery services (but not including company or corporate required communications or reports, such as, but not limited to , timesheets, expense reports, inter-office memoranda, invoices, etc.);
3. Mileage at IRS rate
4. Out of town travel as approved in advance by District Representative
5. Project Housing Expense
6. Regulatory agency and permit-filing fees that are specific to the project;

Total Reimbursable Expense = \$90,000/Annually

	A	B	C	D	E	F	G	H
1	RSCCD MASTER PROJECT LOG 5-24-13							
2	Facilities #	Location	FND	PRJCT #	DSA	Status	ProjectMgr	Title
3	1	DO	41	2885		Active		District Office HVAC Upgrade
4	3	DO						District Office LED Upgrade
5	4	DO						District Standards
6	13	SAC	42	3032		Active		Elevator Addition/Guardrail Replacement--Dunlap Hall
7	14	SAC	42	3031		Active		Tessmann Planetarium Renovation
8	16	SAC	42	3008	929	Active		College Ave Improvements (Pkg 1/2 Phase 1)
9	17	SAC	42	3008	929	Active		Cul-de-sacs, Perimeter Wall & Lot 12 (Pkg 1/2 phase 1)
10	18	SAC	42	3008	928	Active		Soccer Field Construction Package 2 (Pkg 2 Phase 3)
11	19	SAC	42	3008	928	Active		Stadium Improvements (Pkg1/2 Phase 3)
12	20	SAC	42	3030	628	Active		Perimeter Improvements (Pkg 3)
13	21	SAC	42	3029		Active		SAC Improvements/Enhancements New Parking Lot #11/Retention Basin (Pkg 4)/C-Below
14	23	SAC	42	3001		Active	Alex	Misc. Improve = Gymnasium Building Improvements (G) Bid #1181
15	24	CJA				Active	Alex	Memorial Monument Sheriffs Training Fac.
16	25	CJA		3019		Closed		Road Improvements. Budget \$100,000.
17	27	SAC	41	3583		Active		SAC Central Plan Study
18	28	SAC	41	3678		Active		Science Building
19	29	SAC	41	3678		Active		Allied Health Building
20	30	SAC	42	3035		Active		Johnson Center Renovation
21	31	SAC	42	3036		Active	Ron	Portable Classroom Village
22	53	SCC	42	3004		Active		Loop Road Project
23	54	SCC	42	3004		Active		Signalization Project
24	55	SCC	42	3025		Active		Gym & Pool Complex
25	56	SCC	42	3004		Active		M&O Building
26	57	SCC	42	3026		Active		Math & Science Project
27	58	SCC	42	3022		Active		Humanities Project
28	59	SCC				Pending		OEC Renovation/DSA Certification
29	60	SAC	42	3001		Active		Chavez Hall
30	70	SAC	41	2872		Active		Boiler Replacement Bldgs. A,F, & R
31	71	SAC	11	RDA		Pending		Chiller Circuit Replacement Bldg. F-(*No funding yet)
32	72	SAC	41	2873		Active		High Voltage PM SAC
33	73	SAC	41	2874		Active		Add High Resistance Ground to Main Substation.
34	74	SAC	41	2875		Active		Replace Glastic Insulators all SAC Bldgs.
35	75	SAC	41	2876		Active		Install Circ Pump for boilers at showers
36	76	SAC	41	2877		Active		Replace AC#1 Compressor W Bldg.
37	77	SAC	41	2878		Active		Make Up Air Units CDC Kitchen-Complete*
38	78	SAC	41	2879		Active		Rest Room Roof Repair G Bldg. (RR at BB Field)
39	80	SAC		RDA 3150		Active		Paint K, J Garage Doors & Bungalow K115 & Merged with FP 80 Demo Spray Booth K
40	85	SCC						SCC Campus wide LED study
41	86	SCC						Building D Interior Upgrade
42	87	SCC						SCC Pool Screen
43	88	SCC						SCC Aquatic Center Sound System
44	89	SCC	41	3586		Active		Central Plant Study

	A	B	C	D	E	F	G	H
2	Facilities #	Location	FND	PRJCT #	DSA	Status	ProjectMgr	Title
45	90	SCC	41	2881		Active		Parking Lot Overlay & Seal Bid #1211 Parking 2,3,4,5
46	92	SAC	11	RDA 3126		Active		Tessmann Planetarium Roof Repair
47	93	SAC				Funding Not approved		Add Isolation Valves to Dom. Water
48	94	SAC						Campus Exterior LED Lighting Ugrade
49	95	SAC	41	2880		Active		Door Hardware Upgrade
50	96	SCC	41	2882		Active		SCC Chiller Upgrade & Actuator Repair
51	97	SCC	41	2883		Active		SCC Bldg D Re-Roof Project
52	98	SCC	41	2884		Active		SCC Blvd D Boiler Replacement Project
53	101	SAC	11	RDA 3150		Active	Alex	Resurfacing log 6 & 8 *New Bid # 1197
54	104	SAC	11	RDA 3126		Active	Ron	SAC A 117 Carpet Repair

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

To:	Board of Trustees	Date: June 17, 2013
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 225 children under the district's contract with the California Department of Education, Child Development Division. Due to the closure of the Orange Education Center's CDC a third session will be held which increases the enrollment at St Peter Lutheran by 75 children.

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. This lease is for the period of July 1, 2013 through June 30, 2014.

The lease costs are paid for by Child Development Services funds.

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:	\$6,660 month	Board Date: June 17, 2013
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	

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, 2013 — St. Peter Evangelical Lutheran Church, Lessor, and Rancho Santiago Community College District, Child Development Program, 2323 N. Broadway, Ste. 350, 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, 2013**, and shall continue to **June 30, 2014**. 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 \$6,660.00 fee per monthly usage, payable in advance not later than the 25th day of each month.
4. **LATE CHARGE:** Lessee acknowledges that late payment of usage 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 that 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 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 *Delaine Richards* Date 5/10/13
 St. Peter Lutheran Church

Lessee _____ Date _____
 Rancho Santiago Community College District

Phone _____

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

To:	Board of Trustees	Date:	June 17, 2013
Re:	Adoption of Resolution No. 13-25 - Notice of Intent to Dedicate an Easement and an Irrevocable Offer of Dedication to City of Santa Ana		
Action:	Request for Approval		

BACKGROUND:

The District has constructed cul-de-sacs on Martha Lane and 15th Street in order to close these public streets to direct access to Santa Ana College and more efficiently utilize the campus property for parking and access. The City of Santa Ana has requested the easement noted on the easement deed in order to provide access to district property for purposes of repair, construction, operations and maintenance of these public streets and right of way.

The City of Santa Ana has also requested approval of an irrevocable offer to dedicate a small strip of land (1093 Sq. Ft.) on Washington Ave. for purposes of widening the street at some undetermined future date. The District was aware of this potential need and the dedication of this strip of land has no impact upon the District's facilities or planning efforts.

ANALYSIS:

In compliance with community college Education Code Sections 81310 thru 81314, the governing board of a community college may dedicate the easement and provide for the irrevocable dedication via the following procedural steps:

1. Approve the attached Intent to Dedicate (Resolution 13-25) by a two-thirds (2/3) vote of its members.
2. Fix a time (Board meeting of July 22, 2013) for a public hearing upon the question of making the dedication or conveyance.
3. Post the notices of adoption of the Resolution 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 July 22, 2013, 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.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No. 13-25, giving Notice of Intent to Grant Easements to the City of Santa Ana and irrevocable offer of dedication to City of Santa Ana, as presented, and set a public hearing on this resolution for July 22, 2013 as presented.

Fiscal Impact:	None	Board Date:	June 17, 2013
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		

RESOLUTION NO. 13-25
OF THE BOARD OF TRUSTEES OF RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT GIVING NOTICE OF INTENTION TO GRANT AN EASEMENT AND AN
IRREVOCABLE OFFER OF DEDICATION TO THE CITY OF SANTA ANA

WHEREAS, in order to provide for the construction, operation and maintenance of Public Streets and right of way, and the respective necessary fixtures and appurtenances thereto, the City of Santa Ana (“City”) has requested that the Rancho Santiago Community College District (“District”) dedicate an easement and approve an irrevocable offer of dedication to City of Santa Ana upon a portion of the District’s property located at 1530 W. 17th St., Santa Ana, CA 92706 (“Easements”). Legal descriptions and maps depicting the location of the Easement and irrevocable offer of dedication are 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 an Easement to the City and an irrevocable offer of dedication for the construction, operation and maintenance of public streets and right of way, and the respective necessary fixtures and appurtenances thereto;

WHEREAS, pursuant to Education Code section 81311, the District’s governing board must, prior to dedicating Easement and irrevocable offer of dedication, adopt a resolution declaring its intention to dedicate such 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 Easement and irrevocable offer of dedication; 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 an Easement and an irrevocable offer of dedication, to the City upon the terms and conditions set forth in the recitals.

Section 3. That the Board establishes July 22, 2013 for a public hearing on the question of the District's intent to dedicate an Easement and provide the irrevocable offer of dedication, 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 17th day of June, 2013.

Arianna P. Barrios _____
President of the Board of Trustees of
Rancho Santiago Community College District

I, Lawrence Labrado, 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 17th day of June, 2013, 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

IRREVOCABLE OFFER

OF

DEDICATION

ON

WASHINGTON STREET –SANTA ANA COLLEGE

[Attached beneath this sheet]

When recorded, please mail this Instrument to:

Clerk of the Council
City of Santa Ana
20 Civic Center Plaza, M-30
Santa Ana, California 92701

Free recording requested by
The City of Santa Ana per
Government Code Section 6103.

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Cancel Taxes	Approved AS TO Form BY Atty.	Approved By Director	Description Written BY	Description Checked-O.K.	A.P. Number	R/W Map Number	Project Number
			J.O.S.	A.C.	004-070-49 004-071-07 004-070-38	NW 100 NW 182 NW 326	

EASEMENT DEED

Deed No. 8416

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

Rancho Santiago Community College District, a Political Subdivision of the State of California

Does Hereby Grant to THE CITY OF SANTA ANA, a Charter City and Municipal Corporation of the State of California, the real property in the City of Santa Ana, County of Orange, State of California, described as follows:

An easement for public street purposes as described in Exhibit "A" attached hereto and by this reference made a part hereof, and as shown on Exhibit "B" attached hereto and by this reference made a part hereof.

For: Rancho Santiago Community College District, a Political Subdivision of the State of California

Dated: _____
STATE OF CALIFORNIA }
COUNTY OF _____ } SS.

On _____ before me,

personally appeared _____

By: _____

Print Name _____

By: _____

Print Name _____

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or entity upon which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(This area for official notarial seal)

15th St b/w Artesia St & College Av., Martha Ln.
b/w Meriday Ln. & College Av.

EXHIBIT "A"
STREET EASEMENT

THOSE PORTIONS OF PARCEL 1 OF VOLUNTARY LOT MERGER NO. 2011-10, IN THE CITY OF SANTA ANA, COUNTY OF ORANGE, STATE OF CALIFORNIA, RECORDED MAY 17, 2012 AS INSTRUMENT NO. 2012000284155, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

PARCEL A:

COMMENCING AT THE EASTERLY TERMINUS OF THAT CERTAIN COURSE HAVING A BEARING AND DISTANCE OF "NORTH 89°15'53" WEST, 155.77 FEET" IN A SOUTHERLY LINE OF SAID PARCEL 1 ALONG THE NORTHERLY LINE OF FIFTEENTH STREET;

THENCE, ALONG SAID CERTAIN COURSE, NORTH 89°15'53" WEST, 16.56 FEET TO THE **POINT OF BEGINNING** AND THE BEGINNING OF A NON-TANGENT CURVE CONCAVE SOUTHERLY HAVING A RADIUS OF 52.00 FEET AND TO WHICH A RADIAL LINE BEARS NORTH 81°55'48" EAST;

THENCE, TRAVERSING THE INTERIOR OF SAID PARCEL 1, THE FOLLOWING COURSES:

WESTERLY 121.79 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 134°11'25" TO THE BEGINNING OF A REVERSE CURVE CONCAVE NORTHWESTERLY HAVING A RADIUS OF 58.00 FEET AND TO WHICH A RADIAL LINE BEARS SOUTH 52°15'37" EAST;

SOUTHWESTERLY 53.63 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 52°58'36" TO THE WESTERLY LINE OF SAID PARCEL 1 AND TO WHICH A RADIAL LINE BEARS SOUTH 00°42'59" WEST;

THENCE, ALONG SAID WESTERLY LINE OF PARCEL 1, SOUTH 01°07'30" WEST, 0.25 FEET TO THE WESTERLY TERMINUS OF SAID CERTAIN COURSE;

THENCE, ALONG SAID CERTAIN COURSE, SOUTH 89°15'53" EAST, 139.21 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 3,615 SQUARE FEET, MORE OR LESS.

PARCEL B:

BEGINNING AT THE WESTERLY TERMINUS OF THAT CERTAIN COURSE HAVING A BEARING AND DISTANCE OF "NORTH 89°15'53" WEST, 61.08 FEET" IN A SOUTHERLY LINE OF SAID PARCEL 1 ALONG THE NORTHERLY LINE OF MARTHA LANE;

THENCE, ALONG SAID CERTAIN COURSE, SOUTH 89°15'53" EAST, 61.08 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 52.00 FEET AND TO WHICH A RADIAL LINE BEARS NORTH 55°47'15" EAST;

**EXHIBIT "A"
STREET EASEMENT**

THENCE, NORTHWESTERLY 68.83 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 75°50'14" TO THE WESTERLY LINE OF SAID PARCEL 1 AND TO WHICH A RADIAL LINE BEARS NORTH 20°02'59" WEST;

THENCE, ALONG SAID WESTERLY LINE, SOUTH 00°44'07" WEST, 18.83 FEET TO THE POINT OF BEGINNING.

CONTAINING 1,054 SQUARE FEET, MORE OR LESS.

PARCEL C:

BEGINNING AT THE WESTERLY TERMINUS OF THAT CERTAIN COURSE HAVING A BEARING AND DISTANCE OF "SOUTH 89°15'53" EAST, 92.01 FEET" IN A NORTHERLY LINE OF SAID PARCEL 1 ALONG THE SOUTHERLY LINE OF MARTHA LANE;

THENCE, ALONG SAID CERTAIN COURSE, SOUTH 89°15'53" EAST, 92.01 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE NORTHERLY HAVING A RADIUS OF 52.00 FEET AND TO WHICH A RADIAL LINE BEARS SOUTH 53°44'33" EAST;

THENCE, WESTERLY 78.90 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 86°56'22" TO THE BEGINNING OF A REVERSE CURVE CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 87.82 FEET AND TO WHICH A RADIAL LINE BEARS NORTH 33°11'49" EAST;

THENCE, NORTHWESTERLY 24.03 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 15°40'48" TO A WESTERLY LINE OF SAID PARCEL 1 AND TO WHICH A RADIAL LINE BEARS NORTH 17°31'01" EAST;

THENCE, ALONG SAID WESTERLY LINE, NORTH 00°44'07" EAST, 3.68 FEET TO THE POINT OF BEGINNING.

CONTAINING 1,357 SQUARE FEET, MORE OR LESS.

ALSO AS SHOWN ON EXHIBIT "B" ATTACHED HERETO AND HEREBY MADE A PART HEREOF.

SUBJECT TO COVENANTS, CONDITIONS, RESTRICTIONS, RESERVATIONS, EASEMENTS, AND RIGHTS-OF-WAY OF RECORD, IF ANY.



PREPARED BY: STANTEC CONSULTING INC.
UNDER THE DIRECTION OF:

James O. Steines

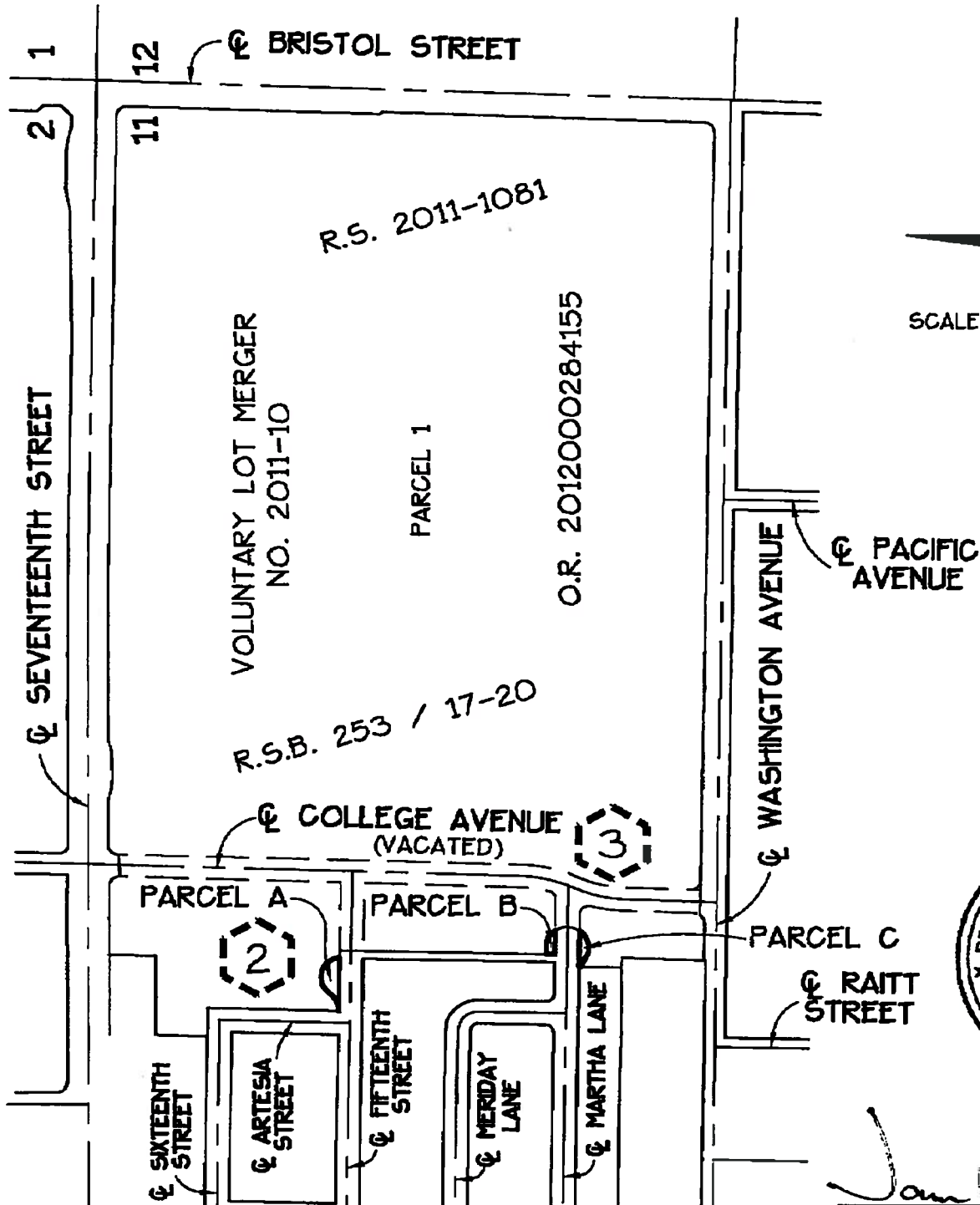
JAMES O. STEINES, P.L.S. 6086

OCTOBER 29, 2012
J.N. 2042 415330

EXHIBIT "B"

SHEET 1 OF 3

PORTIONS OF PARCEL 1 OF VOLUNTARY LOT MERGER
 NO. 2011-10, O.R. 2012000284155,
 IN THE CITY OF SANTA ANA, COUNTY OF ORANGE, STATE OF CALIFORNIA
STREET EASEMENT



James O. Steines
 JAMES O. STEINES, P.L.S. GOBG

INDEX MAP

 INDICATES SHEET NO.



5.9 (8)
STANTEC CONSULTING INC.
 19 TECHNOLOGY DRIVE
 IRVINE, CA 92618
 949.923.6000

Stantec

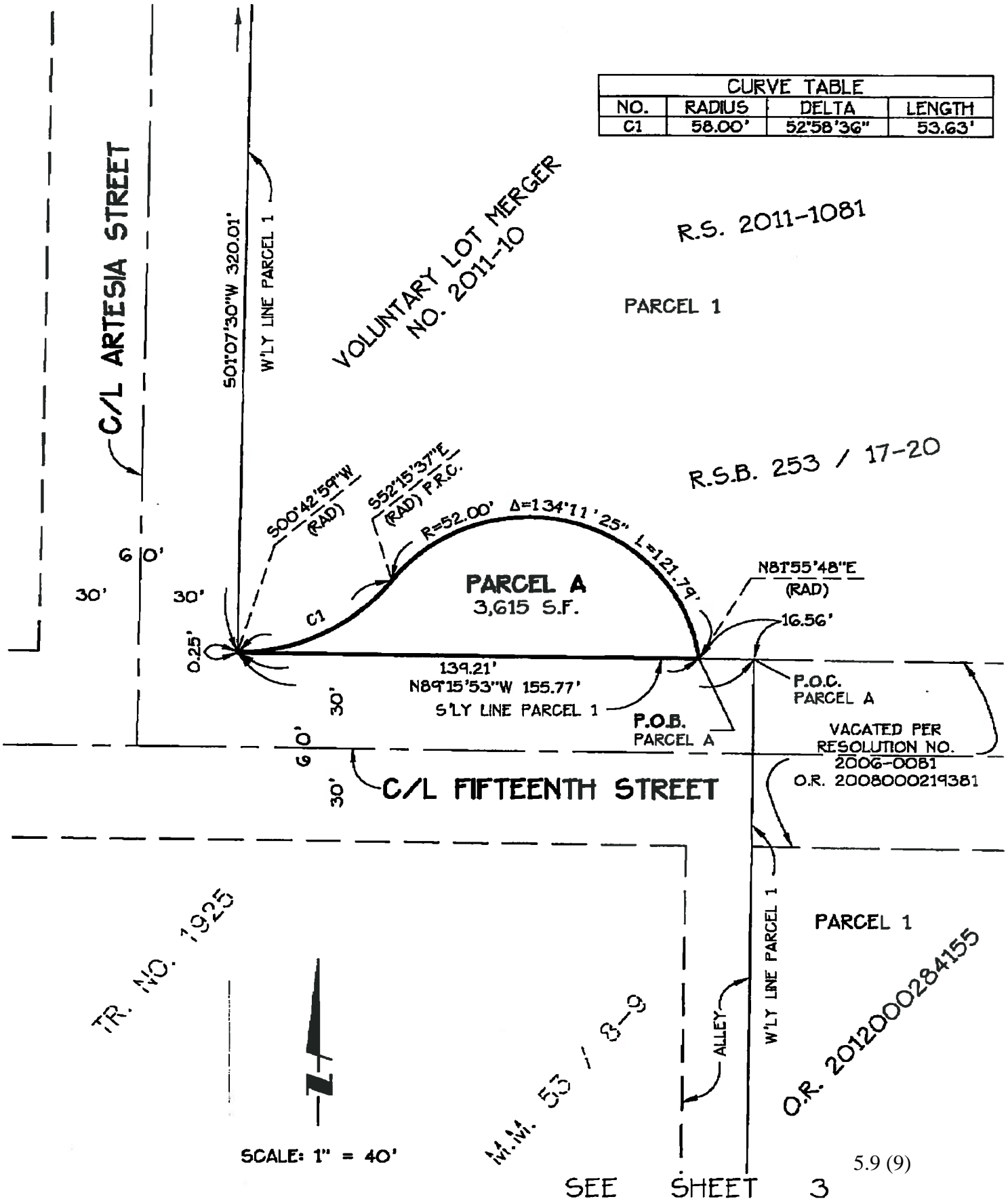
stantec.ca

J.N.: 2042 415330

DATE: 10/29/11

EXHIBIT B STREET EASEMENT

CURVE TABLE			
NO.	RADIUS	DELTA	LENGTH
C1	58.00'	52°58'36"	53.63'



SCALE: 1" = 40'

SEE SHEET 3

5.9 (9)

EXHIBIT B STREET EASEMENT 2

SHEET 3 OF 3

SEE SHEET

CURVE TABLE			
NO.	RADIUS	DELTA	LENGTH
C1	52.00'	233°14'48"	211.69'
C2	52.00'	70°28'12"	63.96'
C3	87.82'	15°40'48"	24.03'

SCALE: 1" = 40'



TR. NO. 1925

20'

ALLEY
500'44'07"W 528.00'

W'LY LINE PARCEL 1

VOLUNTARY LOT MERGER
NO. 2011-10

R.S. 2011-1081

C/L COLLEGE AVENUE
(VACATED)

N20°02'59"W
(RAD)
Δ=75°50'14"
L=68.83'

N55°47'15"E
(RAD)

PARCEL B
1,054 S.F.

PARCEL 1

P.O.B.
PARCEL B

61.08'
S89°15'53"E
N'LY LINE
MARTHA LANE

VACATED PER
RESOLUTION NO.
2006-0081
O.R. 2008000219381

C/L MARTHA LANE

P.O.B.
PARCEL C

S'LY LINE
MARTHA LANE
S89°15'53"E 92.01'

PARCEL C
1,357 S.F.

Δ=86°56'22" L=78.90'

S53°44'33"E
(RAD)

M.M. 53
8-9
3.68'
N00°44'07"E 104.05'
W'LY LINE PARCEL 1

N33°11'49"E
(RAD) P.R.C.

R.S.B. 253 / 17-20

N17°31'01"E
(RAD)

O.R. 2012000284155

EASEMENT

FOR

CUL DE SACS

AT

MARTHA LANE AND 15TH STREET
SANTA ANA COLLEGE

[Attached beneath this sheet]

When recorded, please mail this instrument:

Clerk of the Council
City of Santa Ana
20 Civic Center Plaza, M-30
Santa Ana, California 92701

Free recording requested by
The City of Santa Ana per
Government Code Section 6103.

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Cancel Taxes	Approved AS TO Form BY Atty.	Approved By Director	Description Written BY J.O.S.	Description Checked-D.K. A.C.	A.P. Number 004-070-54	R/W Map Number NW 326	Project Number
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OFFER OF DEDICATION

Deed No. 8417

For valuable consideration, receipt of which is hereby acknowledged, Rancho Santiago Community College District, a Political Subdivision of the State of California, being the legal owner of the herein described real property, does hereby make an irrevocable offer of dedication pursuant to California Government Code Section 7050 to the City of Santa Ana, a Charter City and Municipal Corporation of the State of California, for public right-of-way purposes, of the real property located in the City of Santa Ana, County of Orange, State of California, described as set forth in Exhibit "A", attached hereto and incorporated herein, and as shown on Exhibit "B", attached hereto and by this reference made a part hereof.

The City of Santa Ana shall incur no liability with respect to this offer of dedication and shall not assume any responsibility for the offered property, or any improvements to the property, until this offer has been accepted pursuant to Section 33-55 of the Santa Ana Municipal Code or by resolution of the City Council of the City of Santa Ana.

The provisions of this offer shall inure to the benefit of and be binding upon the heirs, successors, assigns, and personal representatives of the respective parties to the offer.

For: Rancho Santiago Community College District, a Political Subdivision of the State of California

By: _____

Print Name _____

By: _____

Print Name _____

Dated: _____

STATE OF CALIFORNIA }
COUNTY OF _____ }SS

On _____ before me,
_____ personally appeared

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or entity upon which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct

WITNESS my hand and official seal.

Signature _____

North side of Washington Av., w/o College Av.

EXHIBIT "A"
IRREVOCABLE OFFER OF DEDICATION

THAT PORTION OF PARCEL 1 OF VOLUNTARY LOT MERGER NO. 2011-10, IN THE CITY OF SANTA ANA, COUNTY OF ORANGE, STATE OF CALIFORNIA, RECORDED MAY 17, 2012 AS INSTRUMENT NO. 2012000284155, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST SOUTHWESTERLY CORNER OF SAID PARCEL 1;

THENCE, ALONG THE WESTERLY LINE OF SAID PARCEL 1,
NORTH 01°31'34" EAST, 10.00 FEET TO THE WESTERLY PROLONGATION OF THAT CERTAIN COURSE HAVING A BEARING AND DISTANCE OF "NORTH 89°15'03" WEST, 2017.88 FEET" IN THE SOUTHERLY BOUNDARY OF SAID PARCEL 1;

THENCE, ALONG SAID WESTERLY PROLONGATION, SOUTH 89°15'03" EAST, 115.30 FEET TO THE WESTERLY TERMINUS OF SAID CERTAIN COURSE, BEING THE BEGINNING OF A NON-TANGENT CURVE CONCAVE NORTHWESTERLY HAVING A RADIUS OF 25.00 FEET AND TO WHICH A RADIAL LINE BEARS SOUTH 52°22'51" EAST;

THENCE, ALONG SAID SOUTHERLY BOUNDARY OF PARCEL 1, THE FOLLOWING COURSES:

SOUTHWESTERLY 23.18 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 53°07'48";

NORTH 89°15'03" WEST, 95.44 FEET TO THE POINT OF BEGINNING.


CONTAINING 1,093 SQUARE FEET, MORE OR LESS.

ALSO AS SHOWN ON EXHIBIT "B" ATTACHED HERETO AND HEREBY MADE A PART HEREOF.

SUBJECT TO COVENANTS, CONDITIONS, RESTRICTIONS, RESERVATIONS, EASEMENTS, AND RIGHTS-OF-WAY OF RECORD, IF ANY.



PREPARED BY: STANTEC CONSULTING INC.
UNDER THE DIRECTION OF:


JAMES O. STEINES, P.L.S. 6086

OCTOBER 29, 2012
J.N. 2042 415330

EXHIBIT "B"

SHEET 1 OF 1

A PORTION OF PARCEL 1 OF VOLUNTARY LOT MERGER
 NO. 2011-10, O.R. 2012000284155,
 IN THE CITY OF SANTA ANA, COUNTY OF ORANGE, STATE OF CALIFORNIA
IRREVOCABLE OFFER OF DEDICATION

CURVE TABLE			
NO.	RADIUS	DELTA	LENGTH
C1	25.00'	53°07'48"	23.18'



SCALE: 1" = 40'

TR. NO. 457
 M.M. 16 / 47

R.S. 2011-1081

VOLUNTARY LOT MERGER
 NO. 2011-10

PARCEL 1

R.S.B. 253 / 17-20

(VACATED)
 C/L COLLEGE AVENUE

VACATED PER
 RESOLUTION NO. 2006-0081
 O.R. 2008000219381

O.R. 2012000284155

P.O.B.
 MOST SW'LY COR.
 PARCEL 1

W'LY LINE PARCEL 1
 N01°31'34"E 199.60'

10.00'

552°22'51"E
 (RAD)

S89°15'03"E
 115.30'

1093 S.F.

N89°15'03"W 95.44'

S'LY BOUNDARY PARCEL 1

2017.88'
 N89°15'03"W

5' 25'
 25'

C/L WASHINGTON AVENUE

5' 30'
 25'

6' 40'
 25'



James O. Steines
 JAMES O. STEINES, P.L.S. 6086



5.9 (14)

STANTEC CONSULTING INC.
 19 TECHNOLOGY DRIVE
 IRVINE, CA 92618
 949.923.6000

stantec.co

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date:	June 17, 2013
Re:	Approval of Architect Services Agreement with Westberg+White – Phase 2, Central Plant Construction Documentation Services and Campus-wide Infrastructure Replacement Project at Santa Ana College		
Action:	Request for Approval		

BACKGROUND

The 2011 Santa Ana College Facilities Master Plan identifies the need to construct a central plant to provide future cooling for almost all campus buildings. A centralized cooling plant is a highly effective strategy to reduce the College's energy use and carbon footprint. This master plan study looked at the feasibility of constructing a new central cooling plant for Santa Ana College. Central cooling plants utilize a central refrigeration plant with a chilled water distribution system serving the air-conditioning systems in each campus building or facility.

Advantages of a central heating or cooling plant over individual ones for each building or facility in a group include reduced labor cost, lower energy cost, less space requirements, and simpler maintenance. Central cooling plants, using conventional, electrically driven refrigeration compressors, have the advantage of utilizing bulk electric supply at wholesale rates. Additionally, their flexible load factor, resulting from divergent load demands in the various buildings served, results in major operating economies.

In addition, this project includes major replacements of failing underground utilities infrastructure throughout the campus.

ANALYSIS

Phase 1 of the Central Plant project was approved by the RSCCD Board of Trustees on May 7, 2012. Phase 1 included the energy analysis, inventory of all campus HVAC equipment and schematic designs for the new central cooling plant operation for the campus. Phase 2 includes the actual design and engineering of the new central cooling plant and the entire campus-wide underground infrastructure utilities (gas, sewer, storm drains and domestic and fire water systems) replacements and chilled water connections to eight campus buildings. The remaining campus buildings will be phased systematically as existing mechanical systems need to be replaced. Phase 2 requires high involvement of engineering services for the project.

The proposed fee for engineering and designing for Phase 2 is 9% of the final cost of construction. Construction cost estimates, at this time, for this complete project is approximately \$35 million. A high percentage of this estimated construction cost is related to the underground infrastructure replacement. The architects engineering and design fees based on this

approximate cost estimate is \$3,150,000. In addition, the district had requested the architects to evaluate the condition of the current energy management systems (EMS) at Santa Ana College as an additional service to Phase 1. This cost is a fixed fee of \$30,000. Phase 2A-1 requests the architects to perform the necessary energy calculations and documentation necessary to receive CCC/IOU Southern California Edison rebates for the project. This cost is a fixed fee of \$30,000. Phase 2E of the project requests the architects provide the necessary LEED services for the project to earn a minimum LEED “Silver” certification. This LEED fixed fee is \$135,000. Reimbursable expenses are estimated at \$15,000. Total fee for Phase 2 is estimated to be \$3,345,000.

This project will be funded by Measure Q.

RECOMMENDATION

It is recommended that the Board of Trustees approve the architect services agreement with Westberg+White for Phase 2, Central Plant Construction Documentation Services and Campus-wide Infrastructure Replacement Project at Santa Ana College as presented.

Fiscal Impact:	\$3,345,000 + an additional \$15,000 in estimated reimbursable expenses	Board Date: June 17, 2013
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	



WESTBERG + WHITE
ARCHITECTS AND PLANNERS

May 7, 2013

Peter Hardash, Vice Chancellor
Rancho Santiago Community College District
2323 North Broadway, Suite 404-1
Santa Ana, CA 92780

Re: Proposal for Phase 2 Construction Documentation Services for Santa Ana
Campus Central Plant and Campus Wide Infrastructure Replacement project
REVISED

Dear Peter,

Westberg+White is pleased to submit our proposal for Phase II of the Santa Ana College Central Cooling Plant and Infrastructure Replacement Project. Our office and team of Consultants have recently completed Phase I, Schematic Design/Feasibility Study to evaluate energy consumption of buildings proposed to be connected to the Central Cooling Plant. We also studied the performance and effectiveness of the existing energy management system (EMS), this comprehensive study will help the District determine the future energy cooling needs for each building on Campus. To help understand the size of the new Central Cooling Plant system, we also included design recommendations to support the new buildings proposed in the 2011 Facilities Master Plan. This study provides a clear direction for the next phase of this project, the design of the Central Cooling Plant. The Central Cooling Plant will be located where the Tennis Courts are currently located, our proposed conceptual design plan allows for two of the existing courts to remain for the College and Community use. The underground piping loop from the Central Cooling Plant is included in our scope as well as the modifications to eight existing buildings. These eight buildings are listed on page three of this proposal; these buildings will be the first to be connected to the Central Cooling Plant system.

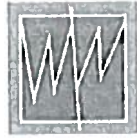
Along with the recently completed comprehensive energy study, we also participated in numerous meetings over the last several months with the District and District's Consultants to determine the need of replacing the aging Campus underground utilities. This proposal also includes the replacement of site gas, site sewer, site storm drain system and domestic water and fire water systems. Partial replacement of electrical and data lines and new lighting throughout the Campus quadrangle area will also be included.

To accomplish the required design and documentation for the Central Cooling Plant, Site Infrastructure and the Mechanical Modernization upgrades of the initial eight buildings, our team of Consultants will include Civil, Mechanical, Plumbing, Electrical and Structural Engineers and Landscape Architect. All of these professionals are highly experienced to perform the design and documentation for this project and are very familiar with the SAC Campus. This same team of Consultants is also currently working on the design and construction documents for new Campus Quadrangle project, this project is ongoing and will be incorporated into this project's DSA submittal package in the upcoming months.

MEMBER AMERICAN INSTITUTE OF ARCHITECTS

14471 Chambers Road Suite 210 Tustin, CA 92780-6954 (714) 508-1780 Fax (714) 508-1760
SAN DIEGO SANTA MARIA

1



WESTBERG + WHITE
ARCHITECTS AND PLANNERS

We understand the District would like to use the Lease-Lease Back method to construct this project. Our scope of services includes working side by side with the District's Consultants and the Lease-Lease Back entity. This will require our team to meet weekly as the project documents develop, we would also respond to periodic constructability reviews as well as assist with construction cost estimating to ensure the project meets the District's budgetary goals. This seamless cooperation will help the District as well as the Lease-Lease Back entity negotiate a realistic guaranteed price to construct this project.

The California Community College system has become a leader the Sustainability movement for all new construction projects throughout the State. This project is a perfect candidate to achieve the distinguished United States Green Building Council LEED Certification. If the District would like to pursue this certification, we propose to work closely with the Lease-Lease Back entity to meet a minimum level of LEED Silver Certification. Our preliminary research suggests a level LEED Gold or Platinum may also be achieved but we would need to qualify this as we develop the plans for the project. This would be the first construction project on the Santa Ana Campus to achieve this certification and could become a good example for other future Measure Q construction projects.

Project recommendations as outlined in Phase1 the Central Plant Schematic Design/Feasibility Study

Central Plant: Construct a new main central plant coupled with thermal energy storage "TES" to provide the cooling load requirements of the existing and future space air conditioning needs of the Santa Ana College campus up to year 2030-31. The proposed Central Cooling Plant shall be constructed in three Phases to match the building construction time lines indicated in the 2011 Facilities Master Plan and satisfy the campus cooling load requirements during each time interval.

Phase-1: (Included in this Proposal)

Construct a new Central Plant with a 840 Tons of chiller capacity and 6200 Ton-hours of ice storage capacity (sized to satisfy the cooling load during peak demand periods, on-peak). This TES plant will be able to satisfy the cooling load requirements of the eight existing buildings listed in the table below.



WESTBERG + WHITE
ARCHITECTS AND PLANNERS

Phase-1 Building List Connect To Central Plant 2012						
Building Name	Status 2020	GSF	Year Built	To Remain	Connect To CP	Total CL (Tons)
Existing Building						
Building "A" - Cesar Chavez Building	ETR	68,459	1990-99	YES	2013	247.10
Building "C" - Fine Arts/ Art Gallery	ETR	24,980	1970-79	Demo 2031	2013	89.42
Building "D" - Dunlap Hall	ETR	53,682	1970-79	YES	2013	159.95
Building "F" - Locker Rooms	ETR	24,745	2000-09	YES	2013	89.90
Building "M" - Museum/Planetarium	ETR	3,600	1960-69	YES	2013	21.35
Building "N" - Music Building	ETR	13,860	1970-79	Demo 2031	2013	36.65
Building "P" - Phillips Hall Theater	ETR	16,050	1950-59	Demo 2029	2013	118.03
Building "S" - Administration	ETR	24,304	1970-79	YES	2013	90.35
2020 Existing Buildings Totals:		229,680				852.75

This system will operate the chiller at night (off-peak hours) to produce and store ice in the ice storage tanks and will use the ice during the day (on-peak hours) to satisfy the cooling load requirements of the eight buildings in the scope of Phase-1. This system and operation strategy will reduce the energy consumption (kWh) and time-dependant energy demand (kW) of the existing cooling systems serving the eight buildings by about 306,567 kWh/yr with a total energy cost saving of \$129,657 per year (including energy demand cost saving). The opinion of estimated construction cost of this system including; chillers, ice storage tanks, cooling towers, heat exchangers, circulation and distribution pumps, hydronic system accessories and controls, main chilled water distribution piping loop and control system is about \$4,673,675.00.



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Phase-1 TES Central Plant Energy Efficiency Measure Recommendation Summary 2012				
EEM Recommendation	Elec. Energy Saving kWh/yr	Elec. Energy Cost Saving \$/yr	Implementation Cost \$	Simple Payback
Construct a new Central Plant with a 840 Tons of chiller capacity and 6200 Ton-hours of ice storage capacity and associated main chilled water distribution piping loop and control system	306,567	\$129,657 (1)	\$4,673,675	36.0
Total	306,567	\$129,657	\$4,673,675	36.0

(1) Includes demand charge saving.

Phase-2: (For Reference Only, Not A Part of this Proposal)

Expand the existing Central Plant by adding 1200 Tons of chiller capacity and 8200 Ton-hours of ice storage capacity (sized to satisfy the cooling load during peak demand periods, on-peak). The system cooling capacity is based on the cooling load requirements of the five existing buildings and estimated cooling load requirements of the five future buildings as listed in the table below. The cooling loads of these existing five buildings have been calculated based on the existing conditions and may be different at the time of the Phase-2 Central Plant expansion. The Gymnasium Building - Building "G" does not have an air-conditioning system for the main gym area and the campus is currently exploring options for providing air conditioning for this area in the future which will increase the cooling load requirements of this building and capacity requirements of the central plant expansion. The existing packaged roof top air conditioning systems of the Classroom Building - Building "I" and Child Development Center Building - Building "V" is circa 2008 and 2009. All these units are new high efficient units and they are in good working condition and have at least 8 to 10 more years of efficient useful life left. In order to connect these buildings to the Central Plant, all these units need to be replaced with chilled water air handlers and / or fan coil units. At this time such a system conversion for central plant connectivity does not make fiscal sense. These systems should be re-evaluated at the time of Phase-2 Central Plant expansion. The Physical Education Building - Building "W" has a very small cooling load requirement (about 23 Tons) and the cost of the HVAC system conversion and connection to the Central Plant may out weight the energy and energy cost saving associated with connecting this building to the Central Plant. The Johnson Center Building - Building "U" is under study for renovation, expansion, and reprogramming and the cooling load requirements of this building will depend on the extent of the changes to this building.



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Phase-2 Building List Connect To Central Plant						
Building Name	Status 2020	GSF	Year Built	To Remain	Connect To CP	Total CL (Tons)
Existing Buildings (2012)						
Building "A" - Cesar Chavez Building	ETR	68,459	1990-99	YES	2013	247.10
Building "C" - Fine Arts/ Art Gallery	ETR	24,980	1970-79	2031	2013	89.42
Building "D" - Dunlap Hall	ETR	53,682	1970-79	YES	2013	159.95
Building "F" - Locker Rooms	ETR	24,745	2000-09	YES	2013	89.90
Building "G" - Cook Gym	ETR	34,612	1950-59	YES	2020	66.75
Building "I" - Classroom Building	ETR	23,000	2000-09	YES	Future	68.27
Building "M" - Museum/Planetarium	ETR	3,600	1960-69	YES	2013	21.35
Building "N" - Music Building	ETR	13,860	1970-79	2031	2013	36.65
Building "P" - Phillips Hall Theater	ETR	16,050	1950-59	2029	2013	118.03
Building "S" - Administration	ETR	24,304	1970-79	YES	2013	90.35
Building "U" - Johnson Center	ETR	54,364	1960-69	YES	Future	103.84
Building "V" - Child Development Center	ETR	20,000	2000-09	YES	Future	55
Building "W" - Physical Education	ETR	21,600	1970-79	YES	YES	22.50
2020 Existing Buildings Totals:		383,256				1,169.11
Future Buildings (2013-2020)						
Vocational Technology Building	New Add	35,000	2017		YES	64.56
Science Building	New Add	62,900	2015		YES	272.32
Allied Health Building	New Add	55,138	2017		YES	196.14
Middle College High School Building	New Add	30,000	2018		YES	115.3
Student Services Building	New Add	60,000	2020		YES	210.54
2020 Future Buildings Totals:		243,038				858.86
2020 All Buildings Totals:		626,294				2,028



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The system expansion will utilize the same operation strategy as Phase-1. The additional thermal storage capacity of Phase-2 will increase the energy cost saving opportunity by operating the system as a full storage system during campus occupied hours (from 7:00 AM to 10:00 PM), which means the chillers, cooling towers and condenser water pumps will be turned off and the ice from the thermal storage tanks will provide the cooling energy to meet the campus load requirements during low load seasons and day. The Phase-2 Central Plant expansion will further reduce the energy consumption (kWh) and time-dependant energy demand (kW) of the cooling systems serving the five existing and five new buildings by about 395,455 kWh/yr. Resulting in a total energy cost saving of \$117,508 per year. The opinion of estimated construction cost of this system including; chillers, ice storage tanks, cooling towers, heat exchangers, circulation pumps, hydronic system accessories, and controls is about \$1,459,875. The simple payback of this investment is about 12.4 years. Please note that we did not account for incentive money which is available from utility companies for central plants, especially "TES" plants which shift the energy demand from on-peak hours to off-peak-hours.

Phase-2 TES Central Plant Energy Efficiency Measure Recommendations Summary				
EEM Recommendation	Elec. Energy Saving kWh/yr	Elec. Energy Cost Saving \$/yr	Implementation Cost \$	Simple Payback
Construct a new Central Plant with a 840 Tons of chiller capacity and 6200 Ton-hours of ice storage capacity and associated main chilled water distribution piping loop and control system	395,455	\$117,508 (1)	\$1,459,875	12.4
Total	395,455	\$117,508	\$1,459,875	12.4

(1) Includes demand charge saving.

Phase-3: (For Reference Only, Not A Part of this Proposal)

The overall increase in the cooling load requirements of the campus for Phase-3 is about 180 Tons. Based on 2011 FMP between 2027 and 2029 two proposed new buildings (Performing Arts Building and Fine Arts and Music Building) will be added to the campus, while during 2029 and 2031 three buildings will be removed from the campus. The increase in the cooling load requirements of the campus due to the addition of the two new buildings has been estimated at 425 Tons and the cooling load reduction has been calculated at 244 Tons. The cooling capacity of the Central Plant will be able to satisfy this marginal increase in the cooling load requirements and there is no need for increase to the central plant capacity. Please note that should there be any changes to the size of the proposed new buildings or removal of the existing building these loads should be re-evaluated.



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EMS System: (Included in This Proposal)

The existing Energy Management System serving the campus is a very old and out dated proprietary system. This system has reached the end of its useful life cycle and is no longer capable of controlling the campus HVAC system. One of the main issues with the existing control system is the fact that it is a proprietary system and does not communicate with any other control components of the HVAC equipment with out additional control modules. In the past few years it has become very difficult for the campus to receive support or replacement parts and service from the control manufacturer. As a result of this faulty control system, the control of the HVAC equipment throughout the campus has become very difficult. In some buildings, the system is only capable of turning the equipment on/off with no actual control of the HVAC equipment set points. Many of the existing maintenance issues and problems associated with the existing HVAC system are due to lack of the system controllability. Lack of a functional control system in a campus the size of Santa Ana College could be the cause of excessive energy consumption associated with the HVAC system. It is highly recommended to replace the existing control system with a new open protocol Energy Management System throughout the campus.

Following is the list of the buildings on the campus to be connected to the new EMS system

Building List Connect To New EMS			
No	Building	GSF	Year Built
1	Building "A" - Cesar Chavez Building/Business/Computer	68,459	1990-99
2	Building "C" - Fine Arts/ Art Gallery	24,980	1970-79
3	Building "D" - Dunlap Hall	53,682	1970-79
4	Building "F" - Locker Rooms	24,745	2000-09
5	Building "G" - Cook Gym	34,612	1950-59
6	Building "I" - Classroom Building	23,000	2000-09
7	Building "L" - Nealley Library and ALC	50,473	1950-59
8	Building "M" - Museum/Planetarium	3,600	1960-69
9	Building "N" - Music Building	13,860	1970-79
10	Building "P" - Phillips Hall Theater	16,050	1950-59
11	Building "R" - Russell Hall	55,710	1960-69
12	Building "S" - Administration/Admissions/Counseling	24,304	1970-79
13	Building "U" - Johnson Campus Center/Bookstore/Cafeteria	54,364	1960-69
14	Building "W" - Physical Education	21,600	1970-79



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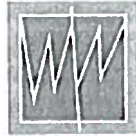
During the design of the Central Cooling Plant it is recommended to install the underground conduit loop throughout the campus along with the main chilled water loop system. Also during the HVAC conversion of the buildings during Phase-1, Phase-2 and Phase-3 each building should get a new EMS system. The main Central Cooling Plant building would be the best location of the head end equipment of the EMS system, since the Central Cooling Plant will be equipped with a new EMS system, this system can be extended throughout the campus in phases. Installation of a new EMS system can improve the existing HVAC system operation and reduce the energy consumption (kWh) and time-dependant energy demand (kW) of the cooling systems serving the existing buildings by 279,625 kWh/yr and 16,807 Therms/yr; resulting in a total energy cost saving of \$44,995 per year. The opinion of estimated construction cost of this system including; the main underground conduit loop and Phase-2 and Phase-3 building upgrades is about \$1,723,300. The simple payback of this investment is about 38.8 years.

EMS System Energy Efficiency Measure Recommendations Summary						
EEM Recommendation	Elec. Energy Saving kWh/yr	Gas Energy Saving Therms/Yr	Elec Energy Cost Saving \$/yr	Gas Energy Cost Saving \$/yr	Implementation Cost \$	Simple Payback
Replace the existing control system with a new open protocol Energy Management System throughout the campus to control the HVAC, Lighting and Irrigation Systems.	279,625	16,807	\$38,899	\$6,096	\$1,723,300	38.3
Total EMS System	279,625	16,807	\$38,899	\$6,096	\$1,723,300	38.3

Phase 2 Construction Documentation Phase, General Project Scope Outline

The scope of services covered in this proposal is divided into five (6) separate but related phases.

1. Phase-2A includes the scope of services for the design of a new central cooling plant as recommended in Phase 1 of the Feasibility Study
 2. Phase-2A-1 Includes calculations to obtaining the CCC/IOU partnership incentive money for the Central Plant project.
 3. Phase-2B includes the scope of services for the underground chilled water piping loop as recommended in Feasibility Study as well as upgrading existing site gas piping system, domestic water piping system, sewer system, drainage system and fire water system.
 4. Phase-2C includes the scope of services for the HVAC system conversion for eight existing buildings to be connected to the new Central Cooling Plant.
 5. Phase-2D includes the scope of services for the design of a new campus wide energy management system (EMS) as recommended in the Feasibility Study.
- Phase-2E includes the scope of services for the LEED-NC consulting services.



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Phase-2A Scope: (Included in this Proposal)

Design of a new Central Cooling Plant

The gradual growth of the campus over the past 57 years, did lend the building designs to a decentralized Heating, Ventilation & Air-conditioning (HVAC) system for each building on the campus. The age of the existing HVAC systems, the increasing cost of electricity, the overall cooling load requirements of the campus and the climate conditions create a great opportunity for installation of a main central cooling plant coupled with a thermal storage system to provide the required cooling needs of the campus. The primary reason for the use of thermal storage system is economics. Some key benefits of storage system include;

In order to maximize the overall campus energy savings and reduce the annual energy cost associated with the existing HVAC system, we propose an expandable main central cooling plant coupled with thermal storage to provide the existing as well as the future cooling needs of the Santa Ana College campus.

The Central Plant design is intended to serve the existing and future space air conditioning needs of the Santa Ana College campus up to year 2030. The future cooling requirements are based on the space planning information contained in the 2011 Facilities Master Plan "2011 FMP".

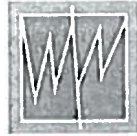
Following is the list of the initial eight (8) buildings to be connected to the Central Cooling Plant:

Building Name	Year Built	To Remain	Connect To CP
Existing Building			
Building "A" - Cesar Chavez Building	1990-99	YES	2013
Building "C" - Fine Arts/ Art Gallery	1970-79	Demo 2031	2013
Building "D" - Dunlap Hall	1970-79	YES	2013
Building "F" - Locker Rooms	2000-09	YES	2013
Building "M" - Museum/Planetarium	1960-69	YES	2013
Building "N" - Music Building	1970-79	Demo 2031	2013
Building "P" - Phillips Hall Theater	1950-59	Demo 2029	2013
Building "S" - Administration	1970-79	YES	2013

Phase-2A-1 Scope (Included in this Proposal)

Provide energy calculations to obtain CCC/IOU partnership incentive money for the Central Plant project.

- A. Perform energy calculation to determine the electrical energy consumption of the existing HVAC system utilizing SCE's standard codes and Operating Hours. All Calculation will be performed in Microsoft Excel program and an unlocked, fully editable Excel Spreadsheet will be provided as part of the deliverables of this project.



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- B. Perform energy calculation to establish baseline energy consumption of a minimally Title 24 (T24) compliant system. All Calculations will be performed in Microsoft Excel program and an unlocked, fully editable Excel Spreadsheet will be provided as part of the deliverables of this project.
- C. Energy calculation of proposed HVAC system.
 - 1) True savings (actual energy saved and bill reduction for the customer).
 - 2) Incentivizable energy savings, the difference between a hypothetical T24 compliant baseline and the energy consumption of the proposed lighting system.
- D. Complete the template provided by SCE which contains all the required information necessary for applying for utility incentive for the project.
- E. List of recommended "EEMs" energy efficiency measures.
- F. Energy saving calculations, and opinion of probable construction cost estimates for implementation of each measure.

Phase-2B Scope: (Included in this Proposal)

Due to the age of the existing Site Gas, Site Domestic Water, Fire Water and Site Sewer, and soil conditions, campus has been experiencing numerous leaks, ruptures and shut downs of these systems in the past few years and the campus maintenance staff have been repairing and patching these systems continuously. The gradual growth of the campus over the past 57 years and the logistics of the buildings, did lend the underground site gas piping system to a two-gas meter system for the main campus and a third meter for the Maintenance and Operations Building "Z". The severity of the problems in regards to the existing site gas system is such that

Southern California Gas Company has threatened to cease service to the campus unless the campus can show that corrective measures are being implemented. As part of this project, we propose to replace the existing underground utilities system including;

- Site Gas piping system.
- Site Domestic Water piping system.
- Site Sanitary Sewer piping system.
- Storm Drain System
- Site Water Run-Off Percolation System
- Site Fire Water system.
- Site electrical (as needed)
- Site Lighting
- Conduit design and layout to assist with Security Camera installation needs
- Site Data & Signal (as needed)

Phase-2C Scope: (Included in this Proposal)

Design of HVAC system conversion for eight existing building to be connected to the new central cooling plant. The existing building dedicated HVAC systems of these eight (8) building are very old and inefficient and cannot support the central plant operation. Following table is the list of these building and a brief description of the existing HVAC systems serving each building.



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Building List for HVAC Conversion and Immediate Connection to the Central Plant

- Building "A" - Cesar Chavez Building
Feasible Conversion limited to roof mainly. Roof Mounted 4-Pipe System (4-CH) + VFD (4) & CV (2) Air handlers.
- Building "C" - Fine Arts/ Art Gallery
Feasible Conversion limited to roof mainly. Packaged Multi Zone - DX-cooling / gas heating. (3)
- Building "D" - Dunlap Hall
Feasible Conversion limited to roof mainly. Roof Mounted 4-Pipe System (2-CH) + VFD (1) Air handler.
- Building "F" - Locker Rooms
Feasible Conversion limited to roof mainly. Roof Mounted 4-Pipe System (CH-1) + CV (8) Roof top Fan Coil Units.
- Building "M" - Museum/Planetarium
Feasible Conversion limited to roof mainly. Roof top package Gas/Electric Units. (2)
- Building "N" - Music Building
Feasible Conversion could be limited to roof mainly. Roof top package Gas/Electric Unit.
- Building "P" - Phillips Hall Theater
Feasible Conversion could be limited to roof mainly. Roof top package Gas/Electric Units. (7)
- Building "S" - Administration Building
Feasible Conversion limited to roof mainly. Packaged Multi Zone - DX-cooling / gas heating. (3)

As part of the central plant project, we propose that the existing HVAC systems of the eight (8) existing building listed in the table above be replaced with new and efficient chilled water air handler systems and connect to the new central plant including the following:

- Phase-2-A: HVAC conversion of Building "A" - Cesar Chavez Building.
- Phase-2-B: HVAC conversion of Building "C" - Fine Arts/ Art Gallery.
- Phase-2-C: HVAC conversion of Building "D" - Dunlap Hall.
- Phase-2-D: HVAC conversion of Building "F" - Locker Rooms.
- Phase-2-E: HVAC conversion of Building "M" - Museum/Planetarium.
- Phase-2-F: HVAC conversion of Building "N" - Music Building.
- Phase-2-G: HVAC conversion of Building "P" - Phillips Hall Theater.
- Phase-2-H: HVAC conversion of Building "S" - Administration Building.

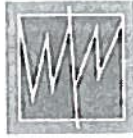
Phase-2D Scope: (Included in this Proposal)

Design of a new campus wide energy management.. The existing energy managements system serving the campus is a very old and out dated and proprietary system. This system has reached the end of its useful life cycle and is no longer capable of controlling the campus HVAC system. Many of the existing maintenance issue and problem associated with the existing HVAC system is due to lack of the system controllability. Lack of a functional control system in a campus of the size of Santa Ana College could be the cause of excessive energy consumption associated with the HVAC system. Following is the list of all the building on the campus to be connected to the new EMS system.

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ALL EXISTING BUILDINGS LIST

- Building "A" - Cesar Chavez Building/Business/Computer
- Building "B" - Middle College High School
- Building "C" - Fine Arts/ Art Gallery
- Building "D" - Dunlap Hall
- Building "E" - Fitness Building
- Building "F" - Locker Rooms
- Building "G" - Cook Gym
- Building "H" - Hammond Hall
- Building "I" - Classroom Building
- Building "J" - Auto Shop
- Building "J Extension" - Quick Center
- Building "J" - East Storage Building
- Building "K" - Welding/Auto Diesel Maintenance
- Building "L" - Nealley Library and ALC
- Building "M" - Museum/Planetarium
- Building "N" - Music Building
- Building "P" - Phillips Hall Theater
- Building "Q" - Concession Stand
- Building "R" - Russell Hall
- Building "S" - Administration/Admissions/Counseling
- Building "T" - Technical Arts
- Building "U" - Johnson Campus Center/Bookstore/Cafeteria
- Building "V" - Child Development Center
- Building "W" -Physical Education
- Building "X" Security / Safety
- Building "Z" - Maintenance and Operations

Following is the scope of work for replacing the existing EMS system with a new and open source control system;

- Site visit to review existing site conditions.
- Review the existing as-built drawings.
- Review of product submittals and shop drawings.
- Review and address DSA comments.
- Respond to RFI's.
- Participate in construction meetings.
- Perform the final punch list after all other punch list are performed and incorporated.
- Review each specification section with all parties and develop final specification manual.
- Prepare Demolition drawings.
- Design of a new EMS system Architecture for the entire campus.
- Design of underground conduit system.
- Design of new EMS system in each building throughout the campus.
- Design of new EMS system for the New Central Plant system.
- 24 hours of training classes for the campus maintenance staff.
- EMS system programming based on the campus specific requirements.
- Design of the control of the building exterior lighting and parking lot lighting systems.

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Phase-2E Scope: (Included in this Proposal)

Scope of services for LEED-NC general management consulting services. Following is the scope of general management services for LEED-NC process for the central plant building: Coordination between USGBC and A/E team for 12 prerequisite and 43 credits possible

- Perform as administrator of LEED on-line.
- General management of the LEED process, design phase and construction phase.
- Feasibility study of each prerequisites and credits and goal setting.
- Prerequisites and credits assignment to A/E team.
- DD plan review, CD plan review.
- LEED calculation and document review.
- LEED product submittal review.
- Review or witness FPT
- Final LEED submittal and LEED meetings

Our Scope of work for Phase 1 Schematic Design / Feasibility Study originally did not cover the analysis of the existing energy management system (EMS) for the campus. We later provided the research and analysis of the EMS as directed by the District to ensure the Feasibility Study was comprehensive and that it provided clear direction on how to proceed with Phase 2. Compensation for this activity has been added to this proposal as a fixed fee and is based on the hours it took to develop the information. Compensation is shown as a separate line item in this proposal; we request that the District include this compensation along with our first billing of Phase 2 so W+W and our Consultants can put closure to the first phase of the project.

To provide the services mentioned above, we propose compensation of 9% of the final cost of construction. For purposes of developing our fee, we currently estimate the cost of construction for this project to be \$35 Million Dollars. This would set the Architectural design fee at 3,150,000

Peter, Westberg+White and our Consultant team look forward to providing our services and continuing our business relationship with RSCCD. Please don't hesitate to call me if you have any questions or need further information.

Sincerely,
Westberg + White

Gregory G Beard
Principal

Cc: Michael Collins, SAC
Ron Beeler, FPPS
Paul Westberg W+W



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ATTACHMENT 1
PROFESSIONAL SERVICES AGREEMENT
Between the Client:

Rancho Santiago Community College District
2323 North Broadway, Suite 404-1
Santa Ana, CA 92780

and the Architect:

Westberg + White
14471 Chambers Rd. Suite 210
Tustin, CA 92780

Paul Westberg CA License # C11045

Location: Santa Ana College

Scope of Work: Proposal for Phase 2 Construction Documentation Services for Santa Ana Campus Central Plant and Campus Wide Infrastructure Replacement project as stated on proposal letter dated May 7, 2013,

Compensation: Phase 1 Energy Management System (EMS) additional services developed during Phase 1 Feasibility Analysis \$30,000.00. To be invoiced in first billing of Phase 2

Phase 2A, 2B, 2C, & 2D, Nine Percent (9%) of final cost of construction, current fee is estimated at \$3,150,000

Phase 2A-1 Perform calculations and documentation for obtaining the CCC/IOU partnership incentive money for the Central Plant project. Fixed fee compensation of \$30,000.00

Phase 2E Develop, manage and coordinate LEED services for Central Plant Building, minimum "Silver" level certification; Fixed fee compensation of \$135,000.00

Reimbursable Expenses: Reimbursable Expenses are in addition to the fee and include those expenses incurred in the interest of the project. They include project-related travel (mileage and auto expenses); printing, plotting, reprographic and exhibit costs, postage and delivery charges. These expenses will be compensated at 1.10 times the amounts invoiced to the Architect. We suggest the District budget an estimated \$15,000 for these project-related expenses.

Client:
Rancho Santiago Community College District

Architect:
Westberg + White Architects

By: _____
Peter Hardash, Vice Chancellor

By: _____
Paul Westberg AIA, Managing Partner

Date: _____

Date: May 7, 2013

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

To:	Board of Trustees	Date:	June 17, 2013
Re:	Approval of Architect Services Agreement with Westberg+White – Proposal for Campus-wide Interior Lighting Energy Audit at Santa Ana College		
Action:	Request for Approval		

BACKGROUND

Westberg+White architects are currently providing architectural and engineering services for various Santa Ana College campus improvement projects, energy retrofit projects and other district-wide projects. Proposition 39, passed by the voters on November 6, 2012 will provide energy efficiency project funds for California K-12 and community colleges for a period of five years. Appropriations and guidelines for the distribution of these funds to districts will be included in the 2013-2014 State Budget Act, expected to be approved by the governor by July 1, 2013. It has not yet been determined by the state legislature and the governor how these funds will be allocated to districts. Proposition 39 program funding requires energy audits which include current electrical load calculations and utility costs compared with savings from retrofits. Projects that could immediately be competitive for these funds include LED lighting retrofits as quick start projects. LED (light-emitting diode) lighting provide tremendous electrical costs savings for districts. The energy audit will also provide specifications in order to competitively bid the project. This audit and documentation is also required in order to qualify for Southern California Edison rebates through the California Community Colleges Investor-Owned Utilities (CCC/IOU) Energy Efficiency Partnership program.

ANALYSIS

The district is requesting the services of Westberg+White for an interior energy audit for all campus buildings at Santa Ana College except for the Gymnasium (G) building. The G building lighting audit will be performed independently in order to expedite the lighting replacement in the gymnasium. The scope of this audit includes the Prop 39 program compliant energy audit and listing of light fixtures (types, quantities and locations). This audit will also provide an opinion of estimated construction cost, a calculation of energy cost savings and a simple payback schedule associated with the project.

Westberg+White's proposal is for a fixed fee of \$72,100 per the attached proposal. Reimbursable expenses are estimated at \$1,000.

This project is funded by Measure E funds until Proposition 39 funds are awarded and distributed.

RECOMMENDATION

It is recommended that the Board of Trustees approve the architect services agreement with Westberg+White for Campus-wide Interior Lighting Energy Audit at Santa Ana College for \$72,100 plus reimbursable expenses not to exceed \$1,000 as presented.

Fiscal Impact:	\$72,100 plus approximately \$1,000 in reimbursable expenses	Board Date: June 17, 2013
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	



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May 14, 2013

Peter Hardash, Vice Chancellor
Rancho Santiago Community College District
2323 North Broadway, Suite 404-1
Santa Ana, CA 92780

Attn: Mr. Peter Hardash, Vice Chancellor

RE: Santa Ana College Campus Wide Interior Lighting Energy Audit

Dear Peter,

Per your request Westberg + White is pleased to be submitting this proposal for review and authorization to move forward with the Santa Ana College Campus Wide Interior Lighting Energy Audit. We are ready to start immediately to ensure the audit is completed and submitted before the imposed Proposition 39 deadline of June 30 2013.

1.0 Background and General Scope

1.1 General Scope

To perform a Lighting Energy Audit of the existing lighting systems for the Santa Ana Community College Campus, (OGSF: 671,042) on 1530 West 17th Street, Santa Ana, CA, and prepare the required Lighting Energy Audit Report and supporting documents including recommend Energy Efficiency Measures (EEMs) to improve the overall Campus energy efficiency and reduce the overall energy consumption and associated carbon foot print of the facility. A complete list of the buildings included in this proposal

1.2 Base line energy consumption of the existing lighting systems is the foundation of a sound sustainable energy plan for the campus. The Lighting Energy Study Report which is the only deliverable under this proposal will include the following information.

- A. Calculation of baseline energy consumption of the existing lighting systems for the Santa Ana Community College Campus.
- B. Calculation of baseline energy consumption of a minimally Title 24 (T24) compliant to illustrating the maximum lighting power density (watts/sq ft) of the areas to be retrofitted.

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- C. Calculation of baseline interactive effect for conditioned space based on SCE regulation.
- D. Current utility rates.
- E. List of lighting fixtures, quantities and their locations for the Santa Ana Community College Campus.
- F. Lighting Energy calculations for existing and proposed lighting systems including interactive effect for conditioned space based on SCE regulation and for the Santa Ana Community College Campus including;
 - 1) True savings (actual energy saved and bill reduction for the customer).
 - 2) Incentivizable energy savings, the difference between a hypothetical T24 compliant baseline and the energy consumption of the proposed lighting system.
- G. Complete the template provided by SCE which contains all the required information necessary for applying for utility incentive for the project.
- H. List of recommended "EEMs" energy efficiency measures.
- I. Energy saving calculations, and opinion of probable construction cost estimates for implementation of the measure.

2.0 Detail Scope of Services

- 2.1 Following is the proposed scope for the indoor Lighting Energy Audit for of the existing lighting systems for the Santa Ana Community College Campus, (OGSF: 671,042) on 1530 West 17th Street, Santa Ana, CA.
 - A. Site Visit to review existing conditions and identify all existing lighting system and fixture types.
 - B. Meeting with the campus maintenance staff to obtain the existing lighting systems, operating hours, existing controls, and maintenance cost.
 - C. Calculate the existing electrical energy cost based on information from campus.

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- D. Perform energy calculation to determine the electrical energy consumption of the existing lighting systems utilizing SCE's Appendix B, Table of Standard Fixture Wattages for the existing fixtures and using DEER Operating Hours, including interactive effect for conditioned space based on SCE regulation. All Calculation will be performed in Microsoft Excel program and an unlocked, fully editable Excel Spreadsheet will be provided as part of the deliverables of this project.
- E. Perform energy calculation to establish baseline energy consumption of a minimally Title 24 (T24) compliant, illustrating the maximum lighting power density (watts/sq-ft) using DEER Operating Hours, including interactive effect for conditioned space based on SCE regulation. All Calculations will be performed in Microsoft Excel program and an unlocked, fully editable Excel Spreadsheet will be provided as part of the deliverables of this project.
- F. Study the performance of new energy efficient lighting systems.
- G. Propose new lighting fixtures to replace the existing fixtures (The intent of this study to explore the feasibility of replacing the existing light fixture lamps with new high efficient lamps utilizing the existing fixtures and wiring system).
- H. Provide cut sheets for the proposed lighting fixtures. All proposed lighting fixtures shall be qualifying fixtures (DLC/ES Approved LED Fixtures).
- I. Perform energy calculation to determine the electrical energy consumption of the proposed retrofit lighting systems using DEER Operating Hours and assigning SCE's Applicable Solution Code for each line of the calculation, including interactive effect for conditioned space based on SCE regulation. All Calculations will be performed in Microsoft Excel program and an unlocked, fully editable Excel Spreadsheet will be provided as part of the deliverables of this project.
- J. Perform energy saving calculation using DEER Operating Hours including;
 - 1) True energy savings, based on the electric energy consumption of the existing lighting system vs. the proposed lighting system (actual energy saved and bill reduction for the customer).

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- 2) Incentivizable energy savings, based on the electrical energy consumption of a hypothetical T24 compliant lighting system vs. the proposed lighting system.
 - 3) All Calculations will be performed in Microsoft Excel program and an unlocked, fully editable Excel Spreadsheet will be provided as part of the deliverables of this project.
- K. Prepare an opinion of estimated construction cost associate with the proposed retrofit lighting systems utilizing industry standard estimating tool such as RS Means.
- L. Calculate the total energy and energy cost saving associated with the proposed retrofit lighting systems.
- M. Calculate the simple payback associated with the proposed retrofit lighting systems.

4.0 Next Step (phase)

Upon completion of the energy study indicated in this letter of proposal and identification of the energy efficiency measures (EEMs), Westberg + White and our Consultant team will provide a new proposal to Rancho Santiago Community College District for implementation of the EEMs selected by Rancho Santiago Community College District.

5.0 Reimbursable Expenses

5.1 Refer to Attachment 1

6.0 Work And Services Not Included

6.1 Services not included in the scope of work:

Any and all design work including but not limited to the design of HVAC and / or, Lighting, and / or Domestic Hot Water Systems, and / or building HVAC system conversions.

7.0 Compensation

7.1 Fee

The fee for the Campus Wide Lighting Energy Audit as described in sections 1 & 2 of this proposal shall be at the fixed fee of \$ 72,100.00

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List of Buildings in Scope of Work

All Existing Buildings 2013		
Building Name	Status 2013	Year Built
Existing Building		
Building "A" - Cesar Chavez Building	ETR	1990-99
Building "B" - Middle College High School	ETR	2000-09
Building "C" - Fine Arts/ Art Gallery	ETR	1970-79
Building "D" - Dunlap Hall	ETR	1970-79
Building "E" - Fitness Building	ETR	1940-49
Building "F" - Locker Rooms	ETR	2000-09
Building "H" - Hammond Hall	ETR	1950-59
Building "I" - Classroom Building	ETR	2000-09
Building "J" - Auto Shop	ETR	1950-59
Building "K" - Welding/Auto Diesel	ETR	1950-59
Building "M" - Museum/Planetarium	ETR	1960-69
Building "N" - Music Building	ETR	1970-79
Building "P" - Phillips Hall Theater	ETR	1950-59
Building "S" - Administration	ETR	1970-79
Building "T" - Technical Arts	ETR	1970-79
Building "V" - Child Development Center	ETR	2000-09
Building "W" - Physical Education	ETR	1970-79

Peter, if you are in agreement with the information provided, please authorize us to begin by signing the enclosed agreement and return the original for our files. We also can wait to receive a District Agreement. We also can start the project with a verbal approval you're your officer while we wait for the District agreement to arrive. Westberg+White and our consultant team look forward to providing our services and continuing our business relationship with RSCCD. Please don't hesitate to me if you have any questions or need further information.

Sincerely,
Westberg+White Architects

Gregory G. Beard
Principal

Cc: Ron Beeler, FPPS
Paul Westberg, Westberg+White



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ATTACHMENT 1

PROFESSIONAL SERVICES AGREEMENT

Between the Client:

Rancho Santiago Community College District
2323 North Broadway, Suite 404-1
Santa Ana, CA 92780

and the Architect:

Westberg + White
14471 Chambers Rd. Suite 210
Tustin, CA 92780

Paul Westberg CA License # C11045

Location:

Santa Ana Community College

Scope of Work:

Campus Wide Interior Lighting Energy Audit
Santa Ana College as stated in letter dated May 14, 2013.

Fee:

Fixed fee of \$ 72,100.00

Fee Breakdown:

50% of the total fee at the completion of the existing
Lighting system Survey (\$36,050.00)
25% of the total fee at the submission of draft report
(\$18,025.00).
25% of the total fee at the submission of final report
(\$18,025.00).

Reimbursable Expenses: Reimbursable Expenses are in addition to the fee and include those expenses incurred in the interest of the project. They include project-related travel (mileage and auto expenses); printing, plotting and reprographic costs, postage and delivery charges. These expenses will be compensated at 1.10 times the amounts invoiced to the Architect. We suggest the District budget an estimated \$1,000.00 for these project-related expenses.

Client:

Rancho Santiago Community College District

Architect:

Westberg + White Architects

By: _____

Peter Hardash, Vice Chancellor

By: _____

Paul Westberg AIA
Managing Partner

Date: _____

Date: May 14, 2013

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

To:	Board of Trustees	Date: June 17, 2013
Re:	Approval of Awarding Bid #1197 – Resurfacing of Parking Lots 6 and 8 at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

In compliance with Public Contract Code, Bid #1197 – Santa Ana College resurfacing of parking lots 6 and 8 was appropriately advertised and plans/specifications made available to prospective bidders.

ANALYSIS:

Bids were opened on Thursday, May 23, 2013 for Santa Ana College resurfacing of parking lots 6 and 8 as noted on the attached Bid Results Form. The lowest responsible bidder was Haitbrink Asphalt Paving, Inc. with a base bid for the amount of \$451,527.03 plus an additive alternate of \$23,500. The District accepted additive alternate #1 given that the costs were within budget.

The scope of work in Bid # 1197 includes the removal, repair and resurfacing of existing parking lots 6 and 8 along with asphalt grinding, installation of new rubber car stops, asphalt overlay, tree removal, concrete island removal and road repair. Additive alternate #1 incorporated additional road repairs and asphalt patching that will become part of the overall scope.

District staff has provided a “due diligence” review of the lowest responsive bidder, Haitbrink Asphalt Paving, Inc. Verification has been made for the appropriate license, complied with necessary bid bond requirements, and has found no record of labor complaints.

This project was funded by Capital Outlay, Scheduled Maintenance.

RECOMMENDATION:

It is recommended that the Board of Trustees award Bid #1197 for resurfacing of parking lots 6 and 8 at Santa Ana College to Haitbrink Asphalt Paving, Inc. as presented.

Fiscal Impact:	\$475,027.03	Board Date: June 17, 2013
Prepared by:	Alex Oviedo, Construction Supervisor, District Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D, Chancellor	

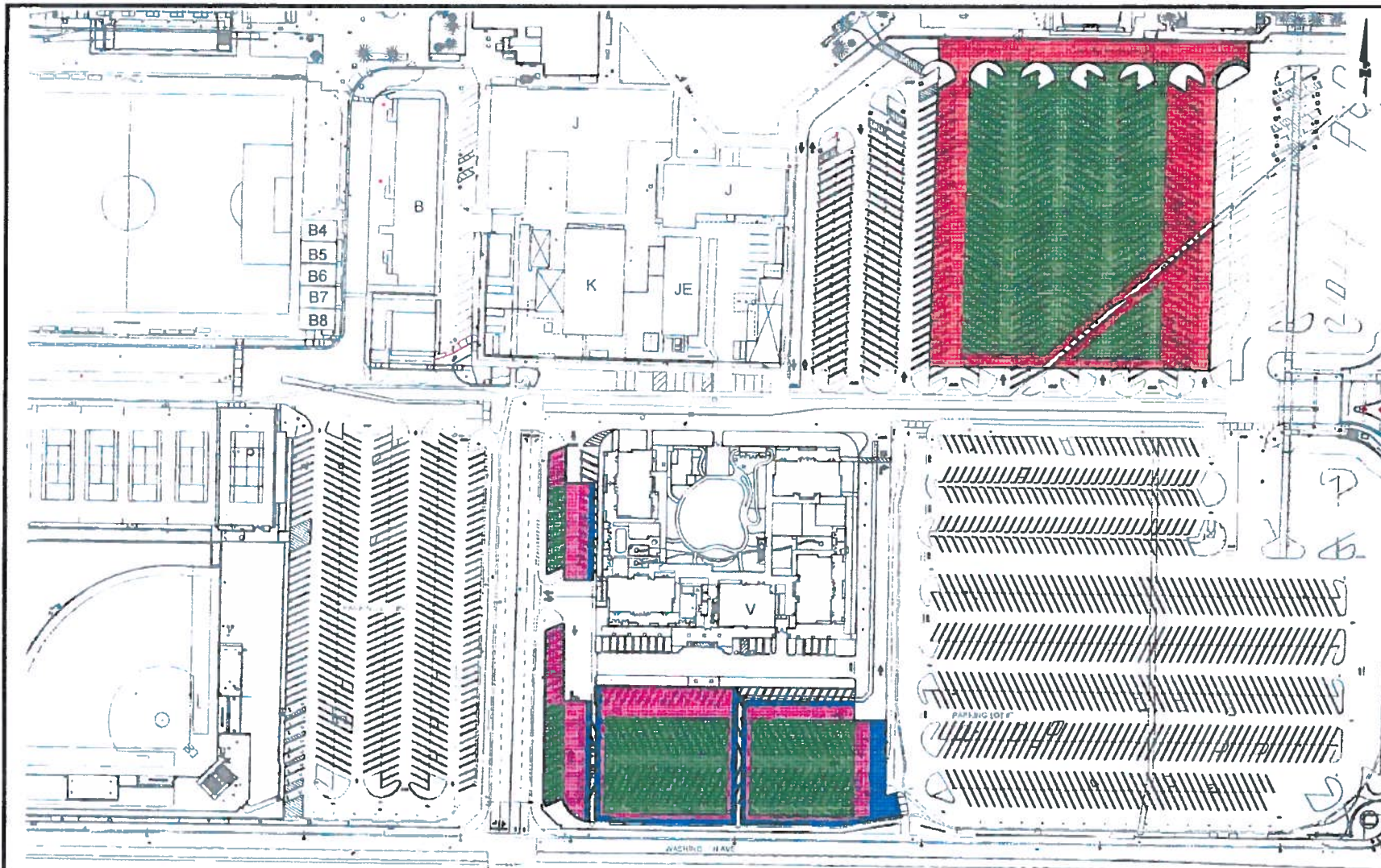


**2323 North Broadway
Santa Ana, CA 92706-1640**

FACILITY PLANNING

BID RESULTS

BID # 1197	PROJECT: SAC Resurfacing Parking Lots 6 & 8		DUE DATE: May 23, 2013
BIDDER	BASE BID AMOUNT	ADDITIVE ALTERNATE #1	BASE BID PLUS ADD/ALT #1
Haitbrink Asphalt Paving Inc. 1548 Maple Street Corona, CA 92880	\$451,527.03	\$23,500.00	\$475,027.03
Bostick Co. Inc. 2870 E. La Cresta Anaheim, CA 92806	\$481,759.00	\$20,000.00	\$501,759.00
Ben's Asphalt Inc. 2200 S. Yale Street Santa Ana, CA 92705	\$504,565.00	\$20,065.00	\$524,630.00
Minako America Corporation 522 E. Airline Way Gardena, CA 90248	\$937,700.00	\$36,400.00	\$974,100.00



LEGEND:

- 2" OVERLAY, NO GRIND.
- 2" OVERLAY, GRIND VARIES 0"-2"
- 2" OVERLAY, GRIND VARIES 0"-1"
- 2" OVERLAY OVER 4" REPAIR SECTION

NO PARTIAL WORK PERMITS, DATE 02/01/17
 DATE 02/01/17
 DATE 02/01/17



BRANDER / BROWNE / PEARSON

OVERLAY DETAIL EXHIBIT
 SANTA ANA COLLEGE PACKAGE 3 - BID #197
 1603 WEST 17TH STREET
 SANTA ANA, CA

Date: 5/24/2018
 Title: 512

Drawing Number:
 512

Job #: 2017100-27

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

To:	Board of Trustees	Date: June 17, 2013
Re:	Approval of Change Order #2, Bid #1180 –Perimeter Site Improvements for Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On November, 13, 2012, the Board awarded a contract to WoodCliff Corporation for Bid #1180 for perimeter site improvements 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 #2.

Change Order #2 increases the contract by \$7,755. The revised contract amount is \$5,165,140. Staff was able to negotiate a savings of \$1,618. 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 .54% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

This project was funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #2, Bid #1180 for WoodCliff Corporation perimeter site improvements at Santa Ana College as presented.

Fiscal Impact:	\$7,755	Board Date: June 17, 2013
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	

CHANGE ORDER		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
Project:	Santa Ana College- Perimeter Site Improvements	Bid No. 1180	P.O. # 13-BP000260
		D.S.A. No.	#04-112268
Contractor:	WoodCliff Corporation	Change Order No.	02
Architect:	Westberg-White, Inc.	Date:	May 24, 2013

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		\$5,137,000.00
Previous Change Orders	\$20,385.00	
This Change Order	\$7,755.00	
Total Change Orders		\$28,140.00
Revised Contract Amount		\$5,165,140.00
Previous Time Extensions	3 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		December 31, 2013
Revised Contract Completion Date		January 3, 2014
RSCCD Board Approval Date		December 31, 2013

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: *Santa Ana College- Perimeter Site Improvements*

Bid No. 1180

P.O. # 13 BP-000260

D.S.A. No.

#04-112268

Contractor: *WoodCliff Corporation*

Change Order No. 2

Architect: *Westberg-White, Inc.*

Date: *May 24, 2013*

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Phase 01: Per RFI 024 -The plans call for the contracotr to tie into the existing power which was indicated as 277 volt per the plans. The contractor verified the existing power and found it to be 480 volts. A transformer had to be installed to lower the power from 480v to 277v. (Orig Quote \$7,330.00)</p> <p><u>REASON:</u> Transformer had to be installed to power the specified lights at the Bristol Street</p> <p><u>REQUESTOR:</u> Architect</p> <p><u>TIME EXTENSION:</u> 0 calendar days</p>		\$6,587.00
2.0	<p><u>DESCRIPTION:</u> Phase 02: Per Bulletin #14,While digging the new light pole footing the contractor uncovered the exisiting block wall footing. The new light pole footing had to be enlarged to accomidate the existing block wall footing. (Original Quote \$2,106.00)</p> <p><u>REASON:</u> Modify footing to meet existing site conditions</p> <p><u>REQUESTOR:</u> Architect</p> <p><u>TIME EXTENSION:</u> 0 calendar days</p>		\$1,168.00
Sub-Total		\$0.00	\$7,755.00
Total			\$7,755.00

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

To:	Board of Trustees	Date: June 17, 2013
Re:	Approval of Architect Services Agreement with Westberg+White – Proposal for Campus-wide Interior Lighting Energy Audit at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND

Westberg+White architects are currently providing architectural and engineering services for various Santa Ana College campus improvement projects, energy retrofit projects and other district-wide projects. Proposition 39, passed by the voters on November 6, 2012 will provide energy efficiency project funds for California K-12 and community colleges for a period of five years. Appropriations and guidelines for the distribution of these funds to districts will be included in the 2013-2014 State Budget Act, expected to be approved by the governor by July 1, 2013. It has not yet been determined by the state legislature and the governor how these funds will be allocated to districts. Proposition 39 program funding requires energy audits which include current electrical load calculations and utility costs compared with savings from retrofits. Projects that could immediately be competitive for these funds include LED lighting retrofits as quick start projects. LED (light-emitting diode) lighting provide tremendous electrical costs savings for districts. The energy audit will also provide specifications in order to competitively bid the project. This audit and documentation is also required in order to qualify for Southern California Edison rebates through the California Community Colleges Investor-Owned Utilities (CCC/IOU) Energy Efficiency Partnership program.

ANALYSIS

The district is requesting the services of Westberg+White for an interior energy audit for all campus buildings at Santiago Canyon College. The scope of this audit includes the Prop 39 program compliant energy audit and listing of light fixtures (types, quantities and locations). This audit will also provide an opinion of estimated construction cost, a calculation of energy cost savings and a simple payback schedule associated with the project.

Westberg+White's proposal is for a fixed fee of \$63,600 per the attached proposal. Reimbursable expenses are estimated at \$1,000.

This project is funded by Measure E funds until Proposition 39 funds are awarded and distributed.

RECOMMENDATION

It is recommended that the Board of Trustees approve the architect services agreement with Westberg+White for Campus-wide Interior Lighting Energy Audit at Santiago Canyon College for \$63,600 plus reimbursable expenses not to exceed \$1,000 as presented.

Fiscal Impact:	\$63,600 plus approximately \$1,000 in reimbursable expenses	Board Date: June 17, 2013
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	



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May 7, 2013

Peter Hardash, Vice Chancellor
Rancho Santiago Community College District
2323 North Broadway, Suite 404-1
Santa Ana, CA 92780

Attn: Mr. Peter Hardash, Vice Chancellor

RE: Santiago Canyon College Campus Wide Interior Lighting Energy Audit

Dear Peter,

Per your request Westberg + White is pleased to be submitting this proposal for review and authorization to move forward with the Santiago Canyon College Campus Wide Interior Lighting Energy Audit. We are ready to start immediately to ensure the audit is completed and submitted before the imposed Proposition 39 deadline of June 30 2013.

1.0 Background and General Scope

1.1 General Scope

To perform a Lighting Energy Audit of the existing lighting systems systems for the Santiago Canyon College Campus, (OGSF: 356,277) on 8045 E. Chapman Ave. Orange, CA, and prepare the required Lighting Energy Audit Report and supporting documents including recommend Energy Efficiency Measures (EEMs) to improve the overall Campus energy efficiency and reduce the overall energy consumption and associated carbon foot print of the facility. A complete list of the buildings included in the within this proposal

1.2 Base line energy consumption of the existing lighting systems is the foundation of a sound sustainable energy plan for the campus. The Lighting Energy Study Report which is the only deliverable under this proposal will include the following information.

- A. Calculation of baseline energy consumption of the existing lighting systems for the Santiago Canyon Community College Campus.
- B. Calculation of baseline energy consumption of a minimally Title 24 (T24) compliant to illustrating the maximum lighting power density (watts/sq ft) of the areas to be retrofitted.

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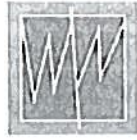
- C. Calculation of baseline interactive effect for conditioned space based on SCE regulation.
- D. Current utility rates.
- E. List of lighting fixtures, quantities and their locations for the Santiago Canyon Community College Campus.
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 - 1) True savings (actual energy saved and bill reduction for the customer).
 - 2) Incentivizable energy savings, the difference between a hypothetical T24 compliant baseline and the energy consumption of the proposed lighting system.
- G. Complete the template provided by SCE which contains all the required information necessary for applying for utility incentive for the project.
- H. List of recommended "EEMs" energy efficiency measures.
- I. Energy saving calculations, and opinion of probable construction cost estimates for implementation of the measure.

2.0 Detail Scope of Services

- 2.1 Following is the proposed scope for the indoor Lighting Energy Audit for of the existing lighting systems for the Santiago Canyon Community College Campus, (OGSF: 356,277) on 8045 E. Chapman Ave. Orange, CA,
 - A. Site Visit to review existing conditions and identify all existing lighting system and fixture types.
 - B. Meeting with the campus maintenance staff to obtain the existing lighting systems, operating hours, existing controls, and maintenance cost.
 - C. Calculate the existing electrical energy cost based on information from campus.

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- D. Perform energy calculation to determine the electrical energy consumption of the existing lighting systems utilizing SCE's Appendix B, Table of Standard Fixture Wattages for the existing fixtures and using DEER Operating Hours, including interactive effect for conditioned space based on SCE regulation. All Calculation will be performed in Microsoft Excel program and an unlocked, fully editable Excel Spreadsheet will be provided as part of the deliverables of this project.
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- 2) Incentivizable energy savings, based on the electrical energy consumption of a hypothetical T24 compliant lighting system vs. the proposed lighting system.
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- L. Calculate the total energy and energy cost saving associated with the proposed retrofit lighting systems.
- M. Calculate the simple payback associated with the proposed retrofit lighting systems.

4.0 Next Step (phase)

Upon completion of the energy study indicated in this letter of proposal and identification of the energy efficiency measures (EEMs), Westberg + White and our Consultant team will provide a new proposal to Rancho Santiago Community College District for implementation of the EEMs selected by Rancho Santiago Community College District.

5.0 Reimbursable Expenses

- 5.1 Refer to Attachment 1

6.0 Work And Services Not Included

- 6.1 Services not included in the scope of work:

Any and all design work including but not limited to the design of HVAC and / or, Lighting, and / or Domestic Hot Water Systems, and / or building HVAC system conversions.

7.0 Compensation

- 7.1 Fee

The fee for the Campus Wide Lighting Energy Audit as described in sections 1 &2 of this proposal shall be at the fixed fee of \$ 63,600.00

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List of Building in Scope of Work

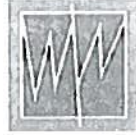
All Existing Buildings 2013		
Building Name	Status 2013	Year Built
Existing Building		
SANTIAGO CNYN T	ETR	1980
SANTIAGO CNYN A	ETR	1980
SANTIAGO CNYN B	ETR	1980
SCC - CHILD DEV	ETR	1991
SANTIAGO CNYN D	ETR	1991
SCC RELOCATABLES	ETR	1994
STUDENT SUPP. SVCS/CLASS	ETR	2004
LEARNING RESOURCE CENTER	ETR	2006
P.E. PORTABLES	ETR	1990
ORANGE EDUCATION CENTER	ETR	2005
SCIENCE CENTER	ETR	2010
HUMANITIES BUILDING	ETR	2013
GYMNASIUM BUILDING	ETR	2010

Peter, if you are in agreement with the information provided, please authorize us to begin by signing the enclosed agreement and return the original for our files. We also can wait to receive a District Agreement. We also can start the project with a verbal approval you're your officer while we wait for the District agreement to arrive. Westberg+White and our consultant team look forward to providing our services and continuing our business relationship with RSCCD. Please don't hesitate to me if you have any questions or need further information.

Sincerely,
Westberg+White Architects

Gregory G. Beard
Principal

Cc: Ron Beeler, FPPS
Paul Westberg, Westberg+White



WESTBERG + WHITE
ARCHITECTS AND PLANNERS

ATTACHMENT 1

PROFESSIONAL SERVICES AGREEMENT

Between the Client:

Rancho Santiago Community College District
2323 North Broadway, Suite 404-1
Santa Ana, CA 92780

and the Architect:

Westberg + White
14471 Chambers Rd. Suite 210
Tustin, CA 92780

Paul Westberg CA License # C11045

Location: Santiago Canyon Community College

Scope of Work: Campus Wide Interior Lighting Energy Audit
Santiago Canyon College as stated in letter dated
May 7, 2013.

Fee: Fixed fee of \$ 63,600.00

Fee Breakdown: 50% of the total fee at the completion of the existing
Lighting system Survey (\$31,800.00)
25% of the total fee at the submission of draft report
(\$15,900.00).
25% of the total fee at the submission of final report
(\$15,900.00).

Reimbursable Expenses: Reimbursable Expenses are in addition to the fee and include those expenses incurred in the interest of the project. They include project-related travel (mileage and auto expenses); printing, plotting and reprographic costs, postage and delivery charges. These expenses will be compensated at 1.10 times the amounts invoiced to the Architect. We suggest the District budget an estimated \$1,000.00 for these project-related expenses.

Client:
Rancho Santiago Community College District

By: _____
Peter Hardash, Vice Chancellor

Architect:
Westberg + White Architects

By: 
Paul Westberg AIA
Managing Partner

Date: _____

Date: May 7, 2013

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

To:	Board of Trustees	Date: June 17, 2013
Re:	Approval of Awarding Bid #1211 – Resurfacing Parking Lots 2, 3, 4 and 5 at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

In compliance with Public Contract Code, Bid #1211 – Santiago Canyon College resurfacing parking lots 2, 3, 4 and 5 was appropriately advertised and plans/specifications made available to prospective bidders.

ANALYSIS:

Bids were opened on Tuesday, May 28, 2013 for the work proposed at Santiago Canyon College as noted on the attached Bid Results Form. The lowest responsible bidder was Century Paving Inc. with a base bid for the amount of \$396,000. On May 31, 2013 Century Paving informed the District that a clerical error occurred, therefore Century Paving has respectfully requested release from their bid.

The District will move forward with the second lowest bid submitted by Bostick Company Inc. for the amount of \$506,958.

District staff has provided a “due diligence” review of the lowest responsive bidder, Bostick Company, Inc. Verification has been made for the appropriate license, complied with necessary bid bond requirements, and has found no record of labor complaints.

This project was funded by Capital Outlay, Scheduled Maintenance.

RECOMMENDATION:

It is recommended that the Board of Trustees award Bid #1211 for resurfacing parking lots 2, 3, 4 and 5 at Santiago Canyon College to Bostick Company, Inc. as presented.

Fiscal Impact:	\$506,958	Board Date: June 17, 2013
Prepared by:	Alex Oviedo, Construction Supervisor, District Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D, Chancellor	



FACILITY PLANNING

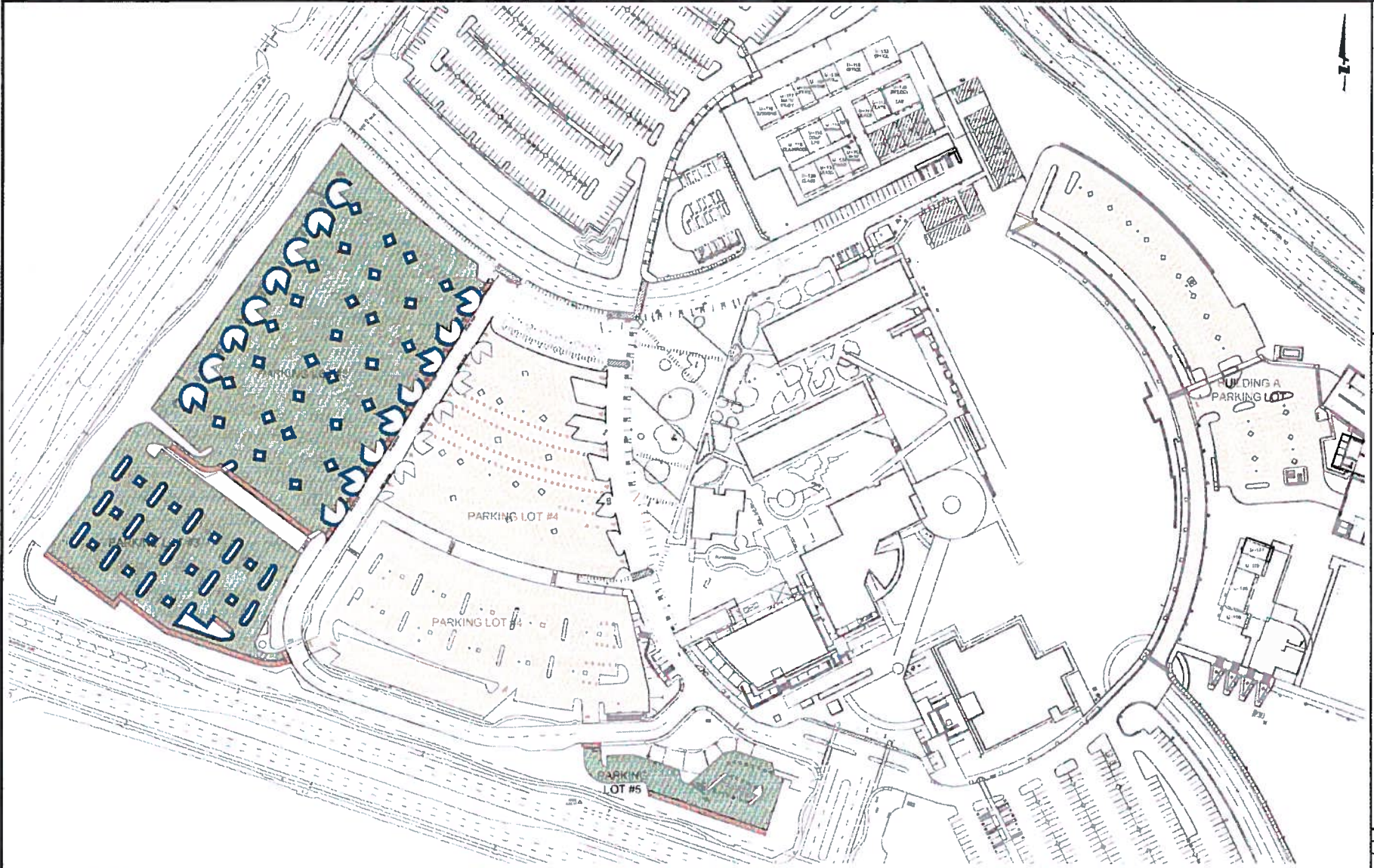
2323 North Broadway
Santa Ana, CA 92706-1640

BID RESULTS

BID #1211	PROJECT: SCC Resurface Parking Lots 2,3,4 and 5	DUE DATE: May 28, 2013	
BIDDER	BASE BID AMOUNT	BIDDER	BASE BID AMOUNT
Bostick Company, Inc. 2870 East La Cresta Anaheim, CA 92806	\$506,958		
Century Paving, Inc. 14630 E. Firestone Blvd. La Mirada, CA 90638	\$396,000		
Mission Paving and Sealing, Inc. 12747 Schabarum Ave. Irwindale, CA 91706	\$748,900		

5.15 (2)

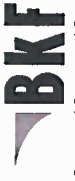
5.15 (3)



LEGEND:

- 2" OVERLAY, NO GRIND.
- 2" OVERLAY OVER REPAIR SECTION
- 2" OVERLAY, GRIND VARIES 0"-1"
- SLURRY SEAL

300 WEST MAIN STREET, SUITE 200
ORANGE, CALIFORNIA 92667
TEL: 714-952-2000
FAX: 714-952-2001



PAVING EXHIBIT
SANTIAGO CANYON COLLEGE - BID #1211
8045 E CHAPMAN AVENUE
ORANGE, CA

Date: 06/05/2013
Scale: NTS

Drawing Number:
P-3
OF

Job #20112105-23

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

To:	Board of Trustees	Date: June 17, 2013
Re:	Approval of Notice of Completion: Bid #1134 - Landscaping for the Loop Road Extension at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District issued a contract to Tropical Plaza Nursery to complete the landscaping for the Loop Road Extension at Santiago Canyon College. As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS:

The project was substantially complete on April 5, 2013, and in compliance with Public Contract Code, a Notice of Completion needs to be approved by the District and filed with the County Recorder. Total cost of the project was \$228,624.86.

This project was funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion for landscaping for the Loop Road Extension at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: June 17, 2013
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	

RECORDING REQUESTED BY:
Rancho Santiago Comm. Coll. District
2323 N. Broadway
Santa Ana, CA 92706-1640

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 N. Broadway
Santa Ana, CA 92706-1640

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located at 8045 E. Chapman Avenue, Orange, California, caused improvements to be made to the property to with: Bid No. 1134 – Landscaping for Loop Road Extension, the contract for the doing of which was heretofore entered into on the 20th day of June, 2011, which contract was made with Tropical Plaza Nursery PO# 12-P0019623, as contractor; that said improvements were completed on the 5th day of April, 2013, and accepted by formal action of the governing Board of said District on the 17th day of June, 2013; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is SureTec Insurance Company.

Rancho Santiago Community College District of Orange
County, California

by _____

State of California)
 §
County of Orange)

I, the undersigned, state that I have read the foregoing document, and know the contents thereof, and that the facts therein stated are true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at _____ California, on

_____, 20____.

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

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

To:	Board of Trustees	Date: June 17, 2013
Re:	Approval of Notice of Completion: Bid #1138 – Steel and Metals for the Loop Road Extension at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District issued a contract to Blazing Industrial Steel Inc. to complete the steel and metals for the Loop Road Extension at Santiago Canyon College. As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS:

The project was substantially complete on April 5, 2013, and in compliance with Public Contract Code, a Notice of Completion needs to be approved by the District and filed with the County Recorder. Total cost of the project was \$2,000.

This project was funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion for the steel and metals for the Loop Road Extension at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: June 17, 2013
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	

RECORDING REQUESTED BY:
Rancho Santiago Comm. Coll. District
2323 N. Broadway
Santa Ana, CA 92706-1640

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 N. Broadway
Santa Ana, CA 92706-1640

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located at 8045 E. Chapman Avenue, Orange, California, caused improvements to be made to the property to with: Bid No. 1138 – Steel and Metals for Loop Road Extension, the contract for the doing of which was heretofore entered into on the 22nd day of March, 2010, which contract was made with Blazing Industrial Steel Inc. PO# 10-P0014489 as contractor; that said improvements were completed on the 5th day of April, 2013, and accepted by formal action of the governing Board of said District on the 17th day of June, 2013; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Arch Insurance Company.

Rancho Santiago Community College District of Orange
County, California

by _____

State of California)
 §
County of Orange)

I, the undersigned, state that I have read the foregoing document, and know the contents thereof, and that the facts therein stated are true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at _____ California, on
_____, 20____.

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

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

To:	Board of Trustees	Date: June 17, 2013
Re:	Approval of Notice of Completion: Bid #1140 - Plumbing for the Athletic/Aquatic Complex at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District issued a contract to Interpipe Contracting Inc. to complete the plumbing for the Athletic/Aquatic Complex at Santiago Canyon College. As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS:

The project was substantially complete on October 15, 2012, and in compliance with Public Contract Code, a Notice of Completion needs to be approved by the District and filed with the County Recorder. Total cost of the project was \$985,948.81.

This project was funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion for plumbing for the Athletic/Aquatic Complex at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: June 17, 2013
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	

RECORDING REQUESTED BY:
Rancho Santiago Comm. Coll. District
2323 N. Broadway
Santa Ana, CA 92706-1640

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 N. Broadway
Santa Ana, CA 92706-1640

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located at 8045 E. Chapman Avenue, Orange, California, caused improvements to be made to the property to with: Bid No. 1140 – Plumbing for Athletic/Aquatic Complex, the contract for the doing of which was heretofore entered into on the 22nd day of March, 2010, which contract was made with Interpipe Contracting Inc. PO# 10-P0014549, as contractor; that said improvements were completed on the 15th day of October, 2012, and accepted by formal action of the governing Board of said District on the 17th day of June, 2013; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Merchants Bonding Company.

Rancho Santiago Community College District of Orange
County, California

by _____

State of California)
 §
County of Orange)

I, the undersigned, state that I have read the foregoing document, and know the contents thereof, and that the facts therein stated are true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at _____ California, on

_____, 20____.

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

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

To:	Board of Trustees	Date: June 17, 2013
Re:	Approval of Notice of Completion: Bid #1150 – Pool for the Athletic/Aquatic Complex at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District issued a contract to Nadar Inc. to complete construction of a pool for the Athletic/Aquatic Complex at Santiago Canyon College. As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS:

The project was substantially complete on October 15, 2012, and in compliance with Public Contract Code, a Notice of Completion needs to be approved by the District and filed with the County Recorder. Total cost of the project was \$1,021,463.00.

This project was funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion for the construction of a pool for the Athletic/Aquatic Complex at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: June 17, 2013
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	

RECORDING REQUESTED BY:
Rancho Santiago Comm. Coll. District
2323 N. Broadway
Santa Ana, CA 92706-1640

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 N. Broadway
Santa Ana, CA 92706-1640

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located at 8045 E. Chapman Avenue, Orange, California, caused improvements to be made to the property to with: Bid No. 1150 – Pool for Athletic/Aquatic Complex, the contract for the doing of which was heretofore entered into on the 26th day of July, 2010, which contract was made with Nadar Inc. PO# 11-BP000251, as contractor; that said improvements were completed on the 15th day of October, 2012, and accepted by formal action of the governing Board of said District on the 17th day of June, 2013; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Developers Surety and Indemnity Company.

Rancho Santiago Community College District of Orange
County, California

by _____

State of California)
 §
County of Orange)

I, the undersigned, state that I have read the foregoing document, and know the contents thereof, and that the facts therein stated are true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at _____ California, on

_____, 20____.

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: June 17, 2013
Re: Approval of Sub-Agreement between RSCCD and Opportunity Development Enterprises, LLC	
Action: Request for Approval	

BACKGROUND

The District was awarded the Sector Navigator-Information Communications Technology/Digital Media grant, No. 13-151-006, by the Chancellor's Office, Economic and Workforce Development Division. The grant requires the District to implement a statewide project that will strengthen and develop the California Community Colleges' information communications technology and digital media programs. This project will provide up-to-date and expert information on industry trends and workforce needs, serving to improve the connections between employers and colleges, and provide professional development and faculty lead projects to increase program capacity and alignment with industry workforce needs.

ANALYSIS

The District developed this project in cooperation with Opportunity Development Enterprises, LLC, which will implement the ICT/Digital Media Sector Navigator project under the terms and conditions of Sub-agreement No. DO-13-2535-01. The Chancellor's Office selected our District based upon the expertise and qualifications of District staff and Opportunity Development Enterprises. The performance period is July 1, 2013 through June 30, 2014, with an amount not to exceed \$155,000. The Project Administrator is Enrique Perez.

RECOMMENDATION

It is recommended that the Board approve this grant sub-agreement with Opportunity Development Enterprises, LLC, and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign the agreement on behalf of the district.

Fiscal Impact: \$155,000	Board Date: June 17, 2013
Prepared by: Sarah Santoyo, Director of Grants	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
*Opportunity Development Enterprises, LLC***

This Grant Sub-Agreement (hereinafter “**Agreement**”) is entered into between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the Opportunity Development Enterprises, LLC (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, **RSCCD** was awarded the “Sector Navigator – Information Communications Technology/Digital Media” grant#13-151-006 (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Division, to implement a statewide project to develop California community colleges information communications technology and digital media programs to improve alignment with employers and industry and ensure students’ preparation for careers and continued study in these fields.

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 the Grant as described in the attached Statement of Work, Exhibit A – ICT/Digital Media Sector Navigator Application.
2. **Period of Performance**
The period of performance for this Agreement shall be from July 1, 2013, through June 30, 2014.
3. **Total Cost**
The total cost to RSCCD for performance of this Agreement shall not exceed \$155,000.
4. **Payment**
SUBCONTRACTOR will submit a monthly invoice for payment, with appropriate back-up documentation, as required by **RSCCD**. The project administrator will review and certify the invoice, and submit it to Accounts Payable. Final payment is contingent upon successful completion of the final report, which will be reviewed and certified by the project administrator. Submit invoice(s) referencing the Agreement contract number (refer to footer) to the following address:

Rancho Santiago Community College District
ATTN: Sarah Santoyo, Director of Grants
2323 North Broadway, Suite #330
Santa Ana, CA 92706

5. Reporting

SUBCONTRACTOR will be responsible for completion and submission of project reports as required by the Grant Terms and Regulations, and summarized below:

Quarterly Reports are due: 1st Quarter – October 25th; 2nd Quarter – January 25th; 3rd Quarter – April 25th; and 4th Quarter – July 25th.

Final Report is due August 31, 2014.

6. Expenditure of Grant Funds

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

7. 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.

8. Audit

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

9. 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.

10. Termination

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

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

11. 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:

RSCCD: Enrique Perez, J.D.
Rancho Santiago Community College District
2323 North Broadway, Ste. 350
Santa Ana, CA 92706-1640
perez_enrique@rsccd.edu
(714) 480-7460

SUBCONTRACTOR: Opportunity Development Enterprises, LLC
Attn: Stephen A. Wright
1696 La Jolla Drive
Thousand Oaks, CA 91362
Steve@wrightca.com
(805) 231-8444

ARTICLE II

1. Legal Terms and Conditions

Both **RSCCD** and **SUBCONTRACTOR** will implement the project according to all conditions defined in the Grant Agreement, RFA Specifications, Appendix A Legal Terms and Conditions (Articles I, Rev. 11/19/12), Appendix C Guidelines, Definitions and Allowable Expenditures, and Appendix D Common Metrics & Accountability, as set forth in the RFA Instructions and incorporated into this Agreement by reference. Final payment is contingent upon successful completion (or very significant progress towards completion) of activities and outcomes. 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 between **RSCCD** and **SUBCONTRACTOR** with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the parties hereto.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: Opportunity
Development Enterprises, LLC

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: Steven A. Wright

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Board Approval Date: June 17, 2013



2323 North Broadway • Santa Ana, CA 92706 -1640 • (714) 480-7300 • www.rscgd.edu

Santa Ana College • Santiago Canyon College

March 18, 2013

Ms. Abigail Sifrit
 Division of Workforce and Economic Development
 California Community Colleges Chancellor's Office
 1102 Q Street
 Sacramento, CA 95811

Dear Ms. Sifrit,

Rancho Santiago Community College District (RSCCD) respectfully submits the enclosed application for the Sector Navigator – Information Communications Technology (ICT)/Digital Media Sector grant, RFA identification 13-151-006.

RSCCD recognizes the opportunity that the ICT/Digital Media Sector offers to grow our state's and region's economies, and to provide high-wage, high-growth occupations for our students. In 2006, our district established the Digital Media Center (DMC). The first facility of its kind in Orange County combining education and business in the digital media industry, the DMC was created to stimulate regional economic growth by serving as a business incubator for digital media entrepreneurs, and to provide educational programs in digital media arts, TV/video communication, digital music and business seminars. In addition to providing quality ICT/Digital Media programs, RSCCD engages in projects that further workforce development in this sector. The district is a partner in the Orange County Workforce Investment Board's *Workforce Innovation Fund IT Cluster Competitiveness Project* to implement a new approach to engage business and education in intensive planning to address the IT workforce training needs in the county. In addition, RSCCD is a key training partner for the Santa Ana Workforce Investment Board (SAWIB), serving as the go-to resource to address various training needs for multiple populations. RSCCD provided customized short-term computer skills training for dislocated workers in the SAWIB's *Green Job Tech* project, and provided customized training in digital music and television production, scriptwriting, and web site development for disadvantaged youth in the *Seeds to Trees* project. The Seeds-to-Trees teens applied their new digital media skills to create an entry for the 2012 California Library Association's Teen Challenge video competition, and won!

RSCCD is committed to contributing its operational and professional resources to build a robust California Community College ICT/Digital Media Sector network through the proposed project guided by the vision, talent, and passion of Mr. Stephen Wright, the proposed Sector Navigator. Mr. Wright has extensive experience in the private ICT industry, as well as experience in the community college system, initially as an ICT consultant to the colleges, and more recently in serving as the Statewide Multimedia and Entertainment Initiative Director. Mr. Wright is known for his ICT/Digital Media expertise and business acumen, and respected for his leadership, communication, project management, and team building talent.

The primary contact for this proposal is: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services; 2323 North Broadway, Suite 350, Santa Ana, CA 92706; (714) 480-7460; and email perez_enrique@rscgd.edu.

We appreciate the Chancellor's Office consideration of our proposal.

Sincerely,

Raúl Rodríguez, Ph.D., RSCCD Chancellor

BOARD OF TRUSTEES:

Claudia C. Alvarez • Arianna P. Barrios • John R. Hanna • Lawrence R. "Larry" Labrado • Jose Solorio • Nelida Mendoza Yanez • Phillip E. Yarbrough

CHANCELLOR:

Raúl Rodríguez, Ph.D.

Contract No. DO-13-2535-01

RSCCD & Opportunity Development Enterprises, LLC

5.20 (6)

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Chancellor's Office
California Community Colleges

Grant Number:

1	3	-	1	5	1	-	0	0	6
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CONTACT PAGE

District/College: <u>Rancho Santiago Community College District</u>			
Address: <u>2323 N. Broadway</u>			
City: <u>Santa Ana</u>	State: <u>CA</u>	Zip+4: <u>92706-1640</u>	

District Superintendent/President <i>(or authorized Designee)</i>			
Name: <u>Raúl Rodríguez, Ph.D.</u>	Title: <u>Chancellor</u>		
Phone: <u>(714) 480-7450</u>	Date: <u>3/12/2013</u>		
Fax: <u>(714) 796-3915</u>	Email Address: <u>rodriguez_raul@rscdd.edu</u>		

Responsible Administrator <i>(Should not be the same as Project Director)</i>			
Name: <u>Enrique Perez</u>	Title: <u>Assistant Vice Chancellor, Educational Services</u>		
Phone: <u>(714) 480-7460</u>	Date: <u>3/12/2013</u>		
Fax: <u>(714) 796-3921</u>	Email Address: <u>perez_enrique@rscdd.edu</u>		

Project Director <i>(Person responsible for conducting the daily operation of the grant)</i>			
Name: <u>Stephen (Steve) Wright</u>	Title: <u>Project Director</u>		
Phone: <u>(805) 496-8583</u>	Date: <u>3/12/2013</u>		
Fax: <u>(714) 796-3921</u>	Email Address: <u>Steve@wrightca.com</u>		

Person Responsible for Data Entry			
Name: <u>To Be Hired</u>	Title: <u>Administrative Secretary</u>		
Phone: _____	Date: <u>3/12/2013</u>		
Fax: _____	Email Address: _____		

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ABSTRACT

Rancho Santiago Community College District's (RSCCD) proposal for the ICT/Digital Media Sector Navigator is founded on the operational and professional resources that will be provided by the district and on the key talent of Mr. Stephen Wright, a respected leader with 22 years of ICT professional experience, with seven years of service as a digital media consultant, and is the current Statewide Multimedia & Entertainment Initiative Director. Mr. Wright, in collaboration with RSCCD, has developed a thorough plan to achieve measurable outcomes that will address the seven required objectives of the Sector Navigator role. RSCCD's proposal has been designed to address the *Doing What Matters* strategic framework to consider labor market needs when making decisions about programs, determining the program capacity of a region(s), retooling programs so students study what matters, braiding funding and advancing common metrics, strengthening regions' skills at data-mining, convening and using technology, and solving complex workforce training needs to better serve employers and sectors. The following listing reflects the features of RSCCD's Sector Navigator proposal.

Products

- Centralized, shared Web Portal for multiple constituents
- Exemplary models and resources for implementation
- Capacity, achievement, and gap analysis study by region
- Collaborative projects incorporating common measures and accountability metrics
- Industry trend and workforce need summary reports
- Pathway roadmaps
- Course and program crosswalks by region

Services

- Sector expertise and guidance on program development
- Assist in determining sector priorities for the state & regions
- Serve as intermediary between employers and Regional Consortia and their colleges
- Offer funding opportunities, & development resources and assistance

Outcomes

- Successful models taken to scale
- Increase in the number of ICT/Digital Media courses that obtain C-ID numbers
- Increase in stackable certificate, certification preparation, & short-term training offerings
- Improved alignment with industry & strengthened relationships with employers
- Curriculum developed for in-demand hybrid IT in Healthcare, Energy, and Small Business
- Strengthened pathways with secondary and four-year programs.

Long-Term Outcomes: increased enrollment in ICT/Digital Media programs, increased completion of credentials, successful employment in ICT/Digital Media occupations with wage gains, and increased transfer to four-year ICT and Digital Media programs.

TABLE OF CONTENTS

Cover Letter i

Contact Page ii

Abstract iii

Need 1

Response to Need 6

Annual Workplan 18

Budget Summary 30

Budget Detail 31

Match Detail 33

 Match Support Letters 34

Out-of-State Travel Form 37

Project Management Plan 38

 Organizational Chart 45

 Resume of Key Talent 46

 Industry References 48

Dissemination 52

Need

1. Size, common characteristics, and locations of businesses and workforce:

Size: There are 46,000 ICT-related businesses in California (1 out of 28 companies), and the industry accounts for 6% of total private sector revenues in the state.¹ Despite the economic downturn, the ICT/Digital Media industry clusters thrive and have significant projected job growth. According to a workforce study conducted by Mid-Pacific Information and Communications Technologies Center, “[t]he ICT Workforce already employs 1.2 million Californians in 1 in 20 private sector jobs that pay twice California median wages, and there are about 80,000 ... ICT Workforce job openings in the State annually. ICT Workforce job growth is among the fastest in most industry sectors, and employers report difficulty finding appropriately skilled ICT Workforce.”² The largest ICT/Digital Media industry clusters are in Los Angeles/Orange, San Francisco Bay Area/Silicon Valley, and San Diego regions, but ICT jobs are in-demand across all industries and throughout every region in the state.

Characteristics: ICT includes all of the analog and digital communications technologies involved in transmitting and storing information; such as public and private networks, the internet, cloud-based, LAN/WAN, servers, computers and mobile handheld devices. ICT management involves security, measurement, optimization (i.e. speed and storage) and software development for applications, systems and devices. Digital Media refers to content that is digitized so that it can be transmitted or stored by information communication technology, which includes the user interface that contributes to the user experience necessary for all modern online applications. While most people may think of graphics, animation, virtual worlds, movies, YouTube videos and songs as forms of digital media, it also includes all digitized text, websites and database information. The ICT/Digital Media industries are dynamic, based on continual innovations, new technology and software, and combining these in various ways can change business and customer practices and improve efficiency, experience, and productivity across industries. The in-demand ICT/Digital Media jobs are diverse and workers and training programs must adapt quickly to changes in technology. ICT jobs can be ‘core ICT’, ‘specialized ICT’, or ‘ICT support’ across industries.

“Core ICT” and Software Development: Technological efficiencies have driven cloud-based services and remote ICT services such that many of the traditional IT jobs of 5-10 years ago are in less demand. In their place are software engineers, security specialists, project managers and internet marketers. The growth of ICT is robust and national in scope, thus resilient against regional economic shifts and providing stable and prosperous employment opportunities: “Based on BLS [Bureau of Labor Statistics] Employment Projections for 2010 – 2020, we estimate ... ICT-centric jobs will grow by a

¹ “Sector Profile Information & Communication Technologies (ICT).” Economic & Workforce Development through the California Community Colleges. May 2013.

² Ibid.

net amount of approximately 950,000.”³ Most ICT jobs require a 4-year degree. However, transfer to a 4-year college as well as entry-level and specialized hybrid workforce training can be effectively addressed at the community college level and such pathways are instrumental to diversifying the ICT/Digital Media workforce, as community colleges are the primary access points for disadvantaged and underrepresented populations to pursue higher education and ICT careers.

Specialized Hybrid IT: Specialized hybrid ICT is in demand in Healthcare, Energy, and Entertainment industries. Healthcare IT growth is spurred by the need to aggregate data to identify what works to improve care and reduce health costs, as well as by national efforts—such as the Affordable Health Care Act and former President Clinton’s Health Matters Initiative—that aim to improve health, access to care, and reduce care costs.⁴ Smart Grid technology, driven by national and state energy policies, entails ICT training needs: “The Energy and Utilities sectors will be transformed and need to re-train existing engineers and technicians, replace retiring workers and hire new workers that have knowledge of the interoperability between the electric grid and the advanced information and communications technologies that will be deployed to make the existing electric grid ‘smart’.”⁵ Entertainment, as it transitions to digital cameras and web-based programming, requires ‘digital wranglers’ and other ICT skills for entry-level jobs in production and archival management. A survey of “34 CEOs from global media and entertainment companies ... [revealed they] believe mobile devices are the key to spurring demand for content [, and believe] social and interactive media companies are best positioned among all media and entertainment companies to thrive in the future.”⁶

Small and Medium Business IT: ICT need is pervasive among all types and sizes of businesses across California, and is growing among Spanish-language businesses, a significant portion of small businesses in the state. The growth of small business IT, use of internet and mobile applications by every single business, has created a demand for workers and services that can offer website development, social media, and critical transactional functions that occur 24/7 on mobile devices. An MIT global research study on digital business found that, “[companies] that invest in social media and let it drive their business decisions benefit from a considerable ‘Digital Advantage’ and demonstrate significantly better financial performance than their peers.”⁷

³ “Broadband and ICT Ecosystem Directly Supports Nearly 11 Million High-Paying U. S. Jobs.” *Research Brief*. US Telecom. 28 February 2012.

⁴ Hagland, Mark. “President Bill Clinton Tells HIMSS Attendees They Will Be Key Leaders in Healthcare Transformation.” *Healthcare Informatics: Healthcare IT Leadership, Vision and Strategy*. 6 March 2013.

⁵ Carrese, John and Robert Cormia. “Industry Profile: Smart Grid.” *Centers of Excellence*. November 2012.

⁶ Honig, Steven. “Opportunity and optimism: global media entertainment CEOs see digital media as a significant driver of future growth.” *Ernst & Young*. 9/12/12.

⁷ Esterman, George, Mael Tannou, Andrew McAfee, et al. “The Digital Advantage: How Digital Leaders Outperform their Peer in Every Industry.” Capgemini and the MIT Center for Digital Business Global Research. 5 November 2012.

Digital Media: The trend toward universal use of digital media technologies has been accelerated by the low cost of high quality digital creation technologies. Based on Bureau of Labor Statistics data, “[i]nternet media this year became the media industry’s second-largest employment sector...passing staffing in broadcast TV, magazines, radio and cable TV... Employment at U.S. media sector internet-media businesses has soared 54% from its pre-recession level.”⁸ Digital Media is not restricted to the domain of art and entertainment. It is now used to solve problems through gamification, using game design techniques to solve non-game problems in health and wellness or any area that wants to engage people to learn, be creative, and adjust their behaviors through interaction with specially designed media.

Competitors: Competition to California’s workforce is from other states and countries. Over half of H-1B Visa requests are for computer-related occupations. Among the top H-1B requesters are Google, Intel, and Oracle, California-based ICT companies.⁹ There are also training competitors, ICT/Digital Media certificates are offered by various industry companies and training organizations, and private vocational schools offer ICT and Digital Media degrees. Private education benefits from consistent branding, pre-designed training programs, and standardization of curriculum that facilitates understanding about the programs. In contrast, each of California’s 112 community colleges designs its own courses and programs, which is confusing to students, employers, educators and workforce professionals. Many students are sold by the clear messaging of private schools, though the high cost and limited to no transferability of coursework to 4-year programs do not serve their interests, and too many times leave students in debt and without the employment prospects they were expecting.

Industry associations: For ICT/Digital Media, associations form around user groups and regional technology meet-ups related to specific technology or software: e.g., Cisco, Novell, Microsoft, Verizon and Adobe, Dreamweaver and Apple. Additionally annual conferences (e.g., E3, Interop, SXSW) provide information on the latest industry trends, and many more conferences are available in various areas of the expanding ICT/Digital Media sectors. It is not hard to find the latest information, but it is necessary to filter and prioritize the technologies that merit Community College investment.

Educational partners: The Sector Navigator will coordinate with Regional Consortia to connect ICT/Digital Media sector alignment and development efforts to community colleges in each region, and to engage secondary and ROP CTE programs and CSUs/UCs in articulating ICT/Digital Media pathways to improve transferability and facilitate certificate and degree completion and transfer to four-year programs.

Projected growth: The Centers for Excellence (COE) 2011 industry scan for California’s ICT industry identified 12% employment growth and 130,000 new jobs

⁸ Johnson, Bradley. “Internet-Media Employment Fuels Digital Job Growth.” *AdAge: Media News*. 1 October 2012.

⁹ Ruiz, Neil G., Jill H. Wilson and Shyamali Choudhury. “The Search for Skills: Demand for H-1B Immigrant Workers in U. S. Metropolitan Areas.” *Brookings*. 18 July 2012.

between 2006 and 2016, representing an annual average 46,000 jobs consisting of new and replacement jobs.¹⁰ In a presentation on California Mobile Media workforce trends, COE provided job estimates of 87,624 for 2012, and projected growth of 17%. The rise in use of mobile devices has increased digital media employment dramatically: “From January 2011 to June 2011, Internet staffing firm Onward Search reports that the number of jobs with the phrase ‘social media’ in their description increased by more than 45 percent.”¹¹ Increased use of digital media is also being driven by cultural shifts. Univisión placing 3rd in last quarter’s ratings, passing NBC, is a sign of the growth of Spanish-language media.¹² The Hispanic population is projected to be the largest ethnic group in California by 2014, and is a growing demographic in the nation.¹³ Spanish-language media continues to increase accordingly: “Among online media, Univisión ranked as the most visited website, and ImpreMedia ranked tenth with 392,000 visitors.”¹⁴ The intersection of Spanish media growth and the growing Hispanic population represents an opportunity to draw Latinos into STEM pathways through pursuit of ICT careers, where their cultural and linguistic backgrounds are assets.

Prospect for positive outcomes: Anticipated positive outcomes from the collaborative regional and statewide focus of the Sector Navigator organization include greater alignment of CCC ICT/Digital Media offerings within and between regions and with industry/employers workforce needs, articulated pathways to provide a clearly defined roadmap featuring on-ramps to education and off-ramps to employment from entry-level to professional occupations, and increased enrollment in ICT/DM programs, completion of certificates, certifications and degrees, employment in ICT/DM occupations and transfer to 4-year colleges for Computer Science and other relevant programs, especially among disadvantaged and under-represented populations.

Supply and demand gaps in sector’s workforce: Not enough students pursue ICT careers: “Computer science is the only one of the STEM fields that has actually seen a decrease in student participation over the last 20 years.”¹⁵ Constant innovations in the ICT/Digital Media industries result in new jobs and new skills for incumbent workers, but there is no established communication channel to inform colleges about which skill needs are in demand, making it difficult for the colleges to address workforce needs in a context larger than a local service area, or to coordinate a strategic response.

¹⁰ 2011 Environmental Scan ICT Information & Community Technologies in California – Phase Three: Educational Program Input. Centers for Excellence.

¹¹ Ullman, Ellen. “The Social Media Network.” *Community College Journal*. December 2011/January 2012. P.24-28.

¹² Del Barco, Mandalit. “Spanish-Language Network Univision Ranks 3rd In U.S. Ratings.” *National Public Radio*. 1 March 2013.

¹³ Replogle, Jill and John Rosman. “Latinos Will Surpass Whites as California’s Largest Ethnic Group by 2013.” *KPBS*. 25 January 2013.

¹⁴ Cadiz, Antonieta, trans. Alejandra Saragoza. “Amid Recessions, U. S. Spanish-Language Media Grow.” *La Opinión*. 30 August 2011.

¹⁵ Wagstaff, Keith. “Can We Fix Computer Science Education in America?” *TIME*. 16 July 2012.

2. Curricular challenges: ICT/Digital Media curriculum has grown locally and independently, due to the curriculum development structure of our regionally based CCC system. Faculty expertise and regional needs are essential to a quality curriculum development process; however occasionally, and this is the time, standardization in terminology and student outcomes is essential to communicating the CCC value proposition to students and business. Constant changes to workforce training needs due to innovations is a challenge for curriculum development, as is the 1.5-2 years CCC curriculum review and approval process, which puts it out of sync with the ICT/DM industry momentum and inhibits the colleges' responsiveness.

3. Inventory of organizations and plans to leverage or partner: Sector Navigator will work with Regional Consortia; ICT/Digital Media Deputy Sector Navigators; Sector Navigators for Healthcare, Energy, and Business; Workplace Learning Resource Centers (WLRC); Centers of Excellence; Workforce Investment Boards; regional economic development organizations; Mid-Pacific ICT Center; RSCCD's Digital Media Center (DMC); sector industry partners. Regional Consortia Chairs and Deputy Sector Navigators will engage colleges in each region to address ICT/Digital Media workforce development gaps, and will be partners to target investments through mini-grants to advance implementation of sector strategies. WIBs, COEs, MPICT, DMC, and regional economic development organizations will provide regional workforce need information, as well as connections to regional ICT/Digital Media employers. Industry partners will provide occupational skills needs and up-to-date information on important industry workforce trends. WLRCs will connect the Sector Navigator to contract education services available at colleges in each region.

4. Effective communication and collaboration: The most efficient communication strategy today is web-based with push notifications (email, text, twitter, or blog) that are fresh, relevant and targeted to the audience. A common web platform will allow ready access to shared archival material for an array of constituents. Effective communication requires a combined strategy based upon developing relationships, which need a face-to-face personal component, augmented with the web based tools.

5. Efforts and focus for each sector, reference regions that selected the industry sector as priority or emerging: 14 regions chose ICT/Digital Media as an Emerging or Priority Sector. Several Regions that responded to Mr. Wright's, the proposed Sector Navigator, inquiry about their selection shared that they were primarily interested in Digital Media, and two others focused on the provisioning of industry certificates. While statewide data and research may indicate a prioritized range of opportunities and needs from a statewide point of view, each region will vary significantly, and a consensus based solution that can be adopted and utilized within each region is needed. Mr. Wright is working with COE and MPICT to perform a capacity assessment for the regions that selected ICT/DM workforce as a priority area (for fairness, the study will not be shared with any of the applicants until after the grant is awarded). The study will allow the Sector Navigator to immediately start the dialogue with the 4 Regions who chose ICT/Digital Media as a priority sector to develop a capacity plan, which will serve as a template for the remaining regions that selected ICT/Digital Media as 'emerging.'

Response to Need

Objective 1: Providing technical assistance, and logistical support to statewide and regional projects with clear outcomes to advance sector strategies, regional development, accountability-based performance metrics, alignment with statewide LaunchBoard initiative, and the adoption of effective workforce and economic development practices.

Provide Technical Assistance and Logistical Support with Clear Outcomes to Advance Sector Strategies:

The Sector Navigator will meet with Regional Consortia chairs and Deputy Sector Navigators to develop an ICT/Digital Media strategic plan for each region, which will include an ICT/Digital Media program inventory and gap analysis study for each region (e.g., certificates, articulation agreements, stackable credentials, short-term non-credit skills training), existing pathway structures with secondary and four-year colleges/university programs, and enrollment, completion, employment and transfer data for the regions' ICT/Digital Media programs. This study will be used to establish baselines for performance measures, to identify gaps, to determine regional and state strategic priorities, as well as serve as a key resource for ICT/Digital Media education alignment within and between regions and alignment with regional employers' workforce needs. As Regional Consortia chairs will perform capacity assessments of their colleges' offerings, as well as establish communication systems to connect to and engage CTE faculty and deans at the colleges in their region, they will be key partners for the Sector Navigator to implement ICT/Digital Media Sector strategies in each region. The Sector Navigator will use these strategic planning efforts to:

- Create a summary report of the California Community Colleges' (CCC) ICT/Digital Media capacity and gaps by region and for the state,
- Develop a coherent presentation of community college ICT/Digital Media offerings by region for employers, industry and the Chancellor's Office,
- Identify ICT/Digital Media programs that are successful based on enrollment, completion, employment and transfer measures in order to develop 'exemplary models' to promote expansion of effective practices,
- Identify colleges with ICT/Digital Media courses that have C-ID codes¹ to consider as leads for Collaboratives developed to focus on regional alignment and articulation,
- Develop the educational piece of the ICT and Digital Media roadmaps to inform and recruit students into ICT and Digital Media programs, and
- Develop a regional crosswalk of ICT and Digital Media courses to facilitate program alignment within and between regions.

¹ "The C-ID number identifies a lower-division, transferable [and articulated] course. Any community college course that bears the C-ID supranumber conveys that faculty have determined it meets the published course content, rigor, and student learning outcomes ... and also means that any other course elsewhere, bearing the same number will be accepted by the institution." (<http://www.c-id.net/about.html>)

The Sector Navigator will coordinate with Regional Consortia Chairs to schedule ICT/Digital Media Sector development meetings each semester and to outreach to ICD/Digital Media faculty and CTE deans to attend. The session will be used to inform the faculty and dean about ICT/Digital Media labor market data by region and in the state, present the ICT/Digital Media capacity and gap analysis findings by region, share ICT/Digital Media skill needs identified by industry and employers, feature exemplary program models and their factors for success, and present the work group structure (Collaboratives, Sector Partnerships, Skills Panels) that will be used to implement sector strategies and that will be funded through mini-grants .

The Sector Navigator will also promote the statewide, shared ICT/Digital Media Web Portal and provide a virtual tour to show CTE deans and faculty the resources available: e.g., regional capacity and gap analysis reports, industry reports on workforce trends and skill needs, and regional labor market studies that include information or focus on ICT/Digital Media; quarterly newsletters featuring ICT/Digital Media trend information and industry analysis relevant to the colleges; summary of findings of employer feedback on occupational skills and workforce needs by region; ICT/Digital Media roadmaps showing pathways with multiple on-ramps to education and off-ramps to employment; ICT/Digital Media crosswalks by region to facilitate course and program alignment efforts; resources developed from exemplary models to assist faculty wanting to implement effective practices; and shared curriculum assets.

An area of the shared web portal will be devoted to funding opportunities and strategies to perform targeted investment in strategic efforts to develop the colleges ICT/Digital Media capacity to respond more effectively to industry and employers' workforce needs. The first year, the Sector Navigator will design mini-grant proposals, in collaboration with Regional Consortia Chairs and Deputy Sector Navigators, that incorporate common metrics and accountability measures to form Collaboratives and Sector Partnerships. Funds will also be allocated for Key Connects, a strategy to incentivize colleges' alignment of their ICT/Digital Media grant development efforts by offering fund opportunities that colleges can use as match for their proposals (if allowable under the grant regulations and in consideration of Sector Navigator funding sources).

Threaded throughout the Sector Navigator's leadership, messaging and strategic efforts will be the emphasis on common measures of effectiveness:

- 1) Enrollment (*Are enough students enrolling in ICT/Digital Media programs to meet the regional workforce need?*)
- 2) Completion (*Are students completing certifications, certificates, or degrees required for ICT/Digital Media employment?*)
- 3) Employment (*Are students being hired in ICT/Digital Media occupations? Was short-term skills training available for incumbent workers?*)
- 4) Transfer (*Are community college students transferring to four-year ICT/Digital Media programs?*)

The Sector Navigator will work with the Regional Consortia Chairs to extract ICT/Digital Media specific data from the Chairs' efforts to college "LaunchBoard" data for the region

to identify baselines to track “movement of the needle” on measure of effectiveness for the ICT/Digital Media sector by region and in the state.

The Sector Navigator will also engage regions based on their capacity and identification of Priority and Emerging sectors to address statewide priorities developed from research on ICT/Digital Media training needs, and the statewide ICT and Digital Media Advisory Bodies’ work. For example, prominent gap areas that are already known include the need to create more qualified computer science graduates; the need to develop curricula for Healthcare IT, Smart GRID, entertainment specialty IT and Digital Media positions, and to integrate small business/entrepreneurship training in ICT/Digital Media programs; the need to increase colleges’ access to certification preparation curricula and industry certifications; and the need to address specific Digital Media pathways that need to be developed as an ICT sub-sector. Detailed description of these known need areas follow to provide a portrait of the types of efforts that will be pursued to advance the ICT/Digital Media sector through the California Community Colleges.

Create More Computer Science Graduates: The majority (80%) of ICT jobs require a four-year degree. The shortage of qualified applicants for hundred’s of Silicon Valley jobs is directly correlated to a shortage of qualified Computer Science majors with appropriate specialties in software engineering, internet engineering or systems/networking. While some ICT associations quarrel with the four-year requirement, saying the it is just a defensive Human Resource shield, meaning two-year certificated students should qualify, the demand for students with college degrees would be significant even if it were only 50% instead of 80%.

Multiple factors relate to the problem of the size and qualifications of the ICT/Digital Media workforce: not enough students pursue ICT majors, students are not effectively informed about viable Digital Media pathways, and colleges often do not have updated offerings to effectively prepare students in these pathways. Colleges need to connect secondary and ROP ICT/Digital Media courses to community college ICT/Digital Media programs, and to provide outreach and recruitment to engage students in these fields of study. The Sector Navigator will work with Deputy Sector Navigators on activities to strengthen pathways from secondary to community colleges and to four-year programs, as well as support ICT/Digital Media outreach and recruitment efforts in middle schools and high schools, and community colleges. The student support portion of the ICT/Digital Media sector website will provide career exploration resources, ICT and Digital Media education and employment roadmaps, provide a searchable database of ICT/Digital Media programs by region, and identify colleges with Transfer Degrees in Computer Science, and digital media arts-related transfer degrees as they become available.

Transition from two-year to four-year colleges in California has long been a legislative priority and an effective pathway for many CCC students. Guaranteed Admission, the IGETC curriculum and the ASSIST on-line system are effective at facilitating that transition. Optimizing this transition for ICT and Digital Media means doing the research on the jobs, finding the best four-year programs for training and then helping CCC

students target those programs, as well as funding Collaboratives dedicated to increasing the number of ICT/Digital Media courses that obtain C-ID numbers.

Regional Development:

Optimize accessibility of key curriculum related to industry certifications: Cisco Certified Network Associate and the Microsoft Certified Systems Engineer are the top two of over 113 different industry certificates requested in a Burning Glass² review of ICT jobs that do not require a four-year degree. Industry Certificates were only requested in 20% of this group, with A.A. and A.S. degrees in demand as well. Validating with employers, by region, will further clarify the practical value of which certificates get jobs.

For CCC's the industry certification issue is economic, as the various industry certificates come with fees for some combination of tuition, specialized and changing equipment, or administrative fees that make these programs costly to provide. Where possible by region or by state, the goal will be to leverage resources to achieve discounts on curriculum and equipment for the most effective certificates identified. However, state-funded curriculum development, including identifying exemplary models within the CCC system, is a more cost efficient strategy that can lead to greater effectiveness and access. Once identified, effective curriculum that aids in certification preparation will be shared through the ICT/Digital Media sector web portal.

Unique to many of the programmatic solutions in this grant is the effective use of the ICT/Digital Media sector web portal. In the case of shared curriculum it is important to provide the most current and results-oriented curriculum on a shared web portal where it is referred to as a 'curriculum asset'. Key to the effort is involving Faculty in the selection process of these 'curriculum assets' and providing customizable curriculum landing pages for their individual course descriptions. Along with student guides, optional faculty guides and discussion boards these shared on-line assets provide essential standardization, economic content refresh and efficiency while maintaining faculty prerogatives for regionalization and customizations of the learning experience for their students.

The proposed shared web portal design is based on a model developed by Mr. Wright for the iima4biz initiative that has proven to be effective for developing and disseminating shared curriculum, and currently provides 'social media management workshop' curriculum assets to 10 classes and over 200 student users.

Develop specialized hybrid skills assessment and curriculum with other Sectors: healthcare, energy, entertainment, and business: ICT/Digital Media is such a widespread sector that the emerging growth areas provide an opportunity to collaborate

² Burning Glass: Careers In Focus provides real-time labor market intelligence, and applies patented job aggregation technology for data extraction and analysis to mine and code data according to specific skills, skill clusters, educational credentials, certifications, experience levels, work activities, openings, and job type.

with the other Sector Navigators. The applicants for the Health, Energy and Business Sector Navigators that were contacted in the preparation of this proposal were eager to collaborate in the formation of specialized or hybrid curriculum development efforts. Prominent examples follow.

Healthcare Information Technology (HIT): The only Sector more widespread and in greater demand than ICT is Healthcare. The National priority to achieve efficiencies has finally caught up with the backward recordkeeping and communications systems of the past. National associations and community college groups now focus on HIT with programs for existing nurses and auxiliary personnel. HIT programs have the largest participation by women, as instructors or students, of any technology area, and are an access point to draw underrepresented populations into ICT careers. Working with the Healthcare Sector Navigator we will be able to convene skills panels and incubate the appropriate curriculum and level of credentials that allow this workforce to upgrade their skills and for new jobs to be filled, based on regional capacity and workforce need.

Smart Grid: Another major industry to revamp its efficiency is energy. Utilizing advanced information communications technologies less energy can be used or wasted in a variety of business and industrial settings. The projected job growth in the Energy Sector is ICT related and will require ICT-specific skills. Working with the Energy Sector Navigator we will be able to convene skills panels and incubate the appropriate curriculum and level of credentials needed to develop this workforce.

Entertainment: While there is no Sector Navigator for Entertainment, it actually falls within the ICT/Digital Media Sector, the need to provide specialized training has been addressed by the iima4biz center at Los Angeles Valley College through exclusive training arrangements with the craft unions and production workforce. Through this experience, the Sector Navigator recognizes the entertainment industry's new and growing digital workforce, and the need to organize skills panels followed by curriculum development and credentials that allow incumbent workers to upgrade their skills, as well as ICT/Digital Media students to fill new jobs in this area. The 'Digital Wrangler' is but one example of a new job, i.e., one who archives the video clips of the day's production shoots, that is transforming the workflow in entertainment production. By extension, many entertainment skills are crossing over to digital media jobs producing content for business websites, YouTube videos and sales presentations. The 'Entertainment Technology Transfer' is a specialized area that can enhance our Small Business sector as well.

Integrating Small Business/Entrepreneurship training into ICT and Digital Media Programs: Most ICT and Digital Media professionals will either work for a small business or work as consultants/contractors or small business owners themselves. To effectively prepare students to be successful in these industries, especially Digital Media, they will need to develop business acumen related to marketing, pricing, developing a client base, and the legal issues related to working as an entrepreneur, contractor, or small business owner in these industries.

The ICT/Digital Media web portal will provide a landing page to capture the news and curriculum assets of each of these specialized collaborations along with support for a joint advisory group with the Sector Navigators and their teams.

Develop best practices and curriculum pathways recommendations for the Digital Media sub-sector: The size and scope of Digital Media is exploding with the content and the software so closely linked that it is hard to separate from ICT. Most of digital media relates to what a person sees, senses, and interacts with, along with the software below the surface that makes that happen or produces the visual. In the workforce the User Interface designer for games, apps, websites, etc., is a hybrid ICT/Digital Media job.

Many colleges in the CCC system host Digital Arts centers and labs where areas of study include traditional entertainment oriented skills in animation, game design, film editing, digital media, and web design, as well as, new media business applications including social media, search engine optimization, blogs and video blogs, virtual 3D collaboration technologies, serious and casual games, GPS and mobile applications.

To date the evolution and the targeted need for these centers has been individualistic and has not benefitted from a statewide academic forum focus on statewide and regional jobs, with an emphasis on attainable careers. For example, it is not unusual for a student to spend several semesters learning digital animation only to find out that this singular skill is easily outsourced overseas; while potential domestic employers want software development skills, which call for advanced math and computer training. Meanwhile there are certificate progressions in website development and mobile apps that are more accessible to students and useful in the job hunt, such as the progressive web and mobile app certificate training classes that have been offered by the iima4biz center at North Orange County CCD.

The Sector focus on Digital Media will be separate from ICT to assure that the high interest level and significant investment made at many CCC locations is matched with expert guidance. The Sector Navigator will convene a separate statewide Advisory Body for Digital Media, and work with regional partners to uncover and share the most effective curriculum pathways and assets for the entire CCC system.

Accountability-based Performance Metrics and Alignment with LaunchBoard:

Referencing the data categories required for the LaunchBoard system, the Sector Navigator in collaboration with Regional Consortia and ICT/Digital Media Deputy Sector Navigators will promote the transition to outcome-centered programs. Regions that identified ICT/DM as priority or emerging sectors will provide the following data to perform analysis of program offerings by region to identify gaps: courses and programs, credentials, enrollment, completion of credentials, employment, transfer, articulation with secondary and four-year colleges/universities, and courses with C-ID numbers.

A compendium will be created out of these regional analyses to provide a statewide portrait of CCC ICT/Digital Media programs organized around common data measures.

This will be effective in setting performance targets. LaunchBoard will then be used to evaluate progress on outcomes through the strategic efforts of Sector Navigator, Regional Consortia and associated workgroups (i.e., Collaboratives, Sector Partnerships), and ICT/Digital Media Deputy Sector Navigators.

Mini-grant funding opportunities for Collaboratives, Sector Partnerships, and Key Connects will be designed to incorporate common metrics and accountability measures, and require applicants to design projects focused on outcomes related to the ICT/Digital Media sector priorities identified through regional and statewide planning efforts.

Adoption of Effective Workforce and Economic Development Practices:

Taking Exemplary Models to Scale: Working with the Regional Consortia and Deputy Sector Navigators, Collaboratives will be developed—one for ICT and one for Digital Media—to engage “early adopters” from the colleges who are eager to implement models of success at their own campuses. Collaborative participants will not only implement the models but will be required to integrate data collection of enrollment, completion, employment and transfer, in order to measure the impact of the model’s adoption to foster expansion of the model’s use at the campus and in the region.

Improved Partnerships with Employers: The Sector Navigator will cultivate relationships with ICT/Digital Media employers and their Human Resource departments to get a real-world measure of what knowledge, skills, and abilities students will need to be good candidates for ICT/Digital Media occupations. Through these efforts, the Sector Navigator will develop guidance materials to be posted on the ICT/Digital Media web portal, and provided to Regional Consortia and ICT/Digital Media Deputy Sector Navigators, for outreach and recruitment efforts, and curriculum development and alignment efforts. These outreach efforts will lead to direct connections of employers to community college programs for recruitment and hiring efforts, for fee-based customized short-term skills training for incumbent workers, as well as prospective participants for Sector Partnerships, Skills Panels or the Statewide Advisory Bodies.

Major contributions for assembling key industry and employer input will be provided by our industry association collaborators and in-kind contributors: Mid-Pacific ICT Center (MPICT), World of Webcrafters (WOW), and Tu Tecnología. MPICT is an organization dedicated to improving ICT education throughout California through all tiers of education, with a focus on community colleges. WOW (<http://webprofessional.org>) is a national professional standards group based in Folsom, California, and is dedicated to professional website development and management. WOW’s extensive membership and industry connections, as well as its engaging founder, Bill Culifer, will be integral to accessing an extensive business network developed over the last 10 years. Tu Tecnología is a national non-profit organization developed by Ariel Coro that addresses the needs of the Spanish-speaking technology professional. Tu Tecnología has wide access to Spanish-language media through Mr. Coro who is a columnist for *La Opinión* and a technology commentator on Univision.

Strengthened partnerships with local Workforce Investment Boards (WIB) will benefit regions' employment preparation and tracking efforts. WIBs engage in regional labor market research in order to tailor their services to improve employment outcomes for their clients, and many WIB One-Stop Centers have business services to provide recruitment and hiring services for local employers. Connections with the WIBs will expand Regional Consortia's access to regional labor market information, and to employers seeking ICT/Digital Media workers or training for incumbent workers. Also, WIBs already have methods for tracking employment outcomes and can advise colleges about effective practices to track employment, wage gain and retention data that will be required for LaunchBoard.

The Sector Navigator will use employer/industry and student feedback mechanisms to assemble constructive surveys to review CCC ICT/Digital Media training with job compatibility.

Objective 2: Identifying and advocating programmatic priorities -- with consideration for common metrics and accountability measures – in consultation with regional and statewide advisory bodies. Structuring at least one statewide or multi-region advisory body – where business representation is at least 50%.

The Sector Navigator will establish two statewide advisory bodies, one for ICT and one for Digital Media, utilizing regional business representatives, and through partnership with the Mid-Pacific ICT Center, WOW and Tu Tecnología as ICT/Digital Media workforce development partners in research and communication. The advisory memberships will consist of industry representatives, employers, the Sector Navigator, a Deputy Sector Navigator, CTE deans and ICT/Digital Media faculty representatives. The advisory bodies will meet twice per fiscal year to identify strategic priorities, evaluate performance, and discuss the direction for the following year.

Industry representatives and employers will identify hiring trends; knowledge, skills and abilities required for ICT/Digital Media occupations; challenges to finding qualified employees; and ideas to bridge to community college programs to develop a workforce pipeline. The Sector Navigator will present regions' ICT/Digital Media program assets, and use results of regional gap analyses to engage the advisory body in setting priorities to move the regions into closer alignment with workforce needs to make significant progress on outcome targets. CTE deans and ICT/Digital Media faculty will describe the operational realities of ICT/Digital Media instruction and student preparation to create an informed context within which the advisories will identify statewide priorities, contribute their expertise as ICT/Digital Media educators, as well as suggest how to convey the bodies' priorities to a faculty and CTE administrator audience to engage them in performing the work that needs to be done. From this effort a common roadmap for statewide academic excellence in ICT/Digital Media will be developed and will serve as a guide for regions to develop ICT/Digital Media pathways and related assets (e.g., stackable certificates, ICT hybrid programs, C-ID courses, Digital Media skills training, etc.).

Objective 3: Acting as first point of contact for statewide industry organizations and employers with the intent of assisting engagement with the community college system by making use of regional consortia and/or other organizations to respond to sector needs, representing the Chancellor's Office at state-level meetings and workgroups and facilitating business/industry connection with college programs, and other duties as appropriate.

A key role of the Sector Navigator is cultivating relationships with ICT/Digital Media industries and employers to serve as a intermediary between them and the Regional Consortia and the colleges. The Sector Navigator will employ multiple methods for increasing and strengthening relationships within the ICM/Digital Media industries and employers, many of which are businesses of all sizes in other industries. Business relationship outreach will include:

- Develop a business-friendly landing page for industry/employers on the ICT/Digital Media web portal that will feature a user-friendly interface to review community college ICT/Digital Media programs and their credential offerings by region; review short-term skills training offerings or request customized fee-based skills training; provide feedback on workforce development needs; post job openings and internship opportunities; apply to serve on a Skills Panel, Sector Partnership or Statewide Advisory, and review the reports and resources they develop.
- The business/industry page will be presented to the advisory bodies for input on what information and resources to provide to draw traffic to the site.
- Visit Human Resources representatives of major employers to hear first hand regarding their needs, and what determines a good candidate for an ICT or Digital Media job.
- A LinkedIn group for business outreach and discussion will be established and will include a link to the ICT/Digital Media web portal.
- The Sector Navigator will develop a schedule of conferences and speaking engagements to promote ICT/Digital Media sector workforce activities, with emphasis on representing CCC ICT/Digital Media offerings and the ability to connect employers to training in their region, including short-term skills and customized training; promote the ICT/Digital Media web portal site, as well as disseminate interest cards and follow-up with interested employers.
- Send a solicitation letter to California and National ICT/Digital Media groups to establish contact and collaboration.
- Respond aggressively to industry inquiries for CCC educational support with a written proposal and project management as appropriate.
- Recruit employers to serve on Regional Skills Panels and in Sector Partnerships.

Cultivation of industry and employer contacts will foster awareness of the CCC statewide ICT/Digital Media sector development efforts, improve alignment and response to industry workforce needs, and identify specific opportunities to respond directly to employers' needs by brokering customized skills training provided by the appropriate region and colleges. Building awareness through coherent presentation of college ICT/Digital Media programs, experience of direct benefit through customized

response, and highlighting success will establish a foundation to build a reliable and responsive collaboration between industry/employers and CCC.

Objective 4: Acting as sector expert staying current with industry workforce development needs, trends, and funding opportunities in order to provide expert guidance to the Chancellor's Office, regional consortia and regional sector-specific centers. While concurrently possessing knowledge of community college regulations, processes and practices in order to effectively deliver common metrics and accountability measures.

The Sector Navigator will attend key ICT conferences (Interop), Digital Media conferences (SXSW), peruse state and regional LMI reports (EDD, Centers of Excellence, EMSI, regional workforce and economic development organizations), meet with industry and employers in person, and review industry trends sources (magazines, blogs, industry-leader reports, government sponsored research on the industry, e.g., National Science Foundation, Department of Labor, Department of Education) to keep current with the state of the ICT/Digital Media industries, especially in California, as well as to identify trends that will impact the workforce and required a training response. The Sector Navigator will create quarterly newsletters summarizing key ICT/Digital Media industry trend information and data, share important resources and reports, and link information to priorities identified by the Advisory Bodies and the Regional Consortia to highlight the relevance of information for current efforts and projects.

In collaboration with Regional Consortia Chairs and ICT/Digital Media Deputy Sector Navigators, the Sector Navigator will design mini-grants for Collaboratives, Skills Panels, and Sector Partnerships, and will also maintain a 'funds collaboration watch' to identify and respond to other funding opportunities (e.g., NSF, Department of Education, Department of Labor, etc.) that will increase targeted investments to make progress on ICT/Digital Media priorities in the state and regions. The host institution's Resource Development Department will be a key resource for identifying grant opportunities to develop ICT/Digital Media programs, and will provide summary fact sheets of grant opportunities for the Sector Navigator to disseminate to Regional Consortia promoting awareness of funding opportunities. Key Connect funds will be employed as a strategy to incentivize colleges to align their ICT/Digital Media grant development efforts with the statewide and regional sector development plans. Most grants require match, collaboration, measurable outcomes, wider impact, and so on. Key Connect funds would provide colleges with a potential source of match, link the colleges' project to the sector network of collaborative partners, tie-in to performance measures for which baseline data has already been developed to incorporate as their project's measures of success, and represent their project as part of a regional and state effort to make strategic impact on access, completion, employment and transfer. Combining outreach on grant opportunities with grant development resources is a strategy to increase targeted investments and align ICT/Digital Media development efforts.

Twice per year, the Sector Navigator will attend the Regional Consortia meetings in each of the 14 regions that identified ICT/Digital Media as a priority or emerging sector to engaging faculty and CTE deans in discussion of their ICT/Digital Media programs

and challenges, to present industry and workforce trends information, and work with faculty and administration as a resource to expedite curriculum development and provide constructive information to accelerate approval.

At statewide Chancellor's Office meetings the Sector Navigator will report on significant industry trends and on regional efforts, identify issues related to curriculum development and approval, as well as highlight grant development efforts.

Objective 5: Funding and cultivating collaborative communities so that practitioners and/or faculty can collaborate and provide peer-to-peer knowledge exchange in areas of common interest with a specific objectives timelines and outcomes for improvement within the sector.

Funds have been allocated in the ICT/Digital Media Sector Navigator budget to support work groups through the Regional Consortia to provide opportunities for faculty peer-to-peer work to complete projects that further the strategic objectives identified by the consortia to achieve common outcomes related to Enrollment, Completion, Employment and Transfer. The following is a representation of anticipated work groups that will be developed, although the structure and nature of the work groups is liable to change as they are intended to be a short-term flexible mechanism for achieving specific projects to further progress on statewide and regional objectives:

- ICT and Digital Media collaborative in each region to take exemplary models to scale through early adopters.
- ICT and Digital Media work groups to develop curriculum resources to enable transfer of needed curriculum assets to regions with capacity gaps: e.g., certification exam preparation courses, C-ID courses, short-term skills training curricula.
- Partner with Energy, Healthcare, and Business Sector Navigators and braid relevant grant funded projects to produce hybrid ICT/DM curriculum and programs in demand. Creation of effective specialized hybrid curriculum assets will utilize Regional Consortia and Skills Panels.
- Partner with ICT/Digital Media Deputy Sector Navigators and Regional Consortia to create a Collaborative focused on strengthening ICT/Digital Media pathways from secondary to community college, including improving outreach, career exploration and recruitment of students into ICT/Digital Media programs, especially underrepresented students.
- Partner with Regional Consortia to create a Collaborative to increase development of C-ID courses and to improve articulated pathways to four-year ICT and Digital Media programs.

The college landing page on the ICT/Digital Media web portal will feature a link to submit mini-grant applications that will be coordinated through the Regional Consortia.

Objective 6: Support sector partnerships through shared HUB services including marketing, website development/maintenance, meeting logistics, data collection/reporting, and internal analysis of effectiveness.

The Sector Navigator will develop a centralized, statewide ICT/Digital Media Sector web portal that allows ready access to shared archival material for an array of constituents,

i.e. faculty, students, employers, industry collaborators, and workforce and economic development professionals, with separate landing pages and messaging as appropriate for each group. The ICT/DM web portal will be a key mechanism to facilitate coordination of meetings with the Regional Consortia, ICT and Digital Media Advisory Bodies, and the collaborative/work groups, and web-based push notifications will be employed as the most efficient communication strategy today. The Communication goal is that all potential stakeholders have access to the process and the assets that impact students. Further, the work and reports produced by all of these stakeholders will be submitted through and maintained on the shared web portal. Thus, the web portal also serves as a documented history of the Sector Navigators efforts, which will be used to determine the effectiveness of efforts to engage stakeholders, reduce gaps, and strengthen the education and workforce pipeline.

Objective 7: Assisting regional consortia centers meet the needs of their particular industry sector in evaluating impact of their sector on the region's economy, assistance in the formation of workforce development networks, and development of contract and fee-supported approaches for meeting workforce development needs in their sector.

The Sector Navigator will assist Regional Consortia and Deputy Sector Navigators to establish ICT/Digital Media workforce development networks with representatives from their local WIBs, regional Economic Development organizations, as well as regional industry/employer representatives. WIBs and Economic Development organizations already have extensive research and labor market data resources that would benefit the Regional Consortia in keeping informed about the specific industry sector needs in their regions. Further, WIBs often provide recruitment, hiring, and training services for employers, and could connect colleges to opportunities to develop customized short-term skills training to respond to employers' needs. Regional Consortia will also take the lead to help colleges get on the Employment Training Provider List (ETPL) so that the WIB can refer jobseekers to enroll in CCC programs. The Sector Navigator will seek out WIBs engaged in specific projects related to ICT/Digital Media, such as the Orange County WIB's Workforce Innovation Fund IT Cluster Competitiveness Project, to identify opportunities to collaborate on shared objectives.

Summary Statement

The ICT/Digital Media Sector Navigator is ideally positioned to lead market research, product development, communication and marketing for the programs that the CCC's can offer students and business in the ICT/Digital Media space. However, the situation is unique in that the products and services of this 'business like' situation are already, if not haphazardly, developed and in place with as many champions as there are products. A primary role of the Sector Navigator in this environment is to build consensus for change toward truly effective educational alternatives that result in student success and jobs. While the process to address each of the needs can seem fairly straightforward, the actual skill is in the diplomatic, consensus building team approach that drives acceptance as well as excellence.

**Chancellor’s Office
California Community Colleges**

Key:
SN = Sector Navigator
DSN = Deputy Sector Navigator
RCC = Regional Consortia Chairs

District: Rancho Santiago **CCD**

College: N/A

Grant Number:

1	3	-	1	5	1	-	0	0	6
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ANNUAL WORKPLAN

Objective Number: #1.0
Providing technical assistance, and logistical support to statewide and regional projects with clear outcomes to advance sector strategies, regional development, accountability-based performance metrics, alignment with statewide LaunchBoard initiative, and the adoption of effective workforce and economic development practices.

Activities	Timelines	Responsible Person(s)	Performance Outcomes	Sector Navigator	HUB	Advisory/Communities	Metric(s) No.
1.1 Produce ICT and Digital Media capacity, performance and gap analysis report for each region, and a combined report for the state.	January 2014	SN DSN RCC	1.1a Determine strategic priorities for each region and the state. 1.1b Establish enrollment, completion, employment and transfer baseline data.	100%			QS2,MP18, MP23, MP25, MP28,
1.2 Develop a CCC ICT/Digital Media faculty and CTE Dean contact list by region to perform outreach and connect them to Sector Navigator web portal.	October 2013	SN and RCC	1.2 Communication links established between the Sector Navigator and CCC ICT/Digital Media Programs.	100%			QS2, QS4
1.3 Identify exemplary models of ICT/Digital Media programs (based on enrollment, completion, employment and transfer data), determine the factors of their success and develop shared curricula and resource, and fund Collaboratives to take models to scale.	January 2014	SN and DSN	1.3a. Improve ICT/Digital Media capacity through implementation of effective practices. 1.3b Successful models taken to scale and outcome data collected to measure impact.	100%			QS2, QS4, MP15, MP16, MP18, MP23
1.4 Share “curriculum assets,” ICT/Digital Media roadmaps, and regional course and program crosswalks on the ICT/Digital Media Web Portal, and fund Collaboratives and Sector Partnerships to increase colleges’ capacity, improve alignment, and develop and strengthen pathways.	June 2014	SN and RCC	1.4a Increase in CCC programs providing certification preparation courses, leading to more students attaining certifications. 1.4b Increase in the number of ICT and Digital Media courses with C-ID numbers, leading to increased transfer. 1.4c Increased regional alignment in ICT/Digital Media programs, leading to improved completion rates. 1.4d Strengthened ICT/DM pathways, lead to increased enrollment & transfer.	100%			QS2, QS4, LI1, LI2, LI5, LI5

5.20 (27)

**Chancellor’s Office
California Community Colleges**

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District: Rancho Santiago **CCD**

College: N/A

Grant Number:

1	3	-	1	5	1	-	0	0	6
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Objective Number: #1.0
Providing technical assistance, and logistical support to statewide and regional projects with clear outcomes to advance sector strategies, regional development, accountability-based performance metrics, alignment with statewide LaunchBoard initiative, and the adoption of effective workforce and economic development practices.

Activities	Timelines	Responsible Person(s)	Performance Outcomes	Sector Navigator	HUB	Advisory/Communities	Metric(s) No.
1.5 Present ICT/Digital Media occupational skill and workforce needs, industry trends, and promote shared use of enrollment, completion, employment and transfer measures to guide program evaluation and plans for improvement, twice per year in each of the 14 regions that selected ICT/Digital Media as a priority or emerging sector.	Each month, and via statewide web portal	SN	1.5a ICT/Digital Media faculty and CTE deans are well-informed about industry and workforce trends to become change agents in their programs. 1.5b Shared use of common measures to guide program development and improvement within a region. 1.5c Improve alignment of ICT/Digital Media programs with workforce needs.	100%			QS1, QS2, QS3, QS4
1.6 Provide link to COE’s professional development for LaunchBoard on ICT/DM web portal, and promote data collection as a tool to enable regions to track performance on closing gaps and improving capacity in ICT/Digital Media programs.	Each month at Reg Const. meetings, and via statewide web portal	SN	1.6 Data available to design regional efforts to improve ICT/Digital Media education and measure progress and performance.	100%			QS1, QS3, QS4
1.7 Represent a coalition of colleges to negotiate reduced rate for industry certifications.	May 2014	SN	1.7 Increased number of CC ICT/Digital Media programs offer preparation for industry certifications identified by employers as a factor in hiring decisions, leading to increase in the number of students attaining certifications.	100%			QS2, LI3, MP29a

5.20 (28)

**Chancellor’s Office
California Community Colleges**

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District: Rancho Santiago

CCD

College: N/A

Grant Number:

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ANNUAL WORKPLAN

Objective Number: #2.0

Identifying and advocating programmatic priorities -- with consideration for common metrics and accountability measures – in consultation with regional and statewide advisory bodies. Structuring at least one statewide or multi-region advisory body – where business representation is at least 50%.

Activities	Timelines	Responsible Person(s)	Performance Outcomes	Sector Navigator	HUB	Advisory/ Communities	Metric(s) No.
2.1 Engage in strategic outreach to ICT/DM industry and employers by accessing regional ICT/DM contact lists, Sector Navigator’s contacts, partner contacts and networks, and through strategic outreach to ICT/DM business/employers.	November 2013	SN, RCC, and DSN	2.1 Establish one statewide advisory for ICT and one statewide advisory for Digital Media, and ensure business representation is at least 50%.	100%			QS2
2.2 Conduct first statewide advisory meeting to review CCC ICT/Digital Media program offerings, identify gaps between offerings and workforce needs, and establish strategic priorities and 5-year plan with annual target objectives.	November 2013	SN and committee members	2.2a Improve alignment of college ICT/Digital Media programs with industry and employer workforce needs. 2.2b Establish a mechanism to track progress and measure success.	10%		80%	QS2, QS3, QS4
2.3 Conduct second annual statewide advisory meeting to review progress on strategic objectives and to set target objectives for the following year.	June 2014	SN and committee members	2.3 Identify what fosters and hinders gap reduction to make adjustments to plan, objectives, pursue additional information, and identify policy issues to present to Chancellor’s Office.	10%		80%	QS2, QS3, QS4
2.4 Create Academic Pathways Teams to develop statewide priorities for secondary to postsecondary alignment, four-year articulation and transfer, and development of flexible models to address industry needs.	May 2014	SN and DSN	2.4 Develop a roadmap for statewide ICT/DM academic excellence to use as a touchstone for regional efforts to align, improve and evaluate their ICT/Digital Media programs.			100%	QS2, QS3, QS4, LI1, LI2, LI3, LI5

5.20 (29)

**Chancellor’s Office
California Community Colleges**

Key:
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DSN = Deputy Sector Navigator
RCC = Regional Consortia Chairs

District: Rancho Santiago **CCD**

College: N/A

Grant Number:

1	3	-	1	5	1	-	0	0	6
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ANNUAL WORKPLAN

Objective Number: #3.0
Acting as first point of contact for statewide industry organizations and employers with the intent of assisting engagement with the community college system by making use of regional consortia and/or other organizations to respond to sector needs, representing the Chancellor’s Office at state-level meetings and workgroups and facilitating business/industry connection with college programs, and other duties as appropriate.

Activities	Timelines	Responsible Person(s)	Performance Outcomes	Sector Navigator	HUB	Advisory/Communities	Metric(s) No.
3.1 Develop a business-centered landing page on the statewide ICT/Digital Media web portal featuring a searchable database on community college ICT/DM program offerings, area to post job and internship opportunities, and mechanism to request customized short-term skills training.	January 2014	SN and RCC	3.1 Increase employers’ connection with colleges, substantiated by recruitment and hiring efforts at CCC, students in ICT/Digital Media internships, and enrollment in short-term skills training or employers’ use of contract education for ICT/Digital Media skills training.		100%		QS2, QS4, MP27, MP29b
3.2 Sector Navigator meets with Human Resource Officers at large ICT/Digital Media companies for clear and specific information on ICT/DM occupational skills and other requirements; findings will be posted on the ICT/DM web portal.	February 2014	SN	3.2a Faculty improve alignment of their courses to prepare students will skills required by employers. 3.2b Increase students’ awareness of requirements to attain employment in ICT/DM occupations.	100%			QS2, QS4, LI1, MP4, MP6, MP 10
3.3 Sector Navigator will establish a schedule of speaking engagements to promote community college ICT/Digital Media sector workforce activities to industry and employers.	Quarterly, and as ICT/DM industry events occur	SN	3.3a Increase employers outreach to CCC, as substantiated by traffic to employer landing page on web portal, and program surveys on number of employer contacts. 3.3b Identify employers seeking customized skills training to refer to RCC contract education. 3.3c Identify employers to serve on Skills Panels, Sector Partnerships, State Advisory Bodies.	100%			QS2, LI1, MP29b

5.20 (30)

**Chancellor’s Office
California Community Colleges**

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DSN = Deputy Sector Navigator
RCC = Regional Consortia Chairs

District: Rancho Santiago **CCD**

College: N/A

Grant Number:

1	3	-	1	5	1	-	0	0	6
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Objective Number: #3.0
Acting as first point of contact for statewide industry organizations and employers with the intent of assisting engagement with the community college system by making use of regional consortia and/or other organizations to respond to sector needs, representing the Chancellor’s Office at state-level meetings and workgroups and facilitating business/industry connection with college programs, and other duties as appropriate.

Activities	Timelines	Responsible Person(s)	Performance Outcomes	Sector Navigator	HUB	Advisory/Communities	Metric(s) No.
3.4 Collaborate with Regional Chairs to respond to employers’ needs for customized training.	As request occurs	SN and RCC	3.4 Create a ICT/Digital Media online skills training resource library to increase colleges’ capacity to respond to employers’ incumbent worker training needs.	10%	75%		QS2, MP29b, MP33
3.5 Survey employers served through CCC contract education or short-term skills training.	Quarterly	SN and RCC	3.5a Determine features of short-term or contract education valued by employers, and features to improve or modify. 3.5b Collect information on impact of training: job retention, wages gains, economic gains. 3.5 c Determine effectiveness of contract education model to result in repeat use of services, referrals and CCC brand recognition, substantiated by employer responses indicating “how likely are you to recommend CCC training services, and ” “how likely are you to use CCC training services again.”	100%			QS2, MP29b, MP33

5.20 (31)

**Chancellor's Office
California Community Colleges**

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District: Rancho Santiago

CCD

College: N/A

Grant Number:

1	3	-	1	5	1	-	0	0	6
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ANNUAL WORKPLAN

Objective Number: #4.0							
Acting as sector expert staying current with industry workforce development needs, trends, and funding opportunities in order to provide expert guidance to the Chancellor's Office, regional consortia and regional sector-specific centers. While concurrently possessing knowledge of community college regulations, processes and practices in order to effectively deliver common metrics and accountability measures.							
Activities	Timelines	Responsible Person(s)	Performance Outcomes	Sector Navigator	HUB	Advisory/Communities	Metric(s) No.
4.1 Sector Navigator will attend key ICT/Digital Media conferences, peruses state and regional LMI reports, meet with employers and industry representatives, and review industry trend sources.	One per quarter, or as events are scheduled	SN	4.1 Produce quarterly newsletter featuring ICT/Digital Media trends workforce indicators, and disseminate it statewide to Regional Consortia, Deputy Sector Navigators, and ICT/Digital Media programs.	75%	25%		QS4, LI1, LI2, LI3, LI5
4.2 Sector Navigator will connect with regional WIBs and economic development agencies to access regional ICT/Digital Media labor market data.	December 2013	SN	4.2 Increase ICT/DM programs access to and familiarity with regional labor market data to prepare faculty and administrators to make informed decisions to target investment for course and program development.	25%	75%		QS2, QS4, LI1, LI2, LI3, LI5
4.3 Sector Navigator will build a library of ICT/Digital Media industry trends and workforce development information, reports and studies to foster consistency within and across regions through use of the same resources to guide program development.	May 2014	SN, RCC and DSN	4.3a Improved alignment of ICT/Digital Media courses and programs with workforce needs. 4.3b Broad use of shared informational resources builds a platform for regional alignment. As substantiated by same sources referenced in mini-grant applications.		100%		QS2, QS4, LI1, LI2, LI3, LI5
4.4 Sector Navigator will set-up a funds watch network to identify grant opportunities to increase targeted investments in building CCC ICT/Digital Media capacity.	September 2013	SN, RCC and DSN	4.4 Collaboratives, Sector Partnerships, and ICT/Digital Media faculty and CTE Deans are aware of funding opportunities and Sector Navigator resources to support their pursuit of funding.		80%	10%	QS4, LI1, LI3

5.20 (32)

**Chancellor’s Office
California Community Colleges**

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District: Rancho Santiago **CCD**

College: N/A

Grant Number:

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Objective Number: #4.0
Acting as sector expert staying current with industry workforce development needs, trends, and funding opportunities in order to provide expert guidance to the Chancellor’s Office, regional consortia and regional sector-specific centers. While concurrently possessing knowledge of community college regulations, processes and practices in order to effectively deliver common metrics and accountability measures.

Activities	Timelines	Responsible Person(s)	Performance Outcomes	Sector Navigator	HUB	Advisory/Communities	Metric(s) No.
4.5 Key Connect funds available to align colleges’ grant development efforts with ICT/Digital Media Sector development strategies.	June 2014	SN, RCC, and DSN	4.5a Common measures included in the design of colleges’ ICT/Digital Media grant projects. 4.5b Colleges address strategic priorities in their grant projects (e.g., develop stackable certificates, increase number of C-ID courses, outreach to high school students, etc.) 4.5c Colleges incorporate Sector resources and partnerships to build on what is being done, rather than operate in isolation.			100%	QS1, QS2, QS3, QS4, LI1, LI2, LI3, LI5, LI6
4.6 Provide guidance on regional and statewide curriculum approval processes, and provide resources to facilitate approval.	May 2014	SN	4.6 Increase in ICT/Digital Media arts offerings: e.g., short-term skills training, stackable certificates, courses with CI-D numbers in each region.	50%	50%		QS1, QS2, QS3, QS4,
4.7 Attend Chancellor Office meetings to report on significant industry trends, status of regional efforts, and share recommendations/highlights.	Quarterly, or as scheduled by the Chancellor’s Office	SN	4.7 Improved operations through CCCCCO targeting investments in what works and designing projects to foster success.	100%			QS1, QS3

5.20 (33)

**Chancellor’s Office
California Community Colleges**

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District: Rancho Santiago

CCD

College: N/A

Grant Number:

1	3	-	1	5	1	-	0	0	6
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ANNUAL WORKPLAN

Objective Number: #5.0							
Funding and cultivating collaborative communities so that practitioners and/or faculty can collaborate and provide peer-to-peer knowledge exchange in areas of common interest with a specific objectives timelines and outcomes for improvement within the sector.							
Activities	Timelines	Responsible Person(s)	Performance Outcomes	Sector Navigator	HUB	Advisory/ Communities	Metric(s) No.
5.1 Offer Collaborative mini-grant opportunity for “early adopters” to take best practices to scale.	April 2014	SN, RCC, and DSN	5.1 At least one college in each region implements ICT/Digital Media program best practices to improve enrollment, completion, employment or transfer.			100%	QS2, QS4, LI1, LI2, LI3, LI5, LI6, MP15, MP16, MP22
5.2 Offer Collaborative mini-grant opportunity to enable transfer of curriculum to regions with capacity gaps.	April 2014	SN, RCC, and DSN	5.2 Reduce ICT/Digital Media program gaps, while also aligning curricula standards within and across regions.			100%	QS2, QS4, LI2, LI3, MP18, MP29a
5.3 Partner with healthcare and energy Sector Navigators to plan development of specialized hybrid curriculum assets.	June 2014	ICT/DM, Healthcare, Energy and Sector Navigator	5.3 Community colleges create curricula that addresses workforce training need for Healthcare IT, SMART Grid technology, according to regional data on workforce need.			100%	QS2, QS4, LI1, MP17, MP18
5.4 Offer Collaborative mini-grant to develop specialized IT courses for entertainment industry jobs.	April 2014	SN, RCC, DSN	5.4 Training available to respond to entertainment industry’s need for specialized IT workers.			100%	QS2, QS4, LI1, MP17, MP18
5.4 Offer Collaborative mini-grant opportunity to integrate entrepreneurship/small business education in ICT/DM programs.	April 2014	ICT/DM and Business Sector Navigators	5.5 Prepare ICT/Digital Media students to operate their own businesses, or to work as contractors or consultants.			100%	QS2, QS4, LI7
5.5 Offer Collaborative mini-grant to strengthen pathways from secondary to community college ICT/Digital Media programs and from community college programs to 4-year programs.	April 2014	SN, RCC, and DSN	5.6 Increase student enrollment in ICT/Digital Media programs, especially under-represented students.			100%	QS2, QS4, LI5, MP10, MP25

5.20 (34)

**Chancellor’s Office
California Community Colleges**

Key:
SN = Sector Navigator
DSN = Deputy Sector Navigator
RCC = Regional Consortia Chairs

District: Rancho Santiago **CCD**

College: N/A

Grant Number:

1	3	-	1	5	1	-	0	0	6
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Objective Number: #5.0							
Funding and cultivating collaborative communities so that practitioners and/or faculty can collaborate and provide peer-to-peer knowledge exchange in areas of common interest with a specific objectives timelines and outcomes for improvement within the sector.							
Activities	Timelines	Responsible Person(s)	Performance Outcomes	Sector Navigator	HUB	Advisory/Communities	Metric(s) No.
5.6 Fund Sector Partnerships in ICT and Digital Media to develop mechanisms to better align employers and CCC ICT/Digital Programs.	April 2014	SN, RCC, DSN	5.6a Increase in the number of ICT/Digital Media internships available for CCC students. 5.6b Establish working communication networks to announce job openings and refer students. 5.6c Convene Skills Panels to provide clear and specific skills, knowledge, and abilities required for a spectrum of ICT/Digital Media occupations in the region.				QS2, QS4, LI1, LI2, LI3, MP27

5.20 (35)

**Chancellor’s Office
California Community Colleges**

Key:
SN = Sector Navigator
DSN = Deputy Sector Navigator
RCC = Regional Consortia Chairs

District: Rancho Santiago **CCD**

College: N/A

Grant Number:

1	3	-	1	5	1	-	0	0	6
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ANNUAL WORKPLAN

Objective Number: #6.0
Support sector partnerships through shared HUB services including marketing, website development/maintenance, meeting logistics, data collection/reporting, and internal analysis of effectiveness.

Activities	Timelines	Responsible Person(s)	Performance Outcomes	Sector Navigator	HUB	Advisory/Communities	Metric(s) No.
6.1 Establish a centralized, statewide ICT/Digital Media shared web portal with landing pages for multiple audiences: ICT/DM faculty and CTE Deans, students, employers/industry, and workforce development partners.	January 2014	SN	6.1a Faculty access to “curriculum assets,” resources to implement exemplary models and best practices, and funding opportunities. 6.1b CTE deans’ access to quality regional and state labor market information gathered through multiple sources. 6.1c Students access career development resources, pathway roadmaps, employment outlook, occupational skills requirements, ICT/Digital Media program list by region, leading to increased enrollment, completion, employment and transfer. 6.1d Employers use short-term skills training and contract education services, and connect with CCC ITC/Digital Media programs to recruit potential hires. 6.1e Workforce development organizations identify training programs in their regions, and contact CCCs for customized training.		100%		QS1, QS2, QS3, QS4, LI1, LI2, LI3, LI5, LI6
6.2 Use web-based push notifications to keep in constant contact with all constituencies.	Weekly	SN	6.2 Build a statewide ICT/Digital Media virtual community that strengthens the workforce pipeline to the mutual benefit of students and employers.		100%		QS2, QS4

5.20 (36)

**Chancellor’s Office
California Community Colleges**

Key:
SN = Sector Navigator
DSN = Deputy Sector Navigator
RCC = Regional Consortia Chairs

District: Rancho Santiago **CCD**

College: N/A

Grant Number:

1	3	-	1	5	1	-	0	0	6
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Objective Number: #6.0

Support sector partnerships through shared HUB services including marketing, website development/maintenance, meeting logistics, data collection/reporting, and internal analysis of effectiveness.

Activities	Timelines	Responsible Person(s)	Performance Outcomes	Sector Navigator	HUB	Advisory/Communities	Metric(s) No.
6.3 Facilitate coordination of meetings with Regional Consortia, ICT/DM advisory bodies, partner Sector Navigators, ICT/Digital Media Deputy Sector Navigators, and collaborative work groups.	According to meeting schedule, at least monthly	SN and administrative assistant	6.3 Successful operation of collaborative efforts will increase achievement of strategic objectives.		100%		QS2, QS3
6.4 Review tracking data on use of the ICT/Digital Media web portal by all constituents to determine patterns of use and assess whether usage of the site is advancing sector objectives.	April 2104	SN	6.4 Develop usage baseline, compare with usage requirements to attain outcomes, and set-usage quarterly usage targets.		100%		QS2, QS3
6.5 Survey all constituents to gain feedback on the site’s effectiveness.	June 2014	SN	6.5 Modify the ICT/Digital Media web portal to increase traffic by all constituents, and improve use of the site as a tool to advance sector objectives.		100%		QS2, QS4

5.20 (37)

**Chancellor’s Office
California Community Colleges**

Key:
SN = Sector Navigator
DSN = Deputy Sector Navigator
RCC = Regional Consortia Chairs

District: Rancho Santiago **CCD**

College: N/A

Grant Number:

1	3	-	1	5	1	-	0	0	6
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ANNUAL WORKPLAN

Objective Number: #7.0
Assisting regional consortia and centers meet the needs of their particular industry sector in evaluating impact of their sector on the region’s economy, assistance in the formation of workforce development networks, and development of contract and fee-supported approaches for meeting workforce development needs in their sector.

Activities	Timelines	Responsible Person(s)	Performance Outcomes	Sector Navigator	HUB	Advisory/Communities	Metric(s) No.
7.1 Facilitate Regional Consortia’s development of workforce development networks by serving as the ICT/Digital Media Sector intermediary to WIBs, economic development partners, and industry/employer representatives.	February 2014	SN	7.1a Increase the number of colleges on their region’s Education Training Provider List. 7.1b WIBs refer employers who need skills training for incumbent workers to Regional Consortia. 7.1c WIBs use CCC contract education services to provide training for their clients. 7.1d WIBs and other economic partners participate in Sector Partnerships.			100%	QS2, QS3, QS4, MP29a, MP29b, MP33
7.2 Post links to regional workforce development organizations’ websites, post their research and labor market studies on the ICT/Digital Media Web Portal, and develop a contact list.	March 2014	SN, RCC, DSN	7.2a Facilitate regions’ access to information to evaluate impact of their sector on the economy. 7.2b Connect CCCs to existing workforce development networks.		100%		QS2, QS4
7.2 Serve as an intermediary between employers seeking short-term skills training and Regional Consortia to identify a college to provide or develop the curriculum.	As employers request customized or short-term training	SN and RCC	7.3a Increase provision of direct services to employers. 7.3b Incumbent workers upgrade skills to retain jobs or earn promotions. 7.3c CCCs build reputation among employers for providing training to address workforce development needs.	100%			QS2, QS4, MP29a, MP29b, MP33

5.20 (38)

APPLICATION BUDGET SUMMARY

Note: When entering dollar amounts, round off to the nearest dollar.
Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	Total Program Funds Requested	Match
1000	Instructional Salaries	1	\$0	
2000	Noninstructional Salaries	2	\$52,232	
3000	Employee Benefits	3	\$31,591	
4000	Supplies and Materials	4	\$11,216	
5000	Other Operating Expenses and Services	5	\$266,050	\$361,850*
6000	Capital Outlay	6	\$1,700	
7000	Other Outgo	7	\$0	
	Total Direct Costs	8	\$362,789	\$361,850
	Total Indirect Costs (4% of line 8)	9	\$9,711	\$0
	Total Costs	10	\$372,500	\$361,850

* In-kind match contribution provided by outside organizations.

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and federal regulations.

Sector Navigator/Administrator Name/Title

Name: Enrique Perez

Title: Project Administrator

Authorized Signature



Date: 3/13/13

District Chief Business Officer (or Authorized Designee)

Name: Peter J. Hardash

Title: Vice Chancellor, Business Operations and Fiscal Services

Authorized Signature



Date: 3/5/13

Chancellor's Office
California Community Colleges

District: Rancho Santiago

CCD

College: n/a

Grant Number:

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APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	Funds Requested	Funds Requested	Funds Requested
		<i>Statewide Sector Center</i> \$172,500	<i>HUBS</i> \$50,000	<i>Advisory/Community</i> \$150,000
2100	Administrative Secretary - to be hired (full-time) \$4,352.67/month x 12 months = \$52,232/year at 100%, apportioned cost across funding categories	\$23,504	\$0	\$28,728
3000	Administrative Secretary benefits rate at 24.077% includes PERS 11.417%, OASDHI 6.2%, Medicare 1.45%, Health & Welfare Retire Fund 1.0%, SUI 1.61%, WCI 2.4%, and fringe and health cost estimate at \$18,056/year	\$14,188	\$0	\$17,403
4000	Pathways maps, trend reports, and other related ICT/DM marketing and outreach materials.	\$0	\$1,038	\$0
	Non-instructional supplies: copy/printer paper 8 boxes x \$50/box; printer toner 4 x \$100/each, binders 20 x \$10/each; manila folders 4 x \$20/box; hanging folders 8 x \$20/each; folder labels 2 x \$30/box; pens 10 x \$15/box; pencils 2 x \$25/box; notepads 4 x \$30/packet, (2) USB storage devices x \$50/each, (3) easels \$286/each, and other supplies as needed.	\$2,578	\$0	\$0
	Materials and hospitality for ICT/DM Sector Advisory Committee Meetings: 2 meetings per year x \$1,900 per meeting x 2 advisory committees.	\$0	\$0	\$7,600
5000	Consultant Stephen Wright to serve as full-time 100% Sector Navigator Project Director.	\$120,000	\$0	\$0
	In-state-travel: ICT/Digital Media conferences/expos: 4 events per year at \$750 per event, including registration, travel, and hotel.	\$3,000	\$0	\$0
	In-state-travel: Chancellor's Office Meetings: 4 times per year at \$500 for travel costs.	\$2,000	\$0	\$0
	Out-of-state-travel: South by Southwest (SXSW) Conference, Austin, TX: \$650 roundtrip airfare + (lodging \$200/night x 4 nights) + (\$80/per diem x 5 days) + \$700 registration.	\$2,550	\$0	\$0
	In-state-travel: attendance at Regional Consortia Meetings for those that are selected ICT/DM as priority or emerging sector (14 regions): 2 meetings x 14 regions x \$500 travel costs.	\$0	\$0	\$14,000
	In-state-travel: ICT Statewide Advisory Meetings: two (2) times per year. Industry, employers, WIBs, Regional Consortia chairs. Travel and room for Sector Navigator at \$500; plus accommodations for industry, business advisory committee members \$150/night x 10 members.	\$0	\$0	\$4,000

Chancellor's Office
California Community Colleges

District: Rancho Santiago

CCD

College: n/a

Grant Number: 1 3 - 1 5 1 - 0 0 6

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	Funds Requested	Funds Requested	Funds Requested
		Statewide Sector Center \$172,500	HUBS \$50,000	Advisory/Community \$150,000
5000	In-state-travel: Digital Media Statewide Advisory Meetings: in-person and CCC Confer, two (2) times per year. Industry, employers, WIBs, Regional Consortia chairs. Travel and room for Sector Navigator at \$500; plus accommodations for industry, business advisory committee members \$150/night x 10 members.	\$0	\$0	\$4,000
	In-state-travel: ICT/DM Program Articulation Development with UC/CSU representatives, and articulation officers, to strengthen and build articulation agreements. One (1) meeting per region x 11 regions x \$500/travel.	\$0	\$0	\$5,500
	In-state-travel: meetings with Healthcare, Energy and Business Sector Navigators to determine coordinated efforts to develop hybrid programs for Health IT, SMART Grid IT, Small Business IT. Two (2) meetings per year at \$500 travel costs x 3 sectors	\$0	\$0	\$3,000
	Sub-agreements for Collaboratives, Sector Partnerships, Key Connects	\$0	\$0	\$35,000
	Contract services for training contracts to develop short-term customized skills training for employers. (This is part of objective 7, & would increase web portals draw for employers who can peruse low-cost ST skills training offerings)	\$0	\$0	\$5,000
5000	Other Operating Service: shared portal website development, management and maintenance services: \$4,000/per month x 12 months.	\$0	\$48,000	\$0
5000	Other Operating Service: Video and online content development for multiple audiences: students, community college faculty/ administration, industry/employers, Secondary/ROP ICT/DM educators, Workforce partners.	\$0	\$0	\$20,000
6000	Capital Outlay: one (1) laptop at \$1,400/each and one (1) projector at \$300/each	\$1,700	\$0	\$0
	Total Direct Costs	\$169,520	\$49,038	\$144,231
	Total Indirect Costs (Not to Exceed 4% of Direct Costs)	\$2,980	\$962	\$5,769
	Total Costs	\$172,500	\$50,000	\$150,000

Chancellor’s Office
California Community Colleges

District: Rancho Santiago

CCD

College: n/a

Grant Number:

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APPLICATION BUDGET DETAIL SHEET MATCH

Object of Expenditure	Classification	Match
5000	<p>Mid-Pacific Information Communications Technology Center (MPICT) will partner with Rancho Santiago CCD to provide in-kind match through the following contributions to the project: share resources and collaborate to conduct research on the employment trends in industries related to ICT/DM; set-up host advisory meetings in MPICT’s region; conduct additional outreach efforts to business and industry using the contract list that MPICT has developed for ICT/DM businesses and industry representatives; and leverage existing resources and information acquired and developed through MPICT’s National Science Foundation grant.</p>	\$300,000
	<p>Tu Tecnología will partner with Rancho Santiago CCD to provide in-kind match through the following contributions to the project: co-sponsor Technifícate, a technology conference event to engage a large segment of Spanish-speaking community and businesses with ICT/Digital Media staff; provide planning and organize volunteers, speakers/business owners in skills panels, and solicit attendee donations from major computer and mobile device manufactures.</p>	\$30,000
	<p>ListenToSee, Inc. (LTS) will partner with Rancho Santiago CCD to provide in-kind services through the following contribution to the project: provide strategic planning and development consulting for web-based workforce development activities by contributing 3 – 4 hours per week of one-on-one consulting and follow-up research in support of project. \$175/hourly rate x 3.5 hours/week x 52 weeks</p>	\$31,850
	Total Direct Costs	\$361,850
	Total Indirect Costs (Not to Exceed 4% of Direct Costs)	\$0
	Total Costs	\$361,850



March 4, 2013

California Community Colleges Chancellor's Office
 Workforce and Economic Development Division
 1102 Q Street
 Sacramento, CA 95811

Dear Sector Navigator Selection Committee:

Should Rancho Santiago Community College District's Information Communications Technology and Digital Media Sector (ICT/DM) Navigator application be awarded, Mid Pacific Information Communications Technology (MPICT) is dedicated to collaboration with them to address the ICT/DM workforce development needs in the state. MPICT will partner with RSCCD by providing the following contributions to the project:

- Share resources and collaborate to conduct research on the employment trends in industries related to ICT/DM.
- Set-up and host advisory meetings in MPICT's region.
- Conduct additional outreach efforts to business and industry, using the contact list that MIPCT has developed for ICT/DM businesses and industry representatives.
- Leverage existing resources and information acquired and developed through MPICT's National Science Foundation grant.

Based upon our own budget analysis for these activities in the coming fiscal year this represents a \$300,000 of in-kind contribution of time and expense for these mutual objectives.

We look forward to participating in the state's efforts to address the important workforce development needs in the ICT and Digital Media industries, valuing and respecting RSCCD's leadership and initiative in this area.

Sincerely,

James Jones
 Executive Director
 Mid-Pacific ICT Center
 50 Phelan Avenue
 CCSF Science Hall 107/Box S107
 San Francisco, CA 94112

Pierre Thiry
 Principal Investigator
 Mid-Pacific ICT Center
 50 Phelan Avenue
 CCSF Science Hall 107/Box S107
 San Francisco, CA 94112

March 4, 2013

California Community Colleges Chancellor's Office
Workforce and Economic Development Division
1102 Q Street
Sacramento, CA 95811

Dear Sector Navigator Selection Committee:

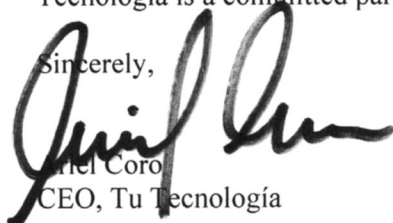
Tu Tecnología appreciates this opportunity to partner with Rancho Santiago Community College District to engage Spanish-speaking business owners who are developing their technological capacity, and are employers of ICT/Digital Media professionals who are bi-lingual and familiar with Hispanic/Latino cultures, and are able to use that background in their ICT/Digital Media work to effectively access those populations. RSCCD is a nationally recognized leader in outreaching to and serving the Hispanic community, and designing programs to address the specific needs of that population, and as such, is poised to consider how to effectively recruit Hispanic/Latino students into ICT/Digital Media programs, how to inform such students about specializations and growth opportunities for ICT/Digital Media professionals who are fluent in Spanish and familiar with the Hispanic/Latino cultures, and, importantly, able to prepare students with the occupational competencies needed to be successful in these industries.

For RSCCD's statewide ICT/Digital Media project, Tu Tecnología will co-sponsor Tecnicate, a technology conference focused on the Spanish-speaking community. RSCCD will design and host this event to engage the large segment of Spanish-speaking businesses employing ICT/Digital Media staff to engage business owners in skills panels, to gauge the ICT/Digital Media workforce opportunities in this community, and to identify how to incorporate these opportunities into ICT/Digital Media educational pathways and how to recruit Hispanic/Latino students into them.

It is a matter of record that the Tecnicate event is one in which our efforts and time (over two months of planning and organizing) are minimally compensated; only our logistical and marketing costs are covered. Furthermore we invite volunteer speakers and solicit attendee gifts and prizes from major computer and mobile device manufacturers. Per event this would be a \$30,000 contribution. We are prepared to work with Rancho Santiago Community College District on at least one event next year, possibly two.

As bringing recognition to the specialized ICT/Digital Media career niches available in the Spanish-speaking business community will increase Hispanic/Latino students' pursuit of technology careers and strengthen the prosperity and growth of those businesses resulting in increased career opportunities, Tu Tecnología is a committed partner with RSCCD on this initiative.

Sincerely,



Ariel Coro
CEO, Tu Tecnología

March 1, 2013

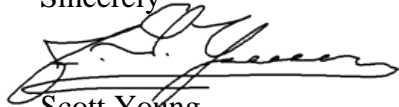
California Community Colleges Chancellor's Office
Workforce and Economic Development Division
1102 Q Street
Sacramento, CA 95811

Dear Sector Navigator Selection Committee:

ListenToSee, Inc. (LTS) supports Rancho Santiago Community College District's proposal for the Statewide ICT/Digital Media Sector Navigator grant, and looks forward to partnering with RSCCD to improve Information Communications Technology/Digital Media training and pathways. LTS will provide strategic planning and development consulting for the web-based workforce development activities proposed for the project.

I will continue to contribute three to four hours per week for one-on one consulting and follow-up research in support of the Sector Navigator. Based upon my market rate of \$175/hour , this represents a \$31,850.00 in-kind contribution.

Sincerely



Scott Young
President
ListenToSee, Inc.
2060-D Avenida de los Arboles, Suite 113
Thousand Oaks, CA 91362

CCCCO/CTE Out-of-State Travel Request Form [Revised Oct. 2011]

NO OUT-OF STATE TRAVEL REQUEST FORM WILL BE ACCEPTED AFTER TRAVEL HAS OCCURRED

Agreement/Grant Number	13-151-006
District/College Name	Rancho Santiago CCD
Traveler Name(s)	Steve Wright
Traveler Position(s)	Project Director
Event Title	South by Southwest (SXSW) Conference
Event Website Address	http://sxsw.com/
Event Location	Austin, Texas
Travel Dates	Estimated March 10 – 14, 2014
Perkins Title IC Funds Only: Travel pertains to and is included in the respective budget summary.	(Check One) <input type="checkbox"/> List Top Code(s) that are addressed <input type="checkbox"/> Across CTE Programs
Using Title IC funds: Describe the purpose for attending the event	n/a
Title IB Funds Only: Explain how attendance will have regional or statewide impact.	SXSW Interactive is the most comprehensive future oriented conference of this type in the world. In a four-day conference, hundreds of panels are available that address the interactive (ICT) technology that is emerging. The impact will be on the scope and direction of our emerging ICT curriculum efforts.
State "SB 70" Funds Only: Explain how attendance is related to project.	n/a
All: Explain how this attendance will contribute to the success of the program/project.	SXSW is a powerful recruiting ground for business advisors for the California ICT/DM Sector. Many prominent California business leaders attend, speak and meet with attendees. Being in a 'give back mood' it is the best time to gain commitment for our community college programs.
Maximum reimbursable costs¹	
Incidentals, parking, tolls, etc.	\$0
Registration	\$700
Meals (not covered by the conference, at district rates)	\$400
Airfare ²	\$650
Car Rental	\$0
Lodging ³ (not including non-discretionary taxes and fees)	\$800
ESTIMATED TOTAL	\$2,550

¹ Costs-must reflect the most cost effective and prudent use of state/federal funds.

² For airfare costs, use California State Government rates as a "reasonableness" guide, most recent management memo (<http://www.travel.dgs.ca.gov/default.htm>) [See "Airlines" tab.]

³ For lodging costs, use U.S. Govt. "CONUS" rates as a "reasonableness" guide (<http://www.gsa.gov>) [See "Policy and Regulations" tab.]

To submit, e-mail completed form (as an attachment) from responsible Administrator to your Project Monitor.

1) In the e-mail subject line, type: **Out-of-state travel request.**

2) In e-mail body, state **EITHER** that the request (a) **complies** with the cost guidelines per the request form footnotes or (b) **provide a justification for non-compliance.** Monitor will review the request and email a response back to you. Keep a copy of the approval document and/or email in your audit files.

3) Gather and keep information such as the agenda, handouts from sessions of the conference/professional development session which adequately records the purpose of the event. Keep documentation with the project audit file.

Project Management Plan

1) Explain the Sector Navigator’s professional experience in this sector, including direct work experience, specific expertise, existing networks and partnerships; major accomplishments in both the public and private sector work; and recognition or awards that serve as a testimony to subject matter expertise.

Mr. Stephen (Steve) Wright is the key talent for Rancho Santiago CCD’s ICT/Digital Media Sector Navigator proposal. Mr. Wright has extensive industry experience, and just as important for this role, he is an effective collaborator that is able to bring groups with shared interests together to pursue excellence and attain ambitious objectives.

Having completed his MBA, Mr. Wright started his ICT career with GTE in 1984, as a telecommunications Operational Auditor validating the processes and procedures used in the field with technicians and management alike. While working at GTE he earned a Masters in Science – Telecommunications, and began researching the ICT market and supporting product development at GTE at a time when the Internet was just becoming accessible to librarians and other specialists (early Mosaic). Steve gave frequent speeches to various industry, building and planning groups about the coming Internet applications and their impact on traffic and work, and helped several municipalities get their first websites while collaborating with the California think tank, The Center for the New West.

In 1992, working with regional economic development organizations (Ventura County Economic Development Administration, Joint Venture Silicon Valley Network, the National Business Incubator Association), and with contributions from major utilities, Steve launched the Thousand Oaks Environmental Business Incubator, which housed 12 start-up businesses with high-speed Internet and video conferencing, which ran for several years. During this time Steve provided training and workshops on the new technologies for business. He also formed a ‘virtual business incubator’ called the Pacific Agribusiness Alliance, still in operation, which helped bankers and agribusiness entrepreneurs connect with other markets and partners around the world. Steve also developed training and materials for telecommuting and ‘telebusiness WorkCentre’s’ in response to the Northridge earthquake and was the TV spokesperson for GTE regarding telecommuting at that time.

As business customers needs’ began to favor a variety of telecommuting, internet and other high speed data applications, Steve moved into the GTE Market Development group to assess and predict future demand for ICT technologies by business sectors in advance of their needs so that GTE’s California fiber optic backbone, a \$500M

investment, could be deployed in advance. The predictive work included defining ICT demand by industry sector and application throughout geographical business clusters in California. Predicting technology needs in advance of customer awareness was also helpful in managing large service deals with Fortune 50 clients for GTE, which then became Verizon.

Steve developed ICT industry studies for entertainment and healthcare, and was called on as a subject matter expert for new technology offerings for customers in these industries. He managed the development and capture of complex deals worth \$20M-\$200M. Many of the deals involved introducing new information communications technology to a client's workforce and retraining thousands of employees domestically and internationally, and Steve was responsible for contracting the training within the scope of the ICT technology requirements. He also continued to volunteer his time with economic development groups and community colleges in an advisory capacity.

Concluding his career with Verizon, Steve continued to consult with clients and advise Santa Barbara City College for their Digital Arts Center. Steve completed professional research studies on 'Virtual World Applications for Healthcare' and 'Serious Games for Learning' for the Multimedia & Entertainment Initiative (MEI), for the California Community College system. When the MEI EWD Director, John Avakian, retired, Steve wrote a proposal for the MEI grant, which was awarded, and in 2010 he became the Statewide Multimedia & Entertainment Initiative Director.

Steve quickly transformed MEI from a graphic arts annual competition focus to a New Media applications for business focus with the aim of preparing business for the technology that would soon overwhelm them and change the way they do business forever. Steve developed curriculum and materials for a two-day workshop for business owners in social media, interactive Internet and mobile applications. After several two-day events, based upon positive attendee feedback, the workshop was filmed in High Def and moved online in 3-10 minute intervals for 2 hours of training. Today the Social Media Management Workshop has been viewed over 2000 times, has over 200 registered users, and 10 Faculty have signed up to allow students to attend as a curriculum asset to their class. Applying his skills in forecasting and identifying existing needs, Steve subsequently developed multiple targeted training programs for specific groups: Technificate, a Spanish-language conference to promote Spanish-based businesses use of the internet; iima4gov, a conference identifying trends in governments use of the Internet produced for Sacramento legislative staff; and the Interactive Internet for Business (IIB) Certificate project, which is in final stages, for the entire 112 CCC campus system. These iima4biz Initiative achievements—the on-line Social Media Management Workshop, Technificate, iima4gov, and the IIB Certificate—were cited in support of Steve's nomination for the **Excellence in Leadership CCCAOE Award**, by the South Coast Regional Consortia this year.

Throughout Steve's private career at Verizon and public career through the CCCCCO's MEI Economic and Workforce Development Program, he has maintained his reading on emerging ICT technologies, attended major ICT conferences like Interop, SXSW, as well as local IEEE events. Steve has participated in new technology testing at the request of the IEEE in areas of virtual world applications for national defense and industry. As a life long believer that ICT technology adoption is one of the most effective tools for business and personal economic development, Steve has devoted himself to advancing this belief throughout his career in both professional and volunteer capacities.

2) Describe the Sector Navigator's past successes in creating educational products and/or services that address skills gaps for industry, including but not limited to development and adoption of curriculum. What needed to be achieved? What were the outcomes attributable to the Sector Navigator's efforts?

Steve's instructional background began at GTE where he provided departmental training for Operational Auditors on the process of Transaction Flow Analysis, TFA (the flowcharting of operational activities and control steps to assure operational success). His training skills were further utilized to develop customer training materials and presentations for telecommuting and Internet applications. While an Initiative Director with the California Community Colleges system, Steve developed the initial curriculum for the Social Media for Management workshop before he realized the value of hiring professional instructional designers to provide more robust student and faculty support. The on-line Social Media Management Workshop has been viewed over 2000 times, has over 200 registered users, and 10 Faculty have signed up to allow students to attend as a curriculum asset to their class. Subsequently Steve has researched curriculum need, set the scope, as well as the student outcome objectives and then hired industry and academic experts to complete the curriculum development. Training workshops have included Tecnificate, an all day Spanish language Internet applications conference, and iima4gov, a special production for legislative staff in Sacramento.

Steve's most current curriculum development project is the Interactive Internet for Business (IIB) Certificate. Working with faculty on the Social Media Curriculum Collaboration website, Steve has formulated the need for an Introduction and Capstone course specifically designed for use in either Business, Computer Science or Digital Media CCC departments. The curriculum is being developed to meet Steve's overall scope and objectives by Sandy Kearny, former IBM Vice President and now a professor at Villanova University, who was filmed giving the lectures at the Los Angeles Valley College High Def Studio on March 2-4, 2013. The innovative curriculum is designed to be attractive to faculty with customizable landing pages, choice of curriculum assets and on-line student metrics, while providing the efficiency of multi-campus support and

timely refresh of material on a shared web-portal. Working with several colleges the IIB Certificate is due to be available this fall.

While standardized and carefully chosen curriculum is important to business and students in California, curriculum development and course instruction in the CCCs requires faculty and regional support. Understanding the priorities and prerogatives of faculty has been an essential learning experience for Steve, developed through his work as the MEI Statewide Director. Using ICT technology to meet both the standardized and custom needs of faculty, the regions, students and business has been the strategy Steve has initiated with the IIB Certificate and will continue to follow if selected for Sector Navigator.

3) Describe how the Sector Navigator has taken a leadership role in creating a vision, identifying opportunities, and acquiring resources to organize cross-organizational and cross-functional teams to achieve a common set of goals.

After completing his MS Telecommunications while working at GTE, Steve was aware of the power of the revolution in internet technology that was coming, but saw little being done by business or GTE to prepare or promote. Technology Evangelist was not even a word at that time. Steve drafted a series of articles and studies on the coming ICT technology change and presented them at economic development conferences. Realizing that a demonstration project was probably the best newsworthy way to promote awareness of the Internet, Steve built a coalition of interested parties to sponsor a regional high tech business incubator. Forming relationships with the Center for the New West, and a business incubator consultant active with Joint Venture Silicon Valley, Steve was able to convince government officials and other utilities of the need to demonstrate the use of the Internet in growing businesses. Having built an outside consortium of need, he then presented the idea to GTE and was quickly given a building and funds to complete the project.

Steve has a record of being a business and market savvy spokesperson for meaningful and effective change. He has demonstrated this leadership and vision by building cross-organizational and community teams to produce Thousand Oaks Environmental Business Incubator, Pacific Agribusiness Alliance (virtual incubator on the web), as well as innovative EWD programs, like Tecnificate (the all day Spanish language internet skills conference) and the Interactive Internet for Business Certificate that promises to efficiently maintain relevant curriculum consistency, across campus locations, in a faculty responsive way.

How Steve does this is by consistently focusing on the true market needs for people to be successful. His experiential and academic skills, and forecasting acumen for ICT

and Digital Media industries are instrumental, but his passion for strategic success is the driving force.

4) Describe the Sector Navigator’s experience in outcome-centric environments/projects with strong emphasis on data collection, performance base lining, measurement, reporting and analysis.

Steve’s education (MBA, MS) and work experience is grounded in both quantitative and qualitative (statistical) analysis. These skills, and the process of strategic assessment, have been developed and tested in extremely outcome –centric environments. Steve was Budget Director for GTE California overseeing a \$600M annual operational budget for ICT workers and was responsible for planning, budgeting and measuring results-oriented efficiency goals resulting in over \$20M in savings annually. Steve was responsible for presenting monthly economic performance reviews for GTE California Executives and staff. As GTE Opportunity Manger of Fortune 50 deals, Steve was responsible for structuring and closing large deals, with extensive Service Level Agreements, within approved profitability targets. For the past three years, within the EWD funded grant environment, Steve has reported and coached Center directors on the proper reporting of grant-related activities into the EWD Data Collection System, and is familiar with the accountability and data collection methods and requirements incumbent on Chancellor’s Office grantees.

Steve has employed research and analytical skills throughout his career, and has produced studies on ICT and Digital Media sectors specifically for the community colleges: i.e., “Virtual World Applications for Healthcare” and “Serious Games for Learning.” These studies involved extensive effort to find quality data sources, authoritative expertise, and industry analyses, upon which Steve applied his professional experience and expertise to develop studies for a community college audience to guide their program development efforts.

5) Discuss curricular challenges facing the Industry Sector applied for – within the community college tier of education; between tiers of education, and between higher education and industry.

The primary challenge in the ICT curriculum area is to make sure students can effectively prepare and transfer to a 4-year college to complete degrees that will qualify them for the majority of ICT jobs.

However, curriculum is a response today to a future need. If that need is rapidly evolving it is more challenging to develop curriculum in the traditional manner. ICT technology has changed in type, application and location (workplace vs. cloud) and

continues to change yearly. People who are not familiar with the industry and people who do not have the skills for technology forecasting simply cannot think two years ahead to where the program that they start today will be offered to the student. This curriculum challenge, i.e. identifying the emerging needs, is not going to be solved by a passive survey of today's businesses or responding to an out-of-date government description of IT, it will require a combination of regional fact gathering, imaginative industry research, and trending analysis.

Key components of what is needed in curriculum may currently exist within the CCC system. George Tamas, President and CEO of CurricUNET, manages curriculum around the world. He commented recently that the California Community Colleges system is sitting on a gold mine of curriculum. A major strategic goal will be to effectively utilize that asset. At the community college level the challenge is to make the best use of what we already have....and get it to where we need it! The Sector Navigator, as a workforce integrator, will need to break down the barriers to sharing of curriculum and acceptance among faculty to close these capacity gaps. This challenge includes providing timely guidance to students seeking careers in ICT or Digital Media.

Creating new or custom hybrid curriculum is more time consuming; however, deployment technology, i.e. sharing assets via a web portal, is now very efficient. The challenge is to organize the faculty for success in the various approval processes at each campus and acculturate them to the utilization of shared curriculum assets for like classes. These challenges need to be met in healthcare IT, Smart Grid energy IT as well as small business IT.

Linking and collaboration with the secondary and ROP feeder institutions and the 4-year UC and CSU systems requires proactive engagement and information sharing. The Sector Navigator will need to open up dialogue and share market insights gleaned from the close regional consortia involvement and other market research. With willing collaborators, new efficiencies can be developed between tiers of education, and between higher education and industry.

6) Describe the Sector Navigator's knowledge of the following systems: SB 1440 Transfer Model Curriculum (TMC); Course Identification Numbering System (C-ID); Curriculum Inventory 2.0; Program and Course Approval Handbook; New CTE standards of the California Department of Education.

Through his role as the Statewide MEI Director, working collaboratively with faculty to develop curricula, Steve has become familiar with the CCCC system requirements, curriculum processes, and standards. Through development of this proposal, and in preparation to serve as the ICT/Digital Media Sector Navigator, Steve has perused the resources referenced in question #6, understanding that success of ICT/Digital Media

sector efforts will require a thorough understanding of the processes and procedures, metrics and accountability standards, and legal requirements in operation in the CCCCCO system. Further, a key outcome identified in the proposed project is to increase the number of ICT and Digital Media courses with C-ID numbers, which will support the availability of the Transfer Model Curriculum for Computer Science in the regions, will promote alignment of ICT/Digital Media curriculum to a rigorous shared standard that supports transfer, and will potentially increase the offerings listed in the Curriculum Inventory 2.0.

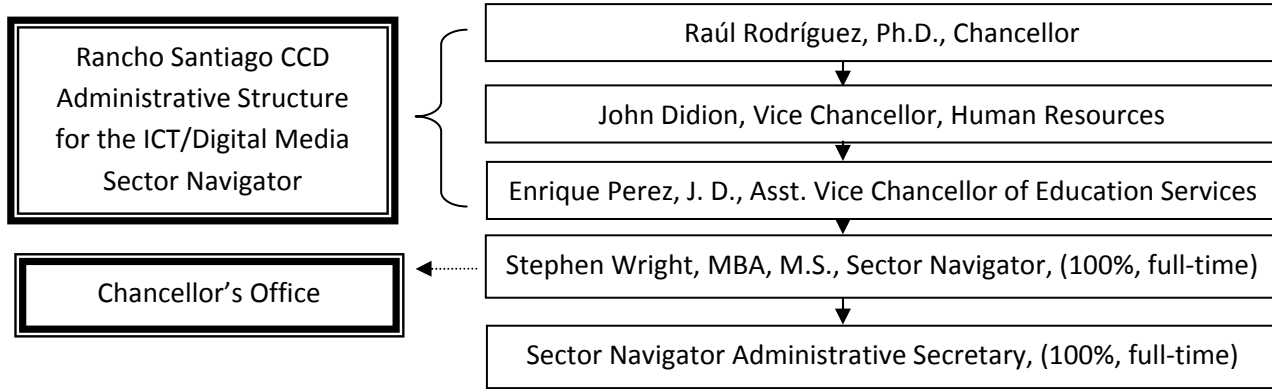
Further, the U. S. Department of Education's Investing in *America's Future: A Blueprint for Transforming Career and Technical Education* was a key resource document that informed our project design's emphasis on alignment, collaboration, accountability, and innovation, the four core principles of a rigorous, relevant, and results-driven CTE.

7) Describe the responsibilities and the amount of time the Sector Navigator will be devoting to the project activities.

Mr. Wright will serve 100%+ as the ICT/Digital Media Sector Navigator. His responsibilities will encompass all those duties that pertain to the Sector Navigator role designed by the Chancellor's Office and delineated through the required objectives: e.g., provide technical assistance and resources, establish statewide advisory, serve as first point of contact, serve as sector expert, funding and cultivating collaborative communities, provide HUB services, and assist in formation of workforce development networks and development of contract and fee-supported training.

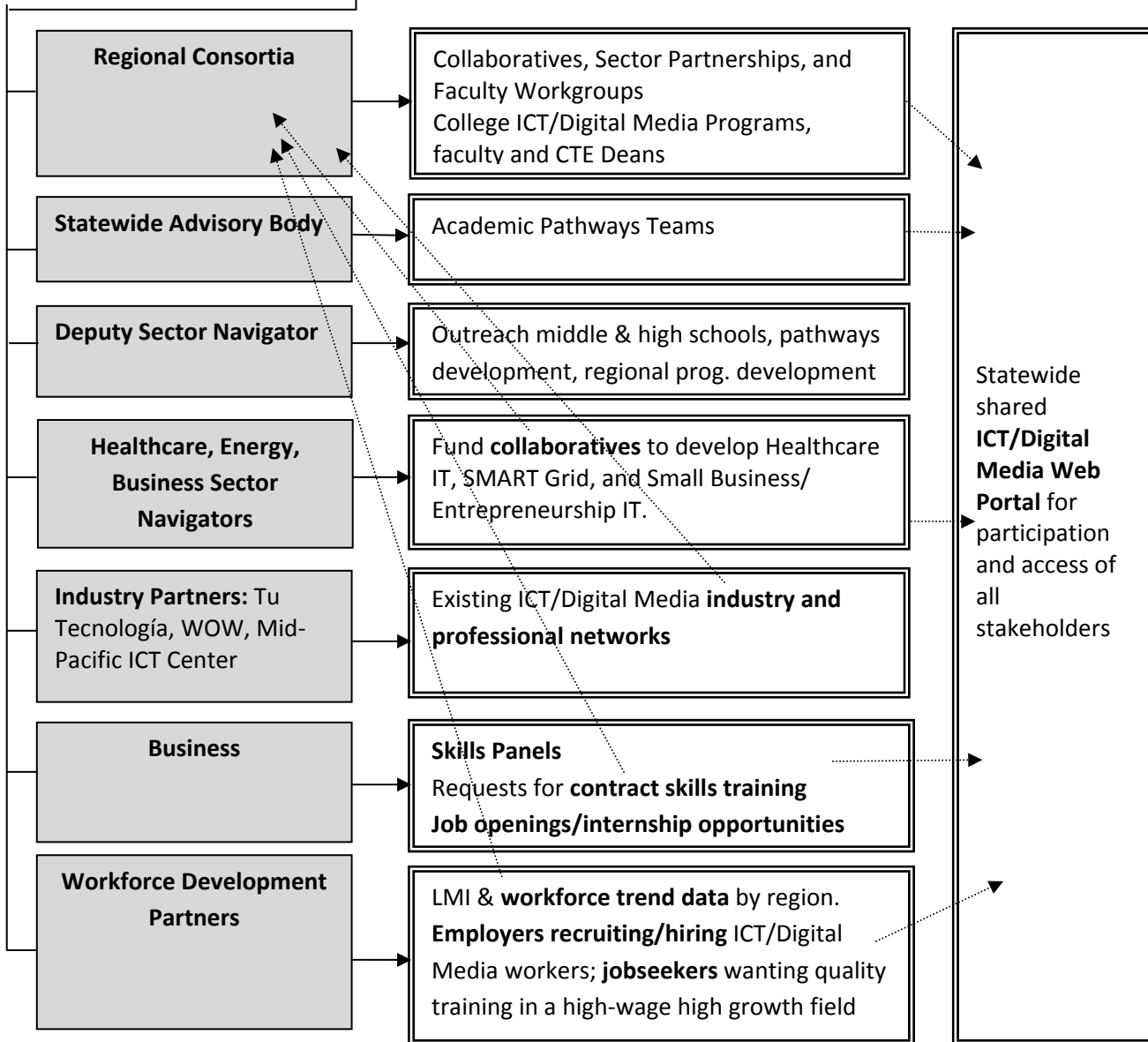
In addition to these project specific responsibilities, the Sector Navigator will be responsible for implementation of the work plan; assessment and evaluation of project-specific activities and of progress of regions and state toward achievement of strategic objectives; providing leadership in the development of statewide and regional strategic priorities; working with Economic Development counterparts (e.g., Regional Consortia Chairs, Sector Navigators, Deputy Sector Navigators, Centers of Excellence, etc.) to align efforts and collaborate where appropriate to maximize efforts, and build momentum to increase impact and achievement of outcomes; managing the Sector Navigator budget; completing grant reports accurately and completely and submit them on time; and adhering to the grant terms and conditions to ensure compliance.

Organizational Chart



RSCCD ICT/Digital Media Sector Navigator Collaborative Structure

Stephen Wright, ICT/Digital Media Sector Navigator



Stephen A. Wright
MS, MBA, PMP

Thousand Oaks, California 91362
Office 805.496.8583
Mobile 805.231.8444

Steve@WrightCA.com
<http://www.linkedin.com/in/1stevewright>

EXECUTIVE... TEAM LEADER... ECONOMIC DEVELOPMENT STRATEGIST

CREATIVE, GOAL-DRIVEN **BUSINESS, AND ECONOMIC DEVELOPMENT LEADER WITH MBA, MS TELECOMMUNICATIONS, PROJECT MANAGEMENT PROFESSIONAL CERTIFICATION.** ACHIEVES RESULTS IN MARKET DEVELOPMENT AND REVENUE GROWTH. INSIGHTFUL ANALYST, STRATEGIC THINKER AND PROBLEM SOLVER. EFFECTIVE COMMUNICATOR AND NEGOTIATOR; DEMONSTRATED TALENT FOR ORCHESTRATING COMPLEX INITIATIVES TO ACHIEVE GROWTH AND PROFITABILITY.

EXPERIENCE

STATE DIRECTOR ECONOMIC & WORKFORCE DEVELOPMENT INITIATIVE

CHANCELLORS OFFICE
CALIFORNIA COMMUNITY COLLEGES,
IIMA4BIZ
<http://www.iima4biz.org/>

JUNE 2009 - Present
Thousand Oaks, California

Provide statewide leadership for 110 community colleges creating and developing programs targeting economic growth in new media technology for California businesses, programs include:

- **Web Essentials for Business:** a two hour on-line video **workshop** program to enable California business to effectively outsource, hire or train for essential Web applications.
 - <http://web4biz.org/>
- **Tecnificate:** a speaker series in Spanish covering current technology decision-making for the Hispanic market in California.
 - <https://www.facebook.com/video/video.php?v=10150637244430182&oid=89809189608&comments>
- **Social Media for Legislative Staff:** a **conference** program to enable California legislative staff to effectively use essential Web applications
 - <http://iima4gov.org/conference-video>

OPPORTUNITY DEVELOPMENT ENTERPRISES, LLC
Technology growth leadership for business, government and education.

SEPT 2007 – Present
Thousand Oaks, California

ADDITIONAL CONTRACT ASSIGNMENTS:

Industry efficacy and strategic market planning studies for advanced communication technology applications; including : Healthcare - Serious Games – Virtual Worlds

Stephen A. Wright

Page 2

PRIOR EXPERIENCE**VERIZON COMMUNICATIONS**1985 - 2007
Thousand Oaks, California**OPPORTUNITY MANAGER**, (9/2000-9/2007)

Led Capture Teams – multi-disciplinary nationwide & international - developing complex, custom telecommunications, service and operational outsource solutions for Fortune 50 enterprise and government clients with contracts valued from \$5,000,000 to \$80,000,000.

- **Generated \$200,000,000+** in contract revenue within 3 years; completed more than **60 complex, domestic and international** business project proposals.

MARKET DEVELOPMENT MANAGER: (6/1990-8/2000)

Created, developed and led innovative market initiatives to evangelize advanced technology applications for the workplace and society.

- Created - **Thousand Oaks Environmental Business Cluster** (*a high tech business incubator*); installed 12 technology start-ups involved in Green economy: recycling, alternate energy and environmental protection
- Founded - **Pacific Agribusiness Alliance** (*an international marketing consortium*).
- Created - **GTE Professional Home Office** product application, (*a remote telework solution*) which produced \$3,000,000 in sales; wrote a mailer and how-to guides; established demo sites; made television appearances.

STATE BUDGET MANAGER GTE CALIFORNIA – FINANCE: (02/1985 - 05/1990)

Managed budget process for annual \$600M operations budget; 9000 employees.

- Monthly Financial Results Analysis for executive staff
- Merger Team – Finance lead
- Conducted Audits on CPUC regulatory compliance, Operations and Finance

EDUCATION**MASTER OF SCIENCE IN TELECOMMUNICATIONS: Technology & Policy** GPA 3.6

Southern Methodist University

Dallas, Texas

MASTER OF BUSINESS ADMINISTRATION: Marketing Strategy GPA 3.6

Pepperdine University

Malibu, California

BACHELOR OF SCIENCE

North Carolina State University

Raleigh, North Carolina

Additional courses, seminars and workshops include:

George Washington College-Project Management Institute: Negotiations / Contacts / Project Management

University of California at Los Angeles: Entertainment Law, Post Production

CERTIFICATIONS

Project Management Professional, PMP, Project Management Institute

SOFTWARE PROFICIENCIES

Microsoft & Mac productivity tools

ANTIOCH
UNIVERSITY
SANTA BARBARA

801 Garden Street | Santa Barbara, CA 93101 | 805.962.8179 | www.antiochsb.edu

March 18, 2013

This letter is written in support of Mr. Steve Wright who is applying for a grant from the California Community College Chancellors Office to lead workforce development efforts as the Sector Navigator ICT/Digital media.

I have known Mr. Wright for over 15 years, first as a market development manager with Verizon, subsequently as a consultant to Santa Barbara City College and finally as the statewide Director of an Economic and Workforce Development Initiative in new media.

Mr. Wright is uniquely qualified for this position in numerous ways. His training and experience in business development provide a valuable perspective to community college administrators and educators. He excels at understanding the current economic and cultural environment and extrapolating this information into strategic and tactical plans. He is a persuasive communicator with a brilliant sense of humor.

However, Mr. Wright's most important asset is his skill in project management. He is able to envision project outcomes and chart a course to achieve results in a timely and economic manner. Over and over again, I have seen him take a concept and turn it into reality in a planned and deliberate execution that was neither labored nor convoluted.

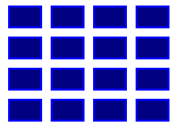
In summary, Mr. Wright has my highest recommendation. Any organization that he is a part of will benefit from his experience and acumen.

If I can provide more information, please feel free to contact me directly.

Sincerely,



Guy D. Smith
Chair, Baccalaureate Program
Antioch University Santa Barbara



Harley Consulting Group

Business incubator development, management, research, and training

March 4, 2013

To: California Community College Chancellors Office
In re: Recommendation for Stephen Wright
Applicant for Sector Navigator ICT/Digital Media

During the 1990s, Steve Wright and I were colleagues in the development of startup businesses through the use of new and creative platforms known as technology business incubators. I was part of the California Business Incubation Network and its later iteration as Pacific Incubation Network. I also co-developed several technology business incubators in the San Francisco Bay Area and founded the International Business Incubator for newly arriving foreign companies into Silicon Valley.

I was very impressed with Steve's leadership within his company (GTE) in evolving the new concept of business incubators under the auspices of a corporate market development program. He efficiently gathered the information and processes that could be supported by senior management. Although I do not know exactly how he accomplished the complicated task of gathering the resources and approvals needed for the project, I do know that he showed considerable leadership because his was one of the earliest examples of founding such a project that included the collaboration of corporate needs and entrepreneurial support. This effort and its several years of existence underscored Steve's team building and creative management skills.

Throughout the years in which we were colleagues, I often sought out his advice and knowledge, and found it to be very useful to me. He demonstrated patience and kindness, a strong grasp of the latest technologies, a clear understanding of corporate culture, and an effective creative thinking process. He also consistently displayed those same skills in speaking engagements, and in large and small meeting situations. I always welcomed his insights and guidance. I still make use of lessons he taught me within the content of my workshops and speeches, the latest of which will be in Bangkok, Thailand, March 18, 19 and 20 for the Annual Conference of the Thailand Business Incubator and Science Park Association, ThaiBISPA.

Please do not hesitate to contact me should you need further information.

Sincerely yours,

Barbara L. Harley
Harley Consulting Group
UKBI Award: 2007 International Business Incubation Champion, Birmingham, England
Vice President, Science Park and Innovation Center Expert Group, Berlin, Germany

March 6, 2013

California Community Colleges Chancellor's Office
Workforce and Economic Development Division
1102 Q Street
Sacramento, CA 95811

Dear Sector Navigator Selection Committee:

It is with great pleasure that I'm writing to recommend Steve Wright as Initiative Director for Interactive Internet & Mobile applications. My first contact with Steve happened in a very non-conventional way back then. It was 2009 and I received a LinkedIn request, probably one of the first ones I ever received of that nature, wherein the sender, based on my experience and profile as a media personality for Hispanics in California and nationwide, wanted to meet regarding an initiative for the Spanish speaking population of California. He reached out to me because of Tu Tecnología's ongoing community grassroots efforts enabling many to learn the importance of technology adoption. We met and the rest has been history.

With his leadership, we launched the Tecnicate Statewide Conference and Workshop Initiative to bring California's significant Spanish dominant Latino community closer to community colleges, where they can obtain the necessary skills to grow their businesses and create a better life for their families. To make these conferences happen, there is an incredible amount of logistical coordination that needs to take place with the community colleges, political entities, media, vendors and the community at large. Steve has shown time and time again that he is a passionate and expert facilitator with impressive diplomatic skills and a keen ability to make things happen. His vision has led to the creation of the successful IMMA4BIZ Initiative as well as the Tecnicate conference and workshop series that have served thousands of Spanish dominant Californians and, what better way to do this than through education and by putting the local community colleges at the forefront. I have enormous respect for his leadership skills, and it has been my pleasure to work with him on many occasions. Unlike many people in their fields, Steve actually practices what he preaches and leverages the latest technologies and applications to maximize the effectiveness of his position and is continually learning to stay current and impart his knowledge on the ever-changing mobile and technological landscape.

Steve is one of the most dynamic individuals I know. His mission as Initiative Director has been to educate and prepare people for the modern, fast paced and changing technological environment by



accelerating the adoption of Internet and mobile applications and I must say, that he continually reaches his program objectives. Steve has been a champion of workforce development in California and brings a wealth of knowledge to this position as a seasoned industry veteran formerly in the private sector. From developing markets and identifying custom technology solutions, to complex bid proposal management for Verizon to launching public-private community-economic development projects featuring telecommuting and virtual business applications. His business acumen in unquestionable with several years of experience in the telecommunications field, an experience that he has leveraged in the success of his current position where he is making both individuals and small businesses understand how they can grow by using technology and social media. Steve's trajectory is unquestionable.

During the time I have known Steve, he has distinguished himself as a conscientious and energetic pioneer in the field of program development by leading statewide programs to help California businesses adopt interactive internet and mobile applications for effective marketing, collaboration, productivity and customer service based upon their unique business situations. The goal of this Economic and Workforce Development Initiative is to accelerate the adoption of interactive Internet and mobile applications by businesses and by the experienced workforce and I've seen the effectiveness of these programs first hand.

In conclusion, I've had the pleasure and the privilege of working with Steve Wright and seeing him in action first hand, I could not recommend a more qualified candidate. Should you want to speak to me personally, please do not hesitate to advise.

Sincerely,

Ariel Coro

CEO, Tu Tecnología

Dissemination

While the proposed ICT/Digital Media Web Portal plays a vital role in communication, collaboration, and CCC sector development, communication only happens when there is a response! Although we plan to utilize the latest in interactive internet communications (i.e. website, Facebook, social media, videos, email, and blogging) it is not communication unless we are hearing back. Too many organizations put everything out on a website and then fail to actually connect with their intended audience. Face-to-face communication and personal relationship development has a strong emphasis in our proposal. The logistical challenge of 14 out of 15 regional consortia selecting ICT/Digital Media as a priority or emerging sector will be met by scheduled visits to regions with advance planning to assure that communication targets—i.e., CTE Deans, ICT and Digital Media Faculty, other academic partners, businesses, and workforce collaborators—are available. Visits and responsibility sharing will also occur with the Regional Center Directors and Deputy Sector Navigators as we learn who they are and what their grants encompass.

The combined effect of the interactive internet communications and the personal face-to-face communications is to develop involvement and commitment on the part of the regional participants that ultimately make the changes necessary to advance the workforce capacity for students on a regional and statewide basis.

While many options exist in communication, it is important to keep the message simple and focused. The primary goal of these communications is to capture and maintain the focus on specific regional strategies and goals. Recognition and awareness beyond the CCC system will also occur through the Sector Navigator's presentations at conferences and serving as a featured speaker at industry association meetings, or like events.

Further, the host institution will use its Public Affairs Office resources to have the ICT/Digital Media Sector work featured in multiple media venues. There are many aspects of the proposed work that have the potential to become newsworthy and garner positive public attention. If the work undertaken to build linkages between the community colleges and employers proves fruitful in "moving the needle" on a regional workforce need by getting students into jobs, or enabling incumbent workers to retain jobs or get promotions, it will resonant with the cultural environment concerned with employment and the effectiveness of public education. If the effort to connect with Spanish-based media and small businesses as a growing economic factor proves fruitful in recruiting Hispanics into ICT programs, it will be a noteworthy item considering that Hispanic representation in STEM disciplines is a national priority, receiving targeted investment by the National Science Foundation, the U.S. Departments of Education, Agriculture, and Labor, and is noted priority in President Obama's Vision for Education. One of RSCCD's key administrators, Dr. Sara Lundquist, Vice President of Santa Ana College, was appointed by President Obama as a member of the President's Advisory Commission of Educational Excellence for Hispanics, which has the goal of crafting strategies to turn around Latino's low educational attainment.

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

To:	Board of Trustees	Date: June 17, 2013
Re:	Approval of the 2013-2014 Contract Listing	
Action:	Request for Approval	

BACKGROUND

As per Board Policy No. 3306, all contracts over \$15,000.00 require Board of Trustees approval in advance.

ANALYSIS

Contract and contract renewals are solicited in the spring of each year for departments throughout the District. The attached list of contracts are those renewals that have been requested this year and exceed the \$15,000 limit. Multi-year contracts that do not expire on June 30, 2013, are not included in this listing.

It is the desire of the District to have all contracts run concurrently with the fiscal year. Other contracts that expire mid-fiscal year along with new contracts will be brought to the Board of Trustees for approval at a later date.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2013-2014 contract listing as presented.

Fiscal Impact:	Estimated: \$1,366,685.38	Date: June 17, 2013
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	

**District Contracts 2013-2014
\$15,000 Above**

Vendor	Department	Service	Estimated	Term	Period	
			Cost 13/14		From	To
Accuvant	ITS	Palo Alto Premium Support, Threat prevention and URL filtering subscription	68,473.74	1	07-01-13	06-30-14
Case Systems Inc	Environmental Safety & Emergency Services - DO	Maintenance plan for District emergency call boxes at SAC, SCC and CEC plus repair allowance	17,000.00	1	07-01-13	06-30-14
Computerland of Silicon Valley	ITS	Network security and operational maintenance software licenses (i.e. Anti-virus, SSL certificates-secured websites, network monitoring tool, imaging tool)	90,163.25	1	07-01-13	06-30-14
Datalink Corp	ITS	Symantec Enterprise Vault (E-Discovery, Storage Mgt & File System Archiving & Search)	47,731.14	1	07-01-13	06-30-14
Ellucian Inc	ITS	Software maintenance & licenses for Colleague (Student, HR & Financial modules)	303,930.00	1	07-01-13	06-30-14
Ellucian Inc	ITS	E-commerce and 3rd party software	42,815.00	1	07-01-13	06-30-14
Foundation for California Community Colleges	ITS	Blackboard licenses, software upgrade & support for ASP hosting	248,761.00	1	07-01-13	06-30-14
Hewlett Packard	ITS	Hardware, software & server maintenance; tape library, virtual tape library, data protector & storage area network	81,789.84	1	07-01-13	06-30-14
INX LLC	ITS	Cisco Smartnet and VOIP Maintenance	110,576.41	1	07-01-13	06-30-14
Information Technology Partners Inc	ITS	Academic software license applications for college sites (Counselor/Tutor Appointment Scheduling, DSPS-Disabled Students Program & Services System, EOPS, Fitness Assessment, Student Education Plan and WebCMS Curriculum Management System)	48,186.00	1	07-01-13	06-30-14
Mobile Modular	Facility Planning	Rental of four (4) modular buildings at SCC and (1) modular building at SAC	48,420.00	1	07-01-13	06-30-14
OCLC Online Computer Library Center	Library - SAC	Intergrated Library Systems (ILS)	26,879.00	1	07-01-13	06-30-14
Perceptive Software	ITS	ImageNow Licenses	31,914.00	1	07-01-13	06-30-14
Pyro-Comm System Inc	Maintenance - SAC	Fire Alarm Systems testing, inspection, monitoring and repair service at SAC	23,246.00	1	07-01-13	06-30-14
Rosemet Environmental Services	Environmental Safety & Emergency Services - DO	Hazardous waste disposal	25,000.00	1	07-01-13	06-30-14
SectorPoint Inc	ITS	Software support - School Web Services (SWS) Dynamic Web Suite for SAC, SCC & District websites and District intranet	60,000.00	1	07-01-13	06-30-14
SectorPoint Inc	ITS	Remote service provision (RSP) for District websites	72,000.00	1	07-01-13	06-30-14
Taskstream LLC	Academic Affairs - SCC	Subscription for The Accountability Management System (AMS)	20,000.00	1	07-01-13	06-30-14
Grand Total			\$1,366,685.38			

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

To:	Board of Trustees	Date: June 17, 2013
Re:	Approval of Bid #1209 – Janitorial Services – District Office and Digital Media Center	
Action:	Request for approval	

BACKGROUND

On May 27, 2008, the Board of Trustees approved a 3-year contract with an option to renew two additional one-year terms to Team One Management for janitorial services for the District Office and the Digital Media Center. This contract is expiring on June 30, 2013. It is now time to enter into a new agreement for this service.

The Public Contract Code does not permit the District to extend a service contract beyond five years. In order to continue contracting out this service, a new formal bid process had to be conducted.

ANALYSIS

The bid was advertised and emailed to thirty-eight (38) potential bidders. Twenty-four vendors were represented at a mandatory pre-bid conference and job walk. Eleven bidders responded. The overall low bidder, Pacific Building Care, Inc., dba Commercial Cleaning Systems, met the bid specifications and requirements. References were contacted and site visits conducted by the Purchasing Department and management for the Digital Media Center. The sites were found to be clean and well maintained and the references said they are extremely satisfied and that management is very responsive. Therefore, Pacific Building Care, Inc., dba Commercial Cleaning Systems, is the lowest responsive and responsible bidder meeting specifications.

The term of the contract is for three years beginning July 1, 2013 through June 30, 2016 with an option to renew for an additional two one-year terms. The base bid included the cost of cleaning services, supplies and equipment. Additional prices were requested for a day porter and extra help as needed. Attached are the bid results.

RECOMMENDATION

It is recommended that the Board of Trustees accept and award the bid to Pacific Building Care, Inc., dba Commercial Cleaning Systems, for janitorial services including renewals as presented.

Fiscal Impact:	\$222,480.00 (3 year total)	Board Date: June 17, 2013
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor	

BID RESULTS
BID #1209 – JANITORIAL SERVICES

Pacific Building Care, Inc. dba Commercial Cleaning Systems

Site	Year 1		Year 2		Year 3		Day Porter	Extra Help
	Monthly	Annually	Monthly	Annually	Monthly	Annually		
District Office	\$4,325	\$51,900	\$4,325	\$51,900	\$4,325	\$51,900	\$21.50/hr	\$29.50/hr
Digital Media Ctr	\$1,855	\$22,260	\$1,855	\$22,260	\$1,855	\$22,260	\$21.50/hr	\$29.50/hr
							First Year Cost for Both Facilities	\$74,160.00
							Three-Year Total for Both Facilities	\$222,480.00*

Team One Management

Site	Year 1		Year 2		Year 3		Day Porter	Extra Help
	Monthly	Annually	Monthly	Annually	Monthly	Annually		
District Office	\$4,950	\$59,400	\$5,050	\$60,600	\$5,200	\$62,400	\$22.00/hr	\$22.00/hr
Digital Media Ctr	\$2,100	\$25,200	\$2,200	\$26,400	\$2,300	\$27,600	\$22.00/hr	\$22.00/hr
							First Year Cost for Both Facilities	\$84,600.00
							Three-Year Total for Both Facilities	\$261,600.00

Merchants Building Maintenance LLC

Site	Year 1		Year 2		Year 3		Day Porter	Extra Help
	Monthly	Annually	Monthly	Annually	Monthly	Annually		
District Office	\$5,020	\$60,240	\$5,020	\$60,240	\$5,020	\$60,240	\$18.50/hr	\$16.50/hr
Digital Media Ctr	\$2,277	\$27,324	\$2,277	\$27,324	\$2,277	\$27,324	\$18.50/hr	\$16.50/hr
							First Year Cost for Both Facilities	\$87,564.00
							Three-Year Total for Both Facilities	\$262,692.00

ABM Services Inc.

Site	Year 1		Year 2		Year 3		Day Porter	Extra Help
	Monthly	Annually	Monthly	Annually	Monthly	Annually		
District Office	\$4,787	\$57,444	\$4,883	\$58,596	\$4,981	\$59,772	\$16.00/hr	\$16.00/hr
Digital Media Ctr	\$2,516	\$30,192	\$2,566	\$30,792	\$2,617	\$31,404	\$16.00/hr	\$16.00/hr
							First Year Cost for Both Facilities	\$87,636.00
							Three-Year Total for Both Facilities	\$268,200.00

5.22 (2)

Encore LLC dba Haynes Building Service LLC

Site	Year 1		Year 2		Year 3		Day Porter	Extra Help
	Monthly	Annually	Monthly	Annually	Monthly	Annually		
District Office	\$5,147	\$61,764	\$5,147	\$61,764	\$5,147	\$61,764	\$18.83/hr	\$18.83/hr
Digital Media Ctr	\$2,422	\$29,064	\$2,422	\$29,064	\$2,422	\$29,064	\$18.83/hr	\$18.83/hr
							First Year Cost for Both Facilities	\$90,828.00
							Three-Year Total for Both Facilities	\$272,484.00

A&A Maintenance Enterprise Inc.

Site	Year 1		Year 2		Year 3		Day Porter	Extra Help
	Monthly	Annually	Monthly	Annually	Monthly	Annually		
District Office	\$5,793.71	\$69,524.52	\$5,967.52	\$71,610.24	\$6,146.55	\$73,758.60	\$29.75/hr	\$29.75/hr
Digital Media Ctr	\$1,876.48	\$22,517.76	\$1,932.77	\$23,193.24	\$1,990.75	\$23,889.00	\$29.75/hr	\$29.75/hr
							First Year Cost for Both Facilities	\$92,042.28
							Three-Year Total for Both Facilities	\$284,493.36

PRIDE Industries, PRIDE Industries One, Inc.

Site	Year 1		Year 2		Year 3		Day Porter	Extra Help
	Monthly	Annually	Monthly	Annually	Monthly	Annually		
District Office	\$5,366.74	\$64,400.88	\$5,368.68	\$64,424.16	\$5,514.85	\$66,178.20	\$19.85/hr	\$19.85/hr
Digital Media Ctr	\$2,525.52	\$30,306.24	\$2,526.44	\$30,317.28	\$2,595.22	\$31,142.64	\$19.85/hr	\$19.85/hr
							First Year Cost for Both Facilities	\$94,707.12
							Three-Year Total for Both Facilities	\$286,769.40

Goodwill Industries of Orange County

Site	Year 1		Year 2		Year 3		Day Porter	Extra Help
	Monthly	Annually	Monthly	Annually	Monthly	Annually		
District Office	\$5,531.14	\$66,373.68	\$5,697.07	\$68,364.84	\$5,867.98	\$70,415.76	\$13.50/hr	\$13.50/hr
Digital Media Ctr	\$2,496.02	\$29,952.24	\$2,570.90	\$30,850.80	\$2,648.02	\$31,776.24	\$13.50/hr	\$13.50/hr
							First Year Cost for Both Facilities	\$96,325.92
							Three-Year Total for Both Facilities	\$297,733.56

Crown Building Maintenance Co., Inc. dba Able Building Maintenance

Site	Year 1		Year 2		Year 3		Day Porter	Extra Help
	Monthly	Annually	Monthly	Annually	Monthly	Annually		
District Office	\$5,859.99	\$70,319.88	\$5,947.89	\$71,374.68	\$6,037.11	\$72,445.32	\$15.13/hr	\$22.00/hr
Digital Media Ctr	\$2,768.68	\$33,224.16	\$2,810.21	\$33,722.52	\$2,852.36	\$34,228.32	\$15.13/hr	\$22.00/hr
First Year Cost for Both Facilities								\$103,544.04
Three-Year Total for Both Facilities								\$315,314.88

BriteWorks, Inc.

Site	Year 1		Year 2		Year 3		Day Porter	Extra Help
	Monthly	Annually	Monthly	Annually	Monthly	Annually		
District Office	\$6,319.91	\$75,838.92	\$6,383.11	\$76,597.32	\$6,446.94	\$77,363.28	\$14.96/hr	\$19.25/hr
Digital Media Ctr	\$3,019.70	\$36,236.40	\$3,049.90	\$36,598.80	\$3,080.40	\$36,964.80	\$14.96/hr	\$19.95/hr
First Year Cost for Both Facilities								\$112,075.32
Three-Year Total for Both Facilities								\$339,599.52

Ultimate Maintenance Services

Site	Year 1		Year 2		Year 3		Day Porter	Extra Help
	Monthly	Annually	Monthly	Annually	Monthly	Annually		
District Office	\$7,990	\$95,880	\$7,990	\$95,880	\$8,300	\$99,600	\$17.00/hr	\$17.00/hr
Digital Media Ctr	\$4,010	\$48,120	\$4,010	\$48,120	\$4,200	\$50,400	\$ 0/hr	\$0/hr
First Year Cost for Both Facilities								\$144,000.00
Three-Year Total for Both Facilities								\$438,000.00

* Recommended Award

AGREEMENT

THIS AGREEMENT, dated the ___ day of _____, 201__, in the County of Orange, State of California, is by and between Rancho Santiago Community College District, (hereinafter referred to as "DISTRICT"), and _____, (hereinafter referred to as "VENDOR").

WHEREAS, the DISTRICT is authorized to contract with a VENDOR to provide Janitorial Services at the District Office facility and Digital Media Center facility.

WHEREAS, the VENDOR is specially experienced, and competent to provide Janitorial Services in accordance with all of the terms, conditions and pricing as set forth in Bid #1209.

IT IS THEREFORE AGREED AS FOLLOWS:

The DISTRICT hereby retains and employs the VENDOR upon the terms and conditions hereinafter set forth, and the VENDOR hereby accepts said conditions and agrees to provide Janitorial Services as hereinafter mentioned as the successful bidder in accordance with the said terms and conditions of Bid #1209.

1. The VENDOR shall commence providing Janitorial Services under this Agreement on July 1, 2013, and will diligently perform as required and complete performance by June 30, 2016.
2. The DISTRICT has the option to renew this agreement for two (2) additional one (1) year terms by written notice to the vendor not less than thirty (30) days prior to the expiration date.
3. The DISTRICT shall pay the vendor monthly payments in accordance with the General Conditions of the bid.
4. The VENDOR shall assume all expenses incurred by him/her in connection with the performance of this Agreement, and the DISTRICT shall not be responsible for payment of any expenses incurred in connection with this Project.
5. While engaged in carrying out and complying with any of the terms and conditions of this Agreement, the VENDOR is not an officer, agent, or employee of the DISTRICT.
6. The VENDOR agrees to and shall hold harmless and indemnify the DISTRICT and its officers, agents, and employees from every claim or demand and every liability or loss, damage, or expense of any nature whatsoever, which may be incurred by reason of:
 - a. liability for damages for death or bodily injury to person, injury to property, or any loss, damage or expense sustained by the VENDOR or any person, firm or corporation employed by the VENDOR upon or in connection with the services called for in the Agreement, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the DISTRICT's officers, employees, or agents.
 - b. any injury to or death of persons or damage to property, sustained by any persons, firm or corporation, arising out of, or in any way connected with the services covered by this Agreement, whether said injury or damage occurs either on or off the DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT's officers employees, or agents. The VENDOR, at the VENDOR's

expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its officers, agents, or employees on any such claim, demand, or liability and shall pay or satisfy any judgment that may be rendered against the DISTRICT or its officers, agents or employees in any action, suit, or other proceedings as a result thereof.

7. The VENDOR shall maintain and keep in force during the term of the Agreement, the insurance coverage set forth in Bid #1209. VENDOR agrees to provide all evidences of coverage required by the DISTRICT including certificates of insurance and endorsements. VENDOR must name the DISTRICT as an additional insured on VENDOR's insurance policy followed by a written endorsement.
8. The VENDOR shall comply with all applicable federal, state, county and local laws, rules, regulations, and ordinances including workers' compensation.
9. Under no circumstances shall the VENDOR assign the work in whole or in part throughout the duration of the contract without prior written consent of the DISTRICT.
10. Under no circumstances shall the VENDOR subcontract the work in whole or in part throughout the duration of the contract.
11. The DISTRICT has the right to terminate this Agreement for any reason, without penalty, at any time by providing the VENDOR with a written notice of the termination at least thirty (30) days in advance.

IN WITNESS WHEREOF, said parties have executed this Agreement as of the date and year first above written without penalty.

ENTERED INTO THIS AGREEMENT:

FOR THE VENDOR:

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT
Santa Ana, California

By: _____
Signature

Printed Name

Printed Title

Date

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

Date

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

To: Board of Trustees	Date: June 17, 2013
Re: Approval of CMAS Contract #4-01-56-0006A to The Garland Co., Inc.	
Action: Request for Approval	

BACKGROUND

The District is in the process of bidding the installation of a new roof for the D building at Santiago Canyon College (SCC). The roof was installed in 1980 and is continuously experiencing numerous leaks that are apparent throughout the building. Several attempts to repair the roof were performed but are now very ineffective. After extensive surveys and inspections, it was concluded that the leaks are due to failed underlayment of the tile roof and internal gutter system. It is recommended that the underlayment and the built up roof be replaced. This will allow the gutter to be redesigned and properly installed which will also allow proper installation of the expansion joints.

The Garland Company, Inc., a leading manufacturer of high-performance roofing was selected to provide custom engineered and designed standing seam roofing system which comes with a 30-year warranty. This product can be purchased under a California Multiple Award Schedule (CMAS) contract. To utilize this contract, Board approval is required.

ANALYSIS

Procurement of the roofing material is available through one of the District's long-standing procurement mechanisms. This CMAS contract will be used not only for the D building at SCC but for future needs district-wide on an as-needed basis in accordance with the terms and conditions negotiated by the State. This contract meets all legal requirements allowing California community colleges to purchase and is in effect through January 19, 2015. It is in the District's best interest to purchase this product under such agreement, thereby avoiding contractor's average mark-up of 18% while insuring the highest quality products.

Attached are excerpts from the contract including the manufacturer's price proposal. A copy of the complete contract is available in the Purchasing Department for review.

RECOMMENDATION

It is recommended that the Board of Trustees approve the District's participation in CMAS contract #4-01-56-0006A including renewals, extensions and supplements awarded to The Garland Company, Inc. as presented.

Fiscal Impact: \$300,567.60	Board Date: June 17, 2013
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	

The Garland Company

HIGH PERFORMANCE ROOFING AND FLOORING SYSTEMS

3800 EAST 91ST STREET-CLEVELAND, OHIO 44105-21937
 PHONE (216) 641 7500 – FAX (216) 641 0633

Santiago Canyon College, Building D

May 13, 2013

Purchase Order #

The following material is in accordance with the terms and conditions of CMAS contract #4-01-56-0006A, Supplement #3 and GSA Schedule #GS-07F-0130K.

<u>Product</u>	<u>CMAS and GSA LINE#</u>	<u>Qty.</u>	<u>GSA/CMAS Price</u>	<u>Total extended</u>
A. R-MER-SPAN Roof Panel				
1. RMERSPANV Roofing Panel	1129	30,000sft	\$6.28	\$188,400
2. Flat stock 4x10	883	181	\$147.51	\$26,699.31
3. Head closure w/ foam	1213	353	\$5.20	\$1835.60
4. Rake closure foam 50FT ROLL	1263	10	\$84.15	\$841.5
5. Eave/valley closure 50FT ROLL	1264	27	\$84.15	\$2272.05
6. Hip foam	1262	45	\$59.40	\$2673
7. Edge Stiffener/10' pieces	1244	120	\$19.8	\$2376
8. 1/8" Stainless Painted rivets	1275	10 boxes	\$127.71	\$1227.1
9. Closed end rivets #1/8/ 100box	1273	5 boxes	\$47.52	\$237.60
10. Tri polymer sealant 24/CASE	1276	5 cases	\$285.12	\$1425.6
11. Butyl sealant 30/CASE	1224	4 cases	\$222.75	\$891
12. R-MER-SPAN clips 100/box	1196	68 boxes	\$103.95	\$7068.60
13. R-MER-SPAN Gable clips ea.	1203	70	\$1.49	\$104.30
14. Butyl sealing tape 16/CASE	1287	6 cases	\$110.88	\$665.28
15. Touch up paint ea	1265	3 cans	\$53.46	\$160.38
16. #10x 1' Pancake head/wood	1266	12 (1000/BOX)	\$99	\$1188
17. #8 x 1/2 Zip screw/painted	1304	1 (1000/BOX)	\$178.20	\$178.2
18. Shop Drawings	1238	1	\$3168	\$3168
B. Torch applied membrane and title 24 coating for flat roof sections				
19. Stressply IV Plus Mineral	780	33 (.75SQ ROLL)	\$271.26	\$8951.58
20. HPR Torch Base Sheet	743	25 (1SQ ROLL)	\$193.05	\$4826.25
21. Garla Flex Mastic	878	7 (5 GALLON)	\$163.35	\$1143.45
22. White Star Coating 5gal.	871	13 (5 GALLON)	\$550.44	\$7155.72
Total Material				\$263,488.52
Tax 8%				\$21,079.081
Freight (est.)				\$16,000
Total				\$300,567.60

April 21, 2010

Mr. Chuck Ripepi
The Garland Company, Inc.
3800 E. 91st Street
Cleveland, OH 44105

Subject: RENEWAL of The Garland Company, Inc.'s CMAS Contract

CMAS Contract No.: 4-01-56-0006A, Supplement No. 3
CMAS Contract Term: April 21, 2010 through April 30, 2015
Base GSA Schedule No.: GS-07F-0130K

The State of California accepts your firm's offer and renews the attached California Multiple Award Schedule (CMAS) contract for the term identified above. The contract has been awarded the same contract number as the original CMAS contract. This contract number must be shown on each invoice rendered. Additionally, this letter shall not be construed as a commitment to purchase any or all of the State's requirements from your firm. Prior approval is required from the State for all news releases regarding this contract.

It is your firm's responsibility to furnish, upon request, a copy of this CMAS contract to State and local government agencies. A complete CMAS contract includes the following: 1) this acceptance letter, 2) CMAS cover pages (which includes the signature page, ordering instructions and special provisions, Std. 204 Payee Data Record, and any attachments or exhibits as prepared by the CMAS Unit), 3) CMAS terms and conditions, 4) Federal GSA terms and conditions, and 5) product/service listing and prices. The CMAS Unit strongly recommends that government agencies place orders with Contractors who provide ALL of the contract elements described above.

To manage this contract, Contractors are directed to the "CMAS Contract Management and Information Guide", which can be accessed at www.pd.dgs.ca.gov/cmas. This guide covers topics such as CMAS Quarterly Reports, amendments, extensions, renewals, Contractor's change of address or contact person, and company name change requests, etc.

It is the Contractor's responsibility to submit on a timely basis detailed CMAS Quarterly Reports (along with any applicable incentive fees).

**THE NEXT QUARTERLY REPORT DUE FOR THIS CONTRACT IS Q2-2010 (APR-JUNE),
DUE BY JULY 15, 2010.**

A "Tool Kit" is available for your use in marketing your products and/or services to State and local government agencies. The Tool Kit can be accessed through the CMAS website at www.pd.dgs.ca.gov/cmas then select the Suppliers/Contractors link. The "Approved CMAS Contractor" logo is only available to CMAS contract holders for display at conferences or on other marketing material. A login and password is required to download the logo. At the prompt, enter the login: "cmassupplier" and the password: "cmas010194".

Should you have any questions regarding this contract, please contact me at 916/375-7438. Thank you for your continued cooperation and support of the CMAS Program.


WALTER W. SABORIO, Program Analyst
California Multiple Award Schedules Unit

State of California
**MULTIPLE AWARD SCHEDULE
SUPPLEMENT NO. 3
The Garland Company, Inc.**

4-01-56-0006A - Construction Flooring-Epoxy
Construction Roofing-Material
Solar-Power Equip

(Above descriptions for marketing purposes only. Review contract for products/services available.)

CONTRACT NUMBER: 3-01-56-0006A

CMAS TERM DATES: 4/21/2010 through 4/30/2015

DISTRIBUTION: STATEWIDE

THIS CONTRACT IS AVAILABLE FOR USE BY STATE OF CALIFORNIA AGENCIES, AND LOCAL GOVERNMENT AGENCIES IN CALIFORNIA.

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.

The purpose of this supplement is to renew this contract through 4-30-15. In addition, this supplement replaces in its entirety The Garland Company, Inc.'s existing California Multiple Award Schedule (CMAS) that expires on 4-30-10. The most current Ordering Instructions and Special Provisions and CMAS Terms and Conditions dated January 2010, products and/or services and pricing are included herein. Please review these provisions carefully because they may have changed since issuance of your last contract.

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.



WALTER W. SABORIO, Program Analyst, California Multiple Award Schedules Unit

Effective Date: **4/21/2010**

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
THE GARLAND COMPANY, INC.
CMAS NO. 4-01-56-0006A, SUPPLEMENT NO. 3**

AVAILABLE PRODUCTS AND/OR SERVICES

This contract provides for the purchase and warranty of roofing and flooring materials.

CMAS BASE CONTRACT

This CMAS contract is based on some or all of the products and/or services and prices from GSA #GS-07F-0130K (The Garland Company, Inc.) with a GSA term of 1/20/2010 through 1/19/2015. The term of this CMAS contract incorporates an extension of three months beyond the expiration of the base GSA contract, and is shown in the "CMAS Term Dates" on page 1.

ISSUE PURCHASE ORDER TO:

Orders may be placed with The Garland Company, Inc. or with an Authorized Dealer as indicated below:

Orders placed with The Garland Company, Inc.

SUBMIT ORDERS TO:

The Garland Company, Inc.
3800 E. 91st Street
Cleveland, OH 44105

Contact: Steve Rojek
Phone: 800/762-8225
Fax No.: 216/883-2055
E-mail: srojek@garlandlnd.com

Orders placed with an Authorized Dealer must be addressed as shown below, and payment must be made payable to the Authorized Dealer identified on the invoice as shown below:

SUBMIT ORDERS TO:

The Garland Company, Inc.
c/o DBS Design-Build Solutions, Inc.
3800 E. 91st Street
Cleveland, OH 44105

Contact: Steve Rojek
Phone: 800/762-8225 x 3634
Fax No.: 216/883-2055
E-mail: srojek@garlandlnd.com

For invoicing purposes, each State Accounting office must have a copy of the reseller's Payee Data Record (Std. 204) in order to process payment of the invoice. Agencies should forward a copy of the Std. 204 to their respective accounting office. Without the Std. 204, payment may be unnecessarily delayed.

AUTHORIZED RESELLERS ARE RESPONSIBLE FOR SENDING A COPY OF ALL PURCHASE ORDERS TO THE GARLAND COMPANY, INC. FOR CMAS QUARTERLY REPORTING REQUIREMENTS.

CALIFORNIA SELLER'S PERMIT

The Garland Company, Inc's California Seller's Permit No. is 30651030. Prior to placing an order with this company, agencies should verify that this permit is still valid at the following website: www.boe.ca.gov.

When issuing an order to an authorized reseller listed on a CMAS contract, it is the agency's responsibility to ensure that the reseller holds a valid California Seller's Permit.

CONTRACT PRICES

The maximum prices allowed for the products and/or services available in this CMAS contract are those set forth in the base contract identified on page 2 of this contract.

In meeting their requirements of the Governor's Executive Order S-09-09, the ordering agency is encouraged to seek prices lower than those on this CMAS contract. When responding to an agency's Request for Offer (RFO), the contractor can offer lower prices to be competitive.

DARFUR CONTRACTING ACT

This contractor has certified compliance to the Darfur Contracting Act per PCC section 10475, et seq. See the attached certification from this contractor regarding this act.

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)

Ordering departments executing purchases using ARRA funding must attach the ARRA Supplemental Terms and Conditions document to their individual RFOs and purchase documents. Departments are reminded that these terms and conditions supplement, but do not replace, standard State terms and conditions associated with this CMAS contract. The ARRA Supplemental Terms and Conditions can be accessed at www.pd.dgs.ca.gov.

WARRANTY

For warranties, see the federal GSA schedule and the CMAS Terms and Conditions, General Provisions, CMAS Warranty.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
THE GARLAND COMPANY, INC.
CMAS NO. 4-01-56-0006A, SUPPLEMENT NO. 3**

DELIVERY

30 days after receipt of order, or as negotiated between agency and contractor and included in the purchase order, or as otherwise stipulated in the contract.

PURCHASING AUTHORITY DOLLAR THRESHOLD

No CMAS order may be executed by a State agency that exceeds that agency's CMAS purchasing authority threshold or the CMAS maximum order limit, whichever is less.

MAXIMUM ORDER LIMITS (Local Governments are Exempt)

The order limits for orders placed against CMAS contracts are as follows:

Information Technology Goods & Services:	\$500,000
Non-Information Technology Services:	\$250,000
Non-Information Technology Goods:	\$100,000

These transactions are subject to the following requirements:

- State agencies must solicit a minimum of 3 CMAS contractors including 1 small business and/or DVBE (if available) who are authorized to sell the needed products and/or services listed on the CMAS contract and document responses. This is not a bid transaction so small business preference, protest language, Intents to award, evaluation criteria, advertising, etc. are not applicable.
- If less than 3 offers received, state agencies must document their files with the reasons why the other suppliers solicited did not respond with an offer.
- If only one source is known (competing offers cannot be obtained), the non-competitive bid (NCB) contract process must be followed. See the latest Management Memo (currently MM 03-10 including supplements), or whichever Management Memo is in effect at the time a purchase order is issued, for NCB guidelines. Exceptions to NCB process are also addressed in MM 03-10.
- Evaluation and award may be based on best value, as applicable, and not restricted to lowest cost.
- For CMAS transactions under \$5,000 only one offer is required if the state agency can establish and document that the price is fair and reasonable.
- Orders for Information Technology Goods and Services exceeding \$250,000 require additional documentation. See the latest Management Memo (currently MM 03-10) for specific information on these additional requirements.

- Exemptions to the CMAS order limits are not allowed.
- Local governments set their own order limits, and are not bound by the above order limits and requirements.

SPLITTING ORDERS

Splitting orders to avoid any monetary limitations is prohibited.

Do not circumvent normal procurement methods by splitting purchases into a series of delegated purchase orders (SAM 3572).

Splitting a project into small projects to avoid either fiscal or procedural controls is prohibited (SAM 4819.34).

MINIMUM ORDER LIMITATION

The minimum dollar value of an order to be issued under this contract is \$100.00.

ORDERING PROCEDURES

1. Order Form

State agencies shall use a Contract/Delegation Purchase Order (Std. 65) for purchases and services.

Local governments shall, in lieu of the State's Purchase Order (Std. 65), use their own purchase order document.

Electronic copies of the State Standard Forms can be found at the Office of State Publishing web site: <http://www.dgs.ca.gov/osp> (select Standard Forms). The site provides information on the various forms and use with the Adobe Acrobat Reader. Beyond the Reader capabilities, Adobe Acrobat advanced features may be utilized if you have Adobe Business Tools or Adobe Acrobat 4.0 installed on your computer. Direct link to the Standard Form 65: <http://www.osp.dgs.ca.gov/pdf/std065.pdf>

2. Purchase Orders

The agency is required to forward a copy of each purchase order to the Department of General Services (DGS), Procurement Division, Data Management, 707 Third Street, 2nd Floor, MS 203, West Sacramento, CA 95605-2811 (IMS# Z-1).

The agency is required to complete and distribute the order form. For services, the agency shall modify the information contained on the order to include the service period (start and end date), and the monthly cost (or other intermittent cost), and any other information pertinent to the services being provided. The cost for each line item should be included in the order, not just system totals. See the CMAS Services Guide at www.dgs.ca.gov/pd (click on CMAS) for guidelines pertaining to all orders for services.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
THE GARLAND COMPANY, INC.
CMAS NO. 4-01-56-0006A, SUPPLEMENT NO. 3**

The contractor must immediately reject orders that are not accurate. Discrepancies are to be negotiated and incorporated into the order prior to the products and services being delivered.

3. Service and Delivery after Contract Expiration

The purchase order must be issued before the CMAS contract end term expires. However, delivery of the products or completion of the services may be after the contract end term expires (unless otherwise specifically stated in the contract), but must be as provided for in the contract and as specified in the purchase order.

4. Multiple Contracts on STD. 65 Order Form

Agencies may include multiple CMAS contracts from the same contractor on a single Std. 65 Contract/Delegation Purchase Order. For guidelines, see the Purchasing Authority Manual, Chapter 6.B4.1.

5. Amendments to Agency's Purchase Orders

Agency purchase orders cannot be amended if the base CMAS contract has expired.

Management Memo 03-10 provides the following direction regarding amendments to department purchase orders:

Orders for IT Goods & Services or Non-IT Goods:
Original orders, which include options for changes (e.g., quantity or time), that were evaluated and considered in the selection for award during the Request for Offers process, may be amended consistent with the terms of the original order, provided that the original order allowed for amendments. If the original order did not evaluate options, then the NCB process must be followed for the amendment.

Orders for Non-IT Services:
Original orders, which do not include options for changes (e.g., quantity or time), may be amended. This only applies to the first amendment, the time shall not exceed one year, or add not more than 30% of the original order value, not to exceed \$250,000. The original contract must have permitted amendments. Outside of these conditions, the NCB process must be followed.

Also see the Purchasing Authority Manual, Chapter 8, Topic 7, for more information on amending purchase orders.

CONTRACTOR OWNERSHIP INFORMATION

The Garland Company, Inc. is a large business enterprise.

SMALL BUSINESS MUST BE CONSIDERED

Prior to placing orders under the CMAS program, state agencies shall whenever practicable first consider offers from small businesses that have established CMAS contracts [GC Section 14846(b)]. NOTE: The Department of General Services auditors will request substantiation of compliance with this requirement when agency files are reviewed.

The following website lists CMAS Small Business and Disabled Veteran Partners:

www.pd.dgs.ca.gov
(click on CMAS click on State Agencies)

In response to our commitment to increase participation by small businesses, the Department of General Services waives the administrative fee (a fee currently charged to customer agencies to support the CMAS program) for orders to certified small business enterprises.

See the current fees in the DGS Price Book at:
<http://www.ofs.dgs.ca.gov/Price+Book/P/Purchasing.htm>

SMALL BUSINESS/DVBE - TRACKING

State agencies are able to claim subcontracting dollars towards their small business or DVBE goals whenever the Contractor subcontracts a commercially useful function to a certified small business or DVBE. The Contractor will provide the ordering agency with the name of the small business or DVBE used and the dollar amount the ordering agency can apply towards its small business or DVBE goal.

SMALL BUSINESS/DVBE - SUBCONTRACTING

1. The amount an ordering agency can claim towards achieving its small business or DVBE goals is the dollar amount of the subcontract award made by the Contractor to each small business or DVBE.
2. The Contractor will provide an ordering agency with the following information at the time the order is quoted:
 - a. The Contractor will state that, as the prime Contractor, it shall be responsible for the overall execution of the fulfillment of the order.
 - b. The Contractor will indicate to the ordering agency how the order meets the small business or DVBE goal, as follows:
 - List the name of each company that is certified by the Office of Small Business and DVBE Certification that it intends to subcontract a commercially useful function to; and
 - Include the small business or DVBE certification number of each company listed, and attach a copy of each certification; and

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
THE GARLAND COMPANY, INC.
CMAS NO. 4-01-56-0006A, SUPPLEMENT NO. 3**

- Indicate the dollar amount of each subcontract with a small business or DVBE that may be claimed by the ordering agency towards the small business or DVBE goal; and
 - Indicate what commercially useful function the small business or DVBE subcontractor will be providing towards fulfillment of the order.
3. The ordering agency's purchase order must be addressed to the prime Contractor, and the purchase order must reference the information provided by the prime Contractor as outlined above.

SERVICES EXCLUDED ON THE CMAS PROGRAM

The following services are not available on the CMAS Program:

1. Architectural, Construction, Engineering and Environmental Services

Services are not allowed on CMAS that are required by law to be performed by a licensed architect, licensed registered engineer, licensed landscape architect, construction project manager, licensed land surveyor, or environmental services as defined in Government Code 4525. If you have questions about these types of transactions, the Department of General Services (DGS), Real Estate Services Division (RESA) can be contacted at 916/376-1752.

2. Legal Services

Contracting for legal services by state agencies is controlled by statutes (GC 11040) that require Attorney General approval prior to entering into contracts with outside counsel. Additionally, Article VII of the California Constitution requires that state legal work be performed by state employees, absent limited exceptions (Government Code 19130). There are also policy-based approval requirements for all Executive Branch agencies that control the use of private counsel.

3. Other Excluded Services

Also, services involving financial audits, facility planning, registered nursing, and security guards are not available on the CMAS Program.

OPEN MARKET/INCIDENTAL, NON-SCHEDULE ITEMS

The only time that open market/incidental, non-schedule items may be included in a CMAS order is when they fall under the parameters of the Not Specifically Priced (NSP) Items provision. If the NSP provision is not included in the schedule, or the products and/or services required do not qualify under the parameters of the NSP provision, the products and/or services must be procured separate from CMAS.

NOT SPECIFICALLY PRICED (NSP) ITEMS

Contractors must be authorized providers of the hardware, software and/or services they offer under the Not Specifically Priced (NSP) Items provision.

Agency and contractor use of the NSP provision is subject to the following requirements:

1. Purchase orders containing only NSP Items are prohibited.
2. A purchase order containing NSP Items may be issued only if it results in the lowest overall alternative to the State.
3. NSP items shall be clearly identified in the order. Any product or service already specifically priced and included in the contract may not be identified as an NSP item.
4. Maximum Order Limitation: For orders \$250,000, or less, the total dollar value of all NSP items included in a purchase order shall not exceed \$5,000. For orders exceeding \$250,000, and at the option of the contractor, the total dollar value of all NSP items in a purchase order shall not exceed 5% of the total cost of the order, or \$25,000 whichever is lower.
5. An NSP item included in an order issued against a contract is subject to all of the terms and conditions set forth in the contract.
6. Trade-ins, upgrades, involving the swapping of boards, are permissible, where the contract makes specific provisions for this action. In those instances where it is permitted, the purchase order must include the replacement item and a notation that the purchase involves the swapping of a board.

The following NSP items ARE SPECIFICALLY EXCLUDED from any order issued under this contract:

1. Items not intended for use in directly supporting the priced items included in the same order. An NSP item must be subordinate to the specifically priced item that it is supporting. For example, a cable, which is not otherwise specifically priced in the contract, is subordinate to a specifically priced printer or facsimile machine, and is eligible to be an NSP item subject to that cable meeting the remaining NSP requirements. However, a printer or facsimile machine, which is not otherwise specifically priced in the contract, is not subordinate to a specifically priced cable, and is not eligible to be an NSP item.
2. Supply type items, except for the minimum amount necessary to provide initial support to the priced items included in the same order.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
THE GARLAND COMPANY, INC.
CMAS NO. 4-01-56-0006A, SUPPLEMENT NO. 3**

3. Items that do not meet the Productive Use Requirements for information technology products. (SAM Section 5203)
4. Any other item or class of items specifically excluded from the scope of this contract.
5. Public Works components NOT incidental to the overall project requirements.
6. Products or services the contractor is NOT factory authorized or otherwise certified or trained to provide.
7. Follow-on consultant services that were previously recommended or suggested by the same contractor.

The contractor is required to reject purchase orders containing NSP items that do not conform to the above requirements. The contractor will promptly notify the agency issuing the non-conforming order of its non-acceptance and the reasons for its non-acceptance.

STATE AND LOCAL GOVERNMENTS CAN USE CMAS

State and local government agency use of CMAS contracts is optional. A local government is any city, county, city and county, district or other local governmental body or corporation, including UC, CSU, K-12 schools and community colleges, that is empowered to expend public funds. While the state makes this contract available, each local government agency should make its own determination whether the CMAS program is consistent with their procurement policies and regulations.

UPDATES AND/OR CHANGES

A CMAS amendment is not required for updates and/or changes once the update and/or change becomes effective for the federal GSA schedule, except as follows:

- A CMAS amendment is required when the contract is based on products and/or services from another contractor's multiple award contract and the contractor wants to add a new manufacturer's products and/or services.
- A CMAS amendment is required for new federal contract terms and conditions that constitute a material difference from existing contract terms and conditions. A material change has a potentially significant effect on the delivery, quantity or quality of items provided, the amount paid to the contractor or on the cost to the State.
- A CMAS amendment is required for changes to contracts that require Prison Industry Authority (PIA) approval.

A CMAS amendment is required to update and/or change terms and conditions and/or products and services based on a non-federal GSA multiple award contract.

SELF-DELETING FEDERAL GSA TERMS AND CONDITIONS

Instructions, or terms and conditions that appear in the Special Items or other provisions of the Federal GSA and apply to the purchase, license, or rental (as applicable) of products or services by the U.S. Government in the United States, and/or to any overseas location shall be self-deleting. (Example: "Examinations of Records" provision).

Federal regulations and standards, such as Federal Acquisition Regulation (FAR), Federal Information Resources Management Regulation (FIRMR), Federal Information Processing Standards (FIPS), General Services Administration Regulation (GSAR), or Federal Installment Payment Agreement (FIPA) shall be self-deleting. Federal blanket orders and small order procedures are not applicable.

ORDER OF PRECEDENCE

The CMAS Terms and Conditions shall prevail if there is a conflict between the terms and conditions of the contractor's Federal GSA (or other multiple award contract), packaging, invoices, catalogs, brochures, technical data sheets or other documents (see CMAS Terms and Conditions, CONFLICT OF TERMS).

APPLICABLE CODES, POLICIES AND GUIDELINES

All California codes, policies and guidelines are applicable. THE USE OF CMAS DOES NOT REDUCE OR RELIEVE STATE AGENCIES OF THEIR RESPONSIBILITY TO MEET STATEWIDE REQUIREMENTS REGARDING CONTRACTING OR THE PROCUREMENT OF GOODS OR SERVICES. Most procurement and contract codes, policies, and guidelines are incorporated into CMAS contracts. Notwithstanding this, there is no guarantee that "every" possible requirement that pertains to all the different and unique state processes has been included.

STATEWIDE PROCUREMENT REQUIREMENTS

Agencies must carefully review and adhere to all statewide procurement requirements in the Purchasing Authority Manual, such as:

- Automated Accounting System requirements of State Administrative Manual (SAM) Section 7260-62
- Productive Use Requirements of SAM Section 5203
- SAM Sections 4819.41 and 4832 certifications for information technology procurements and compliance with policies.
- Services may not be paid for in advance.
- Agencies are required to file with the Department of Fair Employment and Housing (DFEH) a Contract Award Report Std. 16 for each order over \$5,000 within 10 days of award, including supplements that exceed \$5,000.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
THE GARLAND COMPANY, INC.
CMAS NO. 4-01-56-0006A, SUPPLEMENT NO. 3**

- Pursuant to Public Contract Code Section 10359 state agencies are to report all Consulting Services Contract activity for the preceding fiscal year to DGS and the six legislative committees and individuals that are listed on the annual memorandum from DGS.
- Pursuant to Unemployment Insurance Code Section 1088.8, state and local government agencies must report to the Employment Development Department (EDD) all payments for services that equal \$600 or more to independent sole proprietor contractors. See the contractor's Std. Form 204, Payee Data Record, in the CMAS contract to determine sole proprietorship. All inquiries regarding this subject should be forwarded to EDD: Technical questions: 916/651-6945 or Information and forms: 916/657-0529.
- Annual small business and disabled veteran reports.
- Post evaluation reports. Public Contract Code 10369 requires state agencies to prepare post evaluations on form Std. 4 for all completed non-IT consulting services contracts of more than \$5,000. Copies of negative evaluations for non-IT consulting services only must be sent to the DGS, Office of Legal Services. The Bureau of State Audits requires state agencies annually to certify compliance with these requirements.

ETHNICITY/RACE/GENDER REPORTING REQUIREMENT

Effective July 1, 2002, in accordance with Public Contract Code 10116, state agencies are to capture information on ethnicity, race, and gender of business owners (not subcontractors) for all awarded contracts, including CAL-Card transactions. Each department is required to independently report this information to the Governor and the Legislature on an annual basis.

Agencies are responsible for developing their own guidelines and forms for collecting and reporting this information.

Contractor participation is voluntary.

PAYMENTS AND INVOICES

1. Payment Terms

Payment terms for this contract are 1.5% - 10 days, net 45 days.

Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927 et. seq. Unless expressly exempted by statute, the Act requires state agencies to pay properly submitted, undisputed invoices not more than 45 days after (i) the date of acceptance of goods or performance of services; or (ii) receipt of an undisputed invoice, whichever is later.

2. Payee Data Record (Std. 204)

Each state accounting office must have a copy of the attached Payee Data Record (Std. 204) in order to process payment of invoices. Agencies should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed.

3. DGS Administrative Fee

Orders from State Agencies:

The Department of General Services (DGS) will bill each state agency directly an administrative fee for use of CMAS contracts. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS. This administrative fee is waived for CMAS purchase orders issued to California certified small businesses.

See the current administrative fees in the DGS Price Book at: <http://www.ofs.dgs.ca.gov/Price+Book/main.htm>, then select the link under the "Procurement Division" heading entitled "Purchasing".

Orders from Local Government Agencies:

Effective for CMAS orders dated 1/1/2010 or later, CMAS contractors, who are not California certified small businesses, are required to remit to the DGS an incentive fee equal to 1% of the total of all local government agency orders (excluding sales tax and freight) placed against their CMAS contract(s). This incentive fee is in lieu of local government agencies being billed the above referenced DGS administrative fee.

This incentive fee is waived for CMAS purchase orders issued to California certified small businesses.

The check covering this fee shall be made payable to the Department of General Services, CMAS Unit, and mailed to the CMAS Unit along with the applicable Quarterly Report. See the provision in this contract entitled "Contractor Quarterly Report Process" for information on when and where to send these checks and reports.

4. Contractor Invoices

Unless otherwise stipulated, the contractor must send their invoices to the agency address set forth in the purchase order. Invoices shall be submitted in triplicate and shall include the following:

- Contract number
- Agency purchase order number
- Agency Bill Code
- Line item number
- Unit price
- Extended line item price
- Invoice total

State sales tax and/or use tax shall be itemized separately and added to each invoice as applicable.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
THE GARLAND COMPANY, INC.
CMAS NO. 4-01-56-0006A, SUPPLEMENT NO. 3**

The company name on the CMAS contract, purchase order and invoice must match or the State Controller's Office will not approve payment.

5. Advance Payments

Advance payment is allowed for services only under limited, narrowly defined circumstances, e.g., between specific departments and certain types of non-profit organizations, or when paying another government agency (GC 11256 – 11263 and 11019).

It is NOT acceptable to pay in advance, except software maintenance and license fees, which are considered a subscription, may be paid in advance if a provision addressing payment in advance is included in the purchase order.

Warranty upgrades and extensions may also be paid for in advance, one time.

6. Credit Card

The Garland Company, Inc. accepts the State of California credit card (CAL-Card).

A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card. Also, the DGS administrative fee is applicable for all CMAS orders to suppliers not California certified as a small business.

7. Lease/Purchase Analysis

State agencies must complete a Lease/Purchase Analysis (LPA) to determine best value when contemplating a lease/rental, and retain a copy for future audit purposes (SAM 3700). Approval by the Department of General Services is not required.

8. Leasing

Except for Federal Lease to Own Purchase (LTOP) and hardware rental provisions with no residual value owed at end term (\$1 residual value is acceptable), Federal GSA Lease provisions are NOT available through CMAS because the rates and contract terms and conditions are not acceptable or applicable to the State.

SEAT Management financing options are NOT available through this contract.

As an alternative, agencies may consider financing through the State's financial marketplace GS \$Mart™. All terms and conditions and lenders are pre-approved for easy financing. The GS \$Mart™ Internet address is www.dgs.ca.gov/pd then click on GS \$Mart™. Buyers without Internet access may contact the GS \$Mart™ Administrator, Pat Mullen by phone at 916/375-4617 or via e-mail at pat.mullen@dgs.ca.gov for further information.

9. Maintenance Tax

The Board of Equalization has ruled that in accordance with Section 1655 of the Sales and Use Tax Regulations of the Business Taxes Law Guide, that whenever optional maintenance contracts include consumable supplies, such supplies are subject to sales tax.

Generally, the State has two options:

1. For contracts that provide for only maintenance services (i.e. the furnishing of labor and parts necessary to maintain equipment), the charges for the provision of maintenance services are not taxable.
2. For contracts that provide for both maintenance services and consumable supply items (i.e. toner, developer, and staples, for example), the provision of the consumable supplies is considered a taxable sale of tangible personal property. Therefore, state agencies awarding optional maintenance contracts are responsible for paying the applicable sales tax on the consumable supplies utilized during the performance period of the maintenance contract.

The contractor will be required to itemize the consumables being taxed for state accounting purposes.

CONTRACTOR QUARTERLY REPORT PROCESS

Contractors are required to submit a detailed CMAS Business Activity Report on a quarterly basis to the CMAS Unit. This report shall be mailed to:

Department of General Services
Procurement Division – CMAS Unit
Attention: Quarterly Report Processing
PO Box 989052, MS #2-202
West Sacramento, CA 95798-9052

Reports that include checks for incentive fees or that exceed 10 pages must be mailed and shall not be faxed or e-mailed. All other reports may be faxed or e-mailed to the attention of Quarterly Report Processing as follows:

CMAS Unit Fax Number: (916) 375-4663
CMAS Unit E-Mail: cmas@dgs.ca.gov

For the full instructions on completing and submitting CMAS Quarterly Business Activity Reports, and a soft copy of a blank quarterly report form, go to <http://www.pd.dgs.ca.gov/cmas/supplierinfo.htm>, and then select the link entitled "Quarterly Report Information and Electronic Form". See Exhibit A attached to this contract showing a sample quarterly report form.

Important things to remember regarding CMAS Quarterly Business Activity Reports (referred to as "reports" below):

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
THE GARLAND COMPANY, INC.
CMAS NO. 4-01-56-0006A, SUPPLEMENT NO. 3**

- A report is required for each CMAS contract each quarter, even when no new purchase orders are received in the quarter.
- A separate report is required for each CMAS contract.
- Each purchase order must be reported only once in the quarter identified by the purchase order date, regardless of when the services were performed, the products were delivered, the invoice was sent, or the payment was received.
- Purchase orders from State and local government agencies must be separated on the report, as shown in the instructions.
- Contractors must report the sales activity for all resellers listed on their CMAS contract.
- Any report that does not follow the required format or that excludes required information will be deemed incomplete and returned to the contractor for corrections.
- Taxes and freight must not be included in the report.
- For CMAS orders dated 1/1/2010 or later, contractors are no longer required to attach copies of purchase orders to their reports. This changed requirement will start on Q1-2010 reports, which are due 4/15/2010.
- For CMAS orders dated 1/1/2010 or later, contractors who are not California certified small businesses must attach to their quarterly report a check covering the required incentive fee for all CMAS sales to local government agencies (see more information below). This new requirement will start on Q1-2010 reports, which are due 4/15/2010.
- New contracts, contract renewals or extensions, and contract modifications will be approved only if the contractor has submitted all required quarterly reports and incentive fees.

CMAS Quarterly Business Activity Reports are due in the CMAS Unit within two weeks after the end of each quarter as shown below:

Quarter 1	Jan 1 to Mar 31	Due Apr 15
Quarter 2	Apr 1 to Jun 30	Due Jul 15
Quarter 3	Jul 1 to Sep 30	Due Oct 15
Quarter 4	Oct 1 to Dec 31	Due Jan 15

CONTRACTOR QUARTERLY INCENTIVE FEES

For CMAS orders dated 1/1/2010 or later, CMAS contractors who are not California certified small businesses must remit to the DGS an incentive fee equal to 1% of the total of all local government agency orders (excluding sales tax and freight) placed against their CMAS contract(s). This incentive fee is in lieu of local government agencies being billed the above referenced DGS administrative fee.

A local government agency is any city, county, district, or other local governmental body, including the California State University (CSU) and University of California (UC) systems, K-12 public schools and community colleges empowered to expend public funds.

This incentive fee is waived for CMAS purchase orders issued to California certified small businesses.

The check covering this fee shall be made payable to the Department of General Services, CMAS Unit, and mailed to the CMAS Unit along with the applicable Quarterly Report. See the provision in this contract entitled "Contractor Quarterly Report Process" for information on when and where to send these checks and reports.

CONTRACTOR PROVIDES COPY OF THE CONTRACT AND SUPPLEMENTS

CMAS contractors are required to provide the entire contract that consists of the following:

- Cover pages with DGS logo and CMAS analyst's signature, and Ordering Instructions and Special Provisions.
- Payee Data Record (Std. 204).
- California CMAS Terms and Conditions.
- Federal GSA Terms and Conditions (unless otherwise stipulated in the CMAS contract).
- Federal GSA products, services, and price list (unless otherwise stipulated in the CMAS contract).
- Supplements, if applicable.

It is important for the agency to confirm that the required products, services, and prices are included in the contract and are at or below contract rates. To streamline substantiation that the needed items are in the contract, the agencies should ask the contractor to identify the specific pages from the contract that include the required products, services, and prices. Agencies should save these pages for their file documentation.

CONTRACTORS ACTING AS FISCAL AGENTS ARE PROHIBITED

When a subcontractor ultimately provides all of the products or performs all of the services that a contractor has agreed to provide, and the prime contractor only handles the invoicing of expenditures, then the prime contractor's role becomes that of a fiscal agent because it is merely administrative in nature, and does not provide a commercially useful function. It is unacceptable to use fiscal agents in this manner because the agency is paying unnecessary administrative costs.

AGENCY RESPONSIBILITY

Agencies must contact contractors to obtain copies of the contracts and compare them for a best value purchasing decision.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
THE GARLAND COMPANY, INC.
CMAS NO. 4-01-56-0006A, SUPPLEMENT NO. 3**

Each agency is responsible for its own contracting program and purchasing decisions, including use of the CMAS program and associated outcomes.

This responsibility includes, but is not necessarily limited to, ensuring the necessity of the services, securing appropriate funding, complying with laws and policies, preparing the purchase order in a manner that safeguards the State's interests, obtaining required approvals, and documenting compliance with Government Code 19130.b (3) for outsourcing services.

It is the responsibility of each agency to consult as applicable with their legal staff and contracting offices for advice depending upon the scope or complexity of the purchase order.

If you do not have legal services available to you within your agency, the DGS Office of Legal Services is available to provide services on a contractual basis.

CONFLICT OF INTEREST

Agencies must evaluate the proposed purchase order to determine if there are any potential conflict of interest issues.

For guidelines, see the CMAS Services Guide, Attachment B.

FEDERAL DEBARMENT

When federal funds are being expended, the agency is required to obtain (retain in file) a signed "Federal Debarment" certification from the contractor before the purchase order is issued.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants; responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

LIQUIDATED DAMAGES FOR LATE DELIVERY

The value of the liquidated damages must be included in the purchase order to be applicable, mutually agreed upon by agency and contractor, and cannot be a penalty.

ACCEPTANCE TESTING CRITERIA

If the agency wants to include acceptance testing for all newly installed technology systems, and individual equipment, and machines which are added or field modified (modification of a machine from one model to another) after a successful performance period, the test criteria must be included in the purchase order to be applicable.

SHIPPING INSTRUCTIONS

F.O.B. (Free On Board) Origin. Buying agency pays the freight charges.

State agencies (not local governments) must follow the instructions below for shipping charges exceeding \$50.00.

All shipments will be made by ground transportation unless otherwise ordered on the Std. 65.

Before placing order, contact the DGS Transportation Management 916/376-1888 to determine the routing of freight shipments. You will need to provide Transportation Management with the point of origin and destination. They will also want to know the commodity being shipped and the estimated shipping weight of the order. If shipping overnight, the account number must be included.

Routing information should be shown on the face of the Contract/Delegation Purchase Order (Std. 65) in the format shown below.

Shipping Instructions:

Supplier route via _____

Carrier's telephone number _____

Annotate bill(s) of lading as follows:

"Freight for account of State of California. Tender Number _____ applies. State of California

Purchase Order Number _____
SHIP FREIGHT COLLECT."

Estimated Freight charges: _____

If supplier is unable to use this carrier, call Transportation Management at 916/376-1888.

The following statement must be noted on the purchase order when the commodities are being shipped via UPS (United Parcel Service) and the State is paying directly to UPS (Collect).

Shipping Instructions:

Supplier route via United Parcel Service (surface).
State of California, Department of _____

_____ UPS account number applies.

State of California Purchase Order Number _____

SHIP COLLECT:

Estimated UPS charges: _____

If supplier is unable to use UPS, call Transportation Management at 916/376-1888.

Contractor note: Additional shipping costs incurred by deviation to above shipping instructions, without Transportation Management approval, shall be charged to the contractor.

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 13-P0027011	7,485.21	CITY OF SANTA ANA	Rental - Facility (Short-term)	SP		5/6/2013
13-P0027012	237.52	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/6/2013
13-P0027013	282.05	GRAINGER	Instructional Supplies	SP		5/6/2013
13-P0027014	40.00	IANNACONE JUDITH A	Books, Mags & Ref Mat, Non-Lib			5/6/2013
13-P0027015	329.00	CA HEAD START ASSOC.	Conference Expenses	SP		5/6/2013
13-P0027016	136.37	WESTMONT HOSPITALITY GROUP	Conference Expenses	SP		5/6/2013
13-P0027017	260.48	MICHAEL J MACKENZIE	Awards & Incentives	SP		5/6/2013
13-P0027018	223.56	COMPUTERLAND OF SILICON VALLEY	Software License and Fees	SP		5/7/2013
* 13-P0027019	213.84	B & H PHOTO VIDEO INC	Equipment - All Other > \$1,000	SP		5/7/2013
* 13-P0027020	6,318.00	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		5/7/2013
13-P0027021	160.92	B & H PHOTO VIDEO INC	Non-Instructional Supplies	SP		5/7/2013
* 13-P0027022	1,330.51	CDW GOVERNMENT INC.	Equipment - All Other > \$1,000	SP		5/7/2013
13-P0027023	1,096.20	B2B COMPUTER PRODUCTS LLC	Instructional Supplies	SP		5/7/2013
13-P0027024	494.16	SEHI COMPUTER PRODUCTS	Instructional Supplies			5/7/2013
13-P0027025	5,857.92	DON BOOKSTORE	Instructional Supplies	SP		5/7/2013
13-P0027026	38.29	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		5/7/2013
13-P0027027	130.00	DON BOOKSTORE	Other Exp Paid for Students	SP		5/7/2013
13-P0027028	2,000.00	EL POLLO NORTENO	Food and Food Service Supplies	SP		5/7/2013
* 13-P0027029	1,000.00	HARRIZON ROSA	Non-Instructional Supplies	SP		5/7/2013
13-P0027030	1,576.09	SVM LP	Other Exp Paid for Students	SP		5/7/2013
13-P0027031	225.96	AMAZON COM	Non-Instructional Supplies			5/7/2013
13-P0027032	50,200.00	CHAPMAN UNIVERSITY	Contracted Services	SP		5/7/2013
13-P0027033	342.87	WAXIE SANITARY SUPPLY	Equip/Software - >\$200 <\$1,000			5/7/2013
13-P0027034	2,925.00	PACIFIC COACHWAYS CHARTER	Transportation - Student	SP		5/7/2013
13-P0027035	700.00	HYDRO SCAPE PRODUCTS INC	Non-Instructional Supplies			5/7/2013
* 13-P0027036	734.29	OFFICE DEPOT BUSINESS SVCS	Equip/Software - >\$200 <\$1,000	SP		5/7/2013
13-P0027037	1,043.77	TIPS FOR MANUFACTURING LLC	Instructional Supplies	SP		5/7/2013
13-P0027038	510.00	JFK TRANSPORTATION	Transportation - Student	SP		5/7/2013
13-P0027039	179.00	ASTD	Inst Dues & Memberships	SP		5/7/2013
13-P0027040	500.00	MNM PUBLISHING CORP	Advertising	SP		5/7/2013
13-P0027041	750.00	RUBEN ALVAREZ	Advertising	SP		5/7/2013
13-P0027042	10,500.00	GLOBAL WORKS INC	Contracted Services	SP		5/7/2013
13-P0027043	113,500.00	WESTBERG & WHITE INC	Site Improv- Engineering Costs	SP	BOND	5/7/2013
13-P0027044	51,800.00	WESTBERG & WHITE INC	Buildings - Architects Fee	SP	BOND	5/7/2013
13-P0027045	6,025.00	KOURY ENGINEERING & TESTING INC	Buildings - Construction Tests	SP	BOND	5/7/2013

Legend: * = Multiple Accounts for this P.O. SP = Special Project

5.24 (1)

No. 5.24

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
13-P0027046	3,520.00	DE LA TORRE COMMERCIAL	Contracted Services	SP		5/7/2013
13-P0027047	56.30	CORINE L. DOUGHTY	Food and Food Service Supplies	SP		5/7/2013
13-P0027048	109.65	KARI M. IRWIN	Food and Food Service Supplies	SP		5/7/2013
13-P0027049	1,078.00	DE LA TORRE COMMERCIAL	Contracted Services	SP		5/7/2013
13-P0027050	1,030.07	JAY'S CATERING	Food and Food Service Supplies	SP		5/7/2013
13-P0027051	1,139.85	BKF ENGINEERS	Site Improv- Engineering Costs	SP	BOND	5/7/2013
13-P0027052	435.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/7/2013
13-P0027053	379.98	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/7/2013
13-P0027054	18,217.50	CRC INC	Contracted Services	SP		5/7/2013
13-P0027055	650.00	PROMAXIMA MFG LTD	Returns and Allowances			5/8/2013
13-P0027056	846.94	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip/Software - >\$200 <\$1,000			5/8/2013
13-P0027057	26,220.00	INTERNACIONALES DE LA MODA	Contracted Services	SP		5/8/2013
13-P0027058	700.00	SMART & FINAL	Food and Food Service Supplies	SP		5/8/2013
13-P0027059	8,927.00	GEO-ADVANTEC INC	Buildings - Construction Tests	SP	BOND	5/8/2013
13-P0027060	1,680.00	LEONARD CHAIDEZ TREE SERVICE	Maint/Oper Service Agreements			5/8/2013
13-P0027061	18.97	EBSCO SUBSCRIPTION SVCS	Library Books - Periodicals			5/8/2013
13-P0027062	4,000.00	LUX BUS AMERICA	Transportation - Student	SP		5/8/2013
13-P0027063	340.20	B2B COMPUTER PRODUCTS LLC	Instructional Supplies	SP		5/8/2013
13-P0027064	116.61	SCAQMD	Other Licenses & Fees			5/8/2013
13-P0027065	1,368.00	QUICK CAPTION	Contracted Services	SP		5/9/2013
13-P0027066	1,474.55	FACTS ON FILE	Instructional Supplies	SP		5/9/2013
13-P0027067	1,000.00	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		5/9/2013
13-P0027068	3,325.00	DON BOOKSTORE	Books Paid for Students	SP		5/9/2013
13-P0027069	455.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/9/2013
13-P0027070	884.00	CONTROL AIR CONDITIONING CORP	Contracted Repair Services			5/9/2013
13-P0027071	800.00	CLAUDIA C. ALVAREZ	Conference Expenses			5/9/2013
13-P0027072	600.00	NALEO	Conference Expenses			5/9/2013
13-P0027073	248.59	AMAZON COM	Library Books - Comp Software			5/9/2013
13-P0027074	1,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/9/2013
13-P0027075	48.50	ACT	Non-Instructional Supplies	SP		5/9/2013
* 13-P0027076	234.36	ONSET COMPUTER CORP	Instructional Supplies	SP		5/9/2013
* 13-P0027077	7,250.47	ADVANCED WEB OFFSET INC	Class Schedules/Printing	SP		5/9/2013
13-P0027078	2,000.00	GORM INC	Non-Instructional Supplies			5/9/2013
13-P0027079	2,000.00	HOME DEPOT	Repair & Replacement Parts			5/9/2013
* 13-P0027080	6,949.64	IMAGE PRINTING SOLUTIONS	Class Schedules/Printing	SP		5/9/2013

Legend: * = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
13-P0027081	2,410.72	KELLY PAPER	Non-Instructional Supplies			5/9/2013
13-P0027082	540.11	CN SCHOOL AND OFFICE SOLUTIONS INC	Non-Instructional Supplies			5/10/2013
13-P0027083	7,233.21	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP	BOND	5/10/2013
13-P0027084	1,047.00	HEIBERG CONSULTING INC	Software License and Fees	SP		5/10/2013
13-P0027085	2,377.20	SIGNATURE FLOORING INC	Buildings - Contracted Svcs	SP	BOND	5/10/2013
13-P0027086	7,045.00	ARTHUR J. GALLAGHER & CO.	Site Improv - Licenses, Taxes	SP	BOND	5/10/2013
13-P0027087	14,800.00	STANTEC	Site Improv- Engineering Costs	SP	BOND	5/10/2013
13-P0027088	1,287.36	STAY SAFE SUPPLY INC	Instructional Supplies	SP		5/10/2013
* 13-P0027089	14,196.37	GLOBAL PRESENTER	Contracted Services			5/10/2013
13-P0027090	1,590.00	FREEDOM COMMUNICATIONS, INC	Buildings - Legal Expenses	SP		5/10/2013
13-P0027091	38,500.00	PEZESHKI ENGINEERING INC	Buildings - Engineering Costs	SP		5/10/2013
13-P0027092	1,859.00	AUDIO VISUAL INNOVATIONS	Instructional Supplies	SP		5/10/2013
* 13-P0027093	3,284.14	DELL COMPUTER	Equipment - All Other > \$1,000	SP		5/10/2013
13-P0027094	274.96	SEHI COMPUTER PRODUCTS	Equipment - Federal Progs >200	SP		5/10/2013
* 13-P0027095	1,939.24	TROXELL COMM INC	Instructional Supplies	SP		5/10/2013
13-P0027096	34.35	CDW GOVERNMENT INC.	Instructional Supplies	SP		5/10/2013
13-P0027097	861.03	AMAZON COM	Non-Instructional Supplies	SP		5/10/2013
13-P0027098	137.68	DELL COMPUTER	Non-Instructional Supplies	SP		5/10/2013
13-P0027099	40,000.00	DEPT OF FORESTRY & FIRE PROTECTION	Instructional Agreements	SP		5/13/2013
13-P0027100	3,964.00	COMPUTERLAND OF SILICON VALLEY	Software License and Fees			5/13/2013
* 13-P0027101	977.23	BIO EXPRESS LLC	Instructional Supplies	SP		5/13/2013
13-P0027102	10,894.21	DELL COMPUTER	Equipment - Federal Progs >200	SP		5/13/2013
13-P0027103	650.43	FREEDOM SCIENTIFIC BLV GROUP	Software License and Fees	SP		5/13/2013
13-P0027104	199.80	B2B COMPUTER PRODUCTS LLC	Non-Instructional Supplies			5/13/2013
13-P0027105	1,297.14	DELL COMPUTER	Equipment - All Other > \$1,000			5/13/2013
* 13-P0027106	1,514.45	NAT'L STUDENT CLEARINGHOUSE	Software License and Fees	SP		5/13/2013
13-P0027107	3,410.00	DEPT OF SOCIAL SERVICES	Other Licenses & Fees	SP		5/13/2013
* 13-P0027108	308.95	BEARCOM	Instructional Supplies	SP		5/13/2013
13-P0027109	634.58	WELLS FARGO BANK	Conference Expenses			5/13/2013
13-P0027110	300.00	DON BOOKSTORE	Awards & Incentives	SP		5/13/2013
* 13-P0027111	114.97	WISE GUYS PIZZERIA	Food and Food Service Supplies	SP		5/13/2013
13-P0027112	95.76	COMPUTERLAND OF SILICON VALLEY	Software License and Fees			5/13/2013
13-P0027113	949.52	CLASSIC PARTY RENTALS	Rental-Equipment (Short-term)	SP		5/13/2013
13-P0027114	582.60	SODEXHO	Food and Food Service Supplies	SP		5/13/2013
13-P0027115	220.00	UNIVERSITY OF UTAH	Conference Expenses	SP		5/13/2013

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
13-P0027116	76.18	KNORR SYSTEMS INC	Repair & Replacement Parts			5/13/2013
13-P0027117	888.86	DELL COMPUTER	Equipment - Federal Progs >200	SP		5/13/2013
13-P0027118	137.81	ORTHOPEDIC OUTFITTERS, INC	Instructional Supplies	SP		5/14/2013
13-P0027119	500.00	HOME DEPOT	Non-Instructional Supplies			5/14/2013
13-P0027120	386.04	DONALD W BERNAL	Contracted Repair Services			5/14/2013
13-P0027121	467.80	WELLS FARGO BANK	Conference Expenses			5/14/2013
13-P0027122	593.50	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			5/15/2013
13-P0027123	82.23	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/15/2013
13-P0027124	5,000.00	BERGMAN DACEY GOLDSMITH	Legal Expenses			5/15/2013
13-P0027125	27,435.00	SUN ENVIRONMENTAL ENGINEERING	Buildings - Contracted Svcs	SP	BOND	5/15/2013
* 13-P0027126	12,589.63	TRICOM FIRE & ELECTRIC INC	Contracted Repair Services	SP		5/15/2013
13-P0027127	1,614.00	FREEDOM COMMUNICATIONS, INC	Site Improv - Legal Expenses	SP		5/15/2013
13-P0027128	25,000.00	TYR INC	Buildings - Construction Tests	SP	BOND	5/15/2013
13-P0027129	1,083.00	WEATHERITE CORP	Contracted Repair Services			5/15/2013
13-P0027130	3,830.70	XPEDX PAPER CO	Non-Instructional Supplies			5/16/2013
13-P0027131	595.00	MERCED COLLEGE	Conference Expenses	SP		5/16/2013
13-P0027132	589.68	XEROX CORP	Instructional Supplies	SP		5/16/2013
13-P0027133	1,452.60	SMOLEN LISA	Software License and Fees	SP		5/16/2013
13-P0027134	365.60	COMPUTERLAND OF SILICON VALLEY	Software License and Fees	SP		5/16/2013
13-P0027135	538.24	WELLS FARGO BANK	Non-Instructional Supplies			5/16/2013
13-P0027136	116.61	SCAQMD	Public Agencies' Assess & Fees			5/16/2013
13-P0027142	72.95	SCANTRON CORP	Non-Instructional Supplies	SP		5/16/2013
13-P0027143	73.98	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		5/16/2013
13-P0027144	209.41	CORINE L. DOUGHTY	Food and Food Service Supplies	SP		5/16/2013
13-P0027145	777.60	SUPER ANTOJITO'S AUTHENTIC MEXICAN FOOD	Food and Food Service Supplies	SP		5/16/2013
13-P0027146	8,356.61	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip/Software - >\$200 <\$1,000			5/17/2013
13-P0027147	600.00	CERTIFIED TRANSPORTATIONS	Transportation - Student	SP		5/17/2013
13-P0027148	2,649.00	NIRBHAI SINGH	Conference Expenses	SP		5/17/2013
13-P0027149	32,991.00	C. E. MECHANICAL INC	Buildings - Contracted Svcs	SP		5/17/2013
13-P0027150	1,958.53	4 IMPRINT	Non-Instructional Supplies	SP		5/17/2013
13-P0027151	5,000.00	JORGE ALBERTO	Contracted Services	SP		5/17/2013
13-P0027152	53.50	ACT	Non-Instructional Supplies	SP		5/17/2013
13-P0027153	1,374.50	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			5/17/2013
13-P0027154	256.49	ABRAHAM JEFFREY TODD	Non-Instructional Supplies			5/17/2013
13-P0027155	510.00	SO CAL LAND MAINTENANCE INC	Contracted Repair Services			5/17/2013

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5.24 (4)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
13-P0027156	2,000.00	AMERICAN CHEMICAL & SANITARY	Non-Instructional Supplies			5/17/2013
13-P0027157	2,000.00	HILLYARD FLOOR CARE SUPPLY	Non-Instructional Supplies			5/17/2013
13-P0027158	286.38	FRESNO LODGING LLC	Conference Expenses	SP		5/20/2013
13-P0027159	286.38	FRESNO LODGING LLC	Conference Expenses	SP		5/20/2013
13-P0027160	286.38	FRESNO LODGING LLC	Conference Expenses	SP		5/20/2013
13-P0027161	135.00	CALIF STATE UNIV FRESNO FOUNDATION	Conference Expenses	SP		5/20/2013
13-P0027162	135.00	CALIF STATE UNIV FRESNO FOUNDATION	Conference Expenses	SP		5/20/2013
13-P0027163	135.00	CALIF STATE UNIV FRESNO FOUNDATION	Conference Expenses	SP		5/20/2013
13-P0027164	135.00	CALIF STATE UNIV FRESNO FOUNDATION	Conference Expenses	SP		5/20/2013
13-P0027165	752.50	VILLAGE NURSERIES	Non-Instructional Supplies	SP		5/20/2013
13-P0027166	604.80	IMAGE PRINTING SOLUTIONS	Reproduction/Printing Expenses			5/21/2013
13-P0027167	6,900.00	TAYLOR CONSTRUCTION	Site Improv - Contracted Svcs	SP	BOND	5/21/2013
13-P0027168	3,646.41	WESTERN POWER SYSTEMS	Contracted Repair Services			5/21/2013
13-P0027169	189.30	ORANGE COUNTY FIRE PROTECTION	Contracted Repair Services			5/21/2013
13-P0027170	2,049.50	ACTION DOOR CONTROLS INC	Contracted Repair Services			5/21/2013
13-P0027171	1,430.80	FILEMAKER INC	Software License and Fees	SP		5/21/2013
13-P0027173	5,097.60	UNISOURCE PAPER CO	Instructional Supplies	SP		5/21/2013
13-P0027174	7,267.72	NTH GENERATION COMPUTING INC	Equipment - All Other > \$1,000			5/21/2013
13-P0027176	3,610.00	ECS IMAGING INC	Software License and Fees	SP		5/21/2013
13-P0027177	250.00	ALBERTSON'S	Food and Food Service Supplies	SP		5/21/2013
13-P0027178	775.54	SIR SPEEDY	Reproduction/Printing Expenses			5/21/2013
13-P0027179	1,465.00	KAISER ROBERT	Contracted Repair Services			5/21/2013
13-P0027180	194.57	MOORE MEDICAL CORP	Non-Instructional Supplies			5/21/2013
13-P0027181	36,000.00	LIEBERT CASSIDY WHITMORE	Legal Expenses			5/21/2013
13-P0027182	903.58	AMERICAN EXPRESS	Conference Expenses	SP		5/21/2013
13-P0027183	1,572.48	XEROX CORP	Instructional Supplies	SP		5/22/2013
13-P0027184	1,717.50	BUSINESS MACHINES SECURITY	Instructional Supplies	SP		5/22/2013
13-P0027186	15,000.00	GOVERNET	Software Support Service-Fixed			5/22/2013
13-P0027187	600.00	ADAM'S ELECTRONICS	Contracted Repair Services			5/22/2013
13-P0027188	3,200.00	WESTED	Conference Expenses	SP		5/23/2013
13-P0027189	433.00	WESTED	Conference Expenses	SP		5/23/2013
13-P0027190	600.00	ROMELIA MADRIGAL	Non-Instructional Supplies	SP		5/23/2013
13-P0027191	399.00	VIRGINIA TECH CE	Conference Expenses	SP		5/23/2013
13-P0027192	450.00	VIRGINIA TECH CE	Conference Expenses	SP		5/23/2013
13-P0027193	500.00	ROMELIA MADRIGAL	Contracted Services	SP		5/23/2013

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
13-P0027195	1,300.00	ORANGE COAST PLUMBING INC	Contracted Repair Services			5/23/2013
13-P0027196	611.00	WESTERN POWER SYSTEMS	Contracted Repair Services			5/23/2013
13-P0027197	565.00	APPIC ASSOC OF PSYCHOLOGICAL	Inst Dues & Memberships	SP		5/23/2013
13-P0027198	2,500.00	IMPACT MEDIA PUBLISHING INC	Advertising	SP		5/23/2013
13-P0027199	1,000.00	US GOVERNMENT CENSUS BUREAU	Inst Dues & Memberships	SP		5/23/2013
13-P0027200	5,502.60	7-FOURTEEN	Non-Instructional Supplies	SP		5/23/2013
13-P0027201	254.66	MIDWEST LIBRARY SVC	Library Books	SP		5/23/2013
13-P0027202	88.99	GLASBY MAINTENANCE SUPPLY	Contracted Repair Services			5/23/2013
13-P0027203	58.00	ORANGE COUNTY BUSINESS JOURNAL	Books, Mags & Ref Mat, Non-Lib	SP		5/23/2013
13-P0027204	2,427.30	HI STANDARD AUTOMOTIVE	Equipment - All Other > \$1,000			5/23/2013
13-P0027206	52.89	TECH DEPOT	Non-Instructional Supplies	SP		5/23/2013
13-P0027207	77.72	CORINNA L. EVETT	Non-Instructional Supplies	SP		5/23/2013
13-P0027208	4,345.00	KURZWEILINTELLITOOOLS INC	Software License and Fees	SP		5/23/2013
13-P0027209	726.39	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/23/2013
* 13-P0027210	3,811.48	CDW GOVERNMENT INC.	Instructional Supplies	SP		5/23/2013
13-P0027211	313.66	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/23/2013
13-P0027212	2,000.00	AMERICAN REPROGRAPHICS CO LLC	Site Improv - Blueprint/Reprod	SP		5/23/2013
13-P0027213	261.74	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		5/23/2013
13-P0027214	297.00	DE LA TORRE COMMERCIAL	Non-Instructional Supplies			5/23/2013
13-P0027215	880.00	HAVE KITCHEN WILL TRAVEL, INC.	Food and Food Service Supplies	SP		5/24/2013
13-P0027216	8,598.74	ADVANCED WEB OFFSET INC	Class Schedules/Printing	SP		5/24/2013
13-P0027217	1,210.79	DELL COMPUTER	Equipment - Federal Progs >200	SP		5/24/2013
13-P0027218	1,472.85	DELL COMPUTER	Equipment - All Other > \$1,000			5/24/2013
13-P0027219	2,295.00	FITNESS REPAIR SHOP	Equipment - All Other > \$1,000			5/28/2013
13-P0027220	14.66	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			5/28/2013
13-P0027221	14,278.00	DE LA TORRE COMMERCIAL	Site Improv - Contracted Svcs	SP	BOND	5/28/2013
13-P0027222	1,168.00	PYRO-COMM SYSTEMS INC	Contracted Services			5/28/2013
13-P0027223	1,000.00	EXECUTIVE ENVIRONMENTAL	Buildings - Contracted Svcs	SP		5/28/2013
13-P0027224	1,155.00	ACADEMIC SENATE FOR	Conference Expenses			5/29/2013
13-P0027225	66.84	DON BOOKSTORE	Non-Instructional Supplies	SP		5/29/2013
13-P0027226	269.98	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		5/29/2013
13-P0027227	450.00	DON BOOKSTORE	Instructional Supplies	SP		5/29/2013
13-P0027228	357.78	WARD'S NATURAL SCIENCE	Instructional Supplies	SP		5/29/2013
13-P0027229	558.50	FISHER SCIENTIFIC	Instructional Supplies	SP		5/29/2013
13-P0027230	1,125.00	DE LA TORRE COMMERCIAL	Contracted Repair Services			5/29/2013

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5.24 (6)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
13-P0027231	22,732.32	BROCADE COMMUNICATIONS SYSTEMS INC	Equipment - Other Contract Svc	SP		5/29/2013
13-P0027232	160.00	CN SCHOOL AND OFFICE SOLUTIONS INC	Contracted Services			5/29/2013
13-P0027233	2,400.00	DE BUREN LUCAS	Contracted Services	SP		5/29/2013
13-P0027234	2,400.00	GUADARRAMA JOSUE	Contracted Services	SP		5/29/2013
13-P0027235	2,400.00	RODRIGUEZ THALIA DENISE	Contracted Services	SP		5/29/2013
13-P0027236	740.81	FRANKLIN AIR CONDITIONING	Contracted Repair Services			5/29/2013
13-P0139303	50,000.00	SOUTHWESTERN COMMUNITY COLLEGE DIST	Contracted Services	SP		5/28/2013

Grand Total: \$ 914,943.39

5.24 (7)

Legend: * = Multiple Accounts for this P.O. **SP** = Special Project

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MAY 5, 2013 THROUGH MAY 29, 2013
BOARD MEETING OF JUNE 17, 2013**

P.O. #	Amount	Description	Department	Comment
13-P0027032	\$50,200.00	Santa Ana College Upward Bound Residential Program for Summer 2013	SAC-Upward Bound	Board approved: April 15, 2013
13-P0027043	\$113,500.00	Architectural/engineering services for the temporary portable building village to serve as classroom swing space during construction and renovation at Santa Ana College	DO-Facility Planning	Board approved: April 15, 2013
13-P0027044	\$51,800.00	Architectural/engineering services for programming & relocation services of Johnson Center to other campuses during construction and renovation at Santa Ana College	DO-Facility Planning	Board approved: April 15, 2013
13-P0027054	\$18,217.50	Sign language and interpreting services for deaf and hard of hearing students at Santa Ana College	SAC-DSPS	Board approved: July 23, 2012
13-P0027057	\$26,220.00	Lease of exhibition space to be used by 12 participating California companies at the Intermoda Fashion Expo to be held in Guadalajara, Mexico	DO-CITD	Board approved: May 6, 2013
13-P0027091	\$38,500.00	Mechanical engineering services for District Office HVAC system energy audit	DO-Facility Planning	Board approved: May 6, 2013
13-P0027099	\$40,000.00	Instructional classes as part of certification program for Fire Officer Training curriculum for fiscal year 2012-2013	SAC-Fire Technology	

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MAY 5, 2013 THROUGH MAY 29, 2013
BOARD MEETING OF JUNE 17, 2013**

P.O. #	Amount	Description	Department	Comment
13-P0027125	\$27,435.00	Engineering services for disposal of lead base paint related to the Santa Ana College Building G project	DO-Facility Planning	Received Quotations: 1) *Sun Environmental Engineering Services, Inc. 2) Quality Environmental, Inc. *Successful Bidder
13-P0027128	\$25,000.00	DSA mandated inspection services related to the Santa Ana College Building G project	DO-Facility Planning	Board approved: May 6, 2013
13-P0027149	\$32,991.00	Removal and replacement of compressor B and chiller #1 at Santa Ana College Building F	SAC-Administrative Services	Received Quotations: 1) *C.E. Mechanical, Inc. 2) Johnson Controls 3) Carrier Corp. 4) Thermal Air Conditioning, Inc. *Successful Bidder
13-P0027181	\$36,000.00	Legal services for fiscal year 2012-2013	DO-Human Resources	Board approved: July 23, 2012
13-P0027186	\$15,000.00	Annual usage, operation and maintenance of the OpenCCCApplly system for Santiago Canyon College to be implemented in 2013-2014 fiscal year	DO-ITS	Board approved: May 20, 2013
13-P0027231	\$22,732.22	Brocade network switches for the OC-Sheriff's Regional Training Academy	DO-ITS	Purchased from the Western State Contracting Alliance (WSCA) Master Price Agreement #7-09-70-14 Board approved: October 8, 2012
13-P0139303	\$50,000.00	Sub-agreement with Southwestern CCD to implement the Youth Entrepreneurship Program (YEP)	DO-Educational Services	Board approved: April 1, 2013

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To: Board of Trustees	Date: June 17, 2013
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>
	<u>Fiscal Year 2012/2013</u>		
1.	Child Development Training Consortium (SAC/SCC) – <i>Augmentation</i> Funds provided by the Yosemite Community College District/Child Development Training Consortium to recruit and assist students seeking a new or maintaining a current child development permit through the college's Child Development Program. (12/13). <i>No match required.</i>	04/29/2013	\$3,750
2.	Cooperative Agencies Resources for Education (CARE) (SCC) - <i>Augmentation</i> Annual allocation from the California Community Colleges Chancellor's Office for services for low-income students. (12/13). <i>No match required.</i>	03/22/2013	\$2,000
3.	Disabled Students Programs & Services (DSPS) (SCC) - <i>Augmentation</i> Annual Allocation from the California Community Colleges Chancellor's Office to provide services for disabled students. (12/13). <i>SCC's match is \$525,539 that consists of DSPS staff salary and benefits. There is no additional match required on the augmentation.</i>	07/01/2012	\$2,662
4.	Extended Opportunity Programs & Services (EOPS) (SCC) - <i>Augmentation</i> Annual allocation from the California Community Colleges Chancellor's Office for services for low-income students. (12/13). <i>SCC's match is \$249,121 that consists of EOPS staff salary and benefits. There is no additional match required on the augmentation.</i>	03/22/2013	\$1,393

Fiscal Impact: \$1,250,962	Board Date: June 17, 2013
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>
5.	Kaleidoscope Project II (SAC) Award from the Cerritos College Foundation to Santa Ana College to create, assess, and scale high-enrollment courses to participate in improving the structure of existing courses to facilitate measure learning, and increasing the number of students impacted by Kaleidoscope within the college. (12/13). <i>No match required.</i>	10/01/2013	\$14,000
6.	NOCCCD – Digital Media Support Grant (SAC) Funds from the California Community Colleges Chancellor’s Office, through North Orange County Community College District, to improve digital media programs. (12/13) <i>No match required.</i>	07/01/2012	\$2,500
7.	SBA/CSUF – SBDC 2012 One-Time Funds (District) Funds from the Small Business Administration through California State University, Fullerton, to fund business consultants at the district’s Small Business Development Center. (12/13). <i>No match required.</i>	01/01/2013	\$14,982
8.	SBA/CSUF Jobs Act CITD (District) - <i>Adjustment</i> A sub-contract award from the U.S. Small Business Administration, administered through California State University, Fullerton, Auxiliary Services Corporation to provide management counseling, training, and technical assistance to the small business community. (12/13). <i>No match required.</i>	04/18/2013	-\$80,000
9.	SBA/CSUF Jobs Act SBDC (District) - <i>Augmentation</i> A sub-recipient award from the U.S. Small Business Administration, administered through California State University, Fullerton, Auxiliary Services Corporation to provide management counseling, training, and technical assistance to support job creation and retention within the small business community. (12/13). <i>No match required.</i>	04/18/2013	\$80,000

Fiscal Year 2013/2014

10.	Career and Technical Education Act (CTEA) Transitions (SAC/SCC) Federal funding from the California Community Colleges Chancellor’s Office Carl D. Perkins Career and Education Act of 2006 (Perkins IV) to develop linkages between secondary and postsecondary technical education programs. (13/14). <i>No match required.</i>	07/01/2013	\$88,050
11.	Information Communications Technology (ICT)/Digital Media Sector Navigator (District) Grant Award from the California Community Colleges Chancellor’s Office to develop ICT/Digital Media programs throughout the state by providing up-to-date information on industry trends and workforce needs, as well as providing	07/01/2013	\$372,500

Fiscal Impact: \$1,250,962	Board Date: June 17, 2013
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>
in-region investments for professional development and faculty lead projects to develop CTE programs in these fields. (13/14) <i>There is 1-to-1 match required that will be met entirely by 3rd party contributions.</i>		
12. Job Development, Training, and Placement Program for the Disabled – Workability III (SAC) – Year 2 Funds from the California Department of Rehabilitation (DOR) through State Vocational Rehabilitation Services Federal Program to provide employment services for individuals with various disabilities. <i>Match required: In-kind match on personnel expenditures for 2013/14 is \$199,913 that includes \$126,664 (28%) of indirect costs for both personnel expenditures and unclaimed indirect from grant-funded direct cost.</i>	05/06/2013	\$379,125
13. Los Angeles/Orange County Regional Consortium (SCC) Grant award from the California Community Colleges Chancellor’s Office to operate the regional consortium for community college Career Technical Education leaders in Los Angeles and Orange County. (13/14) <i>No match required.</i>	07/01/2013	\$370,000

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: \$1,250,962	Board Date: June 17, 2013
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 #1241
NAME: CHILD DEVELOPMENT TRAINING CONSORTIUM - SANTA ANA COLLEGE & SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 9/1/12 - 6/30/13
 CONTRACT INCOME: 10,000
 Augmentation (Jan.): 3,600
 TOTAL: 13,600
 Augmentation (April): 3,750
TOTAL: 17,350

PROJ. ADM. Bart Hoffman/Corine Doughty
 PROJ. DIR. Michelle Hardy
 Revised Date: 6/4/2013

CFDA #: 93.575

Instructional Agreement (Contract No. 12-13-2885), Amendment 1 and Coordinator Agreement (Contract No. 12-13-D2885) from Yosemite Community College District/Child Development Training Consortium (YCCD/CDTC)

Datatel String					Description	Existing Budget		Revised Budget		Budget Change (+/-)	
Fd	Prj	Tops	Dept	Code		Debit	Credit	Debit	Credit	Debit	Credit
Santa Ana College											
12	1241	000000	10000	8199	Other Federal Revenues : Santa Ana College		10,000		13,750		3,750
12	1241	130500	15717	4310	Instructional Supplies : Human Development	500		500		0	
12	1241	732000	15717	7610	Books Paid for Students : Human Development	3,000		3,750		750	
12	1241	732000	15717	7640	Tuition Paid for Students : Human Development	6,500		9,200		2,700	
Santiago Canyon College											
12	1241	000000	20000	8199	Other Federal Revenues : Santiago Canyon College		3,600		3,600	0	
12	1241	130500	25230	1480	Beyond Contr - Reassigned Time : Human Development Michelle Hardy, Program Facilitator for SAC and SCC Non-instructional rate: \$28.52 x 111 hrs.	3,166		3,166		0	
12	1241	130500	25230	3115	STRS - Non-Instructional : Human Development	245		245		0	
12	1241	130500	25230	3325	Medicare - Non-Instructional : Human Development	46		46		0	
12	1241	130500	25230	3435	H & W - Retiree Fund Non-Inst : Human Development	32		32		0	
12	1241	130500	25230	3515	SUI - Non-Instructional : Human Development	35		35		0	
12	1241	130500	25230	3615	WCI - Non-Instructional : Human Development	76		76		0	
12	1241	732000	25230	7640	Tuition Paid for Students : Human Development	0		300		300	
Total - 1241 Child Dvlp Training Consortium (SAC/SCC)						13,600	13,600	17,350	17,350	3,750	3,750

6.1 (4)

SPECIAL PROJECT DETAILED BUDGET #2090

NAME: CARE - SCC

FISCAL YEAR: 2012/13

CONTRACT PERIOD: 7/01/12 to 6/30/13

CONTRACT AMOUNT: \$ 18,216

Augmentation: 2,000

TOTAL: \$ 20,216

PROJ. ADM. R. BABESHOFF

PROJ. DIR. N. BALDIZON-RIOS

Rev. DATE: 06/06/13

CFDA #: N/A

GL Account String					Description	Tentative Budget		Revising Budget		Changes (+/-)	
Fd	Prj	TOPS	Dept	Obj		Debit	Credit	Debit	Credit	Debit	Credit
12	2090	000000	20000	8629	Other Gen Categorical Apport : Santiago Canyo		15,716		15,716		-
12	2090	643000	29335	1430	Part-Time Counselors : EOPS	4,147		4,147		-	-
12	2090	643000	29335	3115	STRS - Non-Instructional : EOPS	340		340		-	-
12	2090	643000	29335	3325	Medicare - Non-Instructional : EOPS	60		60		-	-
12	2090	643000	29335	3435	H & W - Retiree Fund Non-Inst : EOPS	42		42		-	-
12	2090	643000	29335	3515	SUI - Non-Instructional : EOPS	46		46		-	-
12	2090	643000	29335	3615	WCI - Non-Instructional : EOPS	100		100		-	-
12	2090	643000	29335	5100	Contracted Services : EOPS	250		250		-	-
12	2090	643000	29335	5210	Conference Expenses : EOPS	250		250		-	-
12	2090	643000	29335	7670	Other Exp Paid for Students : EOPS	10,481		10,481		-	-
Total Project 2090 CARE Program						15,716	15,716	15,716	15,716	-	-
74	2090	000000	20000	8629	Other Gen Categorical Apport : Santiago Canyo		2,500		4,500		2,000
74	2090	732000	29335	7504	CARE Grant : EOPS	2,500		4,500		2,000	
Total Project 2090 CARE Grant						2,500	2,500	4,500	4,500	2,000	2,000

6.1 (5)

SPECIAL PROJECT DETAILED BUDGET #2230

NAME: DSPS - SCC

FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 07/01/12 - 06/30/13

CONTRACT AMOUNT: \$ 359,204

Augmentation (P2): 2,662

TOTAL: \$ 361,866

PROJ. ADM. Syed Rizvi

PROJ. DIR. L. Carr-Rollitt

Rev. Date: 06/06/13

GL Account String					Existing Budget		Revising Budget		Changes (+/-)		
Fd	Prj	TOPS	Dept	Obj	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	2230	000000	20000	8623	DSPS : Santiago Canyon Coll		359,204		361,866		2,662
12	2230	493031	29400	1110	Contract Instructors : DSP	45,567		45,567		-	-
12	2230	493031	29400	1483	Beyond Contr - Reassigned T	12,323		12,323		-	-
12	2230	493031	29400	1484	Int/Sum Beynd Contr-Reassign	25,434		25,434		-	-
12	2230	493031	29400	2410	Inst Assistant - Ongoing :	10,575		10,575		-	-
12	2230	493031	29400	3111	STRS - Instructional : DSPS	3,811		3,811		-	-
12	2230	493031	29400	3115	STRS - Non-Instructional :	3,115		3,115		-	-
12	2230	493031	29400	3211	PERS - Instructional : DSPS	1,207		1,207		-	-
12	2230	493031	29400	3311	OASDHI - Instructional : DS	656		656		-	-
12	2230	493031	29400	3321	Medicare - Instructional :	823		823		-	-
12	2230	493031	29400	3325	Medicare - Non-Instructiona	547		547		-	-
12	2230	493031	29400	3411	H & W - Instructional : DSP	11,273		11,273		-	-
12	2230	493031	29400	3431	H & W - Retiree Fund Inst :	568		568		-	-
12	2230	493031	29400	3435	H & W - Retiree Fund Non-In	378		378		-	-
12	2230	493031	29400	3511	SUI - Instructional : DSPS	624		624		-	-
12	2230	493031	29400	3515	SUI - Non-Instructional : D	415		415		-	-
12	2230	493031	29400	3611	WCI - Instructional : DSPS	1,362		1,362		-	-
12	2230	493031	29400	3615	WCI - Non-Instructional : D	906		906		-	-
12	2230	493031	29400	3911	Other Benefits - Instructio	625		625		-	-
12	2230	493031	29400	4210	Books, Mags & Ref Mat, Non-	1,000		1,000		-	-
12	2230	493031	29400	4310	Instructional Supplies : DS	2,000		2,000		-	-
12	2230	493031	29400	5940	Reproduction/Printing Expen	750		750		-	-
12	2230	493031	29400	5950	Software License and Fees :	7,200		7,200		-	-

6.1 (6)

SPECIAL PROJECT DETAILED BUDGET #2230

NAME: DSPS - SCC

FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 07/01/12 - 06/30/13

CONTRACT AMOUNT: \$ 359,204

Augmentation (P2): 2,662

TOTAL: \$ 361,866

PROJ. ADM. Syed Rizvi

PROJ. DIR. L. Carr-Rollitt

Rev. Date: 06/06/13

GL Account String					Description	Existing Budget		Revising Budget		Changes (+/-)	
Fd	Prj	TOPS	Dept	Obj		Debit	Credit	Debit	Credit	Debit	Credit
12	2230	493031	29400	6410	Equipment - All Other > \$1,	7,600		7,600		-	-
12	2230	493031	29400	6414	Equipment - Software > \$1,0	950		950		-	-
12	2230	493031	29400	6419	Equip/Software - >\$200 <\$1,	3,250		3,250		-	-
12	2230	642000	29400	1430	Part-Time Counselors : DSPS	7,238		7,238		-	-
12	2230	642000	29400	1435	Int/Sum - Counselors,Part-T	2,499		2,499		-	-
12	2230	642000	29400	2130	Classified Employees : DSPS	66,343		66,343		-	-
12	2230	642000	29400	2320	Classified Employees - Hour	35,194		35,194		-	-
12	2230	642000	29400	3215	PERS - Non-Instructional :	7,574		7,574		-	-
12	2230	642000	29400	3315	OASDHI - Non-Instructional	3,467		3,467		-	-
12	2230	642000	29400	3325	Medicare - Non-Instructiona	1,288		1,288		-	-
12	2230	642000	29400	3335	PARS - Non-Instructional :	584		584		-	-
12	2230	642000	29400	3415	H & W - Non-Instructional :	17,369		17,369		-	-
12	2230	642000	29400	3435	H & W - Retiree Fund Non-In	1,128		1,128		-	-
12	2230	642000	29400	3515	SUI - Non-Instructional : D	1,241		1,241		-	-
12	2230	642000	29400	3615	WCI - Non-Instructional : D	2,708		2,708		-	-
12	2230	642000	29400	3915	Other Benefits - Non-Instru	1,575		1,575		-	-
12	2230	642000	29400	4610	Non-Instructional Supplies	731		731		-	-
12	2230	642000	29400	5630	Maint Contract - Office Equ	642		642		-	-
12	2230	642000	29401	1250	Contract Coordinator : Dea	4,859		4,859		-	-
12	2230	642000	29401	2130	Classified Employees : Deaf	17,913		17,913		-	-
12	2230	642000	29401	2320	Classified Employees - Hour	20,530		22,837		2,307	
12	2230	642000	29401	3215	PERS - Non-Instructional :	3,302		3,434		132	
12	2230	642000	29401	3315	OASDHI - Non-Instructional	1,814		1,886		72	

6.1 (7)

SPECIAL PROJECT DETAILED BUDGET #2230

NAME: DSPS - SCC

FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 07/01/12 - 06/30/13

CONTRACT AMOUNT: \$ 359,204

Augmentation (P2): 2,662

TOTAL: \$ 361,866

PROJ. ADM. Syed Rizvi

PROJ. DIR. L. Carr-Rollitt

Rev. Date: 06/06/13

GL Account String					Description	Existing Budget		Revising Budget		Changes (+/-)	
Fd	Prj	TOPS	Dept	Obj		Debit	Credit	Debit	Credit	Debit	Credit
12	2230	642000	29401	3325	Medicare - Non-Instructiona	632		665		33	
12	2230	642000	29401	3335	PARS - Non-Instructional :	187		202		15	
12	2230	642000	29401	3415	H & W - Non-Instructional :	4,631		4,631		-	
12	2230	642000	29401	3435	H & W - Retiree Fund Non-In	436		459		23	
12	2230	642000	29401	3515	SUI - Non-Instructional : D	480		505		25	
12	2230	642000	29401	3615	WCI - Non-Instructional : D	1,047		1,102		55	
12	2230	642000	29401	3915	Other Benefits - Non-Instru	333		333		-	
12	2230	642000	29401	5100	Contracted Services : Deaf	10,000		10,000		-	
12	2230	675000	29400	5210	Conference Expenses : DSPS	500		500		-	
Totals for PROJECT: 2230					DSPS	359,204	359,204	361,866	361,866	2,662	2,662

6.1 (8)

SPECIAL PROJECT DETAILED BUDGET #2230

NAME: DSPS - SCC

FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 07/01/12 - 06/30/13

CONTRACT AMOUNT: \$ 359,204

Augmentation (P2): 2,662

TOTAL: \$ 361,866

PROJ. ADM. Syed Rizvi

PROJ. DIR. L. Carr-Rollitt

Rev. Date: 06/06/13

GL Account String					Description	Existing Budget		Revising Budget		Changes (+/-)	
Fd	Prj	TOPS	Dept	Obj		Debit	Credit	Debit	Credit	Debit	Credit
11	0000	000004	20000	1110	Contract Instructors : SCC Match	-	235,595		235,595		-
11	0000	000004	20000	3411	H&W - Instructionals : SCC match	-	93,401		93,401		-
11	0000	000004	20000	2130	Classified Emp : SCC Match	-	58,866		58,866		-
11	0000	000004	20000	3415	H&W - Non-Instructionals : SCC match	-	26,260		26,260		-
11	2230	493031	29400	1110	Contract Instructors : DSP	235,595		235,595			-
11	2230	493031	29400	3111	STRS - Instructional : DSPS	19,694		19,694			-
11	2230	493031	29400	3321	Medicare - Instructional :	3,461		3,461			-
11	2230	493031	29400	3411	H & W - Instructional : DSP	56,379		56,379			-
11	2230	493031	29400	3431	H & W - Retiree Fund Inst :	2,387		2,387			-
11	2230	493031	29400	3511	SUI - Instructional : DSPS	2,626		2,626			-
11	2230	493031	29400	3611	WCI - Instructional : DSPS	5,729		5,729			-
11	2230	493031	29400	3911	Other Benefits - Instru	3,125		3,125			-
11	2230	642000	29400	2130	Classified Employees : DSPS	58,866		58,866			-
11	2230	642000	29400	3215	PERS - Non-Instructional :	6,721		6,721			-
11	2230	642000	29400	3315	OASDHI - Non-Instructional	3,733		3,733			-
11	2230	642000	29400	3325	Medicare - Non-Instructiona	873		873			-
11	2230	642000	29400	3415	H & W - Non-Instructional :	10,874		10,874			-
11	2230	642000	29400	3435	H & W - Retiree Fund Non-In	602		602			-
11	2230	642000	29400	3515	SUI - Non-Instructional : D	662		662			-
11	2230	642000	29400	3615	WCI - Non-Instructional : D	1,445		1,445			-
11	2230	642000	29400	3915	Other Benefits - Non-Instru	1,350		1,350			-
Totals for PROJECT: 2230					DSPS - Match	414,122	414,122	414,122	414,122	-	-

(6) 1.9

SPECIAL PROJECT DETAILED BUDGET #2250

NAME: EOPS - SCC

FISCAL YEAR : 2012/13

CONTRACT PERIOD: 07/01/12 TO 06/30/13

CONTRACT AMOUNT: \$ 257,883

Augmentation: 1,393

TOTAL: \$ 259,276

PROJ. ADM. R. Babeshoff

PROJ. DIR. N. Baldizon-Rios

Rev Date: 06/06/13

GL Account String					Tentative Budget		Revising Budget		Changes (+/-)		
Fd	Prj	TOPS	Dept	Obj	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	2250	000000	20000	8622	EOPS : Santiago Canyon College		257,883		259,276		1,393
12	2250	643000	29335	1430	Part-Time Counselors : EOPS	6,746		6,746		-	-
12	2250	643000	29335	1433	Beyond Contract - Counselors : EOPS	6,328		6,328		-	-
12	2250	643000	29335	1434	Int/Sum Beyond Contr-Counselor : EOPS	9,449		9,449		-	-
12	2250	643000	29335	1435	Int/Sum - Counselors,Part-Time : EOPS	4,945		4,945		-	-
12	2250	643000	29335	2130	Classified Employees : EOPS	102,171		102,171		-	-
12	2250	643000	29335	3115	STRS - Non-Instructional : EOPS	1,636		1,636		-	-
12	2250	643000	29335	3215	PERS - Non-Instructional : EOPS	11,594		11,594		-	-
12	2250	643000	29335	3315	OASDHI - Non-Instructional : EOPS	6,421		6,421		-	-
12	2250	643000	29335	3325	Medicare - Non-Instructional : EOPS	1,901		1,901		-	-
12	2250	643000	29335	3335	PARS - Non-Instructional : EOPS	99		99		-	-
12	2250	643000	29335	3415	H & W - Non-Instructional : EOPS	31,951		31,951		-	-
12	2250	643000	29335	3435	H & W - Retiree Fund Non-Inst : EOPS	1,324		1,324		-	-
12	2250	643000	29335	3515	SUI - Non-Instructional : EOPS	1,456		1,456		-	-
12	2250	643000	29335	3615	WCI - Non-Instructional : EOPS	3,179		3,179		-	-
12	2250	643000	29335	3915	Other Benefits - Non-Instruct : EOPS	2,822		2,822		-	-
12	2250	643000	29335	4610	Non-Instructional Supplies : EOPS	1,000		1,000		-	-
12	2250	643000	29335	4710	Food and Food Service Supplies : EOPS	1,392		1,392		-	-
12	2250	643000	29335	5220	Mileage/Parking Expenses : EOPS	80		80		-	-
12	2250	643000	29335	5630	Maint Contract - Office Equip : EOPS	273		273		-	-
12	2250	643000	29335	5845	Excess/Copies Usage : EOPS	260		260		-	-
12	2250	643000	29335	5940	Reproduction/Printing Expenses : EOPS	36		36		-	-
12	2250	643000	29335	5966	Transportation - Student : EOPS	1,303		1,303		-	-
12	2250	675000	29335	5210	Conference Expenses : EOPS	1,465		1,465		-	-
12	2250	732000	29335	7610	Books Paid for Students : EOPS	53,065		54,458		1,393	
12	2250	732000	29335	7630	Supplies Paid for Students : EOPS	4,544		4,544		-	-
12	2250	732000	29335	7670	Other Exp Paid for Students : EOPS	2,443		2,443		-	-
Total Project 2250 EOPS					EOPS (SCC)	257,883	257,883	259,276	259,276	1,393	1,393

6.1 (10)

SPECIAL PROJECT DETAILED BUDGET #2250

NAME: EOPS - SCC

FISCAL YEAR : 2012/13

CONTRACT PERIOD: 07/01/12 TO 06/30/13

CONTRACT AMOUNT: \$ 257,883

Augmentation: 1,393

TOTAL: \$ 259,276

PROJ. ADM. R. Babeshoff

PROJ. DIR. N. Baldizon-Rios

Rev Date: 06/06/13

GL Account String					Description	Tentative Budget		Revising Budget		Changes (+/-)	
Fd	Prj	TOPS	Dept	Obj		Debit	Credit	Debit	Credit	Debit	Credit
11	2250	643000	29335	1280	Contract - Reassigned Time : EOPS	116,493		116,493		-	-
11	2250	643000	29335	2130	Classified Employees : EOPS	60,208		60,208		-	-
11	2250	643000	29335	3115	STRS - Non-Instructional : EOPS	9,714		9,714		-	-
11	2250	643000	29335	3215	PERS - Non-Instructional : EOPS	6,874		6,874		-	-
11	2250	643000	29335	3315	OASDHI - Non-Instructional : EOPS	3,814		3,814		-	-
11	2250	643000	29335	3325	Medicare - Non-Instructional : EOPS	2,573		2,573		-	-
11	2250	643000	29335	3415	H & W - Non-Instructional : EOPS	38,902		38,902		-	-
11	2250	643000	29335	3435	H & W - Retiree Fund Non-Inst : EOPS	1,792		1,792		-	-
11	2250	643000	29335	3515	SUI - Non-Instructional : EOPS	1,971		1,971		-	-
11	2250	643000	29335	3615	WCI - Non-Instructional : EOPS	4,301		4,301		-	-
11	2250	643000	29335	3915	Other Benefits - Non-Instruct : EOPS	2,479		2,479		-	-
Total Project 2250 EOPS					EOPS - Match	249,121		249,121			

6.1 (11)

SPECIAL PROJECT DETAILED BUDGET #3493
NAME: Kaleidoscope Project II - Santa Ana College
FISCAL YEAR: 2013/2014

Contract Term: 10/1/2012 - 10/31/2014

Contract Amount: \$14,000

MOU between RSCCD-SAC and Cerritos College Foundation

Adminstrator: Allen Dooley

Project Director: Cherylee Kushida

Date: 5/28/2013

GL Account String						New Budget	
Fd	Prj	Tops	Dept	Obj	Description	Debit	Credit
12	3493	000000	10000	8891	Other Local Rev - Special Proj : Santa Ana College		14,000
15551 - Broadcast Journalism							
12	3493	602000	15551	1484	Int/Sum Beynd Contr-Reassigned : Broadcast Journalism CTE Writing Course - Journalism	3,000	
12	3493	602000	15551	3115	STRS - Non-Instructional : Broadcast Journalism	248	
12	3493	602000	15551	3325	Medicare - Non-Instructional : Broadcast Journalism	44	
12	3493	602000	15551	3435	H & W - Retiree Fund Non-Inst : Broadcast Journalism	30	
12	3493	602000	15551	3515	SUI - Non-Instructional : Broadcast Journalism	33	
12	3493	602000	15551	3615	WCI - Non-Instructional : Broadcast Journalism	72	
15711 - Criminal Justice							
12	3493	602000	15711	1480	Part-Time Reassigned Time : Criminal Justice Barbar Frazee, 8.25 hrs. x \$30.56/hr.	252	
12	3493	602000	15711	3115	STRS - Non-Instructional : Criminal Justice	21	
12	3493	602000	15711	3325	Medicare - Non-Instructional : Criminal Justice	4	
12	3493	602000	15711	3435	H & W - Retiree Fund Non-Inst : Criminal Justice	3	
12	3493	602000	15711	3515	SUI - Non-Instructional : Criminal Justice	3	
12	3493	602000	15711	3615	WCI - Non-Instructional : Criminal Justice	6	
15713 - Distance Education							
12	3493	675000	15713	1480	Part-Time Reassigned Time : Distance Education Open Educational Resources (OER) Workshops	450	
12	3493	675000	15713	1483	Beyond Contr - Reassigned Time : Distance Education Open Educational Resources (OER) Workshops - hands-on workshops to teach faculty how to find OER, qualify it, and determine how it can be used in their courses.	6,000	
12	3493	675000	15713	3115	STRS - Non-Instructional : Distance Education	531	
12	3493	675000	15713	3325	Medicare - Non-Instructional : Distance Education	94	
12	3493	675000	15713	3435	H & W - Retiree Fund Non-Inst : Distance Education	65	
12	3493	675000	15713	3515	SUI - Non-Instructional : Distance Education	71	
12	3493	675000	15713	3615	WCI - Non-Instructional : Distance Education	155	
12	3493	675000	15713	5210	Conference Expenses : Distance Education OpenEd/Kaleidoscope Conference (Nov. 2013)	1,500	
12	3493	675000	15713	5220	Mileage/Parking Expenses : Distance Education	275	
15719 - Pharmacy Technology							
12	3493	602000	15719	1484	Int/Sum Beynd Contr-Reassigned : Pharmacy Technology CTE Writing Course - Pharmacy	1,000	
12	3493	602000	15719	3115	STRS - Non-Instructional : Pharmacy Technology	83	
12	3493	602000	15719	3325	Medicare - Non-Instructional : Pharmacy Technology	15	
12	3493	602000	15719	3435	H & W - Retiree Fund Non-Inst : Pharmacy Technology	10	
12	3493	602000	15719	3515	SUI - Non-Instructional : Pharmacy Technology	11	
12	3493	602000	15719	3615	WCI - Non-Instructional : Pharmacy Technology	24	
Total 3493 - Kaleidoscope Project II (SAC)						14,000	14,000

6.1 (12)

SPECIAL PROJECT DETAILED BUDGET # 2500
NAME: NOCCCD - Digital Media Support Grant
FISCAL YEAR: 2012/2013

CONTRACT PERIOD: 7/1/12 - 6/30/13
 CONTRACT INCOME: \$2,500
 CFDA #: NA

PROJ. ADM. Sylvia Turner
 PROJ. DIR. Sylvia Turner
 DATE: 6/7/2013

Sub-agreement from North Orange County CCD
Grant No. 12-310-015 from California Commuinty Colleges Chancellor's Office

Datatel String	Description	Existing Budget		New Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2500-000000-10000-8659	Other Reimb Categorical Allowances		2,500		2,500		0
12-2500-100100-15505-4320	Instructional Software : Fine & Performing Art	0		249		249	
12-2500-100100-15505-5950	Software License and Fees : Fine & Performing	0		1,809		1,809	
12-2500-061400-15505-6419	Equipment Software \$200 > < \$1,000	2,500		442			2,058
Total - 2500 NOCCCD - Digital Media		2,500	2,500	2,500	2,500	2,058	2,058

6.1 (13)

SPECIAL PROJECT DETAILED BUDGET #1320
NAME: SBA/CSUF 2012 One-Time Funds - Small Business Development Center
FISCAL YEAR 2012/13

Contract Period: 1/1/2013 - 12/31/2013
 Contract Amount: \$14,982
 CFDA No. 59.037

PROJ ADM: Enrique Perez
 PROJ DIR: Leila Mozaffari
 Date: 05/24/2013

GL Account String	Description	New Budget	
		Debit	Credit
12-1320-000000-50000-8199	Other Federal Revenues : District Operations		14,982
12-1320-672000-50000-5865	Indirect Costs : District Operations	576	
12-1320-684000-53410-2320	Classified Employees - Hourly : Small Business Dev Business Experts @ \$45/hr. x 259 hours	11,655	
12-1320-684000-53410-3215	<i>PERS - Non-Instructional : Small Business Dev Ctr O</i>	1,334	
12-1320-684000-53410-3315	<i>OASDHI - Non-Instructional : Small Business Dev Ctr</i>	723	
12-1320-684000-53410-3325	<i>Medicare - Non-Instructional : Small Business Dev C</i>	169	
12-1320-684000-53410-3335	<i>PARS - Non-Instructional : Small Business Dev Ctr O</i>	0	
12-1320-684000-53410-3435	<i>H & W - Retiree Fund Non-Inst : Small Business Dev</i>	117	
12-1320-684000-53410-3515	<i>SUI - Non-Instructional : Small Business Dev Ctr Of</i>	128	
12-1320-684000-53410-3615	<i>WCI - Non-Instructional : Small Business Dev Ctr Of</i>	280	
	Total 1320 - SBA/CSUF 2012 One-Time Funds	14,982	14,982

6.1 (14)

SPECIAL PROJECT DETAILED BUDGET #1641
NAME: SBA JOBS ACT CSUF - Center for International Trade and Development (CITD)
FISCAL YEAR: 2012/2013 (Carryover)

CONTRACT TERM: 02/1/11 - 01/31/14
 FY 10/11 Income: 69,909
 FY 10/11 Expenses (9,602)
 FY 11/12 Carryover 60,307
 FY 11/12 Augmentation 183,962
 FY 11/12 Expenses (47,199)
 FY 12/13 Carryover 197,070
 FY 12/13 Adjustment (80,000)
 FY 12/13 Balance 117,070

PROJ ADM: Enrique Perez
 PROJ DIR: Jetza Torres
 Revised Date: 5/28/2013
 CFDA No. 59.037
 Sub-Contract No.
 S-5194-CITD Amend 2

GL Datatel Account	Description	Revised Budget	
		Debit	Credit
12_1641_000000_50000_8199	Other Federal Revenues : District Operations		117,070
12_1641_672000_50000_5865	Indirect Costs : District Operations	4,503	
12_1641_675000_53210_5210	Conference Expenses : Ctr for Intl Trade Dev	4,018	
12_1641_684000_53210_2320	Classified Employees - Hourly : Ctr for Intl	81,833	
12_1641_684000_53210_3325	Medicare - Non-Instructional : Ctr for Intl T	1,187	
12_1641_684000_53210_3335	PARS - Non-Instructional : Ctr for Intl Trade	1,064	
12_1641_684000_53210_3435	H & W - Retiree Fund Non-Inst : Ctr for Intl	818	
12_1641_684000_53210_3515	SUI - Non-Instructional : Ctr for Intl Trade	900	
12_1641_684000_53210_3615	WCI - Non-Instructional : Ctr for Intl Trade	1,964	
12_1641_684000_53210_4610	Non-Instructional Supplies : Ctr for Intl Tra	580	
12_1641_684000_53210_4710	Food and Food Service Supplies : Ctr for Intl	1,827	
12_1641_684000_53210_5100	Contracted Services : Ctr for Intl Trade Dev	2,960	
12_1641_684000_53210_5220	Mileage/Parking Expenses : Ctr for Intl Trade	2,163	
12_1641_684000_53210_5300	Inst Dues & Memberships : Ctr for Intl Trade	1,000	
12_1641_684000_53210_5560	Telephone & Pager Services : Ctr for Intl Tra	600	
12_1641_684000_53210_5650	Rental - Facility (Short-term) : Ctr for Intl	4,300	
12_1641_684000_53210_5800	Advertising : Ctr for Intl Trade Dev Office	2,025	
12_1641_684000_53210_5940	Reproduction/Printing Expenses : Ctr for Intl	500	
12_1641_684000_53210_6411	Equipment - Federal Progs >200 : Ctr for Intl	4,828	
	Total 1642 - SBA Jobs Act - SBDC	117,070	117,070

6.1 (15)

SPECIAL PROJECT DETAILED BUDGET #1642
NAME: SBA JOBS ACT CSUF - Small Business Development Center (SBDC)
FISCAL YEAR: 2012/2013 (Carryover)

CONTRACT PERIOD: 02/1/2011 - 01/31/2014
INCOME (FY 10/11): 235,000
 Expenses (14,862)
FY 11/12 Carryover 220,138
 Expenses (120,168)
FY 12/13 Carryover 99,970
 Augmentation 80,000
FY 12/13 Balance 179,970

PRJ. ADMIN. Enrique Perez
PRJ. DIR. Leila Mozaffari
Revised Date: 06/04/2013
CFDA No. 59.3037
Sub-Contract No.
S-5194-OCSBDC Amend 1

		Revised Budget	
GL Account String	Description	Debit	Credit
12_1642_000000_50000_8199	Other Federal Revenues : District Operations		179,970
12_1642_672000_50000_5865	Indirect Costs : District Operations	6,922	
12_1642_675000_53410_5210	Conference Expenses : Small Business Dev Ctr	499	
12_1642_684000_53410_2320	Classified Employees - Hourly : Small Business	134,374	
12_1642_684000_53410_3215	<i>PERS - Non-Instructional : Small Business Dev</i>	13,880	
12_1642_684000_53410_3315	<i>OASDHI - Non-Instructional : Small Business D</i>	7,537	
12_1642_684000_53410_3325	<i>Medicare - Non-Instructional : Small Business</i>	1,929	
12_1642_684000_53410_3335	<i>PARS - Non-Instructional : Small Business Dev</i>	149	
12_1642_684000_53410_3435	<i>H & W - Retiree Fund Non-Inst : Small Business</i>	1,330	
12_1642_684000_53410_3515	<i>SUI - Non-Instructional : Small Business Dev</i>	1,463	
12_1642_684000_53410_3615	<i>WCI - Non-Instructional : Small Business Dev</i>	3,193	
12_1642_684000_53410_4610	<i>Non-Instructional Supplies : Small Business</i>	25	
12_1642_684000_53410_5220	Mileage/Parking Expenses : Small Business Dev	2,574	
12_1642_684000_53410_5560	Telephone & Pager Services : Small Business D	1,795	
12_1642_684000_53410_5650	Rental - Facility (Short-term) : Small Business	3,500	
12_1642_684000_53410_6411	Equipment - Federal Progs >200 : Small Business	0	
12_1642_684000_53410_6419	Equip/Software - >\$200 <\$1,000 : Small Business	800	
Total 1642 - SBA Jobs Act - SBDC		179,970	179,970

6.1 (16)

SPECIAL PROJECT DETAILED BUDGET #1827
NAME: Perkins IV - CTE Transitions (Tech Prep)
FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 7/1/13 - 6/30/14
 CONTRACT INCOME: \$88,050
 Grant Agreement #: 13-112-870

PROJ. ADM. Bart Hoffman
 PROJ. DIR. John Kalko
 Date: 05/28/13

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1827-000000-10000-8170	VTEA : Santa Ana College		68,541		60,436	8,105	
12-1827-190100-15205-1310	Part-Time Instructors : Car	28,925		25,147			3,778
12-1827-190100-15205-1313	Beyond Contract-Instructors	1,294		6,287		4,993	
12-1827-190100-15205-1390	Instructional Banked LHE :	1,455		-			1,455
12-1827-190100-15205-2320	Classified Employees - Hour	2,125		-			2,125
12-1827-190100-15205-2420	Inst Assistant - Hourly : C	4,696		3,506			1,190
12-1827-190100-15205-3111	STRS - Instructional : Care	2,652		2,592			60
12-1827-190100-15205-3321	Medicare - Instructional :	469		456			13
12-1827-190100-15205-3325	Medicare - Non-Instructiona	31		51		20	
12-1827-190100-15205-3331	PARS - Instructional : Care	164		-			164
12-1827-190100-15205-3335	PARS - Non-Instructional :	28		46		18	
12-1827-190100-15205-3431	H & W - Retiree Fund Inst :	323		314			9
12-1827-190100-15205-3435	H & W - Retiree Fund Non-In	21		35		14	
12-1827-190100-15205-3511	SUI - Instructional : Caree	521		346			175
12-1827-190100-15205-3515	SUI - Non-Instructional : C	24		39		15	
12-1827-190100-15205-3611	WCI - Instructional : Caree	776		754			22
12-1827-190100-15205-3615	WCI - Non-Instructional : C	51		84		33	
12-1827-619000-15205-1282	Contract Ext - Reassigned T	9,000		9,000		-	-
12-1827-619000-15205-1480	Part-Time Reassigned Time :	4,253		5,400		1,147	
12-1827-619000-15205-1485	Int/Sum - Reassigned Time,	497		-			497
12-1827-619000-15205-3115	STRS - Non-Instructional :	1,125		1,188		63	
12-1827-619000-15205-3325	Medicare - Non-Instructiona	235		209			26
12-1827-619000-15205-3435	H & W - Retiree Fund Non-In	162		144			18
12-1827-619000-15205-3515	SUI - Non-Instructional : C	261		158			103

6.1 (17)

SPECIAL PROJECT DETAILED BUDGET #1827
NAME: Perkins IV - CTE Transitions (Tech Prep)
FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 7/1/13 - 6/30/14
 CONTRACT INCOME: \$88,050
 Grant Agreement #: 13-112-870

PROJ. ADM. Bart Hoffman
 PROJ. DIR. John Kalko
 Date: 05/28/13

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1827-619000-15205-3615	WCI - Non-Instructional : C	390		346			44
12-1827-619000-15205-4610	Non-Instructional Supplies	400		500		100	
12-1827-619000-15205-5100	Contracted Services : Caree	1,000		-			1,000
12-1827-619000-15205-5880	Internet Services : Career	1,500		-			1,500
12-1827-619000-15205-5940	Reproduction/Printing Expen	3,000		1,000			2,000
12-1827-675000-15205-5210	Conference Expenses : Caree	681		510			171
12-1827-679000-10000-5865	Indirect Costs : Santa Ana	2,482		2,324			158
	Subtotal - SAC	68,541	68,541	60,436	60,436	14,508	14,508
12-1827-000000-20000-8170	VTEA : Santiago Canyon Coll		30,237		27,614	2,623	
12-1827-619000-25205-4610	Non-Instructional Supplies	1,500		1,000			500
12-1827-619000-25205-5100	Contracted Services : Caree	1,000		2,000		1,000	
12-1827-619000-25205-5940	Reproduction/Printing Expen	1,000		500			500
12-1827-631000-29325-1430	Part-Time Counselors : Coun	22,154		20,186			1,968
12-1827-631000-29325-3115	STRS - Non-Instructional :	1,815		1,665			150
12-1827-631000-29325-3325	Medicare - Non-Instructiona	322		293			29
12-1827-631000-29325-3435	H & W - Retiree Fund Non-In	222		202			20
12-1827-631000-29325-3515	SUI - Non-Instructional : C	375		222			153
12-1827-631000-29325-3615	WCI - Non-Instructional : C	532		484			48
12-1827-679000-20000-5865	Indirect Costs : Santiago C	1,317		1,062			255
	Subtotal - SCC	30,237	30,237	27,614	27,614	3,623	3,623
Totals for PROJECT: 1827	VTEA/CTE IC-CTE Transitions	98,778	98,778	88,050	88,050	18,131	18,131

6.1 (18)

SPECIAL PROJECT DETAILED BUDGET: #2535
NAME: Information Communications Technology (ICT)/Digital Media Sector Navigator
FISCAL YEAR: 2013/2014

Contract Period: July 1, 2013 - June 30, 2014
 Contract Income: \$372,500
 Grant No:

PROJ ADM: Enrique Perez
 DATE: 5 May 2013

Account String	Description	Debit	Credit
12-2535-000000-50000-8659	Other Reimb Categorical Allow : District Operations		372,500
12-2535-679000-53305-2130	Classified Employees : Educational Services Office	55,232	
12-2535-679000-53305-3215	PERS - Non-Instructional : Educational Services Off	6,306	
12-2535-679000-53305-3315	OASDHI - Non-Instructional : Educational Services O	3,508	
12-2535-679000-53305-3325	Medicare - Non-Instructional : Educational Services	820	
12-2535-679000-53305-3415	H & W - Non-Instructional : Educational Services Of	17,259	
12-2535-679000-53305-3435	H & W - Retiree Fund Non-Inst : Educational Service	566	
12-2535-679000-53305-3515	SUI - Non-Instructional : Educational Services Offi	911	
12-2535-679000-53305-3615	WCI - Non-Instructional : Educational Services Offi	1,358	
12-2535-679000-53305-3915	Other Benefits - Non-Instruct : Educational Service	1,350	
12-2535-679000-53305-4610	Non-Instructional Supplies : Educational Services O	3,830	
12-2535-679000-53305-4710	Food and Food Service Supplies : Educational Servic	7,600	
	Contracted Services : Educational Services Office		
	- Independent Contractor, Steve Wright	143,337	
	-Statewide ICT/Digital Media web portal development	20,000	
	-Content development for web site	17,000	
	-Skills Panels	14,000	
	-In-region investments for program development	42,000	
	-Faculty development	21,000	
	-Contract education	5,400	
12-2535-679000-53305-5100			
12-2535-679000-53305-5210	Conference Expenses : Educational Services Office	0	
12-2535-679000-53305-5220	Mileage/Parking Expenses : Educational Services Off	0	
12-2535-679000-53305-5940	Reproduction/Printing Expenses : Educational Servic	0	
12-2535-679000-53305-6410	Equipment - All Other > \$1,000 : Educational Servic	350	
12-2535-679000-53305-6419	Equip/Software - >\$200 <\$1,000 : Educational Servic	0	
12-2535-672000-50000-5865	Indirect Costs : District Operations	10,673	
Total - 2535 ICT/Digital Media Sector Navigator		372,500	372,500

SPECIAL PROJECT DETAILED BUDGET # 1580

NAME: Job Dev., Training & Placement Program for the Disabled - Workability III (Year 2)

FISCAL YEAR: 2012/13 - 2014/2015

CONTRACT PERIOD: 7/1/13 to 6/30/14

CONTRACT INCOME: \$ 379,125

PROJ. ADM. Micki Bryant

PROJ. DIR. Jacqueline Gerai

CFDA #: 84,126A

Revised Date: 06/06/13

GL Account String					Existing Budget		Revising Budget		Changes (+/-)		
Fd	Proj	TOPS	Dept	Obj	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1580	000000	10000	8199	Other Federal Revenues : Santa Ana College		379,125		379,125		-
12	1580	647000	19529	1280	Contract - Reassigned Time : WA III	60,728		33,354			27,374
12	1580	647000	19529	1282	Contract Extension - Reassigned Time	7,007		2,502			4,505
12	1580	647000	19529	1480	Part-Time Reassigned Time : WA III	3,857		-			3,857
12	1580	647000	19529	1485	Int/Sum - Reassigned Time, PT : WA III	5,758		-			5,758
12	1580	647000	19529	2130	Classified Employees : WA III	96,725		116,265		19,540	
12	1580	647000	19529	2310	Classified Employees - Ongoing : WA III	69,119		60,628			8,491
12	1580	647000	19529	2320	Classified Employees - Hourly : WA III	36,074		63,331		27,257	
12	1580	647000	19529	3115	STRS - Non-Instructional : WA III	6,052		2,994			3,058
12	1580	647000	19529	3215	PERS - Non-Instructional : WA III	21,679		27,426		5,747	
12	1580	647000	19529	3315	OASDHI - Non-Instructional : WA III	11,914		15,061		3,147	
12	1580	647000	19529	3325	Medicare - Non-Instructional : WA III	3,099		3,522		423	
12	1580	647000	19529	3335	PARS - Non-Instructional : WA III	218		-			218
12	1580	647000	19529	3415	H & W - Non-Instructional : WA III	37,066		33,128			3,938
12	1580	647000	19529	3435	H & W - Retiree Fund Non-Inst : WA III	2,823		2,792			31
12	1580	647000	19529	3515	SUI - Non-Instructional : WA III	3,105		4,495		1,390	
12	1580	647000	19529	3615	WCI - Non-Instructional : WA III	6,776		6,701			75
12	1580	647000	19529	3915	Other Benefits - Non-Instruct : WA III	3,091		3,138		47	
12	1580	647000	19529	4210	Books, Mags & Ref Mat, Non-Lib : WA III	234		300		66	
12	1580	647000	19529	4610	Non-Instructional Supplies : WA III	1,500		1,500		-	-
12	1580	647000	19529	5220	Mileage/Parking Expenses : WA III	484		487		3	
12	1580	675000	19529	5210	Conference Expenses : WA III	1,816		1,500			316
Totals for PROJECT: 1580					Voc Rehab Svcs to State	379,125	379,125	379,125	379,125	57,621	57,621
					<i>In-kind Match: (Certified Expenditure)</i>			199,913			
					- Bart Hoffman (15%)						
					- Monica Porter (10%)						
					- Marisela Godinez (20%)						
					- Phi Loan Le (7%)						
					- Indirect Cost/Administrative Ovehead Cost (28%)						
					- Unused indirect cost from Service Budget (28%)						

6.1 (20)

SPECIAL PROJECT DETAILED BUDGET: #1591
NAME: LA/OC Regional Consortium
FISCAL YEAR: 2013/2014

CONTRACT TERM: July 1, 2013 - June 30, 2014
 CONTRACT AMOUNT: \$370,000
 Grant No.

PROJ ADM: Corine Doughty
 DATE: 4 June 2013

Account String	Description	Debit	Credit
12-1591-000000-20000-8170	VTEA : Santiago Canyon College		370,000
12-1591-675000-25205-5210	Conference Expenses : Career Education Office	21,960	
12-1591-679000-20000-5865	Indirect Costs : Santiago Canyon College	14,231	
12-1591-679000-25205-2130	Classified Employees : Career Education Office	48,820	
12-1591-679000-25205-2310	Classified Employees - Ongoing : Career Education O	15,274	
12-1591-679000-25205-2320	Classified Employees - Hourly : Career Education Of	78,279	
12-1591-679000-25205-3115	STRS - Non-Instructional : Career Education Office	0	
12-1591-679000-25205-3215	PERS - Non-Instructional : Career Education Office	5,574	
12-1591-679000-25205-3315	OASDHI - Non-Instructional : Career Education Office	3,111	
12-1591-679000-25205-3325	Medicare - Non-Instructional : Career Education Off	2,083	
12-1591-679000-25205-3335	PARS - Non-Instructional : Career Education Office	199	
12-1591-679000-25205-3415	H & W - Non-Instructional : Career Education Office	22,006	
12-1591-679000-25205-3435	H & W - Retiree Fund Non-Inst : Career Education Of	1,438	
12-1591-679000-25205-3515	SUI - Non-Instructional : Career Education Office	1,581	
12-1591-679000-25205-3615	WCI - Non-Instructional : Career Education Office	3,450	
12-1591-679000-25205-3915	Other Benefits - Non-Instruct : Career Education Of	1,350	
12-1591-679000-25205-4610	Non-Instructional Supplies : Career Education Office	13,000	
12-1591-679000-25205-5100	Contracted Services : Career Education Office		
	Sub-Agreement: Long Beach City College for Co-Chair	52,474	
	Web developer	15,000	
	Facilitator Stipends	10,000	
	National/regional speakers, Vital Link, Consultants	21,170	
12-1591-679000-25205-5300	Inst Dues & Memberships : Career Education Office	5,000	
12-1591-679000-25205-5630	Maint Contract - Office Equip : Career Education Of	5,000	
12-1591-679000-25205-5845	Excess/Copies Useage : Career Education Office	5,000	
12-1591-679000-25205-5925	Postage : Career Education Office	5,000	
12-1591-679000-25205-5940	Reproduction/Printing Expenses : Career Education O	15,000	
12-1591-679000-25205-6411	Equipment - Federal Progs >200 : Career Education O	4,000	
Total 1591 - LA/OC Regional Consortium		370,000	370,000