

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, October 28, 2013
Santa Ana College
1530 W. 17th Street, Room U-102
Santa Ana, California

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 pursuits 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, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and 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 Approval of Additions or Corrections to Agenda

Action

1.4 Public Comment

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

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

1.5 Approval of Minutes – Regular meeting of October 14, 2013

Action

1.6 Approval of Consent Calendar

Action

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

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

1.7 Report from Santa Ana College (SAC) Foundation

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

- Accreditation

2.2 Reports from College Presidents

- Accreditation
- 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

3.0 HUMAN RESOURCES

3.1 Management/Academic Personnel

Action

- Approval of Appointments
- Approval of Adjusted Salary Placements
- Approval of Final Salary Placements
- Approval of Adjusted Final Salary Placements
- Ratification of Resignations/Retirements
- Approval of Permission to Accept Outside Assignments
- Approval of Stipends
- Approval of FARSCCD Part-time Hourly Step Increase Effective Fall 2013
- Approval of Part-time Hourly Hires/Rehires

3.2 Classified Personnel

Action

- Approval of Hourly On Going to Contract Assignments
- Approval of Longevity Increments
- Approval of Professional Growth Increments
- Approval of Changes in Position
- Approval of Corrections of Changes in Grade
- Approval of New Appointments
- Approval of Out of Class Assignments
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of Temporary Assignments
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants
- Approval of Community Service Presenters and Stipends

- 3.2 Classified Personnel – (cont.) Action
 - Approval of Volunteers
 - Approval of Student Assistant Lists
- 3.3 Rejection of Claim Action
The district’s claims administrator recommends authorization be given to the chancellor or his designee to reject claim #13-12805 JT.
- 3.4 Approval of Modification to 2013-2014 Employee Calendar Action
The administration recommends approval of the revised 2013-2014 Employee Calendar.
- 3.5 Authorization for Board Travel/Conferences Action

4.0 INSTRUCTION

- *4.1 Approval of New OTA Agreement – AccentCare Home Health – El Centro Branch Action
The administration recommends approval of the agreement with AccentCare Home Health – El Centro Branch in El Centro, 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 Agreement with Knowland Construction Services for Division of State Architect (DSA) Inspection Services for Perimeter Site Improvements and Building “G” Renovation Projects at Santa Ana College Action
The administration recommends approval of the contract with Knowland Construction Services for DSA inspection services for the perimeter site improvements and Building “G” renovation projects at SAC as presented.
- *5.3 Approval of Amendment to Agreement with Bernards Management Services for Additional Construction Management Services for Close Out of Bid Packages 1, 2 and 3 at Santa Ana College Action
The administration recommends approval of the amendment to agreement with Bernards Management Services for additional construction management services for the close out of packages 1, 2, and 3 projects at SAC as presented.
- *5.4 Approval of Amendment to Agreement with Bernards Management Services for Additional Construction Management Services for Gymnasium Building “G” Renovations at Santa Ana College Action
The administration recommends approval of the amendment to agreement with Bernards Management Services for additional construction management services for the close out of Gymnasium Building “G” renovations at SAC as presented.

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

- *5.5 Approval of Change Order #1 for Bid #1197 – Contract with Haitbrink Asphalt Paving Inc. for Resurfacing of Parking Lots 6 and 8 at Santa Ana College Action
The administration recommends approval of change order #1 for Bid #1197 for resurfacing of parking lots 6 and 8 at SAC as presented.
- *5.6 Approval to Reject All Bids for Bid #1202 – Parking Lot 11 Expansion and Improvements at Santa Ana College Action
The administration recommends approval of rejecting all bids for Bid #1202 – Parking Lot 11 Expansion and Improvements at SAC as presented.
- *5.7 Approval to Reject All Bids for Bid #1206 – Tessman Planetarium Upgrade and Restroom Addition at Santa Ana College Action
The administration recommends approval of rejecting all bids for Bid #1206 – Tessman Planetarium Upgrade and Restroom Addition at SAC as presented.
- *5.8 Approval of Agreement with Westberg + White Architects for Architectural and Engineering Services for Construction Administration Services for Boiler Replacement Projects at Santa Ana College and Santiago Canyon College (SCC) Action
The administration recommends approval of the agreement with Westberg + White Architects for architectural services for construction administration for the boiler replacement projects at SAC and SCC as presented.
- *5.9 Adoption of Resolution No. 13-36 for Bid #1151, Change Order #6 – Contract with Southern California Grading for Earthwork for Humanities Building at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 13-36 for Southern California Grading for Bid #1151 for earthwork for the Humanities building at SCC as presented.
- *5.10 Adoption of Resolution No. 13-37 – Bid #1151 - Change Order #7 – Contract with Southern California Grading for Earthwork for Humanities Building at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 13-37 for Southern California Grading for Bid #1151 for earthwork for the Humanities building at SCC as presented.
- *5.11 Adoption of Resolution No. 13-38 for Bid #1151 – Change Order #8 – Contract with Southern California Grading for Earthwork for Humanities Building at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 13-38 for Southern California Grading for Bid #1151 for earthwork for the Humanities building at SCC as presented.

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

- *5.12 Approval of Change Order #5 for Bid #1137 – Contract with Industrial Masonry Inc. for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #5 for Bid #1137 for Industrial Masonry Inc. for the Humanities Building at SCC as presented.
- *5.13 Approval of Change Order #6 for Bid #1137 – Contract with Industrial Masonry Inc. for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #6 for Bid #1137 for Industrial Masonry Inc. for the Humanities Building at SCC as presented
- *5.14 Approval of Change Order #7 for Bid #1137 – Contract with Industrial Masonry Inc. for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #7 for Bid #1137 for Industrial Masonry Inc. for the Humanities Building at SCC as presented
- *5.15 Approval of Change Order #12 for Bid #1138 – Contract with Blazing Industrial Steel Inc. for Structural Steel for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #12 for Bid #1138 for Blazing Industrial Steel Inc. for structural steel for the Humanities building at SCC as presented.
- *5.16 Approval of Change Order #18 for Bid #1139 – Contract with Dynalectric Inc. for Electrical Work for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #18 for Bid #1139 for Dynalectric Inc. for the Humanities building at SCC as presented.
- *5.17 Approval of Change Order #19 for Bid #1139 – Contract with Dynalectric Inc. for Electrical Work for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #19 for Bid #1139 for Dynalectric Inc. for the Humanities building at SCC as presented.
- *5.18 Approval of Change Order #11 for Bid #1141 – Contract with West Tech Mechanical for HVAC for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #11 for Bid #1141 for West Tech Mechanical for the Humanities building at SCC as presented.

- *5.19 Approval of Change Order #12 for Bid #1141 – Contract with West Tech Mechanical for HVAC for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #12 for Bid #1141 for West Tech Mechanical for the Humanities building at SCC as presented.
- *5.20 Approval of Change Order #1 for Bid #1146 – Contract with Inland Building Construction Company for Chapman Entry Drive and Learning Resource Center (LRC) Parking Lot at Santiago Canyon College Action
The administration recommends approval of change order #1 for Bid #1146 for Inland Building Construction Company for the Chapman entry drive and LRC parking lot at SCC as presented.
- *5.21 Approval of Change Order #1 for Bid #1146 – Contract with Inland Building Construction Company for Loop Road Extension at Santiago Canyon College Action
The administration recommends approval of change order #1 for Bid #1146 for Inland Building Construction Company for the Loop Road extension at SCC as presented.
- *5.22 Approval of Change Order #1 for Bid #1147 – Contract with Inland Empire Architectural Specialties Inc. for Chapman Entry Drive and Learning Resource Center Parking Lot at Santiago Canyon College Action
The administration recommends approval of change order #1 for Bid #1147 for Inland Empire Architectural Specialties Inc. for the Chapman entry drive and LRC parking lot at SCC as presented.
- *5.23 Approval of Change Order #13 for Bid #1147 – Contract with Inland Empire Architectural Specialties Inc. for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #13 for Bid #1147 for Inland Empire Architectural Specialties Inc. for the Humanities building at SCC as presented.
- *5.24 Approval of Rejection of all Bid #1209 – Janitorial Services Action
The administration recommends approval of rejecting all bids for Bid #1209 – Janitorial Services as presented.
- *5.25 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period September 6, 2013, through October 12, 2013.

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

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:
- Basic Skills Initiative (SAC & SCC) \$683,675
 - Facilities Renovation and Repair (District) \$100,000
 - Upward Bound Math & Science Program – Year 2 (SCC) - -\$ 31,222
- Adjustment*
- *6.2 Adoption of Resolution No. 13-39 – California Department of Education (CRPM-3049) Action
The administration recommends adoption of Resolution No. 13-39 with the California Department of Education and authorization be given to the chancellor or his designee to sign the contract on behalf of the district.
- *6.3 Adoption of Revised and Renumbered Board Policies Action
The administration recommends adoption of the revised and renumbered board policies.
- 6.4 Review and Discussion of Self-Evaluation Responses from Community and Staff Information
The survey responses from community and staff are presented to the board for review and discussion.
- 6.5 Reports from Board Committees Information
 - Board Facilities Committee
- 6.6 Board Member Comments Information

RECESS TO CLOSED SESSION

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Part-time Faculty
 - b. Classified Staff
 - c. Student Workers
 - d. Professional Experts
 - e. Educational Administrator Appointments
 - (1) Interim Assistant Dean
 - f. Other Educational and Classified Administrators

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

2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: Faculty Association of Rancho Santiago Community College District
California School Employees Association, Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association
3. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
4. Liability Claim (pursuant to Government Code Section 54956.95)
a. 13-12805 JT
5. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Dr. Raúl Rodríguez, Chancellor
Unrepresented Management Employees

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 Tuesday, November 12, 2013.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santiago Canyon College
8045 E. Chapman Ave., Room SC-105
Orange, CA 92869

Board of Trustees (Regular meeting)

Monday, October 14, 2013

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:40 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. Luis Correa.

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

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Hector Soberano, Associated Student Government (ASG) Director of Green Operations, Santiago Canyon College (SCC).

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough, seconded by Ms. Alvarez, and carried unanimously to approve an addendum for Item 3.1 (Management/Academic Personnel), an addendum for Item 3.2 (Classified Personnel), a revised page for Item 5.8 (Change Order for J.B. Bostick Company, Inc. for Asphalt Overlay Project and Stripping for Parking Lots 2-5 at SCC), and a revised page for Item 5.20 (Notice of Completion for J.B. Bostick Company Inc. for Asphalt Overlay Project and Stripping for Parking Lots 2-5 at SCC).

1.4 Public Comment

Ms. Lucy Carr-Rollitt, Mr. Alexander Taber, and Ms. Roberta Tragarz commended SCC Academic Senate officers on a job well done this year.

On behalf of the faculty, Mr. Barry Resnick thanked Mr. Didion and Dr. Rodríguez for drafting an agreement for faculty.

1.4 Public Comment – (cont.)

Ms. Nahil Zabaneh asked board members to oppose AB 955 (Community colleges: intersession extension programs).

1.5 Approval of Minutes

It was moved by Mr. Yarbrough, seconded by Mr. Solorio, and carried unanimously to approve the minutes of the meeting held September 23, 2013.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough, seconded by Mr. Solorio, 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 SLPA Agreement Renewal – Jurupa Unified School District
The board approved the agreement with Jurupa Unified School District in Jurupa Valley, California.

5.1 Approval of Payment of Bills
The board approved payment of bills as submitted.

5.2 Acceptance of 2012-2013 Citizens' Bond Oversight Committee Annual Report
The board accepted the Citizens' Bond Oversight Committee Annual Report to the Community for 2012-2013 as presented.

5.3 Adoption of Resolution No. 13-35 – Void or Stale-date Warrant (Checks)
The board adopted Resolution No. 13-35 for void or stale-date warrant (checks) as presented.

5.4 Approval of Amendment to Agreement with HMC Architects
The board approved the amendment to the agreement with HMC Architects to provide an extension of time for master architect consulting services through June 30, 2014, as presented.

5.5 Approval of Agreement with All American Inspection, Inc. for Temporary Village at Santa Ana College (SAC)
The board approved the agreement with All American Inspection Inc. to provide DSA in-plant inspection services for the SAC temporary village as presented.

5.6 Adoption of Resolution No. 13-34 – Change Order for Bid #1134 – Contract with Tropical Plaza Nursery Inc. for Landscaping for Humanities Building at Santiago Canyon College
The board adopted Resolution No. 13-34 for Tropical Plaza Nursery, Inc. for Bid #1134 for landscaping for the Humanities building at SCC as presented.

1.6 Approval of Consent Calendar – (cont.)

5.7 Approval of Amendment of Agreement with TYR I.O.R. Services for Humanities Building at Santiago Canyon College

The board approved the amendment to the existing contract with TYR I.O.R. Services to provide an extension of time and additional costs for DSA inspection services for the Humanities building as presented.

5.8 Approval of Change Order #1, Bid #1211 – Contract with J.B. Bostick Company, Inc. for Asphalt Overlay Project and Stripping for Parking Lots 2-5 at Santiago Canyon College

The board approved change order #1 for Bid #1211 for asphalt overlay and stripping for parking lots 2-5 at SCC as presented.

5.9 Approval of Notice of Completion for Bid #1134 – Contract with Tropical Plaza Nursery Inc. for Landscaping for Chapman Road Entry and Learning Resource Center (LRC) Parking Lot at Santiago Canyon College

The board approved the Notice of Completion with Tropical Plaza Nursery Inc. for landscaping for the Chapman Road entry and LRC parking lot at SCC as presented.

5.10 Approval of Notice of Completion for Bid #1136 – Contract with Guy Yocom Construction Inc. for Concrete and Asphalt for Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College

The board approved the Notice of Completion with Guy Yocom Construction Inc. for concrete and asphalt for the Chapman Road entry and LRC parking lot at SCC as presented.

5.11 Approval of Notice of Completion for Bid #1136 – Contract with Guy Yocom Construction Inc. for Concrete for Humanities Building at Santiago Canyon College

The board approved the Notice of Completion with Guy Yocom Construction Inc. for concrete for the Humanities building at SCC as presented.

5.12 Approval of Notice of Completion for Bid #1138 – Contract with Blazing Industrial Steel, Inc. for Steel for Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College

The board approved the Notice of Completion with Blazing Industrial Steel, Inc. for steel for the Chapman Road entry and LRC parking lot at SCC as presented.

5.13 Approval of Notice of Completion for Bid #1139 – Contract with Dynalectric Inc. for Electrical for the Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College

The board approved the Notice of Completion with Dynalectric Inc. for electrical for the Chapman Road entry and LRC parking lot at SCC as presented.

1.6 Approval of Consent Calendar – (cont.)

5.14 Approval of Notice of Completion for Bid #1140 – Contract with Interpipe Contracting Inc. for Plumbing and Water Utilities for Humanities Building at Santiago Canyon College

The board approved the Notice of Completion with Interpipe Contracting, Inc. to complete the plumbing and water utilities for the Humanities building at SCC as presented.

5.15 Approval of Notice of Completion for Bid #1140 – Contract with Interpipe Contracting Inc. for Underground Utilities for Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College

The board approved the Notice of Completion with Interpipe Contracting Inc. for underground utilities for the Chapman Road entry and LRC parking lot at SCC as presented.

5.16 Approval of Notice of Completion for Bid #1143 – Contract with Glazcon Production, Inc. for Glazing for Humanities Building at Santiago Canyon College

The board approved the Notice of Completion with Glazcon Production, Inc. to complete the glazing for the Humanities building at SCC as presented.

5.17 Approval of Notice of Completion for Bid #1144 – Contract with Troyer Contracting Company for Roofing and Waterproofing for Humanities Building at Santiago Canyon College

The board approved the Notice of Completion With Troyer Contracting Company for roofing and waterproofing for the Humanities building at SCC as presented.

5.18 Approval of Notice of Completion for Bid #1145 – Contract with K&Z Cabinet Company for Architectural Woodwork for Humanities Building at Santiago Canyon College

The board approved the Notice of Completion with K&Z Cabinet Company to complete the architectural woodwork for the Humanities building at SCC as presented.

5.19 Approval of Notice of Completion for Bid #1148 – Contract with Continental Flooring Inc. for Flooring for Humanities Building at Santiago Canyon College

The board approved the Notice of Completion with Continental Flooring Inc. for flooring for the Humanities building at SCC as presented.

5.20 Approval of Notice of Completion: Bid #1211 – Contract with J.B. Bostick Company Inc. for Asphalt Overlay Project and Stripping for Parking Lots 2-5 at Santiago Canyon College

The board approved the Notice of Completion with J.B. Bostick Company Inc. for asphalt for the overlay project and stripping for parking lots 2-5 at SCC as presented.

1.6 Approval of Consent Calendar – (cont.)

5.21 Approval of Sole Source for Ellucian Inc.

The board declared and approved Ellucian Inc. as the sole source provider for existing and future software modules including licensing, maintenance and support services, training, enhancements and upgrades to the installed Colleague application as presented.

5.22 Approval of Measure Q Citizens' Bond Oversight Committee Amended Bylaws and Ethics Policy Statement

The board approved the amended bylaws for the Santa Ana College Improvement District No. 1 of the Rancho Santiago Community College District for the Measure Q Citizens' Bond Oversight Committee as presented.

6.1 Approval of Resource Development Items

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

- Board Financial Assistance Program (BFAP) (SCC)	\$ 333,031
- Child Care Access Means Parents in School (CCAMPIS) - Year 1 (District)	\$ 132,827
- Child Development Training Consortium (SAC/SCC)	\$ 17,000
- Cooperative Agencies Resources for Education (CARE) (SAC/SCC)	\$ 78,259
- Doctoral Psychology Internship (SAC)	\$ 20,000
- Extended Opportunity Programs & Services (EOPS) (SAC/ SCC)	\$1,543,040
- UCI Graduate Student/Faculty Internship (SAC/SCC)	\$ 37,500
- Veterans Upward Bound Program – Year 2 (SAC)	\$ 214,874
- WIA Title II – Adult Basic Education Programs (SAC/SCC)	\$3,620,511

6.2 Approval of Sub-award Agreements between RSCCD and SAUSD and between RSCCD and The Regents of University of California (UCI) for Gaining Early Awareness & Readiness for Undergraduate Programs (GEAR UP) 2009-Year 5

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

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from Chancellor

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

2.2 Reports from College Presidents

The following college representatives 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. Luis Correa, Student Trustee, 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:

Mr. Jorge Sandoval, Student President, Santa Ana College
Mr. Hector Soberano, Director of Green Operations, Santiago Canyon College

2.5 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Ms. Corinna Evett, Academic Senate President, Santiago Canyon College
Mr. John Zarske, Academic Senate President, Santa Ana College

3.0 HUMAN RESOURCES

All items were considered after Closed Session.

4.0 INSTRUCTION

Item 4.1 was 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

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

6.3 First Reading of Revised Board Policies

Mr. Hanna provided a report on the September 30, 2013, Board Policy Committee meeting at this time and presented the the following policies for first reading as an information item:

- BP 3410 Nondiscrimination —~~BP7300~~
- ~~Deletion of BP4119 Unlawful Discrimination and Sexual Harassment~~
- BP 5055 Enrollment Priorities (New)

6.3 First Reading of Revised Board Policies – (cont.)

- BP 6332 Competitive Bidding and Quotation Policies
- BP 7001 Code of Ethics —~~BP7020~~
- BP 7002 Civility —~~BP4137~~
- BP 7003 Oath —~~BP4103~~
- BP 7004 ~~Non-School~~ Outside Employment —~~BP4106~~
- BP 7005 Personnel Files —~~BP4110~~
- BP 7006 Service Recognition —~~BP4111~~
- BP 7007 Volunteers ~~Personnel Service~~ —~~BP4117~~
- BP 7008 Employee Evaluation —~~BP4128~~
- BP 7009 Staff Development —~~BP4138~~
- BP 7100 Commitment to Diversity (new)
- BP 7110 ~~General Personnel Policy Statement~~ Delegation of Authority —~~BP4101~~
- BP 7120 Recruitment and Hiring, ~~Selection, Appointment and Transfer of~~
Employees —~~BP4102~~
- BP 7121 Applicant Travel Reimbursement —~~BP4204~~
- ~~Deletion of BP4417 Personnel—Administrative Applicant Travel Reimbursement~~
Administrative
- BP 7130 Compensation ~~Payroll Warrants for Employees~~ —~~BP3219~~
- BP 7131 ~~Personnel—~~ Management Salary Schedules—~~Initial Placement & Salary~~
Step Advancement Recommendation—~~BP4401~~
- BP 7132 Management Medical/Dental Insurance Benefits —~~BP4402~~
- BP 7133 Holidays Management —~~BP4414~~
- BP 7140 Collective Bargaining (new)
- BP 7141 Organizations Right of Access —~~BP4133~~
- BP 7210 Academic Employees (new)
- BP 7230 ~~Definition~~ Classified Employees Service—~~BP4301~~
- BP 7240 Confidential Employees (new)
- BP 7250 Educational Administrators ~~Administrative Retreat Rights~~
Administrative—~~BP4423 (formerly BP4520)~~
- BP 7260 Classified Supervisors and Managers (new)
- BP 7310 Nepotism —~~BP4118~~
- BP 7330 Communicable Disease ~~Medical Examinations~~ —~~BP4130~~
- BP 7335 Health ~~Medical Examinations~~ —~~BP4130~~
- BP 7340 Leaves
- ~~Deletion of BP4114 Maternity Leave~~
- ~~Deletion of BP4115 Military Leave~~
- ~~Deletion of BP4404 Bereavement Leave Management~~
- ~~Deletion of BP4405 Family and Medical Leave Management~~
- ~~Deletion of BP4406 Industrial Accident or Illness Leave Management~~
- ~~Deletion of BP4407 Judicial Leave Management~~
- ~~Deletion of BP4408 Personal Necessity Leave Management~~
- ~~Deletion of BP4409 Quarantine Leave Management~~
- ~~Deletion of BP4410 Sick Leave Management~~

6.3 First Reading of Revised Board Policies – (cont.)

- ~~Deletion of BP4412 Unpaid Leaves of Absence Management~~
- ~~Deletion of BP4413 Vacation Management~~
- BP 7345 Catastrophic Leave Program (new)
- BP 7348 Faculty Pre-retirement (Workload Reduction) ~~—BP4207~~
- BP 7350 Resignations ~~—BP4129~~
- BP 7360 Faculty Discipline and Dismissal ~~and/or Discharge~~ – Academic Employees ~~—BP4206~~
- ~~Deletion of BP4415 Dismissal and/or Discharge Management~~
- BP 7365 Discipline and Dismissal – Classified Employees
- BP 7370 ~~Solicitation of Political Contributions and Political Activity~~ ~~ies by Employees—BP4135~~
- BP 7380 Retiree Health Benefits: Academic Employees (new)
- BP 7385 Salary Deductions ~~—BP4127~~
- BP 7400 Travel ~~—BP4108~~
- ~~Deletion of BP4403 Professional Conference Leave/In-Service Training Leave Management~~
- BP 7510 Domestic Partners (new)
- BP 7600 Campus Security Officers (new)
- BP 7700 Whistleblower Protection ~~—BP4140~~
- ~~Deletion of BP4116 Meetings~~
- ~~Deletion of BP4123 Support Program For Substance Abuse~~
- ~~Deletion of BP4126 Acceptance of Outside Obligations~~
- ~~Deletion of BP4202 Continuing Employment Contracts~~
- ~~Deletion of BP4205 Faculty Salary Payments~~
- ~~Deletion of BP4302 Classified Salary Payments~~
- ~~Deletion of BP4419 Administrative Leave—Administrative~~
- ~~Deletion of BP4422 Management Retroactive Pay (formerly BP4519)~~

6.4 Adoption of 2013-2023 Rancho Santiago Community College District (RSCCD) Comprehensive Master Plan

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to adopt the 2013-2023 RSCCD Comprehensive Master Plan. Discussion ensued. The motion carried unanimously.

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

It was moved by Mr. Labrado and seconded by Ms. Mendoza Yanez to adopt the self-evaluation survey instrument, the list of designated individuals who will receive the survey, and the self-evaluation timeline. Discussion ensued. The motion carried unanimously.

6.6 Approval of Conditional Settlement Agreement and Memorandum of Understanding for Vehicle License Fee Adjustment Amounts (VLFFA) Litigation

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza Yanez to approve the Conditional Settlement Agreement and Memorandum of Understanding and authorize the chancellor to execute the documents on behalf of the district as presented. Discussion ensued. The motion carried with a vote of abstention from Mr. Hanna.

6.7 Reports from Board Committees

Mr. Labrado provided a report on the October 10, 2013, Board Facilities Committee meeting.

Mr. Hanna provided a report on the September 30, 2013, Board Policy Committee meeting during Item 6.3 (First Reading of Revised Board Policies).

Mr. Correa provided a report on the October 3, 2013, Orange County Community Colleges Legislative Task Force meeting.

6.8 Board Member Comments

Board members thanked SCC staff for hosting the board meeting.

Mr. Hanna and Ms. Alvarez reported they had participated in the first Standard IV accreditation team meeting.

Mr. Hanna reported he enjoyed attending the recent SAC vs. SCC soccer game.

Mr. Hanna indicated AB 60 (Driver's licenses: eligibility: required documentation) will assist the district's students, staff, and families.

Mr. Hanna commented on SB 141 (Postsecondary education benefits: children of deported or voluntarily departed parents), SB 150 (Pupils: concurrent enrollment in secondary school and community college: nonresident tuition exemption), and SB 290 (Nonresident tuition exemption: veterans).

Ms. Mendoza Yanez encouraged attendance at upcoming events hosted by SCC ASG-Orange Education Center's Speaking and Writing Club. In addition, she extended an invitation to join her on October 24 at the Avocado Grill as she thanks those that supported her election.

Mr. Labrado and Ms. Alvarez reported on the Association of Community College Trustees (ACCT) 44th Annual Leadership Congress conference they attended on October 2-5 in Seattle, Washington. Mr. Labrado encouraged viewing Mr. Bill Gates' keynote address on the ACCT website.

6.8 Board Member Comments – (cont.)

Mr. Solorio extended thanks to staff for its partnership with The Regents of the University of California, Irvine, and Santa Ana Unified School District for the Gaining Early Awareness & Readiness for Undergraduate Programs (GEAR UP).

Mr. Yarbrough thanked staff for the Coastkeeper Garden tour before the board meeting; Ms. Barrios extended her regrets for not being able to participate in the tour.

Ms. Alvarez reported on the National Association of Latino Elected and Appointed Officials (NALEO) 9th Annual National Summit on the State of Latino Education, *Promoting STEM Education within the Latino Community*, on September 30-October 2 in Washington, D.C.

Ms. Alvarez thanked staff for providing the 2012-2013 Citizens' Bond Oversight Committee Annual Report to the Community (Item 5.2).

RECESS TO CLOSED SESSION

The board convened into closed session at 6:37 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Part-time Faculty
 - b. Classified Staff
 - c. Student Workers
 - d. Professional Experts
 - e. Classified Administrators
 1. Graphic Communications Manager
 2. Publications & Electronic Media Manager
 - f. Educational Administrator Appointments
 1. Director, Fire Education
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])
5. 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

The board reconvened at 7:19 p.m.

Closed Session Report

Mr. Labrado reported the board discussed the aforementioned items and voted unanimously to ratify the suspension of Mr. Abel Arredondo, Student Program Specialist, for three (3) days and suspend Ms. Elizabeth Thomas, Financial Aid Analyst, for ten (10) days.

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. Labrado, and carried unanimously to approve the following action on the management/academic personnel docket:

- Approve New Job Descriptions
- Approve Appointments
- Approve Changes of Assignment
- Approve Adjusted Salary Placements
- Approve FARSCCD Part-time/Hourly Step Increases Effective Fall 2013
- Approve Final Salary Placements
- Approve Adjusted Hourly Rate Placements for CEFA
- Approve Adjusted Hourly Rate Placements for FARSCCD
- Approve 2013-2014 Contract Extension Days
- Ratify Resignations/Retirements
- Approve Stipends
- Approve CEFA Step Increases
- Approve Part-time Hourly Hires/Rehires
- Approve Non-paid Intern Services

3.2 Classified Personnel

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

- Approve Revised Job Descriptions/Changes in Grade
- Approve Temporary to Contract Assignments
- Approve Longevity Increments
- Approve Changes in Positions
- Approve Changes in Salary Placements

3.2 Classified Personnel – (cont.)

- Ratify Resignations/Retirements
- Approve New Appointments
- Approve Temporary to Hourly On Going Assignments
- Approve Additional Hours for On Going Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Volunteers
- Approve Student Assistant Lists

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on October 28, 2013, at Santa Ana College, 1530 W. 17th Street, Santa Ana, California.

There being no further business, Ms. Barrios declared this meeting adjourned at 7:21 p.m., in memory of Dr. Michael Kelcher, Professor of Chemistry, Santa Ana College.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: October 28, 2013

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC**

October 28, 2013

MANAGEMENT

Appointment

Coopman, Ronald
Interim Assistant Dean,
Criminal Justice Academy
Human Services & Technology Division
Santa Ana College

Effective: October 14, 2013
Salary Placement: F-1 \$44.79/Hour

Adjusted Salary Placement

Dominguez, Gary M.
Director, Fire Instruction
Fire Technology
Human Services & Technology Division
Santa Ana College

Effective: October 10, 2013
Salary Placement: H-2 \$81,189.50/Year

FACULTY

Final Salary Placement

Crabill, Phillip
Assistant Professor/Counselor
Counseling/Student Support
Services Division
Santiago Canyon College

Effective: September 16, 2013
Final Salary Placement: VII-9 \$92,508.92/Year

Adjusted Final Salary Placement

Benson, Kyla
Assistant Professor, Family &
Consumer Studies
Human Services & Technology Division
Santa Ana College

Effective: August 19, 2013
Final Salary Placement: II-8 \$68,795.14/Year

Permission to Accept Outside Assignment

Barembaum, Morrie – Appointed by the Academic Senate for California Community Colleges to serve on the Technology Task Force for the 2013-2014 academic year.

Rutan, Craig – Appointed by the Academic Senate for California Community Colleges to serve on the Organizational Task Force and the Faculty Evaluation Task Force for the 2013-2014 academic year.

FACULTY

Stipend(s)

Lui, Anson
Assistant Professor, Biology
Mathematics & Sciences Division
Santiago Canyon College

Effective: October 15, 2013
Amount: \$60.00
Reason: Staff Development Stipend
(Title V SCC HIS Prog Yr 4)

Foley, Denise
Associate Professor, Biology
Mathematics & Sciences Division
Santiago Canyon College

Effective: October 16, 2013
Amount: \$100.00
Reason: Staff Development Stipend
(Title V SCC HIS Prog Yr 4)

FARSCCD Part-time Hourly Step Increase Effective Fall 2013

Dumain, Kathleen
Instructor, Learning Disabled
Student Services Division
Santa Ana College

Effective: August 19, 2013
From Hourly Lecture/Lab Rate: III-3 \$58.21/\$49.48
To Hourly Lecture/Lab Rate: III-4 \$62.08/\$52.77

Part-time Hourly Hire(s)/Rehire(s)

Frank, Daniel C
Instructor, Accounting
Business Division
Santa Ana College

Effective: February 3, 2014
Hourly Lecture/Lab Rates: II-3 \$56.31/\$47.86

Skaron, Deborah K
Instructor, ESL (equivalency)
Continuing Education Division (OEC)
Santiago Canyon College

Effective: October 15, 2013
Hourly Lecture Rate: I-2 \$41.82

West, John
Instructor, Sociology
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: February 3, 2014
Hourly Lecture Rate: III-5 \$65.18

Wong, Jan Hoang
Instructor, Sign Language
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: October 21, 2013
Hourly Lecture Rate: I-3 \$53.63

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET

CLASSIFIED

OCTOBER 28, 2013

CLASSIFIEDHourly On Going to Contract

Nguyen, Hung	Effective: October 21, 2013
From: Admissions & Records Tech Spec	Grade 15, Step 5 + 6PG (1500)
To: Business Systems Analyst	\$65,236.64
(CL13-0453) Admissions/ SAC	

Longevity Increments

Sturuss, Teresa	Effective: December 1, 2013
Admissions & Records Specialist/ Orange	Grade 11, Step 6 + 2.5%Bil + 1PG + 5%L
Education Center	\$58,865.74

Williams, Lithia	Effective: December 1, 2013
Community Services Coordinator II/	Grade 15, Step 6 + 1PG + 5%L
Student Services/ SAC	\$70,754.20

Professional Growth Increment

Franklin, Anya	Effective: November 1, 2013
Library Tech II/ SAC	Grade 12, Step 6 + 5%L + 4PG(2000)
	\$62,017.64

Guillen Flores, Jabin	Effective: November 1, 2013
Custodian/ Admin. Services/ SAC	Grade 4, Step 5 + 5%SW + 2PG(1000)
	\$42,216.31

Change in Position

Casares, Diana	Effective: October 14, 2013
From: Job Placement Coordinator	Grade 15, Step 5 + 2.5%L + 5PG
To: Student Services Coordinator	\$67,830.06
(CL-0426)/Student Life/ SCC	

Change in Position cont'd

Scott, Brigitte
From: Administrative Clerk
To: Administrative Secretary
(Reclass 780)/ Science & Math/ SAC

Effective: July 1, 2013
Grade 12, Step 6 \$57,159.66

Vega, Jesus
From: Custodian/ GY
To: Sr. Custodian Utility Worker/Day
(CL13-0448)/ Admin. Services/ SCC

Effective: October 22, 2013
Grade 7, Step 5 \$43,724.02

Correction of Change in Grade

Facility Planning Specialist

From: Grade 12 **To: Grade 17**

CLASSIFIED HOURLY

New Appointments

Gomez, Linda
Instructional Assistant-ESL (CL13-0414)
Orange Education Center

Effective: October 21, 2013
Up to 19 Hours/Week School Session
Grade 5, Step A \$15.96/Hour

Saldivar, Juliana
Instructional Assistant (CL13-0417)
Orange Education Center

Effective: October 9, 2013
Up to 19 Hours/Week School Session
Grade 5, Step A \$15.96/Hour

Longevity Increment

Nguyen, Diem
Instructional Assistant/Science & Math/
SAC

Effective: November 1, 2013
Grade 5, Step A + 2.5%L \$16.36/Hour

Out of Class Assignment

Barker, Hillary
Administrative Clerk/ Fire Tech/ SAC

Effective: 08/22/13 – 11/29/13
19 Hours/Week 12 Month/Year
Grade 10, Step A \$19.49/Hour

Leave of Absence

Butler, Aaron Athletic Field Grounds Worker/ Admin. Services/ SAC	Effective: 07/01/13 – 07/31/13 05/01/14 – 05/31/14 Reason: Non Work Days 10 Month Contract
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Ratification of Resignation/Retirement

Castillo, Lauren Instructional Assistant-DSPS/SAC	Effective: October 31, 2013 Reason: Resignation
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TEMPORARY ASSIGNMENT

Aoun, Doris Instructional Assistant/ Science & Math/ SAC	Effective: 02/10/14 – 06/08/14
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Brubaker, Rebecca Instructional Assistant/ Science & Math/ SAC	Effective: 02/10/14 – 06/08/14
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Cordova, Juna Instructional Assistant/ Science & Math/ SAC	Effective: 02/10/14 – 06/08/14
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Diaz, Julia Instructional Assistant/ Science & Math/ SAC	Effective: 01/06/14 – 06/08/14
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Gomez, Brittany Instructional Assistant/ Science & Math/ SAC	Effective: 01/06/14 – 01/31/14
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Substitute Assignments

Barker, Hillary Administrative Clerk/ Human Services & Tech./ SAC	Effective: 08/22/13 – 11/29/13 Not to exceed 19 consecutive days in any given period.
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Substitute Assignments cont'd

Torres De Camino, Maria Teresa Custodian/ School of Continuing Education/SAC	Effective: 10/15/13 – 06/30/14
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MISCELLANEOUS POSITIONS

Salcido, Denise Presenter III/ Educ. Services/ District	Effective: 11/01/13 – 06/30/14
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Sobel, Barbara Community Services Presenter/ Student Services/ SAC	Effective: 10/26/13
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Souder, Laura Community Services Presenter/ Student Services/ SAC	Effective: 5/14/2014
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Taylor, Tracey Model/ Fine & Performing Arts/ SAC	Effective: 09/30/13 – 06/30/14
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Instructional Associates/Associate Assistants

Criminal Justice

Ott, Timothy	Effective: 10/29/13
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Phillips, Troy	Effective: 10/29/13
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Snow, Brian	Effective: 10/29/13
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White, Justin	Effective: 10/29/13
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COMMUNITY SERVICE PRESENTERS

Stipends Effective September 11 – October 10, 2013

Albert, Cynthia	Amount: \$ 390.20
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Chavez, Casey	Amount: \$ 200.00
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Clary, Ling Ling	Amount: \$ 960.00
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COMMUNITY SERVICE PRESENTERS cont'd
Stipends Effective September 11 – October 10, 2013

Diebolt Price, Julie	Amount: \$ 530.71
Dumon, Dori	Amount: \$ 240.00
Dutton, Donald	Amount: \$ 260.00
Eyre, John	Amount: \$ 109.62
Fischer Militaru, Mariana	Amount: \$ 742.50
Friebert, Martin	Amount: \$ 825.00
Goldman, Deborah	Amount: \$ 229.68
Hardy, Kamillia	Amount: \$ 668.16
Munoz, Jayne	Amount: \$ 292.50
Nolasco, Jeffrey	Amount: \$ 607.50
Pratt, Allison	Amount: \$ 602.91
Schindelbeck, Judy	Amount: \$ 830.00
Sobel, Barbara	Amount: \$ 37.58
Thurston, Dawna	Amount: \$ 240.00
Vallot, Lothar	Amount: \$ 146.16
Watson, Katherine	Amount: \$ 123.19

VOLUNTEERS

Benson, Damien Student Driver/ Kinesiology/ SAC	Effective: 10/29/13 – 06/30/14
Burke, Alex Student Driver/ Kinesiology/ SAC	Effective: 10/29/13 – 06/30/14

**SANTA ANA COLLEGE
STUDENT ASSISTANT LIST**

Celestino, Jennifer	Effective: 10/08/13-06/30/14
Chao, Sokunthea	Effective: 10/02/13-06/30/14
Chavez, Audrey Marie	Effective: 10/07/13-06/30/14
Chung, Son Truong	Effective: 10/14/13-06/30/14
Dinh, Brian	Effective: 10/02/13-06/30/14
Gutierrez, Alejandro	Effective: 10/01/13-06/30/14
Hernandez, Cindia	Effective: 10/07/13-06/30/14
Hoang, Duc	Effective: 10/02/13-06/30/14
Mach, Troy	Effective: 10/07/13-06/30/14
Nguyen, Kaylie Khanh	Effective: 10/01/13-06/30/14
Nguyen, Phuong	Effective: 10/07/13-06/30/14
Nguyen, Quynh Long Gia	Effective: 10/07/13-06/30/14
Nguyen, Van	Effective: 10/08/13-06/30/14
Ozuna, Marlene	Effective: 10/07/13-06/30/14
Pham, Quynh Vu Nhu	Effective: 10/02/13-06/30/14
Saldivar, Felipe	Effective: 10/08/13-06/30/14
Thai, Jimmy	Effective: 10/03/13-06/30/14
Tinoco, Rebecca	Effective: 10/01/13-06/30/14
To, Lan Thi Ngoc	Effective: 10/03/13-06/30/14
Tran, Hoan Ngoc	Effective: 10/01/13-06/30/14
Tran, Huong	Effective: 10/02/13-06/30/14
Ulloa, Coraima Suehey	Effective: 10/11/13-06/30/14
Zuniga, Elisa	Effective: 09/30/13-06/30/14

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

Espinoza, Mayra	Effective: 10/02/13 – 06/30/14
Figueras, Bianca	Effective: 10/09/13 – 06/30/14
Floyd, Erica	Effective: 10/02/13 – 06/30/14
Hrycyk, Evan	Effective: 10/09/13 – 06/30/14
Jaime, Corey	Effective: 10/08/13 – 06/30/14
Jimenez, Joana	Effective: 10/09/13 – 06/30/14
Khodaei, Fahimeh	Effective: 09/30/13 – 06/30/14
Nguyen, Jennifer	Effective: 09/30/13 – 06/30/14
Rangel, Destinee	Effective: 10/10/13 – 06/30/14
Trejo, Andrew	Effective: 10/02/13 – 06/30/14

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Human Resources and Educational Services

To:	Board of Trustees	Date: October 28, 2013
Re:	Rejection of Claim	File # 13-12805 JT
Action:	Request for Authorization	

The district's claims administrator recommends that the Board of Trustees authorize the Chancellor, or designee, to reject claim # 13-12805 JT.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources and Educational Services

To:	Board of Trustees	Date: October 28, 2013
Re:	Approval of Modification to 2013-14 Employee Calendar	
Action:	Request for Approval	

BACKGROUND

The Board of Trustees approved the 2013-14 Employee Calendar on June 17, 2013. At that time the credit instructional calendar did not include a Winter Intersession in January 2014. The Board of Trustees approved a modification to the credit instructional calendar on September 23, 2013, which added a January Intersession and moved the dates of the Spring 2014 semester back by two weeks.

ANALYSIS

The change in the dates of the Spring 2014 semester moves Spring Break from March 24 – 29 to April 7 – 12, 2014. The collective bargaining agreement with CSEA and its Chapter 579 provides for two holidays during Spring Break. The District has negotiated a modification to the Employee Calendar reflecting the new Spring Break holidays.

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised 2013-14 Employee Calendar.

Fiscal Impact: None	Board Date: October 28, 2013
Item Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Recommended by: Raul 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>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>Spring Break: April 10 & 11</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>Memorial Day: May 26</i>
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30						

Board Approved: June 17, 2013
Revised: October 28, 2013

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

BOARD MEMBERS (to be approved)

STUDENT SENATE FOR CALIFORNIA COMMUNITY
COLLEGES – FALL 2011 GENERAL ASSEMBLY
Monterey, California – November 1-3, 2013

1 Board Member
(Luis Correa)

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Approval of a new OTA Agreement – AccentCare Home Health – El Centro Branch	
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 (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 AccentCare Home Health – El Centro Branch in El Centro, California.

Fiscal Impact:	None	Board Date: October 28, 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	

A G R E E M E N T

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into the October 2, 2013 by and between AccentCare Home Health – El Centro Branch, hereinafter called the Agency, and **Rancho Santiago Community College District on behalf of Santa Ana College**, hereinafter called the District.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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

WHEREAS, the District provides programs in Occupational Therapy Assistant Program education, which require clinical experience for students, enrolled in these programs.

WHEREAS, the Agency has facilities suitable for the clinical needs of the District programs in the Occupational Therapy Assistant Program.

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

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGE

A. For the Program in General

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

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

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

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

4. The Agency will provide orientation for students and faculty to familiarize them with Agency policies and facilities before assigning them to duties at the Agency.
5. The Agency will permit its employees to participate in the educational program as resource persons and clinical experts provided such participation does not interfere with assigned duties.
6. The Agency will permit the faculty and students of the District to use its patient care and patient service facilities for clinical education according to approved curricula.
7. The Agency will confer with the District prior to making a commitment for new or expanded use of its clinical facilities by any other Occupational Therapy Assistant Program that interfere with current student placement.

B. For Services and Facilities

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

C. For the Control of District Personnel

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

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

A. For publications

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

B. Insurance:

Without limiting the indemnification obligations stated below, each party to the Agreement shall maintain and secure at its own expense comprehensive general liability, property damage insurance, and professional liability of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.

C. Indemnification

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

PART V. STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS

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

- D. The District will be responsible for assuring that health care students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI. PERIOD OF AGREEMENT, TERMINATION

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

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

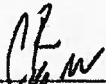
**District: Rancho Santiago Community
College District**

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

Agency:

AccentCare Home Health
2344 S. 2nd. Street, suite A
El Centro, CA 92243

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services



Carlos Ramirez RN, MSN.
Executive Director/DPCS

Date: _____

Date: _____

Check Registers Submitted for Approval
Checks Written for Period 10/05/13 thru 10/18/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57810	General Fund Unrestricted	57,478.26	0.00	57,478.26	92*0364228	92*0364302
57811	General Fund Unrestricted	55,122.00	0.00	55,122.00	92*0364303	92*0364377
57812	General Fund Unrestricted	64,741.56	0.00	64,741.56	92*0364378	92*0364452
57813	General Fund Unrestricted	39,623.79	0.00	39,623.79	92*0364453	92*0364501
57814	General Fund Unrestricted	38,209.62	0.00	38,209.62	92*0364502	92*0364576
57815	General Fund Unrestricted	37,533.00	0.00	37,533.00	92*0364577	92*0364651
57816	General Fund Unrestricted	38,655.00	0.00	38,655.00	92*0364652	92*0364726
57817	General Fund Unrestricted	34,541.02	0.00	34,541.02	92*0364727	92*0364801
57818	General Fund Unrestricted	37,044.60	0.00	37,044.60	92*0364802	92*0364876
57819	General Fund Unrestricted	40,903.00	0.00	40,903.00	92*0364877	92*0364951
57820	General Fund Unrestricted	42,582.46	0.00	42,582.46	92*0364952	92*0365026
57821	General Fund Unrestricted	42,526.50	0.00	42,526.50	92*0365027	92*0365101
57822	General Fund Unrestricted	42,957.00	0.00	42,957.00	92*0365102	92*0365176
57823	General Fund Unrestricted	43,054.00	0.00	43,054.00	92*0365177	92*0365251
57824	General Fund Unrestricted	37,012.00	0.00	37,012.00	92*0365252	92*0365326
57825	General Fund Unrestricted	58,635.00	0.00	58,635.00	92*0365327	92*0365401
57826	General Fund Unrestricted	59,008.00	0.00	59,008.00	92*0365402	92*0365476
57827	General Fund Unrestricted	35,308.50	0.00	35,308.50	92*0365477	92*0365518
57840	General Fund Unrestricted	146.50	0.00	146.50	92*0365650	92*0365650
57841	General Fund Unrestricted	670.00	0.00	670.00	92*0365656	92*0365662
57843	General Fund Unrestricted	3,934.40	0.00	3,934.40	92*0365665	92*0365666
57846	General Fund Unrestricted	375.00	0.00	375.00	92*0365672	92*0365673
57847	General Fund Unrestricted	4,359.83	0.00	4,359.83	92*0365675	92*0365677
57848	General Fund Unrestricted	3,362.50	0.00	3,362.50	92*0365679	92*0365682
57849	General Fund Unrestricted	100.00	0.00	100.00	92*0365686	92*0365686
57850	General Fund Unrestricted	11,228.00	0.00	11,228.00	92*0365692	92*0365695
57851	General Fund Unrestricted	2,148.92	0.00	2,148.92	92*0365697	92*0365700
57853	General Fund Unrestricted	110,487.50	0.00	110,487.50	92*0365709	92*0365711
57860	General Fund Unrestricted	3,068.62	0.00	3,068.62	92*0365737	92*0365738
57861	General Fund Unrestricted	1,912.87	0.00	1,912.87	92*0365740	92*0365746
57863	General Fund Unrestricted	1,344.23	0.00	1,344.23	92*0365755	92*0365760
57864	General Fund Unrestricted	975.08	0.00	975.08	92*0365766	92*0365766
57871	General Fund Unrestricted	73.44	0.00	73.44	92*0365802	92*0365802
57872	General Fund Unrestricted	2,630.07	0.00	2,630.07	92*0365807	92*0365812
57875	General Fund Unrestricted	4,500.00	0.00	4,500.00	92*0365834	92*0365834
57876	General Fund Unrestricted	2,512.50	0.00	2,512.50	92*0365837	92*0365847
57882	General Fund Unrestricted	3,054.00	0.00	3,054.00	92*0365862	92*0365864
57888	General Fund Unrestricted	73.68	0.00	73.68	92*0365890	92*0365896
57889	General Fund Unrestricted	249.37	0.00	249.37	92*0365898	92*0365899
57890	General Fund Unrestricted	2,795.27	0.00	2,795.27	92*0365904	92*0365910
57891	General Fund Unrestricted	908.35	0.00	908.35	92*0365911	92*0365917

Check Registers Submitted for Approval
 Checks Written for Period 10/05/13 thru 10/18/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57892	General Fund Unrestricted	1,748.20	0.00	1,748.20	92*0365920	92*0365925
57893	General Fund Unrestricted	567.05	0.00	567.05	92*0365927	92*0365934
57894	General Fund Unrestricted	12,538.98	0.00	12,538.98	92*0365935	92*0365940
57896	General Fund Unrestricted	1,883.00	0.00	1,883.00	92*0365943	92*0365948
57897	General Fund Unrestricted	1,693.07	0.00	1,693.07	92*0365949	92*0365951
57898	General Fund Unrestricted	1,222.82	0.00	1,222.82	92*0365957	92*0365958
57902	General Fund Unrestricted	12,559.43	0.00	12,559.43	92*0365974	92*0365979
57903	General Fund Unrestricted	2,551.38	0.00	2,551.38	92*0365980	92*0365986
57904	General Fund Unrestricted	485.01	0.00	485.01	92*0365989	92*0365993
57905	General Fund Unrestricted	1,924.23	0.00	1,924.23	92*0365995	92*0366002
57906	General Fund Unrestricted	1,327.54	0.00	1,327.54	92*0366007	92*0366007
57910	General Fund Unrestricted	2,746.27	0.00	2,746.27	92*0366033	92*0366036
57911	General Fund Unrestricted	2,091.00	0.00	2,091.00	92*0366037	92*0366041
57923	General Fund Unrestricted	2,872.53	0.00	2,872.53	92*0366657	92*0366663
57924	General Fund Unrestricted	41,231.89	0.00	41,231.89	92*0366664	92*0366667
57925	General Fund Unrestricted	1,032.43	0.00	1,032.43	92*0366670	92*0366670
57926	General Fund Unrestricted	46.80	0.00	46.80	92*0366673	92*0366673
57927	General Fund Unrestricted	655.22	0.00	655.22	92*0366681	92*0366681
57928	General Fund Unrestricted	902.51	0.00	902.51	92*0366682	92*0366683
57930	General Fund Unrestricted	8,769.90	0.00	8,769.90	92*0366699	92*0366700
57937	General Fund Unrestricted	1,803.85	0.00	1,803.85	92*0366722	92*0366728
57938	General Fund Unrestricted	3,496.91	0.00	3,496.91	92*0366729	92*0366734
57939	General Fund Unrestricted	4,420.40	0.00	4,420.40	92*0366735	92*0366739
57940	General Fund Unrestricted	973.65	0.00	973.65	92*0366743	92*0366745
57941	General Fund Unrestricted	5,630.67	0.00	5,630.67	92*0366746	92*0366751
57943	General Fund Unrestricted	2,026.15	0.00	2,026.15	92*0366761	92*0366764
57944	General Fund Unrestricted	1,972.62	0.00	1,972.62	92*0366769	92*0366775
57945	General Fund Unrestricted	11,441.43	0.00	11,441.43	92*0366776	92*0366782
57946	General Fund Unrestricted	6,726.70	0.00	6,726.70	92*0366783	92*0366789
57947	General Fund Unrestricted	3,309.16	0.00	3,309.16	92*0366790	92*0366796
57948	General Fund Unrestricted	2,210.18	0.00	2,210.18	92*0366797	92*0366803
57949	General Fund Unrestricted	2,706.07	0.00	2,706.07	92*0366804	92*0366806
57950	General Fund Unrestricted	22,435.05	0.00	22,435.05	92*0366809	92*0366811
Total Fund 11 General Fund Unrestricted		<u>\$1,133,847.54</u>	<u>\$0.00</u>	<u>\$1,133,847.54</u>		

Check Registers Submitted for Approval
 Checks Written for Period 10/05/13 thru 10/18/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57840	General Fund Restricted	544.41	0.00	544.41	92*0365651	92*0365655
57841	General Fund Restricted	2,503.80	0.00	2,503.80	92*0365657	92*0365661
57843	General Fund Restricted	1,469.65	0.00	1,469.65	92*0365664	92*0365664
57847	General Fund Restricted	4,015.71	0.00	4,015.71	92*0365676	92*0365676
57848	General Fund Restricted	5,980.39	0.00	5,980.39	92*0365678	92*0365681
57849	General Fund Restricted	1,317.80	0.00	1,317.80	92*0365684	92*0365689
57850	General Fund Restricted	6,610.00	0.00	6,610.00	92*0365690	92*0365690
57851	General Fund Restricted	732.78	0.00	732.78	92*0365696	92*0365696
57852	General Fund Restricted	3,200.00	0.00	3,200.00	92*0365701	92*0365708
57859	General Fund Restricted	2,223.86	0.00	2,223.86	92*0365730	92*0365735
57860	General Fund Restricted	2,870.00	0.00	2,870.00	92*0365736	92*0365739
57862	General Fund Restricted	2,156.94	0.00	2,156.94	92*0365747	92*0365754
57863	General Fund Restricted	757.56	0.00	757.56	92*0365757	92*0365761
57864	General Fund Restricted	1,536.51	0.00	1,536.51	92*0365762	92*0365767
57865	General Fund Restricted	16,741.61	0.00	16,741.61	92*0365768	92*0365771
57866	General Fund Restricted	784.74	0.00	784.74	92*0365772	92*0365779
57871	General Fund Restricted	833.61	0.00	833.61	92*0365801	92*0365806
57872	General Fund Restricted	604.21	0.00	604.21	92*0365809	92*0365810
57873	General Fund Restricted	382.16	0.00	382.16	92*0365813	92*0365820
57874	General Fund Restricted	4,120.89	0.00	4,120.89	92*0365821	92*0365829
57875	General Fund Restricted	29,909.17	0.00	29,909.17	92*0365830	92*0365836
57880	General Fund Restricted	8,840.62	0.00	8,840.62	92*0365855	92*0365856
57881	General Fund Restricted	3,892.91	0.00	3,892.91	92*0365857	92*0365860
57882	General Fund Restricted	1,350.31	0.00	1,350.31	92*0365865	92*0365869
57883	General Fund Restricted	1,055.02	0.00	1,055.02	92*0365870	92*0365877
57885	General Fund Restricted	47,310.01	0.00	47,310.01	92*0365881	92*0365882
57888	General Fund Restricted	406.75	0.00	406.75	92*0365889	92*0365894
57889	General Fund Restricted	50.63	0.00	50.63	92*0365900	92*0365900
57890	General Fund Restricted	196.94	0.00	196.94	92*0365903	92*0365903
57891	General Fund Restricted	1,230.00	0.00	1,230.00	92*0365913	92*0365918
57892	General Fund Restricted	1,853.32	0.00	1,853.32	92*0365919	92*0365926
57893	General Fund Restricted	1,471.65	0.00	1,471.65	92*0365929	92*0365933
57894	General Fund Restricted	10,841.55	0.00	10,841.55	92*0365938	92*0365941
57898	General Fund Restricted	313.72	0.00	313.72	92*0365952	92*0365956
57902	General Fund Restricted	6,816.95	0.00	6,816.95	92*0365977	92*0365977
57903	General Fund Restricted	124.65	0.00	124.65	92*0365981	92*0365981
57904	General Fund Restricted	1,183.29	0.00	1,183.29	92*0365987	92*0365994
57905	General Fund Restricted	500.84	0.00	500.84	92*0365999	92*0366001
57906	General Fund Restricted	9,347.30	0.00	9,347.30	92*0366003	92*0366006
57907	General Fund Restricted	25,428.38	0.00	25,428.38	92*0366009	92*0366011
57908	General Fund Restricted	2,320.00	0.00	2,320.00	92*0366012	92*0366021

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57909	General Fund Restricted	1,760.00	0.00	1,760.00	92*0366022	92*0366032
57925	General Fund Restricted	3,982.50	0.00	3,982.50	92*0366668	92*0366669
57926	General Fund Restricted	829.58	0.00	829.58	92*0366672	92*0366678
57927	General Fund Restricted	1,522.04	0.00	1,522.04	92*0366679	92*0366680
57928	General Fund Restricted	1,460.38	0.00	1,460.38	92*0366684	92*0366686
57929	General Fund Restricted	2,821.35	0.00	2,821.35	92*0366687	92*0366698
57940	General Fund Restricted	447.42	0.00	447.42	92*0366740	92*0366742
57942	General Fund Restricted	1,876.15	0.00	1,876.15	92*0366752	92*0366760
57943	General Fund Restricted	1,208.06	0.00	1,208.06	92*0366765	92*0366768
57946	General Fund Restricted	3,097.00	0.00	3,097.00	92*0366785	92*0366788
57949	General Fund Restricted	908.18	0.00	908.18	92*0366807	92*0366808
Total Fund 12 General Fund Restricted		<u>\$233,743.30</u>	<u>\$0.00</u>	<u>\$233,743.30</u>		

Check Registers Submitted for Approval
 Checks Written for Period 10/05/13 thru 10/18/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57839	GF Unrestricted One-Time Func	3,447.65	0.00	3,447.65	92*0365647	92*0365649
57842	GF Unrestricted One-Time Func	13,804.68	0.00	13,804.68	92*0365663	92*0365663
57847	GF Unrestricted One-Time Func	3,639.60	0.00	3,639.60	92*0365674	92*0365674
57849	GF Unrestricted One-Time Func	165.22	0.00	165.22	92*0365683	92*0365683
57850	GF Unrestricted One-Time Func	16,722.29	0.00	16,722.29	92*0365691	92*0365691
57854	GF Unrestricted One-Time Func	36,988.94	0.00	36,988.94	92*0365712	92*0365716
57870	GF Unrestricted One-Time Func	593.47	0.00	593.47	92*0365798	92*0365800
57874	GF Unrestricted One-Time Func	77.29	0.00	77.29	92*0365826	92*0365826
57881	GF Unrestricted One-Time Func	59.20	0.00	59.20	92*0365861	92*0365861
57884	GF Unrestricted One-Time Func	259,257.91	0.00	259,257.91	92*0365878	92*0365880
57889	GF Unrestricted One-Time Func	521.43	0.00	521.43	92*0365897	92*0365902
57895	GF Unrestricted One-Time Func	85,968.39	0.00	85,968.39	92*0365942	92*0365942
57902	GF Unrestricted One-Time Func	3,542.40	0.00	3,542.40	92*0365978	92*0365978
57907	GF Unrestricted One-Time Func	70,742.85	0.00	70,742.85	92*0366008	92*0366008
57926	GF Unrestricted One-Time Func	8,836.46	0.00	8,836.46	92*0366671	92*0366677
Total Fund 13 GF Unrestricted One-Time		<u>\$504,367.78</u>	<u>\$0.00</u>	<u>\$504,367.78</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57855	Child Development Fund	5,502.55	0.00	5,502.55	92*0365717	92*0365723
57867	Child Development Fund	7,786.67	0.00	7,786.67	92*0365780	92*0365786
57877	Child Development Fund	149.18	0.00	149.18	92*0365848	92*0365848
57899	Child Development Fund	2,065.55	0.00	2,065.55	92*0365959	92*0365963
57900	Child Development Fund	1,915.97	0.00	1,915.97	92*0365964	92*0365971
57912	Child Development Fund	3,969.08	0.00	3,969.08	92*0366042	92*0366048
57931	Child Development Fund	8,684.02	0.00	8,684.02	92*0366701	92*0366706
57932	Child Development Fund	2,130.92	0.00	2,130.92	92*0366707	92*0366713
57951	Child Development Fund	857.36	0.00	857.36	92*0366812	92*0366813
Total Fund 33 Child Development Fund		<u><u>\$33,061.30</u></u>	<u><u>\$0.00</u></u>	<u><u>\$33,061.30</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57869	Capital Outlay Projects Fund	2,872.94	0.00	2,872.94	92*0365795	92*0365797
57887	Capital Outlay Projects Fund	3,200.00	0.00	3,200.00	92*0365888	92*0365888
57914	Capital Outlay Projects Fund	560.00	0.00	560.00	92*0366050	92*0366050
57934	Capital Outlay Projects Fund	43,105.85	0.00	43,105.85	92*0366716	92*0366719
57935	Capital Outlay Projects Fund	165,514.60	0.00	165,514.60	92*0366720	92*0366720
57954	Capital Outlay Projects Fund	13,818.94	0.00	13,818.94	92*0366823	92*0366826
Total Fund 41 Capital Outlay Projects Fu		<u><u>\$229,072.33</u></u>	<u><u>\$0.00</u></u>	<u><u>\$229,072.33</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57844	Bond Fund, Measure E	42,057.87	0.00	42,057.87	92*0365667	92*0365668
57845	Bond Fund, Measure E	46,049.60	0.00	46,049.60	92*0365669	92*0365671
57856	Bond Fund, Measure E	589.33	0.00	589.33	92*0365724	92*0365725
57857	Bond Fund, Measure E	33,511.25	0.00	33,511.25	92*0365726	92*0365727
57868	Bond Fund, Measure E	48,797.21	0.00	48,797.21	92*0365787	92*0365794
57878	Bond Fund, Measure E	103,356.84	0.00	103,356.84	92*0365849	92*0365852
57886	Bond Fund, Measure E	13,523.08	0.00	13,523.08	92*0365883	92*0365887
57901	Bond Fund, Measure E	65,751.94	0.00	65,751.94	92*0365972	92*0365973
57913	Bond Fund, Measure E	68.60	0.00	68.60	92*0366049	92*0366049
57933	Bond Fund, Measure E	875.85	0.00	875.85	92*0366714	92*0366715
57952	Bond Fund, Measure E	91,196.00	0.00	91,196.00	92*0366814	92*0366817
57953	Bond Fund, Measure E	18,164.78	0.00	18,164.78	92*0366818	92*0366822
Total Fund 42 Bond Fund, Measure E		<u>\$463,942.35</u>	<u>\$0.00</u>	<u>\$463,942.35</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57858	Property and Liability Fund	7,153.40	0.00	7,153.40	92*0365728	92*0365729
57936	Property and Liability Fund	3,438.36	0.00	3,438.36	92*0366721	92*0366721
Total Fund 61 Property and Liability Fund		<u><u>\$10,591.76</u></u>	<u><u>\$0.00</u></u>	<u><u>\$10,591.76</u></u>		

57879	Workers' Compensation Fund	1,888.45	0.00	1,888.45	92*0365853	92*0365854
Total Fund 62 Workers' Compensation Fu		<u><u>\$1,888.45</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,888.45</u></u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	1,133,847.54
Total Fund 12 General Fund Restricted	233,743.30
Total Fund 13 GF Unrestricted One-Time Fund	504,367.78
Total Fund 33 Child Development Fund	33,061.30
Total Fund 41 Capital Outlay Projects Fund	229,072.33
Total Fund 42 Bond Fund, Measure E	463,942.35
Total Fund 61 Property and Liability Fund	10,591.76
Total Fund 62 Workers' Compensation Fund	1,888.45
Grand Total:	<u><u>\$2,610,514.81</u></u>

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Approval of Agreement with Knowland Construction Services for DSA Inspection Services for Perimeter Site Improvements and Building "G" Renovation Projects at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement for Division of State Architect (DSA) mandated inspection services for the Building "G" Renovations and Perimeter Site Improvement projects at Santa Ana College.

ANALYSIS:

The District is in need of replacing the previous DSA inspection company, TYR I.O.R Services.

In order to complete these projects at Santa Ana College a Request for Qualifications for Division of State Architect were released and four firms responded. The District has requested the DSA Inspection services of Knowland Construction Services. The services covered by this agreement shall commence September 30, 2013 and ends June 30, 2014.

The estimated project inspection costs are as follows:

Perimeter Site Improvements: \$99,792

Building "G" Renovation: \$17,094

The contract is a not to exceed fee of \$116,886.

This project is funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the contract with Knowland Construction Services for DSA Inspection Services for the Perimeter Site Improvements and Building "G" Renovation projects at Santa Ana College as presented.

Fiscal Impact:	\$116,886	Board Date: October 28, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	5.2 (1)

Board Agreement Summary

Board Date: 10/28/13

**Project: Perimeter Site Improvements and
Building "G" Renovations**

Site: Santa Ana College

Consultant: Knowland Construction Services

Type of Service: DSA Inspection Services

Agreement Summary	No.	Amount	Duration	
			Start	End
Proposed Contract Amount		\$ 116,886.00	9/30/2013	6/30/2014
Total Agreement Amount		\$ 116,886.00		

(Not to exceed)

DESCRIPTION:	Fee Breakdown:	
Perimeter Site Improvements at Santa Ana College	\$	99,792.00
Building "G" Renovations at Santa Ana College	\$	17,094.00
Total Proposed Amendment Amount:	\$	116,886.00

New Contract End Date: 6/30/14

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Approval of Amendment to Agreement with Bernards Management Services for Additional Construction Management Services for the Close Out of Bid Packages 1, 2 and 3 at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On September 27, 2011, the Board of Trustees approved an agreement with Bernards Management Services for construction management services for multiple projects at Santa Ana College.

ANALYSIS:

Bernards Management Services has been providing construction management services at Santa Ana College for Bid Packages 1, 2 and 3. These three projects consist of the New Soccer Field and Sports Facilities, Road Alignment/Cul-De-Sac and Parking Lot Expansion and Perimeter Site Improvements.

Due to additional time needed to close out these projects, an amendment to extend time and add additional not to exceed fees will be required. The time extension will be through March 31, 2014. The additional fees required will be \$228,433 include \$28,000 for reimbursables. This is a not to exceed fee.

This is funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Amendment to Agreement with Bernards Management Services for additional construction management services for the close out of Packages 1, 2, and 3 Projects at Santa Ana College as presented.

Fiscal Impact:	\$228,433	Board Date: October 28, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Board Agreement Summary

Board Date: 10/28/13

Project: Bid Packages 1, 2 and 3

Site: Santa Ana College

Consultant: Bernards Management Services

Type of Service: Construction Management Services

Agreement Summary	No.	Amount	Reimbursables	Duration	
				Start	End
Original Contract Amount		\$ 408,576.00	\$ 32,880.00	9/27/2011	-
Amendment	1	\$ 7,492.00	-	1/11/2012	-
Amendment	2	\$ 413,716.00	\$ 26,000.00	10/5/2013	-
Proposed Amendment	3	\$ 200,433.00	\$ 28,000.00	10/28/2013	3/31/2014
Total Agreement Amount		\$ 1,030,217.00	\$ 86,880.00	\$ 1,117,097.00	
		<i>(Not to exceed)</i>			

Fee Breakdown:	Hrly Rate	Hrs.	Fee
Project Manager	\$127	1055	\$133,985
Project Manager	\$127	112	\$14,224
Site Administrator	\$51	1024	\$52,224
Reimbursables (\$4000 x 7 months)			\$28,000
			\$228,433

DESCRIPTION:

Close Out Of: New Soccer Field and Sports Facilities, Road Alignment/Cul-De-Sac and Parking Lot Expansion and Perimeter Site Improvements.

Total Proposed Amendment Amount: \$ **228,433.00**

New Contract End Date: **3/31/14**

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Approval of Amendment to Agreement with Bernards Management Services for Additional Construction Management Services for the Gymnasium Building “G” Renovations at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On October 22, 2012 the Board of Trustees approved an agreement with Bernards Management Services for construction management services for Gymnasium Building “G” Renovations at Santa Ana College.

ANALYSIS:

Bernards Management Services has been providing construction management services at Santa Ana College for the Gymnasium Building “G” Renovations project.

Due to an extension in construction time and additional construction management fees for the close out of the Gymnasium Building “G” Renovations project an amendment to the previous agreement will be required. There will be an extension in time of services and service fees. The time extension will be through October 31, 2014. The additional fees required will be \$28,160.

This is funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Amendment to Agreement with Bernards Management Services for additional construction management services for the close out of Gymnasium Building “G” Renovations at Santa Ana College as presented.

Fiscal Impact:	\$28,160	Board Date: October 28, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Board Agreement Summary

Board Date: 10/28/13

Project: Gymnasium Building "G" Improvements

Site: Santa Ana College

Consultant: Bernards Management Services

Type of Service: Construction Management Services

Agreement Summary	No.	Amount	Reimbursables	Duration	
				Start	End
Original Contract Amount		\$ 21,500.00	\$ 5,000.00	10/22/2012	-
Proposed Amendment	1	\$ 28,160.00	\$ -	-	10/31/2013
Total Agreement Amount		\$ 49,660.00			
		<i>(Not to exceed)</i>			

Fee Breakdown:	Hrly Rate	Hrs.	Fee
Project Engineer	\$80	352	\$28,160

DESCRIPTION:

To complete punchlist and Division of State Architect certification.

Total Proposed Amount:	\$ 28,160.00
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Contract End Date:	10/31/2013
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RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date:	October 28, 2013
Re:	Approval of Change Order #1, Bid #1197 - Contract with Haitbrink Asphalt Paving Inc. for Resurfacing of Parking Lots 6 and 8 at Santa Ana College		
Action:	Request for Approval		

BACKGROUND:

On June 17, 2013, the Board of Trustees awarded a contract to Haitbrink Asphalt Paving Inc. for Bid #1197, resurfacing of parking lots 6 and 8 at Santa Ana College.

ANALYSIS:

This reduction is for an unused allowance.

Change Order #1 as outlined, decreases the contract by \$7,026. The revised contract amount is \$468,001.03. This reduction is for an unused allowance. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are -1.48% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

This project was funded by Redevelopment funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1, Bid #1197, Resurfacing of Parking Lots 6 and 8 at Santa Ana College as presented.

Fiscal Impact:	- \$7,026	Board Date:	October 28, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services		
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

CHANGE ORDER		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
Project:	Santa Ana College - Resurface Parking Lots #6 and #8	Bid No. 1197	P.O. # 14-P0027558
		D.S.A. No.	N/A
Contractor:	Haitbrink Asphalt Paving, Inc.	Change Order No.	01
Architect:	BkF Engineers	Date:	October 14, 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		\$475,027.03
Previous Change Orders	\$0.00	
This Change Order	-\$7,026.00	
Total Change Orders		-\$7,026.00
Revised Contract Amount		\$468,001.03
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		August 23, 2013
Revised Contract Completion Date		August 23, 2013
RSCCD Board Approval Date		October 28, 2013

Architect	Authorized Signature	Date
Contractor Name	Authorized Signature	Date
Construction Manager - Bernards	Authorized Signature	Date
District Inspector	Authorized Signature	Date
Director - District Construction and Support Services	Authorized Signature	Date
Alex Oviedo District Construction Supervisor	Authorized Signature	Date
Carri Matsumoto Assistant Vice Chancellor - Facility Planning	Authorized Signature	Date
Peter J. Hardash Vice Chancellor, Business Operations/Fiscal Services	Authorized Signature	Date

Board Change Order Summary

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

Project: <i>Santa Ana College - Resurface Parking Lots #6 and #8</i>		Bid No. <i>1197</i>	<i>14-P0027558</i>
		D.S.A. No. <i>N/A</i>	
Contractor: <i>Haitbrinnk Asphalt Paving, Inc.</i>		Change Order No. <i>1</i>	
Architect: <i>BkF Engineers</i>		Date: <i>October 14, 2013</i>	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<u>DESCRIPTION:</u> Final Reconciliation of Unused Allowance <u>REASON:</u> Contract Closeout <u>REQUESTOR:</u> District <u>TIME EXTENSION:</u> 0 calendar days	\$7,026.00	
Sub-Total		\$7,026.00	\$0.00
Total			-\$7,026.00

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Approval to Reject all Bids - Bid #1202 - Parking Lot 11 Expansion and Improvements at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On September 23, 2013 Bid #1202 was opened for the Parking Lot 11 Expansion and Improvements at Santa Ana College.

ANALYSIS:

The District received 6 bids on the project. Bids ranged from a low of \$6,323,400 to \$9,623,000. The apparent low bidder was Pima Corporation DBA Advanced Construction at \$6,323,400. The District received one bid protest on the project from Los Angeles Engineering. Legal Counsel, Hugh Lee at Atkinson, Andelson, Loya Ruud and Romo has reviewed the bid protest.

Staff is currently re-evaluating the scope of work and construction schedule and does not recommend awarding the bid at this time. Per Public Contract Code Section 20651, the Board of Trustees has the right to reject all bids.

RECOMMENDATION:

It is recommended that the Board of Trustees reject all bids in Bid #1202 - Parking Lot 11 Expansion and Improvements at Santa Ana College as presented.

Fiscal Impact:	NA	Board Date: October 28, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and 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 # 1202		PROJECT: SAC Parking Lot 11 Expansion and Improvement/Enhancements		DUE DATE: SEPTEMBER 23, 2013	
BIDDER		BASE BID AMOUNT		BIDDER	
PIMA CORPORATION/ DBA ADVANCED CONSTRUCTION 2001 S Barrington Avenue Ste. 119 Los Angeles, CA 90025		\$ 6,323,400.00			
ANGELES CONSTRUCTION 8461 Commonwealth Avenue Buena Park, CA 90621		\$ 6,608,000.00			
LOS ANGELES ENGINEERING 633 North Barranca Avenue Covina, CA 91723		\$ 6,840,000.00			
AMTEK CONSTRUCTION 12409 Slauson Avenue Ste. "I", Whittier, CA 90606		\$ 7,202,158.00			
MINAKO AMERICAN CORPORATION/ DBA MINCO CONSTRUCTION 522 East Airline Way Gardena, CA 90248		\$ 7,373,700.00			
HILLCREST CONSTRUCTION COMPANY 1467 Circle City Drive Corona, CA 92879		\$ 9,623,000.00			

5.6 (2)

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Approval to Reject all Bids - Bid #1206 - Tessman Planetarium Upgrade and Restroom Addition at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On September 26, 2013 Bid #1206 was opened for the Dunlap Tessman Planetarium upgrade and restroom addition project at Santa Ana College.

ANALYSIS:

The District received 13 bids on the project. Bids ranged from a low of \$1,798,000 to \$3,027,000. The apparent low bidder was PUB Construction at \$1,798,000. The District received one bid protest on the project from PCN3 Inc. Legal Counsel, Hugh Lee at Atkinson, Andelson, Loya Ruud and Romo has reviewed the Bid protest.

Staff is currently re-evaluating the scope of work and construction schedule and does not recommend awarding the bid at this time. Per Public Contract Code Section 20651, the Board of Trustees has the right to reject all bids.

RECOMMENDATION:

It is recommended that the Board of Trustees reject all bids in Bid #1206 - Tessman Planetarium Upgrade and Restroom Addition at Santa Ana College as presented.

Fiscal Impact:	NA	Board Date: October 28, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



RANCHO SANTIAGO
Community College District

2323 North Broadway
Santa Ana, CA 92706-1640

FACILITY PLANNING

BID RESULTS

BID # 1206		PROJECT: SAC PLANETARIUM AND RESTROOM UPGRADE		DUE DATE: SEPTEMBER 26, 2013	
BIDDER		BASE BID AMOUNT		BIDDER	
				BASE BID AMOUNT	
PUB CONSTRUCTION 23441 Golden Springs Drive, #104 Diamond Bar, CA 91765		\$	1,798,000.00	KEYSTONE BUILDERS 1026 S. Santa Fe Avenue #302 Los Angeles, CA 90021	\$ 2,189,716.00
PCN3, INC. 5450 Katella Avenue #104 Los Alamitos, CA 90720		\$	1,973,000.00	KEMCORP CONSTRUCTION INC. 14726 Ramona Avenue #410W8 Chinio, CA 91710	\$ 2,377,000.00
FAST TRACK CONSTRUCTION CORPORATION 5857 Uplander Way Culver City, CA 90230		\$	2,068,000.00	HARBOR CONSTRUCTION COMPANY INC. 15520 Rockfield Boulevard #B Irvine, CA 92618	\$ 2,414,000.00
DALKE & SONS CONSTRUCTION INC. 4585 Allstate Drive Riverside, CA 92501		\$	2,073,480.00	TWO BROTHERS CONSTRUCTION CORPORATION 7299 Orangethorpe Avenue Buena Park, CA 90621	\$ 2,430,000.00
JRH CONSTRUCTION COMPANY INC. 1185 Warner Avenue Tustin, CA 92706		\$	2,121,297.00	DE LA RIVA CONSTRUCTION INC. 638 S. State College Boulevard Fullerton, CA 92831	\$ 2,586,000.00
HARIK CONSTRUCTION COMPANY INC. 175 West Arrow Highway Glendora, CA 91740		\$	2,178,000.00	MINAKO AMERICA CORPORATION/ DBA MINCO CONSTRUCTION 522 East Airline Way	\$ 3,027,000.00
EPC-ECOPACIFIC CONSTRUCTION INC. 1230 Simpson Way Escondido, CA 92029		\$	2,187,378.00		

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Approval of Agreement with Westberg + White Architects for Architectural and Engineering Services for Construction Administration Services for the Boiler Replacement Projects at Santa Ana College and Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On January 14, 2013, the Board of Trustees awarded Westberg + White Architects a contract for design and services for the replacement of the boilers at Santa Ana College and Santiago Canyon College.

ANALYSIS:

This contract is to cover architectural and engineering services needed during construction for the Boiler Replacement Projects at Santa Ana College and Santiago Canyon College. The services covered by this agreement shall commence September 27, 2013 and ends June 30, 2014. The contract is a not to exceed fee of \$33,000 which includes \$2,000 for reimbursables.

This project is funded by Scheduled Maintenance and Redevelopment Agency.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with Westberg + White Architects for Architectural Services for Construction Administration for the Boiler Replacement Projects at Santa Ana College and Santiago Canyon College as presented.

Fiscal Impact:	\$33,000	Board Date: October 28, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Board Agreement Summary

Board Date: 10/28/13

Project: Boiler Replacement Site: Santa Ana College & Santiago Canyon College

Consultant: Westberg + White Architects

Type of Service: Architectural and Engineering Services for Construction Administration

Agreement Summary	No.	Amount	Duration	
			Start	End
Proposed Contract Amount		\$ 31,000.00	9/27/2013	6/30/2014
Proposed Contract Reimbursables		\$ 2,000.00		
Total Agreement Amount		\$ 33,000.00		

(Not to exceed)

DESCRIPTION:	Fee Breakdown:	
Boiler Replacement at Santa Ana College & Santiago Canyon College	\$	33,000.00
Total Proposed Amendment Amount:	\$	33,000.00

New Contract End Date: 6/30/14

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Adoption of Resolution No. 13-36 – Bid #1151, Change Order #6 – Contract with Southern California Grading for Earthwork for the Humanities Building at Santiago Canyon College	
Action:	Request for Adoption	

BACKGROUND:

On March 22, 2010, the Board of Trustees awarded a contract to Southern California Grading for Bid #1151, earthwork for the Humanities Building at Santiago Canyon College.

ANALYSIS:

During the course of construction certain changes to the scope of work for this contract were required in order to complete the project. Additional grading, excavation, relocation and demolition work were required in grass paver areas to make pathways complete for the Humanities Building.

Resolution 13-36 and Change Order #6 as outlined, increases the contract by \$62,607.80. The revised contract amount is \$414,788.94. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are 72.55% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order. Legal counsel, Hugh Lee, has reviewed and approved the resolution.

This project was funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No. 13-36, Southern California Grading for Bid #1151, earthwork for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$62,607.80	Board Date: October 28, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

**RESOLUTION FOR APPROVAL OF AWARD OF CONTRACT TO SOUTHERN
CALIFORNIA GRADING FOR CERTAIN ADDITIONAL WORK AT THE SANTIAGO
CANYON COLLEGE HUMANITIES BUILDING**

RESOLUTION NO. _____ 13-36 _____

WHEREAS, the Governing Board of the Rancho Santiago Community College District (“District”) previously awarded a contract for construction work at the Humanities Building at Santiago Canyon College, (“Project”) to Southern California Grading (“Contractor”);

WHEREAS, subsequent to the award of the contract for the Project, it was determined that additional work was necessary on the Project (“Change Order”) . Additional grading, excavation, relocation and demolition work were required in grass paver areas to make pathways complete as more fully set forth in Exhibit “A”;

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

WHEREAS, the total cost for the Change Order is \$62,607.80 and exceeds the limitations set forth in Public Contract Code Section 20659;

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

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

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

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

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

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

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

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

District's payment to the Contractor in accordance with the terms and conditions set forth in the Change Order.

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

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

APPROVED, PASSED AND ADOPTED by the Governing Board of the Rancho Santiago Community College District this 28th day of October, 2013, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

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

President of the Board of Trustees
Rancho Santiago Community College District

I, Lawrence R. Labrado, Clerk of the Board of Trustees of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Board of Trustees of the Rancho Santiago Community College District Governing Board at a regular meeting thereof held on the 28th day of October, 2012, by the above described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Rancho Santiago Community College District Governing Board this 28th day of October, 2013.

Clerk of the Board of Trustees
Rancho Santiago Community College District

EXHIBIT "A"

***CHANGE ORDER FOR ADDITIONAL WORK RELATED TO
THE SANTIAGO CANYON COLLEGE HUMANITIES BUILDING***

CHANGE ORDER	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640		
	Project: Santiago Canyon College Humanities Building	Bid No. 1151	P.O. # 10-P0014378
		D.S.A. No. 04-110212	
Contractor: Southern California Grading	Change Order No. 6		
Architect: LPA Inc	Date: July 25, 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		\$238,999.00
Previous Change Orders	\$113,182.14	
This Change Order	\$62,607.80	
Total Change Orders		\$175,789.94
Revised Contract Amount		\$414,788.94
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		September 4, 2011
Revised Contract Completion Date		September 4, 2011
RSCCD Board Approval Date		August 19, 2013

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

Board Change Order Summary

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

Project: Santiago Canyon College Humanities Building		Bid No. 1151	P.O. # 10-P0014378
Contractor: Southern California Grading		D.S.A. No. 04-110212	
Architect: LPA Inc		Change Order No. 6	Date: July 25, 2013
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Regrade for hardscape areas south & southwest sides of the Humanities Building between existing Science Building.</p> <p><u>REASON:</u> Regrade was needed to meet new elevations per design revisions.</p> <p><u>REQUESTOR:</u> Architect</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$19,373.59
2.0	<p><u>DESCRIPTION:</u> Regrade slope & DG pathways northwest side of Humanities building.</p> <p><u>REASON:</u> This was needed due to erosion and contractor damage from improper field coordination.</p> <p><u>REQUESTOR:</u> CM</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$7,352.39
3.0	<p><u>DESCRIPTION:</u> Regrade for planter walls, stairs & hardscape areas on westside of Humanities building.</p> <p><u>REASON:</u> This was needed due to improper field coordination.</p> <p><u>REQUESTOR:</u> CM</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$4,366.12
4.0	<p><u>DESCRIPTION:</u> Regrade DG pathways & hardscape areas on northside of Humanities building</p> <p><u>REASON:</u> This was needed due to underground gas & electrical activities.</p> <p><u>REQUESTOR:</u> CM</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$3,702.21

Board Change Order Summary

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

Project: Santiago Canyon College Humanities Building		Bid No. 1151	P.O. # 10-P0014378
Contractor: Southern California Grading		D.S.A. No. 04-110212	
Architect: LPA Inc		Change Order No. 6	Date: July 25, 2013
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
5.0	<p><u>DESCRIPTION:</u> Regrade circle planter and hardscape areas on the southside of Humanities building</p> <p><u>REASON:</u> Regrade was needed to achieve new elevations based on new design change.</p> <p><u>REQUESTOR:</u> Architect</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$7,174.07
6.0	<p><u>DESCRIPTION:</u> Excavate grass and paver area around existing underground electrical encasement.</p> <p><u>REASON:</u> This was due to existing underground structure which was addressed through a design revision.</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$7,179.23
7.0	<p><u>DESCRIPTION:</u> Backfill and grade grass paver and side walk areas westside of circle planter.</p> <p><u>REASON:</u> This was due to achieve correct elevation for grass pavers and adjacent sidewalk areas addressed in design revision.</p> <p><u>REQUESTOR:</u> Architect</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$2,884.05
8.0	<p><u>DESCRIPTION:</u> Demo and remove partial section of existing electrical encasement.</p> <p><u>REASON:</u> This was due to existing underground structure which was addressed through a design revision.</p> <p><u>REQUESTOR:</u> Architect</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$5,999.12

Board Change Order Summary

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

Project: Santiago Canyon College Humanities Building		Bid No. 1151	P.O. # 10-P0014378
Contractor: Southern California Grading		D.S.A. No. 04-110212	
Architect: LPA Inc		Change Order No. 6	
		Date: July 25, 2013	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
9.0	<u>DESCRIPTION:</u> Changed landscape elevation at north & westside of circle planter. <u>REASON:</u> This was done to maintain a consistent elevation around (2) existing manholes. <u>REQUESTOR:</u> District <u>TIME EXTENSION:</u> ADDS 0 calendar days	\$0.00	\$2,299.49
10.0	<u>DESCRIPTION:</u> Relocate 378 LF of temporary fencing <u>REASON:</u> This was done to accommodate the progress of construction <u>REQUESTOR:</u> District <u>TIME EXTENSION:</u> ADDS 0 calendar days	\$0.00	\$1,667.74
11.0	<u>DESCRIPTION:</u> Damaged temporary fence panels <u>REASON:</u> Cost of damaged fence panels that was caused during the course of construction. <u>REQUESTOR:</u> CM <u>TIME EXTENSION:</u> ADDS 0 calendar days	\$0.00	\$609.79
Sub-Total		\$0.00	\$62,607.80
Total			\$62,607.80

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Adoption of Resolution No. 13-37– Bid #1151, Change Order #7 - Contract with Southern California Grading for Earthwork for the Humanities Building at Santiago Canyon College	
Action:	Request for Adoption	

BACKGROUND:

On March 22, 2010, the Board of Trustees awarded a contract to Southern California Grading for Bid #1151, earthwork for the Humanities Building at Santiago Canyon College.

ANALYSIS:

Contractor provided additional equipment, labor and material to stabilize ground around construction area, remove spoils and soil stockpiles.

Resolution 13-37 and Change Order #7 as outlined, increases the contract by \$74,401.40. The revised contract amount is \$489,190.34. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are 104.64% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order. Legal counsel, Hugh Lee, has reviewed and approved the resolution.

This project was funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No. 13-37, Southern California Grading for Bid #1151, earthwork for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$74,401.40	Board Date: October 28, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

**RESOLUTION FOR APPROVAL OF AWARD OF CONTRACT TO SOUTHERN
CALIFORNIA GRADING FOR CERTAIN ADDITIONAL WORK AT THE SANTIAGO
CANYON COLLEGE HUMANITIES BUILDING**

RESOLUTION NO. 13-37

WHEREAS, the Governing Board of the Rancho Santiago Community College District (“District”) previously awarded a contract for construction work at the Humanities Building at Santiago Canyon College, (“Project”) to Southern California Grading (“Contractor”);

WHEREAS, subsequent to the award of the contract for the Project, it was determined that additional work was necessary on the Project (“Change Order”) including provided additional equipment, labor and material to stabilize ground around construction area, remove spoils and soil stockpiles for project phasing as more fully set forth in Exhibit “A”;

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

WHEREAS, the total cost for the Change Order is \$74,401.40 and exceeds the limitations set forth in Public Contract Code Section 20659;

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

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

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

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

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

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

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

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

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

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

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

APPROVED, PASSED AND ADOPTED by the Governing Board of the Rancho Santiago Community College District this 28th day of October, 2013, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

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

President of the Board of Trustees
Rancho Santiago Community College District

I, Lawrence R. Labrado, Clerk of the Board of Trustees of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Board of Trustees of the Rancho Santiago Community College District Governing Board at a regular meeting thereof held on the 28th day of October, 2013, by the above described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Rancho Santiago Community College District Governing Board this 28th day of October, 2013.

Clerk of the Board of Trustees
Rancho Santiago Community College District

EXHIBIT "A"

***CHANGE ORDER FOR ADDITIONAL WORK RELATED TO
THE SANTIAGO CANYON COLLEGE HUMANITIES BUILDING***

CHANGE ORDER	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640		
	Project: Santiago Canyon College Humanities Building	Bid No. 1151	P.O. # 10-P0014378
		D.S.A. No. 04-110212	
Contractor: Southern California Grading	Change Order No. 7		
Architect: LPA Inc	Date: September 13, 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		\$238,999.00
Previous Change Orders	\$175,789.94	
This Change Order	\$74,401.40	
Total Change Orders		\$250,191.34
Revised Contract Amount		\$489,190.34
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		September 4, 2011
Revised Contract Completion Date		September 4, 2011
RSCCD Board Approval Date		October 28, 2013

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

Board Change Order Summary

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

Project: Santiago Canyon College Humanities Building		Bid No. 1151	P.O. # 10-P0014378
Contractor: Southern California Grading		D.S.A. No.	04-110212
Architect: LPA Inc		Change Order No. 7	
		Date: September 13, 2013	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Provide equipment, material and labor to stabilize ground around construction area.</p> <p><u>REASON:</u> This was done because of mud that was caused by excessive rain. This is part of Tidwell soil stockpile.</p> <p><u>REQUESTOR:</u> Construction Manager <u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$11,555.63
2.0	<p><u>DESCRIPTION:</u> Provide equipment & labor to remove spoils and partially regrade construction area around the north side of the Humanities building.</p> <p><u>REASON:</u> This was needed due to soil stockpiles being removed.</p> <p><u>REQUESTOR:</u> Construction Manager <u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$7,887.28
3.0	<p><u>DESCRIPTION:</u> Provide equipment & labor to remove spoils from construction area around the Humanities building.</p> <p><u>REASON:</u> This was done to allow other work to be completed. This is part of Tidwell stockpile</p> <p><u>REQUESTOR:</u> Construction Manager <u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$15,586.26
4.0	<p><u>DESCRIPTION:</u> Provide equipment and labor to regrade area after soil stockpile removal.</p> <p><u>REASON:</u> This was done at a later date, to allow other work to be completed in the area, after soil stock pile was removed. Refer to Item #3.</p> <p><u>REQUESTOR:</u> Construction Manager <u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$2,298.93
5.0	<p><u>DESCRIPTION:</u> Removed soil that was stockpiled at temporary staging area.</p> <p><u>REASON:</u> This was done because majority of excavation was complete.</p> <p><u>REQUESTOR:</u> Construction Manager <u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$6,848.26

Board Change Order Summary

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

Project: Santiago Canyon College Humanities Building		Bid No. 1151	P.O. # 10-P0014378
Contractor: Southern California Grading		D.S.A. No. 04-110212	
Architect: LPA Inc		Change Order No. 7	Date: September 13, 2013
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
6.0	<u>DESCRIPTION:</u> Provide equipment & labor to remove soil stock pile around Humanities building. <u>REASON:</u> This was done for logistics so other trades could complete their work in the area. Due to the logistics this work was completed at multiple times. <u>REQUESTOR:</u> Construction Manager <u>TIME EXTENSION:</u> ADDS 0 calendar days	\$0.00	\$14,817.86
7.0	<u>DESCRIPTION:</u> Provide equipment & labor to remove soil stock pile from around Humanities building. <u>REASON:</u> This was done for logistics so other trades could complete their work in the area. Due to the logistics this work was completed at multiple times. <u>REQUESTOR:</u> Construction Manager <u>TIME EXTENSION:</u> ADDS 0 calendar days	\$0.00	\$9,625.54
8.0	<u>DESCRIPTION:</u> Provide equipment & labor to remove soil stock pile from around Humanities building. <u>REASON:</u> This was done for logistics so other trades could complete their work in the area. Due to the logistics this work was completed at multiple times. <u>REQUESTOR:</u> Construction Manager <u>TIME EXTENSION:</u> ADDS 0 calendar days	\$0.00	\$5,781.64
Sub-Total		\$0.00	\$74,401.40
Total			\$74,401.40

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Adoption of Resolution No. 13-38– Bid #1151, Change Order #8 - Contract with Southern California Grading for Earthwork for the Humanities Building at Santiago Canyon College	
Action:	Request for Adoption	

BACKGROUND:

On March 22, 2010, the Board of Trustees awarded a contract to Southern California Grading for Bid #1151, earthwork for the Humanities Building at Santiago Canyon College.

ANALYSIS:

Contractor provided additional equipment and labor for regrading, and removing soil stockpiles and spoils for the Humanities Building.

Resolution 13-38 and Change Order #8 as outlined, increases the contract by \$29,902.17. The revised contract amount is \$519,092.51. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are 117.19% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order. Legal counsel, Hugh Lee, has reviewed and approved the resolution.

This project was funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No. 13-38, Southern California Grading for Bid #1151, earthwork for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$29,902.17	Board Date: October 28, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

**RESOLUTION FOR APPROVAL OF AWARD OF CONTRACT TO SOUTHERN
CALIFORNIA GRADING FOR CERTAIN ADDITIONAL WORK AT THE SANTIAGO
CANYON COLLEGE HUMANITIES BUILDING**

RESOLUTION NO. 13-38

WHEREAS, the Governing Board of the Rancho Santiago Community College District (“District”) previously awarded a contract for construction work at the Humanities Building at Santiago Canyon College, (“Project”) to Southern California Grading (“Contractor”);

WHEREAS, subsequent to the award of the contract for the Project, it was determined that additional work was necessary on the Project (“Change Order”) including regrading, removing soil stockpiles and spoils for project phasing as more fully set forth in Exhibit “A”;

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

WHEREAS, the total cost for the Change Order is \$29,902.17 and exceeds the limitations set forth in Public Contract Code Section 20659;

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

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

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

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

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

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

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

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

District's payment to the Contractor in accordance with the terms and conditions set forth in the Change Order.

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

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

APPROVED, PASSED AND ADOPTED by the Governing Board of the Rancho Santiago Community College District this 28th day of October, 2013, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

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

President of the Board of Trustees
Rancho Santiago Community College District

I, Lawrence R. Labrado, Clerk of the Board of Trustees of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Board of Trustees of the Rancho Santiago Community College District Governing Board at a regular meeting thereof held on the 28th day of October, 2012, by the above described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Rancho Santiago Community College District Governing Board this 28th day of October, 2013

Clerk of the Board of Trustees
Rancho Santiago Community College District

EXHIBIT "A"

***CHANGE ORDER FOR ADDITIONAL WORK RELATED TO
THE SANTIAGO CANYON COLLEGE HUMANITIES BUILDING***

CHANGE ORDER	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640		
	Project: Santiago Canyon College Humanities Building	Bid No. 1151	P.O. # 10-P0014378
		D.S.A. No. 04-110212	
Contractor: Southern California Grading	Change Order No. 8		
Architect: LPA Inc	Date: September 13, 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		\$238,999.00
Previous Change Orders	\$250,191.34	
This Change Order	\$29,902.17	
Total Change Orders		\$280,093.51
Revised Contract Amount		\$519,092.51
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		September 4, 2011
Revised Contract Completion Date		September 4, 2011
RSCCD Board Approval Date		October 28, 2013

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

Board Change Order Summary

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

Project: Santiago Canyon College Humanities Building	Bid No. 1151	P.O. # 10-P0014378
	D.S.A. No. 04-110212	
Contractor: Southern California Grading	Change Order No. 8	
Architect: LPA Inc	Date: September 13, 2013	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Provide equipment and labor to regrade on the north side of the Humanities building.</p> <p><u>REASON:</u> Regrading was needed to achieve new elevations per RFI 584.</p> <p><u>REQUESTOR:</u> Arcitect</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$5,770.98
2.0	<p><u>DESCRIPTION:</u> Provide equipment & labor to remove soil & regrade around Humanities building.</p> <p><u>REASON:</u> This was needed so other trades could complete their work in the area and maintain project schedule.</p> <p><u>REQUESTOR:</u> Construction Manager</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$15,179.21
3.0	<p><u>DESCRIPTION:</u> Provide equipment & labor to remove spoils from construction area around the Humanities building.</p> <p><u>REASON:</u> This was done to allow other work to be completed in this area and maintain project achedule.</p> <p><u>REQUESTOR:</u> Construction Manager</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$8,951.98
Sub-Total		\$0.00	\$29,902.17
Total			\$29,902.17

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Approval of Change Order #5, Bid #1137 – Contract with Industrial Masonry Inc. for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board of Trustees awarded a contract to Industrial Masonry Inc. for Bid #1137, masonry for the Humanities Building at Santiago Canyon College.

ANALYSIS:

The contractor provided additional labor and material to install concrete masonry block at the mechanical well on the third floor of the Humanities Building.

Change Order #5 increases the contract by \$20,000. The revised contract amount is \$1,862,754. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Staff was able to negotiate a savings of \$5,880. Total combined change orders for the project are 7.41% 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 #5, Bid #1137 for Industrial Masonry Inc. for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$20,000	Board Date: October 28, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

CHANGE ORDER	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640		
	Project: Santiago Canyon College Humanities Building	Bid No. 1137	P.O. # 10-P0014610
Contractor: Industrial Masonry Inc	D.S.A. No.	04-110212	
Architect: LPA Inc	Change Order No.	5	
	Date:	September 27, 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		\$1,734,200.00
Previous Change Orders	\$108,554.00	
This Change Order	\$20,000.00	
Total Change Orders		\$128,554.00
Revised Contract Amount		\$1,862,754.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		January 19, 2011
Revised Contract Completion Date		
RSCCD Board Approval Date		October 28, 2013

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

Board Change Order Summary

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

Project: <i>Santiago Canyon College Humanities Building</i>		Bid No. 1137	P.O. # 10-P0014610
		D.S.A. No.	04-110212
Contractor: <i>Industrial Masonry Inc</i>		Change Order No. 5	
Architect: <i>LPA Inc</i>		Date: September 27, 2013	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Provide labor and material to concrete masonry block at the mechanical well on the third floor of the Humanities Building.</p> <p>REASON: This work was done to meet the requirements of RFI #458. (Original Cost \$25,880)</p> <p>REQUESTOR: Architect</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$20,000.00
Sub-Total		\$0.00	\$20,000.00
Total			\$20,000.00

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Approval of Change Order #6, Bid #1137 – Contract with Industrial Masonry Inc. for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board of Trustees awarded a contract to Industrial Masonry Inc. for Bid #1137, masonry for the Humanities Building at Santiago Canyon College.

ANALYSIS:

The contractor provided additional labor and material to repair cracked blocks, replace face shells, prepare and grout additional door frames and complete final clean up of masonry block for the Humanities Building.

Change Order #6 increases the contract by \$6,396.34. The revised contract amount is \$1,869,150.34. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are 7.78% 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 #6, Bid #1137 for Industrial Masonry Inc. for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$6,396.34	Board Date: October 28, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

CHANGE ORDER

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

Project: Santiago Canyon College Humanities Building	Bid No 1137	P.O. #	10-P0014610
	D.S.A.	04-110212	
Contractor: Industrial Masonry Inc	Change Order No.	6	
Architect: LPA Inc	Date:	September 30, 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		\$1,734,200.00
Previous Change Orders	\$128,554.00	
This Change Order	\$6,396.34	
Total Change Orders		\$134,950.34
Revised Contract Amount		\$1,869,150.34
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		January 19, 2011
Revised Contract Completion Date		
RSCCD Board Approval Date		October 28, 2013

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

Board Change Order Summary

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

Project: *Santiago Canyon College Humanities Building*

Bid No. 1137

P.O. # 10-P0014610

D.S.A. No. 04-110212

Contractor: *Industrial Masonry Inc*

Change Order No. 6

Architect: *LPA Inc*

Date: September 30, 2013

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Labor and material to repair cracked CMU block at the auditorium soffit.</p> <p>REASON: When doing a pull test improperly, the CMU block was cracked and needed to be repaired per Structural Engineer. FCD #50</p> <p>REQUESTOR: Construction Manager</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$143.04
2.0	<p>DESCRIPTION: Labor and material to repair CMU face shells.</p> <p>REASON: Due to stress cracks caused by building settlement. These face shells needed to be replaced.</p> <p>REQUESTOR: Architect</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$647.27
3.0	<p>DESCRIPTION: Labor and material to replace face shell at exterior wall.</p> <p>REASON: The CMU was blocked out for the roof drain installation. The drain was installed directly into the storm drain system thus the block out was not necessary.</p> <p>REQUESTOR: Construction Manager</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$157.98
4.0	<p>DESCRIPTION: Labor and material to remove blue keel marking from exterior CMU wall.</p> <p>REASON: The inspection team required that rebar be located prior to any coring through walls. These blue marks were left after the decision to change locations was made.</p> <p>REQUESTOR: Construction Manager</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$143.04
5.0	<p>DESCRIPTION: Labor and material to prep grout and repair door frames 219 A and B and #135.</p> <p>REASON: These door frames were added later per direction given by CCD#22 and 18.</p> <p>REQUESTOR: Architect</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$1,209.69

Board Change Order Summary

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

Project: *Santiago Canyon College Humanities Building*

Bid No. 1137

P.O. # 10-P0014610

D.S.A. No. 04-110212

Contractor: *Industrial Masonry Inc*

Change Order No. 6

Architect: *LPA Inc*

Date: September 30, 2013

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
6.0	<p><u>DESCRIPTION:</u> Labor and material to prep, grout and repair door frames 253B and 332B</p> <p><u>REASON:</u> These door frames were added later per direction given by RFI 446R1.</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$2,182.98
7.0	<p><u>DESCRIPTION:</u> Labor to identify and remove stains at various locations on exterior CMU walls for final acceptance.</p> <p><u>REASON:</u> To identify any areas that needed to be cleared</p> <p><u>REQUESTOR:</u> Construction Manager</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$1,912.37
Sub-Total		\$0.00	\$6,396.37
Total			\$6,396.37

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Approval of Change Order #7, Bid #1137 – Contract with Industrial Masonry Inc. for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board of Trustees awarded a contract to Industrial Masonry Inc. for Bid #1137, masonry for the Humanities Building at Santiago Canyon College.

ANALYSIS:

The contractor provided additional labor and material to repair cracked block and clean concrete slurry from walls. This work was to cover trade damage by JPI Development Group Inc. and West-Tech Mechanical. The District is seeking deducts from both JPI Development Group Inc. and West-Tech Mechanical.

Change Order #7 increases the contract by \$2,727.05. The revised contract amount is \$1,871,877.39. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are 7.94% 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 #7, Bid #1137 for Industrial Masonry Inc. for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$2,727.05	Board Date: October 28, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

CHANGE ORDER

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

Project: Santiago Canyon College Humanities Building	Bid No 1137	P.O. #	10-P0014610
	D.S.A.	04-110212	
Contractor: Industrial Masonry Inc	Change Order No.	7	
Architect: LPA Inc	Date:	October 3, 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		\$1,734,200.00
Previous Change Orders	\$134,950.34	
This Change Order	\$2,727.05	
Total Change Orders		\$137,677.39
Revised Contract Amount		\$1,871,877.39
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		January 19, 2011
Revised Contract Completion Date		
RSCCD Board Approval Date		October 28, 2013

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

Board Change Order Summary

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

Project: <i>Santiago Canyon College Humanities Building</i>		Bid No. 1137	P.O. # 10-P0014610
		D.S.A. No. 04-110212	
Contractor: <i>Industrial Masonry Inc</i>		Change Order No. 7	
Architect: <i>LPA Inc</i>		Date: October 3, 2013	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Labor and material to repair cracked CMU blocks & clean concrete slurry from CMU walls.</p> <p>REASON: This contractor corrected trade damage that is reflected in offsetting change orders. JPI CO#2 & West Tech CO#12. This is a net zero to the district.</p> <p>REQUESTOR: Construction Manager</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$2,727.05
Sub-Total		\$0.00	\$2,727.05
Total			\$2,727.05

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Approval of Change Order #12, Bid #1138 – Contract with Blazing Industrial Steel Inc. for Structural Steel for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND

On March 22, 2010, the Board of Trustees awarded a contract to Blazing Industrial Steel Inc. for Bid #1138, structural steel for the Humanities Building at Santiago Canyon College.

ANALYSIS

The contractor provided additional labor and materials to fabricate and install 32 galvanized safety cable posts for the Humanities Building guardrails per Division of State Architect requirements for close out. The guardrail is along the landscaped hill adjacent to the Humanities parking lot.

Change Order #12 increases the contract by \$20,622.11. The revised contract amount is \$3,572,851.39. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 7.45% 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 #12, Bid #1138 for Blazing Industrial Steel Inc. for structural steel for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$20,622.11	Board Date: October 28, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

CHANGE ORDER	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640		
	Project: Santiago Canyon College Humanities Building	Bid No. 1138	P.O. # 10-P0014485
Contractor: Blazing Industrial Steel Inc	D.S.A. No. 04-110212		
Architect: LPA Inc	Change Order No. 12	Date: August 26, 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		\$3,306,000.00
Previous Change Orders	\$246,229.28	
This Change Order	\$20,622.11	
Total Change Orders		\$266,851.39
Revised Contract Amount		\$3,572,851.39
Previous Time Extensions	10 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		10 calendar days
Original Completion Date		April 18, 2011
Revised Contract Completion Date		April 28, 2011
RSCCD Board Approval Date		October 28, 2013

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

Board Change Order Summary

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

Project: Santiago Canyon College Humanities Building

Bid No. 1138

P.O. # 10-P0014485

D.S.A. No. 04-110212

Contractor: Blazing Industrial Steel Inc

Change Order No. 12

Architect: LPA Inc

Date: August 26, 2013

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Provide labor and material to fabricate & install (32) galvanized posts & cables for safety guardrail. Located on north side of Humanities parking lot.</p> <p>REASON: This is needed to comply with DSA requirements for certification.</p> <p>REQUESTOR: Construction Manager</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$20,622.11
Sub-Total		\$0.00	\$20,622.11
Total			\$20,622.11

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Approval of Change Order #18, Bid #1139 - Contract with Dynalectric Inc. for Electrical Work for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND

On March 22, 2010, the Board of Trustees awarded a contract to Dynalectric Inc. for Bid #1139, electricity for the Humanities Building at Santiago Canyon College.

ANALYSIS

Contractor provided labor and material to add, relocate and change fire alarm devices per a construction change directive and field change directive. The work also included electrical work and the installation of a light fixture in the fire riser room.

Change Order #18 increases the contract by \$59,455.72. The revised contract amount is \$3,970,420.77. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are 9.74% 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 #18, Bid #1139 for Dynalectric Inc. for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$59,455.72	Board Date: October 28, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

CHANGE ORDER

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

Project: Santiago Canyon College Humanities Building	Bid No. 1139	P.O. # 10-BP000225
	D.S.A. No. 04-110212	
Contractor: Dynalectric	Change Order No. 18	
Architect: LPA Inc	Date: September 13, 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		\$3,617,900.00
Previous Change Orders	\$293,065.05	
This Change Order	\$59,455.72	
Total Change Orders		\$352,520.77
Revised Contract Amount		\$3,970,420.77
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		September 24, 2011
Revised Contract Completion Date		June 6, 2013
RSCCD Board Approval Date		October 28, 2013

Architect _____ Authorized Signature _____ Date _____

Contractor Name _____ Authorized Signature _____ Date _____

Construction Manager - Seville CS _____ Authorized Signature _____ Date _____

District Inspector _____ Authorized Signature _____ Date _____

Director - District Construction and Support Services _____ Date _____

Carri Matsumoto
Assistant Vice Chancellor - Facility Planning _____ Authorized Signature _____ Date _____

Peter J. Hardash
Vice Chancellor, Business Operations/Fiscal Services _____ Date _____

Board Change Order Summary

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

Project: Santiago Canyon College Humanities Building	Bid No. 1139	P.O. # 10-BP000225
	D.S.A. No. 04-110212	
Contractor: Dynalectric	Change Order No. 18	
Architect: LPA Inc	Date: August 1, 2013	

ITEM NO.	P		CREDIT	EXTRA
1.0		<p><u>DESCRIPTION:</u> Provide labor and material to add, relocate and move fire alarm devices and electrical work.</p> <p><u>REASON:</u> This needed to be done to meet the direction given by Construction Change Directive #43 and Field Change Directive #40</p> <p><u>REQUESTOR:</u> Architect</p> <p><u>TIME EXTENSION:</u> 0 calendar days</p>		\$ 31,622.39
2.0		<p><u>DESCRIPTION:</u> Provide labor and material to make changes to fire alarm system</p> <p><u>REASON:</u> This needed to be done to meet the direction given by Construction Change Directive #54 and Field Change Directive #61 and Change Directive #72 and Field Change Directive #72</p> <p><u>REQUESTOR:</u> Architect</p> <p><u>TIME EXTENSION:</u> 0 calendar days</p>		\$ 25,994.92
3.0		<p><u>DESCRIPTION:</u> Provide labor and material to install light fixture in the fire riser room #129.</p> <p><u>REASON:</u> This room had no requirements for a light fixture.</p> <p><u>REQUESTOR:</u> Architect</p> <p><u>TIME EXTENSION:</u> 0 calendar days</p>		\$ 1,838.41
Sub-Total			\$0.00	\$59,455.72
Total				\$59,455.72

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Approval of Change Order #19, Bid #1139 - Contract with Dynalectric Inc. for Electrical Work for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND

On March 22, 2010, the Board of Trustees awarded a contract to Dynalectric Inc. for Bid #1139, electricity for the Humanities Building at Santiago Canyon College.

ANALYSIS

Contractor provided additional labor to finish smoke control test for Humanities Building.

Change Order #19 increases the contract by \$6,542.76. The revised contract amount is \$3,976,963.53. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are 9.92% 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 #19, Bid #1139 for Dynalectric Inc. for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$6,542.76	Board Date: October 28, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

CHANGE ORDER	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640		
	Project: Santiago Canyon College Humanities Building	Bid No. 1139	P.O. # 10-BP000225
Contractor: Dynalectric	D.S.A. No.	04-110212	
Architect: LPA Inc	Change Order No.	19	
	Date:	October 1, 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		\$3,617,900.00
Previous Change Orders	\$352,520.77	
This Change Order	\$6,542.76	
Total Change Orders		\$359,063.53
Revised Contract Amount		\$3,976,963.53
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		September 24, 2011
Revised Contract Completion Date		June 6, 2013
RSCCD Board Approval Date		October 28, 2013

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

Board Change Order Summary

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

Project: Santiago Canyon College Humanities Building		Bid No. 1139	P.O. # 10-BP000225
Contractor: Dynalectric		D.S.A. No. 04-110212	
Architect: LPA Inc		Change Order No. 19	
		Date: October 1, 2013	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Provide additional labor to finish smoke control test.</p> <p><u>REASON:</u> This was needed to complete smoke evacuation testing so we could meet the project turn over date.</p> <p><u>REQUESTOR:</u> Construction Manager</p> <p><u>TIME EXTENSION:</u> 0 calendar days</p>		\$ 6,542.76
Sub-Total		\$0.00	\$6,542.76
Total			\$6,542.76

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Approval of Change Order #11, Bid #1141 – Contract with West Tech Mechanical for HVAC for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board of Trustees awarded a contract to West Tech Mechanical for Bid #1141, HVAC for the Humanities Building at Santiago Canyon College.

ANALYSIS:

The contractor provided additional labor to assist with the inspection of the smoke evacuation system for the Humanities Building. This testing is required to meet the Division of State Architect certification requirements.

Change Order #11 increases the contract by \$2,762.77. The revised contract amount is \$2,343,354.46. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are 8.99% 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 #11, Bid #1141 for West Tech Mechanical, for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$2,762.77	Board Date: October 28, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

CHANGE ORDER	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640		
	Project: Santiago Canyon College Humanities Building	Bid No. 1141	P.O. # 10-BP000249
Contractor: West Tech Mechanical	D.S.A. No. 04-110212		
Architect: LPA Inc	Change Order No. 11	Date: September 30, 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		\$2,150,000.00
Previous Change Orders	\$190,591.69	
This Change Order	\$2,762.77	
Total Change Orders		\$193,354.46
Revised Contract Amount		\$2,343,354.46
Previous Time Extensions	2 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		2 calendar days
Original Completion Date		December 7, 2011
Revised Contract Completion Date		December 9, 2011
RSCCD Board Approval Date		October 28, 2013

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

Board Change Order Summary

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

Project: Santiago Canyon College Humanities Building		Bid No. 1141	P.O. # 10-BP000249
		D.S.A. No. 04-110212	
Contractor: West Tech Mechanical		Change Order No. 11	
Architect: LPA Inc		Date: September 30, 2013	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Provide labor to assist with the inspection of the smoke evacuation system</p> <p><u>REASON:</u> The was done to make sure smoke evacuation system was complete, in order to maintain critical path in the schedule.</p> <p><u>REQUESTOR:</u> Construction Manager</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$2,762.77
Sub-Total		\$0.00	\$2,762.77
Total			\$2,762.77

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Approval of Change Order #12, Bid #1141 – Contract with West Tech Mechanical for HVAC for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board of Trustees awarded a contract to West Tech Mechanical for Bid #1141, HVAC for the Humanities Building at Santiago Canyon College.

ANALYSIS:

This is a credit due to the District for trade damage work.

Change Order #12 decreases the contract by \$1,937.49. The revised contract amount is \$2,341,416.97. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are -0.09% 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 #12, Bid #1141 for West Tech Mechanical, for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	-\$1,937.49	Board Date: October 28, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

CHANGE ORDER	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640		
	Project: Santiago Canyon College Humanities Building	Bid No. 1141	P.O. # 10-BP000249
Contractor: West Tech Mechanical	D.S.A. No. 04-110212		
Architect: LPA Inc	Change Order No. 12	Date: October 1, 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		\$2,150,000.00
Previous Change Orders	\$193,354.46	
This Change Order	-\$1,937.49	
Total Change Orders		\$191,416.97
Revised Contract Amount		\$2,341,416.97
Previous Time Extensions	2 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		2 calendar days
Original Completion Date		December 7, 2011
Revised Contract Completion Date		December 9, 2011
RSCCD Board Approval Date		October 28, 2013

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

Board Change Order Summary

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

Project: Santiago Canyon College Humanities Building		Bid No. 1141	P.O. # 10-BP000249
Contractor: West Tech Mechanical		D.S.A. No. 04-110212	
Architect: LPA Inc		Change Order No. 12	
		Date: October 1, 2013	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Provide labor & material to clean and repair CMU walls at certain locations.</p> <p><u>REASON:</u> This is a credit for work completed by Industrial Masonry Inc. due to trade damage.</p> <p><u>REQUESTOR:</u> Construction Manager</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$1,937.34	
Sub-Total		\$1,937.34	-\$1,937.34
Total			-\$1,937.34

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Approval of Change Order #1, Bid #1146 - Contract with Inland Building Construction Co. for the Chapman Entry Drive and Learning Resource Center Parking Lot at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND

On March 22, 2010, the Board of Trustees awarded a contract to Inland Building Construction Co. for Bid #1146, framing for the Chapman Entry Drive and Learning Resource Center Parking Lot at Santiago Canyon College.

ANALYSIS

This reduction is for an unused allowance due to the elimination of Phase 2 scope of work due to District's continued use of the existing Building "S" bungalows. This work is for painting not needed.

Change Order #1 decreases the contract by \$3,000. The revised contract amount is \$0. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are - 100% 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 #1, Bid #1146 for Inland Building Construction Co. for the Chapman Entry Drive and Learning Resource Center Parking Lot at Santiago Canyon College as presented.

Fiscal Impact:	-\$3,000	Board Date: October 28, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

CHANGE ORDER		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
Project:	Chapman Entry Dr. and LRC Parking Lot	Bid No. 1146	P.O. # 10-BP000247
		D.S.A. No.	04-110582
Contractor:	Inland Building Construction Co.	Change Order No.	1
Architect:	LPA, Inc.	Date:	September 13, 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		\$3,000.00
Previous Change Orders	\$0.00	
This Change Order	-\$3,000.00	
Total Change Orders		-\$3,000.00
Revised Contract Amount		\$0.00
Previous Time Extensions	0 Calander Days	
Time Extension - This Change Order	0 days	
Total Time Extensions		
Original Completion Date		January 28, 2013
Revised Contract Completion Date		January 28, 2013
RSCCD Board Approval Date		October 28, 2013

Architect Authorized Signature Date

Contractor Name Authorized Signature Date

Construction Manager Authorized Signature Date

District Inspector Authorized Signature Date

Director - District Construction and Support Services Date

Carri Matsumoto
Assistant Vice Chancellor - Facility Planning Authorized Signature Date

Peter J. Hardash
Vice Chancellor, Business Operations/Fiscal Services Date

Board Change Order Summary

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

Project: Chapman Entry Dr. and LRC Parking Lot	Bid No. 1146	P.O. # 10-BP000247
	D.S.A. No. 04-110582	
Contractor: Inland Building Construction Co.	Change Order No. 1	
Architect: LPA, Inc.	Date: September 13, 2013	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Deductive change order in accordance with Construction Change Directive # 01- Elimination of Phase 2 scope due to District continued use of existing Building "S" bungalows. This scope is for miscellaneous painting.</p> <p><u>REASON:</u> District will continue to occupy building 'S'.</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> 0 days</p>	\$3,000.00	\$0.00
Sub-Total		\$3,000.00	\$0.00
Total			-\$3,000.00

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Approval of Change Order #1, Bid #1146 - Contract with Inland Building Construction Co. for the Loop Road Extension at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND

On March 22, 2010, the Board of Trustees awarded a contract to Inland Building Construction Co. for Bid #1146, for the Loop Road Extension at Santiago Canyon College.

ANALYSIS

This reduction is for an unused allowance due to the elimination of Phase 2 scope of work due to District's continued use of the existing Building "S" bungalows. This work is for painting not needed.

Change Order #1 decreases the contract by \$3,000. The revised contract amount is \$0. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are - 100% 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 #1, Bid #1146 for Inland Building Construction Co. for the Loop Road Extension at Santiago Canyon College as presented.

Fiscal Impact:	-\$3,000	Board Date: October 28, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

CHANGE ORDER		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
Project:	Santiago Canyon College Loop Road Extension	Bid No. 1146	P.O. # 10-BP000248
		D.S.A. No.	04-110582
Contractor:	Inland Building Construction Co.	Change Order No.	1
Architect:	LPA, Inc.	Date:	September 13, 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		\$3,000.00
Previous Change Orders	\$0.00	
This Change Order	-\$3,000.00	
Total Change Orders		-\$3,000.00
Revised Contract Amount		\$0.00
Previous Time Extensions	0 Calendar Days	
Time Extension - This Change Order	0 days	
Total Time Extensions		
Original Completion Date		September 24, 2011
Revised Contract Completion Date		September 24, 2011
RSCCD Board Approval Date		October 28, 2013

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager	_____ Authorized Signature	_____ Date
_____ District Inspector	_____ Authorized Signature	_____ Date
_____ Director - District Construction and Support Services		_____ Date
<i>Carri Matsumoto</i> Assistant Vice Chancellor - Facility Planning	_____ Authorized Signature	_____ Date
<i>Peter J. Hardash</i> Vice Chancellor, Business Operations/Fiscal Services		_____ Date

Board Change Order Summary

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

Project: Santiago Cayon College Loop Road Extentsion		Bid No. 1146	P.O. # 10-BP000248
Contractor: Inland Building Construction Co.		D.S.A. No. 04-110582 N/A	
Architect: LPA, Inc.		Change Order No. 1	
		Date: September 13, 2013	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<u>DESCRIPTION:</u> Deductive change order for work not performed for this contract. This scope of work was for miscellaneous painting. <u>REASON:</u> Work was not Performed <u>REQUESTOR:</u> District <u>TIME EXTENSION:</u> 0 days	\$3,000.00	\$0.00
Sub-Total		\$3,000.00	\$0.00
Total			-\$3,000.00

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Approval of Change Order #1, Bid #1147 - Contract with Inland Empire Architectural Specialties Inc. for the Chapman Entry Drive and Learning Resource Center Parking Lot at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND

On March 22, 2010, the Board of Trustees awarded a contract to Inland Empire Architectural Specialties Inc., for Bid #1147, for the Chapman Entry Drive and Learning Resource Center Parking Lot at Santiago Canyon College.

ANALYSIS

This reduction is for an unused allowance due to the elimination of Phase 2 scope of work due to District's continued use of the existing Building "S" bungalows. This work was for signage not needed.

Change Order #1 decreases the contract by \$450. The revised contract amount is \$2,100. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are - 17.65% 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 #1, Bid #1147 for Inland Empire Architectural Specialties Inc. for the Chapman Entry Drive and Learning Resource Center Parking Lot at Santiago Canyon College as presented.

Fiscal Impact:	-\$450	Board Date: October 28, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	5.22 (1)

CHANGE ORDER		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
Project:	Chapman Entry Dr. and LRC Parking Lot- 1656B	Bid No. 1147	P.O. # 10-P0014652
		D.S.A. No.	04-110582
Contractor:	Inland Empire Architectural Specialties, Inc.	Change Order No.	1
Architect:	LPA, Inc.	Date:	July 16, 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		\$2,550.00
Previous Change Orders	\$0.00	
This Change Order	-\$450.00	
Total Change Orders		-\$450.00
Revised Contract Amount		\$2,100.00
Previous Time Extensions	0 Calander Days	
Time Extension - This Change Order	0 days	
Total Time Extensions		
Original Completion Date		January 28, 2013
Revised Contract Completion Date		January 28, 2013
RSCCD Board Approval Date		September 23, 2013

Architect _____ Authorized Signature _____ Date _____

Contractor Name _____ Authorized Signature _____ Date _____

Construction Manager _____ 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 _____

Board Change Order Summary

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

Project: Chapman Entry Dr. and LRC Parking Lot- 1656B	Bid No. 1147	P.O. # 10-BP000228
	D.S.A. No. 04-110582 N/A	
Contractor: Inland Empire Architectural Specialties, Inc.	Change Order No. 1	
Architect: LPA, Inc.	Date: July 16, 2013	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Deductive change order in accordance with Construction Change Directive # 02- Elimination of Phase 2 scope due to District continued use of existing Building "S" bungalows. This scope of work was for installation of signage.</p> <p><u>REASON:</u> District will continue to occupy building 'S'.</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> 0 days</p>	\$450.00	\$0.00
Sub-Total		\$450.00	\$0.00
Total			-\$450.00

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Approval of Change Order #13, Bid #1147 - Contract with Inland Empire Architectural Specialties Inc. for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND

On March 22, 2010, the Board of Trustees awarded a contract to Inland Empire Architectural Specialties Inc. for Bid #1147, for the Humanities Building at Santiago Canyon College.

ANALYSIS

Contractor provided additional labor and material to revise the directory signs to add slots for names to match revised room plans for the 2nd and 3rd floors of the Humanities Building at the college's request.

Change Order #13 increases the contract by \$742.35. The revised contract amount is \$1,240,291.47. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are 4.58% 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 #13, Bid #1147 for Inland Empire Architectural Specialties Inc. for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$742.35	Board Date: October 28, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

CHANGE ORDER

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

Project: Santiago Canyon College Humanities Building

Bid No. 1147 P.O. # 10-P0014649

D.S.A. No. 04-110212

Contractor: Inland Empire Architectural Specialties

Change Order No. 13

Architect: LPA Inc

Date: September 19, 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		\$1,186,000.00
Previous Change Orders	\$53,549.12	
This Change Order	\$742.35	
Total Change Orders		\$54,291.47
Revised Contract Amount		\$1,240,291.47
Previous Time Extensions	1 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		1 calendar day
Original Completion Date		November 25, 2011
Revised Contract Completion Date		November 26, 2011
RSCCD Board Approval Date		October 28, 2013

Architect

Authorized Signature

Date

Contractor Name

Authorized Signature

Date

Construction Manager - Seville CS

Authorized Signature

Date

District Inspector

Authorized Signature

Date

Director - District Construction and Support Services

Date

Carri Matsumoto

Assistant Vice Chancellor - Facility Planning

Authorized Signature

Date

Peter J. Hardash

Vice Chancellor, Business Operations/Fiscal Services

Date

Board Change Order Summary

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

Project: Santiago Canyon College Humanities Building		Bid No. 1147	P.O. # 10-P0014649
		D.S.A. No. 04-110212	
Contractor: Inland Empire Architectural Specialties		Change Order No. 13	
Architect: LPA Inc		Date: September 19, 2013	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION:</p> <p>Provide labor and material to revise Directory signage according to revised plans for 2nd and 3rd floors.</p> <p>REASON:</p> <p>This was done to meet the request to add extra slots for staff names on the directory signage for the Humanities Building by the college.</p> <p>REQUESTOR: Construction Manager</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$742.35
Sub-Total		\$0.00	\$742.35
Total			\$742.35

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

To:	Board of Trustees	Date: October 28, 2013
Re:	Approval of Rejection of all Bids #1209 – Janitorial Services	
Action:	Request for approval	

BACKGROUND

The five (5) year contract for Janitorial Services for the District Office and the Digital Media Center expired on June 30, 2013. In order to continue contracting out this service, a new formal bid process was conducted. 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.

Since the bid opening, it has been determined that a janitorial contract at the Digital Media Center is no longer needed and the full-time Senior Custodian/Utility Worker position was refunded in order to provide these services.

ANALYSIS

Due to the State mandated minimum wage increase that went into effect, the low bidder, Pacific Building Care, Inc., dba Commercial Cleaning Systems will not to honor their original bid price. The same goes for the second low bidder, ABM Services and it was questionable if the third low bidder, Merchants Building Maintenance LLC would honor their original bid price. Therefore, it is in the best interest of the District to reject all bids and seek an alternate solution.

RECOMMENDATION

It is recommended that the Board of Trustees reject all bids for Bid# 1209 - Janitorial Services as presented.

Fiscal Impact:	N/A	Board Date: October 28, 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	

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0028439	40.00	REGENTS OF THE UNIV OF CALIF	Conference Expenses	SP		9/6/2013
14-P0028440	95.00	CAL STATE UNIV LOS ANGELES	Conference Expenses	SP		9/6/2013
14-P0028441	251.94	FOUR POINTS BY SHERATON	Conference Expenses	SP		9/6/2013
14-P0028443	125.98	FOUR POINTS BY SHERATON	Conference Expenses	SP		9/6/2013
14-P0028444	360.00	CCCEOPSA CALIF COM COLL	Conference Expenses	SP		9/6/2013
14-P0028445	474.75	VIRGINIA M. WITMER	Instructional Supplies	SP		9/6/2013
14-P0028446	431.62	ORANGE TREE DELI & CATERING	Food and Food Service Supplies	SP		9/6/2013
14-P0028447	300.13	ORANGE TREE DELI & CATERING	Food and Food Service Supplies	SP		9/6/2013
14-P0028448	895.00	FBM HOLDING LLC	Internet Services			9/6/2013
14-P0028449	87.00	CHRONICLE OF HIGHER ED	Books, Mags & Ref Mat, Non-Lib			9/6/2013
14-P0028450	69.60	JANNETH P. LINNELL	Non-Instructional Supplies	SP		9/6/2013
14-P0028451	250.00	RSCCD STUDENT BUSINESS OFFICE	Non-Instructional Supplies	SP		9/6/2013
14-P0028452	1,000.00	HOME DEPOT	Instructional Supplies	SP		9/6/2013
14-P0028453	4,173.20	AED SUPERSTORE	Equipment - All Other > \$1,000			9/6/2013
14-P0028454	1,010.30	BARNES & NOBLE INC	Instructional Supplies			9/6/2013
14-P0028455	500.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			9/6/2013
14-P0028456	720.00	CCCEOPSA CALIF COM COLL	Conference Expenses	SP		9/6/2013
14-P0028457	300.00	ASSOCIATION OF COUNSELING CENTER TRAINING	Inst Dues & Memberships	SP		9/6/2013
14-P0028458	172.73	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			9/6/2013
14-P0028459	1,000.00	WALLY MACHINERY & TOOL SUPPLY	Repair & Replacement Parts			9/6/2013
14-P0028460	1,199.81	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/6/2013
14-P0028461	50.00	DON BOOKSTORE	Instructional Supplies	SP		9/6/2013
14-P0028462	2,000.00	1 800 DIAPERS INC	Non-Instructional Supplies	SP		9/6/2013
14-P0028463	1,000.00	SMART & FINAL	Non-Instructional Supplies	SP		9/6/2013
14-P0028464	35.61	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/6/2013
14-P0028465	1,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/6/2013
14-P0028466	307.52	NORTHGATE GONZALEZ MARKET	Food and Food Service Supplies	SP		9/6/2013
14-P0028467	2,500.00	ENTERPRISE FLEET SVCS	Transportation - Athletics			9/6/2013
14-P0028468	300.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		9/6/2013
14-P0028469	750.00	FLINN SCIENTIFIC INC	Instructional Supplies	SP		9/6/2013
14-P0028470	254.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/6/2013
14-P0028471	1,200.00	FISHER SCIENTIFIC	Instructional Supplies	SP		9/6/2013
14-P0028472	1,500.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			9/6/2013
14-P0028473	206.85	MOORE MEDICAL CORP	Instructional Supplies	SP		9/6/2013

Legend: * = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0028474	19.70	BADGE EXPRESS	Contracted Services	SP		9/6/2013
14-P0028475	967.00	STUDENT INSURANCE	All Risk/Athletic Insurance			9/9/2013
14-P0028476	1,431.90	SO CAL LAND MAINTENANCE INC	Contracted Repair Services			9/9/2013
14-P0028477	448.00	DEPT OF FORESTRY & FIRE PROTECTION	Instructional Agreements	SP		9/9/2013
14-P0028478	375.00	CCCCIO	Conference Expenses			9/9/2013
14-P0028479	835.80	AMERICAN EXPRESS	Other Participant Travel Exp	SP		9/10/2013
14-P0028480	88,000.00	VAVRINEK TRINE DAY & CO LLP	Audit			9/10/2013
14-P0028481	13,000.00	WESTERN POWER SYSTEMS	Contracted Repair Services			9/10/2013
14-P0028482	1,100.00	CCFC COMMUNITY COLLEGE FACILITY COALITION	Inst Dues & Memberships			9/10/2013
14-P0028483	1,400.00	EXECUTIVE ENVIRONMENTAL	Buildings - Engineering Costs	SP		9/10/2013
14-P0028484	1,762.19	CASE SYSTEMS INC	Contracted Services	SP		9/10/2013
14-P0028485	1,500.00	AHART MARY ANN	Contracted Services	SP		9/10/2013
14-P0028486	3,082.83	ORANGE COUNTY ELECTRICAL JOINT	Instructional Agrmt - Salary	SP		9/10/2013
14-P0028487	1,027.61	METROPOLITAN WATER DISTRICT	Instructional Agrmt - Salary	SP		9/10/2013
14-P0028488	15,414.15	SOUTHWEST CARPENTERS	Instructional Agrmt - Salary	SP		9/10/2013
14-P0028489	3,339.73	OPERATING ENGINEERS TRAINING	Instructional Agrmt - Salary	SP		9/10/2013
14-P0028490	2,825.93	CALIF NEVADA TRAINING TRUST	Instructional Agrmt - Salary	SP		9/10/2013
14-P0028491	250.00	SIGNATURE FLOORING INC	Contracted Repair Services			9/10/2013
14-P0028492	40.00	EDUCAUSE	Software License and Fees			9/10/2013
14-P0028493	1,020.10	DELL COMPUTER	Equip/Software - >\$200 <\$1,000			9/10/2013
14-P0028494	1,500.00	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		9/11/2013
14-P0028495	500.00	HOME DEPOT	Non-Instructional Supplies	SP		9/11/2013
14-P0028496	3,000.00	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		9/11/2013
14-P0028497	2,500.00	GORM INC	Non-Instructional Supplies			9/11/2013
14-P0028498	750.00	CCCCIO	Conference Expenses	SP		9/11/2013
14-P0028499	31.54	JENNIFER L. PRUZNICK	Food and Food Service Supplies	SP		9/11/2013
14-P0028500	250.00	SMART & FINAL	Food and Food Service Supplies	SP		9/11/2013
14-P0028501	250.00	STATER BROS	Instructional Supplies	SP		9/11/2013
14-P0028502	105.84	SCHICK RECORDS MGMT	Non-Instructional Supplies	SP		9/11/2013
14-P0028503	290.00	DEMCO INC	Non-Instructional Supplies			9/11/2013
14-P0028504	250.00	RSCCD	Mileage/Parking Expenses	SP		9/11/2013
14-P0028505	48.20	FLAGTIME USA	Non-Instructional Supplies			9/11/2013
14-P0028506	500.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			9/11/2013
14-P0028507	631.92	TOMARK SPORTS INC	Instructional Supplies	SP		9/11/2013

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0028508	500.00	DON BOOKSTORE	Instructional Supplies	SP		9/11/2013
14-P0028509	2,232.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		9/11/2013
14-P0028510	7,406.61	CENGAGE LEARNING/ EDUC. TO GO	Books, Mags & Ref Mat, Non-Lib	SP		9/11/2013
14-P0028511	500.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			9/11/2013
14-P0028512	2,000.00	GOLD COAST TOURS	Transportation - Student	SP		9/11/2013
14-P0028513	35.05	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		9/11/2013
14-P0028514	2,800.00	COMPUTERLAND OF SILICON VALLEY	Software License and Fees			9/11/2013
14-P0028515	800.00	JW PEPPER & SON INC.	Instructional Supplies	SP		9/11/2013
14-P0028516	2,000.00	ALBERTSON'S	Food and Food Service Supplies	SP		9/11/2013
14-P0028517	86.35	DENNIS JAMES CLEEK	Non-Instructional Supplies	SP		9/11/2013
14-P0028518	1,472.04	TURNING TECHNOLOGIES LLC	Instructional Supplies	SP		9/11/2013
14-P0028519	500.00	DON BOOKSTORE	Non-Instructional Supplies	SP		9/11/2013
14-P0028520	5,090.49	B2B COMPUTER PRODUCTS LLC	Instructional Supplies	SP		9/11/2013
14-P0028521	1,052.00	COLLEGESOURCE INC	Software Support Service-Fixed			9/11/2013
14-P0028522	2,000.00	CANDELA CORP	Non-Instructional Supplies			9/11/2013
14-P0028523	80.58	AMAZON COM	Non-Instructional Supplies			9/11/2013
14-P0028524	1,274.40	UNISOURCE PAPER CO	Non-Instructional Supplies	SP		9/12/2013
14-P0028525	38,185.86	DELL COMPUTER	Equipment - Federal Progs >200	SP		9/12/2013
14-P0028526	2,280.00	POSTMASTER	Postage			9/12/2013
14-P0028527	1,832.00	UNITED PARCEL SVC	Postage			9/12/2013
14-P0028528	1,500.00	BEARCOM	Repair & Replacement Parts			9/12/2013
14-P0028529	688.41	HANNIBAL'S RESTAURANT INC	Food and Food Service Supplies	SP		9/12/2013
14-P0028530	15,000.00	STRUCTUM INC	Contracted Services	SP		9/10/2013
14-P0028531	15,000.00	REACTOR INSTITUTE	Contracted Services	SP		9/10/2013
14-P0028532	19,804.00	NUEVA VISTA MEDIA	Contracted Services	SP		9/10/2013
14-P0028533	18,500.00	COASTLINE COMMUNITY COLLEGE	Contracted Services	SP		9/10/2013
14-P0028534	58.63	RIDDELL ALL AMERICAN	Instructional Supplies	SP		9/12/2013
14-P0028535	34.29	RIDDELL ALL AMERICAN	Instructional Supplies	SP		9/12/2013
14-P0028536	21.02	NASCO	Instructional Supplies	SP		9/12/2013
14-P0028537	104.22	SCANTRON CORP	Non-Instructional Supplies	SP		9/12/2013
14-P0028538	296.51	RIDDELL ALL AMERICAN	Instructional Supplies	SP		9/12/2013
14-P0028539	624.95	LINCOLN EQUIPMENT INC	Instructional Supplies	SP		9/12/2013
14-P0028540	750.00	SHPE	Other Participant Travel Exp	SP		9/12/2013
14-P0028541	250.00	SHPE	Conference Expenses	SP		9/12/2013

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0028542	300.00	CHILDREN'S BUREAU	Conference Expenses	SP		9/12/2013
14-P0028543	5,000.00	DON BOOKSTORE	Books Paid for Students	SP		9/12/2013
14-P0028544	1,500.00	WALLY MACHINERY & TOOL SUPPLY	Instructional Supplies	SP		9/12/2013
14-P0028545	300.00	SYRUS OLAMAI	Non-Instructional Supplies			9/12/2013
14-P0028546	400.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/12/2013
14-P0028547	3,100.00	IBIS WORLD INC	Books, Mags & Ref Mat, Non-Lib	SP		9/12/2013
14-P0028548	134.97	LOS ANGELES TIMES	Library Books - Periodicals			9/12/2013
14-P0028549	750.00	THOMAS JANETTE RAZZETTI	Instructional Supplies	SP		9/12/2013
14-P0028550	375.00	WISE GUYS PIZZERIA	Food and Food Service Supplies	SP		9/12/2013
14-P0028551	6,000.00	TASKSTREAM LLC	Software Support Service	SP		9/12/2013
14-P0028552	84,000.00	ACCUVANT INC	Equipment - Other Contract Svc	SP		9/13/2013
14-P0028553	3,298.34	DAY LITE MAINTENANCE CO INC	Contracted Repair Services			9/13/2013
14-P0028554	350.00	PYRO-COMM SYSTEMS INC	Contracted Repair Services			9/13/2013
14-P0028555	408.00	KNORR SYSTEMS INC	Contracted Repair Services			9/13/2013
14-P0028556	424.00	DE LA TORRE COMMERCIAL	Contracted Services			9/13/2013
14-P0028557	1,400.00	PYRO-COMM SYSTEMS INC	Contracted Repair Services			9/13/2013
14-P0028558	3,357.72	SIMS ORANGE WELDING SUPPLY	Instructional Supplies	SP		9/13/2013
14-P0028559	1,014.27	SUZANNE L. LOHMANN	Other Participant Travel Exp	SP		9/13/2013
14-P0028560	1,035.00	EDUCAUSE	Conference Expenses			9/13/2013
14-P0028561	1,035.00	EDUCAUSE	Conference Expenses			9/13/2013
14-P0028562	1,035.00	EDUCAUSE	Conference Expenses			9/13/2013
14-P0028563	1,035.00	EDUCAUSE	Conference Expenses			9/13/2013
14-P0028564	2,475.00	NEW HORIZONS	Conference Expenses			9/13/2013
14-P0028565	2,475.00	NEW HORIZONS	Conference Expenses			9/13/2013
14-P0028566	1,035.00	EDUCAUSE	Conference Expenses			9/13/2013
14-P0028567	1,035.00	EDUCAUSE	Conference Expenses			9/13/2013
14-P0028568	1,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/13/2013
14-P0028569	10,702.87	A TECH TRAINING	Equipment - Federal Progs >200	SP		9/16/2013
14-P0028570	2,000.00	SMART & FINAL	Food and Food Service Supplies	SP		9/16/2013
14-P0028571	553.92	WELLS FARGO BANK	Non-Instructional Supplies			9/16/2013
14-P0028572	10,400.00	FRANKLIN AIR CONDITIONING	Buildings - Contracted Svcs	SP		9/16/2013
14-P0028573	48.54	AMAZON COM	Non-Instructional Supplies			9/16/2013
14-P0028574	441.60	SIMON B. HOFFMAN	Conference Expenses	SP		9/17/2013
14-P0028575	575.00	SIMON B. HOFFMAN	Conference Expenses	SP		9/17/2013

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0028576	5,414.60	HEC SOFTWARE INC	Software License and Fees	SP		9/17/2013
14-P0028577	566.29	NOBLE 1 MILWAUKEE OP CO LLC	Conference Expenses	SP		9/17/2013
14-P0028578	68.94	FEDEX	Postage			9/17/2013
14-P0028579	29,930.79	IDSC HOLDINGS LLC	Equipment - Federal Progs >200	SP		9/17/2013
14-P0028580	372.07	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		9/17/2013
14-P0028581	300.00	WELLS FARGO BANK	Software License and Fees	SP		9/17/2013
14-P0028582	400.00	LOS ANGELES AREA CHAMBER OF COMMERCE	Conference Expenses	SP		9/18/2013
14-P0028583	156.00	8110 AERO DR HOLDINGS LLC	Conference Expenses	SP		9/18/2013
14-P0028584	1,020.00	CCCEOPSA CALIF COM COLL	Conference Expenses	SP		9/18/2013
14-P0028585	395.00	CCCAOE CALIF COM COLL ASSOC	Conference Expenses	SP		9/18/2013
14-P0028586	2,500.00	LOS ANGELES COUNTY ECONOMIC DEV CORP	Inst Dues & Memberships	SP		9/18/2013
14-P0028587	145.00	MKH ELECTRONICS	Contracted Repair Services			9/18/2013
14-P0028588	1,500.00	OCBC ORANGE CTY BUS COUNCIL	Inst Dues & Memberships	SP		9/18/2013
14-P0028589	470.15	AMERICAN COLLEGE HEALTH ASSOC	Inst Dues & Memberships	SP		9/18/2013
14-P0028590	200.00	CALIFORNIA COMMUNITY COLLEGES CALWORKS AS	Inst Dues & Memberships	SP		9/18/2013
14-P0028591	150.00	HSACCC HEALTH SVCS ASSOC-	Inst Dues & Memberships	SP		9/18/2013
14-P0028592	78.66	DISPLAYS2GO	Non-Instructional Supplies			9/18/2013
14-P0028593	1,000.00	ZPIZZA	Food and Food Service Supplies			9/18/2013
14-P0028594	154.72	BIO RAD LABORATORIES	Instructional Supplies	SP		9/18/2013
14-P0028595	2,725.00	ABBOTT INDUSTRIES INC	Building Improvements	SP		9/18/2013
14-P0028596	85.00	COMMUNITY COLLEGE INTERNAL AUDITORS	Conference Expenses			9/19/2013
14-P0028597	26,730.00	TK SERVICES, INC.	Equipment - Federal Progs >200	SP		9/19/2013
14-P0028598	1,500.00	TURNOUT MAINTENANCE COMPANY, LLC	Repair & Replacement Parts			9/19/2013
14-P0028599	980.10	ACT	Non-Instructional Supplies	SP		9/19/2013
14-P0028600	526.92	TOWN AND COUNTRY RESORT AND CONVENTION C	Conference Expenses			9/19/2013
14-P0028601	280.00	NAFSA	Conference Expenses			9/19/2013
14-P0028602	125.00	OCBC ORANGE CTY BUS COUNCIL	Conference Expenses			9/19/2013
14-P0028603	6.00	ACT	Non-Instructional Supplies	SP		9/19/2013
14-P0028604	235.06	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		9/19/2013
14-P0028605	162.22	KLAI-CO IDENTIFICATION PRODUCT INC	Instructional Supplies	SP		9/19/2013
14-P0028606	505.71	TOP HAT PRODUCTIONS	Food and Food Service Supplies			9/19/2013
14-P0028607	384.90	D4 SOLUTIONS INC.	Equipment - Other Contract Svc	SP		9/19/2013
14-P0028609	3,542.40	WE DO GRAPHICS INC	Reproduction/Printing Expenses	SP		9/19/2013
14-P0028610	224.00	FELDESMAN TUCKER LEIFER FIDELL LLP	Conference Expenses	SP		9/19/2013

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0028611	170.00	MEDIA EDUCATION FOUNDATION	Instructional Supplies	SP		9/19/2013
14-P0028612	150.00	FREEDOM COMMUNICATIONS, INC	Advertising			9/19/2013
14-P0028613	8,862.21	COR O VAN MOVING	Buildings - Relocation/Moving	SP		9/19/2013
14-P0028614	229.68	LOS ANGELES TIMES	Books, Mags & Ref Mat, Non-Lib			9/19/2013
14-P0028615	1,061.00	R.R. BOWKER LLC	Internet Services			9/19/2013
14-P0028616	31,296.72	NTH GENERATION COMPUTING INC	Equipment - All Other > \$1,000	SP		9/19/2013
14-P0028617	1,827.36	ATP TECHNOLOGY CORP	Equipment - All Other > \$1,000			9/19/2013
14-P0028618	520.56	TROXELL COMM INC	Instructional Supplies	SP		9/19/2013
14-P0028619	176.40	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP	BOND	9/19/2013
14-P0028620	9.80	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP	BOND	9/19/2013
14-P0028621	49.00	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP		9/19/2013
14-P0028622	272.00	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP	BOND	9/19/2013
14-P0028623	68.60	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP	BOND	9/19/2013
14-P0028624	176.40	DEPT OF GENERAL SERVICES	Site Improv - DSA Fees	SP	BOND	9/19/2013
14-P0028625	348.71	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		9/19/2013
14-P0028626	770.00	C BELOW INC	Buildings - Contracted Svcs	SP	BOND	9/20/2013
14-P0028627	2,762.55	HILLS BROS LOCK & SAFE	Buildings - Contracted Svcs	SP		9/20/2013
14-P0028628	2,250.00	EXECUTIVE ENVIRONMENTAL	Buildings - Construction Tests	SP		9/20/2013
14-P0028629	1,530.00	SUNBELT CONTROLS INC	Contracted Repair Services	SP		9/20/2013
14-P0028630	1,034.26	ACTION DOOR CONTROLS INC	Contracted Repair Services			9/20/2013
14-P0028631	2,165.00	TROPICAL PLAZA NURSERY	Contracted Repair Services			9/20/2013
14-P0028632	255.00	FRANKLIN AIR CONDITIONING	Contracted Repair Services			9/20/2013
14-P0028633	1,900.00	THERMAL AIR CONDITIONING INC	Contracted Repair Services			9/20/2013
14-P0028634	380.00	TROPICAL PLAZA NURSERY	Contracted Repair Services			9/20/2013
14-P0028635	1,500.00	SIGMA ALDRICH INC	Instructional Supplies	SP		9/20/2013
* 14-P0028636	18,492.70	THERMO ELECTRON NORTH AMERICA LLC	Equipment - All Other > \$1,000	SP		9/20/2013
14-P0028637	267.04	TMW MEDIA GROUP	Instructional Supplies	SP		9/20/2013
14-P0028638	986.03	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			9/20/2013
14-P0028639	3,142.00	FREEDOM COMMUNICATIONS, INC	Site Improv - Legal Expenses	SP	BOND	9/20/2013
14-P0028640	393.00	WORLD TRUST EDUCATIONAL SVCS INC	Instructional Supplies	SP		9/20/2013
14-P0028641	750.00	CCCCIO	Conference Expenses			9/20/2013
14-P0028642	900.00	SMART & FINAL	Food and Food Service Supplies	SP		9/20/2013
14-P0028643	1,987.19	OFFICE DEPOT BUSINESS SVCS	Equipment - All Other > \$1,000			9/20/2013
14-P0028644	473.80	WELLS FARGO BANK	Conference Expenses			9/20/2013

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0028645	11,675.84	AUTOMOTIVE ELECTRONIC SVCS	Equipment - Federal Progs >200	SP		9/20/2013
14-P0028646	1,112.24	WELLS FARGO BANK	Conference Expenses			9/20/2013
14-P0028647	940.14	WELLS FARGO BANK	Conference Expenses			9/20/2013
14-P0028648	946.38	DAY LITE MAINTENANCE CO INC	Contracted Repair Services			9/23/2013
14-P0028649	52,000.00	CAMBRIDGE WEST PARTNERSHIP LLC	Contracted Services			9/23/2013
14-P0028650	190.00	ACADEMY ELECTRIC INC	Contracted Repair Services			9/23/2013
14-P0028651	2,910.00	FREEDOM COMMUNICATIONS, INC	Buildings - Legal Expenses	SP	BOND	9/23/2013
14-P0028652	2,097.00	HEIBERG CONSULTING INC	Software License and Fees	SP		9/23/2013
14-P0028653	385.00	DE LA TORRE COMMERCIAL	Contracted Repair Services			9/23/2013
14-P0028654	3,728.51	PAINTING & DECOR INC	Buildings - Contracted Svcs	SP	BOND	9/23/2013
14-P0028655	253.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/24/2013
14-P0028656	7.55	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		9/24/2013
14-P0028657	1,000.00	AARDVARK CLAY & SUPPLIES	Instructional Supplies	SP		9/24/2013
14-P0028658	1,500.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/24/2013
14-P0028659	1,000.00	MAR VAC ELECTRONICS	Instructional Supplies	SP		9/24/2013
14-P0028660	150.00	UNITED RENTALS	Instructional Supplies	SP		9/24/2013
14-P0028661	17.27	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/24/2013
14-P0028662	208.97	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/24/2013
14-P0028663	18.99	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/24/2013
14-P0028664	125.00	CONNECTICUT VALLEY BIOLOGICAL	Instructional Supplies	SP		9/24/2013
14-P0028665	2,500.00	VOYAGER FLEET SYSTEM INC	Gasoline			9/24/2013
14-P0028666	1,000.00	RUSH TRUCK CENTER	Instructional Supplies	SP		9/24/2013
14-P0028667	450.00	THERMO KING CORP	Instructional Supplies	SP		9/24/2013
14-P0028668	450.00	CARRIER TRANSICOLD	Instructional Supplies	SP		9/24/2013
14-P0028669	3,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/24/2013
14-P0028670	700.00	SODEXHO	Other Exp Paid for Students	SP		9/24/2013
14-P0028671	1,000.00	WESTRUX INT'L	Instructional Supplies	SP		9/24/2013
14-P0028672	6,000.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		9/24/2013
14-P0028673	1,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/24/2013
14-P0028674	800.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		9/24/2013
14-P0028676	1,500.00	CARQUEST AUTO PARTS	Instructional Supplies	SP		9/24/2013
14-P0028677	1,750.00	JOB ELEPHANT COM INC	Personnel Recruiting			9/24/2013
14-P0028678	349.14	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/24/2013
* 14-P0028679	1,381.31	TRICAM INC	Food and Food Service Supplies	SP		9/24/2013

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 14-P0028680	1,760.38	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/24/2013
14-P0028681	4,054.01	UNISOURCE PAPER CO	Instructional Supplies	SP		9/24/2013
14-P0028682	1,983.50	VALLEY ROASTERS INC	Food and Food Service Supplies	SP		9/24/2013
14-P0028683	400.00	DON BOOKSTORE	Non-Instructional Supplies	SP		9/24/2013
14-P0028684	778.56	4 IMPRINT	Non-Instructional Supplies	SP		9/24/2013
14-P0028685	792.61	4 IMPRINT	Non-Instructional Supplies	SP		9/24/2013
14-P0028686	306.01	4 IMPRINT	Non-Instructional Supplies	SP		9/24/2013
14-P0028687	1,860.88	CLINCH GEAR	Instructional Supplies	SP		9/24/2013
14-P0028688	1,325.76	CLINCH GEAR	Instructional Supplies	SP		9/24/2013
14-P0028689	19.43	STEVEN A. GLYER	Non-Instructional Supplies	SP		9/24/2013
14-P0028690	80.99	STEVEN A. GLYER	Non-Instructional Supplies	SP		9/24/2013
14-P0028691	4,800.00	SC FUELS	Gasoline			9/25/2013
14-P0028692	928.03	9750 AIRPORT MANAGEMENT	Conference Expenses	SP		9/25/2013
14-P0028693	15,490.00	AACC AMERICAN ASSOC OF COMMUNITY COLLEGES	Inst Dues & Memberships			9/25/2013
14-P0028694	1,980.00	HANNIBAL'S RESTAURANT INC	Food and Food Service Supplies	SP		9/25/2013
14-P0028695	9,223.93	DELL COMPUTER	Equipment - Federal Progs >200	SP		9/25/2013
14-P0028696	124.81	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/26/2013
14-P0028697	1,000.00	AAHHE	Inst Dues & Memberships			9/26/2013
14-P0028698	1,178.55	CALIFORNIA ULTIMATE DESIGNS	Instructional Supplies	SP		9/26/2013
14-P0028699	156.43	OXFORD UNIV PRESS	Books, Mags & Ref Mat, Non-Lib	SP		9/26/2013
14-P0028700	418.96	ACCO BRANDS USA LLC	Non-Instructional Supplies	SP		9/26/2013
14-P0028701	3,680.81	FISHER SCIENTIFIC	Equipment - Federal Progs >200	SP		9/26/2013
* 14-P0028702	27,095.15	OREMOR OF TUSTIN INC	Restricted Contingency	SP		9/26/2013
14-P0028703	116.64	STEVEN A. GLYER	Non-Instructional Supplies	SP		9/26/2013
14-P0028704	588.92	PEARSON ED	Books, Mags & Ref Mat, Non-Lib	SP		9/26/2013
14-P0028705	251.27	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		9/26/2013
14-P0028706	360.20	AMERICAN THERMOFORM CORP	Instructional Supplies	SP		9/26/2013
14-P0028707	29.95	STEVEN A. GLYER	Software License and Fees	SP		9/26/2013
14-P0028708	2,306.12	BARNES & NOBLE INC	Books, Mags & Ref Mat, Non-Lib	SP		9/26/2013
14-P0028709	5,933.35	D4 SOLUTIONS INC.	Buildings - Relocation/Moving	SP		9/26/2013
14-P0028710	243.03	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		9/26/2013
14-P0028711	231.40	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/26/2013
14-P0028712	10,900.00	SC FUELS	Gasoline	SP		9/26/2013
* 14-P0028713	3,508.92	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		9/26/2013

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0028714	500.00	STEVEN A. GLYER	Non-Instructional Supplies	SP		9/26/2013
14-P0028715	107.99	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/26/2013
14-P0028716	800.00	OFFICE DEPOT BUSINESS SVCS	Supplies Paid for Students	SP		9/26/2013
14-P0028717	315.58	SMART & FINAL	Food and Food Service Supplies	SP		9/26/2013
14-P0028718	2,393.00	LEAGUE FOR INNOVATION	Non-Instructional Supplies	SP		9/26/2013
14-P0028721	6,621.95	SVM LP	Other Exp Paid for Students	SP		9/26/2013
14-P0028722	453.30	ORANGE COUNTY MONSTER CARTS INC	Repair & Replacement Parts	SP		9/26/2013
14-P0028723	999.04	BARNES & NOBLE INC	Non-Instructional Supplies	SP		9/26/2013
14-P0028724	1,385.64	CLEAN SOURCE INC	Non-Instructional Supplies			9/27/2013
14-P0028725	981.51	WAXIE SANITARY SUPPLY	Contracted Repair Services	SP		9/27/2013
14-P0028726	1,500.00	ACADEMY ELECTRIC INC	Buildings - Relocation/Moving	SP		9/27/2013
14-P0028727	1,836.00	CYBERGROUP INC	Software License and Fees			9/27/2013
14-P0028728	1,874.84	APCO GRAPHICS INC	Buildings - Relocation/Moving	SP		9/27/2013
* 14-P0028729	2,030.40	SEHI COMPUTER PRODUCTS	Equip/Software - >\$200 <\$1,000	SP	BOND	9/27/2013
14-P0028730	50,000.00	THE FELDHAKA LAW FIRM	Legal Expenses			9/27/2013
14-P0028732	474.56	IMAGE PRINTING SOLUTIONS	Non-Instructional Supplies	SP		9/27/2013
14-P0028733	11,155.00	SABARES PAUL	Equipment - Federal Progs >200	SP		9/27/2013
14-P0028734	1,100.15	MICROTECH SCIENTIFIC	Instructional Supplies	SP		9/27/2013
14-P0028735	20,000.00	HIRSCHFELD KRAEMER LLP	Legal Expenses			9/30/2013
14-P0028736	575.00	PYRO-COMM SYSTEMS INC	Contracted Repair Services			9/30/2013
14-P0028737	179.00	WESTERN POWER SYSTEMS	Contracted Repair Services			9/30/2013
14-P0028738	1,289.00	TROPICAL PLAZA NURSERY	Contracted Repair Services			9/30/2013
14-P0028739	500.00	HAY GROUP INC	Contracted Services			9/30/2013
14-P0028740	2,899.01	BOBER ANTHONY T	Gain (Loss) - Insurance Settle			9/30/2013
14-P0028741	7,500.00	GEO-ADVANTEC INC	Site Improv - Contracted Svcs	SP	BOND	9/30/2013
14-P0028742	700.00	SANDY BOYD INC	Contracted Services			9/30/2013
14-P0028743	4,229.28	WHITE BEAR PHOTONICS LLC	Equipment - Federal Progs >200	SP		9/30/2013
14-P0028744	10,245.96	KNORR SYSTEMS INC	Equipment - All Other > \$1,000	SP		9/30/2013
14-P0028745	582.52	BUSINESS MACHINES SECURITY	Equip/Software - >\$200 <\$1,000	SP	BOND	9/30/2013
14-P0028746	28,950.00	RODRIGUEZ ENGINEERING	Buildings - Architects Fee	SP		9/30/2013
14-P0028747	788.40	Q PRESS	Non-Instructional Supplies			9/30/2013
14-P0028748	10,734.00	ENVIRONMENTAL AUDIT INC	Sites - Contracted Services	SP	BOND	9/30/2013
14-P0028749	5,000.00	GLOBAL WORKS INC	Contracted Services	SP		9/30/2013
14-P0028750	791.00	WESTERN POWER SYSTEMS	Contracted Repair Services			9/30/2013

Legend: * = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0028751	673.35	KAPLAN	Instructional Supplies	SP		9/30/2013
14-P0028752	195.00	CPP INC	Software License and Fees	SP		9/30/2013
14-P0028753	285.00	CCFC COMMUNITY COLLEGE FACILITY COALITION	Mileage/Parking Expenses			10/1/2013
14-P0028754	975.00	CCCAOE CALIF COM COLL ASSOC	Conference Expenses	SP		10/1/2013
14-P0028755	250.00	THE NATL HEP/CAMP ASSOCIATION	Conference Expenses	SP		10/1/2013
14-P0028756	492.80	AMERICAN EXPRESS	Conference Expenses	SP		10/1/2013
14-P0028757	200.00	SOCAL WESTOP	Conference Expenses	SP		10/1/2013
14-P0028758	884.75	CLAYPOOL DEV. COMPANY	Conference Expenses	SP		10/1/2013
* 14-P0028759	656.75	LUX BUS AMERICA	Transportation - Student	SP		10/1/2013
14-P0028760	1,200.00	GB HEULER	Rental - Facility (Short-term)			10/1/2013
14-P0028761	220.00	ADAM'S ELECTRONICS	Contracted Repair Services			10/1/2013
14-P0028762	2,797.00	VOCUS INC	Internet Services			10/1/2013
14-P0028763	4,738.31	4 IMPRINT	Non-Instructional Supplies	SP		10/1/2013
14-P0028764	532.72	TRICAM INC	Food and Food Service Supplies	SP		10/1/2013
14-P0028765	426.18	TRICAM INC	Food and Food Service Supplies	SP		10/1/2013
14-P0028766	250.00	ALBERTSON'S	Food and Food Service Supplies	SP		10/1/2013
14-P0028767	800.00	SAMY'S CAMERA	Instructional Supplies	SP		10/1/2013
14-P0028768	479.45	TRICAM INC	Food and Food Service Supplies	SP		10/1/2013
14-P0028769	532.72	TRICAM INC	Food and Food Service Supplies	SP		10/1/2013
14-P0028770	1,809.26	CAMBRIDGE UNIV PRESS	Books, Mags & Ref Mat, Non-Lib	SP		10/1/2013
14-P0028771	196.02	SUPER ANTOJITO'S AUTHENTIC MEXICAN FOOD	Food and Food Service Supplies	SP		10/1/2013
14-P0028772	205.20	WE DO GRAPHICS INC	Reproduction/Printing Expenses	SP		10/1/2013
14-P0028773	9,945.72	SIMS ORANGE WELDING SUPPLY	Instructional Supplies	SP		10/1/2013
14-P0028774	520.62	RIVIERA RESORT & SPA	Conference Expenses	SP		10/1/2013
14-P0028775	395.00	CCCAOE CALIF COM COLL ASSOC	Conference Expenses	SP		10/1/2013
14-P0028776	3,233.52	BROWN SHARON ELIZABETH	Contracted Services			10/2/2013
14-P0028777	2,800.00	ORANGE COUNTY ECE PROFESSIONALS	Contracted Services	SP		10/2/2013
14-P0028778	4,810.00	CRC INC	Contracted Services	SP		10/2/2013
* 14-P0028779	9,455.18	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip/Software - >\$200 <\$1,000			10/2/2013
14-P0028780	1,367.65	XPEDX PAPER CO	Non-Instructional Supplies			10/2/2013
14-P0028781	135.00	ORANGE UNIFIED SCHOOL DISTRICT	Transportation - Student	SP		10/2/2013
14-P0028782	135.00	ORANGE UNIFIED SCHOOL DISTRICT	Transportation - Student	SP		10/2/2013
14-P0028783	135.00	ORANGE UNIFIED SCHOOL DISTRICT	Transportation - Student	SP		10/2/2013
14-P0028784	2,265.00	IMAGE PRINTING SOLUTIONS	Non-Instructional Supplies	SP		10/2/2013

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0028785	255,750.00	ACCO ENGINEERED SYSTEMS INC	Building Improvements	SP		10/2/2013
14-P0028786	56,000.00	ACCO ENGINEERED SYSTEMS INC	Building Improvements	SP		10/2/2013
14-P0028787	25,250.00	ACCO ENGINEERED SYSTEMS INC	Building Improvements	SP		10/2/2013
14-P0028788	100.00	ORANGE COUNTY TRAINING	Inst Dues & Memberships			10/2/2013
14-P0028789	135.00	ORANGE UNIFIED SCHOOL DISTRICT	Transportation - Student	SP		10/2/2013
14-P0028790	135.00	ORANGE UNIFIED SCHOOL DISTRICT	Transportation - Student	SP		10/2/2013
14-P0028791	4,985.42	SUNSET CENTER CT LESSEE	Contracted Services	SP		10/2/2013
14-P0028792	2,500.00	ORANGE COUNTY PUMP CORP	Contracted Repair Services			10/2/2013
14-P0028793	1,399.80	TOMARK SPORTS INC	Contracted Repair Services			10/2/2013
14-P0028794	1,703.00	CARRIER CORP	Contracted Repair Services			10/2/2013
14-P0028795	178.50	JULIE A. PEEKEN	Food and Food Service Supplies	SP		10/2/2013
14-P0028796	1,000.00	SPORT SUPPLY GROUP INC	Instructional Supplies	SP		10/2/2013
14-P0028797	150.00	ART SUPPLY WAREHOUSE	Instructional Supplies	SP		10/2/2013
14-P0028798	532.72	TRICAM INC	Food and Food Service Supplies	SP		10/2/2013
14-P0028799	256.00	XEROX CORP	Buildings - Relocation/Moving	SP		10/2/2013
14-P0028800	1,948.00	XEROX CORP	Buildings - Relocation/Moving	SP		10/2/2013
14-P0028801	241.00	WEST BEE TRADING CORP	Instructional Supplies	SP		10/2/2013
14-P0028802	41.79	BARNES & NOBLE INC	Instructional Supplies	SP		10/2/2013
14-P0028803	1,299.20	CFS PRODUCTS INC	Equip/Software - >\$200 <\$1,000			10/2/2013
14-P0028804	1,504.03	FISHER SCIENTIFIC	Instructional Supplies	SP		10/2/2013
14-P0028805	213.50	AED SUPERSTORE	Non-Instructional Supplies			10/2/2013
14-P0028806	600.00	AMERICAN RED CROSS	Conference Expenses			10/2/2013
14-P0028807	23.75	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			10/2/2013
* 14-P0028808	14,990.96	GLOBAL PRESENTER	Equipment - All Other > \$1,000			10/2/2013
14-P0028809	6,817.82	UNISOURCE PAPER CO	Instructional Supplies	SP		10/3/2013
* 14-P0028810	1,884.55	MEDCO/PATTERSON MEDICAL	Instructional Supplies	SP		10/3/2013
14-P0028811	447.12	IMAGE PRINTING SOLUTIONS	Non-Instructional Supplies	SP		10/3/2013
* 14-P0028812	1,000.00	CABRERA CHAVEZ GARCIA INC	Rental - Other (Short-term)	SP		10/3/2013
14-P0028813	174.00	TRL SYSTEMS INC	Contracted Repair Services			10/3/2013
14-P0028814	495.00	UNIVERSITY ECONOMIC DEVELOPMENT ASSOC	Inst Dues & Memberships			10/3/2013
14-P0028815	462.56	CALUMET CARTON CO	Non-Instructional Supplies	SP		10/3/2013
14-P0028816	1,000.00	US SHOP TOOLS	Instructional Supplies	SP		10/3/2013
14-P0028817	9,000.00	KUALI FOUNDATION	Inst Dues & Memberships			10/3/2013
14-P0028818	3,438.36	EXECUTIVE ENVIRONMENTAL	Contracted Services			10/3/2013

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0028819	162.86	FREEDOM COMMUNICATIONS, INC	Books, Mags & Ref Mat, Non-Lib			10/3/2013
14-P0028820	395.00	CCCAOE CALIF COM COLL ASSOC	Conference Expenses	SP		10/3/2013
14-P0028821	169.00	ARTHUR M. YOSHIHARA	Instructional Supplies	SP		10/3/2013
14-P0028822	335.61	SANTA FE PICACHO HOTEL MNGT. CORP.	Conference Expenses	SP		10/4/2013
* 14-P0028823	200.00	CCCEOPSA CALIF COM COLL	Conference Expenses	SP		10/4/2013
14-P0028824	395.00	SIMON B. HOFFMAN	Conference Expenses	SP		10/4/2013
14-P0028825	222.20	APPERSON	Instructional Supplies	SP		10/4/2013
14-P0028826	2,500.00	UNITED RENTALS	Rental-Equipment (Short-term)			10/4/2013
14-P0028827	2,483.99	OFFICE DEPOT BUSINESS SVCS	Equipment - All Other > \$1,000			10/4/2013
* 14-P0028828	3,378.89	TROXELL COMM INC	Equip/Software - >\$200 <\$1,000	SP		10/7/2013
14-P0028829	172.80	AMERICAN EXPRESS	Conference Expenses	SP		10/7/2013
14-P0028830	130.80	AMERICAN EXPRESS	Conference Expenses	SP		10/7/2013
14-P0028831	141.80	AMERICAN EXPRESS	Conference Expenses	SP		10/7/2013
14-P0028832	172.80	AMERICAN EXPRESS	Conference Expenses	SP		10/7/2013
* 14-P0028833	3,386.56	TROXELL COMM INC	Equip/Software - >\$200 <\$1,000	SP		10/7/2013
* 14-P0028834	75,324.52	TROXELL COMM INC	Equipment - All Other > \$1,000	SP	BOND	10/7/2013
14-P0028835	2,210.17	DELL COMPUTER	Equipment - All Other > \$1,000			10/7/2013
14-P0028836	69.00	COMPUTERLAND OF SILICON VALLEY	Software License and Fees	SP		10/7/2013
14-P0028837	69.00	COMPUTERLAND OF SILICON VALLEY	Software License and Fees			10/7/2013
14-P0028838	400.00	RIDELINKS INC	Contracted Services	SP		10/7/2013
* 14-P0028839	1,260.00	COMPUTERLAND OF SILICON VALLEY	Software License and Fees	SP		10/7/2013
14-P0028840	1,370.00	CCCAOE CALIF COM COLL ASSOC	Conference Expenses	SP		10/7/2013
14-P0028841	660.00	ELIZABETH BERGARA	Conference Expenses	SP		10/7/2013
14-P0028842	888.95	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		10/7/2013
14-P0028843	8,083.03	H & E EQUIPMENT SVCS INC	Equipment - All Other > \$1,000	SP		10/7/2013
14-P0028844	3,416.22	DELL COMPUTER	Equip/Software - >\$200 <\$1,000			10/7/2013
14-P0028845	296.80	U-HAUL INTERNATIONAL	Repair & Replacement Parts	SP		10/8/2013
14-P0028846	2,536.41	CERTIFIED TRANSPORTATIONS	Transportation - Student	SP		10/8/2013
14-P0028847	498.00	INTERNATIONAL CLINICAL EDUCATORS INC	Internet Services			10/8/2013
14-P0028848	397.32	MONTGOMERY HARDWARE CO	Non-Instructional Supplies			10/8/2013
14-P0028849	3,616.00	DON BOOKSTORE	Non-Instructional Supplies	SP		10/8/2013
14-P0028850	300.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		10/8/2013
14-P0028851	535.60	AMERICAN EXPRESS	Conference Expenses	SP		10/8/2013
14-P0028852	325.00	LOWE'S HOME IMPROVEMENT	Instructional Supplies	SP		10/8/2013

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0028853	300.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		10/8/2013
14-P0028854	250.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		10/8/2013
14-P0028855	327.00	ORANGE COUNTY INDUSTRIAL YSEWING MACHINE C	Instructional Supplies	SP		10/8/2013
14-P0028856	500.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		10/8/2013
14-P0028857	500.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		10/8/2013
14-P0028858	336.72	HUMANWARE INC	Repair & Replacement Parts	SP		10/8/2013
14-P0028859	449.41	DAPPER TIRE	Repair & Replacement Parts	SP		10/8/2013
14-P0028860	52.05	BADGE EXPRESS	Non-Instructional Supplies			10/8/2013
14-P0028861	526.42	SCAQMD	Public Agencies' Assess & Fees	SP		10/8/2013
14-P0028862	1,225.00	AMERICAN FENCE	Rental - Other (Short-term)			10/8/2013
14-P0028863	745.00	LUX BUS AMERICA	Transportation - Student	SP		10/8/2013
14-P0028864	541.92	APPLE COMPUTER INC	Awards & Incentives	SP		10/8/2013
14-P0028865	669.60	COMMUNITY PLAYTHINGS	Equip/Software - >\$200 <\$1,000	SP		10/8/2013
14-P0028866	763.95	AMERICAN EXPRESS	Conference Expenses			10/8/2013
14-P0028867	4,000.00	UNITED AUTOMOTIVE SVC INC	Contracted Repair Services	SP		10/8/2013
14-P0028868	165.00	CN SCHOOL AND OFFICE SOLUTIONS INC	Contracted Services			10/8/2013
14-P0028869	49.00	CONSTANT CONTACT	Conference Expenses	SP		10/8/2013
14-P0028870	5,000.00	WALTERS PAUL MARTIN	Contracted Services			10/8/2013
14-P0028871	1,212.78	XPEDX PAPER CO	Non-Instructional Supplies			10/8/2013
14-P0028872	14,950.00	PLAN CHECK ASSOCIATES INC	Buildings - Construction Tests	SP		10/9/2013
14-P0028873	69.00	COMPUTERLAND OF SILICON VALLEY	Software License and Fees			10/9/2013
14-P0028874	384.90	WELLS FARGO BANK	Equip/Software - >\$200 <\$1,000			10/9/2013
14-P0028875	192.80	AMERICAN EXPRESS	Conference Expenses			10/10/2013
14-P0028876	4,050.00	PROJECT ACCESS INC	Contracted Services	SP		10/10/2013
14-P0028878	519.40	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP	BOND	10/10/2013
14-P0028879	68.80	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP	BOND	10/10/2013
14-P0028880	58.80	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP	BOND	10/10/2013
14-P0028881	11,318.88	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP	BOND	10/10/2013
14-P0028882	4,300.00	RODRIGUEZ ENGINEERING	Buildings - Engineering Costs	SP	BOND	10/10/2013
14-P0028883	13.50	SUSAN BLACKWOOD LEEDY	Non-Instructional Supplies	SP		10/10/2013
14-P0028884	125.00	BOYD & ASSOCIATES	Contracted Repair Services			10/10/2013
14-P0028885	768.08	HOFFMAN SOUTHWEST CORP	Contracted Repair Services			10/10/2013
14-P0028886	10,865.00	CIRKS CONSTRUCTION INC	Buildings - Demolition Costs	SP		10/10/2013
14-P0028887	21,885.00	SUN ENVIRONMENTAL ENGINEERING	Buildings - Demolition Costs	SP		10/10/2013

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0028888	98.82	HANNEMAN TIM	Contracted Repair Services			10/10/2013
14-P0028889	1,550.00	ELESCO	Maint/Oper Service Agreements			10/10/2013
14-P0028890	6,000.00	ECMC SOLUTIONS CORP	Contracted Services	SP		10/10/2013
14-P0028891	25,500.00	CRC INC	Contracted Services	SP		10/10/2013
14-P0028892	15,000.00	QUICK CAPTION	Contracted Services	SP		10/10/2013
14-P0028893	12,500.00	GLOBAL WORKS INC	Contracted Services	SP		10/10/2013
14-P0028894	800.00	OWENS STEVE	Contracted Services	SP		10/10/2013
14-P0028895	2,120.00	TRI-SIGNAL INTEGRATION INC	Maint/Oper Service Agreements			10/10/2013
14-P0028896	395.00	CCCAOE CALIF COM COLL ASSOC	Conference Expenses	SP		10/11/2013
14-P0028897	89.98	COHEN SOUTH ORANGE SANDWICHES	Food and Food Service Supplies	SP		10/11/2013
14-P0028898	300.00	DON BOOKSTORE	Non-Instructional Supplies	SP		10/11/2013
14-P0028899	1,500.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		10/11/2013
14-P0028900	750.00	DON BOOKSTORE	Instructional Supplies	SP		10/11/2013
14-P0028901	226.04	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		10/11/2013
14-P0028902	10.50	SCHICK RECORDS MGMT	Non-Instructional Supplies			10/11/2013
14-P0028903	1,000.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		10/11/2013
14-P0028904	1,000.00	SMART & FINAL	Food and Food Service Supplies	SP		10/11/2013
14-P0028905	500.00	RALPH'S GROCERY CO	Food and Food Service Supplies	SP		10/11/2013
14-P0028906	3,978.92	PASCO SCIENTIFIC	Instructional Supplies	SP		10/11/2013
14-P0028907	150.00	ORANGE COUNTY MONSTER CARTS INC	Contracted Services	SP		10/11/2013
14-P0028908	1,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		10/11/2013
14-P0028909	2,954.82	CN SCHOOL AND OFFICE SOLUTIONS INC	Equipment - All Other > \$1,000			10/11/2013
* 14-P0028910	313,169.46	VIRCO MFG CORP	Equipment - All Other > \$1,000	SP	BOND	10/11/2013
14-P0028911	1,346.66	DUTHIE POWER SVC	Maint/Oper Service Agreements			10/11/2013
14-P0028912	14,900.00	PARADISE CONSTRUCTION &	Contracted Repair Services			10/11/2013
14-P0028913	8,278.95	CIRKS CONSTRUCTION INC	Contracted Repair Services	SP		10/11/2013
14-P0028914	1,445.04	ATLANTIC ELECTRIC CO	Contracted Repair Services			10/11/2013
* 14-P0149263	1,746.21	XEROX CORP	Excess/Copies Usage	SP		9/12/2013
* 14-P0149264	1,222.30	XEROX CORP	Excess/Copies Usage			9/13/2013
* 14-P0149265	347.76	XEROX CORP	Excess/Copies Usage			9/30/2013
14-P0149266	94,187.50	COMPUTERLAND OF SILICON VALLEY	Software Support Service-Fixed			9/13/2013
* 14-P0149267	2,175.35	XEROX CORP	Excess/Copies Usage			9/16/2013
* 14-P0149268	760.08	XEROX CORP	Excess/Copies Usage			9/17/2013
14-P0149269	30,000.00	COUNTY OF ORANGE	Instructional Agrmt - Salary	SP		9/26/2013

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 14-P0149270	1,835.14	XEROX CORP	Lease Agreement - Equipment			9/30/2013
14-P0149271	13,800.00	COAST ELECTRIC	Equipment - Other Contract Svc	SP		10/2/2013
* 14-P0149272	305.04	XEROX CORP	Excess/Copies Useage	SP		10/10/2013
* 14-P0149273	779.99	XEROX CORP	Excess/Copies Useage	SP		10/10/2013
* 14-P0149274	554.88	XEROX CORP	Excess/Copies Useage	SP		10/10/2013
* 14-P0149275	628.80	XEROX CORP	Excess/Copies Useage	SP		10/10/2013

Grand Total: \$ 2,240,548.59

5.25 (15)

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**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM SEPTEMBER 6, 2013 THROUGH OCTOBER 12, 2013
BOARD MEETING OF OCTOBER 28, 2013**

P.O. #	Amount	Description	Department	Comment
14-P0028480	\$88,000.00	Auditing services for 2013-2014 fiscal year	DO-Business Operations/Fiscal Services	Board approved: February 27, 2012
14-P0028488	\$15,414.15	Supplemental instruction for carpentry apprentices	SCC-Career Technology Education	Board approved: May 21, 2012
14-P0028525	\$38,185.86	Dell computers and related components	SCC-OEC	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #B27160 Board approved: November 16, 2009
14-P0028530	\$15,000.00	Independent contractor to develop & maintain ICT/Digital Media website for industry, faculty and students	DMC	Board approved: September 9, 2013
14-P0028531	\$15,000.00	Independent contractor to conduct reactor café roundtables where employers & faculty collaborate to develop an industry-driven curriculum & event promoting ICT/Digital Media careers	DMC	Board approved: September 9, 2013
14-P0028532	\$19,804.00	Independent contractor to provide online content & video consulting/production work for target audiences including students, faculty & industry	DMC	Board approved: September 9, 2013
14-P0028533	\$18,500.00	Independent contractor to provide website/mobile application development and database/content management for the Contract Readiness program	DO-Educational Services	Board approved: September 9, 2013

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM SEPTEMBER 6, 2013 THROUGH OCTOBER 12, 2013
BOARD MEETING OF OCTOBER 28, 2013**

P.O. #	Amount	Description	Department	Comment
14-P0028552	\$84,000.00	Aruba wireless network equipment	SCC-Administrative Services	Purchased from the California Multiple Award Schedule (CMAS) contract #3-07-70-2428D Board approved: November 14, 2011
14-P0028579	\$29,930.79	Miscellaneous automotive equipment, tools and parts	SAC-Human Services & Technology	Purchased from the California Multiple Award Schedule (CMAS) contract #4-01-51-0001D Board approved: November 13, 2012
14-P0028597	\$26,730.00	Bus air conditioning maintenance training simulator and related components	SAC-Human Services & Technology	The manufacturer was selected because of their extensive training and relationship with Santa Ana College for over 25 years in holding classes and providing employment for SAC students within the field. The simulator will modernize and improve the training involved in various air conditioning courses offered at Santa Ana College. This will also continue SAC's membership with the Southern Cal Regional Transit Training Program (SCR TTC).
14-P0028616	\$31,296.72	HP servers for the district-wide video surveillance system	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #B27164 Board approved: November 16, 2009

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM SEPTEMBER 6, 2013 THROUGH OCTOBER 12, 2013
BOARD MEETING OF OCTOBER 28, 2013**

P.O. #	Amount	Description	Department	Comment
14-P0028636	\$18,492.70	Nicolet IS5 spectrometer and related accessories	SAC-Science, Math & Health Sciences	Received Quotations: 1) *Thermo Electron North America 2) Agilent Technology 3) Perkin Elmer *Successful Bidder
14-P0028649	\$52,000.00	Consulting services to provide curriculum output & enrollment efficiency study based on Santa Ana College & Santiago Canyon College Fall 2012 semester data	DO-Chancellor's Office	Board approved: August 19, 2013
14-P0028693	\$15,490.00	Institutional membership to American Association of Community Colleges (AACC) for 2014 (Santa Ana College)	SAC-President's Office	
14-P0028702	\$27,095.15	2013 Toyota Prius vehicle	DO-Safety & Security	Received Quotations: 1) *Tustin Toyota 2) Toyota of Orange 3) Toyota Place *Successful Bidder
14-P0028730	\$50,000.00	Legal services related to labor, employer-employee relations, facilities and personnel matters	DO-Human Resources	Board approved: October 15, 2007
14-P0028735	\$20,000.00	Legal services related to Community & Student Workforce Project Agreement (CSWPA) negotiations with the Los Angeles - Orange County Building and Construction in Trade Council	DO-Chancellor's Office	Board approved: September 9, 2013

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM SEPTEMBER 6, 2013 THROUGH OCTOBER 12, 2013
BOARD MEETING OF OCTOBER 28, 2013**

P.O. #	Amount	Description	Department	Comment
14-P0028746	\$28,950.00	Professional design services related to Russell Hall Building Exterior Balcony Railing Panel System Replacement project at Santa Ana College	DO-Facility Planning	Board approved: September 23, 2013
14-P0028785	\$255,750.00	Boiler replacement at Buildings A, F and R at Santa Ana College	DO-Facility Planning	Board approved: August 19, 2013
14-P0028786	\$56,000.00	Boiler replacement at Building D at Santiago Canyon College	DO-Facility Planning	Board approved: August 19, 2013
14-P0028787	\$25,250.00	Boiler replacement at Buildings A, F and R at Santa Ana College	DO-Facility Planning	Board approved: August 19, 2013
14-P0028834	\$75,324.52	Audio visual equipment and related components for Humanities Building at Santiago Canyon College	SCC-Administrative Services	Received Quotations: 1) *Troxell Communications, Inc. 2) Golden Star Technology, Inc. 3) Galaxy Audio Visual *Successful Bidder
14-P0028887	\$21,885.00	Asbestos removal and disposal services related to Russell Hall Building Exterior Balcony Railing Panel System Replacement project at Santa Ana College	DO-Facility Planning	Board approved: September 23, 2013
14-P0028891	\$25,500.00	Interpreting services for students in the Deaf and Hard of Hearing program	SAC-DSPS	Board approved: June 17, 2013
14-P0028892	\$15,000.00	Real time captioning services for students in the Deaf and Hard of Hearing program	SAC-DSPS	Board approved: June 17, 2013

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM SEPTEMBER 6, 2013 THROUGH OCTOBER 12, 2013
BOARD MEETING OF OCTOBER 28, 2013**

P.O. #	Amount	Description	Department	Comment
14-P0028910	\$313,169.46	Classroom furniture for Humanities Building at Santiago Canyon College	SCC-Administrative Services	Purchased from the Redlands Unified School District Bid #4-11 Board approved: December 5, 2011
14-P0149266	\$94,187.50	Microsoft campus agreement licensing renewal for Santa Ana College & Santiago Canyon College	DO-ITS	Board approved: September 12, 2011
14-P0149269	\$30,000.00	Instructional agreement for law enforcement training classes	CJTC	Board approved: August 19, 2013

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To:	Board of Trustees	Date: October 28, 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>
1. Basic Skills Initiative (SAC & SCC) Funds from the California Community College Chancellor's Office to be used to implement program and curriculum development, professional development, articulation, assessment, counseling, tutoring, coordination, research and purchase of instructional materials directly related to the enhancement of basic skills in educational programs. (13/14). <i>No match required.</i> SAC \$498,917 SCC \$184,758	07/01/2013	\$683,675
2. Facilities Renovation and Repair (District) Funding from the California Department of Education to RSCCD's Child Development Services to provide and assist with renovation and repair projects to maintain compliance with state health and safety requirements, to comply with American with Disabilities (ADA) regulations, and to purchase and replace equipment necessary for the health and safety of children in the Child Development Centers. (13/14). <i>No match required.</i>	07/01/2013	\$100,000
3. Upward Bound Math & Science Program – Year 2 (SCC) – <i>Adjustment</i> Year two of a five-year grant award from the U. S. Department of Education to increase the number of low-income and potentially first-generation college students that pursue, enroll in and complete college STEM degree programs, by providing comprehensive assessment, targeted supplementary instruction, mentors, Science Saturdays conducted at SCC, fields trips, and a summer college residential program for disadvantaged high schools students from El Modena High School and Orange High School in the Orange Unified School District. (13/14). <i>No match required.</i>	09/27/2013	-\$31,222

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: \$752,453	Board Date: October 28, 2013
Item Prepared by: Maria Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

SPECIAL PROJECT DETAILED BUDGET #2093, #2095, #2096, #2097, and #2098

NAME: BASIC SKILLS INITIATIVE 13/14 - SANTA ANA COLLEGE (Credit)

FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 7/1/2013 - 6/30/2015
 CONTRACT INCOME: \$199,567
 FY 13-14 Advance Apportionment (September Revision)

PRJ. ADMIN. Linda Rose
 PRJ. DIR. Mary Huebsch
 Date: 10/18/2013

GL Account String	Description	New Budget	
		Debit	Credit
12-2093-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		10,000
12-2093-499900-15051-5999	Special Project Holding Acct : Academic Affairs Off	10,000	
	2093 - BSI 14-Prog/Curr Plan & Dev	10,000	10,000
12-2095-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		36,726
12-2095-499900-15051-5999	Special Project Holding Acct : Academic Affairs Off	36,726	
	2095 - BSI 14-Advisement/Counseling	36,726	36,726
12-2096-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		110,518
12-2096-499900-15051-5999	Special Project Holding Acct : Academic Affairs Off	110,518	
	2096 - BSI 14-Suppl Instr & Tutoring	110,518	110,518
12-2097-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		17,435
12-2097-499900-15051-5999	Special Project Holding Acct : Academic Affairs Off	17,435	
	2097 - BSI 14-Coordination/Research	17,435	17,435
12-2098-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		24,888
12-2098-499900-15051-5999	Special Project Holding Acct : Academic Affairs Off	24,888	
	2098 - BSI 14-Staff Development	24,888	24,888
	TOTAL - Basic Skills Initiative -13/14 (SAC)	199,567	199,567

SPECIAL PROJECT DETAILED BUDGET #2093, #2094, #2095, #2096, #2097, and #2098

NAME: BASIC SKILLS INITIATIVE 13/14 - SANTA ANA COLLEGE (Non-Credit)

FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 7/1/2013 - 6/30/2015
 CONTRACT INCOME: \$299,350
 FY 13-14 Advance Apportionment (September Revision)

PRJ. ADMIN. James Kennedy
 PRJ. DIR. Sergio Sotelo
 Date: 10/18/2013

GL Account String	Description	New Budget	
		Debit	Credit
12-2093-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		101,000
12-2093-499900-18200-5999	Special Project Holding Acct : SAC Continuing Ed-In	101,000	
	2093 - BSI 14-Prog/Curr Plan & Dev	101,000	101,000
12-2094-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		4,500
12-2094-499900-18200-5999	Special Project Holding Acct : SAC Continuing Ed-In	4,500	
	2094 - BSI 14-Student Assessment	4,500	4,500
12-2095-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		90,000
12-2095-499900-18200-5999	Special Project Holding Acct : SAC Continuing Ed-In	90,000	
	2095 - BSI 14-Advisement/Counseling	90,000	90,000
12-2096-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		52,000
12-2096-499900-18200-5999	Special Project Holding Acct : SAC Continuing Ed-In	52,000	
	2096 - BSI 14-Suppl Instr & Tutoring	52,000	52,000
12-2097-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		38,000
12-2097-499900-18200-5999	Special Project Holding Acct : SAC Continuing Ed-In	38,000	
	2097 - BSI 14-Coordination/Research	38,000	38,000
12-2098-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		13,850
12-2098-499900-18200-5999	Special Project Holding Acct : SAC Continuing Ed-In	13,850	
	2098 - BSI 14-Staff Development	13,850	13,850
	TOTAL - Basic Skills Initiative -13/14 (CEC)	299,350	299,350

SPECIAL PROJECT DETAILED BUDGET #2093, #2094, #2095, #2096, and #2098

NAME: BASIC SKILLS INITIATIVE 13/14 - SANTIAGO CANYON COLLEGE

FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 7/1/2013 - 6/30/2015
 CONTRACT INCOME: \$184,758
 FY 13-14 Advance Apportionment (September Revision)

PRJ. ADMIN. Aracely Mora
 PRJ. DIR. Maureen Roe
 Date: 10/18/2013

GL Account String	Description	New Budget	
		Debit	Credit
12-2093-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyon Coll		110,758
12-2093-499900-25051-5999	Special Project Holding Acct : Academic Affairs Off	110,758	
	2093 - BSI 14-Prog/Curr Plan & Dev	110,758	110,758
12-2094-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyon Coll		2,000
12-2094-499900-25051-5999	Special Project Holding Acct : Academic Affairs Off	2,000	
	2094 - BSI 14-Student Assessment	2,000	2,000
12-2095-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyon Coll		20,000
12-2095-499900-25051-5999	Special Project Holding Acct : Academic Affairs Off	20,000	
	2095 - BSI 14-Advisement/Counseling	20,000	20,000
12-2096-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyon Coll		47,000
12-2096-499900-25051-5999	Special Project Holding Acct : Academic Affairs Off	47,000	
	2096 - BSI 14-Suppl Instr & Tutoring	47,000	47,000
12-2098-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyon Coll		5,000
12-2098-499900-25051-5999	Special Project Holding Acct : Academic Affairs Off	5,000	
	2098 - BSI 14-Staff Development	5,000	5,000
	TOTAL - Basic Skills Initiative -13/14 (SCC)	184,758	184,758

SPECIAL PROJECT DETAILED BUDGET #2117
NAME: FACILITIES RENOVATION AND REPAIR VI (DISTRICT)
FISCAL YEAR 2013/2014

Contract Period: 07/01/2013 - 06/30/2016
 Contract Amount: \$100,000
 Contract No. CRPM-3049

PROJ ADM: Enrique Perez
 PROJ DIR: Janneth Linnell
 Date: 10/18/2013

GL Account String	Description	New Budget	
		Debit	Credit
33-2117-000000-50000-8699	Other Misc State Revenue : District Operations		100,000
Dept: 53323 - CDC Centennial Education Ctr			
33-2117-692000-53323-5100	Contracted Services : CDC Centennial Education Ctr replace carpet in two classrooms	12,417	
Dept: 53325 - CDC Santa Ana College			
33-2117-692000-53325-5100	Contracted Services : CDC Santa Ana College shade for café area \$10,567 shade for toddler sand box \$7,479 shade for preschool structure \$13,892 replace mulch in outdoor play areas \$13,106 replace sand in outdoor play areas \$4,616	49,661	
Dept: 53326 - CDC Santiago Canyon College			
33-2117-692000-53326-5100	Contracted Services : CDC Santiago Canyon College replace mulch under play structures	12,293	
Dept: 53327 - CDC Santa Ana College - East			
33-2117-692000-53327-5100	Contracted Services : CDC Santa Ana College - East repair fall zone surface on playground \$17,080 paint large classroom \$8,549	25,629	
Total 2117 - CDC Facilities Renovation & Repair VI		100,000	100,000

SPECIAL PROJECT DETAILED BUDGET # 1726
NAME: Upward Bound Math and Science - Year 2 of 5 (SCC)
FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 10/1/13 - 9/30/14
 CONTRACT INCOME: \$236,925
 Adjustment (Amend1): **(\$31,222)**
Revised Amount \$205,703
 CFDA #: 84.047M
 Award No. P047M120539-13A

PROJ. ADM. John Hernandez
 PROJ. DIR. Loretta Jordan
 Date: 10/08/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1726-000000-20000-8120	Higher Education Act : Santiago Canyon College		236,925		205,703	31,222	
12-1726-679000-20000-5865	Indirect Costs : Santiago Canyon College @ 8% Modified indirect excludes summer program room and board, stipends paid to students, and summer non-residentail meals associated with the UB program. \$164,933 x 8% = \$13,195	15,683		13,195			2,488
12-1726-170100-29920-1480	Part-Time Reassigned Time : Upward Bound Saturday Science \$235/stipends x 2 faculty x 4 wks	5,640		1,880			3,760
12-1726-170100-29920-3115	STRS - Non-Instructional : Upward Bound	465		155			310
12-1726-170100-29920-3325	Medicare - Non-Instructional : Upward Bound	82		27			55
12-1726-170100-29920-3435	H & W - Retiree Fund Non-Inst : Upward Bound	57		19			38
12-1726-170100-29920-3515	SUI - Non-Instructional : Upward Bound	3		1			2
12-1726-170100-29920-3615	WCI - Non-Instructional : Upward Bound	135		45			90
12-1726-649000-29920-2110	Classified Management : Upward Bound Roslyn Soto, Interim Project Director (100%) Grade H Step 1 (eff. 1/1/14 - 9/30/14); (eff. 10/1/13 - 12/31/13 carryover #1725)	77,319		58,900			18,419
12-1726-649000-29920-2310	Classified Employees – Ongoing : Upward Bound (2) Student Services Specialist - 19 hr. (on-going)	38,664		39,271		607	
12-1726-649000-29920-2320	Classified Employees - Hourly : Upward Bound (4) Resident Assistant II 37 hrs./wk x 2 wks x \$10/hr.	3,200		3,200			0
12-1726-649000-29920-2340	Student Assistants - Hourly : Upward Bound Tutors (8 sites) \$13.25/hr. x 15 hrs/wk. x 12 wks (level - Student Assistants VI)	13,356		13,356			0
12-1726-649000-29920-3215	PERS - Non-Instructional : Upward Bound	13,242		11,208			2,034
12-1726-649000-29920-3315	OASDHI - Non-Instructional : Upward Bound	7,397		6,241			1,156
12-1726-649000-29920-3325	Medicare - Non-Instructional : Upward Bound	1,776		1,506			270
12-1726-649000-29920-3335	PARS - Non-Instructional : Upward Bound	41		42		1	
12-1726-649000-29920-3415	H & W - Non-Instructional : Upward Bound	6,411		4,810			1,601

6.1 (6)

SPECIAL PROJECT DETAILED BUDGET # 1726
NAME: Upward Bound Math and Science - Year 2 of 5 (SCC)
FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 10/1/13 - 9/30/14
 CONTRACT INCOME: \$236,925
 Adjustment (Amend1): **(\$31,222)**
Revised Amount \$205,703
 CFDA #: 84.047M
 Award No. P047M120539-13A

PROJ. ADM. John Hernandez
 PROJ. DIR. Loretta Jordan
 Date: 10/08/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1726-649000-29920-3435	H & W - Retiree Fund Non-Inst : Upward Bound	1,359		1,172			187
12-1726-649000-29920-3515	SUI - Non-Instructional : Upward Bound	61		52			9
12-1726-649000-29920-3615	WCI - Non-Instructional : Upward Bound	3,261		2,813			448
12-1726-649000-29920-3915	Other Benefits - Non-Instruct : Upward Bound	3,320		2,490			830
12-1726-649000-29920-4310	Instructional Supplies : Upward Bound <i>Intensive hands-on STEM educational activities</i>	1,000		1,000			0
12-1726-649000-29920-4610	Non-Instructional Supplies : Upward Bound	225		225			0
12-1726-649000-29920-4710	Food and Food Service Supplies : Upward Bound <i>Non-residential meals related to summer program. \$2,500</i> <i>UBMS End-of-the-Year Banquet. \$500</i>	3,000		3,000			0
12-1726-649000-29920-5100	Contracted Services : Upward Bound <i>Summer Program room and board at California State University, Fullerton to provide educational services to its academically at-risk students in an effort to promote higher education, and enhance their learning experience by assisting them with their current educational needs. CSUF will provide accommodations within their residence facility which is to include meals, housekeeping services, use of recreational areas, classrooms, meeting rooms and labs throughout our agreed contracted days of two-weeks. 59-62 students and 4 staff. \$24,475</i> <i>Independent consultants for Summer Program - high school teachers will serve as independent consultants for the UBMS summer program, developing and delivering high school-level workshops meeting state and federal content standards for grades 9-12 to high school participants.</i> <i>2 Consultants: Science teacher stipends \$2,100 each (50 hours x \$42/hr.)</i> <i>2 Consultants: English teacher stipends \$2,100 each (50 hours x \$42/hr.)</i> <i>2 Consultants: Math teacher stipends \$1,260 each (30 hours x \$42/hr.)</i> <i>Stipends to be paid upon completion of work (Aug. 8th). No travel or other expenses will be paid. \$10,920</i>	35,528		35,395			133

6.1 (7)

SPECIAL PROJECT DETAILED BUDGET # 1726
NAME: Upward Bound Math and Science - Year 2 of 5 (SCC)
FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 10/1/13 - 9/30/14
 CONTRACT INCOME: \$236,925
 Adjustment (Amend1): (\$31,222)
Revised Amount \$205,703
 CFDA #: 84.047M
 Award No. P047M120539-13A

PROJ. ADM. John Hernandez
 PROJ. DIR. Loretta Jordan
 Date: 10/08/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1726-649000-29920-5966	Transportation - Student : Upward Bound Students Travel/Cultural Event: 2 buses x \$600/bus for 1 campus tour (regular year) and 1 field trip (summer program). \$3,600	2,400		2,400			0
12-1726-675000-29920-5210	Conference Expenses : Upward Bound National Conference = \$2,000: Airfare & Ground Transportation \$435; Hotel for 3 nights @ \$200 per night = \$600; Per Diem for 3 days @ \$35 per day = \$105; Conference Fee of \$650.	2,000		2,000			0
12-1726-732000-29920-7620	Fees Paid for Students : Upward Bound Entrance fees for cultural/educational sites	700		700			0
12-1726-732000-29920-7650	Stipends Paid to Students : Upward Bound Mentor stipends: \$100 x 6 mentors	600		600			0
Total 1726 - Upward Bound Math & Science Year 2 (SCC)		236,925	236,925	205,703	205,703	31,830	31,830

6.1 (8)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: October 28, 2013
Re:	Adoption of Resolution No. 13-39 – California Department of Education (CRPM-3049)	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District's Child Development Services received a Facilities Renovation and Repair grant from the California Department of Education to assist with renovation and repair projects to maintain compliance with State health and safety requirements, to comply with American with Disabilities (ADA) regulations, and to purchase and replace equipment necessary for the health and safety of children in Child Development Centers that offer child care and development programs. The award amount is \$100,000 and the contract performance period is July 1, 2013 – June 30, 2016, in accordance with Contract# CRPM-3049 funding terms and conditions.

ANALYSIS

As part of the acceptance process, the California Department of Education requires that the Board of Trustees designate and approve an authorized representative of the district to sign any related contractual and amendment documents related to this contract.

RECOMMENDATION

It is recommended that the Board adopts this resolution with the California Department of Education and that the Chancellor or his designee be authorized to sign the contract on behalf of the district.

Fiscal Impact: none	Board Date: October 28, 2013
Prepared by: Maria Gil, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

RESOLUTION

This resolution is adopted in order to certify the approval of the Board of Trustees to enter into this contract agreement with the California Department of Education for the purpose of providing healthy, safe and accessible environments for children in the Child Development Centers that offer child care and development services **and to authorize the designated personnel to sign related contractual and amendment documents for the fiscal years 2013/2014 through 2015/2016.**

RESOLUTION NO. 13-39

BE IT RESOLVED that the Board of Trustees of Rancho Santiago Community College District authorizes entering into contract agreement number **CRPM-3049** with the California Department of Education and authorizes the person(s) listed below to sign the contract agreement and related documents on behalf of the Board of Trustees.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Raúl Rodríguez</u>	<u>Chancellor</u>	_____
<u>John Didion</u>	<u>Executive Vice Chancellor</u>	_____
<u>Peter J. Hardash</u>	<u>Vice Chancellor</u>	_____

PASSED AND ADOPTED THIS 28th day of October, 2013, by the Board of Trustees of Rancho Santiago Community College District of Orange County, California.

I, Lawrence R. "Larry" Labrado, Clerk of the Board of Trustees of Rancho Santiago Community College District, of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's Signature)

(Date)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
EDUCATIONAL SERVICES**

To: Board of Trustees	Date: October 28, 2013
Re: Adoption of Revised and Renumbered Board Policies	
Action: Request for Approval	

BACKGROUND

The Board Policy Committee met on September 30, 2013 and reviewed one new policy, recommended revisions to two existing policies, and the updated Human Resources section (7000) of the restructured Board Policies. These policies were presented to the Board for First Reading on October 14, 2013 and are now presented for adoption.

ANALYSIS

The District subscribes to the Policy and Procedure Services of the Community College League of California (CCLC). This service provides district's with model board policies which comply with state law, Title 5 regulations and address the relevant accreditation standards. The CCLC system for numbering and organizing these policies is different than the current RSCCD system. The Board Policy Committee is recommending that our policies be updated and revised to conform to the CCLC model structure.

RECOMMENDATION

It is recommended that the Board adopt the revisions to these policies.

Fiscal Impact: None	Board Date: October 28, 2013
Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

BP 3410 Nondiscrimination

References: Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.; Title 5 Sections 53000 et seq. and 59300 et seq.; Penal Code Section 422.55; Government Code Sections 12926.1 and 12940 et seq.

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

~~Unlawful Discrimination and Sexual Harassment - BP4119~~

~~Revised April 13, 2009~~

~~The policy of the Rancho Santiago Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination, in whole or in part, on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.~~

~~The policy of the Rancho Santiago Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, sexual favoritism, or other verbal or physical conduct or communications constituting sexual harassment.~~

~~The policy of Rancho Santiago Community College District is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.~~

~~Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.~~

~~In so providing, the Rancho Santiago Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, §§~~

~~66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).~~

~~Retaliation~~

~~It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.~~

~~Academic Freedom~~

~~The Rancho Santiago Community College District Governing Board reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the student's right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course or activity.~~

~~When investigating unlawful discrimination complaints containing issues of academic freedom the District will consult with a faculty member appointed by the appropriate Academic Senate with respect to contemporary practices and standards for course content and delivery.~~

~~Responsible District Officer~~

~~The District has identified the Executive Vice Chancellor of Human Resources and Educational Services to the State Chancellor's Office and to the public as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to title 5, section 59328, and for coordinating their investigation. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.~~

~~Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to the responsible District officer. The appropriate forms and procedures for filing and investigating complaints of unlawful discrimination are contained in Administrative Regulation 4119.~~

~~**Legal References:** 20 U.S.C. § 1681 et seq.; Ed. Code, §§ 66270, 66271.1, 66281.5; Gov. Code, §§ 11135-11139.5; Cal. Code Regs., tit. 5, §§ 59300 et seq.; 34 C.F.R. § 106.8(b).~~

Revised October 28, 2013 (Previously BP4119 and BP7300)

BP 5055 Enrollment Priorities

Reference: Title 5 Sections 51006, 58106, and 58108

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

The Chancellor shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

See Administrative Regulation 5055.

Adopted: October 28, 2013

BP 6332 Competitive Bidding and Quotation Policies

Reference: Public Contract Code 20105 - 20113 and 20651 – 20654; Government Contract Code 53060

A. Competitive bids are required for all public works (i.e., construction, alterations, repairs, or improvements) with costs of \$ 15,000 or more, and for all purchases of materials, supplies, and equipment with costs as per Public Contract Code 20651, or more (sales taxes included) with the following exceptions:

1. "Emergency Work" as defined by the Education Code, where time is of the essence. This is work necessary to permit the continuance of classes, and/or avoid danger to life or property.
2. "Sole Source" situations as defined by existing case law, in those instances where "competitive proposals would be unavailing or not produce an advantage."
3. Purchases through public corporations in those instances "when the Board has determined it to be in the best interests of the District, or via cooperative purchasing as described in BP 6330.
4. "Special Services and Advice" consulting as defined by the Government Contract Code, where persons specially trained in financial, economic, accounting, architectural, engineering, legal, or administrative matters are needed by the District.
5. Informal bidding procedures for public works projects under the Uniform Public Construction Cost Accounting Act as described in BP 6603.

B. When elements of both the "Services" and "Equipment/Supply" spending categories are combined (e.g. a printing project where the vendor provides a service and materials) the higher limit (as per Public Contract Code 20651) applies for bid requirement purposes.

C. Integral projects cannot be separated into separate components to circumvent the competitive bidding requirements.

D. Except for the items at A1-A3 above, requesting competitive quotations is preferable on those purchases which do require competitive bids, and is mandatory for those purchases over \$ 15,000 (unless the conditions at A1-A3 apply, or time is a critical constraint). Generally two (2) or three (3) quotes should be obtained. However, this will vary depending on the nature of the product, the urgency of need, and the responsiveness of vendors. The adequacy of competitive quotes shall be based on the Purchasing Director's judgment.

E. Regarding item A4, Government Contract Code Section 53060 allows for the award of contracts for Special Services and Advice without competitive bidding. However, it will be District practice that all

purchases estimated to be \$ 15,000 or more will be subject to the procedure at section D above, unless that requirement is waived by the Chancellor or a Vice Chancellor in the Chancellor's absence. Purchases estimated to be greater than \$1 million will be subject to this policy without exception.

F. The Board delegates to the responsible managers authorization to make any "emergency work" purchases with cost below the amounts where competitive bids are required. Those "emergency work" purchases, with cost at or above the amounts where competitive bids are required, can be performed without competitive bidding as long as they are pre-approved by the Board and the Orange County Superintendent of Schools or executed in accordance with policy BP 6603.

Revised: October 28, 2013 (Previously BP3307)

BP 7001 Code of Ethics

Reference: Accreditation Standard IIIA.1.d

All employees of Rancho Santiago Community College District are professionals who are dedicated to promoting a climate which enhances the worth, dignity, potential, intellectual development, and uniqueness of each individual, as well as the collegiality of a learning community. Although we work in various settings and positions, we are committed to protecting human rights and to the advancement of learning. While we require an environment with freedom of inquiry and open communication, we accept the responsibility these freedoms require: competency; objectivity in the application of skills; concern for the best interest of students, colleagues, and a learning community; and avoidance of conflicts of interest and the appearance of impropriety.

The consistent exercise of integrity is the cornerstone of ethical behavior.

Ethical behavior is often defined as "right" or "good" behavior as measured against commonly accepted rules of conduct for a society or profession. The ethical person is often described as one who is fair, honest, straightforward, trustworthy, objective, moral, and unprejudiced.

The RSCCD Board of Trustees, administration, faculty, staff, and contractors shall subscribe to the following standards of ethical and professional behavior. For purposes of this policy "employees" refers to individuals hired and/or paid by the District, including members of the Board of Trustees, full- and part-time employees, and student employees. Employees will:

- address responsibilities and work with people without prejudice, and therefore not discriminate unjustly against or in favor of any student or employee. Employees will act to prevent intimidation, harassment, favoritism, and discrimination.
- ensure the accurate representation of District and college goals, services, programs, and policies to the public, students, and colleagues.
- avoid creating the impression that, when speaking as individuals, we speak or act for the District or the colleges.
- not enter into relationships that seek to benefit the employee at the expense of the District, a student, or a person under their supervision. They avoid conflicts of interest which may result from dual relationships, such as those of a contractual, personal, financial, or sexual nature.
- avoid conflicts of interest between their contractual obligations to the District and those to private business or personal commitments. For example, they will not solicit clients and sell services or products during the course of their regular work at RSCCD, and they refuse remuneration for services rendered to persons for whom they perform the same services as an employee of the District.

- not use the resources of the District (e.g., computers, programs, offices, supplies) to secure financial gain for oneself or any other person or party. No employee shall conduct business at the District that is not directly related to the mission of the District and colleges.
- recognize that personal problems and conflicts can interfere with employee effectiveness. Accordingly, employees monitor their personal and professional effectiveness, seek assistance when needed (e.g., psychological, medical, legal), and maintain physical, mental, and emotional health.
- contribute to the development of their respective professions through dialogue with colleagues; serving professional organizations; and serving as mentors to emerging professionals.
- maintain and enhance individual professional effectiveness, currency, and competence through continuing education to improve abilities and acquire new knowledge, and they assure the same opportunity for persons within their supervision.
- accurately represent their experience and credentials, competencies and limitations to all concerned. Employees will provide services within the boundaries of their competence, based on their education, training, professional experience, ongoing professional development and licensure.
- in supervisory, management and administrative roles, treat those they supervise with respect and integrity, and value the well-being of employees as they make decisions about the needs of the institution. They use the power inherent in their positions wisely and with serious regard for individual worth and personal and professional growth.
- foster openness by encouraging and maintaining two-way communication, characterized by honesty and integrity.
- ensure that students and employees have access to varying points of view.
- make reasonable effort to protect students and employees from conditions harmful to learning or to health and safety.
- not disclose private information about students or employees obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.
- recognize that an information society gives us access to increasing amounts of data, much of it automated. They exercise the privilege of using such information with care and integrity, actively protect the privacy of individuals, and use due caution when creating conclusions relative to such data specific to RSCCD.
- avoid knowingly making false or malicious statements about students or employees.
- not intentionally embarrass or disparage a student or employee.
- be respectful of fellow employees, community members, and students and their opinions. Diverse opinions and free inquiry should be encouraged.
- facilitate a climate of trust and mutual support through relationships focused on respect for reason, freedom of expression, and the right to peacefully dissent.
- not impose personal values, beliefs, and behaviors on others.

Revised October 28, 2013 (Previously BP7020)

BP 7002 Civility

All employees of the Rancho Santiago Community College District retain their freedom of speech under both the federal and state constitutions. Freedom of speech is a fundamental personal right, but it does not confer an absolute right to speak, without responsibility, whatever one may choose, or an unrestricted license that gives immunity for every possible use of language.

The Rancho Santiago Community College District respects and even encourages its employees to exercise their freedom of speech on issues of public importance. The District, however, properly may regulate speech

if it injures the District, its employees, its students or members of the public. There is an expectation that all employees will be courteous and polite to one another in any interaction while they are in the course and scope of their employment. Discourtesy and impoliteness constitute unacceptable professional behavior.

This Board Policy does not completely or comprehensively attempt to regulate the conduct of District employees. Its purpose is to communicate the requirement that interactions between employees, which may involve spirited and serious debate or criticism, may not involve any threat, coercion, intimidation, use of obscenities, illegal harassment, assault or battery.

Revised October 28, 2013 (Previously BP4137)

BP 7003 Oath

All persons employed in any capacity shall swear or affirm to support the Constitution of the United States and the Constitution of the State of California.

Revised October 28, 2013 (Previously BP4103)

BP Outside Employment

Reference: Government Code 1126

All personnel are employed for a specific job in the District. It is understood that the duties of each position shall be carried out to the satisfaction of the Chancellor and supervisors. Personnel of the District may be engaged in outside employment as long as such employment does not interfere with the proper discharge of their assigned duties.

Except as provided in Government Code Sections 1128 and 1129, Rancho Santiago Community College District employees shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to his or her duties as an employee or with the duties, functions, or responsibilities of the Board of Trustees or Rancho Santiago Community College District. The employee shall not perform any work, service, or counsel for compensation outside of employment where any part of his or her efforts will be subject to approval by any other officer, employee, board or commission of his or her employing body, unless otherwise approved by Board Policy 4126 and in accordance with Government Code 1126.

Revised October 28, 2013 (Previously BP4106)

BP 7005 Personnel Files

Reference: Education Code 87031; Labor Code Section 1198.5; Accreditation Standard IIIA,3,b

Rancho Santiago Community College District shall keep personnel files on all current and former employees.

All personnel files are confidential and are available for review only to those persons having legal right or authorization to inspect.

Revised October 28, 2013 (Previously BP4110)

BP 7006 Service Recognition

The Board of Trustees is appreciative of the long and faithful service of many District employees and wishes to make formal and public recognition of such services. The Chancellor is directed to provide the Board with a list of employees with extended service of 10, 15, 20, 25 or 30 years or more and provide a suitable service pin and recognition for such service.

Revised October 28, 2013 (Previously BP4111)

BP 7007 Volunteers

The dates of volunteer service and a description of the service to be provided shall be presented to the Board on the Human Resources docket.

Revised October 28, 2013 (Previously BP4117)

BP 7008 Employee Evaluation

Reference: Education Code 87663; 88013; Accreditation Standard IIIA.1.b

Rancho Santiago Community College District employees who are represented by an exclusive representative shall be evaluated in accordance with the terms and conditions of the appropriate collective bargaining agreement. Management employees, including confidential employees, shall be evaluated in accordance with administrative regulations approved by the Chancellor.

Revised October 28, 2013 (Previously BP4128)

BP 7009 Staff Development

Reference: California Education Code 87150-87154; Accreditation Standard IIIA.5

The board of trustees recognizes the importance of continuous professional development activities for faculty and staff. The Chancellor shall develop procedures for appropriate professional development activities that shall include but not be limited to:

- Programs and activities supported by Community College Faculty and Staff Development Fund;
- Sabbatical leaves;
- Flex Day activities
- Conferences, seminars, and workshops

Revised October 28, 2013 (Previously BP4138)

BP 7100 Commitment to Diversity

Reference: Education Code Sections 87100 et seq.; Title 5 Sections 53000 et seq. Accreditation Standard IIIA.4

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

Nothing in this Board Policy shall authorize hiring and staff development processes that set numerical goals or quotas, or preferences, in conflict with state law.

Adopted October 28, 2013

BP 7110 Delegation of Authority

Reference: Education Code 70902(d)

The Board delegates authority to the Chancellor to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.

Revised October 28, 2013

BP 7120 Recruitment and Hiring

Reference: Title VII of the Civil Rights Act of 1964; Article 1, Section 31 of the California Constitution, Title 5 of the California Code of Regulations, Section 53000 et seq., 51023.5 Education Code Sections 87100, 87400 and 88000 et seq.; Accreditation Standard III.1.A

It is the responsibility of the Chancellor to determine the personnel needs of the District. The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

It is the policy of the Rancho Santiago Community College District to obtain the best qualified administrators, faculty, and staff members who are dedicated to student success. The Board of Trustees supports a competitive selection process for filling vacant positions.

It shall be the duty of the Chancellor to see that persons nominated for employment meet all qualifications established by law and/or the Board of Trustees for the position for which nomination is made.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established after first affording the appropriate constituent groups an opportunity to participate in the decisions under the Board's policies regarding local decision making.

The Chancellor will recommend the appointment of all employees to the Board of Trustees. Employees may be appointed by the Chancellor or delegated agent subject to ratification at the next regular meeting of the Board of Trustees.

The authority to assign and/or transfer personnel within the District is delegated to the Chancellor except as such power may be limited by law, District policies, procedures, and collective bargaining agreements.

Revised October 28, 2013 (Previously BP4102)

BP 7121 Applicant Travel Reimbursement

It is the policy of Rancho Santiago Community College District to reimburse travel expenses of candidates who interview for faculty and administrative positions as follows.

For first interviews, 50% of authorized transportation and lodging expenses will be reimbursed if one-way travel of at least 300 miles is required.

For final interviews, 100% of authorized transportation and lodging expenses will be reimbursed if one-way travel of at least 300 miles is required.

Authorized travel and lodging expenses for all interviews for cabinet-level positions shall be fully reimbursed.

The Chancellor shall develop regulations to implement this policy.

Revised October 28, 2013 (Previously BP4204 and BP4417)

BP 7130 Compensation

Reference: Education Code Sections 70902(b)(4), 87801, and 88160; Government Code Section 53200; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended

Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each contract employee shall be established by the Board.

Payroll warrants will be processed for employees and Board of Trustees in accordance with federal, state and local laws and requirements.

Prohibition of Incentive Compensation

The District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy. This prohibition is not applicable to circumstances pertaining to foreign students residing in foreign countries who are not eligible to receive federal student assistance.

Revised October 28, 2013 (Previously BP3219)

BP 7131 Management Salary Schedule -- Placement & Advancement

Management employees new to the District shall be placed on the appropriate salary schedule according to professional training and experience as determined by the Chancellor. Advancement of step placement is subject to the annual recommendation of the Chancellor. An employee must begin work before January 1 to be eligible for a step increment on July 1 of the next fiscal year.

Revised October 28, 2013 (Previously BP4401)

BP 7132 Management Medical/Dental Insurance Benefits

Eligibility

All management employees (including cabinet-level employees) who have an assignment of 50% or more are eligible for District-paid Group Medical/Dental benefits. The District's contribution in each succeeding year will be the District's cost for medical/dental benefits during the immediate preceding year plus an amount not to exceed 10%.

Health Insurance

The District will provide management employees with a cafeteria health insurance program. Each employee will receive a cash allocation based upon the medical insurance option selected. The allocation for employees working under a contract of 50% to 79% will be pro-rated. The employee can assign this allocation or any part of it toward additional insurance coverage (dental, vision) or may receive it as cash.

Life Insurance

Active employees will receive life insurance benefits in the amount of the employee's annual salary or \$50,000, whichever is greater.

Retired Staff

For the purposes of determining benefit eligibility under this policy, retirement is defined as a management employee's termination from full-time District employment which is concurrent with his/her retirement under STRS and/or PERS.

Retired management employees shall receive District-paid medical/dental benefits based upon the following eligibility criteria:

Managers whose first date of full-time service was prior to May 31, 1986, shall receive the same District-paid medical insurance coverage as is provided to active management employees for life.

Managers whose first date of full-time service was on or after May 31, 1986, and who serve as a manager for at least fifteen (15) years shall receive the same District-paid medical insurance coverage as is provided to active management employees until age 70, after which such retirees may continue coverage at their own expense.

Managers employed under individual administrative contracts retiring on or after July 1, 1975, with less than fifteen (15) but with five (5) or more years of service to the District may participate in medical/dental benefits by paying their own premiums.

Surviving dependent spousal benefits will continue at District expense for administrators hired prior to July 1, 1989, and for supervisory/confidential employees hired prior to April 11, 2005. Surviving dependent spouses of those employees hired on or after these respective dates (and having five or more years of service with the District) may continue surviving dependent spousal benefits at their own expense.

Revised October 28, 2013 (Previously BP4402)

BP 7133 Holidays Management

Reference: Education Code 88203.

Permanent and probationary_management and confidential_employees shall be entitled to payment for authorized holidays provided they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday.

Revised October 28, 2013 (Previously BP4414)

BP 7140 Collective Bargaining

Reference: Government Code Sections 3540 et seq.

If eligible employees of the District select an employee organization as their exclusive representative, and if after recognition by the District or after a properly conducted election, an exclusive representative is certified as the representative of an appropriate unit of employees under the provisions of the Educational Employment Relations Act, Government Code Sections 3540 et seq., the District will meet and negotiate in good faith on matters within the scope of bargaining as defined by law.

Adopted October 28, 2013

BP 7141 Organizations Right of Access

Reference: Government Code 3543.1(b)

In accordance with Government Code Section 3543.1(b), exclusive representative employee organizations shall have the right of access at reasonable times to areas where employees work, the right to use District bulletin boards, mailboxes, and other means of communication, and District facilities subject to administrative regulations established by the Chancellor. A copy of materials to be distributed or posted shall be provided to the Chancellor or designee one working day prior to distribution.

These employee organizations shall be permitted reasonable access to employees. Such access shall not interfere with the school District operations nor infringe upon hours of assigned duties of the employees.

These employee organizations shall pay for their own supplies. When college equipment is used for producing materials, the organization shall pay a reasonable fee for the use. The fee shall be established by the administration. District materials shall have priority over organizational materials where staff time is limited for the production of materials. Employee organizations shall not use District telephones for employee organizations purposes; no long distance or other telephone charges shall be charged to the District.

Revised October 28, 2013 (Previously BP4133)

BP 7210 Academic Employees

Reference: Education Code Sections 87400 et seq., 87419.1; 87600 et seq., and 87482.8; Title 5 Section 51025

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which minimum qualifications have been established by the Board of Governors for the California Community Colleges.

Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, DSPS, and EOPS.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code and the collective bargaining agreement for full-time faculty. The Board reserves the right to determine whether a faculty member shall be granted tenure.

The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full time or part time. The Board delegates authority to the Chancellor to determine the extent of the District's needs for temporary faculty.

Adopted October 28, 2013

BP 7230 Classified Employees

References: Education Code 88003, 88004, 88009, and 88013

Persons employed in positions that are not academic positions shall be known as the Classified Service.

A permanent classified employee is one who has satisfactorily served and completed one year of probationary employment. A probationary employee is one who has been employed less than 12 months.

The classified service does not include:

- Substitute and short-term employees who are employed and paid for less than 75 percent of the fiscal year.
- Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment.
- Full time students employed part time, and part-time students employed part time in any college work-study program or in a work experience education program conducted by the District.

The Board shall fix and prescribe the duties of the members of the classified service.

Before a short-term employee is employed, the Board, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of the service. The Board may later act to shorten or extend the ending date, but shall not extend it beyond 75 percent of an academic year.

The Chancellor shall establish procedures to assure that the requirements of state law and regulations regarding the classified service are met.

Revised October 28, 2013 (Previously BP4301)

BP 7240 Confidential Employees

Reference: Government Code Section 3540.1(c)

Confidential employees are those who are required to develop or represent management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee.

A determination whether a position is a confidential one shall be made by the Board in accordance with applicable law and with the regulations of the California Public Employment Relations Board.

Confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.

The terms and conditions of employment for confidential employees shall be provided for by procedures developed by the Chancellor. Such terms and conditions of employment shall include, but not be limited to, procedures for evaluation and rules regarding leaves, transfers and reassignments.

Adopted October 28, 2013

BP 7250 Educational Administrators

Reference: Education Code Sections 72411 et seq., 87002(b), and 87457-87460; Government Code Section 3540.1(g) and (m)

An administrator is a person employed by the Board in a supervisory or management position as defined in Government Code Sections 3540 et seq.

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

A tenured faculty member, when assigned from a faculty position to an educational administrative position, retains his or her status and continues to accumulate seniority as a tenured faculty member. The reassignment of such an administrator back to a faculty position shall be done in accordance with Section II below.

I. An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once his/her administrative assignment expires or is terminated, if the following criteria are met:

A. Holds an administrative position that is not part of the classified service. For every administrative job title, the records of the District shall show whether or not it is part of the classified service.

B. Has served in this District a total of at least two years as one or more of the following: a faculty member or educational administrator. This service has not been documented as unsatisfactory.

C. Is being reassigned due to the elimination of the current position as part of an administrative reorganization or as part of a reduction in force among administrators, that is, for reasons other than for cause. In no case shall this District reassign an administrator to a faculty position if evidence exists that justifies dismissal for cause.

D. Has voluntarily requested a reassignment to faculty status within the District.

II. To determine the disciplines to which an administrator shall be assigned, the following shall apply:

A. The administrator can be assigned only to a discipline in which he or she has at least the minimum qualifications, or equivalencies as specified by the Education Code and Title 5. Before the board makes a determination, the appropriate academic senate shall certify (through the Equivalencies Committee) to the Governing Board the discipline(s) for which the administrator meets the minimum qualifications and shall recommend the discipline(s) to which the administrator may be assigned. A written record of the Board's decision, including the views of the Academic Senate, shall be available for review pursuant to Education Code Section 87358.

B. Whenever possible, the administrator shall be assigned to a discipline in which he or she has not only the minimum qualification but also where all the following apply:

1. There are sufficient noncontract assignments in the discipline or service to make a full-time assignment for an additional faculty member.
2. The administrator has an interest as indicated by a statement of the administrator's own preference for assignment.

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Chancellor. Educational Administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Chancellor.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the Chancellor.

Every educational administrator shall be employed by an appointment or contract.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his or her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

Revised October 28, 2013 (Previously BP4423)

BP 7260 Classified Supervisors and Managers

Reference: Education Code Section 72411; Government Code Section 3540.1(g) and (m)

Classified administrators are administrators who are not employed as educational administrators.

Classified supervisors are those classified administrators, regardless of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Classified managers are those classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

Classified administrators may be employed by an appointment or contract. If a classified administrator is employed by an appointment or contract, the appointment or contract shall be subject to the same conditions as applicable to educational administrators.

Adopted October 28, 2013

BP 7310 Nepotism

Reference: Government Code Sections 1090 et seq. and 12940 et seq.

The District does not prohibit the employment of relatives (or domestic partners as defined by Family Code Sections 297 et seq.) in the same department or division, with the exception that they shall not be assigned to a regular position within the same department, division or site that has a family member who is in a position to recommend or influence personnel decisions.

Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative or domestic partner as defined by Family Code Sections 297 et seq.

For the purposes of this policy, a relative shall be a spouse, domestic partner, parent, child, grandchild, sibling, aunt, uncle, cousin, niece, nephew, or in-laws. A parent, child, grandchild or sibling of a domestic partner shall also be considered an in-law. Persons related by blood or marriage living in the same household and foster parents/children are also considered to be relatives.

This policy would require, as soon as possible, the reassignment of one employee, to a comparable position when two employees get married or form a domestic partnership and a supervisory or evaluative relationship exists between the positions held by the employees.

The District will also make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.

Notwithstanding the above, the District retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place relatives in the same department, division or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

Revised October 28, 2013 (Previously BP4118)

BP 7330 Communicable Disease

Reference: Education Code Sections 87408; 87408.6; 88021

All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.

All newly hired employees must show that they have been examined within the past 60 days to determine that they are free from active tuberculosis.

All employees shall be required to undergo an examination within four years of employment and every four years thereafter to determine if they are free from tuberculosis.

Retirants employed by Rancho Santiago Community College District shall be required as a condition of employment to have a medical examination which will show that the retirant is free from any disabling disease unfitting him or her to instruct or associate with students.

Revised October 28, 2013 (Previously BP4130)

BP 7335 Health Examinations

Reference: Government Code Section 12940; 42 U.S. Code Section 12112; 29 Code of Federal Regulations, Part 1630

The Chancellor may require any employee to undergo a physical or mental examination where such a fitness for duty exam is job related and consistent with business necessity. Such medical examinations shall be at the District's expense and shall be conducted by a physician chosen by the District.

Revised October 28, 2013 (Previously BP4130)

BP 7340 Leaves

Reference: Education Code Sections 87763 et seq. and 88190 et seq. and citations below

The Chancellor shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- illness leaves for all classes of permanent employees;
- vacation leave for members of the classified bargaining unit and managers;
- leave for service as an elected official of a community college District public employee organization, or of any statewide or national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization; Education Code Sections 87768.5 and 88210
- leave of absence to serve as an elected member of the legislature; Education Code Section 87701
- pregnancy leave; Education Code Sections 87766 and 88193; Government Code Section 12945
- use of illness leave for personal necessity; Education Code Sections 87784; 88207
- industrial accident leave;
- bereavement leave;
- jury service or appearance as a witness in court; Education Code Sections 87036 and 87037
- military service; Education Code Section 87700; and

- sabbatical leaves for permanent faculty

Management employees earn 2.25 days of vacation a month. Any use of vacation time requires advanced approval by the immediate supervisor. An employee may not have more than fifty-four (54) days of unused vacation on July 1st of any given year.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

Revised October 28, 2013 (Previously BP 4114; 4115; 4404; 4405; 4406; 4407; 4408; 4409; 4410; 4412 and 4413)

~~Maternity Leave – BP4114~~

~~Revised 03/27/95~~

~~Employees who are disabled as a result of pregnancy, miscarriage or childbirth may request a paid maternity leave. Pregnancy in and of itself is not considered a disability. Approved maternity leave shall be deducted from the employee's accrued sick leave.~~

~~Qualifying employees may request additional unpaid leave benefits under the Family and Medical Leave Act of 1993 or through appropriate collective bargaining agreements. It is the policy of Rancho Santiago Community College District that once an employee is in an unpaid status, an employee is not eligible to move into a paid leave status for recovery of childbirth.~~

~~**Legal Reference:** Education Code 87766. Power to Grant Leaves of Absence for Pregnancy 88193. Leave of Absence for Pregnancy Collective Bargaining Agreements~~

~~Military Leave – BP4115~~

~~Adopted 03/27/95; Revised April 13, 2009~~

~~Employees shall be entitled to a military leave of absence as prescribed by provisions of the federal Uniformed Services Employment and Reemployment Rights Act, and the California Military and Veterans Code.~~

~~Affected employees shall also receive vacation, sick leave, health and welfare benefits, and reemployment rights, pursuant to the applicable provisions of federal and state law.~~

~~**Legal Reference:** Uniformed Services Employment and Reemployment Rights Act Military and Veterans Code Education Code Section 87700~~

~~Bereavement Leave Management – BP4404~~

~~Revised April 13, 2009~~

~~Management employees shall be granted, without loss of salary or other benefits, five days leave of absence due to the death of the employee's spouse, parent or child.~~

Upon the death of a member of the employee's immediate family (other than a parent, spouse or child), bereavement leave shall be granted as follows:

- Up to three working days if required travel is less than 200 land miles one way from the district;
- Up to five working days if required travel equals or exceeds two hundred land miles one way from the district.

Requests for additional bereavement leave days may be approved by the chancellor.

"Member of the immediate family," as used herein, means blood, step and foster relations limited to the parent, grandparent, grandchild, spouse, child, sibling, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, of the employee or his/her spouse or any person living in the employee's household excluding strictly landlord/tenant relationships. Exceptions may be approved by the chancellor.

Legal Reference: Education Code 87788. Leave of Absence due to death in immediate family 88194. Bereavement leave of absence

~~Family and Medical Leave Management - BP4405~~

Revised 08/29/2005

It is the policy of the Rancho Santiago Community College District to provide Family Medical leave benefits which are consistent with Government Code 12945.2 and the Family and Medical leave Act of 1993.

Legal Reference: Government Code 12945.2 California Family and Medical leave Act of 1993

~~Industrial Accident or Illness Leave Management - BP4406~~

Revised 08/29/2005

Management employees are entitled to leave with pay in any one (1) fiscal year for an industrial accident or illness as prescribed by the appropriate provisions of the California Education Code for either academic or classified employees. An industrial accident or illness is defined as one where the employee becomes ill or is injured while he/she is serving the district, the accident or illness is reported in accordance with the district's regulations, and the district responsibility for the treatment of the employee.

Legal Reference: Education Code 87786. Exception to sick leave when district adopts specific rule 88191. Leave of absence for illness or injury 87787. Required rules for industrial accident and illness leaves of absence 88192. Industrial accident and illness leave for classified employees

~~Judicial Leave Management - BP4407~~

Revised 08/29/2005

When called for jury duty or as a witness in the manner provided by law, except when called as a witness adverse to the district or as a party in an action against the district, employees shall be granted a leave of absence without loss of pay for the time the employee is required to perform jury duty or act as a witness during the employee's regularly assigned working hours.

Request for jury duty or witness leave should be made by presenting as soon as possible the official court summons to the employee's immediate supervisor and to the district payroll office through regular administrative channels.

The employee shall reimburse to the district any monies earned as a juror, or witness, except mileage.

Any employee called for jury duty shall not be encouraged in any way to seek exemption from such duty, nor shall he/she be discriminated against in any way for not seeking such exemption.

Employees are required to return to work during any day in which jury services are not required.

The district may require verification of jury duty or witness time prior to, or subsequent to, providing compensation.

Legal Reference: Education Code 87035. Leaves of Absence 87036. Unlawful to encourage exemption from jury duty 88190. Leave of Absence & Vacation

~~Personal Necessity Leave Management - BP4408~~

Revised 08/29/2005

Academic managers may be granted a maximum of six days leave of absence in any school year without loss of pay, in cases of personal necessity. Classified managers may be granted a maximum of seven days leave of absence in any school year without loss of pay, in cases of personal necessity. Such leaves shall be deducted from the employee's accumulated sick leave.

An employee shall request personal necessity leave at least five (5) days in advance to the immediate supervisor, who reserves the right to verify such request by an appropriate means. The requirement for five (5) days notice shall not be mandatory in the case of death or serious illness of a member of the employee's immediate family, or an accident involving his person or property, or the person or property of a member of the employee's immediate family. (Immediate family used in this section means blood, step and foster relations limited to the parent, grandparent, grandchild, spouse, child, sibling, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, of the employee or his/her spouse or any person living in the employee's household excluding strictly landlord/tenant relationships.)

Legal Reference: Education Code 87784. Leave of Absence for Personal Necessity 88207. Personal Necessity

~~Quarantine Leave Management - BP4409~~

Revised 08/29/2005

Management employees shall receive full salary for a period not to exceed thirty (30) days when quarantined by city or county health officers because of another's illness. Such quarantine must be verified by a physician or health officer.

Legal Reference: Education Code 87765. Education Code 88199

~~Sick Leave Management - BP4410~~

Revised 08/29/2005

~~Management employees shall be entitled to twelve (12) days of sick leave per fiscal year. This entitlement shall be credited at the commencement of employment at the start of each succeeding fiscal year (July 1). Fractional assignment and partial years of service shall receive proportionate leave entitlement.~~

~~Pay for any day of such absence shall be the same as the pay which would have been received had the employee been on paid status during the day. Credit for leave of absence need not be accrued prior to taking such leave by the employee and such leave of absence may be taken at any time during the year.~~

~~If the employee does not take the full amount of leave allowed in any year under this section the amount not taken shall be accumulated from year to year.~~

~~Sick leave entitlement shall be reduced by one (1) day for each month an employee is on leave without pay. Entitlement shall be granted for all paid leaves.~~

~~An employee whose sick leave, including current and accrued, has been exhausted and the total sick leave used in a given fiscal year is less than 100 work days, shall be compensated at 50% of his/her daily rate for the balance of 100 days.~~

~~The District shall provide a catastrophic illness bank for management employees, who have exhausted all regular and extended sick leave and vacation.~~

~~**Legal Reference:** Education Code 87781. Provisions for sick leave of certificated employees 87782. Transfer of accumulated sick leave 87786. Exceptions to sick leave when district adopts specific rule 88191. Leave of absence for illness or injury 88196. Salary deductions during sick leave 88202. Transfer of accumulated sick leave~~

~~Unpaid Leaves of Absence Management - BP4412~~

~~Revised 08/29/2005~~

~~Employees may be granted, long or short-term leaves of absence without pay as permitted by law and specific Board of Trustee policies. The request must be received by the chancellor or appropriate president or vice chancellor in ample time for the chancellor or Board of Trustees to be able to take action prior to the requested leave time. The Office of Human Resources will notify the requestor of the action taken by the Board of Trustees.~~

~~Long Term Leave~~

~~The Board of Trustees reserves the right to specify conditions under which long-term leaves without pay may be granted. Long-term leaves without pay may be granted for the following purposes: approved retraining, study, travel, restoration of health, or disabilities in the immediate family.~~

~~Commencement of Leave~~

~~Excepting emergencies, no employee will commence a long-term leave without pay other than at the conclusion of a semester.~~

~~Indication of Return to the District~~

~~The employee granted a long-term leave without pay shall inform the Board of Trustees within ninety days of the scheduled return date as to his/her intentions.~~

~~At the expiration of the long-term leave, the employee shall be offered, if an opening exists, a like position to that previously held unless otherwise provided by law and Board policy.~~

~~Short Term Leave~~

~~Requests for short-term leaves of absence without pay for one day may be granted by the immediate supervisor. Short-term leaves for two to five days must also be approved by the chancellor.~~

~~Personal leave without pay for longer than five days requires Board of Trustee approval prior to taking leave. An employee absence card must be filed.~~

~~**Legal Reference:** Education Code 87763. Leaves of Absence 87764. Power to grant leaves of absence 88190. Leaves of Absence and Vacation 88198. Provisions Authorizing Leaves of Absence 88221. Leaves of Absence~~

~~Vacation Management - BP4413~~

~~Revised 08/29/2005~~

~~Employees earn 2.25 days of vacation a month. Any use of vacation time requires advanced approval by the immediate supervisor. An employee may not have more than fifty-four (54) days of unused vacation on July 1st of any given year.~~

~~**Legal Reference:** Education Code 88190. Leaves of Absence and Vacation~~

BP 7345 Catastrophic Leave Program

Reference: Education Code Section 87045

The Board authorizes implementation of a catastrophic leave program to permit employees of the District to donate eligible leave credits to an employee when that employee or a member of his or her family suffers from a catastrophic illness or injury.

The Chancellor shall establish administrative procedures to administer the program that comply with the requirements established by the Education Code. The administrative procedures shall assure that the program is administered in a nondiscriminatory way.

Adopted October 28, 2013

BP 7348 Faculty Pre-retirement

Reference: Education Code 22713

With Board approval, an academic employee may elect to reduce his/her workload from full-time to not less than half-time for a maximum of five years prior to retirement and continue to receive the same service credit in the State Teachers Retirement System as would have been received had the employee continued to work on a full-time basis. Administrative regulations shall be established to make this benefit available to academic employees of the District on an individual basis, as approved by the Board of Trustees.

Revised October 28, 2013 (Previously BP4207)

BP 7350 Resignations

Reference: Education Code Sections 87730; 88201

The Board of Trustees authorizes the Chancellor to accept an employee's resignation on its behalf at any time and resignations shall be deemed accepted by the Board when accepted by the Chancellor. Such action shall be subject to ratification by the Board of Trustees at a subsequent meeting. The employee shall specify the effective date of such resignation and this date shall be approved unless the Chancellor desires to accept the resignation sooner, but in no event shall the effective date be later than the last day of the current academic year.

Revised October 28, 2013 (Previously BP4129)

BP 7360 Discipline and Dismissal – Academic Employees

Reference: Education Code Sections 87669, 87732

A contract or regular employee may be dismissed or penalized for one or more of the grounds set forth in Education Code section 87732. If the employee is to be penalized, the Board shall determine the nature of the penalties. If the Board decides to dismiss or penalize a contract or regular employee, it shall assure that each of the following has been satisfied:

- The employee has been evaluated in accordance with standards and procedures established in accordance with the provisions of Education Code Sections 87660 et seq., and any administrative procedure for evaluation contained in a collective bargaining agreement;
- The Board has received all statements of evaluation which considers the events for which dismissal or penalties may be imposed;
- The Board has received a recommendation from the Chancellor.
- The Board has considered the statements of evaluation and the recommendations in a lawful meeting.

If the Board decides it intends to dismiss or penalize a contract or regular employee, it shall take the actions required by the Education Code, and the Chancellor or designee shall thereafter assure that the employee is afforded the full post-termination due process required by the Education Code Sections 87666 through 87681, and 87740.

The Chancellor shall establish procedures that define the conditions and processes for dismissal, discipline, and due process and ensure they are available to employees.

Revised October 28, 2013 (Previously BP 4206 and and BP4415)

~~Dismissal and/or Discharge Management – BP4415~~

~~Revised 08/29/2005~~

~~Management employees may be dismissed and/or discharged per the terms and conditions in the Education Code and procedures outlined in board policy, regulation, and employment contracts. **Legal Reference:**~~

~~**ACADEMIC** Education Code 87732. Grounds for dismissal of regular employees 87734. Unprofessional conduct or incompetency' notice of charges 87735. Immediate suspension; hearing upon certain charges 87736. Sex offenses and narcotics offenses; compulsory leave of absence 87737. Notice of suspension and intention to dismiss; service~~

~~CLASSIFIED~~ Education Code 88016. Notice of disciplinary action 88022. Employment after conviction of sex offense or controlled substance offense; rehabilitated controlled substance offender 88023. Employment of sexual psychopath 88024. Use of personal identification cards to ascertain conviction of crime

BP 7365 Discipline and Dismissal – Classified Employees

Reference: Education Code Section 88013; Government Code Sections 3300 et seq.

A permanent classified employee of the District may be disciplined by the District for just cause. The causes for discipline shall include but not be limited to:

1. Incompetency
2. Inefficiency
3. Insubordination
4. Inattention to or dereliction of duty
5. Discourteous treatment of the public or of fellow employees
6. Any willful or persistent violation of the provisions of the Education Code or rules, regulations, or procedures adopted by the Board of Trustees
7. Political activity engaged in by an employee in violation of BP 4227
8. Immoral or unprofessional conduct
9. Any violation of Article 4 (commencing with Section 11400 of Chapter 3 of Title I of Part 4 of the Penal Code)
10. Dishonesty
11. Evident unfitness for service
12. Physical or mental condition which makes him or her unfit to instruct or associate with students
13. Persistent violation of or refusal to obey the school laws of the state or reasonable regulations prescribed by the board of governors or by the Board of Trustees
14. Conviction of a felony or any crime involving moral turpitude
15. Conduct specified in Section 1028 of the Government Code
16. Any other willful failure of good conduct tending to injure the public service

No disciplinary action shall be taken for any cause which arose prior to the employee's becoming permanent, nor for any cause which arose more than two years preceding the date of the filing of the notice of cause unless such cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the District (Education Code Section 88013).

All notices of proposed disciplinary action shall be processed through the Executive Vice Chancellor of Human Resources and Educational Services or his designee.

The employee shall be notified in writing of any intent to discipline and given the opportunity to respond orally/and in writing to the specific charges (Skelly hearing).

The written notice of the specific charges shall include a statement of the employee's right to a hearing on such charges and the time within which such hearing may be requested, which shall be not less than five days after service of the notice to the employee. Included will be a Request for Evidentiary Hearing form, the signing and filing of which with the party delivering or mailing the charges shall constitute a request for hearing and a denial of all charges.

The hearing will be conducted within a reasonable period of time from receipt of the request by the Board of Trustees or a hearing officer selected by the Board of Trustees or its designee in accordance with the following procedures.

The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions. Irrelevant and unduly repetitious evidence shall be excluded. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil actions.

The employee shall have a right to appear in person, with counsel or such other representation as determined by the employee. The District will have the burden of proof and shall first present evidence. Normal procedures shall be followed: i.e., District presentation, defense cross-examination and rebuttal evidence from each party. Each party may introduce exhibits or cross examine witnesses on any matter relevant to the issues even though that matter was not covered in the direct examination, to impeach any witness regardless of which party first called the witness to testify. If the employee does not testify in his own behalf, the respondent may be called and examined as if under cross examination by the District.

A request by the employee for the presence of District witnesses shall be submitted to the Executive Vice Chancellor of Human Resources and Educational Services or his designee in writing at least 72 hours prior to the date of the hearing. After the hearing, the matter shall be given consideration, either in open or closed session after which a decision shall be made. An employee has the right to a public hearing upon request.

If the hearing was conducted by a hearing officer, the hearing officer shall submit a recommendation to the Board within ten days after the conclusion of the hearing. Within five days after receiving such recommendation, the board shall make a decision.

If the hearing was conducted by the Board, it shall make a decision within fifteen days after the conclusion of the hearing.

The Board's decision may be that the recommended discipline be sustained in full, modified, or rescinded.

In the event the Board makes a finding that the recommendation of the administration should be rescinded, the Board shall make a finding that the employee shall be reinstated in his former position and shall receive pay for all of the period of time he was removed from duty.

The Board's determination of the sufficiency of cause for disciplinary action shall be conclusive.

Adopted October 28, 2013 (Previously AR4319)

BP 7370 Political Activity

Reference: Government Code 8314; Education Code 7054, 7056

All officers and employees of the Rancho Santiago Community College District shall abide by all State laws, Education and Government codes relating to political activities and the solicitation of political contributions.

Employees shall not use District funds, services, communication resources, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board. This policy prohibits political activity during an employee's working hours,

but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

Revised October 28, 2013 (Previously BP4135)

BP 7380 Retiree Health Benefits: Academic Employees

Reference: Education Code Sections 7000 et seq.

The District shall permit any former academic employee who has retired from the District to enroll in the health and welfare benefit plan and/or dental care benefit plan currently provided to its current academic employees. In addition, the District shall also permit the enrollment of the surviving spouse of a former academic employee who either retired from the District or was, at the time of his or her death, employed by the District as an academic employee and a member of the State Teacher's Retirement System.

Enrollment pursuant to this policy shall be at the retiree or surviving spouse's own expense unless provisions in a collective bargaining agreement or Board Policy provide otherwise.

A retired academic employee or surviving spouse may enroll in the District's health and welfare benefit plans only once pursuant to this policy. A retired academic employee or surviving spouse who voluntarily terminates coverage under this policy may be excluded from obtaining coverage again.

The Chancellor shall establish procedures as may be deemed necessary to administer this policy in accordance with Education Code Sections 7000 et seq.

Adopted October 28, 2013

BP 7385 Salary Deductions

Reference: Education Code Sections 87040; 88167

An employee may request reduction of his or her salary in any amount for any or all of the following purposes:

- participation in a deferred compensation program;
- paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them;
- paying rates, dues, fees, or other periodic charges on any hospital service contract.

The request provided for above shall be revocable by the employee.

The District shall reduce the salary payment by the amount which the employee has authorized in writing for the purpose of paying the his/her membership dues in any local, statewide or other professional organization. Revocation of such authorization shall be in writing and shall be effective beginning with the next pay period.

Revised October 28, 2013 (Previously BP4127)

BP 7400 Travel

Reference: Education Code Section 87032

The Chancellor is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

The Chancellor shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

See Administrative Regulations (AR ~~4108~~ 7400)

Revised October 28, 2013 (Previously BP4108 and 4403)

~~Professional Conference Leave/In-Service Training Leave Management - BP4403~~

~~Revised 08/29/2005~~

~~Upon filing a conference request form, the chancellor, or designee, may grant to an employee leave with pay (unless otherwise stipulated prior to attendance) for professional conference or in-service training which will improve district operations or the ability of the employee to more effectively perform duties.~~

~~**Legal Reference:**~~

BP 7510 Domestic Partners

References: Family Code Sections 297, 297.5, 298, 298.5, 299, 299.2, and 299.3

Domestic partners registered with the California Secretary of State shall have, insofar as permitted by California law, all of the same rights, protections, and benefits, as well as the same obligations, responsibilities, and duties of married persons (spouses) under state law. Former domestic partners shall have all of the rights and obligations of former spouses. Surviving domestic partners shall have the same rights, protections, and benefits as are granted to a surviving spouse of a decedent.

Therefore, all references to "spouses" in the District's policies or procedures shall be read to include registered domestic partners as permitted by California law.

Adopted October 28, 2013

BP 7600 Campus Security Officers

Reference: Education Code Section 72330.5

The District shall employ campus security officers, who shall provide services as security guards, or patrol persons on or about the facilities owned or operated by the District. Their duties include, but are not limited to protecting persons or property, preventing the theft of District property, and reporting any unlawful activity to the District and local law enforcement.

The Chancellor shall establish procedures necessary for administration of campus security. In addition, the Chancellor shall enter into agreements with local law enforcement, which includes that campus security officers shall cooperate with local law enforcement in performing their duties.

Every campus security officer who works more than twenty hours per week shall complete a course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs as required by Education Code Section 72330.5 (b).

Every campus security officer shall meet other requirements set out in Education Code Section 72330.5.

Adopted October 28, 2013

BP 7700 Whistleblower Protection

Legal References: Education Code Sections 87160 – 87164; California Labor Code section 1102.5, Government Code section 53296, Private Attorney General Act of 2004 (Labor Code section 2698).

The Chancellor shall establish procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, "unlawful activity" refers to any activity--intentional or negligent--that violates state or federal law, local ordinances, or District policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation. The Chancellor will ensure that avenues for the anonymous reporting of suspected incidents are available to employees.

Furthermore, district employees shall not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or (2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

Revised October 28, 2013 (Previously BP4140)

The following current board policies are not addressed in the CCLC model documents and will be eliminated.

~~Meetings -- BP4116 (Eliminate)~~

~~Adopted 03/27/95~~

~~The chancellor and other management personnel shall hold such meetings as are necessary to conduct the business of the district properly, and attendance at such meetings may be made mandatory.~~

~~Support Program For Substance Abuse -- BP4123 (Eliminate)~~

~~Adopted 03/27/95; Revised 01/22/07~~

~~The district recognizes drug and alcohol dependency as treatable conditions and offers support programs for employees with substance dependency problems. Employees are encouraged to seek assistance for drug- and alcohol-related problems and may request leaves of absence for this purpose, in addition to using approved vacation or sick leave, or attending support programs outside assigned/regular working hours. Information obtained regarding employee participation in a support program will be treated as confidential.~~

~~Legal Reference: Public Law 100-690 Title V, Subtitle D; U.S. Code 812~~

~~Acceptance of Outside Obligations -- BP4126 (Eliminate)~~

~~Revised April 13, 2009~~

~~An employee wishing to accept responsibilities in organizations that might require absence from assigned duties with the district must first obtain approval of the Board of Trustees.~~

~~Legal Reference: Education code 87764; Academic Employees 88190; Classified Employees Government Code 1126 Collective Bargaining Agreements~~

~~Continuing Employment Contracts -- BP4202 (Eliminate)~~

~~FACULTY~~

~~Adopted 03/27/95~~

~~If, without good cause, a regular employee of a community college district fails prior to July 1, of any school year to notify the Governing Board of the district of his or her intention to remain or not to remain in the service of the district, as the case may be, during the ensuing school year if a request to give such notice, including a copy of this section, shall have been personally served upon him or her, or mailed to him or her by United States certified mail with return receipt requested to his last known place of address, by the clerk or secretary of the Governing Board of the community college district, not later than the preceding May 30, he or she may be deemed to have declined employment, and his or her services as an employee of the district may be terminated on June 30, of that year.~~

~~Legal Reference: Education Code 87411. Automatic declining of employment~~

Faculty Salary Payments – BP4205 (Eliminate)

Adopted 04/24/95

All full-time academic personnel employed on other than a twelve-month basis shall be given the option of being paid in twelve monthly payments or being paid in monthly payments corresponding to the number of months for which they are employed.

Classified Salary Payments – BP4302

Revised April 13, 2009 _____ (Previously BP4302)

All contract employees shall be paid on the 10th and 25th of the month, unless the day falls on a holiday or weekend. If this should occur, the employee shall be paid on the last working day before the 10th or the 25th.

Payment on the 25th of the month is an Earned Salary Advance (ESA) for the current month. The ESA is computed at 50% of the regular monthly take home salary, and rounded to the nearest whole dollar. The Earned Salary Advance (ESA) will be recomputed upon request of the employees whenever the employee receives a salary change. In the event the employee has a garnishment/levy the Earned Salary Advance may be changed.

All classified employees, and other persons employed in positions which provide for a fixed monthly salary, shall be paid their full monthly salary subject to any adjustment that may be necessary.

Absences of all regular employees will be reported on payroll absence cards, which will report the number of hours absent due to illness or injury, personal absence, vacation, bereavement, excused absence, and any other absence.

All substitutes, temporary, or on-going hourly, will be paid by payroll time sheets for the actual services performed during the payroll period beginning the 11th day of the previous month through the 10th of the current month. Payment is to be made on the 10th day of the following month.

Overtime earnings for services performed during any payroll period will be paid in addition to the regular earnings, provided full approval of such overtime has been received by the Payroll Department in time for such inclusion.

Legal **Reference:** Collective Bargaining Agreement; Education Code 85244. Time of payment of wages of full-time non-certificated employees 85260. Alternate payroll procedure 88165. Time of payment of compensation

Administrative Leave – Administrative – BP4419

Adopted 08/29/2005; Revised April 13, 2009

The Board of Trustees may grant any academic or classified administrator, who has served the Rancho Santiago Community College District as an administrator for five consecutive years, an administrative leave for two consecutive months. The leave is at full pay. A basic consideration in the approval of administrative leave will be the consideration of a plan which will include: (1) the proposal presented to the review committee which will demonstrate how a two-month leave will benefit students and the district, and (2) the reassignment of duties to other administrators while on leave.

~~At the expiration of the administrative leave, the administrator shall be required to render service to the district for a minimum of one year. If the administrator fails to render service for the required minimum of one year, he/she shall make financial restitution in whole or in part to the district within 10 months. In no event shall the administrator be assessed more than the amount of pay received during the administrative leave.~~

~~The chancellor shall make recommendations to the Board of Trustees regarding granting administrative leaves following a review of proposals by the Leave Committee which is chaired by the Chancellor. The Leave Committee shall consist of members of the Cabinet the Academic Senate and Classified Union presidents and the requesting administrator's immediate supervisor.~~

~~The administrator may be asked to make a presentation to the Board of Trustees upon completion of the leave. In addition to the administrator's report, the Administrative Leave Committee shall make an evaluation report to the Board of Trustees. The chancellor is directed to develop a procedure to implement this policy.~~

~~Management Retroactive Pay - BP4422 (formerly BP4519)~~

~~Revised April 13, 2009~~

~~Only current management employees, retirees, former employees who have retired with a permanent disability or were former employees who were terminated or laid off due to district financial constraints shall be eligible for retroactive pay.~~

~~To be eligible, employees or former employees identified in paragraph 1 must have been employed during the period covered by the retroactive pay increase. Former employees need not be in an active status when the increase(s) is/are actually approved and implemented; however, pay increases will be made on a prorated basis. Increases covered by this policy include retroactive pay increases (current fiscal year) and lump sum payments (one-time adjustments).~~

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

To: Board of Trustees	Date: October 28, 2013
Re: Review and Discussion of Self-Evaluation Responses from Community and Staff	
Action: Information	

BACKGROUND

Board Policy 2745 provides for the Board of Trustees to conduct an annual self-evaluation by November of each year.

ANALYSIS

An evaluation survey was approved by the Board on October 14, 2013 and was distributed to the individuals identified in Board Policy 2745. The survey responses are now presented to the board for review. The remaining steps in the evaluation process are as follows:

October 29, 2013 - Board members complete self-evaluation instrument.
November 4, 2013

November 12, 2013 Board reviews and discusses tabulated self-evaluation results.

RECOMMENDATION

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

Fiscal Impact: None	Board Date: October 28, 2013
Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	



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

October 2013

Background

Since 2009, the RSCCD Board of Trustees has implemented an annual review of its internal operations and performance. The Board invites community representatives, faculty/staff and students who interact with them on a regular basis to offer feedback. An online survey instrument is made available to individuals including (but not limited to) the associated student government presidents, presidents of the academic senates, the college presidents, the chancellor, vice chancellors, representatives of the District's employee unions, and community members who serve on the District bond oversight committees or foundations. The Board reviews the input prior to their own individual assessment using the same survey instrument. At the next meeting, the Board reviews its collective input and develops goals that members want to work on for the year. The following year, the Board asks the community, staff and students to reassess them so they can evaluate the degree to which their goals have been met and to continue to refine the Board's internal operations and performance, if needed.

The survey was disseminated to eighty-eight individuals; 27 surveys were completed (a 31% response rate): two students, 19 faculty/staff members, four community members, and two who did not report their affiliation with the District or its colleges. Forty-four percent of respondents reported that they regularly attend Board of Trustees meetings; 37% reported that they occasionally attend, 15% rarely, and 4% never attend.

Summary of Findings

The Board is most highly rated (100% of respondents "agree" or "strongly agree") for:

- Ensuring compliance with federal and state laws and measures for emergency response (mean rating of 1.50),
- Conducting meetings in a manner in which purposes are achieved effectively and efficiently (mean rating 1.54),
- Having a positive, cooperative relationship (mean rating of 1.55), and
- Following a procedure for annual evaluations of the chancellor (mean rating of 1.56).

The Board is rated lowest (less than 70% of respondents "agree" or "strongly agree") for:

- Acting on behalf of the entire community (mean rating of 2.39), and
- Understanding the colleges' educational programs and services (mean rating of 2.24).

Respondents were very thoughtful when given the opportunity to voice their opinions on the Board's greatest strengths, major accomplishments, and areas in which the Board could improve. There were many accolades, as well as suggestions for improvement, offered.

Comparisons with Prior Years' Findings:

In making comparisons between 2013 responses and those of the prior year, it is important to note that the number of respondents from one survey year to the next varies greatly and that percentages may fluctuate widely due to the low response counts.

The most significant increase in ratings since the prior year's survey is that Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently (+20 percentage points).

Several areas identified in the 2009 survey as needing improvement showed gains in the following year's responses and have continued those trends in the years since, including:

- Following a procedure for annual evaluations of the chancellor and using the results to strengthen the chancellor's performance and relationships,
- Maintaining confidentiality of privileged information,
- Regularly developing and reviewing goals for continuous improvement,
- Regularly seeking the opinion of the student trustee, and
- Actively participating in community activities.

The three areas that experienced the most significant decrease in ratings are:

- Reaching decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor (-16 percentage points),
- Acting on behalf of the entire community (-16 percentage points), and
- Following communication procedures with staff (-14 percentage points).

Other Findings:

A significant proportion of survey respondents (over 40%) indicated "not applicable or don't know" as their responses to some questions in the areas of "board relations with the chancellor, presidents, faculty, and staff" and "board leadership, ethics, and standard of conduct." These rates have not changed significantly over the prior year's survey:

- Following communication procedures with staff (41%),
- Following a procedure for annual evaluation of the chancellor (41%),
- Completing the chancellor evaluation process and using the results to strengthen chancellor's performance and relationships (52%), and
- Keeping the chancellor informed of community contacts (63%).

A fourth issue elicited a high rate of non-responses in 2012 but dropped significantly in 2013.

- Board member participation in trustee development activities declined from a 42% non-response rate to 33% in the current year.

Attention may be needed to develop and/or promote a better understanding of these issues.

Detail of Findings

2013 Results of the Community, Student and Staff's Evaluation of Board of Trustees' Operations and Performance							
	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	1	2	3	4			
Board Organization and Operation							
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	46%	53%	0%	0%	26	1.54	4%
Board members respect each others' opinions.	36%	56%	8%	0%	25	1.72	7%
The board conducts its meetings in compliance with state laws, including The Brown Act.	46%	50%	4%	0%	24	1.58	11%
Board members understand that they have no legal authority beyond board meetings.	27%	50%	14%	9%	22	2.05	19%
Board members regularly seek the opinion of the student trustee.	32%	53%	11%	5%	19	1.89	30%
Policy Role							
Board meetings focus on policy issues that relate to board responsibilities.	33%	58%	8%	0%	24	1.75	11%
The board focuses on policy in board discussion, not administrative matters.	26%	52%	22%	0%	23	1.96	15%
The board is knowledgeable about the mission and purpose of the institution.	40%	48%	8%	4%	25	1.76	7%
The board clearly delegates the administration of the colleges to the chancellor.	29%	58%	13%	0%	24	1.83	11%
The board ensures compliance with federal and state laws and measures for emergency response.	50%	50%	0%	0%	20	1.50	26%
Strategic Planning							
The board understands the budget process.	12%	76%	12%	0%	25	2.00	7%
The board gives adequate attention to the mission, goals, and future planning of the district.	25%	58%	13%	4%	24	1.96	11%
The board regularly develops and reviews goals for continuous improvement.	27%	59%	14%	0%	22	1.86	19%
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	27%	54%	19%	0%	26	1.92	4%
The board understands the colleges' educational programs and services.	16%	52%	24%	8%	25	2.24	7%
The board is appropriately involved in defining the vision and goals of the district.	35%	52%	13%	0%	23	1.78	15%
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	33%	63%	4%	0%	24	1.71	11%
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	31%	54%	15%	0%	26	1.85	4%
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	16%	72%	8%	4%	25	2.00	7%

**2013 Results of the Community, Student and Staff's Evaluation of
Board of Trustees' Operations and Performance**

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	1	2	3	4			
Board Relations with the Chancellor, Presidents, Faculty, and Staff							
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	30%	70%	0%	0%	22	1.91	19%
The board keeps the chancellor informed of community contacts.	30%	70%	0%	0%	10	1.70	63%
The board follows a procedure for annual evaluations of the chancellor.	44%	56%	0%	0%	16	1.56	41%
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	10%	67%	24%	0%	21	2.14	22%
The board and chancellor have a positive, cooperative relationship.	45%	55%	0%	0%	20	1.55	26%
The board understands its role and that of the chancellor, presidents, faculty, and staff.	22%	52%	26%	0%	23	2.04	15%
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	32%	68%	0%	0%	19	1.68	30%
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	46%	46%	8%	0%	13	1.62	52%
The board follows communication procedures with staff.	25%	50%	13%	13%	16	2.13	41%
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	38%	54%	4%	4%	24	1.75	11%
Community Relations – Advocacy							
Board members are knowledgeable about community college and state-related issues.	12%	77%	8%	4%	26	2.04	4%
The board acts as an advocate for community colleges.	28%	64%	4%	4%	25	1.84	7%
Board members participate actively in community activities.	35%	57%	4%	4%	23	1.78	15%
Board agendas include legislative and state policy issues that will impact the district.	27%	62%	8%	4%	26	1.88	4%
Board members act on behalf of the entire community.	17%	44%	22%	17%	23	2.39	15%
The board recognizes and celebrates positive accomplishments of the district and colleges.	35%	54%	4%	8%	26	1.85	4%
The board works to build a positive image of the district in the community.	35%	50%	4%	12%	26	1.92	4%
Board members adhere to policies for dealing with college, community citizens, and the media.	23%	55%	9%	14%	22	2.14	19%
The community and district employees are aware of who the elected trustees are and their role in district governance.	22%	70%	9%	0%	23	1.87	15%

**2013 Results of the Community, Student and Staff's Evaluation of
Board of Trustees' Operations and Performance**

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	1	2	3	4			
Board Leadership, Ethics, and Standards of Conduct							
The board understands collective bargaining and its role in the process.	32%	55%	14%	0%	22	1.82	19%
The board practices appropriate collegial consultation (participatory governance).	17%	70%	9%	4%	23	2.00	15%
The board maintains confidentiality of privileged information.	26%	65%	9%	0%	23	1.91	15%
The board makes decisions in the best interest of students, the colleges, and the entire district.	24%	48%	20%	8%	25	2.12	7%
The board operates ethically without conflict of interest following established board policies.	27%	50%	14%	9%	22	2.05	19%
Board members participate in trustee development activities.	39%	50%	11%	0%	18	1.72	33%

**Results of the Community, Student and Staff's Evaluation of
Board of Trustees' Operations and Performance, 2009-2013**

	% "strongly agree" or "agree"					% change from 2012
	2013	2012	2011	2010	2009	
	n=27	n=52	n=32	n=46	n=14	
Board Organization and Operation						
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	100%	80%	93%	89%	89%	20%
Board members respect each others' opinions.	92%	90%	96%	89%	78%	2%
The board conducts its meetings in compliance with state laws, including The Brown Act.	96%	88%	94%	81%	100%	8%
Board members understand that they have no legal authority beyond board meetings.	77%	86%	87%	79%	55%	-9%
Board members regularly seek the opinion of the student trustee.	84%	83%	82%	60%	57%	1%
Policy Role						
Board meetings focus on policy issues that relate to board responsibilities.	92%	94%	97%	92%	77%	-2%
The board focuses on policy in board discussion, not administrative matters.	78%	83%	80%	73%	55%	-5%
The board is knowledgeable about the mission and purpose of the institution.	88%	87%	94%	92%	100%	1%
The board clearly delegates the administration of the colleges to the chancellor.	88%	91%	97%	79%	80%	-3%
The board ensures compliance with federal and state laws and measures for emergency response.	100%	98%	100%	98%	89%	2%
Strategic Planning						
The board understands the budget process.	88%	76%	64%	87%	80%	12%
The board gives adequate attention to the mission, goals, and future planning of the district.	83%	78%	81%	87%	89%	5%
The board regularly develops and reviews goals for continuous improvement.	86%	80%	83%	75%	63%	6%
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	81%	75%	70%	77%	60%	6%
The board understands the colleges' educational programs and services.	68%	72%	77%	74%	60%	-4%
The board is appropriately involved in defining the vision and goals of the district.	87%	82%	87%	86%	66%	5%
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	96%	90%	93%	97%	89%	6%
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	85%	81%	78%	92%	89%	4%
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	88%	80%	83%	80%	70%	8%

**Results of the Community, Student and Staff's Evaluation of
Board of Trustees' Operations and Performance, 2009-2013**

	% "strongly agree" or "agree"					% change from 2012
	2013	2012	2011	2010	2009	
	n=27	n=52	n=32	n=46	n=14	
Board Relations with the Chancellor, Presidents, Faculty, and Staff						
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	81%	97%	96%	88%	70%	-16%
The board keeps the chancellor informed of community contacts.	100%	100%	100%	100%	88%	0%
The board follows a procedure for annual evaluations of the chancellor.	100%	100%	100%	88%	58%	0%
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	76%	86%	89%	76%	63%	-10%
The board and chancellor have a positive, cooperative relationship.	100%	98%	96%	100%	78%	2%
The board understands its role and that of the chancellor, presidents, faculty, and staff.	74%	79%	93%	78%	70%	-5%
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	100%	100%	100%	93%	78%	0%
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	92%	92%	90%	85%	72%	0%
The board follows communication procedures with staff.	75%	89%	83%	67%	66%	-14%
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	92%	92%	92%	88%	77%	0%
Community Relations – Advocacy						
Board members are knowledgeable about community college and state-related issues.	88%	89%	87%	91%	89%	-1%
The board acts as an advocate for community colleges.	92%	80%	97%	97%	87%	12%
Board members participate actively in community activities.	91%	94%	82%	79%	63%	-3%
Board agendas include legislative and state policy issues that will impact the district.	88%	88%	93%	84%	78%	0%
Board members act on behalf of the entire community.	62%	78%	76%	74%	67%	-16%
The board recognizes and celebrates positive accomplishments of the district and colleges.	88%	93%	96%	95%	88%	-5%
The board works to build a positive image of the district in the community.	85%	89%	90%	91%	88%	-4%
Board members adhere to policies for dealing with college, community citizens, and the media.	77%	89%	100%	86%	76%	-12%
The community and district employees are aware of who the elected trustees are and their role in district governance.	91%	77%	69%	58%	56%	14%
Board Leadership, Ethics, and Standards of Conduct						
The board understands collective bargaining and its role in the process.	86%	88%	100%	74%	100%	-2%
The board practices appropriate collegial consultation (participatory governance).	87%	81%	86%	82%	76%	6%
The board maintains confidentiality of privileged information.	92%	100%	97%	94%	67%	-8%
The board makes decisions in the best interest of students, the colleges, and the entire district.	72%	76%	79%	70%	88%	-4%
The board operates ethically without conflict of interest following established board policies.	77%	75%	91%	87%	67%	2%
Board members participate in trustee development activities.	90%	93%	96%	90%	84%	-3%

2013 Respondents' Comments

Board's greatest strengths:

- 1) The Board has a respectful relationship internally among its members. For this reason, meetings run smoothly. 2) The Board delegates responsibility to the Chancellor appropriately. In addition, experts within the district (e.g., related to accreditation, planning, budget, facilities, technology), and without (e.g., HMC Architectural Firm) are sought to inform the Board so decisions may be made with the best information possible.
- Board members demonstrate respect for each other. Board meetings are run with decorum. Differences of opinions are expressed appropriately and respectfully.
- It is clear that board members are invested in the success of students. Board meetings over the last year have had an enhanced positive tone. The recognition of faculty in addition to classified and administrative staff has been much appreciated. Furthermore, the relaxed yet professional environment of the meetings has made them more enjoyable. I commend current President Barrios for her leadership with this change in tone and appreciate the collegiality among board members during the meetings.
- The board appears to genuinely care about the needs of the students expressed by each of the ASG presidents.
- Very positive energy and attitudes in the meetings. They seem to get along well.
- Very professional and to the point
- Willingness
- Meetings are run professionally.
- Relationship with community and communication.
- Stability of the district during the recession
- That in every venue they remind the community that they speak as one. They may speak about our college's goals and issues based on their point of view, but when taking action- they speak as one. Only one time in recent history did one Board member forget this, when he sent a letter to the editor of the local newspaper "Orange County Register". I believe he signed it as a Trustee, disagreeing with a recent Board action. This was wrong.
- The board appears to have a more positive tone and is now engaging the college faculty & staff. It is hoped that their greatest strength is to represent and advocate on behalf of the district in the State and County.
- The board is well organized and understands the need for changes in the RSCCD.
- The quality of the people that serve on the board.
- The Board's commitment to affordable education
- They are now responsible for a particular electorate
- They do not seem to engage in pointless bickering.

Major accomplishments of the Board in the past year:

- 1) The Board has taken seriously the need to be in compliance with USDE Regulations as well as ACCJC standards and policies. To that end, the Board has developed this evaluation of itself and has developed a planning mechanism that is more profound than it was in the past, in answer to an accreditation recommendation of 2008. 2) The Board also delegates responsibility to the Chancellor, who has created a district governance structure which amplifies the planning-budget alignment issue. This structure has made possible the development of a Comprehensive Master Plan and Strategic Plan with clear direction for the district. This is a major accomplishment.
- Effective advocacy for positive legislation regarding community colleges. Maintained and facilitated good relationships with the community that our district serves. Effective oversight of facilities related items.
- Major gifts received.
- The Board has transitioned the new members well. The Board has participated in a number of training activities that have helped to inform the Board about their roles and expectations. The Board has embraced the training. This is helping the Board to be more cohesive.
- Forming trustee districts and adopting board goals that can be used in the colleges' accreditation efforts.
- Getting measures approved by the community to build new facilities and upgrade older facilities in the district.
- I am not sure because that information is not communicated to me.
- Managing the budget during the recent economic crisis.
- **Please Note:** There may be more than my fair share of N/A's on this survey because certain things have not ""bubbled up"" in terms of awareness of activities and accomplishments. I am aware that the trustees work hard to get out to various events at the colleges, and also read about their activities through an internal newsletter that comes to stakeholders from the college president.
- Recognition of accomplishments of funds attained and working with the students to reach their goals. Success of students is major.
- Setting up a system of self-evaluation. Reviewing their Board Policies for Governance and renumbering them to State Standards and rewriting out-of-date policies. Approving College mission statement.
- The board successfully reinstated winter intersession and accomplished significant strides towards the completion of Bond Measure E.

Areas in which the Board could improve:

- 1) The board needs to remember that each of the trustees is there to represent RSCCD not just their small part of the district. Board members have seemed more dedicated to the area they represent than maintaining a strong district. Board members' acting like this destroys morale at the college that isn't currently in favor. 2) It is always wonderful to recognize the accomplishments of faculty, staff, and students. Ideally, you want to recognize one member from each of the campuses but that isn't always possible. The board has recognized the FT Classified Staff Member of the Year from both colleges and the SAC Distinguished Faculty Member this year. The board did recognize the 2014 Orange County Teacher of the Year (Alex Taber, SCC) but not the SCC Faculty Excellence Award Winner. Dr. Taber deserves recognition for his external award but the way the board handled the situation was extremely disrespectful to SCC's Faculty Excellence Award winner. Just because Dr. Taber was recognized by Orange County does not mean the year's SCC winner should not be recognized just because you want to recognize one member from each campus. 3.) It is extremely inappropriate for board members to become involved in disputes between the academic senate and FARSCCD. It has the appearance of board members taking sides in a dispute that they shouldn't even know about. Internal disputes happen all of the time but the board should never get involved in them from their policy making role.
- Better participation from other Board Members.
- Rather than seeming to support a particular area in or college of the district, board members ought to advocate as representatives for the entire district rather than a portion of it. It seems that some board members do not follow RSCCD board policies regarding communication outside of board meetings, which could prove problematic with accreditation. It would prove beneficial if board members focused more on the work of the district and the workings of community colleges than on seemingly posturing for future political endeavors.
- The Board needs to continue to work on representing the interests of the District as a whole and not become overly focused on representing their area of election. The students that attend our colleges should be the focus and not the college that the Board perceives that it represents. This is critical to moving our students forward and to not creating unnecessary and divisive competition between the colleges. The issue of Board members inappropriately communicating with faculty continues to create problems. There is still a perception that some faculty have "special" relationships with board members and that board members have "pet" programs at the college and as such, violate and interfere with college processes.
- There is a learning curve for anyone in a new position. New Board members do have some training, but more is needed related to accreditation issues and perhaps other issues. Also, even though Board members are elected from an area of the district, once on the Board, it is one Board. Votes affect all the students of the district. It is not always clear that there isn't a bias to one area. (This is different from representing the community of an area, which is clearly needed. However, representing the community must be measured with the effect it will have district-wide.) In other words, one must keep in mind that SCC and SAC are part of one district: they are not two districts pasted together!
- Understand more about faculty roles in shared governance and how they relate to the "10+1."
- With the redistricting has come an attitude that particular board members are representing those slices of the district rather than the district as a whole.

- A good idea was raised at a conference about community college advancement. The President of a college in a two college district (in San Diego) said that the chancellor, trustees, college presidents, and foundation boards met regularly to share information and contacts and to build a case for advancement within the leadership of the district. Would that be a good idea to bring into play once or twice a year, so that everyone was more aware of the goals and activities of each entity - and how there might be ways to work together successfully to build awareness and advancement potential?
- Attend more of the functions that Santa Ana College has during the year. We see maybe 1 or 2 but not a majority. I think it's important that the volunteers, staff and students get to meet the entire trustee's. Also they need to support some of the fundraising efforts that go on during the as we the volunteer's do.
- Certain board member have violated ethical protocol in the decision-making process. These individuals do not act on behalf of the students or in the best interest of the RSCCD. Rather they maintain a position of outside influence for future and current political purposes. There should be an investigation into the fiscal policies of the district and their actions towards the misuse of funding. Also, I believe the board as a whole should increase focus and set forth specific guidelines regarding how to accomplish the promises set forth in Proposition 30 for fair and inexpensive participation in community colleges. Lastly I believe the board should be embarrassed at the number of students turned away from participating in community college this year. The board should set forth policy that allows every student the opportunity to participate in higher education.
- Better focus on student success.
- I wish they would change the format of Board Minutes. You learn very little from reading the minutes except what was approved or not approved. Although Budget reports presented by the District Fiscal Services can be found on the web-site, other documents cannot. When the two college President's speak the minutes only reflex that they provided a report - with no note as to the topic. In the distant past, I was able to ascertain the direction of the District from reading minutes that cannot be done now. Thus I try to attend the meetings. It is important to see with one's own eyes how the various members view the presentations that are provided, to hear how they question the Chancellor, Faculty Member, Staff Member, Student or Community Member.
- There are recognizable board members that actually do attend college events and activities and then there are those who are never seen. I think equal participation across both colleges is needed from all trustees. In addition, the expectations and knowledge of development and fundraising for trustees is non-existent. There is a huge disconnect in their role or possible role in "giving and or getting" resources for the colleges. At their level-connecting resources and relationships to the college presidents, etc. should not only be a part of their regular activities but should be expected.
- There is a feeling that board members are sometimes more attached to one college instead of equally working for both.
- They could be more visible to the colleges. They could better understand the programs we offer.
- They could visit the campuses more so faculty could get to know them better.



**Rancho Santiago Community College District (RSCCD)
Community, Student and Staff Evaluation of
Board of Trustees' Operations and Performance
(*Respondents Who Regularly Attend BOT Meetings*)**

October 2013

Background

Since 2009, the RSCCD Board of Trustees has implemented an annual review its internal operations and performance. The Board invites community representatives, faculty/staff and students who interact with them on a regular basis to offer feedback. An online survey instrument is made available to these individuals including (but not limited to) the associated student government presidents, presidents of the academic senates, the college presidents, the chancellor, vice chancellors, representatives of the District's employee unions, and community members who serve on the District bond oversight committees or foundations. The Board reviews the input prior to their own individual assessment using the same survey instrument. At the next meeting, the Board reviews its collective input and develops goals that members want to work on for the year. The following year, the Board asks the community, staff and students to reassess them so they can evaluate the degree to which their goals have been met and to continue to refine the Board's internal operations and performance, if needed.

The survey instrument was disseminated online to eighty-eight individuals; 27 surveys were completed (a 31% response rate). Forty-four percent (n=12) of respondents reported that they regularly attend Board of Trustees meetings: 1 student, 10 faculty and staff, and 1 community member. **Those data are included in this report.**

Summary of Findings

The Board is unanimously rated as satisfactory (100% of respondents "agree" or "strongly agree") in 19 of the forty-four areas rated by respondents (43%).

The Board is rated lowest on focusing on policy in Board discussions, and not administrative matters (67%), acting on behalf of the entire community (64%), understanding the colleges' educational programs and services (64%), and following communication procedures with staff (63%)

Comparisons with Prior Years' Findings:

In making comparisons between 2013 responses and those of prior years, it is important to note that the number of respondents from one survey year to the next varies greatly and that percentages may fluctuate widely due to the low response counts.

The most significant positive changes in ratings compared to the 2012 survey all related to policy roles:

- Giving adequate attention to the mission, goals, and future planning of the district (+40 percentage points),
- Appropriately involved in defining the vision and goals of the district (+35 percentage points),
- Adopting a planning and evaluation process which assures the educational needs of students and community are effectively and efficiently met (+32 percentage points), and
- Regularly developing and reviewing goals for continuous improvement (+31 percentage points).

The most significant drop in ratings since the 2012 survey is in the Board following communication procedures with staff; the downward trend (since 2011) continues with a fifteen percentage point loss (from 78% in 2012 to 63% in 2013).

Other Findings:

While this core group of respondents who regularly attend Board meetings tended to respond to all items, a significant proportion indicated “not applicable or don’t know” as their responses to questions about board relations with District staff and leadership:

- Keeping the chancellor informed of community contacts (50%),
- Following communication procedures with staff (33%),
- Completing the chancellor evaluation process and using the results to strengthen chancellor’s performance and relationships (33%).

Attention may be needed to develop and/or promote a better understanding of these issues.

Detail data follows.

Detail of Findings

2013 Results of the Community, Student and Staff's Evaluation of Board of Trustees' Operations and Performance by Respondents who Regularly Attend BOT Meetings							
	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	1	2	3	4			
Board Organization and Operation							
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	58%	42%	0%	0%	12	1.42	0%
Board members respect each others' opinions.	42%	58%	0%	0%	12	1.58	0%
The board conducts its meetings in compliance with state laws, including The Brown Act.	58%	33%	8%	0%	12	1.50	0%
Board members understand that they have no legal authority beyond board meetings.	30%	50%	10%	10%	10	2.00	17%
Board members regularly seek the opinion of the student trustee.	27%	64%	9%	0%	11	1.82	8%
Policy Role							
Board meetings focus on policy issues that relate to board responsibilities.	27%	64%	9%	0%	11	1.82	8%
The board focuses on policy in board discussion, not administrative matters.	17%	50%	33%	0%	12	2.17	0%
The board is knowledgeable about the mission and purpose of the institution.	58%	25%	8%	8%	12	1.67	0%
The board clearly delegates the administration of the colleges to the chancellor.	27%	55%	18%	0%	11	1.91	8%
The board ensures compliance with federal and state laws and measures for emergency response.	44%	56%	0%	0%	9	1.56	25%
Strategic Planning							
The board understands the budget process.	8%	75%	17%	0%	12	2.08	0%
The board gives adequate attention to the mission, goals, and future planning of the district.	42%	58%	0%	0%	12	1.58	0%
The board regularly develops and reviews goals for continuous improvement.	33%	67%	0%	0%	12	1.67	0%
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	25%	67%	*%	0%	12	1.83	0%
The board understands the colleges' educational programs and services.	18%	46%	18%	18%	11	2.36	8%
The board is appropriately involved in defining the vision and goals of the district.	46%	54%	0%	0%	11	1.55	8%
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	42%	58%	0%	0%	12	1.58	0%
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	33%	58%	8%	0%	12	1.75	0%
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	17%	67%	8%	8%	12	2.08	0%

**2013 Results of the Community, Student and Staff's Evaluation of
Board of Trustees' Operations and Performance
by Respondents who Regularly Attend BOT Meetings**

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	1	2	3	4			
Board Relations with the Chancellor, Presidents, Faculty, and Staff							
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	27%	73%	0%	0%	11	1.73	8%
The board keeps the chancellor informed of community contacts.	17%	83%	0%	0%	6	1.83	50%
The board follows a procedure for annual evaluations of the chancellor.	56%	44%	0%	0%	9	1.44	25%
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	64%	36%	0%	0%	11	2.36	8%
The board and chancellor have a positive, cooperative relationship.	55%	45%	0%	0%	11	1.45	8%
The board understands its role and that of the chancellor, presidents, faculty, and staff.	25%	50%	25%	0%	12	2.00	0%
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	30%	70%	0%	0%	10	1.70	17%
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	38%	50%	13%	0%	8	1.75	33%
The board follows communication procedures with staff.	25%	37%	13%	25%	8	2.38	33%
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	55%	45%	0%	0%	11	1.45	8%
Community Relations – Advocacy							
Board members are knowledgeable about community college and state-related issues.	17%	67%	17%	0%	12	2.00	0%
The board acts as an advocate for community colleges.	36%	55%	9%	0%	11	1.73	8%
Board members participate actively in community activities.	33%	58%	8%	0%	12	1.75	0%
Board agendas include legislative and state policy issues that will impact the district.	33%	67%	0%	0%	12	1.67	0%
Board members act on behalf of the entire community.	27%	36%	18%	18%	11	2.27	8%
The board recognizes and celebrates positive accomplishments of the district and colleges.	58%	33%	0%	8%	12	1.58	0%
The board works to build a positive image of the district in the community.	50%	42%	0%	8%	12	1.67	0%
Board members adhere to policies for dealing with college, community citizens, and the media.	50%	30%	10%	10%	10	1.80	17%
The community and district employees are aware of who the elected trustees are and their role in district governance.	2&%	73%	0%	0%	11	1.73	8%

**2013 Results of the Community, Student and Staff's Evaluation of
Board of Trustees' Operations and Performance**

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	1	2	3	4			
Board Leadership, Ethics, and Standards of Conduct							
The board understands collective bargaining and its role in the process.	46%	54%	0%	0%	11	1.55	8%
The board practices appropriate collegial consultation (participatory governance).	18%	73%	9%	0%	11	1.91	8%
The board maintains confidentiality of privileged information.	30%	60%	0%	10%	10	1.90	17%
The board makes decisions in the best interest of students, the colleges, and the entire district.	33%	50%	8%	8%	12	1.92	0%
The board operates ethically without conflict of interest following established board policies.	36%	36%	27%	0%	11	1.91	8%
Board members participate in trustee development activities.	60%	40%	0%	0%	10	1.40	17%

Comparison of Results of the Community, Student and Staff's Evaluation of Board of Trustees' Operations and Performance, 2011-2013 <i>(Respondents Who Regularly Attend Meetings)</i>				
	% "strongly agree" or "agree"			% change from 2012
	2013	2012	2011	
	n=12	n=20	n=17	
Board Organization and Operation				
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	100%	70%	93%	30%
Board members respect each others' opinions.	100%	75%	93%	25%
The board conducts its meetings in compliance with state laws, including The Brown Act.	92%	85%	94%	7%
Board members understand that they have no legal authority beyond board meetings.	80%	85%	86%	-5%
Board members regularly seek the opinion of the student trustee.	91%	79%	79%	12%
Policy Roles				
Board meetings focus on policy issues that relate to board responsibilities.	91%	90%	94%	1%
The board focuses on policy in board discussion, not administrative matters.	67%	75%	85%	-8%
The board is knowledgeable about the mission and purpose of the institution.	83%	80%	93%	3%
The board clearly delegates the administration of the colleges to the chancellor.	82%	90%	94%	-8%
The board ensures compliance with federal and state laws and measures for emergency response.	100%	94%	100%	6%
Strategic Planning				
The board understands the budget process.	83%	70%	66%	13%
The board gives adequate attention to the mission, goals, and future planning of the district.	100%	60%	80%	40%
The board regularly develops and reviews goals for continuous improvement.	100%	69%	78%	31%
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	92%	60%	73%	32%
The board understands the colleges' educational programs and services.	64%	55%	80%	9%
The board is appropriately involved in defining the vision and goals of the district.	100%	65%	93%	35%
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	100%	90%	94%	10%
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	92%	80%	80%	12%
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	83%	65%	74%	18%

Results of the Community, Student and Staff's Evaluation of Board of Trustees' Operations and Performance, 2011-2013 (ADD COLUMN) (Respondents Who Regularly Attend Meetings)				
	% "strongly agree" or "agree"			% change from 2012
	2013	2012	2011	
	n=12	n=20	n=17	
Board Relations with the Chancellor, Presidents, Faculty, and Staff				
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	100%	95%	100%	5%
The board keeps the chancellor informed of community contacts.	100%	100%	100%	0%
The board follows a procedure for annual evaluations of the chancellor.	100%	100%	100%	0%
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	100%	73%	93%	27%
The board and chancellor have a positive, cooperative relationship.	100%	94%	100%	6%
The board understands its role and that of the chancellor, presidents, faculty, and staff.	75%	63%	93%	12%
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	100%	100%	100%	0%
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	88%	85%	92%	3%
The board follows communication procedures with staff.	63%	78%	89%	-15%
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	100%	88%	98%	12%
Community Relations – Advocacy				
Board members are knowledgeable about community college and state-related issues.	100%	80%	94%	20%
The board acts as an advocate for community colleges.	91%	70%	100%	21%
Board members participate actively in community activities.	92%	88%	86%	4%
Board agendas include legislative and state policy issues that will impact the district.	100%	79%	93%	21%
Board members act on behalf of the entire community.	64%	63%	78%	1%
The board recognizes and celebrates positive accomplishments of the district and colleges.	92%	85%	93%	7%
The board works to build a positive image of the district in the community.	92%	74%	85%	18%
Board members adhere to policies for dealing with college, community citizens, and the media.	80%	90%	100%	-10%
The community and district employees are aware of who the elected trustees are and their role in district governance.	100%	65%	71%	35%
Board Leadership, Ethics, and Standards of Conduct				
The board understands collective bargaining and its role in the process.	100%	78%	100%	22%
The board practices appropriate collegial consultation (participatory governance).	91%	74%	86%	17%
The board maintains confidentiality of privileged information.	90%	100%	97%	-10%
The board makes decisions in the best interest of students, the colleges, and the entire district	83%	63%	79%	20%
The board operates ethically without conflict of interest following established board policies.	73%	61%	91%	12%
Board members participate in trustee development activities.	100%	91%	96%	9%

2013 Respondents' Comments

Board's greatest strengths:

- 1) The Board has a respectful relationship internally among its members. For this reason, meetings run smoothly. 2) The Board delegates responsibility to the Chancellor appropriately. In addition, experts within the district (e.g., related to accreditation, planning, budget, facilities, technology), and without (e.g., HMC Architectural Firm) are sought to inform the Board so decisions may be made with the best information possible.
- Board members demonstrate respect for each other. Board meetings are run with decorum. Differences of opinions are expressed appropriately and respectfully.
- It is clear that board members are invested in the success of students. Board meetings over the last year have had an enhanced positive tone. The recognition of faculty in addition to classified and administrative staff has been much appreciated. Furthermore, the relaxed yet professional environment of the meetings has made them more enjoyable. I commend current President Barrios for her leadership with this change in tone and appreciate the collegiality among board members during the meetings.
- The board appears to genuinely care about the needs of the students expressed by each of the ASG presidents.
- Very positive energy and attitudes in the meetings. They seem to get along well.
- Very professional and to the point
- Willingness
- Meetings are run professionally.
- Relationship with community and communication.

Major accomplishments of the Board in the past year:

- 1) The Board has taken seriously the need to be in compliance with USDE Regulations as well as ACCJC standards and policies. To that end, the Board has developed this evaluation of itself and has developed a planning mechanism that is more profound than it was in the past, in answer to an accreditation recommendation of 2008. 2) The Board also delegates responsibility to the Chancellor, who has created a district governance structure which amplifies the planning-budget alignment issue. This structure has made possible the development of a Comprehensive Master Plan and Strategic Plan with clear direction for the district. This is a major accomplishment.
- Effective advocacy for positive legislation regarding community colleges. Maintained and facilitated good relationships with the community that our district serves. Effective oversight of facilities related items.
- Major gifts received.
- The Board has transitioned the new members well. The Board has participated in a number of training activities that have helped to inform the Board about their roles and expectations. The Board has embraced the training. This is helping the Board to be more cohesive.

Areas in which the Board could improve:

- 1) The board needs to remember that each of the trustees is there to represent RSCCD not just their small part of the district. Board members have seemed more dedicated to the area they represent than maintaining a strong district. Board members' acting like this destroys morale at the college that isn't currently in favor. 2) It is always wonderful to recognize the accomplishments of faculty, staff, and students. Ideally, you want to recognize one member from each of the campuses but that isn't always possible. The board has recognized the FT Classified Staff Member of the Year from both colleges and the SAC Distinguished Faculty Member this year. The board did recognize the 2014 Orange County Teacher of the Year (Alex Taber, SCC) but not the SCC Faculty Excellence Award Winner. Dr. Taber deserves recognition for his external award but the way the board handled the situation was extremely disrespectful to SCC's Faculty Excellence Award winner. Just because Dr. Taber was recognized by Orange County does not mean the year's SCC winner should not be recognized just because you want to recognize one member from each campus. 3.) It is extremely inappropriate for board members to become involved in disputes between the academic senate and FARSCCD. It has the appearance of board members taking sides in a dispute that they shouldn't even know about. Internal disputes happen all of the time but the board should never get involved in them from their policy making role.
- Better participation from other Board Members.
- Rather than seeming to support a particular area in or college of the district, board members ought to advocate as representatives for the entire district rather than a portion of it. It seems that some board members do not follow RSCCD board policies regarding communication outside of board meetings, which could prove problematic with accreditation. It would prove beneficial if board members focused more on the work of the district and the workings of community colleges than on seemingly posturing for future political endeavors.
- The Board needs to continue to work on representing the interests of the District as a whole and not become overly focused on representing their area of election. The students that attend our colleges should be the focus and not the college that the Board perceives that it represents. This is critical to moving our students forward and to not creating unnecessary and divisive competition between the colleges. The issue of Board members inappropriately communicating with faculty continues to create problems. There is still a perception that some faculty have ""special"" relationships with board members and that board members have ""pet"" programs at the college and as such, violate and interfere with college processes.
- There is a learning curve for anyone in a new position. New Board members do have some training, but more is needed related to accreditation issues and perhaps other issues. Also, even though Board members are elected from an area of the district, once on the Board, it is one Board. Votes affect all the students of the district. It is not always clear that there isn't a bias to one area. (This is different from representing the community of an area, which is clearly needed. However, representing the community must be measured with the effect it will have district-wide.) In other words, one must keep in mind that SCC and SAC are part of one district: they are not two districts pasted together!
- Understand more about faculty roles in shared governance and how they relate to the ""10+1.
- With the redistricting has come an attitude that particular board members are representing those slices of the district rather than the district as a whole.