

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees (Regular meeting)**  
**Monday, October 12, 2015**  
**Santiago Canyon College**  
**8045 E. Chapman Ave., Room H-106**  
**Orange, CA 92869**

**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 September 28, 2015

**Action**

1.6 Approval of Consent Calendar

**Action**

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

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

1.7 Recognition of Faculty Members by Board of Trustees

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

- 2.1 Report from the Chancellor
- 2.2 Reports from College Presidents
  - Enrollment
  - Facilities
  - College activities
  - Upcoming events
- 2.3 Report from Student Trustee
- 2.4 Reports from Student Presidents
  - Student activities
- 2.5 Reports from Academic Senate Presidents
  - Senate meetings

## **3.0 INSTRUCTION**

- \*3.1 Approval of Middle College High School (MCHS) Consulting Agreement with Research and Planning (RP) Group in Coordination with California Community College Chancellor's Office Action  
The administration recommends approval of the MCHS consulting agreement with the RP Group in coordination with the California Community College Chancellor's Office as presented.
- \*3.2 Approval of Proposed Revisions for 2016-2017 Santa Ana College (SAC) Catalog Action  
The administration recommends approval of the proposed revisions for the 2016-2017 SAC catalog as presented.
- \*3.3 Approval of Proposed Revisions for 2016-2017 Santiago Canyon College (SCC) Catalog Action  
The administration recommends approval of the proposed revisions for the 2016-2017 SCC catalog as presented.
- \*3.4 Ratification of Memorandum of Understanding (MOU) between Bellevue University and Santiago Canyon College Action  
The administration recommends ratification of the MOU between Bellevue University and SCC.

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

- \*4.1 Approval of Payment of Bills Action  
The administration recommends payment of bills as submitted.

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

- \*4.2 Approval of Contract Renewal with SchoolsFirst Federal Credit Union to Provide Automated Teller Machine (ATM) Services throughout the District Action  
The administration recommends approval of the five-year contract renewal with SchoolsFirst Federal Credit Union to provide ATM services as presented.
- \*4.3 Approval of Agreement with Alta Environmental for Hazardous Materials Testing and Inspection Consulting Services for Central Plant, Infrastructure and Mechanical Upgrades Project at Santa Ana College Action  
The administration recommends approval of the agreement with Alta Environmental for hazardous materials testing and inspection consulting services for the Central Plant, infrastructure and mechanical upgrades project at SAC as presented.
- 4.4 This item was removed from the agenda.
- \*4.5 Acceptance of Completion of Bid #1260 – Parking Lot Resurface and Striping at Centennial Education Center (CEC) and Approval of Recording of Notice of Completion Action  
The administration recommends approval of accepting the project as complete and approval of the recording of a Notice of Completion with the County as presented.
- \*4.6 Approval of Change Order #1 with Climatec, Inc. for Energy Management System Upgrade Project at Santiago Canyon College Action  
The administration recommends approval of change order #1 with Climatec, Inc. for the energy management system upgrade project at SCC as presented.
- \*4.7 Acceptance of Completion of Request for Proposal (RFP) #1415-67 Energy Conservation Services for LED (Light-Emitting Diode) Lighting Conversion Project at Santiago Canyon College and District Operations Building and Approval of Recording of Notice of Completion Action  
The administration recommends approval of accepting the project as complete and approval of the recording of a Notice of Completion with the County as presented.

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

## 5.0 GENERAL

- \*5.1 Approval of Resource Development Items Action  
The administration recommends approval of budgets, acceptance of grants, and authorization for the Vice Chancellor of Business Operations/Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:
- |   |             |
|---|-------------|
| - Child Care Access Means Parents in School (CCAMPIS) - Year 3 (District) | \$ 132,827  |
| - Cooperative Agencies Resources for Education (CARE) (SAC & SCC)         | \$ 130,899  |
| - Extended Opportunity Programs & Services (EOPS) (SAC & SCC)             | \$2,093,513 |
| - National Science Foundation I-USE Project (SAC)                         | \$ 87,274   |
| - Sector Navigator ICT/Digital Media El Camino CCD                        | \$ 5,000    |
| - Veterans Upward Bound Program – Year 4 (SAC)                            | \$ 215,700  |
- \*5.2 Approval of Sub-Agreement between RSCCD and Santa Ana Unified School District for AB 86 Adult Education Consortium Planning Grant Action  
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- 5.3 Adoption of Board Policies Action  
It is recommended that the board adopt the following new and revised board policies:
- BP 2745 Board Self-Evaluation
  - BP 3411 Accessibility of Electronic and Information Technology
- 5.4 Adoption of Board of Trustees Annual Self-Evaluation Instrument, List of Designated Recipients, and Self-Evaluation Timeline Action  
It is recommended that the board adopt the self-evaluation survey instrument, list of designated individuals who will receive the survey, and self-evaluation timeline.
- 5.5 Board Member Comments Information

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

## **RECESS TO CLOSED SESSION**

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
  - a. Full-time Faculty
  - b. Part-time Faculty
  - c. Classified Staff
  - d. Student Workers
  - e. Professional Experts
2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)
3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)  
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services  
Employee Organizations: Faculty Association of Rancho Santiago Community College District  
California School Employees Association, Chapter 579  
California School Employees Association, Chapter 888
4. Liability Claim (pursuant to Government Code Section 54956.95)
  - a. DM20150312
5. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

## **RECONVENE**

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

#### **Public Comment**

At this time, members of the public have the opportunity to address the board of trustees on any item within the subject matter jurisdiction of the board. Members of the community and employees wishing to address the board of trustees are asked to complete a "Public Comment" form and submit it to the board's executive assistant prior to the start of open session.

**Completion of the information on the form is voluntary.** Each speaker may speak up to three minutes; however, the president of the board may, in the exercise of discretion, extend additional time to a speaker if warranted, or expand or limit the number of individuals to be recognized for discussion on a particular matter.

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

## **6.0 HUMAN RESOURCES**

### **6.1 Management/Academic Personnel Action**

- Ratification of Resignations/Retirements
- Approval of Appointments
- Approval of Final Salary Placements
- Approval of Leaves of Absence
- Approval of Adjustments to Effective Date
- Approval of Changes to Stipend Amount
- Approval of Stipends
- Approval of Part-time Hourly New Hires/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Intern Services

### **6.2 Classified Personnel Action**

- Approval of Hourly On Going to Contract Assignments
- Approval of Professional Growth Increments
- Approval of Changes in Salary Placement
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of Temporary Assignments
- Approval of Additional Hours for On Going Assignments
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants
- Approval of Community Service Presenters and Stipends
- Approval of Volunteers
- Approval of Student Assistant Lists

### **6.3 Rejection of Claim Action**

The district's legal counsel recommends the board authorize the chancellor or his designee to reject claim #DM20150312.

**7.0 ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on October 26, 2015, at Santa Ana College, 1530 W. 17<sup>th</sup> Street, Room U-102, Santa Ana, California.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**2323 North Broadway, #107**

**Santa Ana, CA 92706**

**Board of Trustees**

**(Regular meeting)**

**Monday, September 28, 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, Ms. Nelida Mendoza Yanez, Mr. Jose Solorio, and Ms. Raquel Manriquez. Mr. Jose Solorio and Mr. Phillip Yarbrough arrived at the time noted.

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

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Ms. Mary Mettler, Academic Senate Vice President, Santiago Canyon College (SCC).

1.3 Approval of Additions or Corrections to Agenda

It was moved by Ms. Barrios and seconded by Ms. Alvarez to remove Item 4.18 (Agreement with PAL id Studio, Inc. for Furniture and Equipment Design Services for Orange Education Center) from the agenda and approve 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 Ms. Mendoza Yanez. Student Trustee Manriquez’s advisory vote was aye.

1.4 Public Comment

There were no public comments.

1.5 Approval of Minutes

It was moved by Mr. Hanna and seconded by Ms. Mendoza Yanez to approve the minutes of the meeting held September 14, 2015. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, and Ms. Mendoza Yanez. Student Trustee Manriquez’s advisory vote was aye.

## 1.6 Approval of Consent Calendar

It was moved by Ms. Alvarez and seconded by Mr. Hanna 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 4.21 (Purchase Orders), removed from the Consent Calendar by Mr. Hanna. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, and Ms. Mendoza Yanez. Student Trustee Manriquez’s advisory vote was aye.

### 3.1 Approval of Career Technical Education (CTE) Employment Outcomes Survey Agreement with Sonoma County Junior College District

The board approved the agreement with Sonoma County Junior College District in Petaluma, California.

### 3.2 Approval of New Fire Technology Agreement: City of San Clemente

The board approved the new fire technology agreement with the City of San Clemente in California.

### 3.3 Approval of Occupational Therapy Assistant (OTA) Agreement Renewal - Providence Health System

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

### 4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

### 4.2 Approval of 2014-2015 CCFS-311 Annual Budget and Financial Report, including Gann Appropriation Limit

The board approved the 2014-2015 CCFS-311 Annual Budget and Financial Report as presented pending any audit adjustments and establish the District’s 2015-2016 Gann Appropriation Limit in the amount of \$243,057,716.

### 4.4 Approval of Agreement with Knowland Construction Services for Division of the State Architect (DSA) Inspector of Record, Testing and Inspection Services for Central Plant, Infrastructure and Mechanical Upgrades Project at Santa Ana College (SAC)

The board approved the agreement with Knowland Construction Services for DSA inspector of record, testing and inspection services for the Central Plant, infrastructure and mechanical upgrades project at SAC as presented.

### 4.5 Approval of Agreement with Smith-Emery Laboratories for Materials Testing and Inspection Consulting Services for Central Plant, Infrastructure and Mechanical Upgrades Project at Santa Ana College

The board approved the agreement with Smith-Emery Laboratories for materials testing and inspection consulting services for the Central Plant, infrastructure and mechanical upgrades project at SAC as presented.

1.6 Approval of Consent Calendar (contd.)

- 4.6 Approval of Cellular Agreement with Sprint for Relocation of Antenna Equipment on Dunlap Hall at Santa Ana College  
The board approved the cellular agreement with Sprint for relocation of antenna equipment on Dunlap Hall at SAC as presented.
- 4.7 Approval of Cellular Agreement with T-Mobile for Relocation of Antenna Equipment on Dunlap Hall at Santa Ana College  
The board approved the cellular agreement with T-Mobile for relocation of antenna equipment on Dunlap Hall at SAC as presented.
- 4.8 Approval of Change Order #2 for Bid #1251 – Exterior Painting at Building E (Fitness), Building L (Library), Building T (Technology), Building R (Russell Hall), and Building B (Middle College) at Santa Ana College  
The board approved change order #2 for Bid #1251 for exterior painting at Buildings E, L, T, R, and B at SAC as presented.
- 4.9 Approval of Notice of Completion for Bid #1251 – Exterior Painting at Building E (Fitness), Building L (Library), Building T (Technology), Building R (Russell Hall) and Building B (Middle College) at Santa Ana College  
The board approved the notice of completion for Painting & Décor, Inc. for Bid #1251 for exterior painting at Buildings E, L, T, R, and B at SAC as presented.
- 4.10 Approval of Change Order #1 for Bid #1263 – Chavez Hall Roof Repairs at Santa Ana College  
The board approved change order #1 for Bid #1263 for the Chavez Hall roof repairs at SAC as presented.
- 4.11 Approval of Notice of Completion for Bid #1263 – Chavez Hall Roof Repairs at Santa Ana College  
The board approved the notice of completion with C.I. Services, Inc. for Bid #1263 for the Chavez Hall roof repairs at SAC as presented.
- 4.12 Approval of Settlement Agreement with Woodcliff Corporation for Construction Services for Perimeter Site Improvements for Santa Ana College  
The board approved the settlement agreement with Woodcliff Corporation for construction services for perimeter site improvements for SAC as presented.
- 4.13 Award of Bid #1270 – Dunlap Hall Roof Replacement at Santa Ana College  
The board approved awarding Bid #1270 to Best Contracting Services, Inc. for the Dunlap Hall roof replacement at SAC as presented.

1.6 Approval of Consent Calendar (contd.)

- 4.14 Approval of Change Order #1 for Bid #1262 – Electrical Panel Replacement at Building A (Administration), Building B (Classrooms and Faculty), and Building C (Child Development Center) at Santiago Canyon College (SCC)  
The board approved change order #1 for Bid #1262 for the electrical panel replacement at Buildings A, B, and C at SCC as presented.
- 4.15 Approval of Notice of Completion for Bid #1262 – Electrical Panel Replacement at Building A (Administration), Building B (Classrooms and Faculty), and Building C (Child Development Center) at Santiago Canyon College  
The board approved the notice of completion with Sunbelt Electric for Bid #1262 for the electrical panel replacement at Buildings A, B, and C at SCC as presented.
- 4.16 Approval of Change Order #1 for Bid #1267 – Child Development Center (CDC) Air Conditioning Units Replacement at Santiago Canyon College  
The board approved change order #1 for Bid #1267 for the CDC air conditioning units replacement at SCC as presented.
- 4.17 Approval of Notice of Completion for Bid #1267 – Child Development Center Air Conditioning Units Replacement at Santiago Canyon College  
The board approved the notice of completion with Bon Air, Inc. for Bid #1267 for the CDC air conditioning units replacement at SCC as presented.
- 4.19 Approval of Agreement for Ellucian Payment Center  
The board approved the agreement for the new payment center commerce platform between Ellucian/TouchNet and Rancho Santiago Community College District (RSCCD) as presented.
- 4.20 Approval of Agreement for TouchNet Application Subscription Program (ASP)  
The board approved the agreement for the new payment center commerce platform between TouchNet and RSCCD as presented.
- 5.1 Approval of Resource Development Items  
The board approved budgets, accepted grants, and authorized the Vice Chancellor of Business Operations/Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:
- Child Development Training Consortium (SAC/SCC) \$ 18,700
  - Governor’s Office of Business & Economic Development (GO-Biz) Capital Infusion Program (CIP) Grant (District) \$ 36,000
  - Upward Bound Math & Science Program – Year 4 (SCC) \$250,000

1.6 Approval of Consent Calendar (contd.)

5.2 Approval of Sub-Agreement between RSCCD and Orange County Superintendent of Schools/Central Orange County Career Technical Education Partnership for Global Trade and Logistics Deputy Sector Navigator Grant  
The board approved the sub-agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

5.3 Approval of Sub-Agreement between RSCCD and South Orange County Community College District/Saddleback College for Small Business Deputy Sector Navigator Grant  
The board approved the sub-agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

5.4 Approval of Sub-Agreement between RSCCD and Santiago Canyon College  
The board approved the sub-agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district

1.7 Public Hearing – Adopt certain findings prerequisite to award of energy service contract under Government Code Sections 4217.10 – 4217.18 for the Central Plant, Infrastructure and Mechanical Upgrades Project at Santa Ana College.

There were no public comments.

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from the Chancellor

Dr. Raúl Rodríguez, Chancellor, provided a report to the board, which included presenting Dr. Weispfenning with an award for SCC winning the 2015 Board of Governors (BOG) Energy and Sustainability Award in the Proposition 39 Commissioning category for the Retro-Commissioning Project for the SCC Science Center. In addition, Dr. Rodriguez congratulated Dr. Martinez for Santa Ana College receiving an Honorable Mention in the BOG Overall Best Project for Large District Category for its campus-wide interior lighting retrofit.

Mr. Yarbrough arrived during the chancellor's report.

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

2.2 Reports from College Presidents (contd.)

Dr. Martinez indicated that SAC's Follow-Up Report on Accreditation is included in the agenda as Item 3.4 for approval. She thanked Dr. Bonita Jaros for her leadership in gathering the evidence required to complete the report. Dr. Martinez stated the report will be sent to the Accrediting Commission for Community and Junior Colleges (ACCJC) once it is approved.

Dr. Weispfenning indicated that staff are continuing to work on the first draft of SCC's Follow-Up Report on Accreditation and plan to bring it to the board for a first reading in January or February 2016. He reminded board members that the completed report is due to ACCJC in March 2016.

Mr. Solorio arrived during Dr. Weispfenning's report.

2.3 Report from Student Trustee

Ms. Raquel Manriquez, Student Trustee, provided a report to the board.

2.4 Reports from Student Presidents

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

Mr. Oscar Cortés, Student President, Santa Ana College

Ms. Seham Nabils, Student Vice President, Santiago Canyon College

2.5 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Ms. Mary Mettler, Academic Senate Vice President, Santiago Canyon College

Dr. Elliott Jones, Academic Senate President, Santa Ana College

2.6 Reports from Board Committee Chairperson

Mr. Solorio indicated the facility items were included in the docket; therefore, a report was not needed.

**3.0 INSTRUCTION**

Items 3.1, 3.2, and 3.3 were approved as part of Item 1.6 (Consent Calendar).

3.4 Approval of Santa Ana College (SAC) Follow-Up Report on Accreditation

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the Santa Ana College Follow-Up Report on Accreditation and submission of the Report to the

3.4 Approval of Santa Ana College (SAC) Follow-Up Report on Accreditation (contd.)

Accrediting Commission for Community and Junior Colleges (ACCJC) before Oct. 15, 2015. Mr. Hanna thanked Dr. Jaros and staff for their hard work on the Follow-Up Report. Mr. Hanna read the following sentence from page 13 of the Report: *“The effectiveness of this communication is assessed through surveys.”* Mr. Hanna asked Dr. Jaros for the conclusions of the referenced survey since it states that *“communication at both the college and the district has improved continuously”* as a result of that survey. Since the Evidentiary Document Section contains numerous documents and the survey itself included all issues of institutional effectiveness, Dr. Jaros indicated she is unable to retrieve details without reviewing the narrative commentary section of the survey. However, she knows that part of the Commission’s recommendation included the fact that classified staff has requested communication be improved. Dr. Jaros indicated that communication at the college level has improved significantly. This is due to several reasons, including a “Comments” link on Dr. Martinez’s *President’s webpage*. Mr. Hanna indicated Ms. Alvarez has requested a report from the classified staff be included in future board meetings. Dr. Jaros indicated she is also a member of the Planning and Organizational Effectiveness Committee (POE) committee, and the committee is making great efforts through the governance process to improve communication. In addition, Dr. Martinez appointed Dr. Jaros as a member of the College Council, which has helped improve communication between her and the Academic Senate, as well as the administration. Finally, Dr. Jaros indicated that there is a document outlining the schedule of meta-analysis of all planning and governance processes, which will also show the enhancement of communication amongst college staff. The meta-analysis will demonstrate how college strategic planning processes are functioning and how the governance process have enhanced communication. The meta-analysis is in response to the Commission’s recommendation that although the college has all processes in place, there needs to be systematic analysis of the effectiveness of each one.

Ms. Alvarez commended Dr. Jaros for her work on the Follow-Up Report and the Bachelor’s Degree Pilot Program. As she read the Follow-Up Report online, she expressed appreciation for the links that were provided to the evidentiary documents. In reference to improving communication with the classified staff, Ms. Alvarez indicated it is hopeful that the board will approve having a classified representative provide a report at board meetings, which will contribute to improved communications.

Dr. Jaros thanked Ms. Alvarez for her comments but indicated the Follow-Up Report and Bachelor’s Degree Proposal and Substantive Change Report were a team effort, and she couldn’t have done it without the team of individuals who assisted her.

The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

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

Items 4.1, 4.2, and 4.4 through 4.20 were approved as part of Item 1.6 (Consent Calendar).

##### **4.3 Adoption of Resolution No. 15-19 – Agreement for Energy Conservation Services with McCarthy Building Companies, Inc. for New Central Plant Building Project at Santa Ana College**

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to adopt Resolution No. 15-19 – Agreement for energy conservation services with McCarthy Building Companies, Inc. for the new Central Plant building project at SAC as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

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

##### **4.21 Approval of Purchase Orders**

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza Yanez to approve the purchase order listing for the period July 26, 2015, through September 12, 2015. Mr. Hanna asked that the answers to the questions he asked be attached to the minutes. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

#### **5.0 GENERAL**

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

##### **5.5 Approval of Classified Representative to Report at Board Meetings**

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza Yanez to have a classified representative provide a report at board meetings. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

##### **5.6 First Reading of Board Policies**

The following board policies were presented for a first reading as information:

- BP 2745 Board Self-Evaluation
- BP 3411 Accessibility of Electronic and Information Technology (New)

### 5.7 Board Member Comments

Board members commended Dr. Martinez and SAC staff on the success of SAC's 100-year birthday party on September 19, 2015. Ms. Mendoza Yanez commended Dr. Martinez on playing the violin in the Mariachi band as part of the celebration. Mr. Hanna indicated that Santa Ana officials participated in the festivities and described the celebration as "putting the community in the college."

Ms. Manriquez commended the entertainment line-up, especially SACPACK, which featured the following SAC staff: Dr. Michael Collins on the drums, Dr. James Kennedy on the guitar, and Dr. Jones on vocals.

Mr. Solorio indicated that a Santa Ana constituent of his recently commended Mr. Von Lawson, Dean of Business & Career Technical Education at SCC, for his outreach to the community.

Ms. Mendoza Yanez congratulated SAC staff for winning the 2015 BOG Energy and Sustainability Award in the Proposition 39 Commissioning category, and SAC staff for receiving an Honorable Mention in the BOG Overall Best Project for Large District Category.

Ms. Mendoza Yanez commended the staff at the SAC bookstore for their professionalism as they assisted her on a recent visit.

Mr. Hanna recently learned of a report from the State Chancellor's Office that stated enrollment was flat throughout the state of California and asked that the board's planning session include discussion on enrollment growth.

Ms. Alvarez asked that those that participated in SAC's birthday celebration be reminded of the classes offered at the college as a means of increasing enrollment at the college.

Ms. Alvarez and Mr. Yarbrough thanked Dr. Martinez for her outstanding job as college president and wished her well in her retirement effective June 30, 2016.

Mr. Yarbrough indicated that the RSCCD board of trustees had determined that Project Labor Agreement (PLA) discussions should be held during open session at board meetings. He was pleased to report that California State Attorney General Kamela Harris' office recently issued a statement indicating that PLA discussions should be held during open session of public meetings. Mr. Yarbrough indicated he and Assemblymember Don Wagner wrote an editorial letter describing the PLA issue that will soon be published.

Ms. Barrios asked that a Board Policy Committee meeting be held on the third week of October if staff has completed the follow-up items from the last policy meeting held on September 14, 2015.

5.7 Board Member Comments (contd.)

Ms. Barrios reported that as a board member of the Community Foundation of Orange, she asks the public and her fellow board members to support local veteran services (hopefully at SCC) by making a donation to purchase a flag with a tribute to a member of the military. The flags will be displayed at the 2015 Orange Field of Valor at Handy Park from November 8-11, 2015.

**RECESS TO CLOSED SESSION**

The board convened into closed session at 5:44 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
2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)
3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)  
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services  
Employee Organizations: Faculty Association of Rancho Santiago Community College District
4. Liability Claim (pursuant to Government Code Section 54956.95)
  - a. DM20150309

**RECONVENE**

The board reconvened at 6:34 p.m.

Closed Session Report

Mr. Labrado reported the board discussed public employment, anticipated/potential litigation, labor negotiations, and a liability claim, and the board took no reportable action during closed session.

Public Comment

There were no public comments.

## **6.0 HUMAN RESOURCES**

### **6.1 Management/Academic Personnel**

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

- Approve Employment Agreements
- Ratify Resignations/Retirements
- Approve CEFA Part-time/Hourly Step Increases Effective Fall 2015
- Approve FARSCCD Beyond Contract/Overload Step Increases Effective Fall 2015
- Approve FARSCCD Part-time/Hourly Step Increases Effective Fall 2015
- Approve Final Placements
- Approve Adjustments to Final Placement
- Approve Changes of Assignment
- Approve Changes of Assignment/Location
- Approve Changes of Assignment/Voluntary Reduction of Workload
- Approve Contract Extension Days
- Approve Stipends
- 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. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez's advisory vote was aye.

- Approve New Appointments
- Approve Hourly On Going to Contract Assignments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Position
- Ratify Resignations/Retirements
- Approve New Appointments
- Approve Temporary to Hourly On Going Assignments
- Approve Changes in Position
- Approve Temporary Assignments
- Approve Additional Hours for On Going Assignments

6.2 Classified Personnel (contd.)

- Approve Miscellaneous Positions
- Approve Volunteers
- Approve Student Assistant Lists

6.3 Approval of Legal Services Agreement – Musick, Peeler & Garrett LLP

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to authorize the chancellor or his designee to approve the engagement agreement with Musick, Peeler & Garrett LLP for professional services. Ms. Alvarez asked that a letter referenced in the document be attached to the docket item. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

6.4 Rejection of Claim

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to authorize the chancellor or his designee to reject claim #DM20150312. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

6.5 Authorization for Board Travel/Conferences

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to authorize the submitted conference and travel by a board member. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

**7.0 ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on Monday, October 12, 2015, at Santiago Canyon College, 8045 E. Chapman Avenue, Orange, California.

There being no further business, Mr. Labrado declared the meeting adjourned at 6:35 p.m.

Respectfully submitted,

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Raúl Rodríguez, Ph.D.  
Chancellor

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

Minutes approved: October 12, 2015

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

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

**Date:** September 28, 2015  
**To:** Dr. Raúl Rodríguez  
**From:** Peter J. Hardash  
**Subject:** Responses to Board of Trustees Requests/Questions

*From Trustee John Hanna*

All on 4.21 – Purchase Order List

**1) Are any expenditures for programs or services to the RSCCD Foundation? If so please indicate which one(s) and describe the activity or program funded.**

- There are none.

**2) Page 4.21(3) #'s 18 & 23 - What is the work provided for these two purchase orders for United Automotive SVC Inc.?**

- PO – 16-P0037018 and 16-P0037023 – These are blanket PO's for repairs to District Safety and Santa Ana College vehicles as needed.

**3) Page 4.21(7) #152 - What is the contracted service provided in the \$14,535 contract for PGINET Consulting?**

- PO – 16-P0037152 – PGINet Consulting – This PO is for consultant services for assisting the Centennial Education Center in developing a web-based grading system for their High School Diploma program.

**4) 4.21(8)-#215--This \$15,310 contract was approved in January of 2012 for "consulting services related to local redevelopment agency projects Phase III research. What services were provide for this amount of money given the demise of redevelopment agencies by state law?**

- The Dolinka Group was hired as consultants to verify existing RDA agreements to ensure the District was properly receiving our share of RDA revenues. This includes the liquidation of RDA revenues once RDAs were eliminated. Also, RDA pass-through agreements must be financed by the successor agencies until all RDA debts have been honored. The Dolinka Group was able to find that the Santa Ana RDA, and its' successor agency, miscalculated RDA funds for RSCCD for several years prior to distributions. This totaled \$542,342 and is scheduled to be repaid by the successor agency.

**5) Page 4.21(12) #356 - What is PAL ID Studio Inc. and what services were provided for the \$14,040 paid?**

- PO – 16-P0037356 – Pal Id Studio Inc. – This PO is for consultant to provide furniture and equipment design services for the Warehouse and Publications relocation project.

**6) Page 4.21(19) #566 & 568 - What conference were these hotel expenses associated with and were attendees faculty, classified, students or administrators?**

- PO – 16-P0037566 & 16-P00376568 – Handlery Hotel San Diego – Lodging expenses for Rosie Gonzales and Nena Baldizon-Rios to attend the 45<sup>th</sup> Annual California Community College Extended Opportunities Programs Association Services Conference in San Diego on October 19-22, 2015.

**7) Page 4.21(20)#612 - To what conference was the check for faculty association of CA Community Colleges associated with, what facility and in what city was the conference held and was the attendee faculty, classified, students or administrators?**

- PO – 16-P0037612 – Faculty Association of California Community Colleges – This PO is for registration fees to attend the Diversity, Culture & Learning Conference on September 19, 2015 in Los Angeles. Six people were attending including two (2) administrators and four (4) faculty members.

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

To:	Board of Trustees	Date:	October 12, 2015
Re:	Approval of Middle College High School Consulting Agreement with the RP Group in Coordination with the California Community College Chancellor's Office		
Action:	Request for Approval		

**BACKGROUND**

Santa Ana College was asked by the Chancellor's Office to provide coordinating leadership to the statewide capacity building work of expanding secondary student access to early college opportunities last spring. Upon identification of \$99,000 in available funds from the 2014-2015 year, an amendment to SAC's Middle College High School agreement was authorized by the Board of Trustees at their July 2015 meeting, approving up to a 13 month effort that would conclude by June 30, 2016.

**ANALYSIS**

In conjunction with experts at the California Community College Chancellor's Office, the RP Group was selected as the consulting group to provide the required capacity building work through a strategic set of activities that were developed with input from the system office leaders. They have agreed to undertake the work, which is scheduled to commence on September 15, 2015 and will conclude on May 31, 2016. They will be compensated at a rate of \$50 per hour based upon documentation of completion of the specific deliverables outlined in Exhibit A.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Middle College High School Consulting Agreement with the RP Group in coordination with the California Community College Chancellor's Office as presented.

Fiscal Impact:	\$99,000	Board Date:	October 12, 2015
Prepared by:	Sara Lundquist, Ph.D., Vice President of Student Services		
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD		

# EXHIBIT A



## Dual Enrollment: Launching and Enhancing Opportunities at CCCs for Historically Underrepresented High School Students

### Scope of Work

September 2015 – May 2016

The Research and Planning Group for California Community Colleges (RP Group) is proposing to contract with the California Community College Chancellor's Office (CCCCO) to complete *three phases of work* with help and support from Career Ladders Project (CLP) to inform dual enrollment across the California Community College (CCC) system: (1) organizing a planning meeting and selecting an advisory committee to inform and guide this process, (2) co-facilitating a convening with CCCCCO on dual enrollment, and (3) developing a toolkit to serve as a resource for secondary and community college partners.

This effort would highlight and describe promising practices related to providing historically underrepresented high school students with opportunities to earn college credits at CCCs while they complete the requirements for their high school diplomas. The intent is to provide specific and concrete guidance and evidence to interested college administrators, faculty and staff who are planning to build secondary partnerships to support dual enrollment efforts for this target population on their campus and/or within their districts. The goal of this work is to offer additional resources that help to promote and build the capacity of CCCs to support dual enrollment.

This document outlines the scope of work for this 9-month project including a general description of the study, timeline including deliverables and detailed budget.

### **Overview of the Three Phases of Work**

#### Phase I: Convene an initial planning meeting with current dual enrollment partners

Twenty representatives from existing dual enrollment partnerships – including secondary and community college administrators, student support and instruction administrators and community college students would be asked to review the RP Group's [A Guide to Launching and Expanding Dual Enrollment Programs for Historically Underserved Students in California](#) as a starting point for a discussion about the salient topics and concerns to be included in the toolkit. A half-day meeting would be held this fall and will be designed to gather key stakeholders' feedback and input and to recruit up to 10 representatives to serve on an advisory committee to inform the agenda for a two-day convening and to help the research team by reviewing and commenting on drafts of relevant protocols and products, identifying and collecting relevant data and identifying and recruiting administrators from promising dual enrollment programs to participate in this research effort. A survey will be developed to capture their insights and recommendations for toolkit topics and items.

#### Phase II: Co-host and co-facilitate a convening with CCCCCO and CLP

Invite representatives from CCCs working in student services, instruction, Career and Technical Education (CTE) as well as Sector and Deputy Sector Navigators to a fall convening to be co-facilitated and co-hosted by CCCCCO, CLP and the RP Group. The convening will be designed to

# EXHIBIT A

share promising practices related to enrollment, partnership development, assessment, education planning and instruction, to discuss burning issues and to gather attendees' input on the toolkit development and proposed research study. Our goal would be to schedule this event for the fall or spring, if more appropriate, before or after the CCCC's dual enrollment summit which is typically held at the end of January.

## Phase III: Develop a dual enrollment toolkit with CLP<sup>1</sup>

The toolkit will build on recommendations and promising practices highlighted in the RP Group report, [A Guide to Launching and Expanding Dual Enrollment Programs for Historically Underserved Students in California](#) and those practices being collected by the CLP as part of their Irvine-funded work to develop a similar resource. Up to 20 advisory committee members and experts they recommend will be invited to participate in (1 hour) phone interviews with RP Group staff. Advisory committee members will also be invited to participate in up to three one-hour conference calls to be hosted by the RP Group between September 2015 and May 2016. The purpose of these calls is to get input and guidance from those who are directing or supporting dual enrollment efforts as to what is most important to include in the toolkit. This resource will likely include:

- Case studies of effective organizational and administrative practices,
- Examples of how school districts and colleges have interpreted and adhered to state-level policies,
- Samples tools and resources (e.g., Memoranda of Understanding, concurrent enrollment forms, articulation agreements), and
- Overview of data management systems to monitor student and program outcomes.

Once the toolkit is drafted, the RP Group team will share it with CCCC, CLP, and RP Group staff along with the advisory committee members and the other representatives who were interviewed to make any final changes and edits.

In addition to the downloadable report, we would like to explore a web presence for the toolkit. One idea is to complete a report that could be distributed or downloaded and also accessed as an online resource with active links to relevant websites and resources. This hybrid approach will allow CCCC to manage updates to the toolkit as new information becomes available or as changes are made to highlighted programs or policies. This approach would require that we consider hosting and maintenance costs and oversight and updating of the toolkit as part of the contract. Ideally, we would recommend that the toolkit be posted to the CCCC website and any updates done by RP Group or CLP would need to be considered under a separate contract.

Finally, given our experience developing similar guides, we would not be able to complete the toolkit in time for distribution during the fall 2015 semester. A more reasonable timeframe would be to complete a final version of the toolkit for distribution by the CCCC and the RP Group during the spring 2016 academic term. A webinar will be co-hosted with CCCC and CLP staff as part of the toolkit's and report's release and initial dissemination.

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<sup>1</sup> CLP has a separate contract with the James Irvine Foundation to develop tools for the field and their partnership on this project will be partially covered by their existing Irvine support, with 2/3 of their funding derived from that source.

# EXHIBIT A

## Timeline and Deliverables

The proposed term of this contract would be from September 15, 2015 through May 31, 2016. Below is the list of major deliverables during the contract period:

Deadline	Activities and Deliverables
<b><i>Phase I: Planning</i></b>	
By September 30, 2015	<ul style="list-style-type: none"> <li>• Select date for initial planning meeting</li> <li>• Invite 10 dual enrollment representatives to serve as an advisory committee and participate in an initial planning meeting; send link to RP's Dual Enrollment guide as homework with template for informing toolkit development</li> <li>• Draft agenda, survey and handouts for the initial planning meeting in Sacramento</li> <li>• Share with CCCCCO and CLP for review and incorporate feedback into materials</li> </ul>
By October 5, 2015	<ul style="list-style-type: none"> <li>• Develop outreach materials and scope of work for advisory committee</li> <li>• Share with CCCCCO and CLP for review and feedback</li> <li>• Finalize Scope of Work for advisory committee</li> </ul>
By November 19, 2015	<ul style="list-style-type: none"> <li>• Finalize materials for planning meeting and advisory committee formation</li> <li>• Co-facilitate half-day meeting with CCCCCO and CLP</li> <li>• Collect information from advisory committee via survey to inform the toolkit design</li> </ul>
By December 30, 2015	<ul style="list-style-type: none"> <li>• Use outreach materials to contact advisory committee volunteers</li> <li>• Schedule calls with advisory committee members to gather additional input on the content and format for the toolkit</li> <li>• Draft interview protocol to collect additional information during follow-up calls with advisory committee members</li> </ul>
By February 12, 2015	<ul style="list-style-type: none"> <li>• Host group conference call and/or conduct individual interviews with up to 10 advisory committee members to finalize toolkit outline and identify potential experts to be interviewed as part of toolkit development</li> </ul>
<b><i>Phase II: Convening</i></b>	
By September 30, 2015	<ul style="list-style-type: none"> <li>• Select date and send out save-the-date notice to invitees</li> </ul>
With 1 month of convening	<ul style="list-style-type: none"> <li>• Draft and finalize agenda and handouts for convening</li> </ul>
By December 30, 2015, if fall or April 15, 2016, if spring	<ul style="list-style-type: none"> <li>• Co-facilitate convening with CCCCCO and CLP focusing on gathering information to inform toolkit content</li> </ul>
<b><i>Phase III: Toolkit</i></b>	
By October 30, 2015	<ul style="list-style-type: none"> <li>• Draft potential outline for toolkit and recording template to summarize interviews with key stakeholders; send to RP CCCCCO and CLP for review and incorporate feedback</li> <li>• Send to advisory committee members for review and incorporate feedback</li> <li>• Host group conference call with advisory committee to finalize toolkit outline</li> </ul>
By November 30, 2015	<ul style="list-style-type: none"> <li>• Schedule up to 20, one-hour interviews with advisory committee members and experts recommended by committee members</li> <li>• Conduct interviews and fill out templates</li> <li>• Upload completed interview templates to Google Drive</li> <li>• Send audio recordings to be transcribed</li> </ul>

# EXHIBIT A

Deadline	Activities and Deliverables
<b><i>Phase III: Toolkit - continued</i></b>	
By December 30, 2015	<ul style="list-style-type: none"> <li>• Review all completed templates and assign toolkit sections to specific team members</li> </ul>
By January 22, 2016	<ul style="list-style-type: none"> <li>• Draft assigned sections and upload to Google Drive</li> </ul>
By February 12, 2016	<ul style="list-style-type: none"> <li>• Integrate sections into one document</li> <li>• Share complete draft with RP team for feedback and incorporate feedback</li> <li>• Share with CCCCCO and CLP and incorporate feedback</li> <li>• Send draft toolkit to advisory committee</li> </ul>
February 15 – March 14, 2016	<ul style="list-style-type: none"> <li>• Host conference call with advisory committee members to gather feedback on draft</li> <li>• Incorporate final feedback from CCCCCO and advisory committee members</li> <li>• Finalize plans with CCCCCO for the hosting and maintenance of toolkit's online presence</li> </ul>
By April 15, 2016	<ul style="list-style-type: none"> <li>• Send toolkit to designer; deadline for completion of final formatting/design</li> </ul>
By May 6, 2016	<ul style="list-style-type: none"> <li>• Post toolkit online along with research report</li> </ul>
Week of May 8, 2016	<ul style="list-style-type: none"> <li>• Host webinars</li> </ul>

# EXHIBIT A

## Budget

The table below presents the proposed budget to conduct the dual enrollment research. The hourly rate is \$150 per hour, except for administrative assistance, which is \$50 per hour.

Activity	RP Role	Hours	Cost
Planning Meeting	Co-facilitate an initial half-day meeting with CCCCO & CLP including the development of materials to guide the work and input of the advisory committee	36	\$ 5,400
Advisory Committee	Complete and summarize up to a total of 10 one-on-one phone interviews and up to three group conference calls with advisory committee members to gather input and feedback on toolkit outline, drafts	56	\$ 8,400
Convening	Co-facilitate convening with CCCCO includes participating in planning meetings; developing agenda, slides, activities and evaluation form; and recruit for advisory committee	72	\$ 10,800
Initial Planning Interviews	Conduct up to 20 interviews with dual enrollment experts; includes developing interview protocols & reporting template; coding and analyzing results; and collecting and reviewing tools and resources gathered from interviewees; summarizing findings	118	\$ 17,700
Transcription Services	Transcribe audio recordings from 30 interviews – planning and research-related	--	\$ 4,000
Toolkit Production	Prepare toolkit based on feedback and resources from key experts	140	\$ 21,000
Meetings	Meet with Chancellor's Office staff to identify experts to be interviewed, gain information to inform development of interview protocol, gather feedback and input on drafts and present briefing of key themes and findings via telephone	36	\$ 5,400
Webinars	Prepare for and host Webinars	24	\$ 3,600
Administrative Support	Manage logistics to schedule interviews and advisory committee outreach and calls (\$50/hour)	50	\$ 2,500
Project Management	Manage project work	20	\$ 3,000
Graphic Design	Formatting, editing and final design of toolkit	--	\$ 5,000
Expenses	Mileage, copies, supplies	--	\$ 2,200
<b>Total</b>		<b>552</b>	<b>\$ 89,000</b>

3.1 (6)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**SANTA ANA COLLEGE – ACADEMIC AFFAIRS**

To:	Board of Trustees	Date: October 12, 2015
Re:	Approval of Proposed Revisions for the 2016 – 2017 Santa Ana College Catalog	
Action:	Request for Approval	

**BACKGROUND**

The attached memo is the annual summary of actions taken by the Santa Ana College Curriculum and Instruction Council during 2015. It includes new courses, course revisions, course deletions, and other curricula changes that are reflected in the catalog.

**ANALYSIS**

The catalog is the ongoing legal representation of course/program offerings and annual academic policies at Santa Ana College. Changes are recommended to the Board of Trustees by the Curriculum and Instruction Council that has faculty representation from each academic division as well as administrative representation.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the proposed revisions for the 2016 – 2017 Santa Ana College Catalog.

Fiscal Impact:	None	Board Date: October 12, 2015
Prepared by:	James Kennedy, Vice President of Continuing Education, SAC/SCE	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

# SANTA ANA COLLEGE

## CURRICULUM & INSTRUCTION COUNCIL

DATE: October 12, 2015

TO: Erlinda J. Martinez, Ed.D., President

FROM: Monica Porter, Chair of Curriculum and Instruction Council

RE: Approval of Proposed Revisions for the 2016 – 2017 Santa Ana College Catalog

This memorandum is a summary of the proposed changes to the college catalog from the Santa Ana College Curriculum & Instruction Council. All changes to academic policies, courses, and programs are reviewed by the Division Curriculum Committees before action is taken by the Council.

The Curriculum & Instruction Council is chaired by Monica Porter. Membership includes two administrators, sixteen faculty, the University Articulation Coordinator, the Matriculation Representative, one student representative and the Curriculum Specialist.

The Curriculum & Instruction Council addresses the college-wide impact and changes in academic policies and monitors their acceptance by the CSU and UC systems and the Community College Chancellor's Office.

The following academic policies have been reviewed, revised, and are now recommended by the Curriculum and Instruction Council:

### **NEW COURSES**

Two (2) new courses were approved because of new and/or expanded programs or major changes in the discipline.

\*(See Attachment #1)

### **REVISED COURSES**

Fifty four (54) course revisions were updated to reflect changes in title, units, hours, or content.

\*(See Attachment #2)

### **DELETED COURSES**

Four (4) courses previously offered at SAC and CEC were removed from the catalog because they were outdated and/or had not been offered for three to five semesters.

\*(See Attachment #3)

\*Listings are attached

**NEW COURSES**

**CATALOG 2016 – 2017**

**SANTA ANA COLLEGE**

1 CJA 076B Canine Agitator Training

**CONTINUING EDUCATION**

2 ESL 720 ESL Transition to College Class

**REVISED COURSES****CATALOG 2016 – 2017****SANTA ANA COLLEGE**

1	BIO	211	General Chemistry
2	BIOL	212	Animal Diversity and Ecology
3	BIOL	214	Plant Diversity and Evolution
4	CJA	009B	Fitness for Law Enforcement
5	CJA	076B	Canine Agitator Training
6	CMST	140	Argumentation and Debate
7	CMST	151	Voice and Diction for Effective Communication
8	CMST	152	Oral Interpretation
9	CMST	170	Introduction to Phonetics
10	EDUC	113	Tutoring Reading in Elementary Schools
11	FAC	60	Basic Fire Academy
12	FAC	62	Basic Incident Command Systems
13	FAC	063C	US&R Heavy Equipment and Rigging Specialist (HERS)
14	FAC	080D	S-290 Intermediate Wildland Fire Behavior
15	FOT	78	S-230 Crew Boss (Single Resource)
16	FOT	153	Fire Command 2C: High-Rise Fire Fighting Tactics
17	FOT	200	Public Education 1: Systematic Planning and Communication Skills
18	FOT	078C	S-371 Helibase Manager
19	FOT	078D	ICS 223-10, Wildland Line EMT
20	FOT	079B	S-231 Engine Boss
21	FOT	079C	S-330 Task Force-Strike Team Leader
22	GEOL	101L	Introduction to Geology Laboratory
23	KNIA	218	Track-Women
24	KNIA	219	Cross Country-Women

25	MATH	219	Statistics and Probability
26	MATH	219H	Honors Statistics and Probability
27	MUS	189	Guitar Ensemble
28	MUS	214	Theory 4
29	MUS	114A	Musicianship
30	MUS	114B	Musicianship
31	MUS	215A	Applied Music (Advanced Private Instruction)
32	MUS	109	Reading and Making Music
33	MUS	113A	Basic Musicianship Skills
34	MUS	121	Beginning Voice
35	MUS	171	Concert Band
36	MUS	178	Mariachi
37	SOCS	219	Statistics and Probability
38	SOCS	219H	Honors Statistics and Probability
39	SPEC	N84	Employment Preparation
40	TELV	110	Introduction to Television Production
41	TELV	112	Introduction to Video Editing and Postproduction
42	TELV	161	Fundamentals of Audio for TV and Film
43	TELV	260	Lighting Systems and Techniques for TV/Video
44	TELV	115A	Single-Camera Production and Editing
45	THEA	150	Theatre Production
46	THEA	156	Readers' Theatre Workshop
47	THEA	170	Entertainment Technology Internship

**CONTINUING EDUCATION**

48	HSART	601	Music Theory1
49	HSENG	040	California High School Exit Exam Language Arts Preparation
50	HSMTH	140	California High School Exit Exam Mathematics Preparation
51	HSMTH	158	Math Fundamentals 1
52	HSS	032	Individualized Instruction
53	HSSCI	189	Life Science 1
54	HSSOC	231	Modern World History 1

**COURSE DELETIONS**

**CATALOG 2016 – 2017**

**SANTA ANA COLLEGE**

- 1 PHAR 080 Pharmacy Calculations Review
- 2 SPEC N83 Career Exploration
- 3 TELV 181 3D Modeling

**CONTINUING EDUCATION**

- 4 ABE 009 Adult Basic Education

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santiago Canyon College  
Academic Affairs**

To:	Board of Trustees	Date: October 12, 2015
Re:	Approval of Proposed Revisions for the 2016-2017 Santiago Canyon College Catalog	
Action:	Request for Approval	

**BACKGROUND**

The attached memo is a summary of actions taken by the Santiago Canyon College Curriculum and Instruction Council (CIC) during 2015. It includes new courses, course revisions, course deletions and other curricula changes that are reflected in the catalog.

**ANALYSIS**

The catalog is the ongoing legal representation of course/program offerings and annual academic policies at Santiago Canyon College. Changes are recommended to the Board of Trustees by the Curriculum and Instruction Council that has faculty representation from each academic division as well as administrative representation.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the proposed revisions for the 2016-2017 Santiago Canyon College Catalog as presented.

Fiscal Impact:	None	Board Date: October 12, 2015
Prepared by:	Aracely Mora, Ed.D., Vice President, Academic Affairs, SCC Joyce Wagner, Ph.D., Chair, Curriculum and Instruction Council, SCC	
Submitted by:	John Weispfenning, Ph.D., President, SCC	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



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**CURRICULUM AND INSTRUCTION COUNCIL**

DATE: September 30, 2015

TO: John Weispfenning, Ph.D., President of Santiago Canyon College

FROM: Joyce Wagner, Ph.D., Chair of the Curriculum and Instruction Council  
Aracely Mora, Ed.D., Vice President, Academic Affairs

RE: **PROPOSED REVISIONS FOR THE 2016-2017 CATALOG**

The following changes to the 2016-2017 college catalog are proposed by the Curriculum and Instruction Council (CIC) of Santiago Canyon College. All changes to academic policies, courses, and programs are reviewed and approved by departmental curriculum committees before action is taken by the CIC.

Santiago Canyon College's CIC is chaired by Dr. Joyce Wagner, Designee of the Academic Senate President. Membership also includes the Vice President of Academic Affairs, 17 faculty representatives (including the Chair of the Committee), an Articulation Officer, a Curriculum Specialist and a student representative.

The changes initiated at Santiago Canyon College for the 2016-2017 catalog are:

**GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE (Plan A)**

The following option was removed from the local general education requirement:

Area A: Natural Sciences

Environmental Studies 200 and 259 removed.

Geology 142 removed.

Area B2: Social Science Elective

Political Science 110 added.

Area D: Cultural Breadth

Psychology 180 added.

**GENERAL EDUCATION REQUIREMENTS FOR THE CALIFORNIA STATE UNIVERSITY (Plan B)**

The following options were removed from the CSU general education requirements:

Area B1: Physical Sciences

Geology 142 removed.

Area B2: Life Sciences

Environmental Studies 259 removed.

Area B3: Laboratory Activity

Environmental Studies 259 removed.

Area C2: Humanities

History 120, 120H, 121, 121H and 122 added.

Area D4: Gender Studies

Psychology 180 added.

Area D8: Political Science, Government, and Legal Institutions

Political Science 110 added.

Area D9: Psychology

Psychology 180 added.

**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (Plan C)**

The following options were removed from the UC and CSU general education requirements:

Area 3B: Humanities

History 120, 120H, 121, 121H and 122 added.

Area 4: Social and Behavioral Sciences

Political Science 110 added.

Psychology 180 added.

Area 5A: Physical Science

Geology 142 removed.

Area 5B: Biological Science

Environmental Studies 259 removed.

Area 5C: Laboratory Activity

Environmental Studies 259 removed.

**NEW PROGRAMS, DEGREES AND CERTIFICATES**

(See Attachment #1)

One (1) new program control number will be requested from the California Community colleges Chancellor's Office for the upcoming academic year in accordance with California Code of Regulations §55130.

**REVISED PROGRAMS, DEGREES AND CERTIFICATES**

(See Attachment #2)

Four (4) programs, degrees and certificates were revised because of changes in required or restricted elective courses, advisory committee recommendations, changes in requirements for four year schools, and recommendations from state agencies.

**NEW COURSES:**

(See Attachment #3)

Seven (7) new courses were approved due to new and/or expanded programs or major changes in the discipline.

**REVISED COURSES**

(See Attachment #4)

One hundred and thirty-five (135) course revisions were approved which reflected changes in title, units, hours, or content because of changes in requirements for four year schools and recommendations from advisory committees or state agencies.

**DEACTIVATED COURSES**

(See Attachment #5)

Twenty-three (23) courses were deactivated because they were outdated and/or had not been offered in three (3) or more years.

**DISTANCE EDUCATION OFFERINGS**

(See Attachment #6)

Thirty-one (31) courses were separately reviewed and approved in accordance with California Code of Regulations §55206. This course was designed with portions of the instruction which the instructor and student are separated by distance and interact through the assistance of communication technology in lieu of face-to-face interaction.

**STAND ALONE**

(See Attachment #7)

Fifteen (15) nondegree-applicable courses, which are not part of an approved educational program, as permissible by California Education Code §70900-70902 and California Code of Regulations §55002, were approved as stand alone.

Cc: Corinna Evett, Academic Senate President, Santiago Canyon College  
Aracely Mora, Vice-President of Academic Affairs, Santiago Canyon College  
John Hernandez, Vice-President of Student Services, Santiago Canyon College  
Jose Vargas, Vice-President of Continuing Education, Orange Education Center  
Von Lawson, Dean of Business and Career Technical Education, Santiago Canyon College  
Kari Irwin, Associate Dean of Business and Career Technical Education, Santiago Canyon College  
Ruth Babeshoff, Dean of Counseling and Student Support Services, Santiago Canyon College  
Aaron Voelcker, Dean of Institutional Effectiveness, Library & Learning Support, Santiago Canyon College  
Marilyn Flores, Dean of Arts, Humanities and Social Sciences, Santiago Canyon College  
Martin Stringer, Dean of Mathematics and Sciences and Athletics Director, Santiago Canyon College  
Monica Porter, Chair of the Curriculum and Instruction Council, Santa Ana College  
Erlinda Martinez, President of Santa Ana College  
Elliot Jones, Academic Senate President, Santa Ana College  
Jim Kennedy, Interim Vice-President of Academic Affairs, Santa Ana College

**NEW PROGRAMS, DEGREES AND CERTIFICATES**

**Credit**

None

**Non-Credit**

English as a Second Language Program, Certificate of Competency

**REVISED PROGRAMS, DEGREES AND CERTIFICATES**

**Credit**

Art, A.A. Degree (11911)

Digital Media Arts, Graphic Design, Certificate of Achievement (21670)

Psychology, A.A.-T Degree (31041)

Science, A.S. Degree (11953)

**Non-Credit**

None

## **NEW COURSES**

### **Credit**

Apprenticeship Carpentry 098, Store Front Installations

Apprenticeship Carpentry 098, Basic Metal Framing

Computer Science 198, Home Automation and Networking Fundamentals

Mathematics 030L, Coping with Math Anxiety Math Lab

Political Science 110, Introduction to Political Science

Psychology 180, Psychology of Gender

### **Non-Credit**

High School Subject 400, High School Equivalency Test Preparation

**REVISED COURSES****Credit**

American College English 093, Refining Academic Speaking Skills  
 American College English 102, Refining Academic Writing and Reading  
 American College English 116, Introduction to Academic Composition  
 Apprenticeship Carpentry Pile Driver 021, Orientation  
 Apprenticeship Carpentry Pile Driver 022, Safety and Health Certifications  
 Apprenticeship Carpentry Pile Driver 024A, Piles and Hammers A  
 Apprenticeship Carpentry Pile Driver 024B, Piles and Hammers B  
 Apprenticeship Carpentry Pile Driver 025A, Pile Caps and Columns A  
 Apprenticeship Carpentry Pile Driver 025B, Pile Caps and Columns B  
 Apprenticeship Carpentry Pile Driver 026A, Falsework A  
 Apprenticeship Carpentry Pile Driver 026B, Falsework B  
 Apprenticeship Carpentry Pile Driver 027A, Abutment A  
 Apprenticeship Carpentry Pile Driver 027B, Abutment B  
 Apprenticeship Carpentry Pile Driver 028A, Bridge and Deck Forms A  
 Apprenticeship Carpentry Pile Driver 028B, Bridge and Deck Forms B  
 Apprenticeship Carpentry Pile Driver 029A, Structural Welding-AWS A  
 Apprenticeship Carpentry Pile Driver 029B, Structural Welding-AWS B  
 Apprenticeship Carpentry Pile Driver 030, Print Reading  
 Apprenticeship Carpentry Pile Driver 031A, Welding Fabrication A  
 Apprenticeship Carpentry Pile Driver 031B, Welding Fabrication B  
 Apprenticeship Carpentry Plasterer 023, Tool/Equipment Applications  
 Apprenticeship Carpentry Plasterer 025, Basic Plastering  
 Apprenticeship Carpentry Plasterer 026, Exterior Plastering  
 Apprenticeship Carpentry Plasterer 027, Dot and Screed Techniques  
 Apprenticeship Carpentry Plasterer 028, Interior Plastering  
 Apprenticeship Carpentry Plasterer 029, Tender and Plastering Equipment  
 Apprenticeship Carpentry Plasterer 030, Exterior Insulation Finish Systems (EIFS)  
 Apprenticeship Carpentry Plasterer 031, Ornamental Plastering  
 Apprenticeship Carpentry Plasterer 032, Plastering Equipment Application  
 Apprenticeship Carpentry Plasterer 033, Finish Applications  
 Apprenticeship Carpentry Plasterer 034, Theme Plastering  
 Apprenticeship Surveying 121, Plane Surveying and Coordinate Geometry  
 Apprenticeship Surveying 122, Advanced Coordinate Geometry  
 Apprenticeship Surveying 123, Laptop Surveying/Aerial Photogrammetry  
 Apprenticeship Surveying 124, Plan Reading and Subdivision Surveying  
 Apprenticeship Surveying 125, Major Project Plans and Survey Layout  
 Apprenticeship Surveying 126, Control and Geodetic Surveying  
 Apprenticeship Surveying 127, U.S. Public Land Surveys  
 Apprenticeship Surveying 128, Property Surveys and Legal Descriptions  
 Art 101, Survey of Western Art History I: Prehistory Through the Middle Ages  
 Art 128, Introduction to Illustration  
 Art 195, Introduction to Digital Media Arts  
 Art 228, Intermediate Illustration

**REVISED COURSES** (con't)Credit

Biology 177, Human Genetics  
 Biology 200, Environment of Man  
 Biology 211, Cellular and Molecular Biology  
 Biology 231, Plant Diversity and Ecology  
 Biology 259, Environmental Biology  
 Business 105, Legal Environment of Business  
 Chicano Studies 101, Introduction to Chicano Studies  
 English 220, Survey of the Bible As Literature  
 English 231, Survey of English Literature I  
 English 232, Survey of English Literature II  
 English 233A, Shakespeare's Comedies and Romances  
 English 233B, Shakespeare's Tragedies and History Plays  
 Ethnic Studies 101, Introduction to Ethnic Studies  
 French 101, Elementary French 1  
 History 120, The United States to 1877  
 History 120H, Honors: The United States to 1877  
 History 121, The United States Since 1877  
 History 121H, Honors the United States Since 1877  
 History 122, American History-Dynamics of Change  
 Italian 101, Elementary Italian I  
 Italian 194, Conversation and Composition  
 Italian 195, Advanced Conversational Italian  
 Italian 201, Intermediate Italian I  
 Italian 202, Intermediate Italian II  
 Mathematics 030, Coping with Math Anxiety  
 Mathematics 185, Analytic Geometry and Calculus II  
 Mathematics 185L, Analytic Geometry and Calculus Math Lab  
 Mathematics 280, Intermediate Calculus  
 Mathematics 280L, Intermediate Calculus Math Lab  
 Mathematics N06, Essential Mathematics  
 Mathematics N06L, Essential Mathematics Math Lab  
 Mathematics N48, Pre-Algebra/Algebra Basics  
 Mathematics N48L, Pre-Algebra/Algebra Basics Math Lab  
 Philosophy 115, Philosophy of Religion  
 Philosophy 118, History of Philosophy  
 Philosophy 120, Introduction to Social and Political Philosophy  
 Physical Science 100, Survey of Chemistry and Physics  
 Political Science 230, Political Theory  
 Reading 102, Academic Reading  
 Spanish 201, Intermediate Spanish I  
 Spanish 202, Intermediate Spanish II  
 Water Utility Science 050, Water Mathematics and Hydraulics  
 Water Utility Science 052, Water Conservation Practitioner  
 Water Utility Science 053, Water Reclamation and Reuse  
 Water Utility Science 061, Water Distribution

**REVISED COURSES (con't)**Credit

Water Utility Science 062, Advanced Water Distribution  
 Water Utility Science 063, Electrical Wiring and Controls for Operators  
 Water Utility Science 064, Pumps and Pumping  
 Water Utility Science 071, Water Treatment Fundamentals  
 Water Utility Science 072, Advanced Water Treatment  
 Water Utility Science 073, Water Quality  
 Water Utility Science 081, Wastewater Treatment  
 Water Utility Science 082, Advanced Wastewater Treatment  
 Water Utility Science 083, Collection Systems  
 Water Utility Science 091, Cross Connection Control Specialist

Non-Credit

English as a Second Language 250, Seminar for Beginning ESL Students  
 English as a Second Language 260, Seminar for Intermediate ESL Students  
 English as a Second Language 399, ESL Literacy  
 English as a Second Language 410, Beginning ESL 1  
 English as a Second Language 420, Beginning ESL 2  
 English as a Second Language 430, Beginning ESL 3  
 English as a Second Language 440, Beginning 1-3 Multilevel  
 English as a Second Language 500, Intermediate 1-3 Multilevel  
 English as a Second Language 606, Interactive Language Training  
 High School Subjects: Other 510, Spanish 2B  
 Parent Education 532, Effective Parenting  
 Parent Education 544, Preparation for Childbirth  
 Vocational: Business 010, Introduction to Web Design using Adobe Dreamweaver  
 Vocational: Business 012, Workforce Readiness  
 Vocational: Business 013, Introduction to Personal Management using Microsoft Outlook  
 Vocational: Business 014, Introduction to Mobile and Social Media Tools  
 Vocational: Business 080, Introduction to Medical Billing  
 Vocational: Business 096, Introduction to Use of Digital Cameras  
 Vocational: Business 097, Introduction to Personal Commerce on the Internet  
 Vocational: Business 101, Introduction to 3D Modeling using Blender  
 Vocational: Business 102, Introduction to Desktop Publishing using Adobe InDesign  
 Vocational: Business 103, Introduction to MS Project  
 Vocational: Business 105, Introduction to 3D Animation using Blender  
 Vocational: Business 109, Introduction to Desktop Video Editing using Adobe Premiere  
 Vocational: Business 117, Introduction to Document Processing using Adobe Acrobat  
 Vocational: Business 118, Introduction to Windows  
 Vocational: Business 119, Introduction to Keyboarding and Basic Windows  
 Vocational: Business 120, Introduction to Animations using Adobe Flash  
 Vocational: Business 121, Introduction to Computer Software Applications  
 Vocational: Business 242, Introduction to Vector Graphics using Adobe Illustrator  
 Vocational: Business 258, Navigating the Internet  
 Vocational: Business 260, Introduction to Word Processing using MS Word

**REVISED COURSES** (con't)

Non-Credit

Vocational: Business 261, Introduction to Databases using MS Access

Vocational: Business 262, Introduction to Spreadsheets using MS Excel

Vocational: Business 302, Introduction to Web Page Development using HTML

Vocational: Business 303, Introduction to Electronic Imaging using Adobe Photoshop

Vocational: Business 304, Introduction to Electronic Presentations using MS PowerPoint

**DEACTIVATED COURSES****Credit**

Art 139, Experimental Mixed-Media Painting  
Art 183, Beginning Stained Glass  
Art 186, Intermediate Stained Glass  
Art 256, Advanced Studio - Stained Glass  
Geology 142, Natural Disasters  
Geology 162, Geologic Field Studies of the Mojave Desert  
Geology 164, Geologic Field Studies of the Eastern Sierra Nevada  
Geology 173, Geologic Field Studies of Death Valley  
Geology 174, Geologic Field Studies of Joshua Tree National Park  
Geology 176, Geologic Field Studies of the San Bernardino and San Gabriel Mountains  
Geology 260, Introduction to Mineralogy and Crystallography  
Environmental Studies 200, Environment of Man  
Environmental Studies 259, Environmental Biology  
Water Utility Science 041, Hot Topics: Regulatory Updates  
Water Utility Science 042, Hot Topics: Managerial Issues Updates  
Water Utility Science 043, Hot Topics: Operational Updates  
Water Utility Science 044, Hot Topics: Maintenance and Security Updates  
Water Utility Science 045, Pump Maintenance Workshop  
Water Utility Science 049, Reservoir Management and Water Sampling Techniques  
Water Utility Science 058, NPDES - Regulations and Standards  
Water Utility Science 066, Backflow Devices in Water/Wastewater  
Water Utility Science 086, Backflow Devices Repair  
Water Utility Science 135, Chlorine Workshop

**Non-Credit**

None

**DISTANCE EDUCATION OFFERINGS****Credit**

Apprenticeship Surveying 121, Plane Surveying and Coordinate Geometry  
 Apprenticeship Surveying 122, Advanced Coordinate Geometry  
 Apprenticeship Surveying 123, Laptop Surveying/Aerial Photogrammetry  
 Apprenticeship Surveying 124, Plan Reading and Subdivision Surveying  
 Apprenticeship Surveying 125, Major Project Plans and Survey Layout  
 Apprenticeship Surveying 126, Control and Geodetic Surveying  
 Apprenticeship Surveying 127, U.S. Public Land Surveys  
 Apprenticeship Surveying 128, Property Surveys and Legal Descriptions  
 French 101, Elementary French 1  
 History 120, The United States to 1877  
 History 121, The United States Since 1877  
 Italian 101, Elementary Italian I  
 Italian 201, Intermediate Italian I  
 Italian 202, Intermediate Italian II  
 Mathematics N48, Pre-Algebra/Algebra Basics  
 Psychology 180, Psychology of Gender  
 Spanish 201, Intermediate Spanish I  
 Spanish 202, Intermediate Spanish II  
 Water Utility Science 050, Water Mathematics and Hydraulics  
 Water Utility Science 052, Water Conservation Practitioner  
 Water Utility Science 053, Water Reclamation and Reuse  
 Water Utility Science 061, Water Distribution  
 Water Utility Science 062, Advanced Water Distribution  
 Water Utility Science 063, Electrical Wiring and Controls for Operators  
 Water Utility Science 064, Pumps and Pumping  
 Water Utility Science 071, Water Treatment Fundamentals  
 Water Utility Science 072, Advanced Water Treatment  
 Water Utility Science 073, Water Quality  
 Water Utility Science 081, Wastewater Treatment  
 Water Utility Science 082, Advanced Wastewater Treatment  
 Water Utility Science 083, Collection Systems

**Non-Credit**

None

**STAND ALONE****Credit**

American College English 093, Refining Academic Speaking Skills  
Apprenticeship Carpentry 098, Basic Metal Framing  
Apprenticeship Carpentry 098, Store Front Installations  
Computer Science 198, Home Automation and Networking Fundamentals  
English N50, Introduction to Written Communication  
Mathematics N06, Essential Mathematics  
Mathematics N06L, Essential Mathematics Math Lab  
Mathematics N48, Pre-Algebra/Algebra Basics  
Mathematics N48L, Pre-Algebra/Algebra Basics Math Lab  
Mathematics 030L, Coping with Math Anxiety Math Lab  
Mathematics 185L, Analytic Geometry and Calculus Math Lab  
Mathematics 280L, Intermediate Calculus Math Lab  
Water Utility Science 091, Cross Connection Control Specialist

**Non-Credit**

Parent Education 532, Effective Parenting  
Parent Education 544, Preparation for Childbirth

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

To: Board of Trustees	Date: October 12, 2015
Re: Ratification of Memorandum of Understanding between Bellevue University and Santiago Canyon College	
Action: Request for Approval	

**BACKGROUND**

Bellevue University (Bellevue) and Santiago Canyon College (SCC) are establishing a partnership to allow SCC students to transfer easily to Bellevue. Bellevue will locate an outreach manager on the SCC campus.

**ANALYSIS**

Bellevue University is a private, non-profit, four-year university, fully accredited by the Higher Learning Commission of the North Central Association, located near Omaha, Nebraska. Bellevue operates an on-line degree completion program that allows community college transfer students to transfer up to 78 units to apply toward the bachelor's degree. Bellevue will provide a fellowship grant to SCC employees seeking a Bellevue undergraduate or graduate degree; full-time employees are awarded a \$1,000 grant, and part-time employees will be awarded a \$500 grant. SCC transfer students will be eligible for a grant from Bellevue.

Bellevue prefers that transfer students obtain associate degrees prior to enrolling at Bellevue. Bellevue will encourage individuals without an associate's degree to complete their degree at SCC prior to transferring.

SCC will provide office space, internet access and phone service. Bellevue will provide a computer for the outreach manager. Bellevue will pay \$10,000 annually to SCC for use of the office space to cover utilities and administrative costs related to the partnership.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratify the Memorandum of Understanding between Bellevue University and Santiago Canyon College.

Fiscal Impact: \$10,000 Revenue to SCC	Board Date: October 12, 2015
Prepared by: John Hernandez, Ph.D., Vice President of Student Services	
Submitted by: John Weispfenning, Ph.D., President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

Memorandum of Understanding  
Between  
**Bellevue University**  
And  
**Santiago Canyon College**

Bellevue University and Santiago Canyon College hereby establish a Memorandum of Understanding ("MOU") to facilitate the terms of an educational partnership between the two institutions.

**SECTION 1 - PURPOSE**

1. This memorandum between Santiago Canyon College located at 8045 E Chapman Ave, Orange, CA 92869, and Bellevue University located at 1000 Galvin Road South, Bellevue, NE 68005, is for the purpose of allowing local students to gain enhanced access to upper division undergraduate programs.
2. This memorandum defines the nature of the relationship and responsibilities between Bellevue University and Santiago Canyon College. The parties mutually understand that this agreement is intended to represent a good faith effort to accommodate the partnership and carry out the parameters defined below. Included by reference into this memorandum are any Exhibits that detail particular requirements or obligations.

**SECTION 2 - TRANSFER QUALIFICATIONS**

1. Bellevue University prefers that transfer students obtain an Associate's degree, or approximately 60 credit hours prior to transfer. All applicants not meeting these standards will be referred to Santiago Canyon College for additional coursework whenever possible. Both institutions will work together to mutually support the needs of their students, and the needs of their respective partner institutions.
2. Students transferring with an Associate's degree will receive credit for all coursework in their degree program and will enter Bellevue University with junior status. This is applicable for both the traditional Bachelor's degree program and the accelerated Bachelor's degree completion program.
3. All transfer students must submit official transcripts to Bellevue University in order to receive their Preliminary Transfer Credit Evaluation (PTCE). The PTCE will outline credit transfer and provide information on remaining requirements for degree completion.
4. Transfer students must complete a minimum of 30 hours in residence with Bellevue University. On-line courses satisfy residence requirements.
5. Transfer students must meet all catalog requirements for their degree program.

**SECTION 3 - OBLIGATIONS OF PARTNER INSTITUTION**

1. Bellevue University Outreach Managers will be allowed access to various contacts within the partner institution for presentation and recruitment purposes. Those contacts will include, but are not limited to faculty, students, advisors, managers and other school personnel.

2. Santiago Canyon College agrees to install directional signage as logical and appropriate to increase awareness of the Bellevue University office. Signage will also be placed at the door or entrance to Bellevue University office area.
3. Santiago Canyon College agrees to provide Bellevue University students and Bellevue staff residing in the local area access to library services and computers in the Santiago Canyon College library.
4. In the event of any agreed upon shared marketing effort, Santiago Canyon College will provide updated logos for the production of co-branded promotional material. Santiago Canyon College reserves the right to review in advance any information including, but not limited to, websites, cobranded web portals, and in-print marketing publications.
5. In order to comply with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Bellevue University is required to report statistics for any crimes that occur on your campus in areas that are under our control for educational purposes. Crime statistics for those areas under our control and during our times of control will need to be provided to Bellevue University on or before May 1<sup>st</sup> of any given year that this agreement is in effect. These statistics need to be from the previous calendar year. (For example, on or before May 1, 2014, the crime statistics for 2013 will need to be provided to BU.) Statistics can be sent to the Director of Campus Security at: Bellevue University, 1000 Galvin Road South, Bellevue, NE 68005.

#### **SECTION 4 - OBLIGATIONS OF BELLEVUE UNIVERSITY**

1. Bellevue University will provide a Bellevue University Outreach Manager to be housed on the Santiago Canyon College main campus in order to facilitate student enrollment, relationship management with the partner institution, support grant initiatives and community outreach activities.
2. Local student inquiries in which the student is in need of an associate's degree or equivalent lower-division credits will be referred to the Santiago Canyon College admissions department for additional coursework completion.
3. Bellevue University will create and maintain a co-branded microsite to provide Santiago Canyon College students information relevant to transfer requirements, partnership agreements, and additional information as agreed upon by the partner institution.
4. Annual updates will be provided by Bellevue University to Santiago Canyon College outlining curriculum changes and additions, non-curriculum information updates, and student transfer information relevant to the partner institution.
5. Fellowship grants will be established for Santiago Canyon College employees who are seeking a Bellevue University undergraduate or graduate degree. Full-time Santiago Canyon College employees will be awarded a one thousand dollar (\$1000) grant toward a degree program at

Bellevue University. Part-time Santiago Canyon College employees will be awarded a five hundred dollar (\$500) grant toward a degree program at Bellevue University. This is intended to be a one-time use grant and will not be duplicated if the employee changes their degree plan, pursues an additional degree, or takes just a single course. Confirmation of employment from the Santiago Canyon College President's office will be required before the fellowship grant can be applied to the student's account.

6. Bellevue University will establish a transfer grant fund for Santiago Canyon College transfer students seeking a Bellevue University undergraduate degree. The total amount of the grant fund will not exceed \$5,000 per academic year in total disbursements and will be exclusive to and divided among Santiago Canyon College transfer eligible students.
7. Bellevue University will maintain all transcript records for BU coursework, as well as handle the processing and administration of all Bellevue University student transactions.
8. Bellevue University will be responsible for hiring, training, and evaluating the performance of all Bellevue University employees located at the Santiago Canyon College location. In the event of a complaint or concern related to a Bellevue University employee, please contact the Premier Partnerships Director at (402) 557-5216.

#### **SECTION FIVE- ACCREDITATION**

1. Bellevue University and Santiago Canyon College will ensure that they maintain accreditation with the appropriate regional accrediting body and ensure that all operations will be in keeping with accreditation requirements of the two institutions.

This MOU shall be effective upon executive signatures below and any necessary state approvals that may be required and shall continue in force and effect until either party requests amendment or termination of said MOU. Amendment shall occur at the mutual agreement of both parties. Termination shall occur upon written notice by either party to the other submitted ninety (90) days prior to the termination date. Bellevue University programs in progress at the time of termination shall be permitted to run to completion for the sake of the student participants.



\_\_\_\_\_  
Dr. Mary Hawkins, President  
Bellevue University



\_\_\_\_\_  
Dr. John Weispfenning, President  
Santiago Canyon College

Date 9/2/15 \_\_\_\_\_

Date 8/24/15 \_\_\_\_\_

**EXHIBIT A**  
**OFFICE SPACE REQUIREMENTS**

In addition to the provisions of the memorandum, the following are incorporated by reference:

1. Santiago Canyon College agrees to provide office space, internet and phone service for a full-time Bellevue University Outreach Manager. Along with office space, a desk, chair and phone will be included. Office to be in move-in condition by target opening date of 90 days after the execution date of this agreement. Bellevue will provide all hardware (computers and printers) and troubleshooting for such equipment through their own IT Department.
2. Santiago Canyon College agrees to provide access to campus wide alerts as related to security and weather.
3. Bellevue University agrees to pay \$10,000 to Santiago Canyon College annually for the use of office space as negotiated with the partner institution. This amount is intended to cover utility and administrative expenses related to the partnership.

## **EXHIBIT B**

### **INSURANCE AND INDEMNIFICATION**

1. **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, property damage and including a contractual liability endorsement with a limit of liability at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate; Worker's Compensation Insurance on their employees performing any services under this Agreement. 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.

2. **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. This provision does 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.

Rancho Santiago Comm Coll District

Board Meeting of 10/12/15

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 09/16/15 Thru 09/30/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62926	General Fund Unrestricted	0.00	1,257.28	-1,257.28	92*0443509	92*0443543
62932	General Fund Unrestricted	0.00	1,083.00	-1,083.00	92*0444127	92*0444127
62933	General Fund Unrestricted	0.00	1,444.00	-1,444.00	92*0444269	92*0444269
62935	General Fund Unrestricted	0.00	1,406.00	-1,406.00	92*0444438	92*0444438
62941	General Fund Unrestricted	0.00	132.00	-132.00	92*0445078	92*0445078
62978	General Fund Unrestricted	722.00	0.00	722.00	92*0445648	92*0445648
62979	General Fund Unrestricted	8,007.00	0.00	8,007.00	92*0445649	92*0445662
62980	General Fund Unrestricted	1,900,536.26	0.00	1,900,536.26	92*0445663	92*0445668
62981	General Fund Unrestricted	4,157.50	0.00	4,157.50	92*0445669	92*0445683
62982	General Fund Unrestricted	206,632.99	0.00	206,632.99	92*0445684	92*0445688
62983	General Fund Unrestricted	6,025.00	0.00	6,025.00	92*0445689	92*0445701
62985	General Fund Unrestricted	3,105.86	0.00	3,105.86	92*0445704	92*0445713
62986	General Fund Unrestricted	82,657.11	0.00	82,657.11	92*0445714	92*0445718
62987	General Fund Unrestricted	18,642.05	0.00	18,642.05	92*0445719	92*0445719
62988	General Fund Unrestricted	831.00	0.00	831.00	92*0445720	92*0445724
62991	General Fund Unrestricted	28,762.45	0.00	28,762.45	92*0445727	92*0445729
62992	General Fund Unrestricted	6,166.42	0.00	6,166.42	92*0445733	92*0445741
62995	General Fund Unrestricted	121,133.78	0.00	121,133.78	92*0445744	92*0445869
62996	General Fund Unrestricted	115,019.46	1,756.00	113,263.46	92*0445870	92*0446019
62997	General Fund Unrestricted	171,681.59	3,020.00	168,661.59	92*0446020	92*0446186
62999	General Fund Unrestricted	2,782.66	0.00	2,782.66	92*0446216	92*0446230
63000	General Fund Unrestricted	12,052.10	0.00	12,052.10	92*0446238	92*0446246
63001	General Fund Unrestricted	1,337.77	0.00	1,337.77	92*0446251	92*0446253
63002	General Fund Unrestricted	31,800.00	0.00	31,800.00	92*0446257	92*0446259
63003	General Fund Unrestricted	514.03	0.00	514.03	92*0446271	92*0446272
63004	General Fund Unrestricted	13,699.21	0.00	13,699.21	92*0446273	92*0446273
63009	General Fund Unrestricted	950.40	0.00	950.40	92*0446297	92*0446297
63014	General Fund Unrestricted	10,088.14	0.00	10,088.14	92*0446307	92*0446316
63015	General Fund Unrestricted	9,083.25	0.00	9,083.25	92*0446318	92*0446328
63016	General Fund Unrestricted	5,587.49	0.00	5,587.49	92*0446348	92*0446352
63017	General Fund Unrestricted	61,800.00	0.00	61,800.00	92*0446354	92*0446358
63025	General Fund Unrestricted	863.15	0.00	863.15	92*0446393	92*0446393
63026	General Fund Unrestricted	12,929.28	0.00	12,929.28	92*0446394	92*0446401
63027	General Fund Unrestricted	9,185.01	0.00	9,185.01	92*0446406	92*0446411
63028	General Fund Unrestricted	10,197.99	0.00	10,197.99	92*0446413	92*0446413
63032	General Fund Unrestricted	60,710.58	0.00	60,710.58	92*0446427	92*0446472
63033	General Fund Unrestricted	141,330.18	0.00	141,330.18	92*0446473	92*0446572
63034	General Fund Unrestricted	165,527.14	0.00	165,527.14	92*0446573	92*0446711
63035	General Fund Unrestricted	12,918.92	0.00	12,918.92	92*0446712	92*0446713
63037	General Fund Unrestricted	2,540.00	0.00	2,540.00	92*0446717	92*0446718
63038	General Fund Unrestricted	4,204.66	0.00	4,204.66	92*0446722	92*0446728

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63039	General Fund Unrestricted	35.25	0.00	35.25	92*0446733	92*0446733
63040	General Fund Unrestricted	1,094.40	0.00	1,094.40	92*0446740	92*0446740
63041	General Fund Unrestricted	3,940.60	0.00	3,940.60	92*0446757	92*0446776
63043	General Fund Unrestricted	1,262.74	0.00	1,262.74	92*0446781	92*0446781
63044	General Fund Unrestricted	113,833.66	0.00	113,833.66	92*0446785	92*0446789
63045	General Fund Unrestricted	6,288.95	0.00	6,288.95	92*0446793	92*0446798
63046	General Fund Unrestricted	16,096.22	0.00	16,096.22	92*0446800	92*0446801
63048	General Fund Unrestricted	1,554.30	0.00	1,554.30	92*0446810	92*0446819
63049	General Fund Unrestricted	779.93	0.00	779.93	92*0446835	92*0446836
63050	General Fund Unrestricted	649.43	0.00	649.43	92*0446843	92*0446845
63051	General Fund Unrestricted	18,078.10	0.00	18,078.10	92*0446847	92*0446859
63052	General Fund Unrestricted	2,130.50	0.00	2,130.50	92*0446862	92*0446867
63055	General Fund Unrestricted	14,430.22	0.00	14,430.22	92*0446886	92*0446902
<b>Total Fund 11 General Fund Unrestricted</b>		<b>\$3,424,356.73</b>	<b>\$10,098.28</b>	<b>\$3,414,258.45</b>		

Checks Written for Period 09/16/15 Thru 09/30/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62876	General Fund Restricted	0.00	750.00	-750.00	92*0442057	92*0442057
62960	General Fund Restricted	0.00	215.00	-215.00	92*0445439	92*0445439
62984	General Fund Restricted	196.02	0.00	196.02	92*0445702	92*0445702
62985	General Fund Restricted	2,975.84	0.00	2,975.84	92*0445703	92*0445711
62990	General Fund Restricted	2,592.10	0.00	2,592.10	92*0445726	92*0445726
62991	General Fund Restricted	16,994.09	0.00	16,994.09	92*0445730	92*0445730
62992	General Fund Restricted	4,911.20	0.00	4,911.20	92*0445731	92*0445739
62998	General Fund Restricted	6,400.00	0.00	6,400.00	92*0446187	92*0446214
62999	General Fund Restricted	4,169.66	0.00	4,169.66	92*0446215	92*0446228
63000	General Fund Restricted	6,766.51	0.00	6,766.51	92*0446231	92*0446245
63001	General Fund Restricted	3,876.68	0.00	3,876.68	92*0446247	92*0446256
63002	General Fund Restricted	19,343.67	0.00	19,343.67	92*0446258	92*0446260
63003	General Fund Restricted	734.54	0.00	734.54	92*0446261	92*0446270
63005	General Fund Restricted	2,419.62	0.00	2,419.62	92*0446274	92*0446285
63006	General Fund Restricted	588.37	0.00	588.37	92*0446286	92*0446286
63014	General Fund Restricted	4,352.12	0.00	4,352.12	92*0446313	92*0446317
63015	General Fund Restricted	255.22	0.00	255.22	92*0446319	92*0446329
63016	General Fund Restricted	17,947.62	0.00	17,947.62	92*0446330	92*0446353
63017	General Fund Restricted	12,000.00	0.00	12,000.00	92*0446357	92*0446357
63024	General Fund Restricted	13,167.40	0.00	13,167.40	92*0446379	92*0446381
63025	General Fund Restricted	14,368.29	0.00	14,368.29	92*0446382	92*0446392
63026	General Fund Restricted	170.66	0.00	170.66	92*0446402	92*0446402
63027	General Fund Restricted	10,159.90	0.00	10,159.90	92*0446403	92*0446412
63028	General Fund Restricted	44,718.81	0.00	44,718.81	92*0446414	92*0446414
63036	General Fund Restricted	26,780.00	0.00	26,780.00	92*0446714	92*0446714
63037	General Fund Restricted	1,148.40	0.00	1,148.40	92*0446715	92*0446716
63038	General Fund Restricted	1,471.52	0.00	1,471.52	92*0446719	92*0446729
63039	General Fund Restricted	1,098.57	0.00	1,098.57	92*0446730	92*0446739
63040	General Fund Restricted	13,090.64	0.00	13,090.64	92*0446741	92*0446756
63042	General Fund Restricted	4,014.15	0.00	4,014.15	92*0446777	92*0446780
63043	General Fund Unrestricted	2,353.27	0.00	2,353.27	92*0446782	92*0446784
63044	General Fund Restricted	45,915.91	0.00	45,915.91	92*0446786	92*0446790
63045	General Fund Restricted	863.27	0.00	863.27	92*0446791	92*0446799
63048	General Fund Restricted	1,586.01	0.00	1,586.01	92*0446808	92*0446818
63049	General Fund Restricted	10,239.14	0.00	10,239.14	92*0446820	92*0446834
63050	General Fund Restricted	5,255.24	0.00	5,255.24	92*0446837	92*0446844
63051	General Fund Restricted	7,457.92	0.00	7,457.92	92*0446848	92*0446861
63054	General Fund Restricted	2,985.87	0.00	2,985.87	92*0446873	92*0446885
<b>Total Fund 12 General Fund Restricted</b>		<b>\$313,368.23</b>	<b>\$965.00</b>	<b>\$312,403.23</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63003	GF Unrestricted One-Time Func	88.05	0.00	88.05	92*0446263	92*0446263
63051	GF Unrestricted One-Time Func	14,497.42	0.00	14,497.42	92*0446846	92*0446846
<b>Total Fund 13 GF Unrestricted One-Time</b>		<u><u>\$14,585.47</u></u>	<u><u>\$0.00</u></u>	<u><u>\$14,585.47</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62993	Child Development Fund	76.30	0.00	76.30	92*0445742	92*0445742
63007	Child Development Fund	2,949.70	0.00	2,949.70	92*0446287	92*0446288
63008	Child Development Fund	27,865.23	0.00	27,865.23	92*0446289	92*0446296
63018	Child Development Fund	3,246.25	0.00	3,246.25	92*0446359	92*0446363
63029	Child Development Fund	9,602.78	0.00	9,602.78	92*0446415	92*0446420
63047	Child Development Fund	5,110.88	0.00	5,110.88	92*0446802	92*0446807
63053	Child Development Fund	1,664.25	0.00	1,664.25	92*0446868	92*0446872
<b>Total Fund 33 Child Development Fund</b>		<b>\$50,515.39</b>	<b>\$0.00</b>	<b>\$50,515.39</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62989	Capital Outlay Projects Fund	611.81	0.00	611.81	92*0445725	92*0445725
63010	Capital Outlay Projects Fund	27,186.36	0.00	27,186.36	92*0446298	92*0446300
63021	Capital Outlay Projects Fund	174,563.72	0.00	174,563.72	92*0446372	92*0446375
63022	Capital Outlay Projects Fund	213,695.99	0.00	213,695.99	92*0446376	92*0446377
63031	Capital Outlay Projects Fund	10,035.00	0.00	10,035.00	92*0446423	92*0446426
63057	Capital Outlay Projects Fund	7,886.70	0.00	7,886.70	92*0446904	92*0446904
<b>Total Fund 41 Capital Outlay Projects Fun</b>		<b>\$433,979.58</b>	<b>\$0.00</b>	<b>\$433,979.58</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63019	Bond Fund, Measure E	38,695.49	0.00	38,695.49	92*0446364	92*0446367
63030	Bond Fund, Measure E	50,903.10	0.00	50,903.10	92*0446421	92*0446422
63056	Bond Fund, Measure E	416.15	0.00	416.15	92*0446903	92*0446903
<b>Total Fund 42 Bond Fund, Measure E</b>		<b><u><u>\$90,014.74</u></u></b>	<b><u><u>\$0.00</u></u></b>	<b><u><u>\$90,014.74</u></u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63013	Bond Fund, Measure Q	287,426.97	0.00	287,426.97	92*0446303	92*0446306
63020	Bond Fund, Measure Q	11,785.34	0.00	11,785.34	92*0446368	92*0446371
<b>Total Fund 43 Bond Fund, Measure Q</b>		<b><u>\$299,212.31</u></b>	<b><u>\$0.00</u></b>	<b><u>\$299,212.31</u></b>		

<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>
62994	Property and Liability Fund	5,207.51	0.00	5,207.51	92*0445743	92*0445743
63058	Property and Liability Fund	345.00	0.00	345.00	92*0446905	92*0446905
<b>Total Fund 61 Property and Liability Fund</b>		<b><u><u>\$5,552.51</u></u></b>	<b><u><u>\$0.00</u></u></b>	<b><u><u>\$5,552.51</u></u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63011	Workers' Compensation Fund	245.51	0.00	245.51	92*0446301	92*0446301
63012	Workers' Compensation Fund	543,668.00	0.00	543,668.00	92*0446302	92*0446302
<b>Total Fund 62 Workers' Compensation Fu</b>		<b><u>\$543,913.51</u></b>	<b><u>\$0.00</u></b>	<b><u>\$543,913.51</u></b>		

Checks Written for Period 09/16/15 Thru 09/30/15

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63023	Student Financial Aid Fund	191.08	0.00	191.08	92*0446378	92*0446378
<b>Total Fund 74 Student Financial Aid Fund</b>		<u><u>\$191.08</u></u>	<u><u>\$0.00</u></u>	<u><u>\$191.08</u></u>		

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**SUMMARY**

Total Fund 11 General Fund Unrestricted	3,414,258.45
Total Fund 12 General Fund Restricted	312,403.23
Total Fund 13 GF Unrestricted One-Time Fund	14,585.47
Total Fund 33 Child Development Fund	50,515.39
Total Fund 41 Capital Outlay Projects Fund	433,979.58
Total Fund 42 Bond Fund, Measure E	90,014.74
Total Fund 43 Bond Fund, Measure Q	299,212.31
Total Fund 61 Property and Liability Fund	5,552.51
Total Fund 62 Workers' Compensation Fund	543,913.51
Total Fund 74 Student Financial Aid Fund	191.08
Grand Total:	<u><u>\$5,164,626.27</u></u>

Checks Written for Period 09/12/15 Thru 09/25/15

<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>
311509319	Bookstore Fund	101,871.88	355.86	101,516.02	31*0106179	31*0106203
311509425	Bookstore Fund	171,412.17	134.56	171,277.61	31*0106204	31*0106260
<b>Total Fund 31 Bookstore Fund</b>		<b><u><u>\$273,284.05</u></u></b>	<b><u><u>\$490.42</u></u></b>	<b><u><u>\$272,793.63</u></u></b>		

Checks Written for Period 09/12/15 Thru 09/25/15

<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>
711509319	Associated Students Fund	608.63	0.00	608.63	71*0007528	71*0007530
<b>Total Fund 71 Associated Students Fund</b>		<b><u>608.63</u></b>	<b><u>\$0.00</u></b>	<b><u>\$608.63</u></b>		

Checks Written for Period 09/12/15 Thru 09/25/15

<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>
761509319	Community Education Fund	4,358.03	0.00	4,358.03	76*0006803	76*0006805
761509425	Community Education Fund	47,592.96	8,430.00	39,162.96	76*0006806	76*0006823
<b>Total Fund 76 Community Education Fund</b>		<b><u><u>\$51,950.99</u></u></b>	<b><u><u>\$8,430.00</u></u></b>	<b><u><u>\$43,520.99</u></u></b>		

Checks Written for Period 09/12/15 Thru 09/25/15

<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>
791509319	Diversified Trust Fund	3,296.31	0.00	3,296.31	79*0019577	79*0019593
791509425	Diversified Trust Fund	64,175.38	0.00	64,175.38	79*0019594	79*0019600
<b>Total Fund 79 Diversified Trust Fund</b>		<b><u><u>\$67,471.69</u></u></b>	<b><u><u>\$0.00</u></u></b>	<b><u><u>\$67,471.69</u></u></b>		

Checks Written for Period 09/12/15 Thru 09/25/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
811509319	Diversified Agency Fund	11,462.33	0.00	11,462.33	81*0045962	81*0045971
811509425	Diversified Agency Fund	8,820.23	0.00	8,820.23	81*0045972	81*0045979
<b>Total Fund 81 Diversified Agency Fund</b>		<b><u>\$20,282.56</u></b>	<b><u>\$0.00</u></b>	<b><u>\$20,282.56</u></b>		

**SUMMARY**

Total Fund 31 Bookstore Fund	272,793.63
Total Fund 71 Associated Students Fund	608.63
Total Fund 76 Community Education Fund	43,520.99
Total Fund 79 Diversified Trust Fund	67,471.69
Total Fund 81 Diversified Agency Fund	20,282.56
<b>Grand Total:</b>	<b><u><u>\$404,677.50</u></u></b>

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

To: Board of Trustees	Date: October 12, 2015
Re: Approval of Contract Renewal with SchoolsFirst Federal Credit Union to Provide ATM Services throughout the District	
Action: Request for Approval	

**BACKGROUND**

The District and the Rancho Santiago Community College District Foundation (RSCCDF) originally contracted with SchoolsFirst Federal Credit Union (Previously Orange County Teachers Federal Credit Union) in 2003 to install and provide Automated Teller Machines (ATM) at Santiago Canyon College, Santa Ana College and at the District office. The contract term was extended in 2007. Due to the credit union's name change and the winding down of RSCCDF operations, the District entered into a new contract at the October 22, 2012 Board meeting.

**ANALYSIS**

SchoolsFirst Federal Credit Union has provided the ATMs for over ten years and the District has been pleased with the service, providing for convenient access to staff, students and the community. The monthly commission of 50% of the total surcharge revenue is allocated based on the usage at each particular ATM location.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the five-year contract renewal with SchoolsFirst Federal Credit Union to provide ATM services as presented.

Fiscal Impact:	Estimated \$10,000 in yearly revenue	Board Date: October 12, 2015
Prepared by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

**Addendum No. 1 to  
Automated Teller Machine Service Agreement  
Between  
Rancho Santiago Community College District and  
SchoolsFirst Federal Credit Union**

By their respective signatures below, Rancho Santiago Community College District (herein called "Customer") and SchoolsFirst Federal Credit Union (herein called "SchoolsFirst") agree to modify the following terms of the Automated Teller Machine Service Agreement dated October 23, 2012, and/or incorporate the following terms into the Automated Teller Machine Service Agreement (herein called "Agreement"):

1. Section 2.0 – Term is hereby amended as follows:

Subject to the termination set forth in the Agreement, the parties hereby renew the Agreement for a period of five (5) years (herein called a "Renewal Term") from the expiration of the Renewal Term, such date being October 23, 2015 and expiring October 22, 2020. Subsequent renewals of this Agreement shall be upon mutual written consent of the parties hereto.

2. Section 20.0 – Notices – the following is hereby amended as follows:

**SchoolsFirst FCU Mailing Address:**

SchoolsFirst FCU  
15222 Del Amo Ave.  
Tustin, CA 92780  
ATTN: Martha Monzon

Except as expressly stated above, the terms of the Agreement remain in full force and effect. This Addendum together with the Agreement and any applicable Addenda shall be the complete and exclusive statement of the arrangement between the parties as to the subject matter of the Agreement, and shall be binding upon each of the parties hereto, their respective successors and to the extent permitted their assigns. Neither this Addendum nor the Agreement can be amended or otherwise modified, except as agreed to in writing by each of the parties hereto.

**Rancho Santiago Community College District**

**SchoolsFirst Federal Credit Union**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**Peter Hardash**

**Nubia Carillo**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

Vice Chancellor, Business Operations/Fiscal Services

VP, Payment Services

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**AUTOMATED TELLER MACHINE SITE LICENSE AND SERVICE AGREEMENT**

This ATM Site License and Service Agreement ("Agreement") is effective this 23 day of October 2012 ("Effective Date") and is entered into by and between SchoolsFirst Federal Credit Union, (herein called "SchoolsFirst FCU"), with a principal place of business at 2115 North Broadway, Santa Ana, California 92711 and Rancho Santiago Community College District, (herein called "Licensor"), with a principal place of business at 2323 N. Broadway, Santa Ana, CA 92706-1640.

**RECITALS**

WHEREAS, Both Parties desire to have Automated Teller Machines (herein called "ATMs"), in all of the Facilities owned or leased by Licensor listed on Exhibit A attached hereto and made part hereof, (herein each called a "Facility and collectively, the "Facilities"). For purposes of this Agreement, ATMs shall include all devices functionally equivalent to an ATM whether they are referred to by their manufacturers as Licensor bank communication terminals, remote service units or otherwise; however, ATMs shall not include any machines which sell merchandise or perform transactions of a nature other than financial transactions; and

WHEREAS, SchoolsFirst FCU is specially trained, experienced and competent to provide, install, and maintain an ATM on Licensor's facilities, and participates in networks of financial institutions for the provision of electronic funds transfer services (an "EFT System"); and

WHEREAS, SchoolsFirst FCU previously installed and maintained the ATMs in accordance with that certain Automated Teller Machine Service Agreement dated January 1, 2003, (herein called "Previous ATM Agreement") entered into by and between SchoolsFirst FCU and Licensor. The Previous ATM Agreement expired in accordance with its own terms. This Agreement shall replace the Previous ATM Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the receipt and adequacy of which are acknowledged, the Parties to this Agreement do hereby agree as follows:

- 1.0 **License.**  
Subject to the terms and conditions set forth in this Agreement (i) Licensor grants SchoolsFirst FCU the exclusive license to continue to provide one (1) ATM in each of the Facilities in the Approved Location (defined in 5.0), and (ii) SchoolsFirst FCU agrees to continue to operate an ATM in each of the Facilities in the Approved Location. Notwithstanding anything to the contrary in this Agreement, in no event shall SchoolsFirst FCU have the right or obligation to operate an ATM in any of the Facilities prior to the time such Facility is first open for business to the public.
- 2.0 **Term.**  
This Agreement shall be in full force and effect for a period of three (3) years commencing on the Effective Date, (herein called "Initial Term"), subject to termination as hereinafter set forth. Renewal of this Agreement, (each, a "Renewal Term"), shall be upon mutual written consent of the Parties hereto. In the event that the Agreement is not renewed, Licensor shall surrender possession of the ATMs and all related equipment (the "ATM System") in good order and condition, reasonable wear and tear by use and damage by elements as expected. SchoolsFirst FCU, at its sole cost and expense, shall remove the ATM System from the Facilities. If, at any time during any Term (Initial or Renewal), SchoolsFirst FCU determines that the operation of any of the ATMs is not financially viable at a given location, SchoolsFirst FCU may terminate this Agreement as to such Facility, without any further liabilities or obligations, by providing Licensor with no less than ninety (90) days prior written Notice.
- 3.0 **Rent.**  
SchoolsFirst FCU agrees to pay Licensor fifty percent (50%) of the total monthly surcharges received by SchoolsFirst FCU from the ATMs, it being understood that SchoolsFirst FCU is under no obligation to charge a surcharge at the ATMs. SchoolsFirst shall pay this sum no later than the 10<sup>th</sup> of each month. With each monthly remittance, SchoolsFirst shall provide Licensor a surcharge total, per location. The checks will be payable to RSCCD, ATTN: Assistant Vice Chancellor, Fiscal Services.
- 4.0 **Installation.**
  - 4.1 In the event an ATM is not already installed at a Facility prior to the Effective Date, SchoolsFirst FCU shall, as soon as reasonably possible after the later of the (i) Effective Date or (ii) time the applicable Facility is first open for business to the public and, except as otherwise provided herein, at it's sole expense, perform all acts necessary to install, operate, maintain and secure the ATM (the "New ATM") in all of the Facilities in the Approved Locations.

- 4.2 In connection therewith, SchoolsFirst FCU shall, at its sole expense, obtain all permits and approvals required by governmental authorities for the installation and operation of the New ATM in the Facilities and for all other work or activities SchoolsFirst FCU is required to perform or conduct under the terms of this Agreement, excluding, however, any permits and approvals required for the power installation for each New ATM (collectively, "Permits"). In no event shall SchoolsFirst FCU install or operate a New ATM in any Facility without first having obtained all necessary Permits for such Facility.
- 4.3 In the event that SchoolsFirst FCU cannot obtain the necessary Permits with respect to any Facility within three (3) months after the later of the (i) Effective Date or (ii) time the applicable Facility is first open for business to the public ("Approval Period"), either Party may, at any time after such Approval Period, terminate this Agreement only with respect to such Facility upon thirty (30) days' written notice to the other Party provided, however, that such termination shall be ineffective and void if during said thirty (30) day period SchoolsFirst FCU obtains the necessary Permits for such Facility
- 4.4 SchoolsFirst FCU shall give Licensor written notice of the date of installation and commencement or operation of the New ATM in a Facility. Any and all ATMs, whether a New ATM or an ATM installed prior to the Effective Date shall be and remain the sole property of SchoolsFirst FCU.

#### 5.0 **Location.**

- 5.1 Licensor and SchoolsFirst FCU shall mutually agree, in writing, upon the location of the New ATM within each Facility ("Approved Location") as well as the layout and décor of the New ATM. Should the Parties, despite the exercise of good faith efforts, be unable to agree on the Approved Location for the New ATM within a Facility prior to the expiration of the Approval Period, either Party may, at any time after such Approval Period, terminate this Agreement only with respect to such Facility upon thirty (30) days' written notice to the other Party provided, however, that such termination shall be ineffective and void if during said thirty (30) day period the Parties agree on the Approved Location for the New ATM in such Facility.
- 5.2 Licensor may request that the location of the ATM within a particular Facility be changed. Any such relocation shall occur only with the express written consent of SchoolsFirst FCU. Licensor shall provide SchoolsFirst FCU thirty (30) day written notice prior to location change. Upon obtaining such written consent, the affected ATM shall be relocated to a location satisfying the applicable laws, rules, and regulations and a location of comparable visibility, accessibility and traffic as the original location. Licensor shall pay all costs associated with the relocation. Should the Parties be unable to agree upon a new location for the ATM within a particular Facility within forty five (45) days after SchoolsFirst FCU's receipt of Licensor's written request that the ATM location be changed, this Agreement shall terminate as to that particular Facility provided, however, that such termination shall be ineffective and void if during said forty five (45) day period the Parties agree on the new location for the ATM. In the event of any such termination, Licensor shall pay all expenses of removing the ATM and all related signage and improvements, and all costs of repairing damage caused by such removal.

#### 6.0 **Signs.**

- 6.1 **Exterior.** SchoolsFirst FCU shall not have the right to install any exterior building signs unless SchoolsFirst FCU first obtains Licensor's prior written approval which Licensor may withhold in its reasonable discretion. Upon execution of this Agreement, it is agreed that Licensor is providing its prior written approval to the installation of the signage described in Exhibit B attached hereto and made part hereof. SchoolsFirst FCU shall pay all costs associated with the installation, operation, and maintenance of all approved exterior signs, except electrical power costs which shall be paid by Licensor.
- 6.2 **Interior.** SchoolsFirst FCU may provide and install a sign or signs, on or above each ATM that identifies it as an ATM owned by SchoolsFirst FCU and, while SchoolsFirst FCU is a participant in any EFT System, as an ATM available to such EFT System's cardholders. Such signs may include SchoolsFirst FCU and system logos as appropriate. SchoolsFirst FCU shall pay all costs associated with the installation, operation, and maintenance of all interior signs, except electrical power costs which shall be paid by Licensor.

#### 7.0 **Surcharging.**

It is the current intent that Members of SchoolsFirst FCU or another credit union that is a member of The CO-OP Network will not pay a service charge for using an ATM. Other fees and/or surcharges may be assessed for users who have their accounts with other banks and financial institutions, or as otherwise determined by SchoolsFirst FCU, in its sole discretion. All fees and/or surcharges assessed to users of the ATMs will be determined by SchoolsFirst FCU in its sole discretion.

#### 8.0 **Responsibilities.**

8.1 During the term of this Agreement, Licensor shall be responsible, at its expense, for:

- 8.1.1 Appointment of a representative to serve as a liaison between Licensor and SchoolsFirst FCU. The name of the representative shall be submitted in writing immediately following the Effective Date to SchoolsFirst FCU and any changes in the designation of the representative shall be immediately reported to SchoolsFirst FCU in writing;

- 8.1.2 The cost of electrical power sufficient to operate each ATM and/or New ATM and each approved sign;
  - 8.1.3 The sole responsibility for and control and maintenance of the Facilities, including but not limited to the access area to the ATM and any New ATM, walkways or sidewalks on the Property within fifty (50) feet of the ATM and any New ATM, and the parking area;
  - 8.1.4 Providing custodial services for such areas and will maintain the areas as may be reasonably necessary or required by law to promote the safety of persons on the property using the ATM System;
  - 8.1.5 Expediently reporting vandalism and/or exterior damage to SchoolsFirst FCU's central network control site;
  - 8.1.6 Providing SchoolsFirst FCU's maintenance personnel access at all times to the ATMs, including without limitation telephone access for local or toll free calls while servicing the ATMs;
  - 8.1.7 Comply with all applicable Federal, State, and local laws, rules, regulations, and ordinances as it relates to Licensor's obligations here under; and
  - 8.1.8 Licensor will maintain current illumination of the ATMs at all times.
- 8.2 During the term of this Agreement, SchoolsFirst FCU or its designated agent shall be responsible for performing all necessary maintenance and service of the ATMs in order to keep the ATMs in good working condition at all times (said maintenance and service to be performed, to the extent practicable, between the hours of 8 a.m. through 9 p.m. local time each day) including, without limitation:
- 8.2.1 Appointment of a representative to serve as a liaison between SchoolsFirst FCU and Licensor. The name of the representative shall be submitted in writing immediately following the Effective Date to Licensor and any changes in the designation of the representative shall be immediately reported to Licensor in writing;
  - 8.2.2 Regularly scheduled and unscheduled emergency equipment diagnosis, servicing, repair, and maintenance, including replacement of parts;
  - 8.2.3 Maintenance of communication lines and communications' links to SchoolsFirst FCU's computer and to any applicable EFT System;
  - 8.2.4 Clearing and settlement of transactions;
  - 8.2.5 Providing cash, receipts, ribbons and other supplies as required;
  - 8.2.6 Comply with all applicable Federal, State, and local laws, rules, regulations, and ordinances as it relates to the installation, operation, and maintenance of ATM System; and
  - 8.2.7 SchoolsFirst FCU will use its reasonable efforts to ensure that the ATMs are operational and available for use at all times when each Facility is open for business to the public

9.0 **Utilities.**

SchoolsFirst FCU shall pay all telephone charges for telephone lines involved in operating the ATMs and all other telecommunication expenses resulting from operation of the ATMs, including, without limitation, payment of all line fees and charges. Licensor shall be responsible to furnish, at its sole cost and expense, all lighting, air conditioning, heat, and electricity for each Facility, subject to SchoolsFirst's obligation to pay Licensor a monthly utility fees in the following amounts:

Machine #2032, located at 2323 N. Broadway, Santa Ana, CA 92706 \$50 per month  
 Machine #2002, located at 1530 W. 17<sup>th</sup> Street, Santa Ana, CA 92706, \$100 per month  
 Machine #2003, located at 8045 E. Chapman Ave., Orange CA 92869, \$100 per month

Where such services are the responsibility of a third party, Licensor will use due diligence, at no cost or liability to SchoolsFirst FCU, to obtain conformance with this paragraph.

10.0 **Security.**

SchoolsFirst FCU acknowledges that Licensor is not an insurer of the ATMs. Licensor shall use the same degree of care in providing security to the ATMs as Licensor exercises for the Facilities but in no event less than commercially reasonable care and as expressly provided herein or required by applicable law. SchoolsFirst FCU agrees to indemnify, defend and hold Licensor harmless for any Costs as defined below, by virtue of a robbery or theft of the ATMs or its contents at the Facilities. The foregoing notwithstanding, SchoolsFirst FCU shall not indemnify, defend, or

hold Licensor harmless from any Costs, to the extent any such Costs result from Licensor's negligence, willful misconduct, breach of this Agreement or failure to comply with applicable law.

SchoolsFirst FCU shall have the right to install equipment including, but not limited to lighting fixtures, for security purposes in SchoolsFirst FCU's discretion but in no event less than the standard provided by applicable laws, rules, and regulations. Licensor shall cause all landscaping surrounding the ATM to comply with all applicable laws, rules, and regulations.

**11.0 Personal Property; Taxes.**

All equipment and other personal property used or placed upon the ATM site by SchoolsFirst FCU and each part thereof is and for all purposes shall remain SchoolsFirst FCU's personal property and shall not become or be considered real property or a part of a building, regardless of whether or by what means it is or may become attached or affixed to such building, and SchoolsFirst FCU may place on the ATM site a statement to this effect or any other statement SchoolsFirst FCU deems necessary or desirable to disclose and protect its interest in the ATM site and in the personal property. SchoolsFirst FCU shall pay during the term of this Agreement all taxes and assessments against all personal property placed in each Facility by SchoolsFirst FCU pursuant to this Agreement, including, without limitation, all license fees, taxes, and other charges which may be required to be paid by any city, county, state, or federal authorities for the use, operation, or maintenance of ATMs placed on such premises.

**12.0 Indemnity.**

12.1 Licensor agrees to indemnify, defend and hold harmless SchoolsFirst FCU, its agents, contractors and employees from and against all liabilities, claims, damages or loss, including, without limitation, damage to the ATMs and their contents, attorney fees, costs and expenses (collectively "Costs"), arising out of or resulting from Licensor's negligence or willful misconduct or Licensor's breach of its obligations pursuant to this Agreement.

12.2 Licensor shall obtain and maintain a policy of commercial general liability insurance insuring Licensor against claims for personal and advertising injury, bodily injury, and property damage. Such insurance shall be in an amount of not less than \$1,000,000 for personal and advertising injury and not less than \$1,000,000 for bodily injury and property damage.

12.3 SchoolsFirst FCU agrees to indemnify, defend and hold harmless Licensor, its agents, contractors and employees from and against all Costs arising out of or resulting from:

12.3.1 A users use of the ATM resulting from SchoolsFirst FCU's negligence or willful misconduct, except to the extent, if any, said Costs result from the willful misconduct or negligence of Licensor, its agents, contractors or employees; or

12.3.2 A claim that Licensor is engaged in banking operations by virtue of this Agreement.

12.4 Excluded from the above provisions of indemnity shall be any claim or liability of either Party to the other for loss of damage outside of a party's reasonable control, caused by (i) natural occurrences of earthquake, flood, fire or other natural casualty, (ii) strike, (iii) facilities lockout, (iv) governmental actions, or (v) malfunctioning of the ATM System or associated equipment, for which neither party will be liable to the other. In the event of the above, the Parties agree that SchoolsFirst FCU shall have the right to terminate this Agreement as to such Facility at any time upon notice to Licensor. All rent shall be abated during the time SchoolsFirst FCU is unable to operate the ATM System.

**13.0 Insurance.**

SchoolsFirst FCU agrees to carry and maintain from the Effective Date of services until the expiration of the Initial Term or any subsequent Renewal Term of this Agreement the following insurance policies:

13.1 Comprehensive General Liability Insurance in an amount not less than one million dollars (\$1,000,000) per occurrence;

13.2 Statutory Workers' Compensation Insurance;

13.3 Thirty (30) day written notice to Licensor of cancellation or reduction in coverage.

13.4 An endorsement to said policies naming Licensor and their officers, agents, and employees as additional insured's.

**14.0 Advertising.**

14.1 SchoolsFirst FCU will make a reasonable and good faith effort to advertise the location of the ATMs in the Facilities through means such as media advertising, direct mailings (e.g., statement stuffers) and demonstration and usage programs, as SchoolsFirst FCU deems appropriate. Licensor represents that it is the owner of the Facility name and logo. SchoolsFirst FCU hereby agrees that it acquires no license or other

interest to use Licensor's marks or logos (i) to advertise or identify its business or services, or (ii) in a manner stating or implying its services or business are sponsored, endorsed, or connected with Licensor. Licensor may, in its sole and absolute discretion, advertise the location of the ATMs in the Facilities through means such as media advertising, incentives (e.g., coupons) and in-store advertising (e.g., bag stuffers and advertisements on bags). SchoolsFirst FCU shall have access to each ATM during normal business hours for demonstrating the ATM to Customers.

14.2 SchoolsFirst FCU shall be entitled to use the exterior portions of the ATM for the placement of sales material designed to promote SchoolsFirst FCU's products and services.

14.3 Notwithstanding Section 13.1 above, SchoolsFirst FCU may use the Licensor's name, mark, and logos solely for the purpose of advertising the location of the ATMs. Licensor may use the name of SchoolsFirst FCU, provided SchoolsFirst FCU has given prior written approval of each such use, for the purpose of advertising the existence and locations of the ATMs.

15.0 **Liens.**

SchoolsFirst FCU agrees to pay in full when due and discharge all claims for labor performed (or alleged to have been performed) and materials and services furnished (or alleged to have been furnished) in connection with the installation or operation of the ATMs so as to prevent the assertion of claims of lien against the Facilities or the land upon which the Facility is located. SchoolsFirst FCU shall have the right, at its sole expense, to contest, in good faith, the validity of any such lien; provided, however, SchoolsFirst FCU shall, within thirty (30) days after notice from Licensor to do so, and sooner as necessary to prevent foreclosure and/or enforcement of the same, procure the release of any such lien, whether by payment, posting of bond, obtaining an appropriate court order, or otherwise.

16.0 **Bonds.**

SchoolsFirst FCU shall for the term of the Agreement, bond all of its employees engaged in providing services under this Agreement. SchoolsFirst FCU shall at times enforce strict discipline and good order among its employees and shall not employ any unfit person or anyone not skilled in providing the services required under this Agreement. SchoolsFirst FCU shall also provide identification cards, patches or badges to all employees engaged in providing services under this Agreement.

17.0 **Right of Exclusivity.**

Licensor shall not permit the installation of any other institution's ATM System inside or outside of the Facilities during the Initial Term or any subsequent Renewal Term of this Agreement.

18.0 **Not a Partnership.**

SchoolsFirst FCU shall be deemed at all times to be an independent contractor and shall be wholly responsible for the manner in which services required of SchoolsFirst FCU by the terms of this Agreement are performed. The employees and agents of each Party shall not be considered for any purposes to be employees of the other Party. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between Licensor and SchoolsFirst FCU's agents or employees. Each Party assumes exclusively the responsibility for acts of its employees or agents as they relate to the services to be provided under this Agreement.

19.0 **Governing Law.**

The Parties agree that this Agreement shall be construed and enforced in accordance with the laws of the State of California, through California State courts with venue in Orange County, California.

20.0 **Notices.**

All notices or demand to be given under this Agreement by either Party to the other, shall be in writing and given either by: (i) personal services; (ii) by U.S. Postal Mail, mailed either by registered or certified mail, return receipt requested with postage prepaid; or (iii) nationally recognized overnight courier (such as Federal Express or UPS) by way of overnight delivery. Notice shall be considered given and received if personally served or, if mailed on the third (3<sup>rd</sup>) day after deposit in any U.S. Post Office or (iii) the next business day if sent by overnight delivery. The address to which notices or demands may be given by either Party may be changed by written notice given in accordance with the notice provisions of this section.

At the commencement date of this Agreement the address of the Parties are as follows:

**Licensor Mailing Address:**

Rancho Santiago Community College  
District  
ATTN: Asst. Vice Chancellor, Fiscal  
Services  
2323 N. Broadway  
Santa Ana, CA 92706-1640

714.480.7321

**SCHOOLSFIRST FCU Mailing Address**

SchoolsFirst FCU  
ATTN: Nubia Carrillo  
P.O. Box 11547  
Santa Ana, CA 92711

714.466.8485

- 21.0 **Waiver.**  
The waiver by either party of any covenant or obligation contained herein shall not be considered to be a waiver of any subsequent breach of the same or any other covenant or obligation, nor shall such waiver affect or prejudice the Party's rights or remedies hereunder with regard to any subsequent breaches.
- 22.0 **Termination/Expiration.**  
In the event either Party exercises any right it has hereunder to terminate this Agreement as to one or more of the Facilities or in the event this Agreement otherwise terminates as to one or more Facilities, or in the event the Parties mutually agree to add any Facilities, beyond those Facilities listed on Exhibit A attached hereto, to the scope of this Agreement, both Parties shall, upon the request of the other Party, execute an amendment to this Agreement substituting a revised and current Exhibit A which omits the terminated Facilities or lists the additional Facilities, as the case may be. Within thirty (30) days after the expiration or earlier termination of this Agreement (as to one or more Facilities), SchoolsFirst FCU shall, at its sole expense (except as otherwise provided herein), remove from each Facility with respect to which the Agreement has terminated or expired all ATMs and trade fixtures related thereto and shall fully repair any damages caused hereby so as to restore the affected area to its condition as it existed prior to the placement of an ATM therein, ordinary wear and tear excepted.
- 23.0 **Holding Over.**  
After the termination of this Agreement any holding over by SchoolsFirst FCU without the consent of Licensor will create a tenancy at will, which shall be terminable at any time by Licensor upon written notice to SchoolsFirst FCU.
- 24.0 **Condemnation/Damage and Destruction.**  
In the event of a taking by eminent domain of any part of the Facility or the premises of which it is a part, or of any damage to or destruction of a Facility, SchoolsFirst FCU may terminate this Agreement with respect to such Facility by delivery of written notice to Licensor at any time within thirty (30) days of the date (i) title vests pursuant to the taking (in the case of condemnation) or any transfer in lieu thereof, or (ii) the date of the damage or destruction.
- 25.0 **Default.**
- 25.1 In the event SchoolsFirst FCU is in default in the performance of any obligations to be performed by SchoolsFirst FCU pursuant to this Agreement, and if said default continues uncured for a period of thirty (30) days, after the delivery to the defaulting Party of written notice of such default, Licensor may:
- 25.1.1 Declare this Agreement terminated (with respect to any or all of the Facilities), and/or
- 25.1.2 Pursue all remedies permitted by law.
- 25.1.3 In the event Licensor is in default in the performance of any obligations to be performed by Licensor pursuant to this Agreement, and if said default continues uncured for a period of thirty (30) days after delivery to Licensor of written notice of such default, SchoolsFirst FCU may
- 25.1.4 Declare this Agreement terminated as to any or all of the Facilities, and/or
- 25.1.5 Pursue all remedies permitted by law.
- 25.1.6 In the event either Party initiates legal proceedings to enforce any of the terms of this Agreement, the prevailing Party shall recover its costs of suit, including reasonable attorneys' fees at trial and on any appeal as fixed by the court, from the other Party.
- 26.0 **Assignment.**  
SchoolsFirst FCU may not assign or transfer its rights under this Agreement unless such assignment is to a subsidiary or affiliate of SchoolsFirst FCU, or to any surviving entity into which SchoolsFirst FCU is merged or reorganized. Any other such assignment shall require mutual consent, in writing, from both Parties.
- 27.0 **Compliance with Law.**  
SchoolsFirst FCU shall at all times comply with all requirements, laws, rules, regulations and ordinances applicable to the operation of the ATMs in the Facilities and shall not conduct any unlawful business in the Facilities nor shall SchoolsFirst FCU use the ATMs or exercise its rights hereunder for any unlawful business or purpose. The Parties agree that if any ATMs must be made inoperable because of legislative, judicial or administrative law, rule or order or other governmental action which, in the reasonable opinion of SchoolsFirst FCU makes this Agreement illegal or creates a reasonable doubt of the legality of this Agreement or the placement and operation of the ATMs hereunder, or makes the continued operations of the ATMs unprofitable or undesirable, SchoolsFirst FCU may, upon thirty (30) days' prior written notice to Licensor, terminate this Agreement as to the Facilities affected by such laws.
- 28.0 **Facility Closing.**  
SchoolsFirst FCU expressly acknowledges and agrees that notwithstanding anything to the contrary in this Agreement, Licensor shall have the right, at any time, to temporarily or permanently close any of the Facilities (and discontinue Licensor's business in the Facilities), for any reason whatsoever in its sole and absolute discretion, without liability or

further obligation to SchoolsFirst FCU. Licensor agrees to give SchoolsFirst FCU ninety (90) days' prior written notice of such closure ("Closure Notice"). The Closure Notice shall specify whether the Facility closure is anticipated to be temporary (which for purposes of this Agreement is less than three (3) months) or permanent (which for the purpose of this Agreement is three (3) months or more); however, SchoolsFirst FCU acknowledges and agrees that, notwithstanding a statement by Licensor that the Facility closure is temporary, Licensor shall have the right at any time to notify SchoolsFirst FCU that such closure is permanent. If the Facility closure is permanent, this Agreement shall terminate as to the closed Facility as of the date of cessation of Licensor's business therein. If the Facility closure is temporary, this Agreement shall continue in full force and effect except that any applicable amounts due hereunder shall abate during the period of Facility closure and SchoolsFirst FCU shall, during the period of Facility closure, be relieved from obligation to operate the ATM in the Facility.

29.0 **Force Majeure.**

The Parties shall be excused from the performance of any obligation imposed herein for any period and to the extent that a Party is prevented from performing such obligation, in whole or in part, as a result of delays caused by the other Party or third parties, an act of God, fire, strike, loss of transportation, facilities lockout, or commandeering of materials, products, plants, or facilities by the Government, war, civil disturbance, court order, or other cause (other than financial) beyond its reasonable control, including failures of fluctuations in electrical power, heat, light, air-conditioning, or telecommunications equipment, and such performance will not be a default hereunder or a ground for termination of this Agreement.

30.0 **Modification.**

Except as specifically provided herein, this Agreement may not be modified without the prior written consent of both Parties.

31.0 **Severability.**

The invalidation of any of the covenants, conditions, restrictions or other provisions contained herein, or of the application thereof to any person or entity by judgment or court order, shall in no way affect any of the other covenants, conditions, restrictions or other provision hereof, or the application thereof to any other person or entity, and those covenants, conditions, restrictions or provisions not invalidated shall remain in full force and effect.

32.0 **Confidentiality.**

32.1 Confidential Information shall mean nonpublic information that a party designates as being confidential or which, under the circumstances surrounding disclosure ought to be treated as confidential. "Confidential Information" includes, without limitation, (i) any trade secrets relating to either party's product plans, research and development, or know-how; (ii) any information that the disclosing parties identify as being proprietary and/or confidential; (iii) the terms and conditions of this Agreement, including financial transaction volumes. "Confidential Information" shall not include information that: (i) is or becomes generally known or available by publication, commercial use or otherwise through no fault of the receiving party; (ii) is known and has been reduced to tangible form by the receiving party at the time of disclosure and is not subject to restriction; (iii) is independently developed or learned by the receiving party; (iv) is lawfully obtained from a third party that has the right to make such disclosure; or (v) is made generally available by the disclosing party without restriction or disclosure.

32.2 Each party shall protect the other's Confidential Information from unauthorized dissemination and use with the same degree of care that such party uses to protect its own like information, but in no event shall either party use less than reasonable care in protecting the other's Confidential Information. Neither party will use the other's Confidential Information for the purposes other than those contemplated by this Agreement, or disclose such information to any third parties, except in furtherance of the purposes of this Agreement, or as otherwise required or permitted by law. Each party shall limit access by its employees and agents to the other party's Confidential Information to only those who require such access on performing their duties hereunder, and shall further restrict such access to only such of the Confidential Information as may be required by such persons to perform such duties. Except as expressly provided in this Agreement, no ownership or license rights is granted in any Confidential Information.

33.0 **Warranties of Authority.**

Licensor and SchoolsFirst FCU each warrant and represent to the other that the execution and delivery of this Agreement and any related documents and the performance of the provisions hereof have been duly authorized by all necessary corporate action on its part, and that this Agreement has been duly and validly executed and delivered by it and constitutes a valid and legally binding agreement, enforceable against it in accordance with its terms.

34.0 **Facility Operations.**

No provision of this Agreement shall be interpreted to restrict or prevent Licensor from opening, closing, selling, purchasing, remodeling, rearranging or taking any other action with respect to the ownership or operation of its Facilities and SchoolsFirst FCU expressly acknowledges and agrees that this Agreement is subject to Licensor's right to engage in the same.

35.0 **Entire Agreement.**

This Agreement contains the entire agreement between Licensor and SchoolsFirst FCU regarding the services and any agreement hereafter made shall be ineffective to modify this Agreement in whole or in part unless such agreement is embodied in an amendment to this Agreement which has been signed by both Parties. This Agreement supercedes all prior negotiations, understandings, representations, and Agreements.

35.0 **Attorneys' Fees.**

If at any time after the date that this Agreement has been executed by SchoolsFirst FCU and Licensor, either SchoolsFirst FCU or Licensor institutes any action or proceeding against the other relating to the provisions of this Agreement or any default hereunder, the non-prevailing party in such action or proceeding shall reimburse the prevailing party for the reasonable expenses of attorneys' fees and all costs and disbursements incurred therein by the prevailing party, including, without limitation, any such fees, costs or disbursements incurred on any appeal from such action or proceeding. Subject to the provisions of local law, the prevailing party shall recover all such fees, costs or disbursements as costs taxable by the court or arbiter in the action or proceeding itself without the necessity for a cross-action by the prevailing party.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be executed.

**Rancho Santiago Community College**

Signature

Peter J. Hardash

Print Name

Vice Chancellor, Business Op/Fiscal Svc

Title

10.23.2012

Date

**SchoolsFirst Federal Credit Union**

Signature

Nubia Carrillo

Print Name

VP, Payment Services

Title

10/29/12

Date

**Exhibit A**  
**ATM Site Locations**

<b>Location Name</b>	<b>Location Address</b>	<b>Location City</b>	<b>Location State</b>	<b>Location Zip Code</b>
Santa Ana College (2002)	1530 W. 17 <sup>th</sup> Street	Santa Ana	CA	92706
Santiago Canyon College (2003)	8045 E. Chapman Ave.	Orange	CA	92869
RSCCD (2032)	2323 N. Broadway	Santa Ana	CA	92706

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

To:	Board of Trustees	Date: October 12, 2015
Re:	Approval of Agreement with Alta Environmental for Hazardous Materials Testing and Inspection Consulting Services for the Central Plant, Infrastructure and Mechanical Upgrades Project at Santa Ana College	
Action:	Request for Approval	

**BACKGROUND:**

This is a new agreement for hazardous materials testing and inspection consulting services during the construction of the Central Plant, Infrastructure and Mechanical Upgrades Project at Santa Ana College. The work includes surveying, testing, abatement plan preparation and monitoring consulting services by a qualified consultant for on-going investigation and oversight of hazardous material services throughout all construction phases. These consulting services are required for compliance with Division of State Architect and AQMD for abatement and other potential hazardous materials testing and monitoring.

**ANALYSIS:**

A Request for Proposal (RFP) #1516-119 for Hazardous Materials Surveying, Testing, Abatement Plan Preparation and Monitoring Consulting Services for the Central Plant, Infrastructure and Mechanical Upgrades project at Santa Ana College was released to all eight pre-qualified firms on August 24, 2015 with a due date of September 15, 2015. The District received one response from Alta Environmental (Long Beach). A panel of four members convened on September 17, 2015 to review the proposal and conducted an interview with Alta Environmental on September 22, 2015. The selection and interview committee recommends Alta Environmental by consensus based upon a thorough review and the culmination of their RFP response, experience, team members, reference checks, approach to the project, fee, schedule and familiarity with the scope of work, and familiarity with most of the buildings at Santa Ana College. It is recommended that the District enter into an agreement with Alta Environmental for hazardous materials surveying, testing, abatement plan preparation and monitoring consulting services at the Central Plant project at Santa Ana College.

The services covered by this agreement shall commence on October 13, 2015 and ends December 31, 2017. The services are based on a not-to-exceed fee in the amount of \$149,152. The District reviewed the number of hours and the number of proposed tests and found the fee to be fair and reasonable.

This agreement is funded by Measure Q.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the agreement with Alta Environmental for Hazardous Materials Testing and Inspection Consulting Services for the Central Plant, Infrastructure and Mechanical Upgrades Project at Santa Ana College as presented.

Fiscal Impact:	\$149,152	Board Date: October 12, 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: 10/12/15**

Project: Central Plant, Infrastructure and Mechanical Upgrades    Site: **Santa Ana College**

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Consultants: **Alta Environmental**

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Type of Service: Hazardous Materials Consulting Services

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Agreement Summary	No.	Amount	Reimbursables	Duration	
				Start	End
Original Contract Amount		\$149,152.00	none	10/13/2015	12/31/2017
<b>Total Agreement Amount</b>		\$149,152.00			

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**DESCRIPTION:**

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Agreement for hazardous materials surveying, testing, abatement plan preparation and monitoring consulting services for the Central Plant at Santa Ana College.

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**Total Proposed Amount:** **\$149,152.00**

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**Contract End Date:** **12/31/2017**

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Item 4.4 was removed from the agenda.

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

To:	Board of Trustees	Date: October 12, 2015
Re:	Accept the Completion of Bid #1260 – Parking Lot Resurface and Striping at Centennial Education Center and Approve Recording of a Notice of Completion.	
Action:	Request for Acceptance and Approval	

**BACKGROUND:**

On May 26, 2015, the Board of Trustees approved Bid #1260 and a contract with J.B. Bostick Company, Inc. to resurface and stripe the parking lots at the Centennial Education Center (CEC) located at 2000 West Edinger Avenue, Santa Ana (“Project”).

**ANALYSIS:**

The Project was completed on September 26, 2015. The District, upon approval by the Board of Trustees may record a Notice of Completion with the office of The Orange County Clerk-Recorder per California Civil Code § 9204. Total cost of the project is \$167,700.

This contract for the Project was funded by Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees accept the project as complete and approve the recording of a Notice of Completion with the County as presented.

Fiscal Impact:	N/A	Board Date: October 12, 2015
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

**NO FEES CHARGED PER GOVERNMENT CODE § 6103**

**AND WHEN RECORDED MAIL TO:**  
**Carri Matsumoto**  
**Rancho Santiago Community College District**  
**2323 N. Broadway**  
**Santa Ana, CA 92706-1640**

**THIS SPACE FOR RECORDER'S USE ONLY**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
2323 N. Broadway  
Santa Ana, CA 92706-1640

## **NOTICE OF COMPLETION**

Notice is hereby given, pursuant to the provisions of Section §9204 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as a tenant of a portion of the property known as Santa Ana College, located at 1530 West 17<sup>th</sup> Street, Santa Ana, California, caused improvements to be made to the property to with: Bid #1260 Parking Lot Resurface and Stripe at Centennial Education Center, the contract for the doing of which was heretofore entered into on May 27, 2015, which contract was made with J.B. Bostick Company, Inc. PO# 15-0036431 as contractor; that said improvements were completed on the 26th day of September, 2015 and accepted by formal action of the governing Board of said District on the 12th day of October, 2015; that the surety for the above named contractor is Developers Surety and Indemnity Company.

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

Executed on October 13th, 2015 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by \_\_\_\_\_  
Peter J. Hardash, Vice Chancellor  
Rancho Santiago Community College District

State of California  
County of \_\_\_\_\_

On \_\_\_\_\_ before me, (here insert name and title of the officer), personally appeared

\_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

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

To:	Board of Trustees	Date: October 12, 2015
Re:	Approval of Change Order #1 with Climatec, Inc. for the Energy Management System Upgrade Project at Santiago Canyon College	
Action:	Request for Approval	

**BACKGROUND:**

On April 27, 2015, the Board of Trustees approved an energy conservation services contract with Climatec, Inc. for a Scheduled Maintenance energy management system (EMS) upgrade project at Santiago Canyon College.

**ANALYSIS:**

Change Order #1 extends the contract duration from September 30, 2015 to November 16, 2015 to allow the contractor to complete tasks including, measurement and verification of energy savings, complete the integration of Buildings H and SC into the upgraded EMS, and complete remaining minor scope of work items. There are no increases to the contract amount associated with this time extension. Pursuant to Administrative Regulation 6600, staff has approved this change order.

This project is funded by Scheduled Maintenance.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #1 with Climatec, Inc. for the Energy Management System Upgrade project at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: October 12, 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

**Project Name:** Santiago Canyon College EMS Upgrade  
**Contractor:** Climatec LLC  
**Contract #:** Agreement #: 0113.00, PO # 15-0036037

**Board Date:** 10/12/15  
**Project No.:** RFP # 1415-94  
**Site:** Santiago Canyon 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
4/28/2015	155	9/30/2015	0	47	11/16/2015

Change Order Summary				Allowance Budget
Description	Number	Amount	% of Contract	Amount
Original Contract Amount		\$418,923.00		\$40,000.00
Previous Change Orders	1	\$0.00	0.0%	Used \$40,000.00
Previous Change Orders	2	\$0.00	0.0%	<b>Balance \$0.00</b>
Previous Change Orders	3	\$0.00	0.0%	
Previous Change Orders	4	\$0.00	0.0%	
<b>This Change Order</b>	<b>5</b>	<b>\$0.00</b>	<b>0.0%</b>	
<b>Total Change Order (s)</b>		<b>\$0.00</b>	<b>0.0%</b>	
<b>Revised Contract Amount</b>		<b>\$418,923.00</b>		

Items in Change Order							
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	Net
1	Non compensable time extension to assist utility company to complete measurement and verification of energy savings, complete integration of buildings H and SC, and complete balance of contract scope delayed by unforeseen issues.	District	5	47	0	0	\$ -
2	0	0	0	0	0	0	\$ -
			0		\$ -	\$ -	\$ -
			0				\$ -

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

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

To:	Board of Trustees	Date: October 12, 2015
Re:	Accept the Completion of RFP #1415-67 Energy Conservation Services for the LED Lighting Conversion Project at Santiago Canyon College and District Operations Building and Approve Recording of a Notice of Completion	
Action:	Request for Acceptance and Approval	

**BACKGROUND:**

On September 22, 2014, the Board of Trustees approved a contract with Sun and Sun Industries, Inc. for the Year 2 Proposition 39 LED lighting conversion projects at Santiago Canyon College and District Operations Building (“Project”).

**ANALYSIS:**

The Project was completed on September 11, 2015. The District, upon approval by the Board of Trustees may record a Notice of Completion with the office of The Orange County Clerk-Recorder, as outlined under California Civil Code § 9204. Total cost of the project is \$979,717.20

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

**RECOMMENDATION:**

It is recommended that the Board of Trustees accept the project as complete and approve the recording of a Notice of Completion with the County as presented.

Fiscal Impact:	N/A	Board Date: October 12, 2015
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

NO FEES CHARGED PER GOVERNMENT CODE §6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
2323 N. Broadway  
Santa Ana, CA 92706-1640

## NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §9204 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located at 8045 E. Chapman Ave., Orange, California, caused improvements to be made to the property to with: RFP #1415-67 for the LED Lighting Conversion project at Santiago Canyon College and District Operations Building, the contract for the doing of which was heretofore entered into on the 22<sup>nd</sup> day of September, 2014 , which contract was made with Sun & Sun Industries, Inc. PO 15-0033769 as contractor; that said improvements were completed on the 11<sup>th</sup> day of September, 2015 and accepted by formal action of the governing Board of said District on the 12<sup>th</sup> day of October, 2015; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Hudson Insurance Company.

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

Executed on October 13th, 2015 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by \_\_\_\_\_

Peter J. Hardash, Vice Chancellor  
Rancho Santiago Community College District

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

State of California )  
                                  §  
County of Orange )

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

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

Signature \_\_\_\_\_

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To:	Board of Trustees	Date: October 12, 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.	Child Care Access Means Parents in School (CCAMPIS) – Year 3 (District) Third year of a four-year grant award from the U.S. Department of Education to support additional child care services and fund a key staff member that will provide individualized evaluation, counseling and referral services to parents at Santa Ana College’s Child Development Center whom are also students at the college. (15/16, 16/17). <i>No match required.</i>	09/25/2015	\$132,827
2.	Cooperative Agencies Resources for Education (CARE) (SAC & SCC) Annual allocation from the California Community Colleges Chancellor’s Office to provide services to low-income students. (15/16). <i>No match required.</i> <ul style="list-style-type: none"> <li>• SAC - \$100,430</li> <li>• SCC - \$30,469</li> </ul>	08/05/2015	\$130,899
3.	Extended Opportunity Programs & Services (EOPS) (SAC & SCC) Annual allocation from the California Community Colleges Chancellor’s Office to provide services to low-income students. (15/16). <i>Minimum cash match required is \$310,857 for SAC and \$159,602 for SCC.</i> <ul style="list-style-type: none"> <li>• SAC - \$1,661,860</li> <li>• SCC - \$431,653</li> </ul>	08/05/2015	\$2,093,513

Fiscal Impact: \$2,665,213	Board Date: October 12, 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	

	<u><b>Project Title</b></u>	<u><b>Award Date</b></u>	<u><b>Amount</b></u>
4.	<b>National Science Foundation I-USE Project (SAC)</b> Second year of a three-year project, through a sub-award from University of California, Irvine for a National Science Foundation, I-USE grant. The purpose of this project is to strengthen engineering transfer pathways to increase transfers from the community colleges to university programs, especially among underrepresented students. (15/16, 16/17). <i>No match required.</i>	10/01/2015	\$87,274
5.	<b>Sector Navigator ICT/Digital Media El Camino CCD</b> Rancho Santiago Community College District received a sub-award from the El Camino Community College District. The grant requires that El Camino CCD in partnership with the Information Technology/Digital Media Sector Leadership of the CCC Economic and Workforce Development program, to develop and print marketing brochure to disseminate detailed information about a new Information Technology Technician Career Pathway for students that includes student certification in Computer Retail Sales and Support. The award amount is \$5,000 and the project performance period is October 20, 2015 through June 30, 2016. <i>No match required.</i>	10/20/15	\$5,000
6.	<b>Veterans Upward Bound Program – Year 4 (SAC)</b> Fourth year of a five-year grant award from the U. S. Department of Education to identify veterans who have not yet enrolled in college, and recruit them to participate in a college preparation program featuring comprehensive assessment, targeted academic skill development, career exploration and preparation, tutors and mentors, referrals to veterans assistance services, and college and financial aid advisement and application completion assistance, in order to increase the number of veterans who enroll in college and complete a certificate or degree and successfully enter employment. (15/16, 16/17). <i>No match required.</i>	08/28/2015	\$215,700

**RECOMMENDATION**

It is recommended that the Board approve these items and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to enter into related contractual agreements on behalf of the district.

Fiscal Impact: \$2,665,213	Board Date: October 12, 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 #1223**

**NAME: Child Care Access Means Parents in School (CCAMPIS) - Year 3 of 4 (District)**

**FISCAL YEAR: 2015/2016 and 2016/2017**

**CONTRACT PERIOD: 10/01/15 - 9/30/16**

**CONTRACT INCOME: \$132,827**

**CFDA #: 84.335A**

**PRIME SPONSOR: U.S. Department of Education**

**FISCAL AGENT: Rancho Santiago CCD**

**PRIME AWARD #: P335A130140-15**

**SUB-AWARD #: N/A**

**PROJ. ADM.: Enrique Perez**

**PROJ. DIR.: Janneth Linnell**

**DATE: 10/01/2015**

GL Account String	Description	New Budget	
		Debit	Credit
33-1223-000000-50000-8199	Other Federal Revenues		132,827
33-1223-672000-50000-5865	Indirect Costs : District Operations (4%)	5,109	
<b>33-1223-692000-53321-2320</b>	<b>Classified Employees – Hourly : CDC Admin</b> <b>Juana Palomino, General Office Clerk</b> <b>\$15.34/hr. x 8.3 hrs/wk x 39 wks</b>	4,966	
33-1223-692000-53321-3215	<i>PERS - Non-Instructional : CDC Administration</i>	583	
33-1223-692000-53321-3315	<i>OASDI - Non-Instructional : CDC Administration</i>	308	
33-1223-692000-53321-3325	<i>Medicare - Non-Instructional : CDC Admin</i>	72	
33-1223-692000-53321-3435	<i>H&amp;W Retiree Fund - Non-Instructional : CDC</i>	50	
33-1223-692000-53321-3515	<i>SUI - Non-Instructional : CDC Administration</i>	2	
33-1223-692000-53321-3615	<i>WCI - Non-Instructional : CDC Administration</i>	119	
<b>33-1223-692000-53321-7670</b>	<b>Other Expenses Paid for Students : CDC Admin</b> <b>\$8,624 per toddler space x 14 four-day spaces. Use of a sliding fee scale may result in parent contributions of a sufficient amount to add up to 2 additional spaces.</b>	121,618	
	<b>Total 1223 - CCAMPIS Year 3</b>	<b>132,827</b>	<b>132,827</b>

**SPECIAL PROJECT DETAILED BUDGET # 2090**  
**NAME: Cooperative Agencies Resources for Education (CARE) Program - SAC**  
**FISCAL YEAR: 2015/2016**

CONTRACT PERIOD: 7/1/15 to 06/30/16

CONTRACT INCOME: \$100,430

**Prime Sponsor: CCC Chancellor's Office**

**Fiscal Agent: RSCCD**

**CFDA #: N/A; Award #: N/A**

PROJ. ADM. Sara Lundquist

PROJ. DIR. Christine Leon

DATE: 09/29/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2090-000000-10000-8629	Other Gen Categorical Apport : Santa Ana Coll		60,043		100,430		40,387
12-2090-643000-19300-1230	Contract Counselors : EOPS - Ann Lockhart (20%)	19,241		19,869		628	
12-2090-643000-19300-1232	Contract Extension-Counselors : EOPS	317		-			317
12-2090-643000-19300-1250	Contract Coordinator : EOPS - Ann Lockhart (15%)	14,431		14,902		471	
12-2090-643000-19300-1252	Contract Extension-Coordinator : EOPS	106		-			106
12-2090-643000-19300-1434	Int/Sum Beyond Contr-Counselor : EOPS	2,998		1,172			1,826
12-2090-643000-19300-1454	Int/Sum Beyond Contr-Coordinat : EOPS	969		952			17
12-2090-643000-19300-2130	Classified Employees : EOPS - Irma Fernandez (5%)	2,204		2,310		106	
12-2090-643000-19300-3115	STRS - Non-Instructional : EOPS	3,406		4,006		600	
12-2090-643000-19300-3215	PERS - Non-Instructional : EOPS	257		274		17	
12-2090-643000-19300-3315	OASDHI - Non-Instructional : EOPS	140		147		7	
12-2090-643000-19300-3325	Medicare - Non-Instructional : EOPS	589		576			13
12-2090-643000-19300-3415	H & W - Non-Instructional : EOPS	4,633		4,689		56	
12-2090-643000-19300-3435	H & W - Retiree Fund Non-Inst : EOPS	425		397			28
12-2090-643000-19300-3515	SUI - Non-Instructional : EOPS	20		20		-	-
12-2090-643000-19300-3615	WCI - Non-Instructional : EOPS	950		953		3	
12-2090-643000-19300-3915	Other Benefits - Non-Instruct : EOPS	505		505		-	-
12-2090-643000-19300-4610	Non-Instructional Supplies : EOPS	1,626		1,775		149	
12-2090-643000-19300-4710	Food and Food Service Supplies : EOPS	850		2,750		1,900	
12-2090-643000-19300-5800	Advertising : EOPS	1,698		1,698		-	-
12-2090-643000-19300-5940	Reproduction/Printing Expenses : EOPS	100		175		75	

5.1 (4)

**SPECIAL PROJECT DETAILED BUDGET # 2090**  
**NAME: Cooperative Agencies Resources for Education (CARE) Program - SAC**  
**FISCAL YEAR: 2015/2016**

CONTRACT PERIOD: 7/1/15 to 06/30/16

CONTRACT INCOME: \$100,430

*Prime Sponsor: CCC Chancellor's Office*

*Fiscal Agent: RSCCD*

*CFDA #: N/A; Award #: N/A*

PROJ. ADM. Sara Lundquist

PROJ. DIR. Christine Leon

DATE: 09/29/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2090-675000-19300-5210	Conference Expenses : EOPS	523		1,430		907	
12-2090-732000-19300-7670	Other Exp Paid for Students : EOPS	4,055		41,830		37,775	
<b>Total Project 2090 CARE Program</b>		<b>60,043</b>	<b>60,043</b>	<b>100,430</b>	<b>100,430</b>	<b>42,694</b>	<b>42,694</b>

5.1 (5)

**SPECIAL PROJECT DETAILED BUDGET #2090**  
**NAME: Cooperative Agencies Resources for Education (CARE) - SCC**  
**FISCAL YEAR: 2015/16**

CONTRACT PERIOD: 7/01/15 to 6/30/16

CONTRACT INCOME: \$30,469

**Prime Sponsor: CCC Chancellor's Office**

**Fiscal Agent: RSCCD**

**CFDA #: N/A; Award #: N/A**

PROJ. ADM. R. BABESHOFF

PROJ. DIR. N. BALDIZON-RIOS

DATE: 10/01/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2090-000000-20000-8629	Other Gen Categorical Apport : SCC		18,016		28,219		10,203
12-2090-643000-29335-1430	Part-Time Counselors : EOPS <i>- Susane Duarte (Fall \$2,816.12; est. Sp same as Fall)</i>	5,609		5,632		23	
12-2090-643000-29335-3115	STRS - Non-Instructional : EOPS	498		604		106	
12-2090-643000-29335-3325	Medicare - Non-Instructional : EOPS	81		82		1	
12-2090-643000-29335-3435	H & W - Retiree Fund Non-Inst : EOPS	56		56		-	-
12-2090-643000-29335-3515	SUI - Non-Instructional : EOPS	3		3		-	-
12-2090-643000-29335-3615	WCI - Non-Instructional : EOPS	135		135		-	-
12-2090-643000-29335-5905	Other Participant Travel Expenses	600		-			600
12-2090-675000-29335-5210	Conference Expenses : EOPS	900		-			900
12-2090-732000-29335-7670	Other Exp Paid for Students : EOPS	10,134		21,707		11,573	
<b>Total Project 2090 CARE Program</b>		<b>18,016</b>	<b>18,016</b>	<b>28,219</b>	<b>28,219</b>	<b>11,703</b>	<b>11,703</b>
74-2090-000000-20000-8629	Other Gen Categorical Apport : SCC		200		2,250		2,050
74-2090-732000-29335-7504	CARE Grant : EOPS	200		2,250		2,050	
<b>Total Project 2090 CARE Program</b>		<b>200</b>	<b>200</b>	<b>2,250</b>	<b>2,250</b>	<b>2,050</b>	<b>2,050</b>
<b>TOTAL CARE Program (SCC)</b>		<b>18,216</b>	<b>18,216</b>	<b>30,469</b>	<b>30,469</b>	<b>13,753</b>	<b>13,753</b>

5.1 (6)

**SPECIAL PROJECT DETAILED BUDGET # 2250**  
**NAME: Extended Opportunity Programs & Services (EOPS) - SAC**  
**FISCAL YEAR: 2015/2016**

CONTRACT PERIOD: 7/1/15 to 06/30/16

CONTRACT INCOME: \$1,661,860

**Prime Sponsor: CCC Chancellor's Office**

**Fiscal Agent: RSCCD**

**CFDA #: N/A; Award #: N/A**

PROJ. ADM. Sara Lundquist

PROJ. DIR. Christine Leon

DATE: 09/29/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2250-000000-10000-8622	EOPS : Santa Ana College		1,224,887		1,661,860		436,973
12-2250-499900-19300-4310	Instructional Supplies : EOPS (new acct)	-		5,945		5,945	
12-2250-643000-19300-1230	Contract Counselors : EOPS - Jane Mathis (100%) - Madeleine Nguyen (100%) - NEW Counselor (100% for 1/2 yr @ Class 6-Step 10)	209,293		257,403		48,110	
12-2250-643000-19300-1232	Contract Extension-Counselors : EOPS	1,680		1,129			551
12-2250-643000-19300-1250	Contract Coordinator : EOPS - Ann Lockhart (15%)	14,431		14,902		471	
12-2250-643000-19300-1252	Contract Extension-Coordinator : EOPS	106		213		107	
12-2250-643000-19300-1430	Part-Time Counselors : EOPS	45,455		20,536		(24,919)	
12-2250-643000-19300-1433	Beyond Contract - Counselors : EOPS	10,623		13,613		2,990	
12-2250-643000-19300-1434	Int/Sum Beyond Contr-Counselor : EOPS	7,200		8,763		1,563	
12-2250-643000-19300-1435	Int/Sum - Counselors,Part-Time : EOPS	2,083		425			1,658
12-2250-643000-19300-1454	Int/Sum Beyond Contr-Coordinat : EOPS	275		1,596		1,321	
12-2250-643000-19300-1480	Part-Time Reassigned Time : EOPS	45		236		191	
12-2250-643000-19300-1485	Int/Sum - Reassigned Time, PT : EOPS	244		244		-	-
12-2250-643000-19300-2130	Classified Employees : EOPS - Irma Fernandez-Gonzalez (70%) - Deborah Gossett (40%) - Blythe Paz (90%) - Admin. Clerk (30% for 8 months) - Maria Torres-Carranza (100%) - Miriam Velarde (100%) - General Office Clerk (100% for 8 months)	245,466		248,343		2,877	
12-2250-643000-19300-2310	Classified Employees - Ongoing : EOPS	63,605		73,682		10,077	

5.1 (7)

**SPECIAL PROJECT DETAILED BUDGET # 2250**  
**NAME: Extended Opportunity Programs & Services (EOPS) - SAC**  
**FISCAL YEAR: 2015/2016**

CONTRACT PERIOD: 7/1/15 to 06/30/16

CONTRACT INCOME: \$1,661,860

**Prime Sponsor: CCC Chancellor's Office**

**Fiscal Agent: RSCCD**

**CFDA #: N/A; Award #: N/A**

PROJ. ADM. Sara Lundquist

PROJ. DIR. Christine Leon

DATE: 09/29/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2250-643000-19300-2320	Classified Employees - Hourly : EOPS	14,009		33,462		19,453	
12-2250-643000-19300-2340	Student Assistants - Hourly : EOPS	10,200		11,994		1,794	
12-2250-643000-19300-3115	STRS - Non-Instructional : EOPS	27,812		34,591		6,779	
12-2250-643000-19300-3215	PERS - Non-Instructional : EOPS	31,249		40,132		8,883	
12-2250-643000-19300-3315	OASDHI - Non-Instructional : EOPS	16,638		21,335		4,697	
12-2250-643000-19300-3325	Medicare - Non-Instructional : EOPS	8,936		9,907		971	
12-2250-643000-19300-3335	PARS - Non-Instructional : EOPS	750		218			532
12-2250-643000-19300-3415	H & W - Non-Instructional : EOPS	122,245		149,562		27,317	
12-2250-643000-19300-3435	H & W - Retiree Fund Non-Inst : EOPS	6,123		6,952		829	
12-2250-643000-19300-3515	SUI - Non-Instructional : EOPS	309		342		33	
12-2250-643000-19300-3615	WCI - Non-Instructional : EOPS	15,036		16,685		1,649	
12-2250-643000-19300-3915	Other Benefits - Non-Instruct : EOPS	9,545		9,883		338	
12-2250-643000-19300-4210	Books, Mags & Subscrip-Non-Lib : EOPS	3,290		1,000			2,290
12-2250-643000-19300-4310	Instructional Supplies : EOPS	4,400		3,240			1,160
12-2250-643000-19300-4610	Non-Instructional Supplies : EOPS	8,300		8,137			163
12-2250-643000-19300-4710	Food and Food Service Supplies : EOPS	11,163		38,200		27,037	
12-2250-643000-19300-5100	Contracted Services : EOPS	500		-			500
12-2250-643000-19300-5535	Laudry & Dry Cleaning Services : EOPS	-		75		75	
12-2250-643000-19300-5610	Lease Agreement - Equipment : EOPS	413		1,000		587	
12-2250-643000-19300-5630	Maint Contract - Office Equip : EOPS	450		-			450
12-2250-643000-19300-5800	Advertising : EOPS	300		1,210		910	
12-2250-643000-19300-5845	Excess/Copies Usage : EOPS	150		600		450	
12-2250-643000-19300-5850	Fingerprinting : EOPS	32		-			32
12-2250-643000-19300-5940	Reproduction/Printing Expenses : EOPS	250		500		250	

5.1 (8)

**SPECIAL PROJECT DETAILED BUDGET # 2250**  
**NAME: Extended Opportunity Programs & Services (EOPS) - SAC**  
**FISCAL YEAR: 2015/2016**

CONTRACT PERIOD: 7/1/15 to 06/30/16

CONTRACT INCOME: \$1,661,860

**Prime Sponsor: CCC Chancellor's Office**

**Fiscal Agent: RSCCD**

**CFDA #: N/A; Award #: N/A**

PROJ. ADM. Sara Lundquist

PROJ. DIR. Christine Leon

DATE: 09/29/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2250-643000-19300-5966	Transportation - Student : EOPS	5,250		4,250			1,000
12-2250-675000-19300-5210	Conference Expenses : EOPS	4,500		6,013		1,513	
12-2250-732000-19300-7610	Books Paid for Students : EOPS	278,298		<b>530,233</b>		251,935	
12-2250-732000-19300-7620	Fees Paid for Students : EOPS	11,560		13,910		2,350	
12-2250-732000-19300-7670	Other Exp Paid for Students : EOPS	32,673		71,399		38,726	
<b>Total Project 2250 EOPS</b>		<b>1,224,887</b>	<b>1,224,887</b>	<b>1,661,860</b>	<b>1,661,860</b>	<b>445,309</b>	<b>445,309</b>

5.1 (9)

**SPECIAL PROJECT DETAILED BUDGET # 2250**  
**NAME: Extended Opportunity Programs & Services (EOPS) - SAC**  
**FISCAL YEAR: 2015/2016**

CONTRACT PERIOD: 7/1/15 to 06/30/16

CONTRACT INCOME: \$1,661,860

**Prime Sponsor: CCC Chancellor's Office**

**Fiscal Agent: RSCCD**

**CFDA #: N/A; Award #: N/A**

PROJ. ADM. Sara Lundquist

PROJ. DIR. Christine Leon

DATE: 09/29/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-2250-643000-19300-1210	Academic Management : EOPS - Christine Leon (100%)	134,891		134,891		-	-
11-2250-643000-19300-1230	Contract Counselors : EOPS - Ann Lochhart (20%)	19,869		19,869		-	-
11-2250-643000-19300-1250	Contract Coordinator : EOPS - Gabriella Sanchez (40% + \$1,000 stipend)	37,220		37,220		-	-
11-2250-643000-19300-1430	Part-Time Counselors : EOPS - Sabrina	-		877		877	
11-2250-643000-19300-1433	Beyond Contract - Counselors : EOPS - Madeleine Nguyen (Fall - \$6,980.96) MN, JM & AML SP16 Overload	20,143		24,625		4,482	
11-2250-643000-19300-1434	Int/Sum Beyond Contr-Counselor : EOPS	17,817		5,863			11,954
11-2250-643000-19300-2130	Classified Employees : EOPS - Irma Fernandez-Gonzalez (25%)	11,550		11,550		-	-
11-2250-643000-19300-3115	STRS - Non-Instructional : EOPS	24,672		24,251			421
11-2250-643000-19300-3215	PERS - Non-Instructional : EOPS	1,368		1,368		-	-
11-2250-643000-19300-3315	OASDHI - Non-Instructional : EOPS	737		737		-	-
11-2250-643000-19300-3325	Medicare - Non-Instructional : EOPS	3,554		3,449			105
11-2250-643000-19300-3415	H & W - Non-Instructional : EOPS	36,355		46,256		9,901	
11-2250-643000-19300-3435	H & W - Retiree Fund Non-Inst : EOPS	2,451		2,379			72
11-2250-643000-19300-3515	SUI - Non-Instructional : EOPS	123		119			4
11-2250-643000-19300-3615	WCI - Non-Instructional : EOPS	5,883		5,709			174
11-2250-643000-19300-3915	Other Benefits - Non-Instruct : EOPS	3,618		1,088			2,530
<b>Total Project 2250 EOPS</b>	<b>Match</b>	<b>320,251</b>		<b>320,251</b>		<b>15,260</b>	<b>15,260</b>

5.1 (10)

**SPECIAL PROJECT DETAILED BUDGET #2250**  
**NAME: Extended Opportunity Programs & Services (EOPS) - SCC**  
**FISCAL YEAR: 2015/16**

CONTRACT PERIOD: 7/01/15 to 6/30/16

CONTRACT INCOME: \$431,653

**Prime Sponsor: CCC Chancellor's Office**

**Fiscal Agent: RSCCD**

**CFDA #: N/A; Award #: N/A**

PROJ. ADM. R. BABESHOFF

PROJ. DIR. N. BALDIZON-RIOS

DATE: 10/01/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2250-000000-20000-8622	EOPS : Santiago Canyon College		320,545		431,653		111,108
12-2250-643000-29335-1430	Part-Time Counselors : EOPS - Susie Duarte 100hrs - Maria Rodriguez : 128 hrs	5,609		14,784		9,175	
12-2250-643000-29335-1433	Beyond Contract - Counselors : EOPS	12,253		-			12,253
12-2250-643000-29335-1434	Int/Sum Beyond Contr-Counselor : EOPS	3,908		-			3,908
12-2250-643000-29335-1435	Int/Sum - Counselors, Part-time : EOPS	-		-			
12-2250-643000-29335-2130	Classified Employees : EOPS - Rosie Gonzalez (100%) - Angelica Melgoza-Hurtado (9%) - Zulema Mendez-Bocanegra (100%)	106,698		106,919		221	
12-2250-643000-29335-3115	STRS - Non-Instructional : EOPS	1,933		1,586			347
12-2250-643000-29335-3215	PERS - Non-Instructional : EOPS	12,559		12,667		108	
12-2250-643000-29335-3315	OASDHI - Non-Instructional : EOPS	6,790		6,804		14	
12-2250-643000-29335-3325	Medicare - Non-Instructional : EOPS	1,904		1,806			98
12-2250-643000-29335-3415	H & W - Non-Instructional : EOPS	29,229		37,480		8,251	
12-2250-643000-29335-3435	H & W - Retiree Fund Non-Inst : EOPS	1,313		1,245			68
12-2250-643000-29335-3515	SUI - Non-Instructional : EOPS	66		62			4
12-2250-643000-29335-3615	WCI - Non-Instructional : EOPS	3,151		2,989			162
12-2250-643000-29335-3915	Other Benefits - Non-Instruct : EOPS	2,822		2,822		-	-
12-2250-643000-29335-4610	Non-Instructional Supplies : EOPS	2,000		7,000		5,000	
12-2250-643000-29335-4710	Food and Food Service Supplies : EOPS	7,238		10,000		2,762	
12-2250-643000-29335-5220	Mileage/Parking Expenses : EOPS	750		800		50	
12-2250-643000-29335-5610	Lease Agreement - Equipment : EOPS	1,224		1,224		-	-
12-2250-643000-29335-6409	Equipment	-		4,000		4,000	

5.1 (11)

**SPECIAL PROJECT DETAILED BUDGET #2250**  
**NAME: Extended Opportunity Programs & Services (EOPS) - SCC**  
**FISCAL YEAR: 2015/16**

CONTRACT PERIOD: 7/01/15 to 6/30/16

CONTRACT INCOME: \$431,653

**Prime Sponsor: CCC Chancellor's Office**

**Fiscal Agent: RSCCD**

**CFDA #: N/A; Award #: N/A**

PROJ. ADM. R. BABESHOFF

PROJ. DIR. N. BALDIZON-RIOS

DATE: 10/01/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2250-643000-29335-5815	Class Schedules	442		442		-	-
12-2250-643000-29335-5845	Excess/Copies Usage : EOPS	250		250		-	-
12-2250-643000-29335-5925	Postage : EOPS	32		45		13	
12-2250-643000-29335-5940	Reproduction/Printing Expenses : EOPS	400		500		100	
12-2250-643000-29335-5966	Transportation - Student : EOPS	3,500		9,000		5,500	
12-2250-675000-29335-5210	Conference Expenses : EOPS	3,689		13,000		9,311	
12-2250-732000-29335-7610	Books Paid for Students : EOPS	90,574		150,000		59,426	
12-2250-732000-29335-7630	Supplies Paid for Students : EOPS	6,000		10,000		4,000	
12-2250-732000-29335-7670	Other Exp Paid for Students : EOPS	16,211		36,228		20,017	
<b>Total Project 2250 EOPS</b>		<b>320,545</b>	<b>320,545</b>	<b>431,653</b>	<b>431,653</b>	<b>127,948</b>	<b>127,948</b>

5.1 (12)

**SPECIAL PROJECT DETAILED BUDGET #2250**  
**NAME: Extended Opportunity Programs & Services (EOPS) - SCC**  
**FISCAL YEAR: 2015/16**

CONTRACT PERIOD: 7/01/15 to 6/30/16

CONTRACT INCOME: \$431,653

**Prime Sponsor: CCC Chancellor's Office**

**Fiscal Agent: RSCCD**

**CFDA #: N/A; Award #: N/A**

PROJ. ADM. R. BABESHOFF

PROJ. DIR. N. BALDIZON-RIOS

DATE: 10/01/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-2250-643000-29335-1280	Contract - Reassigned Time : EOPS - Nena Baldizon-Rios (100%)	126,151		126,151			-
11-2250-643000-29335-2130	Classified Employees : EOPS - Angelica Melgoza-Hurtado (91%)	47,229		47,229		-	-
11-2250-643000-29335-3115	STRS - Non-Instructional : EOPS	13,536		13,536		-	-
11-2250-643000-29335-3215	PERS - Non-Instructional : EOPS	5,595		5,595		-	-
11-2250-643000-29335-3315	OASDHI - Non-Instructional : EOPS	3,004		3,004		-	-
11-2250-643000-29335-3325	Medicare - Non-Instructional : EOPS	2,550		2,550		-	-
11-2250-643000-29335-3415	H & W - Non-Instructional : EOPS	33,351		33,351		-	-
11-2250-643000-29335-3435	H & W - Retiree Fund Non-Inst : EOPS	1,759		1,759		-	-
11-2250-643000-29335-3515	SUI - Non-Instructional : EOPS	88		88		-	-
11-2250-643000-29335-3615	WCI - Non-Instructional : EOPS	4,221		4,221		-	-
11-2250-643000-29335-3915	Other Benefits - Non-Instruct : EOPS	2,479		2,479		-	-
<b>Total Project 2250 EOPS</b>	<b>Match (SCC)</b>	<b>239,963</b>	<b>-</b>	<b>239,963</b>	<b>-</b>	<b>-</b>	<b>-</b>

5.1 (13)

**SPECIAL PROJECT BUDGET #1620**

**NAME: National Science Foundation - Improving Undergraduates STEM Education (IUSE) Grant - Year 2 of 3 (SAC)**

**FISCAL YEAR: 2015/16 and 2016/17**

**CONTRACT TERM: 10/01/14 - 09/30/17**

**AWARD AMOUNT YR. 1: \$124,465**

**FY 14/15 EXPENSES: (\$5,957)**

**FY 15/16 CARRYOVER: \$118,508**

**AWARD AMOUNT YR. 2: \$87,274**

**TOTAL AWARD: \$205,782**

**CFDA #: 47.076**

**PROJ ADM: Madeline Grant**

**PROJ DIR: Craig Takahashi**

**Date: 9/30/2015**

**Prime Sponsor: National Science Foundation**

**Fiscal Agent: University of California, Irvine**

**Prime Award #: DUE-1432701**

**Sub-Award #: 2014-3117**

Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1620_000000_10000_8199	Other Federal Revenues : Santa Ana College		118,508		205,782		87,274
12_1620_679000_10000_5865	Indirect Costs : Santa Ana College Indirect cost rate @ 28% exclude equipment	17,363		36,454		19,091	
12_1620_092400_15150_1310	Part-Time Instructors : Engineering	13,217		38,064		24,847	
12_1620_092400_15150_1313	Beyond Contract-Instructors : Engineering	9,901		9,901		0	
12_1620_092400_15150_2410	Inst Assistant - Ongoing : Engineering	5,725		12,102		6,377	
12_1620_092400_15150_3111	STRS - Instructional : Engineering	2,481		5,144		2,663	
12_1620_092400_15150_3321	Medicare - Instructional : Engineering	418		871		453	
12_1620_092400_15150_3331	PARS - Instructional : Engineering	74		157		83	
12_1620_092400_15150_3431	H & W - Retiree Fund Inst : Engineering	288		600		312	
12_1620_092400_15150_3511	SUI - Instructional : Engineering	14		30		16	
12_1620_092400_15150_3611	WCI - Instructional : Engineering	692		1,441		749	
12_1620_092400_15150_4310	Instructional Supplies : Engineering	11,757		21,757		10,000	
12_1620_092400_15150_6411	Equip-All Other > \$5,000 : Engineering	39,136		0			39,136
12_1620_092400_15150_6412	Federal Program > \$1,000 < \$5,000 : Engineering	0		29,956		29,956	
12_1620_092400_15150_6413	Equipment – Federal Program > \$5,000 : Engineering	0		9,180		9,180	
12_1620_619000_15150_1453	Beyond Contract - Coordinators : Engineering	4,235		9,204		4,969	
12_1620_619000_15150_1454	Int/Sum Beyond Contr-Coordinat : Engineering	2,000		3,911		1,911	
12_1620_619000_15150_1480	Part-Time Reassigned Time : Engineering	0		7,276		7,276	
12_1620_619000_15150_1483	Beyond Contr - Reassigned Time : Engineering	5,215		4,380			835
12_1620_619000_15150_1484	Int/Sum Beynd Contr-Reassigned : Engineering	1,684		1,684		0	

5.1 (4)

**SPECIAL PROJECT BUDGET #1620**

**NAME: National Science Foundation - Improving Undergraduates STEM Education (IUSE) Grant - Year 2 of 3 (SAC)**

**FISCAL YEAR: 2015/16 and 2016/17**

**CONTRACT TERM: 10/01/14 - 09/30/17**

**AWARD AMOUNT YR. 1: \$124,465**

**FY 14/15 EXPENSES: (\$5,957)**

**FY 15/16 CARRYOVER: \$118,508**

**AWARD AMOUNT YR. 2: \$87,274**

**TOTAL AWARD: \$205,782**

**CFDA #: 47.076**

**PROJ ADM: Madeline Grant**

**PROJ DIR: Craig Takahashi**

**Date: 9/30/2015**

**Prime Sponsor: National Science Foundation**

**Fiscal Agent: University of California, Irvine**

**Prime Award #: DUE-1432701**

**Sub-Award #: 2014-3117**

Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1620_619000_15150_2320	Classified Employees - Hourly : Engineering	2,123		8,978		6,855	
12_1620_619000_15150_3115	STRS - Non-Instructional : Engineering	1,409		2,838		1,429	
12_1620_619000_15150_3325	Medicare - Non-Instructional : Engineering	221		514		293	
12_1620_619000_15150_3335	PARS - Non-Instructional : Engineering	28		117		89	
12_1620_619000_15150_3435	H & W - Retiree Fund Non-Inst : Engineering	153		355		202	
12_1620_619000_15150_3515	SUI - Non-Instructional : Engineering	8		18		10	
12_1620_619000_15150_3615	WCI - Non-Instructional : Engineering	366		850		484	
	<b>Total 1620 - NSF IUSE Grant (SAC)</b>	<b>118,508</b>	<b>118,508</b>	<b>205,782</b>	<b>205,782</b>	<b>127,245</b>	<b>127,245</b>

5.1 (15)

**SPECIAL PROJECT DETAILED BUDGET # 2XXX**  
**NAME: Sector Navigator ICT/Digital Media El Camino CCD**  
**FISCAL YEAR: 2015/16**

CONTRACT PERIOD: 10/20/15 - 6/30/16  
 CONTRACT INCOME: \$5,000.00  
 CFDA #: N/A  
 PRIME SPONSOR: El Camino CCD  
 FISCAL AGENT: Rancho Santiago CCD  
 PRIME AWARD #: N/A  
 SUB-AWARD #: N/A

PROJ. ADM. Enrique Perez  
 PROJ. DIR. Stephen Wright  
 Date: 10/12/15

GL Accounts	Description	New Budget	
		Debit	Credit
12-2XXX-000000-50000-8659	Other Reimb Categorical Allow : District Oper		5,000
12-2XXX-679000-53305-4610	Non-Instructional Supplies :	-	
12-2XXX-679000-53305-5940	Reproduction/Printing Expenses	5,000	
<b>Total Project 2XXX</b>	<b>Econ Dev-Sec Nav ICT/DM ECCCD</b>	<b>5,000</b>	<b>5,000</b>

**SPECIAL PROJECT DETAILED BUDGET # 1733**  
**NAME: Veterans Upward Bound Program - Year 4 of 5 (SAC)**  
**FISCAL YEAR: 2015/2016 and 2016/2017**

CONTRACT PERIOD: 10/1/2015 - 9/30/2016

CONTRACT INCOME: \$215,700

CFDA #: 84.047V

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: P047V120138-15

SUB-AWARD #: N/A

PROJ. ADM. Sara Lundquist

PROJ. DIR. Lilia Tanakeyowma

Date: 9/30/2015

GL Account String	Description	New Budget	
		Debit	Credit
12-1733-000000-10000-8120	Higher Education Act : Santa Ana College		215,700
12-1733-679000-10000-5865	Indirect Costs : Santa Ana College (8%)	15,978	
<b>12-1733-499900-18200-1310</b>	<b>Part-Time Instructors : SAC Continuing Ed-Instructi</b> <b>Adjunct Instructor, \$43.90/hr x 6 hrs/wk x 18 wks</b>	4,741	
12-1733-499900-18200-3111	STRS - Instructional : SAC Continuing Ed-Instructio	509	
12-1733-499900-18200-3321	Medicare - Instructional : SAC Continuing Ed-Instru	69	
12-1733-499900-18200-3431	H & W - Retiree Fund Inst : SAC Continuing Ed-Instr	47	
12-1733-499900-18200-3511	SUI - Instructional : SAC Continuing Ed-Instruction	2	
12-1733-499900-18200-3611	WCI - Instructional : SAC Continuing Ed-Instruction	114	
<b>12-1733-499900-19725-2420</b>	<b>Inst Assistant - Hourly : Veterans Resource Center</b> <b>(4) IAs (hourly) x \$16.35/hr x 10 hrs/wk x 18 wks</b>	11,772	
12-1733-499900-19725-3321	Medicare - Instructional : Veterans Resource Center	171	
12-1733-499900-19725-3331	PARS - Instructional : Veterans Resource Center	153	
12-1733-499900-19725-3431	H & W - Retiree Fund Inst : Veterans Resource Cente	118	
12-1733-499900-19725-3511	SUI - Instructional : Veterans Resource Center	6	
12-1733-499900-19725-3611	WCI - Instructional : Veterans Resource Center	283	
<b>12-1733-631000-19725-1430</b>	<b>Part-Time Counselors : Veterans Resource Center</b> <b>Adjunct Counselor, \$53.21/hr x 10 hrs/wk x 32 wks</b>	17,027	
12-1733-631000-19725-3115	STRS - Non-Instructional : Veterans Resource Center	1,827	
12-1733-631000-19725-3325	Medicare - Non-Instructional : Veterans Resource Ce	247	
12-1733-631000-19725-3435	H & W - Retiree Fund Non-Inst : Veterans Resource C	170	
12-1733-631000-19725-3515	SUI - Non-Instructional : Veterans Resource Center	9	
12-1733-631000-19725-3615	WCI - Non-Instructional : Veterans Resource Center	409	
<b>12-1733-648000-19725-2110</b>	<b>Classified Management : Veterans Resource Center</b> <b>Director of Special Programs, TBD (H-4) (50%)</b>	45,848	
<b>12-1733-648000-19725-2130</b>	<b>Classified Employees : Veterans Resource Center</b> <b>Abel Arrendondo, Student Program Specialist (10-6) (50%)</b> <b>Senior Clerk, TBD (8-3) (50%)</b>	49,048	
12-1733-648000-19725-3215	PERS - Non-Instructional : Veterans Resource Center	11,242	
12-1733-648000-19725-3315	OASDHI - Non-Instructional : Veterans Resource Cent	5,967	
12-1733-648000-19725-3325	Medicare - Non-Instructional : Veterans Resource Ce	1,396	
12-1733-648000-19725-3415	H & W - Non-Instructional : Veterans Resource Cente	35,788	
12-1733-648000-19725-3435	H & W - Retiree Fund Non-Inst : Veterans Resource C	962	
12-1733-648000-19725-3515	SUI - Non-Instructional : Veterans Resource Center	48	
12-1733-648000-19725-3615	WCI - Non-Instructional : Veterans Resource Center	2,310	

**SPECIAL PROJECT DETAILED BUDGET # 1733**  
**NAME: Veterans Upward Bound Program - Year 4 of 5 (SAC)**  
**FISCAL YEAR: 2015/2016 and 2016/2017**

**CONTRACT PERIOD: 10/1/2015 - 9/30/2016**  
**CONTRACT INCOME: \$215,700**  
**CFDA #: 84.047V**  
**PRIME SPONSOR: U.S. Department of Education**  
**FISCAL AGENT: Rancho Santiago CCD**  
**PRIME AWARD #: P047V120138-15**  
**SUB-AWARD #: N/A**

**PROJ. ADM. Sara Lundquist**  
**PROJ. DIR. Lilia Tanakeyowma**  
**Date: 9/30/2015**

GL Account String	Description	New Budget	
		Debit	Credit
12-1733-648000-19725-3915	Other Benefits - Non-Instruct : Veterans Resource C	1,350	
12-1733-648000-19725-4310	Instructional Supplies : Veterans Resource Center	840	
12-1733-648000-19725-4610	Non-Instructional Supplies : Veterans Resource Cent	900	
12-1733-648000-19725-4710	Food and Food Service Supplies : Veterans Resource	800	
12-1733-648000-19725-5220	Mileage/Parking Expenses : Veterans Resource Center	969	
12-1733-648000-19725-5940	Reproduction/Printing Expenses : Veterans Resource	500	
12-1733-675000-19725-5210	Conference Expenses : Veterans Resource Center	4,080	
<b>Total 1733 - VUBP Yr. 4 (SCC)</b>		<b>215,700</b>	<b>215,700</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To: Board of Trustees	Date: October 12, 2015
Re: Approval of Sub-Agreement between RSCCD and Santa Ana Unified School District for the AB 86 Adult Education Consortium Planning Grant	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District was awarded the AB 86 Adult Education Consortium Planning Grant (No. 13-328-043) from the Workforce and Economic Development Division of the California Community Colleges Chancellor's Office. The grant requires that RSCCD's adult education centers that include Centennial Education Center (CEC) and Orange Education Center (OEC) develop consortia to engage in regional planning for adult education. The consortia include RSCCD as the lead applicant and fiscal agent, and two school districts, Santa Ana Unified School District (SAUSD) and Orange Unified School District (OUSD), located within the geographical boundaries of the college district.

**ANALYSIS**

The enclosed sub-agreement (#DO-15-2259-03) with the Santa Ana Unified School District is to expand the AB86 Adult Education Planning activities within that district and ensure the participation of adult education teachers in AB 86 task force meetings, faculty development and project activities. The performance period of the sub-agreement is September 21, 2015 through November 30, 2015, with a total cost not to exceed \$2,500.00.

The project director is Mary Walker and the project administrators are James Kennedy, Vice President of Continuing Education/CEC and Jose Vargas, Vice President of Continuing Education/OEC.

**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: \$2,500.00 (grant-funded)	Board Date: October 12, 2015
Prepared by: Maria Gil, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
SANTA ANA UNIFIED SCHOOL DISTRICT**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 12<sup>th</sup> day of October 2015, between Rancho Santiago Community College District (hereinafter “RSCCD”) and the *Santa Ana Unified School District* (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD received a grant award entitled, “AB 86 Adult Education Consortium Planning Grant,” Prime Award #13-328-043 (hereinafter “Grant”) from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to disseminate planning and implementation funds to regional consortia of community college districts, K-12 school districts, and other partner agencies, to develop regional plans to better serve the educational needs of adults;

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

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of this Grant according to the terms and conditions hereinafter set forth;

NOW, THEREFORE the Parties agree as follows:

**ARTICLE I**

1. **Statement of Work**

SUBCONTRACTOR will provide services as described in the attached Statement of Work (Exhibit A), related to Grant activities listed in the AB 86 Project Management Plan Narrative (Exhibit B), which by reference are incorporated into this Agreement.

SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. **Period of Performance**

The period of performance for this Agreement shall be from September 21, 2015, through November 30, 2015.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$2,500.00 USD.

4. **Payment**

Disbursement of funds will begin upon RSCCD's receipt of the fully executed Agreement and a detailed invoice for the disbursement. RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed the amount listed above under Article I.3. "Total Costs".

5. Invoices

Invoices must be itemized, include the Agreement number (refer to footer), and include back-up documentation for expenditures submitted for payment. Final payment is contingent upon successful completion of the Statement of Work (Exhibit A), upon receipt of a final invoice requesting payment due by **December 1, 2015**, and the Project Director's certification of the final report. Invoice(s) should be submitted to the following address:

Mary Walker, AB 86 Project Director  
Interim Dean, Instruction and Student Services  
Santiago Canyon College, Division of Continuing Education  
Provisional Education Facility  
1937 W. Chapman, Suite 200  
Orange, CA 92868

6. Reporting

SUBCONTRACTOR shall submit a final report related to this Agreement on or before **December 15, 2015**, to the AB 86 Project Director via email at [walker\\_mary@sccollege.edu](mailto:walker_mary@sccollege.edu).

7. Expenditure of Grant Funds

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

8. Time Extensions

RSCCD will not be requesting a time extension for program activities from the PRIME SPONSOR. As a result, SUBCONTRACTOR will not be granted an extension. Therefore, SUBCONTRACTOR must spend all funds allocated through this Agreement within the timeframe of the Agreement. Under this Agreement, SUBCONTRACTOR will only be reimbursed for expenses that are incurred on or prior to **November 30, 2015**.

9. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder is 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.

10. Subcontract Assignment

Unless specifically noted in the Statement of Work (Exhibit A), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be subcontracted 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 SUBCONTRACTOR guidelines and policies.

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.

11. 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.

12. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this Agreement.

13. 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. Termination

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

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR'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. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

15. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

16. Notices

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

**RSCCD:** Mary Walker, AB 86 Project Director  
Interim Dean, Instruction and Student Services  
Santiago Canyon College, Division of Continuing Education  
Provisional Education Facility  
1937 W. Chapman, Suite 200  
Orange, CA 92868  
(714) 628-5974; [walker\\_mary@sccollege.edu](mailto:walker_mary@sccollege.edu)

Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services  
Rancho Santiago Community College District  
2323 North Broadway, Ste. 404-1  
Santa Ana, CA 92706  
(714) 480-7340, [hardash\\_peter@rscdd.edu](mailto:hardash_peter@rscdd.edu)

**SUBCONTRACTOR:** Santa Ana Unified School District  
Attn: Jonathan Geizler

1601 E. Chestnut Ave.  
Santa Ana, CA 92701  
[jonathan.geizler@sausd.us](mailto:jonathan.geizler@sausd.us); (714) 558-5775

**ARTICLE II**

**1. Legal Terms and Conditions**

This Agreement will be implemented in accordance with all the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 12/2013 and Article II, Rev. 11/2012), as set forth in the RFA Instructions and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

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

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

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SUBCONTRACTOR: Santa Ana Unified  
School District

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

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

Name: Peter J. Hardash  
Vice Chancellor

Name: Tina Douglas  
Assistant Superintendent

Title: Business Operations/Fiscal Services

Title: Business Services

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

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

Board Approval Date: October 12, 2015

95-6002823  
Employer/Taxpayer Identification Number (EIN)

## **EXHIBIT A**

**Statement of Work  
Rancho Santiago Community College District (RSCCD)  
& Santa Ana Unified School District (SAUSD)  
September 21, 2015**

### **DESCRIPTION OF SERVICE:**

Santa Ana Unified School District will provide services as allowed by criteria in the AB 86 Adult Education Planning Grant (Grant #13-328-043) which may include but are not limited to the following:

- Attend and participate in consortium conferences.
- Provide AB 86 activities results required for quarterly and final reports.
- Invoice RSCCD for completed AB 86 approved activities.

## Exhibit B

### **AB 86 PROJECT MANAGEMENT PLAN NARRATIVE (B.3)** *(Approved by the California Community Colleges Chancellor's Office)*

#### **Organizational Structure**

##### **Consortia Membership**

Rancho Santiago Community College District (RSCCD) and the two major K-12 school districts within its boundaries, Santa Ana Unified School District (SAUSD) and Orange Unified School District (OUSD), have maintained a strong working relationship and partnership in offering noncredit, adult education programs and classes in the community. Within our communities, adult education classes first began in Santa Ana in 1931. Soon after, in 1937, the first adult education classes began in Orange. In 1971, the RSCCD was formed and the adult education programs from both school districts were transferred to the RSCCD. At that time, the program served over 7,000 students and was considered a state-wide model. Currently, RSCCD is comprised of two separate colleges - Santa Ana College (SAC) and Santiago Canyon College (SCC). SAC School of Continuing Education and SCC Division of Continuing Education currently provide noncredit classes in Adult Basic Education (ABE), Adult Secondary Education (ASE-both High School Diploma and GED Test Preparation), English as a Second Language (ESL), and short-term Career Technical Education (CTE) at OUSD and SAUSD schools. These programs are possible because of the collaborative relationships which the community colleges and the K-12 districts have established.

Currently noncredit adult education classes in the AB86 defined areas (Elementary and Secondary Basic Skills, Citizenship, ESL, Workforce Preparation, Short-term CTE, Apprenticeship, and Adults with Disabilities) are offered at thirteen SAUSD school sites and eight OUSD school sites. Various types of contracts (e.g. Memorandums of Understanding, Use of Facilities Agreements, Instructional Service Agreements, and Consulting Agreements) are currently being used to define the roles and responsibilities of each party. At present, SAUSD and OUSD provide the classrooms, restroom facilities, etc., and RSCCD provides the instructor, curriculum, instructional materials, and corresponding supervision and support for the classes being offered.

Because of this strong relationship already in place, a natural, next step would be for these agencies, as part of this consortium, to look into expanding and enhancing class offerings in the AB 86 defined areas. The goal will be to serve all adult learners who could benefit from these noncredit, adult education courses and programs, including the parents and families of the children attending OUSD and SAUSD schools.

As we meet to discuss the details of this next step, we will need to evaluate the following:

- specific areas where there is a need for instruction where classes are not being offered
- areas that have a high population density where new or more classes

- might be needed to serve this larger number of students
- expansion of student services (e.g. assessment, orientation, registration, counseling, and educational plans) at larger off-sites throughout the community
- obstacles hindering potential students from attending class (e.g. issues with transportation, child care, work schedules, and disabilities)
- availability and condition of current adult education facilities
- need for additional facilities
- existing resources among consortium members and partners and how to best leverage them

After a careful analysis of these challenges and gaps, a plan will be developed and implemented with the intent to provide a broader access of classes and support services for students to achieve their goals.

In addition to identifying the educational gaps in our communities, the consortium is committed to streamlining the unique systems already in place. This will be done by aligning curriculum, assessment, orientation, educational plans, and outcomes as needed. As the consortium meets to plan educational programs and services, existing resources offered by the other members will be identified, so these resources may be shared by all. An example would be to identify the existing resources that can be shared to best serve the group of students with disabilities between the ages of 18 and 22.

Faculty will need to examine credit and noncredit curriculum and assessments to create a more seamless transition for students wishing to further their education. Although many of SAC and SCC Continuing Education noncredit classes are already aligned with credit classes, this is an opportunity to fine-tune and improve the following:

- Transition from noncredit ASE programs to college credit programs
- Alignment of K-12 high school courses with noncredit courses
- Alignment of noncredit ESL with ABE/ASE/college credit
- Transition from noncredit ESL to ABE/ASE/college credit
- Transition of noncredit short-term CTE to credit CTE or academic programs
- Transition from noncredit programs to employment (career pathways)
- Transition from one noncredit program to another noncredit program

Student services will be crucial in broadening students' awareness of their next step and how to reach their goal. The Student Success and Support Program (SSSP) is in the process of defining the guidelines for noncredit matriculation, and these will undoubtedly shape the noncredit educational plans and orientations which will improve the transition process from noncredit to credit programs.

Discussions will continue to take place regarding the needs of local businesses and apprenticeship programs to ensure the students are prepared with the necessary skills they need to succeed in these programs. We will need to study and evaluate how our noncredit adult education classes can better prepare students, whether it is in the area of basic skills, English language development, or pre-apprenticeship preparation. Best practices will need to be identified on how best to prepare students for college

credit or their career paths.

## Partnerships

Within the consortium, many successful partnerships with numerous organizations have been established and maintained over the years. Examples include:

- Delhi Community Center
- El Modena Community Center
- East Anaheim Community Center
- First United Methodist Church of Santa Ana
- Friendly Center
- Orange County Children's Therapeutic Art Center (OCCTAC)
- Orange County Sheriff's Department
- Rapid Manufacturing
- Recovery Education Institute (REI)
- Santa Ana City Jail
- Santa Ana Public Library
- Service Employees International Union (SEIU)
- Service Employment and Redevelopment (SER)
- Taller San Jose

ESL, Citizenship, Conversation, English for Work, Adult Basic Education, GED Test Preparation, and CTE computer classes are offered at these offsite locations. Although we haven't yet reached out to all of these organizations for the purpose of this planning document, we will be having an in-depth discussion of how best to solicit their expertise and feedback. Several of these entities have unique services that might be able to be expanded to serve more students trying to reach their personal, academic, and career goals.

In addition to the above, other parties have decided to become partners in this consortium to include their adult learners in this process. The Grant Development Coordinator at the Orange County Department of Education Division of Alternative Education (ACCESS) currently provides educational options for adults working toward completing their high school diploma, primarily during and following incarceration in the Orange County Probation Department. ACCESS is also piloting a high school diploma program that serves inmates who are part of the Prison Realignment Program and provides educational opportunities for young adults residing in the community who are on formal and informal supervision with the Orange County Probation Department. This is an excellent example of how two organizations are able to successfully offer similar programs (high school diploma) but to very unique populations with specific needs. This is an opportunity to share our programs with each other, align our curriculum, assessments, orientations and outcomes, and to discover what, if any, programs and classes we might be duplicating without need.

Garden Grove Unified School District (GGUSD), which overlaps a relatively small area in our consortium's boundaries, had initially asked for more time before choosing which consortium it would join as a member. Both RSCCD and GGUSD conduct

classes in this overlapping, shared area. After some consideration, the GGUSD decided to join Coastline Community College as a member and to become a partner in our consortium.

Each of our partners brings a specific focus and set of services that will benefit our continuing and new students. Whether it is childcare, transportation subsidies, mental health support, medical and dental resources, or food, working together will help our students reach their potential both at home, school, and in the workplace. These organizations and agencies will bring a holistic perspective and increased services to support our students on their academic journeys and career paths.

### **Shared Leadership Strategies**

Our consortium will employ a variety of shared leadership strategies. First, we will have regular meetings to plan, discuss, and evaluate the specific topics at hand. Meeting leaders, program leaders, chairs, and co-chairs will be chosen based on group consensus. The group will agree upon the specifics of agenda items, recording of minutes, meeting days, times, and locations. A common vision might be established highlighting student success at the forefront. The focus of the meeting will be collaborative in nature, while members share their district's best practices and procedures and come to understand the other's unique terms, language, and even acronyms.

The consortium members will identify the policies and documents regarding the specifics of the collaborations. We might want to continue using the same Memorandums of Understanding, Use of Facilities Agreements, Instructional Service Agreements, and Consulting Agreements already in place, or depending on the situation, new or revised agreements might be created if needed.

A decision-making process will be established which will be determined by the consortium members. Clear guidelines will be given so all are aware of the procedures and timelines. Decisions regarding all matters including potential partners, advisory groups, and local businesses will be made on a consensus basis.

Collaboration between subject-area experts will be another important shared leadership strategy whether it is between K-12, noncredit, or credit participants. Alignment of curriculum, assessment, orientations, and outcomes will involve all interested parties.

### **Project Planning Roles and Responsibilities**

To begin this process, the following members from each respective district have been identified to take the lead on this project: Dawn Miller, SAUSD Assistant Superintendent, Secondary Education; Kerrie Torres, OUSD Executive Director, Secondary Education; Jose Vargas, SCC Vice President, Division of Continuing Education; Jim Kennedy, SAC Interim Vice President, School of Continuing Education; Nilo Lipiz, SAC Continuing Education Dean of Instruction and Student Services; and Mary Walker, SCC Continuing Education Interim Dean of Instruction and Student Services. These members will participate in the voting process of selecting specific co-chairs, project directors, and anyone who might be responsible for the oversight of this

project. As this project unfolds, the above roles may change. As of today, Vice President Jose Vargas will be the person responsible for the timely submission of the required reports for this grant.

For the January 31<sup>st</sup> deadline to submit the *Certificate of Eligibility*, Jim Kennedy reached out and contacted the responsible party at SAUSD, and Jose Vargas did the same at OUSD. At that time Dawn Miller and Kerrie Torres expressed their interest in participating as members of this consortium. For the purpose of this narrative, an initial rough outline was written by Mary Walker and subsequently emailed to the above mentioned leaders. Feedback was given, and the document was revised accordingly. A meeting was held on February 18, 2014 at the Orange Education Center to revise the narrative and continue the planning process.

## **Communication**

Several forms of communication will be used to facilitate this planning process. To date, email and the telephone have been the primary tools used to communicate and disseminate information to the primary members. These were used to inform and collect the *Participate Member Signature Forms* and to initially edit this narrative. Subsequently, a meeting took place to revise this document and the specifics of this plan.

To communicate in these initial stages with local partners, email has been the main form of communication. However future meetings will determine other important and useful communication tools. Local agencies and businesses will be invited to participate using the most appropriate connection (telephone, email, U.S. mail, in-person, phone conferences and, yes... texting!). Discussions will take place at general meetings and at any adhoc meetings if applicable. If agreed upon, a local website might be created and updated to keep the local and participating partners and members informed of the most current status of key tasks, issues, and planning.

To outreach to the community, a variety of communication tools might be utilized: emailing key personnel at the various institutions, contacting them by telephone, and/or mailing a letter of invitation or update via regular U.S. mail. Providing links to the local AB86 website would be another excellent way to inform the community regarding updates. Relevant information may also be communicated in the form of district and school newsletters, letters home to parents in SAUSD and OUSD, newspaper articles, and on each school's and district's websites. Outreach personnel whose primary purpose is to share its programs and services to the community, may include updates on this AB86 planning process in their events and presentations when appropriate.

In summary, the ultimate goal of this collaborative effort with Rancho Santiago Community College District, Santa Ana Unified School District, Orange Unified School District, Orange County Department of Education ACCESS, Garden Grove Unified School District, and any future partners who join this consortium is to improve the lives of adult learners in our region. We will accomplish this by pooling and aligning our resources and providing the classes that will help these students reach their educational, vocational, and personal goals.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL SERVICES**

To: Board of Trustees	Date: October 12, 2015
Re: Adoption of Board Policies	
Action: Request for Approval	

**BACKGROUND**

The Board Policy Committee met on September 14, 2015 and recommended new and revised policies. These policies were presented to the Board for First Reading on September 28, 2015 and are now presented for adoption.

**ANALYSIS**

The District subscribes to the Policy and Procedure Service of the Community College League of California (CCLC). This service provides the district with model board policies which comply with state law, Title 5 regulations and address the relevant accreditation standards. CCLC provides the District with semi-annual updates to these policies, which reflect recent changes in law, state regulations and accreditation standards. The Board Policy Committee is recommending that the attached policies be updated and revised to conform to the CCLC recommendations.

**RECOMMENDATION**

It is recommended that the Board adopt these new and revised policies.

Fiscal Impact: None	Board Date: October 12, 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	

## BP 2745 Board Self-Evaluation

### Reference:

ACCJC Accreditation Standard IV.C.10 (formerly IV.B.1.e & g)

Effective and efficient governing board operations are an integral part of sound policy making and broad oversight that lead to successful educational programs and student learning outcomes. The board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning in carrying out its responsibilities to the citizens of the Rancho Santiago Community College District.

For its self-evaluation the board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal board operations and performance. Board members shall develop goals which will be used in the self-evaluation process. A self-evaluation instrument will be based on these goals and not goals set for the district. The self-evaluation process shall include the establishment of strategies for improving board performance. Policies and goals will be reviewed and updated for the following year's self-evaluation. The student trustee will participate in the self-evaluation process.

No later than the end of September of every year the Board Policy Committee shall recommend to the full board a self-evaluation instrument and process to be used in board self-evaluation, as well as any changes to the list of individuals who will receive a copy of the instrument. The board shall promptly review and act on these recommendations. Any self-evaluation instrument shall incorporate criteria contained in these board policies regarding board operations, criteria defining board effectiveness as defined by recognized practitioners in the field and any other criteria the board determines would enhance the goal of identifying the board's strengths and areas in which it might improve its functioning.

The board is committed to having an annual self-evaluation meeting no later than December, at a date selected at the board's annual organizational meeting. All trustees will attend this self-evaluation meeting which will be open to the public, and district students, employees, and residents will be encouraged to attend and provide input to the board at the meeting.

Board members will be given the self-evaluation instrument prior to the annual self-evaluation meeting but shall not complete the self-evaluation instrument until after the meeting. The completed and signed instrument shall be submitted to an office designated by the Board President. The results will be tabulated and discussed at the next board meeting. The results will be widely communicated and maintained in the district office. The results will be used to identify accomplishments in the past year and goals for the following year that will be reviewed and updated annually.

Some district students, employees, and residents will, because of their position or regular attendance at board meetings, have some familiarity with internal board operations and performance so as to provide meaningful input to the board in their self-evaluation process. Therefore, prior to the board's self-evaluation meeting, the board shall make available the self-evaluation instrument to a list of individuals which will include but not be limited to the associated student government ~~presidents~~ officers, ~~presidents~~ officers of the academic senates, the college presidents, the chancellor, vice chancellors, assistant vice chancellors, ~~representatives~~ officers of the district's employee unions, community members who serve on the district bond oversight committees or foundations, accreditation representatives at each college, Chief/District Safety & Security, Lieutenants/Safety & Security, five community members, five part-time faculty members, five full-time faculty members, five administrators, five department chairs, five students, and ten members of the classified staff. Any input from these individuals shall be given and reviewed at the self-evaluation meeting.

In addition, any student, community member, or employee shall be entitled to provide input to the board at the board's self-evaluation meeting.

**Revised: October 12, 2015 (Previously BP9022)**

**References Updated: March 16, 2015**

# **BP 3411      Accessibility of Electronic and Information Technology**

## **References:**

Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code, Section 794d);  
36 CFR, Sections 1194.1, et seq.;  
Government Code, Section 11135;  
Title 5, Sections 59300, et seq.

Electronic and information technologies (EIT) are a means by which Rancho Santiago Community College District provides information to students, faculty, staff, and other constituents. The need to ensure accessibility to all members of the campus community is critical as more administrative services and learning environments are based on EIT. It is also a part of the District's ongoing commitment to establishing a barrier free learning community, or universal access, to all individuals.

As mandated by federal and state laws and the California Community Colleges Chancellor's Office, it is required that Rancho Santiago Community College District comply with Section 508 Standards to ensure accessibility to EIT for individuals with disabilities. The Chancellor or designee shall act to enforce compliance with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) and its implementing regulations set forth at Title 36 CFR Part 1194.

Also, refer to BP 3720 titled Computer and Network Use and AR 3720 titled Information Resource Use and AR 6365 Contracts – Accessibility of Information Technology.

**Adopted: October 12, 2015**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

To:	Board of Trustees	Date: October 12, 2015
Re:	Adoption of Board of Trustees Annual Self-Evaluation Instrument, List of Designated Recipients, and Self-Evaluation Timeline	
Action:	Request for Approval	

**BACKGROUND**

In accordance with Board Policy 2745, the Board Policy Committee met on September 14, 2015, to review the survey instrument to be used for the Board's self-evaluation.

**ANALYSIS**

Board Policy 2745 stipulates that the Board will conduct its self-evaluation no later than December. The following self-evaluation process has been developed in order to complete the process by the December 7, 2015 Board meeting:

October 13, 2015 - Designated individuals provide input to the Board using the self-  
October 23, 2015 evaluation instrument.

November 9, 2015 Board reviews tabulated input from designated individuals.

November 10, 2015 - Board members complete self-evaluation instrument.

November 20, 2015

December 7, 2015 Board reviews and discusses tabulated self-evaluation results and conducts annual self-evaluation meeting.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the self-evaluation survey instrument, list of designated individuals who will receive the survey, and self-evaluation timeline outlined above.

Fiscal Impact: None	Board Date: October 12, 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	

## BP 2745 Board Self-Evaluation

### Reference:

ACCJC Accreditation Standard IV.C.10 (formerly IV.B.1.e & g)

Effective and efficient governing board operations are an integral part of sound policy making and broad oversight that lead to successful educational programs and student learning outcomes. The board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning in carrying out its responsibilities to the citizens of the Rancho Santiago Community College District.

For its self-evaluation the board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal board operations and performance. Board members shall develop goals which will be used in the self-evaluation process. A self-evaluation instrument will be based on these goals and not goals set for the district. The self-evaluation process shall include the establishment of strategies for improving board performance. Policies and goals will be reviewed and updated for the following year's self-evaluation. The student trustee will participate in the self-evaluation process.

No later than the end of September of every year the Board Policy Committee shall recommend to the full board a self-evaluation instrument and process to be used in board self-evaluation, as well as any changes to the list of individuals who will receive a copy of the instrument. The board shall promptly review and act on these recommendations. Any self-evaluation instrument shall incorporate criteria contained in these board policies regarding board operations, criteria defining board effectiveness as defined by recognized practitioners in the field and any other criteria the board determines would enhance the goal of identifying the board's strengths and areas in which it might improve its functioning.

The board is committed to having an annual self-evaluation meeting no later than December, at a date selected at the board's annual organizational meeting. All trustees will attend this self-evaluation meeting which will be open to the public, and district students, employees, and residents will be encouraged to attend and provide input to the board at the meeting.

Board members will be given the self-evaluation instrument prior to the annual self-evaluation meeting but shall not complete the self-evaluation instrument until after the meeting. The completed and signed instrument shall be submitted to an office designated by the Board President. The results will be tabulated and discussed at the next board meeting. The results will be widely communicated and maintained in the district office. The results will be used to identify accomplishments in the past year and goals for the following year that will be reviewed and updated annually.

Some district students, employees, and residents will, because of their position or regular attendance at board meetings, have some familiarity with internal board operations and performance so as to provide meaningful input to the board in their self-evaluation process. Therefore, prior to the board's self-evaluation meeting, the board shall make available the self-evaluation instrument to a list of individuals which will include but not be limited to the associated student government ~~presidents~~ officers, ~~presidents~~ officers of the academic senates, the college presidents, the chancellor, vice chancellors, assistant vice chancellors, ~~representatives~~ officers of the district's employee unions, community members who serve on the district bond oversight committees or foundations, accreditation representatives at each college, Chief/District Safety & Security, Lieutenants/Safety & Security, five community members, five part-time faculty members, five full-time faculty members, five administrators, five department chairs, five students, and ten members of the classified staff. Any input from these individuals shall be given and reviewed at the self-evaluation meeting.

In addition, any student, community member, or employee shall be entitled to provide input to the board at the board's self-evaluation meeting.

**Revised: October 12, 2015 (Previously BP9022)**

**References Updated: March 16, 2015**



## RSCCD Board of Trustees' Self-Evaluations, 2015

**The Board of Trustees conducts an annual self-evaluation focusing on internal board operations and performance. Trustees have reviewed input from students, employees, and community members who, because of their positions or regular attendance at board meetings, have some familiarity with board operations and performance. Board members will now evaluate themselves as a unit using the same instrument that students, employees and community members used to give input to the board.**

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not applicable or don't know
<b>Board Organization and Operation</b>					
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.					
Board members respect each others' opinions.					
The board conducts its meetings in compliance with state laws, including The Brown Act.					
Board members understand that they have no legal authority beyond board meetings.					
Board members regularly seek the opinion of the student trustee.					
<b>Policy Role</b>					
Board meetings focus on policy issues that relate to board responsibilities.					
The board focuses on policy in board discussion, not administrative matters.					
The board is knowledgeable about the mission and purpose of the institution.					
The board clearly delegates the administration of the colleges to the chancellor.					
Through the chancellor, the board ensures compliance with federal and state laws and measures for emergency response.					
<b>Strategic Planning</b>					
The board understands the budget process.					
The board gives adequate attention to the mission, goals, and future planning of the district.					
The board regularly develops and reviews goals for continuous improvement.					
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.					
The board understands the colleges' educational programs and services.					
The board is appropriately involved in defining the vision and goals of the district.					

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not applicable or don't know
The board understands the financial audit and accepts responsibility for implementation of its recommendations.					
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.					
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.					
<b>Board Relations with the Chancellor, Presidents, Faculty, and Staff</b>					
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.					
The board keeps the chancellor informed of community contacts.					
The board follows a procedure for annual evaluations of the chancellor.					
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.					
The board and chancellor have a positive, cooperative relationship.					
The board understands its role and that of the chancellor, presidents, faculty, and staff.					
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.					
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.					
The board follows communication procedures with staff, ensuring the chancellor is informed of such communication.					
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.					
<b>Community Relations - Advocacy</b>					
Board members are knowledgeable about community college and state-related issues.					
The board acts as an advocate for community colleges.					
Board members participate actively in community activities.					
Board agendas include legislative and state policy issues that will impact the district.					
Board members act on behalf of the entire community.					
The board recognizes and celebrates positive accomplishments of the district and colleges.					
The board works to build a positive image of the district in the community.					
Board members adhere to policies for dealing with college, community citizens, and the media.					
The community and district employees are aware of who the elected trustees are and their role in district governance.					

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not applicable or don't know
<b>Board Leadership, Ethics, and Standards of Conduct</b>					
The board understands collective bargaining and its role in the process.					
The board practices appropriate collegial consultation (participatory governance).					
The board maintains confidentiality of privileged information.					
The board makes decisions in the best interest of students, the colleges, and the entire district.					
The board operates ethically without conflict of interest following established board policies.					
Board members participate in trustee development activities.					

**How useful do you think this questionnaire is to the Board's self-evaluation process?**

- Very useful
- Somewhat useful
- Neutral
- Not very useful

**Comment:** \_\_\_\_\_  
 \_\_\_\_\_

**What are the Board's greatest strengths?** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**What are the major accomplishments of the Board in the past year?** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**What are the areas in which the Board could improve?** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DESIGNATED RECIPIENTS OF  
BOARD OF TRUSTEES SELF-EVALUATION INSTRUMENT**

**September 28, 2015**

Associated Student Government Officers  
Academic Senates Officers  
Chancellor  
College Presidents  
College Vice Presidents  
Vice Chancellors  
Assistant Vice Chancellors  
Officers of the District's employee unions  
Community members who serve on the District Bond Oversight Committees  
Community members who serve on the Foundations  
Accreditation representatives at each college  
Chief, District Safety & Security  
Lieutenants, Safety & Security  
5 Community Members  
5 Part-Time Faculty Members  
5 Full-Time Faculty Members  
5 Administrators  
5 Department Chairpersons  
5 Students  
10 Classified Staff Members

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**HUMAN RESOURCES DOCKET  
MANAGEMENT/ACADEMIC  
October 12, 2015**

**REVISED PAGE**

**MANAGEMENT**

*Ratification of Resignation/Retirement*

Childress, Curtis  
Director, Academic Support  
Information Technologies Services  
Santiago Canyon College

Effective: December 16, 2015  
(Last Day in Paid Status)  
Reason: Retirement

**FACULTY**

*Final Salary Placement*

Alduenda, Leann  
Assistant Professor, Dance  
Fine & Performing Arts Division  
Santa Ana College

Effective: August 17, 2015  
Final Placement: V-11 \$85,917.46/Year  
(Requisition #AC15-0427)

*Leaves of Absence*

Funaoka, Mary  
Assistant Professor, Human  
Development/Education School Age  
Human Services & Technology Division  
Santa Ana College

Effective: October 12 – December 10, 2015  
Reason: Maternity/Banked Leave (1 LHE)

Gonzalez, Haydee  
Assistant Professor/Counselor  
Counseling Division  
Santa Ana College

Effective: October 9 – December 4, 2015  
Reason: Maternity Leave

**FACULTY (CONT'D)**

Leaves of Absence (cont'd)

Mansfield, Patricia  
Professor, Life Science  
Science, Mathematics &  
Health Sciences Division  
Santa Ana College

Effective: August 17, 2015 – December 12, 2015  
Reason: Banking Leave (2.25 LHE)

Morgan, Elisabeth  
Part-time Instructor, ESL  
Continuing Education Division (OEC)  
Santiago Canyon College

Effective: September 19 – October 31, 2015  
Reason: Maternity Leave

Nguyen, Thu Thi  
Assistant Professor/Counselor  
Counseling Division  
Santa Ana College

Effective: October 12 - December 18, 2015  
Reason: Maternity Leave

Shigematusu, Ted  
Professor, Philosophy  
Humanities & Social  
Sciences Division  
Santa Ana College

Effective: February 1 – June 1, 2016  
Reason: Banking Leave (9 LHE)

Ratification of Resignation/Retirement

Brown, Stephen  
Assistant Professor, Nursing  
Science, Mathematics, &  
Health Sciences Division  
Santa Ana College

Effective: October 16, 2015  
(Last Day in Paid Status)  
Reason: Resignation

Jordan, Ethel  
Coordinator  
OEC/Continuing Education Division  
Santiago Canyon College

Effective: December 19, 2015  
(Last Day in Paid Status)  
Reason: Retirement

Adjustment to Effective Date

Maldonado, Jennifer  
Instructor, Modern Language  
Humanities & Social Sciences Division  
Santa Ana College

Effective: January 1, 2016

**FACULTY (CONT'D)**

Adjustment to Effective Date (cont'd)

Ricohermose-Shiaw, Christine  
Doctoral Health Services Psychology Intern  
Health & Wellness Center/DSPS  
Student Services Division  
Santa Ana College

Effective: August 10, 2015 – June 30, 2016

Change to Stipend Amount

Alfaro Beltran, Sandra  
Doctoral Health Services Psychology Intern  
Health & Wellness Center/DSPS  
Student Services Division  
Santa Ana College

Effective: August 10, 2015 – June 30, 2016  
From: Stipend Amount \$23,000.00  
To: Stipend Amount \$24,000.00

Kao, Irene  
Doctoral Health Services Psychology Intern  
Health & Wellness Center/DSPS  
Student Services Division  
Santa Ana College

Effective: August 10, 2015 – June 30, 2016  
From: Stipend Amount \$23,000.00  
To: Stipend Amount \$24,000.00

Ricohermose-Shiaw, Christine  
Doctoral Health Services Psychology Intern  
Health & Wellness Center/DSPS  
Student Services Division  
Santa Ana College

Effective: August 10, 2015 – June 30-2016  
From: Stipend Amount \$23,000.00  
To: Stipend Amount \$24,000.00

Stipends

Aguilar-Beltran, Maria  
Counseling  
Counseling Division  
Santa Ana College

Effective: October 8, 2015  
Amount; \$1,000.00  
Reason: Curriculum Development

Bailey, Denise  
Chemistry  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: August 17, 2015  
Amount: \$415.00  
Reason: Staff Development

Coffman, Jodi  
Counseling  
Counseling Division  
Santa Ana College

Effective: October 8, 2015  
Amount; \$1,000.00  
Reason: Curriculum Development

**FACULTY (CONT'D)**

Stipends (cont'd)

Budarz, Timo Effective: October 8, 2015  
Physics Amount: \$1,000.00  
Science, Mathematics & Reason: Curriculum Development  
Health Sciences Division  
Santa Ana College

Doolittle, Glenn Effective: October 8, 2015  
International Business Amount: \$1,500.00  
Business Division Reason: Curriculum Development  
Santa Ana College

Hauscarriague, Ann Effective: August 17, 2015  
Mathematics Amount: \$415.00  
Mathematics & Sciences Division Reason: Staff Development  
Santiago Canyon College

Isbell, James Effective: August 17, 2015  
English Amount: \$415.00  
Arts, Humanities & Social Reason: Program Facilitation  
Sciences Division  
Santiago Canyon College

Jones, Geoff Effective: October 8, 2015  
Physical Education Amount: \$1,000.00  
Kinesiology, Health & Athletics Division Reason: Curriculum Development  
Santa Ana College

Ortiz, Fernando Effective: October 8, 2015  
Psychology Amount: \$1,000.00  
Humanities & Social Reason: Curriculum Development  
Sciences Division  
Santa Ana College

Porter, Monica Effective: August 18, 2015 – June 5, 2016  
Coordinator Amount: \$1,000.00  
Speech, Language, Reason: Program Coordination  
Pathology Assistant Program  
Human Services &  
Technology Division  
Santa Ana College

**FACULTY (CONT'D)**

Stipends (cont'd)

Ross, Kristina  
Coordinator  
Fire Technology  
Human Services &  
Technology Division  
Santa Ana College  
Effective: July 1, 2015 – June 30, 2016  
Amount: \$1,000.00  
Reason: Program Coordination

Scott, Randy  
Mathematics  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: August 17, 2015  
Amount: \$415.00  
Reason: Staff Development

Smith, Mark  
Biology  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: August 17, 2015  
Amount: \$415.00  
Reason: Staff Development

Wann, Teresa  
Coordinator  
Fire Technology  
Human Services &  
Technology Division  
Santa Ana College  
Effective: July 1, 2015 – June 30, 2016  
Amount: \$1,000.00  
Reason: Program Coordination

Part-time Hourly New Hires/Rehires

Arceo, En Tsu Lin  
Instructor, ESL  
Continuing Education Division (OEC)  
Santiago Canyon College  
Effective: September 28, 2015  
Hourly Lecture Rate: II-2 \$43.90

Kane, Kevin J  
Instructor, HSS/Reading/Writing  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: October 5, 2015  
Hourly Lecture Rate: I-2 \$42.83

Main, David W  
Instructor, CJA/Standards and  
Training for Corrections  
Human Services & Technology Division  
Santa Ana College  
Effective: October 12, 2015  
Hourly Lecture/Lab Rates: II-3 \$56.79/\$51.11

**FACULTY (CONT'D)**

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

Tran, Phong T  
Instructor, Mathematics  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: February 2, 2016  
Hourly Lecture/Lab Rates: II-3 \$56.79/\$51.11

Non-paid Instructors of Record

Olson, Lindsey B  
Instructor, CJA/OC Crime Lab  
Human Services & Technology Division  
Santa Ana College

Effective: October 5, 2015

Tomlin, Randy  
Instructor, Apprenticeship/Power Lineman  
Business & Career Technical Education Division  
Santiago Canyon College

Effective: October 2, 2015

Non-paid Intern Service

Santaella, Steven  
Internship: Field Work Seminar  
Counseling & Student Support Services  
Santiago Canyon College

Effective: October 13 – December 11, 2015  
College Affiliation: CSU, Fullerton  
Discipline: Human Services

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET  
CLASSIFIED  
OCTOBER 12, 2015**

**CLASSIFIED**

Hourly On Going to Contract

Morones, Cristina	Effective: September 25, 2015
From: Sr. Account Clerk	Grade 12, Step 1 \$45,829.27
To: Administrative Secretary (CL15-0671)	
Continuing Educ./ SCC	

Professional Growth Increments

Aguila, Victor	Effective: November 1, 2015
Admissions & Records Spec. I/	Grade 6, Step 6 + 7.5% L + 2.5% Bil +
Admissions/ SAC	6PG(3000) \$52,722.18

Langelier, Sonya	Effective: November 1, 2015
Financial Aid Analyst/ SCC	Grade 11, Step 6 + 4PG (2000)
	\$57,614.86

Change in Salary Placement

Arvizu, Gloria	Effective: October 1, 2015
Learning Center Specialist/ School of	Grade 8, Step 5 + 2.5%L + 4PG (2000)
Continuing Education/ SAC	\$49,759.41
	<i>Correction</i>

Diaz, Ana	Effective: September 14, 2015
Special Projects Specialist/ Student	Grade 11, Step 1 + 3PG (750)
Services/ SAC	\$44,295.96
	<i>Correction</i>

Leave of Absence

Yamoto, Stephanie	Effective: 10/30/15 – 01/03/16
Facility Planning Specialist/ Facility	Reason: Unpaid Leave
Planning/ District	

**CLASSIFIED HOURLY**

Leave of Absence

Esparza, Wendy  
Counseling Assistant/ School of  
Continuing Education/ SAC

Effective: 09/08/15 – 12/02/15  
Reason: Maternity/FMLA

Vega, Brenda  
HS Comm. Outreach Spec./ School of  
Continuing Education/ SAC

Effective: 10/12/15 – 01/05/16  
Reason: Maternity/FMLA

Ratification of Resignation/Retirement

Hunt, Michael  
Custodian/ Facilities Planning/ District

Effective: September 22, 2015  
Reason: Resignation

**TEMPORARY ASSIGNMENT**

Covarrubias, Lizette  
Student Services Specialist/ Student  
Services/ SCC

Effective: 10/15/15 – 06/30/16

Panotes, James  
Custodian/ Facilities Planning/ District

Effective: 10/13/15 – 06/09/16

Perez, Lakysia  
Student Services Coord./ Student Services/  
SCC

Effective: 10/15/15 – 06/30/16

Additional Hours for On Going Assignment

Barbery, Monika  
Student Program Specialist/ School of  
Continuing Education/ SAC

Effective: 09/09/15 – 12/18/15  
Not to exceed 19 consecutive days in any  
given period.

Pantones, Joel  
Custodian/ Facilities Planning/ District

Effective: 07/01/15 – 06/30/16  
Not to exceed 19 consecutive days in any  
given period.

Additional Hours for On Going Assignment cont'd

Steward, Christie Admissions & Records Spec. I/ Admissions/ SAC	Effective: 11/21/15 – 12/18/15 Not to exceed 19 consecutive days in any given period.
Taylor, Katherine Admissions & Records Spec. I/ Admissions/ SAC	Effective: 11/21/15 – 12/18/15 Not to exceed 19 consecutive days in any given period.

Substitute Assignments

Castaneda Ramirez, Cesar Senior Clerk/ Student Affairs/ SAC	Effective: 09/15/15 – 12/31/15
Esparza, Wenndy Student Program Specialist/ School of Continuing Education/ SAC	Effective: 08/09/15 – 09/08/15 Not to exceed 19 consecutive days in any given period.
Ford, Michelle Intermediate Account Clerk/ Fiscal Services/ District	Effective: 11/01/15 – 12/18/15
Vazquez Cordova, San Juana Custodian/ Admin. Services/ SAC	Effective: 09/21/15 – 01/31/16

**MISCELLANEOUS POSITIONS**

Instructional Associates/Associate Assistants

**Criminal Justice**

Van Patten, James	Effective: 10/13/15
Vanderpool, Jade	Effective: 10/13/15

**COMMUNITY SERVICE PRESENTERS**

Stipends Effective April 11 – May 10, 2015

Longobart, Rick	Amount: \$ 359.31
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**VOLUNTEERS**

Dietz, Kimberly  
Student Volunteer/ Student Support  
Services/ SAC

Effective: 10/13/15 – 06/30/16

Soelberg, Terryn  
Volunteer Driver/ Kinesiology/ SAC

Effective: 10/13/15 – 06/30/16

Vera, Angela  
Student Volunteer/ Student Support  
Services/ SAC

Effective: 10/13/15 – 06/30/16

Vidrios, Mayra  
Student Volunteer/ Student Support  
Services/ SAC

Effective: 10/13/15 – 06/30/16

**SANTA ANA COLLEGE**  
**STUDENT ASSISTANT LIST**

Alaniz Samano, Rosa M	Effective: 09/15/15-06/30/16
Alcala, Fabiola	Effective: 09/14/15-06/30/16
Arai, Masaki	Effective: 09/16/15-06/30/16
Canseco Santos, Guadalupe	Effective: 09/16/15-06/30/16
Chavez, Laura	Effective: 09/15/15-06/30/16
De La Cruz, Viviana	Effective: 09/15/15-06/30/16
Hernandez, Jeanette	Effective: 09/17/15-06/30/16
Hua, Linh Tran Khanh	Effective: 09/17/15-06/30/16
Kelly, Payne Christopher	Effective: 09/15/15-06/30/16
Le, Tran Huyen	Effective: 09/17/15-06/30/16
Lopez, Mayra Consuelo	Effective: 09/15/15-06/30/16
Muniz, Christopher G	Effective: 09/17/15-06/30/16
Nguyen, Luan Dac Hoang	Effective: 09/17/15-06/30/16
Nguyen, Quynh Thi Nhu	Effective: 09/16/15-06/30/16
Noguera, Adolpho Rene	Effective: 09/14/15-06/30/16
Pham, Hao Di	Effective: 09/17/15-06/30/16
Reyes, Catherine	Effective: 09/15/15-06/30/16
Robles Palacios, Daisy M	Effective: 09/17/15-06/30/16
Rodriguez, Jesus David	Effective: 09/15/15-06/30/16
Ruiz, Michael Angelo	Effective: 09/15/15-06/30/16
Salazar Tellez, Janeth C	Effective: 09/29/15-06/30/16
Solis, Liliana	Effective: 09/14/15-06/30/16
Soto, Daisy	Effective: 09/15/15-06/30/16
Torres, Adilene	Effective: 09/17/15-06/30/16
Tran, Em	Effective: 09/15/15-06/30/16
Vazquez Fierros, Jose Jesus	Effective: 09/15/15-06/30/16
Velazquez Martinez, Viridiana Japhet	Effective: 09/15/15-06/30/16
Villareal, Raymond Dionicio	Effective: 09/15/15-06/30/16
Zuniga, Erika H	Effective: 09/15/15-06/30/16

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

Solano, Brandon	Effective: 09/21/15 – 06/30/16
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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Human Resources and Educational Services

To:	Board of Trustees	Date: October 12, 2015
Re:	Rejection of Claim File # DM20150313	
Action:	Request for Authorization	

The district's legal counsel recommends that the Board of Trustees authorize the Chancellor, or designee, to reject claim #DM20150313.