

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, February 2, 2015
2323 North Broadway, #107
Santa Ana, CA 92706

District Mission

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

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual 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 January 12, 2015

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 Recognition of Miranda Medrano by Board of Trustees

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

- Accreditation
- Title IX Update

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 INSTRUCTION

- *3.1 Approval of New Speech-Language Pathology Assistant (SLPA) Agreement – Expressions, Speech-Language Therapy Services, Inc. Action
The administration recommends approval of the agreement with Expressions, Speech-Language Therapy Services, Inc. in Garden Grove, California.
- *3.2 Approval of New SLPA Agreement – Speechlink, INC. Action
The administration recommends approval of the agreement with Speechlink, INC. in Irvine, California.
- *3.3 Approval of New Criminal Justice Academies (CJA) Agreement - Serrato and Associates, Inc. Action
The administration recommends approval of the agreement with Serrato and Associates, Inc. in Chino Hills, California.
- *3.4 Approval of Lumen Subscription and Master Services Agreement Action
The administration recommends approval of the Lumen Subscription and Master Services agreement as presented.
- *3.5 Approval of Next Generation Learning Challenges Subgrant Agreement Action
The administration recommends approval of the Next Generation Learning Challenges Subgrant Agreement.

- *3.6 Approval of Renewal of SLPA Agreement – Ukes Communications Services, Inc. Action
The administration recommends approval of the agreement with Ukes Communications Services, Inc. in Placentia, California.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *4.2 Approval of Budget Increases/Decreases and Budget Transfers Action
The administration recommends approval of budget increases, decreases and transfers during the month of December 2014.
- *4.3 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended December 31, 2014 Action
The administration recommends approval of the CCFS-311Q report for the period ending December 31, 2014, as presented.
- 4.4 Quarterly Investment Report as of December 31, 2014 Information
The quarterly investment report as of December 31, 2014, is presented as information.
- *4.5 Approval of Agreement with McCarthy Building Companies, Inc. for Preconstruction Consulting Services for Central Plant Utility Infrastructure Project at Santa Ana College (SAC) Action
The administration recommends approval of the contract with McCarthy Building Companies, Inc. for preconstruction consulting services for the Central Plant project at SAC as presented.
- *4.6 Approval of Change Order #2 for Resolution No. 14-06 – Agreement for Energy Conservation Services with Southland Industries for Retro-Commissioning of Science Building at Santiago Canyon College (SCC) Action
The administration recommends approval of change order #2 for Resolution No. 14-06 – Agreement for Energy Conservation Services with Southland Industries for retro-commissioning of the Science Center building at SCC as presented.
- *4.7 Approval of Agreement with Tilden-Coil Constructors, Inc. for Preconstruction Consulting Services for Orange Education Center (OEC) Building Certification Project at Santiago Canyon College Action
The administration recommends approval of the contract with Tilden-Coil Constructors, Inc. for preconstruction consulting services for the OEC building certification project at SCC as presented.

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

- *4.8 Approval of Notice of Completion for Request for Proposal (RFP) #1314-23 for Resolution No. 14-06 – Agreement for Energy Conservation Services with Southland Industries for Retro-Commissioning of Science Building at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion with Southland Industries for retro-commissioning of the Science Center building at SCC as presented.
- *4.9 Ratification of Agreement with Saiful Bouquet, Inc. for On-Call Structural Engineering Services at Santiago Canyon College and District Facilities Action
The administration recommends ratification of the agreement with Saiful Bouquet, Inc. for on-call structural engineering services at SCC and district facilities as presented.

5.0 GENERAL

- *5.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization for the Vice Chancellor of Business Operations/ Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:
- FEMA Local Hazard Mitigation Plan (DO) \$ 74,999
- Proposition 39 Clean Energy Workforce Program Grant - Program Improvement Funds (SCC) \$108,878
- *5.2 Approval of Sub-Agreement between Rancho Santiago Community College District (RSCCD) and Santa Clarita Community College District/College of the Canyons for Deputy Sector Navigator Information Communications Technology/Digital Media Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/ Fiscal Services or his designee to sign and enter into related contractual agreement on behalf of the district.
- *5.3 Approval of Sub-Agreement between RSCCD and Children’s Hospital of Orange County/Help Me Grow for Early Head Start Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/ Fiscal Services or his designee to sign and enter into related contractual agreement on behalf of the district.

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

- 5.4 Approval of Sub-Agreement between RSCCD and Southwest Carpenters Training Trust for Proposition 39 Clean Energy Workforce Program Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreement on behalf of the district.
- *5.5 Approval of Revision to Sub-Agreement between RSCCD and Coast Community College District/Coastline Community College Action
The administration recommends approval of the revised sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreement on behalf of the district.
- *5.6 Approval of First Amendment to Sub-Agreements between RSCCD and Coast Community College District/Coastline Community College/Golden West College, South Orange County Community College District/Irvine Valley College/Saddleback Community College, and Orange County Superintendent of Schools/Central Orange County Career Technical Education Partnership (CTEp) for Small Business Deputy Sector Navigator Grant Action
The administration recommends approval of the amendments to the sub-agreements and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreement on behalf of the district.
- *5.7 Adoption of Resolution No. 15-03 – California Governor’s Office of Emergency Services (EMF-2014-PC-0005) Action
The administration recommends adoption of Resolution No. 15-03 with the California Governor’s Office of Emergency Services and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreement on behalf of the district.
- 5.8 Reports from Board Committees Information
 - Board Facilities Committee
- 5.9 Board Member Comments Information

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

RECESS TO CLOSED SESSION

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Part-time Faculty
 - b. Classified Staff
 - c. Student Workers
 - d. Professional Experts
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: California School Employees Association, Chapter 888
3. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)

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.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

Action

- Approval of Outside Assignments
- Approval of New Job Descriptions
- Approval of Revised Job Descriptions/Titles
- Ratification of Resignations/Retirements
- Approval of Changes of Assignment
- Approval of Adjusted Changes of Classification
- Approval of Stipends
- Approval of FARSCCD Full-time/Contract Beyond Contract/
Overload Column Changes
- Approval of FARSCCD Part-time/Hourly Column Changes

6.1 Management/Academic Personnel – (cont.)

- Approval of Part-time Hourly New Hires/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Intern Services

6.2 Classified Personnel

Action

- Approval of Longevity Increments
- Approval of Changes in Position
- Approval of Professional Growth Increments
- Approval of Out of Class Assignments
- Approval of Correct Effective Dates
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of Temporary Assignments
- Approval of Additional Hours for On Going Assignments
- Approval of Changes in Temporary Assignments
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Community Service Presenters and Stipends
- Approval of Volunteers
- Approval of Student Assistant Lists

7.0 ADJOURNMENT - The next regular meeting and Board Planning Session of the Board of Trustees will be held on February 23, 2015.

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

Board of Trustees (Regular meeting)

Monday, January 12, 2015

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:30 p.m. by Mr. Larry Labrado. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. John Hanna, and Mr. Phillip Yarbrough. Ms. Nelida Mendoza Yanez and Mr. Jose Solorio arrived at the time noted. Ms. Alana Voechting was not in attendance due to illness.

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

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Ms. Corinna Evett, Academic Senate President, Santiago Canyon College (SCC).

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve a revised page for Item 4.6 (Agreement with Onuma for Districtwide Work Order Tracking System), and a revised page and addendum for Item 6.2 (Classified Personnel). The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough.

1.4 Public Comment

There were no public comments.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the minutes of the meeting held December 8, 2014. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar, with the exception of Item 4.15 (Purchase Orders), removed from the Consent Calendar by Mr. Hanna. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough.

3.1 Approval of New Pharmacy Technology Agreement – People’s Pharmacy “Compounding Specialists”

The board approved the agreement with People’s Pharmacy “Compounding Specialists” in Trabuco Canyon, California.

3.2 Approval of Occupational Therapy Assistant (OTA) Agreement Renewal - Villa Esperanza Services

The board approved the agreement renewal with Villa Esperanza Services in Pasadena, California.

3.3 Approval of Renewal for Nursing and Pharmacy Technician Programs Agreement – Hoag Memorial Hospital Presbyterian

The board approved of the clinical affiliation agreement with Hoag Memorial Hospital Presbyterian located in Newport Beach and Irvine, California.

3.4 Approval of Revenue Contract MA-026-15010828 with County of Orange Office of the District Attorney for Santa Ana College Community Services Program

The board approved the Revenue Contract MA-026-15010828 between County of Orange Office of the District Attorney and Rancho Santiago Community College District (RSCCD) on behalf of the SAC Community Services Program.

3.5 Approval of Revenue Contract with Associates Adults and Adolescents Alternative Program for Santa Ana College Community Services Program (Deferred Entry of Judgment Deferred Dismissal Drug Program)

The board approved the Revenue Contract between Associates Adults and Adolescents Alternative Program and RSCCD on behalf of the SAC Community Services Program.

3.6 Approval of Revenue Contract with Associates Adults and Adolescents Alternative Program for Santa Ana College Community Services Program (Drug and Alcohol Awareness)

The board approved the Revenue Contract between Associates Adults and Adolescents Alternative Program and RSCCD on behalf of the SAC Community Services Program.

- 1.6 Approval of Consent Calendar – (cont.)
- 3.7 Approval of Classroom Lease Renewal with Orange Unified School District (OUSD)
The board approved the Santiago Canyon College (SCC) Orange Education Center lease agreement renewal for classroom space with OUSD for the period of July 1, 2014, through June 30, 2015, as presented.
- 4.1 Approval of Payment of Bills
The board approved payment of bills as submitted.
- 4.2 Approval of Budget Increases/Decreases and Budget Transfers
The board approved budget increases, decreases and transfers during the month of November 2014.
- 4.3 Adoption of Resolution No. 15-01 – Separate Bank and Investment Accounts
The board adopted Resolution No. 15-01 regarding separate bank and investment accounts as presented.
- 4.4 Approval of City of Garden Grove Successor Agency Property Transfer Compensation Agreement
The board approved the City of Garden Grove Successor Agency Property Transfer Compensation Agreement as presented.
- 4.5 Approval of Nonresident Fees for 2015-2016
The board established the nonresident tuition fee at \$209 per unit, the capital outlay fee at \$31 per unit, and the application fee at \$25 for 2015-2016 as presented.
- 4.6 Approval of Agreement with Onuma for Districtwide Work Order Tracking System
The board approved the agreement with Onuma for a districtwide work order tracking system as presented.
- 4.7 Approval of Agreement with WLC Architects, Inc. for Professional Design Services for American with Disabilities Act (ADA) Compliance and Tenant Improvements at District Office
The board approved the agreement with WLC Architects, Inc. for professional design services for ADA compliance and tenant improvements at the district office as presented.
- 4.8 Approval of Amendment #1 with HPI Architecture for Professional Design Services for Johnson Student Center Project at Santa Ana College
The board approved the amendment with HPI Architecture for the Johnson Student Center Project at SAC as presented.

1.6 Approval of Consent Calendar – (cont.)

- 4.9 Approval of Agreement with Terracon Consultants, Inc. for Phase II Environmental, Geohazard, Geotechnical Inspection Services for Science, Technology, Engineering and Math (STEM) Project at Santa Ana College
The board approved the contract with Terracon Consultants, Inc. for Phase II environmental, geohazard, geotechnical inspection services for the STEM project at SAC as presented.
- 4.10 Ratification of Award of Bid #1249 for Parking Lots 1-5 Slurry and Striping at Santa Ana College
The board ratified award of Bid #1249 to JB Bostick Company, Inc. as presented.
- 4.12 Ratification of Award of Bid #1231 for Exterior Signage at Building G (Athletics), Building H (Humanities), and Building SC (Science Center) at Santiago Canyon College
The board ratified the award of Bid #1231 to A Good Sign and Graphics Co. as presented.
- 4.13 Approval of Independent Contractors
The board approved the following independent contractor: Public Health Foundation Enterprises (PHFE) for consulting services to provide fiscal support for Early Head Start (EHS) parental reimbursement, training and translation services. Dates of service are January 13, 2015, through December 31, 2015. The fee is estimated at \$16,000.
- 4.14 Approval of Independent Contractors
The board approved the following independent contractor: Jennifer Walsvick for consulting services to provide mental health education, service coordination, record keeping/documentation to ensure compliance with the Early Head Start standards for RSCCD Child Development Services at the rate of \$50 an hour. Dates of service are January 13, 2015, through December 31, 2015. The fee is estimated at \$21,000.
- 5.1 Approval of Resource Development Items
The board approved budgets, accepted grants, and authorized the Vice Chancellor of Business Operations/Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:
- Child Development Training Consortium (SAC/SCC) \$ 17,000
 - Faculty Entrepreneurship Champion Mini-Grant (CEC) \$ 5,000
 - Student Success and Support Program (SSSP) – Non-Credit (CEC) \$1,158,027
 - Student Success and Support Program – Non-Credit (OEC) \$ 554,479

1.6 Approval of Consent Calendar – (cont.)

5.2 Approval of Second Amendment to Sub-Agreement between RSCCD and Children’s Hospital of Orange County (CHOC)/Help Me Grow for Early Head Start Program

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

5.3 Approval of Sub-Agreements between RSCCD and Career Technical Education Enhancement Fund (CTE EF) Partnership Colleges in Los Angeles and Orange County

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

5.4 Approval of RSCCD Equal Employment Opportunity and Human Resources Plan

The board approved the Equal Employment Opportunity and Human Resources Plan and authorized transmittal of the plan to the State Chancellor’s Office.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

Dr. Rodríguez provided a report to the board which included informing board members that he attended the Accrediting Commission for Community and Junior Colleges (ACCJC) Commission meeting last week in Sacramento. He indicated he recused himself from the presentations/discussions related to Dr. Martinez’ and Dr. Weispfenning’s presentations on behalf of SAC and SCC.

Mr. Solorio arrived at this time.

2.2 Reports from College Presidents

The following college representatives provided reports to the board.

Dr. Erlinda Martinez, President, Santa Ana College
Dr. John Weispfenning, President, Santiago Canyon College

Dr. Martinez reported that after months of preparing for the accreditation team’s visit to the college, she was given five minutes to address the Commission. She stated that the presentation was crucial in giving the accrediting commission something to consider regarding the accreditation status for SAC. She believes the exit report was more favorable than the written report that was received, and it was worth the time/expense of the trip to present evidence of the facts, and render her professional opinion as someone who has been

2.2 Reports from College Presidents – (cont.)

with institutions for over 30 years. Dr. Martinez indicated that the commission will advise the college of its accreditation standard by the end of January or beginning of February. She reported that her testimony will be posted on the SAC website under accreditation standards.

Dr. Weispfenning reported that he addressed the Commission last week by expressing his concern over inconsistencies in the accreditation teams' report and the inconsistent interpretations of technical issues. He indicated that the Commission asked targeted questions at the end of his presentation. He noted that Dr. Martinez and he did not discuss their presentation beforehand, but afterwards, they discovered both presentations were in alignment with one another. He is hopeful that the outcome will be reaffirmation of accreditation, but if it is a warning, staff is confident that they will be able to take care of any issue within the one-year timeframe.

2.3 Report from Student Trustee

Ms. Alana Voechting, Student Trustee, did not provide a report to the board due to her absence.

2.4 Reports from Student Presidents

Since Ms. Raquel Manriquez, Student President, Santa Ana College, arrived late to the meeting due to an intersession class, Mr. Hector Soberano, Student President Santiago Canyon College, provided a report to the board on behalf of SAC and SCC Associated Student Governments.

Ms. Mendoza Yanez arrived at this time.

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

2.6 Informational Presentation on the Budget

Mr. Hardash provided an informational presentation on the budget. Board members received clarification on items related to the budget.

2.7 Informational Presentation on Student Success Scorecard

Dr. Sara Lundquist, Vice President, Student Services, SAC; Mr. Omar Torres, Vice President, Academic Affairs, SAC; and Mr. Aaron Voelcker, Dean of Institutional Effectiveness, Library and Learning Support Services, SCC, provided a report on the 2014 Student Success Scorecard for Santa Ana College and Santiago Canyon

2.7 Informational Presentation on Student Success Scorecard – (cont.)

College. The annual report is based upon college data submitted to the state through the Chancellor's Office management information system. Dr. Lundquist reviewed the background of the report including Assembly Bill 1417 and legislation authorizing the California Community Colleges Chancellor's Office (CCCCO) to design and implement a performance measurement system. The outcomes of the report are for the system as a whole and for individual colleges, but do not rank colleges. The report is available to the public on the CCCCCO website. Dr. Lundquist, Mr. Torres, and Mr. Voelcker reviewed the information provided for each college including a description of the college; annual unduplicated headcount of students, gender, age, and ethnicity of students; full-time equivalent student information (FTES); course sections (credit and non-credit); median credit section size; the percentage of full-time faculty; and student counseling ratio. They also reviewed the five performance indicators: (1) remedial, (2) persistence, (3) 30+ units, (4) completion, and (5) career technical education, and data for each indicator as described according to those who are "prepared" and those who are "unprepared" for college work.

Ms. Barrios asked for clarification of the meaning of "4 levels below" pertaining to English, math, and English as a Second Language (ESL) courses for the remedial education progress rates. Mr. Voelcker indicated that it means four levels below college level.

Mr. Labrado asked for clarification of "unprepared." Mr. Voelcker indicated it stands for the students who are not taking college-level courses, but the lowest level of math/English courses.

Ms. Barrios asked if Mr. Voelcker was surprised that the data from both colleges was almost identical. Mr. Voelcker indicated he was not surprised since last year's figures were similar.

Ms. Alvarez asked if the persistence figures increase every year. Mr. Voelcker indicated that last year's cohorts pertained to a different time period (2007/2008 to 2013/2014); therefore, the figures would not increase every year. He stated that the State Chancellor's Office began defining the metrics for use with the 2013 and 2014 scorecards, and it is possible to review data as far back as 2003/2004. Mr. Voelcker reported that overall the district has improved its scorecard figures.

In response to Ms. Alvarez earlier email request regarding ways the colleges are trying to improve the success rate in the areas that need the most improvement, Mr. Torres stated that the colleges use many strategies, such as accelerating entry into a particular program of study; minimizing the time necessary for students to become college-ready; ensuring students know the requirements needed for their course of study; customizing and contextualizing instruction; integrating student support with instruction or academic affairs; monitoring student progress; alerting students when

2.7 Informational Presentation on Student Success Scorecard – (cont.)

they are not doing well through systems such as “Early Alert;” rewarding behaviors that lend support and promote completion; and utilizing technology to promote and support instruction to ensure that RSCCD students are successful.

The Student Success Scorecard is one tool, among many, that the district uses to assess the effectiveness of its institutions. The district also uses comprehensive and continuous assessment which includes data from different local sources and different perspectives, such as on-going classroom assessment; on-going planning and program review; and on-going research conducted by the District Research Department.

Ms. Alvarez asked how the colleges are publicizing the accolades of student success at the colleges. Mr. Torres indicated the SAC Academic Affairs website is being renovated to include updates to the departments’ pages and student success information. In addition, staff is working with the public relations department at the district to publicize student opportunities. He explained that due to limited marketing funds, other ways to reach the community involve the ¡Adelante! and Freshman Experience programs with Santa Ana Unified School District.

Mr. Yarbrough asked what the legislature plan to do with the information on the student success scorecard. Dr. Lundquist indicated the scorecard results challenge districts to apply resources in the best possible way for student success. Mr. Yarbrough asked if the legislature is comparing the results of the student success scorecard with other districts, and if so, how does RSCCD compare to other college districts? Dr. Lundquist indicated SAC and SCC perform above the statewide average in the student success scorecard.

Referring to the Remedial ESL figures given in the presentation, Mr. Yarbrough asked if demographics are considered regarding the difference in ESL figures at SAC (25.2%) and SCC (66.7%). Mr. Voelcker indicated the expansion of the cohort term may be an explanation of the high figures for SCC. In the past the Accountability Reporting for the Community Colleges report used a 3-year period and the scorecard uses a 6-year period. Mr. Voelcker stated next year the scorecard will include the number of students within the cohort. Since the SCC population for non-credit ESL has dwindled at SCC, another explanation for the large fluctuation in numbers is the sample size.

In response to Mr. Yarbrough’s inquiry regarding the legislation, Mr. Torres indicated that AACJC requires colleges to set “institution set standards” for terms of success, completion, persistence, and the number of students that have completed the CTE programs and secured jobs in their respective fields.

3.0 INSTRUCTION

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

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1 through 4.10, 4.12, 4.13, and 4.14 were approved as part of Item 1.6 (Consent Calendar). (Item 4.11 was removed from the agenda in error.)

4.15 Approval of Purchase Orders

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the purchase order listing for the period November 20, 2014, through December 13, 2014. Mr. Hanna asked that the answers to the questions he asked be attached to the minutes. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

5.0 GENERAL

Items 5.1, 5.2, 5.3, and 5.4 were approved as part of Item 1.6 (Consent Calendar).

5.5 Reports from Board Committees

Mr. Solorio provided a report on the January 8, 2014, Board Facilities Committee meeting.

5.6 Board Member Comments

Mr. Yarbrough expressed optimism regarding the upcoming year as being a good year for opportunities for the students at both colleges.

Ms. Alvarez received clarification that the District Safety Officer positions listed on the Human Resources Classified Addendum are additional temporary positions. As chairperson of the Board Safety & Security Committee, Ms. Alvarez indicated she is ready to call another meeting for this committee if changes have occurred that need to be reported.

Board members wished everyone a “Happy New Year.”

Mr. Hanna, Ms. Mendoza Yanez, and Mr. Solorio expressed appreciation to staff for the Student Success Scorecard presentation. Mr. Solorio indicated he was in the legislature when the Student Success Scorecard was approved and it was hopeful that this scorecard would increase the efficiency in taxpayers’ dollars being spent wisely. He reported other items were included in the legislation such as creating priority enrollment for veterans/others and the advantage of districts throughout the state collaborating on best practices from each district to better serve students and taxpayers.

Mr. Solorio reported he was recently appointed to the California Student Aid Commission and offered his services regarding Cash for College, Cal Grants, etc.

5.6 Board Member Comments – (cont.)

Mr. Hanna asks that the Board Policy Committee meet within two months to discuss public/private partnerships and issues relating to 30-hour-per-week employees. Mr. Hanna asked for an update on the standards/criteria for 30-hour positions at the meeting. In addition, Mr. Hanna asks that the policy and administrative regulation for the student trustee be reviewed by the Board Policy Committee during the summer.

Mr. Solorio asked that Townsend Public Affairs assist the trustees by providing a list of items to advocate for and recommending legislative meetings for trustees to attend during the Association of Community College Trustees (ACCT) National Legislative Summit in Washington, D.C. in February.

Mr. Labrado asked staff to complete the “Impact of Federal Education Dollars on Your Campus” form provided by ACCT to assist the trustees in meetings with legislators.

Mr. Labrado asked that Townsend Public Affairs assist the trustees during the upcoming Sacramento and Washington, D.C. conferences.

RECESS TO CLOSED SESSION

The board convened into closed session at 6:40 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts

2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: California School Employees Association, Chapter 888
Continuing Education Faculty Association

Mr. Hanna left the meeting at this time.

RECONVENE

The board reconvened at 6:40 p.m.

Closed Session Report

Ms. Alvarez reported the board discussed public employment and labor negotiations, and that the board took no reportable action during closed session.

Public Comment

There were no public comments.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the following action on the management/academic personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

- Approve Job Descriptions
- Approve Permission to Accept Outside Assignments
- Approve Extension of Interim Assignments
- Approve Adjusted Hourly Rates for Interim Assignments
- Approve Adjusted Hourly Rates for Short-term Assignments
- Ratify Resignations/Retirements
- Approve FARSCCD Beyond Contract/Overload Column Changes/Effective January 1, 2015
- Approve FARSCCD Part-time Column Changes Effective January 1, 2015
- Approve Hiring of Temporary Long-term Substitutes per E.C. 87481 and 87482
- Approve Final Salary Placements
- Approve Changes of Classification
- Approve Additional Contract Extension Days for 2014-2015
- Approve Stipends
- Approve Adjusted Column Placements
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Instructors of Record
- Approve Non-paid Intern Services

6.2 Classified Personnel

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the following action on the classified personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

- Approve 2014-2015 CSEA Permanent Salary Schedules
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Position
- Ratify Resignations/Retirements
- Approve New Appointments

6.2 Classified Personnel – (cont.)

- Approve Temporary to Hourly On Going Assignments
- Approve Out of Class Assignments
- Approve Leaves of Absence
- Approve Temporary Assignments
- Approve Additional Hours for On Going Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

6.3 Adoption of Resolution No. 15-02 regarding Reduction in Force of Classified Staff

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to adopt Resolution No. 15-02. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on February 2, 2015.

There being no further business, Mr. Labrado declared this meeting adjourned at 6:51 p.m.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: February 2, 2015

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the Vice Chancellor - Business Operations/Fiscal Services

2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7340 – Office
(714) 796-3935 – Fax

Date: January 12, 2015
To: Dr. Raúl Rodríguez
From: Peter J. Hardash
Subject: Responses to Board of Trustees Requests/Questions

From Trustee John Hanna

4.15(4) 15-P0034160 \$12,000 for Nixon Peabody. What was this legal expense? What office is handling this for the firm?

- Nixon Peabody is the district bond counsel for Measure Q bonds. The U.S. Securities and Exchange Commission's (SEC) Municipalities Continuing Disclosure Cooperation (MCDC) Initiative, launched in March of 2014, required municipal bond issuers and underwriter's to self-report any past violations of Rule 15c2-12 (continuing disclosure requirement). Through the MCDC initiative, the SEC offered amnesty for entities that self-report past violations by the deadline of December 1, 2014. The district engaged the services of Nixon Peabody to review all Measure E bond issuances and refundings to evaluate and verify continuing disclosure compliance and the need to report any deficiencies to the SEC. As bond counsel, they coordinated their evaluation with The Dolinka Group evaluation in reviewing and verifying any reportable items and any disclosures that were necessary in the Official Statement for the issuance of Series A of Measure Q bonds. The legal services necessary in reviewing and researching all Measure E bonds and refundings were outside of the scope of work included for bond counsel services for Measure Q. The purchase order was issued in the amount of \$12,000. The cost of this service, year to date, was \$6,119.50.

Lisalee (Lisel) Wells from the Los Angeles office services as bond counsel to the District.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Human Services and Technology Division

To: Board of Trustees	Date: February 02, 2015
Re: Approval of New SLPA Agreement – Expressions, Speech-Language Therapy Services, Inc.	
Action: Request for Approval	

BACKGROUND

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

ANALYSIS

Formal agreements between the district and fieldwork experience sites will be necessary. To that end, a special agreement document was developed for this purpose. 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 Expressions, Speech-Language Therapy Services, Inc., in Garden Grove, California.

Fiscal Impact:	None	Board Date: February 02, 2015
Prepared by:	Omar Torres, 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 Rodríguez, Ph.D., Chancellor, RSCCD	

EDUCATIONAL AFFILIATION AGREEMENT

Speech-Language Pathology Assistant Program

THIS AGREEMENT is made and entered into by and between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT on behalf of Santa Ana College, a public educational agency, hereinafter called the "District" and, Expressions, Speech-Language Therapy Services, Inc., hereinafter called the "Agency".

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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

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

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

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

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE DISTRICT

A. For the Program in General

1. The District will assume full responsibility for offering Speech-Language Pathology Assistant Program education programs eligible for approval by the Speech-Language Pathology & Audiology Board.

SAC-15-006

2. For Student Workers' Compensation

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

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

SAC-15-006

11. The District will in consultation and coordination with the Agency's Director of Speech-Language Pathology arrange for periodic conferences between appropriate representation of the District and Agency to evaluate the Speech-Language Pathology Assistant field experience program provided under this Agreement.

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

A. For the Program in General

1. The Agency will maintain the standards, which make it eligible for approval as a clinical area for instruction in accredited Speech-Language Pathology Assistant Programs.
2. The Agency will provide staff members who hold a current state license or credential to practice speech-language pathology to supervise Speech-Language Pathology Assistant students. In addition, supervising SLP's need to have a minimum of 2 years experience as a practicing speech language pathologist.
3. The administration of the service and client care at the Agency shall be the responsibility of and under the control and supervision of the Agency and shall be administered through the Agency and Agency staff.
4. The Agency will provide staff that is adequate in number and quality to insure safe and continuous health care service to patients.
5. The Agency will provide service facilities for learning experiences therein for students enrolled in the Speech-Language Pathology Assistant Program of District who are designated by District for such experience at the Agency (the field experience for any one student shall cover such period of time as may be specified by District.)
6. The Agency will maintain service facilities in conformance with standards of the California State Board of Medical Examiners and the American Speech-Language-Hearing Association and permit inspection of its service facilities upon request by the American Speech-Language-Hearing Association and the state Board of Medical Examiners
7. The Agency will permit clinical experience in Speech-Language Pathology Assistant training by such students, either individually and/or in groups. All services of Agency herein contracted for, such services and the number of students receiving experience therein shall be by mutual agreement between parties and in accordance with the standards set forth by the American Speech-Language-Hearing Association.
8. The Agency will provide service areas in such a manner that there will be no conflict of learning opportunities among groups of students, and permit the district instructors and students access to service facilities, according to prearranged scheduling.

SAC-15-006

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

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

A. For publications

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

B. Indemnification

All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained,

SAC-15-006

arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

C. Insurance:

Without limiting the indemnification obligations stated above, each party to the Agreement shall provide and maintain at its own expense a program on insurance covering its activities and operation hereunder. Such program of insurance shall include, but not be limited to commercial general liability and professional liability. The general and professional liability insurance shall have a minimum coverage of \$1,000,000 per occurrence and \$3,000,000 in the aggregate.

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

PART V

STATUS OF SPEECH-LANGUAGE PATHOLOGY ASSISTANT STUDENTS

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

SAC-15-006

PART VI PERIOD OF AGREEMENT

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

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

SBH

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

District

Peter J. Hardash
Vice Chancellor
Business Operations and Fiscal Services

Date: _____

*Expressions,
Speech-Language Therapy Services, Inc.
12062 Valley View Street, #137
Garden Grove, CA 92845*

Agency/Facility/Location

Stacy DeRenard

Stacy DeRenard, MA, CCC-SLP
CEO

Date: 12/08/2014

SAC-15-006

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Human Services and Technology Division

To: Board of Trustees	Date: February 02, 2015
Re: Approval of New SLPA Agreement – Speechlink, INC.	
Action: Request for Approval	

BACKGROUND

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

ANALYSIS

Formal agreements between the district and fieldwork experience sites will be necessary. To that end, a special agreement document was developed for this purpose. 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 Speechlink, INC., in Irvine, California.

Fiscal Impact:	None	Board Date: February 02, 2015
Prepared by:	Omar Torres, 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 Rodríguez, Ph.D., Chancellor, RSCCD	

EDUCATIONAL AFFILIATION AGREEMENT

Speech-Language Pathology Assistant Program

THIS AGREEMENT is made and entered into by and between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT on behalf of Santa Ana College, a public educational agency, hereinafter called the "District" and, Speechlink, INC., hereinafter called the "Agency".

PART I.

BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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

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

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

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

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE DISTRICT

A. For the Program in General

- 1. The District will assume full responsibility for offering Speech-Language Pathology Assistant Program education programs eligible for approval by the Speech-Language Pathology & Audiology Board.**

SAC-15-007

2. For Student Workers' Compensation

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

3. The District will designate the students enrolled in the Speech-Language Pathology Assistant Program to be assigned for clinical experience in the Speech-Language Pathology areas of the agency in such numbers as are mutually agreed upon by both parties.

4. The District will supervise, in cooperation with the Agency supervisor, all instruction and learning and clinical experience given to the students at the facility so designated and provide instructor to supervise the clinical and learning experiences given to them at the agency, provided however, that the responsibility for service to the client remain with the Agency.

5. The District will keep academic and clinical experience records of students participating in said program.

6. The District will provide and be responsible for the care and control of educational supplies and education equipment necessary for instruction, including library materials, audiovisual equipment and supplies which are not customarily available at the Agency for the Speech-Language Pathology Assistant clinical experience.

7. The District will be responsible for the supervision and control of the students in the activities of their clinical experience under the general supervision and delivery of service framework of the Agency.

8. The District will agree that the student shall be subject to requirements and restrictions specified jointly by representative of District and Agency, and subject to Agency rules and regulations governing conduct, copies of which shall be provided in advance to District by Agency.

9. The District will require District's Speech-Language Assistant Program instructors to obtain the approval of the Agency's Director of Speech-Language Pathology in advance of:

- a. Student Speech-Language Pathology Assistant schedules.**
- b. Placement of student in clinical experience assignments.**
- c. Changes in clinical experience assignments.**

10. The District will, in consultation and coordination and with the approval of the Agency's Director of Speech-Language Pathology and the Speech-Language Pathology Assistant staff, plan for the Speech-Language Pathology Assistant clinical experience to be provided to students under this agreement.

SAC-15-007

11. **The District will in consultation and coordination with the Agency's Director of Speech-Language Pathology arrange for periodic conferences between appropriate representation of the District and Agency to evaluate the Speech-Language Pathology Assistant field experience program provided under this Agreement.**

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

A. For the Program in General

1. **The Agency will maintain the standards, which make it eligible for approval as a clinical area for instruction in accredited Speech-Language Pathology Assistant Programs.**
2. **The Agency will provide staff members who hold a current state license or credential to practice speech-language pathology to supervise Speech-Language Pathology Assistant students. In addition, supervising SLP's need to have a minimum of 2 years experience as a practicing speech language pathologist.**
3. **The administration of the service and client care at the Agency shall be the responsibility of and under the control and supervision of the Agency and shall be administered through the Agency and Agency staff.**
4. **The Agency will provide staff that is adequate in number and quality to insure safe and continuous health care service to patients.**
5. **The Agency will provide service facilities for learning experiences therein for students enrolled in the Speech-Language Pathology Assistant Program of District who are designated by District for such experience at the Agency (the field experience for any one student shall cover such period of time as may be specified by District.)**
6. **The Agency will maintain service facilities in conformance with standards of the California State Board of Medical Examiners and the American Speech-Language-Hearing Association and permit inspection of its service facilities upon request by the American Speech-Language-Hearing Association and the state Board of Medical Examiners**
7. **The Agency will permit clinical experience in Speech-Language Pathology Assistant training by such students, either individually and/or in groups. All services of Agency herein contracted for, such services and the number of students receiving experience therein shall be by mutual agreement between parties and in accordance with the standards set forth by the American Speech-Language-Hearing Association.**
8. **The Agency will provide service areas in such a manner that there will be no conflict of learning opportunities among groups of students, and permit the district instructors and students access to service facilities, according to prearranged scheduling.**

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

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

A. For publications

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

B. Indemnification

All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained,

SAC-15-007

arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

C. Insurance:

Without limiting the indemnification obligations stated above, each party to the Agreement shall provide and maintain at its own expense a program on insurance covering its activities and operation hereunder. Such program of insurance shall include, but not be limited to commercial general liability and professional liability. The general and professional liability insurance shall have a minimum coverage of \$1,000,000 per occurrence and \$3,000,000 in the aggregate.

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

PART V

STATUS OF SPEECH-LANGUAGE PATHOLOGY ASSISTANT STUDENTS

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

SAC-15-007

PART VI PERIOD OF AGREEMENT

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

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

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

District

*Speechlink, INC
18017 SkyPark Circle, 64G
Irvine, Ca 92514*

Speechlink, Inc

Agency/Facility/Location

Peter J. Hardash
Vice Chancellor
Business Operations and Fiscal Services

Adrienne Rzepnick, M.A., CCC-SLP

Adrienne Rzepnick, M.A., CCC-SLP
Owner/ Clinical Director

Date: _____

Date: 11-18-14

SAC-15-007

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

To: Board of Trustees	Date: February 02, 2015
Re: Approval of New CJA Agreement – Serrato and Associates, Inc.	
Action: Request for Approval	

BACKGROUND

The president of Serrato and Associates, Inc., Rick Serrato, has served as an instructor at the Orange County Sheriff's Training Center and Police Academy for over fifteen (15) years. He is a retired member of the Santa Ana Police Department. The training company was created in 2008 to provide state certified law enforcement training throughout California.

ANALYSIS

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. If not adjusted, the annual cost for this agreement is not to exceed \$121,500.

RECOMMENDATION

It is recommended that the Board of Trustees approve this agreement with Serrato and Associates, Inc., in Chino Hills, California.

Fiscal Impact:	\$121,500/2014-2015 fiscal year	Board Date: February 02, 2015
Prepared by:	Omar Torres, Vice President of Academic Affairs Bart Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

INSTRUCTIONAL SERVICES AGREEMENT

With: **Serrato and Associates, Inc.**

THIS AGREEMENT is entered into this 2nd day of February, 2015
by and between the Rancho Santiago Community College District, 2323 North
Broadway, Santa Ana, California 92706-1640 (District) and the **Serrato and Associates,
Inc. 14071 Peyton Drive, Chino Hills, California 91709** (Agency).

RECITALS

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

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

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

NOW THEREFORE, Agency and District agree as follows:

PROVISIONS OF THE AGREEMENT

A. AGENCY'S RESPONSIBILITIES:

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

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

3. Non-Discrimination. Agency agrees that it will not engage in unlawful discrimination of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or age, or sex of such person.

4. Applicable Law. Agency agrees to comply with all federal, state, and local laws, rules regulations, and ordinances that are now or may in the future become applicable to Agency, Agency's business, equipment, and personnel engaged in operations covered by this agreement or occurring out of the performance of such operations.

B. DISTRICT'S RESPONSIBILITIES

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

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

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

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

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

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

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

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

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

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

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

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

C. FEE

1. Agency Fee and Expenses - The fee to be paid by District for the services and materials to be supplied hereunder is: Two dollars and seventy cents (\$2.70) per student contact hour, not to exceed 45,000 hours or \$121,500 per fiscal year. Annual limits shall not be exceeded without the expressed permission from either the Dean of Human Services/Technology Division or the Assistant Dean of Criminal Justice Academies.

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

D. TERMS AND CONDITIONS

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

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

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

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

5. Term. This Agreement shall be in effect for the period of **February 02, 2015** through **February 01, 2020**, unless earlier terminated by either party in the manner set forth herein. This agreement may be extended for one (1) additional year by mutual agreement between the parties no later than one month prior to the anniversary date of the Agreement. Either party may cancel or terminate this Agreement without cause upon 30 days prior written notice given by either party.

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

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

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

If to District:

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

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

If to Agency:

Serrato and Associates, Inc.
14071 Peyton Drive #999
Chino Hills, CA 91709

Attn: Rick Serrato

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

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

IN WITNESS WHEREOF, this Agreement has been executed by the parties

hereto on the day and year first written above.

Agency: **SERRATO AND ASSOCIATES,
INC.**

District: **RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT**

By: _____

By: _____

Name: **Rick Serrato**

Name: **Peter J. Hardash**

Title: **President**

Title: **Vice Chancellor of
Business Operations/Fiscal Services**

Date: _____

Date: _____

ATTACHMENT A

STANDARD INTER-AGENCY SERVICES AGREEMENT

SERVICES TO BE PROVIDED BY AGENCY:

Serrato and Associates, Inc.

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

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

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

4. **Enrollment of Students:** The District will supply current student enrollment forms to the Agency who will return properly completed enrollment forms to the District prior to beginning instruction.

5. **Instructional Activities:** The Administrators of Rancho Santiago Community College District and Agency (and/or their designees) will meet at mutually agreed intervals to plan, schedule and budget for instructional activities, the joint consent of the District and the Agency shall precede any instructional activity.

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

1) Advanced training courses in the field of narcotics, including, but not limited to:

CJA 007A – Gangs, Cults and hate Crimes, CJA 009C- Narcotics Related Training, CJA 034A – Advanced Officer Training

2) Related courses approved by the Assistant Dean, Criminal Justice Academies and specific to Criminal Justice and all other approved Criminal Justice related courses offered at Santa Ana College.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Academic Affairs

To: Board of Trustees	Date: February 2, 2015
Re: Approval of Lumen Subscription and Master Services Agreement	
Action: Request for Approval	

BACKGROUND

Santa Ana College has been working with Lumen Learning since the Open Educational Resources (OER) Gates grant in 2011. We have made great strides in the development and usage of open courseware and materials. Development of open course materials is suitable for some faculty but not all. There are many faculty that would like to use already created open materials. The Lumen Agreement allows faculty to have increased open educational material course choices.

ANALYSIS

The number of OER courses, offering students a no-cost or low-cost textbook, has grown to 49 section offerings in Fall 2014. Many in-roads toward offering students a no/low-cost textbook have been made. However, there are many disciplines for which additional support and materials are needed for a greater student savings and impact. Approximately \$111,000 have been saved by students during the fall 2014 semester alone. With a greater number of OER courses made available through the Lumen agreement, we see a much larger impact toward student textbook savings.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Lumen Subscription and Master Services Agreement as presented.

Fiscal Impact: None	Board Date: February 2, 2015
Prepared by: Omar Torres, Vice President of Academic Affairs, SAC	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

Subscription and Master Services Agreement

Institution: Rancho Santiago Community College District
Designated Representative: Cherylee Kushida, Distance Education Coordinator, Santa Ana College
Address for Notice: 2323 North Broadway Santa Ana CA 92706-1640
Effective Date: 16 Dec 2014

This no-cost Agreement between Lumen, LLC (“Lumen”) and the Institution named above (“Institution”) sets general terms and conditions for our work together. It will serve as the agreement for Subscription services (the “Subscription”) based on any actual usage at the Institution, and as the agreement for any other services that the Institution obtains from Lumen (the “Services”), which are more specifically described in Statements of Work (“SoW” or “SoWs”) related to this Agreement by reference to its Effective Date. Any changes to this Agreement are provided herein via Amendments noted below and/or added later as modifications to this Agreement, signed by both parties.

1. Subscription Components

1.1 Courseware

The Subscription provides Institution access to Lumen’s catalog (“Catalog”) of existing Open and Mastery courseware via Lumen’s supported platform, including any new courseware additions to the Catalog during the Subscription. As enabled by Lumen’s platform, Institution can adopt and adapt existing Catalog courseware, and remix or build new courseware for supported use within the Institution. At their choice, Institution can publish remixed or new courseware under open licensing for wider use after such courseware is reviewed to meet open-licensing and quality standards. Lumen can provide such review via Services defined by a SoW.

1.2 Staff and Faculty Support

The Subscription provides tier-2 staff and faculty support, addressing issues and concerns related to the adoption, adaptation, creation and use of courseware that Institution team members cannot address, and providing training and support materials for use by Institution team members.

1.3 Courseware Platform

The Subscription provides Institution access to Lumen’s hosted, supported platform for courseware delivery that integrates into Institution LMS(s) via IMS LTI; provides enhanced learning capabilities, (eg, interactive problem sets and practice capabilities for appropriate courses like mathematics; embedded formative assessments; adaptive, competency education frameworks for Mastery courses); collects user analytics to assess and improve courseware content and delivery; and supports independent access to courseware outside Institution LMS(s) for sharing and ongoing use and Institution team authoring.

1.4 Subscription Impacts & Courseware Improvement

Lumen will collaborate with Institution to collect and analyze adoption, activity and outcomes data for courseware used by Institution in order to document the impact of the Subscription on student success and educational affordability, inform the continuous improvement of courseware content and delivery,

and add to the growing body of public research and knowledge about the impact of educational practices.

1.5 Student Information & Privacy

All student data related to the Subscription is deidentified and US FERPA compliant. No private student data is shared. Lumen will guide Institution to provide appropriate deidentified student data, collect related data from Lumen systems, and provide Institution with data analysis findings related to courseware impact and improvement. Institution will provide Lumen with appropriate deidentified student data and gives Lumen permission to analyze Institution data and include deidentified findings and improvement recommendations in reports to Institution, in processes for the continuous improvement of courseware content and delivery, in reports to broader education communities, in reports to grant funders for program evaluation, and in published research, after such research has received approval from the Institutional Review Board of an accredited institution.

2. Services to Be Performed

If applicable, Institution desires that Lumen perform, and Lumen agrees to perform, the work identified in one or more SoWs that are in writing, reference this Agreement by its Effective Date, establish fees for delivered services, establish deliverables and payment schedules, and are signed by both parties. Pursuant to the SoWs, Services will be provided to Institution by Lumen.

3. Expenses

Any expenses will be related to Lumen’s delivery of Services to Institution described and approved before expenditure in a specific SoW executed by Lumen and Institution. Institution shall reimburse Lumen for all agreed out-of-pocket expenses incurred by Lumen in the performance of this Agreement, including but not limited to travel and lodging expenses and material and supply costs, within thirty (30) days after Institution’s receipt of expense statements from Lumen including appropriate receipts or other evidence of the expense.

4. Subscription and Services Fees and Terms

For Subscription based on actual Institution student enrollments in supported course sections and Services defined in related SoWs covered by this Agreement.

Fees

Subscription/Service	Fee
Open Course Subscription	\$5/student enrollment/academic term in supported open course sections.
Mastery Course Subscription	\$40/student enrollment/academic term in supported mastery course sections.
Services	As defined in specific, related SoWs.

- A. Subscription fees are assessed, invoiced and due at close of applicable official Institution census date(s) in each academic term (eg, end of drop/add period).
- B. If any Institution is unable to provide actual student enrollment counts from supported course sections within five business days of Institution census date(s) in a specific academic term, Lumen will invoice Institution using reasonable estimates of student enrollment counts based on Lumen system usage data and established usage patterns.
- C. At the request of either party before the close of any academic term, Lumen and Institution can compare official Institution student enrollment records and Lumen system usage data with invoiced Subscription fees and adjust payments or credits to reflect actual student enrollment counts.

- D. Services fees are defined in related SoWs and Institution shall pay Lumen fees for Services provided as a part of this Agreement at the rate(s) and according to the schedule(s) specified in SoWs signed by both parties.
- E. Invoiced payment terms are due upon receipt of invoice.
- F. All payments must be current at the start of each academic term for Lumen to provide Subscription or Services to Institution during subsequent academic terms.
- G. If any sales, use, value-added, privilege or other tax or charge is now or hereafter imposed or assessed by any governmental entity upon the sale, use, or receipt of the Subscription or Services, Institution agrees to pay such taxes or charges.

5. Term of Agreement

This Agreement shall be effective as of the Effective Date stated above, and shall remain in effect until modified or terminated as provided for herein by either party at any time upon thirty (30) days written notice to the other party.

Upon termination of this Agreement by Institution or Lumen, Lumen shall be entitled to (a) payment for Subscription or Services performed prior to such termination and (b) reimbursement under the terms of this Agreement, if applicable, for expenses incurred prior to such termination. Further, each and every provision that by its nature provides for rights, obligations or remedies extending beyond such termination will survive and continue in full force and effect after this Agreement is terminated.

6. Direction

Lumen shall receive direction only from the Designated Representative(s) of Institution, as authorized in writing herein, or in related SoWs.

7. Relationship of Parties

Lumen is not and shall not be construed to be an employee of Institution. Lumen shall act solely as an independent contractor, and Lumen is not authorized to enter into contracts or agreements on behalf of Institution or to otherwise create obligations of Institution to third parties, except as shall be expressly granted to Lumen by Institution in writing. Lumen shall have no right to any employee benefits from Institution and Institution will not withhold or pay any income or social security taxes in connection with the compensation it pays to Lumen, and Lumen shall be solely responsible for and agrees to pay all federal, state, and local taxes, social security (FICA), self-employment individual social security taxes, and unemployment and worker's compensation insurance, fees, and taxes, and to comply with all reporting, payment, and withholding obligations arising from the payment of that compensation.

8. Use and Sharing of Subscription and Services Results

Institution acknowledges that by entering into this Agreement, Institution is agreeing that all work completed under this Agreement, including but not limited to course materials, course designs, and course enhancements (the "Subscription Results" or "Services Results"), but not including Confidential Information, will be shared under the Creative Commons Attribution License, version 4.0 or later (<http://creativecommons.org/licenses/by/4.0/>), to the extent that such use and sharing does not conflict with existing licensing restrictions.

9. Confidential Information and Use Restrictions

"Confidential Information" means (a) any technical and non-technical information related to the Subscription or Services requested by Institution and provided by either party, including information concerning student data, and (b) any information that may be made known to Lumen or Institution that

either party has received from others and that either is obligated to treat as confidential or proprietary. Neither party shall use, disseminate or in any way disclose the Confidential Information of the other party without prior written consent of the other. Lumen and Institution may use the Confidential Information solely to achieve the objectives and provide the deliverables contemplated by the terms of this Agreement or related SoWs. Both parties shall treat all Confidential Information with the same degree of care as each accords its own confidential information, but in no case shall either use less than reasonable care. Both parties shall immediately give notice to the other of any unauthorized use or disclosure of the Confidential Information and shall use best efforts to assist the other to remedy any such unauthorized use or disclosure of the Confidential Information. All Confidential Information is and shall continue to be the exclusive property of the party from which it originates.

10. Non-Compete and Non-Solicit

Institution agrees that, as a condition of this Agreement, Institution and its employees or agents shall not, commencing with the execution of this Agreement and continuing for a period of two years from the termination of this Agreement by either party for any reason or no reason, directly or indirectly (1) solicit, request, assist, influence, induce or encourage an employee of Lumen to sever, breach or alter any contractual arrangement with Lumen or to otherwise alter the employee's course of dealing with Lumen; or (2) solicit, request, assist, influence, induce or encourage an independent contractor, referral source, customer or prospective customer of Lumen to sever, breach or alter any express or implied or pending contractual arrangement with Lumen or to otherwise alter their course of dealing with Lumen.

11. Warranty and Specific Indemnification

Institution warrants that any representations made by Institution, its agents or employees regarding the licensing or Intellectual Property status of materials provided to Lumen for the purposes of this Agreement are truthful. Institution further agrees to indemnify Lumen against any and all claims arising out of alleged violations of Intellectual Property law or other law regarding such materials.

12. General Indemnification

Except to the extent otherwise specified in this Agreement, the parties each take full responsibility for their respective actions under this Agreement, and each party agrees to indemnify and hold harmless the other party (the "Indemnitee," which includes without limitation, affiliates and respective principals and employees) from and against, and pay or reimburse the Indemnitee for any and all actions, claims, demands, proceedings, investigations, inquiries, liabilities, obligations, fines, deficiencies, costs, expenses, royalties, losses and damages (whether or not resulting from third party claims) related to or arising out of the actions of the responsible party (the "Indemnitor") regarding the execution, delivery, or performance by Indemnitor of this Agreement. Further, the Indemnitor will reimburse the Indemnitee for reasonable legal and accounting expenses incurred by it in connection with or relating to investigating, preparing to defend, defending, asserting or prosecuting any actions, claims or other proceedings arising in any manner out of or in connection with the execution, delivery, or performance of the Agreement (whether or not such indemnified person is a named party in such proceeding).

13. Limitation of Liability

Both Institution's and Lumen's total liability arising out of this agreement under all theories of liability shall be limited to the fee paid by Institution to Lumen for the Subscription and Services within the preceding six months. Institution and Lumen shall not be liable for consequential, indirect, special or incidental damages, such as damages for injury of any kind (including physical or emotional), lost profits, business failure or loss arising out of performance of this Agreement, Subscription, and/or Services, whether or not each party has been advised by the other party of the possibility of such damages.

14. Notices

Any notices, statements or reports required to be given hereunder shall be deemed sufficiently given if sent by registered or certified mail or overnight courier service, postage paid to the addresses specified herein.

15. Assignability

Agreement shall not be transferred, or assigned, in whole or in part, by either party without the prior written consent of the other party.

16. Attorney Fees

If any suit or action is filed by any party to enforce this Agreement or otherwise with respect to the subject matter of this Agreement, the prevailing party shall be entitled to recover reasonable attorney fees incurred in preparation or in prosecution or defense of such suit or action as fixed by the arbitrator or trial court, and if any appeal is taken from the decision of the trial court, reasonable attorney fees as fixed by the appellate court.

17. Force Majeure

Neither party will be liable for a delay in performing its obligations to the extent that delay is caused by insurrection, war, riot, explosion, nuclear incident, fire, flood, earthquake, or other catastrophic event beyond the reasonable control of the affected party, provided that party immediately notifies the other and takes reasonable and expedient action to resume operations.

18. Entire Agreement

This Agreement, including any Amendments or related SoWs, sets forth the entire understanding of the parties with respect to the subject matter herein and supersedes any and all prior understandings and agreements, whether written or oral, between the parties with respect to such subject matter. This Agreement may be amended only in writing, signed by all parties. Any provision herein may be waived only by a written instrument executed by the party waiving compliance. No waiver of any provision of this Agreement shall constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. Failure to enforce any provision herein shall not operate as a waiver of such provision or any other provision.

19. Severability

Any provision of this Agreement that is unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such unenforceability without invalidating the remaining provisions hereof, and any unenforceability in any jurisdiction shall not render unenforceable such provision in any other jurisdiction.

20. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the state of Oregon, without regard to the conflicts of laws rules thereof, and all disputes relating to this Agreement shall be arbitrated or litigated in Multnomah County, Oregon, to the exclusion of all courts that might have jurisdiction apart from this provision.

21. Amendments

21.1 Modifications to 4. Subscription and Services Fees and Terms

Removed: Invoiced payment terms are due upon receipt of invoice.

Added: E. Invoiced payment terms are due net 30 days from receipt of invoice.

21.2 Modifications to 5. Term of Agreement

Removed: This Agreement shall be effective as of the Effective Date stated above, and shall remain in effect until modified or terminated as provided for herein by either party at any time upon thirty (30) days written notice to the other party.

Added: This Agreement shall be effective as of the Effective Date stated above, and shall remain in effect for a period of five (5) years from the Effective Date unless modified or terminated as provided for herein by either party at any time upon thirty (30) days written notice to the other party.

21.3 Modifications to 11. Warranty and Specific Indemnification

Removed: Institution further agrees to indemnify Lumen against any and all claims arising out of alleged violations of Intellectual Property law or other law regarding such materials.

21.4 Modifications to 20. Governing Law

Removed: This Agreement shall be governed by and construed in accordance with the laws of the state of Oregon, without regard to the conflicts of laws rules thereof, and all disputes relating to this Agreement shall be arbitrated or litigated in Multnomah County, Oregon, to the exclusion of all courts that might have jurisdiction apart from this provision.

Added: This Agreement shall be governed by and construed in accordance with the laws of the state of California, without regard to the conflicts of laws rules thereof, and all disputes relating to this Agreement shall be arbitrated or litigated in Orange County, California, to the exclusion of all courts that might have jurisdiction apart from this provision.

22. Signatures

Institution	Lumen
Name: Peter J. Hardash	Name:
Title: Vice Chancellor of Bussiness Operations/ Fiscal Services	Title:
Date:	Date:
Signature:	Signature:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College – Academic Affairs**

To: Board of Trustees	Date: February 2, 2015
Re: Approval of Next Generation Learning Challenges Subgrant Agreement	
Action: Request for Approval	

BACKGROUND

Santa Ana College is excited to be selected as a college to work on the Gates Next Generation Courseware Challenge Grant. The grant purpose is to develop courseware for student mastery of material. It will involve high-quality, personalized student learning.

ANALYSIS

The grant targets four specific courses. Faculty from each area will be involved in the advisement and usage of the digital courseware for their classes. We expect immediate improved student outcomes.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Next Generation Learning Challenges Subgrant Agreement.

Fiscal Impact: None	Board Date: February 2, 2015
Prepared by: Omar Torres, Vice President of Academic Affairs, SAC	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

NEXT GENERATION COURSEWARE CHALLENGE GRANT PROJECT

Subgrant Agreement for Institutional Partners

This Subgrant Agreement (“Agreement”) is made between Lumen, Inc. (“we” “us” “our” or “ours”), and Rancho Santiago Community College District on behalf of Santa Ana College, located at 1530 W. 17th Street, Santa Ana, CA 92706, (“you” “your” or “yours”) and becomes effective as of the date of last signature below (the “Effective Date”).

This Agreement sets forth the terms and conditions under which we shall make available to you, certain funds, (“the Subgrant Funds”) to assist us in our efforts to achieve the goal, milestones and objectives of the Bill & Melinda Gates Foundation – Next Generation Courseware Challenge Grant (“the Grant”).

NOW, THEREFORE, in consideration of the premises and obligations contained herein, it is agreed as follows:

THE SUBGRANT

The total amount of the Subgrant Funds, the payment schedule and related milestones can be found in the attached Scope of Work, (“SOW”). In accordance with the funding structure for this grant determined by the Gates Foundation, grant payments are conditional upon meeting the milestones listed in the SOW, and milestones include achievement of specified enrollment targets.

The Scope of Work. From time to time during the Term of this Agreement, the parties may enter into certain written SOWs, which shall describe Services to be carried out by you, the specifications for such Services, and the timing and payment of the Subgrant Funds by us. Each such SOW shall be signed by the parties, and hereby incorporates by reference all the terms of this Agreement. In consideration of your performance hereunder including the payment to you of the Subgrant Funds, you agree to use your commercially reasonable efforts to complete each SOW. The manner and means by which you choose to complete SOWs shall be at your sole discretion and control.

Delivery and Sign-Off. Upon your completion of Services you will present to us completed work (as specified in the SOW) along with a sign-off document that includes a written overview of your work and how that work meets the specifications detailed in the SOW. We will have 10 business days from the time we receive the sign-off document to verify that you have delivered the agreed upon Services or to identify deficiencies and provide you with written notice of those deficiencies. If you do not receive written notice of any deficiencies within the 10-business day period the SOW will be deemed accepted and completed. In the event we provide you with timely notice of deficiencies you will cooperate with us to evaluate the SOW and determine the best approach for achieving a mutually satisfactory result.

Modifications to SOWs. In the event that it becomes desirable or necessary to modify any SOW at any time during the performance thereof, the modification shall be agreed to in writing, signed by both parties, as an amendment to the SOW and shall specify the details of the modifications to be made and any changes to payments or payment schedules.

Term & Termination. This Agreement will commence on the Effective Date and shall continue in effect as detailed in the SOW(s) or until the termination of this Agreement by either party as herein below provided.

Termination for Cause. Either party may terminate this Agreement for the material breach of the other party which breach has remained uncured for thirty (30) days following written notice to the breaching party.

USE OF SUBGRANT FUNDS

You may not use funds provided under this Agreement for any purpose other than the charitable purposes for which the subgrant is made, as defined in the attached SOW(s). You may not use Subgrant Funds to reimburse any expenses you incurred prior to the start date of the grant.

PLEASE NOTE: *Under this clause, you are strictly prohibited from using funds to make grants to other organizations or individuals, or to purchase any capital equipment (an asset with a per item value of \$5,000 or greater).*

Political Activity and Advocacy. You may not use Subgrant Funds to influence the outcome of any election for public office or to carry on any voter registration drive. You may not use Subgrant Funds to support lobbying activity or to otherwise support attempts to influence local, state, federal, or foreign legislation. Your strategies and activities, and any materials produced with Subgrant Funds, must comply with applicable local, state, federal, or foreign lobbying law. You agree to comply with lobbying, gift, and ethics rules applicable to the project.

Return of Unused Funds. Any Subgrant Funds, plus any Income, that have not been used for, or committed to, the project by the end of the Subgrant term, must be returned promptly to us.

Record Keeping. You will maintain adequate accounting records and copies of any reports submitted to us related to the project. You will retain such records and reports for 4 years after Subgrant Funds are fully spent and will make such records and reports available to enable us to monitor and evaluate how Subgrant Funds have been used.

INDEMNITY

Indemnity By Us. We shall at all times during and after the Term fully indemnify, defend and hold harmless you and your subsidiaries, agents, officers and employees (“Your Indemnified Parties”), from and against any and all claims, demands, threats, suits or proceedings, including, without limitation associated attorneys’ fees and court costs, settlement amounts and judgments (collectively, “Claims”) which arise out of, relate to, or are based on: (a) any infringement of any U.S. patent, copyright or trademark by the Services as developed and delivered by us; or (b) any violation by us of any laws, rules, or regulations. You hereby agree to give us prompt, written notice of each such Claim, and to cooperate with us, and to secure the cooperation of Your Indemnified Parties, regarding our defense or settlement of each such Claim. You may participate in the defense or settlement thereof through counsel of our own choosing at your expense.

Indemnity By You. You shall at all times during and after the Term fully indemnify, defend and hold harmless us and our subsidiaries, agents, officers and employees (“Our Indemnified Parties”), from and

against any and all Claims which arise out of, relate to, or are based on: (a) any infringement of any U.S. patent, copyright or trademark by the Services as developed and delivered by us; or (b) any violation by you of any laws, rules, or regulations. We hereby agree to give you prompt, written notice of each such Claim, and to cooperate with you, and to secure the cooperation of Our Indemnified Parties, regarding your defense or settlement of each such Claim. We may participate in the defense or settlement thereof through counsel of our own choosing at our expense.

CONFIDENTIAL INFORMATION

Obligations. Each party will: (a) protect the other party’s Confidential Information with the same standard of care it uses to protect its own Confidential Information; and (b) not disclose the Confidential Information, except to Affiliates, employees and agents who need to know it and who have agreed in writing to keep it confidential. Each party (and any Affiliates, employees and agents to whom it has disclosed Confidential Information) may use Confidential Information only to exercise rights and fulfill its obligations under this Agreement, while using reasonable care to protect it. Each party is responsible for any actions of its Affiliates, employees and agents in violation of this Section.

Exceptions. Confidential Information does not include information that: (a) the recipient of the Confidential Information already knew; (b) becomes public through no fault of the recipient; (c) was independently developed by the recipient; or (d) was rightfully given to the recipient by another party.

Required Disclosure. Each party may disclose the other party’s Confidential Information when required by law but only after it, if legally permissible: (a) uses commercially reasonable efforts to notify the other party; and (b) gives the other party the chance to challenge the disclosure.

The undersigned represent and warrant that they are authorized as representatives of the party on whose behalf they are signing to sign this Agreement and to bind their respective party thereto.

For Rancho Santiago Community College District
on behalf of Santa Ana College

For Lumen Learning

<hr/>	
Authorized Signature	Authorized Signature
Peter J. Hardash Vice Chancellor of Business Operations/Fiscal Services	
<hr/>	
Printed Name and Title	Printed Name and Title
<hr/>	
Date	Date

NEXT GENERATION COURSEWARE CHALLENGE GRANT PROJECT

Scope of Work for Institutional Partners

SCOPE OF WORK

Transactions performed under this SOW will be conducted in accordance with and be subject to the terms and conditions of this SOW and the Subgrant Agreement. The terms and conditions of this SOW cannot conflict with the terms and conditions of the Subgrant Agreement. In case of any conflict, the Subgrant Agreement shall prevail.

Project Purpose

The charitable purpose of this project within the Next-Generation Courseware Challenge is to develop, distribute, and implement a new generation of digital courseware that is high-quality, personalized, affordable, scalable, and improves student outcomes, particularly among low-income and disadvantaged students in high enrollment undergraduate courses.

Lumen Learning is committed to providing global access to the knowledge and tools developed through the Next Generation Courseware Grant project in multiple ways:

- The vast majority of all educational content we produce is open and freely available, published with a Creative Commons license.
- The affordable enrollment cost of support for Lumen’s 2 Sigma Courseware includes delivery of the complete mastery courseware through the adaptive platform, as well as use of the “strategic tutoring” toolset.
- Lumen will use proceeds from 2 Sigma Courseware to fund similar courseware development projects that align directly with the Gates Foundation’s goals to improve educational access and completion for disadvantaged students. For Lumen, this is not an opportunistic side project; it aligns directly with our core mission of access and quality for at-risk students.

Institutional Project Partner Role

Institutional project partners will provide “real-world” perspectives to inform the project and guide decisions around courseware design and implementation. The involvement of teaching faculty through the initial “Design+Build” stage of courseware development will help ensure high quality courseware that works well in multiple modes of instruction and delivery. Institutional participation in pilot use of the courseware during the 2015-2016 academic year will contribute to the achievement of enrollment targets required by the Gates Foundation, and it will provide data and insights we can use to further refine and improve the courseware for General Release.

Deliverables

- **Executive support for the project.** Executive leaders including provosts and affected deans and department heads should understand the project and approve participation.
- **Identification and support for a project lead** as the primary contact for project communications, status update meetings and overall coordination of project-related activities.
- **Identification and support for teaching faculty to participate in the project** including at least one faculty member for each of the four courses targeted in the project (*Microeconomics, Macroeconomics, Introduction to Business, Principles of Marketing*). Support includes ensuring

an environment that encourages faculty participation in this project. Project participation for teaching faculty encompasses:

- Attendance at one in-person meeting, scheduled for February 16-17, 2014.
 - Participation in monthly assignments and/or feedback sessions, estimated at 1.5-2 hours per month from January 2015 through May 2016.
 - Participation in courseware training activities to prepare for using the courseware for instruction during the 2015-2016 academic year.
 - Teaching course sections using the new courseware during the 2015-2016 academic year.
- **Course offerings that use the next generation courseware developed through the project, offered in consecutive terms during the 2015-2016 academic year**, starting in fall term 2015.
 - **Achievement of enrollment targets for the 2015-2016 academic year identified in the “Milestones” table below.** The delivery mode (face-to-face, online, blended, etc.) used to meet these targets are at the discretion of each participating institution. Targets are based on each institution’s total enrollment figures across the courses touched by the grant project: *Microeconomics, Macroeconomics, Introduction to Business and Principles of Marketing*. Targets aim to use the new courseware with approximately one-third of students enrolled in these courses during the 2015-2016 academic year. The enrollment targets meet Gates Foundation objectives for meaningful levels of courseware usage during the term of the grant, while also providing substantive data for the purposes of efficacy and learning science research.
 - **Cooperation with an on-campus visit by the project’s product manager** to conduct 1-2 days of research, validation and feedback activities related to the courseware with on-campus personnel.
 - **Provision of technical or instructional support for effective faculty and project participation** including:
 - Cooperation with Lumen Team to implement LTI integration between the new courseware and the institution’s learning management system (LMS)
 - LMS aptitude and support for participating faculty
 - Reliable, high-speed internet access for participating faculty
 - (Helpful, although not required) Instructional design assistance to help participating faculty work through the process of how to use the new courseware most effectively with their preferred pedagogy and instructional approach
 - Tier One technical support for students using the new courseware
 - **Cooperation with the project’s data collection and research plan** for efficacy measurement and learning outcomes. This includes cooperating with data collection activities and sharing data in accordance with a transparent data policy and research plan developed for the project. Institutions will have input into the data policy and research plan to ensure they are comfortable with project activities.
 - **Prompt response to project communications.**

- **Support for open (Creative Commons) licensing on all work products created in conjunction with the project.**
- **Openness to broader courseware adoption after the 2015-2016 academic year, if faculty experiences and student learning outcomes are promising.**

Reporting

- **Reporting Schedule.** You must submit periodic Progress Reports to us in accordance with the following schedule:

Progress Report #1: 6-Month Checkpoint	June 30, 2015
Progress Report #2: 12-Month Checkpoint	December 31, 2015
Progress Report #3: 18-Month Checkpoint	June 30, 2016
Final Report	December 31, 2016

- **Progress Reports.** Progress Reports should be brief. Each Progress Report must include: (1) a narrative description of your progress in achieving the purposes of the project; and (2) a statement regarding whether you have complied fully with the terms of this Agreement.
- **Final Report.** You must submit a Final Report to us by December 31, 2016. The Final Report must include: (1) a narrative description of your progress in achieving the purposes of the project during the entire subgrant period; (2) a brief explanation of how Subgrant Funds were expended (e.g., faculty stipends, professional development, etc.) in order to drive institutional change and have the desired impact; and (3) a statement regarding whether you have complied fully with the terms of this Agreement during the entire term of the Agreement.
- **Additional Reports.** We reserve the right to request, and you agree to provide, additional reports as needed to monitor the progress of the project. If additional reports are requested, you will be provided with the specific details and/or forms for the report at least 30 days in advance. In the event that all Subgrant Funds are not expended by the date the Final Report is due, you agree to provide an additional Progress Report for each year Subgrant Funds remain unexpended and to prepare a Final Report when all such funds are spent for the purposes.

Performance Milestones, Timeline and Payment Schedule

The milestones listed below are conditions of payment for grant funds.

Milestone	Timing (anticipated)	Grant Payment Schedule
Milestone #1: Receipt of signed subcontractor agreement	January 2015	Grant payment #1: \$15,000
Milestone #2: Achieve cumulative target of 260* student enrollments across all four courses	October 2015	<i>Condition of payment #2 below</i>
Milestone #3: Achieve cumulative target of 650 student enrollments across all four courses	May 2016	<i>Condition of payment #2 below</i>
Milestone #4: Receipt of institutional data requested for efficacy testing and research	July 2016	<i>Condition of payment #2 below</i>
Milestone #5: Receipt of Final Report as described above	December 2016	Grant payment #2: \$15,000

**October 2015 milestone is approximately 40% of the cumulative enrollment target for the entire 2015-2016 academic year, and aims to help institutions stay on track for achieving the May 2016 enrollment target.*

AGREED TO AND ACCEPTED:

For Rancho Santiago Community College District
on behalf of Santa Ana College

For Lumen Learning

Authorized Signature

Authorized Signature

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

Printed Name and Title

Printed Name and Title

Date

Date

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Human Services and Technology Division

To: Board of Trustees	Date: February 02, 2015
Re: Approval of SLPA Agreement Renewal – Ukes Communication Services Inc.	
Action: Request for Approval	

BACKGROUND

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

ANALYSIS

Formal agreements between the district and fieldwork experience sites will be necessary. To that end, a special agreement document was developed for this purpose. 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 Ukes Communication Services, Inc., in Placentia, California.

Fiscal Impact: None	Board Date: February 02, 2015
Prepared by: Omar Torres, 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 Rodríguez, Ph.D., Chancellor, RSCCD	

EDUCATIONAL AFFILIATION AGREEMENT

Speech-Language Pathology Assistant Program

THIS AGREEMENT is made and entered into by and between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT on behalf of Santa Ana College, a public educational agency, hereinafter called the "District" and, Ukes Communication Services, INC., hereinafter called the "Agency".

PART I.

BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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

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

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

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

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

PART II.

GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE DISTRICT

A. For the Program in General

1. The District will assume full responsibility for offering Speech-Language Pathology Assistant Program education programs eligible for approval by the Speech-Language Pathology & Audiology Board.

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SLPA/rev., 01/2015

2. For Student Workers' Compensation

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

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

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10. The District will, in consultation and coordination and with the approval of the Agency's Director of Speech-Language Pathology and the Speech-Language Pathology Assistant staff, plan for the Speech-Language Pathology Assistant clinical experience to be provided to students under this agreement.
11. The District will in consultation and coordination with the Agency's Director of Speech-Language Pathology arrange for periodic conferences between appropriate representation of the District and Agency to evaluate the Speech-Language Pathology Assistant field experience program provided under this Agreement.

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

A. For the Program in General

1. The Agency will maintain the standards, which make it eligible for approval as a clinical area for instruction in accredited Speech-Language Pathology Assistant Programs.
2. The Agency will provide staff members who hold a current state license or credential to practice speech-language pathology to supervise Speech-Language Pathology Assistant students. In addition, supervising SLP's need to have a minimum of 2 years experience as a practicing speech language pathologist.
3. The administration of the service and client care at the Agency shall be the responsibility of and under the control and supervision of the Agency and shall be administered through the Agency and Agency staff.
4. The Agency will provide staff that is adequate in number and quality to insure safe and continuous health care service to patients.
5. The Agency will provide service facilities for learning experiences therein for students enrolled in the Speech-Language Pathology Assistant Program of District who are designated by District for such experience at the Agency (the field experience for any one student shall cover such period of time as may be specified by District.)
6. The Agency will maintain service facilities in conformance with standards of the California State Board of Medical Examiners and the American Speech-Language-Hearing Association and permit inspection of its service facilities upon request by the American Speech-Language-Hearing Association and the state Board of Medical Examiners
7. The Agency will permit clinical experience in Speech-Language Pathology Assistant training by such students, either individually and/or in groups. All services of Agency herein contracted for, such services and the number of students receiving experience

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therein shall be by mutual agreement between parties and in accordance with the standards set forth by the American Speech-Language-Hearing Association.

8. The Agency will provide service areas in such a manner that there will be no conflict of learning opportunities among groups of students, and permit the district instructors and students access to service facilities, according to prearranged scheduling.
9. The Agency will permit its employees to participate in the educational program as resource persons and clinical experts provided such participation does not interfere with assigned duties.
10. The Agency will provide orientation for students and faculty to familiarize them with the facility and facility policies before assigning them to duties at the Agency.
11. The Agency will permit the faculty and students of the District to use its facilities for Clinical education according to approved curricula.
12. The Agency will permit the facility's Director of Speech-Language Pathology and other designated Speech-Language Pathology personnel to attend meetings of the District's Speech-Language Pathology Assistant Program Faculty, or any committee thereof, to coordinate the clinical experience for the Speech-Language Pathology Assistant Program provided for under this Agreement.
13. The Agency will reserve the right, after consultation with the District, to refuse to accept for further Speech-Language Pathology Assistant Program clinical experience any of the college students who in the agency's judgment are not participating satisfactorily, provided however, neither party shall discriminate with respect to the acceptance in or exclusion of students from the program.
14. The Agency will provide the educational use of supplies and equipment as are commonly available for client care.
15. It is understood by the parties to the Agreement that the Agency remain responsible for client care at all times.
16. The parties agree that the Agency shall have no monetary obligation to District, the Speech-Language Pathologist Assistant students or to Speech-Language Pathology Assistant instructors.

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

A. For publications

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

B. Indemnification

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

C. Insurance:

Without limiting the indemnification obligations stated above, each party to the Agreement shall provide and maintain at its own expense a program on insurance covering its activities and operation hereunder. Such program of insurance shall include, but not be limited to commercial general liability and professional liability. The general and professional liability insurance shall have a minimum coverage of \$1,000,000 per occurrence and \$3,000,000 in the aggregate.

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

PART V STATUS OF SPEECH-LANGUAGE PATHOLOGY ASSISTANT STUDENTS

- A. Speech-Language Pathology Assistant Program students shall have the status of learners and shall not be considered to be Agency employees nor shall they replace Agency staff. Any service rendered by the student during the experience is to be considered in addition to planned client care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for client care in areas where students are obtaining clinical experience.
- B. Speech-Language Pathology Assistant Program students are subject to the authority, policies, and regulations of the District. They are also subject, during clinical assignment, to applicable agency regulations and must conform to the same standards as Agency employees in matters relating to the welfare of patients and general Agency operations. The Students are also responsible for recognizing the confidential nature of information related to clients and their

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records, and performance during emergency conditions. The Agency will provide copies of the rules, regulations and policies to the Speech-Language Pathology Assistant Program Students.

- C. Speech-Language Pathology Assistant Program students shall be responsible for proper coverage in regard to malpractice insurance, or any other liability insurance that might be required by either the District or the Agency.
- D. The District will be responsible for assuring the Speech-Language Pathology Assistant students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI PERIOD OF AGREEMENT

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

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

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

*Ukes Communication Services, INC
101 South Kraemer Blvd, Suite 223
Placentia, CA 92870*

District

Agency/Facility/Location

Peter J. Hardash
Vice Chancellor
Business Operations and Fiscal Services

Kathleen Ukes
CEO/Speech-Language Pathologist

Date: _____

Date: _____

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Rancho Santiago Comm Coll District

Board Meeting of 02/02/15

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 12/17/14 Thru 01/16/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61205	General Fund Unrestricted	64,198.29	0.00	64,198.29	92*0413787	92*0413822
61206	General Fund Unrestricted	170,147.10	0.00	170,147.10	92*0413823	92*0413922
61207	General Fund Unrestricted	155,543.00	0.00	155,543.00	92*0413923	92*0414018
61228	General Fund Unrestricted	868.01	0.00	868.01	92*0414131	92*0414131
61229	General Fund Unrestricted	4,973.00	0.00	4,973.00	92*0414132	92*0414140
61230	General Fund Unrestricted	965.00	0.00	965.00	92*0414142	92*0414144
61231	General Fund Unrestricted	816.37	0.00	816.37	92*0414147	92*0414156
61234	General Fund Unrestricted	1,000.00	0.00	1,000.00	92*0414165	92*0414165
61235	General Fund Unrestricted	1,031.45	0.00	1,031.45	92*0414166	92*0414169
61236	General Fund Unrestricted	859.00	0.00	859.00	92*0414170	92*0414173
61237	General Fund Unrestricted	2,711.59	0.00	2,711.59	92*0414176	92*0414181
61238	General Fund Unrestricted	4,478.08	0.00	4,478.08	92*0414182	92*0414184
61239	General Fund Unrestricted	160,696.84	0.00	160,696.84	92*0414185	92*0414187
61246	General Fund Unrestricted	869.68	0.00	869.68	92*0414197	92*0414203
61248	General Fund Unrestricted	3,015.87	0.00	3,015.87	92*0414208	92*0414211
61249	General Fund Unrestricted	2,121.28	0.00	2,121.28	92*0414212	92*0414221
61251	General Fund Unrestricted	3,458.30	0.00	3,458.30	92*0414223	92*0414226
61252	General Fund Unrestricted	7,043.00	0.00	7,043.00	92*0414227	92*0414245
61259	General Fund Unrestricted	2,006.75	0.00	2,006.75	92*0414267	92*0414272
61261	General Fund Unrestricted	3,938.37	0.00	3,938.37	92*0414283	92*0414294
61262	General Fund Unrestricted	3,694.61	0.00	3,694.61	92*0414295	92*0414302
61263	General Fund Unrestricted	5,319.43	0.00	5,319.43	92*0414303	92*0414308
61264	General Fund Unrestricted	66,340.00	0.00	66,340.00	92*0414309	92*0414309
61265	General Fund Unrestricted	30.82	0.00	30.82	92*0414314	92*0414314
61268	General Fund Unrestricted	973.51	0.00	973.51	92*0414338	92*0414338
61270	General Fund Unrestricted	15,820.00	0.00	15,820.00	92*0414340	92*0414341
61271	General Fund Unrestricted	6,452.78	0.00	6,452.78	92*0414342	92*0414342
61272	General Fund Unrestricted	4,214.00	0.00	4,214.00	92*0414344	92*0414352
61273	General Fund Unrestricted	4,970.90	0.00	4,970.90	92*0414353	92*0414364
61276	General Fund Unrestricted	1,810,932.75	0.00	1,810,932.75	92*0414370	92*0414371
61277	General Fund Unrestricted	107,460.71	0.00	107,460.71	92*0414372	92*0414374
61278	General Fund Unrestricted	7,560.00	0.00	7,560.00	92*0414375	92*0414375
61279	General Fund Unrestricted	11,647.44	0.00	11,647.44	92*0414379	92*0414382
61280	General Fund Unrestricted	2,091.00	0.00	2,091.00	92*0414383	92*0414384
61282	General Fund Unrestricted	690.00	0.00	690.00	92*0414386	92*0414387
61287	General Fund Unrestricted	766.60	0.00	766.60	92*0414396	92*0414398
61288	General Fund Unrestricted	2,940.04	0.00	2,940.04	92*0414400	92*0414402
61289	General Fund Unrestricted	2,459.86	0.00	2,459.86	92*0414403	92*0414410
61290	General Fund Unrestricted	1,594.70	0.00	1,594.70	92*0414412	92*0414412
61292	General Fund Unrestricted	2,445.00	0.00	2,445.00	92*0414428	92*0414432
61293	General Fund Unrestricted	658.14	0.00	658.14	92*0414435	92*0414440

Checks Written for Period 12/17/14 Thru 01/16/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61294	General Fund Unrestricted	16,204.65	0.00	16,204.65	92*0414441	92*0414445
61297	General Fund Unrestricted	7,220.15	0.00	7,220.15	92*0414461	92*0414465
61300	General Fund Unrestricted	3,237.96	0.00	3,237.96	92*0414470	92*0414477
61301	General Fund Unrestricted	3,827.24	0.00	3,827.24	92*0414478	92*0414482
61302	General Fund Unrestricted	46,455.06	0.00	46,455.06	92*0414483	92*0414485
61303	General Fund Unrestricted	8,720.90	0.00	8,720.90	92*0414486	92*0414490
61305	General Fund Unrestricted	3,155.20	0.00	3,155.20	92*0414500	92*0414509
61306	General Fund Unrestricted	5,012.20	0.00	5,012.20	92*0414510	92*0414526
61310	General Fund Unrestricted	3,184.00	0.00	3,184.00	92*0414532	92*0414533
61311	General Fund Unrestricted	3,019.66	0.00	3,019.66	92*0414534	92*0414541
61312	General Fund Unrestricted	1,816.62	0.00	1,816.62	92*0414542	92*0414549
61313	General Fund Unrestricted	9,755.98	0.00	9,755.98	92*0414551	92*0414556
61315	General Fund Unrestricted	9,855.86	0.00	9,855.86	92*0414571	92*0414573
61316	General Fund Unrestricted	110,856.88	0.00	110,856.88	92*0414574	92*0414582
61322	General Fund Unrestricted	24,908.91	0.00	24,908.91	92*0414590	92*0414593
61323	General Fund Unrestricted	17,462.76	0.00	17,462.76	92*0414594	92*0414595
61324	General Fund Unrestricted	821.08	0.00	821.08	92*0414596	92*0414596
61328	General Fund Unrestricted	3,860.14	0.00	3,860.14	92*0414605	92*0414616
61329	General Fund Unrestricted	60,741.19	0.00	60,741.19	92*0414617	92*0414621
61330	General Fund Unrestricted	9,888.61	0.00	9,888.61	92*0414623	92*0414624
61331	General Fund Unrestricted	9,783.00	0.00	9,783.00	92*0414626	92*0414626
61332	General Fund Unrestricted	6,078.00	0.00	6,078.00	92*0414629	92*0414640
61334	General Fund Unrestricted	525.00	0.00	525.00	92*0414649	92*0414649
61335	General Fund Unrestricted	177.82	0.00	177.82	92*0414653	92*0414653
61336	General Fund Unrestricted	2,174.52	0.00	2,174.52	92*0414657	92*0414662
61337	General Fund Unrestricted	1,017.36	0.00	1,017.36	92*0414669	92*0414674
61338	General Fund Unrestricted	2,134.82	0.00	2,134.82	92*0414682	92*0414684
61339	General Fund Unrestricted	4,574.02	0.00	4,574.02	92*0414686	92*0414690
61344	General Fund Unrestricted	9,260.33	0.00	9,260.33	92*0414716	92*0414716
61345	General Fund Unrestricted	76,274.54	0.00	76,274.54	92*0414720	92*0414724
61349	General Fund Unrestricted	968.54	0.00	968.54	92*0414741	92*0414746
61351	General Fund Unrestricted	2,518.50	0.00	2,518.50	92*0414755	92*0414766
61355	General Fund Unrestricted	1,546.73	0.00	1,546.73	92*0414779	92*0414786
61356	General Fund Unrestricted	1,473.78	0.00	1,473.78	92*0414787	92*0414788
61357	General Fund Unrestricted	16,831.56	0.00	16,831.56	92*0414789	92*0414792
61358	General Fund Unrestricted	3,827.32	0.00	3,827.32	92*0414793	92*0414798
61359	General Fund Unrestricted	1,010.54	0.00	1,010.54	92*0414799	92*0414806
Total Fund 11 General Fund Unrestricted		<u>\$3,139,984.70</u>	<u>\$0.00</u>	<u>\$3,139,984.70</u>		

Checks Written for Period 12/17/14 Thru 01/16/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61230	General Fund Restricted	7,245.63	0.00	7,245.63	92*0414141	92*0414146
61231	General Fund Restricted	2,005.86	0.00	2,005.86	92*0414149	92*0414154
61233	General Fund Restricted	70,846.57	0.00	70,846.57	92*0414159	92*0414163
61234	General Fund Restricted	2,000.00	0.00	2,000.00	92*0414164	92*0414164
61236	General Fund Restricted	763.67	0.00	763.67	92*0414171	92*0414175
61238	General Fund Restricted	8,249.85	0.00	8,249.85	92*0414183	92*0414183
61240	General Fund Restricted	7,673.89	0.00	7,673.89	92*0414188	92*0414189
61246	General Fund Restricted	1,100.33	0.00	1,100.33	92*0414199	92*0414200
61247	General Fund Restricted	23,502.03	0.00	23,502.03	92*0414204	92*0414206
61248	General Fund Restricted	8,131.08	0.00	8,131.08	92*0414207	92*0414210
61249	General Fund Restricted	3,423.81	0.00	3,423.81	92*0414214	92*0414220
61250	General Fund Restricted	32,785.95	0.00	32,785.95	92*0414222	92*0414222
61259	General Fund Restricted	758.28	0.00	758.28	92*0414263	92*0414266
61260	General Fund Restricted	5,325.64	0.00	5,325.64	92*0414273	92*0414282
61263	General Fund Restricted	4,673.53	0.00	4,673.53	92*0414304	92*0414307
61265	General Fund Restricted	2,012.11	0.00	2,012.11	92*0414310	92*0414318
61266	General Fund Restricted	4,000.00	0.00	4,000.00	92*0414319	92*0414326
61267	General Fund Restricted	4,000.00	0.00	4,000.00	92*0414327	92*0414334
61268	General Fund Restricted	318.37	0.00	318.37	92*0414335	92*0414337
61271	General Fund Restricted	1,930.94	0.00	1,930.94	92*0414343	92*0414343
61278	General Fund Restricted	4,511.25	0.00	4,511.25	92*0414376	92*0414378
61288	General Fund Restricted	298.99	0.00	298.99	92*0414399	92*0414399
61290	General Fund Restricted	6,492.38	0.00	6,492.38	92*0414411	92*0414415
61291	General Fund Restricted	4,057.98	0.00	4,057.98	92*0414416	92*0414427
61293	General Fund Restricted	532.26	0.00	532.26	92*0414433	92*0414437
61295	General Fund Restricted	1,561.09	0.00	1,561.09	92*0414446	92*0414451
61296	General Fund Restricted	20,998.40	0.00	20,998.40	92*0414452	92*0414457
61297	General Fund Restricted	4,863.37	0.00	4,863.37	92*0414459	92*0414466
61303	General Fund Restricted	76.94	0.00	76.94	92*0414487	92*0414487
61304	General Fund Restricted	734.83	0.00	734.83	92*0414491	92*0414499
61313	General Fund Restricted	8,899.29	0.00	8,899.29	92*0414550	92*0414555
61314	General Fund Restricted	3,195.75	0.00	3,195.75	92*0414557	92*0414563
61315	General Fund Restricted	4,060.86	0.00	4,060.86	92*0414564	92*0414570
61316	General Fund Restricted	36,406.36	0.00	36,406.36	92*0414575	92*0414580
61324	General Fund Restricted	1,557.48	0.00	1,557.48	92*0414597	92*0414600
61325	General Fund Restricted	5,715.45	0.00	5,715.45	92*0414601	92*0414602
61330	General Fund Restricted	8,665.01	0.00	8,665.01	92*0414622	92*0414625
61331	General Fund Restricted	15,097.95	0.00	15,097.95	92*0414627	92*0414628
61334	General Fund Restricted	6,335.20	0.00	6,335.20	92*0414642	92*0414648
61335	General Fund Restricted	2,690.49	0.00	2,690.49	92*0414650	92*0414656
61336	General Fund Restricted	3,206.22	0.00	3,206.22	92*0414659	92*0414667

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61337	General Fund Restricted	576.91	0.00	576.91	92*0414668	92*0414675
61338	General Fund Restricted	2,169.64	0.00	2,169.64	92*0414676	92*0414685
61339	General Fund Restricted	12,160.46	0.00	12,160.46	92*0414687	92*0414691
61340	General Fund Restricted	15,121.78	0.00	15,121.78	92*0414692	92*0414694
61343	General Fund Restricted	2,523.65	0.00	2,523.65	92*0414704	92*0414713
61349	General Fund Restricted	30.15	0.00	30.15	92*0414742	92*0414742
61350	General Fund Restricted	5,133.04	0.00	5,133.04	92*0414747	92*0414754
61359	General Fund Restricted	1,472.25	0.00	1,472.25	92*0414800	92*0414805
61360	General Fund Restricted	569.16	0.00	569.16	92*0414807	92*0414813
61361	General Fund Restricted	962.59	0.00	962.59	92*0414814	92*0414822
Total Fund 12 General Fund Restricted		<u>\$371,424.72</u>	<u>\$0.00</u>	<u>\$371,424.72</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61269	GF Unrestricted One-Time Func	10,237.48	0.00	10,237.48	92*0414339	92*0414339
61296	GF Unrestricted One-Time Func	10,526.87	0.00	10,526.87	92*0414458	92*0414458
61301	GF Unrestricted One-Time Func	10,562.40	0.00	10,562.40	92*0414479	92*0414481
61343	GF Unrestricted One-Time Func	214.20	0.00	214.20	92*0414710	92*0414710
61344	GF Unrestricted One-Time Func	135,357.39	0.00	135,357.39	92*0414714	92*0414719
61346	GF Unrestricted One-Time Func	129,023.82	0.00	129,023.82	92*0414725	92*0414732
61347	GF Unrestricted One-Time Func	113,051.91	0.00	113,051.91	92*0414733	92*0414739
61348	GF Unrestricted One-Time Func	309,256.50	0.00	309,256.50	92*0414740	92*0414740
61349	GF Unrestricted One-Time Func	15,336.00	0.00	15,336.00	92*0414744	92*0414744
61355	GF Unrestricted One-Time Func	475.20	0.00	475.20	92*0414780	92*0414780
Total Fund 13 GF Unrestricted One-Time		<u>\$734,041.77</u>	<u>\$0.00</u>	<u>\$734,041.77</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61232	Child Development Fund	11,206.07	0.00	11,206.07	92*0414157	92*0414158
61241	Child Development Fund	3,912.98	0.00	3,912.98	92*0414190	92*0414190
61253	Child Development Fund	1,513.88	0.00	1,513.88	92*0414246	92*0414248
61254	Child Development Fund	1,939.77	0.00	1,939.77	92*0414249	92*0414258
61274	Child Development Fund	404.17	0.00	404.17	92*0414365	92*0414367
61281	Child Development Fund	1,616.56	0.00	1,616.56	92*0414385	92*0414385
61307	Child Development Fund	622.75	0.00	622.75	92*0414527	92*0414529
61317	Child Development Fund	597.51	0.00	597.51	92*0414583	92*0414583
61341	Child Development Fund	2,210.27	0.00	2,210.27	92*0414695	92*0414702
61352	Child Development Fund	16,181.16	0.00	16,181.16	92*0414767	92*0414774
Total Fund 33 Child Development Fund		<u>\$40,205.12</u>	<u>\$0.00</u>	<u>\$40,205.12</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61243	Capital Outlay Projects Fund	7,453.78	0.00	7,453.78	92*0414192	92*0414193
61245	Capital Outlay Projects Fund	3,875.00	0.00	3,875.00	92*0414195	92*0414196
61256	Capital Outlay Projects Fund	54,150.00	0.00	54,150.00	92*0414260	92*0414260
61284	Capital Outlay Projects Fund	2,567.99	0.00	2,567.99	92*0414390	92*0414392
61285	Capital Outlay Projects Fund	72,330.00	0.00	72,330.00	92*0414393	92*0414393
61286	Capital Outlay Projects Fund	8,432.37	0.00	8,432.37	92*0414394	92*0414395
61319	Capital Outlay Projects Fund	7,626.17	0.00	7,626.17	92*0414585	92*0414587
61353	Capital Outlay Projects Fund	8,572.05	0.00	8,572.05	92*0414775	92*0414776
61362	Capital Outlay Projects Fund	11,065.00	0.00	11,065.00	92*0414823	92*0414823
Total Fund 41 Capital Outlay Projects Fu		<u>\$176,072.36</u>	<u>\$0.00</u>	<u>\$176,072.36</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61255	Bond Fund, Measure E	11,040.00	0.00	11,040.00	92*0414259	92*0414259
61283	Bond Fund, Measure E	22,103.32	0.00	22,103.32	92*0414388	92*0414389
61298	Bond Fund, Measure E	507,576.10	0.00	507,576.10	92*0414467	92*0414468
61308	Bond Fund, Measure E	985.84	0.00	985.84	92*0414530	92*0414530
61326	Bond Fund, Measure E	320.00	0.00	320.00	92*0414603	92*0414603
61333	Bond Fund, Measure E	50,757.61	0.00	50,757.61	92*0414641	92*0414641
Total Fund 42 Bond Fund, Measure E		<u>\$592,782.87</u>	<u>\$0.00</u>	<u>\$592,782.87</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61242	Bond Fund, Measure Q	520.74	0.00	520.74	92*0414191	92*0414191
61258	Bond Fund, Measure Q	739,228.28	0.00	739,228.28	92*0414262	92*0414262
61299	Bond Fund, Measure Q	24,380.00	0.00	24,380.00	92*0414469	92*0414469
61318	Bond Fund, Measure Q	1,261,375.20	0.00	1,261,375.20	92*0414584	92*0414584
61342	Bond Fund, Measure Q	13,440.00	0.00	13,440.00	92*0414703	92*0414703
Total Fund 43 Bond Fund, Measure Q		<u>\$2,038,944.22</u>	<u>\$0.00</u>	<u>\$2,038,944.22</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61244	Property and Liability Fund	225.00	0.00	225.00	92*0414194	92*0414194
61257	Property and Liability Fund	2,058.50	0.00	2,058.50	92*0414261	92*0414261
61321	Property and Liability Fund	862.50	0.00	862.50	92*0414589	92*0414589
61354	Property and Liability Fund	8,350.00	0.00	8,350.00	92*0414777	92*0414778
Total Fund 61 Property and Liability Fund		<u>\$11,496.00</u>	<u>\$0.00</u>	<u>\$11,496.00</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61275	Workers' Compensation Fund	818.04	0.00	818.04	92*0414368	92*0414369
61320	Workers' Compensation Fund	1,837.50	0.00	1,837.50	92*0414588	92*0414588
Total Fund 62 Workers' Compensation Fu		<u><u>\$2,655.54</u></u>	<u><u>\$0.00</u></u>	<u><u>\$2,655.54</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61309	Student Financial Aid Fund	191.58	0.00	191.58	92*0414531	92*0414531
61327	Student Financial Aid Fund	1,289.00	0.00	1,289.00	92*0414604	92*0414604
Total Fund 74 Student Financial Aid Fund		<u><u>\$1,480.58</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,480.58</u></u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	3,139,984.70
Total Fund 12 General Fund Restricted	371,424.72
Total Fund 13 GF Unrestricted One-Time Fund	734,041.77
Total Fund 33 Child Development Fund	40,205.12
Total Fund 41 Capital Outlay Projects Fund	176,072.36
Total Fund 42 Bond Fund, Measure E	592,782.87
Total Fund 43 Bond Fund, Measure Q	2,038,944.22
Total Fund 61 Property and Liability Fund	11,496.00
Total Fund 62 Workers' Compensation Fund	2,655.54
Total Fund 74 Student Financial Aid Fund	1,480.58
Grand Total:	<u><u>\$7,109,087.88</u></u>

Checks Written for Period 12/13/14 Thru 01/16/15

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
311412331	Bookstore Fund	128,921.76	79,742.16	49,179.60	31*0105068	31*0105094
311501210	Bookstore Fund	24,225.56	0.00	24,225.56	31*0105095	31*0105112
311501316	Bookstore Fund	108,783.33	0.00	108,783.33	31*0105113	31*0105154
Total Fund 31 Bookstore Fund		<u>\$261,930.65</u>	<u>\$79,742.16</u>	<u>\$182,188.49</u>		

Checks Written for Period 12/13/14 Thru 01/16/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
711412331	Associated Students Fund	6,420.59	0.00	6,420.59	71*0007352	71*0007361
711501210	Associated Students Fund	15,103.24	0.00	15,103.24	71*0007362	71*0007364
Total Fund 71 Associated Students Fund		<u>\$21,523.83</u>	<u>\$0.00</u>	<u>\$21,523.83</u>		

Checks Written for Period 12/13/14 Thru 01/16/15

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
761412331	Community Education Fund	747.94	0.00	747.94	76*0006638	76*0006640
761501316	Community Education Fund	3,266.00	0.00	3,266.00	76*0006641	76*0006643
Total Fund 76 Community Education Fund		<u>\$4,013.94</u>	<u>\$0.00</u>	<u>\$4,013.94</u>		

Checks Written for Period 12/13/14 Thru 01/16/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
791412331	Diversified Trust Fund	106,546.94	0.00	106,546.94	79*0018985	79*0019021
791501210	Diversified Trust Fund	167,104.01	0.00	167,104.01	79*0019022	79*0019040
791501316	Diversified Trust Fund	2,736.88	0.00	2,736.88	79*0019041	79*0019046
Total Fund 79 Diversified Trust Fund		\$276,387.83	\$0.00	\$276,387.83		

Checks Written for Period 12/13/14 Thru 01/16/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
811412331	Diversified Agency Fund	55,829.34	0.00	55,829.34	81*0045187	81*0045219
811501210	Diversified Agency Fund	23,449.95	2,501.73	20,948.22	81*0045220	81*0045234
811501316	Diversified Agency Fund	3,200.43	0.00	3,200.43	81*0045235	81*0045248
Total Fund 81 Diversified Agency Fund		\$82,479.72	\$2,501.73	\$79,977.99		

SUMMARY

Total Fund 31 Bookstore Fund	182,188.49
Total Fund 71 Associated Students Fund	21,523.83
Total Fund 76 Community Education Fund	4,013.94
Total Fund 79 Diversified Trust Fund	276,387.83
Total Fund 81 Diversified Agency Fund	79,977.99
Grand Total:	<u><u>\$564,092.08</u></u>

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 12/01/2014 To 12/31/2014
Board Meeting on 02/02/2015

BACKGROUND

The California Administration Code, Title 5, §58307 requires Board approval of budget transfers between major objects and budget adjustments, increases and decreases by major object code, for each fund.

ANALYSIS

This listing, broken down by fund, provides by major object code the total of budget transfers/adjustments for the period and fund indicated. Each budget transfer/adjustment supporting these totals is kept on file in the Business Operations and Fiscal Services department. Additional information will be provided upon request.

BUDGET TRANSFERS	From	To
<u>Fund 11: General Fund Unrestricted</u>		
1000 ACADEMIC SALARIES	185,490	
2000 CLASSIFIED SALARIES	370,161	
3000 EMPLOYEE BENEFITS	6,117	
4000 SUPPLIES & MATERIALS	11,312	
5000 OTHER OPERATING EXP & SERVICES		204,029
6000 CAPITAL OUTLAY	12,738	
7900 RESERVE FOR CONTINGENCIES		381,789
Total Transfer Fund 11	\$585,818	\$585,818
<u>Fund 12: General Fund Restricted</u>		
1000 ACADEMIC SALARIES	1,791	
2000 CLASSIFIED SALARIES		864
3000 EMPLOYEE BENEFITS	5,722	
4000 SUPPLIES & MATERIALS		43,547
5000 OTHER OPERATING EXP & SERVICES	335,504	
6000 CAPITAL OUTLAY		304,004
7000 OTHER OUTGO	578	
7900 RESERVE FOR CONTINGENCIES	4,820	
Total Transfer Fund 12	\$348,415	\$348,415
<u>Fund 13: GF Unrestricted One-Time Funds</u>		
2000 CLASSIFIED SALARIES		7,164
3000 EMPLOYEE BENEFITS		796
4000 SUPPLIES & MATERIALS	7,034	
5000 OTHER OPERATING EXP & SERVICES		24,300
6000 CAPITAL OUTLAY	926	
7900 RESERVE FOR CONTINGENCIES	24,300	
Total Transfer Fund 13	\$32,260	\$32,260
<u>Fund 33: Child Development Fund</u>		
4000 SUPPLIES & MATERIALS		519
5000 OTHER OPERATING EXP & SERVICES	519	
Total Transfer Fund 33	\$519	\$519

BUDGET INCREASES AND DECREASES	Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 12/01/2014 To 12/31/2014
Board Meeting on 02/02/2015**

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
8100	FEDERAL REVENUES	257,197	
8600	STATE REVENUES	18,324,842	
1000	ACADEMIC SALARIES		81,758
2000	CLASSIFIED SALARIES		737,803
3000	EMPLOYEE BENEFITS		431,984
4000	SUPPLIES & MATERIALS		(28,324)
5000	OTHER OPERATING EXP & SERVICES		17,113,081
6000	CAPITAL OUTLAY		208,761
7000	OTHER OUTGO		36,976
Total Transfer Fund 12		\$18,582,039	\$18,582,039
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
8800	LOCAL REVENUES	14,147	
1000	ACADEMIC SALARIES		11,614
2000	CLASSIFIED SALARIES		1,172
3000	EMPLOYEE BENEFITS		1,361
Total Transfer Fund 13		\$14,147	\$14,147
<u>Fund 33: Child Development Fund</u>			
8100	FEDERAL REVENUES	1,807,624	
1000	ACADEMIC SALARIES		584,484
2000	CLASSIFIED SALARIES		319,467
3000	EMPLOYEE BENEFITS		415,348
4000	SUPPLIES & MATERIALS		52,000
5000	OTHER OPERATING EXP & SERVICES		429,325
6000	CAPITAL OUTLAY		7,000
Total Transfer Fund 33		\$1,807,624	\$1,807,624
<u>Fund 74: Student Financial Aid Fund</u>			
8600	STATE REVENUES	(2,150)	
7000	OTHER OUTGO		(2,150)
Total Transfer Fund 74		\$(2,150)	\$(2,150)

The attached listing provides detailed transfers between major object codes equal to or greater than \$25,000, and all transfers affecting 79XX object to establish new revenue and expense budgets. In each case, a brief explanation is stated.

RECOMMENDATION

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT**

From 12/01/2014 To 12/31/2014

Board Meeting on 02/02/2015

This listing provides detailed transfers between major object codes equal to or greater than \$25,000, and all transfers affecting 79XX object to establish new revenue and expense budgets. In each case, a brief explanation is stated.

BUDGET TRANSFERS		From	To
<u>Fund 11: General Fund Unrestricted</u>			
B014925	12/01/14		
1000	ACADEMIC SALARIES	26,950	
4000	SUPPLIES & MATERIALS		5,000
5000	OTHER OPERATING EXP & SERVICES		21,950
		<hr/>	<hr/>
Total Reference B014925		\$26,950	\$26,950
Reason:	Adjustment		
Description:	SAC Trsf Ctr events/activities		
B015046	12/16/14		
1000	ACADEMIC SALARIES	170,341	
2000	CLASSIFIED SALARIES	211,448	
7900	RESERVE FOR CONTINGENCIES		381,789
		<hr/>	<hr/>
Total Reference B015046		\$381,789	\$381,789
Reason:	Adjustment		
Description:	SCC Proposed BC for shortfall #1		
B015047	12/16/14		
1000	ACADEMIC SALARIES		127,366
2000	CLASSIFIED SALARIES	61,202	
3000	EMPLOYEE BENEFITS		27,852
4000	SUPPLIES & MATERIALS	6,704	
5000	OTHER OPERATING EXP & SERVICES	82,735	
6000	CAPITAL OUTLAY	4,577	
		<hr/>	<hr/>
Total Reference B015047		\$155,218	\$155,218
Reason:	Adjustment		
Description:	SCC Beyond Contr-chairs/coordi		
B015048	12/16/14		
1000	ACADEMIC SALARIES	113,461	
2000	CLASSIFIED SALARIES	93,487	
3000	EMPLOYEE BENEFITS	34,097	
4000	SUPPLIES & MATERIALS	10,000	
5000	OTHER OPERATING EXP & SERVICES		251,045
		<hr/>	<hr/>
Total Reference B015048		\$251,045	\$251,045
Reason:	Adjustment		
Description:	SCC 13-14 Budget shortage #3		
<u>Fund 12: General Fund Restricted</u>			
B014923	12/01/14		
5000	OTHER OPERATING EXP & SERVICES	209,200	
6000	CAPITAL OUTLAY		209,200
		<hr/>	<hr/>
Total Reference B014923		\$209,200	\$209,200
Reason:	Special Project Adjustment		
Description:	SP2355 SACTAC instruct equip		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT**

From 12/01/2014 To 12/31/2014

Board Meeting on 02/02/2015

BUDGET TRANSFERS		From	To
B014963	12/05/14		
5000	OTHER OPERATING EXP & SERVICES		1,800
6000	CAPITAL OUTLAY		3,020
7900	RESERVE FOR CONTINGENCIES	4,820	
	Total Reference B014963	\$4,820	\$4,820
Reason:	Special Project Adjustment		
Description:	SP3450 SCC Hlth eqp/copy cntrc		
B014975	12/08/14		
5000	OTHER OPERATING EXP & SERVICES	32,204	
6000	CAPITAL OUTLAY		32,204
	Total Reference B014975	\$32,204	\$32,204
Reason:	Special Project Adjustment		
Description:	SP2355 SCC Adm Svcs projectors		
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
B014986	12/10/14		
5000	OTHER OPERATING EXP & SERVICES		23,000
7900	RESERVE FOR CONTINGENCIES	23,000	
	Total Reference B014986	\$23,000	\$23,000
Reason:	Adjustment		
Description:	DO ITS rSmart contract		
B015020	12/11/14		
5000	OTHER OPERATING EXP & SERVICES		1,300
7900	RESERVE FOR CONTINGENCIES	1,300	
	Total Reference B015020	\$1,300	\$1,300
Reason:	Adjustment		
Description:	Bus/FS 8/14 Atkinson+ legal		
BUDGET INCREASES AND DECREASES		Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>			
B014927	12/02/14		
8600	STATE REVENUES	6,795	
1000	ACADEMIC SALARIES		42,121
3000	EMPLOYEE BENEFITS		9,240
5000	OTHER OPERATING EXP & SERVICES		(44,566)
	Total Reference B014927	\$6,795	\$6,795
Reason:	Special Project Adjustment		
Description:	SP2082 SCC BSI Prg/Curr Pln		
B014933	12/02/14		
8100	FEDERAL REVENUES	136,563	
1000	ACADEMIC SALARIES		47,060
2000	CLASSIFIED SALARIES		9,767
3000	EMPLOYEE BENEFITS		21,931
4000	SUPPLIES & MATERIALS		15,272
5000	OTHER OPERATING EXP & SERVICES		60,011
6000	CAPITAL OUTLAY		(17,478)
	Total Reference B014933	\$136,563	\$136,563
Reason:	New Budget		
Description:	New SP1102 CEC WIA T2 ESL		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT**

From 12/01/2014 To 12/31/2014

Board Meeting on 02/02/2015

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B014934	12/02/14		
8100	FEDERAL REVENUES	(168,118)	
1000	ACADEMIC SALARIES		(154,275)
2000	CLASSIFIED SALARIES		28,011
3000	EMPLOYEE BENEFITS		(17,203)
4000	SUPPLIES & MATERIALS		(6,348)
5000	OTHER OPERATING EXP & SERVICES		(48,625)
6000	CAPITAL OUTLAY		30,322
Total Reference B014934		\$(168,118)	\$(168,118)
Reason:	New Budget		
Description:	New SP1106 WIA T2 CEC EI Cvcs		
B014949	12/04/14		
8100	FEDERAL REVENUES	231,281	
1000	ACADEMIC SALARIES		114,551
2000	CLASSIFIED SALARIES		24,165
3000	EMPLOYEE BENEFITS		44,715
4000	SUPPLIES & MATERIALS		15,000
5000	OTHER OPERATING EXP & SERVICES		668
6000	CAPITAL OUTLAY		32,182
Total Reference B014949		\$231,281	\$231,281
Reason:	New Budget		
Description:	New SP1101 WIA T2 CEC ASE/HSS		
B014950	12/04/14		
8100	FEDERAL REVENUES	74,688	
1000	ACADEMIC SALARIES		65,129
2000	CLASSIFIED SALARIES		87
3000	EMPLOYEE BENEFITS		24,621
4000	SUPPLIES & MATERIALS		3,846
5000	OTHER OPERATING EXP & SERVICES		(631)
6000	CAPITAL OUTLAY		(18,364)
Total Reference B014950		\$74,688	\$74,688
Reason:	New Budget		
Description:	New SP1109 WIA T2 CEC VESL		
B014962	12/04/14		
8100	FEDERAL REVENUES	124,465	
1000	ACADEMIC SALARIES		30,017
2000	CLASSIFIED SALARIES		13,847
3000	EMPLOYEE BENEFITS		10,799
4000	SUPPLIES & MATERIALS		12,000
5000	OTHER OPERATING EXP & SERVICES		18,666
6000	CAPITAL OUTLAY		39,136
Total Reference B014962		\$124,465	\$124,465
Reason:	New Budget		
Description:	New SP1620 NSF STEM IUSE SAC		
B014979	12/08/14		
8600	STATE REVENUES	1,188,919	
5000	OTHER OPERATING EXP & SERVICES		1,188,919
Total Reference B014979		\$1,188,919	\$1,188,919
Reason:	New Budget		
Description:	New SP 2549 DO Stu Equity Proj		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT**

From 12/01/2014 To 12/31/2014

Board Meeting on 02/02/2015

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B014980	12/08/14		
8600	STATE REVENUES	422,328	
2000	CLASSIFIED SALARIES		202,663
3000	EMPLOYEE BENEFITS		75,821
4000	SUPPLIES & MATERIALS		1,100
5000	OTHER OPERATING EXP & SERVICES		109,400
7000	OTHER OUTGO		33,344
Total Reference B014980		\$422,328	\$422,328
Reason:	New Budget		
Description:	New SP2549 SCC Stu Equity Proj		
B014993	12/10/14		
8100	FEDERAL REVENUES	(76,331)	
1000	ACADEMIC SALARIES		(47,322)
2000	CLASSIFIED SALARIES		(18,407)
3000	EMPLOYEE BENEFITS		(14,518)
4000	SUPPLIES & MATERIALS		3,916
Total Reference B014993		\$(76,331)	\$(76,331)
Reason:	New Budget		
Description:	NewSP1106 WIA T2 OEC EI Civics		
B014994	12/10/14		
8100	FEDERAL REVENUES	(46,806)	
1000	ACADEMIC SALARIES		(10,344)
2000	CLASSIFIED SALARIES		(12,032)
3000	EMPLOYEE BENEFITS		(2,647)
4000	SUPPLIES & MATERIALS		(6,822)
5000	OTHER OPERATING EXP & SERVICES		(9,579)
6000	CAPITAL OUTLAY		(5,382)
Total Reference B014994		\$(46,806)	\$(46,806)
Reason:	New Budget		
Description:	New SP1102 WIA T2 OEC ESL		
B015012	12/11/14		
8600	STATE REVENUES	68,689	
2000	CLASSIFIED SALARIES		(1,500)
3000	EMPLOYEE BENEFITS		(1,469)
6000	CAPITAL OUTLAY		71,658
Total Reference B015012		\$68,689	\$68,689
Reason:	Special Project Adjustment		
Description:	SP2431 SAC SSSP PY Admission		
B015013	12/11/14		
8600	STATE REVENUES	51,786	
4000	SUPPLIES & MATERIALS		6,734
6000	CAPITAL OUTLAY		45,052
Total Reference B015013		\$51,786	\$51,786
Reason:	Special Project Adjustment		
Description:	SP2436 SAC SSSP PY Skill Asses		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT**

From 12/01/2014 To 12/31/2014

Board Meeting on 02/02/2015

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B015014	12/11/14		
8600	STATE REVENUES	(108,039)	
4000	SUPPLIES & MATERIALS		(51,489)
5000	OTHER OPERATING EXP & SERVICES		(56,550)
Total Reference B015014		\$(108,039)	\$(108,039)
Reason:	Special Project Adjustment		
Description:	SP2435 SAC SSSP PY Orientation		
B015018	12/11/14		
8600	STATE REVENUES	16,591,272	
2000	CLASSIFIED SALARIES		415,554
3000	EMPLOYEE BENEFITS		248,123
5000	OTHER OPERATING EXP & SERVICES		15,887,595
6000	CAPITAL OUTLAY		40,000
Total Reference B015018		\$16,591,272	\$16,591,272
Reason:	New Budget		
Description:	NEWB2214 CTE Enhancement Funds		
B015019	12/11/14		
8600	STATE REVENUES	103,999	
2000	CLASSIFIED SALARIES		38,004
3000	EMPLOYEE BENEFITS		30,714
5000	OTHER OPERATING EXP & SERVICES		35,281
Total Reference B015019		\$103,999	\$103,999
Reason:	New Budget		
Description:	NEWB2214 CTE EF SCC		
B015052	12/17/14		
8600	STATE REVENUES	16,174	
1000	ACADEMIC SALARIES		6,803
2000	CLASSIFIED SALARIES		26,909
3000	EMPLOYEE BENEFITS		(3,572)
4000	SUPPLIES & MATERIALS		(6,059)
5000	OTHER OPERATING EXP & SERVICES		267
6000	CAPITAL OUTLAY		(8,174)
Total Reference B015052		\$16,174	\$16,174
Reason:	New Budget		
Description:	NEWB2061 SAC CalWORKs funded		
<u>Fund 33: Child Development Fund</u>			
B015021	12/12/14		
8100	FEDERAL REVENUES	43,536	
4000	SUPPLIES & MATERIALS		1,000
5000	OTHER OPERATING EXP & SERVICES		42,536
Total Reference B015021		\$43,536	\$43,536
Reason:	New Budget		
Description:	NEWB1286 DO EHS T&TA yr3		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT**

From 12/01/2014 To 12/31/2014

Board Meeting on 02/02/2015

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B015022	12/12/14		
8100	FEDERAL REVENUES	1,764,088	
1000	ACADEMIC SALARIES		584,484
2000	CLASSIFIED SALARIES		319,467
3000	EMPLOYEE BENEFITS		415,348
4000	SUPPLIES & MATERIALS		51,000
5000	OTHER OPERATING EXP & SERVICES		386,789
6000	CAPITAL OUTLAY		7,000
Total Reference B015022		\$1,764,088	\$1,764,088
Reason:	New Budget		
Description:	NEWB1285 DO EHS Operating yr3		

RECOMMENDATION

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

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

To:	Board of Trustees	Date: February 2, 2015
Re:	Approval of the Quarterly Financial Status Report (CCFS-311Q) for period ended December 31, 2014	
Action:	Request for Approval	

BACKGROUND

Pursuant to §58310 of Title 5 of the California Code of Regulations, each California community college district shall submit a report showing the financial and budgetary conditions of the district, including outstanding obligations, to the governing board on a quarterly basis. The CCFS-311Q is the prescribed, routine report submitted to the System Office satisfying this requirement.

Attached is the California Community Colleges Quarterly Financial Status Report form CCFS-311Q for the second quarter in fiscal year 2014-15 ended December 31, 2014.

ANALYSIS

The quarterly report shows the projected unrestricted General Fund revenues and expenditures for this year as well as the actual amounts from the previous three fiscal years. For the six months covered in this report, the District has recognized 48.8% of budgeted revenues and other financing sources and 46.9% of budgeted expenditures and other outgo in the unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approve the CCFS-311Q for the period ending December 31, 2014 as presented.

Fiscal Impact:	Not Applicable	Board Date: February 2, 2015
Prepared by:	Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

California Community Colleges
QUARTERLY FINANCIAL STATUS REPORT, CCFS-311Q
 Fiscal Year 2014-2015

District: (870) Rancho Santiago Community College

Quarter Ended: December 31, 2014

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

As of June 30 for fiscal year specified.

	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Projected
Revenues:				
Unrestricted General Fund Revenues (Objects 8100, 8600, and 8800)	135,465,745	137,225,065	143,325,250	146,236,484
Other Financing Sources (Objects 8900)	41,176	20,007	100,667	5,000
Total Unrestricted Revenues	135,506,921	137,245,072	143,425,917	146,241,484
Expenditures:				
(Objects 1000-6000)	136,106,907	139,499,629	144,496,127	154,234,538
Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,042,885	3,508,107	9,296,288	1,100,000
Total Unrestricted Expenditures	138,149,792	143,007,736	153,792,415	155,334,538
Revenues Over(Under)Expenditures	-2,642,871	-5,762,664	-10,366,498	-9,093,054
Fund Balance, Beginning	46,173,393	43,608,426	37,633,190	27,266,692
Prior Year Adjustments + (-)	77,904	-212,572	0	0
Adjusted Fund Balance, Beginning	46,251,297	43,395,854	37,633,190	27,266,692
Fund Balance, Ending	43,608,426	37,633,190	27,266,692	18,173,638
% of GF Balance to GF Expenditures	31.6%	26.3%	17.7%	11.7%

II. Annualized Attendance FTES:

Annualized FTES				
(Excluding apprentices and non-residents)	27,708	28,185	28,628	29,214

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	As of the specified quarter ended for each fiscal year presented			
	2011-12	2012-13	2013-14	2014-15
General Fund Cash Balance (Excluding Borrowed Funds)	62,205,521	47,665,302	33,269,630	34,209,983

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col.2)
Revenues:				
Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	146,081,358	146,236,484	71,293,982	48.8%
Other Financing Sources (Objects 8900)	5,000	5,000	990	19.8%
Total Unrestricted Revenues	146,086,358	146,241,484	71,294,972	48.8%
Expenditures:				
Unrestricted General Fund Expenditures (Objects 1000-6000)	147,816,039	148,296,963	69,260,324	46.7%
Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,100,000	1,100,000	750,000	68.2%
Total Unrestricted Expenditures	148,916,039	149,396,963	70,010,324	46.9%
Revenues Over(Under) Expenditures	(2,829,681)	(3,155,479)	1,284,648	
Adjusted Fund Balance, Beginning	27,266,692	27,266,692	27,266,692	
Fund Balance, Ending	24,437,011	24,111,213	28,551,340	
% of UGF Fund Balance to UGF Expenditures	16.4%	16.1%		

V. Has the district settled any employee contracts during this quarter? YES NO
 If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

SALARIES

Contract Period Settled (Specify)	Management		Academic**		Classified/Confidential	
	*Total Salary /Cost Increase %		*Total Salary /Cost Increase %		*Total Salary /Cost Increase %	
2014-15	399,873	0.85%	856,745	0.85%		
Year 2						
Year 3						

*As specified in Collective Bargaining Agreement.

BENEFITS

Contract Period Settled (Specify)	Management	Academic	Classified/Confidential
	Total Salary Cost Increase	Total Salary Cost Increase	Total Salary Cost Increase
2014-15	75,552	545,636	
Year 2			
Year 3			

Include a statement regarding the source of revenues to pay salary and benefit increases, e.g., from the district's reserves from cost-of-living, etc.:

The district intends to fund the salary and benefit increases with the fund balance and COLA increase.

VI. Did the district have significant events for the quarter (include incidence of long-term debt, settlement of audit citations or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

YES NO

If yes, list events and their financial ramifications. (Include additional pages of explanation if needed.)

VII. Does the district have significant fiscal problems that must be addressed this year?

YES NO

Next Year? YES NO

CERTIFICATION

Rancho Santiago Community College District

To the best of my knowledge, the data contained in this report are correct.

To the best of my knowledge, the data contained in this report are correct. I further certify that this report was/will be presented at the governing board meeting specified below, afforded the opportunity to be discussed and entered into the minutes of that meeting.

 District Chief Business Officer Date

 District Chief Executive Officer Date

Quarter Ended: December 31, 2014

Governing Board Meeting Date: February 2, 2015

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

To: Board of Trustees	Date: February 2, 2015
Re: Quarterly Investment Report as of December 31, 2014	
Action: For Information	

BACKGROUND

The Quarterly Investment Report for the quarter ended December 31, 2014 is submitted in accordance with §53646(b) of Title 5 of the Government Code. The District's funds are held and invested with the Orange County Treasurer and the State of California Local Agency Investment Fund (LAIF).

ANALYSIS

The District's investments and any areas of noncompliance are shown on the following included documents: (1) the Statement of Cash as of December 31, 2014 for all District funds; (2) excerpts from the Orange County Treasurer's Investment Report for the month ended December 31, 2014, and (3) a copy of the State of California Local Agency Investment Fund (LAIF) "Remittance Advice" for the period ending December 31, 2014.

All investments for the quarter ended December 31, 2014 are in accordance with Board Policy 6320, and there has been no change in the policy during this quarter.

RECOMMENDATION

The quarterly investment report as of December 31, 2014 is presented as information.

Fiscal Impact: None	Board Date: February 2, 2015
Prepared by: Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

Rancho Santiago Community College District
Statement of Cash
December 31, 2014

Description	Amount	Interest Rate	QTR	% of Investment
Orange County Treasurer				
General Obligation Bonds	77,252,165	0.41%	Oct-Dec	38.14%
Bond Sinking Funds	16,065,547	0.41%	Oct-Dec	7.93%
All Other Funds	105,614,399	0.41%	Oct-Dec	52.14%
Local Agency Investment Fund (LAIF)	150,631	0.25%	Oct-Dec	0.07%
Revolving Fund, Refundable Deposits and Cash in Banks	3,485,275	0.00%	Oct-Dec	1.72%
	<u>202,568,017</u>			<u>100.00%</u>

Rancho Santiago Community College District

Cash Position December 31, 2014

	County Fund	RSCCD Fund	Cash in County	Cash in County-Perkins	Cash in County - Cal Grants	Restricted Cash for GO Bonds	Cash Clearing	Revolving Cash	Cash with Fiscal Agent	LAIF	Fund Total
			9110	9111	9112	9119	9121/9125	9130	9135	9150	
General Fund (11 & 12)	1	11/12/13	30,799,708				3,310,275	100,000			34,209,983
Child Development Fund	12	33	(30,276)				-				(30,276)
Bond Fund Measure E	22	42	15,644,248								15,644,248
Bond Fund Measure Q	23	43	61,607,917								61,607,917
Bond Int & Red Fund	31	24				16,065,547					16,065,547
Capital Outlay Projects Fund	40	41	35,394,925								35,394,925
Workers' Compensation Fund	68	62	3,847,569						50,000		3,897,569
Property and Liability Fund	70	61	1,507,630						25,000		1,532,630
Retiree Benefits Fund	71	63	38,635,549							150,631	38,786,180
Student Financial Aid	74	74	(5,543,965)	27,136	976,123						(4,540,706)
Totals			181,863,305	27,136	976,123	16,065,547	3,310,275	100,000	75,000	150,631	202,568,017



OFFICE OF THE TREASURER-TAX COLLECTOR
SHARI L. FREIDENRICH, CPA, CCMT, CPFA, ACPFIM

INTERDEPARTMENTAL COMMUNICATION

Date: January 15, 2015
To: Supervisor Todd Spitzer, Chair
Supervisor Lisa Bartlett, Vice-Chair
Supervisor Shawn Nelson,
Supervisor Michelle Steel
From: Shari L. Freidenrich, CPA, CCMT, CPFA, ACPFIM *Shari*
Subject: Treasurer's Investment Report for the Month Ended December 31, 2014

Attached, please find the Treasurer's Investment Report for the County of Orange for the month ended December 31, 2014. The County Treasurer provides this report in compliance with California Government Code Sections 53607, 53646, and 27134 and the County's Investment Policy Statement (IPS). We have included some charts and other data for your information including charts on fund composition and the top ten pool participants. This report is also publicly available on our website at ocgov.com/ocinvestments.

INVESTMENT POOL COMPOSITION

The investments contained within this report are as of December 31, 2014. The Investment Pool Statistics summary shows the total investment responsibility of the County Treasurer as delegated by the Board of Supervisors: the Orange County Investment Pool that includes the Voluntary participants' funds, the Orange County Educational Investment Pool, the John Wayne Airport Investment Pool, and various other non-Pooled investment funds. The investment practices and policies of the Treasurer are based on compliance with State law and prudent money management. The primary goal is to invest public funds in a manner which will provide maximum security of principal invested with secondary emphasis on providing adequate liquidity to Pool Participants and lastly to achieve a market rate of return within the parameters of prudent risk management while conforming to all applicable statutes and resolutions governing the investment of public funds.

The County Treasurer established three Money Market Funds, the Orange County Money Market Fund, the Orange County Educational Money Market Fund, and the John Wayne Airport Investment Pool, which all are invested in cash-equivalent securities and provide liquidity for immediate cash needs. Standard & Poor's, on September 11, 2014, reaffirmed their highest rating of AAAM on the Orange County and the Educational Money Market Funds. The County Treasurer also established the Extended Fund that is for cash needs between one and five years. The Orange County Investment Pool is comprised of the Orange County Money Market Fund and portions of the Extended Fund. The Orange County Educational Investment Pool is comprised of the Orange County Educational Money Market Fund and portions of the Extended Fund.

The maximum maturity of investments for the County and Educational Money Market Funds is 13 months, with a maximum weighted average maturity (WAM) of 60 days, and they have a current WAM of 45 and 49 respectively. The maximum maturity of the Extended Fund is five years, with duration not to exceed the Merrill Lynch 1-3 Year index +25% (2.36). The duration is currently at 1.42. The investments in all of the funds are marked to market daily to determine the value of the funds. To further maintain safety, adherence to an investment strategy of only purchasing top-rated securities and diversification of instrument types and maturities is required.

ECONOMIC UPDATE

In December, the job market added 252,000 new jobs, and November's job numbers were revised upward by 32,000 to 353,000. The U.S. unemployment rate decreased to a six-year low of 5.6%, down from 5.8% in

November. U.S. gross domestic product (GDP) was revised up to a 5.0% annualized rate in the third quarter of 2014, up from the previous rate of 3.9%. The Empire State Manufacturing Index dropped below zero to -3.58 while the Philadelphia Fed Index continued to stay positive at 24.5. The Federal Reserve uses these indexes as regional economic gauges, and a reading above zero signals economic expansion. With respect to housing, S&P/CaseShiller reported that housing prices continue to show positive momentum as year-over-year price changes increased for the twenty-ninth consecutive month in October, up 4.5% from a year ago. The index for pending home sales increased 1.7% on a year-over-year basis in November. The 10-year Treasury rate ended the month at 2.17%, unchanged from the previous month.

The short-term 90-day T-bill ended the month at 0.04%, up from 0.02% in November, and the rate on the 2-year Treasury note was 0.67% at the end of December, up from 0.47% in November.

INVESTMENT INTEREST YIELDS AND FORECAST

The current gross interest yield year-to-date for fiscal year 2014/2015 is 0.40% for the Orange County Investment Pool and 0.41% for the Orange County Educational Investment Pool. The gross yield for fiscal year 2014/2015 remains forecasted at 0.49%.

APPORTIONMENT OF COMMINGLED POOL INTEREST EARNINGS

Each month, the County Treasurer apportions the accrued interest earnings to each pool participant. As of the first business day of the following month accrued, but unpaid, interest earnings are added to pool participants' average balances in determining a participant's relative share of the pool's monthly earnings. The actual cash distribution will generally be paid in the months following. The December 2014 interest apportionment is expected to be paid by January 31, 2015. The investment administrative fee for fiscal year 2014/2015 is expected to be 7.6 basis points.

TEMPORARY TRANSFERS

The County Treasurer as required by Constitution Article XVI, Section 6, and per the Board of Supervisor's Resolution 13-016 is authorized to make temporary transfers to school districts to address their short-term cash flow needs. The loans are secured by tax receipts to be received by the County Treasurer, as the banker for the school districts. In December 2014, the Orange County school districts paid in full the outstanding principal balance of \$37 million. There are no temporary transfers outstanding as of December 31, 2014.

PORTFOLIO HOLDINGS OF DEBT ISSUED BY POOL PARTICIPANTS

Under guidelines outlined in the current IPS, the County Treasurer may invest in A or above rated securities issued by municipalities. Municipal debt issued by the County of Orange is exempt from this credit rating requirement. The Investment Pools may invest no more than 5% of pool assets in any one issuer, with the exception of the County of Orange which has a 10% limit. The Investment Pools have a total market value of \$230 million in AA- rated County of Orange debt, which represents approximately 2.8% of assets. Prior to purchasing any pool participant debt, a standardized credit analysis is performed.

COMPLIANCE SUMMARY

The investment portfolios had no compliance exceptions for the month of December 2014.

CREDIT UPDATE

During December, there were no changes to the Treasurer's Approved Issuer List. An ongoing credit analysis of all issuers owned in the Investment Pools is reviewed on a daily, monthly, quarterly, and annual basis.

I certify that this report includes all pool and non-pooled investments as of December 31, 2014 and is in conformity with all State laws and the IPS approved by the Board of Supervisors on February 4, 2014. The investments herein shown provide adequate liquidity to meet the next six months of projected cash flow requirements. I am available if you have any questions on this Investment Report at (714) 834-7625.

Enclosures

cc: Distribution List

ORANGE COUNTY TREASURER-TAX COLLECTOR

SUMMARY OF INVESTMENT DATA

INVESTMENT TRENDS

	DECEMBER 2014	NOVEMBER 2014	INCREASE (DECREASE)	NET CHANGE %	DECEMBER 2013	INCREASE (DECREASE)	NET CHANGE %
Orange County Investment Pool (OCIP)							
End Of Month Market Value ^{1, 2}	\$ 3,882,065,635	\$ 3,692,211,077	\$ 189,854,558	5.14%	\$ 3,755,775,867	\$ 126,289,768	3.36%
End Of Month Book Value ²	\$ 3,882,995,464	\$ 3,689,268,372	\$ 193,727,092	5.25%	\$ 3,755,971,783	\$ 127,023,681	3.38%
Monthly Average Balance ²	\$ 4,033,901,483	\$ 3,410,678,512	\$ 623,222,971	18.27%	\$ 4,038,228,460	\$ (4,326,977)	-0.11%
Year-To-Date Average Balance ²	\$ 3,299,763,621	\$ 3,152,936,048	\$ 146,827,574	4.66%	\$ 3,186,614,514	\$ 113,149,107	3.55%
Monthly Accrued Earnings ³	\$ 1,193,721	\$ 1,128,421	\$ 65,300	5.79%	\$ 837,870	\$ 355,851	42.47%
Monthly Net Yield ^{3,4}	0.27%	0.33%	-0.05%	-16.57%	0.16%	0.11%	67.86%
Year-To-Date Net Yield ³	0.33%	0.34%	-0.01%	-3.17%	0.24%	0.08%	34.55%
Annual Estimated Gross Yield ⁵	0.49%	0.49%	0.00%	0.00%	0.37%	0.12%	32.43%
Weighted Average Maturity (WAM) ⁶	350	366	(16)	-4.37%	310	40	12.90%
Orange County Educational Investment Pool (OCEIP)							
End Of Month Market Value ^{1, 2}	\$ 4,222,341,487	\$ 3,089,599,527	\$ 1,132,741,960	36.66%	\$ 3,991,640,265	\$ 230,701,222	5.78%
End Of Month Book Value ²	\$ 4,223,291,799	\$ 3,086,621,320	\$ 1,136,670,479	36.83%	\$ 3,991,961,363	\$ 231,330,436	5.79%
Monthly Average Balance ²	\$ 3,656,566,572	\$ 3,193,447,796	\$ 463,118,776	14.50%	\$ 3,477,891,730	\$ 178,674,842	5.14%
Year-To-Date Average Balance	\$ 3,400,043,988	\$ 3,348,739,471	\$ 51,304,517	1.53%	\$ 3,246,909,618	\$ 153,134,371	4.72%
Monthly Accrued Earnings ³	\$ 1,215,125	\$ 1,157,393	\$ 57,732	4.99%	\$ 860,161	\$ 354,964	41.27%
Monthly Net Yield ^{3,4}	0.32%	0.36%	-0.06%	-16.35%	0.21%	0.11%	50.70%
Year-To-Date Net Yield ³	0.34%	0.34%	0.00%	-1.20%	0.21%	0.12%	58.57%
Annual Estimated Gross Yield ⁵	0.49%	0.49%	0.00%	0.00%	0.37%	0.12%	32.43%
Weighted Average Maturity (WAM) ⁶	331	444	(113)	-25.45%	342	(11)	-3.22%

¹ Market values provided by Bloomberg and Northern Trust.

² In December 2014, OCIP and OCEIP balances increased primarily due to incoming secured property tax receipts.

³ In December 2014, OCIP monthly accrued earnings and monthly and year-to-date net yields were higher than December 2013, primarily due to increased investment in longer term, higher yielding securities and a slightly lower Treasury administrative fee from higher total pool participant balances.

⁴ In December 2014, the OCIP and OCEIP monthly net yield decreased due to incoming secured property tax receipts that were deposited and invested in short maturities until distribution to County agencies and school districts. Over 65% of OCIP secured tax receipts were distributed to County agencies and school districts in late December and January. In December 2014, OCEIP monthly net yield decreased due to investment of secured property tax distributions in shorter maturities.

⁵ Annual estimated gross yield for December 2013 is reported at the actual annual gross yield for FY 13/14.

⁶ In December 2014 OCIP WAM was higher than December 2013, primarily due to investing in slightly longer maturities as part of a planned program to reduce significant excess liquidity. In addition, OCEIP WAM decreased in December 2014 due to a temporary increase in shorter maturities due to the December receipt of over \$1.03 billion from the secured property tax distributions.

ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
 FOR THE MONTH AND QUARTER ENDED: DECEMBER 31, 2014

INVESTMENT STATISTICS - By Investment Pool***

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 12/31/14	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV
COMBINED POOL BALANCES (includes the Extended Fund)						
Orange County Investment Pool (OCIP)	MARKET Value \$ 3,882,065,635	350	0.38%	0.35%	0.39%	1.00
	COST (Capital) \$ 3,887,694,771					
	MONTHLY AVG Balance \$ 4,033,901,483					
	QUARTERLY AVG Balance \$ 3,499,201,726					
	BOOK Value \$ 3,882,995,464					
Orange County Educational Investment Pool (OCEIP)	MARKET Value \$ 4,222,341,487	331	0.41%	0.39%	0.41%	1.00
	COST (Capital) \$ 4,228,016,878					
	MONTHLY AVG Balance \$ 3,656,566,572					
	QUARTERLY AVG Balance \$ 3,389,592,847					
	BOOK Value \$ 4,223,291,799					

INVESTMENT STATISTICS - Non Pooled Investments **

DESCRIPTION	CURRENT BALANCE	BOOK BALANCE BY INVESTMENT TYPE
Specific Investment Funds: 100, 15B, 283, 505, 529	MARKET Value \$ 168,834,332	Refunded Municipal Bonds \$ 117,480,936
	COST (Capital) \$ 169,927,114	Money Market Mutual Funds 1,257,244
	MONTHLY AVG Balance \$ 170,349,026	Repurchase Agreement 1,081,500
	QUARTERLY AVG Balance \$ 121,142,000	John Wayne Airport Investment Pool 50,014,258
	BOOK Value \$ 169,025,432	GNMA Mortgage-Backed Securities 93,176
		\$ 169,927,114

MONTH END TOTALS

INVESTMENTS & CASH	FUND ACCOUNTING & SPECIFIC INVESTMENTS
COUNTY MONEY MARKET FUND (OCMMF)	
County Money Market Fund \$ 1,398,370,956	County Funds \$ 3,902,785,683
County Cash 15,089,464	Educational Funds 4,228,025,457
EXTENDED FUND 5,007,323,815	Specific Investment Funds 169,927,114
EDUCATIONAL MONEY MARKET FUND (OCEMMF)	
Educational Money Market Fund 1,710,016,878	
Educational Cash 10,027	
NON-POOLED INVESTMENTS	
Non Pooled Investments @ Cost 169,927,114	
\$ 8,300,738,254	\$ 8,300,738,254

KEY POOL STATISTICS

INTEREST RATE YIELD	WEIGHTED AVERAGE MATURITY (WAM)
OCMMF - MONTHLY GROSS YIELD 0.07%	OCMMF 45
OCEMMF - MONTHLY GROSS YIELD 0.10%	OCEMMF 49
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD 0.13%	JOHN WAYNE AIRPORT WAM 56
OCIP - YTD NET YIELD**** 0.33%	LGIP WAM (Standard & Poors) 46
OCEIP - YTD NET YIELD**** 0.34%	
90-DAY T-BILL YIELD - MONTHLY AVERAGE 0.02%	

ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
FOR THE MONTH AND QUARTER ENDED: DECEMBER 31, 2014

INVESTMENT STATISTICS - By Investment Fund*

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 12/31/14	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV
<u>County Money Market Fund (OCMMF)</u>	MARKET Value \$ 1,398,035,090	45	0.08%	0.07%	0.07%	1.00
	COST (Capital) \$ 1,398,370,956					
	MONTHLY AVG Balance \$ 1,547,086,912					
	QUARTERLY AVG Balance \$ 1,018,537,011					
	BOOK Value \$ 1,397,999,229					
<u>Educational Money Market Fund (OCEMMF)</u>	MARKET Value \$ 1,709,695,733	49	0.08%	0.10%	0.09%	1.00
	COST (Capital) \$ 1,710,016,878					
	MONTHLY AVG Balance \$ 1,138,566,572					
	QUARTERLY AVG Balance \$ 871,592,847					
	BOOK Value \$ 1,709,669,231					
<u>Extended Fund</u>	MARKET Value \$ 4,996,676,299	522	0.57%	0.52%	0.52%	1.00
	COST (Capital) \$ 5,007,323,815					
	MONTHLY AVG Balance \$ 5,004,814,571					
	QUARTERLY AVG Balance \$ 4,998,664,714					
	BOOK Value \$ 4,998,618,802					
ALLOCATION OF EXTENDED FUND						
<u>Extended Fund</u> <u>OCIP Share</u>	MARKET Value \$ 2,484,030,545	522	0.57%	0.52%	0.52%	1.00
	COST (Capital) \$ 2,489,323,815					
	MONTHLY AVG Balance \$ 2,486,814,571					
	QUARTERLY AVG Balance \$ 2,480,664,714					
	BOOK Value \$ 2,484,996,235					
<u>OCEIP Share</u>	MARKET Value \$ 2,512,645,754	522	0.57%	0.52%	0.52%	1.00
	COST (Capital) \$ 2,518,000,000					
	MONTHLY AVG Balance \$ 2,518,000,000					
	QUARTERLY AVG Balance \$ 2,518,000,000					
	BOOK Value \$ 2,513,622,568					
<u>Modified Duration</u>	1.42					

* Book Value is computed as Cost reduced by amortization of premium and increased by the accretion of discount of the Investment Portfolio. Net Asset Value (NAV) is equal to Market Value divided by Book Value.

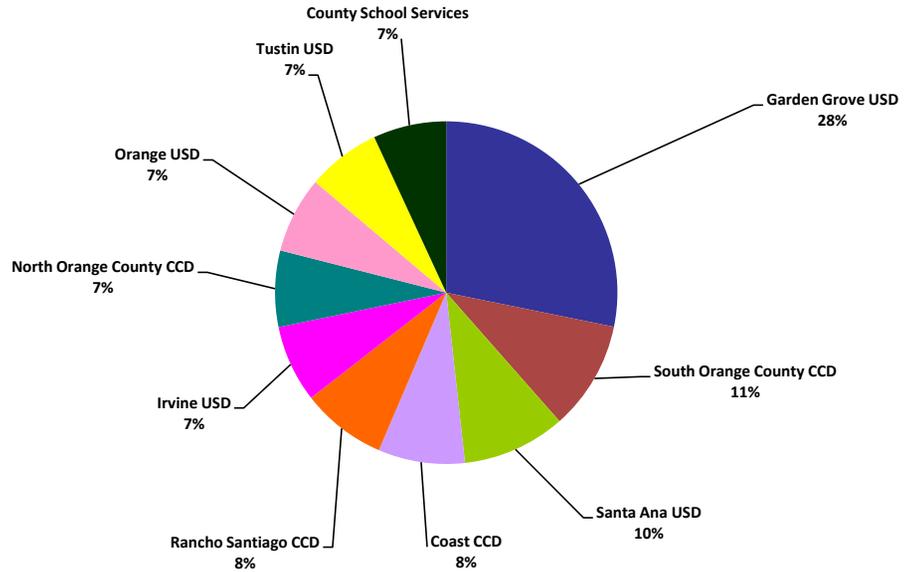
** Specific non pooled investments are reported in compliance with Government Code Section 53646 (b)(1). Detailed descriptions are included in the inventory listing in Section VII of this report.

*** The Combined Pool Balances include the County and Educational Money Market Funds and their respective portions of the Extended Fund.

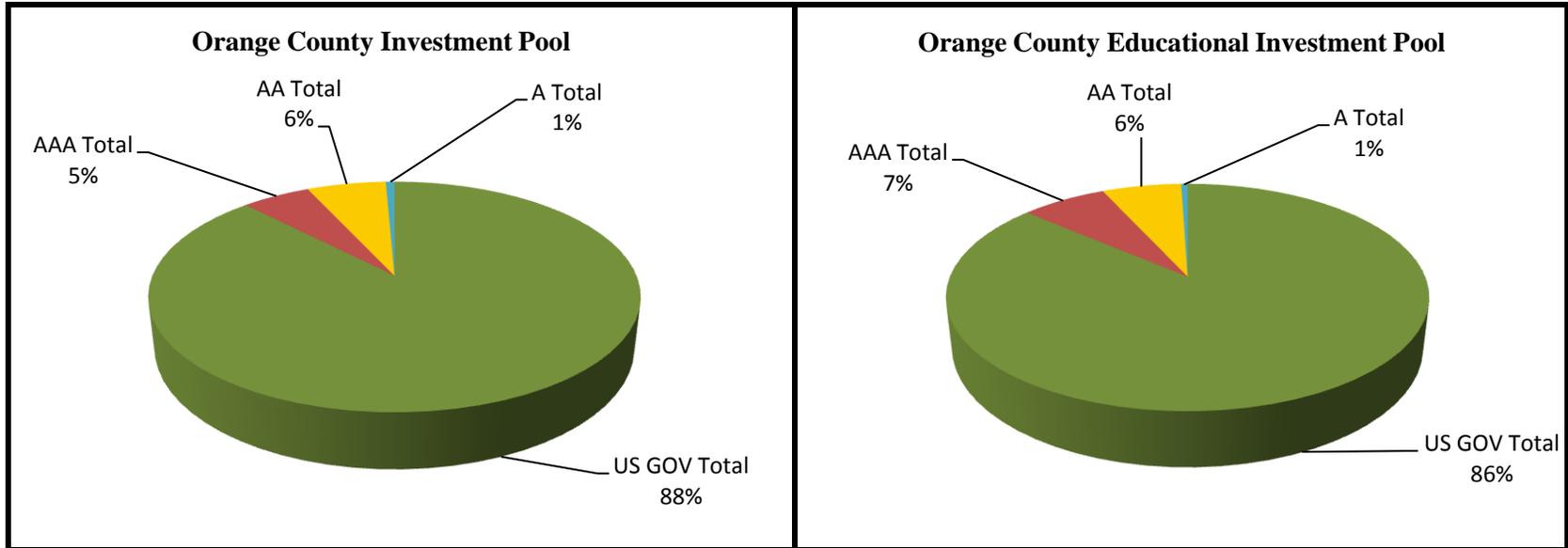
**** The Net Yield differs from the monthly average yield as it includes the Treasury administration fees.

**ORANGE COUNTY EDUCATIONAL INVESTMENT POOL
TOP TEN POOL PARTICIPANTS
AS OF DECEMBER 31, 2014**

DISTRICT #	SCHOOL DISTRICT	BALANCE
72	Garden Grove USD	\$ 767,584,479
96	South Orange County CCD	280,420,262
84	Santa Ana USD	265,499,982
90	Coast CCD	222,820,888
92	Rancho Santiago CCD	218,895,386
75	Irvine USD	198,615,112
88	North Orange County CCD	195,920,477
80	Orange USD	195,821,409
87	Tustin USD	188,821,632
94	County School Services	187,976,280
TOTAL		<u><u>\$ 2,722,375,907</u></u>



ORANGE COUNTY TREASURER - TAX COLLECTOR
CREDIT QUALITY BY MARKET VALUE
 December 31, 2014



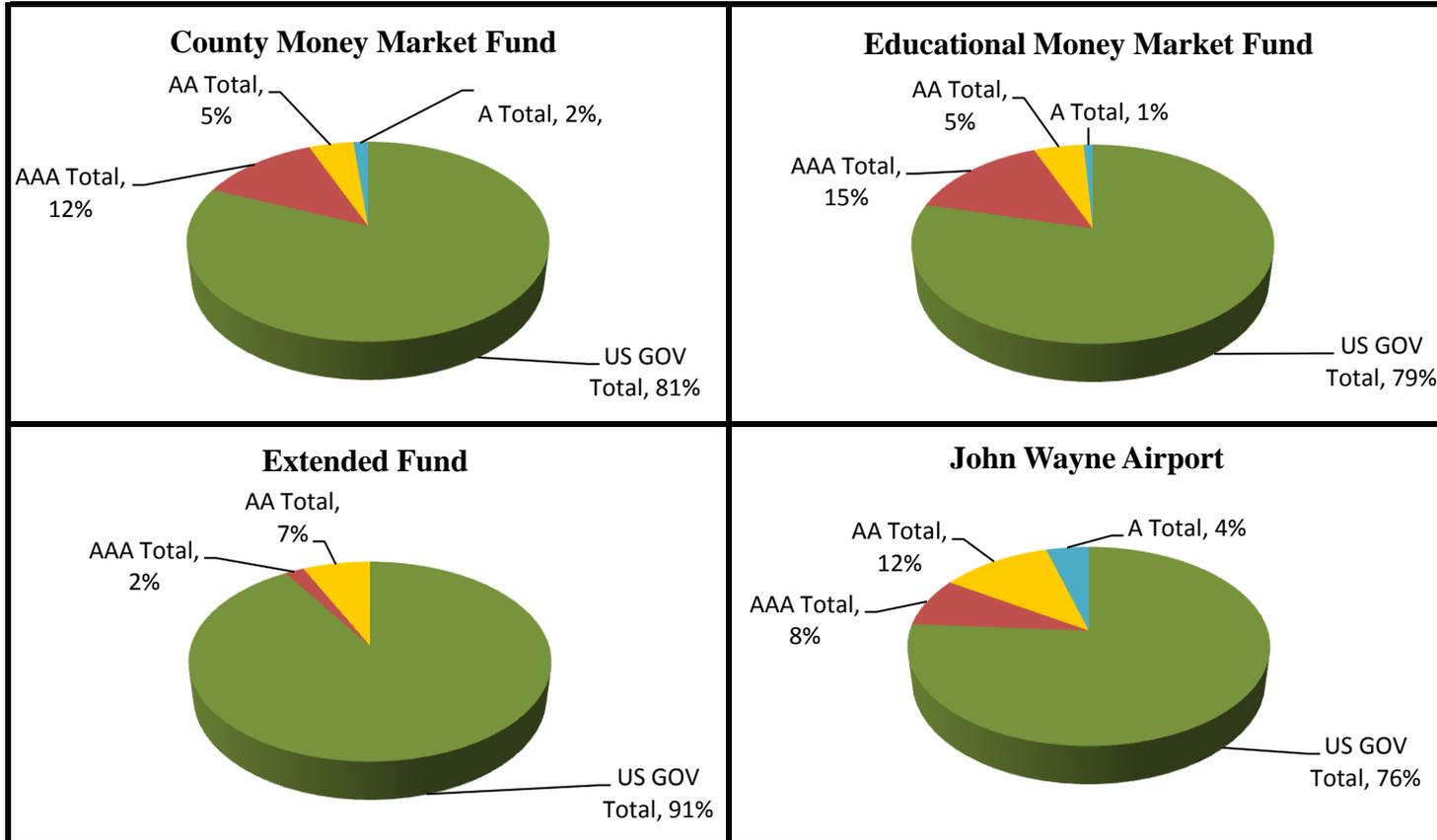
US GOV Includes Agency & Treasury Debt

AA Includes AA+, AA- & AA

A Includes A+,A- & A

A-1 Includes A-1+, F-1+, P-1, A-1 & F-1

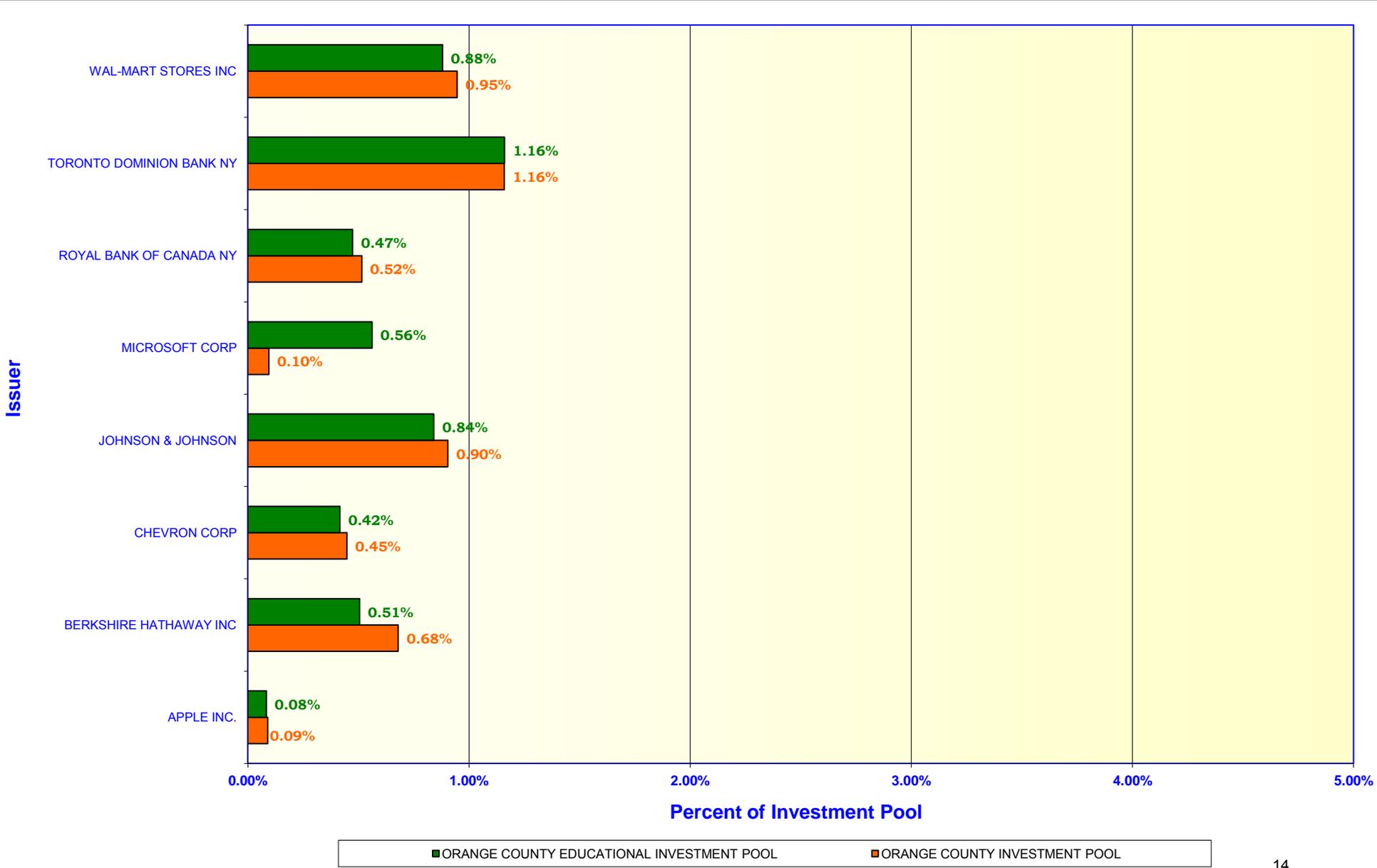
ORANGE COUNTY TREASURER - TAX COLLECTOR
CREDIT QUALITY BY MARKET VALUE
 December 31, 2014



US GOV Includes Agency & Treasury Debt
AA Includes AA+, AA- & AA
A Includes A+,A- & A
A-1 Includes A-1+, F-1+, P-1, A-1 & F-1

4.4 (11)

ORANGE COUNTY TREASURER - TAX COLLECTOR
ISSUER CONCENTRATION-By Investment Pool
 December 31, 2014



4.4 (12)

**ORANGE COUNTY TREASURER-TAX COLLECTOR
APPROVED ISSUER LIST - OCIP, OCEIP, and JWA**

December 31, 2014

ISSUER	S/T RATINGS			L/T RATINGS		
	S&P	Moody's	Fitch	S&P	Moody's	Fitch
U.S. TREASURY SECURITIES						
U.S. GOVERNMENT	A-1+	P-1	F1+	AA+	Aaa	AAA
U.S. GOVERNMENT AGENCY SECURITIES						
FEDERAL NATIONAL MORTGAGE ASSOCIATION	A-1+	P-1	F1+	AA+	Aaa	AAA
FEDERAL HOME LOAN MORTGAGE CORPORATION	A-1+	P-1	F1+	AA+	Aaa	AAA
FEDERAL HOME LOAN BANKS	A-1+	P-1	F1+	AA+	Aaa	AAA
FEDERAL FARM CREDIT BANKS	A-1+	P-1	F1+	AA+	Aaa	AAA
MEDIUM-TERM NOTES						
APPLE INC	A-1+	P-1	NR	AA+	Aa1	NR
BERKSHIRE HATHAWAY INC	A-1+	P-1	NR	AA	Aa2	A+
<i>BERKSHIRE HATHAWAY FINANCE</i>	A-1+	P-1	NR	AA	Aa2	A+
CHEVRON CORPORATION	A-1+	P-1	NR	AA	Aa1	NR
JOHNSON & JOHNSON	A-1+	P-1	F1+	AAA	Aaa	AAA
MICROSOFT CORP	A-1+	P-1	F1+	AAA	Aaa	AA+
WAL-MART STORES INC	A-1+	P-1	F1+	AA	Aa2	AA
STATE OR NATIONALLY CHARTERED BANKS						
ROYAL BANK OF CANADA NY	A-1+	P-1	F1+	AA-	Aa3	AA
TORONTO DOMINION BANK NY	A-1+	P-1	F1+	AA-	Aa1	AA-
MUNICIPAL BONDS						
ORANGE CNTY CA PENSION OBLG 2014 A *	NR	NR	NR	AA-	NR	NR
MONEY MARKET MUTUAL FUNDS **						
NAME OF FUND	S & P	Moody's	Fitch			
INVESCO GOVERNMENT & AGENCY SHORT-TERM INVESTMENTS TRUST (AIM)	AAAm	Aaa-mf	AAAmf			
GOLDMAN SACHS FINANCIAL SQUARE GOVT FUND	AAAm	Aaa-mf	NR			
MORGAN STANLEY INSTITUTIONAL LIQUIDITY FUNDS - GOVT	AAAm	Aaa-mf	NR			
NORTHERN INSTITUTIONAL TREASURY PORTFOLIO	AAAm	NR	NR			

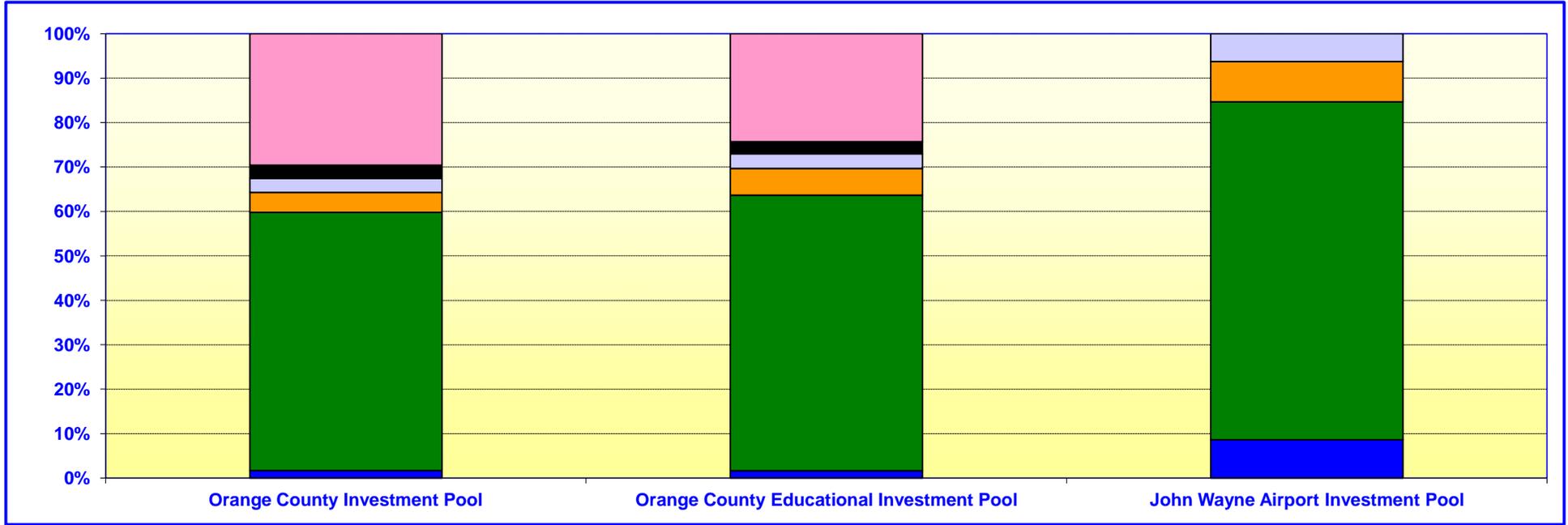
* Further purchase restrictions apply due to additional trading limits.

** All money market funds are institutional money market funds investing in debt issued or guaranteed by the U.S. Government and its agencies.

**Orange County Treasurer-Tax Collector
Changes in Approved Issuer List
For the Month Ended December 31, 2014**

During December, there were no changes made to issuers on the Treasurer's Approved Issuer List.

ORANGE COUNTY TREASURER - TAX COLLECTOR
BY INVESTMENT TYPE - By Percentage Holdings
December 31, 2014



Orange County Investment Pool		
	In Thousands	%
U.S. GOVERNMENT AGENCIES	\$ 2,256,305	58.12%
U.S. TREASURIES	1,149,623	29.61%
MUNICIPAL DEBT	114,425	2.95%
MONEY MARKET FUNDS	173,946	4.48%
MEDIUM - TERM NOTES	122,766	3.16%
CERTIFICATES OF DEPOSIT	65,001	1.68%
	<u>\$ 3,882,066</u>	<u>100.00%</u>

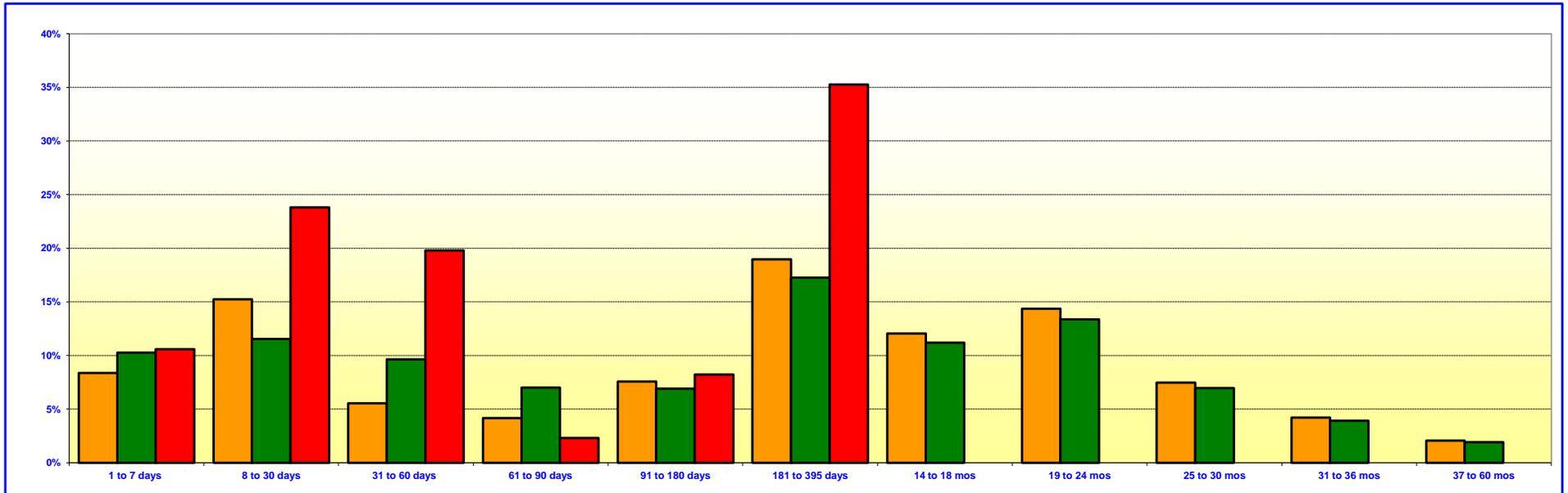
Orange County Educational Investment Pool		
	In Thousands	%
U.S. GOVERNMENT AGENCIES	\$ 2,620,015	62.05%
U.S. TREASURIES	1,025,573	24.29%
MUNICIPAL DEBT	115,744	2.74%
MEDIUM - TERM NOTES	138,809	3.29%
MONEY MARKET FUNDS	253,196	6.00%
CERTIFICATES OF DEPOSIT	69,004	1.63%
	<u>\$ 4,222,341</u>	<u>100.00%</u>

John Wayne Airport Investment Pool		
	In Thousands	%
U.S. GOVERNMENT AGENCIES	\$ 37,980	76.06%
CERTIFICATES OF DEPOSIT	4,300	8.61%
MONEY MARKET FUNDS	4,532	9.08%
MEDIUM - TERM NOTES	3,120	6.25%
U.S. TREASURIES	-	0.00%
	<u>\$ 49,932</u>	<u>100.00%</u>

Calculated Using Market Value at 12/31/2014

4.4 (15)

ORANGE COUNTY TREASURER - TAX COLLECTOR
MATURITIES DISTRIBUTION
 December 31, 2014



ORANGE COUNTY INVESTMENT POOL			
	In Thousands		%
1 TO 7 DAYS	\$ 323,946		8.36%
8 TO 30 DAYS	590,210		15.24%
31 TO 60 DAYS	215,361		5.56%
61 TO 90 DAYS	160,786		4.15%
91 TO 180 DAYS	293,128		7.57%
181 TO 395 DAYS	734,526		18.96%
14 TO 18 MONTHS	466,571		12.04%
19 TO 24 MONTHS	556,552		14.37%
25 TO 30 MONTHS	289,857		7.48%
31 TO 36 MONTHS	162,860		4.20%
37 TO 60 MONTHS	80,040		2.07%
TOTAL	\$ 3,873,837		100.00%

ORANGE COUNTY EDUCATIONAL INVESTMENT POOL			
	In Thousands		%
1 TO 7 DAYS	\$ 432,796		10.27%
8 TO 30 DAYS	486,260		11.54%
31 TO 60 DAYS	406,084		9.64%
61 TO 90 DAYS	295,664		7.02%
91 TO 180 DAYS	291,267		6.91%
181 TO 395 DAYS	727,892		17.27%
14 TO 18 MONTHS	471,946		11.20%
19 TO 24 MONTHS	562,964		13.36%
25 TO 30 MONTHS	293,197		6.96%
31 TO 36 MONTHS	164,737		3.91%
37 TO 60 MONTHS	80,960		1.92%
TOTAL	\$ 4,213,767		100.00%

JOHN WAYNE AIRPORT INVESTMENT POOL			
	In Thousands		%
1 TO 7 DAYS	\$ 5,277		10.59%
8 TO 30 DAYS	11,868		23.81%
31 TO 60 DAYS	9,870		19.80%
61 TO 90 DAYS	1,147		2.30%
91 TO 180 DAYS	4,100		8.23%
181 TO 395 DAYS	17,585		35.27%
TOTAL	\$ 49,847		100.00%

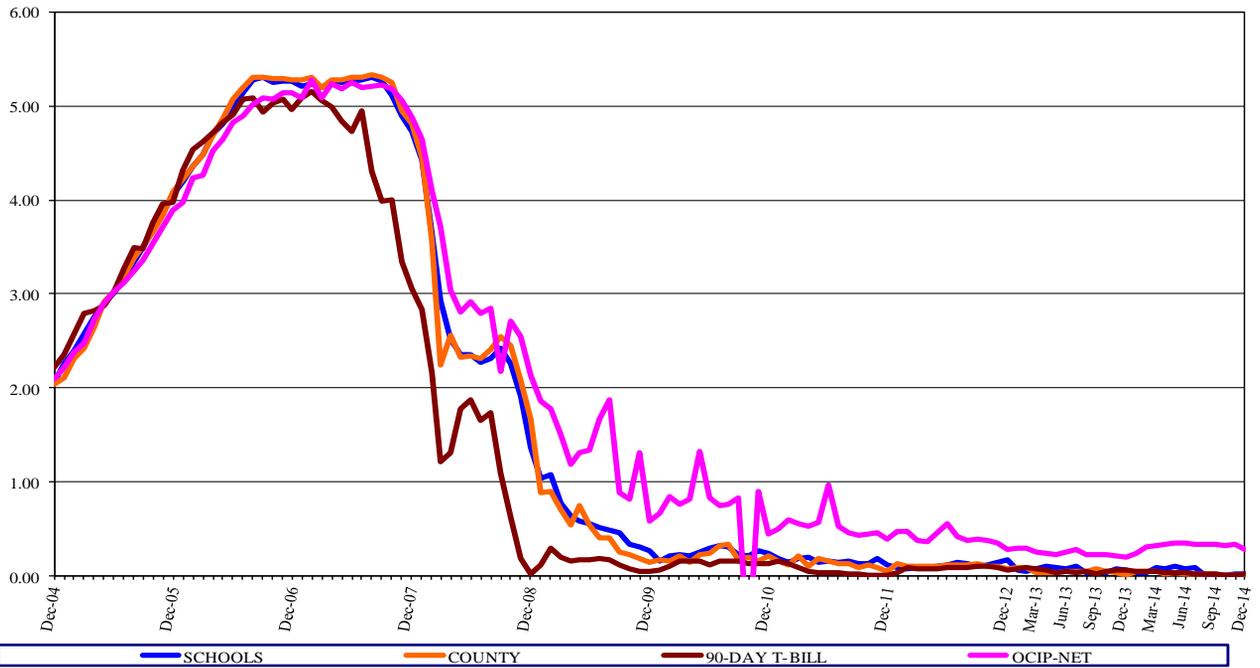
Maturity Limits Are In Compliance With The Orange County Treasurer's Investment Policy Statement

Floating Rate Notes are deemed to have a maturity date equal to their next interest reset date.

At 12/31/2014, Floating Rate Notes comprise 2.41%, 0.82%, and 28.69% of the Orange County Investment Pool, Orange County Educational Investment Pool, and JWA Investment Pool respectively.

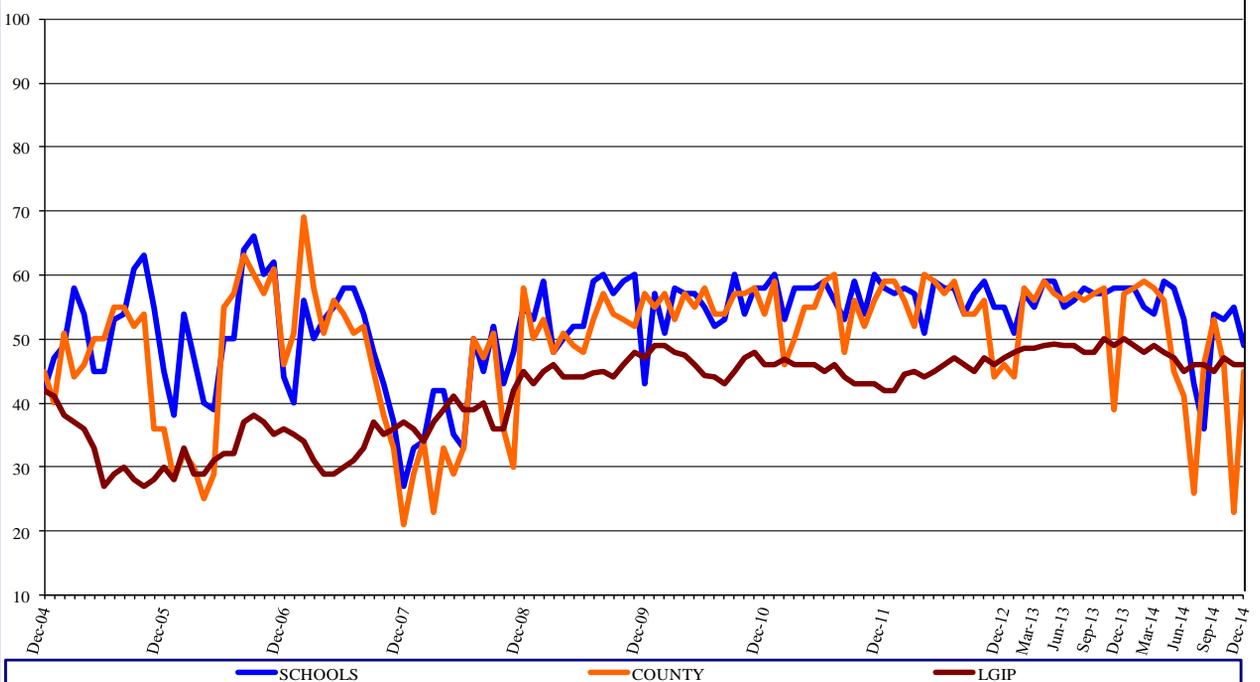
ORANGE COUNTY MONEY MARKET POOLS vs SELECTED MONEY MARKET YIELDS (INTEREST RATE YIELD)

For The Period December 2004 to December 2014



ORANGE COUNTY MONEY MARKET POOLS vs SELECTED AVERAGES WEIGHTED AVERAGE MATURITY (WAM)

For The Period December 2004 to December 2014



•As of December 31, 2014, LGIP – 0.05; LGIP WAM -46; 90-Day T-Bill – 0.02; OCIP – Net – 0.28

ORANGE COUNTY TREASURER-TAX COLLECTOR

INVESTMENT POOL YIELDS

January 1, 2014 - December 31, 2014

PERIOD ENDING - MONTH / YEAR	MONTH END MARKET VALUE	EARNINGS FOR MONTH	GROSS AVERAGE YIELD FOR MONTH	MONTH END WAM
<i>Current Month - December 2014</i>				
County Pool - Money Market Fund	\$ 1,398,035,090	\$ 86,496	0.07%	45
Educational Pool - Money Market Fund	\$ 1,709,695,733	\$ 93,974	0.10%	49
Extended Fund	\$ 4,996,676,299	\$ 2,228,375	0.52%	522
<i>November 2014</i>				
County Pool - Money Market Fund	\$ 1,208,671,629	\$ 43,399	0.06%	23
Educational Pool - Money Market Fund	\$ 572,558,526	\$ 52,529	0.09%	55
Extended Fund	\$ 5,000,580,448	\$ 2,189,886	0.53%	533
<i>October 2014</i>				
County Pool - Money Market Fund	\$ 726,211,099	\$ 36,917	0.08%	46
Educational Pool - Money Market Fund	\$ 718,769,067	\$ 55,628	0.08%	53
Extended Fund	\$ 4,998,364,669	\$ 2,092,147	0.49%	467
<i>September 2014</i>				
County Pool - Money Market Fund	\$ 573,108,869	\$ 44,545	0.09%	53
Educational Pool - Money Market Fund	\$ 926,205,944	\$ 51,587	0.07%	54
Extended Fund	\$ 4,992,830,237	\$ 2,097,995	0.51%	540
<i>August 2014</i>				
County Pool - Money Market Fund	\$ 597,887,269	\$ 49,813	0.09%	26
Educational Pool - Money Market Fund	\$ 781,468,497	\$ 72,096	0.16%	43
Extended Fund	\$ 5,248,133,847	\$ 2,116,726	0.47%	563
<i>July 2014</i>				
County Pool - Money Market Fund	\$ 597,887,269	\$ 49,813	0.09%	26
Educational Pool - Money Market Fund	\$ 781,468,497	\$ 72,096	0.16%	43
Extended Fund	\$ 5,248,133,847	\$ 2,116,726	0.47%	563
<i>June 2014</i>				
County Pool - Money Market Fund	\$ 741,112,313	\$ 60,483	0.09%	41
Educational Pool - Money Market Fund	\$ 438,475,385	\$ 65,546	0.14%	53
Extended Fund	\$ 5,287,010,654	\$ 2,137,875	0.49%	591
<i>May 2014</i>				
County Pool - Money Market Fund	\$ 981,914,365	\$ 91,537	0.10%	45
Educational Pool - Money Market Fund	\$ 588,180,732	\$ 118,242	0.17%	58
Extended Fund	\$ 5,289,207,825	\$ 2,255,088	0.50%	619
<i>April 2014</i>				
County Pool - Money Market Fund	\$ 1,267,656,725	\$ 132,791	0.08%	56
Educational Pool - Money Market Fund	\$ 1,000,325,961	\$ 103,374	0.14%	59
Extended Fund	\$ 5,284,339,856	\$ 2,162,548	0.53%	615
<i>March 2014</i>				
County Pool - Money Market Fund	\$ 1,504,893,583	\$ 124,598	0.11%	58
Educational Pool - Money Market Fund	\$ 862,975,773	\$ 127,998	0.15%	54
Extended Fund	\$ 4,523,381,423	\$ 1,964,144	0.52%	640
<i>February 2014</i>				
County Pool - Money Market Fund	\$ 1,234,361,723	\$ 112,104	0.12%	59
Educational Pool - Money Market Fund	\$ 1,116,059,047	\$ 124,738	0.10%	55
Extended Fund	\$ 4,386,466,666	\$ 1,617,800	0.52%	605
<i>January 2014</i>				
County Pool - Money Market Fund	\$ 1,163,918,642	\$ 161,333	0.13%	58
Educational Pool - Money Market Fund	\$ 1,731,030,127	\$ 190,322	0.12%	58
Extended Fund	\$ 4,026,199,146	\$ 1,518,018	0.46%	577
Fiscal Year July 1, 2014 - June 30, 2015	Average Month End Market Value Balance	YTD Interest Income	YTD Gross Yield	YTD Average
Orange County Investment Pool	\$ 3,339,074,545	\$ 6,614,134	0.40%	406
Orange County Educational Investment Pool	\$ 3,493,801,966	\$ 7,021,324	0.41%	407

ORANGE COUNTY TREASURER-TAX COLLECTOR CASH AVAILABILITY PROJECTION FOR THE SIX MONTHS ENDING JUNE 30, 2015

Government Code Section 53646 (b) (3), effective on January 1, 1996, requires the Treasurer-Tax Collector to include a statement in the investment report, denoting the ability of the Orange County Investment Pool (OCIP) and the Orange County Educational Investment Pool (OCEIP) to meet their expenditure requirements for the next six months.

The OCIP and OCEIP consist of funds in the treasury deposited by various entities required to do so by statute, as well as those entities voluntarily depositing monies in accordance with Government Code Section 53684.

The Treasurer-Tax Collector is required to disburse monies placed in the treasury as directed by the Auditor-Controller and the Department of Education, except for the making of legal investments, to the extent funds are transferred to one or more clearing funds in accordance with Government Code Section 29808.

The Treasurer-Tax Collector, in her projection of cash availability to disburse funds as directed by the Auditor-Controller and the Department of Education, is relying exclusively on historical activity involving deposits and disbursements and future cash flow projections. No representation is made as to an individual depositor's ability to meet their anticipated expenditures with anticipated revenues.

The Cash Availability Projection for the six months ending June 30, 2015, indicates the ability of the pools to meet projected cash flow requirements. However, there will usually be differences between projected and actual results because events and circumstances frequently do not occur as expected and those differences may be material.

ORANGE COUNTY INVESTMENT POOL				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
December 2014 - Ending Cash				\$ 15,089,464
January	\$ 924,498,288	\$ 379,889,490	\$ 1,057,429,003	262,048,239
February	213,464,853	380,292,177	276,170,546	579,634,723
March	163,473,375	896,011,980	509,050,625	1,130,069,453
April	193,976,658	1,726,303,602	1,714,923,276	1,335,426,437
May	60,939,769	254,541,428	611,913,943	1,038,993,692
June	70,438,963	267,317,933	551,593,407	825,157,181

ORANGE COUNTY EDUCATIONAL INVESTMENT POOL				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
December 2014 - Ending Cash				\$ 10,027
January	\$ 920,407,956	\$ 415,510,051	\$ 748,734,431	587,193,603
February	410,433,804	235,962,905	541,800,794	691,789,519
March	298,879,881	512,790,330	579,132,721	924,327,009
April	164,439,520	1,065,765,398	617,272,999	1,537,258,927
May	92,404,912	312,352,266	552,397,263	1,389,618,842
June	74,111,197	331,955,712	587,796,587	1,207,889,164



BETTY T. YEE

California State Controller

**LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE**

Agency Name	RANCHO SANTIAGO COMM COLL DST
Account Number	75-30-010

As of 01/15/2015, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2014.

Earnings Ratio		.00000696536180771
Interest Rate		0.25%
Dollar Day Total	\$	13,865,206.24
Quarter End Principal Balance	\$	150,722.73
Quarterly Interest Earned	\$	96.58

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

To:	Board of Trustees	Date: February 2, 2015
Re:	Approval of Agreement with McCarthy Building Companies, Inc. for Preconstruction Consulting Services for the Central Plant Utility Infrastructure Project at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement with McCarthy Building Companies, Inc. to continue with preconstruction services for the central plant utility infrastructure project at Santa Ana College. The Board previously approved a preconstruction services agreement for this project with Hensel Phelps Construction Company on February 18, 2014 and the contract expired on December 31, 2014. The District is in need of continuing the preconstruction services, as the project has not received all DSA approvals and has yet to develop a guaranteed maximum price proposal, which is anticipated in the summer of 2015. Hensel Phelps was selected in February 2014 to provide preconstruction services through December 2014 and it was understood that the preconstruction lease-leaseback consultant was to work with the District and project team to undertake constructability reviews, value engineering, logistics planning/scheduling, and cost estimating.

Given that the current contract by Hensel Phelps was completed at the end of December and based on the current status of the project, the District recommends a change in the preconstruction consultant at this time. The District, after evaluating the cost estimates by all parties, completing its negotiations on the terms of a new construction services agreement, and after review of a proposal for extension of time by Hensel Phelps, it was determined that it would be in the best interest to release a new RFP for continuing preconstruction services on the project through the remainder of the design phase. Work that needs to continue in the preconstruction phase includes ongoing value engineering efforts, constructability reviews, cost estimating, and budget verification as well as on-going development of the sequencing of work coordinated with the college's academic calendar for the construction implementation. It is also understood that the preconstruction consultant is not necessarily guaranteed the work under a future construction services agreement with a guaranteed maximum price but that this is for services in the preconstruction phase.

The project has 10 DSA project application submittals by the architect and includes the following: a new central plant building, site utility infrastructure replacement, and 8 buildings with mechanical upgrades. All project applications have been submitted to DSA and 4 of the 8 buildings have completed review and are approved by the DSA. There are still 6 more pending project applications that need to be approved for this project.

To date, there have been numerous cost estimates and reconciliations undertaken by the District's third party estimator as well as the architect and preconstruction consultant estimators. The District's target budget remains at \$45 million for construction (excluding District contingencies) and the current project estimates for this phase is over budget by approximately \$3 million. The project team is currently

working on implementing value engineering recommendations to continue its efforts at reducing construction costs as well as addressing constructability review comments provided by Hensel Phelps and the District.

Previously, the District released an RFQ for lease-leaseback services and qualifications for central plant utility infrastructure replacement project experience in September 2013 and conducted an extensive evaluation process. Five firms responded at that time and three firms were deemed qualified for the central plant utility project. Interviews were held with all three firms; Hensel Phelps, McCarthy Building Companies, Inc. and DPR Construction in December 2013 and January 2014. The new RFP was sent to all pre-qualified lease-leaseback entities for the central plant projects on December 19, 2014 (McCarthy Building Companies, Inc. and DPR Construction).

ANALYSIS:

The District released the new RFP for extending and continuing preconstruction consultant services for this project on December 19, 2014 and received a response to the RFP from McCarthy Building Companies, Inc. and DPR Construction declined. The RFP was due on January 8, 2015. The paper screening and interview committee convened on January 9, 2015 to review the proposal and interview McCarthy’s project team. The preconstruction services scope of work includes continuing constructability reviews that coincide with the development of project drawings. These reviews include; design reviews of mechanical, electrical and plumbing drawings, document coordination, value engineering, on-going building investigations and development of Building Information Modeling (BIM) for clash detection, as well as continued target cost estimating services.

The schedule of preconstruction services is proposed from February 2, 2015 through development of a guaranteed maximum price proposal which is anticipated to be completed in the summer of 2015.

The fiscal impact and budget for the agreement is based upon a scope of services, a schedule of activities, and an estimate of hours needed to complete preconstruction services with an average billing rate of \$151/hour as rates range from \$54 - \$190 an hour. The services covered by this agreement shall commence February 2, 2015. The contract is a not to exceed fee of \$362,256 and includes \$100,000 of reimbursable expenses.

This project is funded by Measure Q.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the contract with McCarthy Building Companies, Inc. for Preconstruction Consulting Services for the Central Plant Project at Santa Ana College as presented.

Fiscal Impact:	\$362,256 (includes reimbursables)	Board Date: February 2, 2015
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: 2/02/15

Project: Central Plant

Site: **Santa Ana College**

Consultants: **McCarthy Building Companies, Inc.**

Type of Service: Preconstruction Services

Agreement Summary	No.	Amount	Reimbursables	Start	Duration	
					End	
Original Contract Amount		\$262,256.00	\$ 100,000.00	2/3/2015	Summer 2015	
Total Agreement Amount		\$362,256.00				

..

DESCRIPTION:

Preconstruction Services for the Central Plant project

\$362,256.00

Total Proposed Amount:

Contract End Date:

Summer 2015

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

To:	Board of Trustees	Date:	February 2, 2015
Re:	Approval of Change Order #2 for Resolution No. 14-06 – Agreement for Energy Conservation Services with Southland Industries for Retro-Commissioning of Science Building at Santiago Canyon College		
Action:	Request for Approval		

BACKGROUND:

On February 18, 2014, the Board of Trustees approved a contract with Southland Industries for the Retro-Commissioning of the Science Center Building at Santiago Canyon College.

ANALYSIS:

Change Order #2 decreases the contract by \$39,839 which is a credit back to the District for unused contingency funds. The revised contract amount is \$588,500.

This project was funded by Proposition 39, utility rebates and capital facilities funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #2 for Resolution No. 14-06 – Agreement for Energy Conservation Services with Southland Industries for Retro-Commissioning of the Science Center Building at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date:	February 2, 2015
Prepared by:	Carri M. 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 Change Order Summary
Rancho Santiago Community College
2323 N. Broadway, Santa Ana, CA. 92706-1640

Board Date: 2/2/2015

Project: Santiago Canyon College Retrocommissioning **Site:** *Santiago Canyon College*

Contractor: Southland Industries

Contract #: PO 14-P0030958 **Change Order (CO) No. :** 2

Contract Schedule Summary						
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date	
3/19/2014	104	6/30/2014	184	0	12/31/2014	

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$628,339.00	
Previous Change Orders	1	\$0.00	
Previous Change Orders	2	-\$39,839.00	
Previous Change Orders	3	\$0.00	
Previous Change Orders	4	\$0.00	
This Change Order		-\$39,839.00	
Total Change Order (s)		-\$39,839.00	-6.3%
Revised Contract Amount		\$588,500.00	

Description of Items				
Description	Time	Credit	Add	Net
The deductive change order is a required administrative contract adjustment to deduct unused contingency funds from the total contract amount. Calculating a deductive change order amount of \$39,839 will result in a final contract amount of \$588,500.	0	\$ (39,839.00)	\$ -	\$ (39,839.00)
	Total Change Order Amount			\$ (39,839.00)
	Total Days Extended This Change Order			0



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

To:	Board of Trustees	Date:	February 2, 2015
Re:	Approval of Agreement with Tilden-Coil Constructors, Inc. for Preconstruction Consulting Services for the Orange Education Center Building Certification Project at Santiago Canyon College		
Action:	Request for Approval		

BACKGROUND:

This is a new agreement with Tilden-Coil Constructors, Inc. for preconstruction consulting services for the Orange Education Center (OEC) of the Santiago Canyon College located on North Batavia Street in the City of Orange. The preconstruction services scope of work includes constructability reviews that coincide with the development of project drawings, value engineering, logistics planning, sequencing and scheduling, target cost estimating, and an investigation of existing building conditions to discuss the remediation protocols necessary for the building to retain certification under DSA California Community College Use REH 002a procedures and 2013 California Code of Regulations. The project is currently under design and is in need of assistance by a qualified and competent consultant with experience in the area of renovation of non-conforming DSA buildings. Due to the complexities that may be involved to upgrade the existing structure to meet current codes for structural, accessibility, fire, life safety and energy, it is imperative the District engage with experts to assist in the preconstruction and design phase to determine and validate the approach to renovating the existing building aligned with a target budget, construction schedule and can provide a building that meets the needs of the college and academic programs.

The preconstruction consultant is expected to work with the District's architect and project team to validate the target budget and have the ability to develop a guaranteed maximum price proposal. It is also understood that the preconstruction consultant is not necessarily guaranteed the work under a future construction services agreement with a guaranteed maximum price but that this is for services in the preconstruction phase. The scope of work currently anticipates the demolition of portions of the existing building (approximately 35,000 square feet) with a major renovation and reconfiguration of the remaining building interior space as necessary, totaling approximately 50,000 – 55,000 square feet.

On September 23, 2013, the Board took action and approved the allocation of funding for these repairs at OEC for a total budget of \$16 million. In spite of the short funded budget at this time, as the current total project budget is estimated at \$21 million with a construction target of approximately \$16 million, this phase of work will allow the project to progress into the design phase and allow the team to meet with DSA to discuss the remediation protocols.

ANALYSIS:

A Request for Qualifications (RFQ) #1314-09 for Lease-Leaseback (LLB) services was advertised and released on September 20, 2013, November 27, 2013, and June 12, 2014. The District received twelve responses from CW Driver (Irvine), Hensel Phelps (Irvine), DPR (Newport Beach) Tilden-Coil (Riverside), McCarthy (Newport Beach), Swinerton (Irvine), Balfour Beatty (Irvine), Pinner Construction

(Anaheim), Lundgren (Valencia), AECOM Tishman Roebbelen (Orange), Amoroso (Costa Mesa), WestCoast Air (El Cajon). A committee convened to review the qualifications and proposals on several dates October 22, 2013, January 13, 2014, January 31, 2014, and July 8, 2014. A prequalified short list of lease-leaseback consultants was established and includes; CW Driver, DPR, Hensel Phelps, Tilden-Coil, McCarthy, Swinerton, Balfour Beatty, and Pinner Construction.

A Request for Proposal (RFP) #1415-70 for preconstruction services for OEC was released on August 6, 2014 to all pre-qualified firms with a due date of August 20, 2014. The District received three responses from Tilden-Coil, Balfour Beatty, and Pinner Construction. A selection committee convened to review the proposals on August 26, 2014 and interviews were held on September 2, 2014 with Tilden-Coil and Pinner. The selection committee recommends Tilden-Coil after a thorough review based upon the culmination of their RFP response, qualifications, interviews and responsiveness to the RFP, experience, team members, approach to the project, fee, schedule, and familiarity with renovation project. The committee reviewed the timeliness and completeness of responses, technical qualifications and competence, record of past performance, approach to work, ability to meet the anticipated schedule, and the ability to resource the project appropriately with cost control measures.

The schedule of preconstruction services is proposed from February 2015 through April 2016.

The fiscal impact and budget for the agreement is based upon a scope of services, a schedule of activities, and an estimate of hours with an average billing rate of \$107.50/ hour as rates range from \$57 - \$153. The services covered by this agreement shall commence February 3, 2015 and end April 30, 2016. The contract is a not to exceed fee of \$189,640 and includes \$3,000 of reimbursable expenses.

This project is funded by Measure E, Budget Stabilization, and Redevelopment Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the contract with Tilden-Coil Constructors, Inc. for Preconstruction Consulting Services for the Orange Education Center Building Certification Project at Santiago Canyon College as presented.

Fiscal Impact:	\$189,640 (includes reimbursables)	Board Date: February 2, 2015
Prepared by:	Carri M. 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: 2/02/15

Project: Orange Education Center Building Certification

Site: **Santiago Canyon College**

Consultants: **Tilden-Coil Constructors, Inc.**

Type of Service: Preconstruction Services

Agreement Summary	No.	Amount	Reimbursables	Start	Duration	
						End
Original Contract Amount		\$186,640.00	\$ 3,000.00	2/3/2015		4/30/2016
Total Agreement Amount		\$189,640.00				

DESCRIPTION:

Preconstruction Services for the Orange Education Center
Building Certification Project

\$189,640.00

Total Proposed Amount:

Contract End Date:

4/30/2016

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

To:	Board of Trustees	Date: February 2, 2015
Re:	Approval of Notice of Completion for RFP #1314-23 – Resolution No. 14-06 – Agreement for Energy Conservation Services with Southland Industries for Retro-Commissioning of Science Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On February 18, 2014, the Board of Trustees approved a contract with Southland Industries for the Retro-Commissioning of the Science Center Building at Santiago Canyon College. As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS:

The project was substantially completed on August 25, 2014 and in compliance with Public Contract Code, a Notice of Completion needs to be approved by the District and filed with the County Recorder. Total cost of the project was \$588,500.

This project was funded by Proposition 39, utility rebates and capital facilities funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion with Southland Industries for Retro-Commissioning of the Science Center Building at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: February 2, 2015
Prepared by:	Carri M. 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	

RECORDING REQUESTED BY:
Rancho Santiago Comm. Coll. District
2323 N. Broadway
Santa Ana, CA 92706-1640

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

2323 N. Broadway
Santa Ana, CA 92706-1640

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located at 8045 E. Chapman Ave., Orange, California, caused improvements to be made to the property to with: Resolution 14-06 – Retro-Commissioning Services for the Science Building, the contract for the doing of which was heretofore entered into on the 18th day of February, 2014, which contract was made with Southland Industries PO# 14-0030958 as contractor; that said improvements were completed on the 25th day of August, 2014, and accepted by formal action of the governing Board of said District on the 2nd day of February, 2015; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Federal Insurance Company.

I, the undersigned, say: I am the Vice Chancellor of Rancho Santiago Community College District the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on February 2, 2015 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by _____

Peter J. Hardash, Vice Chancellor

Rancho Santiago Community College District

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
 §
County of Orange)

Subscribed and sworn to (or affirmed) before me on this
_____ day of _____, 20____
by

proved to me on the basis of satisfactory evidence to be the person who appeared before me.

Signature _____

Place Notary Seal Above

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

To:	Board of Trustees	Date: February 2, 2015
Re:	Ratification of Agreement with Saiful Bouquet, Inc. for On-Call Structural Engineering Services at Santiago Canyon College and District Facilities	
Action:	Request for Ratification	

BACKGROUND:

The agreement with Saiful Bouquet, Inc. was previously included in the docket for the Board of Trustees meeting on January 12, 2015 and was discussed during the Board Facilities Committee meeting on January 8, 2015. The item was inadvertently omitted from the Board Agenda Summary. Therefore, this item is returning to the Board for ratification. On an as-needed basis, the District is in need of having available a structural engineering consultant. This On-Call contract will enable the District to respond quickly when there are immediate structural investigations that need to occur. The District's intent is to use the on-call structural engineer to develop and provide any relevant analyses, investigations, evaluations and then create plans/contract documents to be submitted to appropriate agencies, including, but not limited to, the City of Santa Ana, City of Orange, and DSA. The consultant shall develop plans and the appropriate specifications with the intent of retaining approval from the District, applicable local and state agencies with the intent to bid and implement the project scope, if necessary.

ANALYSIS:

A Request for Qualifications (RFQ) #1314-57 for on-call structural engineering services was released and advertised on May 20, 2014. The deadline for response was June 16, 2014. The District received responses from eleven firms; Brandow & Johnston, Inc. (Irvine), IDS Group, Inc. (Irvine), MHP, Inc. (Long Beach), Rodriguez Engineering, Inc. (Orange), Simpson Gumpertz & Heger (Los Angeles), Engineering Alignment Systems, Inc. (Santa Ana), Lionakis (Newport Beach), Saiful Bouquet, Inc. (Orange), TTG Engineers (Anaheim), John A. Martin and Associates, Inc. (Los Angeles), VCA Engineers, Inc. (Irvine). A selection convened on September 15, 2015 and nine firms were deemed qualified for the short list. The District recommends Saiful Bouquet as a pre-qualified consultant to conduct on-call work due to their proximity to Santiago Canyon College as well as their availability and resourcing of staff to respond in a timely fashion when structural investigations are needed.

The hourly rates are from \$70-\$195 and average hourly rates are \$130. These rates are competitive and are within industry standard. The services covered by this agreement shall commence January 13, 2015 and end December 31, 2016. The services are based on a not-to-exceed fee in the amount of \$25,000 and there are no reimbursables.

This agreement is funded by Measure E, Measure Q and Capital Facilities Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Ratification of Agreement with Saiful Bouquet, Inc. for On-Call Structural Engineering Services at Santiago Canyon College and District Facilities as presented.

Fiscal Impact:	\$25,000	Board Date: February 2, 2015
Prepared by:	Carri M. 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: 2/2/2015

Project: Various Facility Improvement Projects

**Site: Santiago Canyon College
and District Facilities**

Consultant: Saiful Bouquet, Inc.

Type of Service: On-call structural engineering

Agreement Summary	No.	Amount	Reimbursables	Start	Duration End
Contract Amount		\$25,000.00		1/13/2015	12/31/2016
Total Agreement Amount		\$ 25,000.00 <i>(Not to exceed)</i>			

DESCRIPTION:

On-call agreement for as-needed structural engineering

Total Proposed Amount:	\$	25,000.00
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Contract End Date:	12/31/2016
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RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: February 2, 2015
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.	FEMA Local Hazard Mitigation Plan (DO) RSCCD receives a sub-grant award from Federal Emergency Management Agency (FEMA) through California Governor's Office of Emergency Services (Cal OES) to allow the District to hire a consultant who would help the district write a Local Hazard Mitigation Plan. (14/15).	11/17/2014	\$ 74,999
	<i>The required match is \$25,000, and will be met by 15% of the project director's salary and benefits.</i>		
2.	Proposition 39 Clean Energy Workforce Program Grant - Program Improvement Funds (SCC) Sub-award from Los Angeles Trade-Technical College's Proposition 39 Clean Energy Jobs Act (SB 73) grant funded through the California Community Colleges Chancellor's Office to utilize program improvement funds to increase SCC students' participation in energy conservation and efficiency instructional programs that secure apprenticeships. (14/15, 15/16). <i>No match required.</i>	12/01/2014	\$108,878

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: \$183,877	Board Date: February 2, 2015
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 #1420
NAME: FEMA Local Hazard Mitigation Plan (DO)
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 10/28/14 - 10/27/16
 CONTRACT INCOME: \$74,999

PROJ ADMIN: John Didion
 PROJ DIR: Don Maus

Prime Sponsor: Federal Emergency Management Agency (FEMA)
Fiscal Agent: California Governor's Office of Emergency Services (Cal OES)
CFDA #: 97.047; Agreement # EMF-2014-PC-0005

Date: 01/22/15

GL Account	Description	Budget	
		Debit	Credit
12-1420-677000-53120-8199	Other Federal Revenues		74,999
12-1420-677000-53120-2320	Short-Term Classified (Professional Expert)	70,621	
12-1420-677000-53120-3325	Medicare- Non-Instructional	1,024	
12-1420-677000-53120-3335	PARS - Non-Instructional	918	
12-1420-677000-53120-3435	H&W Ret Fnd - Non-Instructional	706	
12-1420-677000-53120-3515	SUI - Non-Instructional	35	
12-1420-677000-53120-3615	WCI - Non-Instructional	1,695	
Totals for PROJECT: 1420	FEMA Local Hazard Mitigation Plan	74,999	74,999

GL Account	Description	Budget	
		Debit	Credit
11-0000-672000-50000-5999	Special Project Holding Account		25,000
11-1420-677000-53120-2110	Classified Management (Don Maus 15%)	16,459	
11-1420-677000-53120-3215	PERS - Non-Instructional	1,937	
11-1420-677000-53120-3315	OASDHI - Non-Instructional	1,020	
11-1420-677000-53120-3325	Medicare- Non-Instructional	239	
11-1420-677000-53120-3415	Heath & Welfare	2,528	
11-1420-677000-53120-3435	H&W Ret Fnd - Non-Instructional	706	
11-1420-677000-53120-3515	SUI - Non-Instructional	35	
11-1420-677000-53120-3615	WCI - Non-Instructional	1,695	
11-1420-677000-53120-3915	Other Fringe	379	
Totals for PROJECT: 1420	FEMA Local Hazard Mitigation Plan	25,000	25,000

5.1 (2)

SPECIAL PROJECT DETAILED BUDGET #2514
NAME: Proposition 39 Clean Energy Workforce Program Grant -
Program Improvement Funds (Santiago Canyon College)
FISCAL YEAR: 2014/2015 and 2015/2016

CONTRACT PERIOD: 12/01/2014 - 10/31/2015
 CONTRACT AWARD: \$108,878
 PRIME SPONSOR: California Community Colleges Chancellor's Office
 FISCAL AGENT: Los Angeles Trade-Technical College
 SUB-AGREEMENT #: N/A

PROJ ADM: Carol Comeau
 PROJ DIR: Kari Irwin
 Date: 1/15/2015

GL Account String	Description	New Budget	
		Debit	Credit
12-2514-000000-20000-8659	Other Reimb Categorical Allow : Santiago Canyon College		108,878
12-2514-632000-25055-1210	Academic Management : Instl Effectiveness/Assessment Aaron Voelcker, Dean of Institutional Effectiveness (18%)	11,121	
12-2514-632000-25055-3215	PERS - Non-Instructional : Instl Effectiveness/Assessment	1,309	
12-2514-632000-25055-3315	OASDHI - Non-Instructional : Instl Effectiveness/Assessment	704	
12-2514-632000-25055-3325	Medicare - Non-Instructional : Instl Effectiveness/Assessment	165	
12-2514-632000-25055-3415	H & W - Non-Instructional : Instl Effectiveness/Assessment	1,860	
12-2514-632000-25055-3435	H & W - Retiree Fund Non-Inst : Instl Effectiveness/Assessment	113	
12-2514-632000-25055-3515	SUI - Non-Instructional : Instl Effectiveness/Assessment	6	
12-2514-632000-25055-3615	WCI - Non-Instructional : Instl Effectiveness/Assessment	272	
12-2514-632000-25055-3915	Other Benefits - Non-Instruct : Instl Effectiveness/Assessment	228	
12-2514-632000-25055-4610	Non-Instructional Supplies : Instl Effectiveness/Assessment	553	
12-2514-095210-25210-5100	Contracted Services : Apprenticeship Sub-Agreement - Southwest Carpenters Training Trust	92,547	
	Total 2514 - Prop. 39 Program Improvement Funds (SCC)	108,878	108,878

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: Feb. 2, 2015
Re:	Approval of Sub-Agreement between RSCCD and the Santa Clarita Community College District/College of the Canyons for the Deputy Sector Navigator ICT/Digital Media Grant	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was awarded the Deputy Sector Navigator - Information Communications Technology (ICT)/Digital Media grant #14-158-006 by the California Community Colleges Chancellor's Office – Workforce & Economic Development Division. The purpose of the ICT/DM grant is to focus its efforts to helping to close the state's skills gap by providing in-demand skills training for employers, creating career pathways and stackable credential programs, promoting student success and getting Californians into jobs.

ANALYSIS

Through the enclosed sub-agreement (#DO-15-2318-01), for the Orange County region, Santa Clarita Community College District on behalf of College of the Canyons will participate in organizing and coordinating a statewide conference for Digital Media, and promote participation by community college faculty. College of the Canyons will also provide stipends for faculty who will present at the conference (stipends will be used for conference cost reimbursements), through this sub-agreement.

The project administrator is Enrique Perez and the project director is Gustavo Chamorro.

RECOMMENDATION

It is recommended that the Board approve this sub-agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into related contractual agreement on behalf of the district.

Fiscal Impact: \$5,000	Board Date: Feb. 2, 2015
Prepared by: Huong Nguyen, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
Santa Clarita Community College District**

This Grant Sub-Agreement (hereinafter “**Agreement**”) is entered into between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the Santa Clarita Community College District on behalf of College of the Canyons (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, RSCCD was awarded a “Information and Communications Technology/ Digital Media” grant, (hereinafter “**Grant**”), #14-158-006, from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Division, to disseminate funds to community colleges for them to implement the “Information and Communications Technology/ Digital Media” (hereinafter “**Program**”), to ensure a skilled workforce in support of the regional economy and industry sector and to establish career pathways for the regional community into those regional economies.

WHEREAS, **SUBCONTRACTOR** has agreed to participate in the purpose of the Grant, and

WHEREAS, **RSCCD** has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees,

NOW, THEREFORE the **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. Statement of Work

Provide Information and Communications Technology/ Digital Media grant (ICT/DM) services within **Orange County Region**. The purpose of the ICT/DM grant is to focus its efforts on helping to close the state’s skills gap by providing in-demand skills training for employers, creating career pathways and stackable credential programs, promoting student success and getting Californians into jobs.

2. Period of Performance

The period of performance for this Agreement shall be from June 1, 2015 through June 30, 2015.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$5,000.00.

4. Payment

100% of the award amount will be provided to **SUBCONTRACTOR**, upon **RSCCD**’s receipt of the fully executed Agreement and invoice for this disbursement. The remainder of the award will be paid upon receipt of a final invoice requesting payment, and the project director’s certification of the final report. Final payment is contingent upon successful completion (or very significant progress towards completion) of all workplan activities and outcomes. Invoices referencing the Agreement contract number (refer to footer in this agreement) should be submitted to the following address:

Digital Media Center

ATTN: Sara Landa (Administrative Clerk)
1300 S. Bristol Street Santa Ana, CA 92704
sl40352@rsccd.edu

5. Reporting

SUBCONTRACTOR is responsible for completion and submission of all activity report related to the Information and Communications Technology/ Digital Media Grant to **Administrative Clerk Sara Landa at sl40352@rsccd.edu**

6. Expenditure of Grant Funds.

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

7. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of **RSCCD**, nor shall its employees be entitled to any personnel benefits of **RSCCD** whatsoever.

8. Subcontract Assignment

None of the duties of, or work to be performed by, **SUBCONTRACTOR** under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of **RSCCD**. No subcontract or assignment shall terminate or alter the legal obligation of **SUBCONTRACTOR** pursuant to this Agreement.

SUBCONTRACTOR shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with state **SUBCONTRACTOR** guidelines. **SUBCONTRACTOR** shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by **SUBCONTRACTOR**. By entering into this Agreement **SUBCONTRACTOR** agrees that it is the direct provider of intended services. Upon request, **SUBCONTRACTOR** shall submit to **RSCCD** copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this Agreement.

9. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

10. Audit

SUBCONTRACTOR agrees that **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. **SUBCONTRACTOR** agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such

records. Further, **SUBCONTRACTOR** agrees to include a similar right of **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this Agreement.

11. Mutual Indemnification

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

12. Termination

Either party may terminate this Agreement, with or without cause upon fourteen (30) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of **RSCCD** under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of **SUBCONTRACTOR** expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the **RSCCD** Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, **RSCCD** shall provide **SUBCONTRACTOR** with written notification of such determination.

13. Notices

All notices, reports and correspondence between the parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

Digital Media Center
Gustavo Chamorro
Deputy Sector Navigator/Project Director
1300 S. Bristol Street
Santa Ana, CA 92704
(714) 241-5810
chamorro_gustavo@rsccd.edu

Paula Hodge (Subcontractor)
College of the Canyons
26455 Rockwell Canyon Road
Santa Clarita, CA, 91355
661-362-5108
Paula.Hodge@canyons.edu

ARTICLE II

1. Legal Terms and Conditions

Both parties, **RSCCD** and **SUBCONTRACTOR** will implement the project in accordance to all conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 11/2012 and Article II, Rev. 11/2012), as set forth and incorporated into this Agreement by reference. As the **Grant** is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, **RSCCD** may modify this **Agreement** through an amendment, as needed.

This Agreement represents the entire understanding between **RSCCD** and **SUBCONTRACTOR** with respect to the **Grant**. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the parties hereto.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SANTA CLARITA COMMUNITY
COLLEGE DISTRICT

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

95-2561360
Employer/Taxpayer Identification Number (EIN)

Board Approval Date: February 2, 2015

Scope of Work

Paula Hodge
Deputy Sector Navigator
Information Communication Technologies/ Digital Media,
South Central Coast Regional Director

College of the Canyons
26455 Rockwell Canyon Road
Santa Clarita, CA 91355

Service Cost: \$5,000.00

Conference dates: June 11th -12th , 2015

Digital media is woven into the fabric of the modern workplace thus driving the need for digital literacy for every entry level job, even those once considered to be strictly vocational. That places you, the Digital Media and ICT faculty, in the center of career learning paths throughout the California Community College system. This is a special event for Information Communications Technologies and Digital Media Faculty in the California Community College system. (Please view attached flyer for more information)

Duties:

- Organizing and coordinating a statewide conference for Digital Media open to faculty.
- Will be providing stipends for faculty presenting a lecture in the conference (stipends will be used for conference cost reimbursements).

Payment: To be received upon board approval.

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return) Santa Clarita Community College District	
Business name/disregarded entity name, if different from above	
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <input checked="" type="checkbox"/> Other (see instructions) ▶ Political Subdivision Of The State Of California	
<input type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.) 26455 Rockwell Canyon Road	Requester's name and address (optional)
City, state, and ZIP code Santa Clarita, California 91355	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number	
[] [] [] - [] [] - [] [] [] []	
Employer identification number	
9 5 - 2 5 6 1 3 6 0	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶ <i>Andy Dodge</i>	Date ▶ 10-4-12
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: February 2, 2015
Re: Approval of Sub-Agreement between RSCCD and Children's Hospital of Orange County/Help Me Grow for the Early Head Start Grant	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District was funded the first year of a five-year non-competitive Early Head Start grant award (No. 09CH9178/01) from the United States Department of Health and Human Services Administration for Children and Families. The Early Head Start program serves infants and children up to three years old and their families, and serves pregnant mothers by providing comprehensive center- and home- based services. The Rancho Santiago Community College District Early Head Start Program, Children's Hospital of Orange County/Help Me Grow, and MOMS Orange County will continue with their collaborative effort to meet the needs of 140 children and their families.

ANALYSIS

The enclosed sub-agreement (No. DO-15-1285-01) between Rancho Santiago Community College District and Children's Hospital of Orange County (CHOC) on behalf of Help Me Grow outlines the terms of the partner's involvement in the grant project. CHOC/Help Me Grow will provide direct services to 131 children ages 0 – 3 and their families that include: center-based services for 46 infants and toddlers; home-based services for infants and toddlers; and prenatal care and support to 25 mothers and their babies as needed.

The project administrator is Janneth Linnell and the EHS project director is My Le Pham.

RECOMMENDATION

It is recommended that the board approve the sub-agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into related contractual agreements on behalf of the district.

Fiscal Impact: \$154,379	Board Date: February 2, 2015
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	

**GRANT AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
CHILDREN’S HOSPITAL OF ORANGE COUNTY**

Early Head Start (FAIN No. 09CH9178/01)

This grant agreement (hereinafter “Agreement”) is entered into on this 2nd day of February 2015, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Children’s Hospital of Orange County dba CHOC Children’s Hospital on behalf of HELP ME GROW OC (hereinafter “SUBRECIPIENT”). RSCCD and SUBRECIPIENT may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD has received a federal grant entitled Early Head Start Program (Federal Award Identification Number (FAIN) 09CH9178/01 with award date of December 11, 2014; CFDA No. 93.600), from the United States Department of Health and Human Services Administration for Children and Families (ACF) (hereinafter “PRIME SPONSOR”), for the purpose of providing services to children and their families; and

WHEREAS, SUBRECIPIENT has agreed to participate in the purpose of this grant;

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees;

NOW, THEREFORE RSCCD and SUBRECIPIENT do covenant and agree as follows:

ARTICLE I

TERM

1. The performance period and grant term for this Agreement is January 1, 2015 through December 31, 2015, and the total amount of federal funds obligated to SUBRECIPIENT shall not exceed **\$154,379** USD in Operating funds. This Agreement is subject to the following: legislative authorization and availability of federal funds; the total amount of federal funds is subject to the requirements and limitations of final legislative appropriation for the Head Start program for fiscal year 2015; and any other modification(s) made by RSCCD.

PURPOSE

2. The purpose of the program funded by this Agreement is to support Early Head Start services and is designed to improve the quality and long-term effectiveness of children and families by developing comprehensive services to the whole family which will lead to self sufficiency. SUBRECIPIENT shall ensure that the program funded hereby shall comply with this purpose.

COMPLIANCE WITH LAW

3. In its performance under this Agreement, SUBRECIPIENT shall fully comply with the requirements of the following, which by reference is incorporated into this Agreement:
 - a. The Head Start Act and all applicable federal statutes, regulations, policies, procedures and directives, including but not limited to 45 CFR 74; 45 CFR 87; 45 CFR 1301-1310; 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS); Federal Financial Accountability and Transparency Act (FFATA) of 2006 executive compensation reporting requirements; OMB Circular A-110 Uniform Administrative Requirements for Awards and Sub-Awards With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (relocated to 2 CFR, Part 215); OMB Circular A-122 Cost Principles for Non-Profit Organizations (relocated to 2 CFR, Part 230) and OMB Circular A-133 Appendix B Audits of States, Local Governments and Non-Profit Organizations, Compliance Supplement; subject to the requirements of the U.S. Department of Health and Human Services Grants Policy Statement (HHS GPS) including Parts I and II;
 - b. All applicable standards and orders and requirements issued under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act and Environmental Protection Agency regulations in contracts in excess of \$100,000;
 - c. All applicable State statutes, regulations, policies, procedures and directives;
 - d. All applicable local ordinances and requirements, including use permits and licensing;
 - e. Court orders applicable to its operation; and
 - f. The terms and conditions of this Agreement.

If any of the foregoing is enacted, amended, or revised, SUBRECIPIENT will comply with such or will notify RSCCD after enactment or modification that it cannot so comply. RSCCD may thereupon terminate this Agreement, if necessary.

STATEMENT OF WORK

4. SUBRECIPIENT agrees to perform the work described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBRECIPIENT agrees to comply with all provisions, to perform all work, and to provide all services set forth in this Agreement and the aforementioned Scope of Work in a professional, timely and diligent manner. This Agreement is based on the Notice of Award (*Exhibit B*), which by reference is incorporated into this Agreement. The Parties hereto agree that matters not specifically contained within the body of this Agreement, the Notice of Award will be controlling.

MODIFICATION OF PROGRAM COMPONENTS AND SERVICE LEVELS

5. The Parties hereto agree that those program components and service levels detailed in the aforementioned Notice of Award may be modified so long as the total payments under this Agreement are not increased and the project scope, objectives, and key personnel (in accordance with 45 CFR 74.25 (c)(2)) are not altered. However, any such modification shall not be made without the prior written notification of RSCCD. Any requests for changes in scope, objectives or key personnel require written approval and should be coordinated through RSCCD for submission to the PRIME SPONSOR.

PLANS AND PROCEDURES

6. SUBRECIPIENT shall monitor its program for compliance with the provisions of this Agreement and all applicable laws, regulations and its institutional policies and procedures.

REPORTS

7. SUBRECIPIENT shall submit such reports, data and information at such times as RSCCD may require, and in the form RSCCD may require, regarding the performance of SUBRECIPIENT's services, or SUBRECIPIENT's activities, costs or other data.

NO SUPPLANTATION

8. Funds provided under this Agreement shall be used only for activities that are in addition to those that would otherwise be available in the absence of such funds. SUBRECIPIENT shall not render the same services under this Agreement to any participant whose cost of services is otherwise paid for by any other person or entity.

INDEPENDENT CONTRACTOR

9. SUBRECIPIENT agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

SUBCONTRACT ASSIGNMENT

10. None of the duties of, or work to be performed by, SUBRECIPIENT under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBRECIPIENT pursuant to this Agreement. SUBRECIPIENT shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with federal, state and local SUBRECIPIENT guidelines. SUBRECIPIENT shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by each SUBRECIPIENT. By entering into this Agreement SUBRECIPIENT agrees that it is the direct provider of intended services. Upon request, SUBRECIPIENT shall submit to RSCCD copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this Agreement.

BUDGET SCHEDULE

11. SUBRECIPIENT agrees that the expenditures of any and all funds under this Agreement will be in accordance with the approved Operating Budget (*Exhibit C*), which by this reference is incorporated herein and made a part hereof as if fully set forth.

MODIFICATION OF BUDGET SCHEDULE

12. SUBRECIPIENT shall have the authority to transfer allocated program funds from one category of the overall program budget to any other category of the overall program budget, as long as the amount of the total grant is not increased and the Scope of Work is not altered. Where the Scope of Work is altered and results in the need for a change in the budget, written approval is required and should be coordinated through RSCCD for submission to the PRIME SPONSOR.

TIME EXTENSIONS

13. RSCCD will not be requesting a time extension for program activities from the PRIME SPONSOR. As a result, SUBRECIPIENT will not be granted an extension. Therefore, SUBRECIPIENT must spend all of the funds allocated through this Agreement within the timeframe of the Agreement. Under this Agreement, SUBRECIPIENT will only be reimbursed for expenses that are incurred on or prior to **December 31, 2015**.

SUBMISSION OF INVOICES

14. Upon the effective date of this Agreement, RSCCD shall make payments to SUBRECIPIENT in accordance with the following payment schedule:

- a. Payments. Beginning upon the execution of this agreement, no more often than once a month and no less than once per quarter, upon receipt and approval by RSCCD of SUBRECIPIENT's invoice, RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed **\$154,379**. Invoices should show itemized expenditures in accordance with the invoice template (*Exhibit D*), which by reference is incorporated into this Agreement.
- b. Invoices. One original signed invoice should be sent to the Child Development Services Executive Director, as follows:

Janneth Linnell, Executive Director
Child Development Services
Rancho Santiago Community College District
2323 North Broadway, Suite 350
Santa Ana, CA 92706

FISCAL ACCOUNTABILITY

15. a. Financial Management System. SUBRECIPIENT shall establish and maintain a sound financial management system, based upon generally accepted accounting principles. SUBRECIPIENT's system shall provide fiscal control and accounting procedures that will include the following:

1. Information pertaining to this Agreement and contract awards, obligations, unobligated balances, assets, expenditures, and income;
2. Effective internal controls to safeguard assets and assure their proper use;
3. Source documentation to support accounting records; and
4. Proper charging of costs and cost allocation.

b. SUBRECIPIENT's Records. SUBRECIPIENT's records shall be sufficient to:

1. Permit preparation of required reports;
2. Permit the tracking of funds to a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on the use of such funds; and
3. Permit the tracing of program income, or profits earned, and any costs incurred that are otherwise allowable except for funding limitations.

c. Costs Charged. Costs shall be charged to this Agreement only in accordance with the following:

1. Approved Operating Budget (*Exhibit C*).

PROGRAM INCOME

16. SUBRECIPIENT must comply with *Exhibit E*, Use of Program Income, for all program income generated.

ANNUAL AUDIT

17. SUBRECIPIENT shall arrange for an independent audit of their federal funds in accordance with OMB Circular A-133. This program should be listed in their Schedule of Federal Expenditures. SUBRECIPIENT shall submit a copy of each required audit report to RSCCD within thirty (30) days after the date received by the SUBRECIPIENT.

ACCESS AND RECORDS

18. a. Access. RSCCD, the PRIME SPONSOR, and the United States Government and/or their representatives, shall have access, for purposes of monitoring, auditing, and examining, to SUBRECIPIENT's activities, books, documents and papers (including computer records) and to records of SUBRECIPIENT's subcontractors, consultants, contracted employees, bookkeepers, accountants, employees and participants related to this Agreement. Such agencies or representatives shall have the right to make excerpts, transcripts and photocopies of such records and to schedule on-site monitoring at their discretion. Monitoring activities also may include, but are not limited to, questioning employees and participants and entering any premises or onto any site in which any of the services or activities funded hereunder are conducted or in which any of the records of SUBRECIPIENT are kept. In the event SUBRECIPIENT does not make the above-referenced documents available within the County of Orange, California, SUBRECIPIENT agrees to pay all necessary and reasonable expenses incurred by RSCCD in conducting any audit at the location where said records and books of account are maintained.
- b. Records Retention. All accounting records and evidence pertaining to all costs of SUBRECIPIENT and all documents related to this Agreement shall be kept available at SUBRECIPIENT'S office or place of business for the duration of this Agreement and thereafter for three (3) years after completion of an audit. Records that relate to 1) complaints, claims, administrative proceedings or litigation arising out of the performance of this Agreement, or 2) costs and expenses of this Agreement to which RSCCD or any other government agency takes exception, shall be retained beyond the three (3) year period until final resolution or disposition of such appeals, litigation, claims, or exceptions.

FRAUD

19. SUBRECIPIENT shall immediately report all suspected or known instances and facts concerning possible fraud, abuse or criminal activity under this Agreement, in accordance with the applicable federal laws and regulations.

NONDISCRIMINATION AND COMPLIANCE PROVISIONS

20. As a condition of this award of financial assistance under the PRIME SPONSOR to SUBRECIPIENT from RSCCD, SUBRECIPIENT assures, with respect to operation of all programs or activities funded with funds provided pursuant to the Act, and all agreements to

carry out such programs or activities, that it will comply fully with the nondiscrimination and equal opportunity provisions of Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 45 CFR 84, 85, 86, 90, 91 et seq. The United States, the State of California and RSCCD have the right to seek judicial enforcement of this assurance.

- a. During the performance of this Agreement, SUBRECIPIENT and its subcontractors will not deny the Agreement's benefits to any person on the basis of race, ancestry, national origin, religion, color, ethnic group identification, sex, age, physical or mental disability (including HIV and AIDS), medical condition (cancer), marital status, nor will they unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of race, ancestry, religion, color, ethnic group identification, national origin, ancestry, mental or physical disability (including HIV and AIDS), medical condition (cancer), marital status, age (over 40), sex, denial of family care leave, or political affiliation or belief. SUBRECIPIENT will insure that the evaluation and treatment of employees and applicants for employment are free from such discrimination and harassment.
- b. SUBRECIPIENT will include the non-discrimination and compliance provisions of this Section of the Agreement in all subcontracts to perform work under this Agreement.
- c. SUBRECIPIENT will give written notice of its obligations under this Section of the Agreement to labor organizations with which SUBRECIPIENT has a collective bargaining or other agreement.

CONFIDENTIALITY

21. Without prejudice to any other section of this Agreement, SUBRECIPIENT shall, where applicable, maintain the confidential nature of information provided to it concerning participants in accordance with the requirements of federal and state laws. However, SUBRECIPIENT shall submit to RSCCD, the PRIME SPONSOR, and/or the United States Government or their representatives, all records requested for administrative purposes, including audit, examinations, monitoring and verification of reports submitted by SUBRECIPIENT, costs incurred and services rendered hereunder.

PROPERTY

22. a. Definitions

1. "Real Property" is land, including land improvements, structures, and appurtenances thereto, excluding movable machinery and equipment.
 2. "Equipment" is tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Equipment is NOT considered an allowable cost without prior written approval of the PRIME SPONSOR.
- b. Property Management. SUBRECIPIENT shall budget, manage and maintain an inventory of property in accordance with the standards established by the U.S. Government. SUBRECIPIENT shall retain records pertaining to all equipment or property described above, and to costs incurred with respect thereto, for a period of three (3) years after final disposition of such property. SUBRECIPIENT shall immediately return all equipment,

finished or unfinished documents, photographs, data, studies and reports or unused supplies prepared or purchased by SUBRECIPIENT under this Agreement to RSCCD or its representatives, or dispose of them in accordance with directions from RSCCD.

INDEMNIFICATION

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

INSURANCE

24. SUBRECIPIENT shall secure and maintain comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate with coverage for incidental contracts. A certificate of insurance must be provided that includes a thirty (30) day notice of cancellation, modification, or reduction in said insurance. SUBRECIPIENT shall deliver certificate(s) of insurance under SUBRECIPIENT's comprehensive general liability insurance policy on or before the date of execution of this Agreement.

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

PATENT/COPYRIGHT MATERIALS/PROPRIETARY INFORMATION

25. SUBRECIPIENT agrees to grant RSCCD, the PRIME SPONSOR, and/or the United States Government a royalty-free, nonexclusive and irrevocable license to publish, copy, translate or use, now and hereafter, all materials, data, films, tapes, etc., developed under this Agreement. RSCCD, the PRIME SPONSOR, and/or the United States Government reserve the right to authorize others to use or reproduce such materials. Further, these parties shall have access to any report, preliminary findings or data assembled by SUBRECIPIENT under this Agreement and in accordance with 45 CFR 74.36, any publication filed by a grantee for an invention made under a grant must include the following statement in the first paragraph: "The invention described in this application was made under a grant from the U.S. Department of Health and Human Services ACF."

STANDARDS OF CONDUCT

26. a. General Assurance. In accordance with 45 CFR 74.42 every reasonable course of action will be taken by SUBRECIPIENT in order to maintain the integrity of this expenditure of public funds and to avoid favoritism and questionable or improper conduct. This Agreement will be administered in an impartial manner, free from efforts to gain personal financial or political gain. SUBRECIPIENT, its officers and employees, in administering this Agreement, will avoid situations that give rise to a suggestion that any decision was influenced by prejudice, bias, special interest or desire for personal gain.

- b. Conducting Business Involving Relatives. No relative by blood, adoption or marriage of any executive or employee of SUBRECIPIENT will receive favorable treatment when considered for enrollment in programs provided by, or employment with, SUBRECIPIENT.
- c. Conducting Business Involving Close Personal Friends and Associates. Executives of SUBRECIPIENT will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering this Agreement, will exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for SUBRECIPIENT to conduct business with a friend or associate of an executive or employee of SUBRECIPIENT, or an elected official in the area, a permanent record of the transaction will be retained.
- d. Avoidance of Economic Interest. No executive or employee of SUBRECIPIENT, elected official in the area, will solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by SUBRECIPIENT or RSCCD. Supplies, materials, equipment or services purchased with Agreement funds will be used solely for purposes allowed under this Agreement.

DRUG FREE WORKPLACE

27. SUBRECIPIENT shall abide by the Government-wide Requirements for a Drug Free Workplace in accordance with 45 CFR 82.205. By signing and submitting this Agreement the SUBRECIPIENT certifies that it will comply with these requirements.

ENVIRONMENTAL TOBACCO SMOKE

28. Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this Agreement the SUBRECIPIENT certifies that it will comply with the requirements of the Act.

DEBARMENT AND SUSPENSION

29. SUBRECIPIENT certifies that it is not debarred or suspended or otherwise excluded from or ineligible for participation in Federal programs in accordance with 45 CFR Part 74.13., refer to *Exhibit F*.

TRAFFICKING VICTIMS PROTECTION ACT

30. As required under Section 106 (g) of the TVPA of 2000 as amended in 22 U.S.C. 7104(g) RSCCD retains the right to terminate this Agreement, without penalty, if the SUBRECIPIENT, or any of its subcontractors (i) engages in severe forms of trafficking in

persons or has procured a commercial sex act during the period of time that the Agreement is in effect, or (ii) uses forced labor in the performance of this Agreement.

LITERATURE AND PUBLIC ANNOUNCEMENTS

31. As required under Section 508 of Public Law 103-333, the following conditions are applicable to the SUBRECIPIENT: “When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to States and local governments and recipients of Federal research grants shall clearly state 1) the percentage of the total costs of the program or project which will be financed with Federal money, 2) the dollar amount of Federal funds for the program or project, and 3) the percentage and dollar amount of total costs of program or project that will be refinanced by non-governmental sources.”

LOBBYING

32. As required by Section 1352, Title 31, of the U.S. Code, and implemented at 45 CFR Part 93, SUBRECIPIENT certifies that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

BREACH – SANCTIONS

33. If, through any cause, SUBRECIPIENT violates any of the terms and conditions of this Agreement, or any prior agreements whereby grant funds were received by SUBRECIPIENT, or if SUBRECIPIENT reports inaccurately, or if any audit report makes disallowances, SUBRECIPIENT shall promptly remedy its acts or omissions and/or repay RSCCD all amounts due RSCCD as a result thereof. For any such failures or violations RSCCD shall also have the right, at its sole discretion, to: 1) immediately discontinue program support until such time as SUBRECIPIENT fulfills its obligations or remedies all violations of this Agreement or prior agreements; and/or 2) collect outstanding amounts, as determined by RSCCD to be due RSCCD from SUBRECIPIENT, by offsetting or debiting from current claims or invoices, if after thirty (30) days written notice SUBRECIPIENT has failed to repay same or a repayment schedule has not been made; and/or 3) terminate this Agreement in accordance with Section 35 herein.

DISPUTES

SUBRECIPIENT: Rebecca Hernandez, Manager, Help Me Grow OC
2500 Red Hill Ave.
Suite 290B
Santa Ana, CA 92705

COPY TO: Children's Hospital of Orange County
Attn: Vice President, Ambulatory & Ancillary Services
1201 W. La Veta Avenue
Orange, CA 92868

TOTAL AGREEMENT

37. This Agreement, together with the attachments hereto, expresses the total understanding of the Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBRECIPIENT acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

AMENDMENTS

38. This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by both Parties.

ARTICLE II

LEGAL TERMS AND CONDITIONS

1. This project will be implemented in accordance with the conditions defined in the Grant Notice of Award, Request for Application Specifications, and the Early Head Start approved Grant application, as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the Federal and State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

This Agreement represents the entire understanding between RSCCD and SUBRECIPIENT with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of this 2nd day of February 2015.

Rancho Santiago Community College District

By: _____
Name: Peter J. Hardash
Title: Vice Chancellor, Business/Fiscal Services
Date: _____

SUBRECIPIENT: CHILDREN'S HOSPITAL OF ORANGE COUNTY dba CHOC CHILDREN'S HOSPITAL

By: _____
Name: _____
Title: Chief Operating Officer
Date: _____

95-2321786
Employer/Taxpayer Identification Number (EIN)
79-602-4966
Data Universal Numbering System (DUNS#)

HELP ME GROW OC

By: _____
Name: Rebecca Hernandez, MEd
Title: Manager
Date: _____

95-2321786
Employer/Taxpayer Identification Number (EIN)
76-602-4966
Data Universal Numbering System (DUNS#)

Board Approval Date: February 2, 2015

LIST OF EXHIBITS

EXHIBIT A	SUBRECIPIENT's SCOPE OF WORK
EXHIBIT B	EARLY HEAD START NOTICE OF AWARD
EXHIBIT C	OPERATING BUDGET
EXHIBIT D	INVOICE TEMPLATE
EXHIBIT E	USE OF PROGRAM INCOME
EXHIBIT F	SYSTEM FOR AWARD MANAGEMENT (SAM)

BACKGROUND

EHS provides services to pregnant women and expectant families, and to the child from birth to age three, in a variety of service delivery models and in diverse settings. The goal of serving pregnant women and expectant families in the Early Head Start is to provide early, continuous, intensive, and comprehensive child development and family support services. Services include early and continuous risk assessments, health promotion and treatment, including medical and dental examinations as early in the pregnancy as possible, as well as mental health interventions and follow-up as needed.

PURPOSE

The purpose of this scope of work is to outline provisions, through a sub-agreement with Help Me Grow (HMG). Help Me Grow is part of the developmental and behavioral services system and through partnerships, referrals and care coordination regularly touches and connects with all of the developmental service and social service agencies in Orange County. The program design is to concentrate on accessing services for young children ages 0-5 and to navigate the maze for families while reducing the stress associated with these daunting tasks. HMG will provide an over-arching support for approximately **131** children ages 0-3 and their families as defined by the Early Head Start Performance Standards to the three direct service providers:

- 1) RSCCD Santa Ana College/ Early Childhood Education Center for center-based services for **46** infants and toddlers
- 2) RSCCD home-based services for **60** infants and toddlers
- 3) MOMS Orange County for prenatal care and support to **25** mothers and their babies through health screenings, developmental screenings, and one-on-one education and support during pregnancy and possibly through the baby's first birthday as needed

All subcontracted providers must comply with all applicable statutes, regulations, policies, and procedures, inclusive of any changes made to the Head Start and Early Head Start Programs as a result of enacted legislation, duly promulgated regulations, or

policies enacted by the federal and/or state government, RSCCD Child Development Department, and/or Board.

Funds must be used in the support of enrolled EHS families to perform home-based and center-based services to improve the quality of programs for children in Early Head Start. All subcontractors must work collaboratively with RSCCD staff in data gathering projects designed to identify and validate the wide range of comprehensive services.

TERM

The performance period and grant term is **January 1, 2015 through December 31, 2015**, in the amount of **\$154,379** in Operating funds. This Agreement is subject to the following: legislative authorization and availability of federal funds; the total funding is subject to the requirements and limitations of final legislative appropriation for the Head Start program for fiscal year 2015; and any other modification(s) made by RSCCD.

REPORTING

In order to recognize accomplishments, identify challenges, and inform of future funding decisions, mid and end-of-year progress reports may be required. These reports will provide RSCCD with information regarding the successes and challenges in meeting grant goals and objectives.

Subcontractors must do the following:

- Maintain separate and auditable records for each project.
- Maintain time and attendance records to support payrolls.
- Maintain time distribution records for salaries and wages of employees that are chargeable to more than EHS program.
- Administer funds in compliance with relevant federal, state and local laws, regulations, and/or policies.
- Ensure that Early Head Start funding is expended in accordance with the parameters of the EHS application and RSCCD policies.

- Ensure accurate accounting of Early Head Start funds including but not limited to tracking direct service expenditures.
- Respond to any fiscal queries from RSCCD.
- Designate an Early Head Start contact person as the main point of contact. The Early Head Start contact person is responsible for disseminating all relevant information to the proper participating programs. The contact person must attend all relevant EHS trainings and meetings. If the contact person is not available year round, a designee must be identified by HMG to carry out program activities in their absence.
- Verify that program meets the required EHS performance standards as it pertains to HMG's scope of work.
- Submit all RSCCD required data reports by defined due dates.
- Maintain confidential client files, which shall include but are not limited to: children and their families that are referred to HMG Family Services Care Coordinator, referrals provided, care coordination that occurred and follow-up regarding outcomes of referrals.
- Adhere to all applicable policies and procedures set forth and approved by the EHS Policy Council and the Governing Body.
- Actively participate in program monitoring and self-assessment of all applicable content areas as well as the identification and correction of any and all findings.
- Ensure that Family Service Care Coordinators have background clearances on file and that they are accessible as needed.

APPROACH

HMG is part of the Children's Hospital of Orange County (CHOC)/University of California Irvine (UCI) Neurodevelopmental programs. HMG will provide three key services as part of the RSCCD EHS model:

- 1) Care coordination and related documentation, referrals, follow-up care coordination for developmental, health, mental health, and all other social family supports needed by the pregnant mothers, infant/toddler and other family members. This will be provided on-site or by phone, and in collaboration with

each partner to reduce the risks of an expectant mother, her infant, a center-based infant/toddler or family member, or a home-based infant/toddler or family member falling through the cracks;

- 2) Provide training to all EHS designated staff (i.e. teachers, home visitors, coordinators) on how to administer the Ages and Stages Questionnaires (ASQ) developmental screening and ASQ: Social-emotional tools; and
- 3) Support in the interpretation of the results for each completed ASQ and ASQ: SE to identify the appropriate intervention process.

This will help in the identification of children at risk for developmental delay and optimize prompt diagnostic services and follow-up. The family service and care coordination components of the program will regularly refresh their skills, knowledge, and data resources that support the provision of direct counseling services and/or referrals.

At every entry point the ASQ is used to help determine if a child needs additional developmental or behavioral supports and services. The ASQ tool determines if the developing infant toddler is reaching major developmental milestones in a timely way. Infants are “scored” in five areas: (1) communication, (2) gross motor, (3) fine motor, (4) problem solving, and (5) personal-social. Scores in each area are compared to a scientifically validated threshold indicating “normal” development. Scores falling below the numerical threshold in an area triggers a referral if more rigorous assessment is needed. The referrals will be made by the care coordinator and if the family support staff is unable to meet the need of the child, the support of other community partners such as the local school districts, dental and health providers, and even behavior specialists will be enlisted.

PROFESSIONAL DEVELOPMENT: Prior to starting home visits, all staff will receive additional days of training from site coordinators and partners so that they understand all necessary aspects of emergent learning approaches and the child- and family-centered approach to setting goals based on family needs. This training will also help staff to learn how to take a more active role in referrals, to confirmed service to families

in the areas of physical, dental, mental health and the management and remediation of disabilities. All designated staff will participate in all applicable EHS pre-service trainings, in-service trainings, and related conferences.

KEY STAFF

Manager

Requires: Masters Education, Health, Business or related field fully responsible for EHS HMG program, program oversight, compliance, implementation, and evaluation. Meets regularly with RSCCD and MOMS staff related to case management and on-going Performance Standards compliance.

Family Services Care Coordinator

Required: BA Early Childhood or related field/bilingual Spanish. Responsible for delivery of referrals and care coordination for health and social services to enrolled EHS children and their families. Act as a team member with staff and parents to provide integrated services to children and families. Maintain individual child and family records and statistics of service provision for an assigned caseload and compiles data for program reports. Work collaboratively with other service providers - MOMS and RSCCD.

Community Liaison

Requires: BA in Education or related field.

Will develop relationships with and between community partners providing services to children and their families; will create and maintain inventory of community developmental services. Engage in a process of collaborative partnership-building with professionals in contact with EHS parents to establish mutual trust and to identify family goals, strengths, and necessary services and other supports.

EPIC Coordinator

Requires: Masters Education, Mental Health, Nursing, Social Work or related field.

Responsibilities: Provide training and technical support to EHS staff including developmental (ASQ) and behavioral (ASQ: SE) screening.

Administrative Assistant

Requires: Requires high school diploma. Works with EHS and HMG team members and supports administrative duties.

Scope of Work Specific to Help Me Grow

- 1) HMG Manager will participate on EHS Leadership Team.
- 2) HMG will provide two Bilingual Family Services Care Coordinators, one assigned to the center based site and the second assigned to the in-home visitors (RSCCD home base and MOMS).
- 3) Family Service Care Coordinators will be responsible for:
 - Accepting referral from EHS staff on families identified with a need.
 - Reaching families via phone, on-site meeting, socializations site or possible home visit with the teacher to discuss the need identified.
 - Identify available resources by searching the resource inventory, Community Liaison consultation, case conference meeting or other consultation and research including but not limited to Health Consultant, Mental Health Consultant, Education/Disabilities Associate Director and Nutrition Consultant.
 - Connect the EHS families to the identified resources.
 - Follow-up and provide care coordination to ensure families are connected to a service.
 - Enter the referrals and outcomes in Child Plus.
 - Work closely with the Parent Services/ERSEA Associate Director to ensure child and/or identified with Family Partnership agreements are addressed in a timely manner and provide additional support as needed.
 - Support Health Consultant on the entry of health records in Child Plus.

Department of Health and Human Services
Administration for Children and Families
Notice of Award (NOA)

SAI NUMBER: **Exhibit B**

PMS DOCUMENT NUMBER:
09CH917801

1. AWARDING OFFICE: OA/OGM/Region IX		2. ASSISTANCE TYPE: Discretionary Grant		3. AWARD NO.: 09CH9178/01		4. AMEND. NO.:		
5. TYPE OF AWARD: SERVICE			6. TYPE OF ACTION: New			7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.		
8. BUDGET PERIOD: 01/01/2015 THRU 12/31/2015			9. PROJECT PERIOD: 01/01/2015 THRU 12/31/2019			10. CAT NO./CFDA: 93.600		
11. RECIPIENT ORGANIZATION: Rancho Santiago Community College District 2323 North Broadway Santa Ana CA 92706 DR Raul Rodriguez, Board Chairperson						12. PROJECT / PROGRAM TITLE: Early Head Start Program		

13. COUNTY: ORANGE		14. CONGR. DIST: 47		15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Janneth Linnell , Executive Director			
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16. APPROVED BUDGET:		17. AWARD COMPUTATION:			
Personnel.....	\$ 451,975	A. NON-FEDERAL SHARE.....	\$ 225,953	20.00 %	
Fringe Benefits.....	\$ 207,674	B. FEDERAL SHARE.....	\$ 903,812	80.00 %	
Travel.....	\$ 12,000	18. FEDERAL SHARE COMPUTATION:			
Equipment.....	\$ 3,500	A. TOTAL FEDERAL SHARE.....	\$ 903,812		
Supplies.....	\$ 26,000	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$		
Contractual.....	\$ 158,804	C. FED. SHARE AWARDED THIS BUDGET PERIOD..	\$ 903,812		
Facilities/Construction.....	\$ 0	19. AMOUNT AWARDED THIS ACTION:		\$ 903,812	
Other.....	\$ 12,919	20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:		\$ 903,812	
Direct Costs.....	\$ 872,872	21. AUTHORIZED TREATMENT OF PROGRAM INCOME:			
Indirect Costs.....	\$ 30,940	ADDITIONAL COSTS			
At % of \$		22. APPLICANT EIN:		23. PAYEE EIN:	
In Kind Contributions.....	\$ 0	1-952696799-A1		1-952696799-A1	
Total Approved Budget(**)...	\$ 903,812	24. OBJECT CLASS:		41.51	

25. FINANCIAL INFORMATION:							DUNS: 076070283
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %	
OGM	09CH917801	75-5-1536	2015 G094121	\$21,768			
OGM	09CH917801	75-5-1536	2015 G094125	\$882,044			

26. REMARKS: (Continued on separate sheets)

Client Population: 140.
Number of Delegates: 0.
Paid by DHHS Payment Management System (PMS), see attached for payment information.
This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.
This includes requirements in Parts I and II (available at <http://www.hhs.gov/asfr/ogapa/grantinformation/hhsgps107.pdf>) of the HHS GPS.
Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 74 or 92, directly apply to this award apart from any coverage in the HHS GPS.

27. SIGNATURE - ACF GRANTS OFFICER Martin L. Tom <i>Martin Tom</i> 12/11/14		DATE:	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY <i>Ernest D. Valerio</i> 12/8/14	
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) Jan Y. Len, Regional Program Manager, Office of Head Start - Region IX		DATE:	12/10/2014	

**Department of Health and Human Services
Administration for Children and Families
Notice of Award (NOA)**

SAI NUMBER: **Exhibit B**

PMS DOCUMENT NUMBER:
09CH917801

1. AWARDING OFFICE: OA/OGM/Region IX		2. ASSISTANCE TYPE: Discretionary Grant		3. AWARD NO.: 09CH9178/01		4. AMEND. NO.		
5. TYPE OF AWARD: SERVICE			6. TYPE OF ACTION: New			7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.		
8. BUDGET PERIOD: 01/01/2015 THRU 12/31/2015			9. PROJECT PERIOD: 01/01/2015 THRU 12/31/2019			10. CAT NO./CFDA: 93.600		
11. RECIPIENT ORGANIZATION: Rancho Santiago Community College District								

26. REMARKS: (Continued from previous page)

This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>. This award is subject to the Federal Financial Accountability and Transparency ACT (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to: <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>. This award is subject to requirements as set forth in 2 CFR 25.110. For full text go to http://www.acf.hhs.gov/grants/msg_sf425.html. This grant is subject to the requirements as set forth in 45 CFR Part 87. This grant is subject to the requirements set forth in 45 CFR part 74 (for non-profit organizations and educational institutions) or 45 CFR Part 92 (for state, local, and federally recognized tribal governments). Initial expenditure of funds by the grantee constitutes acceptance of this award. Future support is anticipated. This award is subject to HHS regulations codified at 45 CFR 1301, 1302, 1303, 1304, 1305, 1306, 1307, 1308, 1309 and 1310.**) Reflects only federal share of approved budget.

Under Section 638 of the Head Start Act, this grant action awards Rancho Santiago Community College District a five year project period of 1/1/2015-12/31/2019 for the operation of the Early Head Start program in the designated service area. Due to funding limitations under the continuing resolution for Fiscal Year (FY) 2015, this grant action awards partial funds under Common Accounting Numbers (CAN) G094121 and G094125 to provide Early Head Start services to 140 infants, toddlers and pregnant women for the initial 1/1/2015-12/31/2015 budget period of the five year project period. The projected annual funding level in FY 2015 for Early Head Start operations is \$1,764,088, and the training and technical assistance allocation is \$43,536. The balance of the funds will be awarded when funds are available, subject to the final appropriation for the Head Start program for FY 2015.

Designated Early Head Start service area: Orange County, CA: City of Santa Ana.
Approved program options: Center-based and Home-based Program Options proposed in the application.

This grant is subject to the requirements for contribution of the non-federal share match and approval of key staff, the limitations on development and administrative costs and employee compensation, and prior approval for the purchase, construction and major renovation of facilities as specified in Attachment 1. This grant is also subject to the conditions specified in Attachment 2.

See Attachments 1, 2 and 3.

Attachment 1

Award Number: 09CH9178/01

Recipient Organization: Rancho Santiago Community College District

Please refer to Attachment 3 for the full award term for the Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement. The full text of the award term is also available at: <http://www.acf.hhs.gov/grants/award-term-for-federal-financial-accountability-and-transparency>. For questions, please use the www.fsd.gov website or contact the Federal Service Desk at: 1- 866-606-8220.

The grantee is required to submit one semi-annual SF-425 report, one annual SF-425 report, and one final SF-425 report. For Rancho Santiago Community College District, SF-425 reports must be received by:

- Semi-Annual Report: 7/30/2015*
- Annual Report: 1/30/2016*
- Final Report: 4/30/2016*

The grantee may submit the federal financial reports, signed by the Board Chair (or appointed designee), to the Grants Management Officer via email or fax by the corresponding due dates. In addition to an email or faxed copy, grantee must mail an original and two copies of the SF-425 report to the Regional Office.

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1301.20 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. § 1301.32 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal share contribution of such costs. The requirements for a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 1/1/2015-12/31/2015 budget period unless a waiver is approved. Any request for a waiver of the non-federal share match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act or 45 C.F.R. § 1301.21 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1301.32(g) must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the five year project period will not be considered.

The HHS GPS (II-56) (see above and 45 C.F.R. § 74.25(c)(2) and 45 C.F.R. § 92.30(d)(3) (as applicable) provide the authority to ACF to approve key staff of Head Start grantees. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of

those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

Prior approval must be obtained under 45 C.F.R. Part 1309 to use Head Start grant funds for the initial or ongoing purchase, construction and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without the express written approval of the Administration for Children and Families.

Attachment 2

*Budget Period 1
Five Year Project Period*

Award Number: 09CH9178/01

Recipient Organization: Rancho Santiago Community College District

Head Start Grantees must comply with the terms and conditions for the five year project period award in the specified timeframes.

Health and Safety

- *Conduct a screening of the health and safety environment of each center and/or family child care home where services are provided within 45 days of the start of the program or school year, or within 45 calendar days of the start of the five year project period when the five year project period begins during the program or school year.*
- *Complete a certification of compliance with all Office of Head Start (OHS) health and safety requirements within 75 calendar days of the start of the program or school year, or within 75 calendar days of the start of the five year project period when the five year project period begins during the program or school year. Submit to OHS in the Head Start Enterprise System (HSES) immediately thereafter.*

Governance

- *Conduct a screening of the organization's governance and leadership capacity within 60 calendar days of the start of the project period.*
- *Complete a certification that the governance and leadership capacity screening was conducted and a training plan was developed. Submit the certification to the OHS in HSES within 75 calendar days of the start of the project period.*

School Readiness

- *Participate in school readiness progress meetings with the OHS.*

Single Audits

- *Attend an OHS-sponsored single audit webinar within six months of the start of the project period.*

Award Term for Federal Financial Accountability and Transparency Act (FFATA)
Subaward and Executive Compensation Reporting Requirement

I. Reporting Subawards and Executive Compensation.

a. Reporting of first-tier subawards.

1. Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).
2. Where and when to report.
 - i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.
 - ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
3. What to report. You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. Reporting Total Compensation of Recipient Executives.

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
 - i. the total Federal funding authorized to date under this award is \$25,000 or more;
 - ii. in the preceding fiscal year, you received—
 - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15

U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:

- i. As part of your registration profile at <http://www.sam.gov>.
- ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

i. in the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

- i. To the recipient.
- ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- i. Subawards, and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:

- i. A Governmental organization, which is a State, local government, or Indian tribe;
- ii. A foreign public entity;
- iii. A domestic or foreign nonprofit organization;
- iv. A domestic or foreign for-profit organization;
- v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. Executive means officers, managing partners, or any other employees in management positions.

3. Subaward:

- i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. __.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. Subrecipient means an entity that:

- i. Receives a subaward from you (the recipient) under this award; and
- ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- i. Salary and bonus.
- ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- v. Above-market earnings on deferred compensation which is not tax-qualified.
- vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

[FR Doc. 2010-22705 Filed 9-13-10; 8:45 am -
<http://www.federalregister.gov/articles/2010/09/14/2010-22705/requirements-for-federal-funding-accountability-and-transparency-act-implementation#h-25>]



Refer to:

Office of Head Start
Region IX
90 - 7th Street, 9th Floor
San Francisco, CA 94103

Dear Grantee:

We are pleased to confirm that a grant has been approved to assist your agency in financing the Early Head Start program as referred to in the enclosed Notice of Award (NOA). This grant is made subject to the terms and conditions described in the enclosed NOA.

Please access the following website and carefully read the "Standard Terms and Conditions – Discretionary Grants." It lists the applicable Department of Health and Human Services (DHHS) and Administration for Children and Families (ACF) regulations and policies applicable to your grant.

<http://dhhs.gov/asfr/ogapa/aboutog/grantsnet.html>

Payments under this award will be made through the DHHS Payment Management System (PMS). The PMS staff will be able to guide you on their requirements and can be reached at:

DHHS Payment Management System
P.O. Box 6021
Rockville, MD 20852
Phone: (301) 443-1660
Internet – WWW Homepage: <http://www.dpm.psc.gov>

If the grant includes Special Conditions, you must provide a written response within the time frames specified on the grant award.

If you have any programmatic or monitoring questions regarding this award, please call your assigned Program Specialist.

If you have any questions regarding the business aspects of this award, please contact your assigned Financial Operations Specialist.

Sincerely,

Jan Len, Regional Program Manager
Office of Head Start – Region IX

Martin Tom, Grants Officer
Office of Grants Management

Enclosures

Contracted Service - Help Me Grow Performance Period: 1/1/2015 – 12/31/2015	Original Budget
Family Care Coordinator (2) 100% - Angelina Mendoza, Cristina Saldana Required BA Early Childhood or related field. Bilingual Spanish/English. Responsible for referrals, care coordination and family partnership agreements. Maintains accurate records for their work in Child Plus and STAR	Salary: \$82,826 Benefits \$41,413 Total: \$124,239
PT Administrative Assistant – Cynthia Chandler-.5 FTE Requires a high school diploma. Responsible for maintaining accurate records, invoice support and additional office duties.	Salary: \$19,240 Benefits: \$9,620 Total: \$28,860
Transportation/Mileage Includes costs for mileage/parking, etc. (0.575 cents/mile)	\$1,080
Office supplies/other materials	\$200
TOTAL CONTRACTED SERVICE	\$154,379

v.1.16.15

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Exhibit D

**U.S. Department of Health and Human Services, Administration for Children and Families
Grant Award -Sub-Recipient Invoice**

Project Title: Early Head Start (EHS) - Operating
 PR/AWARD NUMBER: 09CH9178/01 INVOICE NO.: _____
 AWARD/BUDGET PERIOD: 01 Year BUDGET DATE: 01/01/2015 - 12/31/2015

SUB RECIPIENT NAME: Help Me Grow/CHOC
 ADDRESS: 2500 Red Hill Ave., Suite 290B
 CITY: Santa Ana, CA 92705

Invoicing Period: from: _____ to: _____ RSCCD PO No. _____

Budget Categories	Contracted Amount	Adjusted Amount	Current Period*	Year-to-Date	Remaining Balance Year Grant
Personnel	102,066		-		-
Fringe Benefits	51,033	-	-		-
Travel/Mileage	1,080	-	-		-
Equipment	0	-	-		-
Supplies	200		-		-
Trainings	0	-	-		-
Phone	0	-	-		-
Other	0	-	-		-
Grand Total	154,379	-	-	-	-

* attach separate worksheet detailing these costs.

Total Invoiced (before this invoice) \$ _____
 Current Invoice \$ _____

I certify that the information in this statement is correct to the best of my knowledge and the amounts invoiced herein are made in accordance with conditons of the contract.

 AUTHORIZED SIGNATURE - Sub- Recipient

 Name and Title Date

Below is for RSCCD use only

 My Le Pham - Recipient Project Director

 Date

Rancho Santiago Community College District
 U.S. Department of Health and Human Services, Administration for Children and Families -
 Grant Award 09CH9178/01 - Sub-Recipient Invoice-Worksheet Detail Format
 Project Title: Early Head Start (EHS)

Sub-recipient name: Help Me Grow/CHOC - Operating
 Attachment to invoice no. _____
 Invoicing period: _____

AWARD/BUDGET PERIOD: _____

Expenditures	Description	SUB-TOTAL AMOUNT	Total AMOUNT
Personnel			
Salaries			
Employee Name:	_____	0	
Position Title:	_____		
Pay period	_____		
Employee Name:	_____	0	
Position Title	_____		
Pay period	_____		
Total Salaries			-
Benefits			
Employee Name:	_____		
	Rate		
PERS		0	
STRS		0	
OASDI		0	
Medicare		0	
SUI		0	
Workers Com		0	
Retirement		0	
Other Fringe Benefits		0	
Health		0	
Total Fringe Benefits			-
Employee Name:	_____		
	Rate		
PERS		0	
STRS		0	
OASDI		0	
Medicare		0	
SUI		0	
Workers Com		0	
Retirement		0	
Other Fringe Benefits		0	
Health		0	
Total Fringe Benefits			0
Total Fringe Benefits of Personnel			-
Other Costs			
Travel			
Payee:/Vendors Name:	_____		
Description of expense	_____		
Check No.	_____		
Amount paid			0
Supplies			
Payee:/Vendors Name:	_____		
Description of expense	_____		
Check No.	_____		
Amount paid			0
Contractual			
Payee:/Vendors Name:	_____		
Description of expense	_____		
Check No.	_____		
Amount paid			0
Other			
Payee:/Vendors Name:	_____		
Description of expense	_____		
Check No.	_____		
Amount paid			0
Total Other Costs			0
Grand Total (must equal to current invoice amount)			\$0.00

[Code of Federal Regulations]
[Title 45, Volume 1]
[Revised as of October 1, 2014]
From the U.S. Government Printing Office via GPO Access
[CITE: 45CFR74.24]

TITLE 45--PUBLIC WELFARE
SUBTITLE A--DEPARTMENT OF HEALTH AND HUMAN SERVICES

PART 74_UNIFORM ADMINISTRATIVE REQUIREMENTS FOR AWARDS AND SUBAWARDS TO INSTITUTIONS OF HIGHER EDUCATION, HOSPITALS, OTHER NONPROFIT ORGANIZATIONS, AND COMMERCIAL ORGANIZATIONS—

Subpart C_Post-Award Requirements
Sec. 74.24 Program income.

[[Page 234]]

(a) The standards set forth in this section shall be used to account for program income related to projects financed in whole or in part with Federal funds.

(b) Except as provided below in paragraph (h) of this section, program income earned during the project period shall be retained by the recipient and, in accordance with the terms and conditions of the award, shall be used in one or more of the following ways:

- (1) Added to funds committed to the project or program, and used to further eligible project or program objectives;
- (2) Used to finance the non-Federal share of the project or program; or
- (3) Deducted from the total project or program allowable cost in determining the net allowable costs on which the Federal share of costs is based.

(c) When the HHS awarding agency authorizes the disposition of program income as described in paragraph (b)(1) or (b)(2) of this section, program income in excess of any limits stipulated shall be used in accordance with paragraph (b)(3) of this section.

(d) In the event that the HHS awarding agency does not specify in the terms and conditions of the award how program income is to be used, paragraph (b)(3) of this section shall apply automatically to all projects or programs except research. For awards that support performance of research work, paragraph (b)(1) of this section shall apply automatically unless:

- (1) The HHS awarding agency indicates in the terms and conditions of the award another alternative; or
- (2) The recipient is subject to special award conditions under § 74.14; or
- (3) The recipient is a commercial organization (*see* § 74.82).

(e) Unless the terms and conditions of the award provide otherwise, recipients shall have no obligation to the Federal Government regarding program income earned after the end of the project period.

(f) Costs incident to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the award.

(g) Proceeds from the sale of property shall be handled in accordance with the requirements of the Property Standards. (See §§ 74.30 through 74.37, below).

(h) The Patent and Trademark Laws Amendments, 35 U.S.C. section 200–212, apply to inventions made under an award for performance of experimental, developmental, or research work. Unless the terms and conditions for the award provide otherwise, recipients shall have no obligation to HHS with respect to program income earned from license fees and royalties for copyrighted material, patents, patent applications, trademarks, and inventions made under an award. However, no scholarship, fellowship, training grant, or other funding agreement made primarily to a recipient for educational purposes will contain any provision giving the Federal agency rights to inventions made by the recipient.

SAM Search Results
List of records matching your search for :

Exhibit F

Search Term : 796024966*
Record Status: Active

ENTITY CHILDREN'S HEALTHCARE OF CALIFORNIA	Status:Active
DUNS: 796024966 +4:	CAGE Code: 4CZW2 DoDAAC:
Expiration Date: Aug 21, 2015	Has Active Exclusion?: No Delinquent Federal Debt?: No
Address: 455 S MAIN ST	
City: ORANGE	State/Province: CALIFORNIA
ZIP Code: 92868-3835	Country: UNITED STATES

Exhibit F

USER NAME PASSWORD

[Forgot Username?](#) [Forgot Password?](#)

[Create an Account](#)

Entity Dashboard

[Entity Overview](#)

[Entity Record](#)

[Core Data](#)

[Assertions](#)

[Reps & Certs](#)

[POCs](#)

[Reports](#)

[Service Contract Report](#)

[BioPreferred Report](#)

[Exclusions](#)

[Active Exclusions](#)

[Inactive Exclusions](#)

[Excluded Family Members](#)

CHILDREN'S HEALTHCARE OF CALIFORNIA

DUNS: 796024966 CAGE Code: 4CZW2

Status: Active

455 S MAIN ST

ORANGE, CA, 92868-3835 ,

UNITED STATES

Expiration Date: 08/21/2015

Purpose of Registration: All Awards

Entity Overview

Entity Information

Name: CHILDREN'S HEALTHCARE OF CALIFORNIA
Business Type: Business or Organization
POC Name: Brent Dethlefs
Registration Status: Active
Activation Date: 08/21/2014
Expiration Date: 08/21/2015

Exclusions

Active Exclusion Records? No

SAM | System for Award Management 1.0

IBM v1.P.24.20150116-1831

WWW3

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



Exhibit F

USER NAME PASSWORD

[Forgot Username?](#) [Forgot Password?](#)

[Create an Account](#)

Entity Dashboard

[Entity Overview](#)

[Entity Record](#)

[Core Data](#)

[Assertions](#)

[Reps & Certs](#)

[POCs](#)

[Reports](#)

[Service Contract Report](#)

[BioPreferred Report](#)

[Exclusions](#)

[Active Exclusions](#)

[Inactive Exclusions](#)

[Excluded Family Members](#)

CHILDREN'S HEALTHCARE OF CALIFORNIA 455 S MAIN ST
 DUNS: 796024966 CAGE Code: 4CZW2 ORANGE, CA, 92868-3835 ,
 Status: Active UNITED STATES

Expiration Date: 08/21/2015
 Purpose of Registration: All Awards

Entity Record

Entity Record
 Please see below for the entire Entity Registration record. If you would like have a copy of this list please use the **Print** button.

Current Record

DUNS Number: 796024966
 D&B Legal Business Name: CHILDREN'S HEALTHCARE OF CALIFORNIA
 Doing Business As: (none)

Core Data

[\[Expand All\]](#) | [\[Collapse All\]](#)

Business & TIN Information:

Business Information:

Business Start Date: 01/30/1964
 Fiscal Year End Close Date: 06/30
 Company Division Name:
 Company Division Number:
 Corporate URL: http://www.choc.org
 Congressional District: 46
 Registration Date: 04/05/2006
 Activation Date: 08/21/2014
 Expiration Date: 08/21/2015
 Renewal Date: 08/21/2014

Physical Address:

Address Line: 455 S MAIN ST
 City: ORANGE
 State/Province: CA
 Country: UNITED STATES
 ZIP/Postal Code: 92868 - 3835

Mailing Address:

Address Line 1: 455 SOUTH MAIN STREET
 Address Line 2:
 City: ORANGE
 State/Province: CA
 Country: UNITED STATES
 ZIP/Postal Code: 92868 - 3874

CAGE/NCAGE Code

CAGE: 4CZW2

General Information

Country of Incorporation: UNITED STATES
 State of Incorporation: CA

Business Types

For more information on an entity's socio-economic status please see SBA's Dynamic Small Business Search.

Entity Structure

Corporate Entity (Tax Exempt)

Profit Structure

Exhibit F

Non-Profit Organization

Entity Type

Business or Organization

Purpose of Registration

All Awards

Other Entity Qualifiers

Hospital

Financial Information

Do you accept credit cards as a method of payment? Yes

Account Details:
CAGE Code: 4CZW2

Electronic Funds Transfer:

Automated Clearing House (ACH):

Executive Compensation Questions

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM) respond to Proceedings questions in accordance with FAR 52.209-7 or FAR 52.209-8. This information is not displayed in SAM. It is sent to FAPIIS.gov for display as applicable. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Information Opt-Out

I authorize my entity's information to be displayed in SAM's Public Search: Yes

Assertions [\[Expand All\]](#) | [\[Collapse All\]](#)

Goods & Services:

NAICS Codes Selected:

Primary	NAICS Code	Description
	621330	OFFICES OF MENTAL HEALTH PRACTITIONERS (EXCEPT PHYSICIANS)
	621399	OFFICES OF ALL OTHER MISCELLANEOUS HEALTH PRACTITIONERS
	621498	ALL OTHER OUTPATIENT CARE CENTERS
	621910	AMBULANCE SERVICES
	621991	BLOOD AND ORGAN BANKS
	622110	GENERAL MEDICAL AND SURGICAL HOSPITALS
	622310	SPECIALTY (EXCEPT PSYCHIATRIC AND SUBSTANCE ABUSE) HOSPITALS
Yes	624110	CHILD AND YOUTH SERVICES

PSC Codes Selected:

PSC Code	Description
----------	-------------

Size Metrics

World Wide:

Location (Optional):

Exhibit F

EDII Information

Do you wish to enter EDII Information for your non-government entity? -

Disaster Response Information

Do you wish to be included in the Disaster Response Registry? No
Does your company require bonding to bid on Contracts?

Geographic Area Served:

Representations and Certifications

[\[Expand All\]](#) | [\[Collapse All\]](#)

Representations and Certifications:

I have read each of the FAR and DFARS provisions presented below. By submitting this certification I, Brent Dethlefs, am attesting to the accuracy of the representations and certifications contained herein, including the entire NAICS table. I understand that I may be subject to penalties if I misrepresent CHILDREN'S HEALTHCARE OF CALIFORNIA in any of the below representations or certifications to the Government.

READ ONLY PROVISIONS - The following FAR and DFARS provisions are provided for you to read; they do not require completion of any data. Please note that when certifying at the bottom of the page, you are also certifying that you have read each one of these provisions.

[FAR 52.203-11](#): Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions

[FAR 52.222-38](#): Compliance with Veterans Employment Reporting Requirements

[FAR 52.223-1](#): Biobased Product Certification

[FAR 52.225-20](#) Prohibition on Conducting Restricted Business Operations in Sudan-Certification

[FAR 52.225-25](#): Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran - Representation and Certifications

[FAR 52.227-6](#): Royalty Information (Alternate I)

[FAR 52.209-2](#): Prohibition on Contracting with Inverted Domestic Corporations-Representation

The FAR and DFARS provisions shown below have been populated based on data you provided earlier in your registration. Please open and review each provision before you proceed from this page. If you need to correct any data, a link will be provided to the relevant page for editing.

[FAR 52.203-2](#): Certificate of Independent Price Determination.

[FAR 52.204-3](#): Taxpayer Identification

[FAR 52.204-5](#): Women-Owned Business (Other Than Small Business)

[FAR 52.209-5](#): Certification Regarding Responsibility Matters

[FAR 52.212-3](#): Offeror Representations and Certifications -Commercial Items (Alternate I & II)

If no NAICS table is displayed, this registrant may not be considered a small business.

[FAR 52.214-14](#): Place of Performance-Sealed Bidding

[FAR 52.215-6](#): Place of Performance

[FAR 52.219-1](#): Small Business Program Representations (Alternate I)

If no NAICS table is displayed, this registrant may not be considered a small business.

[FAR 52.219-2](#): Equal Low Bids

[FAR 52.219-22](#): Small Disadvantaged Business Status (Alternate I)

If no NAICS table is displayed, this registrant may not be considered a small business.

[FAR 52.222-18](#): Certification Regarding Knowledge of Child Labor for Listed End Products

Exhibit F

[FAR 52.222-22](#): Previous Contracts and Compliance Reports

[FAR 52.222-25](#): Affirmative Action Compliance

[FAR 52.222-48](#): Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Certification

[FAR 52.222-52](#): Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Certification

[FAR 52.223-4](#): Recovered Material Certification

[FAR 52.223-9](#): Estimate of Percentage of Recovered Material Content for EPA-Designated Items (Alternate I)

[FAR 52.225-2](#): Buy American Certificate

[FAR 52.225-4](#): Buy American-Free Trade Agreements-Israeli Trade Act Certificate

[FAR 52.225-6](#): Trade Agreements Certificate

[FAR 52.226-2](#): Historically Black College or University and Minority Institution Representation

[FAR 52.227-15](#): Representation of Limited Rights Data and Restricted Computer Software

Point of Contact	[Expand All] [Collapse All]
Mandatory Point of Contact:	

Accounts Receivable POC

Electronic Business POC	
Title:	
First Name:	Phuong
Middle Name:	
Last Name:	Dao
US Phone:	(714)509-4341
Extension:	
NON US Phone:	
Notes:	
Address Line 1:	CHILDREN'S HOSPITAL OF ORANGE COUNTY
City:	ORANGE
State/Province:	CA
Country:	UNITED STATES
ZIP/Postal Code:	92868 - 3874

Government Business POC	
Title:	
First Name:	Brent
Middle Name:	
Last Name:	Dethlefs
US Phone:	(714)509-4341
Extension:	
NON US Phone:	
Notes:	
Address Line 1:	CHILDREN'S HOSPITAL OF ORANGE COUNTY
City:	ORANGE
State/Province:	CA
Country:	UNITED STATES
ZIP/Postal Code:	92868 - 3874

Optional Point of Contact:

Past Performance POC	
Title:	
First Name:	Don
Middle Name:	
Last Name:	Noble
US Phone:	(714)509-4071
Extension:	
NON US Phone:	
Notes:	
Address Line 1:	CHILDREN'S HOSPITAL OF ORANGE COUNTY
City:	ORANGE
State/Province:	CA

Exhibit F

Country:	UNITED STATES
ZIP/Postal Code:	92868 - 3874
Past Performance Alternate POC	
Title:	
First Name:	Don
Middle Name:	
Last Name:	Noble
US Phone:	(714)509-4038
Extension:	
NON US Phone:	
Notes:	
Address Line 1:	CHILDREN'S HOSPITAL OF ORANGE COUNTY
City:	ORANGE
State/Province:	CA
Country:	UNITED STATES
ZIP/Postal Code:	92868 - 3874
Electronic Business Alternate POC	
Title:	
First Name:	BRENT
Middle Name:	
Last Name:	Dethlefs
US Phone:	(714)509-4341
Extension:	
NON US Phone:	
Notes:	
Address Line 1:	CHILDREN'S HOSPITAL OF ORANGE COUNTY
City:	ORANGE
State/Province:	CA
Country:	UNITED STATES
ZIP/Postal Code:	92868 - 3874
Government Business Alternate POC	
Title:	
First Name:	Phuong
Middle Name:	
Last Name:	Dao
US Phone:	(714)509-4341
Extension:	
NON US Phone:	
Notes:	
Address Line 1:	CHILDREN'S HOSPITAL OF ORANGE COUNTY
City:	ORANGE
State/Province:	CA
Country:	UNITED STATES
ZIP/Postal Code:	92868 - 3874

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Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: February 2, 2015
Re: Approval of Sub-Agreement between RSCCD and Southwest Carpenters Training Trust for the Proposition 39 Clean Energy Workforce Program Grant	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District on behalf of Santiago Canyon College was a sub-award recipient of Los Angeles Trade-Tech College's (LATTC) Proposition 39 Clean Energy Workforce Program grant (SB 73) from the California Community Colleges Chancellor's Office Division of Workforce & Economic Development. Through the California Clean Energy Job Act (SB 73) colleges are provided resources to fund eligible projects associated with job creation in California, improving energy efficiency, and expanding clean energy generation through renewable energy. Santiago Canyon College (SCC) will use program improvement funds to increase student participation in related instructional programs that secure apprenticeships, to complete energy efficiency related certificates, and to secure employment in energy efficiency related jobs in this sector. The college has designated Southwest Carpenters' Training Trust as a third tier sub-recipient to implement a joint apprenticeship training project.

The interim project administrator is Carol Comeau and the project director is Kari Irwin.

ANALYSIS

The enclosed sub-agreement with Southwest Carpenters' Training Trust (contract #SCC-15-2514) outlines the terms of the project. The project work plan activities include the purchase of energy efficiency testing equipment, IT equipment/software for apprenticeship and journey-worker training, and professional development for instructional training staff. The period of performance is February 3, 2015 through October 31, 2015. The award shall not exceed \$92,547.

RECOMMENDATION

It is recommended that the Board approve this sub-agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: \$92,547	Board Date: February 2, 2015
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	

**SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
SOUTHWEST CARPENTERS' TRAINING TRUST**

This sub-agreement (hereinafter "Agreement") is entered into on this 2nd day of February 2015, between Rancho Santiago Community College District (hereinafter "RSCCD") and the *Southwest Carpenters' Training Trust* (hereinafter "SUBCONTRACTOR"). RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, RSCCD was funded a sub-award from the Los Angeles Trade-Tech College (hereinafter "LATTC") for its "Proposition 39 Clean Energy Workforce Program Grant" (hereinafter "Grant"), from the California Community Colleges Chancellor's Office, Workforce and Economic Development Division (hereinafter "PRIME SPONSOR"), to disseminate funds to community colleges for eligible projects associated with energy efficiency for them to utilize "Program Improvement Funds" to increase student participation in related instructional programs that secure apprenticeships, to complete energy efficiency related certificates, and to secure employment in energy efficiency related jobs;

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees;

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of this Grant according to the terms and conditions hereinafter set forth;

NOW, THEREFORE RSCCD and SUBCONTRACTOR do covenant and agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work described in the approved Scope of Work (*Exhibit A*) which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. **Period of Performance**

The period of performance for this Agreement shall be from February 3, 2015, through October 31, 2015.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed **\$92,547 USD**.

4. Payments and Invoicing

- (a) Payments. Fifty percent (50%) of the award amount will be provided to SUBCONTRACTOR upon RSCCD's receipt of the fully executed Agreement and invoice for this disbursement. Thereafter, all payments will occur upon receipt of SUBCONTRACTOR's monthly invoice by RSCCD and the project director's certification. RSCCD shall make payments to the SUBCONTRACTOR up to but no more than the total cost listed under Article I.3. "Total Cost." Final payment is contingent upon successful completion (or very significant progress towards completion) of all Statement of Work activities and outcomes.
- (b) Invoicing. Invoices must be itemized, include the Agreement contract number (refer to page footer), and include back-up documentation for expenditures submitted for payment. Final payment is contingent upon submission and approval of the Final Report, refer to Article I.6. SUBCONTRACTOR shall submit monthly invoices, on or before the 15th day of each month, and submit invoices to the following address:

**Rancho Santiago Community College District
Santiago Canyon College
Business & Career Technical Education Office
8045 E. Chapman Avenue
Orange, CA 92869**

5. Budget and Budget Changes

- (a) Budget. SUBCONTRACTOR agrees that the expenditures of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*), Budget Detail Sheet (*Exhibit B*) and SB 73, which by this reference is incorporated herein and made a part hereof as if fully set forth.
- (b) Budget Changes. SUBCONTRACTOR must submit a budget revision request to RSCCD if expenditures are planned for a cost category (i.e., object code – 1000s, 2000s, etc.) that was not submitted in the Application Budget Detail Sheet (*Exhibit B*), or if the change would impact project outcomes or objectives identified in the Scope of Work (*Exhibit A*).

6. Reporting

- (a) Progress Reports. SUBCONTRACTOR will submit quarterly narrative reports describing achievements, activities and outcomes of the project based on the SUBCONTRACTOR's Scope of Work (*Exhibit A*). Progress reports are due on a quarterly basis as follows: May 15th, August 15th, and November 15th. If the report due date falls on a weekend or holiday, the report will be due the day before the due dates listed above. Additional data may also be requested to meet LATTC's and/or PRIME SPONSOR's requirements for reporting.
- (b) Final Report. SUBCONTRACTOR agrees to submit a final expenditure report and an end-of-year project report summarizing completion of the project consistent with the Scope of Work, *Exhibit A*. The final report is due **November 15, 2015**.

7. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any

misappropriation or dis-allowment of Grant funds.

8. Modifications

The Parties hereto agree that program components and service levels detailed in the Scope of Work (*Exhibit A*) may be modified so long as the "Total Cost" under this Agreement is not increased, the objectives of the project are not significantly altered, and no cost categories are added. However, SUBCONTRACTOR will need to submit a modification request to RSCCD for any changes that would represent a significant deviation from the Scope of Work, thereby impacting objectives of the project, or that would add cost categories not included in the Scope of Work.

9. Time Extensions

RSCCD will not be requesting a time extension for program activities from LATTC. As a result, SUBCONTRACTOR will not be granted an extension. Therefore, SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement. Under this Agreement, SUBCONTRACTOR will only be reimbursed for expenses that are incurred on or prior to **October 31, 2015**.

10. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

11. Subcontract Assignment

Unless specifically noted in the Statement of Work (*Exhibit A*) and/or Budget Detail Sheet (*Exhibit B*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement.

SUBCONTRACTOR shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with state SUBCONTRACTOR guidelines. SUBCONTRACTOR shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by SUBCONTRACTOR. By entering into this Agreement SUBCONTRACTOR agrees that it is the direct provider of intended services. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this Agreement.

12. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

13. Audit

SUBCONTRACTOR agrees that RSCCD, LATTC, the PRIME SPONSOR, the Bureau of

State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, LATTC, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this Agreement.

14. Mutual Indemnification

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

15. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

16. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the

appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

17. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD: Rancho Santiago Community College District
Santiago Canyon College
Business & Career Technical Education Office
8045 E. Chapman Avenue
Orange, CA 92869
(714) 628-5051

Rancho Santiago Community College District
Vice Chancellor, Business Operations/Fiscal Services
2323 N. Broadway
Santa Ana, CA 92706

SUBCONTRACTOR: Southwest Carpenters' Training Trust
Attn: Edward Ripley, Director
533 S. Fremont Avenue, Suite 401
Los Angeles, CA 90071-1706
(213) 739-9343

18. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

19. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This project will be implemented in accordance with the conditions defined in SB 73 (SB – Clean Energy Job Creation Fund of the California Clean Energy Jobs Act), Request for Application Specifications, and the California Community Colleges Chancellor’s Office, Grant Agreement Legal Terms and Conditions (Articles I, eff. 10/2013 and Article II, Rev. 11/2012) (*Exhibit C*), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of this 2nd day of February 2015.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR – *Southwest
Carpenters’ Training Trust*

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Employer/Taxpayer Identification Number (EIN)

Board Approval Date: February 2, 2015

List of Exhibits

- Exhibit A Subcontractor's Scope of Work
- Exhibit B Approved Budget Detail Sheet
- Exhibit C Grant Agreement Legal Terms and Conditions (Articles I and II)

District: Rancho Santiago Canyon CCD _____

College: Santiago Canyon Community College _____

Project Performance Period: 2014-2015 _____

PROJECT WORKPLAN

Name of Program: Southern California Carpenters Joint Apprenticeship and Training Program TOP Code: 0952.10				
Activity	Description	Grant Objective #, MP #, and/or LI#	Responsible Persons	Amount Requested
1) Purchase energy efficiency testing equipment for apprentice and journey-worker training.	Purchase small and large tools, equipment, and infrared thermography camera for benchmarking energy efficiency and determining weatherization retro-fit measures.	Obj.#3; #9 MP 28, 30 LI 1; 3; 5	Tom Rooney, Coordinator	34,635.35
2) Purchase IT equipment and building envelope design software for apprenticeship and journey-worker training.	Purchase software licensing, WIFI connection, and upgrade services for existing computers; purchase 12 laptops capable of running building envelope (Revit-BIM) and energy modeling software in support of latest Title 24 building and construction code changes..	Obj.#5; #9 MP 28, 30 LI 1; 3; 5	Tom Rooney/John Sartor, Coordinator/IT Facilitator	48,436.00
3) Professional Development for instructional training staff.	Contract with 3 rd party to provide 6 additional instructional staff with thermography level one training, and one staff with energy modeling training (BIM)(Title 24).	Obj.#6; #9 MP 28, 29 LI 1; 3; 5; 6	Tom Rooney/John Sartor, Coordinator/Facilitator	9,475.00

5.4 (9)

Contract No. SCC-15-2514

form developed by Mark Williams, Prop 39 Region B

BUDGET DETAIL

Exhibit B

District: Rancho Santiago Community College
District

College: Santiago Canyon Community College

APPLICATION BUDGET DETAIL SHEET

Program Year: 2014-15

Source of Funds: Prop 39

Object of Expenditure	Description	Project Funds Requested
1000 Instructional Salaries		
2000 Non-Instructional Salaries		
3000 Employee Benefits		
4000 Supplies and Materials	Building envelope training supplies, tools, and software	20,740.35
5000 Other Operating Expenses and Services	Fees for professional development	9,475.00
6000 Capital Outlay	Building envelope training equipment and computer equipment	62,331.00
7000 Other Outgo		
	Total Costs	92,546.35

APPENDIX A

Chancellor's Office, California Community Colleges

GRANT AGREEMENT

ARTICLE I

**Proposition 39 Clean Energy Workforce Grant
Program-Specific Legal Terms and Conditions**
(Effective October 15, 2013)

ARTICLE II

Standard Legal Terms and Conditions
(Revision November 19, 2012)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: February 2, 2015
Re: Approval of Revision to Sub-Agreement between RSCCD and Coast Community College District/Coastline Community College	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District received an augmentation to its Year 1 2013/2014 award for the Sector Navigator – Information Communications Technology/Digital Media grant, to implement the NetLabs+ project. NetLabs is a virtual computer lab system that can be accessed 24x7 by ICT students, providing efficient access and quality for colleges' CTE ICT programs. The project will support the initial equipment cost and professional development required to establish NetLabs in regions throughout the state.

ANALYSIS

After reviewing the sub-agreement, Coastline Community College requested the following revisions to the original agreement that was Board approved December 8, 2014:

- That subcontractor's name be corrected from Coastline Community College to Coast Community College District / Coastline Community College.
- That Article I.2 Period of Performance will be revised to read as follows:
"The period of performance for this Agreement shall be from the date on which the Agreement has been signed by both RSCCD and SUBCONTRACTOR through June 30, 2015."
- Amend Exhibit A Project Application to include a revised Scope of Work with activity timelines that are within the sub-agreement Period of Performance, which ends 6/30/15.
- Amend Exhibit A Project Application to show the actual amount awarded of \$46,750, rather than the initial amount requested of \$50,000, to avoid discrepancies between funding amounts listed in the agreement.

The Project Administrator is Enrique Perez.

RECOMMENDATION

It is recommended that the Board approve this revised sub-agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

.Fiscal Impact: none	Board Date: February 2, 2015
Prepared by: Sarah Santoyo, Director of Grants	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
*Coast Community College District / Coastline Community College***

This grant sub-agreement (hereinafter “**Agreement**”) is entered into this 8th day of December 2014, between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the Coast Community College District / Coastline Community College (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, RSCCD was awarded a “Sector Navigator – Information Communications Technology/Digital Media Sector” grant #13-151-006, (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to improve the alignment of community college programs with employers and industry workforce needs in the sector; and

WHEREAS, **SUBCONTRACTOR** has agreed to participate in the purpose of the **Grant**; and

WHEREAS, **RSCCD** has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees,

NOW, THEREFORE the **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work described in the Project Application (*Exhibit A*), which by reference is incorporated into this Agreement.

2. **Period of Performance**

The period of performance for this **Agreement** shall be from the date on which the Agreement has been signed by both **RSCCD** and **SUBCONTRACTOR** through June 30, 2015.

3. **Total Cost**

The total cost to **RSCCD** for performance of this **Agreement** shall not exceed \$46,750 USD.

4. **Payment**

Sixty percent (60%) of the award will be paid to **SUBCONTRACTOR**, upon **RSCCD**’s receipt of the fully executed **Agreement** and a detailed final invoice requesting payment with appropriate back-up documentation, as required by **RSCCD**, and the Project Director’s certification of the final report. Final payment is contingent upon successful completion (or very significant progress towards completion) of all workplan activities and outcomes as described in the Statement of Work, Exhibit A. Invoice referencing the **Agreement** contract number (refer to footer in this agreement) should be submitted to the following address:

Rancho Santiago Community College District
Enrique Perez, Program Administrator ICT Sector Navigator
2323 North Broadway, Suite 350, Santa Ana, CA 92706

5. Reporting

SUBCONTRACTOR will provide a progress report describing the activities and documenting the expenditures by March 15th, 2015 and June 15th, 2015, and will provide a final report substantiating completion of the project and documentation of all project expenditures project by July 15th, 2015. If the report due dates fall on a weekend or a holiday, the report will be due on the day prior to the due date.

6. Expenditure of Grant Funds.

SUBCONTRACTOR agrees to comply with all **Grant** requirements and that it is solely responsible for the appropriate expenditure of all **Grant** funds received and for any misappropriation or disallowment of **Grant** funds.

7. Time Extensions

RSCCD will not be requesting a time extension for program activities from the California Community Colleges Chancellor's Office. As a result, **SUBCONTRACTOR** will not be granted an extension. Therefore, **SUBCONTRACTOR** must spend all of the funds allocated through this **Agreement** within the timeframe of the **Agreement**. Under this **Agreement**, **SUBCONTRACTOR** will only be reimbursed for expenses that are incurred prior to **June 30, 2015**.

8. Subcontract Assignment

None of the duties of, or work to be performed by, **SUBCONTRACTOR** under this **Agreement** shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of **RSCCD**. No subcontract or assignment shall terminate or alter the legal obligation of **SUBCONTRACTOR** pursuant to this **Agreement**.

SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state **SUBCONTRACTOR** guidelines.

SUBCONTRACTOR shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by **SUBCONTRACTOR**. By entering into this **Agreement** **SUBCONTRACTOR** agrees that it is the direct provider of intended services. Upon request, **SUBCONTRACTOR** shall submit to **RSCCD** copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this **Agreement**.

9. Record Keeping

SUBCONTRACTOR agrees to maintain project records for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

10. Audit

SUBCONTRACTOR agrees that **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. **SUBCONTRACTOR** agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might

reasonably have information related to such records. Further, **SUBCONTRACTOR** agrees to include a similar right of **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this **Agreement**.

11. Termination

Either party may terminate this **Agreement**, with or without cause upon sixty (60) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of **RSCCD** under this **Agreement** are contingent upon the availability of State funds, as applicable, for the reimbursement of **SUBCONTRACTOR** expenditures. In the event that such funding is terminated or reduced, **RSCCD** shall provide **SUBCONTRACTOR** with written notification of such determination, and RSCCD shall reimburse **SUBCONTRACTOR** for costs incurred for the project up to the date of notification.

12. Mutual Indemnification

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

14. Notices

All notices, reports and correspondence between the parties hereto respecting this **Agreement** shall be by email communication or in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD:

Enrique Perez, Program Administrator ICT Sector Navigator
2323 North Broadway, Suite 350, Santa Ana, CA 92706
perez_enrique@rsccd.edu, (714) 480-7460 cc: Steve@wrightca.com, (805) 231-8444

Coast CCD/Coastline Community College:

Nancy Jones, Project Director
12901 Euclid Street, Garden Grove, CA, 92840
njones@coastline.edu

Dejah Swingle, Director of Grants & Educational Services
1370 Adams Avenue, Costa Mesa, CA, 92626
(714) 438-4699, dswingle@mail.cccd.edu

ARTICLE II

1. Legal Terms and Conditions

Both **RSCCD** and **SUBCONTRACTOR** will implement the project according to all conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/2012 and Article II, Rev. 04/2008), as set forth in the RFA Instructions and incorporated into this **Agreement** by reference. Final payment is contingent upon successful completion) of all activities and outcomes. As the **Grant** is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this **Agreement** in any manner, **RSCCD** may modify this **Agreement** through an amendment, as needed.

This **Agreement** represents the entire understanding between **RSCCD** and **SUBCONTRACTOR** with respect to the **Grant**. No change, modification, extension, termination or waiver of this **Agreement**, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this **Agreement** to be executed as of the date by which both parties have signed the **Agreement**.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: COAST COMMUNITY
COLLEGE DISTRICT

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Board Approval Date: December 8, 2014

EIN/TIN:

Board Approval Date (revision): February 2, 2015

*Project Name:

Please enter the name (or a descriptive title) of the specific program seeking support.

*Project Amount (\$)

*Project Start Date

*Project End Date

*Describe the project for which you are seeking funding (3-5 short sentences)

The OC NetLab Consortium, Coastline, Cypress, and Irvine Valley, represents three levels of CyberSecurity/Networking curriculum and advanced NetLab technology within Orange County. The Consortium would like to pilot the sharing of resources, expertise, training, and support between the three colleges in an effort to develop a model that could be expanded to include other colleges and high schools in the county. Finally, Coastline will host staff development opportunities for faculty and technicians from the OC NetLab Consortium to learn to incorporate existing CSSIA curriculum into their classes and teach technical staff to setup and maintain their own NetLab Pods

*Describe the need, problem and/or opportunity addressed by the project. How did you identify the particular need addressed by your proposal? Please provide measurable evidence if applicable.

The problem that is faced by Irvine Valley College, like many colleges, is that they do not have access to current technology, full time faculty, and staff to update old curriculum. Coastline currently has 56 NetLab pods and 5 servers and Cypress has 8 NetLab pods and 2 servers. This proposal is based on making available NetLab access to Irvine Valley College through the sharing of resources. Coastline and Cypress will provide access to one course each using NetLab as the virtual lab environment and provide technical support for Irvine Valley . In addition, Coastline will provide professional development open to all colleges in Orange County focusing on incorporating existing curriculum developed by CSSIA and other federally funded projects. Funds for Cypress will expand their existing NetLab setup and technical support for Irvine Valley, and funds for Coastline will partially pay for NetLab capacity building, technical support for Irvine Valley, and professional development. Coastline will be matching grant funds with (\$30K) of CTE enhancement funds. Cypress will be matching the grant funds with (\$20K) of Perkins funds. The pilot will allow the three colleges to address issues that need to be identified such as contractual obligations, technical support, joint scheduling of courses, and learning to collaborate instead of competing for FTES.

***Describe how you will use funds:**

Funds to pay for NetLab equipment and software, technical support, and professional development.

Equipment/Software:
Coastline-Partial purchase of NetLab Software PE (balance funded by CTE Enhancement)
Cypress-Upgrade NetLab Software from AE to PE

Technical Support:
Coastline-Equal match of Professional Expert to install, maintain, and troubleshoot NetLab
Cypress-Fund Professional Expert to install, maintain, and troubleshoot Netlab

Professional Development:
Coastline-Faculty Curriculum Development, IT Support-optimization of Netlab configurations

***Why is this the right time for this project?**

Regional collaboration and virtualized lab environments are essential for increasing capacity to serve more students and establishing the latest technology in the most efficient manner. This proposal is a pilot project among three regional colleges with different maturity levels addressing the critical needs and seeking future collaboration. The project is estimated to begin in January 2015 and will focus on procurement of equipment and software and the development of professional development activities. By fall 2015, Irvine Valley College should be offering two classes per semester utilizing the shared NetLab environment. The spring, 2016 semester would be used to make adjustments to the process, and complete the reporting out of the NetLab grant process.

***Describe your organization’s ability to implement the project. Please include staff strength and operational & fiscal management.**

Coastline and Cypress are currently offering courses that utilize extensive NetLab and cyber security curriculum. Coastline was formerly a Cisco Regional Academy, and is awaiting confirmation of the CAE/2Y (Center of Excellence in Cyber Security) certification from NSA and the department of Homeland Security. Coastline is currently a co-PI on the CyberWatch West NSF/ATE grant with a focus on outreach and curriculum development to colleges and high schools in cyber security. Both Coastline and Cypress have extensive IT support systems and supportive administrations.

***What is the most difficult aspect of this project that could affect your success?**

There are two issues that could have an impact on the ongoing success of this NetLab project. The first is the development of an effective collaboration between the three colleges. While we have a good working relationship at this point, it is important for us to develop a trusting and supportive working environment where we can all share openly and truly focus on serving the needs of our students.

The second issue will be the ongoing funding that will be required to maintain and share resources. As FTES increases, there will be a greater demand on the equipment and technical support. This could be an opportunity to collaborate on other outside grants to meet these demands.

***Will you be requiring any resources from your Deputy Sector Navigator (DSN) other than funding for the project? Please explain.**

The continued support and collaboration with our Deputy Sector Navigator is very important. Gustavo Chamorro has been instrumental in helping us to put this pilot project together and his continued involvement will be crucial as we look to broaden the scope of this project to include the other colleges and high schools in Orange County.

***Given that you will share your results at the conclusion of your project, what are your plans to make your proposed project available for the NetLAB User Group and for your DSN and how will you increase the effectiveness of your work for the larger community? What would be your target audience?**

There are three outcomes that will be available to be used statewide. First, we will develop best practices to define the procedures that are necessary to setup and maintain a shared NetLab environment. Second, we will develop guidelines for the effective setup, support and maintenance of the NetLab environment. Finally, the professional development that we will be hosting could be made available to institutions statewide, and/or video archived for those who cannot attend. Our major focus will be the three colleges who are participating in our DSNs NetLabs working group, and will then expand to the other colleges in the county as needed.

PROJECT TITLE AND TIMELINE: OC NETLAB CONSORTIA

Activities	Measurable Outcomes	Timeline	Responsible Persons
1. Dell servers purchased and configured with NetLab PE	2 Dell servers will be installed and configured to host NetLab pods	Spring/Summer 2015	Nancy Jones (Coastline) Behzad Izadi (Cypress)
NetLab Management	NetLab pods will be installed and beta tested Summer 2015 and fully functional to host 2 courses for IVC fall 2015 and Spring 2016.	Summer 2015	Nancy Jones (Coastline) Behzad Izadi (Cypress) Roopa Mather (Irvine Valley)
Workshops: Curriculum Development	3 Workshops for faculty to develop NetLab curriculum	Spring 2015 Summer 2015	Gustavo Chamorro (DSN) Nancy Jones (Coastline) Behzad Izadi (Cypress) Roopa Mather (Irvine Valley)
Workshops: IT Management	1 IT Workshop for technical support staff to learn how to setup, manage, and monitor NetLabs.	Summer 2015	Gustavo Chamorro (DSN) Nancy Jones (Coastline) Behzad Izadi (Cypress) Roopa Mather (Irvine Valley)
Collaboration meetings	Project progress, problems, concerns, and best practices will be shared in meetings	Monthly	Gustavo Chamorro (DSN) Nancy Jones (Coastline) Behzad Izadi (Cypress) Roopa Mather (Irvine Valley)
Final Report	A document summarizing the results	Summer 2015	Gustavo Chamorro (DSN) Nancy Jones (Coastline) Behzad Izadi (Cypress) Roopa Mather (Irvine Valley)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: February 2, 2015
Re:	Approval of First Amendment to Sub-Agreements between RSCCD and Coast Community College District/Coastline Community College/Golden West College, South Orange County Community College District/Irvine Valley College/Saddleback Community College, and Orange County Superintendent of Schools/Central Orange County Career Technical Education Partnership (CTEp) for the Small Business Deputy Sector Navigator Grant	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was awarded the Small Business Deputy Sector Navigator grant (#13-159-006) from the California Community Colleges Chancellor's Office Division of Workforce & Economic Development. The grant consists of two funding streams that include Deputy Sector Navigator funds (SB 1402 \$200,000) and In-Region Investment funds (SB 1070 \$100,000). The in-region investment funds will be used to assist economic and workforce regional development centers and consortia to improve career-technical education pathways between high schools and community colleges by: increasing the readiness of middle school and high school students for- and access to- postsecondary education; increasing student success in postsecondary education and training; and increasing careers in the high-need, high-growth, Small Business sector. The performance period of the grant of July 1, 2014 to December 31, 2014 has been extended to March 31, 2015.

The project administrator is Leila Mozaffari and the project director is Maricela Sandoval.

ANALYSIS

Rancho Santiago Community College District and partners have agreed to extend the term of the agreement to March 15, 2015.

<u>Sub-Contractor</u>	<u>Agreement No.</u>	<u>Performance Period</u>
CCCD – Coastline Community College	DO-14-2307-01.01	10/01/14 – 03/15/15
CCCD – Golden West College	DO-14-2307-05.01	11/01/14 – 03/15/15
SOCCCD – Irvine Valley College	DO-14-2307-03.01	10/28/14 – 03/15/15
SOCCCD – Saddleback Community College	DO-14-2307-04.01	10/01/14 – 03/15/15
OC Superintendent of Schools – CTEp	DO-14-2307-02-01	10/01/14 – 03/15/15

RECOMMENDATION

It is recommended that the Board approve these amendments to the sub-agreements and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into related contractual agreements on behalf of the district.

Fiscal Impact: none	Board Date: February 2, 2015
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	

**FIRST AMENDMENT TO SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
COAST COMMUNITY COLLEGE DISTRICT**

This **FIRST AMENDMENT** is entered into this 2nd day of February 2015, between Rancho Santiago Community College District (hereinafter "RSCCD") and Coast Community College District on behalf of *Coastline Community College* (hereinafter "SUBCONTRACTOR") to amend that certain Agreement between the parties dated September 22, 2014, with a period of performance of October 1, 2014 through December 31, 2014 (hereinafter "Term"); and

WHEREAS, RSCCD was awarded a "Deputy Sector Navigator Small Business – SB 1070" grant #13-159-006 (hereinafter "Grant") from the California Community Colleges Chancellor's Office, Workforce and Economic Development Division, to disseminate funds to community colleges for them to prepare and implement small business and entrepreneurship curriculum projects at community colleges in alignment with high school pathways; and

WHEREAS, SUBCONTRACTOR agreed to participate in the purpose of this Grant;

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees;

NOW, THEREFORE it is mutually agreed by RSCCD and SUBCONTRACTOR to extend the Term of the Agreement to March 15, 2015, with no changes to the total cost of the Agreement. SUBCONTRACTOR is required to complete and submit deliverables related to this Agreement to the Project Director via email by March 15, 2015.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this **FIRST AMENDMENT**, remain unchanged.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this **FIRST AMENDMENT** to the Agreement to be executed as of this 2nd day of February 2015.

**RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT**

**SUBCONTRACTOR: Coast Community
College District**

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor, Business Operations

Name: _____

Title: and Fiscal Services

Title: _____

Date: _____

Date: _____

Employer/Taxpayer Identification Number (EIN)
95-6002272

**FIRST AMENDMENT TO SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
COAST COMMUNITY COLLEGE DISTRICT**

This **FIRST AMENDMENT** is entered into this 2nd day of February 2015, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Coast Community College District on behalf of *Golden West College* (hereinafter “SUBCONTRACTOR”) to amend that certain Agreement between the parties dated October 13, 2014, with a period of performance of November 1, 2014 through December 31, 2014 (hereinafter “Term”); and

WHEREAS, RSCCD was awarded a “Deputy Sector Navigator Small Business – SB 1070” grant #13-159-006 (hereinafter “Grant”) from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to disseminate funds to community colleges for them to prepare and implement small business and entrepreneurship curriculum projects at community colleges in alignment with high school pathways; and

WHEREAS, SUBCONTRACTOR agreed to participate in the purpose of this Grant;

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees;

NOW, THEREFORE it is mutually agreed by RSCCD and SUBCONTRACTOR to extend the Term of the Agreement to March 15, 2015, with no changes to the total cost of the Agreement. SUBCONTRACTOR is required to complete and submit deliverables related to this Agreement to the Project Director via email by March 15, 2015.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this **FIRST AMENDMENT**, remain unchanged.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this **FIRST AMENDMENT** to the Agreement to be executed as of this 2nd day of February 2015.

**RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT**

**SUBCONTRACTOR: Coast Community
College District**

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor, Business Operations

Name: _____

Title: and Fiscal Services

Title: _____

Date: _____

Date: _____

Employer/Taxpayer Identification Number (EIN)
95-6002272

**FIRST AMENDMENT TO SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

This **FIRST AMENDMENT** is entered into this 2nd day of February 2015, between Rancho Santiago Community College District (hereinafter “RSCCD”) and South Orange County Community College District on behalf of *Irvine Valley College* (hereinafter “SUBCONTRACTOR”) to amend that certain Agreement between the parties dated October 13, 2014, with a period of performance of October 28, 2014 through December 31, 2014 (hereinafter “Term”); and

WHEREAS, RSCCD was awarded a “Deputy Sector Navigator Small Business – SB 1070” grant #13-159-006 (hereinafter “Grant”) from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to disseminate funds to community colleges for them to prepare and implement small business and entrepreneurship curriculum projects at community colleges in alignment with high school pathways; and

WHEREAS, SUBCONTRACTOR agreed to participate in the purpose of this Grant;

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees;

NOW, THEREFORE it is mutually agreed by RSCCD and SUBCONTRACTOR to extend the Term of the Agreement to March 15, 2015, with no changes to the total cost of the Agreement. SUBCONTRACTOR is required to complete and submit deliverables related to this Agreement to the Project Director via email by March 15, 2015.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this **FIRST AMENDMENT**, remain unchanged.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this **FIRST AMENDMENT** to the Agreement to be executed as of this 2nd day of February 2015.

**RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT**

**SUBCONTRACTOR: South Orange County
Community College District**

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor, Business Operations

Name: _____

Title: and Fiscal Services

Title: _____

Date: _____

Date: _____

Employer/Taxpayer Identification Number (EIN)
95-2479872

**FIRST AMENDMENT TO SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

This **FIRST AMENDMENT** is entered into this 2nd day of February 2015, between Rancho Santiago Community College District (hereinafter "RSCCD") and South Orange County Community College District on behalf of *Saddleback Community College* (hereinafter "SUBCONTRACTOR") to amend that certain Agreement between the parties dated October 13, 2014, with a period of performance of October 1, 2014 through December 31, 2014 (hereinafter "Term"); and

WHEREAS, RSCCD was awarded a "Deputy Sector Navigator Small Business – SB 1070" grant #13-159-006 (hereinafter "Grant") from the California Community Colleges Chancellor's Office, Workforce and Economic Development Division, to disseminate funds to community colleges for them to prepare and implement small business and entrepreneurship curriculum projects at community colleges in alignment with high school pathways; and

WHEREAS, SUBCONTRACTOR agreed to participate in the purpose of this Grant;

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees;

NOW, THEREFORE it is mutually agreed by RSCCD and SUBCONTRACTOR to extend the Term of the Agreement to March 15, 2015, with no changes to the total cost of the Agreement. SUBCONTRACTOR is required to complete and submit deliverables related to this Agreement to the Project Director via email by March 15, 2015.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this **FIRST AMENDMENT**, remain unchanged.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this **FIRST AMENDMENT** to the Agreement to be executed as of this 2nd day of February 2015.

**RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT**

**SUBCONTRACTOR: South Orange County
Community College District**

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor, Business Operations

Name: _____

Title: and Fiscal Services

Title: _____

Date: _____

Date: _____

Employer/Taxpayer Identification Number (EIN)
95-2479872

**FIRST AMENDMENT TO SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
ORANGE COUNTY SUPERINTENDENT OF SCHOOLS**

This **FIRST AMENDMENT** is entered into this 2nd day of February 2015, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Orange County Superintendent of Schools on behalf of *Central Orange County Career Technical Education Partnership (CTEp)* (hereinafter “SUBCONTRACTOR”) to amend that certain Agreement between the parties dated October 13, 2014, with a period of performance of October 1, 2014 through December 31, 2014 (hereinafter “Term”); and

WHEREAS, RSCCD was awarded a “Deputy Sector Navigator Small Business – SB 1070” grant #13-159-006 (hereinafter “Grant”) from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to disseminate funds to community colleges for them to prepare and implement small business and entrepreneurship curriculum projects at community colleges in alignment with high school pathways; and

WHEREAS, SUBCONTRACTOR agreed to participate in the purpose of this Grant;

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees;

NOW, THEREFORE it is mutually agreed by RSCCD and SUBCONTRACTOR to extend the Term of the Agreement to March 15, 2015, with no changes to the total cost of the Agreement. SUBCONTRACTOR is required to complete and submit deliverables related to this Agreement to the Project Director via email by March 15, 2015.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this **FIRST AMENDMENT**, remain unchanged.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this **FIRST AMENDMENT** to the Agreement to be executed as of this 2nd day of February 2015.

**RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT**

**SUBCONTRACTOR: Orange County
Superintendent of Schools**

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor, Business Operations

Name: _____

Title: and Fiscal Services

Title: _____

Date: _____

Date: _____

Employer/Taxpayer Identification Number (EIN)
95-6000943

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: February 2, 2015
Re:	Adoption of Resolution No. 15-03 – California Governor’s Office of Emergency Services (EMF-2014-PC-0005)	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District’s Risk Management received a Pre-Disaster Mitigation (PDM) grant from the Federal Emergency Management Agency (FEMA) through California Governor’s Office of Emergency Services (Cal OES). The purpose of the grant is to identify the natural hazards that impact the district; to identify actions and activities to reduce any losses from those hazards; and to establish a coordinated process to implement the plan. This funding will support the costs of hiring a consultant who would help the district write a Local Hazard Mitigation Plan.

The grant award is \$74,999 with a match requirement of \$25,000 that consists 15% of project director salary and benefits. The project performance period is October 28, 2014 – October 27, 2016.

The project director is Donald Maus and the project administrator is John Didion.

ANALYSIS

As part of the acceptance process, the California Governor’s Office of Emergency Services (Cal OES) requires that the Board of Trustees approve the execution of the sub-agreement, and designate and approve an authorized representative of the district to sign any related contractual and amendment documents related to this sub-agreement.

RECOMMENDATION

It is recommended that the Board adopts this resolution with the California Governor’s Office of Emergency Services and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into related contractual agreements on behalf of the district.

Fiscal Impact: none	Board Date: February 2, 2015
Prepared by: Huong Nguyen, Resource Development Coordinator	
Submitted by: Enrique Perez, Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program**

BE IT RESOLVED BY THE Board of Trustees OF THE Rancho Santiago Community College District
(Governing Body) (Name of Applicant)

THAT Raúl Rodríguez, Chancellor, OR
(Title of Authorized Agent)

John Didion, Executive Vice Chancellor, OR
(Title of Authorized Agent)

Peter J. Hardash, Vice Chancellor
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Rancho Santiago Community College District, a public entity
(Name of Applicant)
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Service.
for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief
and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Rancho Santiago Community College District, a public entity established under the laws of the State of California,
(Name of Applicant)
hereby authorizes its agent(s) to provide to the California Governor's Office of Emergency Service for all matters pertaining to such state
disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- This is a universal resolution and is effective for all open and futures Disasters/Grants up to three (3) years following the date of approval below.
- This is a Disaster/Grant specific resolution and is effective for only Disaster/Grant name/number(s) _____

Passed and approved this 2nd day of February, 2015

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, John R. Hanna, duly appointed and Clerk of the Board of Trustees of
(Name) (Title)

Rancho Santiago Community College District, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the Board of Trustees of the Rancho Santiago Community College District
(Governing Body) (Name of Applicant)

on the 2nd day of February, 2015.

(Signature)

Clerk, Board of Trustees

(Title)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC
February 2, 2015

REVISED PAGE

MANAGEMENT

Approval of Outside Assignment

Satele, Arleen – To serve for the Accrediting Commission for Community and Junior Colleges as a member of the team that will conduct an External Evaluation visit for Merritt College in Oakland, California, from March 9-12, 2015, with an initial workshop on February 10, 2015, in Los Angeles, California.

New Job Description/#1

Sergeant, District Safety & Security
Grade K

Revised Job Descriptions/Titles/#2-3

From: Director, District Safety & Security
Grade G
To: Chief, District Safety & Security
Grade D

From: Supervisor, District Safety & Security
Grade M
To: Lieutenant, District Safety & Security
Grade H

Ratification of Resignation/Retirement

Nashua, Loy
Associate Dean, Student Development
Student Affairs
Santa Ana College

Effective: May 5, 2015
Reason: Resignation
(Last Day in Paid Status)

FACULTY

Change of Assignment

Collins, Monica
From: Coordinator, Deaf & Hard of
Hearing Program/EOPS
Student Services
To: Associate Professor, American
Sign Language
Humanities & Social Sciences Division
Santa Ana College

Effective: February 2, 2015
Salary Placement: VI-16 \$101,017.11/Year
(Removing \$1,000 Coordinator Stipend)

FACULTY (CONT'D)

Ratification of Resignation/Retirement

Sandoval, Guadalupe
Teacher
SAC East Child Development Center
Child Development Services
District Office

Effective: February 6, 2015
Reason: Resignation
(Last day in Paid Status)

Adjusted Change of Classification

Robledo, Joanna Campos
Counselor
Counseling Division
Santa Ana College

Effective: July 31, 2014
From: V-12 \$96,169.99/Year
To: VI-12 \$99,909.08/Year

Stipends

Cannon, Christopher
Assistant Professor, Theatre Arts
Fine & Performing Arts Division
Santa Ana College

Effective: January 9, 2015
Amount: \$977.00
Reason: Curriculum Development
(Grant #2260)

Fraser, Rebecca
Master Teacher
SCC Child Development Center
Child Development Services
District Office

Effective: January 20, 2015
From: Assistant Director, \$300/Mo.
To: Site Supervisor, \$500/Mo.

Grant, Madeline
Professor, Business/Marketing (On Reassignment)
Business Division
Santa Ana College

Effective: January 31, 2015
Amount: \$1,000.00
Reason: Curriculum Development
(Grant #2316)

FARSCCD Full-time/Contract Beyond Contract/Overload Column Change

Mathot, Sarah
Assistant Professor, Nutrition &
Culinary Arts
Human Services & Technology Division
Santa Ana College

Effective: February 2, 2015
From: II-5 \$62.08/Lecture Hour
To: IV-5 \$69.02/Lecture Hour

FARSCCD Part-time/Hourly Column Changes

Colantonio, Sandra C
Instructor, French
Humanities & Social Sciences Division
Santa Ana College

Effective: February 2, 2015
From: Hourly Lecture Rate: II-3 \$56.31
To: Hourly Lecture Rate: III-3 \$59.62

FACULTY (CONT'D)

FARSCCD Part-time/Hourly Column Changes (cont'd)

Fenton, Jamie M
Instructor, Psychology
Humanities & Social Sciences Division
Santa Ana College

Effective: February 2, 2015
From: Hourly Lecture Rate: III-3 \$59.62
To: Hourly Lecture Rate: IV-3 \$62.60

Hagelbarger, Theresa
Instructor, Business Applications
Business Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: I-3 \$54.08

Huynh, Jordan Dang
Instructor/Counselor
Counseling Division
Santa Ana College

Effective: February 2, 2015
From: Hourly Lecture/Lab Rates: II-3 \$56.31/\$48.27
To: Hourly Lecture/Lab Rates: III-3 \$59.62/\$50.68

Trinh, Thao Kim
Clinical Nurse
Science, Mathematics &
Health Sciences Division
Santa Ana College

Effective: February 2, 2015
From: Hourly Lecture Rate: I-3 \$54.08
To: Hourly Lecture Rate: II-3 \$56.79

Part-time Hourly New Hires/Rehires

Abachi, Shahriar
Instructor, Astronomy
Mathematics & Sciences Division
Santiago Canyon College

Effective: February 2, 2015
Hourly Lecture Rate: IV-3 \$62.60

Auxier, Tristen A
Instructor, ESL
Continuing Education Division (OEC)
Santiago Canyon College

Effective: January 13, 2015
Hourly Lecture Rate: I-2 \$42.47

Barsha, Anthony G
Instructor, Mathematics
Mathematics & Sciences Division
Santiago Canyon College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Bennett, Sarah
Instructor, Communications & Media Studies
Fine & Performing Arts Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

FACULTY (CONT'D)

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

Bonsall, Laura
Instructor, Fashion Design & Merchandising
Human Services & Technology Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Bruckman, Daniela
Instructor, Biology (equivalency)
Science, Mathematics &
Health Sciences Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Choun, Jinhee K
Instructor, ESL
Continuing Education Division (OEC)
Santiago Canyon College

Effective: January 13, 2015
Hourly Lecture Rate: II-2 \$43.51

Cornwall, Carrie D
Instructor, Marketing/Retailing/Small
Business Development (Entrepreneurship)
Business Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$ 56.79

Corp, Richard L
Instructor, Mathematics
Science, Mathematics &
Health Sciences Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Galvan, Shaun
Instructor, Chemistry
Mathematics & Sciences Division
Santiago Canyon College

Effective: February 2, 2015
Hourly lecture Rate: II-3 \$56.79

Grajeda, Veronica Ivone
Instructor, ESL
Continuing Education Division (CEC)
Santa Ana College

Effective: January 20, 2015
Hourly Lecture Rate: II-2 \$43.51

Guerra, Jorge E
Instructor, Mathematics
Science, Mathematics &
Health Sciences Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: IV-3 \$62.60

FACULTY (CONT'D)

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

Hernandez, Angel
Counselor
Counseling & Student Support Services Division
Santiago Canyon College

Effective: January 12, 2015
Hourly Lab Rate: II-3 \$48.27

Hernandez, Samantha
Instructor, Fashion Design & Merchandising
Human Services & Technology Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: I-3 \$54.08

Hosseini Qanatqazi, Abbas
Instructor, Mathematics
Mathematics & Sciences Division
Santiago Canyon College

Effective: February 2, 2015
Hourly Lecture Rate: IV-3 \$62.60

Jung, Deanna
Instructor, Clinical Nurse
Science, Mathematics &
Health Sciences Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: IV-3 \$62.60

Landaveri, Alberto
Instructor, Spanish
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: February 2, 2015
Hourly Lecture Rate: IV-3 \$62.60

Law, Douglas
Instructor, Music
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Ledezma, Milton G
Instructor, High School Subjects/GED
Continuing Education Division (OEC)
Santiago Canyon College

Effective: January 26, 2015
Hourly Lecture Rate: I-2 \$ 43.51

Madishetty, Kavitha
Instructor, Chemistry
Mathematics & Sciences Division
Santiago Canyon College

Effective: February 2, 2015
Hourly Lecture Rate: IV-3 \$62.60

FACULTY (CONT'D)

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

Navarro, Maria
Instructor, Human Development
Human Services & Technology Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Nguyen, John Q
Instructor, Mathematics
Science, Mathematics &
Health Sciences Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Nguyen, My-Hanh
Instructor, Mathematics
Science, Mathematics &
Health Sciences Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Nunez, Yvette
Instructor, Human Development
Human Services & Technology Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Romero, Maria Teresa
Instructor, History
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: February 2, 2015
Hourly Lecture Rate: IV-3 \$62.60

Salinas, Keo
Instructor, Human Development
Human Services & Technology Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Scanlon, Brian J
Instructor, Marketing/Retailing/Small
Business Development (Entrepreneurship)
Business Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Sillings, Donald
Instructor, ESL
Continuing Education Division (CEC)
Santa Ana College

Effective: January 26, 2015
Hourly Lecture Rate: II-4 \$45.76

FACULTY (CONT'D)

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

Sullivan, John
Instructor, English
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Tran, Thien D
Instructor, Mathematics
Science, Mathematics &
Health Sciences Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Valencia, Marie A
Instructor, Mathematics
Science, Mathematics &
Health Sciences Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Vasquez, Michelle
Instructor, Clinical Nurse
Science, Mathematics and
Health Sciences Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Wachs, Michael
Instructor, Music
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: February 2, 2015
Hourly Lecture Rate: IV-3 \$62.60

Walker, Lynn
Instructor, ESL
Continuing Education Division (CEC)
Santa Ana College

Effective: February 26, 2015
Hourly Lecture Rate: II-2 \$43.51

Wallace, Jr., James
Instructor, Theatre Arts
Fine & Performing Arts Division
Santa Ana College

Effective: February 5, 2015
Hourly Lecture Rate: II-3 \$56.79

West, Ronald
Instructor, Criminal Justice (equivalency)
Human Services & Technology Division
Santa Ana College

Effective: January 26, 2015
Hourly Lecture Rate: I-3 \$54.08

FACULTY (CONT'D)

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

Wohlgezogen, Laura
Instructor, Mathematics
Mathematics & Sciences Division
Santiago Canyon College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Whynaught, Jeffrey
Instructor, English
Humanities & Social Sciences Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: II-4 \$59.62

Non-paid Instructors of Record

Cartwright, Mitchell
Instructor, Apprenticeship/Survey
Business & Career Technical Education Division
Santiago Canyon College

Effective: January 12, 2015

Miller, Martin S
Instructor, Apprenticeship/Survey
Business & Career Technical Education Division
Santiago Canyon College

Effective: January 12, 2015

Non-paid Intern Service

Cao, Truc Linh
Outreach Intern
Student Affairs
Santa Ana College

Effective: February 3 – June 30, 2015
College Affiliation: CSU, Fullerton
Discipline: Human Services

Smith, Younna
Outreach Intern
Student Affairs
Santa Ana College

Effective: February 3 – June 30, 2015
College Affiliation: CSU, Fullerton
Discipline: Higher Education

Vasquez, Diana
University Intern
Student Affairs
Santa Ana College

Effective: February 2 – June 30, 2015
College Affiliation: CSU, Fullerton
Discipline: Higher Education

SERGEANT – DISTRICT SAFETY & SECURITY DEPARTMENT

CLASS SUMMARY

Under general supervision and direction of the Lieutenant, District Safety and Security, performs duties related maintaining the safety and security of students, staff and visitors as well as District facilities, grounds, materials, and equipment; performs related duties as assigned and required. Supervises the work of Senior District Safety Officers and District Safety Officers (primarily swing shift) at assigned sites. Performs patrol duties. Acts as Watch Commander on assigned shift.

REPRESENTATIVE DUTIES

- Responds to radio and/or telephonic calls for routine and/or emergency assistance in both criminal and non-criminal matters. Deters and prevents unlawful behavior. Prepares incident and crime reports.
- Supervises, reviews and evaluates the work of Senior District Safety Officers and District Safety Officers involved in traffic and field patrol, investigations, crime prevention, community relations and related services and activities;
- Supervises clerical/dispatch staff and student assistants.
- Prepares and administers briefings and deploys officers to assignments in accordance with the needs of the District.
- Prepares performance evaluations of subordinate staff; participates in the selection and disciplinary processes; ensures adequate staffing to meet safety and security needs, including authorizing short-term changes to normal assignments or assigning and supervising additional staff for special events;
- Supervises and participates in the investigation of criminal and non-criminal incidents.
- Receives and reviews crime, incident, and arrest reports. Ensures reports are correctly and properly written and submitted in a timely manner.
- Prepares activity reports and reports on cases investigated; reviews with campus and District administrators, periodic crime report summaries.
- Operates district vehicles.
- Establishes standards, monitors performance, prepares and conducts performance evaluations, monitors remedial actions and employee development goals, and recommends commendations of District Safety Officers
- Recommends and assists with implementation of goals and objectives for the department, implements duty schedules and methods for providing effective services, and implement District and department policies and procedures.
- Evaluates operations and activities, recommending and implementing improvements and modifications, preparing outcome-based reports.
- Contacts and cooperates with other law enforcement agencies in matters relating to interdepartmental relations and mutual aid support.
- Reviews and maintains department policies, regulations and operational procedures. Ensures that officers understand and perform in compliance with established policies, regulations, and procedures.
- Supervises training of new officers on district and departmental policies, procedures and activities. May serve as a training officer.
- Conducts inspections of personnel and equipment.

SERGEANT – DISTRICT SAFETY & SECURITY DEPARTMENT

REPRESENTATIVE DUTIES (CONT'D)

- Provides leadership consistent with the mission and function of the District; understands the uniqueness of Safety & Security in a community college environment, with sensitivity to the safety needs of students, faculty, and staff.
- Provides leadership and demonstrates by example a community policing model for this District, including participation in committees, participatory governance, crime prevention and other problem solving approaches to law enforcement in education.
- Performs other related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

Positions in this class report to a designated Lieutenant and directs Senior District Safety Officers and District Safety Officers on assigned shifts. May be assigned to any shift, including weekends, swing and graveyard shifts. Works independently in the absence of supervision, making decisions in the best interests of the district.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

- Graduation from high school (or G.E.D.)
- Five years of progressively responsible law enforcement, security or public safety experience, including two years in a lead or a supervisory capacity.
- Prior to hire, completion of P.O.S.T. approved School Security or Campus Law Enforcement course, (S.B. 1626), or School Peace Officer course plus state-mandated courses required to carry firearms (BSIS Guard card and either BSIS exposed Firearm carry or PC 832 Powers of arrest and search with Firearms component).
- Training in chemical agents, including pepper spray, and baton (defensive impact weapon).
- Current certification in First Aid and CPR
- Possess a valid California Driver's License with a driving record that meets the standards established by the District.
- Must be physically fit, and pass written, oral and psychological background testing.

Knowledge of:

- Principles, methods, techniques and strategies pertaining to a comprehensive community college district safety and security and Community Orientated Policing.
- Legal mandates, policies, regulations and operating procedures related to community college safety, security.
- Practices, procedures, techniques and strategies for determining operational effectiveness.
- Operational safety standards and normally accepted standards of conduct and ethics.
- Principles and practices of disaster and emergency response.
- **DESIRABLE QUALIFICATIONS GUIDE**

SERGEANT – DISTRICT SAFETY & SECURITY DEPARTMENT

DESIRABLE QUALIFICATIONS GUIDE (CONT'D)

- Safety and Security practices and principles, including: basic exemplary leadership concepts; rules of evidence; vehicle code and traffic control; first aid, CPR, firearms, chemical agents (mace) and baton and appropriate safety precautions and procedures.
- Knowledge of pertinent provisions of ordinances and regulations of the County of Orange, and Education Code, and the Penal Code of California pertaining to the guarding and security of buildings and grounds and relating to theft and illegal entry into district property; hazards involved in security work.

Ability to:

- Perform all of the duties of the position effectively and efficiently with minimal supervision.
- Utilize all of the tools and equipment of the position in a safe and responsible manner.
- Analyze situations quickly and objectively and determine and take effective action.
- Use appropriate defense measures to protect self or others in adverse situations.
- Administer first aid in emergency situations.
- Use of two-way radio communication
- Operate a computer and assigned office equipment.
- Communicate effectively both orally and in writing and to interact both formally and informally with students, staff, outside agency personnel and the general public.
- Demonstrate an understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

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

February 2015

CHIEF, DISTRICT SAFETY/SECURITY

CLASS SUMMARY

Serves as the senior operational manager for district safety and security. Has overall responsibility for all duties related to maintenance of safety, and security of facilities, grounds, materials and equipment, ensures the safety and protection of students, faculty, staff and visitors. Responsible for planning, organizing, directing and supervising the work performed by all subordinate department personnel.

REPRESENTATIVE DUTIES

- Responsible for the efficient organization and operation of the district Safety and Security department including the development of policies and procedures, providing technical advice and administrative direction including the review and quality control of all logs, incident reports and correspondence.
- Responsible for the selection, assignment, supervision, training, evaluation and discipline of all department staff;
- Ensures adequate staffing to meet safety and security needs, including authorizing short-term changes to normal assignments or assigning and supervising additional staff for special events;
- Responsible for parking administration;
- Responsible for the accurate collection and reporting of crime data;
- Investigates complaints against the department and recommends appropriate action.
- Reviews incident reports, activity logs and related written materials to ensure all incidents are properly documented;
- Provides oversight and inventory of departmental equipment and vehicles;
- Responsible for budget development and administration;
- Interacts positively with campus community and assists members in identifying potential safety and/or criminal problems;
- Communicates and coordinates activities with subordinate staff; maintains positive working relations with department members, students, staff and college community.
- Responds to incidents and emergencies by taking appropriate actions; manages investigations and complaints; provides first aid and CPR if needed; provides on-call availability for serious incidents.
- Ensures all serious incidents are appropriately handled and documented and that appropriate authorities are notified.
- Assist with disaster/emergency preparedness planning and training; conducts public awareness programs and presentations on safety, security and crime prevention to staff and students.

CHIEF, DISTRICT SAFETY/SECURITY (continued)

- Responsible for the monitoring, operations, maintenance and repairs of the fire and intrusion alarm systems, and the video security systems for the District and colleges.
- Serves as the District's liaison with all local law enforcement and social agencies (police, paramedics, fire, sheriff's deputies, marshals, and city parking control).
- Attends workshops and training sessions to enhance professional knowledge and skills.
- Provides leadership and demonstrates by example a community policing model for this District, including participation in committees, participatory governance, crime prevention and other problem solving approaches to law enforcement in education.
- Performs other related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the Vice Chancellor, Business Operations and Fiscal Services, supervises Lieutenants, Sergeants, Senior District Safety Officers, District Safety Officers, clerical staff, and student assistants.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

- Post-secondary education equivalent to graduation from a four-year college or university with a major in police science, criminology, or public administration. Six years of progressively responsible law enforcement, security, or public safety experience including four years in a supervisory capacity.
- Prior to hire, completion of P.O.S.T. approved School Security or Campus Law Enforcement course, (S.B. 1626), or School Peace Officer course plus state-mandated courses required to carry firearms (BSIS Guard card and either BSIS exposed Firearm carry or PC 832 Powers of arrest and search with Firearms component).
- Training in chemical agents, including pepper spray, and baton (defensive impact weapon).
- Current certification in First Aid and CPR.
- Possess a valid California Driver's License with a driving record that meets the standards established by the District.
- Must be physically fit, and pass written, oral and psychological background testing.

Knowledge of:

- Principles, methods, techniques and strategies pertaining to a comprehensive community college district safety and security and Community Orientated Policing.
- Legal mandates, policies, regulations and operating procedures related to community college safety, security.
- Practices, procedures, techniques and strategies for determining operational effectiveness.

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

February 2015

CHIEF, DISTRICT SAFETY/SECURITY (continued)

DESIRABLE QUALIFICATION GUIDE (continued)

Operational safety standards and normally accepted standards of conduct and ethics.

- Budgeting and principles of supervision and personnel management;
- Principles and practices of disaster and emergency response.
- Safety and Security practices and principles, including: basic exemplary leadership concepts; rules of evidence; vehicle code and traffic control; first aid, CPR, firearms, chemical agents (mace) and baton and appropriate safety precautions and procedures.
- Knowledge of pertinent provisions of ordinances and regulations of the County of Orange, and Education Code, and the Penal Code of California pertaining to the guarding and security of buildings and grounds and relating to theft and illegal entry into district property; hazards involved in security work.

Ability to:

- Perform all of the duties of the position effectively and efficiently with minimal supervision.
- Utilize all of the tools and equipment of the position in a safe and responsible manner.
- Analyze situations quickly and objectively and determine and take effective action.
- Use appropriate defense measures to protect self or others in adverse situations.
- Administer first aid in emergency situations.
- Use of two-way radio communication
- Operate a computer and assigned office equipment.
- Communicate effectively both orally and in writing and to interact both formally and informally with students, staff, outside agency personnel and the general public.
- Maintain a calm, courteous and objective attitude in all situations;
- Establish and maintain cooperative working relationships with others; and relate to and gain the confidence and cooperation of members of the campuses and local communities.
- Demonstrate an understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
- Resolve confrontation, affect behavior of others, facilitate small group processes, supervise the work of others and review performance, and convey a positive image of the organization.

Board Approval Date: February 2, 2015

LIEUTENANT -- DISTRICT SAFETY & SECURITY DEPARTMENT

CLASS SUMMARY

Under the general supervision and direction of the Chief, of District Safety/Security, performs duties to ensure the safety and protection of students, staff and visitors; safety and security of facilities and grounds, equipment and materials; and other related assignments. Serves as a Deputy to the Chief, District Safety/Security in planning, organizing, directing and supervising the work performed by subordinate department personnel at an assigned college. Provides day-to-day management of department operations at assigned locations. Provides input and makes recommendations to improve departmental operations, policies and procedures. Performs patrol duties.

REPRESENTATIVE DUTIES

- Supervises, trains and evaluates Sergeants, Senior District Safety Officers, District Safety Officers, clerical/dispatch staff and student assistants on assigned shift;
- Monitors departmental operations to ensure compliance with policies and procedures;
- Participates in the selection and disciplinary processes; ensures adequate staffing to meet safety and security needs, including authorizing short-term changes to normal assignments or assigning and supervising additional staff for special events;
- Investigates complaints against the department and recommends appropriate action.
- Assists the Chief, District Safety/Security in the administrative needs of the department;
- Reviews incident reports, activity logs and related written materials to ensure all incidents are properly documented; provides oversight and inventory of departmental equipment and vehicles; monitors alarm systems and ensures proper operation;
- Recommends budget modifications, staffing/scheduling changes;
- Implements and assesses departmental training programs. Supervises training of new officers on district and departmental policies, procedures and activities. May serve as a training officer.
- When required, acts as Chief, in his/her absence. May occasionally be required to work other shifts and locations; provides on-call availability for serious incidents.
- Reviews and maintains department policies, regulations and operational procedures. Ensures that officers understand and perform in compliance with established policies, regulations, and procedures.
- Interacts positively with campus community members on a daily basis and assists members in identifying potential safety and/or criminal problems; provides escorts and money transports; writes reports and activity logs; communicates and coordinates activities with subordinate staff; maintain positive working relations with department members, students, staff and college community.

LIEUTENANT -- DISTRICT SAFETY & SECURITY DEPARTMENT

REPRESENTATIVE DUTIES (CONT'D)

- Responds to incidents and emergencies by taking appropriate actions; investigates crimes and complaints; provides first aid and CPR if needed;
- Serves as liaison with law enforcement and other outside agencies;
- Ensure all serious incidents are appropriately handled and documented and that appropriate authorities are notified.
- Assist with emergency preparedness planning and training; conducts public awareness programs and presentations on safety, security and crime prevention to staff and students.
- Attends workshops and training sessions to enhance professional knowledge and skills.
- Provides leadership and demonstrates by example a community policing model for this District, including participation in committees, participatory governance, crime prevention and other problem solving approaches to law enforcement in education.
- Performs other related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Chief, District Safety/Security and supervises Sergeants, Senior District Safety Officers, District Safety Officers, clerical/dispatch staff, and student assistants on assigned shift at various locations. This position also has responsibility to work closely with the Vice President Administrative Services and senior management at assigned location.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

- Post-secondary education equivalent to a Bachelor's degree or an associate degree plus two years of relevant work experience in a lead or supervisory capacity.
- Five years of progressively responsible law enforcement, security or public safety experience, including 2 years in lead or a supervisory capacity.
- Prior to hire, completion of P.O.S.T. approved School Security or Campus Law Enforcement course, (S.B. 1626), or School Peace Officer course plus state-mandated courses required to carry firearms (BSIS Guard card and either BSIS exposed Firearm carry or PC 832 Powers of arrest and search with Firearms component).
- Training in chemical agents, including pepper spray, and baton (defensive impact weapon).
- Current certification in First Aid and CPR.
- Possess a valid California Driver's License with a driving record that meets the standards established by the District.
- Must be physically fit, and pass written, oral and psychological background testing.

LIEUTENANT -- DISTRICT SAFETY & SECURITY DEPARTMENT

DESIRABLE QUALIFICATIONS GUIDE (CONT'D)

Knowledge of:

- Principles, methods, techniques and strategies pertaining to a comprehensive community college district safety and security and Community Orientated Policing.
- Legal mandates, policies, regulations and operating procedures related to community college safety, security.
- Practices, procedures, techniques and strategies for determining operational effectiveness.
- Operational safety standards and normally accepted standards of conduct and ethics.
- Principles and practices of disaster and emergency response.
- Safety and Security practices and principles, including: basic exemplary leadership concepts; rules of evidence; vehicle code and traffic control; first aid, CPR, firearms, chemical agents (mace) and baton and appropriate safety precautions and procedures.
- Knowledge of pertinent provisions of ordinances and regulations of the County of Orange, and Education Code, and the Penal Code of California pertaining to the guarding and security of buildings and grounds and relating to theft and illegal entry into district property; hazards involved in security work.

Ability to:

- Perform all of the duties of the position effectively and efficiently with minimal supervision.
- Utilize all of the tools and equipment of the position in a safe and responsible manner.
- Analyze situations quickly and objectively and determine and take effective action.
- Use appropriate defense measures to protect self or others in adverse situations.
- Administer first aid in emergency situations.
- Use of two-way radio communication
- Operate a computer and assigned office equipment.
- Communicate effectively both orally and in writing and to interact both formally and informally with students, staff, outside agency personnel and the general public.
- Demonstrate an understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
- Resolve confrontation, affect behavior of others, facilitate small group processes, supervise the work of others and review performance, and convey a positive image of the organization.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
FEBRUARY 2, 2015**

CLASSIFIEDLongevity Increment

Ceniceros, Carmella Admissions & Records Spec. I/ School of Continuing Education/SAC	Effective: March 1, 2015 Grade 6, Step 6 + 10%L \$49,722.18
Cruz, Jana Information Systems Spec./ Auxiliary Services/ SAC	Effective: February 1, 2015 Grade 13, Step 6+ 10%L \$67,772.86
Elzea, Lynn Tech Specialist I/ ITS/ SCC	Effective: March 1, 2015 Grade 13, Step 6 + 7.5%L \$64,692.28
Flores, Therese Administrative Clerk/ Counseling/ SAC	Effective: February 1, 2015 Grade 10, Step 6 + 5%L \$55,879.58
Franklin, Anya Library Tech. II/ Library/ SAC	Effective: March 1, 2015 Grade 12 Step 6 + 4PG (2000) + 7.5%L \$64,941.85
Gonzalez Del Rio, Raul Accountant/ Admin. Services/ SCC	Effective: January 1, 2015 Grade 13, Step 6 + 5%L \$64,692.28
Guevara, Angela Success Center Specialist/ Math & Science/ SAC	Effective: January 1, 2015 Grade 10, Step 6 + 7PG (3500) + 5%L \$59,379.58
Johnson, Maureen Administrative Clerk/ Payroll/ District	Effective: January 1, 2015 Grade 10, Step 6 + 7.5%L \$57,210.05
Kings, Luis Administrative Clerk, SBDC/ District	Effective: February 1, 2015 Grade 10, Step 6 + 2.5%Bil + 5%L \$57,210.05
Lopez Galicia, Jorge Counseling Assistant/ School of Continuing Education/SAC	Effective: March 1, 2015 Grade 5, Step 6 + 2.5%Bil + 2.5%L \$45,789.11

Longevity Increment cont'd

Negrete, Elva
Student Services Coordinator/ Nursing/
SAC

Effective: February 1, 2015
Grade 16, Step 6 + 5%L \$76,350.31

Ramos, Concepcion
Sr. Payroll Specialist/ Payroll/ District

Effective: February 1, 2015
Grade 12, Step 6 + 2PG(1000) + 2.5%L
\$61,014.32

Schultz, M. Cecilia
Applications Specialist IV/ ITS/ District

Effective: March 1, 2015
Grade 22, Step 6 + 6PG(3000) + 7.5%L
\$119,105.91

Smith, James
Help Desk Analyst/ ITS/ District

Effective: March 1, 2015
Grade 13, Step 6 + 5%L \$64,692.28

Smith, Rosalind
Administrative Secretary/ School of
Continuing Education/SAC

Effective: January 1, 2015
Grade 12, Step 6 + 5%L \$61,478.09

Styffe, Amy
Administrative Secretary/ Career Educ./
SCC

Effective: March 1, 2015
Grade 12, Step 6 + 2.5% L \$60,014.32

Thor, Shawn
Mail Warehouse Assistant/ Purchasing/
District

Effective: February 1, 2015
Grade 8, Step 6 + 7PG (3500) + 2.5%L
\$53,651.23

Change in Position

Schumacher, Leisa
From: Administrative Secretary
To: Executive Secretary (CL14-0609)
Academic Affairs/ SAC

Effective: January 5, 2015
Grade 14, Step 5 + 2.5%L (61,850.05)
\$63,396.30

Professional Growth Increments

Arvizu, Gloria
Learning Center Specialist/ School of
Continuing Education/SAC

Effective: March 1, 2015
Grade 8, Step 4 + 3PG (1500) \$43,716.11

Professional Growth Increments cont'd

Avalos, Jessica Administrative Clerk/ Child Dev. Services/ District	Effective: March 1, 2015 Grade 10, Step 2 + 2.5%Bil + 2PG (1000) \$45,891.79
Gunderson, Linda Financial Aid Computer Analyst/ SCC	Effective: March 1, 2015 Grade 13, Step 6 + 5PG (2500) \$64,111.69
Lopez Mercedes, Jose Administrative Secretary/ School of Continuing Education/SAC	Effective: March 1, 2015 Grade 12, Step 6 + 1PG(500) \$59,050.56
Montoya, Anna Administrative Secretary/ Kinesiology/ SAC	Effective: March 1, 2015 Grade 12, Step 6 + 2.5%L + 1PG (500) \$60,514.32
Nguyen, Quynh Administrative Secretary/ Student Affairs/ SAC	Effective: March 1, 2015 Grade 12, Step 2 + 2PG (1000) \$49,162.75
Samel, Kolap Library Technician/ SAC	Effective: March 1, 2015 Grade 9, Step 1 + 1PG (500) \$40,382.63

Out of Class Assignment

Duenez, Patricia Administrative Secretary/ Educ. Services/ District	Effective: 12/09/14 – 06/30/15 Grade 12, Step 1 \$45,829.27
McAdam, Justin Gardener Utility Worker/ Admin. Services/ SAC	Effective: 01/01/15 – 06/30/15 Grade 8, Step 4 + 1PG \$44,873.97
Palomares, Maria Sr. Custodian/ Admin. Services/ SAC	Effective: 01/01/15 – 06/30/15 Grade 7, Step 5 + 2.5%L \$45,907.68

Correct Effective Date

Basham, Sherri From: Payroll Specialist To: Senior Payroll Specialist (CL14-0602) Fiscal Services/ District	Effective: December 10, 2014 Grade 12, Step 6 + 2.5%L \$60,014.32
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Correct Effective Date cont'd

Ramos, Concepcion From: Payroll Specialist To: Senior Payroll Specialist (CL14-0626) Fiscal Services/ District	Effective: December 10, 2014 Grade 12, Step 6 + 2PG (1000) \$59,550.56
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Leave of Absence

Lopez, Sonia Intermediate Clerk/ Financial Aid/ SAC	Effective: 01/12/15 – 04/05/15 Reason: FMLA
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Ratification of Resignation/Retirement

Hann, Brandon Technical Specialist I/ ITS/ District	Effective: January 23, 2015 Reason: Resignation
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Melendez, Lorraine Sr. Account Clerk/ School of Continuing Education/SAC	Effective: April 28, 2015 Reason: Retirement
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Rivera, Karen Financial Aid Technician/ SAC	Effective: January 9, 2015 Reason: Resignation
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CLASSIFIED HOURLY

Longevity Increment

Delgado, Juan District Safety Officer/ District	Effective: February 1, 2015 Grade 9, Step A + 2.5%L (19.10) \$19.58/Hour
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Gahbler, Marisol Instructional Assistant/ School of Continuing Education/SAC	Effective: January 1, 2015 Grade 5, Step A + 2.5%Bil + 7.5%L (16.35) \$17.98/Hour
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Hong, Tammy Instructional Assistant/ School of Continuing Education/SAC	Effective: January 1, 2015 Grade 5, Step A + 5%L (16.35) \$17.17/Hour
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Lupercio, Patricia Instructional Center Tech./ Humanities/ SCC	Effective: February 1, 2015 Grade 7, Step A + 2.5%L (17.62) \$18.06/Hour
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Longevity Increment cont'd

Sawits, Harold
Publications Assistant/ School of
Continuing Education/SAC

Effective: March 1, 2015
Grade 5, Step A + 2.5%L
(16.35) \$16.76/Hour

Professional Growth Increment

Gilbert, Jessica
Administrative Clerk/ Academic Affairs/
SCC

Effective: March 1, 2015
Grade 10, Step A + 2PG (500)
\$19.97/Hour + \$41.67/Mo. PG

Change in Position

Nguyen, Trinity
From: Instructional Assistant
To: Science Storekeeper/Lab Tech
(Reclass 879) Math & Science/ SCC

Effective: January 1, 2015
Up to 19 Hours/Week School Session
Grade 7, Step A + 2PG (500)
\$17.62/Hour

Ratification of Resignation/Retirement

Nankivil, Donald
Learning Facilitator/ Humanities/ SAC

Effective: December 10, 2015
Reason: Deceased

Steele, Phyllis
Instructional Assistant/ Science & Math/
SAC

Effective: February 5, 2015
Reason: Resignation

TEMPORARY ASSIGNMENT

Fimbres, Michael
Instructional Assistant/ Counseling/ SAC

Effective: 01/23/15 – 06/05/15

Lee, Alfred
Instructional Assistant/ Counseling/ SAC

Effective: 02/09/15 - 06/05/15

Nguyen, Ivy
Instructional Assistant/ Humanities & Soc.
Sci./ SAC

Effective: 02/09/15 – 06/07/15

Nguyen, Thi
Instructional Assistant/ Counseling/ SAC

Effective: 02/23/15 – 06/05/15

COMMUNITY SERVICE PRESENTERS cont'd
Stipends Effective November 11 – December 10, 2014

Rivera, Rodrigo	Amount: \$ 225.85
Vallot, Lothar	Amount: \$ 60.90
Williams, Ronald W.	Amount: \$ 384.54

Stipends Effective December 11, 2014 – January 10, 2015

Fischer Militaru, Mariana	Amount: \$ 90.00
Nolasco, Jeffrey	Amount: \$ 45.00
Potter, John	Amount: \$ 262.50
Pratt, Allison	Amount: \$ 455.46

VOLUNTEERS

Olivos, Ruth Student Volunteer/Counseling/ SAC	Effective: 02/03/15 – 06/30/15
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**SANTA ANA COLLEGE
STUDENT ASSISTANT LIST**

Arroyos, Natalia	Effective: 01/08/15-06/30/15
Tapia Castrejon, Esbeydi Scarlett	Effective: 01/06/15-06/30/15

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

Bungert, Kelsi	Effective Date: 01/12/15 – 06/30/15
Chavez, Christina	Effective Date: 02/02/15 – 06/30/15
Sanchez, Sarah	Effective Date: 02/09/15 – 06/30/15
Torres, Michael	Effective Date: 02/02/15 – 06/30/15
Vera, Gabriel	Effective Date: 02/02/15 – 06/30/15