

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees**  
**(Regular meeting and Board Planning Session)**  
**Monday, February 23, 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 February 2, 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.

## **2.0 BOARD PLANNING SESSION**

### **2.1 Board of Trustee's Annual Planning Session** Information

The planning session will include the following documents and activities:

- A review of the Board's Planning Design, as adopted on February 19, 2013.
- A presentation on the 12 Measures of Success Report. This report is compiled by the Educational Services department on selected factors of institutional effectiveness and has been produced on an annual basis since 1998.
- An Annual Progress Report on the Rancho Santiago Community College District (RSCCD) Goals.

## **3.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

### **3.1 Report from the Chancellor**

- Accreditation

### **3.2 Reports from College Presidents**

- Accreditation
- Enrollment
- Facilities
- College activities
- Upcoming events

### **3.3 Report from Student Trustee**

### **3.4 Reports from Student Presidents**

- Student activities

### **3.5 Reports from Academic Senate Presidents**

- Senate meetings

## **4.0 INSTRUCTION**

### **\*4.1 Approval of New Speech-Language Pathology Assistant (SLPA) Agreement – Children's Learning Connection, LLC** Action

The administration recommends approval of the agreement with Children's Learning Connection, LLC in Fountain Valley, California.

### **\*4.2 Approval of Contract between City of Santa Ana and RSCCD on behalf of Santa Ana College (SAC) under Workforce Investment Act Grant** Action

The administration recommends approval of the contract with the City of Santa Ana as presented.

### **\*4.3 Approval of Memorandum of Understanding (MOU) with Strength in Support** Action

The administration recommends approval of the MOU with Strength in Support of Laguna Hills as presented.

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

## **5.0 BUSINESS OPERATIONS/FISCAL SERVICES**

- \*5.1 Approval of Payment of Bills Action  
The administration recommends payment of bills as submitted.
- \*5.2 Approval of Budget Increases/Decreases and Budget Transfers Action  
The administration recommends approval of budget increases, decreases and transfers during the month of January 2015.
- \*5.3 Approval of Agreement with Tilden-Coil Constructors, Inc. for Preconstruction Consulting Services for New Johnson Student Center Project at Santa Ana College Action  
The administration recommends approval of the agreement with Tilden-Coil Constructors, Inc. for preconstruction consulting services for the new Johnson Student Center project at SAC as presented.
- \*5.4 Approval of Change Order #1 for Bid #1249 for Parking Lots 1-5 Slurry and Striping at Santa Ana College Action  
The administration recommends approval of change order #1 for Bid #1249 for parking lots 1-5 slurry and striping at SAC as presented.
- \*5.5 Approval of CMAS Contract #4-13-73-0024A to Advantage West Government Product Solutions Action  
The administration recommends approval of the district's use of CMAS Contract #4-13-73-0024A, including renewals, extensions, modifications and supplements awarded to Advantage West Government Product Solutions, as presented.
- \*5.6 Approval of Agreement with The Liquidation Company Action  
The administration recommends approval of the agreement with The Liquidation Company to conduct auctions on an as needed basis as presented.
- \*5.7 Approval of Utilization of Contract with Brocade Communications Systems, Inc. for District-wide Networking Equipment Action  
The administration recommends approval of utilization of the contract as needed, with Brocade Communication Systems, Inc. and authorized resellers, pursuant to the State of Utah-State Cooperative Contract Number AR214, awarded by the State of Utah on behalf of the National Association of State Procurement Officials/Western States Contracting Alliance (NASPO/WSCA) and approved for usage by the State of California pursuant to California Participating Addendum Master Price Agreement 7-14-70-01, for the purchase of data communications equipment and associated original equipment manufacturer maintenance and training and any future renewals, extensions and addendums, as presented.

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

- \*5.8 Approval of Purchase Orders Action  
The administration recommends approval of the purchase order listing for the period December 12, 2014, through February 7, 2015.

## 6.0 GENERAL

- \*6.1 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:
- Disabled Students Programs & Services (DSPS) (SAC) \$1,290,030
  - Disabled Students Programs & Services (DSPS) (SCC) \$ 815,508
  - SBA/CSUF – SBDC (District) – *Augmentation* \$ 10,000
  - Workforce Investment Act Title I – Youth Grant/Seeds to Trees – CASP (SAC) \$ 19,850
- \*6.2 Approval of Sub-Agreement between RSCCD and Chabot-Las Positas Community College District for Information Communications Technology/Digital Media Sector Navigator Grant Action  
The administration recommends approval of the sub-agreement and authorization for the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- \*6.3 Approval of Sub-Agreement between RSCCD and MOMS Orange County for Early Head Start Grant Action  
The administration recommends approval of the sub-agreement and authorization for the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- \*6.4 Approval of Sub-Agreement between RSCCD and South Orange County Community College District/Irvine Valley College for Career Technical Education Enhancement Fund (CTE EF) Grant Action  
The administration recommends approval of the sub-agreement and authorization for the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

- \*6.5 Approval of Sub-Agreement between RSCCD and Santa Clarita Community College District for Information Communications Technology/Digital Media Sector Navigator Grant Action  
The administration recommends approval of the sub-agreement and authorization for the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- 6.6 Adoption of Resolution Authorizing Payment to Trustee Absent from Board Meeting Action  
This resolution requests authorization of payment to Nelida Mendoza Yanez for her absence from the February 2, 2015, board meeting due to a surgery.
- 6.7 Reports from Board Committees Information
  - Orange County Community Colleges Legislative Task Force
- 6.8 Board Member Comments Information

### **RECESS TO CLOSED SESSION**

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
  - a. Full-time Faculty
  - b. Part-time Faculty
  - c. Classified Staff
  - d. Student Workers
  - e. Educational Administrator Appointments
    - (1) Dean
2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)
3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)  
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services  
Employee Organizations: Continuing Education Faculty Association
4. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

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

5. Conference with Real Property Negotiators (pursuant to Government Code Section 54956.8)

Property Address: 500 W. Santa Ana Blvd., Santa Ana, California  
Agency Negotiator: Dr. Raúl Rodríguez, Chancellor  
Negotiating Parties: CIM Urban Reit Properties I LP Under  
Negotiation: Price and Terms of Payment

**RECONVENE**

**Issues discussed in Closed Session (Board Clerk)**

**Public Comment**

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

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

**7.0 HUMAN RESOURCES**

7.1 Management/Academic Personnel

Action

- Approval of Permission to Accept Outside Assignments
- Approval of Appointments
- Approval of Changes of Assignment
- Approval of Adjusted Effective Date of Ratification of Resignations/Retirements
- Approval of FARSCCD Revised Permanent 2014/2015 FARSCCD Salary Schedule B
- Approval of FARSCCD Beyond Contract/Overload Step Increases Effective Spring 2015
- Approval of FARSCCD Part-time Step Increases Effective Spring 2015
- Approval of Voluntary Reduced Workloads
- Approval of Contract Extension Days
- Approval of Adjusted Effective Dates of Leaves of Absence
- Approval of Leaves of Absence
- Approval of Stipends
- Approval of Part-time Hourly New Hires/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Intern Services

7.2 Classified Personnel

Action

- Approval of New Appointments
- Approval of Hourly On Going to Contract Assignments
- Approval of Professional Growth Increments

7.2 Classified Personnel - (cont.)

- Approval of Out of Class Assignments
- Approval of Changes in Position
- Approval of Changes in Salary Placement
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of Temporary to Hourly On Going Assignments
- Approval of Temporary Assignments
- Approval of Additional Hours for On Going Assignments
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants
- Approval of Volunteers
- Approval of Student Assistant Lists

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

It is recommended that the board approve the amendments to the collective bargaining agreement with CEFA.

8.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be held on March 9, 2015.

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

**Board of Trustees (Regular meeting)**

**Monday, February 2, 2015**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:36 p.m. by Mr. Larry Labrado. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. John Hanna, and Mr. Phillip Yarbrough. Mr. Jose Solorio arrived at the time noted. Ms. Nelida Mendoza Yanez was not in attendance due to a recent surgery.

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 Mr. Hector Soberano, Student 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 and addendum for Item 6.1 (Management/Academic Personnel) and an 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. Student Trustee Voechting's advisory vote was aye.

1.4 Public Comment

Ms. Colleen Mangali, California School Employees Association, Chapter 888, Vice President, spoke regarding labor negotiations with the district.

Ms. Laura Moore spoke regarding the benefits and teachers at the Child Development Centers.

Mr. Solorio arrived at this time.

Ms. Dolores Garcia and Ms. Yvette Nuñez spoke regarding the benefits and teachers at the Child Development Centers.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the minutes of the meeting held January 12, 2015. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Solorio, Mr. Labrado, and Mr. Yarbrough. Student Trustee Voechting’s advisory vote was aye.

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 4.8 (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 SCC), removed from the Consent Calendar by Mr. Hanna. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Solorio, Mr. Labrado, and Mr. Yarbrough. Student Trustee Voechting’s advisory vote was aye.

3.1 Approval of New Speech-Language Pathology Assistant (SLPA) Agreement – Expressions, Speech-Language Therapy Services, Inc.

The board approved the agreement with Expressions, Speech-Language Therapy Services, Inc. in Garden Grove, California.

3.2 Approval of New SLPA Agreement – Speechlink, INC.

The board approved the agreement with Speechlink, INC. in Irvine, California.

3.3 Approval of New Criminal Justice Academies (CJA) Agreement - Serrato and Associates, Inc.

The board approved the agreement with Serrato and Associates, Inc. in Chino Hills, California.

3.4 Approval of Lumen Subscription and Master Services Agreement

The board approved the Lumen Subscription and Master Services agreement as presented.

3.5 Approval of Next Generation Learning Challenges Subgrant Agreement

The board approved the Next Generation Learning Challenges Subgrant Agreement.

3.6 Approval of Renewal of SLPA Agreement – Ukes Communications Services, Inc.

The board approved the agreement with Ukes Communications Services, Inc. in Placentia, California.

1.6 Approval of Consent Calendar – (cont.)

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 December 2014.

4.3 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended December 31, 2014

The board approved the CCFS-311Q report for the period ending December 31, 2014, as presented.

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)

The board approved 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

The board approved 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

The board approved the contract with Tilden-Coil Constructors, Inc. for preconstruction consulting services for the OEC building certification project 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

The board ratified the agreement with Saiful Bouquet, Inc. for on-call structural engineering services at SCC and district facilities as presented.

5.1 Approval of Resource Development Items

The board approved the 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:

- FEMA Local Hazard Mitigation Plan (DO) \$ 74,999
- Proposition 39 Clean Energy Workforce Program Grant - \$108,878
- Program Improvement Funds (SCC)

1.6 Approval of Consent Calendar – (cont.)

5.2 Approval of Sub-Agreement between RSCCD and Santa Clarita Community College District/College of the Canyons for Deputy Sector Navigator Information Communications Technology/Digital Media Grant

The board approved the sub-agreement and authorized 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

The board approved the sub-agreement and authorized 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

The board approved the revised sub-agreement and authorized 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

The board approved the amendments to the sub-agreements and authorized 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)

The board adopted Resolution No. 15-03 with the California Governor’s Office of Emergency Services and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreement on behalf of the district.

1.7 Recognition of Miranda Medrano by Board of Trustees

The board recognized Ms. Miranda Medrano, Graphic Designer, Rancho Santiago Community College District (RSCCD)/Santa Ana College, for her professional achievements in outstanding design in community college marketing materials recently awarded by the National Council for Marketing & Public Relations.

## **2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

### **2.1 Report from the Chancellor**

Dr. Rodríguez provided a report to the board, which included viewing the RSCCD Title IX video.

Dr. Rodríguez indicated that it is hopeful the district will receive a decision on both colleges' accreditation standing this week from the Accrediting Commission for Community and Junior Colleges. He plans to forward the information to board members as soon as it is received.

### **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

### **2.3 Report from Student Trustee**

Ms. Alana Voechting, Student Trustee, provided a report to the board, which included a report on the Community College League of California (CCLC) Legislative Conference held in Sacramento on January 25-26. She reported she attended workshops and met with legislators.

### **2.4 Reports from Student Presidents**

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

Mr. Hector Soberano, Student President, Santiago Canyon College  
Ms. Raquel Manriquez, Student President, Santa Ana College

### **2.5 Reports from Academic Senate Presidents**

The following academic senate representatives provided reports to the board:

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

## **3.0 INSTRUCTION**

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

#### **4.0 BUSINESS OPERATIONS/FISCAL SERVICES**

Items 4.1, 4.2, 4.3, 4.5, 4.6, 4.7, and 4.9 were approved as part of Item 1.6 (Consent Calendar).

##### **4.4 Quarterly Investment Report as of December 31, 2014**

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

##### **4.8 Approval of Notice of Completion for 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**

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the Notice of Completion with Southland Industries for retro-commissioning of the Science Center building at SCC as presented.

Since a portion of the funding for this project was from Proposition 39 (California Clean Energy Jobs Act) monies, Mr. Hanna asked staff for more information on the project. Mr. Hardash explained that when the SCC Science Center opened, it incurred mechanical problems; therefore, the facility needed to be retro-commissioned. He reported in addition to Proposition 39 funds, there were a combination of funds that were used to retro-commission the building, including monies from Edison to pay for the engineering study, utility rebates, and capital facilities funds.

After discussion, the motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Solorio, Mr. Labrado, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

#### **5.0 GENERAL**

Items 5.1, 5.2, 5.3, 5.5, 5.6, and 5.7 were approved as part of Item 1.6 (Consent Calendar).

##### **5.4 Approval of Sub-Agreement between RSCCD and Southwest Carpenters Training Trust for Proposition 39 Clean Energy Workforce Program Grant**

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the sub-agreement and authorize the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreement on behalf of the district. Mr. Hanna recused himself due to his employment with Southwest Regional Council of Carpenters. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Labrado, Mr. Solorio, and Mr. Yarbrough, and a vote of abstention from Mr. Hanna. Student Trustee Voechting's advisory vote was aye.

#### 5.8 Reports from Board Committees

Mr. Solorio provided a report on the January 29, 2014, Board Facilities Committee meeting.

#### 5.9 Board Member Comments

Board members wished Ms. Mendoza Yanez a speedy recovery after her recent surgery.

Ms. Voechting indicated she is looking forward to the activities planned for the new year.

Ms. Barrios thanked Dr. Martinez for the keychain provided to board members in honor of SAC's centennial celebration.

Mr. Yarbrough reported he is speaking at the SAC and SCC Joint Academic Senate Retreat on February 4.

Mr. Yarbrough indicated he recently visited the SCC Health Center to get a tuberculosis test.

Mr. Yarbrough wished success to board members who are attending the Association of Community College Trustees National Legislative Summit and meeting with legislators in Washington D.C. on February 9-12.

Ms. Alvarez provided a report on a meeting she and Dr. Weispfenning attended with Mr. Mark Mitsui, Deputy Assistant Secretary for Community Colleges with the United States Department of Education, at Coastline Community College on January 29, where Mr. Mitsui discussed America's College Promise Proposal and other federal higher education topics. Ms. Alvarez encouraged staff to receive credit for all the district does to serve minorities so the district is eligible for its portion of the funding President Obama is proposing for free community college classes.

Mr. Solorio and Mr. Hanna provided a report on the CCLC Legislative Conference held in Sacramento on January 25-26. Mr. Solorio indicated President Obama's free community college program (America's College Promise Proposal) has enabled community colleges to be discussed on a national platform. He reported he met with legislators and attended workshops, including a Career Technical Education (CTE) workshop. Mr. Solorio asked if the district has a relationship with the Santa Ana and Orange County Workforce Investment Boards (WIB). Since many Orange County (OC) community colleges have students competing for jobs with the same OC businesses, Mr. Solorio suggested the district join other districts in contacting these businesses and establish a CTE regional partnership. He indicated that since board members have good relationships with OC businesses, they would be available to assist in such partnerships.

5.9 Board Member Comments – (cont.)

Mr. Hanna reported he attended a CCLC workshop relating to the baccalaureate pilot program. He thanked the chancellor for going to Sacramento to attend meetings with legislators and committee staff. He expressed appreciation to Assemblymembers Jose Medina and Adam Gray for meeting with them. Mr. Hanna believes in the future that priority will be given to those districts that have collaborated with other districts in a regional approach, particularly in the area of facilities.

Mr. Hanna reminded board members that BP 2740 Board Education requires board members to provide a report on the activity to the board at the next regularly scheduled board meeting.

As a member of the CCLC Advisory Committee on Legislation (ACL), Mr. Hanna provided a report on the January 24<sup>th</sup> meeting prior to the CCLC legislative conference.

Ms. Voechting asked for the grade point average (GPA) requirements for the baccalaureate degree pilot program.

Mr. Hanna indicated that discussion occurred at a CCLC workshop regarding the difference between SAC's occupational therapy program and California State University, Long Beach's (CSULB) occupational studies program. He indicated the programs are not similar since CSULB's program is geared towards teachers.

**RECESS TO CLOSED SESSION**

The board convened into closed session at 6:10 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
  - a. Part-time Faculty
  - b. Classified Staff
  - c. Student Workers
  - d. Professional Experts
  
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)  
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services  
Employee Organizations: 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)

Ms. Voechting left at this time.

## **RECONVENE**

The board reconvened at 6:30 p.m.

### **Closed Session Report**

Mr. Hanna reported the board discussed public employment, labor negotiations, and anticipated litigation, and that the board took no reportable action during closed session.

## **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. Hanna, Mr. Solorio, Mr. Labrado, and Mr. Yarbrough.

- Approve Outside Assignments
- Approve New Job Descriptions
- Approve Revised Job Descriptions/Titles
- Ratify Resignations/Retirements
- Approve Changes of Assignment
- Approve Adjusted Changes of Classification
- Approve Stipends
- Approve FARSCCD Full-time/Contract Beyond Contract/Overload Column Changes
- Approve FARSCCD Part-time/Hourly Column Changes
- 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. Hanna, Mr. Solorio, Mr. Labrado, and Mr. Yarbrough.

- Approve Longevity Increments
- Approve Changes in Position
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Correct Effective Dates
- Approve Leaves of Absence

6.2 Classified Personnel – (cont.)

- Ratify Resignations/Retirements
- Approve Temporary Assignments
- Approve Additional Hours for On Going Assignments
- Approve Changes in Temporary Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve 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.

There being no further business, Mr. Labrado declared this meeting adjourned at 6:31 p.m., in memory of Mr. Andy Tran, Skilled Maintenance Worker, Santiago Canyon College.

Respectfully submitted,

---

Raúl Rodríguez, Ph.D.  
Chancellor

Approved: \_\_\_\_\_  
Clerk of the Board

Minutes approved: February 23, 2015

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Human Resources and Educational Services

To:	Board of Trustees	Date: February 23, 2015
Re:	Board of Trustees' Annual Planning Session	
Action:	Information	

**BACKGROUND**

The Board has traditionally held its annual planning meeting in February. The following material will be presented today to facilitate the Board's annual planning review.

The following documents will be covered during the planning session:

- A review of the Board's Planning Design, as adopted on February 19, 2013.
- A presentation on the 12 Measures of Success Report. This is a report compiled by the Educational Services department on selected factors of institutional effectiveness. This report has been produced on an annual basis since 1998.
- The Annual Progress Report on RSCCD Goals.

Following the review of this information, the Board will have an opportunity to discuss planning issues and provide direction to the administration which will inform the development of future strategic objectives.

Fiscal Impact: None	Board Date: February 23, 2015
Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	



# 12 Measures of Success

**SANTA ANA COLLEGE • SANTIAGO CANYON COLLEGE**



**RSCCD Research Department  
February 2015**

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# Readers' Summary

RSCCD staff, faculty, and Board members use this report to annually assess institutional effectiveness. Using a sample of standard measures typically employed to describe the effectiveness of community colleges and their programs, this report includes quantitative data to monitor the quality of the district as a whole and of each of its two colleges. Additionally, the district maintains qualitative data and other processes as means to ensure excellence.

- Both colleges successfully provide **access** and enrollment to diverse students representative of their communities. (p.1)
- More than one-third of the Santa Ana U.S.D. **high school graduates** enroll at SAC while about a fourth of the Orange U.S.D. graduates enroll at SCC. (p. 2)
- More than two-thirds of course enrollments result in **successful course completion**. (p. 3)
- **Course retention** rates are high at more than 80%. (p.4)
- **Successful completion of college-level coursework** by students enrolled in remedial English/EMLS/ACE and math has increased. (p.5 and 6)
- The number of **degrees and certificates awarded** at both colleges increased significantly. The School of Continuing Education continues to award certificates of completion in a variety of programs at high numbers. (p. 7 and 8)
- Both colleges continue to **transfer** students to four-year universities. (p. 9)
- **Student satisfaction** survey results show that students are generally pleased with their experiences at SAC and SCC. (p. 10)
- Students rated **core competencies/student learning outcomes** identified by faculty in a variety of general education areas satisfactory. (p. 11)
- The number of students who matriculate to credit coursework from **the continuing education program** has increased. (p. 12)
- **CTE students' performance** is comparable to CTE students statewide. (p. 13)
- Overall, RSCCD employees are increasingly **diverse**. (p. 15)
- **Ending balance** dropped in the last three years. (p.16)
- **Income** from districtwide and colleges grants increased. (p. 17)
- **Financial aid** to students has increased by over three million dollars since last year. (p. 18)

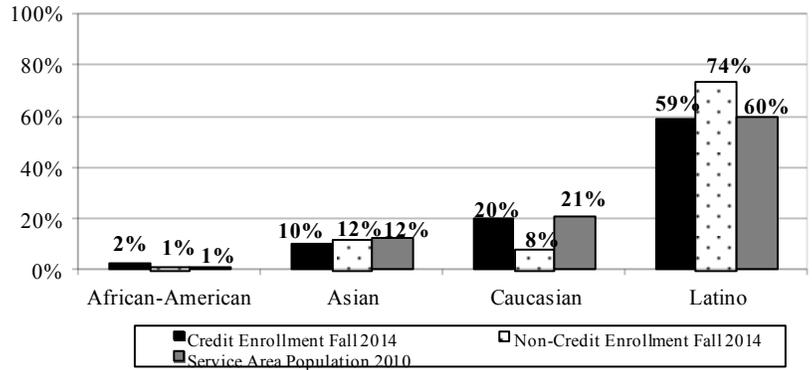
# #1 ACCESS TO STUDENTS: Enrollment and Community Population

Comparison of ethnic group representation in the service area and credit and continuing education student populations.

## RSCCD

- The RSCCD service area population is approximately 768,000 (U.S. Census 2010)
- 25,710 students were enrolled in credit coursework
- 14,943 students were enrolled in non-credit coursework

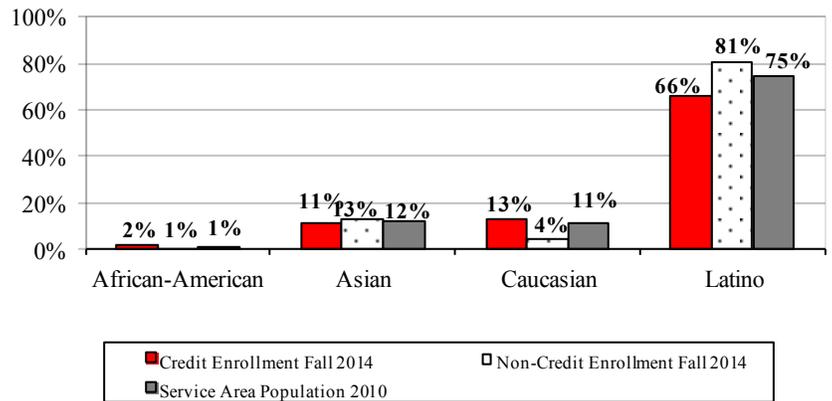
**Ethnic Distributions**



## SAC

- The SAC service area population is approximately 515,000 (U.S. Census 2010)
- 18,491 students were enrolled in credit coursework
- 11,266 students were enrolled in non-credit coursework

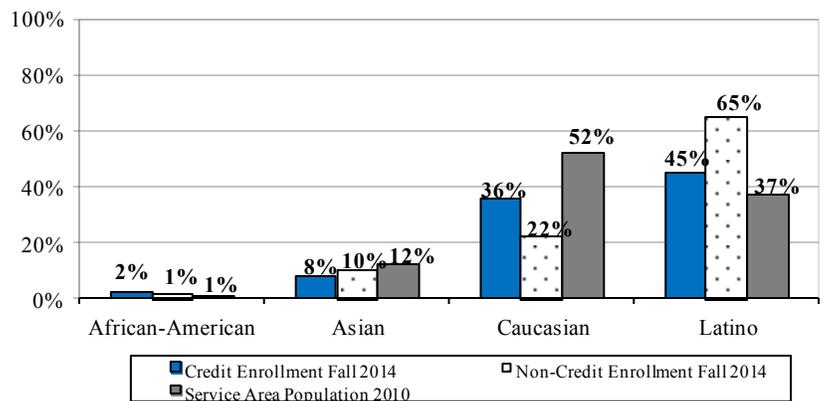
**Ethnic Distributions**



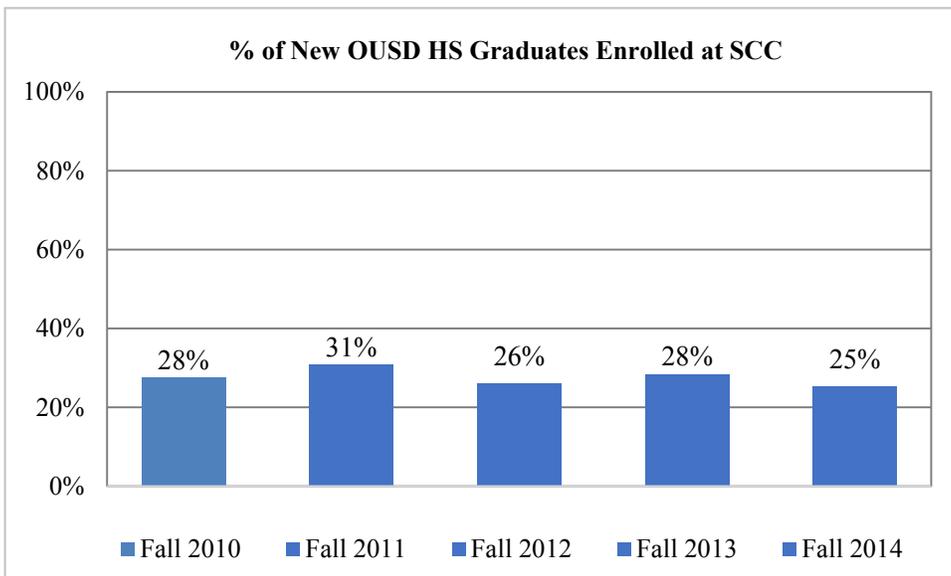
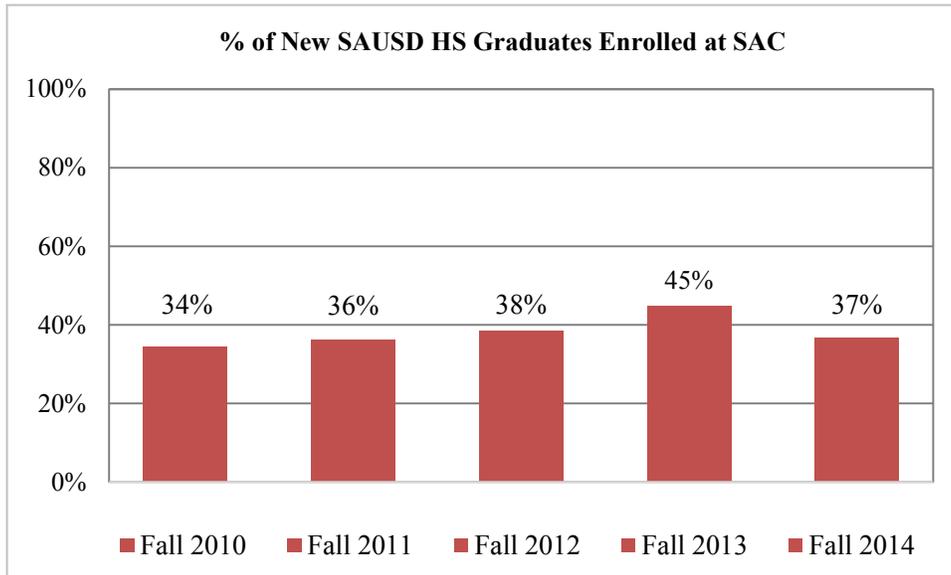
## SCC

- The SCC service area population is approximately 253,000 (U.S. Census 2010)
- 9,023 students were enrolled in credit coursework
- 3,677 students were enrolled in non-credit coursework

**Ethnic Distributions**

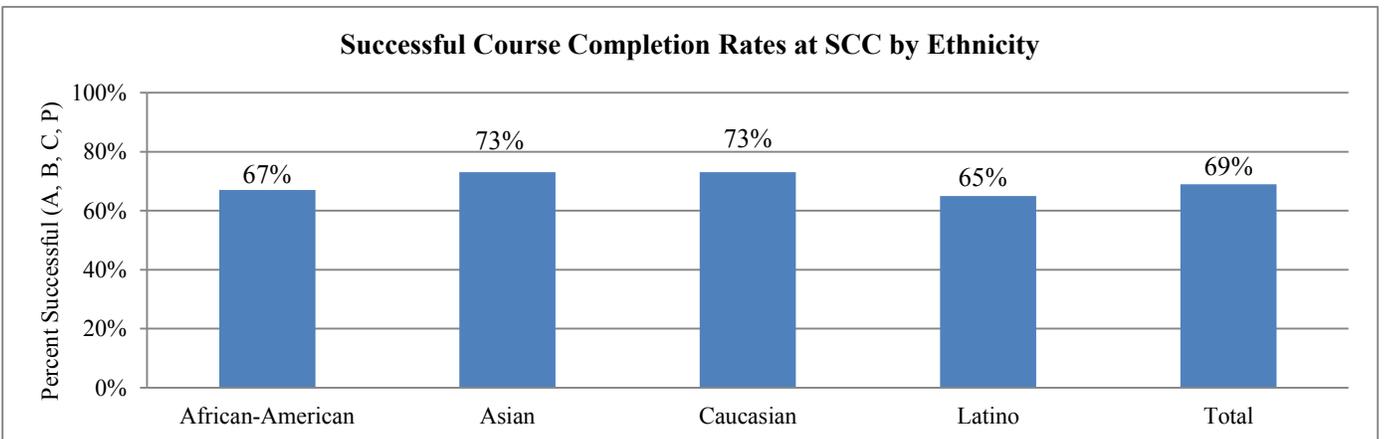
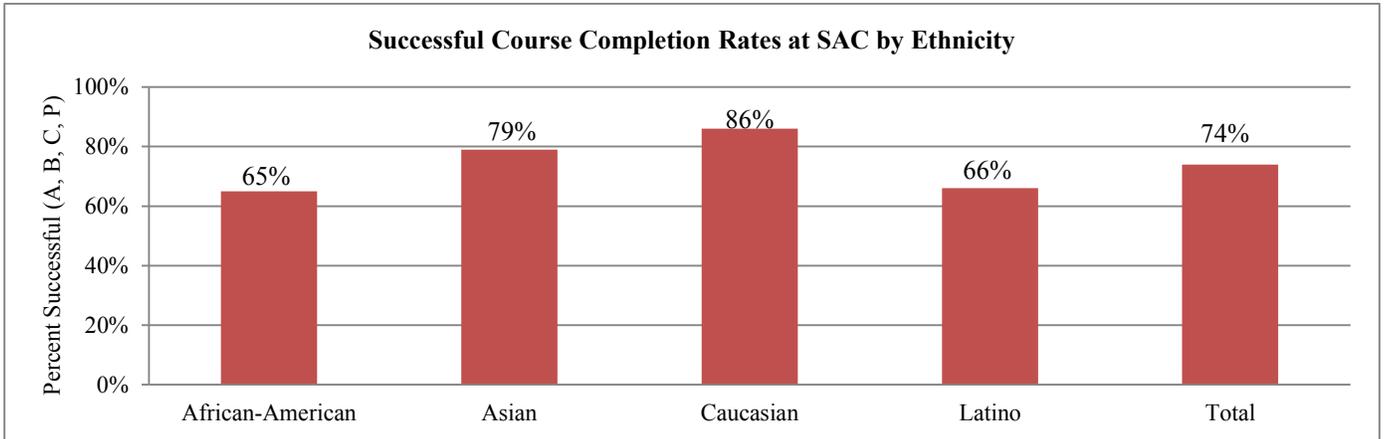


**#1 ACCESS TO STUDENTS: Percent of Feeder High School Graduates Enrolled as New Freshmen**



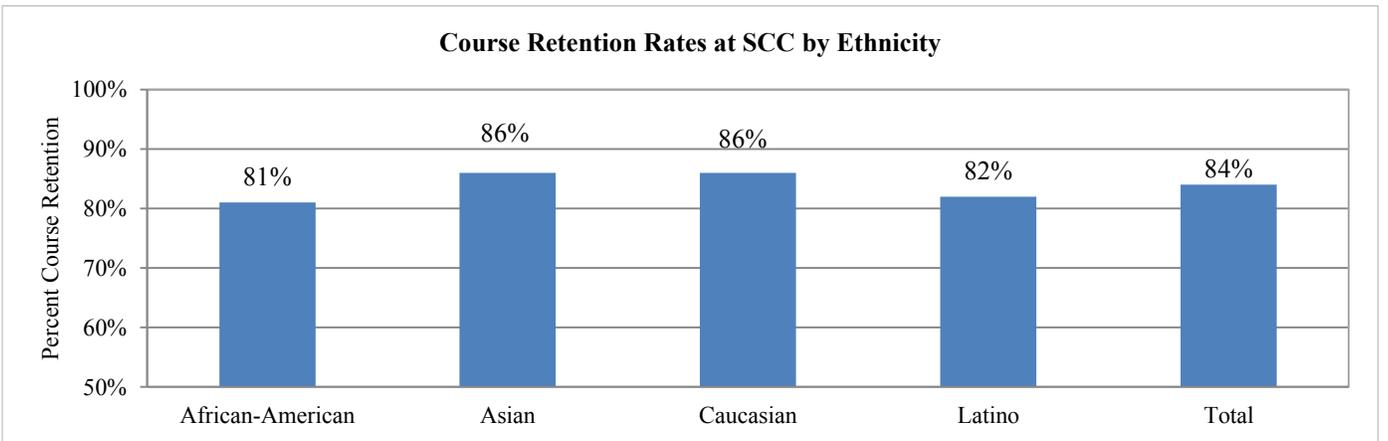
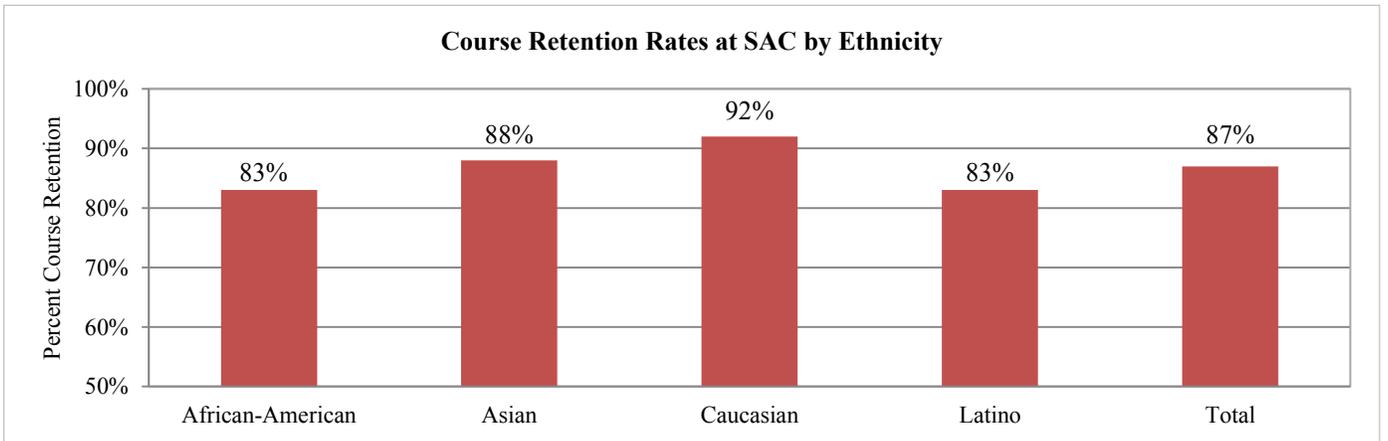
## #2 SUCCESSFUL COURSE COMPLETION

The ratio of the number of courses that students successfully complete (A, B, C, P) to the number of courses in which students are actively enrolled the third week of the semester.

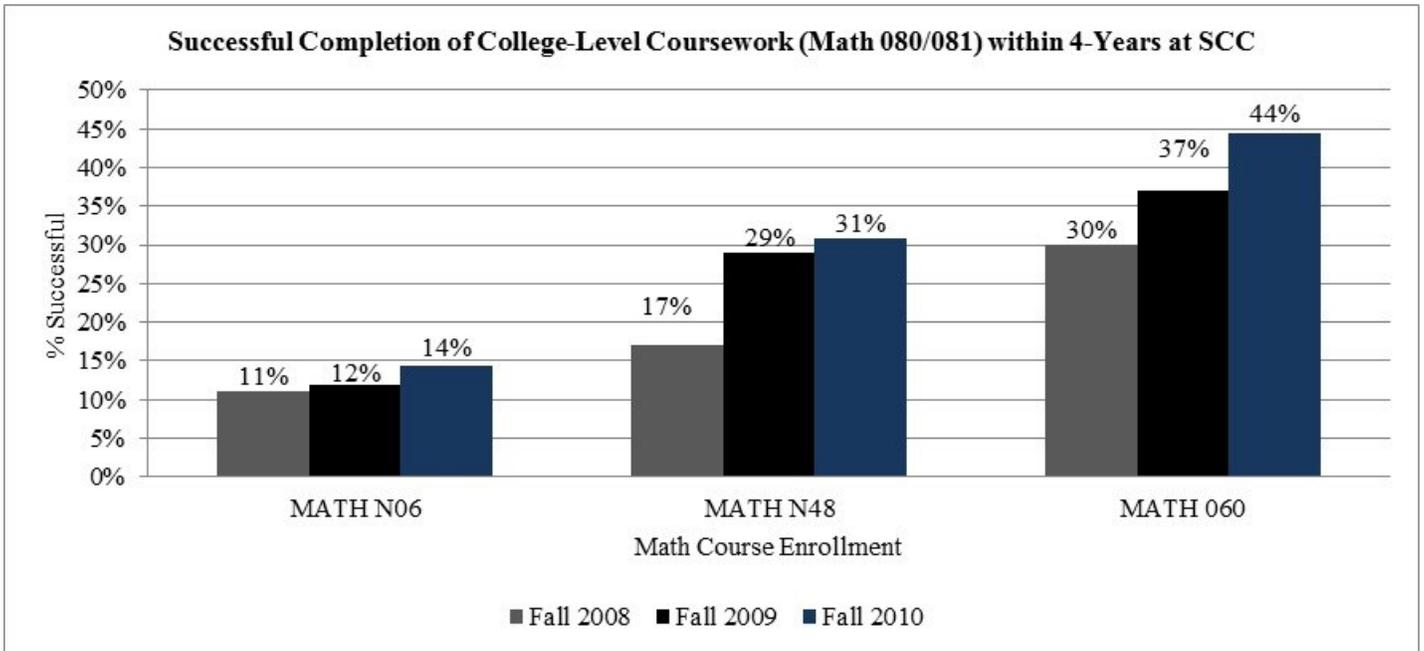
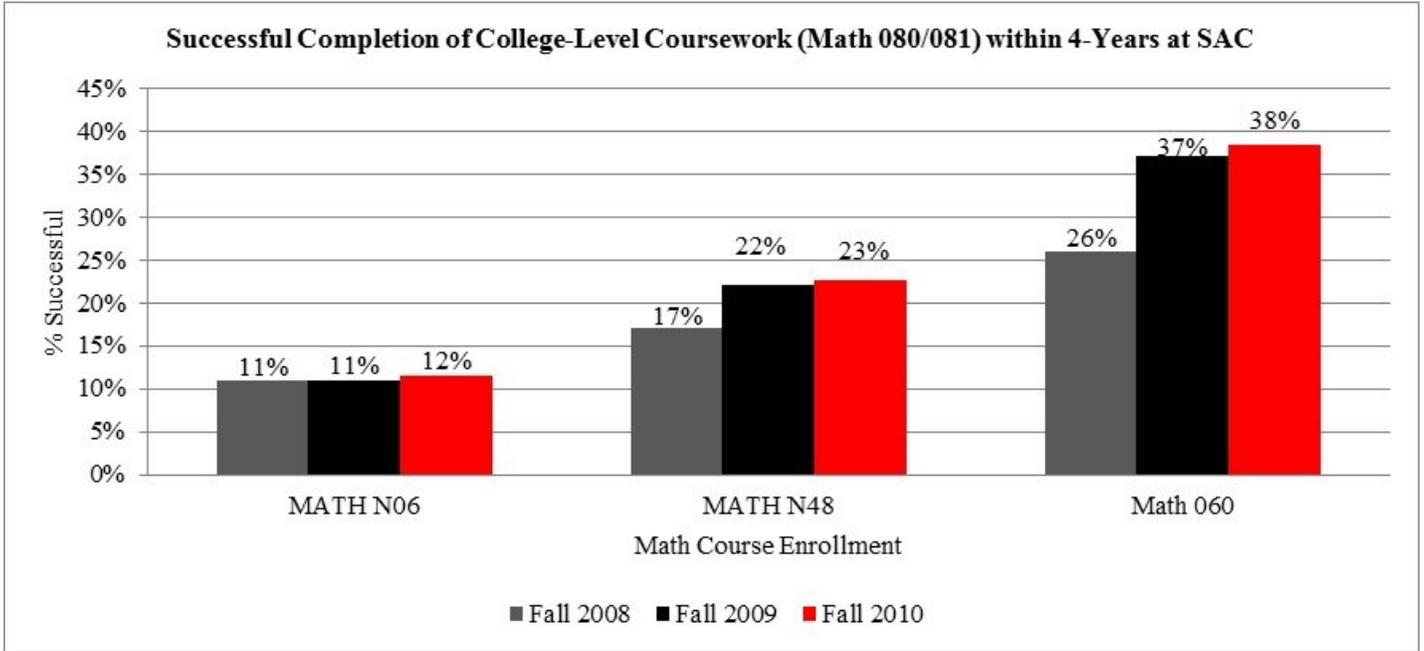


### #3 COURSE RETENTION

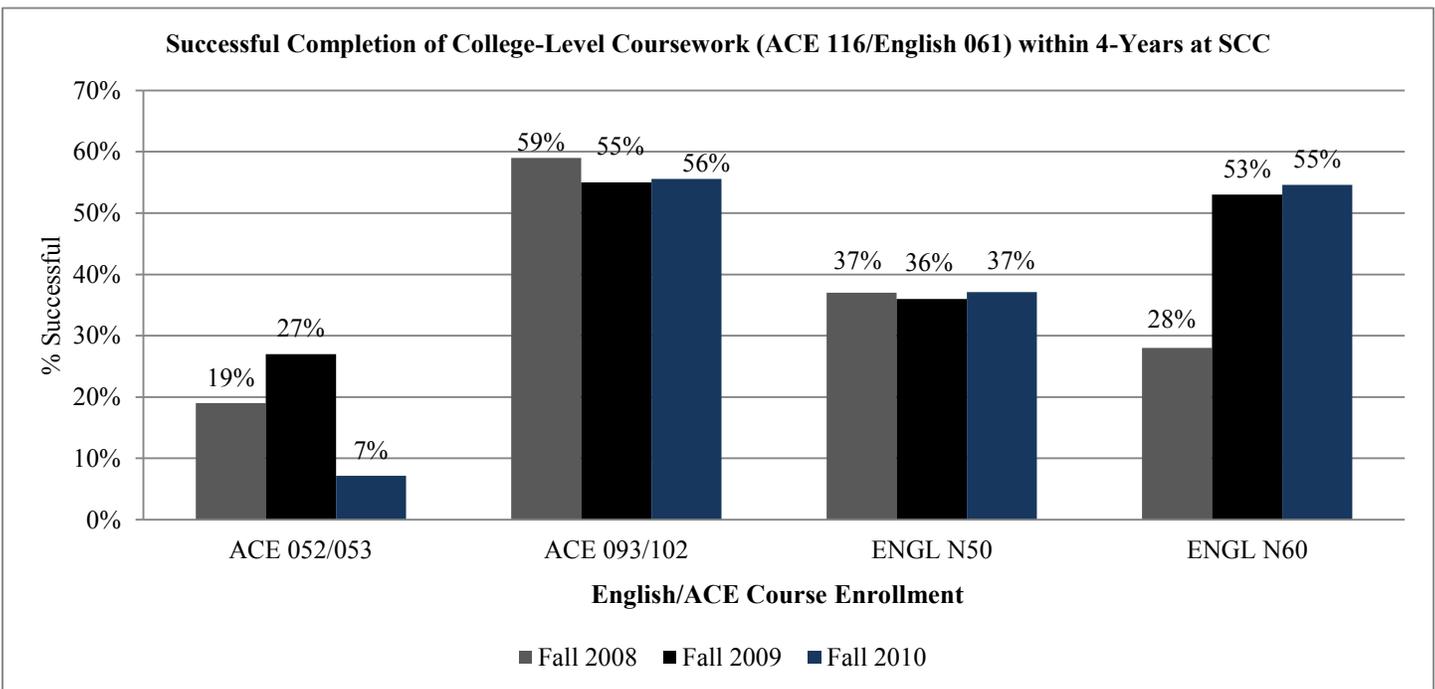
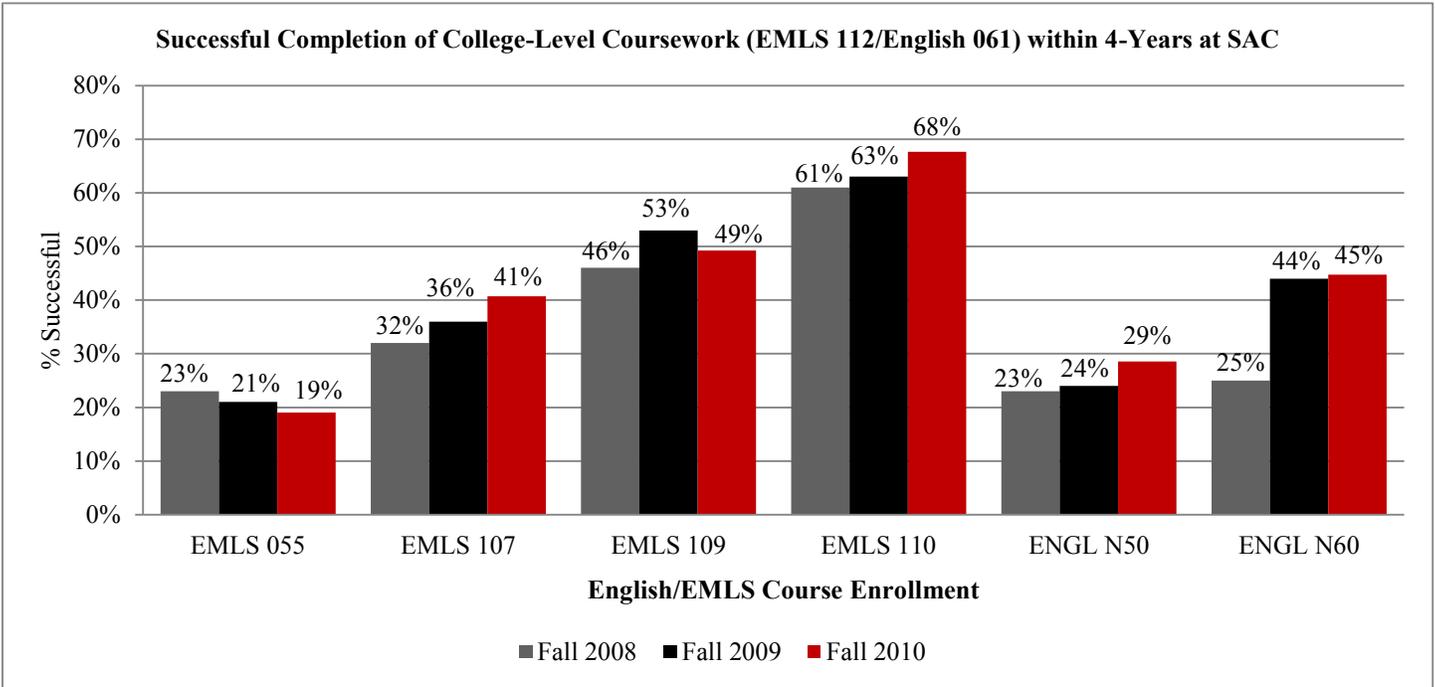
The percentage of enrollments (active third week of the semester) that result in an end-of-term course grade.



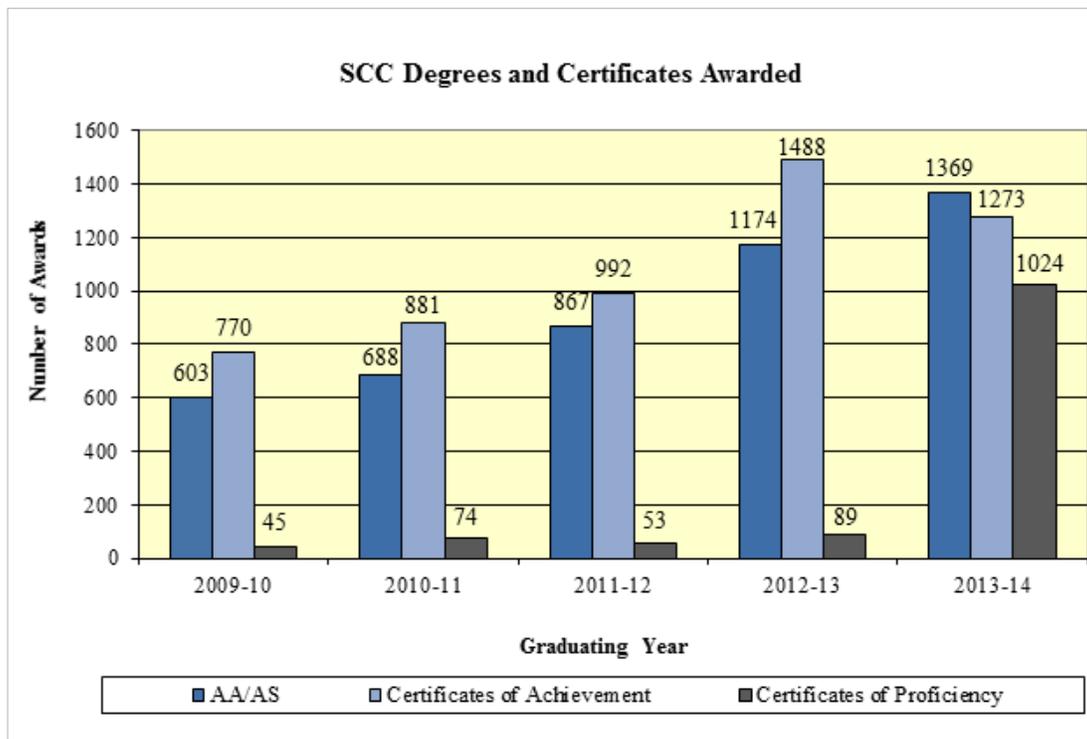
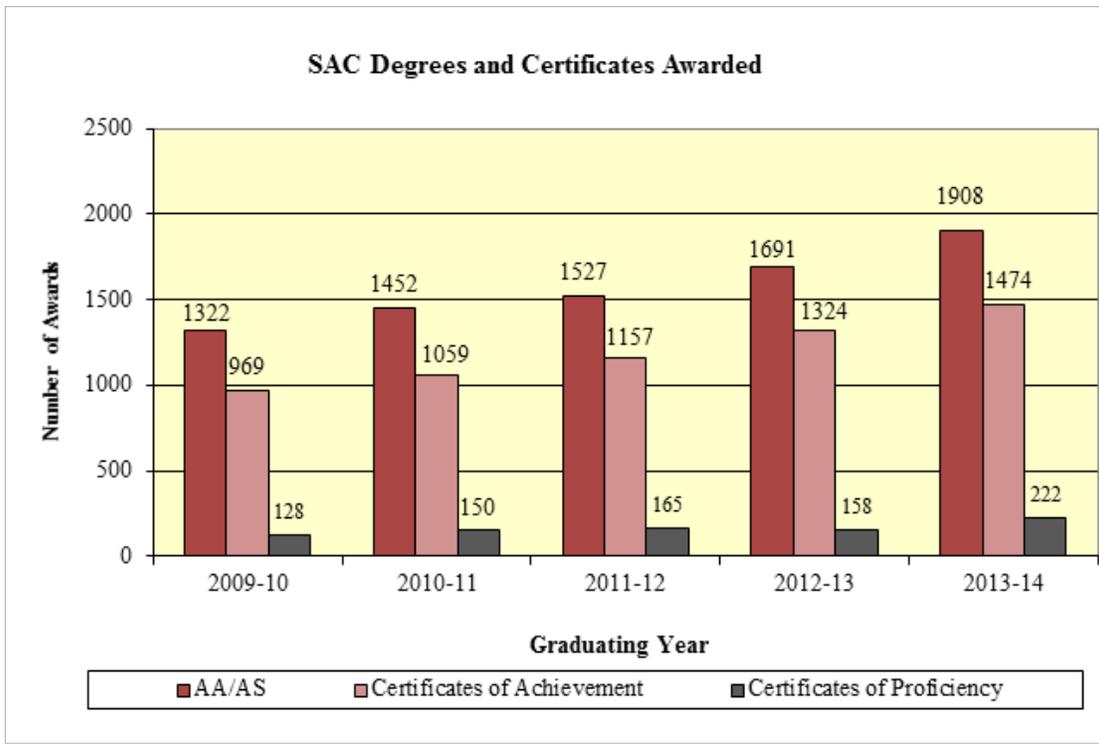
**#4 SUCCESSFUL COMPLETION OF COLLEGE-LEVEL COURSEWORK:**  
 Within 4-years by students enrolled in remedial math



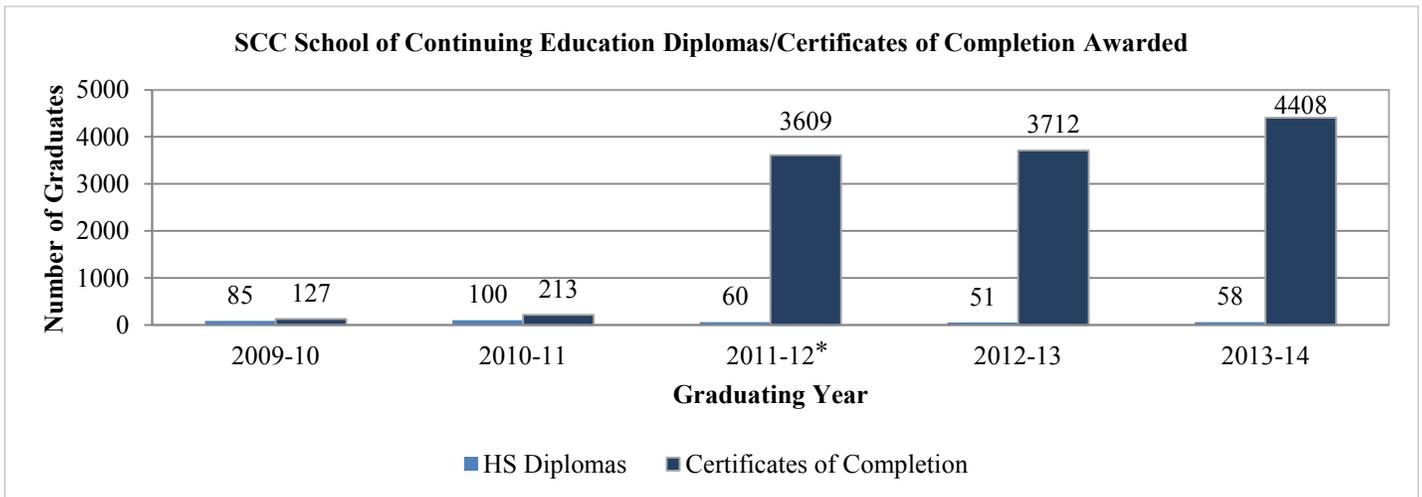
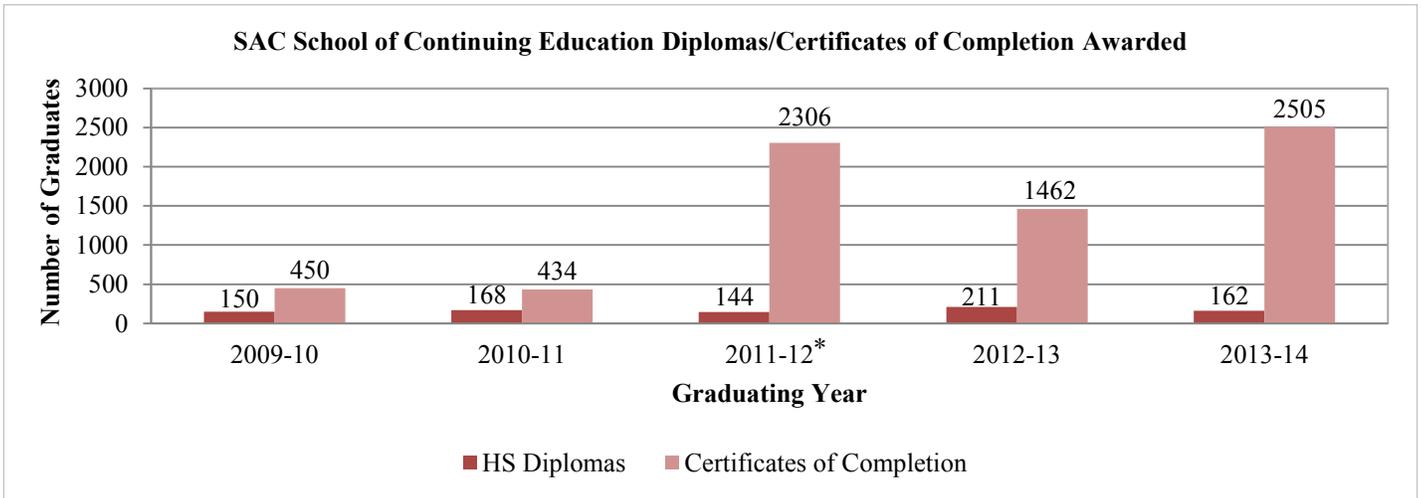
**#4 SUCCESSFUL COMPLETION OF COLLEGE-LEVEL COURSEWORK:**  
 Within 4-years by students enrolled in remedial English/EMLS/ACE



#5 GRADUATES: AA/AS degrees and certificates awarded



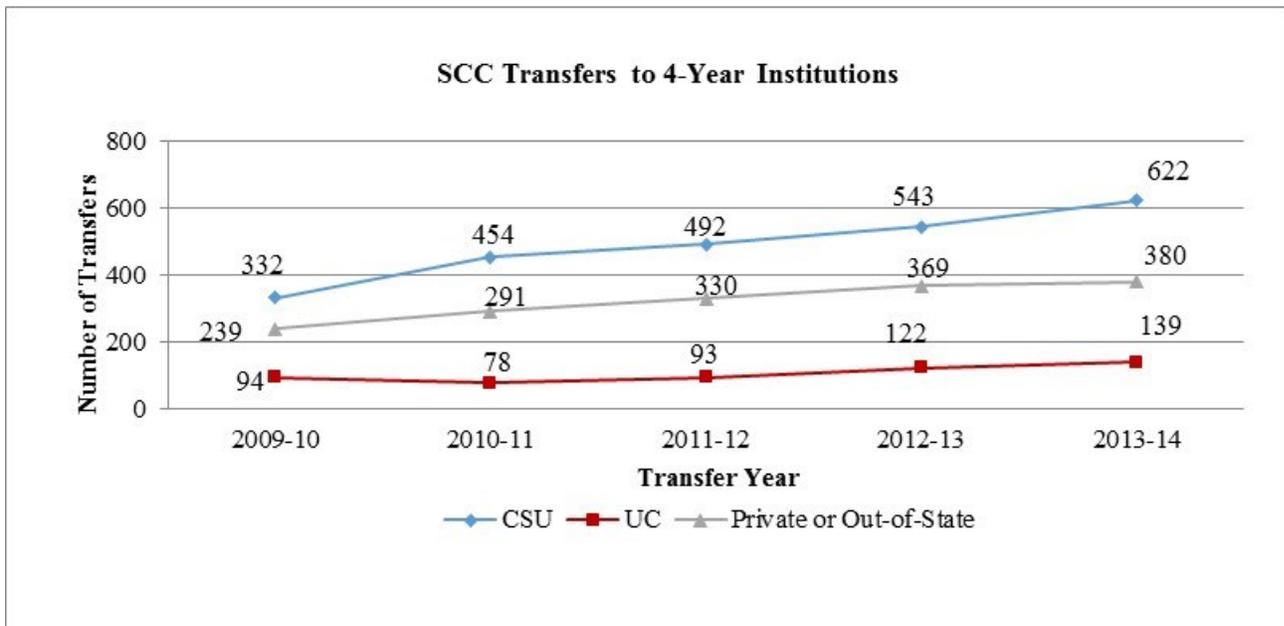
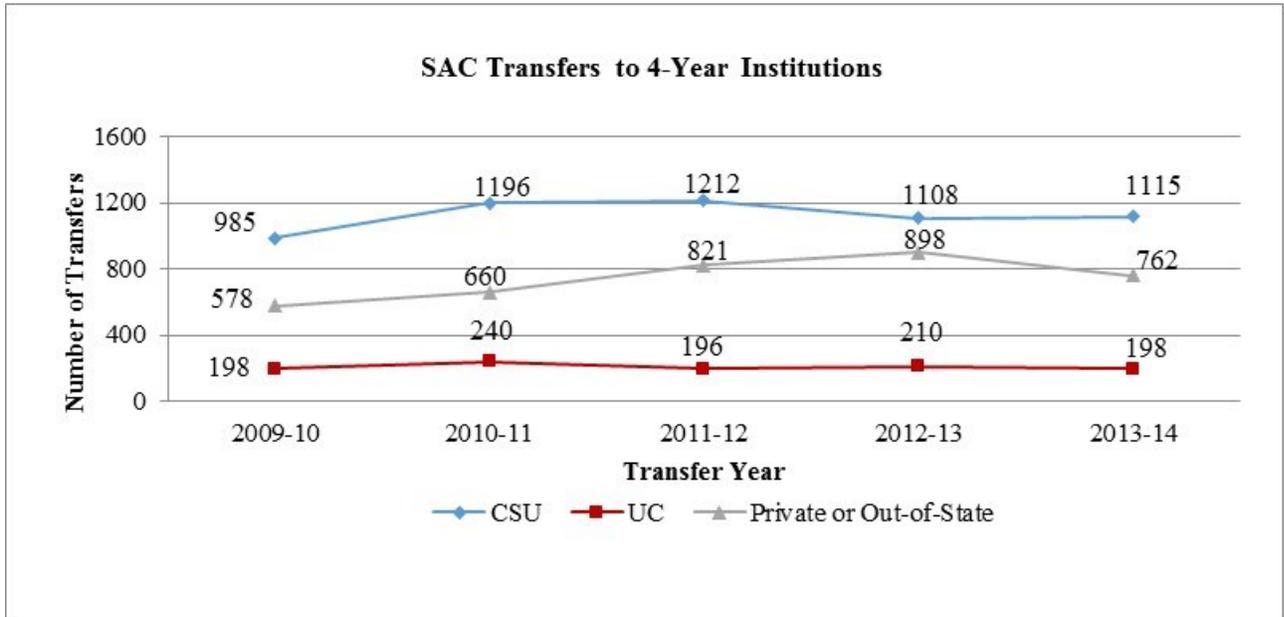
**#5 GRADUATES:** High school diplomas and certificates of completion awarded by the School of Continuing Education.



\* In 2011, the Chancellor’s Office granted the colleges approval to award certificates of completions for a variety of programs.

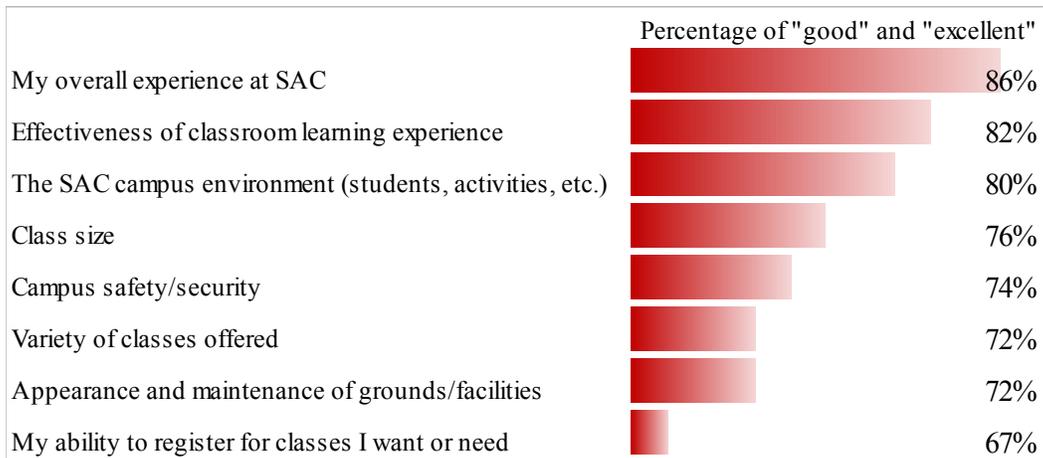
## #6 TRANSFERS TO FOUR-YEAR INSTITUTIONS:

The number of students for whom records were found at four-year institutions the first semester after leaving SAC/SCC.

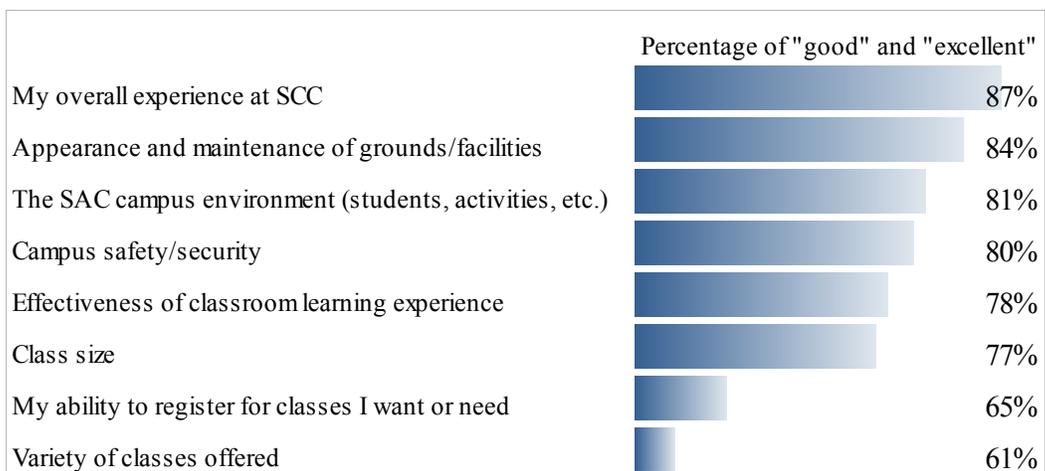


**#7 STUDENT SATISFACTION: Student Assessment of the Colleges, Education, and Services**

**Student Satisfaction at SAC**

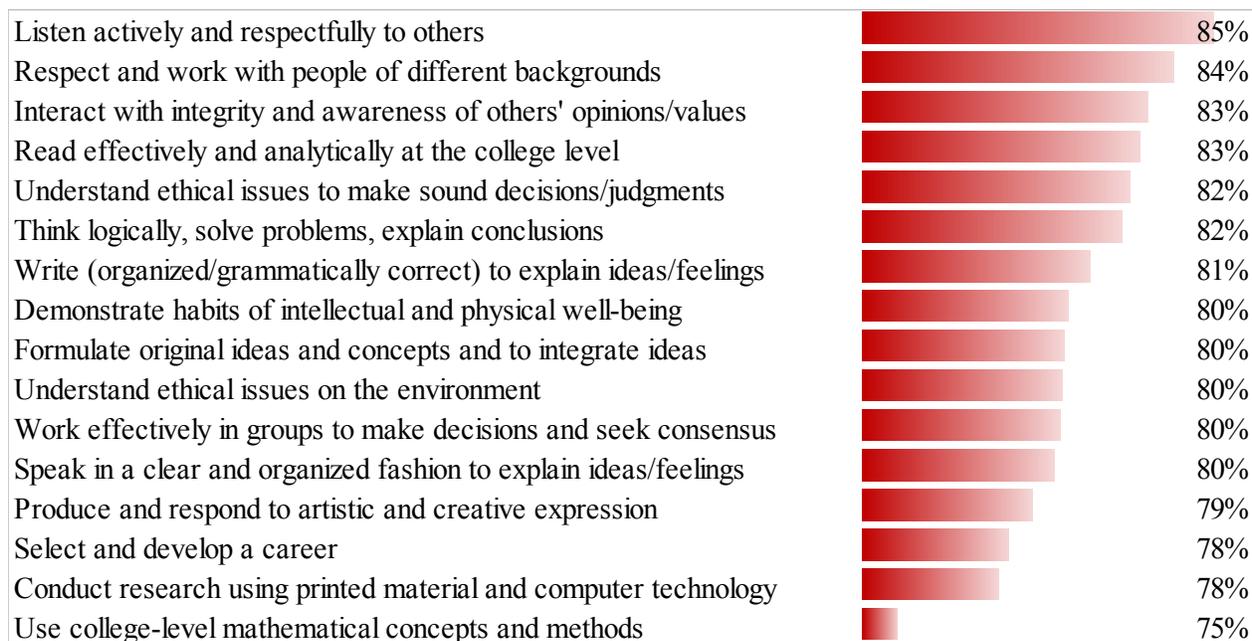


**Student Satisfaction at SCC**



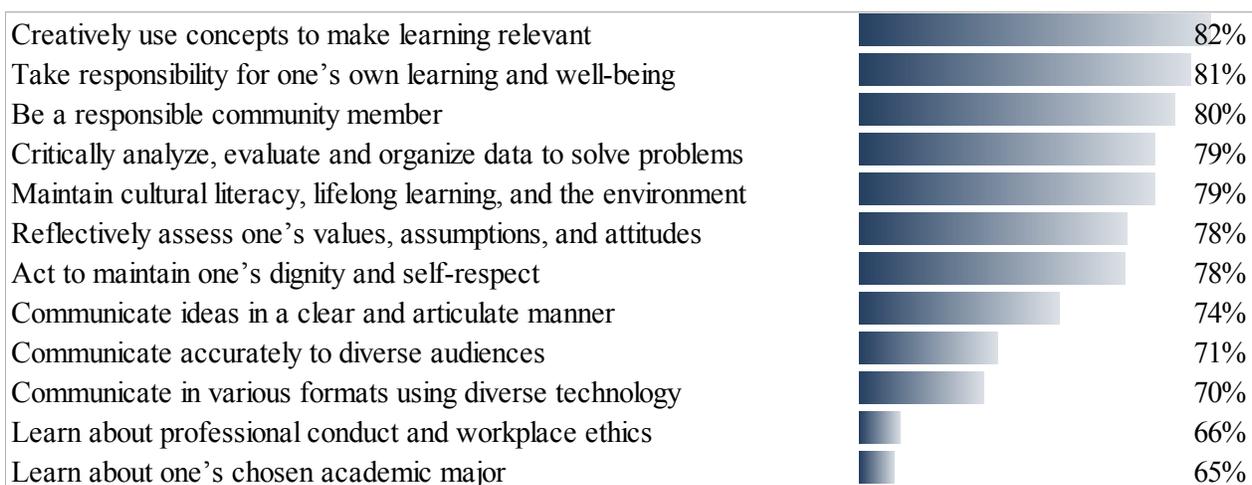
## #7 STUDENT SATISFACTION: Student Assessment of Core Competencies and Student Learning Outcomes

### Core Competencies at SAC



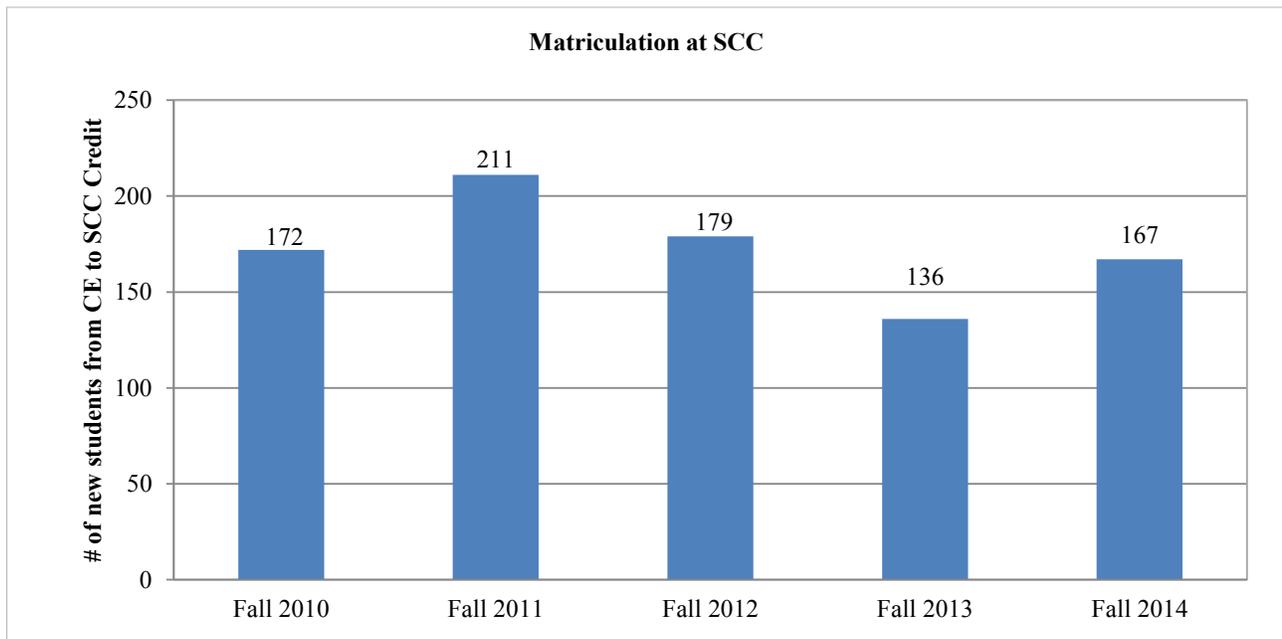
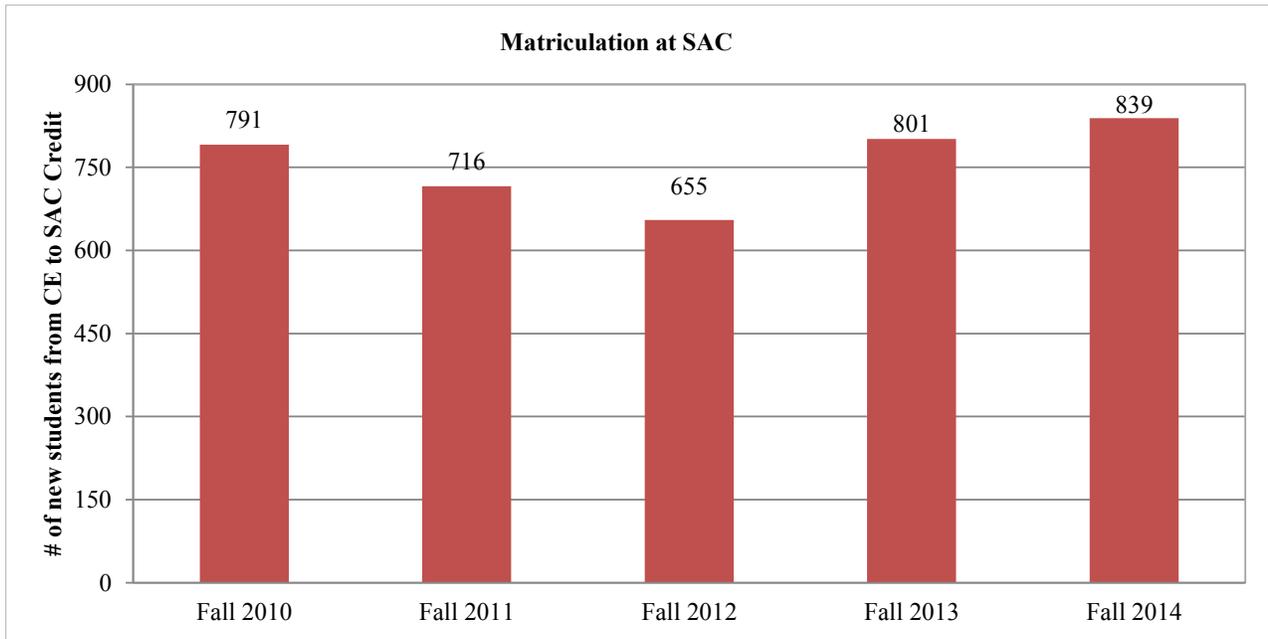
Percentage of "good" and "excellent"

### Student Learning Outcomes at SCC



Percentage of "good" and "excellent"

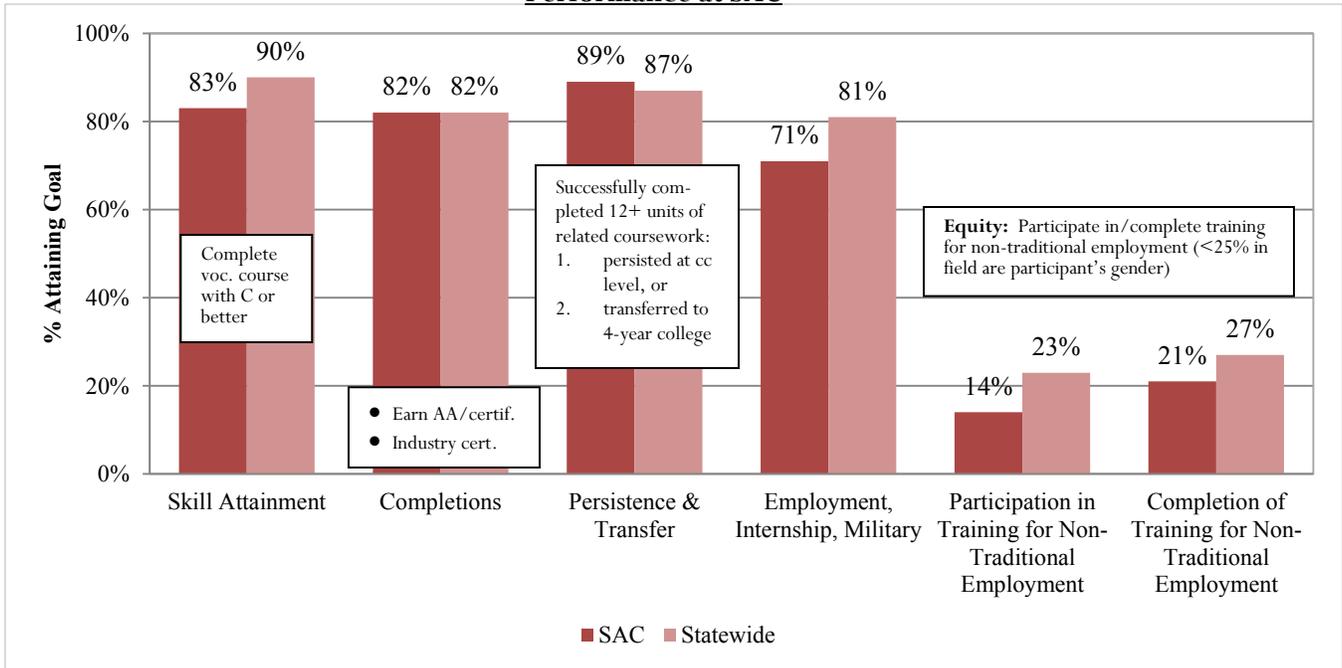
## #8 MATRICULATION OF CONTINUING EDUCATION STUDENTS TO COLLEGE CREDIT COURSEWORK



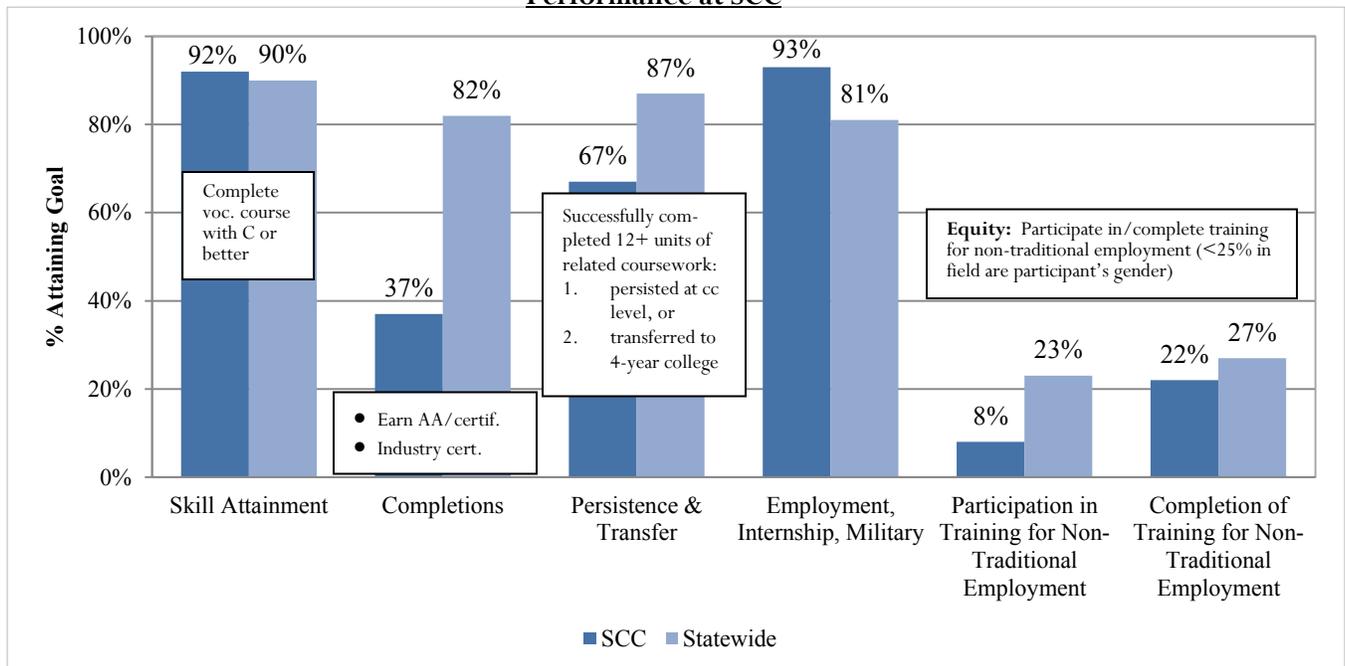
## #9 CAREER TECHNICAL EDUCATION (CTE): Core Indicators of Performance

Comparison of college performance to statewide community college performance on six “Core Indicators” established by the CCCCO to evaluate major areas of student performance in vocational programs.

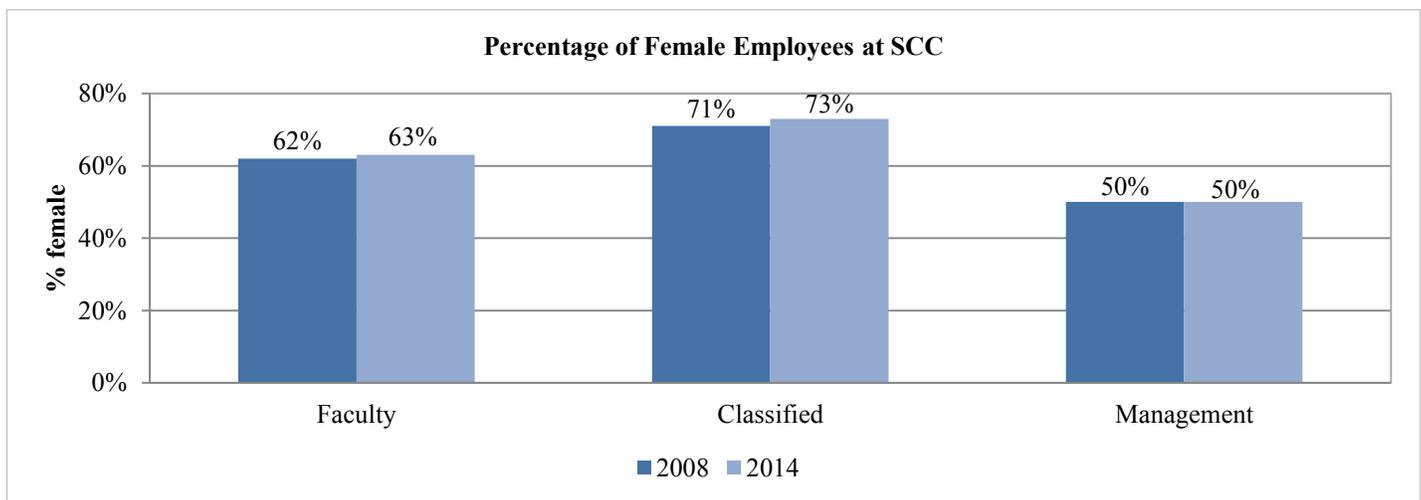
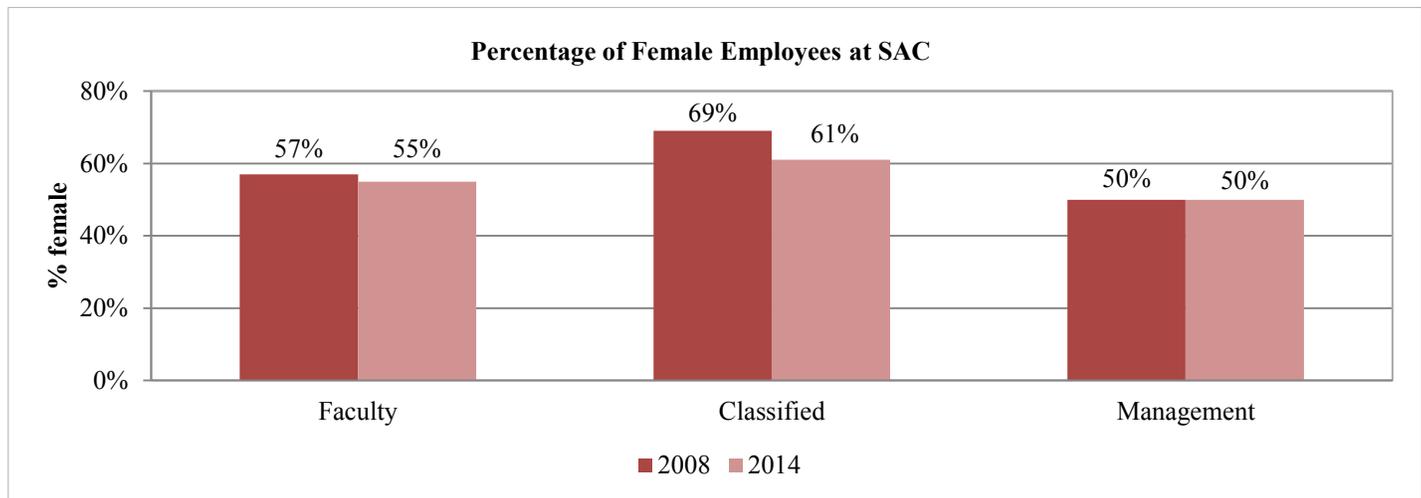
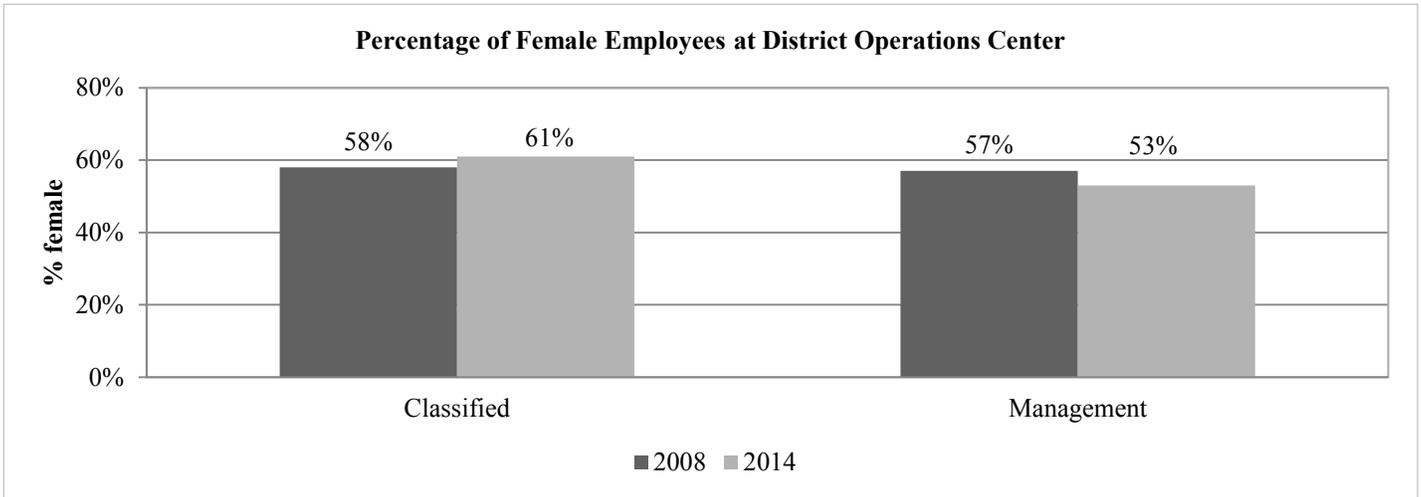
**Performance at SAC**



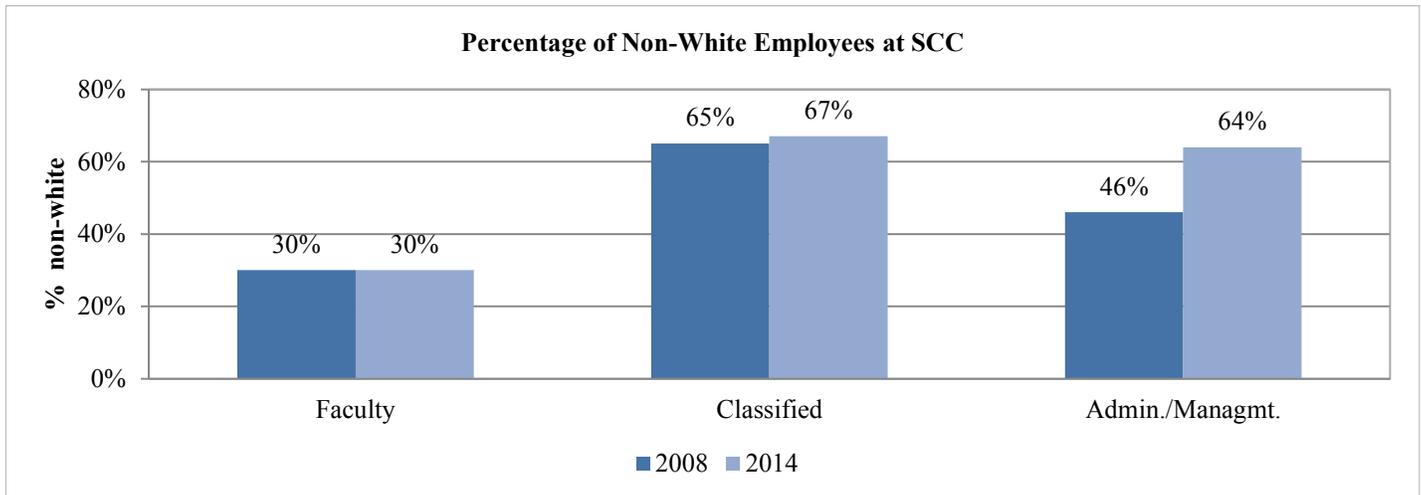
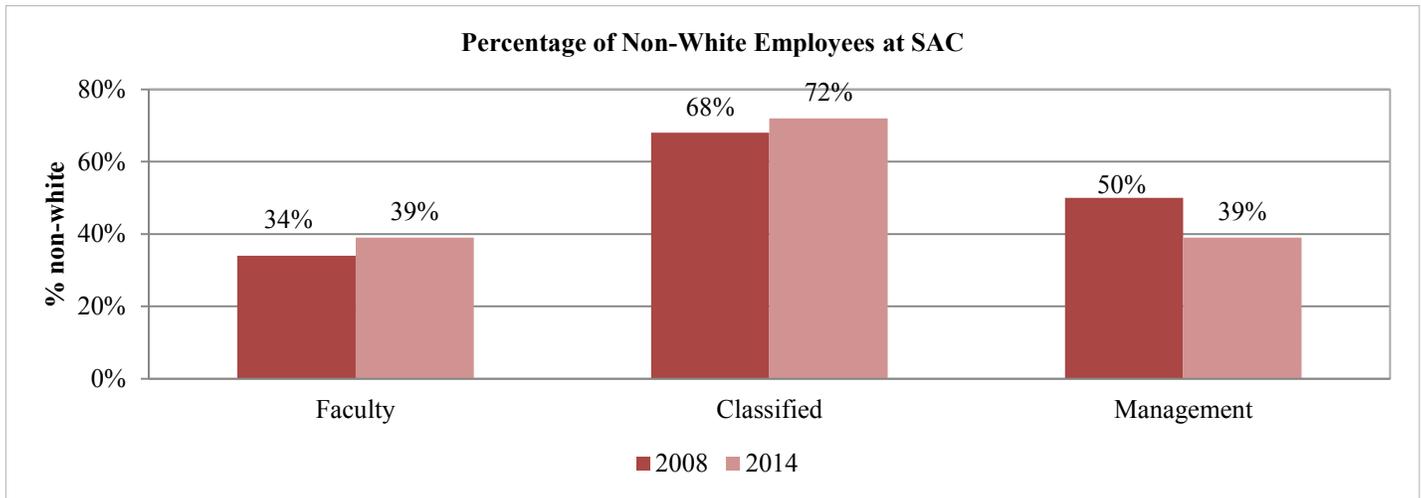
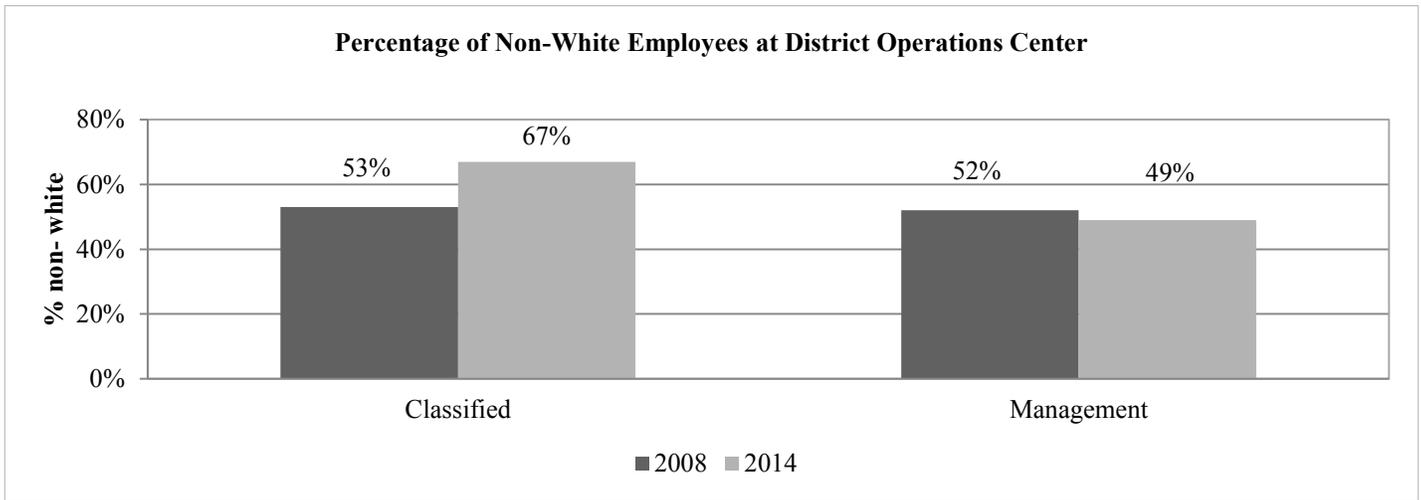
**Performance at SCC**



#10 RSCCD EMPLOYEE DIVERSITY, FULL-TIME: Gender



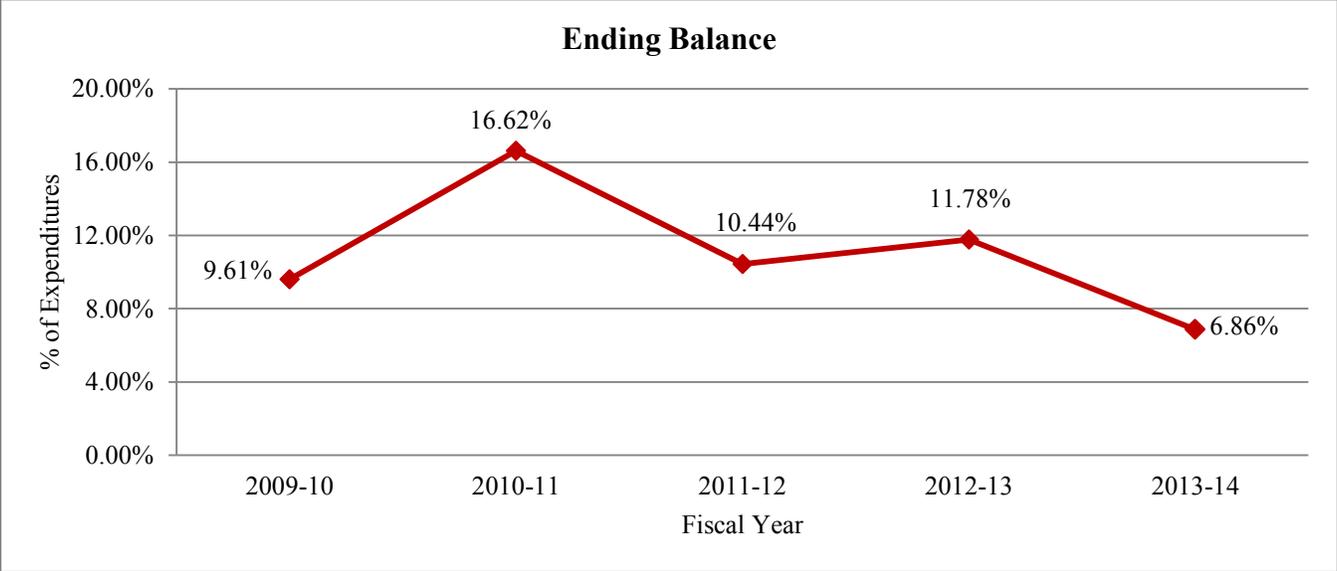
## #10 RSCCD EMPLOYEE DIVERSITY, FULL-TIME: Ethnicity



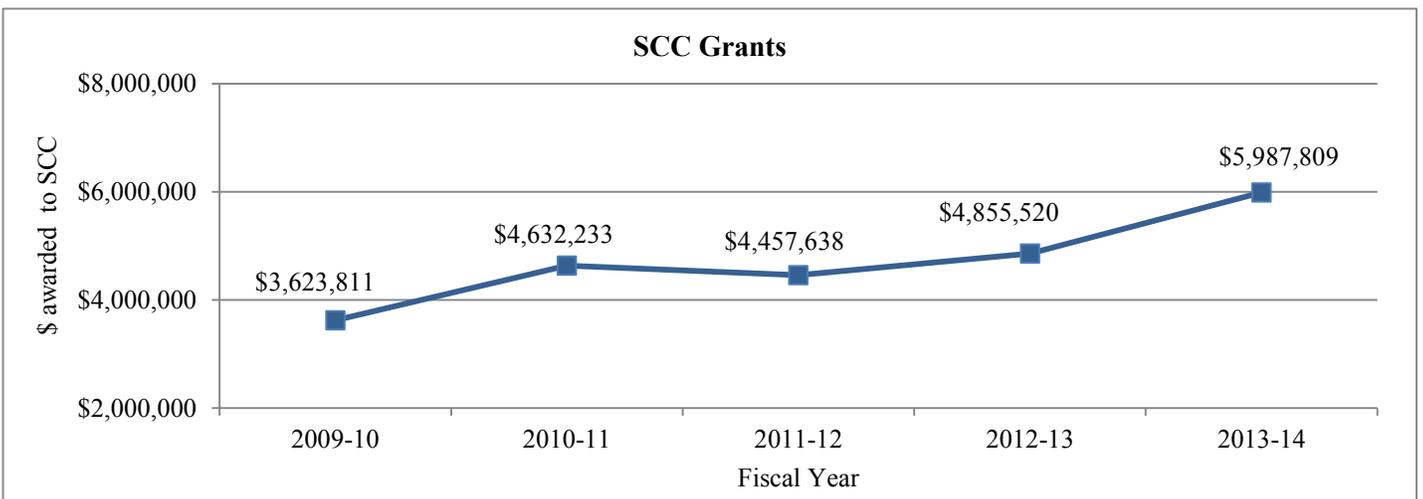
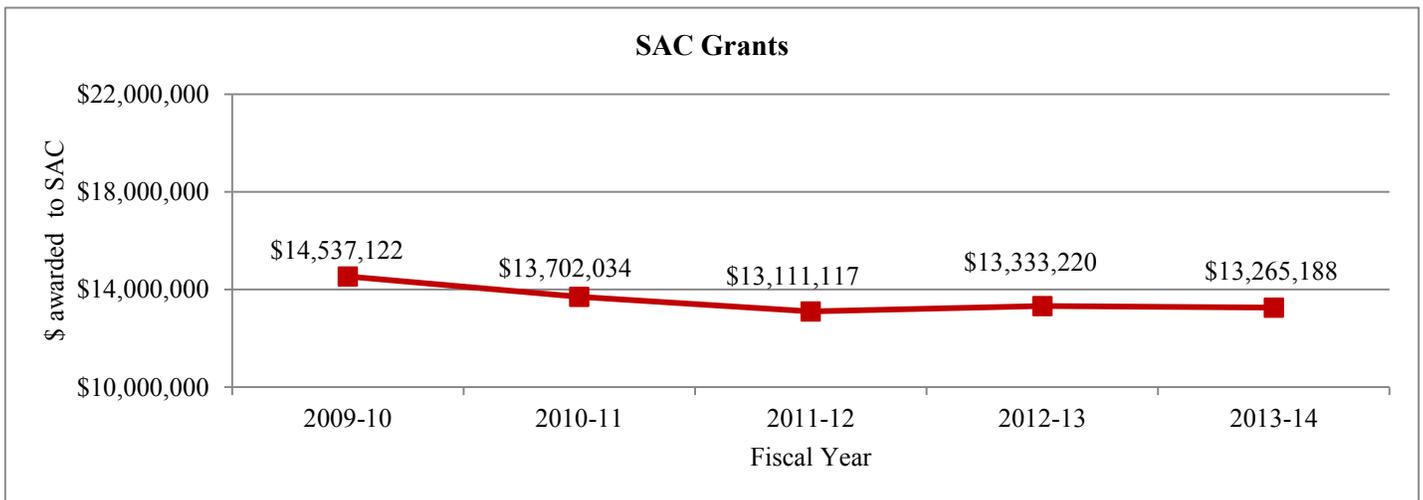
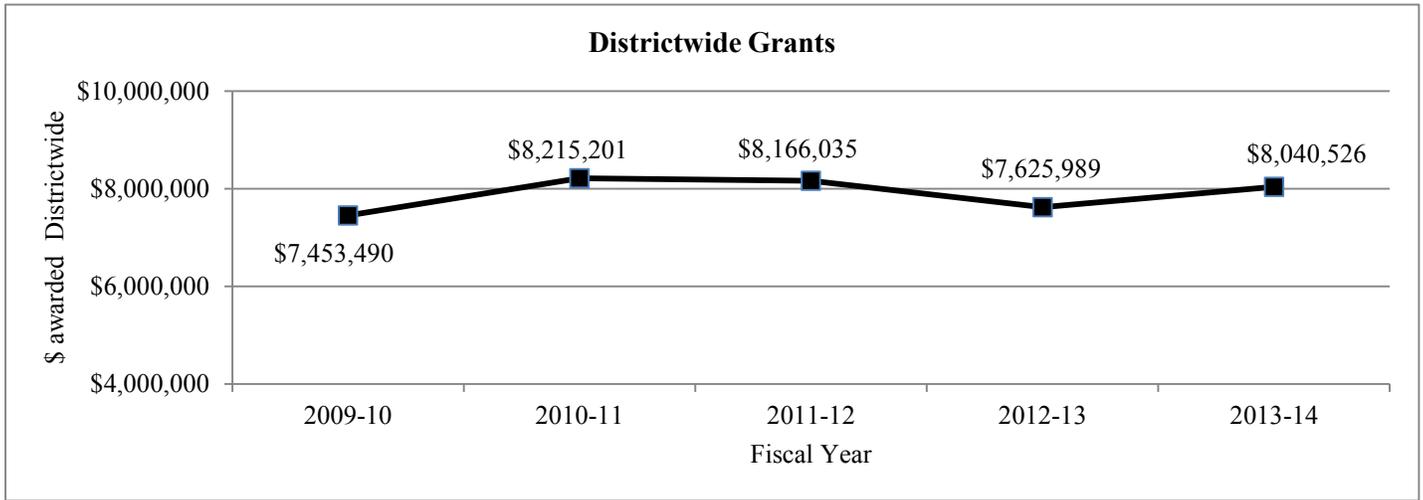
# #11 FINANCIAL INDICATORS

**Ending Fund Balance** – Cash set aside as prudent reserve for extraordinary expenditures (\*excludes deferral)

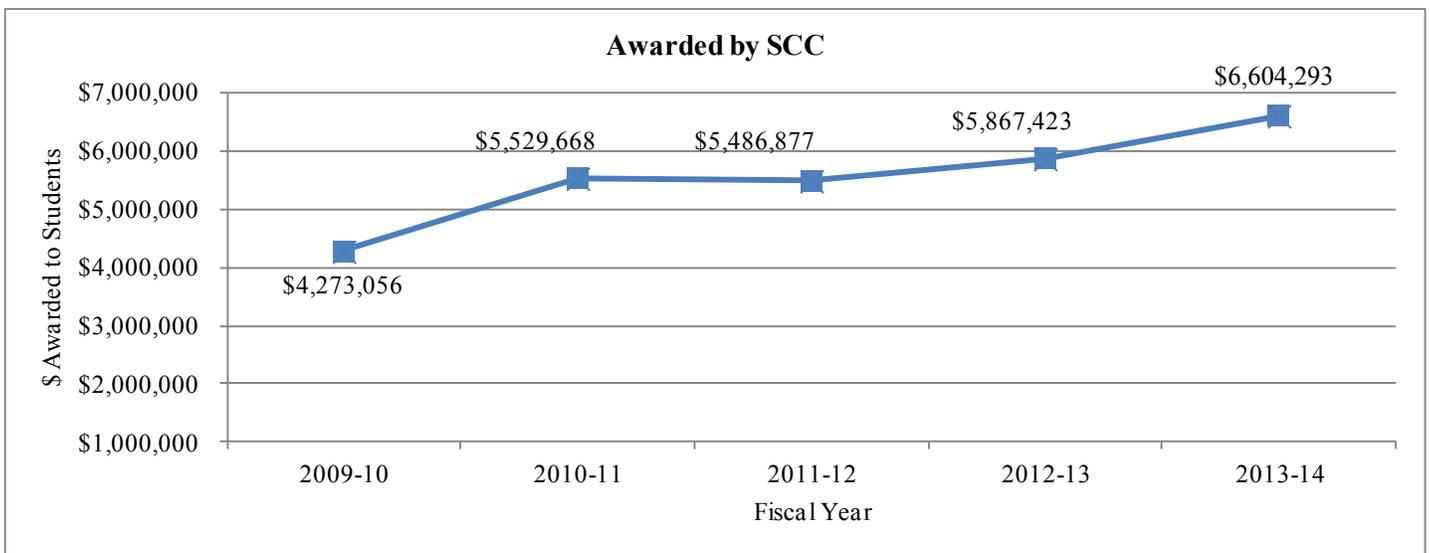
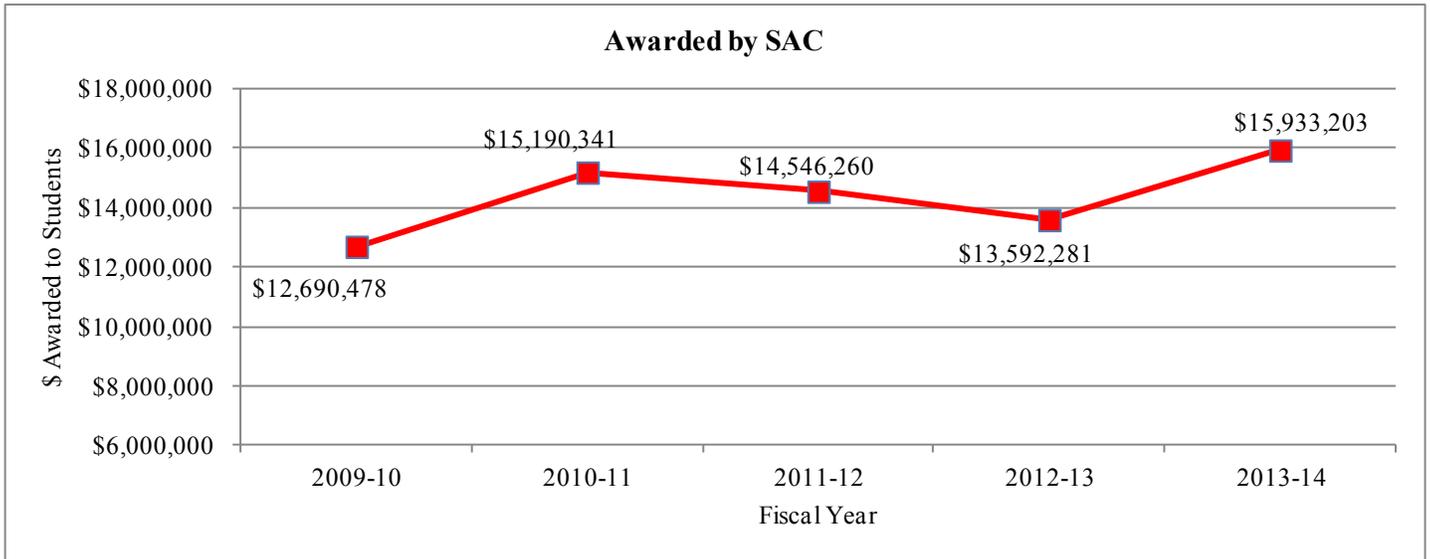
**5% of Total Expenditures** - The amount established by the State Chancellor’s Office as a measure of financial well-being. (An unrestricted general fund reserve balance under 5% of total expenditures is a possible indication of financial problems.)



**#12 RESOURCE DEVELOPMENT: Competitive and entitlement grants received**



**#12 RESOURCE DEVELOPMENT: Financial aid awarded to students**



# RSCCD Comprehensive Master Plan

## Annual Progress Report

### Fall 2014



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**Goal #1: RSCCD will assess the educational needs of the communities served by RSCCD and will adjust instructional programs, offerings, and support services and will allocate resources as needed to optimize the alignment of students’ needs with services and fiscal resources.**

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- Objective 1B: Develop sustainable, alternative revenue streams to [address] student educational needs.....3
- Objective 1C: Continue to monitor student educational preparation.....6

**Goal #2: RSCCD will assess the educational needs of the communities served by RSCCD and then pursue partnerships with educational institutions, public agencies, non-profit organizations, and business/industry/labor to collaboratively meet those needs.**

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- Objective 2B: Support regional development by becoming the primary local source of skilled employees for high demand occupations.....10

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- Objective 5B: Utilize current processes to inform program, facilities, human resource and technology allocation.....27
- Objective 5C: Evaluate the cycle of integrated planning.....29

## *INTRODUCTION*

---

Rancho Santiago Community College District (RSCCD) and its two Colleges, Santa Ana College (SAC) and Santiago Canyon College (SCC), engage in multiple forms of planning to accomplish the District mission of providing “quality educational programs and services that address the needs of our diverse students and communities.” Though each College has its own goals, objectives and action plans, this document is a compilation of our collective contribution to the achievement of the RSCCD goals and objectives.

There are six participatory governance committees involved in planning at the District level. The District Council serves as the primary participatory governance body that is responsible for district wide planning activities including developing planning and budgetary recommendations that are submitted to the Chancellor and Board of Trustees. The five other district level participatory governance committees that support the work of the District Council include: the Planning and Organizational Effectiveness, the Fiscal Resources, the Human Resources, the Physical Resources and the Technology Advisory Group.

The Planning and Organizational Effectiveness Committee (POE), made up of representatives from both Colleges and District services, oversees the planning activities and monitors the implementation of the RSCCD Comprehensive Master Plan and the RSCCD Strategic Plan. This 2013-2014 Annual Progress Report details the second year progress towards the 2013-2023 RSCCD Goals and 2013-2016 Strategic Plan Objectives.

**GOAL #1: RSCCD will assess the educational needs of the communities served by RSCCD and will adjust instructional programs, offerings, and support services and will allocate resources as needed to optimize the alignment of students' needs with services and fiscal resources.**

## **Objective 1A: CONTINUE TO DETERMINE THE NEEDS OF THE COMMUNITY**

---

For the first time in five years, the State budget contained enrollment growth funding for community colleges. Although growth funding was not anticipated when the 2013-14 academic calendar was adopted, after review, a decision was made to revise the calendar to include a 2014 winter intersession. Based upon data from the last intersession (2008) and the potential drain on spring enrollment if neighboring districts offered an intersession and RSCCD did not, the restoration of intersession was recommended to the Board on September 23, 2013. Student response to the intersession exceeded expectations. The Colleges developed a schedule in anticipation of generating 436 FTES (316 at SAC and 120 at SCC). Actual FTES generation exceeded the goal by nearly forty-four percent (627 total FTES – 459 at SAC and 168 at SCC).

SAC and SCC have engaged in an ongoing effort to ensure that students are able to complete their desired educational pathway and achieve their goals of transfer, degree completion or certificate completion. SAC has 23 and SCC has 17 Associate Degrees for Transfer approved by the Chancellor's Office and fully meeting their target.

SAC is developing a comprehensive Enrollment Management Plan, which includes carefully developed pathways to completion in all degree and certificate programs with robust connections to the School of Continuing Education and to the Counseling Division. The overall plan is informed by the needs of the community we served and is

responsive to both incoming and continuing students.

SAC also began a process of meeting weekly with the academic deans to discuss course offerings to ensure that they were aligned with student needs. As a result, the College developed a goal that every incoming student would have access to a math and an English class during the first semester at the College. SAC has greatly expanded math and English offerings as a result. In planning for the 2015 Intersession, SAC prioritized offerings that were part of the Plan A, B and C transfer plans. SAC has developed many new data analysis tools and spreadsheets that are helping the College analyze demand to offer courses that meet the demand.

### *Continuing Education Program*

Through participation in the AB 86 Regional Consortium, SAC and SCC have conducted an extensive needs analysis for how it can better serve the community. A detailed report is available as part of the Rancho Santiago Regional Comprehensive Adult Education Plan.

A major area of need that has been identified for SAC is the establishment of a regional center in the eastern part of Santa Ana to address the unmet need in this area for English as Second Language, Adult Basic Education, and High School Diploma/GED instruction. This would complement the offerings at Centennial Education Center (CEC) and the 43 community sites that SAC serves.

Through the consortium, SAC is also working to align its noncredit offerings to the college credit offerings as well as to the offerings of other adult education providers in the region. In addition, SAC is expanding partnerships to leverage resources and provide better service to the community. One example of this effort is the expansion of the Substantial Disabilities instructional program. Working closely with Santa Ana Unified School District (SAUSD), SAC is able to provide transportation, trained assistants, facilities, and classroom instruction.

#### *Business/Industry Programs*

CTE programs for both Colleges have advisory committees comprised of faculty and industry and community partners that offer guidance in assuring students completing certificates and degrees demonstrate the technical and professional competencies that meet employment standards. The majority of advisory committees' members are from the business/industry sector.

At SAC, the Career/Job Resource Center provides resources and sponsors workshops by industry experts to assure that students have a strong

understanding of CTE programs and career opportunities. The Business Division has expanded its CTE Work Experience/Internship Program to provide students with on-the-job experience.

At SCC, an enhanced internship program is being developed, specifically targeting the Water Utility Science industry allowing students on-the-job training, and expanded employment experience.

The Colleges also participate with city, county, regional, and statewide organizations (Deputy Sector Navigators, Los Angeles/Orange County Regional Consortium (LAOCRC), Career Technical Education Orange County (CTEoc) and Vital Link Orange County, etc.) that bring industries together to educate faculty/staff about skills gaps and certification requirements within CTE industries.

Faculty also organize events, guest speakers, field trips, and class projects that address industry standards and maintain business relationships within their respective fields, that often results in internships, apprenticeships, and jobs for students.

## Objective 1B: DEVELOP SUSTAINABLE, ALTERNATIVE REVENUE STREAMS TO [ADDRESS] STUDENT EDUCATIONAL NEEDS

---

The Fiscal Resources Committee (FRC) regularly discusses the need for advocacy related to securing funds that are owed to the District like property tax and apportionment shortfalls, redevelopment funds, etc. FRC also recommended undertaking an effort to achieve one percent additional growth in Full Time Equivalent Students, in addition to the state approved one point sixty-three percent growth factor, in order to capture additional access/growth funding for the Colleges’ student educational needs.

Grants include entitlement allocations (i.e., funds awarded through a non-competitive process, such as VTEA, DSPS, EOPS, etc.), renewals (i.e., new year funding for a multi-year grant), and competitive grants (i.e., grant applied for through a competitive process). The chart below provides trend data on the number of competitive grants submitted in the last three years, the total dollars applied for, and the number of grants awarded and the amount of funds awarded.

	2011-2012	2012-2013	2013-2014
<b>Competitive Grants Submitted</b>	10	19	14
<b>Grant Received</b>	8	11	6
<b>Funds Applied</b>	\$12,503,022	\$12,338,543	\$20,269,000
<b>Funds Awarded</b>	\$3,111,707	\$5,251,308	\$9,390,000

Projects applied and awarded in 2013-2014:

- *Career Pathways Trust–OC Teacher Pathway Partnership*: Regional collaboration directed by SCC to engage high school students in paraprofessional educator courses, work experience, and internships in order to increase interest and enrollment in SAC, SCC, and Fullerton College teacher pathway programs and increase transfer to CSUF’s Teacher Education Program. The project design will focus on engaging underrepresented students in teacher pathways and on strengthening effective STEM (Science, Technology, Engineering and

Math) instruction to diversify and improve the teaching workforce.

- *Workforce Investment Act (WIA) Adult Basic Education*: Normally this would fall under an entitlement allocation, but was conducted as a competitive grant for the 2014-2015 year. These funds support English as a Second Language, Adult Basic Education, GED/High School Subjects, and Jail Programs through our continuing education centers.
- *Song Brown Capitation and Song Brown Special Projects* grants improve instruction for nursing students by hiring clinical teaching assistants and improving disadvantaged students’ persistence and completion of the nursing program through advisement and support services.
- Grant awards for SAC to strengthen psychological services for students by employing interns and engaging in strategic planning and for the District to develop a hazard mitigation plan.

### Santa Ana College

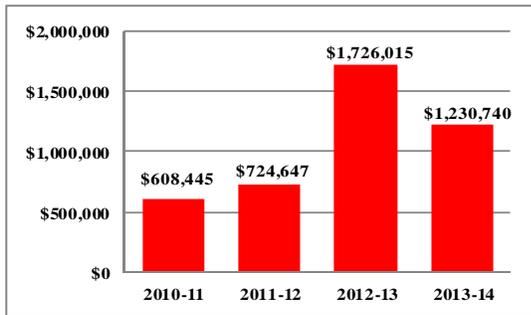
The SAC Foundation/Office of College Advancement will be working in partnership with the College to mark 100 years of student success. The College’s milestone anniversary has played a significant role in the leveraging of new and continued resources for students and programs at SAC. Leading the way, the Centennial Scholarship Campaign has reached its first major milestone. All \$1 million of the match dollars put up by the SAC Foundation Board of Directors has been matched with donor dollars, making the total of the Centennial Scholarship Endowment fund \$2.1 million to date. The overall campaign has produced 26 new scholarships to date, which will generate 108 student awards every year totaling over \$104,000 in new funding to be distributed in addition to the already robust scholarship program granting over \$400,000 to SAC students.

In the last decade, the SAC Foundation has grown in asset size, revenues per year, and diversification of funds:

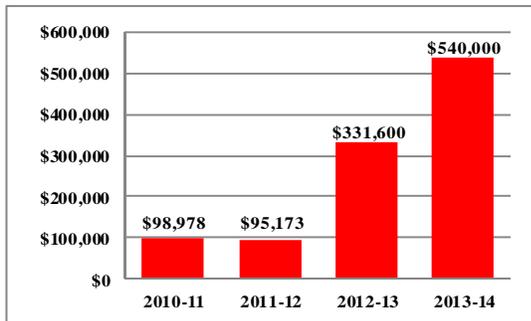
**Santa Ana College Foundation  
Total Assets, 2011-2014**



**Santa Ana College Foundation  
Fiscal Year Contributions, 2010-2014**



**Santa Ana College Foundation  
Grant Funding, 2010-2014**

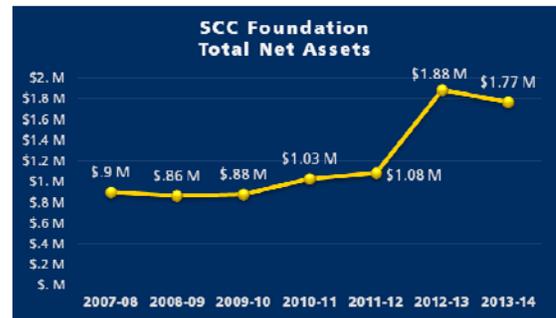
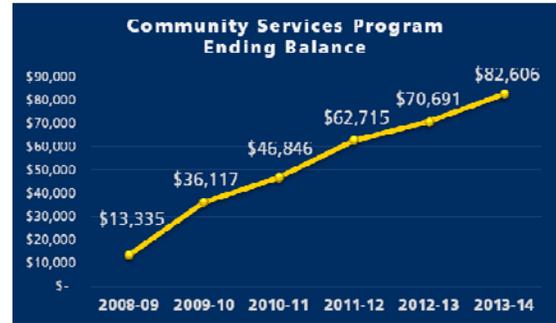


**Santiago Canyon College**

Since 2008-2009, the SCC Community Services Program has ended each fiscal year with a positive and growing ending balance.

The SCC Foundation is a 501(c)(3) non-profit organization that is exclusively dedicated to raising supplemental funds for Santiago Canyon College. In the past few years, net financial assets of the

foundation have strengthened significantly, reflecting a better return on investment and a nearly \$700,000 unrestricted fund transfer from the RSCCD Foundation in 2012-2013. A dip in net assets in 2013-2014 compared to 2012-2013 stems from an investment to establish two new positions: an international student program coordinator and a foundation development coordinator.



Donations from individuals, businesses, and foundations in 2013-2014 were stable at \$251,205. Ninety-three percent of this revenue is restricted, and the majority goes to scholarships. While the total number of dollars raised was approximately \$15,000 less than the previous year, there was an increase in the total number of donors, reflecting the foundation’s emphasis on expanding outreach and the donor pipeline. The foundation also realized some important new partnerships, including a newly established relationship with CH2MHill, an international engineering company that has made an annual \$5,000 commitment to supporting STEM scholarships. The foundation is also continuing an important partnership with Edison International, which supports SCC’s reestablished Model United Nations program, as well as STEM scholarships. Other sources of revenue include the annual Hawks Golf Tournament, which raises unrestricted revenue for the foundation, as well as funds to support athletic

scholarships. The foundation is also building on a small but growing direct mail campaign, established in 2011, which in the last fiscal year, generated \$4,750 in new revenue.

In terms of direct grant support to Santiago Canyon College, the SCC Foundation was able to provide more than \$20,000 in program grants in 2013-2014, an increase of about \$7,000 from the previous year. These funds are in addition to over \$150,000 in annual direct scholarship and book grant support to students.

During the reporting period, the foundation continued to work toward positioning itself to increase outreach and fundraising capabilities. A recently approved 2014-2019 Strategic Plan outlined four goals that will provide the foundation's blueprint for investments and activities going forward. These goals include:

- Expanding foundation board membership;
- Increasing annual income from fundraising (restricted and unrestricted) to \$500,000 by 2019;
- Developing a robust and active alumni network; and
- Improving the foundation's visibility on and off campus.

Investments designed to actualize this plan have already begun and include funding a full-time development coordinator, who started in March 2014, and the purchase in June 2014 of a subscription to Blackbaud's The Raiser's Edge, a

powerful donor management software program. Once fully implemented, the software will enhance the foundation's ability to cultivate existing donors, expand the number of new donors; (including alumni and parents, who heretofore have not been engaged philanthropically); diversify funding, and better manage grants and event sponsorships. The software will also allow the foundation to begin to develop and manage new affinity groups, including a planned President's Circle program for donors who make an unrestricted donation of \$1000 or more to the foundation.

Seek external grants: Applied for a \$10,000 Allergan Foundation STEM grant (received \$5,000); for a 2<sup>nd</sup> consecutive year received \$25,000 from Edison International (\$10k for Model UN and \$15k for STEM scholarships); and two pending grants from the Orange Rotary Club and the Orange County Community Foundation for \$1,200 and \$5,000 respectively.

Alumni Development: The alumni network is growing. The Foundation currently has information on over 15,000 alumni; survey of graduates has yielded a response from 427 alumni. Other alumni development activities include: an alumni newsletter every semester, an Alumni Network Facebook page, two mixers, two professional development opportunities through the Career Center, athletic and movie nights sponsored by Associated Student Government and alumni webpage.

## Objective 1C: CONTINUE TO MONITOR STUDENT EDUCATIONAL PREPARATION

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The RSCCD Research Department administers student satisfaction surveys annually to credit students and biennially to continuing education students. The reports are disseminated to College staff for discussion and evaluation at the appropriate levels (department and/or programs) and incorporate findings in their planning. For college credit students, overall satisfaction levels for classroom experience/quality of instruction held steady at eighty-one percent in the college credit program and ninety-five percent for non-credit programs at both Colleges.

The Research Department publishes reports on enrollment and outcome trends of our two main school districts, Santa Ana USD and Orange USD, graduates who matriculate to SAC and SCC respectively. Data is disaggregated by the high school and includes English and math advisements upon entering SAC and SCC; performance in courses; semester-to-semester persistence rates; time to complete AA/AS degrees and certificates of completion; and transfers to four-year universities. College staff share these reports with high school principals for planning. The reports are posted on the department website for reference.

The department also summarizes six-year course advisements for math, English, ESL/ACE/EMLS, and Reading. Within the last six years, more students have been placed into transfer-level courses, which reflects a fifteen percent increase in English 101 (Freshman Composition), a two percent increase in Reading 150 (Critical Reading), and a nine percent increase in Math 105/140/145/160/219 (transfer-level math). The ESL/ACE/EMLS placement has fewer test-takers and smaller programs, reflecting decreased demand. These reports are disseminated to College staff and posted on the RSCCD Research Department website for references. The Colleges regularly assess student learning outcomes and collect data regarding English and math placement tests.

The Research Department regularly produces a five-year grade distribution report (by course, by demographics) for faculty to use in their ongoing program reviews. Faculty are encouraged to review these broad sets of data, in addition to FTES generated, AA/AS degrees and certificates awarded, sections offered, and student demographics for their department. They are also encouraged to request more in-depth research from the Research Department so that they make informed plans/decisions for their respective departments and their students. These data are posted on the RSCCD Research Department webpage under “SAC/SCC Program Review Resources” for reference.

The Research Department has also compiled grade reports by ethnicity, gender, and age group for the general population; for those enrolled in CTE vs. non-CTE; in basic skills vs. non-basic skills; in academies vs. non-academies, in apprenticeship vs. non-apprenticeship; and in distance education vs. non-distance education. These reports have been used by the Colleges as part of their self-evaluation processes, at various department meetings, and posted on the Research Department website for reference.

### **Santa Ana College**

Through the Santa Ana Partnership, the College has a robust intersegmental Research and Evaluation Team that meets throughout the academic year to study critical metrics and trends related to academic preparation for college in the Santa Ana Unified School District (SAUSD). The College has created a scorecard to monitor progress and has seen tremendous progress in academic preparation in English and math over the last 15 years, based on longitudinal data collected for each feeder school. This effort is complemented by an intersegmental faculty workgroup through higher education strategic planning. To support the continued strategic analysis of college success, the College has a robust data sharing agreement which makes

academic information for all students in SAUSD available.

**Santiago Canyon College**

In partnership with the Orange Unified School District, the College attempted to procure a write out CAPP Grant to help students navigate the new Common Core Standards and to improve math

scores and matriculation between Orange High School students and Santiago Canyon College. Math and English faculty and administration from the two institutions participated in the venture. Even though attempts to procure grant funding were unsuccessful, the College has established a working partnership and dialogue is ongoing.

**GOAL #2: RSCCD will assess the educational needs of the communities served by RSCCD and then pursue partnerships with educational institutions, public agencies, non-profit organizations, and business/industry/labor to collaboratively meet those needs.**

**Objective 2A: STRENGTHEN OUTREACH AND RECRUITMENT;  
DEVELOP NEW AND SUSTAIN CURRENT RELATIONSHIPS WITH KEY  
PARTNERS AND STAKEHOLDERS**

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The District is represented on the Orange County Workforce Investment Board and the Santa Ana Workforce Investment Board in order to identify major workforce needs and to address those needs through responsive programs and services. Grant programs have also been developed collaboratively with neighboring community colleges districts, with the Orange County Department of Education, local industry, and with non-profit organizations.

**Santa Ana College**

Santa Ana College offers a robust program of year-round outreach and student development activities throughout its service area (and on site at all feeder high schools via One-Stop Higher Education Centers) that culminates in a model application, assessment, and placement program that is enriched by direct financial support, linked to the SAC Foundation, which makes college possible for all members of the Santa Ana community. This model demonstrates implementation of the Student Success Act and has been cited as a national model by state and national leaders. It includes significant expansion activities as part of the College's Student Equity Plan. The pipeline efforts are complemented by the on-campus Middle College High School, where students simultaneously earn high school and college degrees. This year's graduating class will make history with nearly seventy percent earning both their A.A. and high school diploma. Complementing the pipeline, outreach work is a robust set of community-centered activities led by outreach professionals in both credit and non-credit

programs as well as volunteer Padres Promotores de la Educación. Taken as a whole, this outreach and student development work touches 30,000 members of the greater Santa Ana area annually. This work further expanded at the close of the spring 2014 semester when SAC and the Santa Ana Partnership opened a One-Stop Higher Education as part of the Main Santa Ana Public Library.

Through the AB86 consortium, Santa Ana College School of Continuing Education (SAC-SCE) is working to align its noncredit offerings to the college credit offerings as well as to the offerings of other adult education providers in the region. In addition, SAC-SCE is expanding partnerships to leverage resources and provide better service to the community. One example of this effort is the expansion of the SAC-SCE Substantial Disabilities instructional program. Working closely with Santa Ana Unified School District (SAUSD), the partnership is able to provide transportation and trained assistants through SAUSD and facilities and the classroom instruction through SAC-SCE.

**Santiago Canyon College**

A key effort is to strengthen outreach and recruitment and to develop new and sustain current relationships with key partners and stakeholders.

- The President is an active participant in education and community issues. He serves on the Community Foundation of Orange Board of Directors and works closely with executive leaders of other regional educational

and community organizations to align and position the College to partner in such ventures as the STEM2 Title III partnership with CSUF, the Community Foundation of Orange Blossom Talent Showcase (and SCC Buy-The-Book grants), and the Coast Keepers Demonstration Sustainable Garden on the SCC campus.

- Through a new STEM Upward Bound grant, strengthened SCC's partnership with Orange Unified School District (OUSD).
- SCC began an International Students Program (ISP), which in its infancy, recruited 20 international students for the spring 2013 semester. As of fall 2014, the ISP has grown to 48 students, helping expand the College's reach and providing SCC an opportunity to educate and serve the global community and provide all students with exposure to additional diverse cultures
- Continue to support Community Science Night, where over 2,000 OUSD students and their parents enjoy a fun and educational evening of science exhibits and demonstrations.

The High School and Community Outreach Program fosters and supports collaborations between local high schools and SCC in an effort to recruit and enroll students. To achieve this goal, the department recruits high school seniors and facilitates participation in the Early Welcome program. In addition, the Outreach Program educates the community about SCC's programs and services by offering K-12 educational fairs, making high school presentations, and hosting K-12 tours at SCC.

The Early Welcome program is Outreach's primary vehicle for engaging new students. Outreach offers this program to graduating seniors from local high schools to increase the base enrollment of full-time students. This program was also designed to assist high school seniors with college readiness by hosting workshops on college applications, providing placement testing for English and math, and registering these students for the upcoming fall semester. In addition to the student orientations, parents are also presented with an orientation to equip them with critical college information.

The Outreach department strives to register 1,000 or more high school seniors through SCC's Early Welcome (EW) program, and that goal was successfully met for 2014. The Outreach department recruits students for the EW program from various Orange County and Riverside County school districts; the majority of the EW participants come from OUSD. The Outreach department also visits and promotes SCC's EW program to non-OUSD high schools. The EW program offers application workshops to SCC's feeder high schools (Canyon HS, El Modena HS, Orange HS, Richland HS and Villa Park HS), but in 2014, the Outreach Department was able to offer more application workshops to non-feeder schools such as El Dorado HS, Tustin HS, Anaheim HS, Corona HS, Mater Dei HS, and Orange Lutheran HS.

For the past three years, SCC has offered the program "CROSSroads" to incoming high school seniors. The goal of the program is to help students be college-ready by providing them with a review of fundamental skills in math and English that will assist their placement into transfer-level courses. The English portion consists of four two-hour workshops taught by faculty who review key concepts of the writing process and conduct a writing sample. The math portion consists of an orientation, individualized computer math modules, and a placement test. The programs are offered in the spring prior to SCC's placement tests. Students who do not place into college-level courses based on the CROSSroads tests will have the opportunity to take the school's test as well, thereby receiving another chance to avoid remediation. Every November, CROSSroads is promoted at SCC Family Night where high school seniors and their parents come to learn about the College's many programs and services. In fall 2014, 340 guests attended, including 140 high school students from 21 high schools.

Combined, both Schools of Continuing Education partner with over 50 community organizations to offer noncredit, adult education classes throughout the RSCCD service area. Partners include the Santa Ana USD, Orange USD, Orange County Sheriff Department, Orange County Office of Education, the Boys and Girls Club of Santa Ana, and the Santa Ana Workcenter.

## **Objective 2B: SUPPORT REGIONAL DEVELOPMENT BY BECOMING THE PRIMARY LOCAL SOURCE OF SKILLED EMPLOYEES FOR HIGH DEMAND OCCUPATIONS**

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The District and Colleges have taken the lead in a number of CTE areas through grant awards from the California Community Colleges Chancellor's Office for the Doing What Matters Initiative, highlighted in Vice President Biden's report to the President on model programs for preparing Americans for jobs (*Ready to Work: Job-Driven Training and American Opportunity*, July 2014, p. 30). The District was awarded the statewide Sector Navigator for Information Communications Technology/Digital Media grant, which has built extensive relationships with industry leaders throughout the state to keep our ICT/Digital Media programs up-to-date with the employment trends of these industries, which are in a constant state of innovation and flux. RSCCD has also been selected to lead four of the region's priority and emerging industry sector programs, through awards of the Deputy Sector Navigators for ICT/Digital Media, Retail/Hospitality/Tourism, Global Trade, and Small Business.

In addition, SCC manages the Los Angeles/Orange County Regional Consortia (LAOCRC), which is a collaborative body comprised of CTE deans and educators dedicated to program development that prepares students to fill the region's workforce needs and enter high-wage, high-growth occupations. In addition to assisting colleges with the state's CTE program approval process, the LAOCRC plays a key role in the roll-out of Doing What Matter's grants in the region, by providing information, guidance, and support for the colleges.

Santa Ana College is a partner with UCI on a newly awarded National Science Foundation I-USE grant to strengthen engineering transfer pathways. SAC has also led a collaborative, including Santiago Canyon College and Fullerton College, to develop a regional approach for biotechnology program development, and the College submitted a grant application to the National Science Foundation to strengthen work-based learning in their programs.

Both SAC and SCC are partners in the Orange County Department of Education's OC Career Pathways Trust project to engage K-12, community colleges, and business and non-profit partners in building strong pathways in ICT/Digital Media, Health/Biotechnology, and Manufacturing.

These efforts have brought in more than \$4.5 million to invest in strengthening CTE programs to better serve students and employers, and contribute to workforce and economic development in our region. SAC is in the process of renewing these partnerships in pursuit of expanded funding to increase training options for students.

In fulfillment of its mission to enhance the economic development of the region, the RSCCD Foundation has engaged community partners to increase access to and expand economic and workforce development services provided by the District's programs. Since 2010, the RSCCD Foundation has secured \$206,500 from AT&T, Chevron, State Farm, Union Bank, U.S. Bank, Valley Economic Development Center, and Wells Fargo Bank.

### **Santa Ana College**

With over 80 areas of study at the SAC that lead to employment in regional occupations and an impressive doubling of degrees and certificates (exclusive of transfer certification) since 2008, SAC is a workforce development engine for central Orange County. These industry-supported programs include Welding, Auto Technology, Occupational Therapy, Nursing, the Criminal Justice and Fire Academies, and Pharmacy Technician.

SAC participates in the CTE LaunchBoard, a statewide data system, to track K-12 participation in CTE programs and then into the workforce. SAC will also be participating in the CTE Employment Outcomes Survey to glean information related to whether students became

employed within their fields of study, if coursework positively affected their earning potential, and how the College can improve.

Several of SAC's CTE programs tracked their graduates (via surveys and/or certification), which demonstrated impressive outcomes:

- More than half (60% to 70%) of RN graduates found employment in health care within six months of graduation.
- Most (96%) of the Occupational Therapy Assistant program's NBCOT certification awardees found work as therapy assistants within two months of certification.
- More than four-fifths of the International Business program students who became certified Global Business Professionals have also found jobs in the field.
- Seventy-eight percent of the Pharmacy Technology program graduates found jobs in the field.

Complementing all of this work is a newly launched Center for CTE Success and Completion at SAC. Similar to the University Transfer Center, the new CTE Success Center provides individualized follow-up with students that are close to completion, and partners with CTE faculty to develop customized education plans for students majoring in their fields. The Center also supports college wide work to help undecided students select a career field. This has been an extremely popular new service area and will drive expanded certificate and degree completion in the coming year.

### **Santiago Canyon College**

SCC supports regional development by becoming the primary local source of skilled employees for high demand occupations.

- SCC leads the state's largest Joint Apprenticeship Training Centers (JATCs) in carpentry, cosmetology, electrician, maintenance mechanic, operating engineers, power lineman, and surveying. The College's partnerships with local trade unions is a formula for success that provides employers with skilled state-indentured Apprentices and Journeymen who earn a livable wage, as well as earn college credit

that is applicable towards an Associate of Science Degree or Certificate of Achievement.

- *Career Pathways Trust–OC Teacher Pathway Partnership:* The program is a regional collaboration directed by SCC to engage high school students in paraprofessional educator courses and work experience and internships in order to increase interest and enrollment in SAC, SCC, and Fullerton College teacher pathway programs as well as to increase transfer to CSUF's Teacher Education Program. The project design will focus on engaging underrepresented students in teacher pathways and on strengthening effective STEM instruction to diversify and improve the teaching workforce.
- SCC's Biotechnology Program was recently approved by the Los Angeles/Orange County Regional Consortia and is considered a model statewide for both the Biotech Initiative and the State Chancellor's Office "Doing What Matters" framework. The program was supported by the RSCCD CTE Collaborative SB1070 Grant.
- SCC supports the Water Utility Science (WUS) program serving approximately 200 students annually and prepares and advances students within high paying Water and Wastewater Career Pathways. Donations from the Southern California Water Utilities Association are used towards water demonstration lab kits, allowing students to have a better hands-on experience in class. This necessary equipment demonstrates the fundamentals of water chemistry for process laboratories and treatment plants to ultimately train highly skilled employees for high demand occupations.
- SCC is the fiscal agent for the Los Angeles/Orange County Regional Consortium, the convening group for CTE program approval and CTE collaboratives among the 27 colleges in the LA/OC area.

SCC participated in the 2013 CTE Employment Outcomes Survey. Designed to gather information on employment outcomes for students participating in CTE programs at California community colleges, the survey aims to determine

whether students were able to find employment within their field of study. The survey also investigated if the students' community college coursework positively affected their earning potential and in what way CTE programs can be improved. Of the 2,045 former students contacted either by mail or phone, 244 (12%) responded to the survey:

- Ninety-two percent of respondents indicated they were either satisfied or very satisfied with the education and training they received at Santiago Canyon College.
- Eighty-seven percent of respondents indicated that they are employed for pay.

- Fifty-four percent of respondents indicated they are working in the same field as their studies and training, and twenty percent indicated they work in a field that is "close" to their studies and training.
- The hourly wage of all respondents increased thirty-one percent from their hourly wage before their studies (\$21.90) to their hourly wage after completing their studies (\$28.73).

SCC will also be participating in the next CTE Employment Outcomes Survey, which will span the 2014-2015 academic year.

**GOAL #3: RSCCD will annually improve the rates of course completion and completion of requirements for transfer, degrees, certificates, and diplomas.**

**Objective 3A: CONSISTENTLY AND ACCURATELY MEASURE EDUCATIONAL GOAL COMPLETION FOR UNIVERSITY TRANSFER, DEGREES, CERTIFICATES AND DIPLOMAS**

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In the early 1990s, RSCCD staff, faculty, and Board members identified 12 measures that describe the effectiveness of its Colleges and their programs. The RSCCD Research Department regularly monitors and presents the data to the College community for its assessment to ensure excellence in their respective areas.

The Research Department conducts “regular” statistical studies to assist policy and program planning and development and “special” studies to meet departmental, institutional, and mandated needs, at the requests of faculty and staff to ensure departments/units provide quality programs.

Research also annually monitors, publishes, and disseminates the educational goal completion data for university transfer, degrees, certificates, and diplomas to the College community. In the last four years, the number of those who transferred to the four-year universities has increased (2426 in 2009-2010 to 3216 in 2013-2014); AA/AS degrees awarded have increased (1925 in 2009-2010 to 3277 in 2013-2014); certificates of achievement have also increased significantly (1739 in 2009-2010 to 2747 in 2013-2014) and certificates of proficiency have increased (173 in 2009-2010 to 1246 in 2013-2014). The Schools of Continuing Education continue to award many high school diplomas (235 in 2009-2010 to 220 in 2013-2014) and certificates of completion (577 in 2009-2010 to 6913 in 2013-2014). These reports are disseminated to College staff and posted on the

RSCCD Research Department webpage for reference.

**Santa Ana College**

The 2014-2015 academic year is a historic one for SAC, in which the state’s reinvestment in access and success/completion has triggered extensive College wide strategic planning to maximize students’ academic success while shrinking equity gaps among and between student groups. To this end, comprehensive plans that are tied to the College’s overall Strategic Plan have been developed with input from all constituency groups. The plans outline the specific activities, confirmed by data, required to improve course completion and certificate/degree/transfer attainment. This work will be complemented by the collaborative creation of a plan for enrollment management that is engaged by stakeholders continuously to maximize its impact on success and completion. Areas that will get special attention include but are not limited to research and data support; support services hours of operation; professional development; explicit training for adjunct faculty; academic acceleration; and the creation of pathways to completion that link to student educational plans and a Degree Audit database.

As a result of a significant investment in professional staff time in Admissions & Records, complemented by programming work in IT, by July of 2014 SAC had a functioning Degree & Certificate Audit program that enables the College

to identify students who are close to completion but who still need guidance; others who are not making satisfactory progress; and overall data on enrollment supply and demand, which informs both follow-up work with students and course offerings. This new tool enables direct communication with students who need specific courses (students may be advised of open seats) and also provides powerful longitudinal data on enrollment, course retention, and completion results that are coordinated College wide.

In addition, after intensively studying participation and success patterns at SAC as part of the process of developing the Student Equity Plan, the College community identified areas of disproportionate impact across target groups, which informed the action priorities established for the three-year plan.

Using data retrieved from the RSCCD Research Department, SAC analyzes the information as part of the Program Review Process. Discussions of the data routinely occur during meetings with instructional Deans. For example, on February 4, 2014, during a meeting with Department Chairs and Instructional Deans, comparison data (fall 2008 through fall 2013) about completion rates for degrees, transfers, and certificates was shared.

As a result of the planning activities in Academic Affairs during 2013-2014 and evaluation of the available data, SAC developed class schedules based on current ADT pathways as well as pathways for CTE programs, in an effort to increase the number of completions in transfer, degree, and certificate programs.

Since 2011, SAC also established a Student Success Convocation which brings all members of the College community together to analyze critical trends in student academic success, persistence, and completion. The formal address, delivered by the president, sets goals for student success and reviews related trend data, highlighting specific departments with gains, while challenging others to review strategies and practice, all with special attention to equity and gaps by ethnicity. The convocation concludes with a panel of students who provide advice to the faculty and staff, and a set of ten topical student success workshops engage all

educators in study and dialogue regarding student success at the College.

### **Santiago Canyon College**

In 2014, data pertaining to SCC's institution-set standards for successful course completion (63%), degrees awarded (600), transfers to four-year institutions (650), and number of certificates awarded were collected and analyzed.

- In fall 2013, SCC students collectively contributed to an overall successful course completion rate of sixty-nine percent, exceeding the standard of sixty-three percent.
- In 2013-2014, SCC awarded 195 more degrees than in 2012-2013. This is a seventeen percent increase over the previous academic year.
- In the same year, SCC awarded 720 more certificates than in 2012-2013. This is a forty-seven percent increase over the previous academic year.
- The SCC transfer count is 1,141 for 2013-2014, an increase of ten percent over the previous year. Six hundred and twenty-two students transferred to a California State University, 139 to a University of California, and 380 to private or out-of-state institutions.

SCC continues to monitor these data to ensure goal completion rates increase annually and to guarantee institution-set standards of performance are continually exceeded.

Data research and analysis performed to support the development of the SCC Student Equity Plan identified several instances of disproportionate impact and revealed a number of barriers related to student success:

- In the 2012-2013 academic year, the successful course completion rate of foster youths was fifty-two percent, significantly below the College wide average.
- In fall 2013, fourteen percent of students were placed on academic probation. Groups having the highest probation rates were Native American/Alaskan, male, 18-21, low-income, and foster youth students.
- In fall 2013, thirty percent of students were placed into transfer-level mathematics courses. Student groups placing into transfer-level mathematics at disproportionately lower rates

were African-American, Latino, DSPS, low-income, and Veteran students.

- In the 2012-2013 academic year, lower proportions of Latino, low-income, and foster youth students achieved degree completion. With the addition of DSPS and veteran students, these same groups transferred to four-year schools at disproportionately lower rates as well.

SCC's Student Equity Plan outlines activities that address these, as well as other, areas of disproportionate impact. Further research is planned to evaluate identified strategies designed to increase student success and achievement for disproportionately impacted groups.

## **Objective 3B. ACADEMIC SUPPORT SERVICES, STUDENT SUPPORT SERVICES AND GRANTS PROVIDE INTEGRATED APPROACHES TO STUDENT SUCCESS AND ACHIEVEMENT**

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### **Santa Ana College**

At the close of the 2013-2014 academic year, SAC updated its Strategic Plan to draw further attention to student success and student equity. The revised plan was approved by all constituency groups. Then recommended changes were made to the governance structure.

Additional operational changes were made to create a Professional Development Office and to assign a faculty member with the responsibility of coordinating faculty-centered professional development in coordination with faculty leaders and management partners that were also working with classified staff on related goals. All professional development at SAC is centered on student success and equity, and all staff that attended conferences beginning January 2015 are required to articulate in advance (on a Conference Request Cover Sheet) the student success value that the activity will have for the College. The capacity that these strategies will create for SAC will be accompanied by significant changes to intake and orientation through the Student Success and Support Program where all students will be oriented and develop Educational Completion Plans within their first semester of study.

The academic pathways that will be established for all student programs at SAC will be jointly posted on the Academic Affairs website and department websites to broadcast the College's commitment to making streamlined pathways of required courses available to students in predictable ways throughout the academic year. This robust infrastructure and the enrollment management work that will occur concurrently will be further supported by the expansion of accelerated course completion pathways and articulation agreements to minimize the time to degree for students across the board. Additional hours at academic centers, such as the Learning Center, the Math Center, the Academic Computing Center and more represents

another coordinated effort to give students the support they need to succeed in each course they need along the pathway.

### **Santiago Canyon College**

As part of the Student Success Initiative, SCC began building its Degree Audit academic program requirements in the Ellucian (formerly Datatel) Student Information System, and this serves as the foundation for implementing the Student Education Plan (SEP) and Transfer Credit evaluation. The Degree Audit implementation has been led by the SCC Admissions & Records Technology Specialist and the Project Manager in consultation with representatives from the Office of Instruction, Graduation Office, Counseling, Articulation, and District ITS. SCC held joint planning sessions with SAC in order to plan the common framework to build the catalog requirements and propose working assumptions.

SCC has written catalog requirements for the next three years. All noncredit certificates and credit certificates are completed. As a result, ITS was able to leverage the academic requirements to develop a Certificate Tracking system that identifies students that have completed program requirements as well as identifies those close to completion. This system is largely used at noncredit and Apprenticeship locations to kickoff the award petition process in the Graduation office. To work on credit degree requirements with the necessary logic, Degree Audit consultation sessions with Ellucian were procured and consultation occurred through fall 2014. Additionally, three counselors are piloting Degree Audit with their students and providing feedback to the technology specialist. Once the Degree Audit is completed in spring 2015, the team will transition into the SEP implementation. This product will allow students to plan their academic semesters at SCC using an online tool that can also facilitate registration.

Additionally, through the self-evaluation process, SCC has identified a need to streamline its academic support services. An actionable improvement plan was developed directing the College to “examine the feasibility of creating a centralized Student Success Center that may include the Academic Success Center, Math Study

Hall, Science Teaching and Resource Center, Supplemental Instruction, Writing Center, and Tutoring Center.” Through this examination, SCC will identify areas where academic support and student support services complement each other in order to further integrate the institution’s support structure.

## Objective 3C. IDENTIFY ECONOMIC BARRIERS TO STUDENT ACHIEVEMENT

The District has identified a number of measures to show potential economic barriers to student achievement: number of students receiving BOG waivers and financial aid, and needs assessments conducted by EOPS, CARE, and CalWorks.

The Colleges continue to award a large amount of waivers, grants, and work-study. However, the number of loans has decreased due to orientation meetings where students are informed of their loan payment responsibilities. Detailed data are available from the Associate Deans of Financial Aid and/or Director of Research.

**RSCCD Financial Aid Award Summary  
2011-2014**

	2011-2012	2012-2013	2013-2014
<b>SAC</b>	<b>\$23,569,836</b>	<b>\$23,874,990</b>	<b>\$38,398,764</b>
BOG Waiver	\$6,868,316	\$8,779,922	\$9,976,697
Grants	\$14,465,989	\$13,222,062	\$16,423,607
Loans	\$1,672,903	\$1,411,420	\$1,566,294
Work Study	\$191,297	\$209,969	\$218,808
<b>SCC</b>	<b>\$8,890,854</b>	<b>\$9,571,509</b>	<b>\$11,612,938</b>
BOG Waiver	\$2,378,606	\$3,155,435	\$4,036,175
Grants	\$5,394,072	\$5,428,376	\$6,666,839
Loans	\$922,801	\$758,161	\$680,788
Work Study	\$75,370	\$82,903	\$86,879

With the assistance of the RSCCD Research Department, EOPS, CARE, and CalWorks programs at both Colleges regularly assess their programs for improvement, including the tracking of initial math and English placements, semester to semester persistence, semester units earned, semester grade point averages, degree/certificates earned, and transfers to four-year universities. They also survey participants for satisfaction on counseling and other services received. Reports are available from the EOPS/CARE/CalWorks programs and/or Research Department.

In the last four years the number of EOPS participants continues to increase on an average of eight percentage points for the District. CARE and CalWorks participants have greatly decreased due to the significant funding cuts (40% since 2009-10) and changes in federal, state and local regulations that have impacted outreach, access and student completion efforts.

**RSCCD EOPS/CARE/CalWorks Summary  
2010-2014**

	2010-2011	2011-2012	2012-2013	2013-2014
<b>Santa Ana College</b>				
EOPS & CARE participant	72	58	40	43
EOPS participant	994	1,072	928	1,059
CalWorks participant	303	252	217	233
<b>Santiago Canyon College</b>				
EOPS & CARE participant	10	15	13	15
EOPS participant	280	286	274	320
CalWorks participant	88	86	73	52

### Santa Ana College

SAC has long recognized that economic barriers are a powerful restraining force that works against completion. To counteract that, we have developed strategies that push financial support information into our feeder schools where thousands of students and parents are connected to funding that makes college possible every year. By coordinating supplemental funding for students within SAC and beyond through the Santa Ana Partnership, we are able to add more than \$500,000 of direct philanthropic support to minimize the number of hours students work while at SAC that, as a result, accelerate their progress toward completion. Recent examples include centering SAC's Centennial Campaign on scholarship development (the SAC Foundation has already exceeded its fundraising goal and is still working energetically on fund development) and the growth of endowments with the O.C. Community Foundation and the Hispanic Education Endowment. The campaign also has a

strategy set to launch in 2015 involving Santa Ana restaurants in the historic core. A brochure entitled, “How to Pay for College at SAC” will help to broadcast the numerous ways that students can get help meeting higher education expenses at the College.

### **Santiago Canyon College**

SCC has creatively promoted the fairly new financial aid program, as it has been an independent institution for financial aid processing for the last eight years. For the year 2013-2014, the College had an FTES of 8,244 with 6,276 students. Approximately seventy-six percent took advantage of some type of financial assistance, either fee waiver, grant or loan. The office has streamlined access to financial aid by implementing one-of-a-kind electronic book voucher programs that are integrated with the student information system, allowing students to purchase books against pending aid instead of waiting for financial aid disbursement. In addition, the Scholarship Office has experienced significant growth over the last six years. The office offers multiple book grants to assist students

in need of essential books and supplies during the semester start. SCC broadcasts all financial aid resources to students via email blast on a regular basis and several in-reach and outreach activities, such as Cash for College and Financial Aid Awareness days.

Additionally, the Apprenticeship programs offer students an opportunity to earn while they learn and receive a paid wage from the first day they are hired. Once indentured into the program by the trades, apprentices receive on the job training and attend related and supplemental instruction in a college credit classroom. Apprenticeship classes are exempt from regular college tuition and enrollment fees making this program an opportunity for students to overcome economic barriers.

SCC has also partnered with the Orange County Workforce Investment Board, and apprentices in several of the trades, may be eligible for additional financial support based on economic need through the Workforce Investment Act. These funds may be spent toward tools, equipment, and other related items.

**GOAL #4: RSCCD will support innovations and initiatives that result in quantifiable improvement in student access, preparedness, and success.**

### **Objective 4A: MAINTAIN AND ENHANCE THE RSCCD'S TECHNOLOGICAL INFRASTRUCTURE**

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The Technology Advisory Group (TAG) is a shared governance committee that meets on a monthly basis to discuss, evaluate, and develop hardware and software standards for technology resources. The committee also develops and maintains the Strategic Technology Plan and makes recommendations regarding equipment, staffing, and training needs related to the use of technology. One critical component includes sharing knowledge related to the information and communication technologies used within all of our locations.

Aging computers and classroom audio/visual equipment has been a concern for both College technology committees as well as TAG. Many classroom and employee computers are more than seven years old. While it seems that this is a concern for the Colleges, a regular funding source for the recommended five-year replacement cycle has not been identified. Therefore, TAG submitted a recommendation to the Chancellor requesting funds to replace twenty percent of computers and classroom projectors in addition to requesting that a funding methodology be identified to maintain the replacement cycle.

In November 2013, TAG participated in a software presentation on Virtual Desktop Infrastructure (VDI). Within a VDI environment, the desktop PC is run within a virtual machine that is hosted on a central server. The committee raised many questions after the presentation that related to funding, licensing, return-on-investment, and

impact on technical staff. TAG agreed to perform a prototype in order to evaluate VDI technology and to better understand the impact of VDI on the organization. TAG formed a sub-committee in December 2014 to oversee the VDI prototype and to evaluate various hardware and software alternatives. A recommendation and tentative budget will be brought to TAG.

Adobe offered a new licensing contract for their Creative Suite products that is similar to the existing Microsoft Licensing Agreement. The overall cost for the District was less than what was being expended for instructional purposes, so the District entered into an agreement that included both campuses. This allows the Colleges to load any of the creative suite products on any employee, faculty, classroom, and lab computers based upon necessity. The Adobe suite of software is diverse and innovative, thus providing a significant variety of tools to faculty and staff with the goal of promoting innovation throughout the District.

The Information Technology Services (ITS) department implemented a new web-based help desk program, which centrally supports SAC, SCC, DO, OEC, CEC, and other locations. One innovative feature includes a new ITS help request – online system, which can be found at <https://webhelpdesk.rsccd.edu/>. The new online web form allows faculty and staff to open their own tickets online where request types are categorized for more efficient ticket assignment to technicians. Furthermore, the new system is tablet and smart

phone friendly, so faculty, staff, and technicians can use the software directly from their smart phones or tablets and have a positive online experience. Also, a new FAQ system integrates with the help desk system for viewing FAQ's while users are opening tickets. We have included a new ITS satisfaction survey, which is promoted with every ticket that gets closed. Moreover, we'll review the survey results to ensure continuous improvements. The new help desk system also offers increased security and reporting capabilities.

Our websites have become more critical than ever. So in order to remain innovative and to promote the most efficient tablet and smart phone web experience to our students and staff, our four primary websites (SAC, SCC, District, and Intranet) are currently being tested and planned to be moved to a newer SharePoint platform, which will allow the majority of our web pages to automatically convert to a more positive mobile experience. The tentative "go live" date for SCC is February 2015. This migration does not require the campuses to make significant updates; only minor adjustments will be needed on a case-by-case basis (i.e. change a screen to vertical drop downs vs. horizontal tabs). Training will be available in 2015 for the individuals who currently maintain web pages.

The TAG committee will continue to be proactive and to listen to the needs of the Colleges via SACTAC and SCCTC. TAG and the ITS department will work diligently to bring progressive technology to our students, faculty, and staff.

### **Santa Ana College**

As part of the SAC Technology Plan goals have been identified that include adhering to the technology replacement plan and mediating all classrooms. Significant effort has begun in an effort toward meeting these goals. In 2013, SAC, in collaboration with the District, was able to replace over 300 aging computers at both the main campus and CEC. In 2014, SAC budgeted \$270,000 for new computers and \$250,000 for classroom mediation projects.

### **Santiago Canyon College**

In September of 2013, the Board of Trustees approved SCC's 2012-2017 Technology Master Plan. Written by members of the SCC Technology Committee through weekly meetings and in collaboration with commercial vendors, the Technology Master Plan was created to support the technological needs of our students and support SCC's institutional mission. Effort was made to align the plan with the District Strategic Technology Plan with specific focus on the College's technical needs. Whereas the Strategic Technology Plan assesses RSCCD's technical operations from an "enterprise" perspective, the Technology Master Plan evaluates SCC's technical support structure and the instructional technology infrastructure that promotes student success.

The Technology Master Plan details recommendations for improving and supporting student learning, improving and supporting the teaching process, institutionalizing the assessment of key performance indicators, supporting the technological infrastructure, and promoting and supporting productivity.

Infrastructure related recommendations include:

- Establish a process for the ongoing upgrade of hardware and software:
  - Research the feasibility of adopting a leasing framework to upgrade twenty percent of computers and
  - Research the feasibility of desktop virtualization technologies to better manage computer lab hardware.
- Research the feasibility of placing digital signs on campus as a means for generating advertising revenue.
- Provide a robust network and wireless access across the campus and at the off-site locations.

## Objective 4B: SUPPORT FACULTY DEVELOPMENT IN THE AREAS OF INNOVATIVE PEDAGOGIES AND CURRICULUM DESIGN

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The District aggressively pursues categorical allocations and competitive grants for faculty development in specific areas, such as STEM, Basic Skills, and Career Technical Education. The Colleges are also involved in the Kaleidoscope project, as well as in initiatives to reduce textbook costs and to flip the classroom.

The District Human Resources Department operates a New Faculty Institute, which provides an in-depth orientation to new faculty and delivers clear expectations of and assistance to new faculty in terms of pedagogy and curriculum development. The District has also worked with both Colleges on the use of open educational resources to discourage the current reliance on expensive textbooks that because of their cost, often become an obstacle to the educational success of students. The District and Colleges have supported faculty by helping to fund their attendance at various conferences and workshops that contribute to ongoing professional development.

### **Santa Ana College**

SAC has created an Office of Professional Development with task forces centered on classified and faculty groups (this work is described in detail earlier in this report). Faculty professional development will be expanded and more closely coordinated as we fully implement the model at SAC this year. Progress to date includes the creation of a website with an open opportunity for constituency-based input, the development of a calendar of activities, and will soon feature a list of SAC staff and faculty that have attended conferences.

Our present structure supports professional development for faculty through the critical processes of curriculum development, program review, and data-driven consideration of innovations that work, such as the Math Redesign being piloted now, accelerated courses, learning communities, and K-12 to SAC academic pathways in English and math.

The Academic Senate, Department Chairs, BSI Task Force, and Teaching and Learning Committee serve as hubs for exploring and testing new models of curriculum and service delivery through traditional, accelerated, distance, and hybrid formats.

The full implementation of TracDat at SAC will make data on much of this work dramatically more accessible and help to drive expansion as warranted.

A Distance Education Advisory Group comprised of instructional and student service faculty from a myriad of disciplines has been organized to develop, implement and review standards for delivery of instruction online.

SAC has created an online degree pathway for Business Administration that aligns with the Bachelors online degree program at CSU Fullerton.

SAC aggressively leverages resources for any and all available sources to support its mission and strategic plan. To this end, SAC is currently deploying over \$5 million in funding to twenty programs at the College in support of teaching and learning, equity, success, and completion.

### **Santiago Canyon College**

SCC supports Faculty development in the areas of innovative pedagogies and curriculum design:

- In concert with Chancellor Rodriguez, SCC faculty were sponsored to attend a technology conference during spring 2014.
- Continue to support faculty efforts in the development of digital textbooks and online Open Educational Resources. The Math Department now offers all OER for Distance Education courses.
- Supported the sabbatical work of math professor Dr. Laney Wright in the development of video-taped math modules available to students on YouTube.

- Offer our faculty a three-month Online Teaching Certificate Program, covering the topics of effective practices in online teaching (including learning theory, universal design principals, online class design and much more), policies and procedures for online classes, multimedia production and editing, and ADA Accessibility.
- Ongoing instructional technology workshops for faculty and staff, in the areas of effective practices for online teaching, using cloud applications, multimedia (video and audio, including editing), MS Word formatting, presentation software, open educational resources, and more.

## **Objective 4C: EXAMINE COURSE SUCCESS RATES BY POPULATION SERVED AND PROMOTE STRATEGIES THAT FOSTER STUDENT EQUITY**

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The RSCCD Research Department regularly produces the five-year grade distribution report (by course and by demographics) for faculty to use in their ongoing program reviews. Additional data such as five-year histories of degrees and certificates awarded by majors and student demographics (by department and by course) are also available.

Overall, course success rates have increased five percentage points since fall 2009, and retention rates, similarly, have increased four percentage points. The RSCCD Research Department has also compiled grade reports by ethnicity, gender and age groups for the general population, for those enrolled in CTE vs. non-CTE, for those enrolled in basic skills vs. non-basic skills, for those enrolled in distance education vs. non-distance education, for those enrolled in academies vs. non-academies, and for those enrolled in apprenticeship vs. non-apprenticeship. These reports have been used by the Colleges as part of their self-evaluation processes and at various department meetings. In addition, the reports are posted on the RSCCD Research Department website for reference.

### **Santa Ana College**

SAC has developed a comprehensive program to address equity of various student populations. The Student Success and Equity Committee created a Student Equity Task Force that engaged approximately 75 faculty, staff and students in creating a focused plan for transforming the College into an institution where success cannot be predicted by age, gender, income, veteran status or ethnicity. The plan builds on a constellation of equity-centered initiatives that are being coordinated and expanded based on results and best practices at like institutions. Highlights of the

equity targets that SAC is focused on are included in the 2014 Santa Ana College Student Equity Plan.

### **Santiago Canyon College**

SCC recognizes the importance of student equity and is committed to ensuring its tenets are paramount to the integration of campus-wide plans. SCC has reconvened its Student Equity Committee and updated its Student Equity Plan that examines any potential disproportionate impact on various student populations.

With the assistance of the Office of Institutional Effectiveness & Assessment, disproportionate impact among target populations has been identified, goals have been established, and activities and desired outcomes have been developed to address identified inequities. Student Equity Plan goals address inequity related to five key performance indicators: access, course completion, ESL and basic skills completion, degree and certificate completion, and transfer. Currently, there are 44 specific activities and associated outcomes that have been developed, spanning all five equity plan indicators. The total number of activities may change as plan implementation begins.

Details of how and where disproportionate impact has been identified, of the student equity plan goals, and of a comprehensive list of activities and desired outcomes can be found in the 2014 SCC Student Equity Plan.

## GOAL #5: RSCCD will use a cycle of integrated planning that will demonstrate the effective use of resources.

### Objective 5A: SUPPORT AND ENCOURAGE FOCUSED GREEN PRACTICES

The District and the Colleges have focused their efforts over the last several years on an overall planning process that integrates and coordinates District level planning with planning efforts at the College level. Much of this effort has occurred in relation to the Educational Master Plan for each College and to the Strategic Plan for the District.

The Sustainable RSCCD Committee was formed prior to the development of the District strategic plan. However, it is the key committee at the District level that is working to raise awareness around issues of sustainability and to develop an action plan for the District to ensure measurable and continuous progress in this area.

The Sustainable RSCCD Committee has accomplished several major tasks. This committee was instrumental in revising *Board Policy 6012 Sustainable Practices*. This revised and expanded policy provides the authority to the Chancellor to establish sustainable practices for the District. The vehicle for establishing and defining those sustainable practices is the Sustainability Plan for the District. The Sustainable RSCCD Committee developed this plan during 2013-2014, and the draft is currently undergoing final review. This plan sets out a vision for the District and delineates a number of goals and objectives that are intended to improve existing practices or to establish new practices that align with the principles of sustainability.

#### **Santa Ana College**

In many initiatives, SAC engages in support of and encourages focused green practices. For energy efficiency, SAC has established goals and

measurable objectives related to sustainability efforts in the operation of our campus as well as the products we utilize for the maintenance of our facilities. We have committed scheduled maintenance funds into upgrading inefficient boilers and plumbing to seek a reduction in the use of fossil fuels. Also, a campus-wide LED lighting upgrade (30,000 new LED bulbs) for both interior and exterior light fixtures has been completed with Prop. 39 funds.

In facilities operation, we are using an EMS system to control our HVAC and lighting equipment with regular PM schedules to ensure HVAC systems and lighting work properly and efficiently. Plans are in the works to evaluate needs related to instruction so as to utilize entire buildings and shut off HVAC and lighting in buildings that are not being utilized.

SAC has created various programs and task forces to address green awareness. The Environmental Task Force, a sub-committee to the Facilities Committee, focuses on implementation of sustainable building practices for SAC and identifies standards for construction that meet or exceed the design requirements of Title 24 as relating to sustainable building design.

SAC actively engages, via the Sustainable RSCCD Committee, in alternative commuting opportunities, which includes a connection to OCTA. We are in compliance with the South Coast AQMD survey requirements in accordance with emission reduction targets. In 2013-2014, we purchased additional bike racks to encourage alternative transportation, purchased electric powered carts to replace gas

powered maintenance carts, upgraded one gas powered security vehicle with a Prius hybrid and installed two electric vehicle charging stations with plans for four in upcoming months.

SAC installed new efficient, low flow irrigation systems in its new perimeter landscape, installed irrigation valves to reduce its water use, and installed and continue to grow the underground storm water percolation fields. In addition to the new storm water infrastructure that reduces the impact on the surrounding City of Santa Ana's storm water discharge problems, we also installed some xeriscaping throughout the campus to reduce the use of potable water. Moreover, we installed a new tournament quality artificial turf soccer field and replaced other areas with artificial turf to reduce the use of potable water for irrigation as well as to reduce the engine combustion required for maintenance.

SAC works to integrate student and curriculum development, including curriculum in:

- Engineering focused on energy efficiency and building design, including thermal massing and natural ventilation as cooling methods. Students inquire and work with Facilities on identifying potential campus renovation projects that may aid in energy efficiency and sustainable building design;
- Biology faculty oversees the Green Task Force, which works to identify recycling projects and collaboration effort for Earth Day events; and
- A representative from the ASG Environmental Task Force attends and reports to SAC Facilities Committee and at the Sustainable RSCCD Committee.

### **Santiago Canyon College**

SCC supports and encourages focused green practices with the following activities:

- The Associated Student Government (ASG) has created a position called "Senator of Innovation and Sustainability." ASG is also exploring areas to promote recycling and reduce SCC's carbon footprint. In 2014, they initiated the collection of plastic, glass and aluminum by placing containers at various locations and transporting them to a re-cycling center. Funds collected are used to support ASG programs.
- The 90,000 sq. ft. Humanities Building opened for classes in fall 2014. Some of the green qualities of the building are:
  - Received Gold LEED certification,
  - A Photovoltaic system that provide nineteen percent of the building's electrical power,
  - Air hand dryers and low water usage flush valves in restrooms,
  - Energy saving lighting system that dims when daylighting is available, and
  - Sustainable landscaping.
- SCC has been meeting with the Irvine Ranch Water District to develop plans for an irrigation system for our soccer fields using reclaimed water.
- SCC converted to LED lighting for most buildings and all the parking lots in November 2014.
- Expansion of Distance Education classes so that students do not have to drive to the campus.

## **Objective 5B: UTILIZE CURRENT PROCESSES TO INFORM PROGRAM, FACILITIES, HUMAN RESOURCE AND TECHNOLOGY ALLOCATION**

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The Human Resources Committee has completed the District's Equal Employment Opportunity Plan as well as a Human Resources & Staffing Plan, which will be used to inform HR planning throughout the District. A final draft was presented to the Board of Trustees in January 2015. The Human Resources Committee also reviewed the projected full-time faculty obligation for fall 2015 and developed a recommended redistribution of full-time faculty FTE and allocation of growth positions between the two Colleges. That recommendation was approved by the District Council on October 20, 2014 and is being implemented.

### **Santa Ana College**

The College reviews its mission and goals as part of the annual fiscal planning process. The SAC mission and goals are discussed in the Planning and Budget Committee meetings as a guidance tool for the budget priorities, which are established annually by the Planning and Budget Committee.

The annual SAC resource allocation process begins with the development of the budget priorities, which are in alignment with the College mission and the long-term priorities of the institution. The resources are allocated by determining the needs and priorities of the departments, both academic and nonacademic, via the annual Resource Allocation Request process (RAR). To create the RARs, departments and divisions determine and prioritize needed improvements in their department planning portfolios/program review documents, which are submitted to the area administrators. This is tied to the Comprehensive Planning and Budget Calendar, which is reviewed and revised annually by the Planning and Budget Committee. After Administrative Services compiles prioritized College wide Resource Allocation Requests, requests are reviewed and prioritized by President's Cabinet. After the Board of Trustees approves the Adopted Budget (September), the RAR list is reviewed to update the RAR form. The Planning

and Budget Committee, as well as management team, are provided with the final prioritized RAR list by VP area, and all of the resource requests are posted on the Planning and Budget website for campus community review.

Institutional plans have been clearly linked to financial plans by utilizing the Strategic Plan as a guidance tool for financial decision-making. The Educational Master Plan (EMP), which contains the Strategic Plan, provides the College with "defined goals and processes that will assist the College in the integration of practice and operations." The EMP integrates the Strategic Plan, the Facilities Master Plan, and the Technology Plan.

SAC's Strategic Plan states the longer term plans. More short-term, annual plans are established by participatory governance committees and College Council. The SAC mission and Strategic Plan provide the framework for guiding the development of annual budgeting priorities and budget assumptions. The interconnection between the Strategic Plan and financial expenditures in alignment with that plan are evidenced in the budget assumptions and in the true expenditures of SAC.

Perhaps most significant is the comprehensive set of strategic planning documents that drive the creation and execution of priority activities at the unit level: the Department Planning Portfolios and annual program review goals. These portfolios engage unit level leaders in consideration of the College's overall strategic priorities and the role of the specific department in attaining them. The portfolios advance specific priorities that are linked to budget requests. These requests are then prioritized through the College's budget allocation process via the Resource Allocation Request form and are approved by the Planning and Budget Committee and the President's Cabinet. Overall, the alignment between institutional planning and expenditures is evidenced in the actualization of the

College's Strategic Plan as well as in a number of related planning documents that provide ongoing and more precise support to these connections.

### **Santiago Canyon College**

SCC participates in a systematic cycle of integrated planning and resource allocation: college units, through the use of student learning outcomes and student achievement data, establish goals within their Department Planning Portfolios (DPPs); identify actions to be carried out and necessary resources to accomplish stated goals; identify who is responsible for ensuring that the prescribed actions are accomplished and that resources are acquired; and provide biannual updates to both the status of prescribed actions as well as to the unit's set goals.

SCC's Department Planning Portfolios are interconnected with its Program Reviews, and this connectivity allows the College to determine what actions, across the institution, are being taken to move the College toward its goals. Furthermore, through the document prompted status updates of prescribed actions, the College community has a vehicle to reflect on whether or not the College is making progress toward achieving its stated goals. Using the Department Planning Portfolio as its foundation, when following the regularly scheduled program review process, units take a more holistic view of their area and may, after evaluation, develop new or update existing goals and may also map the alignment between unit goals and the College's goals.

If there are necessary resources being requested to help academic departments and nonacademic units achieve their annual goals or to carry out planned activities, these requests are prioritized first at the department and unit level. For requests originating from academic departments, additional prioritization occurs at the division and Joint Chairs Committee levels. Ultimately, all units (including

departments and governance bodies) forward their resource requests to vice presidents associated with their area for additional prioritization at the level of the four major areas of the College: Academic Affairs, Continuing Education, Student Services, and Administrative Services, prior to being passed on to the Planning & Institutional Effectiveness Committee (PIE).

The Planning & Institutional Effectiveness Committee takes all prioritized resource request lists and ranks them using the "PIE Resource Request Prioritization Rubric." This prioritization rubric enables committee members to evaluate each request based on a number of factors: relation to the College Mission; support for the College Goals; connection to the College's Educational Master Plan, Technology Master Plan, and Facilities Master Plan documents; association with Department Planning Portfolios and Program Reviews; fulfillment of a replacement need, legal mandate, or regulatory or safety requirement; and support from learning outcomes assessment data. Once the committee compiles a single list of funding priorities, the PIE Committee forwards the resource request prioritization list to the Budget Committee for a budget analysis that determines the number of the funding priorities that the following year's tentative budget will accommodate. After providing its analysis, the Budget Committee sends its budget evaluation of the funding priorities back to the PIE Committee. After reevaluating the prioritized list and discussing any possible revisions, the PIE Committee forwards the recommended prioritized resource allocation list to College Council. Next, College Council provides the president a recommendation. Once the president approves the prioritized resource allocation list, the College community acquires resources in rank order based on actual funds received through apportionment, grant, and alternative funding sources.

## Objective 5C: EVALUATE THE CYCLE OF INTEGRATED PLANNING

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RSCCD is currently in the second full-year of using its integrated planning model.

The Planning and Organizational Effectiveness Committee (POE) completed a comprehensive Functions/Mapping of Responsibilities matrix, which describes the delineation of functions and responsibilities between district operations and the Colleges in seven key areas:

- Instructional Programs,
- Student Services,
- Human Resources,
- Fiscal & Administrative Services,
- Educational Services,
- Governance, and
- Public Affairs & Publications.

Each operational unit at the district office also completed two-year planning review documents, which were used to identify planning priorities and resource allocation requests. The POE Committee developed a prioritization rubric and review process for district wide resource allocation requests, which was used in the development of the 2014-2015 budget.

The POE Committee is currently engaged in a review of the District planning/budgeting cycle and how that process is integrated with planning and resource allocation processes at the Colleges. The POE Committee will recommend adjustments to the District cycle in time for the development of the 2015-2016 budget.

A formal assessment of the District's planning and decision-making processes will begin in the fall of 2015.

### **Santa Ana College**

The cycle of integrated planning at SAC takes pace in two ways: The participatory governance committees create an End-of-Year Report analyzing and updating the goals for the previous year. For example, the Planning and Budget Committee goals include budget allocation and planning analysis. Second, College Council, with membership from all

constituency groups and students, reviews the participatory governance structure, which includes integrated planning analysis in an annual retreat. Changes are made as needed. In the 2014-2015 governance analysis at the participatory governance committee level as well as College Council level, an emphasis will be placed on meta-integrated planning analysis.

In addition, an Office of Institutional Effectiveness and Accreditation (IE&A) has been established and conducts a bi-annual program review which is submitted to President's Cabinet. The four goals for the IE&A are as follows:

- Student Learning Outcomes/Achievement of Educational Goals (e.g., assisting faculty in developing surveys for course and program-level assessment, analyzing data, and assisting College Council to evaluate status of Institution-Set Standards for Improvement and Teaching Learning Committee in monitoring and assessing PA/PR capstone reports);
- Integrated Planning (e.g., assisting College Council with Strategic Plan Updates and Mission Statement Review and other participatory governance committees upon request);
- Accreditation (e.g., providing leadership for internal Actionable Improvement Plans and ACCJC Recommendations, in the preparation of Reports to ACCJC, and assisting preparation for external evaluation team visits); and
- Communication (e.g., keeping the College community updated on accreditation issues and status of program review efforts, maintaining an up-to-date web page and reporting to President's Cabinet upon request).

As SAC continues to evaluate the cycle of integrated planning, adjustments will be made as needed.

### **Santiago Canyon College**

SCC works to assure that its ongoing planning and resource allocation processes are effective through the continual review of its collegial governance

structure and of the collegial governance bodies' responsibilities that are tied to planning and resource allocation within this structure. Whether through the revision and improvement of established processes and documents or through the realignment of collegial governance committee responsibilities and the creation of new committees to address important institutional functions, SCC systematically reviews and modifies, as appropriate, all parts of its planning and resource allocation process.

Resulting from feedback provided by the 2014 Accreditation Site Visit Team, SCC will begin investigating a more formally documented way to evaluate its cycle of planning and resource allocation. Furthermore, SCC plans to strengthen the feedback loop from evaluation activity so as to provide more timely input for any modifications to its processes, if deemed necessary.

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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**Santa Ana College – Human Services and Technology Division**

To: Board of Trustees	Date: February 23, 2015
Re: Approval of New SLPA Agreement – Children’s Learning Connection, LLC	
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 Children’s Learning Connection, LLC in Fountain Valley, California.

Fiscal Impact:	None	Board Date: February 23, 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, CHILDREN’S LEARNING CONNECTION, LLC, 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-15-013**

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.

**SAC-15-013**

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.

**SAC-15-013**

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.
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.

**SAC-15-013**

**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, 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.

**SAC-15-013**

- 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.

**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*

*Children's Learning Connection, LLC  
18350 Mt. Langley, #220  
Fountain Valley, CA 92708*

\_\_\_\_\_ District

\_\_\_\_\_ Agency/Facility/Location

\_\_\_\_\_ Peter J. Hardash  
Vice Chancellor  
Business Operations and Fiscal Services

\_\_\_\_\_ Jaime Stahl  
Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**SAC-15-013**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santa Ana College – Office of School and Community Partnership**

To:	Board of Trustees	Date: February 23, 2015
Re:	Approval of Contract between the City of Santa Ana and RSCCD on behalf of Santa Ana College under a Workforce Investment Act Grant	
Action:	Request For Approval	

**BACKGROUND**

The City of Santa Ana has been designated a Local Workforce Investment Area under the Workforce Investment Act of 1998. Recently the library received a WIA or Workforce Investment Act grant to fund a project that will engage students from their Seeds to Trees youth program in a postsecondary setting to earn college credit and learn about digital media and business. Santa Ana College has a history of working with high school youth in pre-college activities and early college opportunity. Due to SAC's strong partnership with the City of Santa Ana, the Santa Ana Public Library requests that Santa Ana College be their postsecondary partner in providing their youth the opportunities to achieve career goals that will allow them to successfully compete in the labor market and prepare them for higher education.

**ANALYSIS**

Under this agreement, Santa Ana College will provide two college courses, Art 195 and Business 100, on the SAC campus to the Seeds to Trees youth during the Spring 2015 semester. Academic Deans and faculty, as well as administrators and staff in the Student Services Division have worked collaboratively to create a program that will be engaging and relevant to these youth and provide a valuable early college experience. All costs associated with these two courses, including faculty salary and benefits, books, and supplies will be fully covered by the City of Santa Ana under this contract.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the contract with the City of Santa Ana as presented.

Fiscal Impact:	None (estimated net income after expenses)	Board Date: February 23, 2015
Prepared by:	Sara Lundquist, Ph.D., Vice President of Student Services Lilia Tanakeyowma, Ed. D., Dean of Student Affairs	
Submitted by:	Erlinda J. Martinez, Ed. D., President, Santa Ana College	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor, RSCCD	

**AGREEMENT UNDER THE WORKFORCE INVESTMENT ACT**

THIS AGREEMENT, dated this 1<sup>st</sup> day of January, 2015, by and between the City of Santa Ana, a charter city and municipal corporation duly organized and existing under the Constitution and laws of the State of California ("CITY") and Rancho Santiago Community College District on behalf of Santa Ana College, located 1530 W. 17<sup>th</sup> Street, Santa Ana, Ca 92706 ("CONTRACTOR").

**W-I-T-N-E-S-S-E-T-H**

Recitals:

A. CITY has been designated a Local Workforce Investment Area (LWIA) under the Workforce Investment Act of 1998, Public Law 105-220 ("the Act").

B. The State of California has created the LWIA to administer the Act programs operated by the State of California pursuant to the Act.

C. As a LWIA, CITY is entitled to receive federal funds to establish programs to prepare economically disadvantaged youths for entry into the labor market and to provide basic skills development to those individuals who are economically disadvantaged or otherwise face serious barriers to succeeding in life. One goal of California's Workforce Investment System is to provide youth with the opportunities to achieve career goals that will allow them to successfully compete in the labor market and prepare them for higher education.

D. CONTRACTOR is experienced in operating education, occupational development and employment programs for economically disadvantaged youths for entry into the labor market. CONTRACTOR shall provide instruction, instructional materials and counseling to implement courses in digital media and business skills for thirty (30) students, ages 16-21, in the field of digital media technology ("said program").

E. CONTRACTOR is willing to operate said program pursuant to the Act and California law.

F. Contractor must comply with applicable Federal, State and local legislation, rules and regulations and Contractor must meet enrollment and program goals.

WHEREFORE, for and in consideration of the respective and mutual covenants and promises hereinafter contained and made, and subject to all the terms and conditions hereof, the parties hereto do hereby agree as follows:

**I.  
CONTRACTOR'S OBLIGATIONS**

A. CONTRACTOR agrees to provide the services pursuant to said program, as more specifically set forth in CONTRACTOR'S Program Narrative contained in "**Exhibit A**" attached

hereto and by this reference incorporated herein. CONTRACTOR'S failure to provide said services may be grounds for CITY to readjust the level of payment to CONTRACTOR otherwise provided for hereinafter.

B. CONTRACTOR agrees to perform the services set forth herein in a professional, timely and diligent manner.

C. CONTRACTOR shall adhere to the Labor Standards described in the Act including Section 181 of the Act.

D. CONTRACTOR agrees to comply with the "Complaint Handling Procedures Under the WIA", attached hereto as "**Exhibit C**" and incorporated herein as though fully set forth in 20 CFR §667.200, Subpart F. CONTRACTOR shall advise participants of their rights to file complaints under the Act and the procedures for resolution of any complaints. CITY's procedures for handling complaints alleging a violation of the Act, regulations, grants, or other agreements under the Act shall be followed and any decision of CITY, the State or the federal government relating to the complaint shall be binding and followed by CONTRACTOR. CONTRACTORS who are employers shall operate a grievance system that incorporates CITY's procedures for resolution of complaints relating to the terms and conditions of employment; these procedures shall be approved in writing by CITY.

E. As a condition of this award of financial assistance under the Act to CONTRACTOR from CITY, CONTRACTOR assures, with respect to operation of all programs or activities funded with funds provided pursuant to the Act, and all agreements or arrangements to carry out such programs or activities, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Act (Section 188) and compliance with Equal Employment Opportunity provisions in Executive Order (E.O.) 11246, as amended by E.O. 11375 and supplemented by the requirements of 41 CFR Part 60; the Nontraditional Employment for Women Act of 1991; 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; the Americans with Disabilities Act of 1990; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 29 CFR Part 33 and 37. The United States, the State of California and CITY have the right to seek judicial enforcement of this assurance.

F. CONTRACTOR agrees that no participant(s) shall commence training prior to the approval of funding pursuant to Section 123 of the Act.

G. CONTRACTOR agrees to maintain such records and submit such reports, data and information, on the form and containing such information, at such times as CITY may request or require regarding the performance of CONTRACTOR'S services or activities, costs or other data, including but not limited to, participants' attendance, payroll records and job duty statements.

CITY, the State of California and the United States government and/or their representatives shall have access for purposes of monitoring, auditing and examining of CONTRACTOR'S activities, performance, books, documents, papers, and records of CONTRACTOR subcontractors, bookkeepers and accountants, and employees and participants related to this Agreement. Such agencies or representatives shall also schedule on-site monitoring in their discretion. Monitoring activities may also 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 CONTRACTOR are kept. Nothing herein shall be construed to require access to any privileged or confidential information as set forth in federal or state law.

In the event CONTRACTOR does not make the above-referenced documents available within the City of Santa Ana, California, CONTRACTOR agrees to pay all necessary and reasonable expenses incurred by CITY in conducting any audit at the location where said records and books of account are maintained.

All accounting records and evidence pertaining to all costs of CONTRACTOR and all documents related to this Agreement shall be kept available at the location where CONTRACTOR conducted the program, as well as in the County of Orange, for the duration of this Agreement and thereafter for three (3) years after completion of an audit. Records which relate to (a) complaints, claims, administrative proceedings or litigation arising out of the performance of this Agreement, or (b) costs and expenses of this Agreement to which CITY, the State of California or the United States Government take exception, shall be retained beyond the three (3) years until resolution of disposition of such appeals, litigation, claims, or exceptions.

H. Without prejudice to any other section of this Agreement, CONTRACTOR shall, where applicable, maintain the confidential nature of information provided to it concerning participants in accordance with the requirements of federal and state law. Notwithstanding the foregoing, CONTRACTOR agrees to submit to CITY, the State of California and/or the United States Government or their representatives, all records requested for administrative purposes, including audits, examinations, monitoring and verification of records submitted by CONTRACTOR, costs incurred and services rendered hereunder.

I. CONTRACTOR agrees to complete in triplicate, a monthly Invoice/Voucher on CITY's Invoice/Voucher form, showing in detail the amount of money already expended by CONTRACTOR hereunder, as this is a cash reimbursement contract. Accounting records must be supported by such source documentation such as cancelled checks, paid bills, payrolls, time and attendance records, contract and subgrant award documents [29 CFR–Subpart C, Section 97.20 (b)(6)]. CONTRACTOR agrees to submit the above-stated documents to the City of Santa Ana, Santa Ana Library, 26 Civic Center Plaza, M-75, Santa Ana, California, 92701, by the tenth (10th) day of the month following the month in which CONTRACTOR'S services are performed. Should CONTRACTOR fail to deliver said documents to CITY, CITY shall have the option to cancel this Agreement by giving CONTRACTOR ten (10) days written notice thereof.

J. CONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations. CONTRACTOR also agrees to provide at CONTRACTOR'S own expense supplies and other costs of said PROGRAM.

K. CONTRACTOR shall arrange independently for an audit that includes WIA funds received from CITY, in accordance with the Act, 20 CFR Section 667.200 and OMB Circular A-133, if applicable. CONTRACTOR shall submit one original of each required audit report to CITY within (30) days after the date received by CONTRACTOR. Should CONTRACTOR fail to comply with these requirements, CITY may at its option withhold payment of funds, or disallow funds or suspend additional grant funds.

L. CONTRACTOR shall not expend funds pursuant to this Agreement to provide

services to any participant where costs of training are paid for by any other person or entity.

M. CONTRACTOR shall comply with the provisions of Circular A-102 of the U.S. Office of Management and Budget (OMB) and the related "Common Rule" entitled "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Government", Subpart C, paragraphs 37 and 42, Circular A-128, and all other applicable federal statutes and executive orders and their implementing regulations, including regulations at 29 CFR Part 97.

N. CONTRACTOR shall comply with the requirements of federal regulations found at 29 CFR 93 which provide that no appropriated funds may be expended by the recipient of a federal contract, grant, loan or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, member of Congress or an officer or employee of a member of Congress in connection with awarding of any federal contract, the making of any federal grant or loan, entering into any cooperative agreement and the extension, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement. CONTRACTOR shall sign a Certification Regarding Lobbying to that effect in a form as set forth in "**Exhibit D**," attached hereto and by this reference incorporated herein. CONTRACTOR shall submit said signed Certification to CITY prior to performing any of its obligations under this Agreement and prior to any obligation arising on the part of CITY to pay any sums to CONTRACTOR under the terms and conditions of this Agreement.

O. CONTRACTOR agrees to provide a drug-free work place and to execute a Drug Free Workplace Certification as set forth in "**Exhibit E**" attached hereto and incorporated herein by this reference.

P. CONTRACTOR, in accordance with the Child Support Compliance Act, recognizes and acknowledges the importance of child and family support obligations and shall fully comply with all state and federal laws relating to child and family support enforcement, including, but not limited to: disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the state Family Code; and, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Employee Registry maintained by the California Employment Development Department (EDD).

Q. CONTRACTOR agrees to comply with all applicable provisions of the ACT and the federal regulations, including but not limited to the regulations found at 20 CFR part 629.

R. CONTRACTOR agrees to that it is in compliance with the Certification Regarding Debarment ("**Exhibit F**") as required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 16, 1988, Federal Register (Pages 19160-19211).

S. CONTRACTOR agrees to provide priority of services for veterans and eligible spouses pursuant to 20 CFR part 1010 and the regulations implementing priority of service for veterans and eligible spouses in Department of Labor job training programs under the Jobs for Veterans Act published at 73 Fed.Reg. 78132 on December 19, 2008.

**II.  
CITY'S OBLIGATIONS**

A. CITY agrees to pay to CONTRACTOR when, if and to the extent federal funds are received under the provisions of the Act a sum not to exceed Nineteen Thousand eight hundred and fifty dollars (\$19,850.00) of WIA funds for CONTRACTOR'S performance in accordance with the Budget attached hereto as "**Exhibit G**" during the period of this Agreement. Said sum shall be paid after CITY receives invoices submitted by CONTRACTOR as provided hereinabove.

B. CONTRACTOR has the ability to adjust line item amounts in the budget with the approval of the Executive Director, so long as the total Budget amount does not increase.

C. CITY agrees to provide for on-site monitoring reviews of said program operation at least twice annually. In addition, monthly desk-top reviews of pertinent information will be conducted.

D. CITY has the right to de-obligate the funds hereunder and take such funding back from CONTRACTOR due to any of the following reasons: (a) lack of performance by CONTRACTOR; (b) lack of fiscal accountability of CONTRACTOR; or (c) decrease in available funding.

**III.  
TIME PERIOD OF AGREEMENT**

This Agreement shall commence as of the date first stated above, and all duties arising under this Agreement shall have been performed by June 30, 2015. The term of this Agreement may be extended by a writing executed by the City Manager and the City Attorney.

**IV.  
INDEPENDENT CONTRACTOR**

Consultant shall, during the entire term of this Agreement, be construed to be an independent contractor and not an employee of the City. This Agreement is not intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or to allow the City to exercise discretion or control over the professional manner in which Consultant performs the services which are the subject matter of this Agreement; however, the services to be provided by Consultant shall be provided in a manner consistent with all applicable standards and regulations governing such services. Consultant shall pay all salaries and wages, employer's social security taxes, unemployment insurance and similar taxes relating to employees and shall be responsible for all applicable withholding taxes.

**V.  
WORKER'S COMPENSATION AND EMPLOYER'S RIGHTS**

A. CONTRACTOR shall use appropriate funds received from CITY to provide workers' compensation to all those hired by CONTRACTOR under this Agreement.

B. CONTRACTOR shall have the right to hire, dismiss, or promote its employees

or contract personnel hired under this Agreement so long as its hiring or dismissal policy or standard does not violate Title VII of the Civil Rights Act of 1964, Fair Labor Standards Act of 1938, or any other applicable law, and CONTRACTOR maintains itself as an Equal Opportunity employer.

## **VI. APPLICABLE GUIDELINES**

A. The parties hereto agree that CONTRACTOR shall comply with all applicable federal and state laws and regulations, including, but not limited to general program requirements described in Sections 106 and 141 of the Act (29 USC Sections 1516 and 1551) and applicable regulations, and the U.S. Department of Labor guidelines and regulations, including amendments or revisions made during the terms of this Agreement. Said applicable laws are hereby incorporated by reference and made as part of this Agreement as though fully set forth herein.

B. CONTRACTOR also assures and certifies that:

1. CONTRACTOR acknowledges and confirms that the U.S. Department of Labor has established three (3) common measures for youth: (a) Placement in employment or education; (b) Attainment of degree or certificate; and, (c) Literacy or numeracy gains. With regard to the Summer Youth Program, the only measure is "Work Readiness". Pending WIA reauthorization and or U.S. Department of Labor and EDD updates, CONTRACTOR agrees to implement and shall meet any additional performance measures that may be subsequently required by the Workforce Investment Act or by any other Federal, State, and local law.

2. CONTRACTOR shall comply with Title VII of the Civil Rights Act of 1964 (P.L. 83-354) and in accordance with Title VII of the Act, no person shall, on the grounds of race, color, religion, sex, age, handicap or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement.

3. CONTRACTOR shall comply with any and all federal laws limiting the political activity of employees hired under this Agreement.

4. CONTRACTOR shall comply with the requirements that no program under the Act shall involve political activities.

5. RECORD INSPECTION. CONTRACTOR shall provide the U.S. Department of Labor and the Controller General, by and through any authorized representative, as well as the WIB Administrative Office, access to and the right to examine all records, books, papers or documents relating to the accounting and use of funds under this Agreement for a three-year period from and after the effective date of this Agreement.

6. No person with responsibilities in the operation of any program under the Act shall discriminate with respect to any program participant or any application for participation in such program because of race, creed, color, national origin, sex, political affiliation or beliefs.

7. CONTRACTOR shall maintain appropriate standards for health and safety in work and training situations.

8. CONTRACTOR shall comply with general provisions, assurances, and execute the Assurances and Certifications attached hereto as "**Exhibit H**" and incorporated herein.

9. **EQUAL OPPORTUNITY.** Any literature distributed by CONTRACTOR for the purpose of apprising businesses, participants, or the general public of its programs under this Agreement shall state that its programs are supported by the City of Santa Ana and the Santa Ana Workforce Investment Board, and shall state that the program is an "equal opportunity employer/program" and that "auxiliary aids and services are available upon request to individuals with disabilities."

10. Based on the population eligible to be served, or likely to be directly affected by the WIA program or activity, the services or information may need to be provided in a language other than English in order to allow such population to be effectively informed about or able to participate in the program or activity. Pursuant to 29 CFR 37.35, the Contractor must take reasonable steps to provide services and information in appropriate languages after considering the scope of the program or activity, and the size and concentration of the population that needs services or information in a language other than English.

11. CONTRACTOR certifies that all property, finished or unfinished documents, data, studies and reports prepared or purchased under this Agreement, will be disposed of in accordance with the direction of the CITY. In addition, any tools and/or equipment furnished to the CONTRACTOR by the CITY and/or purchased by the CONTRACTOR with funds pursuant to this Agreement, will be limited to use within the activities outlined in this agreement and will remain the property of the United States Government and/or CITY. Upon termination of this Agreement, CONTRACTOR will immediately return such tools and/or equipment to the CITY or dispose of them in accordance with the direction of the CITY.

12. CONTRACTOR certifies that this Agreement does not provide for the advancement or aid to any religious sect, church or creed, or sectarian purpose nor does it help to support or sustain any school, college, university, hospital or other institution controlled by any religious creed, church, or sectarian denomination, as specified by Article XVI, Section 5, of the Constitution of the State of California, regarding separation of church and state.

13. **PATENT, COPYRIGHTS AND RIGHTS IN DATA.** The CONTRACTOR will disclose to the CITY any invention, written product, computer program developed or data assembled as a result of performance of work under this Agreement within seventy four (74) days of invention, development or assembly. The CITY, State of California, and U.S. Department of Labor will have the right to patent any invention and copyright any written product or computer program or data generated by CONTRACTOR. Upon written request, CONTRACTOR will transfer all pertinent information, specifications and right, title and interest to the designated agency.

14. **INVENTIONS, PATENTS AND COPYRIGHTS.**

A. **Reporting Procedure.** If any project produces patentable items, patent rights, processes, or inventions in the course of work under a U.S. Department of Labor (DOL) grant or agreement, the CONTRACTOR shall report the fact promptly and fully to the CITY. The CITY shall report the fact to the Grant Officer, at the DOL. Unless there is a prior agreement between the CITY and the DOL and its representative on these matters, the DOL shall determine whether to seek protection on the invention or discovery. The DOL and its representative shall determine how the

rights in the invention or discovery, including rights under any patent issued thereon, will be allocated and administered in order to protect the public interest consistent with the "Governmental Patent Policy" (President's Memorandum for Heads of Executive Departments and Agencies, August 23, 1971, and Statement of Government Patent Policy as printed in 36 FR 16889).

**B. Copyright Policy.**

1. Unless otherwise provided in the terms of the grant or agreement, when copyrightable material is developed in the course of or under a DOL Grant or agreement, the author and the CITY which developed the work is free to copyright material or to permit others to do so. The CONTRACTOR and the Workforce Investment Board (WIB) shall have a royalty-free, nonexclusive and irrevocable license to reproduce, publish, use and to authorize others to use all copyrighted material.

2. The DOL reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes: (a) The copyright in any work developed under any grant, sub-grant, or contract under a grant or subgrant; (b) Any right of copyright to which a grantee, subgrantee or a CONTRACTOR purchases ownership with grant support; and (c) CONTRACTOR shall comply with the requirements of 29 CFR Part 97.34.

**C. Rights to Data.** The DOL and the CITY shall have unlimited rights to any data first procured or delivered under this Agreement.

15. **CLEAN AIR / CLEAN WATER ACT.** If the grant hereunder exceeds \$100,000, CONTRACTOR must comply with Section 306 of the Clean Air Act [(42 USC 1875(h)); Section 508 of the Clean Water Act (33 USC 1368); Executive Order 11738 and Environmental Protection Agency ("EPA") regulations (40 CFR Part 15) as any may now exist or be hereafter amended. Under these laws and regulations, the CONTRACTOR assures that:

- (a) No facility to be utilized in the performance of the proposed grant has been listed on the EPA List of Violating Facilities;
- (b) It will notify CITY prior to award of the receipt of any communication from the Director, Office of Federal Activities, U.S. EPA, indicating that a facility to be utilized for the grant is under consideration to be listed on the EPA List of Violating Facilities;
- (c) It will notify the CITY and the EPA about any known violation of the above laws and regulations.

**C. CONTRACTOR agrees to adhere to the following STANDARDS OF CONDUCT:**

1. **General Assurance.** Every reasonable course of action will be taken by CONTRACTOR in order to maintain the integrity of this expenditure of public funds and to avoid favoritism. This Agreement will be administered in an impartial manner, free from errors to gain personal, financial political gain. CONTRACTOR, its officers and employees, in administering this Agreement, will avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest or desire for personal gain.

2. Employment of Former State or CITY Employees. CONTRACTOR will ensure that any of its employees who were formerly employed by the State of California or CITY, in a position that could have enabled such individuals to impact policy regarding or implementation of programs covered by this Agreement, will not be assigned to any part or phase of the activities conducted pursuant to this Agreement for a period of not less than two years following the termination of such employment.

3. Conducting Business Involving Relatives. No relative by blood, adoption or marriage of any executive or employee of CONTRACTOR will receive favorable treatment when considered for enrollment in programs provided by, or employment with, CONTRACTOR.

4. Conducting Business Involving Close personal Friends and Associates. Executives and employees of CONTRACTOR 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 CONTRACTOR to conduct business with a friend or associate of an executive or employee of CONTRACTOR, an elected official in the area or a voting or non-voting member of the Workforce Investment Board (WIB), a permanent record of the transaction will be retained.

5. Avoidance of Conflict of Economic Interest. No executive or employee of CONTRACTOR, elected official in the area, or voting or non-voting member of a WIB, 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 CONTRACTOR or CITY. Supplies, materials, equipment or services purchased with Agreement funds will be used solely for purposes asserted or allowed under this Agreement. No voting member of the WIB will cast a vote on the provision of services or vote on any matter which would provide direct financial benefit to that member or any business or organization which the member directly represents.

6. Salary and Bonus Limitations. All Subrecipients of WIA program funds are required to comply with federal requirements regarding the limitations on salary and bonus payments in accordance with Public Law 109-149, Section 7013.

## **VII. HOLD HARMLESS**

A. CONTRACTOR shall indemnify and save harmless CITY, its officers, agents and employees, from and against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of CITY, and shall defend, indemnify and save harmless CITY, its officers, agents and employees, from any and all claims, demands, suits, actions or proceedings of any kind or nature, including, but not by way of limitation, workers' compensation claims, resulting from or arising out of the negligent acts, errors or omission of CONTRACTOR, its employees or subcontractors.

B. CONTRACTOR shall indemnify and save harmless CITY, its officers, agents and employees, from and against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of CITY, and shall defend, indemnify and save harmless CITY, its officers, agents and employees, from and against any and all claims, demands, suits,

actions or proceedings therefore, resulting from or arising out of the intentional or malicious acts of CONTRACTOR, its employees or subcontractors.

C. 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.

## VIII. INSURANCE

1. Commercial General Liability. CONTRACTOR agrees to obtain and keep in force during the term of this Agreement a policy of comprehensive commercial public liability insurance insuring the State of California, CITY, and CONTRACTOR against any liability for accident, injury or death arising out of or in consequence of this Agreement. Such insurance shall be in an amount not less than One Million Dollars (\$1,000,000.00) for any injury to or death of any person or persons in any single accident or occurrence. Said policy of comprehensive public liability insurance shall be endorsed to provide to CITY and to the State of California, Employment Development Department, at least thirty (30) days written notice prior to cancellation; name CITY, its officers, agents, employees, and volunteers, and the State of California, its officers, employees, and volunteers as Additional Insured; and state that such coverage is primary to any other coverage or self-insurance of the State of California and CITY (in substantially the form as **Exhibit I**, Additional Insured Endorsement, attached hereto). Governmental entities may substitute a certificate of self-insurance.

2. Automobile Liability Coverage. CONTRACTOR shall also obtain and maintain, during the effective period of this Agreement, broad form automobile liability coverage with a \$1,000,000 limit unless reduced by CITY, which applies to both owned/leased and non-owned automobiles used by CONTRACTOR employees or participants in performance of this Agreement, or, in the event that CITY will not utilize such owned/leased automobiles but intends to require employees, participants or other agents to utilize their own automobiles in the performance of this Agreement, CONTRACTOR shall secure and maintain on file from all such employees, participants, or agents as self-certification of automobile insurance coverage. Governmental entities may substitute a certificate of self-insurance.

3. Workers' Compensation. If CONTRACTOR is an "employer", as set forth in California Labor Code Section 3300 et seq., or utilizes participants as "employees," as set forth in California Labor Code Section 3350 et seq., CONTRACTOR shall obtain and keep in force during the term of this Agreement full Workers' Compensation insurance coverage for injuries suffered by participants. Said insurance policy shall guarantee CITY at least thirty (30) days written notice of cancellation or modification. CONTRACTOR shall carry medical and accident insurance for those participants not qualifying as "employees" for Worker's Compensation Coverage, pursuant to California Labor Code Section 3350, et seq.

4. Equipment Coverage. CONTRACTOR shall purchase a policy or policies of insurance covering loss or damage to any and all Equipment provided to or purchased by

CONTRACTOR in accordance with this Agreement. Said insurance shall be in the amount of the full replacement value thereof, providing protection against the classification of fire, extended coverage, vandalism, malicious mischief, theft, and special extended perils. Governmental entities may substitute a certificate of self-insurance.

5. Proof of Insurance. Certificates and endorsements must be submitted and approved by CITY prior to any work under this Agreement. CONTRACTOR understands that CITY will make no payments under this Agreement until the required certificates and endorsements have been approved by CITY.

## **IX. CORPORATE STATUS**

All corporate CONTRACTORS shall be in good standing, without suspension by the California Secretary of State, Franchise Tax Board and Internal Revenue Service. Any change in corporate status or suspension shall be reported immediately to CITY.

## **X. ASSIGNABILITY**

None of the duties of, or work to be performed by, CONTRACTOR under this Agreement shall be subcontracted or assigned to any agency, consultant, or person without the prior written consent of CITY. CONTRACTOR must submit all subcontracts and other agreements that relate to this Agreement to CITY. No subcontract or assignment shall terminate or alter the legal obligations of CONTRACTOR pursuant to this Agreement.

## **XI. LAWS GOVERNING THIS AGREEMENT**

In its performance under this Agreement, CONTRACTOR shall fully comply with the requirements of the following, whether or not otherwise referred to in this Agreement:

1. The Act and all applicable federal statutes, regulations, policies, procedures and directives, including but not limited to, 20 C.F.R. Parts 652 and 660 through 671.
2. All applicable State statutes, regulations, policies, procedures and directives;
3. All applicable CITY policies, procedures and directives;
4. All applicable local ordinances and requirements, including use permits and licensing;
5. Court orders applicable to its operation; and,
6. The terms and conditions of this Agreement.

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

**XII.**  
**EXCLUSIVITY AND AMENDMENT OF AGREEMENT**

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the employment of CONTRACTOR by CITY, and contains all the covenants and agreements between the parties with respect to such employment. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement or amendment hereto shall be effective unless executed in writing and signed by both CITY and CONTRACTOR.

**XIII.**  
**FRAUD**

CONTRACTOR shall immediately report to CITY all instances and facts concerning possible fraud, abuse or criminal activity relating to expenditure or receipt of funds under this Agreement.

**XIV.**  
**CONTINGENCY OF FUNDS**

CONTRACTOR acknowledges that approval of and funding for this Agreement is contingent upon State approval, and funds received or obligated from the State of California to CITY. If such approval of funds is not forthcoming, or is otherwise limited, CITY shall immediately notify CONTRACTOR. Within twenty (20) days of receipt of such notice, CONTRACTOR shall modify or cease operations as directed by CITY and negotiate necessary modification to this Agreement and/or reimbursement of costs incurred hereunder.

**XV.**  
**TERMINATION**

A. This Agreement may be terminated by either party at its sole discretion, upon thirty (30) days written notice to the other party. Notice shall be deemed served on the date of mailing. However, CONTRACTOR may not terminate this Agreement if undue hardship will result to any participant.

B. In the event CONTRACTOR defaults by failing to fulfill all or any of its obligations hereunder, CITY may declare a default and termination of this Agreement by written notice to CONTRACTOR, which default and termination shall be effective on a date stated in the notice which is to be not less than ten (10) days after certified mailing or personal service of such notice, unless such default is cured before the effective date of termination stated in such notice. If terminated for cause, CITY shall be relieved of further liability or responsibility under this Agreement, or as a result of the termination thereof, including the payment of money, except for payment for approved expenses incurred for services satisfactorily and timely performed prior to the mailing or service of the notice of termination, and except for reimbursement of (1) any payments made for services not subsequently performed in a timely and satisfactory manner, and (2) costs incurred by CITY in obtaining substitute performance.



Telefacsimile (714) 647-6956

CONTRACTOR: Rancho Santiago Community College District on behalf of  
Santa Ana College  
1530 W. 17<sup>th</sup> Street  
Santa Ana, CA 92706  
Phone: (714) 564-6370  
FAX: (714) 564-0711

**XIX.  
MERGER**

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 stated herein.

**XX.  
VALIDITY**

The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

**XXI.  
MISCELLANEOUS PROVISIONS**

a. Each undersigned represents and warrants that its signature hereinbelow has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify City fully, including reasonable costs and attorney's fees, for any injuries or damages to CITY in the event that such authority or power is not, in fact, held by the signatory or is withdrawn.

b. All Exhibits referenced herein and attached hereto shall be incorporated as if fully set forth in the body of this Agreement.

*{Signatures on Following Page}*

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

ATTEST:

\_\_\_\_\_  
Maria D. Huizar  
Clerk of the Council

CITY OF SANTA ANA, a municipal  
corporation of the State of California  
"CITY"

By: \_\_\_\_\_  
David Cavazos  
City Manager

APPROVED AS TO FORM:  
Sonia R. Carvalho  
City Attorney

"CONTRACTOR"

BY: \_\_\_\_\_  
Lisa E. Storck  
Assistant City Attorney

BY: \_\_\_\_\_  
Peter J. Hardash  
Vice Chancellor of Business Operations/Fiscal  
Services

MAYOR  
Miguel A. Pulido  
MAYOR PRO TEM  
Vincent F. Sarmiento  
COUNCILMEMBERS  
Angelica Amezcua  
P. David Benavides  
Michele Martinez  
Roman Reyna  
Sal Tinajero



CITY MANAGER  
David Cavazos  
CITY ATTORNEY  
Sonia R. Carvalho  
CLERK OF THE COUNCIL  
Maria D. Huizar

## CITY OF SANTA ANA

20 Civic Center Plaza • P.O. Box 1988  
Santa Ana, California 92702

January 27, 2015

Ms. Lilia Tanakayowma  
Santa Ana College  
1530 W. 17th Street  
Santa Ana, CA 92706

Re: WIA Youth Contract

Dear Ms. Tanakayowma:

In April 2014, the Santa Ana Youth Council forwarded a recommendation to the Workforce Investment Board to fund the Santa Ana Public Library for the amount of \$190,000 to serve thirty youth for Program Year 2014-2015.

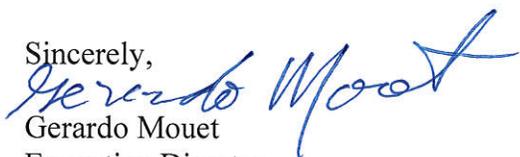
In June 2014, the Santa Ana Workforce Investment Board approved the recommendation to fund our organization's youth proposal. The Santa Ana City Council has approved the recommendation.

This letter is to inform you that the Santa Ana Public Library intends to allocate \$19,850 from that grant to be paid to Santa Ana Community College. Those funds will provide reimbursement to the College for instructors' salaries, curriculum development and higher education counseling and supportive functions.

The course will period will begin in the week of February 9th 2015 and terminate June 30, 2015.

It is imperative per the grant requirements that we begin the classes in the beginning week of Spring semester starting February 9th , in order to have the student participants complete their training by the termination of the grant period of June 30th 2015. We sincerely apologize for this inconvenience of a short turnaround time that has been brought about due to unexpected delays in the city contract processes.

Sincerely,

  
Gerardo Mouet  
Executive Director  
Parks, Recreation and Community Services

4.2 (17)

COMPLAINT HANDLING  
UNDER THE  
WORKFORCE INVESTMENT ACT

SANTA ANA  
WIA

Santa Ana Local Workforce Investment Area  
Revised May 7, 2009

EXHIBIT C

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# I. Information Regarding Complaints

## A. Nondiscrimination and Equal Opportunity Complaints

### 1. Polley Statement

In carrying out the purpose of the Workforce Investment Act (WIA), the City of Santa Ana Local Workforce Investment Area (LWIA) will establish programs to prepare youth and unskilled adults for entry into the labor force and to afford job training to those individuals facing serious barriers to employment. Every effort will be made to provide services necessary for eligible individuals to obtain productive employment.

In implementing WIA, all contractors in the Santa Ana LWIA will foster equal opportunity and non-discrimination, as provided in State and Federal equal opportunity and non-discrimination laws including, but not limited to:

- Title VI of the Civil Rights Act of 1964
- Title VII of the Civil Rights Act of 1964
- The Age Discrimination Act of 1975, as amended
- Section 503 of the Rehabilitation Act of 1973
- Section 504 of the Rehabilitation Act of 1973
- Title IX of the Education Amendments of 1972
- Section 188 of the Workforce Investment Act of 1998

In keeping with our commitment, no individual shall be excluded from participation in, denied benefits of, subjected to discrimination under, or denied employment, in the administration or of in connection with any WIA funded program because of race, color, religion, sex, national origin, age, handicap, or political affiliation or belief.

Participation in programs and activities financially assisted in whole or in part under WIA shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugee, parolees, and other individuals authorized by the Attorney General to work in the United States.

No individual will be intimidated, threatened, coerced, or discriminated against because of filing a complaint, furnishing information, or assisting or participating in any manner in an investigation, compliance review, hearing or any other activity related to the administration of WIA.

Administration responsibility for this Equal Opportunity/Affirmative Action (EO/AA) Program is delegated to the Equal Employment Opportunity (EEO) Officer for the Santa Ana local Workforce Investment Area. Equal opportunity and non-discrimination, however, will only be achieved through leadership and implementation of a viable Affirmative Action Equal opportunity Program.

## 2. Civil Rights

No one applying for or enrolled in the Workforce Investment Act (WIA) programs may be discriminated against because of race, color, creed, handicap, national origin, sex, age, political affiliation, or beliefs.

This means that – for any of the characteristics listed above:

- You may not be denied the opportunity to enroll in WIA.
- No benefits or services may be denied you for discriminatory reasons.
- You may not be segregated or treated any differently from other applicants or participants, while you are being registered, interviewed, counseled or tested; or while you are working or attending classes as part of the program.
- You must be provided an equal chance to use all facilities available in the program.
- Fair employment practices must be provided to all staff with regard to recruiting, hiring, transferring, promotions, training, compensation, benefits, layoff, and termination.

You have the right to make a complaint if you feel you have been denied any of the above opportunities. You cannot in any way be penalized for filing a complaint. Your WIA sponsor has established a mechanism for handling complaints and grievances. Your complaint must be filed within 180 days. All complaints will be handled confidentially.

## 3. Nondiscrimination Laws under WIA

### Title VI of the Civil Rights Act of 1964

Prohibits discrimination on the basis of race, color, national origin, or religion.

### The Age Discrimination Act of 1975

Prohibits arbitrary discrimination against persons age 40-70.

### The Rehabilitation Act of 1973

Prohibits discrimination based on handicap.  
Title IX of the Education Amendments of 1972

Prohibits discrimination in any education or training program or activity receiving federal financial assistance.

OTHER CIVIL RIGHTS LAWS:

Title VII of the Civil Rights Acts of 1964

Prohibits discrimination in employment based on race, color, religion, sex, or national origin in all terms and conditions of employment and establishes the Equal Employment Opportunity Commission as the administrative agency.

White House Executive Order no. 11246 as Amended by Executive Order No. 11375

Creates the office of Federal Contract Compliance and prohibits discrimination based on race, color, sex, religion, or national origin.

Department of Labor Secretary's Order no. 4-

73 Prohibits discrimination based on sex.

Equal Pay Act of 1963

Prohibits pay differential solely because of sex.

Emergency Employment Act of 1971

Prohibits discrimination based on race, creed, national origin, political affiliation, or beliefs.

#### 4. How to File Your Complaint

- a. Put your complaint in writing.
- b. Have it sworn to before a notary public, if possible.
- c. Provides details that tell what happened, where it happened and when it happened.
- d. Give the name and addresses of all persons who were present or who had anything to do with the matter.

...Complaints on the basis of race, color, or national origin, age, sex, religion, political affiliation or belief, retaliation and citizenship, must be filed within 180 days of the alleged occurrence directly with:

Director  
Civil Rights Center  
U.S. Department of Labor, Room N-4123  
200 Constitution Ave., NW  
Washington, D.C. 20210

Complaints on the basis of handicap must be filed within 180 days of the alleged occurrence. These complaints must be filed directly with the WIA administrative entity. The WIA administrative entity shall issue a written decision within 30 days of the filing of the complaint. If the complaint is still unresolved, an appeal may be made to the Chief of State Workforce Investment Division Office.

The Department of Labor, the Civil Service Commission, the Equal Employment opportunity Commission, and many other offices and agencies are committed to assuring equal employment opportunities for all persons. They will protect you.

A case may be taken to court if the other processes do not yield satisfactory results.

You may hire your own lawyer, or if you cannot afford one, the court may appoint one for you.

It is unlawful for an employer, union, or employment agency to punish you or any witness for attempting to present the facts in a case.

YOUR CIVIL RIGHTS UNDER THE  
WORKFORCE INVESTMENT ACT  
Santa Ana Local Workforce Investment Area  
1000 E. Santa Ana Blvd., Ste 200  
Santa Ana, CA 92701  
(714)565-2600

## B. Criminal Complaints

In accordance with the WIA (P.L. 105-200) and the implementing code of Federal section 667.600 .... Federal handling of criminal complaints and report fraud, abuse and other criminal activity. "All information and complaints involving fraud, abuse or other criminal activity shall be reported directly and immediately to the City of Santa Ana and the Secretary of Labor."

## 11. General Procedures for Handling Non-Criminal Violations of the Act

The following procedure is promulgated to meet the requirements of Title 20, of the Code of Federal Regulations, Section 667.600 through 667.640 of the WIA regulations, and Section 181(c) of the Act (Public Law 105.200: 29 U.S. Code Sec. 2931 et seq.) at the State and LWIA

level for the receipt, investigation, hearing, and resolution of complaints by WIA participants, sub recipients, applicants for participation, or financial assistance, labor unions, community based organizations, or any other persons.

These procedures provide for resolution of non-criminal complaints arising from the operation of the Santa Ana LWIA.

A complaint is defined here as a written expression by a party alleging a violation of the Act, regulations promulgated under the Act, recipient grants, sub agreements, or other specific agreements under the Act, including terms and conditions of employment of such participants in employment training programs. All complaints, amendments and withdrawals shall be in writing. These procedures are intended to resolve matters which concern policies, procedures or action(s) arising in connection with WIA programs operated by each LWIA grant recipient and sub recipient under the Act.

These procedures shall not be construed as affecting any other available legal remedy outside of the WIA complaint process (i.e., disputes regarding terms and conditions of employment of any employee who is not a participant), either separately or simultaneously, that a person may wish to pursue in the resolution of a non-WIA complaint. Also, these procedures do not restrict the LWIA grant recipient staff in carrying out informal discussion

Procedures do not restrict the LWIA grant recipient staff in carrying out informal discussion and resolution of any problems outside of and without resort to the formal complaint procedure.

A. The following principles and rules apply to all complaints at all steps of the complaint procedures:

1. All complaints must be made in writing within 180 days of the alleged occurrence, except complaints alleging fraud or criminal activity.
2. All persons filing a complaint shall be free from restraint, coercion, reprisal, or discrimination, good faith efforts shall be made to informally resolve the complaint prior to the scheduled hearing. Complainants have the right to withdraw their complaints (in writing) at any time prior to the hearing. A complainant may amend his/her complaint to correct technical deficiencies but not to add issues.
3. Complainants shall have the right to be represented at their own expense by person(s) of their choosing at all levels of the complaint process.
4. Upon enrollment into employment or training, participants shall be provided with a written description of these procedures, including notification of their right to file complaints and instructions for filing.

An employer of participants, including private-for-profit employers of participants, may use this or other complaint resolution procedures so long as the participant is informed of the complaint resolution procedure they are to follow and the time frames governing review of complaints are met.

A "participant", within the meaning of these procedures, is an individual who receives employment-training services under a program funded by Santa Ana LWIA. The Complaint Resolution Procedures contained herein (or the alternative procedures which an employer may use) shall be available to participants to resolve disputes regarding items and conditions of employment of such participants in employment training programs. However, such procedures shall not be used to resolve disputes regarding terms and conditions of employment of any employee who is not a participant, as defined herein.

5. If a complaint does not receive a decision at the LWIA grant recipient level within 60 days of filing the complaint or receives an unsatisfactory decision, the complainant then has a right to request a review of the complaint by the Governor.
6. Complainants must initially file and exhaust LWIA grant recipient/hearing procedures prior to appealing to the State except where the State determines that the LWIA grant recipient's procedures are not in compliance with the State's procedures.

## 111. **Procedures for Handling Complaints at the LWIA Level**

### A. Receipt Complaints

Pursuant to the WIA regulations found at 20 CFR, Section 667.600, the LWIA administrative entities have the responsibility to conduct hearings and resolve complaints made by individuals about the administration of programs in the LWIA. "LWIA level" encompasses LWIA administrative entity and employers to which the administrative entity has delegated the complaint resolution process. The following comprise the guidelines for resolving issues arising in connection with WIA programs operated by the Santa Ana LWIA including resolutions of complaints arising from actions, such as audit disallowances or the imposition of sanctions taken by the Governor with respect to audit findings, investigations or monitoring reports.

#### 1. Form and Filing of Compliant

Official filing date of the compliant is the date the written complaint is received. The filing of the complaint with the Santa Ana LWIA Equal Employment Opportunity Officer shall be considered as a request for hearing and a decision must be issued within 60 days. The complaint must be in writing and must be signed and dated. The complaint should also contain the following information:

- a. Full name, telephone number, if any, and mailing address of the complainant;
- b. Full name, telephone number, and mailing address of the agency involved (respondent);
- c. Clear and concise statement of facts including dates constituting alleged violation;

- d. What provisions under the Act, regulations, grant or other agreements under the Act, are believed to have been violated;
- e. Remedy sought by the complainant; and
- f. If the complainant is a private or public entity or corporation, and not a natural person, the filing of the complaint must be duly authorized by the governing body of such entity or corporation,

The absence of any of the requested information shall not be a basis for dismissing the complaint.

A copy of the complaint must be sent to the respondent and both parties notified of the opportunity for an informal resolution. At each step of the complaint process, the complainant must be notified in writing of the next procedural step.

## 2. Informal Conference

Informal conferences will be utilized by the Santa Ana LWIA to resolve complaints; however, such informal conferences shall not extend the time within which a decision must be issued after receipt of a complaint. Attempts at informal resolution will commence with two (2) weeks of the date of filing of the complaint.

- a. The EEO Officer will review the case and ascertain facts prior to the conference so that appropriate resolution can take place at the time of this meeting whenever possible.
- b. Although the complainant should be encouraged to attend this conference, his/her failure to do so should not preclude his/her right to request a hearing on the matter.
- c. If mutually satisfactory resolution results and the Santa Ana LWIA concurs, the EEO Officer will write a brief report for the file stating the issues and resolution. The matter shall then be considered closed.
- d. If resolution does not result, the complainant shall be provided the necessary information and assistance to request a hearing if he/she so desires.

## 3. Request for Hearing

- a. As in the case of the complaint, the request for a hearing should be put in writing and be filed in person or by mail. A governing board resolution of authorization to appeal should also be submitted when appropriate. The request should be filled with:

Anita Queen  
Sr. Personnel Analyst - EEO Officer  
20 Civic Center Drive, M-24  
Santa Ana, CA 92701  
(714) 647-5157

- b. A hearing will be scheduled by the EEO Officer within thirty (30) days of the date of filing of the complaint.

#### 4. Notice of Hearing

Upon receipt of the request for hearing, the complainant and the respondent will be notified in writing of the hearing ten (10) calendar days prior to the date of the hearing. The ten-day notice may be shortened with the written consent of the parties. A decision will be issued by the Santa Ana LWIA within sixty (60) days of the date of filing of the complaint.

The hearing notice shall be in writing and contain the following information:

- a. The date of notice, name of the complainant, and the name of the party against whom the complaint is filed.
- b. The date, time and place of hearing before an impartial hearing officer.
- c. A statement(s) of the alleged violation(s)
- d. Advise as to where information or assistance may be obtained, and the name, address, and telephone number of the Santa Ana LWIA Equal Employment Opportunities (EEO) Officer who can answer inquiries.

#### 8. Conduct of Hearing

The hearing shall be conducted in an informal manner with strict rules of evidence not applicable. Unnecessary technicalities should be avoided. It should provide the flexibility to enable adjustment to the circumstances presented.

1. The hearing offices shall have complete independence to obtain facts and make decisions. The hearing officer shall be in a position to render impartial decisions and thus should not be subordinate to the Santa Ana LWIA or its sub recipients. The hearing officer will be selected from a list of names on file with the EEO Officer.
2. Full regard must be given to the requirements of due process to insure a fair and impartial hearing.
3. The hearing office designated by the EEO Officer to function in a quasi-judicial capacity should begin the hearing by summarizing the record and the issue and should explain the manner in which the hearing will be conducted, making sure that everyone involved understands the proceedings. Such explanations should be adapted to the needs of the specific situation. The hearing officer might take testimony under oath or affirmation to give some assurance of veracity to the hearing.

4. The burden of proof should be reasonable and flexible, dependent upon the circumstances of the case involved. The hearing officer determines the order of proof. Generally, the party making the complaint has the obligation of establishing his or her case and should be examined first.
5. The party involved should have the right to be represented (at their own expense) if he/she so desires. Other he/she is limited to his/her own abilities and those to the hearing officer in obtaining testimony in the case.
6. It is important that the hearing officer obtain the fullest information for the record. If the parties involved, or their representatives, do not know how to ask the right or pertinent questions in pursuing their right to due process, it shall be necessary for the hearing officer to step in to have all the materials and relevant facts elicited.
7. The practice in informal hearings is generally not to apply strict rules of evidence in obtaining facts. However, the quantity of evidence required to support a decision on an issue should be sufficiently credible that the state (or other appropriate agency), upon reviewing the decision, would conclude that the decision is supported by substantial evidence.
8. The hearing officer should attempt to negotiate a resolution of the issue at any time prior to the conclusion of the hearing.
9. Within ten (10) days of the conclusion of the hearing, the hearing officer will issue a recommended decision to the LWIA for final determination. The recommended decision shall be in writing and may be accepted, rejected or modified by the Santa Ana Workforce Investment Board.

#### C. Issuance of Decision

Within sixty (60) calendar days of filing of the complaint, the Santa Ana LWIA shall issue a written decision to all parties by first class mail. The final decision shall contain the following information:

1. The name of the parties involved.
2. A statement of the alleged violation and issues related to the alleged violation.
3. A statement of the facts.
4. The decision and the reasons for the decision.
5. A statement of corrective action, if any, to be taken.
6. Notice of the right to request, within ten (10) calendar days of receipt of the decision, a review of the decision by the State Review Panel.

#### D. Record of Hearing

An administrative file containing support documents on the complaint resolution process hearing conducted will be retained by the Santa Ana LWIA. The purpose of a record is to serve as substantiation of the process followed by the Santa Ana LWIA on the resolution of the issues and the results. This information would then be available for subsequent review in the event the matter is raised with the State. Such records must be retained for a three-year period after the grant has been officially closed out.

The Santa Ana LWIA's written decision will be included in the record. Evidence received at the hearing, notes by the hearing officer, stenographer's notes and tape recordings may also be used.

#### E. Establishment of Complaint Procedures

In accordance with Section 667.600, each employing agency including private-for-profit employers of participants under the Act is required to establish a complaint procedure for resolving matters relating to the terms and conditions of employment. Employers may operate their own grievance system or may utilize the Santa Ana LWIA's established procedures under Section 667.600. At a minimum these procedures must include:

1. Written notice, upon enrollment into employment training services, of the scope and availability of such procedures. Employer's grievance procedures shall be set forth in a written document and must meet the regulation mandate that a complaint will be resolved with sixty (60) days from the date the complaint was filed. A copy of employer's grievance procedure shall be provided to each participant upon enrollment in employment training.
2. Written notice, at the time the grievance is filed, of the procedures under which the grievance will be processed.
3. Written notification of the disposition of the grievance and a written decision shall be issued within thirty (30) days of the filing of the grievance unless a present and long established grievance specifically provides other limits; and
4. Written notification of the participant's right to request a review of the employer's decision by the Santa Ana LWIA and the State Review Panel in accordance with Section 667.600.

### IV. Procedures for Handling Complaints at the State Level

Section 181 (c) of the Act and the WIA regulations at 20 CFR, Section 667.600 (d) requires the Governor to establish a State Review process of complaints filed at the LWIA grant recipient level and of complaints initially filed at the State level.

Appeals of decisions issued at the LWIA level including audit disallowances and sanctions shall be reviewed by the State Review Panel. The State Review Panel shall review the record established at the LWIA level and shall issue a decision based on the information contained therein.

Complaints which may be initially filed at the State level will be heard by an independent hearing officer designated by the State Workforce Investment Division (WID). The hearing officer shall conduct a hearing and issue a recommended decision to the State Panel. The recommended decision shall be in writing and may be accepted, rejected or modified by the State Review Panel.

#### A. Form and Filing of Complaint.

##### 1. Request for State Review of LWIA Level Decisions

On receipt of a complainant's request for review because of an unsatisfactory decision, the State shall provide for an independent state review.

##### 2. Filing of Requests for State Review

The State Review Panel shall review all LWIA level decisions when a request for review is filed within 10 days of receipt of the adverse decision. Such requests must be filed in writing with the Chief of the WID Office. The request for review should contain the following information:

- a. Full name, address, and telephone number of the party requesting the review
- b. Full name, address, and telephone number of the other party
- c. A copy of the decision
- d. Brief statement of reasons for review or the section of the LWIA decision to be reviewed including regulatory and statutory citations
- e. A statement of the relief sought.

##### 3. Complainant Responsibility

It is the responsibility of the complainant to include in the request for review a written statement setting forth the facts presented at the LWIA hearing which support the requested relief.

The Chief, WID, shall mail a copy of the request for review to the other party and to the LWIA. It shall be the responsibility of the LWIA to submit the complete record including a typed record of the hearing to the Chief, WID, within ten (10) days.

#### B. Conduct of Hearings.

##### 1. Request for Hearing at the State Level

If no decision has been issued at the LWIA level or the State has determined an audit disallowance or imposed sanctions, the complainant may request a hearing. The

hearing officer will then issue a recommended decision to the State's Review Panel for final determination.

## 2. Filing for Request for Review

The request for a State hearing shall be filed within ten (10) days after LWIA should have issued a decision or ten (10) days after the issuance of the audit disallowance or sanction. The request shall be filed directly with the Chief of the WID in writing and should include the following:

- a. Full name, address, and telephone number of the LWIA
- b. Name, address, and telephone number of the LWIA
- c. Copies of complaints made at LWIA level from which no decisions were issued or sanctions and imposed.
- d. A statement of basis for the request for hearing.

## 3. Evidentiary Hearing

Upon receipt of the request for a State level hearing, a hearing before a designated hearing officer will be scheduled.

The hearing will be recorded mechanically or by court reporter.

Both parties concerned will have the opportunity to present oral and written testimony under oath, to call and question witnesses in support of his/her position, to present oral and/or written arguments, to examine records and documents relevant to the issue(s), and to be represented.

The hearing officer shall issue a written decision, which shall be forwarded to the State Review Panel for final determination.

The State Review Panel may accept, reject or modify this recommendation. The decision of the State Review Panel is final except for audit disallowances, which must be approved by the Secretary of Labor

## C. State Review Panel

The State Review Panel will consist of a panel of three representatives from the Employment Development Department: one from the Legal Offices, one from the WID, and one from the Director's office. The panel will issue a written decision, which will be sent to the appropriate parties within thirty (30) days of receipt of the request for State review.

Decisions issued by this panel, under the authority of the Governor, are final.

D. Issuance of State Review Decision.

The State review will be limited to violations of the WIA, implementing WIA regulations or the grant agreement. This review shall be limited to the record established at the LWIA hearing.

**V. Procedures for Handling Discrimination Complaints by Participants.**

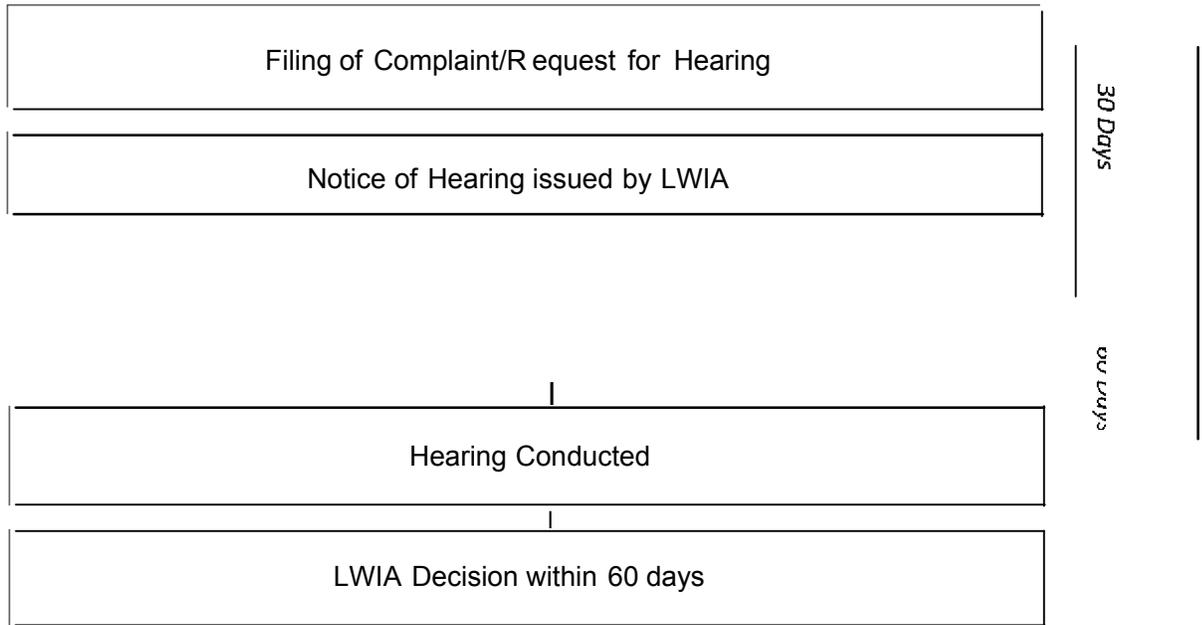
- A Complaints on the basis of race, color, or national origin, age, sex, religion, political affiliation or belief, retaliation, and citizenship, where appropriate, must be filed within 180 days of the alleged occurrence.
  - 1. It is the responsibility of the Santa Ana LWIA's Equal Employment Opportunity (EEO) Officer to determine jurisdiction and to make the complainant aware of and provide assistance in filing a complaint in accordance with the Santa Ana LWIA's procedure under Section II (A).

# PROCEDURES FOR HANDLING NON-CRIMINAL COMPLAINTS

No later than  
180 days of  
alleged  
discrimination

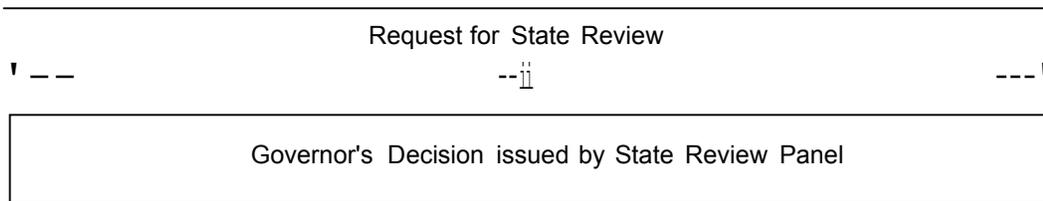
*Handling of complaints filed at LWIA level arising in connection with WIA programs operated by LW/As*

## Informal Resolution Process



## Unsatisfactory Decision or LWIA Decision not issued within 60 days

Within 10 days of receipt of unsatisfactory decision or 10 days from date LWIA decision should have been issued.



## If no decision issued by State Review Panel

### Appeal to DOL

2. In cases where areas of authority overlap, it is the responsibility of the EEO Officer to advise the complainant of the existence of State, Federal and other proper action agencies, which may also have a bearing.
3. Complainants alleging discrimination under this part will be made aware of their right to file directly with the Office of Civil Rights (OCR), U.S. Department of Labor and applicable procedures.
4. Complainants must file their complaint directly with:

Anita Queen  
Sr. Personnel Analyst - EEO Officer  
20 Civic Center Drive, M-24  
Santa Ana, CA 92701  
(714) 647-5157

## VI. Procedures for Handling Handicap Complaints by Participants

Complaints alleging discrimination on the basis of handicap will be filed and processed under the Department of Labor regulations implementing Section 504 of the Rehabilitation Act of 1973 at 29 Code of Federal Regulations Section 32.

1. Complaints must exhaust the Santa Ana LWIA's informal resolution procedures before filing their complaint with OCR.
2. Complainants will be made aware of the 180 days requirement in which to file his/her complaint.

### A. Procedures at the LWIA Level

1. The complainant shall file his/her complaint directly with the Santa Ana LWIA. Upon receipt of the complaint, the EEO Officer shall investigate and gather information concerning the complaint.
2. An informal conference will be held with the parties concerned in an effort to resolve the issue(s). The complainant has the right to be present and may be represented during the conference.
3. The Santa Ana LWIA shall issue in writing its decision to the complainant no later than thirty (30) days after the filing of the complaint.

### B. Procedures at the State Level

1. The complainant may appeal to the State if he/she is not satisfied with the decision of the Santa Ana LWJA.

2. The Complainant must file his/her appeal as a request for review directly with the Chief WID within ten (10) calendar days after the receipt of the Santa Ana LWIA's decision.
3. The Chief-WID, shall issue a decision no later than thirty (30) calendar days after receipt of the request for review.
4. After the complainant has received a decision or no decision has been received from the Director of Employment Development Department (on behalf of the Governor), the complainant has the right to appeal his/her complaint within thirty (30) calendar days to the Office of Civil Rights (OCR) with the Department of Labor.

# PROCEDURES FOR HANDLING HANDICAP COMPLAINTS

No later than  
180 days of  
alleged  
discrimination

Filing of complaint on the basis Of Handicap with LWIA

Day 1

Informal Resolution

If no resolution reached

Request for Hearing

Notice of Hearing

Hearing Conducted

LWIA Decision

Day/45 Day

Unsatisfactory Decision or No Decision

State Review

Governor's Decision

Appeal to Assistant Secretary Department of Labor

Filed within 30  
days of  
LWIA/State  
Decision or 90  
days from date of  
initial filing of  
complaints

60 Days

## GLOSSARY OF WIA TERM

AGE DISCRIMINATION ACT – A law passed by Congress in 1975 which prohibits discrimination on the basis of age by any program or activity receiving Federal Funds.

APPLICANT – An individual who applies to a subrecipient or contract for services provided under WIA and who has not yet transitioned to the status of participant.

ASSESSMENT – Services designed to determine each participant's employability, aptitudes, abilities and interests and to develop a plan to achieve the participant's employment and related goals; also to identify the available employment and training activities appropriate for the participant. Testing and counseling may also be used during assessment process.

CHARGING PARTY (CP), COMPLAINANT, GRIEVANT, OR AGGRIEVED PERSON – The person who charges that he/she has been discriminated against under Department of Justice nondiscrimination and civil rights regulations and/or guidelines.

DISCRIMINATION – In general, a failure to treat all equally, whether intentional or unintentional; the effect of an action, policy or practice which selects an individual or class of persons to receive unequal treatment.

ELIGIBLE NON-CITIZEN – Lawfully admitted permanent resident, aliens, lawfully admitted refugees, and parolees and other individuals authorized by the Attorney General to work in the United States.

EMPLOYER – An employer subject to the provisions of the Civil Rights Act of 1964, as amended, including state and local governments and any Federal agency subjects to the provisions of Section 717 of the Civil Rights Act, as amended; and any Federal contractor or subcontractor covered by executive Order 11246, as amended.

GRIEVANCE — An allegation that something imposes an illegal obligation or burden or denies some equitable or legal right, or causes injustice.

HANDICAPPED INDIVIDUAL – Any individual who has a physical or mental disability that constitutes or results in a substantial handicap to employment.

INTAKE – Includes screening to determine eligibility; to select from eligible applicants those individuals who are most in need and can benefit from program services; to complete procedural requirements necessary to enroll an individual into the program and to refer those not enrolled to other programs.

JOINT COMPLAINT – A complaint of employment discrimination covered by Title VII or the Equal Pay Act and by Title VI or Title IX. Individual "joint complaints" are normally investigated by EEOC

unless OCR has a compelling reason to investigate, "Joint complaints" alleging discrimination in employment and other practices and pattern or practice "joint complaints" are normally investigated by OCR.

JURISDICTION – Authority to investigate and resolve complaints against an institution subject to a law or statute which has been assigned to OCR for enforcement, i.e., Title VI, Title IX, etc.

PARTICIPANT – Any applicant who has: (1) Been determined eligible for participation upon intake; and (2) Who is receiving subsidized employment, training or services (except post-termination services) funded under the Act, following intake, except for an individual who receives only outreach and/or intake and assessment services.

CERTIFICATION REGARDING LOBBYING  
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS  
and COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1) 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 organization, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  
- 2) 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 organization, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
  
- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352.

Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure.

\_\_\_\_\_  
Grantee/Contractor Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

## Certification Regarding Drug-Free Workplace Requirements

The certification set out below is a material representation upon which reliance is placed by the U.S. Department of Housing and Urban Development in awarding the grant. If it is later determined that the contractor knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the U.S. Department of Housing and Urban Development, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

### CERTIFICATION

- A. The contractor certifies that it will provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing a drug-free awareness program to inform employees about -
    - (1) The dangers of drug abuse in the workplace;
    - (2) The contractor's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance program; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee who will be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph -(a) that, as a condition of employment under the contract, the employee will -
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
  - (e) Notifying the U.S. Department of Housing and Urban Development within ten days after receiving notice under subparagraph (d)(2) from an

employee or otherwise receiving actual notice of such conviction;

- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -
  - ( 1) Taking appropriate personnel action against such an employee, up to and including termination; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The contractor shall insert in the space provided on the attached "Place of Performance" form the site(s) for the performance of work to be carried out with the grant funds (including street address, city, county, state, and zip code) .the contractor further certifies that, if it is subsequently determined that additional sites will be used for the performance of work under the contract, it shall notify the U.S. Department of Housing and Urban Development immediately upon the decision to use such additional sites by submitting a revised "Place of Performance" form.

---

Date

---

**Program Operator Signature**

**DIVISION OF EMPLOYMENT SERVICES  
PLACE OF PERFORMANCE  
FOR CERTIFICATION REGARDING DRUG-FREE  
WORKPLACE REQUIREMENTS**

Name: \_\_\_\_\_

Name of Contractor:

Contractor Number: \_\_\_\_\_

Date:

The Contractor shall insert in the space provided below the site(s) expected to be used for the performance of work under the contract covered by the certification:

Place of Performance (include street address, city, county, state, zip code for each site):

**Certification Regarding**  
**Debarment, Suspension, Ineligibility and Voluntary Exclusion**  
**Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 16, 1988, Federal Register (Pages 19160-19211).

**(Before completing certification, read instructions which are an integral part of certification)**

1. The prospective primary participant, (i.e. grantee) certifies to the best of its knowledge and belief, that it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or organization;

b. Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

d. Have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Grantee/Contractor Organization

\_\_\_\_\_  
Name and Title of Official Authorized to Certify  
On Behalf of the Grantee

\_\_\_\_\_  
Date

**Exhibit F**

## INSTRUCTION FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction”, “debarment”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principle”, “proposal”, and “voluntarily excluded”, as used in this cause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds agrees by submitting this proposal, that it will include the clause title “Certification Regarding Debarment, Suspension, Ineligible, or voluntarily excluded” from the covered transaction unless it knows that the certification is erroneous.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

**EXHIBIT G – Specification of Services to Be Provided by Santa Ana Community College**

Under the Workforce Investment Grant awarded to Santa Ana Public Library, the Library and the Santa Ana Community College will partner to provide a Career Academy Scholars Program (CASP) focusing on providing college counseling classes, digital media art training and business applications training leading to transferable college credit and certification and work experience for 30 at-risk youth. Santa Ana College will provide the college credit training component, while the Library will provide work experience and required social and educational support.

Santa Ana College will procure, manage and compensate experienced teachers to provide each of the youth with general introductory classes in college counseling, time management, digital media art, and business applications. As part of this program Students will be enrolled in a college course at no cost to the student. During the introductory period, all 30 students will be provided with one-on-one college counselling sessions and counseling workshops culminating in a higher education plan. 20 students will be offered the opportunity to specialize via advanced instruction in digital media arts. 15-20 students will be offered a course in business applications. 20 students will receive a CASP certificate upon completion of all coursework components. Students will receive college credit for each course completed. Students will have their own dedicated college counselor they will meet with throughout duration of the program. All student and student families will also receive higher education support and guidance via padres promotoras special higher education programming. Santa Ana Community College will also provide the curriculum development required to provide effective training in an accelerated environment, as well as training materials and textbooks to support curricula in subject area.

Attachment A

***Santa Ana College Contract - Seeds To Trees 2014-2015***

<b>Instructor Costs</b>	<b>17,350</b>
Instructor for Business Applications (Business 100) Course= 3 Units ( \$80.75/hr x 48 contact hours = \$3876 x8% Benefit Rate(PARS (1.3%), Medicare (1.45%), HWRetFnd (1.5%), SUI (1.1%), and WCI (2.4%))	\$4,190
Instructor for Digital Media= 3 Units (\$120/hr x 48 contact hours = \$5760 x 8% Benefit Rate (PARS (1.3%), Medicare (1.45%), HWRetFnd (1.5%), SUI (1.1%), and WCI (2.4%))	\$6,220
Counselling hours = \$50/hr X 5.5hrs/wk x 16 weeks	\$4,440
Padres Promotoras for WIA Youth Parent Engagement for Higher Ed = (\$200/each X 2 Promotoras X 6 months)	2,500
<b>Supplies</b>	<b>2,500</b>
Textbooks	2,500
<b>TOTAL</b>	<b>\$19,850</b>

***Santa Ana College Contract - Seeds To Trees 2014-2015***

## Assurances & Certifications

Selected providers will be required to sign and submit "actual" assurances and certificates as required by the City of Santa Ana and the Workforce Investment Board on all contracts.

I recognize that I must give assurances for each item below. If I cannot, this proposal will be automatically rejected. *Please initial each box.*

- I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this organization or business to submit this proposal.
- We are not currently on any Federal, State of California, or local Debarment list.
- We will provide records to show that we are fiscally solvent, if needed.
- We have, or will have, all of the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract.
- We have additional funding sources and will not be dependent on WIOA funds alone.

### **We do or will meet the applicable Federal, State, and local compliance requirements.**

These include, but are not limited to:

- Records that accurately reflect actual performance.
- Maintain record confidentiality, as required.
- Reporting financial, participant, and performance data, as required.
- Comply with State and Federal fiscal and program activity audits.
- Comply with Federal and State non-discrimination provisions.
- Meet requirements of Section 504 of the Rehabilitation Act of 1973.
- Meet requirements of the American's with Disabilities Act of 1990
- Meet all applicable labor law, including Child Labor Law standards.
- Agree to provide a drug free workplace.
- Agree to insure the City of Santa Ana through General Liability Insurance and Automobile Liability. Coverage in the amount of \$1,000,000.00.
- Agree to provide all participants with Grievance Procedures.
- Agree to insure proposer's employees through Workers Compensation Insurance (including part-time employees)
- Procurement policies and procedures are in place and meet federal guidelines.
- Youth Protection Policy and Sexual Abuse & Molestation insurance of \$2,000,000

### **We will not:**

- Place a youth in a position that will displace a current employee.
- Use WIOA money to assist, promote, or deter union organizing.
- Use funds to employ or train of persons in sectarian activities.
- Use funds for youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
- Use WIOA funds for activities that would interfere with or replace regular academic requirements for eligible youth who are not dropouts.
- Use WIOA funds to carry out programs funded under the School-to-Work Opportunities Act of 1994 unless the program(s) are only for youth eligible to participate under WIOA.
- Use WIOA money under this contract to purchase any equipment.

**I hereby assure that all of the above are true.**

---

Name	Title	Date
------	-------	------

**Exhibit H**

# Self-Insured

4.2 (47)

01/29/15

Rancho Santiago Community College District  
 Account Availability Report Ending 01/31/2015  
 Options - Available/Met/Exceeded Budget

Fiscal Year: 2015

Page: 1

PROJECT: 1904 - WIA Youth Grant - CASP

GL Account	Allocated Budget	Actual	Encumbrances %Committed	Available
12-1904-679000-10000-5865 Indirect Costs : Santa Ana	667.00	0.00	0.00	667.00
Totals for DEPARTMENT: 10000 - Santa Ana College	667.00	0.00	0.00	667.00
12-1904-050600-15165-1310 Part-Time Instructors : Man	3,684.00	0.00	0.00	3,684.00
12-1904-050600-15165-3111 STRS - Instructional : Mana	327.00	0.00	0.00	327.00
12-1904-050600-15165-3321 Medicare - Instructional :	53.00	0.00	0.00	53.00
12-1904-050600-15165-3431 H & W - Retiree Fund Inst :	37.00	0.00	0.00	37.00
12-1904-050600-15165-3511 SUI - Instructional : Manag	1.00	0.00	0.00	1.00
12-1904-050600-15165-3611 WCI - Instructional : Manag	88.00	0.00	0.00	88.00
Totals for DEPARTMENT: 15165 - Management	4,190.00	0.00	0.00	4,190.00
12-1904-631000-15310-1430 Part-Time Counselors : Coun	3,904.00	0.00	0.00	3,904.00
12-1904-631000-15310-3115 STRS - Non-Instructional :	347.00	0.00	0.00	347.00
12-1904-631000-15310-3325 Medicare - Non-Instructiona	56.00	0.00	0.00	56.00
12-1904-631000-15310-3435 H & W - Retiree Fund Non-In	39.00	0.00	0.00	39.00
12-1904-631000-15310-3515 SUI - Non-Instructional : C	1.00	0.00	0.00	1.00
12-1904-631000-15310-3615 WCI - Non-Instructional : C	93.00	0.00	0.00	93.00
Totals for DEPARTMENT: 15310 - Counseling	4,440.00	0.00	0.00	4,440.00
12-1904-100200-15510-1313 Beyond Contract-Instructors	5,469.00	0.00	0.00	5,469.00
12-1904-100200-15510-3111 STRS - Instructional : Art	486.00	0.00	0.00	486.00
12-1904-100200-15510-3321 Medicare - Instructional :	79.00	0.00	0.00	79.00
12-1904-100200-15510-3431 H & W - Retiree Fund Inst :	54.00	0.00	0.00	54.00
12-1904-100200-15510-3511 SUI - Instructional : Art	1.00	0.00	0.00	1.00
12-1904-100200-15510-3611 WCI - Instructional : Art	131.00	0.00	0.00	131.00
Totals for DEPARTMENT: 15510 - Art	6,220.00	0.00	0.00	6,220.00
12-1904-649000-19620-4210 Books, Mags & Ref Mat, Non-	1,833.00	0.00	0.00	1,833.00
12-1904-732000-19620-7650 Stipends Paid to Students :	2,500.00	0.00	0.00	2,500.00
Totals for DEPARTMENT: 19620 - School & Community P	4,333.00	0.00	0.00	4,333.00
Totals for PROJECT: 1904 - WIA Youth Grant - CASP	19,850.00	0.00	0.00	19,850.00

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Santiago Canyon College**  
**Student Services – Veteran Services Office**

To:	Board of Trustees	Date: February 23, 2015
Re:	Approval of MOU with Strength in Support	
Action:	Request for Approval	

**BACKGROUND**

Santiago Canyon College (SCC) has over 200 veterans on campus, and the number is increasing every year. Many reach our campus suffering from mental and emotional difficulties. In order to support the veterans with transition to civilian life and with mental health issues, SCC would like to enter into a partnership with Strength in Support, a non-profit that provides veteran and military specific therapy. Strength in Support has agreed to provide a counselor, in kind, to the Veteran Services Office for four hours a week, with the possibility of expanding services depending on therapeutic outcomes.

**ANALYSIS**

The MOU addresses the commitments of both Santiago Canyon College, and Strength in Support in providing mental health services to active duty and veteran students. There is no financial obligation under the MOU, and each party will bear the full cost incurred with performing said commitments.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the MOU as submitted with Strength in Support of Laguna Hills.

Fiscal Impact: None	Board Date: February 23, 2015
Prepared by:	John Hernandez Ph.D., Vice President of Student Services
Submitted by:	John Weispfenning, Ph.D., President, Santiago Canyon College
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor

**MEMORANDUM OF UNDERSTANDING BETWEEN THE  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT AND STRENGTH  
IN SUPPORT**

This Memorandum of Understanding (MOU) is made and entered into as of January 26, 2015 between THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD) on behalf of SANTIAGO CANYON COLLEGE (SCC) located at 8045 E. Chapman Ave. Orange, CA 92869 and STRENGTH IN SUPPORT (SIS) (TAX ID 46-1896501) 23046 Avenida de la Carlota, Suite 600 Laguna Hills, CA 92653 to create a partnership that will focus on early identification, prevention, and treatment of mental health issues for veterans enrolled in the RSCCD district. Strength in Support will provide veteran focused mental health services and other psycho-educational programming as needed by veterans at Santiago Canyon College. All parties will jointly coordinate their efforts in the following manner to maximize the benefits of this mutual MOU:

1. SCC will provide an office space with a computer, a printer, and a telephone. SCC will also provide internet access.
2. SCC will help coordinate student transportation to off-site SIS workshops as needed.
3. SIS will provide staffing at a minimum of 4 hours per week, with the option to expand based on the program needs. Project staff will work under the license of Strength in Support director and co-founder Jill Boultinghouse, MA, MFT (MFC Lic 38771); her resume is attached (Appendix I). All costs, including salary,

benefits and liability insurance will be covered by SIS. SCC will provide a parking permit for staff affiliated with SIS.

4. Student Services Coordinator overseeing the, Veterans Services Office (VSO) will serve as the on-site administrator for the program. All decisions regarding staffing and service delivery for SIS will be authorized through the site administrator and SIS director Jill Boultinghouse.
5. Day to day operational issues will be handled by the on-site administrator. All SIS personnel issues will be immediately referred to Strength in Support director Jill Boultinghouse or anyone acting as her designee or serving that position in her absence. Decisions regarding program development and planning will be a collaborative process addressed through the on-site administrator and the SIS director Jill Boultinghouse.
6. SCC VSO agrees to refer our student veterans needing counseling to SIS. Any vendor offering similar services as those offered by SIS that the SCC VSO wishes to bring on-site will be approved by SIS first.

This effort will be conducted within the following terms and conditions:

1. No funds are obligated under this MOU and each party shall bear the full cost it incurs in performing, managing and administering its responsibilities under this MOU.
2. The parties agree to communicate with each other on a regular basis, but at a minimum once a month, on subject matter relating to this MOU.
3. This MOU shall be effective for a period of one (1) year beginning on February 9, 2015. This MOU will be automatically renewed annually for a period of five

years unless otherwise indicated in writing by one of the parties at least thirty (30) days prior to the end of the term.

4. All parties acknowledge that each is an independent RSCCD to the other, and nothing contained herein shall be deemed to create an agency, joint venture, franchise or partnership relation between the parties, and no party shall so hold itself out. No party hereto shall have the right to obligate or bind any other party in any manner whatsoever, and nothing contained in this MOU shall give or is intended to give any right of any kind to third persons.
5. RSCCD shall indemnify, defend, and hold SIS, its elected and appointed officials, officers, employees, agents and those special districts and agencies for which the SIS's Board of Supervisors acts as the governing Board ("SIS INDEMNITEES") harmless from and against any and all liability, loss, expense, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions, including the actual or alleged sexual misconduct of RSCCD, its officers, employees, or agents.
6. SIS shall indemnify and hold RSCCD, its appointed officials, officers, employees, and agents harmless from and against any and all liability, loss, expense, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions including the actual or alleged sexual

misconduct of SIS, its officers, employees, or agents.

7. Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release any party from its obligation to indemnify as to claims or cause of action asserted. This Agreement may be terminated by either party with or without cause by providing thirty (30) days advance written notice.
8. SIS and RSCCD warrant that they are self-insured or maintain policies of insurance placed with reputable insurance companies licensed to do business in the State of California which insure the perils of bodily injury, medical, professional liability and property damage.
9. Insurance. Both parties shall insure or self-insure its activities in connection with this Agreement and obtain, keep in force and maintain during the term hereof insurance or self-insurance insuring against the peril of bodily injury, personal injury, medical malpractice, property damage and including a contractual liability endorsement with a limit of liability of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate; California Workers' Compensation insurance on their employees performing any services under this Agreement; and, such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of the parties against other insurable risks relating to performance. Certificates of insurance, or other satisfactory documentation, evidencing that the insurance coverage specified herein is in full force and effect throughout the term of this Agreement may be requested by either party.

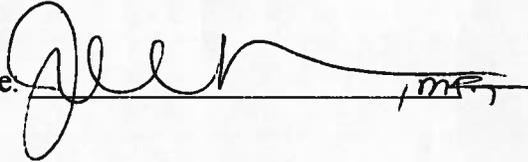
RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT/SANTIAGO  
CANYON COLLEGE

STRENGTH IN SUPPORT  
TAX ID: 46-1896501

By (signatory): Peter J. Hardash  
Title: Vice Chancellor, Business Operations  
& Fiscal Services

By (signatory) Jill Boultinghouse  
Title: Executive Director & Co-founder

Signature: \_\_\_\_\_

Signature:  \_\_\_\_\_

Date: \_\_\_\_\_

Date: 2-5-15 \_\_\_\_\_

Checks Written for Period 01/17/15 Thru 02/10/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61363	General Fund Unrestricted	2,154.30	0.00	2,154.30	92*0414824	92*0414834
61364	General Fund Unrestricted	1,490.08	0.00	1,490.08	92*0414835	92*0414836
61365	General Fund Unrestricted	1,766.16	0.00	1,766.16	92*0414837	92*0414838
61368	General Fund Unrestricted	1,377.68	0.00	1,377.68	92*0414841	92*0414847
61369	General Fund Unrestricted	1,231.18	0.00	1,231.18	92*0414848	92*0414852
61370	General Fund Unrestricted	125,834.40	0.00	125,834.40	92*0414855	92*0414856
61371	General Fund Unrestricted	40,432.57	0.00	40,432.57	92*0414858	92*0414863
61372	General Fund Unrestricted	772.64	0.00	772.64	92*0414865	92*0414867
61373	General Fund Unrestricted	6,549.40	0.00	6,549.40	92*0414870	92*0414876
61374	General Fund Unrestricted	2,215.10	0.00	2,215.10	92*0414877	92*0414883
61375	General Fund Unrestricted	348.50	0.00	348.50	92*0414884	92*0414885
61379	General Fund Unrestricted	1,210.90	0.00	1,210.90	92*0414899	92*0414899
61380	General Fund Unrestricted	6,602.30	0.00	6,602.30	92*0414901	92*0414905
61382	General Fund Unrestricted	59,920.33	0.00	59,920.33	92*0414912	92*0414915
61384	General Fund Unrestricted	3,319.00	0.00	3,319.00	92*0414917	92*0414923
61391	General Fund Unrestricted	2,113.65	0.00	2,113.65	92*0414944	92*0414950
61392	General Fund Unrestricted	12,712.65	0.00	12,712.65	92*0414951	92*0414956
61393	General Fund Unrestricted	5,327.10	0.00	5,327.10	92*0414957	92*0414964
61394	General Fund Unrestricted	2,843.02	0.00	2,843.02	92*0414965	92*0414972
61395	General Fund Unrestricted	2,009.98	0.00	2,009.98	92*0414973	92*0414974
61397	General Fund Unrestricted	98,999.01	0.00	98,999.01	92*0414983	92*0414985
61402	General Fund Unrestricted	100,837.20	0.00	100,837.20	92*0414998	92*0415082
61403	General Fund Unrestricted	179,919.20	0.00	179,919.20	92*0415083	92*0415189
61404	General Fund Unrestricted	22,848.64	0.00	22,848.64	92*0415190	92*0415191
61407	General Fund Unrestricted	15,977.55	0.00	15,977.55	92*0415205	92*0415209
61408	General Fund Unrestricted	3,139.61	0.00	3,139.61	92*0415210	92*0415210
61409	General Fund Unrestricted	868.75	0.00	868.75	92*0415211	92*0415212
61411	General Fund Unrestricted	12,002.77	0.00	12,002.77	92*0415218	92*0415221
61414	General Fund Unrestricted	1,806,346.10	0.00	1,806,346.10	92*0415230	92*0415231
61415	General Fund Unrestricted	107,133.88	0.00	107,133.88	92*0415232	92*0415234
61416	General Fund Unrestricted	704.16	0.00	704.16	92*0415235	92*0415235
61430	General Fund Unrestricted	3,879.10	0.00	3,879.10	92*0415258	92*0415258
61434	General Fund Unrestricted	6,832.80	0.00	6,832.80	92*0415269	92*0415273
61435	General Fund Unrestricted	1,463.59	0.00	1,463.59	92*0415274	92*0415275
61439	General Fund Unrestricted	14,629.86	0.00	14,629.86	92*0415282	92*0415282
61440	General Fund Unrestricted	4,114.00	0.00	4,114.00	92*0415283	92*0415283
61448	General Fund Unrestricted	1,913.00	0.00	1,913.00	92*0415308	92*0415309
61449	General Fund Unrestricted	649.41	0.00	649.41	92*0415310	92*0415310
61463	General Fund Unrestricted	10,983.73	0.00	10,983.73	92*0415336	92*0415337
61465	General Fund Unrestricted	864.34	0.00	864.34	92*0415340	92*0415340
61467	General Fund Unrestricted	6,615.00	0.00	6,615.00	92*0415353	92*0415353

Checks Written for Period 01/17/15 Thru 02/10/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61468	General Fund Unrestricted	830.00	0.00	830.00	92*0415354	92*0415357
61469	General Fund Unrestricted	1,784.16	0.00	1,784.16	92*0415360	92*0415360
61470	General Fund Unrestricted	3,463.70	0.00	3,463.70	92*0415362	92*0415375
61471	General Fund Unrestricted	2,624.50	0.00	2,624.50	92*0415376	92*0415385
61472	General Fund Unrestricted	3,960.20	0.00	3,960.20	92*0415386	92*0415401
61477	General Fund Unrestricted	31,003.08	0.00	31,003.08	92*0415407	92*0415407
61478	General Fund Unrestricted	3,443.77	0.00	3,443.77	92*0415409	92*0415413
61479	General Fund Unrestricted	3,163.61	0.00	3,163.61	92*0415417	92*0415417
61480	General Fund Unrestricted	19,001.71	0.00	19,001.71	92*0415420	92*0415424
61481	General Fund Unrestricted	12,588.79	0.00	12,588.79	92*0415426	92*0415432
61483	General Fund Unrestricted	7,648.44	0.00	7,648.44	92*0415436	92*0415437
61484	General Fund Unrestricted	275,572.42	0.00	275,572.42	92*0415438	92*0415439
61487	General Fund Unrestricted	13,500.00	0.00	13,500.00	92*0415473	92*0415473
61488	General Fund Unrestricted	2,874.00	0.00	2,874.00	92*0415474	92*0415474
61489	General Fund Unrestricted	730.47	0.00	730.47	92*0415479	92*0415484
61490	General Fund Unrestricted	13,944.48	0.00	13,944.48	92*0415486	92*0415488
61493	General Fund Unrestricted	513.67	0.00	513.67	92*0415503	92*0415503
61494	General Fund Unrestricted	21,439.59	0.00	21,439.59	92*0415507	92*0415508
61495	General Fund Unrestricted	212.00	0.00	212.00	92*0415519	92*0415519
61496	General Fund Unrestricted	10,572.41	0.00	10,572.41	92*0415520	92*0415522
61501	General Fund Unrestricted	162.52	0.00	162.52	92*0415540	92*0415540
61502	General Fund Unrestricted	228.49	0.00	228.49	92*0415550	92*0415550
61503	General Fund Unrestricted	2,151.41	0.00	2,151.41	92*0415553	92*0415555
61504	General Fund Unrestricted	159,485.70	0.00	159,485.70	92*0415558	92*0415565
61505	General Fund Unrestricted	1,557.83	0.00	1,557.83	92*0415567	92*0415569
61506	General Fund Unrestricted	2,131.34	0.00	2,131.34	92*0415573	92*0415581
61507	General Fund Unrestricted	16,130.10	0.00	16,130.10	92*0415583	92*0415590
61508	General Fund Unrestricted	2,582.20	0.00	2,582.20	92*0415593	92*0415597
61509	General Fund Unrestricted	2,437.50	0.00	2,437.50	92*0415598	92*0415607
61510	General Fund Unrestricted	5,488.00	0.00	5,488.00	92*0415608	92*0415624
61517	General Fund Unrestricted	45,698.59	0.00	45,698.59	92*0415646	92*0415651
61520	General Fund Unrestricted	815.32	0.00	815.32	92*0415664	92*0415664
61521	General Fund Unrestricted	1,719.00	0.00	1,719.00	92*0415667	92*0415674
61522	General Fund Unrestricted	10,832.16	0.00	10,832.16	92*0415675	92*0415680
61523	General Fund Unrestricted	2,524.31	0.00	2,524.31	92*0415683	92*0415689
61524	General Fund Unrestricted	5,351.92	0.00	5,351.92	92*0415691	92*0415694
61525	General Fund Unrestricted	14,290.00	0.00	14,290.00	92*0415699	92*0415700
61526	General Fund Unrestricted	255.62	0.00	255.62	92*0415702	92*0415702
61531	General Fund Unrestricted	2,722.23	0.00	2,722.23	92*0415727	92*0415733
61532	General Fund Unrestricted	1,517.34	0.00	1,517.34	92*0415734	92*0415740
61533	General Fund Unrestricted	5,796.79	0.00	5,796.79	92*0415741	92*0415747

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61535	General Fund Unrestricted	5,230.00	0.00	5,230.00	92*0415757	92*0415761
<b>Total Fund 11 General Fund Unrestricted</b>		<u><u>\$3,398,932.01</u></u>	<u><u>\$0.00</u></u>	<u><u>\$3,398,932.01</u></u>		

Checks Written for Period 01/17/15 Thru 02/10/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61368	General Fund Restricted	3,338.05	0.00	3,338.05	92*0414842	92*0414846
61369	General Fund Restricted	3,485.23	0.00	3,485.23	92*0414853	92*0414854
61370	General Fund Restricted	24,703.12	0.00	24,703.12	92*0414857	92*0414857
61372	General Fund Restricted	399.84	0.00	399.84	92*0414864	92*0414864
61373	General Fund Restricted	6,744.49	0.00	6,744.49	92*0414868	92*0414873
61375	General Fund Restricted	918.00	0.00	918.00	92*0414886	92*0414890
61376	General Fund Restricted	63.60	0.00	63.60	92*0414892	92*0414893
61379	General Fund Restricted	397.66	0.00	397.66	92*0414900	92*0414900
61381	General Fund Restricted	1,075.03	0.00	1,075.03	92*0414906	92*0414911
61391	General Fund Restricted	1,058.21	0.00	1,058.21	92*0414943	92*0414945
61395	General Fund Restricted	134.38	0.00	134.38	92*0414975	92*0414975
61396	General Fund Restricted	47,379.56	0.00	47,379.56	92*0414977	92*0414982
61398	General Fund Restricted	10,270.46	0.00	10,270.46	92*0414986	92*0414994
61405	General Fund Restricted	29.10	0.00	29.10	92*0415193	92*0415193
61406	General Fund Restricted	19,695.13	0.00	19,695.13	92*0415194	92*0415204
61410	General Fund Restricted	2,024.05	0.00	2,024.05	92*0415213	92*0415217
61412	General Fund Restricted	1,274.07	0.00	1,274.07	92*0415222	92*0415228
61413	General Fund Restricted	287.95	0.00	287.95	92*0415229	92*0415229
61421	General Fund Restricted	1,312.56	0.00	1,312.56	92*0415242	92*0415242
61423	General Fund Restricted	956.20	0.00	956.20	92*0415246	92*0415249
61433	General Fund Restricted	4,911.70	0.00	4,911.70	92*0415261	92*0415268
61434	General Fund Restricted	9,522.96	0.00	9,522.96	92*0415272	92*0415272
61435	General Fund Restricted	318.80	0.00	318.80	92*0415276	92*0415277
61436	General Fund Restricted	350.00	0.00	350.00	92*0415278	92*0415278
61437	General Fund Restricted	5,604.06	0.00	5,604.06	92*0415279	92*0415279
61440	General Fund Restricted	21,876.25	0.00	21,876.25	92*0415284	92*0415286
61441	General Fund Restricted	4,778.73	0.00	4,778.73	92*0415287	92*0415293
61446	General Fund Restricted	22,726.00	0.00	22,726.00	92*0415305	92*0415306
61450	General Fund Restricted	1,007.85	0.00	1,007.85	92*0415311	92*0415318
61451	General Fund Restricted	130.12	0.00	130.12	92*0415319	92*0415319
61454	General Fund Restricted	2,258.83	0.00	2,258.83	92*0415322	92*0415324
61455	General Fund Restricted	18,573.23	0.00	18,573.23	92*0415325	92*0415327
61457	General Fund Restricted	2,700.00	0.00	2,700.00	92*0415329	92*0415329
61458	General Fund Restricted	35,875.35	0.00	35,875.35	92*0415330	92*0415330
61459	General Fund Restricted	1,539.10	0.00	1,539.10	92*0415331	92*0415331
61460	General Fund Restricted	11,106.26	0.00	11,106.26	92*0415332	92*0415332
61461	General Fund Restricted	53,140.25	0.00	53,140.25	92*0415333	92*0415334
61464	General Fund Restricted	10,282.00	0.00	10,282.00	92*0415338	92*0415338
61465	General Fund Restricted	164.98	0.00	164.98	92*0415339	92*0415341
61466	General Fund Restricted	6,115.72	0.00	6,115.72	92*0415342	92*0415348
61467	General Fund Restricted	10,181.94	0.00	10,181.94	92*0415349	92*0415352

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61468	General Fund Restricted	1,204.39	0.00	1,204.39	92*0415358	92*0415359
61469	General Fund Restricted	2,119.80	0.00	2,119.80	92*0415361	92*0415361
61478	General Fund Restricted	665.00	0.00	665.00	92*0415408	92*0415410
61479	General Fund Restricted	1,350.59	0.00	1,350.59	92*0415414	92*0415416
61480	General Fund Restricted	4,010.95	0.00	4,010.95	92*0415418	92*0415425
61481	General Fund Restricted	7,628.75	0.00	7,628.75	92*0415429	92*0415430
61485	General Fund Restricted	5,357.05	0.00	5,357.05	92*0415440	92*0415455
61486	General Fund Restricted	6,774.36	0.00	6,774.36	92*0415456	92*0415468
61487	General Fund Restricted	35,360.57	0.00	35,360.57	92*0415469	92*0415472
61488	General Fund Restricted	6,312.20	0.00	6,312.20	92*0415475	92*0415477
61489	General Fund Restricted	264.42	0.00	264.42	92*0415478	92*0415485
61491	General Fund Restricted	7,744.05	0.00	7,744.05	92*0415489	92*0415497
61493	General Fund Restricted	1,234.32	0.00	1,234.32	92*0415504	92*0415506
61494	General Fund Restricted	2,566.91	0.00	2,566.91	92*0415509	92*0415511
61495	General Fund Restricted	4,722.35	0.00	4,722.35	92*0415512	92*0415518
61497	General Fund Restricted	7,288.85	0.00	7,288.85	92*0415523	92*0415534
61501	General Fund Restricted	1,690.76	0.00	1,690.76	92*0415541	92*0415549
61502	General Fund Restricted	470.00	0.00	470.00	92*0415551	92*0415552
61503	General Fund Restricted	1,902.42	0.00	1,902.42	92*0415557	92*0415557
61504	General Fund Restricted	13,389.18	0.00	13,389.18	92*0415560	92*0415564
61505	General Fund Restricted	8,125.32	0.00	8,125.32	92*0415566	92*0415572
61506	General Fund Restricted	468.06	0.00	468.06	92*0415578	92*0415580
61507	General Fund Restricted	1,487.50	0.00	1,487.50	92*0415582	92*0415582
61508	General Fund Restricted	1,591.00	0.00	1,591.00	92*0415591	92*0415592
61518	General Fund Restricted	429.50	0.00	429.50	92*0415652	92*0415654
61520	General Fund Restricted	2,055.27	0.00	2,055.27	92*0415663	92*0415666
61523	General Fund Restricted	1,719.72	0.00	1,719.72	92*0415681	92*0415686
61524	General Fund Restricted	7,243.53	0.00	7,243.53	92*0415690	92*0415696
61525	General Fund Restricted	10,325.16	0.00	10,325.16	92*0415697	92*0415701
61526	General Fund Restricted	1,833.81	0.00	1,833.81	92*0415703	92*0415707
61534	General Fund Restricted	1,217.50	0.00	1,217.50	92*0415748	92*0415756
<b>Total Fund 12 General Fund Restricted</b>		<b><u>\$497,264.11</u></b>	<b><u>\$0.00</u></b>	<b><u>\$497,264.11</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61371	GF Unrestricted One-Time Func	7,500.00	0.00	7,500.00	92*0414861	92*0414861
61376	GF Unrestricted One-Time Func	7,844.96	0.00	7,844.96	92*0414891	92*0414891
61378	GF Unrestricted One-Time Func	20,852.32	0.00	20,852.32	92*0414898	92*0414898
61383	GF Unrestricted One-Time Func	101,961.50	0.00	101,961.50	92*0414916	92*0414916
61392	GF Unrestricted One-Time Func	3,716.00	0.00	3,716.00	92*0414955	92*0414955
61396	GF Unrestricted One-Time Func	7,156.62	0.00	7,156.62	92*0414976	92*0414976
61405	GF Unrestricted One-Time Func	5,944.15	0.00	5,944.15	92*0415192	92*0415192
61476	GF Unrestricted One-Time Func	18,225.64	0.00	18,225.64	92*0415406	92*0415406
61503	GF Unrestricted One-Time Func	2,000.00	0.00	2,000.00	92*0415556	92*0415556
61526	GF Unrestricted One-Time Func	1,124.58	0.00	1,124.58	92*0415706	92*0415706
<b>Total Fund 13 GF Unrestricted One-Time</b>		<b><u>\$176,325.77</u></b>	<b><u>\$0.00</u></b>	<b><u>\$176,325.77</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61377	Child Development Fund	16,971.71	0.00	16,971.71	92*0414894	92*0414897
61385	Child Development Fund	14,467.87	0.00	14,467.87	92*0414924	92*0414928
61399	Child Development Fund	175.34	0.00	175.34	92*0414995	92*0414995
61417	Child Development Fund	816.65	0.00	816.65	92*0415236	92*0415237
61418	Child Development Fund	29,030.10	0.00	29,030.10	92*0415238	92*0415239
61426	Child Development Fund	379.45	0.00	379.45	92*0415253	92*0415254
61431	Child Development Fund	97.49	0.00	97.49	92*0415259	92*0415259
61442	Child Development Fund	272.03	0.00	272.03	92*0415294	92*0415300
61453	Child Development Fund	448.25	0.00	448.25	92*0415321	92*0415321
61456	Child Development Fund	1,721.40	0.00	1,721.40	92*0415328	92*0415328
61473	Child Development Fund	2,987.31	0.00	2,987.31	92*0415402	92*0415402
61482	Child Development Fund	877.72	0.00	877.72	92*0415433	92*0415435
61492	Child Development Fund	3,465.05	0.00	3,465.05	92*0415498	92*0415502
61498	Child Development Fund	11,932.00	0.00	11,932.00	92*0415535	92*0415537
61511	Child Development Fund	3,062.30	0.00	3,062.30	92*0415625	92*0415635
61512	Child Development Fund	2,455.00	0.00	2,455.00	92*0415636	92*0415637
61519	Child Development Fund	782.54	0.00	782.54	92*0415655	92*0415662
61527	Child Development Fund	4,597.84	0.00	4,597.84	92*0415708	92*0415713
61536	Child Development Fund	954.89	0.00	954.89	92*0415762	92*0415762
<b>Total Fund 33 Child Development Fund</b>		<b><u>\$95,494.94</u></b>	<b><u>\$0.00</u></b>	<b><u>\$95,494.94</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61367	Capital Outlay Projects Fund	17,174.29	0.00	17,174.29	92*0414840	92*0414840
61389	Capital Outlay Projects Fund	91,414.75	0.00	91,414.75	92*0414936	92*0414941
61401	Capital Outlay Projects Fund	3,840.00	0.00	3,840.00	92*0414997	92*0414997
61420	Capital Outlay Projects Fund	194,161.00	0.00	194,161.00	92*0415241	92*0415241
61443	Capital Outlay Projects Fund	5,235.32	0.00	5,235.32	92*0415301	92*0415302
61445	Capital Outlay Projects Fund	816.00	0.00	816.00	92*0415304	92*0415304
61447	Capital Outlay Projects Fund	3,930.00	0.00	3,930.00	92*0415307	92*0415307
61452	Capital Outlay Projects Fund	12,601.75	0.00	12,601.75	92*0415320	92*0415320
61462	Capital Outlay Projects Fund	2,043.21	0.00	2,043.21	92*0415335	92*0415335
61500	Capital Outlay Projects Fund	155.52	0.00	155.52	92*0415539	92*0415539
61516	Capital Outlay Projects Fund	54,973.96	0.00	54,973.96	92*0415642	92*0415645
61539	Capital Outlay Projects Fund	600.19	0.00	600.19	92*0415768	92*0415768
<b>Total Fund 41 Capital Outlay Projects Fu</b>		<b><u>\$386,945.99</u></b>	<b><u>\$0.00</u></b>	<b><u>\$386,945.99</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61386	Bond Fund, Measure E	8,816.00	0.00	8,816.00	92*0414929	92*0414932
61400	Bond Fund, Measure E	4,569.41	0.00	4,569.41	92*0414996	92*0414996
61419	Bond Fund, Measure E	608,087.26	0.00	608,087.26	92*0415240	92*0415240
61424	Bond Fund, Measure E	8,495.72	0.00	8,495.72	92*0415250	92*0415251
61425	Bond Fund, Measure E	26,600.00	0.00	26,600.00	92*0415252	92*0415252
61429	Bond Fund, Measure E	66.34	0.00	66.34	92*0415257	92*0415257
61432	Bond Fund, Measure E	3,516.00	0.00	3,516.00	92*0415260	92*0415260
61438	Bond Fund, Measure E	37,034.13	0.00	37,034.13	92*0415280	92*0415281
61444	Bond Fund, Measure E	550.00	0.00	550.00	92*0415303	92*0415303
61475	Bond Fund, Measure E	17,959.32	0.00	17,959.32	92*0415404	92*0415405
61499	Bond Fund, Measure E	979.79	0.00	979.79	92*0415538	92*0415538
61513	Bond Fund, Measure E	82.33	0.00	82.33	92*0415638	92*0415638
61528	Bond Fund, Measure E	131,711.38	0.00	131,711.38	92*0415714	92*0415723
61529	Bond Fund, Measure E	51,747.61	0.00	51,747.61	92*0415724	92*0415725
61537	Bond Fund, Measure E	81,813.89	0.00	81,813.89	92*0415763	92*0415766
<b>Total Fund 42 Bond Fund, Measure E</b>		<b><u>\$982,029.18</u></b>	<b><u>\$0.00</u></b>	<b><u>\$982,029.18</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61366	Bond Fund, Measure Q	41,810.00	0.00	41,810.00	92*0414839	92*0414839
61387	Bond Fund, Measure Q	13,847.81	0.00	13,847.81	92*0414933	92*0414933
61388	Bond Fund, Measure Q	129,940.00	0.00	129,940.00	92*0414934	92*0414935
61422	Bond Fund, Measure Q	29,528.99	0.00	29,528.99	92*0415243	92*0415245
61427	Bond Fund, Measure Q	43,500.00	0.00	43,500.00	92*0415255	92*0415255
61428	Bond Fund, Measure Q	64,240.00	0.00	64,240.00	92*0415256	92*0415256
61514	Bond Fund, Measure Q	64,920.00	0.00	64,920.00	92*0415639	92*0415639
61515	Bond Fund, Measure Q	109,456.37	0.00	109,456.37	92*0415640	92*0415641
61538	Bond Fund, Measure Q	16,799.50	0.00	16,799.50	92*0415767	92*0415767
<b>Total Fund 43 Bond Fund, Measure Q</b>		<b><u>\$514,042.67</u></b>	<b><u>\$0.00</u></b>	<b><u>\$514,042.67</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61390	Property and Liability Fund	9,359.66	0.00	9,359.66	92*0414942	92*0414942
61540	Property and Liability Fund	29,809.10	0.00	29,809.10	92*0415769	92*0415771
<b>Total Fund 61 Property and Liability Fund</b>		<u><u>\$39,168.76</u></u>	<u><u>\$0.00</u></u>	<u><u>\$39,168.76</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61530	Workers' Compensation Fund	197.50	0.00	197.50	92*0415726	92*0415726
<b>Total Fund 62 Workers' Compensation Fu</b>		<u><u>\$197.50</u></u>	<u><u>\$0.00</u></u>	<u><u>\$197.50</u></u>		

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61474	Student Financial Aid Fund	181.57	0.00	181.57	92*0415403	92*0415403
<b>Total Fund 74 Student Financial Aid Fund</b>		<u><u>\$181.57</u></u>	<u><u>\$0.00</u></u>	<u><u>\$181.57</u></u>		

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**SUMMARY**

Total Fund 11 General Fund Unrestricted	3,398,932.01
Total Fund 12 General Fund Restricted	497,264.11
Total Fund 13 GF Unrestricted One-Time Fund	176,325.77
Total Fund 33 Child Development Fund	95,494.94
Total Fund 41 Capital Outlay Projects Fund	386,945.99
Total Fund 42 Bond Fund, Measure E	982,029.18
Total Fund 43 Bond Fund, Measure Q	514,042.67
Total Fund 61 Property and Liability Fund	39,168.76
Total Fund 62 Workers' Compensation Fund	197.50
Total Fund 74 Student Financial Aid Fund	181.57
Grand Total:	<u><u>\$6,090,582.50</u></u>

Checks Written for Period 01/17/15 Thru 02/06/15

<b>Register #</b>	<b>Fund Title</b>	<b>Amount</b>	<b>Voided Checks</b>	<b>Adjusted Amount</b>	<b>Beg Check #</b>	<b>End Check #</b>
311501424	Bookstore Fund	258,015.39	258,015.39	0.00	31*0105155	31*0105186
311501531	Bookstore Fund	988,062.46	5,000.47	983,061.99	31*0105187	31*0105238
311502106	Bookstore Fund	632,048.92	0.00	632,048.92	31*0105239	31*0105301
<b>Total Fund 31 Bookstore Fund</b>		<b><u>\$1,878,126.77</u></b>	<b><u>\$263,015.86</u></b>	<b><u>\$1,615,110.91</u></b>		

Checks Written for Period 01/17/15 Thru 02/06/15

<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>
711501424	Associated Students Fund	1,824.29	0.00	1,824.29	71*0007365	71*0007371
711501531	Associated Students Fund	2,463.50	1,470.00	993.50	71*0007372	71*0007376
711502106	Associated Students Fund	1,559.00	0.00	1,559.00	71*0007377	71*0007378
<b>Total Fund 71 Associated Students Fund</b>		<u><u>\$5,846.79</u></u>	<u><u>\$1,470.00</u></u>	<u><u>\$4,376.79</u></u>		

Checks Written for Period 01/17/15 Thru 02/06/15

<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>
721501424	Representation Fee Trust Fund	6.50	0.00	6.50	72*0000023	72*0000026
<b>Total Fund 72 Representation Fee Trust Fun</b>		<b><u>\$6.50</u></b>	<b><u>\$0.00</u></b>	<b><u>\$6.50</u></b>		

Checks Written for Period 01/17/15 Thru 02/06/15

<b>Register #</b>	<b>Fund Title</b>	<b>Amount</b>	<b>Voided Checks</b>	<b>Adjusted Amount</b>	<b>Beg Check #</b>	<b>End Check #</b>
761501424	Community Education Fund	20,326.28	0.00	20,326.28	76*0006644	76*0006656
761502106	Community Education Fund	650.96	0.00	650.96	76*0006657	76*0006658
<b>Total Fund 76 Community Education Fund</b>		<b><u>\$20,977.24</u></b>	<b><u>\$0.00</u></b>	<b><u>\$20,977.24</u></b>		

Checks Written for Period 01/17/15 Thru 02/06/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
791501424	Diversified Trust Fund	24,657.71	1,000.00	23,657.71	79*0019047	79*0019061
791501531	Diversified Trust Fund	11,451.01	0.00	11,451.01	79*0019062	79*0019073
791502106	Diversified Trust Fund	5,002.63	0.00	5,002.63	79*0019074	79*0019086
<b>Total Fund 79 Diversified Trust Fund</b>		<b><u>\$41,111.35</u></b>	<b><u>\$1,000.00</u></b>	<b><u>\$40,111.35</u></b>		

Checks Written for Period 01/17/15 Thru 02/06/15

<b>Register #</b>	<b>Fund Title</b>	<b>Amount</b>	<b>Voided Checks</b>	<b>Adjusted Amount</b>	<b>Beg Check #</b>	<b>End Check #</b>
811501424	Diversified Agency Fund	21,152.45	0.00	21,152.45	81*0045249	81*0045268
811501531	Diversified Agency Fund	20,428.98	0.00	20,428.98	81*0045269	81*0045287
811502106	Diversified Agency Fund	9,916.46	0.00	9,916.46	81*0045288	81*0045304
<b>Total Fund 81 Diversified Agency Fund</b>		<b><u>\$51,497.89</u></b>	<b><u>\$0.00</u></b>	<b><u>\$51,497.89</u></b>		

**SUMMARY**

Total Fund 31 Bookstore Fund	1,615,110.91
Total Fund 71 Associated Students Fund	4,376.79
Total Fund 72 Representation Fee Trust Fund	6.50
Total Fund 76 Community Education Fund	20,977.24
Total Fund 79 Diversified Trust Fund	40,111.35
Total Fund 81 Diversified Agency Fund	51,497.89
<b>Grand Total:</b>	<b><u><u>\$1,732,080.68</u></u></b>

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

From 01/01/2015 To 01/31/2015

Board Meeting on 02/23/2015

**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.

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b><u>Fund 11: General Fund Unrestricted</u></b>			
1000	ACADEMIC SALARIES		82,034
2000	CLASSIFIED SALARIES	146,949	
3000	EMPLOYEE BENEFITS		94,191
4000	SUPPLIES & MATERIALS		1,401
5000	OTHER OPERATING EXP & SERVICES	2,863	
6000	CAPITAL OUTLAY	27,814	
<b>Total Transfer Fund 11</b>		<b>\$177,626</b>	<b>\$177,626</b>
<b><u>Fund 12: General Fund Restricted</u></b>			
1000	ACADEMIC SALARIES		5,195
2000	CLASSIFIED SALARIES	37,701	
3000	EMPLOYEE BENEFITS		10,680
4000	SUPPLIES & MATERIALS	7,147	
5000	OTHER OPERATING EXP & SERVICES		87,370
6000	CAPITAL OUTLAY	56,641	
7000	OTHER OUTGO		21,544
7900	RESERVE FOR CONTINGENCIES	23,300	
<b>Total Transfer Fund 12</b>		<b>\$124,789</b>	<b>\$124,789</b>
<b><u>Fund 13: GF Unrestricted One-Time Funds</u></b>			
1000	ACADEMIC SALARIES		91,511
3000	EMPLOYEE BENEFITS		12,610
5000	OTHER OPERATING EXP & SERVICES		2,000
6000	CAPITAL OUTLAY	2,000	
7900	RESERVE FOR CONTINGENCIES	104,121	
<b>Total Transfer Fund 13</b>		<b>\$106,121</b>	<b>\$106,121</b>
<b><u>Fund 33: Child Development Fund</u></b>			
1000	ACADEMIC SALARIES		1,094
2000	CLASSIFIED SALARIES	37,300	
3000	EMPLOYEE BENEFITS	7,851	
4000	SUPPLIES & MATERIALS		32,532
5000	OTHER OPERATING EXP & SERVICES		1,751
6000	CAPITAL OUTLAY		9,774
<b>Total Transfer Fund 33</b>		<b>\$45,151</b>	<b>\$45,151</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 01/01/2015 To 01/31/2015  
Board Meeting on 02/23/2015**

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b><u>Fund 41: Capital Outlay Projects Fund</u></b>			
4000	SUPPLIES & MATERIALS		2,000
6000	CAPITAL OUTLAY	2,000	
<b>Total Transfer Fund 41</b>		<b>\$2,000</b>	<b>\$2,000</b>
<b><u>Fund 61: Property and Liability Fund</u></b>			
4000	SUPPLIES & MATERIALS		40,000
6000	CAPITAL OUTLAY	40,000	
<b>Total Transfer Fund 61</b>		<b>\$40,000</b>	<b>\$40,000</b>
<b><u>Fund 79: Diversified Trust Fund</u></b>			
5000	OTHER OPERATING EXP & SERVICES		30,469
7900	RESERVE FOR CONTINGENCIES	30,469	
<b>Total Transfer Fund 79</b>		<b>\$30,469</b>	<b>\$30,469</b>
<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b><u>Fund 11: General Fund Unrestricted</u></b>			
8600	STATE REVENUES	447,869	
7900	RESERVE FOR CONTINGENCIES		447,869
<b>Total Transfer Fund 11</b>		<b>\$447,869</b>	<b>\$447,869</b>
<b><u>Fund 12: General Fund Restricted</u></b>			
8100	FEDERAL REVENUES	789,596	
8600	STATE REVENUES	(2,750)	
1000	ACADEMIC SALARIES		(83,568)
2000	CLASSIFIED SALARIES		212,108
3000	EMPLOYEE BENEFITS		73,623
4000	SUPPLIES & MATERIALS		6,363
5000	OTHER OPERATING EXP & SERVICES		309,344
6000	CAPITAL OUTLAY		218,021
7000	OTHER OUTGO		50,955
<b>Total Transfer Fund 12</b>		<b>\$786,846</b>	<b>\$786,846</b>
<b><u>Fund 13: GF Unrestricted One-Time Funds</u></b>			
8800	LOCAL REVENUES	18,955	
1000	ACADEMIC SALARIES		16,660
3000	EMPLOYEE BENEFITS		2,295
<b>Total Transfer Fund 13</b>		<b>\$18,955</b>	<b>\$18,955</b>

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

**RECOMMENDATION**

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 01/01/2015 To 01/31/2015  
Board Meeting on 02/23/2015**

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.

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b><u>Fund 11: General Fund Unrestricted</u></b>			
<b>B015118</b>	<b>01/13/15</b>		
1000	ACADEMIC SALARIES		94,616
3000	EMPLOYEE BENEFITS	94,616	
<b>Total Reference B015118</b>		<b>\$94,616</b>	<b>\$94,616</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	NEWB1517 SAC GEAR UP IV yr6		
<b>B015184</b>	<b>01/26/15</b>		
1000	ACADEMIC SALARIES	29,800	
2000	CLASSIFIED SALARIES	6,048	
3000	EMPLOYEE BENEFITS		35,848
<b>Total Reference B015184</b>		<b>\$35,848</b>	<b>\$35,848</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	SP0000/2410 SAC Cnsl split% GF/3SP match Revision3		
<b>B015204</b>	<b>01/27/15</b>		
2000	CLASSIFIED SALARIES	144,838	
3000	EMPLOYEE BENEFITS		144,838
<b>Total Reference B015204</b>		<b>\$144,838</b>	<b>\$144,838</b>
<b>Reason:</b>	Adjustment		
<b>Description:</b>	SAC A&R 3SP Match%Split Rev3		
<b><u>Fund 12: General Fund Restricted</u></b>			
<b>B015141</b>	<b>01/14/15</b>		
5000	OTHER OPERATING EXP & SERVICES		45,828
6000	CAPITAL OUTLAY	45,828	
<b>Total Reference B015141</b>		<b>\$45,828</b>	<b>\$45,828</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	SP2355 SACTAC instruct equip Math/Library/Psych/CJ		
<b>B015173</b>	<b>01/21/15</b>		
2000	CLASSIFIED SALARIES	34,533	
7000	OTHER OUTGO		34,533
<b>Total Reference B015173</b>		<b>\$34,533</b>	<b>\$34,533</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Cover PR for books		
<b>B015256</b>	<b>01/30/15</b>		
5000	OTHER OPERATING EXP & SERVICES		23,300
7900	RESERVE FOR CONTINGENCIES	23,300	
<b>Total Reference B015256</b>		<b>\$23,300</b>	<b>\$23,300</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	SP3610 Safety reporting sftwr		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 01/01/2015 To 01/31/2015  
Board Meeting on 02/23/2015**

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b><u>Fund 13: GF Unrestricted One-Time Funds</u></b>			
<b>B015143</b>	<b>01/20/15</b>		
1000	ACADEMIC SALARIES		91,511
3000	EMPLOYEE BENEFITS		12,610
7900	RESERVE FOR CONTINGENCIES	104,121	
<b>Total Reference B015143</b>		<b>\$104,121</b>	<b>\$104,121</b>
<b>Reason:</b> Adjustment			
<b>Description:</b> Fund Interim Assistant Dean CJA			
<b><u>Fund 61: Property and Liability Fund</u></b>			
<b>B015101</b>	<b>01/08/15</b>		
4000	SUPPLIES & MATERIALS		40,000
6000	CAPITAL OUTLAY	40,000	
<b>Total Reference B015101</b>		<b>\$40,000</b>	<b>\$40,000</b>
<b>Reason:</b> Correction			
<b>Description:</b> CORR B014822 SAC ftbl helmets			
<b><u>Fund 79: Diversified Trust Fund</u></b>			
<b>B015186</b>	<b>01/26/15</b>		
5000	OTHER OPERATING EXP & SERVICES		30,469
7900	RESERVE FOR CONTINGENCIES	30,469	
<b>Total Reference B015186</b>		<b>\$30,469</b>	<b>\$30,469</b>
<b>Reason:</b> Adjustment			
<b>Description:</b> Adj budg to proper department/ expected actuals			
<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b><u>Fund 11: General Fund Unrestricted</u></b>			
<b>B015238</b>	<b>01/29/15</b>		
8600	STATE REVENUES	447,869	
7900	RESERVE FOR CONTINGENCIES		447,869
<b>Total Reference B015238</b>		<b>\$447,869</b>	<b>\$447,869</b>
<b>Reason:</b> Adjustment			
<b>Description:</b> State Mandated Costs actuals			
<b><u>Fund 12: General Fund Restricted</u></b>			
<b>B015117</b>	<b>01/13/15</b>		
8100	FEDERAL REVENUES	800,000	
2000	CLASSIFIED SALARIES		179,921
3000	EMPLOYEE BENEFITS		102,124
4000	SUPPLIES & MATERIALS		18,000
5000	OTHER OPERATING EXP & SERVICES		444,955
7000	OTHER OUTGO		55,000
<b>Total Reference B015117</b>		<b>\$800,000</b>	<b>\$800,000</b>
<b>Reason:</b> New Budget			
<b>Description:</b> NEWB1517 SAC GEAR UP IV yr6			

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 01/01/2015 To 01/31/2015  
Board Meeting on 02/23/2015**

<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b>B015128</b>	<b>01/13/15</b>		
8600	STATE REVENUES	(10,300)	
1000	ACADEMIC SALARIES		(60,701)
2000	CLASSIFIED SALARIES		(33,822)
3000	EMPLOYEE BENEFITS		2,707
4000	SUPPLIES & MATERIALS		(6,213)
5000	OTHER OPERATING EXP & SERVICES		1,441
6000	CAPITAL OUTLAY		86,288
<b>Total Reference B015128</b>		<b>\$(10,300)</b>	<b>\$(10,300)</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	NEWB2490 SAC/CEC SSSP Non-Cr		
<b>B015129</b>	<b>01/13/15</b>		
8600	STATE REVENUES	(39,916)	
1000	ACADEMIC SALARIES		(42,226)
2000	CLASSIFIED SALARIES		11,213
3000	EMPLOYEE BENEFITS		114
4000	SUPPLIES & MATERIALS		(1,750)
5000	OTHER OPERATING EXP & SERVICES		(7,267)
<b>Total Reference B015129</b>		<b>\$(39,916)</b>	<b>\$(39,916)</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	NEWB2490 SCC/OEC SSSP Non-Cr		
<b>B015135</b>	<b>01/14/15</b>		
8600	STATE REVENUES	(58,420)	
1000	ACADEMIC SALARIES		1,865
2000	CLASSIFIED SALARIES		3,414
3000	EMPLOYEE BENEFITS		(63,739)
5000	OTHER OPERATING EXP & SERVICES		40
<b>Total Reference B015135</b>		<b>\$(58,420)</b>	<b>\$(58,420)</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	SP2412 Rev Matric Advs/Cnsl		
<b>B015136</b>	<b>01/14/15</b>		
8600	STATE REVENUES	56,533	
1000	ACADEMIC SALARIES		1,053
2000	CLASSIFIED SALARIES		27,783
3000	EMPLOYEE BENEFITS		27,697
<b>Total Reference B015136</b>		<b>\$56,533</b>	<b>\$56,533</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	SP2417 Rev Matric Stu Follow-Up		
<b>B015156</b>	<b>01/20/15</b>		
8600	STATE REVENUES	(25,000)	
1000	ACADEMIC SALARIES		(25,000)
<b>Total Reference B015156</b>		<b>\$(25,000)</b>	<b>\$(25,000)</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Cover BSI equipment exp.		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 01/01/2015 To 01/31/2015  
Board Meeting on 02/23/2015**

<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b>B015157</b>	<b>01/20/15</b>		
8600	STATE REVENUES	25,000	
6000	CAPITAL OUTLAY		25,000
<b>Total Reference B015157</b>		<b>\$25,000</b>	<b>\$25,000</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Cover BSI equipment exp		
<b>B015163</b>	<b>01/20/15</b>		
8100	FEDERAL REVENUES	(50,000)	
4000	SUPPLIES & MATERIALS		(8,077)
5000	OTHER OPERATING EXP & SERVICES		(41,923)
<b>Total Reference B015163</b>		<b>\$(50,000)</b>	<b>\$(50,000)</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Revise budg LAOC-RC sp1591		
<b>B015164</b>	<b>01/20/15</b>		
8600	STATE REVENUES	46,490	
2000	CLASSIFIED SALARIES		20,016
3000	EMPLOYEE BENEFITS		2,428
4000	SUPPLIES & MATERIALS		5,527
5000	OTHER OPERATING EXP & SERVICES		10,519
6000	CAPITAL OUTLAY		8,000
<b>Total Reference B015164</b>		<b>\$46,490</b>	<b>\$46,490</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Revise budg OC Pathways Partnership sp2188		
<b>B015178</b>	<b>01/22/15</b>		
8600	STATE REVENUES	75,988	
6000	CAPITAL OUTLAY		75,988
<b>Total Reference B015178</b>		<b>\$75,988</b>	<b>\$75,988</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Cover PO #34494 and PO #34524 Dell and Apple computers		
<b>B015179</b>	<b>01/22/15</b>		
8600	STATE REVENUES	(100,728)	
5000	OTHER OPERATING EXP & SERVICES		(100,728)
<b>Total Reference B015179</b>		<b>\$(100,728)</b>	<b>\$(100,728)</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Cover PO #34494 and PO #34524		

**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 23, 2015
Re:	Approval of Agreement with Tilden-Coil Constructors, Inc. for Preconstruction Consulting Services for the new Johnson Student Center Project at Santa Ana College	
Action:	Request for Approval	

**BACKGROUND:**

This is a new agreement with Tilden-Coil Constructors, Inc. for preconstruction consulting services for the new Johnson Student Center project at Santa Ana College. The preconstruction services scope of work includes constructability reviews that coincide with the development of project drawings, value engineering, logistics planning, sequencing and scheduling, and target cost estimating. The project is currently under design and is in need of assistance by a qualified and competent consultant with experience in the area of construction of new facilities on an active campus. Given that the extremely active campus will be occupied during construction, it is imperative the District undertake a thorough due diligence effort to properly assess and engage experts in the area of construction to provide advice regarding the logistics of sequencing the construction work to ensure the safety of staff and students.

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 the existing building (approximately 53,000 square feet) and construction of a new building anticipated to be approximately 51,000 square feet.

**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 C.W. Driver (Irvine), Hensel Phelps (Irvine), DPR Construction (Newport Beach), Tilden-Coil Constructors, Inc. (Riverside), McCarthy Building Companies, Inc. (Newport Beach), Swinerton (Irvine), Balfour Beatty Construction, LLC (Irvine), Pinner Construction Co. Inc. (Anaheim), Lundgren (Valencia), AECOM Tishman Roebbelen (Orange), Amoroso (Costa Mesa), WestCoast Air (El Cajon). A selection 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: C.W.

Driver, DPR, Hensel Phelps, Tilden-Coil, McCarthy, Swinerton, Balfour Beatty, and Pinner Construction.

A Request for Proposal (RFP) #1415-71 for preconstruction services for the new Johnson Student Center Project was released on August 7, 2014 to all pre-qualified firms with a due date of August 22, 2014. The District received five responses from Tilden-Coil, Balfour Beatty, Pinner Construction, McCarthy, and DPR. A selection committee convened to review the proposals on August 26, 2014 and January 30, 2015, and interviews were held on September 3, 2014 with McCarthy, DPR, and Tilden-Coil. The selection committee recommends Tilden-Coil after a thorough review based upon the culmination of their RFP response and responsiveness, qualifications, interviews, experience, team members, approach to the project, fee, schedule, and familiarity with student center type buildings. 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 24, 2015 through the development of a guaranteed maximum price proposal or June 30, 2018.

The fiscal impact and budget for the project was based upon the list of scope of services, a schedule of activities, and an estimate of approximately 1,711 hours to complete all activities with a fixed rate of \$120/hour. The services covered by this agreement shall commence February 24, 2015 and end June 30, 2018. The contract is an hourly, not to exceed fee of \$220,320 including a \$10,000 allowance for site investigation due diligence and \$5,000 of reimbursable expenses.

This project is funded by Measure Q.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the contract with Tilden-Coil Constructors, Inc. for Preconstruction Consulting Services for the new Johnson Student Center project at Santa Ana College as presented.

Fiscal Impact:	\$220,320 (includes reimbursables)	Board Date: February 23, 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: 2/23/15**

Project: Johnson Center

Site: **Santa Ana College**

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

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Type of Service: Preconstruction Services

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Agreement Summary	No.	Amount	Reimbursables	Duration	
				Start	End
Original Contract Amount		\$205,320.00	\$ 5,000.00	2/23/2015	6/30/2018
Site Investigation allowance		\$10,000.00			
<b>Total Agreement Amount</b>		<b>\$220,320.00</b>			

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**DESCRIPTION:**

Preconstruction Services for the Johnson Student Center at Santa Ana College

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**\$220,320.00**

**Total Proposed Amount:**

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**Contract End Date:**

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**6/30/2018**

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

To:	Board of Trustees	Date: February 23, 2015
Re:	Approval of Change Order #1 for Bid #1249 for Parking Lots 1-5 Slurry and Striping at Santa Ana College	
Action:	Request for Approval	

**BACKGROUND:**

On January 12, 2015, the Board of Trustees approved a contract with JB Bostick Company, Inc. for the parking lots repair, slurry and re-striping at Santa Ana College.

**ANALYSIS:**

Change Order #1 decreases the contract by \$1,058.00 which is a credit back to the District for unused allowance. The revised contract amount is \$41,382.00.

This project was funded by Capital Facilities Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #1 for Bid #1249 for Parking Lots 1-5 Slurry and Striping at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: February 23, 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	



Rancho Santiago Community College District  
 2323 North Broadway  
 Santa Ana, CA 92706

Board Date: February 23, 2015

Project Name: Slurry Parking Lots #1-5  
 Contractor: JB Bostick Company Inc.  
 Contract #: PO #15-P0034382

Project No. 3053  
 Site: Santa Ana College  
 Change Order (CO) No. : 1

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
12/22/2014	2/9/1900	1/31/2015	0	0	1/31/2015

Change Order Summary				Allowance Budget	
Description	Number	Amount	% of Contract	Amount	
Original Contract Amount		\$42,440.00		\$5,000.00	
Previous Change Orders	1		0.0%	Used	\$3,942.00
Previous Change Orders	2		0.0%	<b>Balance</b>	<b>\$1,058.00</b>
Previous Change Orders	3		0.0%		
Previous Change Orders	4		0.0%		
<b>This Change Order</b>	<b>5</b>	<b>-\$1,058.00</b>	<b>-2.5%</b>		
<b>Total Change Order (s)</b>		<b>-\$1,058.00</b>	<b>-2.5%</b>		
<b>Revised Contract Amount</b>		<b>\$41,382.00</b>			

Items in Change Order								
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	Net	
1	Final Reconciliation of Unused allowance	District	5	0	\$ (1,058.00)		\$ (1,058.00)	
2							\$ -	
3							\$ -	
4							\$ -	
5							\$ -	
6							\$ -	
7							\$ -	
8							\$ -	
9							\$ -	
10							\$ -	
					Subtotal	\$ (1,058.00)	\$ -	\$ (1,058.00)
					<b>Grand Total</b>			<b>\$ (1,058.00)</b>

- 1- CODE REQUIREMENT
- 2 - FIELD CONDITION
- 3 - INSPECTION REQUIREMENT
- 4 - DESIGN REQUIREMENT
- 5 - OWNER REQUIREMENT

5.4 (2)

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

To: Board of Trustees	Date: February 23, 2015
Re: Approval of CMAS Contract #4-13-73-0024A to Advantage West Government Product Solutions	
Action: Request for Approval	

**BACKGROUND**

The District requires a wide variety of janitorial supplies to maintain the cleanliness of the Colleges and District facilities.

On September 9, 2013, the California Department of General Services (DGS) approved the California Multiple Award Schedule (CMAS) Contract #4-13-73-0024A to Advantage West Government Product Solutions as the vendor for the purchase of janitorial equipment and supplies. Under Public Contract Code 20652, this contract allows public agencies, including community college districts, to piggyback identical items using the same terms and conditions. In order to utilize this contract, Board approval is required.

**ANALYSIS**

Utilization of Contract #4-13-73-0024A will allow the District to further streamline the competitive pricing and purchase of janitorial equipment and supplies. The contract core of items includes various equipment (i.e. carpet cleaner, floor scrubber, sweeper) as well as various supplies (i.e. bleach, floor care supplies, gloves, brooms, mops, paper products and dispensers). This contract will allow the District to save an additional 15-30 percent over existing contracts, with greater savings based on product selection, volume and additional educational discounts. The contract meets all the state legal requirements for California community colleges to utilize and is good through September 30, 2016. The District maintains the right to go out for bid for substantial quantities when deemed to be in the best interest of the District.

Attached are excerpts related to CMAS Contract #4-13-73-0024A; the remaining pages are available for review in the Purchasing Department.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the District's use of CMAS Contract #4-13-73-0024A, including renewals, extensions, modifications and supplements awarded to Advantage West Government Product Solutions, as presented.

Fiscal Impact: N/A	Date: February 23, 2015
Prepared by: Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

September 9, 2013

Mr. Keith Anderson  
Advantage West Government Product Solutions  
34014 Tuscan Creek Way  
Temecula, CA 92592

**Subject: Advantage West Government Product Solutions California Multiple Award Schedule (CMAS)**

**CMAS Contract No.:** 4-13-73-0024A  
**CMAS Contract Term:** September 9, 2013 through September 30, 2016  
**Base GSA Schedule No.:** GS-07F-0617X

The State of California is pleased to accept your firm's offer to establish a California Multiple Award Schedule (CMAS) contract, which we have assigned the CMAS contract number and term identified above. This contract number must be shown on each invoice rendered. Additionally, this letter shall not be construed as a commitment to purchase any or all of the State's requirements from your firm. Prior approval is required from the State for all news releases regarding this contract.

It is your firm's responsibility to furnish, upon request, a copy of this CMAS contract to State and local government agencies. A complete CMAS contract includes the following: 1) this acceptance letter, 2) CMAS cover pages (which includes the signature page, ordering instructions and special provisions, and any attachments or exhibits as prepared by the CMAS Unit), 3) CMAS terms and conditions, 4) Federal GSA terms and conditions, and 5) product/service listing and prices. The CMAS Unit strongly recommends that government agencies place orders with Contractors who provide ALL of the contract elements described above.

To manage this contract, Contractors are directed to the "CMAS Contract Management and Information Guide", which can be accessed at [www.dgs.ca.gov/pd/programs/leveraged/cmas.aspx](http://www.dgs.ca.gov/pd/programs/leveraged/cmas.aspx), then select the "For Suppliers/Contractors" link. This guide covers topics such as CMAS Quarterly Reports, amendments, extensions, renewals, Contractor's change of address or contact person, company name change requests, and marketing your CMAS contract.

It is the Contractor's responsibility to submit on a timely basis detailed CMAS Quarterly Reports (along with any applicable incentive fees).

**THE FIRST QUARTERLY REPORT DUE FOR THIS CONTRACT IS Q3-2013 (JULY-SEPT)  
DUE BY OCT 15, 2013.**

The "Approved CMAS Contractor" logo is only available to CMAS contract holders for display at conferences or on other marketing material. A login and password is required to download the logo. Go to [www.dgs.ca.gov/pd/Home/FormsResourcesLibrary.aspx](http://www.dgs.ca.gov/pd/Home/FormsResourcesLibrary.aspx), then select "Reference Material". Under the CMAS heading "Marketing Tools" select "CMAS Logos". At the prompt, enter the login: "cmassupplier" and the password: "cmas010194".

Should you have any questions regarding this contract, please contact me at 916/375-4554. Thank you for your continued cooperation and support of the CMAS Program.



JANNA WELK, Program Analyst  
California Multiple Award Schedules Unit

State of California  
**MULTIPLE AWARD SCHEDULE**  
Advantage West Investment Enterprises Inc.  
doing business as  
**Advantage West Government  
Product Solutions**

CONTRACT NUMBER:	4-13-73-0024A
SUPPLEMENT NO.:	N/A
CMAS CONTRACT TERM:	9/9/13 through 9/30/2016
CONTRACT CATEGORY:	Non Information Technology Goods
APPLICABLE TERMS & CONDITIONS:	August 2010
MAXIMUM ORDER LIMIT:	\$100,000
FOR USE BY:	State & Local Government Agencies
BASE GSA SCHEDULE NO.:	GS-07F-0617X
BASE SCHEDULE HOLDER:	Advantage West Government Product Solutions

This contract provides for the purchase and warranty of janitorial supplies. (See page 2 for the specific brands and restrictions applicable to this contract.)

NOTICE: Products and/or services on this CMAS contract may be available on a Mandatory Statewide Contract (formerly Strategically Sourced Contract). If this is the case, the use of this CMAS contract is restricted unless the State agency has an approved exemption pursuant to MM 05-11, and as further explained in the Statewide Contract User Instructions. Information regarding Statewide Contracts can be obtained at the website: <http://www.documents.dgs.ca.gov/pd/contracts/contractindexlisting.htm>. This requirement is not applicable to local government entities.

State agencies cannot use this CMAS contract to purchase products available through the California Prison Industry Authority (CALPIA) without a one-time exemption from CALPIA. Agencies may request an exemption at the following website: [www.calpia.ca.gov/General\\_Info/ExemptionProcess.html](http://www.calpia.ca.gov/General_Info/ExemptionProcess.html). A copy of the approved exemption must be kept with the purchase order for audit purposes.

The most current Ordering Instructions and Special Provisions and CMAS Terms and Conditions, products and/or services and pricing are included herein. All purchase orders issued under this contract incorporate the following Ordering Instructions and Special Provisions and CMAS Terms and Conditions dated August 2010.

*Janna Welk*

JANNA WELK, Program Analyst, California Multiple Award Schedules Unit

Effective Date: **9/9/13**

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

To:	Board of Trustees	Date: February 23, 2015
Re:	Approval of Agreement with The Liquidation Company (TLC)	
Action:	Request for Approval	

**BACKGROUND**

The Liquidation Company (TLC), the auctioneer that sells the District's surplus property, has an agreement with the District that will be expiring. In order to continue with the service, it is necessary to seek Board approval for a new agreement.

**ANALYSIS**

TLC auctions off the District's surplus property when a considerable amount of surplus has accumulated in the Warehouse facility. This normally occurs twice a year and after an open house is held for district staff to select usable items for their divisions or departments and then for non-profit organizations and school districts to select from the remaining items. Prior to releasing the surplus items to non-profit organizations, school districts and auctioneer, a list is prepared for Board approval. This procedure is in accordance with Board Policy 6550.

This agreement has the same terms and conditions of the previous agreement including the auctioneer's commission fee of 35% of the gross sales which is competitive for off-site auctions. The fee from TLC includes but not limited to transportation of surplus items, tagging, inventorying, set-up, advertising, telemarketing, clerking, cashiering, DMV paperwork (if applicable), bookkeeping and other related functions. Their performance and service over the years have been excellent. The advantages of using TLC are that they take the majority of our surplus property which is rare among auctioneers and they are licensed e-waste collectors. The term of this agreement is good for three years.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the agreement with The Liquidation Company (TLC) to conduct auctions on an as needed basis as presented.

Fiscal Impact:	Revenue to be Determined	Board Date: February 23, 2015
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



10012-10022 CITRUS AVENUE  
FONTANA, CA 92335  
888-700-0523

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## AGREEMENT

This agreement dated the \_\_\_\_\_ of February, 2015 in the County of San Bernardino, State of California, between Rancho Santiago Community College District hereinafter referred to as SELLER, and The Liquidation Company hereinafter referred to as AUCTIONEER.

This Agreement is to conduct an unreserved auction for the sale of all board approved surplus property to the SELLER'S needs either through offsite auctions, online at TLCAuctions.com or at eBay.com

1. For all the services, which AUCTIONEER is obligated to perform under the terms of this Agreement, the SELLER shall pay to the AUCTIONEER a standard Seller's Fee of 35 percent of gross sales. AUCTIONEER shall provide a check made payable to Rancho Santiago Community College District of net proceeds of auction. The check shall be delivered to SELLER no later than thirty (30) working days after the sale and removal of sold items.
2. The duty of the AUCTIONEER shall be to serve as AUCTIONEER and to provide the necessary additional team members to solicit and receive bids on property offered for sale and to award said property to the highest qualified bidder. AUCTIONEER has a security bond (#70611286) on file with the State of California. AUCTIONEER is also licensed by the State of California Cal Recycle Program for the collection of electronic waste (#102618). AUCTIONEER shall perform all other duties in regards to such sales, including but not limited to transportation of surplus items, tagging, inventorying, set-up, advertising, telemarketing, clerking, cashiering, DMV paperwork (if applicable), bookkeeping and all other related functions.
3. AUCTIONEER shall be an independent contractor retained by the SELLER for the aforementioned purpose. Employees of the AUCTIONEER will not be considered for any reason to be employees of the SELLER.
4. It shall be the responsibility of the AUCTIONEER to obtain, at the AUCTIONEER'S expense, all required licenses and permits necessary to perform under this Agreement. SELLER warrants that they are the owner of and have merchantable title to the items of surplus property offered for sale as set forth in this agreement, and grants to the AUCTIONEER the right to convey a merchantable title to that property to the successful buyer at the auction. SELLER shall offer all board approved surplus property to AUCTIONEER. In the event SELLER provides a listing of surplus items, said list will be made an integral part of this Agreement as Addendum "A". No items shall be removed from Addendum "A" less than four days prior to the scheduled auction date.

- 5. AUCTIONEER shall comply with all Federal, State, and County safety, environmental, and sanitation laws and regulations.
- 6. In the case of dispute, the laws of the State of California and the County of San Bernardino shall apply.
- 7. Non-discrimination in the performance of the terms of this Agreement: AUCTIONEER agrees that he will not engage in or permit subcontractors where applicable, as he may employ, from engaging in discrimination in employment of persons because of race, color, sex, religion, ancestry or national origin.
- 8. AUCTIONEER shall provide SELLER with the selling price for each lot sold.
- 9. With this signed agreement SELLER hereby appoints AUCTIONEER as their attorney in fact, to complete all necessary DMV documents as needed, to transfer ownership as required by law of the items sold pursuant to this agreement.
- 10. The term of this agreement shall be for a period of three years and will end on the 30<sup>th</sup> day of June, 2018. The SELLER or AUCTIONEER have the right to terminate this agreement at any time after thirty (30) days prior written notice specifying the desired date of termination.

The parties hereto have executed this Agreement on the \_\_\_\_\_ day of February, 2015.

By: \_\_\_\_\_

By: \_\_\_\_\_  
 Peter J. Hardash, Vice Chancellor of  
 Business Operations & Fiscal Services

Date: \_\_\_\_\_  
 TLC Auctions

Date: \_\_\_\_\_  
 Rancho Santiago Community College  
 District

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

To:	Board of Trustees	Date: February 23, 2015
Re:	Approval of Utilization of Contract with Brocade Communications Systems, Inc. for District-wide Networking Equipment	
Action:	Request for Approval	

**BACKGROUND**

On October 8, 2012, the Board of Trustees approved the usage of the Western States Contracting Alliance (WSCA) Contract AR214 and the State of California Participating Addendum Master Price Agreement 7-09-70-14 to procure Brocade networking equipment. This contract expired on August 31, 2014. In order to continue maintaining optimal performance and meet the District's continual need for internet connections, load balance, equipment augmentation and replacement, approval by the Board to utilize a new contract is required.

While much of the District's network equipment has been updated with new Brocade equipment, there is still a large portion of existing network equipment at or close to the end of its service life and no longer supported by the manufacturer. It is in the best interest of the District to continue replacing this equipment with Brocade equipment to meet both the District's technology needs and budgetary considerations.

**ANALYSIS**

The State of Utah on behalf of National Association of State Procurement Officials (NASPO) and the Western States Contracting Alliance (WSCA) recently awarded Contract AR214 to Brocade Communication Systems, Inc. for the purchase of data communications equipment and associated OEM maintenance and training. The contract is approved for use in California by the Department of General Services, Master Price Agreement 7-14-70-01.

Utilization (Piggyback) of Contract AR214 will continue to allow the District to purchase Brocade products including data communications equipment and associated OEM maintenance (i.e. hardware/software support) and training, on an as-needed basis. Purchases may be made directly through Brocade or through their authorized resellers. This contract was competitively bid in order to achieve cost-effective and efficient acquisition of quality products and services.

Depending on the product or service, there is a 15-44 percent discount off list price with additional discounts available based on the product, service and/or volume purchases.

Attached are excerpts from the contract. A copy of the complete contract is available for review in the Purchasing Department. This contract is good through May 31, 2019.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve utilization of the contract as needed, with Brocade Communication Systems, Inc. and authorized resellers, pursuant to the State of Utah-State Cooperative Contract Number AR214, awarded by the State of Utah on behalf of the National Association of State Procurement Officials/Western States Contracting Alliance

(NASPO/WSCA) and approved for usage by the State of California pursuant to California Participating Addendum Master Price Agreement 7-14-70-01, for the purchase of data communications equipment and associated OEM maintenance and training and any future renewals, extensions and addendums, as presented.

Fiscal Impact:	N/A	Board Date: February 23, 2015
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

# STATE OF UTAH - STATE COOPERATIVE CONTRACT

CONTRACT NUMBER AR214

1. CONTRACTING PARTIES: This State Cooperative Contract is between the **Division of Purchasing and General Services (State)**, 3150 State Office Building, PO Box 141061, Salt Lake City, UT 84114-1061, an agency of the State of Utah, and the following CONTRACTOR:

Brocade	Name	
130 Holger Way	Address	
San Jose	CA	95134
City	State	Zip

#### LEGAL STATUS OF CONTRACTOR

- Sole Proprietor  
 Non-Profit Corporation  
 For-Profit Corporation  
 Partnership  
 Government Agency

Contact Person Tania Craythorne Phone #408-333-8000 Fax # 408-333-8101 Email SLEDTeam@brocade.com Federal Tax ID# 770409517 Vendor #VC0000112006 Commodity Code #20458, 20464, 20621, 20623, 20659, 83833, 83800, 88332, 92000

2. GENERAL PURPOSE OF CONTRACT: The general purpose of this contract is to provide:

Data communication equipment and services. A detailed list of awarded categories and subcategories are included in Attachment B – Scope of Work.

Brocade is authorized to provide equipment and services in the following categories:

- 5.2.1 Data Center Application Services
- 5.2.2 Networking Software
- 5.2.3 Network Optimization and Acceleration
- 5.2.5 Routers
- 5.2.6 Security
- 5.2.7 Storage Networking
- 5.2.8 Switches
- 5.2.9 Wireless

3. CONTRACT PERIOD: Effective date: June 1, 2014 Termination date: May 31, 2019 unless terminated early or extended in accordance with the terms and conditions of this contract. Renewal options (if any): N/A

4. PRICING AS PER THE ATTACHMENT C

PAYMENT TERMS: Net 30

DAYS REQUIRED FOR DELIVERY: 30 days ARO

MINIMUM ORDER: N/A

FREIGHT TERMS: FOB Destination, Freight Prepaid

5. ATTACHMENT A: Standard Contract Terms and Conditions, State Cooperative Contract

ATTACHMENT B: Scope of Work

ATTACHMENT C: Product Offerings and Pricing

ATTACHMENT D: Vendor's Response to Solicitation JP14001. The parties hereby acknowledge and agree that any exceptions stated in attachment "D" - Vendor's Proposal Response have been removed and/or resolved between the parties. Any exception in attachment "D" are explicitly NOT a part of this contract.

**Any conflicts between Attachment A and other Attachments will be resolved in favor of Attachment A. State specific Terms and Conditions will be found in the executed Participating Addendums. State Terms and Conditions in an executed Participating Addendum will take priority in the event of conflict between those terms and conditions and this Cooperative Contract.**

6. DOCUMENTS INCORPORATED INTO THIS CONTRACT BY REFERENCE BUT NOT ATTACHED:



**STATE OF CALIFORNIA**  
**PARTICIPATING ADDENDUM NO. 7-14-70-01**

Data Communications Products and Services  
Utah WSCA-NASPO Master Price Agreement No. AR214  
**Brocade**

This Participating Addendum Number 7-14-70-01 is entered into between the State of California, Department of General Services (hereafter referred to as "State" or "DGS") and Brocade (hereafter referred to as "Contractor") under the lead State of Utah WSCA-NASPO Cooperative Purchasing Organization (WSCA-NASPO) Master Price Agreement Number AR214.

**1. Scope**

- A. This Participating Addendum covers the purchase of Data Communications Products and Services under the Utah WSCA-NASPO Master Price Agreement Number AR214. The WSCA-NASPO Master Price Agreement is hereby incorporated by reference and shall apply to the purchase of goods and services made under this Participating Addendum.
- B. This Participating Addendum is available for use by all State Departments and California political subdivisions/local governments. A political subdivision/local government is defined as any city, county, city and county, district, or other local governmental body or corporation, including the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges empowered to expend public funds.
- C. Each political subdivision/local government is to make its own determination whether this Participating Addendum and the WSCA-NASPO Master Price Agreement are consistent with its procurement policies and regulations.

**2. Term**

- A. The term of this Participating Addendum shall begin upon signature approval by the State and will end May 31, 2019, or upon termination by the State, whichever occurs first.
- B. Lead State amendments to extend the Master Price Agreement term date are not automatically incorporated into this Participating Addendum. Extension(s) to the term of this Participating Addendum will be through a written amendment upon mutual agreement between the State and the Contractor.

**3. Mandatory Statewide Contracts**

Product and service categories that are available on mandatory California statewide contracts for information technology (IT) hardware cannot be purchased from this Participating Addendum by State Departments without an exemption. State Departments are responsible for obtaining an exemption from DGS prior to issuing a purchase order.

This restriction is not applicable to political subdivisions/local governments.

#### 4. Terms and Conditions

Terms and conditions listed below are hereby incorporated by reference and made a part of this Participating Addendum as if attached herein and shall apply to the purchase of goods or services made under this Participating Addendum. These include:

- A. General Provisions – Information Technology, GSPD401IT, effective 11/27/2013. The twelve page document can be viewed at:  
[http://www.documents.dgs.ca.gov/pd/poliproc/gspd401IT13\\_1127.pdf](http://www.documents.dgs.ca.gov/pd/poliproc/gspd401IT13_1127.pdf)
- B. American Recovery and Reinvestment Act (ARRA) Supplemental Terms and Conditions, revised 08/10/09. The supplemental terms and conditions for contracts using ARRA funds apply to the ordering agency. If or when Contractor, as a vendor, is notified by ordering agency that a specific purchase or purchases are being made with ARRA funds, Contractor agrees to comply with the data element and reporting requirements that are legally required of providers of goods and related services. Contractor as it relates to purchases under this Participating Addendum is not a subcontractor or subgrantee, but simply a provider of goods and related services. The two page document can be viewed at:  
<http://www.documents.dgs.ca.gov/pd/poliproc/ARRATand%20C081009final.pdf>.

#### 5. Order of Precedence

In the event of any inconsistency between the articles, attachments, or provisions which constitute this agreement, the following descending order of precedence shall apply:

- A. California Participating Addendum Number 7-14-70-01
- B. Utah WSCA-NASPO Master Price Agreement Number AR214

#### 6. Available Products and Services

This Participating Addendum includes the following product and service categories:

- A. 5.2.1 – Data Center Applications
- B. 5.2.2 – Networking Software
- C. 5.2.3 – Network Optimization & Acceleration
- D. 5.2.5 - Routers
- E. 5.2.6 – Security
- F. 5.2.7 – Storage Networking
- G. 5.2.8 – Switches
- H. 5.2.9 – Wireless

#### 7. Disallowed Products and Services

- A. Cloud Computing

Cloud computing elements are not allowed under this Participating Addendum. However if State of California terms and conditions are developed for Software as a Service, Infrastructure as a Service, or Platform as a Service, the State reserves the right to amend this Participating Addendum to include such provisions and related goods and services.

- B. These restrictions do not apply to political subdivisions/local governments.

**8. Price List**

- A. Contractor shall submit a Product and Service Schedule (PSS) identifying all products and services offered under this Participating Addendum for the State's approval.
- B. The PSS shall include the following:
  - 1) Manufacturer Part Number or Item Number
  - 2) List Price
  - 3) Minimum Discount off List Price
  - 4) Contract Price
- C. Contractor shall maintain a website dedicated to this Participating Addendum which contains the State-approved PSS.
- D. Contractor shall submit a written notice of price increases/decreases and a revised PSS for the State's approval prior to updating the Contractor's dedicated website for this Participating Addendum.
- E. State-approved PSS will be posted on the State's eProcurement website.

**9. Equipment Additions/Deletions**

- A. Contractor may add or delete equipment introduced or removed from the market by the manufacturer under the following conditions:
  - 1) Equipment is within existing awarded categories under the WSCA-NASPO Master Price Agreement;
  - 2) Contractor has obtained prior approval from the Utah WSCA-NASPO Contract Administrator; and
  - 3) Contractor receives written approval from the California State Contract Administrator.
- B. Contractor shall submit a written notice of equipment additions/deletions and a revised PSS for the State's approval prior to updating the Contractor's dedicated website for this Participating Addendum.
- C. Contractor shall not add new categories or groups of equipment or services under this Participating Addendum that were not originally included in the WSCA-NASPO Master Price Agreement.

**10. Servicing Subcontractors**

- A. Nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve Contractor of its responsibilities and obligations hereunder. Contractor agrees to be fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by the Contractor. Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor.

- B. As the prime contractor, contractor is responsible for reports and fees required by the terms and conditions of the WSCA/NASPO Master Price Agreement and State Participating Addendum.
- C. Subject to the approval of the State, subcontractors may be added on a quarterly basis during the term of the contract. Contractors shall notify the State of any deleted subcontractors or changes to current subcontractors contact information at any time during the contract term.
- D. Contractor shall submit a subcontractor list identifying the company name, address, contact name, phone number and email of authorized subcontractors to the State's Contract Administrator for the State's approval prior to updating its California specific contract website.
- E. State-approved Servicing Subcontractor will be posted on the State's eProcurement website.

#### **11. Ordering Agency Responsibilities**

- A. State department and political subdivision/local government use of this Participating Addendum is optional.
- B. A User Instructions guide will be prepared and administered by the State Contract Administrator.
- C. Ordering agencies must follow the Contractor Selection and Request for Offer (RFO) process outlined within the User Instructions guide prior to executing orders against this Participating Addendum.

#### **12. Contractor Responsibilities**

Contractor must respond to the ordering agency's RFO to be eligible to receive a Purchase Order under this Participating Addendum.

#### **13. Invoicing**

The State Participating Addendum Number and Ordering Agency Purchase Order Number shall appear on each purchase order and invoice for all purchases placed under this Participating Addendum.

#### **14. Usage Reporting**

- A. Contractor shall submit usage reports on a monthly basis to the State Contract Administrator for all California entity purchases using the report template attached hereto as Attachment A.
- B. The report is due even when there is no activity.
- C. The report shall be an Excel spreadsheet transmitted electronically to the DGS mailbox at PDWSCA@dgs.ca.gov.

- D. Any report that does not follow the required format or that excludes information will be deemed incomplete. Contractor will be responsible for submitting corrected reports within five business days of the date of written notification from the State.
- E. Tax must not be included in the report, even if it is on the purchase order.
- F. Reports are due each month as follows:

Reporting Period and Due Date		
Jan -- Due Feb 15	May -- Due Jun 15	Sep -- Due Oct 15
Feb -- Due Mar 15	Jun -- Due Jul 15	Oct -- Due Nov 15
Mar -- Due Apr 15	Jul -- Due Aug 15	Nov -- Due Dec 15
Apr -- Due May 15	Aug -- Due Sep 15	Dec -- Due Jan 15

- G. Failure to meet reporting requirements and submit the reports on a timely basis shall constitute grounds for suspension of this contract.
- H. Amendments for term extensions may be approved only if all due reports have been submitted to the State.

**15. Administrative Fee**

- A. Contractor shall submit a check, payable to the State of California, remitted to the WSCA Payment Processing Unit for the calculated amount equal to one percent (0.01) of the sales for the quarterly period.
- B. Contractor must include the Participating Addendum Number on the check. Those checks submitted to the State without the Participating Addendum Number will be returned to Contractor for additional identifying information.
- C. Administrative fee checks shall be submitted to:
  - State of California
  - Department of General Services, Procurement Division
  - Attention: WSCA Payment Processing
  - 707 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, MS 2-202
  - West Sacramento, CA 95605
- D. The administrative fee shall not be included as an adjustment to Contractor's WSCA-NASPO Master Price Agreement pricing.
- E. The administrative fee shall not be invoiced or charged to the ordering agency.
- F. Payment of the administrative fee is due irrespective of payment status on orders or service contracts from a purchasing entity.

G. Administrative fee checks are due for each quarter as follows:

Reporting Period	Due Date
JUL 1 to SEP 30	OCT 31
OCT 1 to DEC 31	JAN 31
JAN 1 to MAR 31	APR 30
APR 1 to JUN 30	JUL 31

H. Failure to meet administrative fee requirements and submit fees on a timely basis shall constitute grounds for suspension of this contract.

**16. Contract Management**

A. The primary Contractor Contract Manager for this Participating Addendum shall be as follows:

Contractor: Brocade  
 Name: Tania Craythorne  
 Phone: (408) 333-6226  
 Fax: (408) 333-8101  
 E-Mail: [tmancebo@brocade.com](mailto:tmancebo@brocade.com)  
 Address: 130 Holger Way  
 San Jose, CA 95134

B. Should Contractor Contract Manager information change, the Contractor will provide written notice with the updated information to the State Contract Administrator no later than ten business days after the change.

C. The State Contract Administrator for this Participating Addendum shall be as follows:

Name: Bonnie Bahnsen  
 Phone: (916) 375-4383  
 Fax: (916) 375-4663  
 E-Mail: [Bonnie.Bahnsen@dgs.ca.gov](mailto:Bonnie.Bahnsen@dgs.ca.gov)  
 Address: State of California  
 Department of General Services  
 Procurement Division  
 707 Third Street, 2nd Floor, MS 2-202  
 West Sacramento, CA 95605

D. Should State Contract Administrator information change, the State will provide written notice with the updated information to the Contractor Contract Manager no later than ten business days after the change.

**17. Termination of Agreement**

The State may terminate this Participating Addendum at any time upon 30 days prior written notice to the Contractor. Upon termination or other expiration of this Participating Addendum, each party will assist the other party in orderly termination of the Participating Addendum and the transfer of all assets, tangible and intangible, as may facilitate the orderly, nondisrupted business continuation of each party. This provision shall not relieve the Contractor of the obligation to perform under any purchase order or other similar ordering document executed prior to the termination becoming effective.

**18. Amendment**

No amendment or variation of the terms of this Participating Addendum shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in the Participating Addendum is binding on any of the parties.

**19. Agreement**

A. This Participating Addendum and the Master Price Agreement together with its exhibits and/or amendments, set forth the entire agreement between the parties with respect to the subject matter of all previous communications, representations or agreements, whether oral or written, with respect to the subject matter hereof. Terms and conditions inconsistent with, contrary or in addition to the terms and conditions of this Participating Addendum and the Master Price Agreement, together with its exhibits and/or amendments, shall not be added to or incorporated into this Participating Addendum or the Master Price Agreement and its exhibits and/or amendments, by any subsequent purchase order or otherwise, and any such attempts to add or incorporate such terms and conditions are hereby rejected. The terms and conditions of this Participating Addendum and the Master Price Agreement and its exhibits and/or amendments shall prevail and govern in the case of any such inconsistent or additional terms.

B. By signing below Contractor agrees to offer the same products/and or services as on the Utah WSCA-NASPO Master Price Agreement Number AR214, at prices equal to or lower than the prices on that contract.

C. IN WITNESS WHEREOF, the parties have executed this Participating Addendum as of the date of execution by both parties below.

STATE OF CALIFORNIA

Brocade

By: *Jim Butler*

By: *Jill Cameron*

Name: Jim Butler

Name: Jill Cameron

Title: Deputy Director

Title: SE. DIRECTOR, SALES OPS

Date: September 5, 2014

Date: 8-13-14

BROCADE LEGAL

By: *AC*  
Date: 8-13-14



P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0034219	1,660.29	BURKE/WACO	Repair & Replacement Parts			12/15/2014
15-P0034220	119.49	BUSINESS MACHINES SECURITY	Non-Instructional Supplies			12/15/2014
15-P0034221	99.00	WELLS FARGO BANK	Software License and Fees			12/15/2014
15-P0034222	686.90	B & H PHOTO VIDEO INC	Equip/Software - >\$200 <\$1,000	SP		12/15/2014
15-P0034223	105.84	HILLYARD FLOOR CARE SUPPLY	Non-Instructional Supplies			12/15/2014
15-P0034224	1,350.00	NACCTEP NAT'L ASSOC OF COMM	Conference Expenses	SP		12/15/2014
15-P0034225	1,824.00	MARRIOTT HOTEL	Conference Expenses	SP		12/15/2014
* 15-P0034226	12,661.22	SCHOOL HEALTH SUPPLY CO INC	Non-Instructional Supplies	SP		12/15/2014
15-P0034227	12,000.00	STRADLING YOCCA CARLSON & RAUTH	Legal Expenses			12/15/2014
15-P0034228	237.08	B & H PHOTO VIDEO INC	Equip/Software - >\$200 <\$1,000	SP		12/15/2014
15-P0034229	3,019.15	SEHI COMPUTER PRODUCTS	Equipment - All Other > \$1,000	SP		12/15/2014
15-P0034230	1,446.75	NAT'L SPORTS APPAREL LLC	Instructional Supplies	SP		12/15/2014
15-P0034231	876.73	NAT'L SPORTS APPAREL LLC	Instructional Supplies	SP		12/15/2014
15-P0034232	1,422.13	DELL COMPUTER	Equipment - All Other > \$1,000			12/15/2014
15-P0034233	1,590.20	SPORTS PAGE SOCCER WAREHOUSE	Instructional Supplies	SP		12/15/2014
15-P0034234	1,585.20	SPORTS PAGE SOCCER WAREHOUSE	Instructional Supplies	SP		12/15/2014
15-P0034235	1,999.94	MEDCO/PATTERSON MEDICAL	Instructional Supplies	SP		12/15/2014
15-P0034236	345.60	MICROSOFT CORP	Software License and Fees	SP		12/15/2014
15-P0034237	231.00	NAT'L SPORTS APPAREL LLC	Instructional Supplies	SP		12/15/2014
15-P0034238	1,295.30	CALIFORNIA ULTIMATE DESIGNS	Instructional Supplies	SP		12/15/2014
15-P0034239	5,455.35	SPORT SUPPLY GROUP INC	Instructional Supplies	SP		12/15/2014
* 15-P0034240	3,637.20	CHALK SPINNER LLC	Instructional Supplies	SP		12/15/2014
15-P0034241	1,000.00	ORANGE COUNTY TAXPAYERS ASSOCIATION	Inst Dues & Memberships			12/15/2014
15-P0034242	944.46	CHEMGLASS LIFE SCIENCES LLC	Equipment - Federal Progs >200	SP		12/15/2014
15-P0034243	3,519.50	FISHER SCIENTIFIC	Equipment - Federal Progs >200	SP		12/15/2014
15-P0034244	1,320.72	EBSCO SUBSCRIPTION SVCS	Library Books	SP		12/15/2014
15-P0034245	29,311.49	DELL COMPUTER	Equipment - All Other > \$1,000	SP		12/15/2014
15-P0034246	75.26	GALE GROUP	Library Books	SP		12/15/2014
15-P0034247	1,000.00	JOHNSON-WHITESIDE TONYA L	Contracted Services	SP		12/15/2014
15-P0034248	793.64	DELL COMPUTER	Instructional Supplies	SP		12/15/2014
15-P0034249	300.00	SCRIP SAFE SECURITY PRODUCTS	Software Support Service			12/16/2014
15-P0034250	4,318.38	CN SCHOOL AND OFFICE SOLUTIONS INC	Equipment - Modular Furniture	SP	BOND	12/16/2014
15-P0034251	1,000.00	MARTIN MONICA	Contracted Services	SP		12/16/2014
15-P0034252	7,518.53	DAVIS BARBER PRODUCTIONS INC	Contracted Services			12/16/2014

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

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0034253	745.88	CONTROL MAINTENANCE & REPAIR INC	Contracted Repair Services			12/16/2014
15-P0034254	3,695.00	KAISER ROBERT	Contracted Services	SP		12/16/2014
15-P0034255	13,500.00	S & S INTERIORS INC	Maint/Oper Service Agreements			12/16/2014
15-P0034256	99.00	ECS IMAGING INC	Maint Contract - Office Equip			12/16/2014
15-P0034257	500.00	MANRIQUE RICARDO G	Contracted Services	SP		12/16/2014
* 15-P0034258	75,000.00	MARGARET WILLIAMS LLC	Bldg Impr - Contracted Svcs	SP	BOND	12/16/2014
15-P0034259	1,815.00	DE LA TORRE COMMERCIAL	Contracted Repair Services			12/16/2014
15-P0034260	190.00	ACTION DOOR CONTROLS INC	Contracted Repair Services			12/16/2014
15-P0034261	1,500.00	O C SUPERINTENDENT OF SCHOOLS	Contracted Services	SP		12/16/2014
15-P0034262	552.26	SO CAL LAND MAINTENANCE INC	Contracted Repair Services			12/16/2014
15-P0034263	2,632.72	WAXIE SANITARY SUPPLY	Equip/Software - >\$200 <\$1,000	SP	BOND	12/16/2014
* 15-P0034264	3,810.97	DELL COMPUTER	Equipment - All Other > \$1,000	SP		12/16/2014
15-P0034265	445.00	CCLC COMMUNITY COLLEGE LEAGUE	Conference Expenses			12/17/2014
15-P0034266	500.00	YARBROUGH PHILLIP E	Conference Expenses			12/17/2014
15-P0034267	670.00	CCCSFAAA	Conference Expenses	SP		12/17/2014
15-P0034268	433.00	PREMIER EXHIBITION MGMT LLC	Other Participant Travel Exp	SP		12/17/2014
* 15-P0034269	29,362.50	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip/Software - >\$200 <\$1,000	SP		12/17/2014
15-P0034270	270.00	GOSSETT STEVEN P	Instructional Supplies	SP		12/17/2014
15-P0034271	965.26	LANDS END BUSINESS OUTFITTERS	Non-Instructional Supplies	SP		12/17/2014
15-P0034272	568.00	GALE GROUP	Library Books	SP		12/17/2014
15-P0034273	450.00	GALE GROUP	Library Books	SP		12/17/2014
* 15-P0034274	7,004.76	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip/Software - >\$200 <\$1,000	SP		12/17/2014
15-P0034275	1,311.52	FISHER SCIENTIFIC	Instructional Supplies	SP		12/17/2014
15-P0034276	5,300.70	FISHER SCIENTIFIC	Instructional Supplies	SP		12/17/2014
15-P0034277	18.53	DON BOOKSTORE	Instructional Supplies	SP		12/17/2014
15-P0034278	915.76	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		12/17/2014
15-P0034279	821.00	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		12/17/2014
15-P0034280	2,000.00	DON BOOKSTORE	Books Paid for Students	SP		12/17/2014
15-P0034281	7,000.00	AMAZON COM	Library Books	SP		12/17/2014
15-P0034282	928.45	EBSCO SUBSCRIPTION SVCS	Library Books	SP		12/17/2014
15-P0034283	142.94	OPTIMA INC	Instructional Supplies	SP		12/17/2014
15-P0034284	52.40	ACT	Non-Instructional Supplies	SP		12/17/2014
15-P0034285	16.19	CHELSEA E. DUCLOS	Non-Instructional Supplies	SP		12/17/2014
15-P0034286	378.00	ANAHEIM CHAMBER OF COMMERCE	Inst Dues & Memberships	SP		12/17/2014

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

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0034287	178.20	GARV INC	Contracted Repair Services			12/17/2014
15-P0034288	1,506.26	4 IMPRINT	Non-Instructional Supplies	SP		12/17/2014
15-P0034289	182.25	JOHN G ALEVIZOS	Self Insurance Claims			12/17/2014
15-P0034290	7,568.60	IWORX SYSTEMS INC	Equipment - All Other > \$1,000	SP		12/17/2014
15-P0034291	958.84	VIRGINIA M. WITMER	Instructional Supplies	SP		12/17/2014
15-P0034292	1,556.65	VIRGINIA M. WITMER	Instructional Supplies	SP		12/17/2014
15-P0034293	783.24	SANDY BOYD INC	Contracted Repair Services			12/17/2014
15-P0034294	719.82	JAIME-AGUILAR IBETH	Conference Expenses	SP		12/17/2014
15-P0034295	694.44	NATIONAL RESTAURANT ASSOCIATION SOLUTIONS	Books, Mags & Ref Mat, Non-Lib	SP		12/17/2014
15-P0034296	500.00	JOHN G ALEVIZOS	Self Insurance Claims			12/17/2014
15-P0034297	303.45	PRO SCIENTIFIC INC	Instructional Supplies	SP		12/17/2014
15-P0034298	2,413.53	VIRGINIA M. WITMER	Instructional Supplies	SP		12/17/2014
15-P0034299	1,132.95	FIRST BOOK	Instructional Supplies	SP		12/17/2014
15-P0034300	634.87	VIRGINIA M. WITMER	Instructional Supplies	SP		12/17/2014
15-P0034301	84.68	THOMSON REUTERS (MARKETS) LLC	Non-Instructional Supplies			12/17/2014
15-P0034302	2,000.00	AMERICAN PSYCHOLOGICAL ASSOC	Inst Dues & Memberships	SP		12/17/2014
15-P0034303	669.60	QQN INC	Reproduction/Printing Expenses	SP		12/17/2014
15-P0034304	954.89	YOUNG PS ACQUISITIONS, LLC	Non-Instructional Supplies	SP		12/17/2014
15-P0034305	2,449.93	DON BOOKSTORE	Instructional Supplies	SP		12/17/2014
15-P0034306	1,200.00	QUIDSI RETAIL LLC	Non-Instructional Supplies	SP		12/17/2014
15-P0034307	2,138.40	COMMUNITY PLAYTHINGS	Equipment - Federal Progs >200	SP		12/17/2014
15-P0034308	1,493.23	SEHI COMPUTER PRODUCTS	Equipment - All Other > \$1,000	SP		12/17/2014
* 15-P0034309	2,860.64	CDW GOVERNMENT INC.	Equipment - All Other > \$1,000	SP		12/17/2014
15-P0034310	8,229.60	SCHOOL HEALTH SUPPLY CO INC	Equipment - Federal Progs >200	SP		12/17/2014
15-P0034311	9,424.24	AVDB GROUP CA INC	Equipment - Other Contract Svc	SP	BOND	12/17/2014
15-P0034312	192.20	AMERICAN EXPRESS	Conference Expenses			12/18/2014
15-P0034313	3,456.00	DEPT OF FORESTRY & FIRE PROTECTION	Instructional Agreements	SP		12/18/2014
15-P0034314	1,000.00	SANTA ANA UNIFIED SCHOOL DIST	Contracted Services	SP		12/18/2014
15-P0034315	14,800.00	MYERS, HOUGHTON & PARTNERS INC	Bldg Impr - Engineering Costs	SP		12/18/2014
15-P0034316	11,440.00	ALLEY CAT DEVELOPMENT INC	Contracted Services	SP		12/18/2014
15-P0034317	105.03	PENNYVISION LLC	Food and Food Service Supplies	SP		12/18/2014
15-P0034318	3,567.00	OCLC ONLINE COMPUTER LIBRARY	Internet Services	SP		12/18/2014
15-P0034319	2,093.00	AMAZON COM	Library Books	SP		12/18/2014
15-P0034320	759.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		12/18/2014

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

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0034321	79.50	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		12/18/2014
15-P0034322	244.08	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		12/18/2014
15-P0034323	4,907.38	PEARSON ED	Books, Mags & Ref Mat, Non-Lib	SP		12/18/2014
15-P0034324	255.88	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		12/18/2014
15-P0034325	994.78	PRECISION REFRIGERATION SERVICES	Contracted Repair Services			12/18/2014
15-P0034326	10,712.40	S & S INTERIORS INC	Contracted Repair Services			12/18/2014
15-P0034327	2,181.04	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		12/18/2014
15-P0034328	839.38	INLAND CUTTER SERVICE INC	Contracted Repair Services			12/18/2014
15-P0034329	12,247.59	DAVID PUFAHL	Contracted Services	SP		12/18/2014
15-P0034330	6,000.00	JOB ELEPHANT COM INC	Personnel Recruiting			12/18/2014
15-P0034331	8,879.02	PEARSON ED	Books, Mags & Ref Mat, Non-Lib	SP		12/18/2014
15-P0034332	116.32	DON BOOKSTORE	Non-Instructional Supplies	SP		12/18/2014
* 15-P0034333	1,000.74	DISCOUNT SCHOOL SUPPLY	Equipment - Federal Progs >200	SP		12/18/2014
15-P0034334	250.00	ALBERTSON'S	Instructional Supplies	SP		12/18/2014
15-P0034335	100.00	TEACHSTONE TRAINING LLC	Online Training Courses	SP		12/18/2014
15-P0034336	500.00	SMART & FINAL	Food and Food Service Supplies	SP		12/18/2014
15-P0034337	1,297.68	WELLS FARGO BANK	Conference Expenses			12/18/2014
15-P0034338	1,398.00	ARTICULATE GLOBAL INC	Software License and Fees	SP		12/18/2014
15-P0034339	840.24	XEROX CORP	Instructional Supplies	SP		12/18/2014
15-P0034340	533.70	SIGMA ALDRICH INC	Instructional Supplies	SP		12/18/2014
* 15-P0034341	956.22	ROSA HARRIZON	Food and Food Service Supplies	SP		12/18/2014
* 15-P0034342	1,307.24	GOLDEN STAR TECHNOLOGY, INC.	Non-Instructional Supplies			12/18/2014
15-P0034343	700.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			12/18/2014
15-P0034344	1,125.00	COAST ELECTRIC	Contracted Services			12/18/2014
* 15-P0034345	44,285.00	DE LA TORRE COMMERCIAL	Contracted Services	SP		12/19/2014
15-P0034346	506.52	TROXELL COMM INC	Equip/Software - >\$200 <\$1,000	SP		12/19/2014
15-P0034348	12,739.00	SOFTINTEGRATION INC	Software License and Fees	SP		12/19/2014
15-P0034349	18,580.00	DE LA TORRE COMMERCIAL	Contracted Services	SP		12/19/2014
15-P0034350	1,857.00	ACCT ASSOC OF COMMUNITY	Conference Expenses			12/19/2014
15-P0034351	1,100.00	JOHN R. HANNA	Conference Expenses			12/19/2014
15-P0034352	1,100.00	CLAUDIA C. ALVAREZ	Conference Expenses			12/19/2014
15-P0034353	11,978.00	DE LA TORRE COMMERCIAL	Contracted Services	SP		12/19/2014
15-P0034354	800.00	JOSE SOLORIO	Conference Expenses			12/19/2014
15-P0034355	61,695.00	JB BOSTICK CO INC	Site Improv - Contracted Svcs	SP		12/19/2014

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

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0034356	22,000.00	A GOOD SIGN & GRAPHICS CO	Bldg Impr - Contracted Svcs	SP	BOND	12/19/2014
15-P0034357	676.00	ACCT ASSOC OF COMMUNITY	Conference Expenses			12/19/2014
15-P0034358	1,658.88	XEROX CORP	Instructional Supplies	SP		1/6/2015
15-P0034359	2,000.00	GLASBY MAINTENANCE SUPPLY	Non-Instructional Supplies			1/6/2015
15-P0034360	319.70	AMERICAN EXPRESS	Conference Expenses			1/6/2015
15-P0034361	213.84	AMAZON COM	Repair & Replacement Parts			1/6/2015
15-P0034362	500.00	SWSH ARIZONA MFG INC	Non-Instructional Supplies	SP		1/6/2015
15-P0034363	25.00	COMPUTERLAND OF SILICON VALLEY	Software License and Fees	SP		1/6/2015
15-P0034364	690.00	CLERY CTR FOR SECURITY ON CAMPUS	Conference Expenses			1/6/2015
15-P0034365	96.66	FEDEX	Courier/Delivery Services			1/6/2015
15-P0034366	288.58	AMAZON COM	Instructional Supplies	SP		1/6/2015
15-P0034367	6,679.22	INFORMATION NETWORKING CO INC	Contracted Services			1/7/2015
15-P0034368	150.00	CCCSFAAA	Conference Expenses	SP		1/7/2015
15-P0034369	580.00	SONYA E. LANGELIER	Conference Expenses	SP		1/7/2015
15-P0034370	490.00	ALEXANDRIA A. ATTANASIO	Conference Expenses	SP		1/7/2015
15-P0034371	9,671.78	GALE GROUP	Library Books	SP		1/7/2015
15-P0034372	140.00	LIVESCAN N' MORE INC	Fingerprinting	SP		1/7/2015
15-P0034373	3,125.00	THOUGHT LEADERSHIP LAB	Contracted Services	SP		1/7/2015
15-P0034374	515.00	LOS ANGELES AREA CHAMBER OF COMMERCE	Inst Dues & Memberships	SP		1/7/2015
15-P0034375	425.00	WHITE DOVE RELEASE	Rental - Other (Short-term)	SP		1/7/2015
15-P0034376	2,327.50	BAKER PARTY RENTALS	Rental - Other (Short-term)	SP		1/7/2015
15-P0034377	100.00	ORANGE COUNTY TRAINING	Inst Dues & Memberships			1/7/2015
15-P0034378	700.00	SANTA ANA HIGH SCHOOL MARCHING BAND BOOST	Contracted Services	SP		1/7/2015
15-P0034379	810.00	MAPS.COM	Books, Mags & Ref Mat, Non-Lib	SP		1/7/2015
15-P0034380	1,000.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		1/7/2015
15-P0034381	5,800.00	CIRKS CONSTRUCTION INC	Contracted Repair Services	SP		1/7/2015
15-P0034382	42,440.00	JB BOSTICK CO INC	Site Improv - Contracted Svcs	SP		1/7/2015
15-P0034383	4,452.00	SIMPLEXGRINNELL	Contracted Repair Services			1/8/2015
15-P0034385	185.00	AMERICAN EXPRESS	Conference Expenses	SP		1/8/2015
* 15-P0034386	1,143.20	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		1/8/2015
* 15-P0034387	12,981.60	FAIRFIELD LANGUAGE TECHNOLOGIES	Equip/Software - >\$200 <\$1,000	SP		1/8/2015
15-P0034388	329.00	CA HEAD START ASSOC.	Conference Expenses	SP		1/9/2015
15-P0034389	299.00	CA HEAD START ASSOC.	Conference Expenses	SP		1/9/2015
15-P0034390	35.00	STUART L. DAVIS	Conference Expenses			1/9/2015

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

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0034391	78.25	VWR FUNDING INC	Instructional Supplies	SP		1/9/2015
15-P0034392	201.99	US PLASTIC	Instructional Supplies	SP		1/9/2015
15-P0034393	116.88	VWR FUNDING INC	Instructional Supplies	SP		1/9/2015
15-P0034394	187.00	AMERICAN 3B SCIENTIFIC	Instructional Supplies	SP		1/9/2015
15-P0034395	758.63	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	SP		1/9/2015
15-P0034396	157.44	BIOQUIP PRODUCTS INC	Instructional Supplies	SP		1/9/2015
15-P0034397	2,529.77	NATIONAL RESTAURANT ASSOCIATION SOLUTIONS	Books, Mags & Ref Mat, Non-Lib	SP		1/9/2015
15-P0034398	244.50	SAGE RESTAURANT GROUP INC	Food and Food Service Supplies	SP		1/9/2015
15-P0034399	287.37	THIENES DENISE MARIE	Conference Expenses	SP		1/9/2015
15-P0034400	240.00	SAGE RESTAURANT GROUP INC	Food and Food Service Supplies	SP		1/9/2015
15-P0034401	1,681.85	FISHER SCIENTIFIC	Instructional Supplies	SP		1/9/2015
15-P0034402	3,591.06	FISHER SCIENTIFIC	Instructional Supplies	SP		1/9/2015
15-P0034403	2,588.31	SUNSTONE CENTER CT LESSEE	Contracted Services	SP		1/9/2015
15-P0034404	857.71	AMICO SCIENTIFIC CORP	Instructional Supplies	SP		1/9/2015
15-P0034405	2,064.75	AMICO SCIENTIFIC CORP	Instructional Supplies	SP		1/9/2015
15-P0034406	500.00	SMART & FINAL	Food and Food Service Supplies	SP		1/9/2015
15-P0034407	826.70	NAT'L SPORTS APPAREL LLC	Instructional Supplies	SP		1/9/2015
15-P0034408	150.00	MELISSA CAMPITELLI-SMITH	Awards & Incentives	SP		1/9/2015
15-P0034409	128.00	DOUGLAS ELDRIDGE	Advertising			1/9/2015
15-P0034410	162.00	ALBERTSON'S	Food and Food Service Supplies	SP		1/9/2015
15-P0034411	536.44	ADVENTURES IN ADVERTISING	Instructional Supplies	SP		1/9/2015
15-P0034412	1,484.00	SIGN SPECIALISTS CORP	Contracted Repair Services			1/9/2015
15-P0034413	7,500.00	CENTER FOR OCCUPATIONAL RESEARCH	Contracted Services	SP		1/9/2015
15-P0034415	1,000.00	VITAL LINK OF ORANGE COUNTY	Contracted Services	SP		1/9/2015
15-P0034416	1,576.06	SIGMA ALDRICH INC	Instructional Supplies	SP		1/9/2015
15-P0034417	510.75	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	SP		1/9/2015
15-P0034418	1,088.08	BARNDOR LIGHTING OUTFITTERS	Instructional Supplies	SP		1/9/2015
15-P0034419	7,200.00	RAUTER JULIA	Contracted Services	SP		1/9/2015
15-P0034420	179.67	CY SAC OPERATOR LLC	Conference Expenses	SP		1/9/2015
15-P0034421	4,950.00	ALTA ENVIRONMENTAL	Bldg Impr - Haz Mat	SP		1/9/2015
15-P0034422	825.00	SOUTHLAND INDUSTRIES	Contracted Repair Services			1/9/2015
15-P0034423	1,200.00	MARICELA SANDOVAL	Software License and Fees	SP		1/9/2015
15-P0034424	6,126.56	HUNTINGTON BEACH GLASS & MIRROR, INC.	Bldg Impr - Contracted Svcs	SP		1/9/2015
15-P0034425	850.00	HUNTINGTON T BLOCK	Prop, Liab, Boiler & Machine			1/9/2015

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0034426	1,368.00	DEPT OF FORESTRY & FIRE PROTECTION	Instructional Agreements	SP		1/9/2015
* 15-P0034427	17,110.50	CITY OF LAGUNA BEACH	Instructional Agrmt - Facility			1/12/2015
15-P0034428	17,917.48	CITY OF WEST COVINA	Instructional Agreements			1/12/2015
15-P0034429	7,660.58	CITY OF VERNON	Instructional Agrmt - Salary	SP		1/12/2015
15-P0034430	4,893.02	CITY OF UPLAND	Instructional Agrmt - Salary	SP		1/12/2015
15-P0034431	101,961.50	SAN BERNARDINO COUNTY	Instructional Agrmt - Salary	SP		1/12/2015
15-P0034432	9,712.98	CITY OF REDLANDS	Instructional Agrmt - Salary	SP		1/12/2015
15-P0034433	31,385.85	CITY OF RANCHO CUCAMONGA	Instructional Agrmt - Salary	SP		1/12/2015
* 15-P0034434	15,446.75	CITY OF MONTEBELLO	Instructional Agreements	SP		1/12/2015
* 15-P0034435	20,441.35	CITY OF ONTARIO	Instructional Agrmt - Salary	SP		1/12/2015
15-P0034436	20,179.56	CITY OF ORANGE	Instructional Agrmt - Salary			1/12/2015
15-P0034437	17,218.52	US OCEAN SAFETY	Instructional Agrmt - Facility			1/12/2015
15-P0034438	14,003.31	CALIFORNIA STATE PARKS	Instructional Agrmt - Facility			1/12/2015
15-P0034439	14,463.75	CITY OF NEWPORT BEACH FIRE AND MARINE DEP	Instructional Agrmt - Facility			1/12/2015
* 15-P0034440	52,374.62	CITY OF HUNTINGTON BEACH	Instructional Agreements			1/12/2015
15-P0034441	3,260.96	CITY OF MONTCLAIR	Instructional Agrmt - Salary			1/12/2015
15-P0034442	15,399.96	DOWNEY FIRE DEPT	Instructional Agrmt - Salary			1/12/2015
15-P0034443	17,404.06	CHINO VALLEY INDEPENDENT	Instructional Agrmt - Salary			1/12/2015
15-P0034444	17,451.08	CITY OF ANAHEIM	Instructional Agrmt - Salary			1/12/2015
15-P0034445	16,349.27	CITY OF BREA	Instructional Agrmt - Salary			1/12/2015
15-P0034446	12,779.50	CITY OF COSTA MESA	Instructional Agrmt - Facility			1/12/2015
15-P0034447	7,792.75	CITY OF FOUNTAIN VALLEY	Instructional Agrmt - Salary			1/12/2015
15-P0034448	17,311.29	CITY OF FULLERTON	Instructional Agrmt - Salary			1/12/2015
15-P0034449	5,783.56	CITY OF GARDEN GROVE	Instructional Agrmt - Salary			1/12/2015
15-P0034450	12,600.31	CITY OF LAGUNA BEACH	Instructional Agrmt - Salary			1/12/2015
15-P0034451	309,256.50	ORANGE COUNTY FIRE AUTHORITY	Instructional Agrmt - Salary			1/12/2015
15-P0034452	54,649.00	CITY OF CORONA	Instructional Agrmt - Salary			1/12/2015
15-P0034453	25,040.50	CITY OF SAN BERNARDINO FIRE DEPT	Instructional Agrmt - Salary	SP		1/12/2015
15-P0034454	31,556.00	CITY OF NEWPORT BEACH FIRE AND MARINE DEP	Instructional Agrmt - Salary			1/12/2015
15-P0034455	700.90	WEATHERITE CORP	Buildings - Relocation/Moving	SP		1/12/2015
15-P0034456	1,000.00	STATER BROS	Instructional Supplies	SP		1/12/2015
15-P0034457	700.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		1/12/2015
15-P0034458	1,250.00	DON BOOKSTORE	Stipends Paid to Students	SP		1/12/2015
15-P0034459	287.00	SUPER ANTOJITO'S EXPRESS MEXICAN FOOD	Food and Food Service Supplies	SP		1/12/2015

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0034460	4.20	STATE BOARD OF EQUALIZATION	Other Licenses & Fees			1/12/2015
15-P0034461	1,723,200.00	THE HILL PARTNERSHIP INC	Bldg Impr - AE Fee	SP	BOND	1/12/2015
15-P0034462	4,500.00	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP	BOND	1/12/2015
15-P0034463	2,000.00	GENERAL AIR COMPRESSORS	Maint/Oper Service Agreements			1/12/2015
15-P0034464	1,198.25	GARCIA ALEX	Food and Food Service Supplies	SP		1/12/2015
15-P0034465	3,426.75	UNISOURCE PAPER CO	Non-Instructional Supplies			1/12/2015
15-P0034466	138.40	COSPHERIC LLC	Instructional Supplies	SP		1/12/2015
15-P0034467	1,464.06	CHEF WORKS INC	Instructional Supplies	SP		1/12/2015
15-P0034468	300.00	NACCTEP NAT'L ASSOC OF COMM	Inst Dues & Memberships	SP		1/12/2015
15-P0034469	2,070.00	DON BOOKSTORE	Other Exp Paid for Students	SP		1/12/2015
15-P0034470	320.39	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		1/12/2015
15-P0034471	500.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		1/12/2015
* 15-P0034472	33,263.19	RED SALES CORP	Instructional Supplies	SP		1/12/2015
15-P0034473	6,809.89	XPEDX PAPER CO	Equipment - All Other > \$1,000	SP	BOND	1/13/2015
15-P0034474	1,413.60	AD INSTRUMENTS	Software License and Fees	SP		1/13/2015
* 15-P0034475	1,542.92	SHI INTERNATIONAL CORP	Instructional Supplies	SP		1/13/2015
15-P0034476	36,257.61	RIDDELL	Instructional Supplies			1/13/2015
15-P0034477	21,000.00	WALSVICK JENNIFER EILEEN	Contracted Services	SP		1/13/2015
15-P0034478	16,000.00	PUBLIC HEALTH FOUNDATION ENTERPRISES INC	Contracted Services	SP		1/13/2015
15-P0034479	12,103.94	B & H PHOTO VIDEO INC	Equipment - Federal Progs >200	SP		1/13/2015
15-P0034480	726.46	SEHI COMPUTER PRODUCTS	Equipment - Federal Progs >200	SP		1/13/2015
15-P0034481	2,366.50	PHARMEDIX	Non-Instructional Supplies	SP		1/13/2015
15-P0034482	9,073.75	CITY OF SEAL BEACH	Instructional Agrmt - Facility			1/13/2015
15-P0034483	14,280.35	CITY OF LA VERNE	Instructional Agrmt - Facility			1/13/2015
15-P0034484	11,114.28	ADORAMA INC	Equipment - Federal Progs >200	SP		1/13/2015
15-P0034485	1,275.26	MICROTECH SCIENTIFIC	Instructional Supplies	SP		1/13/2015
15-P0034486	1,244.12	AMAZON COM	Equipment - Federal Progs >200	SP		1/13/2015
15-P0034487	651.21	WELLS FARGO BANK	Equipment - Federal Progs >200	SP		1/13/2015
15-P0034488	11,065.00	DELCO ELECTRIC ENTERPRISES INC	Contracted Repair Services	SP		1/14/2015
15-P0034489	228.50	CONTROL AIR CONDITIONING CORP	Contracted Repair Services			1/14/2015
15-P0034490	120.00	ACERO	Contracted Repair Services			1/14/2015
15-P0034491	2,632.72	WAXIE SANITARY SUPPLY	Equip/Software - >\$200 <\$1,000	SP	BOND	1/14/2015
15-P0034492	124.20	TROXELL COMM INC	Non-Instructional Supplies			1/14/2015
15-P0034493	315.11	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		1/14/2015

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 15-P0034494	20,613.15	DELL COMPUTER	Equipment - All Other > \$1,000	SP		1/14/2015
15-P0034495	361.20	AMERICAN EXPRESS	Conference Expenses			1/14/2015
15-P0034496	2,000.00	WELLS FARGO BANK	Advertising	SP		1/14/2015
15-P0034497	6.50	ACT	Non-Instructional Supplies	SP		1/15/2015
* 15-P0034498	163,370.19	DELL COMPUTER	Equip/Software - >\$200 <\$1,000	SP		1/15/2015
15-P0034499	163.16	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		1/15/2015
15-P0034500	203.20	LOVE INTERNATIONAL INC	Instructional Supplies	SP		1/15/2015
15-P0034501	1,103.17	CALIFORNIA ULTIMATE DESIGNS	Instructional Supplies	SP		1/15/2015
15-P0034502	2,105.69	SPORTS USA ELITE TRNG INC	Instructional Supplies	SP		1/15/2015
15-P0034503	709.23	JOSEPH A. ALONZO	Conference Expenses	SP		1/15/2015
15-P0034504	709.23	LILIA M. TANAKKEYOWMA	Conference Expenses	SP		1/15/2015
15-P0034505	572.46	DEMCO INC	Instructional Supplies	SP		1/15/2015
15-P0034506	500.00	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		1/15/2015
15-P0034507	500.00	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		1/15/2015
15-P0034508	394.20	ADORAMA INC	Equipment - Federal Progs >200	SP		1/15/2015
15-P0034509	500.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		1/15/2015
15-P0034510	1,000.00	NORTHGATE GONZALEZ MARKET	Food and Food Service Supplies	SP		1/15/2015
15-P0034511	3,000.00	RALPH'S GROCERY CO	Food and Food Service Supplies	SP		1/15/2015
15-P0034512	1,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		1/15/2015
15-P0034513	1,000.00	SMART & FINAL	Food and Food Service Supplies	SP		1/15/2015
15-P0034514	1,678.85	EBERHARD EQUIPMENT	Contracted Repair Services			1/15/2015
15-P0034515	1,300.00	QUIDSI RETAIL LLC	Non-Instructional Supplies	SP		1/15/2015
15-P0034516	500.00	SMART & FINAL	Non-Instructional Supplies	SP		1/15/2015
15-P0034517	2,500.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		1/15/2015
15-P0034518	2,000.00	SMART & FINAL	Food and Food Service Supplies	SP		1/15/2015
* 15-P0034519	669.12	WELLS FARGO BANK	Instructional Supplies	SP		1/15/2015
15-P0034520	64.80	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		1/15/2015
15-P0034521	1,145.85	WELLS FARGO BANK	Equipment - All Other > \$1,000			1/15/2015
15-P0034522	365.00	PYRO-COMM SYSTEMS INC	Maint Contract - Other Equip			1/15/2015
15-P0034523	1,371.60	SAMY'S CAMERA	Instructional Supplies	SP		1/15/2015
* 15-P0034524	80,113.80	APPLE COMPUTER INC	Equip/Software - >\$200 <\$1,000	SP		1/15/2015
15-P0034525	11,201.76	B & H PHOTO VIDEO INC	Equipment - Federal Progs >200	SP		1/15/2015
15-P0034526	589.43	GOLDEN STAR TECHNOLOGY, INC.	Non-Instructional Supplies			1/15/2015
15-P0034527	144.83	WELLS FARGO BANK	Instructional Supplies	SP		1/15/2015

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

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0034528	600.00	PYRO-COMM SYSTEMS INC	Contracted Repair Services			1/16/2015
15-P0034529	350.00	PYRO-COMM SYSTEMS INC	Contracted Repair Services			1/16/2015
15-P0034530	414.80	PYRO-COMM SYSTEMS INC	Contracted Repair Services			1/16/2015
15-P0034531	721.31	RAMCO REFRIGERATION & AIR	Contracted Repair Services			1/16/2015
15-P0034532	858.75	HOFFMAN SOUTHWEST CORP	Contracted Repair Services			1/16/2015
15-P0034533	528.44	SO CAL LAND MAINTENANCE INC	Contracted Repair Services			1/16/2015
15-P0034534	539.00	WESTERN POWER SYSTEMS	Contracted Repair Services			1/16/2015
15-P0034535	35.00	AD ASTRA INFORMATION SYSTEM LLC	Conference Expenses			1/20/2015
15-P0034536	710.00	FREEDOM COMMUNICATIONS, INC	Site Improv - Legal Expenses	SP		1/20/2015
15-P0034537	300.00	WELLS FARGO BANK	Software License and Fees	SP		1/20/2015
15-P0034538	1,290.00	COSTA MESA CHAMBER OF COMMERCE	Inst Dues & Memberships	SP		1/20/2015
15-P0034539	163.50	SO CAL TEAM SPORTS	Instructional Supplies	SP		1/20/2015
15-P0034540	1,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		1/20/2015
15-P0034541	940.00	CALIF LAND SURVEYORS ASSOC	Advertising	SP		1/20/2015
15-P0034542	7,361.30	CLASSIC PARTY RENTALS	Rental-Equipment (Short-term)	SP		1/20/2015
15-P0034543	1,818.29	CDW GOVERNMENT INC.	Equipment - All Other > \$1,000			1/20/2015
15-P0034544	2,045.85	VWR FUNDING INC	Instructional Supplies	SP		1/20/2015
15-P0034545	275.96	FISHER SCIENTIFIC	Instructional Supplies	SP		1/20/2015
15-P0034546	47.88	DOROTHY D. MALSACK	Instructional Supplies	SP		1/20/2015
15-P0034547	339.12	LYTTON PERRY	Instructional Supplies	SP		1/20/2015
15-P0034548	596.20	RALPH BRENNAN JAZZ KITCHEN LLC	Contracted Services	SP		1/20/2015
15-P0034549	1,810.95	SVM LP	Other Exp Paid for Students	SP		1/20/2015
15-P0034550	777.15	CAPITOL SCIENTIFIC INC	Instructional Supplies	SP		1/20/2015
15-P0034551	3,000.00	CERTIFIED TRANSPORTATIONS	Transportation - Student	SP		1/20/2015
15-P0034552	328.00	KING OFFICE SERVICES	Buildings - Relocation/Moving	SP	BOND	1/20/2015
15-P0034553	662.06	TROXELL COMM INC	Instructional Supplies	SP		1/20/2015
* 15-P0034554	5,604.06	ELLUCIAN INC.	Contracted Services	SP		1/20/2015
* 15-P0034555	4,004.44	APEX AUDIO INC	Non-Instructional Supplies	SP		1/20/2015
15-P0034556	24,750.00	CYNOSURE NEW MEDIA INC	Contracted Services	SP		1/20/2015
15-P0034557	60.00	PHU NU GIA DINH	Library Books - Periodicals	SP		1/20/2015
15-P0034558	13,740.32	DELL COMPUTER	Equipment - All Other > \$1,000			1/20/2015
15-P0034559	24,183.40	TERRACON CONSULTANTS INC	Buildings - Geotech/Geohaz	SP		1/20/2015
15-P0034560	34.00	MARCELINA R. NEVILS	Legal Expenses			1/21/2015
15-P0034561	393.60	AMERICAN EXPRESS	Conference Expenses	SP		1/21/2015

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0034562	2,500.00	CALIFORNIA ETEC	Advertising			1/21/2015
* 15-P0034563	5,574.43	PRIMEX WIRELESS INC	Equipment - All Other > \$1,000			1/22/2015
* 15-P0034564	9,690.00	PGINET CONSULTING	Contracted Services	SP		1/22/2015
15-P0034565	9,987.00	UC IRVINE	Contracted Services	SP		1/22/2015
15-P0034566	322.71	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib			1/22/2015
15-P0034567	1,031.94	DON BOOKSTORE	Instructional Supplies	SP		1/22/2015
15-P0034568	4,800.00	MUCKENTHALER & ASSOC INC	Contracted Services	SP		1/22/2015
15-P0034569	4,000.00	RODRIGUEZ SHARON	Contracted Services	SP		1/22/2015
15-P0034570	6,985.00	MC LEAN GAYLE M.	Contracted Services	SP		1/22/2015
15-P0034571	1,208.00	DEPT OF FORESTRY & FIRE PROTECTION	Instructional Agreements	SP		1/22/2015
15-P0034572	220.00	POSTMASTER	Postage			1/22/2015
15-P0034573	150.00	MCMaster CARR SUPPLY CO	Instructional Supplies	SP		1/22/2015
15-P0034574	2,148.12	SYSTEMS PRINTING INC	Contracted Services			1/22/2015
15-P0034575	5,981.81	SCHOOL HEALTH SUPPLY CO INC	Non-Instructional Supplies			1/22/2015
15-P0034576	441.75	APCO GRAPHICS INC	Non-Instructional Supplies			1/22/2015
15-P0034577	600.00	NAT'L ASSOC OF COLLEGES AND EMPLOYERS	Inst Dues & Memberships	SP		1/22/2015
15-P0034578	3,992.24	COMPUTERLAND OF SILICON VALLEY	Instructional Software	SP		1/22/2015
15-P0034579	3,207.09	LIVESCRIBE INC	Instructional Supplies	SP		1/22/2015
15-P0034580	1,000.00	NASBITE	Other Licenses & Fees	SP		1/22/2015
15-P0034581	1,910.40	TRADE DATA SERVICES	Software License and Fees	SP		1/22/2015
15-P0034582	118.78	WELLS FARGO BANK	Non-Instructional Supplies			1/22/2015
15-P0034583	745.20	INTUIT INC	Software License and Fees	SP		1/22/2015
15-P0034584	83.16	CDW GOVERNMENT INC.	Instructional Supplies	SP		1/22/2015
15-P0034585	6,615.00	MCGRATH RENT CORP	Lease Agreement - Facility			1/22/2015
* 15-P0034586	725.91	CDW GOVERNMENT INC.	Maint Contract - Office Equip	SP		1/22/2015
15-P0034587	2,000.00	VITAL LINK OF ORANGE COUNTY	Contracted Services	SP		1/23/2015
15-P0034588	3,930.00	TROPICAL PLAZA NURSERY	Contracted Repair Services	SP		1/23/2015
15-P0034589	2,068.32	DAY LITE MAINTENANCE CO INC	Contracted Repair Services	SP		1/23/2015
15-P0034590	4,569.41	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP	BOND	1/23/2015
15-P0034591	37,546.52	SIDEPATH INC	Equipment - All Other > \$1,000			1/23/2015
15-P0034592	100.00	GU LOGIC INC	Non-Instructional Supplies	SP		1/23/2015
15-P0034593	500.00	MCKESSON GENERAL MEDICAL CORP	Non-Instructional Supplies	SP		1/23/2015
15-P0034594	971.51	B & H PHOTO VIDEO INC	Non-Instructional Supplies			1/23/2015
15-P0034595	164.29	CDW GOVERNMENT INC.	Instructional Supplies	SP		1/23/2015

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0034596	2,397.95	WELLS FARGO BANK	Food and Food Service Supplies	SP		1/23/2015
15-P0034598	65.00	PLANNED PARENTHOOD/ORANGE &	Contracted Services	SP		1/23/2015
15-P0034599	4,114.00	OPUS INSPECTION INC	Maint Contract - Other Equip			1/23/2015
* 15-P0034600	852.55	BLANKENSHIP, SHARLENE	Contracted Services			1/23/2015
15-P0034601	129.75	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		1/23/2015
* 15-P0034602	2,251.15	DENNIS JAMES CLEEK	Instructional Supplies	SP		1/23/2015
15-P0034603	500.20	WELLS FARGO BANK	Conference Expenses			1/23/2015
15-P0034604	437.00	ATRIUM FINANCE HOLIDAY INN SACRAMENTO	Conference Expenses	SP		1/23/2015
15-P0034605	810.38	PARADISE BAKERY & CAFE	Food and Food Service Supplies	SP		1/26/2015
15-P0034606	381.69	RANCHO LOS ALAMITOS FOUNDATION	Food and Food Service Supplies	SP		1/26/2015
15-P0034607	432.46	RANCHO LOS ALAMITOS FOUNDATION	Food and Food Service Supplies	SP		1/26/2015
15-P0034608	425.00	AMERICAN ASSOC FOR PARALEGAL ED	Inst Dues & Memberships			1/26/2015
15-P0034609	325.00	ACCE ASSOC OF COMMUNITY & CONTINUING EDUC	Conference Expenses	SP		1/26/2015
15-P0034610	295.96	BARTELL HOTELS	Conference Expenses	SP		1/26/2015
15-P0034611	35.00	AD ASTRA INFORMATION SYSTEM LLC	Conference Expenses			1/26/2015
15-P0034612	2,000.00	JOB ELEPHANT COM INC	Personnel Recruiting	SP		1/26/2015
15-P0034613	250.00	DON BOOKSTORE	Non-Instructional Supplies	SP		1/26/2015
15-P0034614	2,500.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		1/26/2015
15-P0034615	1,000.00	HOME DEPOT	Instructional Supplies	SP		1/26/2015
15-P0034616	1,000.00	RADIO SHACK	Instructional Supplies	SP		1/26/2015
15-P0034617	800.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		1/26/2015
15-P0034618	213.38	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			1/26/2015
15-P0034619	123.60	BIO SURPLUS INC	Instructional Supplies	SP		1/26/2015
15-P0034620	62.37	SAGE RESTAURANT GROUP INC	Food and Food Service Supplies	SP		1/26/2015
15-P0034621	79.07	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			1/26/2015
15-P0034622	1,200.00	THE NATL HEP/CAMP ASSOCIATION	Inst Dues & Memberships	SP		1/26/2015
15-P0034623	110.00	COUNTY OF ORANGE	Other Participant Travel Exp			1/26/2015
15-P0034624	5,830.86	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip/Software - >\$200 <\$1,000			1/27/2015
15-P0034625	11,167.84	COIN SECURITY SYSTEMS INC	Bldg Impr - Materials OFIBO	SP		1/27/2015
15-P0034626	4,807.08	MICROTECH SCIENTIFIC	Instructional Supplies	SP		1/27/2015
5.8 (12) 15-P0034627	23.74	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			1/27/2015
15-P0034628	3,796.69	D3 SPORTS INC.	Instructional Supplies	SP		1/27/2015
15-P0034629	117.94	WELLS FARGO BANK	Reproduction/Printing Expenses	SP		1/27/2015
15-P0034630	118.72	AMAZON COM	Non-Instructional Supplies			1/27/2015

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0034631	2,703.00	MANAGEMENT INFORMATION TECH	Software License and Fees	SP		1/27/2015
15-P0034632	605.00	DEPT OF SOCIAL SERVICES	Other Licenses & Fees	SP		1/27/2015
15-P0034633	2,802.00	MANZANITA SELF STORAGE LLC	Rental - Facility (Short-term)			1/27/2015
15-P0034634	910.00	DE LA TORRE COMMERCIAL	Contracted Repair Services	SP		1/27/2015
15-P0034635	7,000.00	CINTAS CORP	Laundry & Dry Cleaning Service			1/27/2015
* 15-P0034636	56,897.28	ACCUVANT INC	Equipment - All Other > \$1,000			1/27/2015
15-P0034637	4,500.00	CCN FINANCIAL SERVICES INC	Software License and Fees	SP		1/27/2015
15-P0034638	199.00	XEROX CORP	Instructional Supplies	SP		1/28/2015
* 15-P0034639	833.72	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		1/28/2015
15-P0034640	11,358.13	XPEDX PAPER CO	Equipment - All Other > \$1,000	SP	BOND	1/28/2015
15-P0034641	1,389.96	TRISTAR	Software License and Fees	SP		1/28/2015
15-P0034642	1,580.00	CALIFORNIA COMMUNITY COLLEGES CALWORKS AS	Conference Expenses	SP		1/28/2015
15-P0034643	844.36	SAN DIEGO MARRIOTT MISSION VALLEY	Conference Expenses	SP		1/28/2015
15-P0034644	11,468.40	HILLYARD FLOOR CARE SUPPLY	Equipment - All Other > \$1,000	SP	BOND	1/28/2015
15-P0034645	600.00	CCCCSSAA CALIF COMMUNITY COLL	Conference Expenses	SP		1/28/2015
15-P0034646	2,850.00	MIDDLE COLLEGE NATIONAL CONSORTIUM	Conference Expenses	SP		1/28/2015
* 15-P0034647	1,780.00	CCCAOE CALIF COM COLL ASSOC	Conference Expenses	SP		1/28/2015
15-P0034648	400.00	CCLC COMMUNITY COLLEGE LEAGUE	Conference Expenses	SP		1/28/2015
15-P0034649	300.00	CCCCSSAA CALIF COMMUNITY COLL	Conference Expenses	SP		1/28/2015
15-P0034650	500.00	CCC EOPS REGION VIII	Conference Expenses	SP		1/28/2015
15-P0034651	428.80	LAURIE SALLINGER	Instructional Supplies	SP		1/28/2015
15-P0034652	259.20	HARTWIG DEBRA	Instructional Supplies	SP		1/28/2015
15-P0034653	75.26	GALE GROUP	Library Books	SP		1/28/2015
15-P0034654	100.68	DEMCO INC	Non-Instructional Supplies			1/28/2015
15-P0034655	20,350.00	RSCCD	Other Exp Paid for Students	SP		1/28/2015
15-P0034656	430.92	LOWE'S HOME IMPROVEMENT	Equip/Software - >\$200 <\$1,000			1/28/2015
15-P0034657	5,184.00	HAVE KITCHEN WILL TRAVEL, INC.	Food and Food Service Supplies	SP		1/28/2015
15-P0034658	17,959.32	WESTERN STATE DESIGN	Equipment - All Other > \$1,000	SP	BOND	1/28/2015
15-P0034659	431.96	HOME DEPOT	Non-Instructional Supplies	SP		1/28/2015
15-P0034660	700.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			1/28/2015
15-P0034661	5,000.00	IRVINE PIPE SUPPLY	Repair & Replacement Parts			1/28/2015
15-P0034662	2,000.00	ORANGE COUNTY MONSTER CARTS INC	Contracted Repair Services			1/28/2015
15-P0034663	285.81	MODERN BIOLOGY INC	Instructional Supplies	SP		1/28/2015
15-P0034664	14,984.40	CPP INC	Instructional Supplies	SP		1/28/2015

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0034665	372.51	JULIE A. PEEKEN	Food and Food Service Supplies	SP		1/28/2015
15-P0034666	266.50	NAT'L SPORTS APPAREL LLC	Instructional Supplies	SP		1/28/2015
15-P0034667	200.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		1/28/2015
15-P0034668	939.60	WE DO GRAPHICS INC	Reproduction/Printing Expenses			1/28/2015
15-P0034669	29,000.00	SYSCO FOOD SVC	Food and Food Service Supplies	SP		1/28/2015
* 15-P0034670	15,198.12	APPLE COMPUTER INC	Equip/Software - >\$200 <\$1,000	SP		1/28/2015
15-P0034671	31,333.48	BIO RAD LABORATORIES	Equipment - Federal Progs >200	SP		1/29/2015
15-P0034672	155.52	PYRO-COMM SYSTEMS INC	Buildings - Contracted Svcs	SP		1/29/2015
15-P0034673	6,600.36	WESTERN POWER SYSTEMS	Contracted Repair Services			1/29/2015
15-P0034674	3,844.50	ARTICULATE GLOBAL INC	Software License and Fees	SP		1/29/2015
15-P0034675	1,442.86	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies			1/29/2015
* 15-P0034676	421.37	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		1/29/2015
15-P0034677	259.01	MURPHY PRINTING CO	Non-Instructional Supplies			1/29/2015
15-P0034678	537.27	DELL COMPUTER	Non-Instructional Supplies	SP		1/29/2015
15-P0034679	995.22	ORANGE TREE DELI & CATERING	Food and Food Service Supplies	SP		1/29/2015
15-P0034680	1,695.50	DON BOOKSTORE	Instructional Supplies	SP		1/29/2015
15-P0034681	851.30	AMERICAN EXPRESS	Conference Expenses	SP		1/29/2015
15-P0034682	412.10	AMERICAN EXPRESS	Conference Expenses	SP		1/29/2015
15-P0034683	66.78	FEDEX	Courier/Delivery Services			1/29/2015
* 15-P0034684	680.39	WELLS FARGO BANK	Equip/Software - >\$200 <\$1,000	SP		1/29/2015
* 15-P0034685	1,050.00	NACCTEP NAT'L ASSOC OF COMM	Conference Expenses	SP		1/29/2015
* 15-P0034686	1,822.05	MARRIOTT HOTEL	Conference Expenses	SP		1/29/2015
15-P0034687	405.00	LYNN A. STEWART	Conference Expenses	SP		1/29/2015
15-P0034688	4,347.00	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		1/29/2015
* 15-P0034689	2,419.90	RAPID GLOBAL BUSINESS SOLUTIONS INC	Software License and Fees	SP		1/29/2015
15-P0034690	7,500.00	DON BOOKSTORE	Books Paid for Students	SP		1/29/2015
15-P0034691	2,812.20	SVM LP	Other Participant Prog Svc/Exp	SP		1/29/2015
15-P0034692	2,730.00	MANZANITA SELF STORAGE LLC	Rental - Facility (Short-term)			1/30/2015
15-P0034693	90.00	UC REGENTS	Conference Expenses	SP		1/30/2015
15-P0034694	212.00	STATE BOARD OF EQUALIZATION	Other Licenses & Fees			1/30/2015
15-P0034695	88.92	PERFECTION LEARNING CORP	Books, Mags & Ref Mat, Non-Lib	SP		1/30/2015
15-P0034696	305.59	CHELSEA E. DUCLOS	Food and Food Service Supplies	SP		1/30/2015
15-P0034697	159.99	WISE GUYS PIZZERIA	Food and Food Service Supplies	SP		1/30/2015
15-P0034698	2,000.00	DON BOOKSTORE	Books Paid for Students	SP		1/30/2015

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0034699	22.45	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		1/30/2015
15-P0034700	680.48	HANNEMAN TIM	Buildings - Contracted Svcs	SP		1/30/2015
15-P0034701	979.79	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP	BOND	1/30/2015
15-P0034702	3,843.00	ALTA ENVIRONMENTAL	Bldg Impr - Haz Mat	SP		1/30/2015
15-P0034703	45,727.00	WOLFF LANG CHRISTOPHER ARCHITECTS INC	Site Improv - AE Fee	SP		1/30/2015
15-P0034706	1,369.97	WELLS FARGO BANK	Equipment - All Other > \$1,000	SP	BOND	2/2/2015
15-P0034707	270.00	LASCARIS RESTAURANT GROUP INC	Food and Food Service Supplies	SP		2/2/2015
15-P0034708	620.46	KULI IMAGE INCYKUSTOM IMPRINTS	Non-Instructional Supplies			2/2/2015
15-P0034709	1,200.00	TVEYES INC	Internet Services			2/2/2015
15-P0034710	21,361.00	DON BOOKSTORE	Books Paid for Students	SP		2/2/2015
15-P0034711	38,639.00	DON BOOKSTORE	Books Paid for Students	SP		2/2/2015
15-P0034712	820.28	BIO RAD LABORATORIES	Equipment - Federal Progs >200	SP		2/2/2015
15-P0034713	1,137.24	CN SCHOOL AND OFFICE SOLUTIONS INC	Bldg Impr - Contracted Svcs	SP	BOND	2/2/2015
15-P0034714	4,593.24	CN SCHOOL AND OFFICE SOLUTIONS INC	Equipment - All Other > \$1,000	SP	BOND	2/2/2015
15-P0034715	615.60	UNISOURCE PAPER CO	Non-Instructional Supplies			2/3/2015
15-P0034716	2,160.00	UNISOURCE PAPER CO	Instructional Supplies	SP		2/3/2015
15-P0034717	392.04	KELLY PAPER	Non-Instructional Supplies	SP		2/3/2015
15-P0034718	200.00	CALIF DHS/LABORATORY FIELD SERVICES	Other Licenses & Fees	SP		2/3/2015
15-P0034719	1,100.00	THE CHILDREN'S CENTER AT CALTECH	Conference Expenses	SP		2/3/2015
15-P0034720	3,264.20	WELLS FARGO BANK	Conference Expenses			2/3/2015
15-P0034721	1,487.98	CAPP ASSOCIATES INC	Non-Instructional Supplies	SP		2/3/2015
15-P0034722	826.50	SIMPLEXGRINNELL	Contracted Services			2/3/2015
15-P0034723	1,700.00	AUDIO VISUAL INNOVATIONS	Contracted Services	SP		2/3/2015
15-P0034724	790.00	RSCCD	Contracted Services	SP		2/3/2015
15-P0034725	5,000.00	GOLDEN STAR TECHNOLOGY, INC.	Contracted Repair Services			2/3/2015
15-P0034727	2,400.00	POMBO JAIME A	Contracted Services	SP		2/3/2015
* 15-P0034728	2,675.00	MILE HIGH PINES CAMP	Food and Food Service Supplies	SP		2/3/2015
15-P0034729	501.12	IMAGE PRINTING SOLUTIONS	Non-Instructional Supplies	SP		2/3/2015
15-P0034730	400.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		2/3/2015
15-P0034731	412.00	CERTIFIED TRANSPORTATIONS	Transportation - Student	SP		2/3/2015
15-P0034732	4,320.00	UNISOURCE PAPER CO	Instructional Supplies	SP		2/3/2015
15-P0034733	688.00	CERTIFIED TRANSPORTATIONS	Transportation - Student	SP		2/3/2015
15-P0034734	300.00	DON BOOKSTORE	Other Exp Paid for Students	SP		2/3/2015
15-P0034735	412.00	CERTIFIED TRANSPORTATIONS	Transportation - Student	SP		2/3/2015

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

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0034736	412.00	CERTIFIED TRANSPORTATIONS	Transportation - Student	SP		2/3/2015
15-P0034737	1,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		2/3/2015
15-P0034738	2,248.00	DEPT OF FORESTRY & FIRE PROTECTION	Instructional Agreements	SP		2/3/2015
15-P0034739	3,293.57	STAPLES CONTRACT & COMMERCIAL INC	Non-Instructional Supplies			2/3/2015
15-P0034740	5,129.00	SIMPLEXGRINNELL	Buildings - Contracted Svcs	SP		2/3/2015
15-P0034741	82.04	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		2/3/2015
15-P0034742	13,975.00	DON BOOKSTORE	Books Paid for Students	SP		2/3/2015
15-P0034743	276.78	GRAINGER	Equip/Software - >\$200 <\$1,000			2/3/2015
15-P0034744	1,599.75	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		2/3/2015
15-P0034745	1,305.98	APPERSON	Non-Instructional Supplies	SP		2/3/2015
15-P0034746	2,310.95	SVM LP	Other Exp Paid for Students	SP		2/3/2015
15-P0034747	150.00	CCLC COMMUNITY COLLEGE LEAGUE	Conference Expenses	SP		2/4/2015
15-P0034748	23,221.00	AMERICAN CHEMICAL & SANITARY	Equipment - All Other > \$1,000	SP	BOND	2/4/2015
15-P0034749	23,322.44	XPEDX PAPER CO	Equipment - All Other > \$1,000	SP	BOND	2/4/2015
15-P0034750	237.00	WELLS FARGO BANK	Contracted Repair Services			2/4/2015
15-P0034751	143.52	WELLS FARGO BANK	Software License and Fees	SP		2/4/2015
15-P0034752	495.00	NASBITE	Conference Expenses	SP		2/5/2015
15-P0034753	767.45	GALE GROUP	Library Books	SP		2/5/2015
15-P0034754	40.00	DEPT OF TOXIC SUBSTANCES &	Other Licenses & Fees			2/5/2015
15-P0034755	1,596.24	STAPLES CONTRACT & COMMERCIAL INC	Instructional Supplies	SP		2/5/2015
15-P0034756	2,300.00	ASHP AMERICAN SOCIETY OF HEALTH SYSTEM	Other Licenses & Fees			2/5/2015
15-P0034757	399.60	CN SCHOOL AND OFFICE SOLUTIONS INC	Non-Instructional Supplies	SP		2/5/2015
15-P0034758	2,765.00	CAPP ASSOCIATES INC	Non-Instructional Supplies	SP		2/5/2015
15-P0034759	963.45	FISHER SCIENTIFIC	Instructional Supplies	SP		2/5/2015
15-P0034760	223.35	GRAINGER	Equip/Software - >\$200 <\$1,000			2/5/2015
15-P0034761	857.40	GAUMARD SCIENTIFIC CO INC	Instructional Supplies	SP		2/5/2015
15-P0034762	252.89	GOODYEAR	Non-Instructional Supplies	SP		2/5/2015
15-P0034763	9,543.96	RYDIN DECAL	Non-Instructional Supplies	SP		2/5/2015
15-P0034764	4,858.86	INTERFACE AMERICANS INC	Building Improvements	SP		2/5/2015
15-P0034765	25,000.00	SAIFUL BOUGUET CONSULTANT	Bldg Impr - Engineering Costs	SP		2/5/2015
15-P0034766	518.71	AMY S. STYFFE	Food and Food Service Supplies	SP		2/5/2015
15-P0034767	46,600.00	ONUMA INC	Equipment - Software > \$1,000	SP		2/5/2015
15-P0034768	11,423.82	PURELAND SUPPLY LLC	Instructional Supplies	SP		2/5/2015
15-P0034769	13,000.00	DON BOOKSTORE	Instructional Supplies	SP		2/5/2015

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

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0034770	434.59	ORANGE TREE DELI & CATERING	Food and Food Service Supplies	SP		2/5/2015
15-P0034771	777.11	UNITED FABRICARE SUPPLY, INC	Instructional Supplies	SP		2/5/2015
15-P0034772	200.00	FITNESS REPAIR SHOP	Repair & Replacement Parts			2/5/2015
15-P0034773	200.00	HOME DEPOT	Non-Instructional Supplies	SP		2/5/2015
15-P0034774	900.00	OC HISPANIC CHAMBER OF COMMERCE	District Business/Sponsorships	SP		2/5/2015
15-P0034775	4,467.28	APPLE COMPUTER INC	Equipment - All Other > \$1,000			2/5/2015
15-P0034776	9,470.00	PAINTING & DECOR INC	Contracted Services	SP		2/5/2015
15-P0034777	7,556.72	ORANGE COUNTY SANITATION DISTRICT	Public Agencies' Assess & Fees			2/5/2015
* 15-P0034778	59,682.42	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip/Software - >\$200 <\$1,000	SP	BOND	2/5/2015
15-P0034779	500.00	WELLS FARGO BANK	Software License and Fees			2/6/2015
15-P0034780	237.48	CDW GOVERNMENT INC.	Maint Contract - Office Equip			2/6/2015
15-P0034781	70.80	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		2/6/2015
15-P0034782	48.59	DELL COMPUTER	Non-Instructional Supplies	SP		2/6/2015
15-P0034786	67.53	WELLS FARGO BANK	Non-Instructional Supplies			2/6/2015
15-P0034787	250.00	OC HISPANIC CHAMBER OF COMMERCE	Inst Dues & Memberships	SP		2/6/2015
15-P0159278	5,000.00	COAST COMMUNITY COLLEGE DISTRICT	Contracted Services	SP		12/15/2014
15-P0159280	1,800.00	HEWLETT PACKARD CO	Excess/Copies Useage	SP		12/18/2014
15-P0159281	7,500.00	SO ORANGE COUNTY COMMUNITY COLLEGE DIST	Contracted Services	SP		12/18/2014
15-P0159282	44,597.00	LOS ANGELES COMMUNITY COLLEGE DISTRICT	Contracted Services	SP		1/12/2015
15-P0159283	5,162.92	COAST COMMUNITY COLLEGE DISTRICT	Contracted Services	SP		1/15/2015
* 15-P0159284	741.40	XEROX CORP	Excess/Copies Useage	SP		1/20/2015
15-P0159285	258,461.00	CSU FULLERTON AUXILIARY SVCS CORP	Contracted Services	SP		1/21/2015
15-P0159286	315,696.00	REGENTS OF THE UNIV OF CALIF	Contracted Services	SP		1/23/2015
15-P0159287	13,237.00	ORANGE UNIFIED SCHOOL DISTRICT	Lease Agreement - Facility	SP		1/23/2015
15-P0159288	27,326.00	GARDEN GROVE UNIFIED SCHOOL DIST	Contracted Services	SP		1/23/2015
15-P0159289	25,343.00	SANTA ANA BEAUTY ACADEMY	Instructional Agrmt - Salary	SP		1/23/2015
15-P0159290	52,000.00	SANTA ANA UNIFIED SCHOOL DIST	Contracted Services	SP		1/30/2015
15-P0159291	61,787.00	SANTA ANA UNIFIED SCHOOL DIST	Contracted Services	SP		2/3/2015
15-P0159821	15,000.00	FOOTHILL-DEANZA COMMUNITY COLLEGE DI	Contracted Services	SP		12/16/2014

**Grand Total: \$5,710,113.20**

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**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM DECEMBER 14, 2014 THROUGH FEBRUARY 7, 2015  
BOARD MEETING OF FEBRUARY 23, 2015**

P.O. #	Amount	Description	Department	Comment
15-P0034245	\$29,311.49	Dell desktop computers and related components	SCC-Counseling Department	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #B27160 Board approved: November 16, 2009
15-P0034258	\$75,000.00	Consulting services to provide On-Call Move Management Services on as-needed basis for both colleges and other locations district-wide	DO-Facility Planning	RFP #1314-21 Board approved: December 8, 2014
15-P0034269	\$29,362.50	Chairs and study carrels for the Testing Center at Santa Ana College	SAC-Testing Center	Purchased from the Hawthorne Bid #13-14-1 Board approved: March 24, 2014
15-P0034345	\$44,285.00	Child Development Center Renovation project at Santa Ana College - Main Campus	DO-Facility Planning	Received Quotations: 1) * De La Torre Commercial Interiors, Inc. 2) C.A. Grainger Construction, Inc. * Successful Bidder
15-P0034349	\$18,580.00	Child Development Center Renovation project at Centennial Education Center	DO-Facility Planning	Received Quotations: 1) * De La Torre Commercial Interiors, Inc. 2) C.A. Grainger Construction, Inc. * Successful Bidder
15-P0034355	\$61,695.00	Parking Lot Resurfacing project at District Office	DO-Facility Planning	Bid #1247 Board approved: December 8, 2014
15-P0034356	\$22,000.00	Exterior Signage project for buildings D, H, G, L, & the Science Center at Santiago Canyon College	DO-Facility Planning	Informal Bid #1231 Board ratified: January 12, 2015

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM DECEMBER 14, 2014 THROUGH FEBRUARY 7, 2015  
BOARD MEETING OF FEBRUARY 23, 2015**

P.O. #	Amount	Description	Department	Comment
15-P0034382	\$42,440.00	Slurry and Stripe project for parking lots 1, 2, 3, 4, & 5 at Santa Ana College	DO-Facility Planning	Informal Bid #1249 Board ratified: January 12, 2015
15-P0034427	\$17,110.50	Instructional hours for Fire Technology training for Fall 2013	SAC-Fire Technology	Board approved: November 19, 2007
15-P0034428	\$17,917.48	Instructional hours for Fire Technology training for Fall 2013	SAC-Fire Technology	Board approved: June 30, 2008
15-P0034431	\$101,961.50	Instructional hours for Fire Technology training for Summer 2014	SAC-Fire Technology	Board approved: March 10, 2008
15-P0034433	\$31,385.85	Instructional hours for Fire Technology training for Summer 2014	SAC-Fire Technology	Board approved: December 10, 2007
15-P0034434	\$15,446.75	Instructional hours for Fire Technology training for Summer 2014	SAC-Fire Technology	Board approved: December 8, 2008
15-P0034435	\$20,441.35	Instructional hours for Fire Technology training for Summer 2014	SAC-Fire Technology	Board approved: May 12, 2008
15-P0034436	\$20,179.56	Instructional hours for Fire Technology training for Summer 2014	SAC-Fire Technology	Board approved: January 22, 2008
15-P0034437	\$17,218.52	Instructional hours for Fire Technology training for Fall 2013	SAC-Fire Technology	Board approved: January 22, 2008
15-P0034440	\$52,374.62	Instructional hours for Fire Technology training for Summer 2014	SAC-Fire Technology	Board approved: November 19, 2007
15-P0034442	\$15,399.96	Instructional hours for Fire Technology training for Summer 2014	SAC-Fire Technology	Board approved: May 27, 2008

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
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BOARD MEETING OF FEBRUARY 23, 2015**

P.O. #	Amount	Description	Department	Comment
15-P0034443	\$17,404.06	Instructional hours for Fire Technology training for Summer 2014	SAC-Fire Technology	Board approved: April 7, 2008
15-P0034444	\$17,451.08	Instructional hours for Fire Technology training for Summer 2014	SAC-Fire Technology	Board approved: May 10, 2010
15-P0034445	\$16,349.27	Instructional hours for Fire Technology training for Summer 2014	SAC-Fire Technology	Board approved: February 25, 2008
15-P0034448	\$17,311.29	Instructional hours for Fire Technology training for Summer 2014	SAC-Fire Technology	Board approved: February 4, 2008
15-P0034451	\$309,256.50	Instructional hours for Fire Technology training for Summer 2014	SAC-Fire Technology	Board approved: May 10, 2008
15-P0034452	\$54,649.00	Instructional hours for Fire Technology training for Summer 2014	SAC-Fire Technology	Board approved: May 27, 2008
15-P0034453	\$25,040.50	Instructional hours for Fire Technology training for Summer 2014	SAC-Fire Technology	Board approved: January 22, 2008
15-P0034454	\$31,556.00	Instructional hours for Fire Technology training for Summer 2014	SAC-Fire Technology	Board approved: April 21, 2008
15-P0034461	\$1,723,200.00	Consulting services to provide professional design services for the Orange Education Center	DO-Facility Planning	RFP #1415-79 Board approved: December 8, 2014
15-P0034472	\$33,263.19	Ultra high definition cameras and related components	SAC-TV Studio	Received Quotations: 1) * Red Digital Cinema Company 2) Aerial Media Pros 3) Samy's DV & Edit * Successful Bidder

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PURCHASE ORDERS OF \$15,000 AND OVER  
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BOARD MEETING OF FEBRUARY 23, 2015**

P.O. #	Amount	Description	Department	Comment
15-P0034476	\$36,257.61	Riddell speedflex helmets with speed InSite conversion kit and alert monitor	SAC-Athletics Department	Riddell helmets were selected due to extensive research; approved by ASCIP for the sensor pads that monitors & transmits data to sideline coaches & staff to prevent injury and concussions.
15-P0034477	\$21,000.00	Consulting services to provide mental health education, service coordination, record keeping/documentation to ensure compliance with the Early Head Start (EHS) standards	DO-Child Development Services	Board approved: January 12, 2015
15-P0034478	\$16,000.00	Consulting services to provide fiscal support for Early Head Start (EHS) parental reimbursement and training and translation services	DO-Child Development Services	Board approved: January 12, 2015
15-P0034494	\$20,613.15	Dell laptop computers and related components	SAC-Admissions	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #B27160 Board approved: November 16, 2009
15-P0034498	\$163,370.19	Dell desktop computers and related components for various departments at Santa Ana College	SAC-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #B27160 Board approved: November 16, 2009
15-P0034524	\$80,113.80	Apple iPad Air tablets and related components	SAC-Learning Center	
15-P0034556	\$24,750.00	Consulting services to develop an Online Academic Probation webpage for Santiago Canyon College website	SCC-Counseling Department	Board approved: December 8, 2014

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BOARD MEETING OF FEBRUARY 23, 2015**

P.O. #	Amount	Description	Department	Comment
15-P0034559	\$24,183.40	Consulting services to provide Phase II Environmental Geohazard, Geotechnical Inspection Services for the STEM project at Santa Ana College	DO-Facility Planning	RFP #1415-81 Board approved: January 12, 2015
15-P0034591	\$37,546.52	Network switches and related components	DO-ITS	Received Quotations: 1) * Sidepath, Inc. 2) Golden Star Technology, Inc. 3) Dell Computers * Successful Bidder
15-P0034636	\$56,897.28	Network switches, hardware license upgrades and related components	DO-ITS	Received Quotations: 1) * Accuvant, Inc. 2) VPLS Solutions * Successful Bidder
15-P0034655	\$20,350.00	Bus passes for Santa Ana College EOPS students, Spring 2015 as needed	SAC-EOPS	
15-P0034658	\$17,959.32	Milnor industrial washer and dryer	SCC-Athletic and Aquatic Center	Received Quotations: 1) * Western State Design 2) Martin-Ray Laundry Systems, Inc. 3) Keller Equipment Supply, Inc. * Successful Bidder
15-P0034669	\$29,000.00	Miscellaneous food and supplies for Child Development Centers as needed	DO-Child Development Services	
15-P0034670	\$15,198.12	Apple iPad Air tablets and related components	SAC-Math Lab	

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BOARD MEETING OF FEBRUARY 23, 2015**

P.O. #	Amount	Description	Department	Comment
15-P0034671	\$31,333.48	Chromatography system and related kits and components	SAC-Human Services & Technology	Received Quotations: 1) * Bio Rad Laboratories 2) Yamazen Science, Inc. 3) GE Healthcare Bio-Sciences Corp. * Successful Bidder
15-P0034703	\$45,727.00	Consulting services to provide professional design services for the ADA Compliance and Tenant Improvements at the District Office	DO-Facility Planning	RFP #1415-78 Board approved: January 12, 2015
15-P0034710	\$21,361.00	Spring 2015 book vouchers for EOPS students at Santiago Canyon College	SCC-EOPS	
15-P0034711	\$38,639.00	Spring 2015 book vouchers for EOPS students at Santiago Canyon College	SCC-EOPS	
15-P0034748	\$23,221.00	PowerFlite auto scrubbers and floor machines	SCC-Maintenance & Operations	Received Quotations: 1) * American Chemical & Sanitary 2) Xpedx Paper Co * Successful Bidder
15-P0034749	\$23,322.44	PowerFlite carpet extractors, automatic scrubbers, floor sweepers and related attachment kits	SCC-Maintenance & Operations	Received Quotations: 1) * Xpedx Paper Co 2) American Chemical & Sanitary * Successful Bidder
15-P0034765	\$25,000.00	Consulting services to provide On-Call Structural Engineering Services for District facilities	DO-Facility Planning	Board approved: February 2, 2015

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM DECEMBER 14, 2014 THROUGH FEBRUARY 7, 2015  
BOARD MEETING OF FEBRUARY 23, 2015**

P.O. #	Amount	Description	Department	Comment
15-P0034767	\$46,600.00	Consulting services to provide a District-Wide Maintenance Work Order Tracking System	DO-Facility Planning	Board approved: January 12, 2015
15-P0034778	\$59,682.42	Hallway lounge furniture for the Humanities Building at Santiago Canyon College (3 floors, 9 areas)	DO-Facility Planning	Purchased from the Hawthorne Bid #13-14-1 Board approved: March 24, 2014
15-P0159282	\$44,597.00	Sub-agreement with West Los Angeles College to implement the Sector Navigator-ICT/Digital Media program	DO-Educational Services	Board approved: December 8, 2014
15-P0159285	\$258,461.00	Sub-agreement with the California State University, Fullerton to implement the OC-Teacher Pathway Partnership project	SCC-OC TPP	Board approved: December 8, 2014
15-P0159286	\$315,696.00	Provision of education with the Regents of the University of California, Irvine related to the GEAR UP grant to increase the number of low-income students who are prepared to enter and succeed in postsecondary education	SAC-Counseling Department	Board approved: November 17, 2014
15-P0159288	\$27,326.00	Sub-agreement with the Garden Grove Unified School District to implement the OC-Teacher Pathway Partnership project	SCC-OC TPP	Board approved: November 17, 2014
15-P0159289	\$25,343.00	Instructional agreement related to Vocational Cosmetology Education	SCC-Career Education	Board approved: December 8, 2014

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
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BOARD MEETING OF FEBRUARY 23, 2015**

P.O. #	Amount	Description	Department	Comment
15-P0159290	\$52,000.00	Provision of education with the Santa Ana Unified School District related to the GEAR UP grant to increase the number of low-income students who are prepared to enter and succeed in postsecondary education	SAC-Counseling Department	Board approved: November 17, 2014
15-P0159291	\$61,787.00	Sub-agreement with the Santa Ana Unified School District to implement the OC-Teacher Pathway Partnership project	SCC-OC TPP	Board approved: November 17, 2014
15-P0159821	\$15,000.00	Sub-agreement with Foothill Deanza Community College to implement the Sector Navigator-ICT/Digital Media program	DO-Educational Services	Board approved: November 17, 2014

P.O. #	Amount	Vendor Name	Classification	Date
GM-DON001932	\$88.50	FHM FIREHOUSE MEDICAL INC.	General Merchandise	1/6/2015
GM-DON001933	\$3,959.00	DR. INSTRUMENTS	General Merchandise	1/7/2015
GM-DON001934	\$905.16	C2F	General Merchandise	1/8/2015
GM-DON001936	\$708.00	VANTAGE	General Merchandise	1/26/2015
GM-DON001937	\$216.00	MICHAEL ROGER, INC.	General Merchandise	1/28/2015
GM-DON001939	\$1,072.70	EL DORADO TRADING GROUP	General Merchandise	1/29/2015
GM-DON001940	\$4,288.12	D&H DISTRIBUTING	General Merchandise	1/29/2015
GM-DON001941	\$4,010.00	APPERSON EDUCATION PROD.	General Merchandise	2/3/2015
GM-DON001942	\$500.00	SCANTRON CORP	General Merchandise	2/3/2015
GM-DON001944	\$620.04	PENS ETC.	General Merchandise	2/5/2015
GM-HAWK001570	\$494.00	HAMILTON BELL CO	General Merchandise	12/18/2014
GM-HAWK001572	\$229.76	HAMILTON BELL CO	General Merchandise	1/7/2015
GM-HAWK001573	\$3,780.06	EL DORADO TRADING GROUP	General Merchandise	1/12/2015
GM-HAWK001574	\$41.75	RESEARCH & EDUCATION ASSN	General Merchandise	1/12/2015
GM-HAWK001575	\$98.00	DOVER	General Merchandise	1/12/2015
GM-HAWK001576	\$1,202.27	PENS ETC.	General Merchandise	1/13/2015
GM-HAWK001578	\$606.80	BAR CHARTS INC	General Merchandise	1/13/2015
GM-HAWK001579	\$176.40	4IMPRINT	General Merchandise	1/14/2015
GM-HAWK001580	\$270.00	FANATIC GROUP	General Merchandise	1/16/2015
GM-HAWK001581	\$199.50	NACSCORP	General Merchandise	1/21/2015
GM-HAWK001582	\$580.00	OURAY SPORTSWEAR BY SCI	General Merchandise	1/22/2015
GM-HAWK001583	\$1,475.94	PENS ETC.	General Merchandise	2/2/2015
GM-HAWK001586	\$91.80	A&A JEWELRY & SUPPLIES	General Merchandise	2/4/2015
TR-HAWK000044	\$333.57	NACSCORP	Trade Book	2/4/2015
TX-CEC000253	\$6,524.00	CAMBRIDGE UNIVERSITY PRES	Textbook	1/7/2015
TX-CEC000254	\$1,086.50	OXFORD UNIVERSITY PRESS,	Textbook	1/7/2015
TX-CEC000255	\$3,901.25	PEARSON EDUCATION	Textbook	1/7/2015
TX-CEC000256	\$550.00	CENGAGE LEARNING	Textbook	1/7/2015
TX-CEC000258	\$2,283.00	CAMBRIDGE UNIVERSITY PRES	Textbook	1/8/2015
TX-CEC000259	\$3,867.25	PEARSON EDUCATION	Textbook	1/8/2015
TX-CEC000260	\$1,400.00	CENGAGE LEARNING	Textbook	1/8/2015
TX-CEC000261	\$495.00	OXFORD UNIVERSITY PRESS,	Textbook	1/8/2015
TX-CEC000263	\$905.00	CENGAGE LEARNING	Textbook	1/13/2015
TX-CEC000264	\$1,213.50	OXFORD UNIVERSITY PRESS,	Textbook	1/21/2015
TX-CEC000265	\$256.00	PEARSON EDUCATION	Textbook	1/21/2015
TX-CEC000266	\$944.65	PEARSON EDUCATION	Textbook	2/2/2015
TX-CEC000267	\$329.25	OXFORD UNIVERSITY PRESS,	Textbook	2/4/2015
TX-CEC000268	\$259.90	PEARSON EDUCATION	Textbook	2/4/2015

P.O. #	Amount	Vendor Name	Classification	Date
TX-CEC000269	\$495.00	OXFORD UNIVERSITY PRESS,	Textbook	2/5/2015
TX-DON002819	\$5,209.63	VERBA	Textbook	12/16/2014
TX-DON002820	\$44,268.53	NEBRASKA BOOK COMPANY	Textbook	12/18/2014
TX-DON002821	\$2,121.00	MBS TEXTBOOK EXCHANGE	Textbook	12/18/2014
TX-DON002822	\$46,853.96	MBS TEXTBOOK EXCHANGE	Textbook	12/23/2014
TX-DON002823	\$14,810.40	AGS	Textbook	12/19/2014
TX-DON002824	\$1,760.00	CENGAGE LEARNING	Textbook	12/19/2014
TX-DON002826	\$9,424.06	NEBRASKA BOOK COMPANY	Textbook	12/23/2014
TX-DON002827	\$70,889.86	MCGRAW-HILL PUBLISHING CO	Textbook	12/23/2014
TX-DON002828	\$293,984.23	PEARSON EDUCATION	Textbook	12/23/2014
TX-DON002829	\$171,489.70	CENGAGE LEARNING	Textbook	12/23/2014
TX-DON002830	\$34,922.87	NACSCORP	Textbook	12/23/2014
TX-DON002831	\$5,947.07	MONTEZUMA PUBLISHING	Textbook	12/23/2014
TX-DON002834	\$211.62	ALFRED PUBLISHING CO. INC	Textbook	12/23/2014
TX-DON002835	\$1,232.00	SOUTHWEST ED ENTERPRISES	Textbook	12/23/2014
TX-DON002836	\$207.44	KJOS MUSIC CO	Textbook	12/23/2014
TX-DON002838	\$218.88	NEW READERS PRESS	Textbook	12/23/2014
TX-DON002840	\$45,857.87	MPS FORMERLY VHPS	Textbook	12/23/2014
TX-DON002841	\$1,601.82	INDUSTRIAL PRESS	Textbook	12/23/2014
TX-DON002842	\$2,080.00	HAYDEN-MCNEIL	Textbook	12/23/2014
TX-DON002844	\$5,305.54	DAWN SIGN PRESS	Textbook	12/23/2014
TX-DON002846	\$47,297.40	NORTON, INC.	Textbook	12/23/2014
TX-DON002847	\$299.40	WORLD TRADE PRESS	Textbook	1/8/2015
TX-DON002848	\$532.44	TEACHERS COLLEGE PRESS	Textbook	12/23/2014
TX-DON002849	\$162.72	WEST GROUP	Textbook	12/23/2014
TX-DON002853	\$6,999.10	KENDALL PUBLISHING	Textbook	12/23/2014
TX-DON002854	\$8,690.60	TOWNSEND PRESS	Textbook	12/23/2014
TX-DON002855	\$8,588.48	MOSBY ELSEVIER	Textbook	12/23/2014
TX-DON002856	\$3,242.22	GOODHEART-WILLCOX CO.,INC	Textbook	12/23/2014
TX-DON002857	\$2,289.00	NYSTROM	Textbook	12/23/2014
TX-DON002858	\$1,535.00	CAMBRIDGE UNIVERSITY PRES	Textbook	12/23/2014
TX-DON002859	\$2,444.00	DEAF LIFE PRESS/HPO BOOK	Textbook	12/23/2014
TX-DON002860	\$180.00	SIGNS FOR INTELLIGENCE	Textbook	12/23/2014
TX-DON002863	\$240.00	HACKETT PUBLISHING CO., I	Textbook	12/23/2014
TX-DON002864	\$9,969.36	OXFORD UNIVERSITY PRESS,	Textbook	12/23/2014
TX-DON002865	\$9,893.60	IFSTA	Textbook	12/23/2014
TX-DON002866	\$4,473.50	JONES & BARTLETT LEARNING	Textbook	12/23/2014

P.O. #	Amount	Vendor Name	Classification	Date
TX-DON002867	\$3,363.00	EINSTRUCTION	Textbook	12/23/2014
TX-DON002869	\$30,519.24	JOHN WILEY & SONS, INC	Textbook	12/23/2014
TX-DON002871	\$306.00	FLAT WORLD KNOWLEDGE	Textbook	12/23/2014
TX-DON002872	\$4,560.02	MORTON	Textbook	12/23/2014
TX-DON002873	\$1,998.75	POLICE FIRE PUBLISHING	Textbook	12/23/2014
TX-DON002878	\$715.00	NAPER PUBLISHING	Textbook	12/23/2014
TX-DON002880	\$1,258.00	DE ANZA PRESS	Textbook	12/23/2014
TX-DON002886	\$115.00	CADCIM TECHNOLOGIES	Textbook	12/23/2014
TX-DON002887	\$3,330.40	HUMAN KINETICS PUBS, INC.	Textbook	12/23/2014
TX-DON002888	\$13,706.00	STAR PUBLISHING CO.	Textbook	12/23/2014
TX-DON002889	\$478.50	PARADIGM PUBLISHING CO.	Textbook	12/23/2014
TX-DON002893	\$234.50	ASSOCIATED PRESS	Textbook	12/23/2014
TX-DON002894	\$2,600.00	ASHBURY PUBLISHING LLC	Textbook	12/23/2014
TX-DON002895	\$1,108.80	SAGE PUBLICATIONS, INC.	Textbook	12/23/2014
TX-DON002896	\$6,297.20	SLEETER GROUP	Textbook	12/23/2014
TX-DON002897	\$866.25	NATL ASSN ED OF YG CHILD	Textbook	12/23/2014
TX-DON002898	\$1,700.00	INT. CODE COUNCIL	Textbook	12/23/2014
TX-DON002899	\$936.00	SCHROFF DEVELOPMENT CORP	Textbook	12/23/2014
TX-DON002903	\$134.46	MBS TEXTBOOK EXCHANGE	Textbook	1/2/2015
TX-DON002904	\$736.50	NEBRASKA BOOK COMPANY	Textbook	1/2/2015
TX-DON002905	\$134.00	NEBRASKA BOOK COMPANY	Textbook	1/5/2015
TX-DON002906	\$123.42	NEBRASKA BOOK COMPANY	Textbook	1/5/2015
TX-DON002909	\$138.88	NACSCORP	Textbook	1/5/2015
TX-DON002910	\$2,367.90	NEBRASKA BOOK COMPANY	Textbook	1/6/2015
TX-DON002911	\$292.00	MBS TEXTBOOK EXCHANGE	Textbook	1/6/2015
TX-DON002912	\$2,551.22	NACSCORP	Textbook	1/6/2015
TX-DON002913	\$587.50	CENGAGE LEARNING	Textbook	1/6/2015
TX-DON002914	\$12,291.36	OXFORD UNIVERSITY PRESS,	Textbook	1/7/2015
TX-DON002915	\$86.70	SUNBELT PUBLISHERS INC.	Textbook	1/7/2015
TX-DON002918	\$8,815.00	CENGAGE LEARNING	Textbook	1/8/2015
TX-DON002920	\$2,384.05	NEBRASKA BOOK COMPANY	Textbook	1/8/2015
TX-DON002921	\$288.25	MBS TEXTBOOK EXCHANGE	Textbook	1/8/2015
TX-DON002922	\$2,700.00	CENGAGE LEARNING	Textbook	1/12/2015
TX-DON002923	\$1,695.15	MONTEZUMA PUBLISHING	Textbook	1/13/2015
TX-DON002925	\$1,442.04	NEBRASKA BOOK COMPANY	Textbook	1/13/2015
TX-DON002926	\$2,300.18	MBS TEXTBOOK EXCHANGE	Textbook	1/13/2015
TX-DON002927	\$3,144.00	MPS FORMERLY VHPS	Textbook	1/13/2015

P.O. #	Amount	Vendor Name	Classification	Date
TX-DON002928	\$339.68	NACSCORP	Textbook	1/13/2015
TX-DON002929	\$1,188.00	KENDALL PUBLISHING	Textbook	1/13/2015
TX-DON002930	\$1,300.00	CENGAGE LEARNING	Textbook	1/13/2015
TX-DON002931	\$1,605.00	PEARSON EDUCATION	Textbook	1/13/2015
TX-DON002932	\$1,196.25	MCGRAW-HILL PUBLISHING CO	Textbook	1/13/2015
TX-DON002934	\$328.50	HAYDEN-MCNEIL	Textbook	1/14/2015
TX-DON002935	\$180.00	ACS DIVCHED EXAM INST.	Textbook	1/14/2015
TX-DON002936	\$1,069.50	NEBRASKA BOOK COMPANY	Textbook	1/14/2015
TX-DON002937	\$4,151.50	NORTON, INC.	Textbook	1/20/2015
TX-DON002938	\$2,351.22	MBS TEXTBOOK EXCHANGE	Textbook	1/20/2015
TX-DON002939	\$90.10	NEBRASKA BOOK COMPANY	Textbook	1/21/2015
TX-DON002940	\$2,389.16	NACSCORP	Textbook	1/21/2015
TX-DON002941	\$1,105.19	NEBRASKA BOOK COMPANY	Textbook	1/26/2015
TX-DON002942	\$1,442.77	NACSCORP	Textbook	1/26/2015
TX-DON002943	\$125.58	MBS TEXTBOOK EXCHANGE	Textbook	1/26/2015
TX-DON002944	\$229.32	HACKETT PUBLISHING CO., I	Textbook	1/26/2015
TX-DON002945	\$224.04	NEBRASKA BOOK COMPANY	Textbook	1/26/2015
TX-DON002946	\$165.00	NEBRASKA BOOK COMPANY	Textbook	1/26/2015
TX-DON002947	\$540.00	MPS FORMERLY VHPS	Textbook	1/27/2015
TX-DON002949	\$819.00	NEBRASKA BOOK COMPANY	Textbook	1/27/2015
TX-DON002950	\$346.90	MBS TEXTBOOK EXCHANGE	Textbook	1/27/2015
TX-DON002951	\$1,744.00	CENGAGE LEARNING	Textbook	1/29/2015
TX-DON002952	\$716.25	NACSCORP	Textbook	1/29/2015
TX-DON002953	\$4,045.50	PEPR GRAPHICS	Textbook	2/2/2015
TX-DON002954	\$2,537.70	NEBRASKA BOOK COMPANY	Textbook	2/3/2015
TX-DON002955	\$1,123.50	MBS TEXTBOOK EXCHANGE	Textbook	2/3/2015
TX-DON002956	\$69.00	NACSCORP	Textbook	2/3/2015
TX-DON002957	\$4,675.00	CENGAGE LEARNING	Textbook	2/3/2015
TX-DON002958	\$556.82	NEBRASKA BOOK COMPANY	Textbook	2/4/2015
TX-DON002959	\$1,425.29	MBS TEXTBOOK EXCHANGE	Textbook	2/4/2015
TX-DON002960	\$323.77	NACSCORP	Textbook	2/4/2015
TX-HAWK002126	\$115.20	AMAZON	Textbook	12/16/2014
TX-HAWK002127	\$3,819.35	NEBRASKA BOOK COMPANY	Textbook	12/17/2014
TX-HAWK002128	\$1,166.03	BOOKBYTEDIRECT.COM	Textbook	12/18/2014
TX-HAWK002129	\$5,212.20	OXFORD UNIVERSITY PRESS,	Textbook	12/18/2014
TX-HAWK002130	\$206,349.77	PEARSON EDUCATION	Textbook	12/18/2014
TX-HAWK002131	\$7,055.16	NACSCORP	Textbook	12/18/2014

P.O. #	Amount	Vendor Name	Classification	Date
TX-HAWK002133	\$910.67	MONTEZUMA PUBLISHING	Textbook	12/18/2014
TX-HAWK002134	\$288.00	ACS DIVCHED EXAM INST.	Textbook	12/18/2014
TX-HAWK002135	\$12,624.50	MPS FORMERLY VHPS	Textbook	12/18/2014
TX-HAWK002136	\$46,198.90	NORTON, INC.	Textbook	12/18/2014
TX-HAWK002137	\$1,850.55	HAYDEN-MCNEIL	Textbook	12/18/2014
TX-HAWK002138	\$127.60	KJOS MUSIC CO	Textbook	12/18/2014
TX-HAWK002139	\$183.60	TEACHERS COLLEGE PRESS	Textbook	12/18/2014
TX-HAWK002140	\$16,253.69	KENDALL PUBLISHING	Textbook	12/18/2014
TX-HAWK002141	\$5,047.00	UNIVERSITY ENTERPRISES	Textbook	12/18/2014
TX-HAWK002142	\$32.13	DOVER	Textbook	12/18/2014
TX-HAWK002143	\$6,121.25	DAWN SIGN PRESS	Textbook	12/18/2014
TX-HAWK002144	\$139,600.28	CENGAGE LEARNING	Textbook	12/18/2014
TX-HAWK002145	\$1,287.70	AMAZON	Textbook	12/18/2014
TX-HAWK002146	\$72,828.25	MCGRAW-HILL PUBLISHING CO	Textbook	12/18/2014
TX-HAWK002147	\$219.52	UNIVERSITY OF OKLAHOMA PR	Textbook	12/18/2014
TX-HAWK002148	\$2,548.00	DEAF LIFE PRESS/HPO BOOK	Textbook	12/18/2014
TX-HAWK002149	\$18,982.00	BLUEDOOR	Textbook	12/18/2014
TX-HAWK002150	\$960.00	UNIV. SOUTHERN CALIFORNIA	Textbook	12/18/2014
TX-HAWK002151	\$888.00	ON COURSE LEARNING	Textbook	12/18/2014
TX-HAWK002152	\$98.73	INT JEWELERY PUBNS.	Textbook	12/18/2014
TX-HAWK002153	\$86.16	SIMON & SCHUSTER, INC.	Textbook	12/18/2014
TX-HAWK002154	\$153.25	HACHETTE BOOK GROUP	Textbook	12/18/2014
TX-HAWK002155	\$611.40	TAYLOR & FRANCIS	Textbook	12/18/2014
TX-HAWK002156	\$386.92	J.A.MAJORS	Textbook	12/18/2014
TX-HAWK002157	\$31.96	SAGE PUBLICATIONS, INC.	Textbook	12/18/2014
TX-HAWK002158	\$22,316.00	JOHN WILEY \$ SONS, INC	Textbook	12/18/2014
TX-HAWK002159	\$36,361.47	MCGRAW-HILL CREATE (PRIMIS)	Textbook	12/18/2014
TX-HAWK002160	\$73.75	MONTEZUMA PUBLISHING	Textbook	12/18/2014
TX-HAWK002161	\$8,715.00	BVT PUBLISHING	Textbook	12/18/2014
TX-HAWK002162	\$187.70	MORTON	Textbook	12/18/2014
TX-HAWK002163	\$1,439.36	SLEETER GROUP	Textbook	12/18/2014
TX-HAWK002164	\$427.00	EDUCATIONAL TEXTBOOK COMP	Textbook	12/18/2014
TX-HAWK002165	\$166.80	DEARBORN	Textbook	12/18/2014
TX-HAWK002166	\$1,080.00	FLAT WORLD KNOWLEDGE	Textbook	12/18/2014
TX-HAWK002167	\$2,484.00	ARCHIMEDES PUBLISHING	Textbook	12/18/2014
TX-HAWK002168	\$35,565.00	VISTA HIGHER LEARNING	Textbook	12/18/2014
TX-HAWK002169	\$700.00	NATL ASSN ED OF YG CHILD	Textbook	12/18/2014

P.O. #	Amount	Vendor Name	Classification	Date
TX-HAWK002170	\$118.80	DRAMATISTS PLAY SERVICE	Textbook	12/18/2014
TX-HAWK002171	\$2,048.00	AMERICAN WATER WORKS ASSN	Textbook	12/18/2014
TX-HAWK002172	\$192.78	CAMBRIDGE UNIVERSITY PRES	Textbook	12/18/2014
TX-HAWK002173	\$1,720.00	MCGRAW-HILL PUBLISHING CO	Textbook	12/19/2014
TX-HAWK002174	\$372.00	NEBRASKA BOOK COMPANY	Textbook	1/6/2015
TX-HAWK002175	\$3,360.00	CAMBRIDGE UNIVERSITY PRES	Textbook	1/7/2015
TX-HAWK002176	\$380.00	PERSEUS BOOKS GROUP	Textbook	1/7/2015
TX-HAWK002178	\$11,219.16	NEBRASKA BOOK COMPANY	Textbook	1/9/2015
TX-HAWK002179	\$2,220.42	MBS TEXTBOOK EXCHANGE	Textbook	1/9/2015
TX-HAWK002180	\$1,907.18	NACSCORP	Textbook	1/9/2015
TX-HAWK002181	\$1,125.04	KENDALL PUBLISHING	Textbook	1/9/2015
TX-HAWK002182	\$477.96	J.A.MAJORS	Textbook	1/9/2015
TX-HAWK002183	\$20,410.85	MCGRAW-HILL PUBLISHING CO	Textbook	1/9/2015
TX-HAWK002184	\$6,392.00	CENGAGE LEARNING	Textbook	1/9/2015
TX-HAWK002185	\$8,783.90	PEARSON EDUCATION	Textbook	1/9/2015
TX-HAWK002186	\$9,762.40	NORTON, INC.	Textbook	1/9/2015
TX-HAWK002187	\$279.00	CHANNING L. BETE	Textbook	1/9/2015
TX-HAWK002188	\$5,019.68	MCGRAW-HILL CREATE (PRIMIS)	Textbook	1/9/2015
TX-HAWK002190	\$1,840.00	MPS FORMERLY VHPS	Textbook	1/9/2015
TX-HAWK002191	\$2,240.00	JOHN WILEY & SONS, INC	Textbook	1/9/2015
TX-HAWK002192	\$1,280.00	NEBRASKA BOOK COMPANY	Textbook	1/9/2015
TX-HAWK002193	\$1,037.40	PEARSON EDUCATION	Textbook	1/9/2015
TX-HAWK002194	\$142.80	AMAZON	Textbook	1/9/2015
TX-HAWK002196	\$3,626.00	CENGAGE LEARNING	Textbook	1/12/2015
TX-HAWK002197	\$848.82	MBS TEXTBOOK EXCHANGE	Textbook	1/12/2015
TX-HAWK002198	\$462.00	NEBRASKA BOOK COMPANY	Textbook	1/12/2015
TX-HAWK002199	\$140.00	MBS TEXTBOOK EXCHANGE	Textbook	1/12/2015
TX-HAWK002200	\$185.00	NEBRASKA BOOK COMPANY	Textbook	1/12/2015
TX-HAWK002202	\$286.20	F & W PUBLISHERS	Textbook	1/13/2015
TX-HAWK002203	\$532.29	NEBRASKA BOOK COMPANY	Textbook	1/14/2015
TX-HAWK002204	\$684.07	AMAZON	Textbook	1/14/2015
TX-HAWK002205	\$484.50	MPS FORMERLY VHPS	Textbook	1/14/2015
TX-HAWK002206	\$273.60	NACSCORP	Textbook	1/14/2015
TX-HAWK002207	\$538.94	AMAZON	Textbook	1/14/2015
TX-HAWK002208	\$5,353.94	PEARSON EDUCATION	Textbook	1/14/2015
TX-HAWK002209	\$2,700.00	CAMBRIDGE UNIVERSITY PRES	Textbook	1/14/2015
TX-HAWK002210	\$62.85	OXFORD UNIVERSITY PRESS,	Textbook	1/14/2015

P.O. #	Amount	Vendor Name	Classification	Date
TX-HAWK002211	\$622.93	MBS TEXTBOOK EXCHANGE	Textbook	1/14/2015
TX-HAWK002212	\$36.00	NEBRASKA BOOK COMPANY	Textbook	1/20/2015
TX-HAWK002213	\$86.40	NACSCORP	Textbook	1/20/2015
TX-HAWK002214	\$360.00	FLAT WORLD KNOWLEDGE	Textbook	1/20/2015
TX-HAWK002215	\$1,870.00	CENGAGE LEARNING	Textbook	1/20/2015
TX-HAWK002216	\$230.00	CAMBRIDGE UNIVERSITY PRES	Textbook	1/20/2015
TX-HAWK002217	\$2,250.15	NEBRASKA BOOK COMPANY	Textbook	1/20/2015
TX-HAWK002218	\$2,172.00	MPS FORMERLY VHPS	Textbook	1/21/2015
TX-HAWK002219	\$505.12	NORTON, INC.	Textbook	1/21/2015
TX-HAWK002220	\$278.85	SIMON & SCHUSTER, INC.	Textbook	1/21/2015
TX-HAWK002221	\$584.04	NEBRASKA BOOK COMPANY	Textbook	1/21/2015
TX-HAWK002222	\$873.40	KENDALL PUBLISHING	Textbook	1/21/2015
TX-HAWK002223	\$2,695.00	MCGRAW-HILL CREATE (PRIMIS)	Textbook	1/21/2015
TX-HAWK002224	\$1,292.18	NEBRASKA BOOK COMPANY	Textbook	1/28/2015
TX-HAWK002225	\$2,847.60	MCGRAW-HILL CREATE (PRIMIS)	Textbook	1/28/2015
TX-HAWK002226	\$725.00	MBS TEXTBOOK EXCHANGE	Textbook	1/28/2015
TX-HAWK002227	\$98.79	NACSCORP	Textbook	1/28/2015
TX-HAWK002228	\$3,167.00	MPS FORMERLY VHPS	Textbook	1/28/2015
TX-HAWK002229	\$105.12	NORTON, INC.	Textbook	1/28/2015
TX-HAWK002230	\$1,087.50	CENGAGE LEARNING	Textbook	1/28/2015
TX-HAWK002231	\$218.35	KENDALL PUBLISHING	Textbook	1/28/2015
TX-HAWK002232	\$175.00	AMAZON	Textbook	1/30/2015
TX-HAWK002233	\$3,575.00	MCGRAW-HILL PUBLISHING CO	Textbook	2/2/2015
TX-HAWK002234	\$167.40	NACSCORP	Textbook	2/2/2015
TX-HAWK002235	\$5,022.00	MCGRAW-HILL PUBLISHING CO	Textbook	2/2/2015
TX-HAWK002236	\$300.00	CAMBRIDGE UNIVERSITY PRES	Textbook	2/2/2015
TX-HAWK002237	\$259.90	PEARSON EDUCATION	Textbook	2/3/2015
TX-HAWK002238	\$560.41	NEBRASKA BOOK COMPANY	Textbook	2/4/2015
TX-HAWK002239	\$1,227.78	MBS TEXTBOOK EXCHANGE	Textbook	2/4/2015
TX-HAWK002240	\$1,800.00	SAGE PUBLICATIONS, INC.	Textbook	2/4/2015
TX-HAWK002241	\$952.50	PEARSON EDUCATION	Textbook	2/4/2015
TX-HAWK002242	\$2,200.50	CENGAGE LEARNING	Textbook	2/4/2015
TX-HAWK002243	\$1,117.50	PEARSON EDUCATION	Textbook	2/5/2015
TX-HAWK002244	\$147.00	NEBRASKA BOOK COMPANY	Textbook	2/5/2015
TX-HAWK002245	\$546.00	CENGAGE LEARNING	Textbook	2/5/2015

**Grand Total: \$1,870,617.63**

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 15-B0000755	565.57	RYAN DISTRIBUTORS	Purchases – Gen Merch			12/15/2014
* 15-B0000756	1,827.31	RYAN DISTRIBUTORS	Purchases – Gen Merch			12/15/2014
* 15-B0000757	1,718.48	BROWN BAG SANDWICH CO. INC.	Purchases – Gen Merch			12/15/2014
15-B0000758	211.18	BROWN BAG SANDWICH CO. INC.	Purchases – Gen Merch			12/15/2014
15-B0000759	200.00	AMAZON COM	Other Operating Exp & Services			12/17/2014
15-B0000760	2,319.08	DIVERSIFIED BUSINESS SVCS	Other Operating Exp & Services			1/8/2015
15-B0000761	1,780.00	CAL MED DIVERSIFIED INC	Diversified Agency Fund Expens			1/8/2015
15-B0000762	6,768.20	MCKESSON GENERAL MEDICAL CORP	Diversified Agency Fund Expens			1/8/2015
15-B0000763	683.84	BROWN BAG SANDWICH CO. INC.	Purchases – Gen Merch			1/12/2015
15-B0000764	781.45	BROWN BAG SANDWICH CO. INC.	Purchases - Gen Merch			1/12/2015
15-B0000765	581.42	BROWN BAG SANDWICH CO. INC.	Purchases - Gen Merch			1/12/2015
* 15-B0000766	1,947.93	RYAN DISTRIBUTORS	Purchases - Taxable			1/12/2015
* 15-B0000767	1,341.08	RYAN DISTRIBUTORS	Purchases - Taxable			1/12/2015
* 15-B0000768	1,117.50	RYAN DISTRIBUTORS	Purchases - Taxable			1/12/2015
15-B0000769	37.44	LIVEWIRE ERGOGENICS, INC	Purchases - Gen Merch			1/12/2015
15-B0000770	334.20	BROWN BAG SANDWICH CO. INC.	Purchases - Gen Merch			1/15/2015
15-B0000771	192.82	BROWN BAG SANDWICH CO. INC.	Purchases - Gen Merch			1/15/2015
15-B0000772	1,695.34	BROWN BAG SANDWICH CO. INC.	Purchases - Gen Merch			1/15/2015
* 15-B0000773	6,716.47	RYAN DISTRIBUTORS	Purchases - Taxable			1/15/2015
15-B0000774	1,470.00	DEUSTER COMPANY LLC	Other Operating Exp & Services			1/15/2015
15-B0000775	1,033.60	PACIFIC PARKING SYSTEMS INC	Other Operating Exp & Services			1/15/2015
15-B0000776	1,535.40	PACIFIC PARKING SYSTEMS INC	Other Operating Exp & Services			1/15/2015
* 15-B0000777	122.57	HODGE PRODUCTS, INC.	Other Operating Exp & Services			1/15/2015
15-B0000778	38.85	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies			1/15/2015
15-B0000779	5,966.46	MATCO TOOLS	Diversified Agency Fund Expens			1/15/2015
15-B0000780	1,652.40	MORTARA INSTRUMENT	Diversified Agency Fund Expens			1/20/2015
15-B0000781	146.87	DELL COMPUTER	Equipment - All Other > \$1,000			1/21/2015
15-B0000782	434.31	SEHI COMPUTER PRODUCTS	Equipment - All Other > \$1,000			1/21/2015
15-B0000783	717.80	DELL COMPUTER	Equipment - All Other > \$1,000			1/21/2015
15-B0000784	6,102.00	IDENTIFICATION & SECURITY INTEGRATORS	Non-Instructional Supplies			1/21/2015
15-B0000785	2,003.72	CDW GOVERNMENT INC.	Equipment - All Other > \$1,000			1/21/2015
* 15-B0000786	75.59	RYAN DISTRIBUTORS	Purchases - Taxable			1/22/2015
* 15-B0000787	2,307.53	RYAN DISTRIBUTORS	Purchases - Gen Merch			1/22/2015
* 15-B0000788	887.29	BROWN BAG SANDWICH CO. INC.	Purchases - Gen Merch			1/22/2015

5.8 (33)

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

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-B0000789	392.26	BROWN BAG SANDWICH CO. INC.	Purchases - Gen Merch			1/22/2015
* 15-B0000790	955.32	BROWN BAG SANDWICH CO. INC.	Purchases - Gen Merch			1/28/2015
15-B0000791	951.32	MURPHY PRINTING CO	Non-Instructional Supplies			1/28/2015
15-B0000792	345.39	POWERTRON	Other Operating Exp & Services			1/28/2015
15-B0000793	1,407.59	BROWN BAG SANDWICH CO. INC.	Purchases - Gen Merch			2/4/2015
* 15-B0000794	2,807.92	RYAN DISTRIBUTORS	Purchases - Taxable			2/5/2015
		<b>Grand Total:</b>	<b>\$62,173.50</b>			

5.8 (34)

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

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM DECEMBER 13, 2014 THROUGH FEBRUARY 06, 2015  
BOARD MEETING OF FEBRUARY 23, 2015**

P.O. #	Amount	Description	Department	Comment
TX-DON002820	\$44,268.53	Textbooks for Resale: Intersession and Spring 2015	SAC Bookstore	Purchased from Nebraska Book Co., manager Review and Approval - Thomas Bonetati - December 18, 2014
TX-DON002822	\$46,853.96	Textbooks for Resale: Intersession and Spring 2015	SAC Bookstore	Purchased from MBS Textbooks, manager Review and Approval - Thomas Bonetati - December 23, 2014
TX-DON002827	\$70,889.86	Textbooks for Resale: Intersession and Spring 2015	SAC Bookstore	Purchased from McGraw-Hill Publishers, manager Review and Approval - Thomas Bonetati - December 23, 2014
TX-DON002828	\$293,984.23	Textbooks for Resale: Intersession and Spring 2015	SAC Bookstore	Purchased from Pearson Education, manager Review and Approval - Thomas Bonetati - December 23, 2014
TX-DON002829	\$171,489.70	Textbooks for Resale: Intersession and Spring 2015	SAC Bookstore	Purchased from Cengage Learning, manager Review and Approval - Thomas Bonetati - December 23, 2014
TX-DON002830	\$34,922.87	Textbooks for Resale: Intersession and Spring 2015	SAC Bookstore	Purchased from NACSCorp, manager Review and Approval - Thomas Bonetati - December 23, 2014
TX-DON002840	\$45,857.87	Textbooks for Resale: Intersession and Spring 2015	SAC Bookstore	Purchased from MPS Publishing, manager Review and Approval - Thomas Bonetati - December 23, 2014

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM DECEMBER 13, 2014 THROUGH FEBRUARY 06, 2015  
BOARD MEETING OF FEBRUARY 23, 2015**

P.O. #	Amount	Description	Department	Comment
TX-DON002846	\$47,297.40	Textbooks for Resale: Intersession and Spring 2015	SAC Bookstore	Purchased from Nebraska Book Co., manager Review and Approval - Thomas Bonetati - December 23, 2014
TX-DON002869	\$30,519.24	Textbooks for Resale: Intersession and Spring 2015	SAC Bookstore	Purchased from Wiley Publishing, manager Review and Approval - Thomas Bonetati - December 23, 2014
TX-HAWK002130	\$206,349.77	Textbooks for Resale: Intersession and Spring 2015	SCC Bookstore	Purchased from Pearson Education, manager Review and Approval - Bill Jeffery - December 18, 2014
TX-HAWK002136	\$46,198.90	Textbooks for Resale: Intersession and Spring 2015	SCC Bookstore	Purchased from Nebraska Book Co., manager Review and Approval - Bill Jeffery - December 18, 2014
TX-HAWK002140	\$16,253.69	Textbooks for Resale: Intersession and Spring 2015	SCC Bookstore	Purchased from Kendal Publishing, manager Review and Approval - Bill Jeffery - December 18, 2014
TX-HAWK002144	\$139,600.28	Textbooks for Resale: Intersession and Spring 2015	SCC Bookstore	Purchased from Cengage Learning, manager Review and Approval - Bill Jeffery - December 18, 2014
TX-HAWK002146	\$72,828.25	Textbooks for Resale: Intersession and Spring 2015	SCC Bookstore	Purchased from McGraw-Hill Publishing, manager Review and Approval - Bill Jeffery - December 18, 2014

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM DECEMBER 13, 2014 THROUGH FEBRUARY 06, 2015  
BOARD MEETING OF FEBRUARY 23, 2015**

P.O. #	Amount	Description	Department	Comment
TX-HAWK002149	\$18,982.00	Textbooks for Resale: Intersession and Spring 2015	SCC Bookstore	Purchased from Blue Door Publishing, manager Review and Approval - Bill Jeffery - December 18, 2014
TX-HAWK002158	\$22,316.00	Textbooks for Resale: Intersession and Spring 2015	SCC Bookstore	Purchased from Wiley Publishing, manager Review and Approval - Bill Jeffery - December 18, 2014
TX-HAWK002159	\$36,361.47	Textbooks for Resale: Intersession and Spring 2015	SCC Bookstore	Purchased from McGraw-Hill Publishing, manager Review and Approval - Bill Jeffery - December 18, 2014
TX-HAWK002168	\$35,565.00	Textbooks for Resale: Intersession and Spring 2015	SCC Bookstore	Purchased from Vista Higher Learning, manager Review and Approval - Bill Jeffery - December 18, 2014
TX-HAWK002183	\$20,410.85	Textbooks for Resale: Intersession and Spring 2015	SCC Bookstore	Purchased from McGraw-Hill Publishing, manager Review and Approval - Bill Jeffery - January 1, 2015

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Educational Services

To: Board of Trustees	Date: February 23, 2015
Re: Approval of Resource Development Items	
Action: Request for Approval	

**ANALYSIS**

Items for the following categorical programs have been developed:

	<b><u>Project Title</u></b>	<b><u>Award Date</u></b>	<b><u>Amount</u></b>
1.	Disabled Students Programs & Services (DSPS) (SAC) Annual allocation from the California Community Colleges Chancellor's Office to provide services for disabled students. (14/15). <i>Match is \$689,612 that consists of DSPS staff salary and benefits.</i>	11/04/2014	\$1,290,030
2.	Disabled Students Programs & Services (DSPS) (SCC) Annual allocation from the California Community Colleges Chancellor's Office to provide services for disabled students. (14/15). <i>Match is \$394,938 that consists of DSPS staff salary and benefits.</i>	11/04/2014	\$815,508
3.	SBA/CSUF – SBDC (District) – <i>Augmentation</i> Augmentation to annual allocation from the Small Business Administration through California State University, Fullerton, to fund the continuous performance of the district's Small Business Development Center. (14/15, 15/16). <i>The match required is one-to-one at \$612,000 that consists of \$173,138 district-funded staff costs, \$132,862 grant-funded staff costs, \$226,911 of unclaimed indirect costs and \$79,089 of third-party in-kind donations that included books, equipment, travel, postage, printing, supplies, advertising, facilities, fees and consultant time.</i>	02/02/2015	\$ 10,000
4.	Workforce Investment Act Title I - Youth Grant/Seeds to Trees – CASP (SAC) Sub-award from the City of Santa Ana Workforce Investment Board – Santa Ana Public Library to provide two instructional courses, digital media and business applications, curriculum development, counseling and support services for thirty at-risk youth for the SAC Career Academy Scholars Program, spring 2015. (14/15). <i>No match required.</i>	01/27/2015	\$ 19,850

Fiscal Impact: \$2,135,388	Board Date: February 23, 2015
Item Prepared by: Pat Carpenter, Administrative Secretary	
Item Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**Project Title**

**Award Date Amount**

**RECOMMENDATION**

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

Fiscal Impact: \$2,135,388	Board Date: February 23, 2015
Item Prepared by: Pat Carpenter, Administrative Secretary	
Item Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**SPECIAL PROJECT DETAILED BUDGET #2230**  
**NAME: Disabled Student Programs and Services (DSPS) - SAC**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 7/01/14 - 6/30/15

PROJ. ADM. S. Lundquist

CONTRACT INCOME: \$1,180,437 - SAC P1 Allocations  
+ \$109,593 - MIS data adjustment (transfer from SCC to SAC)  
**\$1,290,030 - TOTAL SAC**

PROJ. DIR. Sherry DeRosa

Date: 02/12/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-000000-10000-8623	DSPS : Santa Ana College		973,058		1,290,030		316,972
<b>Total Department 10000 Santa Ana College</b>		-	<b>973,058</b>	-	<b>1,290,030</b>	-	<b>316,972</b>
12-2230-642000-19521-1210	Academic Management : DSPS Office - Sherry DeRosa (50%)	54,966		55,433		467	
12-2230-642000-19521-2130	Classified Employees : DSPS Office - Mary A Sehm Kellett (100%)	45,443		45,829		386	
12-2230-642000-19521-2320	Classified Employees - Hourly : DSPS Office - L. Gomez (add'l hrs)	750		3,050		2,300	
12-2230-642000-19521-2340	Student Assistants - Hourly : DSPS - CalWorks student	-		1,300		1,300	
12-2230-642000-19521-3115	STRS - Non-Instructional : DSPS Office	4,881		4,922		41	
12-2230-642000-19521-3215	PERS - Non-Instructional : DSPS Office	5,349		5,754		405	
12-2230-642000-19521-3315	OASDHI - Non-Instructional : DSPS Office	2,901		3,114		213	
12-2230-642000-19521-3325	Medicare - Non-Instructional : DSPS Office	1,476		1,532		56	
12-2230-642000-19521-3415	H & W - Non-Instructional : DSPS Office	22,291		21,265			1,026
12-2230-642000-19521-3435	H & W - Retiree Fund Non-Inst : DSPS Office	1,018		1,070		52	
12-2230-642000-19521-3515	SUI - Non-Instructional : DSPS Office	51		53		2	
12-2230-642000-19521-3615	WCI - Non-Instructional : DSPS Office	2,442		2,567		125	
12-2230-642000-19521-3915	Other Benefits - Non-Instruct : DSPS Office	1,350		1,350		-	-
12-2230-642000-19521-4310	Instructional Supplies : DSPS Office	1,457		27,403		25,946	
12-2230-642000-19521-4520	Repair & Replacement Parts : DSPS Office	337		337		-	-
12-2230-642000-19521-4710	Food and Food Service Supplies : DSPS Office	176		676		500	
12-2230-642000-19521-5100	Contracted Services : DSPS Office	1,321		1,321		-	-
12-2230-642000-19521-5610	Lease Agreement - Equipment : DSPS Office	2,000		2,000		-	-
12-2230-642000-19521-5630	Maint Contract - Office Equip : DSPS Office	1,476		1,476		-	-
12-2230-642000-19521-5845	Excess/Copies Usage : DSPS Office	1,884		1,884		-	-
12-2230-642000-19521-5850	Fingerprinting : DSPS Office	64		64		-	-

6.1 (3)

**SPECIAL PROJECT DETAILED BUDGET #2230**  
**NAME: Disabled Student Programs and Services (DSPS) - SAC**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 7/01/14 - 6/30/15

PROJ. ADM. S. Lundquist  
 PROJ. DIR. Sherry DeRosa

CONTRACT INCOME:       \$1,180,437 - SAC P1 Allocations  
                               + \$109,593 - MIS data adjustment (transfer from SCC to SAC)  
                               **\$1,290,030 - TOTAL SAC**

Date: 02/12/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-642000-19521-5940	Reproduction/Printing Expenses : DSPS Office	99		99		-	-
12-2230-642000-19521-5955	TB/Hep Tests & Physicals Exp : DSPS Office	10		10		-	-
12-2230-642000-19521-6410	Equipment - All Other > \$1,000	-		38,115		38,115	
12-2230-675000-19521-5210	Conference Expenses : DSPS Office	342		342		-	-
<b>Total Department 19521 DSPS Office</b>		<b>152,084</b>	<b>-</b>	<b>220,966</b>	<b>-</b>	<b>69,908</b>	<b>1,026</b>
12-2230-493010-19522-1110	Contract Instructors : DSPS CEC	5,564		-			5,564
12-2230-493010-19522-3111	STRS - Instructional : DSPS CEC	500		-			500
12-2230-493010-19522-3321	Medicare - Instructional : DSPS CEC	52		-			52
12-2230-493010-19522-3411	H & W - Instructional : DSPS CEC	558		-			558
12-2230-493010-19522-3431	H & W - Retiree Fund Inst : DSPS CEC	57		-			57
12-2230-493010-19522-3511	SUI - Instructional : DSPS CEC	3		-			3
12-2230-493010-19522-3611	WCI - Instructional : DSPS CEC	136		-			136
12-2230-493010-19522-3911	Other Benefits - Instructional : DSPS CEC	625		-			625
<b>Total Department 19522 DSPS CEC</b>		<b>7,495</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,495</b>
12-2230-499900-19523-2420	Inst Assistant - Hourly : Deaf & Hard of Hear - interpreters	146,250		291,254		145,004	
12-2230-499900-19523-3211	PERS - Instructional : Deaf & Hard of Hearing	8,946		20,570		11,624	
12-2230-499900-19523-3311	OASDHI - Instructional : Deaf & Hard of Heari	4,402		10,835		6,433	
12-2230-499900-19523-3321	Medicare - Instructional : Deaf & Hard of Hea	2,131		4,223		2,092	
12-2230-499900-19523-3331	PARS - Instructional : Deaf & Hard of Hearing	988		1,515		527	
12-2230-499900-19523-3431	H & W - Retiree Fund Inst : Deaf & Hard of He	1,470		2,913		1,443	
12-2230-499900-19523-3511	SUI - Instructional : Deaf & Hard of Hearing	73		146		73	
12-2230-499900-19523-3611	WCI - Instructional : Deaf & Hard of Hearing	3,528		6,990		3,462	
12-2230-642000-19523-1250	Contract Coordinator : Deaf & Hard of Hearing - Monica Collins (45% for Fall 2014 only)	45,525		22,762			22,763
12-2230-642000-19523-2350	Overtime - Classified Employee : Deaf & HH	5,000		5,000		-	-

6.1 (4)

**SPECIAL PROJECT DETAILED BUDGET #2230**  
**NAME: Disabled Student Programs and Services (DSPS) - SAC**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 7/01/14 - 6/30/15

PROJ. ADM. S. Lundquist

CONTRACT INCOME: \$1,180,437 - SAC P1 Allocations  
+ \$109,593 - MIS data adjustment (transfer from SCC to SAC)  
**\$1,290,030 - TOTAL SAC**

PROJ. DIR. Sherry DeRosa

Date: 02/12/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-642000-19523-3215	PERS - Non-Instructional : Deaf & Hard of Hea	5,359		2,679			2,680
12-2230-642000-19523-3315	OASDHI - Non-Instructional : Deaf & Hard of H	3,167		1,739			1,428
12-2230-642000-19523-3325	Medicare - Non-Instructional : Deaf & Hard of	741		407			334
12-2230-642000-19523-3415	H & W - Non-Instructional : Deaf & Hard of He	3,539		1,769			1,770
12-2230-642000-19523-3435	H & W - Retiree Fund Non-Inst : Deaf & Hard o	511		280			231
12-2230-642000-19523-3515	SUI - Non-Instructional : Deaf & Hard of Hear	26		15			11
12-2230-642000-19523-3615	WCI - Non-Instructional : Deaf & Hard of Hear	1,226		673			553
12-2230-642000-19523-3915	Other Benefits - Non-Instruct : Deaf & Hard o	563		281			282
12-2230-642000-19523-5100	Contracted Services : Deaf & Hard of Hearing	118,784		118,784		-	-
<b>Total Department 19523 Deaf &amp; Hard of Hearing</b>		<b>352,229</b>	<b>-</b>	<b>492,835</b>	<b>-</b>	<b>170,658</b>	<b>30,052</b>
12-2230-493030-19524-5950	Software License and Fees : High Tech Center	2,000		5,280		3,280	
12-2230-493031-19524-1110	Contract Instructors : High Tech Center DSPS - Don Dutton (100% - Spring 2015)	-		49,177		49,177	
12-2230-493031-19524-3111	STRS - Instructional : High Tech Center DSPS	-		4,422		4,422	
12-2230-493031-19524-3411	H & W - Instructional : High Tech Center DSPS	-		10,576		10,576	
12-2230-493031-19524-3431	H & W - Retiree Fund Inst : High Tech Center	-		498		498	
12-2230-493031-19524-3511	SUI - Instructional : High Tech Center DSPS	-		25		25	
12-2230-493031-19524-3611	WCI - Instructional : High Tech Center DSPS	-		1,195		1,195	
12-2230-493031-19524-3911	Other Benefits - Instructional : High Tech Ce	-		625		625	
12-2230-642000-19524-2130	Classified Employees : High Tech Center DSPS - Angela Tran (100%)	66,120		66,652		532	
12-2230-642000-19524-2340	Student Assistants - Hourly : High Tech Cente	700		700		-	-
12-2230-642000-19524-3215	PERS - Non-Instructional : High Tech Center D	7,783		7,846		63	
12-2230-642000-19524-3315	OASDHI - Non-Instructional : High Tech Center	4,183		4,220		37	
12-2230-642000-19524-3325	Medicare - Non-Instructional : High Tech Cent	978		987		9	
12-2230-642000-19524-3415	H & W - Non-Instructional : High Tech Center	7,248		7,249		1	

6.1 (5)

**SPECIAL PROJECT DETAILED BUDGET #2230**  
**NAME: Disabled Student Programs and Services (DSPS) - SAC**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 7/01/14 - 6/30/15

PROJ. ADM. S. Lundquist  
 PROJ. DIR. Sherry DeRosa

CONTRACT INCOME:       \$1,180,437 - SAC P1 Allocations  
                               + \$109,593 - MIS data adjustment (transfer from SCC to SAC)  
                               **\$1,290,030 - TOTAL SAC**

Date: 02/12/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-642000-19524-3435	H & W - Retiree Fund Non-Inst : High Tech Cen	675		687		12	
12-2230-642000-19524-3515	SUI - Non-Instructional : High Tech Center DS	34		34		-	-
12-2230-642000-19524-3615	WCI - Non-Instructional : High Tech Center DS	1,619		1,649		30	
12-2230-642000-19524-3915	Other Benefits - Non-Instruct : High Tech Cen	1,350		1,350		-	-
12-2230-642000-19524-5605	Contracted Repair Services	-		1,321		1,321	
<b>Total Department 19524 High Tech Center DSPS</b>		<b>92,690</b>	<b>-</b>	<b>164,493</b>	<b>-</b>	<b>71,803</b>	<b>-</b>
12-2230-493031-19525-1110	Contract Instructors : Learning Disabled - Louise Janus (50%) & Mark Turner (50%)	75,241		85,468		10,227	
12-2230-493031-19525-3111	STRS - Instructional : Learning Disabled	3,713		3,729		16	
12-2230-493031-19525-3211	PERS - Instructional : Learning Disabled	4,008		5,191		1,183	
12-2230-493031-19525-3311	OASDHI - Instructional : Learning Disabled	2,150		2,773		623	
12-2230-493031-19525-3321	Medicare - Instructional : Learning Disabled	1,109		1,257		148	
12-2230-493031-19525-3411	H & W - Instructional : Learning Disabled	17,216		17,235		19	
12-2230-493031-19525-3431	H & W - Retiree Fund Inst : Learning Disabled	765		867		102	
12-2230-493031-19525-3511	SUI - Instructional : Learning Disabled	38		43		5	
12-2230-493031-19525-3611	WCI - Instructional : Learning Disabled	1,836		2,081		245	
12-2230-493031-19525-3911	Other Benefits - Instructional : Learning Dis	1,250		1,250		-	-
12-2230-493031-19525-6414	Equipment - Software > \$1,000 - ClockWorks Database Scheduler - ClockWorks addtl modules	-		40,628		40,628	
12-2230-642000-19525-2130	Classified Employees : Learning Disabled - Romert Norris (13% Jul. - Dec.) (100% Jan. - June)	59,282		29,893			29,389
12-2230-642000-19525-2320	Classified Employees - Hourly : Learning Disa	600		639		39	
12-2230-642000-19525-3215	PERS - Non-Instructional : Learning Disabled	6,978		4,087			2,891
12-2230-642000-19525-3315	OASDHI - Non-Instructional : Learning Disable	3,759		2,200			1,559
12-2230-642000-19525-3325	Medicare - Non-Instructional : Learning Disab	879		515			364
12-2230-642000-19525-3415	H & W - Non-Instructional : Learning Disabled	7,150		4,076			3,074

6.1 (6)

**SPECIAL PROJECT DETAILED BUDGET #2230**  
**NAME: Disabled Student Programs and Services (DSPS) - SAC**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 7/01/14 - 6/30/15

PROJ. ADM. S. Lundquist  
 PROJ. DIR. Sherry DeRosa

CONTRACT INCOME:       \$1,180,437 - SAC P1 Allocations  
                               + \$109,593 - MIS data adjustment (transfer from SCC to SAC)  
                               **\$1,290,030 - TOTAL SAC**

Date: 02/12/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-642000-19525-3435	H & W - Retiree Fund Non-Inst : Learning Disa	606		355			251
12-2230-642000-19525-3515	SUI - Non-Instructional : Learning Disabled	30		18			12
12-2230-642000-19525-3615	WCI - Non-Instructional : Learning Disabled	1,455		852			603
12-2230-642000-19525-3915	Other Benefits - Non-Instruct : Learning Disa	1,350		770			580
12-2230-642000-19525-4610	Non-Instructional Supplies : Learning Disable	2,914		7,334		4,420	
12-2230-642000-19525-5100	Contracted Services : Learning Disabled	125		128		3	
<b>Total Department 19525 Learning Disabled</b>		<b>192,454</b>	<b>-</b>	<b>211,389</b>	<b>-</b>	<b>57,658</b>	<b>38,723</b>
12-2230-642000-19526-1250	Contract Coordinator : Physically Disabled - <b>Maria Aguilar Beltran (30%)</b>	28,851		28,973		122	
12-2230-642000-19526-3115	STRS - Non-Instructional : Physically Disable	2,595		2,606		11	
12-2230-642000-19526-3325	Medicare - Non-Instructional : Physically Dis	424		426		2	
12-2230-642000-19526-3415	H & W - Non-Instructional : Physically Disabl	6,356		6,356		-	-
12-2230-642000-19526-3435	H & W - Retiree Fund Non-Inst : Physically Di	292		293		1	
12-2230-642000-19526-3515	SUI - Non-Instructional : Physically Disabled	15		15		-	-
12-2230-642000-19526-3615	WCI - Non-Instructional : Physically Disabled	701		704		3	
12-2230-642000-19526-3915	Other Benefits - Non-Instruct : Physically Di	375		375		-	-
<b>Total Department 19526 Physically Disabled</b>		<b>39,609</b>	<b>-</b>	<b>39,748</b>	<b>-</b>	<b>139</b>	<b>-</b>
12-2230-642000-19527-1250	Contract Coordinator : Speech/Acquired Brain - <b>Renee Miller (40% - Fall 2014; 80% - Spring 2015)</b>	40,010		59,847		19,837	
12-2230-642000-19527-1453	Beyond Contract - Coordinators : Speech/Acqui	-		652		652	
12-2230-642000-19527-2130	Classified Employees : Speech/Acquired Brain - <b>Ian Krzenminski (100% at 11 months)</b>	38,372		38,698		326	
12-2230-642000-19527-3115	STRS - Non-Instructional : Speech/Acquired Br	3,597		5,439		1,842	
12-2230-642000-19527-3215	PERS - Non-Instructional : Speech/Acquired Br	4,517		4,555		38	
12-2230-642000-19527-3315	OASDHI - Non-Instructional : Speech/Acquired	2,457		2,483		26	
12-2230-642000-19527-3325	Medicare - Non-Instructional : Speech/Acquire	1,163		1,469		306	

6.1 (7)

**SPECIAL PROJECT DETAILED BUDGET #2230**  
**NAME: Disabled Student Programs and Services (DSPS) - SAC**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 7/01/14 - 6/30/15

CONTRACT INCOME:       \$1,180,437 - SAC P1 Allocations  
                               + \$109,593 - MIS data adjustment (transfer from SCC to SAC)  
**\$1,290,030 - TOTAL SAC**

PROJ. ADM. S. Lundquist  
 PROJ. DIR. Sherry DeRosa

Date: 02/12/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-642000-19527-3415	H & W - Non-Instructional : Speech/Acquired B	15,004		15,041		37	
12-2230-642000-19527-3435	H & W - Retiree Fund Non-Inst : Speech/Acquir	802		1,013		211	
12-2230-642000-19527-3515	SUI - Non-Instructional : Speech/Acquired Bra	40		51		11	
12-2230-642000-19527-3615	WCI - Non-Instructional : Speech/Acquired Bra	1,966		2,431		465	
12-2230-642000-19527-3915	Other Benefits - Non-Instruct : Speech/Acquir	1,850		2,100		250	
<b>Total Department 19527 Speech/Acquired Brain Injury</b>		<b>109,778</b>	<b>-</b>	<b>133,779</b>	<b>-</b>	<b>24,001</b>	<b>-</b>
12-2230-642000-19528-1250	Contract Coordinator : Psychological Disabili - Susana Salgado (20%)	21,958		22,047		89	
12-2230-642000-19528-3115	STRS - Non-Instructional : Psychological Disa	1,972		1,980		8	
12-2230-642000-19528-3325	Medicare - Non-Instructional : Psychological	322		323		1	
12-2230-642000-19528-3415	H & W - Non-Instructional : Psychological Dis	1,451		1,451		-	-
12-2230-642000-19528-3435	H & W - Retiree Fund Non-Inst : Psychological	222		223		1	
12-2230-642000-19528-3515	SUI - Non-Instructional : Psychological Disab	11		11		-	-
12-2230-642000-19528-3615	WCI - Non-Instructional : Psychological Disab	533		535		2	
12-2230-642000-19528-3915	Other Benefits - Non-Instruct : Psychological	250		250		-	-
<b>Total Department 19528 Psychological Disabilities</b>		<b>26,719</b>	<b>-</b>	<b>26,820</b>	<b>-</b>	<b>101</b>	<b>-</b>
<b>Total Project 2230</b>	<b>DSPS - Santa Ana College</b>	<b>973,058</b>	<b>973,058</b>	<b>1,290,030</b>	<b>1,290,030</b>	<b>394,268</b>	<b>394,268</b>

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**SPECIAL PROJECT DETAILED BUDGET #2230**  
**NAME: Disabled Student Programs and Services (DSPS) - SAC**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 7/01/14 - 6/30/15

PROJ. ADM. S. Lundquist  
 PROJ. DIR. Sherry DeRosa

CONTRACT INCOME:       \$1,180,437 - SAC P1 Allocations  
                               + \$109,593 - MIS data adjustment (transfer from SCC to SAC)  
                               **\$1,290,030 - TOTAL SAC**

Date: 02/12/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-2230-642000-19521-1210	Academic Management : DSPS Office - Sherry DeRosa (50%)	54,966		55,433		467	
11-2230-642000-19521-3115	STRS - Non-Instructional : DSPS Office	4,881		4,923		42	
11-2230-642000-19521-3325	Medicare - Non-Instructional : DSPS Office	797		795			2
11-2230-642000-19521-3415	H & W - Non-Instructional : DSPS Office	15,194		13,928			1,266
11-2230-642000-19521-3435	H & W - Retiree Fund Non-Inst : DSPS Office	550		554		4	
11-2230-642000-19521-3515	SUI - Non-Instructional : DSPS Office	27		28		1	
11-2230-642000-19521-3615	WCI - Non-Instructional : DSPS Office	1,319		1,330		11	
<b>Total Department 19521 DSPS Office</b>		<b>77,734</b>		<b>76,991</b>	<b>-</b>	<b>525</b>	<b>1,268</b>
11-2230-499900-19523-2420	Inst Assistant - Hourly : Deaf & Hard of Hear - interpreters	53,871		119,481		65,610	
11-2230-499900-19523-3211	PERS - Instructional : Deaf & Hard of Hearing	3,171		8,438		5,267	
11-2230-499900-19523-3311	OASDHI - Instructional : Deaf & Hard of Heari	1,670		4,445		2,775	
11-2230-499900-19523-3321	Medicare - Instructional : Deaf & Hard of Hea	781		1,732		951	
11-2230-499900-19523-3331	PARS - Instructional : Deaf & Hard of Hearing	350		700		350	
11-2230-499900-19523-3431	H & W - Retiree Fund Inst : Deaf & Hard of He	539		1,195		656	
11-2230-499900-19523-3511	SUI - Instructional : Deaf & Hard of Hearing	27		60		33	
11-2230-499900-19523-3611	WCI - Instructional : Deaf & Hard of Hearing	1,293		2,868		1,575	
11-2230-642000-19523-2130	Classified Employees : Deaf & Hard of Hearing - Ruth Rodriguez (80%)	80,881		80,067			814
11-2230-642000-19523-3215	PERS - Non-Instructional : Deaf & Hard of Hea	9,521		9,425			96
11-2230-642000-19523-3315	OASDHI - Non-Instructional : Deaf & Hard of H	5,083		5,032			51
11-2230-642000-19523-3325	Medicare - Non-Instructional : Deaf & Hard of	1,189		1,177			12
11-2230-642000-19523-3415	H & W - Non-Instructional : Deaf & Hard of He	17,272		16,955			317
11-2230-642000-19523-3435	H & W - Retiree Fund Non-Inst : Deaf & Hard o	820		812			8
11-2230-642000-19523-3515	SUI - Non-Instructional : Deaf & Hard of Hear	41		41		-	-

(6) 19

**SPECIAL PROJECT DETAILED BUDGET #2230**  
**NAME: Disabled Student Programs and Services (DSPS) - SAC**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 7/01/14 - 6/30/15

PROJ. ADM. S. Lundquist

CONTRACT INCOME: \$1,180,437 - SAC P1 Allocations  
+ \$109,593 - MIS data adjustment (transfer from SCC to SAC)  
**\$1,290,030 - TOTAL SAC**

PROJ. DIR. Sherry DeRosa

Date: 02/12/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-2230-642000-19523-3615	WCI - Non-Instructional : Deaf & Hard of Hear	1,968		1,948			20
11-2230-642000-19523-3915	Other Benefits - Non-Instruct : Deaf & Hard o	1,100		1,100		-	-
<b>Total Department 19523 Deaf &amp; Hard of Hearing</b>		<b>179,577</b>		<b>255,476</b>	<b>-</b>	<b>77,217</b>	<b>1,318</b>
11-2230-493031-19524-1110	Contract Instructors : High Tech Center DSPS - Don Dutton (80% - Fall)	75,917		39,010			36,907
11-2230-493031-19524-3111	STRS - Instructional : High Tech Center DSPS	6,830		3,553			3,277
11-2230-493031-19524-3411	H & W - Instructional : High Tech Center DSPS	16,917		8,461			8,456
11-2230-493031-19524-3431	H & W - Retiree Fund Inst : High Tech Center	769		400			369
11-2230-493031-19524-3511	SUI - Instructional : High Tech Center DSPS	38		20			18
11-2230-493031-19524-3611	WCI - Instructional : High Tech Center DSPS	1,846		960			886
11-2230-493031-19524-3911	Other Benefits - Instructional : High Tech Ce	1,000		1,000		-	-
<b>Total Department 19524 High Tech Center DSPS</b>		<b>103,317</b>		<b>53,404</b>	<b>-</b>	<b>-</b>	<b>49,913</b>
11-2230-493031-19525-1110	Contract Instructors : Learning Disabled - Louise Janus (50%) & Mark Turner (50%)	75,241		85,468		10,227	
11-2230-493031-19525-3111	STRS - Instructional : Learning Disabled	3,713		3,729		16	
11-2230-493031-19525-3211	PERS - Instructional : Learning Disabled	4,008		5,191		1,183	
11-2230-493031-19525-3311	OASDHI - Instructional : Learning Disabled	2,150		2,773		623	
11-2230-493031-19525-3321	Medicare - Instructional : Learning Disabled	1,109		1,257		148	
11-2230-493031-19525-3411	H & W - Instructional : Learning Disabled	17,216		17,235		19	
11-2230-493031-19525-3431	H & W - Retiree Fund Inst : Learning Disabled	765		867		102	
11-2230-493031-19525-3511	SUI - Instructional : Learning Disabled	38		43		5	
11-2230-493031-19525-3611	WCI - Instructional : Learning Disabled	1,836		2,081		245	
11-2230-493031-19525-3911	Other Benefits - Instructional : Learning Dis	1,250		1,250		-	-
<b>Total Department 19525 Learning Disabled</b>		<b>107,326</b>		<b>119,894</b>	<b>-</b>	<b>12,568</b>	<b>-</b>
11-2230-642000-19526-1250	Contract Coordinator : Physically Disabled - Maria Aguilar Beltran (45% in Fall; 70% in Spring)	67,319		55,584			11,735

6.1 (10)

**SPECIAL PROJECT DETAILED BUDGET #2230**  
**NAME: Disabled Student Programs and Services (DSPS) - SAC**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 7/01/14 - 6/30/15

PROJ. ADM. S. Lundquist  
 PROJ. DIR. Sherry DeRosa

CONTRACT INCOME:       \$1,180,437 - SAC P1 Allocations  
                               + \$109,593 - MIS data adjustment (transfer from SCC to SAC)  
                               **\$1,290,030 - TOTAL SAC**

Date: 02/12/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-2230-642000-19526-2130	Classified Employees : Physically Disabled - Amy Treat (100%)	55,146		55,615		469	
11-2230-642000-19526-3115	STRS - Non-Instructional : Physically Disable	6,056		5,000			1,056
11-2230-642000-19526-3215	PERS - Non-Instructional : Physically Disable	6,491		6,546		55	
11-2230-642000-19526-3315	OASDHI - Non-Instructional : Physically Disab	3,503		3,532		29	
11-2230-642000-19526-3325	Medicare - Non-Instructional : Physically Dis	1,808		1,642			166
11-2230-642000-19526-3415	H & W - Non-Instructional : Physically Disabl	29,780		27,135			2,645
11-2230-642000-19526-3435	H & W - Retiree Fund Non-Inst : Physically Di	1,247		1,133			114
11-2230-642000-19526-3515	SUI - Non-Instructional : Physically Disabled	62		57			5
11-2230-642000-19526-3615	WCI - Non-Instructional : Physically Disabled	2,993		2,718			275
11-2230-642000-19526-3915	Other Benefits - Non-Instruct : Physically Di	2,225		2,069			156
<b>Total Department 19526 Physically Disabled</b>		<b>176,630</b>		<b>161,031</b>		<b>553</b>	<b>16,152</b>
11-2230-493031-19527-1110	Contract Instructors : Speech/Acquired Brain - Renee Miller (40% - Fall)	39,010		19,505			19,505
11-2230-493031-19527-3111	STRS - Instructional : Speech/Acquired Brain	3,508		1,754			1,754
11-2230-493031-19527-3321	Medicare - Instructional : Speech/Acquired Br	573		286			287
11-2230-493031-19527-3411	H & W - Instructional : Speech/Acquired Brain	74		89		15	
11-2230-493031-19527-3431	H & W - Retiree Fund Inst : Speech/Acquired B	395		198			197
11-2230-493031-19527-3511	SUI - Instructional : Speech/Acquired Brain I	20		10			10
11-2230-493031-19527-3611	WCI - Instructional : Speech/Acquired Brain I	948		474			474
11-2230-493031-19527-3911	Other Benefits - Instructional : Speech/Acqui	500		500		-	-
<b>Total Department 19527 Speech/Acquired Brain Injury</b>		<b>45,028</b>		<b>22,816</b>		<b>15</b>	<b>22,227</b>
<b>Total Project 2230</b>	<b>DSPS - Santa Ana College (Match)</b>	<b>689,612</b>		<b>689,612</b>	<b>-</b>	<b>90,878</b>	<b>90,878</b>

6.1 (11)

**SPECIAL PROJECT DETAILED BUDGET #2230**  
**NAME: Disabled Student Programs and Services (DSPS) - SCC**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 - 06/30/15

PROJ. ADM. Syed Rizvi

CONTRACT INCOME: \$925,101 - SCC P1 Allocation  
 - \$109,593 - MIS data adjustment (transfer to SAC from SCC)  
**\$815,508 - TOTAL SCC**

PROJ. DIR. L. Carr-Rollitt

Date: 02/06/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-000000-20000-8623	DSPS : Santiago Canyon College		556,693		815,508		258,815
12-2230-493031-29400-1110	Contract Instructors : DSPS	47,516		233,831		186,315	
12-2230-493031-29400-2410	Inst Assistant - Ongoing : DSPS	13,193		8,593			4,600
12-2230-493031-29400-2420	Inst Assistant - Hourly : DSPS	16,731		41,917		25,186	
12-2230-493031-29400-3111	STRS - Instructional : DSPS	3,972		21,022		17,050	
12-2230-493031-29400-3211	PERS - Instructional : DSPS	1,510		1,012			498
12-2230-493031-29400-3311	OASDHI - Instructional : DSPS	818		532			286
12-2230-493031-29400-3321	Medicare - Instructional : DSPS	1,422		4,166		2,744	
12-2230-493031-29400-3331	PARS - Instructional : DSPS	478		545		67	
12-2230-493031-29400-3411	H & W - Instructional : DSPS	10,625		52,912		42,287	
12-2230-493031-29400-3431	H & W - Retiree Fund Inst : DSPS	981		2,872		1,891	
12-2230-493031-29400-3511	SUI - Instructional : DSPS	49		144		95	
12-2230-493031-29400-3611	WCI - Instructional : DSPS	2,354		6,893		4,539	
12-2230-493031-29400-3911	Other Benefits - Instructional : DSPS	625		2,888		2,263	
12-2230-493031-29400-1483	Beyond Contr - Reassigned Time : DSPS	13,409		-			13,409
12-2230-493031-29400-1484	Int/Sum Beynd Contr-Reassigned : DSPS	36,372		-			36,372
12-2230-493031-29400-3115	STRS - Non-Instructional : DSPS	4,107		-			4,107
12-2230-493031-29400-3325	Medicare - Non-Instructional : DSPS	722		-			722
12-2230-493031-29400-3435	H & W - Retiree Fund Non-Inst : DSPS	498		-			498
12-2230-493031-29400-3515	SUI - Non-Instructional : DSPS	25		-			25
12-2230-493031-29400-3615	WCI - Non-Instructional : DSPS	1,195		-			1,195
12-2230-493031-29400-4210	Books, Mags & Ref Mat, Non-Lib : DSPS	2,000		2,000		-	-

6.1 (12)

**SPECIAL PROJECT DETAILED BUDGET #2230**  
**NAME: Disabled Student Programs and Services (DSPS) - SCC**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 - 06/30/15

PROJ. ADM. Syed Rizvi

CONTRACT INCOME: \$925,101 - SCC P1 Allocation  
 - \$109,593 - MIS data adjustment (transfer to SAC from SCC)  
**\$815,508 - TOTAL SCC**

PROJ. DIR. L. Carr-Rollitt

Date: 02/06/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-493031-29400-4310	Instructional Supplies : DSPS	6,000		6,000		-	-
12-2230-493031-29400-4710	Food and Food Service Supplies : DSPS	750		175			575
12-2230-493031-29400-5940	Reproduction/Printing Expenses : DSPS	1,500		3,500		2,000	
12-2230-493031-29400-5950	Software License and Fees : DSPS	3,587		4,162		575	
12-2230-493031-29400-6410	Equipment - All Other > \$1,000 : DSPS	3,670		2,670			1,000
12-2230-493031-29400-6414	Equipment - Software > \$1,000 : DSPS	2,000		2,000		-	-
12-2230-493031-29400-6419	Equip/Software - >\$200 <\$1,000 : DSPS	2,000		2,000		-	-
12-2230-642000-29400-1430	Part-Time Counselors : DSPS	26,247		56,247		30,000	
12-2230-642000-29400-1435	Int/Sum - Counselors,Part-Time : DSPS	8,948		17,948		9,000	
12-2230-642000-29400-1483	Beyond Contr - Reassigned Time : DSPS	-		8,940		8,940	
12-2230-642000-29400-1484	Int/Sum Beynd Contr-Reassigned : DSPS	-		48,658		48,658	
12-2230-642000-29400-2130	Classified Employees : DSPS	98,326		87,639			10,687
12-2230-642000-29400-2320	Classified Employees - Hourly : DSPS	-		4,910		4,910	
12-2230-642000-29400-2340	Student Assistants - Hourly : DSPS	1,800		1,800		-	-
12-2230-642000-29400-3115	STRS - Non-Instructional : DSPS	1,544		10,206		8,662	
12-2230-642000-29400-3215	PERS - Non-Instructional : DSPS	11,400		10,316			1,084
12-2230-642000-29400-3315	OASDHI - Non-Instructional : DSPS	6,263		5,600			663
12-2230-642000-29400-3325	Medicare - Non-Instructional : DSPS	2,436		3,292		856	
12-2230-642000-29400-3335	PARS - Non-Instructional : DSPS	-		283		283	
12-2230-642000-29400-3415	H & W - Non-Instructional : DSPS	47,704		24,374			23,330
12-2230-642000-29400-3435	H & W - Retiree Fund Non-Inst : DSPS	1,806		2,286		480	
12-2230-642000-29400-3515	SUI - Non-Instructional : DSPS	91		113		22	

6.1 (13)

**SPECIAL PROJECT DETAILED BUDGET #2230**  
**NAME: Disabled Student Programs and Services (DSPS) - SCC**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 - 06/30/15

CONTRACT INCOME: \$925,101 - SCC P1 Allocation  
 - \$109,593 - MIS data adjustment (transfer to SAC from SCC)  
**\$815,508 - TOTAL SCC**

PROJ. ADM. Syed Rizvi  
 PROJ. DIR. L. Carr-Rollitt

Date: 02/06/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-642000-29400-3615	WCI - Non-Instructional : DSPS	4,368		5,493		1,125	
12-2230-642000-29400-3915	Other Benefits - Non-Instruct : DSPS	2,700		2,700		-	-
12-2230-642000-29400-4610	Non-Instructional Supplies : DSPS	2,500		1,500			1,000
12-2230-642000-29400-5630	Maint Contract - Office Equip : DSPS	950		950		-	-
12-2230-642000-29400-5845	Excess/Copies Usage : DSPS	500		500		-	-
12-2230-642000-29400-6412	Equipment - Modular Furniture : DSPS	2,400		2,400		-	-
12-2230-675000-29400-5210	Conference Expenses : DSPS	2,000		2,000		-	-
12-2230-499900-29401-2410	Inst Assistant - Ongoing : DHH	34,215		-			34,215
12-2230-499900-29401-2420	Inst Assistant - Hourly : Deaf & Hard of Hear	-		31,582		31,582	
12-2230-499900-29401-3211	PERS - Instructional : Deaf & Hard of Hearing	3,915		1,636			2,279
12-2230-499900-29401-3311	OASDHI - Instructional : Deaf & Hard of Heari	2,122		861			1,261
12-2230-499900-29401-3321	Medicare - Instructional : Deaf & Hard of Hea	497		458			39
12-2230-499900-29401-3331	PARS - Instructional : Deaf & Hard of Hearing	-		230		230	
12-2230-499900-29401-3431	H & W - Retiree Fund Inst : Deaf & Hard of He	343		315			28
12-2230-499900-29401-3511	SUI - Instructional : Deaf & Hard of Hearing	18		16			2
12-2230-499900-29401-3611	WCI - Instructional : Deaf & Hard of Hearing	822		758			64
12-2230-642000-29401-1250	Contract Coordinator : DHH	5,058		2,529			2,529
12-2230-642000-29401-2130	Classified Employees : DHH	18,359		20,017		1,658	
12-2230-642000-29401-2320	Classified Employees - Hourly : Deaf & Hard o	37,821		-			37,821
12-2230-642000-29401-3215	PERS - Non-Instructional : Deaf & Hard of Hea	5,783		2,356			3,427
12-2230-642000-29401-3315	OASDHI - Non-Instructional : Deaf & Hard of H	2,733		1,258			1,475
12-2230-642000-29401-3325	Medicare - Non-Instructional : Deaf & Hard of	1,327		294			1,033

6.1 (14)

**SPECIAL PROJECT DETAILED BUDGET #2230**  
**NAME: Disabled Student Programs and Services (DSPS) - SCC**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 - 06/30/15

PROJ. ADM. Syed Rizvi

CONTRACT INCOME: \$925,101 - SCC P1 Allocation

PROJ. DIR. L. Carr-Rollitt

- \$109,593 - MIS data adjustment (transfer to SAC from SCC)

**\$815,508 - TOTAL SCC**

Date: 02/06/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-642000-29401-3335	PARS - Non-Instructional : Deaf & Hard of Hea	529		-			529
12-2230-642000-29401-3415	H & W - Non-Instructional : Deaf & Hard of He	3,963		4,239		276	
12-2230-642000-29401-3435	H & W - Retiree Fund Non-Inst : Deaf & Hard o	915		203			712
12-2230-642000-29401-3515	SUI - Non-Instructional : Deaf & Hard of Hear	46		10			36
12-2230-642000-29401-3615	WCI - Non-Instructional : Deaf & Hard of Hear	2,197		487			1,710
12-2230-642000-29401-3915	Other Benefits - Non-Instruct : Deaf & Hard o	312		270			42
12-2230-642000-29401-5100	Contracted Services : Deaf & Hard of Hearing	35,626		50,000		14,374	
<b>Total Project 2230</b>	<b>DSPS : Santiago Canyon College</b>	<b>556,693</b>	<b>556,693</b>	<b>815,508</b>	<b>815,508</b>	<b>446,068</b>	<b>446,068</b>

6.1 (15)

**SPECIAL PROJECT DETAILED BUDGET #2230**  
**NAME: Disabled Student Programs and Services (DSPS) - SCC**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 - 06/30/15

CONTRACT INCOME: \$925,101 - SCC P1 Allocation  
 - \$109,593 - MIS data adjustment (transfer to SAC from SCC)  
**\$815,508 - TOTAL SCC**

PROJ. ADM. Syed Rizvi  
 PROJ. DIR. L. Carr-Rollitt

Date: 02/06/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-2230-493031-29400-1110	Contract Instructors : DSPS	221,361		219,811			1,550
11-2230-493031-29400-3111	STRS - Instructional : DSPS	18,521		18,521			-
11-2230-493031-29400-3321	Medicare - Instructional : DSPS	3,158		3,158			-
11-2230-493031-29400-3411	H & W - Instructional : DSPS	54,251		54,251			-
11-2230-493031-29400-3431	H & W - Retiree Fund Inst : DSPS	2,246		2,246			-
11-2230-493031-29400-3511	SUI - Instructional : DSPS	3,616		108			3,508
11-2230-493031-29400-3611	WCI - Instructional : DSPS	5,388		5,388			-
11-2230-493031-29400-3911	Other Benefits - Instructional : DSPS	3,125		3,125		-	-
11-2230-642000-29400-2130	Classified Employees : DSPS	57,680		61,676		3,996	
11-2230-642000-29400-3215	PERS - Non-Instructional : DSPS	6,301		7,260		959	
11-2230-642000-29400-3315	OASDHI - Non-Instructional : DSPS	3,657		3,908		251	
11-2230-642000-29400-3325	Medicare - Non-Instructional : DSPS	855		914		59	
11-2230-642000-29400-3415	H & W - Non-Instructional : DSPS	10,471		11,047		576	
11-2230-642000-29400-3435	H & W - Retiree Fund Non-Inst : DSPS	590		630		40	
11-2230-642000-29400-3515	SUI - Non-Instructional : DSPS	951		32			919
11-2230-642000-29400-3615	WCI - Non-Instructional : DSPS	1,417		1,513		96	
11-2230-642000-29400-3915	Other Benefits - Non-Instruct : DSPS	1,350		1,350		-	-
<b>Total Project 2230</b>	<b>DSPS : Santiago Canyon College (Match)</b>	<b>394,938</b>	<b>-</b>	<b>394,938</b>	<b>-</b>	<b>5,977</b>	<b>5,977</b>

6.1 (16)

**SPECIAL PROJECT DETAILED BUDGET #1319**  
**NAME: SBA/CSUF 2015 - SMALL BUSINESS DEVELOPMENT CENTER (DISTRICT)**  
**FISCAL YEARS 2014/2015 and 2015/2016**

Contract Period: 01/01/2015 - 12/31/2015

Contract Amount: \$602,000

Augmentation: \$10,000

Total Award: \$612,000

CFDA #: 59.037

Prime Sponsor: U.S. Small Business Administration

Fiscal Agent: CSU Fullerton Auxiliary Services Corporation

Prime Award #: TBD

Sub-Award #: TBD

PROJ ADM: Enrique Perez

PROJ DIR: Leila Mozaffari

Date: 2/10/2015

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-0000-000004-50000-2130	Classified Employee : District Operations (Fixed)		129,472		129,653		181
11-0000-000004-50000-3415	H & W - Non-Instructional : District Operations (Fixed)		43,390		43,485		95
11_1319_684000_53410_2110	<b>Classified Management : Small Business Dev Ctr Offi</b> <b>Leila Mozaffari, SBDC Director @ 100%</b>	129,472		129,653		181	
11_1319_684000_53410_3215	PERS - Non-Instructional : Small Business Dev	15,241		15,261		20	
11_1319_684000_53410_3315	OASDHI - Non-Instructional : Small Business D	8,198		8,209		11	
11_1319_684000_53410_3325	Medicare - Non-Instructional : Small Business	1,917		1,920		3	
11_1319_684000_53410_3415	H & W - Non-Instructional : Small Business De	10,723		10,777		54	
11_1319_684000_53410_3435	H & W - Retiree Fund Non-Inst : Small Busines	1,322		1,324		2	
11_1319_684000_53410_3515	SUI - Non-Instructional : Small Business Dev	66		66		0	
11_1319_684000_53410_3615	WCI - Non-Instructional : Small Business Dev	3,173		3,178		5	
11_1319_684000_53410_3915	Other Benefits - Non-Insttruct : Small Busines	2,750		2,750		0	
	<b>Total #1319 - SBA/CSUF 2015 SBDC (match)</b>	<b>172,862</b>	<b>172,862</b>	<b>173,138</b>	<b>173,138</b>	<b>276</b>	<b>276</b>

The match required is one-to-one at \$612,000 that consists of the following:		
(Cash Match)	SBDC Director salary and benefits @ 100% (District Funded)	173,138
(Cash Match)	Small Business DSN - Coordinator's salary and benefits at 100% (state-funded #2317)	76,463
(Cash Match)	Small Business DSN - Business Experts salary and benefits at 100% (state-funded #2317)	24,637
(Cash Match)	Global Trade DSN Business Experts salary and benefit @ 100% (state-funded #2316)	26,762
(Cash Match)	Union Bank - Business Experts salary and benefits at 100% (local-funded #3671)	5,000
	<b>Sub-Total Cash Match</b>	<b>306,000</b>
(In-Kind Match)	unclaimed indirect (24% rate on grant-funded direct costs: \$588,462 x 24% = \$141,231)	141,231
(In-Kind Match)	unclaimed indirect (28% on cash match direct costs: \$306,000 x 28% = \$85,680)	85,680
(In-Kind Match)	Third party donations that include books, equipment, supplies, travel, postage, phone usage, printing, marketing/advertising, outside facilities, trade show fees, and consultant time.	79,089
	<b>Sub-Total In-kind Match</b>	<b>306,000</b>
	<b>Total - SBA/CSUF 2015 SBDC (match)</b>	<b>612,000</b>

**SPECIAL PROJECT DETAILED BUDGET #1319**  
**NAME: SBA/CSUF 2015 - SMALL BUSINESS DEVELOPMENT CENTER (DISTRICT)**  
**FISCAL YEARS 2014/2015 AND 2015/2016**

Contract Period: 01/01/2015 - 12/31/2015  
 Contract Amount: \$602,000  
 Augmentation: \$10,000  
 Total Award: \$612,000  
 CFDA #: 59.037  
 Prime Sponsor: U.S. Small Business Administration  
 Fiscal Agent: CSU Fullerton Auxiliary Services Corporation  
 Prime Award #: TBD  
 Sub-Award #: TBD

PROJ ADM: Enrique Perez  
 PROJ DIR: Leila Mozaffari  
 Date: 2/10/2015

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1319_000000_50000_8199	Other Federal Revenues : District Operations		602,000		612,000		10,000
12_1319_672000_50000_5865	Indirect Costs : District Operations	23,154		23,538		384	
12_1319_675000_53410_5210	Conference Expenses : Small Business Dev Ctr	3,964		8,964		5,000	
12-1319-684000-53410-2110	Classified Management : Small Business Dev Ctr Elizabeth Arteaga, Assistant Director @ 100%	84,011		84,561		550	
12-1319-684000-53410-2130	Classified Employees : Small Business Dev Ctr Luis Kings, Administrative Clerk @ 100% Claudia Figueroa, Administrative Clerk @ 100%	113,047		113,025			22
12-1319-684000-53410-2320	Classified Employees - Hourly : Small Business Business Experts @ \$45/hr. x 4,584 hours	202,500		206,280		3,780	
12_1319_684000_53410_3215	PERS - Non-Instructional : Small Business Dev	47,031		47,509		478	
12_1319_684000_53410_3315	OASDHI - Non-Instructional : Small Business D	25,097		25,363		266	
12_1319_684000_53410_3325	Medicare - Non-Instructional : Small Business	5,870		5,931		61	
12_1319_684000_53410_3335	PARS - Non-Instructional : Small Business Dev	0		32		32	
12_1319_684000_53410_3415	H & W - Non-Instructional : Small Business De	58,297		58,867		570	
12_1319_684000_53410_3435	H & W - Retiree Fund Non-Inst : Small Busines	4,047		4,092		45	
12_1319_684000_53410_3515	SUI - Non-Instructional : Small Business Dev	202		205		3	
12_1319_684000_53410_3615	WCI - Non-Instructional : Small Business Dev	9,715		9,818		103	
12_1319_684000_53410_3915	Other Benefits - Non-Instruct : Small Busines	5,230		5,230		0	
12_1319_684000_53410_4210	Books, Mags & Ref Mat, Non-Lib : Small Busine	250		250		0	
12_1319_684000_53410_4610	Non-Instructional Supplies : Small Business D	3,675		3,675		0	
12_1319_684000_53410_4710	Food and Food Service Supplies : Small Busine	845		845		0	
12_1319_684000_53410_5220	Mileage/Parking Expenses : Small Business Dev	2,965		2,965		0	
12_1319_684000_53410_5560	Telephone & Pager Services : Small Business D	1,500		1,500		0	
12_1319_684000_53410_5610	Lease Agreement - Equipment : Small Business	3,600		3,600		0	
12_1319_684000_53410_5800	Advertising : Small Business Dev Ctr Office	2,500		1,250			1,250
12_1319_684000_53410_5845	Excess/Copies Usage : Small Business Dev Ctr	1,000		1,000		0	
12_1319_684000_53410_5940	Reproduction/Printing Expenses : Small Busine	3,500		3,500		0	
<b>Total #1319 - SBA/CSUF 2015 SBDC (funded)</b>		<b>602,000</b>	<b>602,000</b>	<b>612,000</b>	<b>612,000</b>	<b>11,272</b>	<b>11,272</b>

6.1 (18)

**SPECIAL PROJECT DETAILED BUDGET #1904**  
**NAME: Workforce Investment Act Title I -**  
**Youth Grant/Seeds to Trees - CASP (Santa Ana College)**  
**FISCAL YEAR: 2014/2015**

CONTRACT TERM: 2/9/2015 - 6/30/2015

PROJ ADM: Lilia Tanakeyowma

CONTRACT AMOUNT: \$19,850

PROJ DIR: Lilia Tanakeyowma

PRIME SPONSOR: Department of Labor Employment Training Administration

DATE: 02/09/2015

FISCAL AGENT: City of Santa Ana - Workforce Investment Board - Santa Ana Public Library

CFDA #: 17.259

SUB-AWARD #: TBD

Account String	Description	New Budget	
		Debit	Credit
12-1904-000000-10000-8130	Workforce Investment Act (JTPA)		19,850
<b>DEPARTMENT: 15165 - Management</b>			
<b>12-1904-050600-15165-1310</b>	<b>Part-Time Instructors : Management</b>	3,684	
12-1904-050600-15165-3111	STRS - Instructional : Management	327	
12-1904-050600-15165-3321	Medicare - Instructional : Management	53	
12-1904-050600-15165-3431	H & W - Retiree Fund Inst : Management	37	
12-1904-050600-15165-3511	SUI - Instructional : Management	1	
12-1904-050600-15165-3611	WCI - Instructional : Management	88	
<b>DEPARTMENT: 15510 - Art</b>			
<b>12-1904-100200-15510-1313</b>	<b>Beyond Contract-Instructors : Art</b>	5,469	
12-1904-100200-15510-3111	STRS - Instructional : Art	486	
12-1904-100200-15510-3321	Medicare - Instructional : Art	79	
12-1904-100200-15510-3431	H & W - Retiree Fund Inst : Art	54	
12-1904-100200-15510-3511	SUI - Instructional : Art	1	
12-1904-100200-15510-3611	WCI - Instructional : Art	131	
<b>DEPARTMENT: 15310 - Counseling</b>			
<b>12-1904-631000-15310-1430</b>	<b>Part-Time Counselors : Counseling</b>	3,904	
12-1904-631000-15310-3115	STRS - Non-Instructional : Counseling	347	
12-1904-631000-15310-3325	Medicare - Non-Instructional : Counseling	56	
12-1904-631000-15310-3435	H & W - Retiree Fund Non-In : Counseling	39	
12-1904-631000-15310-3515	SUI - Non-Instructional : Counseling	1	
12-1904-631000-15310-3615	WCI - Non-Instructional : Counseling	93	
<b>DEPARTMENT: 19620 - School &amp; Community Partnership</b>			
12-1904-649000-19620-4210	Books, Mags & Ref Mat, Non-Lib : S&C Partnership	1,833	
12-1904-649000-19620-4610	Supplies - Non-Instructional : S&C Partnership	0	
12-1904-732000-19620-7650	Stipends Paid to Students : S&C Partnership Stipends to Padres Promotores for WIA Youth Parent Engagement for Higher Ed	2,500	
<b>Indirect Costs - Santa Ana College</b>			
12-1904-679000-10000-5865	Indirect Costs : Santa Ana College (4%) modified direct costs exclude stipends paid to students	667	
<b>Total 1904 - WIA Youth Grant - CASP</b>		<b>19,850</b>	<b>19,850</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To: Board of Trustees	Date: February 23, 2015
Re: Approval of Sub-Agreement between RSCCD and Chabot-Las Positas Community College District for the Information Communications Technology/Digital Media Sector Navigator Grant	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District was awarded the Sector Navigator – Information Communications Technology/Digital Media grant #13-151-006, by the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division. The grant requires RSCCD to implement a statewide project that will strengthen and develop the California Community Colleges’ information communications technology and digital media programs. This project will provide up-to-date and expert information on industry trends and workforce needs, serving to improve the connections between employers and colleges, and provide professional development and faculty lead projects to increase program capacity and alignment with industry workforce needs.

**ANALYSIS**

Chabot-Las Positas Community College District will engage in research and develop curriculum to incorporate a contract education model for an ICT accelerated learning program. This project addresses the Sector Navigator’s role to support efforts to align ICT/Digital Media training with industry and employer needs.

The Project Administrator is Enrique Perez.

**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: \$5,000	Board Date: February 23, 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  
*Chabot-Las Positas Community College District***

This grant sub-agreement (hereinafter “**Agreement**”) is entered into this 23<sup>th</sup> day of February 2015, between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the Chabot-Las Positas Community College District (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

The **SUBCONTRACTOR** will be providing research and curriculum development, incorporating the contract education model for an accelerated learning program in the field of Information and Communication Technology as described in the attached Scope of Work (Exhibit A). **SUBCONTRACTOR** agrees to comply with all provisions, to perform all work, and to provide all services 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 24, 2015, through March 31, 2015.

3. Total Cost

The total cost to **RSCCD** for performance of this **Agreement** shall not exceed \$5,000 USD.

4. Payment

Total cost 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 of the Statement of Work, Exhibit A. The invoice should reference the **Agreement** contract number (refer to footer in this agreement) and 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 documentation of activities and expenditures to substantiate work performed by April 15, 2015.

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 **March 31, 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 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. 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, 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.

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@rscdd.edu](mailto:perez_enrique@rscdd.edu), (714) 480-7460  
cc: [Steve@wrightca.com](mailto:Steve@wrightca.com), (805) 231-8444

**Chabot-Las Positas Community College District:**

Julia A. Dozier  
7600 Dublin Boulevard, Suite 102  
Dublin, CA, 94568  
[jdozier@clpccd.org](mailto:jdozier@clpccd.org), (925) 249-9370

**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: CHABOT-LAS  
POSITAS COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Peter J. Hardash  
Vice Chancellor

Name: Lorenzo S. Legaspi  
Vice Chancellor

Title: Business Operations/Fiscal Services

Title: Business Services

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Board Approval Date: February 23, 2015

EIN/TIN: 94-1670563

## **Exhibit A**

### SCOPE OF WORK

Chabot-Las Positas Community College District will be providing research and curriculum development, incorporating the contract education model for an accelerated learning program in the field of Information and Communication Technology.



February 11, 2015

Mr. Stephen Wright  
Director & Sector Navigator  
Information Communications Technologies and Digital Media  
Rancho Santiago Community College District

Re: Contract for Services

Dear Mr. Wright,

Per our conversation, I am delighted to accept your offer to enter into a consulting contract with the Information and Communication Technology and Digital Media Sector.

We will be providing research and curriculum development, incorporating the contract education model for an accelerated learning program in the field of Information and Communication Technology.

The contract would start on February 24, 2015, and would run until March 31, 2015.

The cost for this service would be a lump sum of \$5,000, to be paid within 30 days of the completion of the work and receipt of invoice.

Please feel free to contact me directly if you have any questions about this, at 925.249.9340. Thank you for your interest.

CHABOT-LAS POSITAS  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

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Donald L. "Dobie" Gelles, President  
Carlo Vecchiarelli, Secretary  
Arnulfo Cedillo, Ed.D.  
Isobel F. Dvorsky  
Hal G. Gin, Ed.D.  
Marshall Mitzman, Ph.D.

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OFFICE OF ECONOMIC  
DEVELOPMENT

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7600 Dublin Blvd., Suite 102A  
Dublin, CA 94568  
Tel: 925-249-9370  
Fax: 925-249-9367  
www.tdsolutions.org  
www.osha4you.com  
www.fostercaretraining.org

Sincerely,

A handwritten signature in purple ink, appearing to read "J. Dozier", followed by a horizontal line.

Julia A. Dozier  
District Executive Director  
Economic Development and Contract Education

Cc: Lorenzo Legaspi, Vice Chancellor, Business Services

## Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return) <b>Chabot-Las Positas Community College District</b>	
	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) ▶ <b>Two year public college</b>	
	<input type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.) <b>7600 Dublin Blvd., 3rd Floor</b>		Requester's name and address (optional)
City, state, and ZIP code <b>Dublin, CA 94568</b>		
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.

<b>Social security number</b>										
				-						
<b>Employer identification number</b>										
9	4		-	1	6	7	0	5	6	3

**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.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Baker D. Young</i>	Date ▶ <i>3/26/13</i>
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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 23, 2015
Re: Approval of Sub-Agreement between RSCCD and MOMS Orange County 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-15-1285-02) between Rancho Santiago Community College District and MOMS Orange County outlines the terms of the partner's involvement in the grant project. MOMS Orange County will provide direct services to 22 children ages 0 – 3 and their families that include home-based services for infants and toddlers as defined by the Early Head Start performance standards. The performance period of the agreement is January 1, 2015 through June 30, 2015.

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

**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: \$28,468	Board Date: February 23, 2015
Prepared by: Maria N. 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  
MOMS ORANGE COUNTY**

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

This grant agreement (hereinafter "Agreement") is entered into on this 23<sup>rd</sup> day of February 2015, between Rancho Santiago Community College District (hereinafter "RSCCD") and MOMS Orange County (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 June 30, 2015, and the total amount of federal funds obligated to SUBRECIPIENT shall not exceed **\$28,468** 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 **June 30, 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 **\$28,468**. 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, it's officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying Party of any of its agents or employees.

**INSURANCE**

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

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**

34. In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Any dispute concerning any question arising under this Agreement, except as otherwise provided in this Agreement, shall be decided by RSCCD or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBRECIPIENT. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBRECIPIENT a written request to appeal said decision. Pending final decision of the appeal, SUBRECIPIENT shall act in accordance with the written decision of RSCCD or the 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 RSCCD, and/or the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

### **TERMINATION**

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

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

### **NOTICES**

36. 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  
                                    Attn: Vice Chancellor, Business Operations and Fiscal Services  
                                    2323 North Broadway  
                                    Santa Ana, CA 92706

SUBRECIPIENT:        MOMS Orange County

1128 West Santa Ana Blvd  
Santa Ana, CA 92703

**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 23<sup>rd</sup> day of February 2015.

**Rancho Santiago Community College District**

**SUBRECIPIENT: MOMS Orange County**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Peter J. Hardash

Name: Pamela Pimentel

Title: Vice Chancellor, Business/Fiscal Services

Title: Chief Operating Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_

33-0518078  
Employer/Taxpayer Identification Number (EIN)

01-990-2923  
Data Universal Numbering System (DUNS#)

Board Approval Date: February 23, 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 MOMS Orange County for services to approximately **22** mothers and their babies as defined by the Early Head Start Performance Standards.

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 eligible EHS families to perform home-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 June 30, 2015**, in the amount of **\$28,468** 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 the EHS program.
- Administer funds in compliance with relevant federal, state and local laws, regulations, and/or policies.
- Ensure that Head Start funding is expended in accordance with the parameters of the EHS application and RSCCD policies.
- Ensure accurate accounting of EHS funds including but not limited to tracking direct service expenditures.
- Respond to any fiscal queries from RSCCD.
- Designate an EHS contact person as the main point of contact. The EHS contact person is responsible for disseminating all relevant information to the proper agents and 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 the Lead Agency to carry out program activities in their absence.
- Verify that program meets the required EHS performance standards.
- Submit all RSCCD required data reports by defined due dates.
- Maintain confidential client files, which shall include but are not limited to: Consent and enrollment forms and basic skill assessments; descriptions of goals set and goals achieved as well as reports of parent-child behaviors; and

narrative progress reports with respect to health and emotional issues raised by home visits and triaged by referral system.

- Maintain accurate eligibility records and documentation as set forth by regulation, and RSCCD approved policies.
- Accurately collect and submit all prescribed information for the families served and activities provided in a monthly report.
- 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 applicable staff have background clearances on file and that they are accessible as needed.

## **APPROACH**

The mission of MOMS Orange County is to help women and their families have healthy babies by offering health care coordination, education, and access to community services. MOMS Orange County is a uniquely qualified community-based organization that provides services to low-income mothers and their babies in underserved communities each year in Orange County. Under Registered Nurse supervision, MOMS Orange County provides access to prenatal medical care, maternal and infant health screenings, infant developmental screenings, prenatal and family health education and linkages and referrals to community services through bi-weekly home visits. Additionally, MOMS Orange County provides prenatal support and educational socializations and weekly infant developmental classes. MOMS Orange County mothers and their babies are eligible to receive individualized education and support during pregnancy until the baby's first birthday.

MOMS Orange County staff share the same culture and language as the expectant families and are able to gain the trust and confidence of the families because of the personalized relationship developed over time. This enables MOMS Orange County staff to observe the expectant and new family in their home on multiple occasions -

allowing for unique opportunities to screen for potential developmental risks and health issues that can benefit from early interventions.

During pregnancy, MOMS Orange County focuses on measures to increase the baby's chance of being born healthy, full-term, and normal birth weight by:

- Providing maternal mental and physical health screenings
- Ensuring access to continuous and appropriate prenatal medical care
- Developing an individualized prenatal care plan
- Providing postpartum maternal health

After birth, the focus will be to promote the infant's healthy development and mother's well-being by:

- Conducting infant health screenings
- Creating an individualized care plan
- Promoting and establishing a successful breastfeeding relationship
- Establishing a medical home
- Ensuring and tracking timely immunizations
- Promoting good nutrition for the family
- Educating parents on early brain stimulation
- Screening for achievement of developmental milestones
- Modeling positive play behavior
- Enhancing parenting skills
- Case management with other EHS partners

MOMS Orange County overarching program goals include the decreased rates of prematurity, improved birth weights, improved infant and maternal health, improved infant development and increased breastfeeding rates.

MOMS Orange County will serve **22** families with children ages 0-3 and target clients in each age range, using eligibility lists of partner agencies including RSCCD Child Development Centers, Help Me Grow and MOMS Orange County. Priority for enrollment will be based on need, using the Early Head Start scoring system. Through case management strategies, the family will be transitioned during the first year of birth

to either the RSCCD home –based program for home visitation services or RSCCD Child Development Center services.

**PROFESSIONAL DEVELOPMENT:** Staff will receive additional days of training from current staff and/or 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. MOMS Orange County staff will participate in relevant conferences and trainings including but not limited to Ages and Stages Questionnaire (ASQ and ASQ: SE) developmental screening through the CHOC *Help Me Grow* program.

**KEY STAFF:**

**Pamela Pimentel, RN, CEO:** Responsible for EHS MOMS Orange County program, program oversight, compliance, implementation, and evaluation. Meets regularly with RSCCD, HABLA and HMG staff related to case management and on-going Performance Standards compliance

**Registered Nurse Supervising Coordinator:** Requires: State of California Registered Nurse license. Fully responsible for all client services, reviews screenings and collaborates with MCHC to develop Individualized Care Plans. Facilitates communication with medical providers and community health partners to coordinate appropriate medical care and referrals for all enrolled families. Meets regularly with RSCCD and HMG staff related to case management and on-going Performance Standards compliance.

**Maternal Child Health Coordinator (MCHC):** Requires: BA health field/ Bilingual Spanish or Vietnamese. Coordinates access to prenatal care, conducts health/ developmental screenings, provides health education/ referral services through consistent and regular home visits.

**Socialization Coordinator:** Requires: Expertise and/or diploma in early infant development, prenatal and post partum health and wellness and ability to conduct and maintain weekly socializations. Provides group support and to EHS expectant mothers and their families with newborns and infants

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:				
Other.....	\$	12,919			\$		903,812	
Direct Costs.....	\$	872,872		20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:				
Indirect Costs.....	\$	30,940			\$		903,812	
At % of \$				21. AUTHORIZED TREATMENT OF PROGRAM INCOME:				
In Kind Contributions.....	\$	0		ADDITIONAL COSTS				
Total Approved Budget(**)...	\$	903,812		22. APPLICANT EIN:		23. PAYEE EIN:		24. OBJECT CLASS:
				1-952696799-A1		1-952696799-A1		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: 12/11/14		28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY Ernest D. Valerio <i>Ernest D. Valerio</i> 12/8/14		DATE: 12/8/14	
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) Jan Y. Len, Regional Program Manager, Office of Head Start - Region IX <i>Jan Y. Len</i>				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

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

<b>Contracted Service - MOMS of Orange County Performance Period: 1/1/2015 – 6/30/2015</b>	<b>Original Budget</b>
<p><b>Maternal Child Health Coordinator (MCHC) – Martha Hurtado</b> Requires BA health field/ Bilingual Spanish or Vietnamese. Coordinates access to prenatal care, conducts health/ developmental screenings, provides health education/ referral services. Salary + Benefits = \$35,650</p>	<p>Salary \$6,829 Benefits \$1,205 <b>Total \$8,034</b></p>
<p><b>Registered Nurse Coordinator - LeeAnn Stone, RN</b> Requires State California license. Fully responsible for all client services, reviews screenings and collaborates with MCHC to develop Individualized Care Plans. Facilitates communication with medical providers and community health partners to coordinate appropriate medical care and referrals for all enrolled families. Salary + Benefits = \$45,425</p>	<p>Salary \$15,138 Benefits \$2,671 <b>Total \$17,809</b></p>
<p>Administrative Costs - facility lease, mileage, program supplies, and accounting.</p>	<p><b>\$2,625</b></p>
<b>TOTAL CONTRACTED SERVICES</b>	<b>\$28,468</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**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 - 6/30/2015

SUB RECIPIENT NAME: MOMS Orange County  
 ADDRESS 1128 West Santa Ana Blvd  
 CITY Santa Ana, CA 92703

Invoicing Period: from: \_\_\_\_\_ to: \_\_\_\_\_ RSCCD PO No. \_\_\_\_\_

Budget Categories	Contracted Amount	Adjusted Amount	Current Period*	Year-to-Date	Remaining Balance Year Grant
Personnel	21,967	-	-		-
Fringe Benefits	3,876	-	-		-
Travel (conference/mileage)	625	-	-		-
Equipment	0	-	-		-
Supplies	0	-	-		-
Contractual	0	-	-		-
Construction	0	-	-		-
Other	0	-	-		-
Indirect-Admin Support	2,000	-	-		-
<b>Grand Total</b>	<b>28,468</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

\* 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  
 Early Head Start Grant  
 Grant Award No. 09CH9178/01  
 DO-15-1285-02

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: MOMS Orange County  
 Attachment to invoice no. \_\_\_\_\_  
 Invoicing period: \_\_\_\_\_

AWARD/BUDGET PERIOD: \_\_\_\_\_

Expenditures	Description	SUB-TOTAL AMOUNT	Total AMOUNT
<b>Personnel</b>			
<b>Salaries</b>			
Employee Name:		0	
Position Title:			
Pay period:			
Employee Name:		0	
Position Title:			
Pay period:			
Employee Name:		0	
Position Title:			
Pay period:			
Employee Name:		0	
Position Title:			
Pay period:			
<b>Total Salaries</b>			-
<b>Benefits</b>			
Employee Name:			
	Rate		
PERS		0	
STRS		0	
OASDI		0	
Medicare		0	
SUI		0	
Workers Com		0	
Retirement		0	
Other Fringe Benefits		0	
Health		0	
<b>Total Fringe Benefits</b>			-
Employee Name:			
	Rate		
PERS		0	
STRS		0	
OASDI		0	
Medicare		0	
SUI		0	
Workers Com		0	
Retirement		0	
Other Fringe Benefits		0	
Health		0	
<b>Total Fringe Benefits</b>			-
Employee Name:			
	Rate		
PERS		0	
STRS		0	
OASDI		0	
Medicare		0	
SUI		0	
Workers Com		0	
Retirement		0	
Other Fringe Benefits		0	
Health		0	

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: MOMS Orange County  
 Attachment to invoice no. \_\_\_\_\_  
 Invoicing period: \_\_\_\_\_

AWARD/BUDGET PERIOD: \_\_\_\_\_

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

[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 :**  
**Record Status: Active**  
**DUNS Number: 019902923**

**Exhibit F**

**Functional Area: Entity Management, Performance Information**

<b>ENTITY</b> MOMS ORANGE COUNTY	Status:Active
DUNS: 019902923 +4:	CAGE Code: 6U6X2 DoDAAC:
Expiration Date: Jan 21, 2016	Has Active Exclusion?: No Delinquent Federal Debt?: No
Address: 1128 W SANTA ANA BLVD	
City: SANTA ANA	State/Province: CALIFORNIA
ZIP Code: 92703-3833	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](#)

**MOMS ORANGE COUNTY**  
 DUNS: 019902923 CAGE Code: 6U6X2  
 Status: Active

1128 W SANTA ANA BLVD  
 SANTA ANA, CA, 92703-3833 ,  
 UNITED STATES

Expiration Date: 01/21/2016

Purpose of Registration: Federal Assistance Awards Only

#### Entity Overview

##### Entity Information

**Name:** MOMS ORANGE COUNTY  
**Doing Business As:** MOMS ORANGE COUNTY  
**Business Type:** Business or Organization  
**POC Name:** Mary Fox  
**Registration Status:** Active  
**Activation Date:** 01/22/2015  
**Expiration Date:** 01/21/2016

##### Exclusions

**Active Exclusion Records?** No

SAM | System for Award Management 1.0

IBM v1.P.24.20150116-1831

WWW4

**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?](#)

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[POCs](#)

[Reports](#)

[Service Contract Report](#)

[BioPreferred Report](#)

[Exclusions](#)

[Active Exclusions](#)

[Inactive Exclusions](#)

[Excluded Family Members](#)

**MOMS ORANGE COUNTY** 1128 W SANTA ANA BLVD  
**DUNS: 019902923** **CAGE Code: 6U6X2** SANTA ANA, CA, 92703-3833 ,  
**Status: Active** UNITED STATES

Expiration Date: 01/21/2016

Purpose of Registration: Federal Assistance Awards Only

**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:  
D&B Legal Business Name:  
Doing Business As:

019902923  
MOMS ORANGE COUNTY  
MOMS ORANGE COUNTY

**Core Data**

[\[Expand All\]](#) | [\[Collapse All\]](#)

**Business & TIN Information:**

**Business Information:**

Business Start Date: 10/16/1992  
 Fiscal Year End Close Date: 06/30  
 Company Division Name:  
 Company Division Number:  
 Corporate URL:  
 Congressional District: 46  
 Registration Date: 01/18/2013  
 Activation Date: 01/22/2015  
 Expiration Date: 01/21/2016  
 Renewal Date: 01/21/2015

**Physical Address:**

Address Line: 1128 W SANTA ANA BLVD  
 City: SANTA ANA  
 State/Province: CA  
 Country: UNITED STATES  
 ZIP/Postal Code: 92703 - 3833

**Mailing Address:**

Address Line 1: 1128 W SANTA ANA BLVD  
 Address Line 2:  
 City: SANTA ANA  
 State/Province: CA  
 Country: UNITED STATES  
 ZIP/Postal Code: 92703 - 3833

**CAGE/NCAGE Code**

CAGE: 6U6X2

**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**

Federal Assistance Awards

**Financial Information**

Do you accept credit cards as a method of payment? No

**Account Details:**

CAGE Code: 6U6X2

**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 USApending.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

**Point of Contact**[\[Expand All\]](#) | [\[Collapse All\]](#)**Mandatory Point of Contact:****Accounts Receivable POC****Electronic Business POC**

Title: CEO  
 First Name: Pamela  
 Middle Name:  
 Last Name: Pimentel  
 US Phone: (714)972-2610  
 Extension: 423  
 NON US Phone:  
 Notes:  
 Address Line 1: 1128 W Santa Ana Blvd  
 City: Santa Ana  
 State/Province: CA  
 Country: UNITED STATES  
 ZIP/Postal Code: 92703

**Government Business POC**

Title: CEO  
 First Name: Pamela  
 Middle Name:  
 Last Name: Pimentel  
 US Phone: (714)972-2610  
 Extension: 423  
 NON US Phone:  
 Notes:  
 Address Line 1: 1128 W Santa Ana Blvd  
 City: Santa Ana  
 State/Province: CA  
 Country: UNITED STATES  
 ZIP/Postal Code: 92703

**Optional Point of Contact:****Electronic Business Alternate POC**

Title: Finance Manager

**Exhibit F**

First Name:	Mary
Middle Name:	
Last Name:	Fox
US Phone:	(714)972-2610
Extension:	424
NON US Phone:	
Notes:	
Address Line 1:	1128 W Santa Ana Blvd
City:	Santa Ana
State/Province:	CA
Country:	UNITED STATES
ZIP/Postal Code:	92703

SAM | System for Award Management 1.0

IBM v1.P.24.20150116-1831

WWW4

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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To: Board of Trustees	Date: February 23, 2015
Re: Approval of Amendment to Sub-Agreement between RSCCD and South Orange County Community College District /Irvine Valley College for the Career Technical Education Enhancement Fund (CTE EF) Grant	
Action: Request for Approval	

**BACKGROUND**

The Senate approved an infusion of funds for CTE program development through SB 852. The state Chancellor's Office has apportioned these funds to regions throughout the state, which will be distributed by a community college district serving as the Fiscal Agent, in collaboration with the Regional Consortia. RSCCD was selected by the LA and OC regions to serve as the Fiscal Agent. The Fiscal Agent is responsible for distributing the funds to the colleges, monitoring the sub-awards, and performing reporting and audit services. The Los Angeles/Orange County Regional Consortia hosted by Santiago Canyon College, provides review and certification that the CTE EF project applications meet the grant guidelines, and provides the certified list to the Fiscal Agent, who will use the list to develop sub-agreements with the colleges.

**ANALYSIS**

The CTE EF project application form included fields to describe match that would be provided by college industry partners, and Irvine Valley College completed those sections. However, when it was clarified that match was not a requirement of the project, the college amended their application to remove the match. As the application serves as the Scope of Work to the sub-agreement, and the revision meets the criteria of a significant revision, the amendment to the Scope of Work is submitted for Board approval.

The Project Administrator is Enrique Perez.

**RECOMMENDATION**

It is recommended that the Board approve this amendment to the 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: \$0	Board Date: February 23, 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	

## SCOPE OF WORK

# CTE Enhancement Fund Local Share Grant Application

### College: Irvine Valley College

Date: Thu Feb 12 2015

#### Application History

February 11, 2015 4:58:24 PM PST, Program Area Submitted,  
Product Design & Development, Merry Kim, mkim209@ivc.edu

February 11, 2015 4:58:00 PM PST, Program Area Submitted,  
Computer Information Systems, Merry Kim, mkim209@ivc.edu

February 11, 2015 4:57:33 PM PST, Program Area Submitted,  
Biotechnology, Merry Kim, mkim209@ivc.edu

February 11, 2015 4:57:04 PM PST, Program Area Submitted,  
Electrical Technology, Merry Kim, mkim209@ivc.edu

February 11, 2015 4:56:29 PM PST, Program Area Submitted,  
Global Trade & Logistics: Focus on Compliance and Regulations, Merry Kim,  
mkim209@ivc.edu

December 1, 2014 4:28:33 PM PST, Application Certified,  
Glenn R. Roquemore, President, groquemore@ivc.edu

#### **Program Area: Global Trade & Logistics: Focus on Compliance and Regulations**

Primary Top Code: 0508.00 International Business and Trade

Estimated Graduates per Year from this Program Area: 0

Anticipated Additional Graduates Resulting from this Grant: 18

Primary Job Title:

13-1041 - Compliance Officers

Median Hourly Wage: \$31.33

Labor Market Region Targeted by Program: Orange County

Median Hourly Wage: \$31.33

Average Openings for Labor Market to be Served: 652

Total Supply All Sources: 0

Annual Net Demand (Openings - Supply, Should be positive): 620

Primary Contact: June McLaughlin

Allocation for this program area: \$8,000

## **SCOPE OF WORK**

### **Program Area: Electrical Technology**

Primary Top Code: 0952.20 Electrical  
Estimated Graduates per Year from this Program Area: 13  
Anticipated Additional Graduates Resulting from this Grant: 10  
Primary Job Title:  
47-2111 Electricians  
Median Hourly Wage: \$24.95  
Labor Market Region Targeted by Program: Orange County  
Median Hourly Wage: \$24.95  
Average Openings for Labor Market to be Served: 468  
Total Supply All Sources: 352  
Annual Net Demand (Openings - Supply, Should be positive): 116  
Primary Contact: Robert Chaboya  
Allocation for this program area: \$33,000

### **Program Area: Biotechnology**

Primary Top Code: 0430.00 Biotechnology and Biomedical Technology  
Estimated Graduates per Year from this Program Area: 0  
Anticipated Additional Graduates Resulting from this Grant: 18  
Primary Job Title:  
19-4021 - Biological Technicians  
Median Hourly Wage: \$20.84  
Labor Market Region Targeted by Program: Orange County  
Median Hourly Wage: \$20.84  
Average Openings for Labor Market to be Served: 198  
Total Supply All Sources: 65  
Annual Net Demand (Openings - Supply, Should be positive): 133  
Primary Contact: Emalee MacKenzie  
Allocation for this program area: \$81,898

### **Program Area: Computer Information Systems**

Primary Top Code: 0702.00 Computer Information Systems  
Estimated Graduates per Year from this Program Area: 38  
Anticipated Additional Graduates Resulting from this Grant: 20  
Primary Job Title:  
15-1152 Computer Network Support Specialists  
Median Hourly Wage: \$32.00  
Labor Market Region Targeted by Program: Local County; Orange County; Entire State  
Median Hourly Wage: \$32.00  
Average Openings for Labor Market to be Served: 450  
Total Supply All Sources: 169  
Annual Net Demand (Openings - Supply, Should be positive): 281  
Primary Contact: Roopa Mathur

## SCOPE OF WORK

Allocation for this program area: \$39,000

### **Program Area: Product Design & Development**

Primary Top Code: 0956.00 Manufacturing and Industrial Technology

Estimated Graduates per Year from this Program Area: 13

Anticipated Additional Graduates Resulting from this Grant: 10

Primary Job Title:

17-3026 Industrial Engineering Technicians

Median Hourly Wage: \$29.87

Labor Market Region Targeted by Program: Orange County

Median Hourly Wage: \$29.87

Average Openings for Labor Market to be Served: 127

Total Supply All Sources: 110

Annual Net Demand (Openings - Supply, Should be positive): 17

Primary Contact: mkim209@ivc.edu

Allocation for this program area: \$11,364

Total Allocation: \$173,262

## SCOPE OF WORK

### CTE Enhancement Fund Program Area Application

Program Area: Global Trade & Logistics: Focus on Compliance and Regulations

#### College

Irvine Valley College

#### Region

Los Angeles/Orange County

#### Name of person filling out this form

Merry Kim

#### Email address of person filling out this form

mkim209@ivc.edu

#### Primary contact for this program area

June McLaughlin

#### Email for primary contact for this program area

jmclaughlin12@ivc.edu

#### Phone number for primary contact for this program area

949 451 5378

#### Primary TOP Code for Program Area

0508.00 International Business and Trade

#### 1.b Secondary TOP Code for Program Area

0506.40 Small Business and Entrepreneurship

#### 2. Provide a name for this program area

Global Trade & Logistics: Focus on Compliance and Regulations

#### 3. Proposed Expenditures

\$8,000 - Books, software, advisory committee meeting organization, professional development and curriculum development

#### 4. Graduates per Year

0

#### 5. Additional Graduates per Year

18

## SCOPE OF WORK

**6. Is this expenditure in one of your region's priority or emergent industry sectors?**

Global Trade and Logistics

**7. If this program is not in one of your region's emergent or priority sectors, what is the basis for targeting it for investment?**

NA

**8. Are you currently collaborating with other colleges in this program area to serve a regional labor market?**

No, but interested in collaborating with other programs

**9.a Primary SOC Code and Job Title**

13-1041 - Compliance Officers

**9.b SOC Code and Job Title**

13-1051 - Cost Estimators

**9.c SOC Code and Job Title**

13-1081 - Logisticians

**9.d SOC Code and Job Title**

13-1199 - Business Operations Specialists, all other

**9.e SOC Code and Job Title**

43-5011 - Cargo & Freight Agents

**10. Geographic area to be served**

Orange County

**1. In 2013, how many people are employed in the job titles and the region you are serving**

20,356

**2. How many people are projected to be employed in 2016**

21,206

**3. Projected average annual openings over 2013-2016**

652

**4. Average starting hourly wage**

\$19.88

**5. Median hourly wage**

## SCOPE OF WORK

\$31.33

### **6. Average annual supply from community colleges for the regions and occupations specified**

32

### **7. Average annual total supply from all sources**

0

### **8. Annual Net Demand**

620

### **9. Sources of above labor market information**

LA/OC LMI data provided by the Center of Excellence  
Centers of Excellence report

### **10. Other labor market information that informed this investment**

Orange County Business Council Workforce Development Indicator 2014

Information from Irvine Chamber of Commerce

Information from Global Trade & Logistics Deputy Sector Navigator, OC

Various journals and business publications

### **11. Regional Alignment**

In Orange County, there are five colleges that are currently offering programs in Global Trade and Logistics: Santa Ana, Orange Coast College, Fullerton, Saddleback and Golden West Colleges. Our plan is to connect with these colleges and to work closely with them in our exploration and development phase of this program. The OC's Global Trade and Logistics Deputy Sector Navigator will be one of our key partners.

### **12. Articulation**

N/A

### **13. Industry Match**

NA - In-Kind Donation by Industry: advisement, consultation and time in meetings

### **14. Impact on students**

First, LA/OC region is the home to 12,700 supply chain related establishments and employs about 800,000 workers (source: CA Center for Trade Development). Second, according to the Orange County Business Council's annual Workforce Indicators Report 2014, on average, the salary of professionals in Global Trade and Logistics is at least \$19,000 above the overall average Orange County wage. Third, given the number of international companies, law firms, and global trade activities, our proposed emphasis on Global Trade Compliance & Regulations

## SCOPE OF WORK

from legal perspective will provide students with opportunities to prepare for high-demand, high-wage, and high-growth jobs - not to mention, focusing on a specialty niche area of regulations and compliance. This will positively impact students and their readiness for one of Orange County priority and emergent sectors. The companies in the region will also benefit from a pipeline of well-trained students.

### 15. Momentum points

LI 1. Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market

LI 3. Alignment of a certificate with state-, industry-, nationally-, and/or employer-recognized certification

### 16. Categories of Expenditure

Equipment

Curriculum Development

Professional Development

Regional marketing of multi-college programs  
community relations

#### 2000

\$2,226

#### 2000 Detail

Stipend for curriculum development

#### 3000

\$474

#### 3000 Detail

PERS, OASDI, Medicare, H/W

#### 5000

\$1,800

#### 5000 Detail

\$1500 - conference/travel/professional development

\$ 300 - community relations

#### 6000

\$3,500

#### 6000 Detail

\$3500 - software

**Total Budget for Program Area**

**SCOPE OF WORK**

\$8,000

## SCOPE OF WORK

### CTE Enhancement Fund Program Area Application

Program Area: Electrical Technology

#### College

Irvine Valley College

#### Region

Los Angeles/Orange County

#### Name of person filling out this form

Merry Kim

#### Email address of person filling out this form

mkim209@ivc.edu

#### Primary contact for this program area

Robert Chaboya

#### Email for primary contact for this program area

rchaboya@ivc.edu

#### Phone number for primary contact for this program area

949-451-5767

#### Primary TOP Code for Program Area

0952.20 Electrical

#### 1.b Secondary TOP Code for Program Area

0934.00 Electronics and Electric Technology

#### 1.c Secondary TOP Code for Program Area

...

#### 1.d Secondary TOP Code for Program Area

...

#### 1.e Secondary TOP Code for Program Area

...

#### 2. Provide a name for this program area

Electrical Technology

#### 3. Proposed Expenditures

## SCOPE OF WORK

Supplies - \$13,000  
Equipment- \$15,000  
Software - \$5,000

### 4. Graduates per Year

13

### 5. Additional Graduates per Year

10

### 6. Is this expenditure in one of your region's priority or emergent industry sectors?

Energy (Efficiency) & Utilities

### 7. If this program is not in one of your region's emergent or priority sectors, what is the basis for targeting it for investment?

N/A

### 8. Are you currently collaborating with other colleges in this program area to serve a regional labor market?

Yes

### 9.a Primary SOC Code and Job Title

47-2111 Electricians

### 9.b SOC Code and Job Title

17-3023 Electrical and Electronics Engineering Technicians

### 9.c SOC Code and Job Title

47-3013 Helpers - Electricians

### 9.d SOC Code and Job Title

49-2094 Electrical & Electronics Repairer, Commercial

### 10. Geographic area to be served

Orange County

### 1. In 2013, how many people are employed in the job titles and the region you are serving

9,170

## SCOPE OF WORK

### **2. How many people are projected to be employed in 2016**

9,976

### **3. Projected average annual openings over 2013-2016**

468

### **4. Average starting hourly wage**

\$16.82

### **5. Median hourly wage**

\$24.95

### **6. Average annual supply from community colleges for the regions and occupations specified**

134

### **7. Average annual total supply from all sources**

352

### **8. Annual Net Demand**

116

### **9. Sources of above labor market information**

EDD/Los Angeles-Orange County LMI

Centers of Excellence reports

Advisory Committees

### **10. Other labor market information that informed this investment**

Orange County Business Council/WIB Reports

Deputy Sector Navigator - Energy Efficiency

Various journals

### **11. Regional Alignment**

Through the efforts of the Deputy Sector Navigator and Sector Navigator for the Energy Efficiency, contacts and connections have been made with colleges in the Orange County. Efforts are underway to align curriculum to current industry standards, new regulations, and with similar programs in the region - as well as to forge closer relationships with professional associations.

### **12. Articulation**

N/A

### **13. Industry Match**

N/A- In-Kind donation from industry: equipment, consultations, advisement, time in meetings, etc.

## SCOPE OF WORK

### 14. Impact on students

With the Enhancement Grant funds, lighting controls, software and equipment will be purchased to train, educate, up-skill incumbent workers - as well as creating pathways in Energy Efficiency. The new Title 24 Energy code will require dimming features on lights and more efficient lighting controls to measurably reduce energy usage in California. Students will benefit from training on up-to-date lighting controls and technology. Through proper installation practices, advanced lighting controls have the potential to improve energy efficiency in commercial facilities across California and help achieve significant energy savings. Further, as the current workforce is expected to dwindle and shrink in the next few years, preparing a skilled workforce to replenish the shortage in qualified labor pool is essential for the economy.

### 15. Momentum points

LI 1. Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market

LI 3. Alignment of a certificate with state-, industry-, nationally-, and/or employer-recognized certification

### 16. Categories of Expenditure

Equipment

Supplies

**4000**

\$13,000

**4000 Detail**

LED Light Fixtures

**6000**

\$20,000

**6000 Detail**

\$5,000 - Software

\$15,000 - Lighting Equipment

**Total Budget for Program Area**

\$33,000

## SCOPE OF WORK

### CTE Enhancement Fund Program Area Application

Program Area: Biotechnology

#### College

Irvine Valley College

#### Region

Los Angeles/Orange County

#### Name of person filling out this form

Merry Kim

#### Email address of person filling out this form

mkim209@ivc.edu

#### Primary contact for this program area

Emalee MacKenzie

#### Email for primary contact for this program area

emackenzie@ivc.edu

#### Phone number for primary contact for this program area

(949)451-5211

#### Primary TOP Code for Program Area

0430.00 Biotechnology and Biomedical Technology

#### 2. Provide a name for this program area

Biotechnology

#### 3. Proposed Expenditures

Equipment - \$75,398

Tech support for lab set-up - \$6,500

#### 4. Graduates per Year

0

#### 5. Additional Graduates per Year

18

## SCOPE OF WORK

**6. Is this expenditure in one of your region's priority or emergent industry sectors?**

Life Sciences/Bio-Technology

**7. If this program is not in one of your region's emergent or priority sectors, what is the basis for targeting it for investment?**

N/A

**8. Are you currently collaborating with other colleges in this program area to serve a regional labor market?**

Yes

**9.a Primary SOC Code and Job Title**

19-4021 - Biological Technicians

**9.b SOC Code and Job Title**

19-4031 - Chemical Technicians

**9.c SOC Code and Job Title**

51-9011 - Chemical equipment operators and tenders

**9.d SOC Code and Job Title**

51-9082-Medical Appliance Technicians

**10. Geographic area to be served**

Orange County

**1. In 2013, how many people are employed in the job titles and the region you are serving**

3,129

**2. How many people are projected to be employed in 2016**

3,344

**3. Projected average annual openings over 2013-2016**

198

**4. Average starting hourly wage**

\$13.48

**5. Median hourly wage**

\$20.84

## SCOPE OF WORK

### **6. Average annual supply from community colleges for the regions and occupations specified**

4

### **7. Average annual total supply from all sources**

65

### **8. Annual Net Demand**

133

### **9. Sources of above labor market information**

Center of Excellence provided LA/OC LMI Data

Statewide Biotech Initiative (Pasadena and Mission Bay)

Economic Modeling Systems Inc. (EMSI) by IVC's Dr. Craig Hayward

### **10. Other labor market information that informed this investment**

Centers of Excellence Reports on Biotechnology

Orange County Business Council Workforce Indicators Report 2014

### **11. Regional Alignment**

This is a proposal to develop a new program at Irvine Valley College and is in support of the Biotech Regional Alignment Project for Orange County guided by the Biotechnology Sector Navigator. Faculty members at Irvine Valley, Santiago Canyon, Fullerton and Santa Ana Community Colleges have formed a regional consortium to develop a biotechnology technician training program and have collaborated to build curriculum for core courses that are equivalent and offered at each campus. Each campus will also have a unique specialty. Together, the college partners plan to address the workforce development needs of the Orange County's biotechnology sector.

### **12. Articulation**

Biotechnology is one of Orange County's priority/emergent sectors. Outreach efforts regarding articulation programs with UCI, CSU Long Beach, Beckman High and University High Schools have been made and well received. An advisory meeting comprised of local partners has been scheduled to be held in January 2015.

### **13. Industry Match**

N/A

### **14. Impact on students**

The goal of this program is to produce competitive entry-level job ready bio-technicians skilled in common laboratory protocols, policies and regulations and to address the existing shortage of trained individuals on an annual basis.

Students will have the opportunity to train in a state-of-the-art biotechnology lab, learn to utilize the latest equipment, and benefit from cutting-edge curriculum. They will be prepared to take

## SCOPE OF WORK

advantage of job and career opportunities available in Orange County, one of the biotechnology/ biomedical capitals of the world. The regional economy and local companies will also benefit from a pipeline of well trained workers.

### 15. Momentum points

LI 1. Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market

LI 2. Regionalization of stackable certificates aligned with a particular occupation ladder

### 16. Categories of Expenditure

Equipment

Lab Technician Wage & Supplies

#### 2000

\$5,936

#### 2000 Detail

Wage for lab technician who will assist in the lab set-up (10 hours a week for 40 weeks)

#### 3000

\$564

#### 3000 Detail

PERS, OASDI, Medicare, H/W, Unemployment, WComp

#### 4000

\$3,675

#### 4000 Detail

Media Dyes and Reagents

CO2 Regulator and tanks for incubators

#### 6000

\$71,723

#### 6000 Detail

Zoe Fluorescent Cell Imager

Cell Counter

Liquid Nitrogen storage system

Biosafety cabinet

Spectrophotometer

#### Total Budget for Program Area

\$81,898

## SCOPE OF WORK

### CTE Enhancement Fund Program Area Application

Program Area: Computer Information Systems

#### College

Irvine Valley College

#### Region

Los Angeles/Orange County

#### Name of person filling out this form

Merry Kim

#### Email address of person filling out this form

mkim209@ivc.edu

#### Primary contact for this program area

Roopa Mathur

#### Email for primary contact for this program area

rmathur0@ivc.edu

#### Phone number for primary contact for this program area

949-451-5244

#### Primary TOP Code for Program Area

0702.00 Computer Information Systems

#### 1.b Secondary TOP Code for Program Area

0708.10 Computer Networking

#### 1.c Secondary TOP Code for Program Area

0708.00 Computer Infrastructure and Support

#### 1.d Secondary TOP Code for Program Area

0709.00 World Wide Web Administration

#### 1.e Secondary TOP Code for Program Area

...

#### 2. Provide a name for this program area

Computer Information Systems

#### 3. Proposed Expenditures

## SCOPE OF WORK

Equipment \$39,000 (Pods and Servers)

### 4. Graduates per Year

38

### 5. Additional Graduates per Year

20

### 6. Is this expenditure in one of your region's priority or emergent industry sectors?

ICT/Digital Media

### 7. If this program is not in one of your region's emergent or priority sectors, what is the basis for targeting it for investment?

N/A

### 8. Are you currently collaborating with other colleges in this program area to serve a regional labor market?

Yes

### 9.a Primary SOC Code and Job Title

15-1152 Computer Network Support Specialists

### 9.b SOC Code and Job Title

15-1199 Computer Occupations, All Other

### 9.c SOC Code and Job Title

15-1141 Database Administrators

### 9.d SOC Code and Job Title

15-1134 Web Developers

### 9.e SOC Code and Job Title

15-1151 Computer User Support Specialist

### 10. Geographic area to be served

Local County

Orange County

Entire State

## SCOPE OF WORK

**1. In 2013, how many people are employed in the job titles and the region you are serving**

14,247

**2. How many people are projected to be employed in 2016**

14,862

**3. Projected average annual openings over 2013-2016**

450

**4. Average starting hourly wage**

\$17.83

**5. Median hourly wage**

\$32.00

**6. Average annual supply from community colleges for the regions and occupations specified**

76

**7. Average annual total supply from all sources**

169

**8. Annual Net Demand**

281

**9. Sources of above labor market information**

LA/OC LMI provided by the Center of Excellence

EDD

Center of Excellence Reports

**10. Other labor market information that informed this investment**

Orange County Business Council Workforce Indicator 2014

Deputy Sector Navigator - ICT/Digital Media - Orange County

Various journals

**11. Regional Alignment**

This program enhancement is a result of a regional collaboration with Coastline and Cypress Colleges and guidance by the Orange County ICT/DM Deputy Sector Navigator. Through a collaborative effort, the three colleges were awarded NetLab+ grant. The Consortium will pilot the sharing of resources, expertise, training and support between the three colleges to develop a model that could be expanded to include other colleges and high schools. Coastline Community College will host staff development opportunities for faculty and technicians. The CTE Enhancement funding for IVC's CIM program will make it possible to purchase NetLab pods and servers. Collectively, the colleges will be able to provide students with an enhanced

## SCOPE OF WORK

training experience utilizing cutting-edge technology - as well as better addressing the workforce pipeline demands of the regional economy.

### 12. Articulation

N/A

### 13. Industry Match

N/A

### 14. Impact on students

The impact on students and the labor market will be as follows:

- increase student success in program completion to meet the program outcome
- provide students with hands-on experience with the hardware and enhanced preparation for obtaining employment in the IT industry
- provide an opportunity for regional alignment and updating of CIM curricula and programs to keep ahead of the latest technology trends and meeting the industry and local workforce development needs

### 15. Momentum points

LI 1. Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market

LI 3. Alignment of a certificate with state-, industry-, nationally-, and/or employer-recognized certification

### 16. Categories of Expenditure

Equipment

#### 6000

\$39,000

#### 6000 Detail

24,000 - NetLab Pods (12)

15,000 - Servers (3)

#### Total Budget for Program Area

\$39,000

## SCOPE OF WORK

### CTE Enhancement Fund Program Area Application

Program Area: Product Design & Development

#### College

Irvine Valley College

#### Region

Los Angeles/Orange County

#### Name of person filling out this form

Merry Kim

#### Email address of person filling out this form

mkim209@ivc.edu

#### Primary contact for this program area

mkim209@ivc.edu

#### Email for primary contact for this program area

bmckim@ivc.edu

#### Phone number for primary contact for this program area

949-282-2722

#### Primary TOP Code for Program Area

0956.00 Manufacturing and Industrial Technology

#### 1.b Secondary TOP Code for Program Area

0956.00 Manufacturing and Industrial Technology

#### 1.c Secondary TOP Code for Program Area

0953.00 Drafting Technology

#### 1.d Secondary TOP Code for Program Area

...

#### 1.e Secondary TOP Code for Program Area

...

#### 2. Provide a name for this program area

Product Design & Development

#### 3. Proposed Expenditures

## SCOPE OF WORK

Faculty Stipends

Professional Development/Curriculum Development

### **4. Graduates per Year**

13

### **5. Additional Graduates per Year**

10

### **6. Is this expenditure in one of your region's priority or emergent industry sectors?**

Advanced Manufacturing

### **7. If this program is not in one of your region's emergent or priority sectors, what is the basis for targeting it for investment?**

N/A

### **8. Are you currently collaborating with other colleges in this program area to serve a regional labor market?**

Yes

### **9.a Primary SOC Code and Job Title**

17-3026 Industrial Engineering Technicians

### **9.b SOC Code and Job Title**

17-3013 Mechanical Drafters

### **9.c SOC Code and Job Title**

17-3019 Drafters, all other

### **9.d SOC Code and Job Title**

17-2112 Industrial Engineers

### **10. Geographic area to be served**

Orange County

### **1. In 2013, how many people are employed in the job titles and the region you are serving**

3,765

### **2. How many people are projected to be employed in 2016**

3,836

## SCOPE OF WORK

### 3. Projected average annual openings over 2013-2016

127

### 4. Average starting hourly wage

\$19.92

### 5. Median hourly wage

\$29.87

### 6. Average annual supply from community colleges for the regions and occupations specified

45

### 7. Average annual total supply from all sources

110

### 8. Annual Net Demand

17

### 9. Sources of above labor market information

EDD

Center of Excellence reports

Advisory Committee

LA-OC LMI

### 10. Other labor market information that informed this investment

Various journal articles

3D publications

University of California, Irvine Rapid Tech Center

### 11. Regional Alignment

Through the local regional efforts such as the CTEoc (Career Technical Education Orange County), a collaborative of K-14 educators, Orange County has developed a regional competition in 3D Design/Rapid Product Development titled OC Makers. Further, the county holds a regional advisory committee meeting for K-14 and professional learning community meetings on this industry sector. These efforts brought the faculty from K-14 together and connections have been made and facilitates sharing of resources, curricula and teaching strategies to help students succeed. Through further refinement of curricula and alignment, it is our plan to meet continually better meet the regional workforce development needs by providing faculty externship opportunities.

### 12. Articulation

N/A

### 13. Industry Match

## SCOPE OF WORK

N/A

### 14. Impact on students

Through the Enhancement Grant, the faculty will identify one or more opportunities to spend 20 hours over a 3--day period working with an industrial product design team that includes first-line team leaders, experienced designers, topic experts and relatively new hires. Through the faculty externships at these companies, the faculty will interview each member of the industry team to understand critical workplace skills and will obtain information on hiring and promotion criteria in the context of the career paths of the workers they observe. Students will benefit from the latest knowledge on the technology utilized by the industry, its hiring needs and practices. Further, teachers will upgrade and "upskill" their curricula based upon their teacher externship experience.

### 15. Momentum points

LI 1. Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market

MP 27. Participated in a college internship or workplace learning program within a CTE pathway

### 16. Categories of Expenditure

Professional Development

Supplies and Materials

#### 2000

\$7,000

#### 2000 Detail

\$7,000 - Faculty Stipends for externships

#### 3000

\$1,491

#### 3000 Detail

PERS, OASDI, Medicare, H/W

#### 4000

\$864

#### 4000 Detail

\$500 Project Supplies - Instructional

\$364 Project Supplies - Non-Instructional

#### 5000

\$2,009

#### 5000 Detail

## **SCOPE OF WORK**

\$300 - Conference/Travel

\$200 - Community Relations

\$1509 - Externship participants such as high school and community college faculty.

**Total Budget for Program Area**

\$11,364

## SCOPE OF WORK

### CTE Enhancement Fund College Contacts

Name of your college

Irvine Valley College

Name of your district

South Orange County CCD

Region you belong to

Los Angeles/Orange County

Name of your College President or Designee

Glenn R. Roquemore

Title of your College President or Designee

President

Email address of your College President or Designee

groquemore@ivc.edu

Phone number of your College President or Designee

(949) 451-5210

Name of your CEO/College President or Designee's Assistant

Sandy Jeffries

Email address of your College President or Designee's Assistant

sjeffries@ivc.edu

Name of your College Chief Instructional Officer/Vice President of Instruction

Craig Justice

Title of your College Chief Instructional Officer/Vice President of Instruction

Vice President Instruction

Email address of your Chief Instructional Officer/Vice President of Instruction

cjustice@ivc.edu

Phone number of your Chief Instructional Officer/Vice President of Instruction

(949) 451-5577

Name of the Primary Contact

Corine Doughty

Title of the Primary Contact

Dean, Instruction, Economic & Workforce Development

Email address for the Primary Contact

cdoughty@ivc.edu

## SCOPE OF WORK

Phone Number for the Primary Contact

949.282.2730

Name of the Person Responsible for Data Entry

Merry Kim

Title of the Person Responsible for Data Entry

Director, Career Technical Education

Email Address for the Person Responsible for Data Entry

mkim209@ivc.edu

Phone Number for the Person Responsible for Data Entry

(949) 282-2724

Name of the Chief Business Officer or Designee

Debra Fitzsimmons

Title of the CBO/Designee

Vice Chancellor, Business Services, Administrative

Email address for the CBO or Designee

dfitzsimmons@socccd.edu

Phone Number for CBO or Designee

(949) 582-4664

Name of the person responsible for budget certification

Cyndi Staggs

Title of Person Responsible for Budget Certification

Senior Accounting Specialist

Email address for person responsible for budget certification

cstaggs@socccd.edu

Phone number for person responsible for budget certification

(949)582-4830

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To: Board of Trustees	Date: February 23, 2015
Re: Approval of Sub-Agreement between RSCCD and Santa Clarita Community College District for the Information Communications Technology/Digital Media Sector Navigator Grant	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District was awarded the Sector Navigator – Information Communications Technology/Digital Media grant #14-151-006, by the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division. The grant requires RSCCD to implement a statewide project that will strengthen and develop the California Community Colleges’ information communications technology and digital media programs. This project will provide up-to-date and expert information on industry trends and workforce needs, serving to improve the connections between employers and colleges, and provide professional development and faculty lead projects to increase program capacity and alignment with industry workforce needs.

**ANALYSIS**

Santa Clarita Community College District will provide project management and event planning for the ICT/DM Sector Navigator’s Statewide Digital Media Educators conference, June 11-12, 2015. This conference is designed to engage community college faculty in professional development focused on the digital media industry and student learning.

The Project Administrator is Enrique Perez.

**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: \$30,000.00	Board Date: February 23, 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  
*Santa Clarita Community College District***

This grant sub-agreement (hereinafter “**Agreement**”) is entered into this 23<sup>rd</sup> day of February 2015, between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the Santa Clarita Community College District (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, RSCCD was awarded a “Sector Navigator – Information Communications Technology/Digital Media Sector” grant #14-151-006, (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

The **SUBCONTRACTOR** will facilitate faculty participation in the “Digital Media Educators Conference” (refer to Exhibit A). **SUBCONTRACTOR** agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work.

2. Period of Performance

The period of performance for this **Agreement** shall be from February 23, 2015, through June 30, 2015.

3. Total Cost

The total cost to **RSCCD** for performance of this **Agreement** shall not exceed \$30,000 USD.

4. Payment

Sixty percent (60%) of the award will be paid to **SUBCONTRACTOR**, upon **RSCCD**’s receipt of the fully executed **Agreement**. Final payment is contingent upon successful completion of the Statement of Work, Exhibit A, and submission of a detailed final invoice with appropriate back-up documentation, as required by **RSCCD**, and the Project Director’s certification of the final report. Invoices to request payment should reference the **Agreement** contract number (refer to footer in this agreement) and 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 documentation of activities and expenditures to substantiate work performed by June 30, 2015. **SUBCONTRACTOR** is responsible for completion and submission of all documentation and narrative reports related to this Agreement to Steve Wright, ICT/Digital Media Sector Navigator via email at [steve@wrightca.com](mailto:steve@wrightca.com). 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@rscd.edu](mailto:perez_enrique@rscd.edu), (714) 480-7460  
cc: [Steve@wrightca.com](mailto:Steve@wrightca.com), (805) 231-8444

Santa Clarita Community College District  
Paula Hodge, Deputy Sector Navigator ICT/Digital Media  
Economic Development Department  
College of the Canyons  
26455 Rockwell Canyon Road  
Santa Clarita, CA, 91355  
[Paula.Hodge@canyons.edu](mailto:Paula.Hodge@canyons.edu), (661-362-5108)

**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

SANTA CLARITA COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Peter J. Hardash  
Vice Chancellor

Name: \_\_\_\_\_

Title: Business Operations/Fiscal Services

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Board Approval Date: February 23, 2015

EIN/TIN: 95-2561360

EXHIBIT A  
**Statement of Work**

**Client:** Santa Clarita Community College      **SOW Date:** February 10, 2015  
District Paula Hodge – Deputy Sector  
Navigator, Information and  
Communication Technology &  
Digital Media

**Subject:** Statewide Digital Media Educators  
Conference

**Objectives:**

Statewide Digital Media Event that emphasizes the contextualized need for digital media in many workforce sectors. Last year there were 200 registrations by faculty (community college and high school) and industry.

**Scope of Work:**

Paula Hodge, Deputy Sector Navigator for ICT/DM hosted at College of the Canyons will provide project management function and event planning for ICT/DM Sector Navigator's Statewide Digital Media Educators conference.

**Deliverables will include:**

- **Event and venue management**
- **Manage Speakers proposals**
- **Manage registration**
- **Website update**
- **Provide event program**



CALIFORNIA COMMUNITY COLLEGES  
**Doing What MATTERS™**  
 FOR JOBS AND THE ECONOMY

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## ICT - DIGITAL MEDIA SECTOR

**DIGITAL MEDIA**  
 Educators Conference **Business IS Digital**

**SAVE THE DATE : June 11-12, 2015**

## WHY YOU SHOULD ATTEND

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 FOR YOU

This is a special event for Information and Communication Technologies and Digital Media Faculty in the California Community College system.

## WHERE AND WHEN

6.5 (7)

**Thursday & Friday June 11-12, 2015**

On the vibrant campus of the College of The Canyons located in beautiful Santa Clarita California.

## WHY BUSINESS IS DIGITAL

The growing digitalization of business such as virtualization, the cloud, media production, mobile devices, service management and a focus on information management and collaboration have forced businesses, small, medium and large, into a dead sprint to keep up.

## CONFERENCE TRACKS

Our conference tracks focus on Career Pathways for digital media occupations, entrepreneurship and jobs where digital skills combine with other skills for gainful employment.

### INTERNET IDENTITY MANAGEMENT

Front/Back, Creative->Practical->Production, Project Management, Social Media Evangelist

### DIGITAL MEDIA COMMUNICATION

Digital Video, News Packages, Digital Work-flow, Job trends, Sound Recording, Games, Digital Asset Management

### INTERFACE & USABILITY DESIGN

Graphic Arts, Animation, Digital Photography, Digital Badging, User Experience Guru

### DIGITAL MEDIA IN INDUSTRY

Healthcare, Science, Marketing, Manufacturing, Agriculture, General Office, Entertainment

## REGISTRATION AND PRESENTATIONS

There is no admission cost for qualified CCC Faculty. Limited travel stipends, including hotel reservations, are also available for qualified attendees.

**Registration Opens - February 2, 2015**

Questions? [paula.hodge@canyons.edu](mailto:paula.hodge@canyons.edu)

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   32



The Information and Communication  
Technologies & Digital Media  
Sector Navigation Team  
CALIFORNIA COMMUNITY COLLEGES



Category	Budget	Notes
Event Project Mangement	\$ 5,000.00	Partial Director and Assistant
Hotel Accomodations for Attendees	\$ 9,000.00	Partial
Facilities	\$ 5,000.00	Partial
Speakers incentives	\$ 5,000.00	Partial
Communications/Operations	\$ 3,000.00	Partial Advertising and Presentation process
Supplies	\$ 3,000.00	Lanyards, Certificates, Name Tags, Folders, Labels, presenter appreciation, Handouts, Thank you cards, laser cartages etc
<b>Total</b>	<b>\$ 30,000.00</b>	
	\$ (12,000.00)	Rancho Santiago Community College District Withholding 2nd payment
<b>2015 DMEC Partial Pre-Conference Overhead Total</b>	<b>\$ 18,000.00</b>	<b>First Payment</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Adoption of Resolution Authorizing Payment to Trustee Absent from Board Meetings**

Resolution No. 15-04

**Whereas**, California Education Code Section 72024(5d) provides that “a member (of the Board of Trustees) may be paid for any meeting when absent if the Board by Resolution duly adopted and included in its minutes find that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board,” and

**Whereas**, on February 2, 2015, the Board of Trustees of the Rancho Santiago Community College District held a regular board meeting; and

**Whereas**, Trustee Nelida Mendoza Yanez was not present at the board meeting; and

**Whereas**, the board has determined that Trustee Mendoza Yanez’s absence was due to a recent surgery;

**NOW, THEREFORE, BE IT RESOLVED** that Trustee Mendoza Yanez shall be paid at the regular rate of compensation for the board meeting on February 2, 2015.

Dated this 23<sup>rd</sup> day of February 2015.

Ayes:  
Noes:  
Absent:  
Abstain:

---

Raúl Rodríguez, Ph.D.  
Secretary to the Board of Trustees



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**HUMAN RESOURCES DOCKET  
MANAGEMENT/ACADEMIC  
February 23, 2015**

**REVISED PAGE**

**MANAGEMENT**

Permission to Accept Outside Assignment

Collins, Michael – To serve as a member of the External Evaluation Team visiting Laney College in Oakland, California on behalf of the Accrediting Commission for Community and Junior Colleges (ACCJC) from March 9-12, 2015, with an initial workshop to be held on February 10, 2015, in Los Angeles, California.

Appointment

Lawson, Von  
Dean, Business and Career Technical Education  
Santiago Canyon College

Effective: March 2, 2015  
Salary Placement: B-1 \$123,562.12/Year

Change of Assignment

Pham, My Le  
From: Director I  
To: Director II  
Early Head Start  
Child Development Services  
District Office

Effective: February 24, 2015  
From: L-3 \$70,707.28/Year  
To: J-2 \$74,533.71/Year

Adjusted Effective Date of Ratification of Resignation/Retirement

Nashua, Loy  
Associate Dean, Student Development  
Student Affairs  
Santa Ana College

From: May 5, 2015  
To: February 6, 2015  
(Last Day in Paid Status)  
Reason: Resignation

**FACULTY**

FARSCCD Revised Permanent 2014/2015 FARSCCD Salary Schedule B/Attachment #1

FARSCCD Beyond Contract/Overload Step Increases Effective Spring 2015/Attachment #2

FARSCCD Part-time Step Increases Effective Spring 2015/Attachment #3

Voluntary Reduced Workload

Summers, Georgia  
Professor, English/Humanities/  
Women's Studies  
Arts, Humanities & Social Sciences  
Division  
Santiago Canyon College

Effective: February 2 – June 6, 2015  
Reduced Workload: 80.0%

**FACULTY (CONT'D)**

*Voluntary Reduced Workload (cont'd)*

Orr, Estelle  
Professor, Art  
Fine & Performing Arts Division  
Santa Ana College

Effective: February 2, June 6, 2015  
Reduced Workload: 87.7%

*Contract Extension Days*

Shields, Jolene  
Associate Professor, ABE/HSS  
CEC/Continuing Education Division  
Santa Ana College

Effective: February 17, 2015  
Contract Extension: 1 Day

Walczak, Katherine  
Coordinator, Learning Skills  
Humanities & Social Sciences Division  
Santa Ana College

Effective: January 5, 2015  
Contract Extension: 25 Days

*Adjusted Effective Dates of Leave of Absence*

Salgado, Susana  
Coordinator, Psychological Disabilities  
Disabled Students Programs & Services  
Student Services  
Santa Ana College

Effective: January 6, 2015 – March 31, 2015  
Reason: Maternity Leave

*Leave of Absence*

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

Effective: February 19 – April 13, 2015  
Reason: Maternity Leave

*Stipend*

McClure, Caren  
Professor, Mathematics  
Science, Mathematics, & Health  
Sciences Division  
Santa Ana College

Effective: February 9, 2015  
Amount: \$1,000.00  
Reason: Mentoring  
(Grant #1668)

Shaffer, Catherine  
Coordinator, MESA  
Counseling Division  
Santa Ana College

Effective: February 9, 2015  
Amount: \$1,000.00  
Reason: Mentoring  
(Grant #1668)

**FACULTY (CONT'D)**

*Part-time Hourly New Hires/Rehires*

Bath, Navanjot Instructor, Biology Science, Mathematics and Health Sciences Division Santa Ana College	Effective: February 9, 2015 Hourly Lecture Rate: II-3 \$56.79
Card, Margaret (Peggy) Instructor, Counseling Counseling Division Santa Ana College	Effective: February 10, 2015 Hourly Lecture Rate: \$56.79
Casenhiser, Kevin Instructor, Business/Law Business & Career Technical Education Division Santiago Canyon College	Effective: February 9, 2015 Hourly Lecture Rate: IV-3 \$62.60
Coffee, Guy Instructor, Criminal Justice (equivalency) Human Services & Technology Division Santa Ana College	Effective: February 6, 2015 Hourly Lecture Rate: I-5 \$59.62
Enke, Nicholas Instructor, English Humanities & Social Sciences Division Santa Ana College	Effective: February 9, 2015 Hourly Lecture Rate: II-3 \$56.79
Fidel, Brianna Instructor, HSS/Bridge/Mathematics Continuing Education Division (CEC) Santa Ana College	Effective: February 16, 2015 Hourly Lecture Rate: II-2 \$43.51
Gamache, Keith Instructor, American Sign Language Humanities & Social Sciences Division Santa Ana College	Effective: February 9, 2015 Hourly Lecture Rate: IV-3 \$62.60
Harrison, Vicki Instructor, Chemistry Science, Mathematics and Health Sciences Division Santa Ana College	Effective: February 9, 2015 Hourly Lecture Rate: IV-3 \$62.60

**FACULTY (CONT'D)**

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

Hirano, Conrad M  
Instructor, Astronomy/Physics  
Science, Mathematics and  
Health Sciences Division  
Santa Ana College  
Effective: February 9, 2015  
Hourly Lecture Rate: IV-3 \$62.60

Holland, Loren  
Instructor, Art  
Fine & Performing Arts Division  
Santa Ana College  
Effective: February 10, 2015  
Hourly Lecture/Lab Rates: II-3 \$56.79/\$51.11

Huynh, Dwan O  
Instructor, Mathematics  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: February 2, 2015  
Hourly Lecture Rate: II-3 \$56.79

Kim, Jung Won  
Instructor, ESL  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: February 9, 2015  
Hourly Lecture Rate: II-2 \$43.51

Langley, Ryan  
Instructor, Sociology  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: February 9, 2015  
Hourly Lecture Rate: II-3 \$56.79

Lee, Sungae  
Instructor, Music  
Fine & Performing Arts Division  
Santa Ana College  
Effective: February 9, 2015  
Hourly Lecture Rate: IV-3 \$62.60

Marzilli, Gregory A  
Instructor, High School Subjects/Bridge  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: February 9, 2015  
Hourly Lecture Rate: 2-3 \$ 44.65

Meredith, Stephanie  
Instructor, Art  
Fine & Performing Arts Division  
Santa Ana College  
Effective: February 9, 2015  
Hourly Lecture Rate: II-3 \$56.79

**FACULTY (CONT'D)**

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

Moore, Sharon  
Instructor, Nutrition  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: February 2, 2015  
Hourly Lecture Rate: II-3 \$56.79

Rodriguez, Maria D  
Counselor  
Counseling & Student  
Support Services Division  
Santiago Canyon College

Effective: January 30, 2015  
Hourly Rate: II-3 \$48.27

Salcedo, Margie  
Instructor, High School Subjects/Bridge  
Continuing Education Division (CEC)  
Santa Ana College

Effective: February 5, 2015  
Hourly Lecture Rate: II-2 \$43.51

Sanchez, Janet  
Substitute Teacher  
Child Development Services  
District Operations

Effective: February 9, 2015  
Hourly Rate: 2-1 \$17.50

Stinson, Rodney  
Instructor, Communications  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College

Effective: February 23, 2015  
Hourly Lecture Rate: II-3 \$56.79

Tieu, Ngocngan  
Instructor, High School Subjects/Math  
Continuing Education Division (CEC)  
Santa Ana College

Effective: February 9, 2015  
Hourly Lecture Rate: II-2 \$43.51

Tran, Vinh D  
Instructor, Chemistry  
Science, Mathematics and  
Health Sciences Division  
Santa Ana College

Effective: February 2, 2015  
Hourly Lecture Rate: IV-4 \$65.73

Vasquez, Angelica  
Instructor, Photography  
Fine & Performing Arts Division  
Santa Ana College

Effective: February 10, 2015  
Hourly Lecture/Lab Rates: II-3 \$56.79/\$51.11

**FACULTY (CONT'D)**

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

Walker, Jamaar  
Counselor  
Counseling & Student Support  
Services Division  
Santiago Canyon College  
Effective: February 18, 2015  
Hourly Rate: II-3 \$48.27

Woldhuis, Morgan A  
Instructor, HSS/Bridge/Math  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: February 9, 2015  
Hourly Lecture Rate: 1-2 \$42.47

*Non-paid Instructors of Record*

Hall, Willard  
Instructor, Apprenticeship/Surveyor  
Business & Career Technical Education Division  
Santiago Canyon College  
Effective: February 17, 2015

McGinley, Jason  
Instructor, Apprenticeship/Electrical  
Business & Career Technical Education Division  
Santiago Canyon College  
Effective: February 17, 2015

*Non-paid Intern Service*

Luna, Theresa  
Program Development Intern  
Education  
Counseling & Student Support  
Services Division  
Santiago Canyon College  
Effective: February 24 – June 30, 2015  
College Affiliation: CSU, Fullerton  
Discipline: Education

Nguyen, Lisa  
Talent Search Intern  
Student Affairs  
Santa Ana College  
Effective: February 24 – May 29, 2015  
College Affiliation: CSU, Fullerton  
Discipline: Human Services

Ontiveros, Erica  
Human Services Intern  
Academic Affairs  
Santa Ana College  
Effective: February 9 – June 5, 2015  
College Affiliation: CSU, Fullerton  
Discipline: Human Services

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT Revised Attachment #1  
**REVISED PERMANENT 2014/2015 FARSCCD SALARY SCHEDULE "B"**  
**PART-TIME/BEYOND CONTRACT (Overload)**  
 EFFECTIVE JANUARY 1, 2015

	Column I	Column II	Column III	Column IV
<b>TEACHING</b>	(Lecture Hour Equivalent [LHE] = 18 times the hourly rate)			
STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15	MASTER'S + 30
1				
2				
3	\$54.08	\$56.79	\$59.62	\$62.60
4	\$56.79	\$59.62	\$62.60	\$65.73
5	\$59.62	\$62.60	\$65.73	\$69.02

<b>LAB</b>	(Equivalent to 0.90 of a lecture hour)			
STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15	MASTER'S + 30
1				
2				
3	\$48.67	\$51.11	\$53.67	\$56.35
4	\$51.11	\$53.67	\$56.35	\$59.16
5	\$53.67	\$56.35	\$59.16	\$62.12

<b>COUNSELING/ LIBRARIAN/NURSING</b>	(equivalent to 0.85 of a lecture hour)			
STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15	MASTER'S + 30
1				
2				
3	\$45.97	\$48.27	\$50.68	\$53.21
4	\$48.27	\$50.68	\$53.21	\$55.88
5	\$50.68	\$53.21	\$55.88	\$58.67

<b>NON-TEACHING</b>	(equivalent to 0.5 of a lecture hour)			
STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15	MASTER'S + 30
1				
2				
3	\$27.05	\$28.40	\$29.82	\$31.30
4	\$28.40	\$29.82	\$31.30	\$32.87
5	\$29.82	\$31.30	\$32.87	\$34.51

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

The hourly pay rate for **part-time psychologists** who are college counselors assigned specifically to provide psychological services through the Health Centers will be **\$72.57**.

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

**FARSCCD BEYOND CONTRACT/OVERLOAD STEP INCREASES**  
**Effective Spring 2015**

Attachment #1

LAST NAME	FIRST NAME	LOC	OVL GRADE	OLD OVL STEP	NEW OVL STEP 15SP	OLD OVL LHE RATE	NEW OVL LHE RATE	OLD OVL .85 LHE RATE	NEW OVL .85 LHE RATE	NEW OVL .90 LHE RATE	OLD OVL .5 LHE RATE	NEW OVL .5 LHE RATE
Baquero	Jaymie	SAC	II	3	4	\$56.79	\$59.62	n/a	n/a	\$53.67	\$28.40	\$29.82
Bradley	Kyle	SAC	III	4	5	\$62.60	\$65.73	n/a	n/a	\$59.16	\$31.30	\$32.87
Buechler	Michael	SAC	II	3	4	\$56.79	\$59.62	n/a	n/a	\$53.67	\$28.40	\$29.82
English	Noemi	SAC	II	3	4	\$56.79	\$59.62	n/a	n/a	\$53.67	\$28.40	\$29.82
Funaoka	Marygrace	SAC	IV	3	4	\$62.60	\$65.73	n/a	n/a	\$59.16	\$31.31	\$32.87
Gonzalez	Adrianna	CEC/SAC	IV	3	4	\$62.60	\$65.73	n/a	n/a	\$59.16	\$31.31	\$32.87
Jang	Charles	SAC	IV	3	4	\$62.60	\$65.73	n/a	n/a	\$59.16	\$31.31	\$32.87
Jones	Louise	SAC	II	3	4	\$56.79	\$59.62	n/a	n/a	\$53.67	\$28.40	\$29.82
Knight	Annie	SAC	II	3	4	\$56.79	\$59.62	\$48.27	\$50.68	\$53.67	\$28.40	\$29.82
Lastra	Stacey	SAC	IV	3	4	\$62.60	\$65.73	n/a	n/a	\$59.16	\$31.31	\$32.87
McCallick	Mark	SAC	IV	4	5	\$65.73	\$69.02	n/a	n/a	\$62.12	\$32.87	\$34.51
McLean	Stephen	SCC	IV	4	5	\$65.73	\$69.02	n/a	n/a	\$62.12	\$32.87	\$34.51
Moore	George	SAC	III	3	4	\$59.62	\$62.60	n/a	n/a	\$56.35	\$29.82	\$31.30
Nguyen	Thu Thi	SAC	III	4	5	\$62.60	\$65.73	\$53.21	\$55.88	\$59.16	\$31.30	\$32.87
Rocke	Brandon	SAC	II	4	5	\$59.62	\$62.60	n/a	n/a	\$56.35	\$29.82	\$31.30
Romero	Martin	SAC	IV	3	4	\$62.60	\$65.73	n/a	n/a	\$59.16	\$31.31	\$32.87
Rudd	James	SAC	II	3	4	\$56.79	\$59.62	n/a	n/a	\$53.67	\$28.40	\$29.82
Tashima	John	CEC/SAC	III	3	4	\$59.62	\$62.60	n/a	n/a	\$56.35	\$29.82	\$31.30
Turner	Mark	SAC	IV	3	4	\$62.60	\$65.73	n/a	n/a	\$59.16	\$31.31	\$32.87
Walczak	Katharine	SAC	IV	3	4	\$62.60	\$65.73	n/a	n/a	\$59.16	\$31.31	\$32.87
Yorba	Joseph	SCC	IV	4	5	\$65.73	\$69.02	n/a	n/a	\$62.12	\$32.87	\$34.51

FARSCCD PART TIME STEP INCREASES  
Effective Spring 2015

Attachment #3

LAST NAME	FIRST NAME	LOC	GRADE	OLD STEP	OLD LEC RATE	OLD LAB RATE	NEW STEP	NEW LEC RATE	NEW LAB RATE
Arteaga	Elizabeth	SAC	2	3	\$ 56.79	\$ 48.27	4	\$59.62	\$53.67
Beau	Leslie	SCC	2	4	\$59.12	\$50.26	5	\$62.60	\$56.35
Breder	William	SCC	2	4	\$59.12	\$50.26	5	\$62.60	\$56.35
Bright	Thomas	SAC	1	4	\$56.31	\$47.86	5	\$59.62	\$53.67
Burton	Terrance	SAC	2	4	\$ 59.12	\$ 50.26	5	\$62.60	\$56.35
Calderon	Araceli	SAC	3	4	\$62.08	\$52.77	5	\$65.73	\$59.16
Carroll	Aaron	SAC	2	4	\$59.12	\$50.26	5	\$62.60	\$56.35
Chauhan	Sonia	SCC	2	4	\$59.12	\$50.26	5	\$62.60	\$56.35
Conley	John	SAC	2	3	\$ 56.31	\$ 47.86	4	\$59.62	\$53.67
Cons	Andrea	SAC	3	4	\$62.08	\$52.77	5	\$65.73	\$59.16
Cummings	Reyna	SAC	2	4	\$59.12	\$50.26	5	\$62.60	\$56.35
Fernandez-Weston	Cathy	SAC	3	4	\$62.08	\$52.77	5	\$65.73	\$59.16
Guzman	George	SAC	1	4	\$56.31	\$47.86	5	\$59.62	\$53.67
Lamourelle	Chantal	SAC	3	4	\$62.08	\$52.77	5	\$65.73	\$59.16
Libolt	Rachael	SAC	2	4	\$59.12	\$50.26	5	\$62.60	\$56.35
Loddy	Karen	SAC	2	4	\$ 59.12	\$ 50.26	5	\$62.60	\$56.35
Lopez	Rachel	SCC	2	4	\$59.12	\$50.26	5	\$62.60	\$56.35
Marino	Valerie	SCC	3	4	\$62.08	\$52.77	5	\$65.73	\$59.16
Moberly	Erik	SAC	2	4	\$59.12	\$50.26	5	\$62.60	\$56.35
Paquette	Christopher	SCC	3	3	\$ 59.12	\$ 50.26	4	\$65.73	\$59.16
Proppe	Jean	SCC	2	4	\$59.12	\$50.26	5	\$62.60	\$56.35
Rahbarnia	Shohreh	SCC	3	4	\$62.08	\$52.77	5	\$65.73	\$59.16
Ramirez	Jorge	SAC	3	4	\$62.08	\$52.77	5	\$65.73	\$59.16
Sanabria	Rolando	SAC	3	4	\$62.08	\$52.77	5	\$65.73	\$59.16
Smallwood	Graham	SCC	2	4	\$59.12	\$50.26	5	\$62.60	\$56.35
Smith	Daria	SAC	3	4	\$62.08	\$52.77	5	\$65.73	\$59.16
Smith	Kimberly	SAC	3	4	\$62.08	\$52.77	5	\$65.73	\$59.16
Sosa	Susana	SAC	2	4	\$59.12	\$50.26	5	\$62.60	\$56.35
Tran	Angela	SAC	2	4	\$59.12	\$50.26	5	\$62.60	\$56.35
Trueman	Christopher	SAC	2	4	\$59.12	\$50.26	5	\$62.60	\$56.35
Trujillo	Yolanda	SCC	2	4	\$59.12	\$50.26	5	\$62.60	\$56.35
Vhora	Mohammed	SCC	2	4	\$59.12	\$50.26	5	\$62.60	\$56.35
Volz	Matthew	SCC	2	4	\$59.12	\$50.26	5	\$62.60	\$56.35
Yamaguchi	Nathaniel	SCC	2	4	\$59.12	\$50.26	5	\$62.60	\$56.35
Zeeb	John	SCC	2	4	\$59.12	\$50.26	5	\$62.60	\$56.35
Zeoli	Katie	SCC	3	4	\$62.08	\$52.77	5	\$65.73	\$59.16

## RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

## HUMAN RESOURCES DOCKET

## CLASSIFIED

FEBRUARY 23, 2015

**CLASSIFIED**New Appointment

Peralta, Lee	Effective: February 9, 2015
Technical Specialist I (CL14-0536)	Grade 13, Step 1 \$48,238.03
ITS/ District	

Hourly On Going to Contract

Marthell, Monique	Effective: February 23, 2015
From: Instructional Assistant/ CEC	Grade 5, Step 1 + 2.5%L \$35,002.99
To: Assessment Assistant (CL14-591)	
Counseling/ SCC	

Professional Growth Increments

Nevils, Marcelina	Effective: March 1, 2015
Purchasing Assistant/ Purchasing/ District	Grade 11, Step 6 + 2.5% L + 1PG (500)
	\$57,505.23

White, Kathleen	Effective: March 1, 2015
Sr. Accountant/ Auxiliary Services/ SAC	Grade 15, Step 6 + 2.5%L + 7PG (3500)
	\$73,750.30

Out of Class Assignment

Andrade, Jose	Effective: 01/28/15 – 03/13/15
Sr. Account Clerk/ School of Continuing	Grade 10, Step 3 + 6PG (3000)
Education/SAC	\$48,992.36

Vu, Ruby	Effective: 01/15/15 – 06/30/15
Financial Aid Computer Tech/ SAC	Grade 10, Step 5 + 6PG (3000)
	\$53,684.42

Change in Position

Sanchez, Raymonde	Effective: January 1, 2015
From: Publications Assistant	Grade 6, Step 6 + 7.5%L + 2 PG(500)
To: Lead Publications Assistant/ SCC	\$49,092.12

Change in Salary Placement

Duenez, Patricia Administrative Secretary/ Educ. Services/ District	Effective: 12/09/14 – 06/30/15 Grade 12, Step 1 + 2.5% Bil \$46,975.00 <i>Added Bilingual for Out of Class Assmt</i>
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Leave of Absence

Ishikawa, Junko International Student Program Spec./ SAC	Effective: 04/27/15 – 05/22/15 Reason: Non Work Days 11 Month Contract
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Ratification of Resignation/Retirement

Samel, Kolop Library Technician/ SAC	Effective: March 6, 2015 Reason: Resignation
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Tran, Andy Skilled Maintenance Worker/ SCC	Effective: January 24, 2015 Reason: Deceased
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**CLASSIFIED HOURLY**

New Appointments

Chavez, Mayra Instructional Assistant/ Science & Math/ SCC	Effective: February 9, 2015 Up to 19 Hours/Week School Session Grade 5, Step A \$16.35/Hour
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Professional Growth Increment

Osea, Mark Learning Facilitator/ Science & Math/ SCC	Effective: March 1, 2015 Grade 8, Step A + 2PG (500) \$18.33/Hour + \$41.67/Mo. PG
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Ruiz, Ann Cashier/ Bookstore/ SAC	Effective: March 1, 2015 Grade 3, Step A + 1PG (250) \$15.34/hour + \$20.83/Mo. PG
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Temporary to Hourly On Going

Diaz, Diana  
Student Services Specialist (CL14-0592)  
Student Development/ SCC  
Effective: February 9, 2015  
19 Hours/Week 12 Months/Year  
Grade 10, Step A + 2.5%Bil \$20.47/Hour

Teposte, Manuel  
Student Services Specialist (CL14-0592)  
Student Development/ SCC  
Effective: February 9, 2015  
19 Hours/Week 12 Months/Year  
Grade 10, Step A + 2.5%Bil \$20.47/Hour

Out of Class Assignment

Nguyen, Trinity  
Science Lab Coordinator/ Math & Science/  
SCC  
Effective: 02/03/15 – 05/03/15  
Grade 13, Step A \$23.10/Hour

Ratification of Resignation/Retirement

Herrera Chavez, Violet  
Instructional Assistant/ School of  
Continuing Education/SAC  
Effective: February 7, 2015  
Reason: Resignation

Magallon, Sandra  
Counseling Assistant/ School of  
Continuing Education/SAC  
Effective: February 6, 2015  
Reason: Resignation

Tran, Phil  
Technology Storekeeper/ Human Services  
& Tech./ SAC  
Effective: January 30, 2015  
Reason: Retirement

**TEMPORARY ASSIGNMENT**

Balestrieri, Michael  
Instructional Assistant/ Humanities & Soc.  
Sci./ SAC  
Effective: 02/24/15 – 06/07/15

Corona Santos, Masiel  
Instructional Assistant/ School of  
Continuing Education/SAC  
Effective: 02/28/15 – 05/30/15

Danley, Nicole  
Instructional Assistant/ School of  
Continuing Education/SAC  
Effective: 02/28/15 -06/30/15

**TEMPORARY ASSIGNMENT cont'd**

Draper, Jan Effective: 02/28/15 – 06/30/15  
Instructional Assistant/ School of  
Continuing Education/SAC

Fernandez Martinez, Alexander Effective: 02/28/15 – 05/23/15  
Instructional Assistant/ School of  
Continuing Education/SAC

Le, Sophia Effective: 02/24/15 – 06/05/15  
Instructional Assistant/ Counseling/ SAC

Lipoczi, Richard Effective: 02/28/15 – 05/23/15  
Instructional Assistant/ School of  
Continuing Education/SAC

Perez, Lakyshia Effective: 6/13/15 – 06/30/15  
Student Services Coordinator/ Student  
Services/ SAC

Quintana, Lucas Effective: 02/28/15 – 05/23/15  
Instructional Assistant/ School of  
Continuing Education/SAC

Rangel, Kevin Effective: 02/24/15 – 06/07/15  
Instructional Assistant/ Humanities & Soc.  
Sci./ SAC

Waller, Linda Effective: 02/24/15 – 06/30/15  
Career Technician/ Counseling/ SAC

*Additional Hours for On Going Assignment*

Bui, Annette Effective: 02/09/15 – 06/07/15  
Learning Facilitator/ Humanities & Soc.  
Sci./ SAC Not to exceed 19 consecutive days in any  
given period.

Cabrera, Juan Effective: 02/09/15 – 06/07/15  
Learning Facilitator/ Humanities & Soc.  
Sci./ SAC Not to exceed 19 consecutive days in any  
given period.



**VOLUNTEERS**

Khan, Rabia Volunteer/ Counseling/ SAC	Effective: 02/24/15 – 06/30/15
Lamas, Patricia Volunteer/Counseling/ SAC	Effective: 02/24/15 – 06/30/15
Perkins, Alexandra Volunteer Driver/ Kinesiology/ SAC	Effective: 02/24/15 – 06/30/15
Torres, Angel Volunteer/ Counseling/ SAC	Effective: 02/24/15 – 06/30/15
Zamudio, Rocio Volunteer/ EOPS/ SAC	Effective: 02/24/15 – 06/30/15

**SANTA ANA COLLEGE  
STUDENT ASSISTANT LIST**

Aguilar, Elizabeth	Effective: 01/21/15-06/30/15
Alvarado, Rosalva	Effective: 02/09/15-06/30/15
Bautista, Berennice Zuleyma	Effective: 01/22/15-06/30/15
Becerril, Alejandra	Effective: 01/21/15-06/30/15
Bolainez, Elvis Javier	Effective: 01/20/15-06/30/15
Eufrazio Jr, David	Effective: 01/21/15-06/30/15
Garcia, Erika Guadalupe	Effective: 01/20/15-06/30/15
Leopo, Clara Judith	Effective: 01/20/15-06/30/15
Lewis-Ramirez, Monica Marlene	Effective: 01/21/15-06/30/15
Lopez, Lauren Nicole	Effective: 02/09/15-06/30/15
Mendoza, Jamie	Effective: 01/27/15-06/30/15
Mernissi, Soumaya	Effective: 01/27/15-06/30/15
Munoz, Jonathan Garcia	Effective: 01/22/15-06/30/15
Trujillo, Crystal Sarah	Effective: 01/12/15-06/30/15

**SANTIAGO CANYON COLLEGE  
STUDENT ASSISTANT NEW HIRE LIST**

Barber, Torrey	Effective Date: 02/05/15 – 06/30/15
Barraza Trujillo, Edgar	Effective Date: 01/29/15 – 06/30/15
Chandoo, Badriya	Effective Date: 01/26/15 – 06/30/15
Flores, Vanessa	Effective Date: 02/09/15 – 06/30/15
Galia, Christine Mae	Effective Date: 01/29/15 – 06/30/15
Jones, Solomon	Effective Date: 01/29/15 – 06/30/15
Koepke, Sjoen	Effective Date: 02/05/15 – 06/30/15
Martinez Alegria, Jessica	Effective Date: 01/28/15 – 06/30/15
Mehr, Justin	Effective Date: 02/02/15 – 06/30/15
Mejia, Eder	Effective Date: 02/02/15 – 06/30/15
Monajjemi, Ali	Effective Date: 02/05/15 – 06/30/15
Rosales, Anthony	Effective Date: 02/06/15 – 06/30/15
Sanchez, Daisy	Effective Date: 01/28/15 – 06/30/15

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Human Resources and Educational Services

To:	Board of Trustees	Date: February 23, 2015
Re:	Public Disclosure of Collective Bargaining Agreement between the Rancho Santiago Community College District and the Continuing Education Faculty Association (CEFA).	
Action:	Request for Approval	

**BACKGROUND**

Negotiations between the District and the Continuing Education Faculty Association (CEFA) have been completed. The tentative agreement has been ratified by the CEFA membership. The proposed agreement is now presented to the Board of Trustees for approval.

**ANALYSIS**

The fiscal implications and terms of the proposed agreement are presented on the attached disclosure form.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the amendments to the collective bargaining agreement with the Continuing Education Faculty Association.

Fiscal Impact: Presented on Attached Disclosure Form	Board Date: February 23, 2015
Item Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT**  
 In Accordance with AB 1200 (Statutes of 1991, Chapter 1213) and Gov. Code 3547.5

**Rancho Santiago Community College District**

Name of Bargaining Unit: Continuing Education Faculty Association (CEFA)

The proposed agreement covers the period beginning July 1, 2014 and ending June 30, 2015.  
 and will be acted upon by the Governing Board at its meeting on 2/23/2015

**A. Proposed Change in Compensation**

Compensation		Fiscal Impact of Proposed Agreement			
		Current Year 2014-15	Year 2	Year 3	
1.	Step and Column - Increase (Decrease) Due to movement plus any changes due to settlement	Cost (+/-)	\$0	N/A	N/A
2.	Salary Schedule Increase (Decrease)	Cost (+/-)	\$61,647	N/A	N/A
3.	Other Compensation - Increase (Decrease) (Stipends, Bonuses, etc.)	Cost (+/-)	\$0	N/A	N/A
4.	Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	Cost (+/-)	\$7,202	N/A	N/A
5.	Health/Welfare Plan - Increase (Decrease)	Cost (+/-)	N/A	N/A	N/A
6.	Total Compensation - Increase (Decrease) (Total Lines 1 - 5)	Cost (+/-)	\$68,848	N/A	N/A
		Percent			
7.	Total Number of Represented Employees		462	0	0
8.	Total Compensation Cost for Average Employee - Increase (Decrease)	Cost (+/-)	\$149	N/A	N/A
		Percent			

Please include comments and explanations as necessary 0.85 % salary schedule adjustment  
retroactive to 7/1/14.

**B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development days, teacher prep time, etc.)**

Revised contract language regarding evaluation, and assignment hour calculations for ACA compliance purposes.

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**C. What are the specific impacts on instructional and support programs to accommodate settlement? Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations?**

None.

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**D. What contingency language is included in the proposed agreement (reopeners, etc.)?**

0.5% salary increase effective 7/1/15 if District achieves at least 3% funded growth in 2014-15.

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**E. Source of Funding for Proposed Agreement**

1. Current Year

Base revenue

2. How will the ongoing cost of the proposed agreement be funded in future years?

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations)

Not applicable. Financial aspects of agreement will be reopened each year.

**F. Impact of Proposed Agreement on Current Year Unrestricted Reserves**

**1. State Reserve Standard**

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	N/A
b. State Standard Minimum Reserve Percentage for this District	N/A
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$50,000 for a district with less than 1,001 ADA)	N/A

**2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)**

a. General Fund Budgeted Unrestricted Designated for Economic Uncertainties	N/A
b. General Fund Budgeted Unrestricted Unappropriated Amount	N/A
c. Special Reserve Fund (J-207) Budgeted Designated for Economic Uncertainties	N/A
d. Special Reserve Fund (J-207) Budgeted Unappropriated Amount	N/A
e. Article XIII B Fund (J-241) Budgeted Designated for Uncertainties	N/A
f. Article XIII B Fund (J-241) Budgeted Unappropriated Amount	N/A
g. Total District Budgeted Unrestricted Reserves	N/A

**3. Do unrestricted reserves meet the standard minimum reserve amount? Yes X No \_\_\_**

**G. Certification**

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and GC 3547.5

\_\_\_\_\_ District Chancellor

\_\_\_\_\_ Date

**ARTICLE 6**  
**EVALUATION PROCEDURES**

6.3. Informing Unit Members of Evaluation

- 6.3.1 The District shall ~~advise~~ notify each unit member who is scheduled to be evaluated ~~not later than the fourth (4th) week of instruction in~~ during the semester in which the evaluation will take place. ~~A copy of the evaluation procedures and appropriate form shall be provided by the District to each unit member prior to his/her evaluation (Exhibit D). Observations shall not occur during the first four (4) weeks and the last three (3) weeks of each semester. The observation shall be conducted within four (4) weeks from the date each unit member received notice of the evaluation. Any evaluation which is not completed will be carried over to the subsequent term. Unit members who were scheduled to be evaluated whose evaluations were not completed shall be notified in writing indicating the reason that the evaluation was not completed within the time frame above.~~

**ARTICLE 10**  
**ORGANIZATIONAL SECURITY**

H. CEFA shall completely indemnify and hold the District harmless from any and all claims, demands or ~~suits~~, suits or other action arising from provisions contained in this Article.

**ARTICLE 11**  
**WAGES AND HOURS**

11.1 **Salaries**

1. ~~4.57~~ 0.85% salary adjustment to the salary schedules in Section 11.1, retroactive to ~~7/01/13~~ 7/1/14, for all unit members who had an assignment during the ~~2013~~ 2014 summer session or have an active assignment in the Fall ~~2013~~ 2014 semester.
2. If the District achieves at least 3% funded growth for the 2014-15 fiscal year, the District shall increase the CEFA salary schedule by 0.5% effective 7/1/15. All other assigned duties are compensated separately pursuant to the provisions of Article 11.4.

11.3 Unit Member Work Load

Effective January 1, 2009, hourly unit members with classroom teaching assignments may be scheduled up to sixteen point seventy-five (16.75) hours per week within the District. For purposes of compliance with the Affordable Care Act (ACA) each hour of classroom instruction shall include 0.5 hours for preparation and grading.

**ARTICLE 14**  
**MILEAGE AND CONFERENCE REIMBURSEMENT**

14.1 District shall reimburse unit members for mileage for personal automobile when used on authorized District business at the rate currently established by the IRS.

14.2 Unit Members who are assigned to off-site locations are expected to visit the Administrative Offices once per week and shall be reimbursed for a one-way trip, unless pre-authorized by Administration for round-trip, at the current IRS mileage rate from their off-site location to the Administrative Office.

~~14.2~~ 14.3 Expenses incurred through attendance at approved conferences shall be reimbursed subject to budget restraints.

**ARTICLE 15**  
**HEALTH AND SAFETY**

15.5 In order to provide for a safer environment, safety report forms shall be available to unit members at a central location at Centennial Education Center, ~~Marketplace Education Center~~, and the Orange ~~Continuing~~ Education Center.