

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, October 26, 2015
Santa Ana College
1530 W. 17th Street, Room U-102
Santa Ana, California

District Mission

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

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

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

Americans with Disabilities Acts (ADA)

It is the intention of the Rancho Santiago Community College District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance, the Rancho Santiago Community College District will attempt to accommodate you in every reasonable manner. Please contact the executive assistant to the board of trustees at 2323 N. Broadway, Suite 410-2, Santa Ana, California, 714-480-7452, on the Friday prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.

A G E N D A

1.0 PROCEDURAL MATTERS

4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Approval of Additions or Corrections to Agenda

Action

1.4 Public Comment

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

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

1.5 Approval of Minutes – Regular meeting of October 12, 2015

Action

1.6 Approval of Consent Calendar

Action

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

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

1.7 Recognition of Faculty Members by Board of Trustees

1.8 Presentation on Community and Student Workforce Project Agreement

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 Report from Classified Representative

2.6 Reports from Academic Senate Presidents

- Senate meetings

2.7 Reports from Board Committee Chairpersons

- Board Facilities Committee

3.0 INSTRUCTION

*3.1 Approval of Pharmacy Technology Agreement Renewal – Newport Bay Hospital Action

The administration recommends approval of the pharmacy technology agreement renewal with Newport Bay Hospital in Newport Beach, California.

*3.2 Approval of Corrected Affiliation Agreement with Western Interpreting Network (WIN) Action

The administration recommends approval of the corrected affiliation agreement with WIN for sign language interpreter services from September 14, 2015, through June 30, 2018.

*3.3 Approval of Career Technical Education (CTE) Employment Outcomes Survey Agreement with Sonoma County Junior College District Action

The administration recommends approval of the agreement with Sonoma County Junior College District in Petaluma, California.

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 Budget Increases/Decreases and Budget Transfers Action
The administration recommends approval of budget increases, decreases and transfers during the month of September 2015.
- *4.3 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period ended September 30, 2015 Action
The administration recommends approval of the CCFS-311Q for the period ending September 30, 2015, as presented.
- 4.4 Quarterly Investment Report as of September 30, 2015 Information
The quarterly investment report as of September 30, 2015, is presented as information.
- *4.5 Approval of Agreement with Jacobus & Yuang for Cost Estimating Consulting Services for Science Center at Santa Ana College (SAC) Action
The administration recommends approval of the agreement with Jacobus & Yuang for cost estimating consulting services for the Science Center at SAC as presented.
- *4.6 Approval of Amendment to Agreement with Facilities Planning & Program Services (FPPS) for Program Planning and Management Consulting Services Action
The administration recommends approval of the amendment with FPPS for program planning and management consulting services as presented.
- *4.7 Approval of Agreement with Credentials Order Processing Services Inc. ParkingPlus® Permit Order Management Service Action
The administration recommends approval of the agreement with Credentials Order Processing Services Inc. ParkingPlus® Permit Order Management Service as presented.
- *4.8 Approval of Agreement with Margolis Healy & Associates LLC - Clery Act and Title IX Compliance Training Action
The administration recommends approval of the agreement with Margolis Healy & Associates LLC to provide training on Clery Act compliance as presented.
- *4.9 Approval of Foundation for California Community Colleges Office Products Contract #15-003 Action
The administration recommends approval of the district's use of the Foundation for California Community Colleges Contract #15-003 including future renewals and extensions for office products to Office Depot, Inc. as presented.

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

*4.10 Approval of Independent Contractors Action

The administration recommends approval of the following independent contractor: Paul De La Cerda – Clover Agency Inc. for consulting services to develop and implement regional alignment activities regarding the Career Technical Education Enhanced Fund project including gap analysis, program inventory, strategic plan and communication strategy at the rate of \$68 per hour. Dates of service are November 1, 2015, through June 30, 2016. The fee is estimated at \$20,000.

*4.11 Approval of Purchase Orders Action

The administration recommends approval of the purchase order listing for the period September 13, 2015, through October 10, 2015.

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:

- Basic Skills Initiative (SAC & SCC)	\$728,221
- Board Financial Assistance Program (BFAP) (SAC)	\$694,628
- Pharmacy Technology Program Mini-Grant (SAC)	\$ 3,000

*5.2 Approval of Capacity Building Grant – Project Implementation Plan Action

The administration recommends approval of the Final Report for Rancho Santiago Community College District’s (RSCCD) Child Development Services’ Capacity Building Grant.

5.3 Board Member Comments Information

RECESS TO CLOSED SESSION

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

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

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

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

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

2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)
3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: Faculty Association of Rancho Santiago Community College District
California School Employees Association, Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association
4. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

RECONVENE

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 | <u>Management/Academic Personnel</u> | <u>Action</u> |
| | <ul style="list-style-type: none">• Approval of Adjustments to Placements• Ratification of Resignations/Retirements• Approval of Leaves of Absence• Approval of Stipends• Approval of Part-time Hourly New Hires/Rehires• Approval of Non-paid Instructors of Record | |
| 6.2 | <u>Classified Personnel</u> | <u>Action</u> |
| | <ul style="list-style-type: none">• Approval of On Going to Contract Assignments• Approval of Longevity Increments• Approval of Out of Class Assignments• Approval of Changes in Position• Ratification of Resignations/Retirements• Approval of Out of Class Assignments• Approval of Changes in Temporary Assignment• Approval of Additional Hours for On Going Assignments | |

6.2 Classified Personnel

- Approval of Additional Hours for On Going Assignments
- Approval of Miscellaneous Positions
- Approval of Community Service Presenters and Stipends
- Approval of Volunteers
- Approval of Student Assistant Lists

7.0 **ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on November 9, 2015.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**Santiago Canyon College
8045 E. Chapman Ave., Room H-106
Orange, CA 92869**

**Board of Trustees
(Regular meeting)**

Monday, October 12, 2015

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:40 p.m. by Mr. Larry Labrado. Other members present were Ms. Arianna Barrios, Mr. John Hanna, Ms. Nelida Mendoza Yanez, Mr. Phillip Yarbrough, and Ms. Raquel Manriquez. Ms. Claudia Alvarez and Mr. Jose Solorio 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. Loretta Jordan, Associate Dean of Student Development, Santiago Canyon College (SCC).

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Mr. Hanna to add Item 2.6 (Report from Classified Representative) to the agenda, approve a revised page for Item 6.1 (Management/Academic Personnel), and an addendum for Item 6.2 (Classified Personnel). The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, and Mr. Yarbrough. 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. Yarbrough and seconded by Ms. Mendoza Yanez to approve the minutes of the meeting held September 28, 2015. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, and Mr. Yarbrough. Student Trustee Manriquez's advisory vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza Yanez to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

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

The board approved 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

The board approved the proposed revisions for the 2016-2017 SAC catalog as presented.

3.3 Approval of Proposed Revisions for 2016-2017 Santiago Canyon College Catalog

The board approved 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

The board ratified the MOU between Bellevue University and SCC.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

4.2 Approval of Contract Renewal with SchoolsFirst Federal Credit Union to Provide Automated Teller Machine (ATM) Services throughout the District

The board approved 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

The board approved 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.

1.6 Approval of Consent Calendar (contd.)

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

The board accepted the project as complete and approved 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

The board approved 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

The board accepted the project as complete and approved the recording of a Notice of Completion with the County 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 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

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 Recognition of Faculty Members by Board of Trustees

The board recognized Ms. Denise Foley, Associate Professor of Biology, and Mr. Michael De Carbo, Professor of Communications, for their dedication to students and accomplishments in their fields.

Mr. Solorio arrived at this time.

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 an update on the district's safety and security department from Mr. Alistair Winter, Chief, District Safety & Security. Board members received clarification on the data provided in Mr. Winter's update.

2.2 Reports from College Presidents

The following college representatives provided reports to the board.

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

Dr. Weispfenning's report included a presentation on SCC's programs by Dr. John Hernandez, Vice President of Student Services; Dr. Marilyn Flores, Dean of Humanities & Social Sciences; and Ms. Maureen Roe, Professor of English.

Dr. Martinez distributed a bound copy of SAC's Follow-Up Report on Accreditation to each board member.

Ms. Alvarez arrived at this time.

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 Report from Classified Representative

Ms. Zina Edwards, Counseling Assistant, Santiago Canyon College, provided a report to the board on behalf of the classified staff.

3.0 INSTRUCTION

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

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

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

4.4 This item was removed from the agenda prior to distribution.

5.0 GENERAL

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

5.3 Adoption of Board Policies

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to adopt the following new and revised board policies:

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

Mr. Hanna stated that the board added the following positions to BP 2745:

- 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

Mr. Hanna reminded the audience of the following sentence in BP 2745: *In addition, any student, community member, or employee shall be entitled to provide input to the board at the board's self-evaluation meeting.*

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.

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

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to adopt the self-evaluation survey instrument, list of designated individuals who will receive the survey, and self-evaluation timeline. 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.

5.5 Board Member Comments

Board members thanked SCC ASG members for hosting a reception prior to the board meeting, thanked SCC staff for hosting the board meeting, and welcomed the classified representative to the board meeting. Mr. Hanna expressed appreciation for having board meetings on campus since the board meetings used to be held at SAC when the district offices were on campus and it was convenient for students, faculty, and staff to attend a board meeting.

Ms. Barrios reported she met with Ms. Manriquez to review Administrative Regulation (AR) 2105 (Selection of Student Trustee) and plans to place this item and Board Policy (BP) 2105 (Election of Student Member) on the agenda of the next Board Policy Committee meeting. She indicated that staff is not prepared for another Board Policy Committee meeting at this time.

Ms. Alvarez indicated she was late because she just returned from visiting Vietnam; therefore, she apologized for missing the ASG reception prior to the board meeting and Mr. Winter's update on security and safety during the chancellor's report.

In reference to athletic teams being able to use district facilities for fundraising, Mr. Hanna asked Ms. Barrios to place BP 6700 and AR 6700 (Civic Center and Other Facilities Use) on the agenda of the next Board Policy Committee meeting.

Ms. Mendoza Yanez commended Ms. Maureen Roe on her creation of the CROSS-roads program at SCC.

Ms. Mendoza Yanez invited board members to the international festival hosted by SCC Orange Education Center's (OEC) Communicators Club to be held at OEC on October 23 at 5 p.m.

Mr. Solorio asks that the date for the groundbreaking ceremony for the Central Plant facility be provided to board members, and those from the building trade industry that the district does business with also be invited to attend.

Mr. Solorio reported that the Board Facilities Committee asked staff to provide an update on the community student workforce agreement to the board. In addition, he asks that a written record of data relating the workforce agreement be provided to board members prior to the update.

RECESS TO CLOSED SESSION

The board convened into closed session at 6:39 p.m. to consider the following items:

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

2. Conference with 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])

Ms. Manriquez left the meeting at this time.

RECONVENE

The board reconvened at 7:38 p.m.

Closed Session Report

Mr. Hanna reported the board discussed public employment, labor negotiations, a liability claim, and public employee discipline/dismissal/release, 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.

- Ratify Resignations/Retirements
- Approve Appointments
- Approve Final Salary Placements
- Approve Leaves of Absence
- Approve Adjustments to Effective Date
- Approve Changes to Stipend Amount
- 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.

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

6.3 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.

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. 17th Street, Room U-102, Santa Ana, California.

There being no further business, Mr. Labrado declared the meeting adjourned at 7:39 p.m., in memory of those who lost their lives in the tragic shootings at Umpqua Community College in Roseburg, Oregon; Northern Arizona University in Flagstaff, Arizona; and Texas Southern University in Houston, Texas; during October 1-9, 2015.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: October 26, 2015

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

To: Board of Trustees	Date: October 26, 2015
Re: Approval of Pharmacy Technology Agreement Renewal – Newport Bay Hospital	
Action: Request for Approval	

BACKGROUND

Students in the Pharmacy Technology program are required to participate in externship activities at sites throughout the community in order to gain practical field experience. This is necessary to apply the knowledge and skills learned in their college classes. This is an agreement renewal.

ANALYSIS

This clinical affiliation agreement renewal covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement will continue for five (5) years from the date of signature by both parties, unless either party submits written notification to the other of its intent not to renew sixty (60) days prior to the expiration of the term. The agreement has been reviewed by Dean Simon B. Hoffman and college staff. The agreement carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Pharmacy Technology Agreement Renewal with Newport Bay Hospital in Newport Beach, California.

Fiscal Impact:	None	Board Date: October 26, 2015
Prepared by:	Simon B. Hoffman, Dean of Human Services & Technology Michael T. Collins, Ed.D., Vice President of Administrative Services	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

**STANDARD CLINICAL AFFILIATION AGREEMENT
PHARMACY TECHNICIAN**

This standard Clinical Affiliation Agreement (the “Agreement”) is made and entered into this **26th** day of **October, 2015** by and between the Rancho Santiago Community College District, a public educational agency (“District”) located at 2323 North Broadway, Santa Ana, CA 92706-1640 and Newport Bay Hospital (“Clinical Facility”), located at 1501 East 16th Street, Newport Beach, CA 92663.

WHEREAS, District and Clinical Facility desire to contribute to community health education;

WHEREAS, District operates Santa Ana College (“College”) and College is a duly accredited educational institution that conducts the program(s) described and identified in this Agreement (the “Program”);

WHEREAS, District has obtained all necessary licenses, consents and/or approvals to conduct the Program from the State of California and any other applicable government agency;

WHEREAS, Clinical Facility operates a duly licensed health care agency at the address listed above and has obtained all necessary licenses, consents, and approvals;

WHEREAS, as part of the Program, students are required to participate in a clinical experience rotation;

WHEREAS, District desires to affiliate with the Clinical Facility in order that students may participate in a clinical experience rotation at the Clinical Facility; and

WHEREAS, District and Clinical Facility desire to enter into this Agreement to memorialize their respective rights, duties, and obligations with respect to the clinical experience rotation of students of the College’s Program.

For purposes of this Agreement, the following definitions shall apply:

“District” shall refer to the Rancho Santiago Community College District, its member Colleges, the District’s Governing Board, and each of their trustees, employees, agents, representatives, successors and assigns;

“College” shall refer to Santa Ana College, and each of its employees, agents, representatives and assigns;

“Clinical Facility” shall refer to Newport Bay Hospital, its parents, subsidiaries, related companies, and each of their officers, directors, employees, agents representatives, successors, and assigns;

The “Program” shall refer to the Clinical training in health science programs as identified and described in this Agreement; and

NOW, THEREFORE, in consideration of the following covenants, conditions and agreements, the parties hereto agree as follows:

TERMS

1. Clinical Experience Rotation. Clinical Facility agrees to provide students of the Program who are specified by College with a clinical experience rotation (“Rotation”), in accordance with standards established by governmental agencies and recognized professional accrediting agencies, and subject to the terms and conditions of this Agreement.
2. Development of Curriculum. College shall be fully responsible for the development, planning, and administration of the program, including, without limitation, programming, administration, matriculation, promotion and graduation. College acknowledges and agrees that the Rotation is intended to meet certain educational performance objectives, and College shall provide a copy of such performance objectives to Clinical Facility on or before student placement. Clinical Facility shall be fully responsible for the availability and appropriateness of the learning environment in relation to the program’s written objectives.
3. Exposure to Bloodborne Pathogens. Program students and college faculty will comply with the final regulations issued by the Occupational Safety and Health Administration governing employee exposure to bloodborne pathogens in the workplace under Section VI(b) of the Occupational Safety and Health Act of 1970, which regulations became effective March 6, 1992 (the “Regulations”), including but not limited to responsibility as the employer to provide all program students with (a) information and training about the hazards associated with blood and other potentially infectious materials, (b) information and training about the protective measures to be taken to minimize the risk of occupational exposure to bloodborne pathogens, (c) training in the appropriate actions to take in an emergency involving exposure to blood and other potentially infectious materials, and (d) information as to the reasons the program student should participate in hepatitis B vaccination and post-exposure evaluation and follow-up.
4. Applicable Procedure; Acceptance. College agrees to provide Clinical Facility with a list of the name(s) of students who will be participating in a rotation.
5. Nondiscrimination. The parties agree not to discriminate in the selection, placement or evaluation of any student or faculty member because of race, creed, national origin, religion, sex, marital status, age, handicap, and/or medical condition.
6. Academic Year. The academic year consists of Fall and Spring semesters, Summer session and Winter break intersession.

7. Rotation Schedule. The rotation schedule shall be determined by College and Clinical Facility and may be amended from time to time by agreement of the parties. The number of students in each rotation shall be limited to a number mutually agreed upon by both parties, not to exceed the number specified by the accrediting agency(s).
8. Orientation. Clinical Facility and College shall provide an orientation for assigned students participating in each rotation.
9. Compliance with Clinical Facility Rules. Clinical Facility shall make available all applicable governing instruments, policies and procedures, rules and regulations of Clinical Facility to each student participating in a rotation, and student shall comply with these rules.

In providing the students with the clinical rotation that is the subject of this Agreement, Clinical Facility shall comply with all applicable laws, rules, regulations, statutes, policies, procedures, and ordinances and shall be consistent with the professional standards of a health care agency.

10. Confidentiality of Patient Records. The Clinical Facility is a covered entity for purposes of the Health Insurance Portability and Accountability Act (“HIPAA”) and subject to 45 C.F.R. Parts 160 and 164 (the HIPAA Privacy Regulation”). Clinical Facility shall direct Students, and Instructors, to comply with the policies and procedures of the Clinical Facility, including those governing the use and disclosure of individually identifiable health information under federal law, specifically the HIPAA Privacy Regulation. Solely for the purposes of defining the Students’ and Instructors’ role in relation to the use and disclosure of Clinical Facility’s protected health information, the Students and Instructors are defined as members of the Clinical Facility’s workforce, as that term is defined by 45 C.F.R. 160.103, when engaged in activities pursuant to this Agreement. However, the Students and Instructors are not and shall not be considered to be employees of the Clinical Facility. The District and/or College will never access or request to access any Protected Health Information held or collected by or on behalf of the Clinical Facility by a Student or Instructor who is acting as part of the Facilities workforce. No services are being provided to the Clinical Facility by the District pursuant to this Agreement and, therefore, this Agreement does not create a “business associate” relationship as that term is defined in 45 C.F.R. § 160.103.
11. Clinical Instructor (College). College agrees to designate a coordinator for each program. The coordinator, who is an academic instructor, shall be responsible for all teaching activities.
12. Clinical Advisor (Clinical Facility). Although the Instructor of record assigns the grade for the student, Clinical Facility via a Clinical Advisor may provide input to the clinical performance and evaluation of student(s), be a resource person for College’s faculty and students, and shall communicate with the clinical coordinator designated by College regarding the clinical rotation and shall arrange formal orientation to the facility for the faculty and students.

13. Supervision of Students. The supervision, evaluation and direction of students while on site at Clinical Facility shall be the responsibility of the Clinical Advisor (Clinical Facility) or designee as guided by the instructional objectives. No direct, hands-on patient care shall be provided by participating students at Clinical Facility, except in accordance with all applicable laws, Clinical Facility rules, regulation, policies and procedures. District recognizes the patients' rights to refuse care provided by a student at Clinical Facility.
14. Removal of Students. Clinical Facility retains the right to exclude any student at any time from any clinical area. Any student who is asked to leave by Clinical Facility shall do so promptly and without protest. Clinical Facility shall also have the right, at any time, to request College to remove a student permanently from the rotation. Except as otherwise provided under any approachable policies, procedures, rules regulations, and/or under any law, any such removal shall not require compliance with any notice, hearing or other procedural requirements.
15. Patient Care. Nothing in this Agreement shall be construed as conferring any right or duty upon College, its students or faculty members, to control or direct patient care or operations at Clinical Facility. Clinical Facility shall maintain sole responsibility and accountability for patient care and shall provide adequate staffing in number and competency to ensure safe and continuous health care during the term of this Agreement.
16. Student Evaluation. In the case of direct supervision of the students by the Clinical Instructor (College), he/she shall be responsible for student(s) evaluation. Unless otherwise mutually agreed between the Clinical Instructor (College) and the Clinical Advisor (Clinical Facility), Clinical Facility may be responsible for submitting input to the Clinical Instructor evaluating and appropriately documenting the performance of each student in the clinical rotation. The appropriate forms shall be provided by the Clinical Instructor. Nothing herein shall be construed as a guarantee by or obligation of Clinical Facility regarding the performance of any student during the rotation. College shall keep records on the progress and evaluation of each student's clinical experience during a rotation for a period of three (3) years following the end of the specific rotation in which the student is involved.
17. Ongoing Communication. College has the privilege of regularly scheduled meetings with Clinical Facility staff, including both selected unit personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating College's health care programs at a mutually agreed upon time.
18. Materials. College agrees to provide students with all educational material required during the clinical program.
19. Access to Clinical Facility's Services/Facilities. Clinical Facility agrees to provide students with access to the medical library, parking, lockers, food services and first

aid where the Clinical Facility has those types of services/facilities available during its normal business hours.

20. No Payments or Other Remuneration. College agrees that no fees or monetary payments of any kind shall be exchanged between Clinical Facility, its agents and employees, and College, its agents, employees and students under the terms of this Agreement. Further, neither College, its staff members nor other representatives, shall attempt to bill or collect from any patient or from any other source fees for services provided to patients by said student.

The only exception shall be when Clinical Facility and College mutually agree to pay a Clinical Advisor a stipend for duties directly related to College's program.

21. No Right to Employment. The parties agree that the students of College shall not be considered employees, agents or volunteers of Clinical Facility, nor shall any student be entitled to any right, compensation, or other benefits normally afforded to employees of Clinical Facility, including but not limited to, Social Security, unemployment and workers' compensation insurance.
22. Insurance Carried by the District. District shall assure coverage of professional liability insurance for each student participating in the Rotation of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof. District shall provide workers' compensation coverage for students participating in the rotation. These coverages are in effect while the student is on-site at Clinical Facility.
23. Insurance Carried By Clinical Facility. Clinical Facility shall secure and maintain comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate with coverage for incidental contracts. A certificate of insurance must be provided that includes thirty (30) days notice of cancellation, modification, or reduction in said insurance. Clinical Facility shall deliver certificate(s) of insurance under Clinical Facility's comprehensive general liability insurance policy on or before the date of execution of this agreement. Upon request, District shall be provided a copy of said policy.

Clinical Facility shall carry professional liability insurance for itself and each of its employee(s), partners, and/or representatives providing professional services at Clinical Facility, except for District's students and College faculty, in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate. Clinical Facility shall provide District with thirty (30) days written notice prior to cancellation, or reduction in said insurance. Upon request, District shall be provided a copy of said policy.

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

24. Student Health Records. Any student participating in a rotation shall provide verification of annual T.B. screening. This record shall be maintained in the Department of Pharmacy Technology at the College.
25. Student Medical Care. To the extent that any first aid or emergency care is required in connection with an injury or illness incurred by a student during performance of his/her clinical training during a rotation, the student shall be treated by Clinical Facility as appropriate.
26. Confidentiality of Student Records. Clinical Facility shall keep confidential and shall not disclose to any person or entity (i) student application; (ii) student health records or reports; and/or (iii) any student records as defined in California Education Code Section 76210 and the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. paragraph 1232(g), concerning any student participating in the rotation, unless disclosure is authorized by (i) the student in writing, or (ii) disclosure is ordered by a court of competent jurisdiction. Clinical Facility shall adopt and enforce whatever policies and procedures are necessary to protect the confidentiality of student records as defined herein.
27. Verification. College warrants and represents that it has obtained all necessary approvals and consents from any and all agencies to enable Clinical Facility to offer the rotation to College's students participating in the Program. If requested by Clinical Facility, College will provide Clinical Facility with verification that the Program is duly licensed, duly accredited and/or certified, as applicable, by appropriate agencies. District covenants and agrees that at all times during the term hereof it shall retain such licensure, accreditation and/or certification, and its Program and faculty members shall continue to meet any and all federal, state and local requirements.
28. Indemnification. The District hereby agrees to defend, indemnify and hold harmless the Clinical Facility, its parents, subsidiaries, directors, officers, attorneys, agents and their employees from and against claims, losses, liabilities, expenses (including reasonable attorneys' fees), judgments or settlements arising from injury to person or property, including death arising from any negligence on the part of District, its Instructors, agents or employees in connection with or arising out of the acts or omissions in services performed under this agreement or any breach or default in performance of any of the District's obligations hereunder.

The Clinical Facility hereby agrees to defend, indemnify and hold harmless the District, its Board of Trustees, employees, agents, and officers from and against claims, losses, liabilities, expenses (including reasonable attorneys' fees), judgments or settlements arising from injury to person or property, including death arising from any negligence on the part of the Clinical Facility, its parents, subsidiaries, directors, officers, agents and employees in connection with or arising out of the acts or

omissions in services performed under this Agreement or any breach or default in performance of any of the Clinical Facility's obligations hereunder.

Obligations pursuant to Article VIII shall survive termination or expiration of this Agreement.

29. Governing Law. This Agreement shall be governed by and constructed in accordance with the laws of the State of California.

30. Assignment. Neither party hereto may assign this Agreement or delegate its duties hereunder without the prior written consent of the other party which can and may be withheld by either party in its sole and absolute discretion.

31. Effective Date Termination. The term of this Agreement shall become effective on October 26, 2015, and shall remain in effect for a period of five (5) years commencing on the Effective Date unless terminated in accordance with the provisions of this Agreement.

This agreement may be terminated by either Party, acting with or without cause, upon giving at least ninety (90) days prior written notice to the other Party except that any student already assigned to and accepted by the Clinical Facility shall be allowed to complete any in-progress clinical practicum assignment at the Clinical Facility.

This Agreement shall immediately terminate if the District or the Clinical Facility's licenses, accreditations or certifications required for the Program are terminated, revoked, reduced, or any type of disciplinary action is taken against the District or the Clinical Facility by any accreditation or regulatory agency.

32. Arbitration. If a dispute concerning the terms of this Agreement cannot resolved within a reasonable time through good faith negotiations, the dispute shall be resolved through arbitration at the option of either Party. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by a single arbitrator in an arbitration at Los Angeles, California, administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on any award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The discovery provisions of the California code of civil procedures relating to arbitration, including the provisions of §1283.05, shall be applicable to the arbitration proceeding. The costs of any such proceeding shall be paid by the Party instigating the arbitration unless such Party is declared by the arbitrator to be substantially successful in securing the award of the determination sought by such Party in such proceedings, in which event the costs of such proceedings shall be paid by the unsuccessful Party or Parties. Notwithstanding the above, in the event any Party wishes to obtain injunctive relief or a temporary restraining order, such Party may initiate an action for such relief in a court of law and the decision of the court of law with respect to the injunctive relief or temporary restraining order shall be subject to appeal only through the courts of law. Should the Parties, prior to submitting a dispute to arbitration, desire to utilize other impartial dispute settlement techniques such as mediation or fact-finding, a joint request for such service may be made to the

American Arbitration Association, or the Parties may initiate such other procedures as they may mutually agree at such time. The provisions of Section 12.2 shall survive the termination or expiration of this Agreement.

33. Notices. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or by U.S. mail. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of ten (10) days after mailing.

To Clinical Facility:

Newport Bay Hospital
1501 East 16th Street
Newport Beach, CA 92663
ATTN: Pharmacist In Charge

To College:

Santa Ana College
1530 West 17th Street
Santa Ana, CA 92706
Attn: Pharmacy Technology

With a copy to:

Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706
ATTN: Vice Chancellor
Business Operations/Fiscal Services

34. Accreditation. The Clinical Facility shall be accredited by the appropriate organization, i.e., the Joint Commission on Accreditation of Healthcare Organizations, the American Osteopathic Association, or the National Committee on Quality Assurance.
35. Adequate Facilities. The Agency shall have adequate facilities to carry out services that meet, when applicable for pharmacy technician extern training, the intent of the “American Society of Health-System Pharmacist (ASHP) Guidelines: Minimum Standard for Pharmacies in Institutions” or “ASHP Guidelines on Pharmaceutical Services for Ambulatory Patients”.
36. Entire Agreement. This Agreement and all attachments hereto, constitute the entire agreement of the parties. There are no representations, covenants or warranties other than those expressly stated herein. No waivers or modification of any of the terms hereof shall be valid unless in writing and signed by both parties.

Clinical Facility:
Newport Bay Hospital

District:
**Rancho Santiago Community College
District**

By: _____

By: _____

Printed Name: _____

Printed Name: Peter J. Hardash

Title: _____

Title: Vice Chancellor

Business Operations & Fiscal Services

Date: _____

Date: _____

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

To:	Board of Trustees	Date: October 26, 2015
Re:	Approval of Corrected Affiliation Agreement with Western Interpreting Network (WIN)	
Action:	Request for Approval	

BACKGROUND

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act requires community colleges to provide access to programs offered to all students. Often because of their physical limitations, deaf and hard of hearing students (DHH) cannot participate in their classes without the services of a sign language interpreter. RSCCD employs short term, hourly professional experts as sign language interpreters to provide this highly specialized service. The demand for interpreters consistently exceeds the available short term interpreters; therefore, RSCCD has held a contract for this additional service with Western Interpreting Network and is pleased with the scope and quality of services rendered and request to renew the agreement with WIN. At high demand times, when our RSCCD hourly interpreters are unable to meet this demand, this contract with Western Interpreting Network is needed to meet RSCCD's legal obligation to provide reasonable accommodations to its eligible students.

ANALYSIS

The proposed contractual affiliation agreement Western Interpreting Network will yield appropriately qualified interpreters on an as needed basis. The contract will be used only when staff interpreters are working at capacity and cannot meet student demand. The contractual agreement covers the scope of program operations of the facility, as well as insurance and other issues relating to liability for both parties. The agreement has been reviewed and approved by RSCCD contract specialist or designee. The agreement carries no costs or other financial arrangements and is in effect for three (3) years with the option to renew, unless otherwise terminated by either party.

The Affiliation Agreement with Western Interpreting Network (WIN) was previously approved by the RSCCD Board of Trustees at their September 14, 2015 meeting. However, a correction to the hourly compensation is needed to execute the final agreement.

RECOMMENDATION

It is recommended that the Board of Trustees approve the corrected affiliation agreement with Western Interpreting Network for sign language interpreter services beginning September 14, 2015 and continuing through June 30, 2018.

Fiscal Impact:	Up to \$90,000/academic year	Board Date: October 26, 2015
Prepared by:	Sara Lundquist, Ph.D., Vice President, Student Services	
Submitted by:	Erlinda J. Martinez, Ed. D., President, Santa Ana College	
Recommended by:	Raúl Rodriguez, Ph. D., Chancellor, RSCCD	

Western Interpreting Network (WIN)
Service Agreement

CORRECTED

THIS SERVICE AGREEMENT dated this 14th day of September, 2015.

BETWEEN:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT on behalf of
SANTA ANA COLLEGE AND SANTIAGO CANYON COLLEGE
(The "Customer")

-AND-

Western Interpreting Network
31805 Temecula Parkway, #201, Temecula, CA 92592
(The "Service Provider")

BACKGROUND:

- A. The Customer is of the opinion that the Service Provider has the necessary qualifications, experience and abilities to provide services in connection with the business of the Customer.
- B. The Service Provider is agreeable to providing services to the Customer, on the terms and conditions as set out in this Agreement.

IN CONSIDERATION OF THE MATTERS DESCRIBED ABOVE AND OF THE MUTUAL BENEFITS AND OBLIGATIONS SET FORTH IN THE Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

Engagement

The Customer hereby agrees to engage the Service Provider to provide the Customer with services consisting of American Sign Language interpreting for the Deaf and Hard of Hearing, and such other services as the Customer and the Service Provider may agree upon from time to time (other styles of sign language, i.e., CASE, PSE, SEE), and the Service Provider hereby agrees to provide the services to the Customer.

Term of Agreement

The term of this Agreement will begin on the date of this Agreement and will remain in full force and effect beginning September 14, 2015 until June 30, 2018 with the said term being capable of extension by mutual agreement of the parties.

Performance

Service Provider will provide sign language interpretation services in the classroom and on campus as requested by Customer and adhere to the terms of this Agreement.

Compensation

For the services provided by the service provider under this Agreement, the Customer will pay to the service provider compensation in the following manner: The Customer shall pay the Service Provider the total amount of **\$70.00/hour** with a two-hour minimum per interpreter for services. The need for two interpreters will be determined at the time of customer request and used when agreed upon by both the Service Provider and

Customer. Any assignment over the two-hour minimum will be billed in half-hour increments.

Independent Contractor

It is expressly agreed that the Service Provider is acting as an independent contractor and not as an employee in providing the Services hereunder. The Service Provider and the Customer acknowledge that this Agreement does not create a partnership or joint venture between them.

Modification or Termination of Agreement

The Customer and or Service Provider may at any time for any reason terminate this agreement and compensate either party only for services rendered to the date of termination 30 days prior written notice by either party shall be sufficient to stop further performance of services. The notice shall be deemed given when received no later than three days after the date of mailing whichever is sooner. Notices shall be sent to RSCCD address, attention Vice Chancellor Business Operations/Fiscal Services with a copy of notice to the DSPS/ Deaf and Hard of Hearing Services office at SAC.

Confidentiality Clause

All work completed on behalf of Customer by Service Provider will be held confidential and confidentiality shall survive termination or expiration of Agreement.

Additional Clauses

Customer will strive to request interpreters from the Service Provider with seventy-two hours or more notice to ensure interpreters can be booked. This, however, does not guarantee an interpreter will be booked. **All cancellations made by Customer must be called in to the Service Provider (WIN) with forty-eight hours or more notice.** Customer will assume responsibility for payment should this cancellation be requested without proper notice.

Customer will assume payment responsibility should a consumer fail to attend a class in which an interpreter was requested. Customer may reassign a Service Provider interpreter dispatched for a similar class and exact time frame if original requested assignment is a no-show or late cancellation. Customer will not be held responsible to pay for service where an interpreter working for the Service Provider fails to “show up” for an assignment.

Service Provider shall comply with all applicable federal, state and local laws, rules, regulations and ordinances including worker’s compensation.

The Service Provider recognizes Customer’s need for using only the most qualified interpreters in the delivery of said service and will utilize interpreters who possess a certification from RID CI, CT or CSC; NAD III, IV or V; ACCI III, IV or V; or NIC, NIC Advanced or NIC Master first and foremost. Service Provider will work cooperatively with Customer when determining if an interpreter is qualified for a particular class. All Service Provider contracted interpreters adhere to the Professional Code of Conduct set forth by RID. Should an interpreter begin a class and realize they are not qualified; the interpreter will be removed immediately and replaced expeditiously. At any time should customer deem any interpreter sent by Service Provider as non-qualified for a class or other assignment on campus, Customer shall notify Service Provider immediately and request a substitution.

INSURANCE

Service Provider shall provide and maintain at its own expense a program on insurance covering its activities and operation hereunder. Such program of insurance shall include, but not be limited to commercial general liability with a minimum coverage of \$1,000,000 per occurrence. A separate Endorsement (not to be included on a "Certificate"), must be furnished naming "Rancho Santiago Community College District, its officers, agents and employees" as an additional insured for any claims arising from the applicant's activities

The Service Provider must provide Workers' Compensation coverage for their interpreters with statutory limits.

Mutual Indemnification Clause

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

THIS AGREEMENT IS NOT ASSIGNABLE WITHOUT WRITTEN CONSENT OF THE PARTIES HERETO.

Service Provider: Western Interpreting Network (WIN)

Customer: Rancho Santiago Community College District

(Signature)

(Signature)

President – Western Interpreting Network

PETER J. HARDASH
Vice Chancellor Business Operations/
Fiscal Services

(Tax ID Number)

(Date Signed)

(Date Signed)

(Board Approval Date)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santiago Canyon College
Business and Career Technical Education Division

To: Board of Trustees	Date: October 26, 2015
Re: Approval of CTE Employment Outcomes Survey Agreement with Sonoma County Junior College District	
Action: Request for Approval	

BACKGROUND

Santiago Canyon College (SCC) is participating in the SB1070 grant led by Coast Community College District (CCCD). As the fiscal agent, CCCD will provide funding and payment for SCC to participate in the CTE Employment Outcomes Survey which will be conducted by email, postal mail, and phone. For the 2015-16 survey, the cohort of students will include those who in the 2013-2014 academic year:

1. Completers: have received a vocational/CTE award that is Chancellor's office approved and enroll in 0-5 units each semester the next year (not enrolled or only minimally enrolled).
2. Terminal Certificates: Received a vocational/CTE award of at least 6 units that is not Chancellor's office approved (such as certificates with less than 12 units) and are not enrolled the following year.
3. Skills Builders: Have completed 9 units that are SAM coded A-D, with at least one course SAM coded A-C (within the prior 3 years), have not received a vocational/CTE award of 6 or more units, and are not enrolled the following year.

ANALYSIS

The agreement will have no fiscal impact and will provide information on employment outcomes for students who have participated in career technical education programs at Santiago Canyon College.

RECOMMENDATION

It is recommended that the Board of Trustees approve the agreement as submitted with the Sonoma County Junior College District in Petaluma, California.

Fiscal Impact: N/A	Board Date: October 26, 2015
Prepared by:	Kari Irwin, Associate Dean, Business & Career Technical Education Aracely Mora, Ed.D., Vice President, Academic Affairs
Submitted by:	John Weispfenning, Ph.D., President
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor

AGREEMENT
CTE Employment Outcomes Survey
The Sonoma County Junior College District
And Santiago Canyon College

This Agreement, herein referred to as "Agreement," is entered into by Santiago Canyon College (herein "the Institution") and the Sonoma County Junior College District (herein "the SCJCD"), doing business as "Santa Rosa Junior College".

The CTE Employment Outcomes Survey will gather information on employment outcomes for students participating in CTE programs at California community colleges, including whether students became employed within their field of study, if their community college coursework positively affected their earning potential and how CTE programs can be improved.

Participating institutions will provide the SCJCD with student contact information that will be used to request their participation in an email, US mail and/or telephone survey, based on a list of student identification numbers provided by the California Community College Chancellor's Office. The SCJCD will provide institutions that participate in this survey with a summary report of its results, its data set, a report on aggregated results for all participating institutions and a consortium wide report of aggregated results.

THEREFORE, the Institution agrees to the following terms of this Agreement:

1. Data Sharing

The Institution gives the SCJCD permission to access student data reflective of the study cohort from the California Community College Chancellor's Office management information system (COMIS) to include unique student identifiers listed in COMIS data element SB00 (college ID's and/or SSNs).

2. Designated Contact Person

Please provide information on the Institution's designated primary project contact person for survey implementation:

Name: Aaron Voelcker
Job Title: Dean, Institutional Effectiveness, Library & Learning Support Services
Institution: Santiago Canyon College
Phone: 714-625-4990
Email: Voelcker_Aaron@sccollege.edu

Alternate Contact Person (optional)

Name: Kari Irwin
Job Title: Associate Dean, Business & Career Technical Education
Institution: Santiago Canyon College
Phone: 714-628-5051
Email: Irwin_Kari@sccollege.edu

The SCJCD's designated contact people for implementation questions about the survey are:

KC Greaney, Ph.D.

Director of Institutional Research

SCJCD – Petaluma Campus

680 Sonoma Mountain Parkway

Petaluma, CA 94954

kgreaney@santarosa.edu

(707)778-4188

Lara Abel

Research Technician

SCJCD – Petaluma Campus

680 Sonoma Mountain Parkway

Petaluma, CA 94954

label@santarosa.edu

(707)778-4191

3. Responsibilities

The Institution's Responsibilities

- a. The Institution will designate a specific local contact person(s) for the project entered on page 1 of the Agreement. Official correspondence (excluding the secure transmission of data) from the SCJCD will be directed to the designated primary local project contact(s), who can then forward as appropriate. All data that contains student contact information will be directed only to the Primary Contact, via a password-protected link.
- b. The Institution will indicate its wishes to have its data uploaded to CalPASS+ into the CTE Launchboard and into a password-protected on-line tool which will allow the Institution to access and drill down into its own data.
- c. The Institution will indicate its willingness to allow its data to be shared for statewide research purposes in a manner that does not identify the Institution.
- d. The Institution will indicate its willingness to allow its data to be shared for regional research purposes with their consortium.
- e. The Institution will indicate its wishes to have its data published as publically available, not password-protected, interactive visualizations on the CTEOS website.
- f. The Institution will provide the SCJCD with student contact information, to the extent available to Institution, to be used by SCJCD to request their participation in an email, US mail and/or telephone survey, including:
 - full first name
 - full last name
 - address
 - city
 - state
 - ZIP
 - e-mail 1
 - e-mail 2
 - phone 1
 - phone 2
- g. The Institution will provide a small (<50MB) copy of its logo for the email survey. If one is not provided by January 15, 2016, the email survey will be sent without a logo.
- h. If US mail surveys are selected, the Institution will provide a high resolution electronic copy of its logo to be printed onto envelopes. If the logo is not provided by January 15, 2016, envelopes will be printed with the Institution's name and address only.

SCJCD Responsibilities

- a. The SCJCD will provide the Institution with a list of unique student identification numbers (COMIS data element SB00) reflective of the study cohort (see Appendix B), which Institution will use to provide the contact information specified in Institution's Responsibilities, paragraph c, above.
- b. The SCJCD will contract with a mailing center and a call center to administer the US mail and telephone surveys.
- c. The SCJCD will provide the Institution with an individualized report regarding student responses.
- d. The SCJCD will provide the Institution with the data set for its students' responses.
- e. The SCJCD will provide the Institution with a summary report that analyzes aggregated data from all of the institutions participating in the survey.
- f. The SCJCD will provide CalPASS+ with survey data sets provided the Institution indicates it wishes this to happen.
- g. The SCJCD will create and publish interactive visualizations, provided the Institution indicates it wishes this to happen.

4. Confidentiality

To ensure confidentiality, all information identifiable to an individual student will only be used for this study and will not be associated with individual responses in reports. The statewide aggregate report will not specify individual college or district results. All information identifiable to individual students will be transferred using secure methods and all student contact information will be destroyed once the reports are complete.

If the Institution agrees to allow their data set to be included in statewide aggregated data, for statewide research purposes, no student or college/district identifying data will be included.

5. Timeline

This study will span the 2015-2016 academic year and will conclude by September 1, 2016.

- By September 1 2015: The Institution will receive an Agreement from the SCJCD
- By October 15 2015: The Institution will submit a signed Agreement to the SCJCD
- By December 15 2015: The SCJCD will send the unique student identifiers (COMIS data element SB00) for the survey cohort.
- By January 15 2016: The Institution will provide student contact information and, if selecting US mail surveys, a high resolution electronic copy of its logo
- By end of February 2016: Survey will be administered electronically
- By middle of April 2016: Survey will be administered by US mail
- By end of May 2015: Survey will be administered via telephone
- By middle of June 2016: The SCJCD will provide an individualized report and a data set of student responses to the Institution
- By end of July 2016: The SCJCD will provide statewide summary report to all participating institutions

6. Options

Does the Institution agree to allow its de-identified data set to be included in statewide aggregated results, in a manner that does not identify the Institution?

Yes
 No

Does the Institution agree to allow the SCJCD to be included in the aggregate regional data set, shared with the primary contact person of their Consortium?

Yes
 No

Does the Institution agree to allow the SCJCD to use the Institution's data to create and publish publically available interactive visualizations on the CTEOS website, allowing the Institution to analyze their data and compare it with other participating Institutions?

Yes
 No

7. Term of This Agreement

This Agreement shall be in effect for districts in the academic year 2015-2016 and ending September 1, 2016. Any participant(s) listed as a party to this Agreement may terminate its participation by delivering written notice of its intent to terminate said participation to Doug Roberts, the SCJCD Vice President, Business Services. However, termination by any participant(s) listed as a party will have no force or effect on the rights and responsibilities as to the remaining participants.

8. Indemnification

The Institution shall indemnify, defend and hold harmless SCJCD, its Board of Trustees, officers, agents, and employees from and against any claim, liability, loss, injury, damages and expenses including, without limitation, attorneys' fees and costs, arising out of or related to SCJCD's performance of this Agreement, except for liability resulting from the negligent or willful or misconduct of SCJCD, its Board of Trustees, officers, agents, or employees. The Institution shall obtain SCJCD's prior approval of any settlement.

SCJCD shall indemnify, defend and hold harmless Institution, its Board of Trustees, officers, agents, and employees from and against any claim, liability, loss, injury, damages and expenses including, without limitation, attorneys' fees and costs, arising out of or related to the Institution's performance of this Agreement, except for liability resulting from the negligent or willful or misconduct of Institution, its Board of Trustees, officers, agents, or employees. SCJCD shall obtain Institution's prior approval of any settlement.

9. Delivery of Notices

All notices or communications permitted or required under this Agreement shall be given to the respective parties through the designated representatives set forth below:

SCJCD:

Doug Roberts

Senior Vice President, Business Services
Sonoma County Junior College District
Santa Rosa Campus
1501 Mendocino Avenue
Santa Rosa, CA 95401

707- 527-4421

droberts@santarosa.edu

The Institution:

Name: Aaron Voelcker

Title: Dean, Institutional Effectiveness, Library & Learning Support Services

Address: Santiago Canyon College
8045 East Chapman Avenue
Orange, CA 92869

Phone: 714-625-4990

Email: Voelcker_Aaron@sccollege.edu

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written below.

SCJCD

By:

Print Name: Doug Roberts

Title: Senior Vice President, Business Services

Date:

The Institution:

By: _____

Print Name: John Weispfenning, Ph.D.

Title: President, Santiago Canyon College

Date: _____

Institution: Santiago Canyon College

Institution: Please return two copies of the signed MOU to:

Lara Abel
Sonoma County Junior College District
Petaluma Campus
680 Sonoma Mountain Parkway
Petaluma, Ca 94954
(707)778-4191

APPENDIX A: Addendum to Include CTE Employment Outcomes Survey Data in the LaunchBoard

As a participant in the CTE Employment Outcomes Survey, please consider providing permission for the outcomes of this survey to be incorporated into the CTE Launchboard. Your institution already has a Memorandum of Understanding (data sharing agreement) with Cal-PASS Plus. This form would serve as an addendum to provide approval for CTE-EOS data to be included under your MOU.

Because the Launchboard is part of Cal-PASS Plus, survey data will be limited to employees of your college, regional or sector coordinators of Chancellor's Office CTE-related grants that your college has received, and entities specified in the MOU that you already have in place about data-sharing.

We also ask that this information be made available to WestEd for use in support of the LaunchBoard, and to inform research activities related to CTE pathways, educational transitions, and employment.

Please check all that apply:

- Our institution gives permission to Santa Rosa Junior College to provide data from the **CTE Employment Outcomes Survey**, from each year in which the survey has been administered, directly to Cal-PASS Plus/Educational Results Partnership and WestEd on our behalf for use on the CTE LaunchBoard.

- Our institution gives Cal-PASS Plus / Educational Results Partnership and WestEd permission to post **CTE Employment Outcomes Survey** data to the CTE LaunchBoard by college and by program and to include college and program level data in aggregated regional and state totals.

- Our institution gives Cal-PASS Plus / Educational Results Partnership and WestEd permission to use survey data in research that supports program improvement. This research will not disclose the identities of either students or colleges. All data requests from Cal-PASS Plus / Educational Results Partnership and WestEd that go beyond using the CTE Employment Outcomes Survey data for the Launchboard will be screened, and approved, by the CTE Outcomes Survey Advisory Board (comprised primarily of California Community College CTE administrators and institutional researchers).

Institution: Santiago Canyon College

Signature: _____

Print Name: John Weispfenning, Ph.D.

Title: President, Santiago Canyon College Date: _____

APPENDIX B: COHORT DEFINITIONS

For the 2015-16 survey, the cohort of students will include those who in the 2013-2014 academic year:

- 1. Completers:** Have received a vocational/CTE award that is Chancellor's Office approved and enroll in 0-5 units each semester the next year (not enrolled or only minimally enrolled).
- 2. Terminal Certificates:** Received a vocational/CTE award of at least 6 units that is not Chancellor's Office approved (such as certificates with less than 12 units) and are not enrolled the following year.
- 3. Skills Builders:** Have completed 9 units that are SAM coded A-D, with at least one course SAM coded A-C (within the prior 3 years), have not received a vocational/CTE award of 6 or more units, and are not enrolled the following year.

Rancho Santiago Comm Coll District

Board Meeting of 10/26/15

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 10/01/15 Thru 10/13/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62802	General Fund Unrestricted	0.00	665.00	-665.00	92*0441189	92*0441189
62922	General Fund Unrestricted	0.00	803.01	-803.01	92*0443167	92*0443167
62928	General Fund Unrestricted	0.00	455.00	-455.00	92*0443771	92*0443771
62931	General Fund Unrestricted	0.00	1,062.00	-1,062.00	92*0444049	92*0444049
62933	General Fund Unrestricted	0.00	1,083.00	-1,083.00	92*0444270	92*0444270
62934	General Fund Unrestricted	0.00	1,589.00	-1,589.00	92*0444358	92*0444358
62940	General Fund Unrestricted	0.00	2,229.69	-2,229.69	92*0444983	92*0445044
63059	General Fund Unrestricted	1,731.30	0.00	1,731.30	92*0446906	92*0446922
63060	General Fund Unrestricted	5,520.28	0.00	5,520.28	92*0446923	92*0446930
63061	General Fund Unrestricted	3,418.37	0.00	3,418.37	92*0446931	92*0446945
63062	General Fund Unrestricted	700.00	0.00	700.00	92*0446947	92*0446947
63064	General Fund Unrestricted	122,000.37	0.00	122,000.37	92*0446954	92*0446957
63065	General Fund Unrestricted	10,935.67	0.00	10,935.67	92*0446958	92*0446975
63066	General Fund Unrestricted	6,292.21	0.00	6,292.21	92*0446976	92*0446987
63067	General Fund Unrestricted	1,472.33	0.00	1,472.33	92*0446992	92*0447003
63068	General Fund Unrestricted	41,310.55	0.00	41,310.55	92*0447005	92*0447015
63069	General Fund Unrestricted	2,254.36	0.00	2,254.36	92*0447016	92*0447023
63071	General Fund Unrestricted	29,123.19	0.00	29,123.19	92*0447039	92*0447051
63075	General Fund Unrestricted	377.89	0.00	377.89	92*0447080	92*0447081
63077	General Fund Unrestricted	8,647.38	0.00	8,647.38	92*0447102	92*0447117
63078	General Fund Unrestricted	15,073.49	0.00	15,073.49	92*0447118	92*0447128
63079	General Fund Unrestricted	3,650.00	0.00	3,650.00	92*0447129	92*0447129
63084	General Fund Unrestricted	16,201.22	0.00	16,201.22	92*0447153	92*0447153
63085	General Fund Unrestricted	820.00	0.00	820.00	92*0447156	92*0447156
63086	General Fund Unrestricted	1,237.94	0.00	1,237.94	92*0447160	92*0447167
63087	General Fund Unrestricted	14,313.82	0.00	14,313.82	92*0447168	92*0447184
63088	General Fund Unrestricted	6,276.77	0.00	6,276.77	92*0447186	92*0447188
63089	General Fund Unrestricted	1,712.10	0.00	1,712.10	92*0447191	92*0447194
63090	General Fund Unrestricted	37,148.40	0.00	37,148.40	92*0447196	92*0447196
63094	General Fund Unrestricted	4,235.88	0.00	4,235.88	92*0447216	92*0447219
63095	General Fund Unrestricted	77,556.86	0.00	77,556.86	92*0447220	92*0447319
63096	General Fund Unrestricted	81,021.13	0.00	81,021.13	92*0447320	92*0447419
63097	General Fund Unrestricted	83,157.65	0.00	83,157.65	92*0447420	92*0447519
63098	General Fund Unrestricted	80,500.68	0.00	80,500.68	92*0447520	92*0447623
63099	General Fund Unrestricted	36,901.00	0.00	36,901.00	92*0447624	92*0447723
63100	General Fund Unrestricted	49,614.50	0.00	49,614.50	92*0447724	92*0447823
63101	General Fund Unrestricted	55,601.00	0.00	55,601.00	92*0447824	92*0447923
63102	General Fund Unrestricted	58,404.00	0.00	58,404.00	92*0447924	92*0448023
63103	General Fund Unrestricted	71,223.10	0.00	71,223.10	92*0448024	92*0448123
63104	General Fund Unrestricted	53,439.00	0.00	53,439.00	92*0448124	92*0448223
63105	General Fund Unrestricted	56,275.10	0.00	56,275.10	92*0448224	92*0448323

Checks Written for Period 10/01/15 Thru 10/13/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63106	General Fund Unrestricted	53,051.13	0.00	53,051.13	92*0448324	92*0448423
63107	General Fund Unrestricted	60,171.20	0.00	60,171.20	92*0448424	92*0448523
63108	General Fund Unrestricted	68,372.00	0.00	68,372.00	92*0448524	92*0448623
63109	General Fund Unrestricted	76,575.80	0.00	76,575.80	92*0448624	92*0448723
63110	General Fund Unrestricted	70,752.00	0.00	70,752.00	92*0448724	92*0448823
63111	General Fund Unrestricted	33,177.50	0.00	33,177.50	92*0448824	92*0448870
63112	General Fund Unrestricted	11,999.10	0.00	11,999.10	92*0448871	92*0448919
63113	General Fund Unrestricted	11,503.04	0.00	11,503.04	92*0448921	92*0448932
63114	General Fund Unrestricted	1,090.20	0.00	1,090.20	92*0448933	92*0448942
63120	General Fund Unrestricted	227.12	0.00	227.12	92*0448964	92*0448964
63121	General Fund Unrestricted	5,937.01	0.00	5,937.01	92*0448970	92*0448990
63122	General Fund Unrestricted	13,140.52	0.00	13,140.52	92*0448991	92*0449011
63123	General Fund Unrestricted	4,407.18	0.00	4,407.18	92*0449012	92*0449035
63124	General Fund Unrestricted	2,985.82	0.00	2,985.82	92*0449044	92*0449046
63125	General Fund Unrestricted	71,420.09	0.00	71,420.09	92*0449047	92*0449055
63126	General Fund Unrestricted	6,149.49	0.00	6,149.49	92*0449057	92*0449066
63127	General Fund Unrestricted	5,134.30	0.00	5,134.30	92*0449067	92*0449072
63128	General Fund Unrestricted	3,094.14	0.00	3,094.14	92*0449073	92*0449105
63129	General Fund Unrestricted	1,896,485.45	0.00	1,896,485.45	92*0449106	92*0449111
63135	General Fund Unrestricted	17,552.48	0.00	17,552.48	92*0449132	92*0449136
63136	General Fund Unrestricted	2,344.49	0.00	2,344.49	92*0449138	92*0449150
63137	General Fund Unrestricted	14,003.12	0.00	14,003.12	92*0449155	92*0449173
63138	General Fund Unrestricted	1,375.69	0.00	1,375.69	92*0449175	92*0449186
63142	General Fund Unrestricted	6,066.29	0.00	6,066.29	92*0449202	92*0449211
63143	General Fund Unrestricted	13,361.82	0.00	13,361.82	92*0449212	92*0449213
63144	General Fund Unrestricted	14,024.06	0.00	14,024.06	92*0449215	92*0449225
63145	General Fund Unrestricted	117,502.05	0.00	117,502.05	92*0449226	92*0449232
63147	General Fund Unrestricted	847.61	0.00	847.61	92*0449244	92*0449259
63148	General Fund Unrestricted	909.85	0.00	909.85	92*0449263	92*0449263
63149	General Fund Unrestricted	82,661.52	0.00	82,661.52	92*0449267	92*0449267
63154	General Fund Unrestricted	152,734.79	0.00	152,734.79	92*0449287	92*0449297
Total Fund 11 General Fund Unrestricted		\$3,857,204.40	\$7,886.70	\$3,849,317.70		

Checks Written for Period 10/01/15 Thru 10/13/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62949	General Fund Restricted	0.00	165.37	-165.37	92*0445310	92*0445310
63005	General Fund Restricted	0.00	1,161.50	-1,161.50	92*0446276	92*0446276
63061	General Fund Restricted	31,082.38	0.00	31,082.38	92*0446932	92*0446946
63062	General Fund Restricted	2,295.15	0.00	2,295.15	92*0446948	92*0446950
63063	General Fund Restricted	782.12	0.00	782.12	92*0446951	92*0446951
63064	General Fund Restricted	51,411.78	0.00	51,411.78	92*0446952	92*0446956
63065	General Fund Restricted	515.77	0.00	515.77	92*0446965	92*0446970
63066	General Fund Unrestricted	3,397.13	0.00	3,397.13	92*0446978	92*0446985
63067	General Fund Unrestricted	4,416.08	0.00	4,416.08	92*0446988	92*0447000
63068	General Fund Restricted	3,578.61	0.00	3,578.61	92*0447004	92*0447007
63069	General Fund Restricted	2,731.92	495.00	2,236.92	92*0447017	92*0447024
63070	General Fund Restricted	8,357.19	0.00	8,357.19	92*0447025	92*0447038
63071	General Fund Restricted	54,311.84	0.00	54,311.84	92*0447040	92*0447048
63073	General Fund Restricted	3,793.32	0.00	3,793.32	92*0447065	92*0447071
63074	General Fund Restricted	3,709.77	0.00	3,709.77	92*0447072	92*0447075
63075	General Fund Restricted	2,577.28	0.00	2,577.28	92*0447076	92*0447085
63076	General Fund Restricted	9,369.90	0.00	9,369.90	92*0447086	92*0447101
63077	General Fund Restricted	2,709.81	0.00	2,709.81	92*0447103	92*0447115
63083	General Fund Restricted	4,279.44	0.00	4,279.44	92*0447145	92*0447152
63085	General Fund Restricted	1,445.10	0.00	1,445.10	92*0447154	92*0447157
63086	General Fund Restricted	9,605.90	0.00	9,605.90	92*0447158	92*0447165
63088	General Fund Restricted	1,913.71	0.00	1,913.71	92*0447185	92*0447190
63089	General Fund Restricted	1,156.49	0.00	1,156.49	92*0447192	92*0447193
63090	General Fund Restricted	22,075.00	0.00	22,075.00	92*0447195	92*0447197
63113	General Fund Restricted	5,377.88	0.00	5,377.88	92*0448920	92*0448929
63119	General Fund Restricted	2,270.83	0.00	2,270.83	92*0448949	92*0448960
63120	General Fund Restricted	921.69	0.00	921.69	92*0448961	92*0448969
63121	General Fund Restricted	4,717.26	0.00	4,717.26	92*0448976	92*0448978
63123	General Fund Restricted	3,666.65	0.00	3,666.65	92*0449021	92*0449043
63125	General Fund Restricted	7,596.45	0.00	7,596.45	92*0449049	92*0449049
63126	General Fund Restricted	3,437.44	0.00	3,437.44	92*0449056	92*0449064
63134	General Fund Restricted	2,825.00	0.00	2,825.00	92*0449130	92*0449130
63135	General Fund Restricted	240,499.31	0.00	240,499.31	92*0449131	92*0449137
63136	General Fund Restricted	6,032.62	0.00	6,032.62	92*0449140	92*0449154
63137	General Fund Unrestricted	3,724.49	0.00	3,724.49	92*0449158	92*0449171
63138	General Fund Restricted	4,426.90	0.00	4,426.90	92*0449174	92*0449185
63142	General Fund Restricted	1,749.00	0.00	1,749.00	92*0449203	92*0449203
63143	General Fund Restricted	5,166.00	0.00	5,166.00	92*0449214	92*0449214
63145	General Fund Restricted	76,197.30	0.00	76,197.30	92*0449231	92*0449231
63146	General Fund Restricted	10,078.94	0.00	10,078.94	92*0449234	92*0449243
63147	General Fund Restricted	5,501.37	0.00	5,501.37	92*0449246	92*0449258

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63148	General Fund Restricted	5,078.15	0.00	5,078.15	92*0449260	92*0449266
Total Fund 12 General Fund Restricted		<u><u>\$614,782.97</u></u>	<u><u>\$1,821.87</u></u>	<u><u>\$612,961.10</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63067	GF Unrestricted One-Time Func	189.00	0.00	189.00	92*0446993	92*0446993
63121	General Fund Unrestricted	1,293.68	0.00	1,293.68	92*0448983	92*0448984
63122	General Fund Unrestricted	4,020.77	0.00	4,020.77	92*0448992	92*0448992
63123	General Fund Unrestricted	643.06	0.00	643.06	92*0449026	92*0449026
63146	GF Unrestricted One-Time Func	373.32	0.00	373.32	92*0449233	92*0449233
Total Fund 13 GF Unrestricted One-Time		\$6,519.83	\$0.00	\$6,519.83		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63072	Child Development Fund	4,815.64	0.00	4,815.64	92*0447052	92*0447064
63091	Child Development Fund	3,434.65	0.00	3,434.65	92*0447198	92*0447213
63130	Child Development Fund	6,582.29	0.00	6,582.29	92*0449112	92*0449125
63139	Child Development Fund	11,459.83	0.00	11,459.83	92*0449187	92*0449196
63150	Child Development Fund	3,030.68	0.00	3,030.68	92*0449268	92*0449277
Total Fund 33 Child Development Fund		<u>\$29,323.09</u>	<u>\$0.00</u>	<u>\$29,323.09</u>		

Checks Written for Period 10/01/15 Thru 10/13/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63082	Capital Outlay Projects Fund	140,723.02	0.00	140,723.02	92*0447139	92*0447144
63117	Capital Outlay Projects Fund	4,075.10	0.00	4,075.10	92*0448945	92*0448946
63131	Capital Outlay Projects Fund	22,220.28	0.00	22,220.28	92*0449126	92*0449127
63141	Capital Outlay Projects Fund	103,932.13	0.00	103,932.13	92*0449198	92*0449201
63152	Capital Outlay Projects Fund	6,928.13	0.00	6,928.13	92*0449281	92*0449285
Total Fund 41 Capital Outlay Projects Fun		\$277,878.66	\$0.00	\$277,878.66		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63080	Bond Fund, Measure E	334,710.37	0.00	334,710.37	92*0447130	92*0447134
63092	Bond Fund, Measure E	4,500.00	0.00	4,500.00	92*0447214	92*0447214
63115	Bond Fund, Measure E	3,750.00	0.00	3,750.00	92*0448943	92*0448943
63140	Bond Fund, Measure E	3,516.00	0.00	3,516.00	92*0449197	92*0449197
Total Fund 42 Bond Fund, Measure E		<u>\$346,476.37</u>	<u>\$0.00</u>	<u>\$346,476.37</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63081	Bond Fund, Measure Q	58,283.99	0.00	58,283.99	92*0447135	92*0447138
63116	Bond Fund, Measure Q	59,003.22	0.00	59,003.22	92*0448944	92*0448944
63151	Bond Fund, Measure Q	15,916.00	0.00	15,916.00	92*0449278	92*0449280
Total Fund 43 Bond Fund, Measure Q		<u>\$133,203.21</u>	<u>\$0.00</u>	<u>\$133,203.21</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63093	Property and Liability Fund	4,538.77	0.00	4,538.77	92*0447215	92*0447215
63133	Property and Liability Fund	4,402.83	0.00	4,402.83	92*0449129	92*0449129
Total Fund 61 Property and Liability Fund		\$8,941.60	\$0.00	\$8,941.60		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63118	Workers' Compensation Fund	3,210.53	0.00	3,210.53	92*0448947	92*0448948
63132	Workers' Compensation Fund	432.00	0.00	432.00	92*0449128	92*0449128
63153	Workers' Compensation Fund	549.96	0.00	549.96	92*0449286	92*0449286
Total Fund 62 Workers' Compensation Fu		<u>\$4,192.49</u>	<u>\$0.00</u>	<u>\$4,192.49</u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	3,849,317.70
Total Fund 12 General Fund Restricted	612,961.10
Total Fund 13 GF Unrestricted One-Time Fund	6,519.83
Total Fund 33 Child Development Fund	29,323.09
Total Fund 41 Capital Outlay Projects Fund	277,878.66
Total Fund 42 Bond Fund, Measure E	346,476.37
Total Fund 43 Bond Fund, Measure Q	133,203.21
Total Fund 61 Property and Liability Fund	8,941.60
Total Fund 62 Workers' Compensation Fund	4,192.49
Grand Total:	<u><u>\$5,268,814.05</u></u>

Checks Written for Period 09/26/15 Thru 10/09/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
311510103	Bookstore Fund	45,982.66	0.00	45,982.66	31*0106261	31*0106287
311510209	Bookstore Fund	33,870.77	0.00	33,870.77	31*0106288	31*0106303
Total Fund 31 Bookstore Fund		<u>\$79,853.43</u>	<u>\$0.00</u>	<u>\$79,853.43</u>		

Checks Written for Period 09/26/15 Thru 10/09/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
711509530	Associated Students Fund	379.76	0.00	379.76	71*0007533	71*0007534
711510209	Associated Students Fund	120.00	0.00	120.00	71*0007535	71*0007536
Total Fund 71 Associated Students Fund		<u>499.76</u>	<u>0.00</u>	<u>499.76</u>		

Checks Written for Period 09/26/15 Thru 10/09/15

<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>
761509530	Community Education Fund	545.00	0.00	545.00	76*0006824	76*0006826
Total Fund 76 Community Education Fund		<u><u>\$545.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$545.00</u></u>		

Checks Written for Period 09/26/15 Thru 10/09/15

<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>
791509530	Diversified Trust Fund	1,841.95	0.00	1,841.95	79*0019601	79*0019604
791510103	Diversified Trust Fund	1,203.16	0.00	1,203.16	79*0019605	79*0019615
Total Fund 79 Diversified Trust Fund		<u>\$3,045.11</u>	<u>\$0.00</u>	<u>\$3,045.11</u>		

Checks Written for Period 09/26/15 Thru 10/09/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
811509530	Diversified Agency Fund	7,048.16	0.00	7,048.16	81*0045980	81*0045985
811510103	Diversified Agency Fund	584.90	0.00	584.90	81*0045986	81*0045987
Total Fund 81 Diversified Agency Fund		<u>\$7,633.06</u>	<u>\$0.00</u>	<u>\$7,633.06</u>		

SUMMARY

Total Fund 31 Bookstore Fund	79,853.43
Total Fund 71 Associated Students Fund	499.76
Total Fund 76 Community Education Fund	545.00
Total Fund 79 Diversified Trust Fund	3,045.11
Total Fund 81 Diversified Agency Fund	7,633.06
Grand Total:	<u><u>\$91,576.36</u></u>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 09/15/2015 To 09/30/2015
Board Meeting on 10/26/2015**

BACKGROUND

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

ANALYSIS

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

BUDGET TRANSFERS		From	To
<u>Fund 11: General Fund Unrestricted</u>			
1000	ACADEMIC SALARIES	55,489	
2000	CLASSIFIED SALARIES		120,975
3000	EMPLOYEE BENEFITS		42,166
4000	SUPPLIES & MATERIALS		28
5000	OTHER OPERATING EXP & SERVICES	111,840	
6000	CAPITAL OUTLAY		4,160
Total Transfer Fund 11		\$167,329	\$167,329
<u>Fund 12: General Fund Restricted</u>			
1000	ACADEMIC SALARIES	3,920	
2000	CLASSIFIED SALARIES		151,977
3000	EMPLOYEE BENEFITS		75,379
4000	SUPPLIES & MATERIALS	26,324	
5000	OTHER OPERATING EXP & SERVICES	82,989	
6000	CAPITAL OUTLAY	8,066	
7000	OTHER OUTGO	97,765	
7900	RESERVE FOR CONTINGENCIES	8,292	
Total Transfer Fund 12		\$227,356	\$227,356
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
2000	CLASSIFIED SALARIES		8,170
3000	EMPLOYEE BENEFITS		1,875
4000	SUPPLIES & MATERIALS		89
5000	OTHER OPERATING EXP & SERVICES		29,866
7900	RESERVE FOR CONTINGENCIES	40,000	
Total Transfer Fund 13		\$40,000	\$40,000
<u>Fund 33: Child Development Fund</u>			
4000	SUPPLIES & MATERIALS		17,376
5000	OTHER OPERATING EXP & SERVICES	24,876	
6000	CAPITAL OUTLAY		7,500
Total Transfer Fund 33		\$24,876	\$24,876
<u>Fund 41: Capital Outlay Projects Fund</u>			
5000	OTHER OPERATING EXP & SERVICES		50,000
6000	CAPITAL OUTLAY		804,043
7900	RESERVE FOR CONTINGENCIES	854,043	
Total Transfer Fund 41		\$854,043	\$854,043

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
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BUDGET TRANSFERS		From	To
<u>Fund 42: Bond Fund, Measure E</u>			
6000	CAPITAL OUTLAY		639,331
7900	RESERVE FOR CONTINGENCIES	639,331	
Total Transfer Fund 42		\$639,331	\$639,331
<u>Fund 43: Bond Fund, Measure Q</u>			
6000	CAPITAL OUTLAY		103,941
7900	RESERVE FOR CONTINGENCIES	103,941	
Total Transfer Fund 43		\$103,941	\$103,941
<u>Fund 61: Property and Liability Fund</u>			
5000	OTHER OPERATING EXP & SERVICES		28,000
6000	CAPITAL OUTLAY		1,000
7900	RESERVE FOR CONTINGENCIES	29,000	
Total Transfer Fund 61		\$29,000	\$29,000
BUDGET INCREASES AND DECREASES		Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>			
8100	FEDERAL REVENUES	(22,114)	
8600	STATE REVENUES	280,933	
1000	ACADEMIC SALARIES		(12,947)
2000	CLASSIFIED SALARIES		189,875
3000	EMPLOYEE BENEFITS		53,539
4000	SUPPLIES & MATERIALS		(34,973)
5000	OTHER OPERATING EXP & SERVICES		76,487
6000	CAPITAL OUTLAY		(14,762)
7000	OTHER OUTGO		1,600
Total Transfer Fund 12		\$258,819	\$258,819
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
8800	LOCAL REVENUES	50,613	
6000	CAPITAL OUTLAY		50,613
Total Transfer Fund 13		\$50,613	\$50,613
<u>Fund 33: Child Development Fund</u>			
8600	STATE REVENUES	1	
8800	LOCAL REVENUES	29,165	
1000	ACADEMIC SALARIES		(6,558)
2000	CLASSIFIED SALARIES		16,179
3000	EMPLOYEE BENEFITS		(9,689)
4000	SUPPLIES & MATERIALS		1,000
5000	OTHER OPERATING EXP & SERVICES		2,000
7900	RESERVE FOR CONTINGENCIES		26,234
Total Transfer Fund 33		\$29,166	\$29,166

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 09/15/2015 To 09/30/2015
Board Meeting on 10/26/2015**

RECOMMENDATION

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

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

BUDGET TRANSFERS	From	To
<u>Fund 11: General Fund Unrestricted</u>		
B016724 09/21/15		
2000 CLASSIFIED SALARIES		44,023
3000 EMPLOYEE BENEFITS		37,234
5000 OTHER OPERATING EXP & SERVICES	81,257	
	\$81,257	\$81,257
Total Reference B016724		
Reason: Adjustment		
Description: Re-instate previously defunded position- Library Tech		
B016816 09/24/15		
1000 ACADEMIC SALARIES	41,416	
2000 CLASSIFIED SALARIES		28,625
3000 EMPLOYEE BENEFITS		12,791
	\$41,416	\$41,416
Total Reference B016816		
Reason: Adjustment		
Description: To fund Research Analyst and A. Voelcker's positions.		
B016879 09/29/15		
1000 ACADEMIC SALARIES	68,569	
2000 CLASSIFIED SALARIES		68,569
	\$68,569	\$68,569
Total Reference B016879		
Reason: Adjustment		
Description: To cover salaries & benefits for Instructional Assistants		
B016884 09/30/15		
2000 CLASSIFIED SALARIES	21,499	
3000 EMPLOYEE BENEFITS	4,934	
5000 OTHER OPERATING EXP & SERVICES		26,433
	\$26,433	\$26,433
Total Reference B016884		
Reason: Adjustment		
Description: Allocate funds to contracted svcs - Reorg #856		
<u>Fund 12: General Fund Restricted</u>		
B016729 09/21/15		
2000 CLASSIFIED SALARIES		27,435
3000 EMPLOYEE BENEFITS		18,670
7000 OTHER OUTGO	46,105	
	\$46,105	\$46,105
Total Reference B016729		
Reason: Special Project Adjustment		
Description: Cover exp for new position & filling of open position		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
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From 09/15/2015 To 09/30/2015
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BUDGET TRANSFERS	From	To
B016739 09/21/15		
2000 CLASSIFIED SALARIES		37,800
3000 EMPLOYEE BENEFITS		1,286
5000 OTHER OPERATING EXP & SERVICES	39,086	
Total Reference B016739	\$39,086	\$39,086
Reason: Special Project Adjustment		
Description: Allocate funds for Student Assists & fund fees for a booth		
B016837 09/25/15		
4000 SUPPLIES & MATERIALS		1,950
5000 OTHER OPERATING EXP & SERVICES	40,813	
6000 CAPITAL OUTLAY		38,863
Total Reference B016837	\$40,813	\$40,813
Reason: Special Project Adjustment		
Description: Purchase projection system, computer & projector brackets		
B016863 09/29/15		
5000 OTHER OPERATING EXP & SERVICES		8,292
7900 RESERVE FOR CONTINGENCIES	8,292	
Total Reference B016863	\$8,292	\$8,292
Reason: Special Project Adjustment		
Description: Fund for new carpet for SCC/ Student Health & Wellness Svcs		
B016877 09/29/15		
2000 CLASSIFIED SALARIES		13,339
3000 EMPLOYEE BENEFITS		42,661
6000 CAPITAL OUTLAY	56,000	
Total Reference B016877	\$56,000	\$56,000
Reason: Special Project Adjustment		
Description: Cover VRC Senior Clerk position & part of Outreach staff		
B016896 09/30/15		
2000 CLASSIFIED SALARIES		27,435
3000 EMPLOYEE BENEFITS		18,670
7000 OTHER OUTGO	46,105	
Total Reference B016896	\$46,105	\$46,105
Reason: Special Project Adjustment		
Description: Cover expenses for new position & filling of open position		
<u>Fund 13: GF Unrestricted One-Time Funds</u>		
B016860 09/28/15		
5000 OTHER OPERATING EXP & SERVICES		40,000
7900 RESERVE FOR CONTINGENCIES	40,000	
Total Reference B016860	\$40,000	\$40,000
Reason: Adjustment		
Description: Cover SAC President search costs & travel costs		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 09/15/2015 To 09/30/2015
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BUDGET TRANSFERS	From	To
<u>Fund 33: Child Development Fund</u>		
B016661 09/15/15		
4000 SUPPLIES & MATERIALS		25,000
5000 OTHER OPERATING EXP & SERVICES	25,000	
Total Reference B016661	\$25,000	\$25,000
Reason: Special Project Adjustment		
Description: Realign budget		
 <u>Fund 41: Capital Outlay Projects Fund</u>		
B016654 09/15/15		
6000 CAPITAL OUTLAY		15,000
7900 RESERVE FOR CONTINGENCIES	15,000	
Total Reference B016654	\$15,000	\$15,000
Reason: Special Project Adjustment		
Description: Allocate funds to contracted services		
B016660 09/15/15		
6000 CAPITAL OUTLAY		8,800
7900 RESERVE FOR CONTINGENCIES	8,800	
Total Reference B016660	\$8,800	\$8,800
Reason: Special Project Adjustment		
Description: To pay for Arch. & Eng. Fees, Const. Mgmt & inspector cost		
B016744 09/21/15		
5000 OTHER OPERATING EXP & SERVICES		50,000
6000 CAPITAL OUTLAY	50,000	
Total Reference B016744	\$50,000	\$50,000
Reason: Special Project Adjustment		
Description: Fund Chapman Avenue site & electricity for 2015/16		
B016841 09/28/15		
6000 CAPITAL OUTLAY		488,000
7900 RESERVE FOR CONTINGENCIES	488,000	
Total Reference B016841	\$488,000	\$488,000
Reason: New Budget		
Description: SCC Yr3 Bldg D Chiller Repl.		
B016842 09/28/15		
6000 CAPITAL OUTLAY		343,201
7900 RESERVE FOR CONTINGENCIES	343,201	
Total Reference B016842	\$343,201	\$343,201
Reason: New Budget		
Description: Yr3 DMC & OCRST LED		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
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BUDGET TRANSFERS	From	To
B016843 09/28/15		
6000 CAPITAL OUTLAY		13,080
7900 RESERVE FOR CONTINGENCIES	13,080	
	<hr/>	<hr/>
Total Reference B016843	\$13,080	\$13,080
Reason: New Budget		
Description: Chavez & Ramirez Bust Pedestals		
B016853 09/28/15		
6000 CAPITAL OUTLAY	7,500	
7900 RESERVE FOR CONTINGENCIES		7,500
	<hr/>	<hr/>
Total Reference B016853	\$7,500	\$7,500
Reason: Special Project Adjustment		
Description: Correct COB on Labor COMP/CSWPA		
B016854 09/28/15		
6000 CAPITAL OUTLAY	82,038	
7900 RESERVE FOR CONTINGENCIES		82,038
	<hr/>	<hr/>
Total Reference B016854	\$82,038	\$82,038
Reason: Special Project Adjustment		
Description: Correct COB on contracted svcs		
B016895 09/30/15		
6000 CAPITAL OUTLAY		75,500
7900 RESERVE FOR CONTINGENCIES	75,500	
	<hr/>	<hr/>
Total Reference B016895	\$75,500	\$75,500
Reason: New Budget		
Description: DO SM16 Fire Line Pump Rplmt		
 <u>Fund 42: Bond Fund, Measure E</u>		
B016657 09/15/15		
6000 CAPITAL OUTLAY		639,331
7900 RESERVE FOR CONTINGENCIES	639,331	
	<hr/>	<hr/>
Total Reference B016657	\$639,331	\$639,331
Reason: Special Project Adjustment		
Description: Allocate funds in contingency account to SP3044		
 <u>Fund 43: Bond Fund, Measure Q</u>		
B016659 09/15/15		
6000 CAPITAL OUTLAY		142,532
7900 RESERVE FOR CONTINGENCIES	142,532	
	<hr/>	<hr/>
Total Reference B016659	\$142,532	\$142,532
Reason: Special Project Adjustment		
Description: Allocate interest/interest expense to SP3048		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
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BUDGET TRANSFERS	From	To
B016762 09/22/15		
6000 CAPITAL OUTLAY	38,591	
7900 RESERVE FOR CONTINGENCIES		38,591
	\$38,591	\$38,591

Reason: Special Project Adjustment
Description: Correct budget to reflect actuals

Fund 61: Property and Liability Fund

B016712 09/18/15		
6000 CAPITAL OUTLAY		1,000
7900 RESERVE FOR CONTINGENCIES	1,000	
	\$1,000	\$1,000

Reason: Adjustment
Description: Fund new object code for equipment purchase

B016713 09/18/15		
5000 OTHER OPERATING EXP & SERVICES		28,000
7900 RESERVE FOR CONTINGENCIES	28,000	
	\$28,000	\$28,000

Reason: Adjustment
Description: Clean up & repair damaged CDC Back Bldg at SCC

BUDGET INCREASES AND DECREASES

Fund 12: General Fund Restricted

	Revenue	Appropriation
B016708 09/18/15		
8100 FEDERAL REVENUES	220,000	
1000 ACADEMIC SALARIES		5,384
2000 CLASSIFIED SALARIES		117,582
3000 EMPLOYEE BENEFITS		54,719
4000 SUPPLIES & MATERIALS		8,209
5000 OTHER OPERATING EXP & SERVICES		23,362
6000 CAPITAL OUTLAY		9,144
7000 OTHER OUTGO		1,600
	\$220,000	\$220,000

Reason: Special Project Adjustment
Description: New Grant- Regular Student Support Svcs - SCC Y1 of 5

B016749 09/21/15		
8100 FEDERAL REVENUES	34,822	
5000 OTHER OPERATING EXP & SERVICES		17,411
6000 CAPITAL OUTLAY		17,411
	\$34,822	\$34,822

Reason: Special Project Adjustment
Description: To increase our carry over budget

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
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BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B016775	09/23/15		
8100	FEDERAL REVENUES	37,319	
2000	CLASSIFIED SALARIES		13,772
3000	EMPLOYEE BENEFITS		3,366
4000	SUPPLIES & MATERIALS		240
5000	OTHER OPERATING EXP & SERVICES		18,688
6000	CAPITAL OUTLAY		1,253
Total Reference B016775		\$37,319	\$37,319
Reason:	Special Project Adjustment		
Description:	SP 1824 VTEA/CTE IC- Professional Dev		
B016777	09/23/15		
8100	FEDERAL REVENUES	100,255	
5000	OTHER OPERATING EXP & SERVICES		750
6000	CAPITAL OUTLAY		99,505
Total Reference B016777		\$100,255	\$100,255
Reason:	Special Project Adjustment		
Description:	SP 1812 VTEA/CTE IC-C/I Pharmacy Tech		
B016780	09/23/15		
8100	FEDERAL REVENUES	(102,642)	
4000	SUPPLIES & MATERIALS		(1,433)
5000	OTHER OPERATING EXP & SERVICES		(2,150)
6000	CAPITAL OUTLAY		(99,059)
Total Reference B016780		\$(102,642)	\$(102,642)
Reason:	Special Project Adjustment		
Description:	SP 1839 VTEA/CTE IC-Welding Technology		
B016781	09/23/15		
8100	FEDERAL REVENUES	28,019	
1000	ACADEMIC SALARIES		(4,855)
2000	CLASSIFIED SALARIES		21,829
3000	EMPLOYEE BENEFITS		10,049
4000	SUPPLIES & MATERIALS		255
5000	OTHER OPERATING EXP & SERVICES		741
Total Reference B016781		\$28,019	\$28,019
Reason:	Special Project Adjustment		
Description:	SP 1848 VTEA/CTE IC-Student Success Through Practical Edu.		
B016783	09/23/15		
8100	FEDERAL REVENUES	35,000	
5000	OTHER OPERATING EXP & SERVICES		496
6000	CAPITAL OUTLAY		34,504
Total Reference B016783		\$35,000	\$35,000
Reason:	Special Project Adjustment		
Description:	SP 1856 VTEA/CTE IC-Manufacturing & Ind. Tech.		

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BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B016784	09/23/15		
8100	FEDERAL REVENUES	50,000	
5000	OTHER OPERATING EXP & SERVICES		5,000
6000	CAPITAL OUTLAY		45,000
Total Reference B016784		\$50,000	\$50,000
Reason:	Special Project Adjustment		
Description:	SP 1857 VTEA/CTE IC-Diesel Technology		
B016802	09/24/15		
8100	FEDERAL REVENUES	(44,427)	
2000	CLASSIFIED SALARIES		(29,725)
3000	EMPLOYEE BENEFITS		(14,702)
Total Reference B016802		\$(44,427)	\$(44,427)
Reason:	Delete Budget		
Description:	No funding in 2015/2016		
B016804	09/24/15		
8100	FEDERAL REVENUES	(170,285)	
2000	CLASSIFIED SALARIES		(2,000)
3000	EMPLOYEE BENEFITS		(450)
4000	SUPPLIES & MATERIALS		(20,825)
5000	OTHER OPERATING EXP & SERVICES		(4,748)
6000	CAPITAL OUTLAY		(142,262)
Total Reference B016804		\$(170,285)	\$(170,285)
Reason:	Delete Budget		
Description:	No funding in 2015/2016		
B016809	09/24/15		
8100	FEDERAL REVENUES	(78,785)	
4000	SUPPLIES & MATERIALS		(11,087)
6000	CAPITAL OUTLAY		(67,698)
Total Reference B016809		\$(78,785)	\$(78,785)
Reason:	Delete Budget		
Description:	No funding in 2015/2016		
B016820	09/25/15		
8100	FEDERAL REVENUES	(20,881)	
1000	ACADEMIC SALARIES		(4,276)
2000	CLASSIFIED SALARIES		1,863
3000	EMPLOYEE BENEFITS		(150)
4000	SUPPLIES & MATERIALS		2,300
5000	OTHER OPERATING EXP & SERVICES		6,000
6000	CAPITAL OUTLAY		(26,618)
Total Reference B016820		\$(20,881)	\$(20,881)
Reason:	Special Project Adjustment		
Description:	SP 1815 VTEA/CTE IC-C/I Surveying & Mapping Sciences		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
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BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B016821	09/25/15		
8100	FEDERAL REVENUES	39,500	
1000	ACADEMIC SALARIES		1,000
2000	CLASSIFIED SALARIES		9,000
3000	EMPLOYEE BENEFITS		700
5000	OTHER OPERATING EXP & SERVICES		18,000
6000	CAPITAL OUTLAY		10,800
Total Reference B016821		\$39,500	\$39,500
Reason:	Special Project Adjustment		
Description:	SP 1821 VTEA/CTE IC-Human/Child Dev.		
B016823	09/25/15		
8100	FEDERAL REVENUES	(48,371)	
1000	ACADEMIC SALARIES		(14,112)
2000	CLASSIFIED SALARIES		(5,229)
3000	EMPLOYEE BENEFITS		(2,228)
4000	SUPPLIES & MATERIALS		(12,456)
5000	OTHER OPERATING EXP & SERVICES		(2,127)
6000	CAPITAL OUTLAY		(12,219)
Total Reference B016823		\$(48,371)	\$(48,371)
Reason:	Special Project Adjustment		
Description:	SP 1850 VTEA/CTE IC-Biotechnology		
B016825	09/25/15		
8100	FEDERAL REVENUES	(56,920)	
4000	SUPPLIES & MATERIALS		(147)
5000	OTHER OPERATING EXP & SERVICES		(4,829)
6000	CAPITAL OUTLAY		(51,944)
Total Reference B016825		\$(56,920)	\$(56,920)
Reason:	Special Project Adjustment		
Description:	SP 1854 VTEA/CTE IC-Website Design NCR		
B016844	09/28/15		
8600	STATE REVENUES	204,500	
1000	ACADEMIC SALARIES		5,133
2000	CLASSIFIED SALARIES		25,077
3000	EMPLOYEE BENEFITS		6,442
5000	OTHER OPERATING EXP & SERVICES		20,706
6000	CAPITAL OUTLAY		147,142
Total Reference B016844		\$204,500	\$204,500
Reason:	New Budget		
Description:	COB & NEWB- SP#2188- OCCPP SAC		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
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BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B016883	09/30/15		
8600	STATE REVENUES	76,433	
1000	ACADEMIC SALARIES		10,560
2000	CLASSIFIED SALARIES		26,715
3000	EMPLOYEE BENEFITS		3,352
4000	SUPPLIES & MATERIALS		2,453
5000	OTHER OPERATING EXP & SERVICES		4,843
6000	CAPITAL OUTLAY		28,510

Total Reference B016883		\$76,433	\$76,433
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Reason: New Budget
Description: NewB SP#2188 SCC CCPT-OCCPP

Fund 13: GF Unrestricted One-Time Funds

B016798	09/24/15		
8800	LOCAL REVENUES	50,613	
6000	CAPITAL OUTLAY		50,613

Total Reference B016798		\$50,613	\$50,613
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Reason: Special Project Adjustment
Description: Purchase AstroFX control sys & Lighting Sys for Planetarium

Fund 33: Child Development Fund

B016704	09/18/15		
8100	FEDERAL REVENUES	50,000	
8600	STATE REVENUES	3,016,991	
8800	LOCAL REVENUES	22,988	
1000	ACADEMIC SALARIES		1,130,043
2000	CLASSIFIED SALARIES		1,019,358
3000	EMPLOYEE BENEFITS		740,868
4000	SUPPLIES & MATERIALS		102,200
5000	OTHER OPERATING EXP & SERVICES		97,510

Total Reference B016704		\$3,089,979	\$3,089,979
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Reason: Special Project Adjustment
Description: Budget for new project SP 2150

B016706	09/18/15		
8100	FEDERAL REVENUES	(50,000)	
8600	STATE REVENUES	(3,016,990)	
8800	LOCAL REVENUES	6,177	
1000	ACADEMIC SALARIES		(1,136,601)
2000	CLASSIFIED SALARIES		(1,003,179)
3000	EMPLOYEE BENEFITS		(750,557)
4000	SUPPLIES & MATERIALS		(101,200)
5000	OTHER OPERATING EXP & SERVICES		(95,510)
7900	RESERVE FOR CONTINGENCIES		26,234

Total Reference B016706		\$(3,060,813)	\$(3,060,813)
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Reason: Special Project Adjustment
Description: Contract separation SP# 2120

RECOMMENDATION

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

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

To: Board of Trustees	Date: October 26, 2015
Re: Approval of the Quarterly Financial Status Report (CCFS-311Q) for period ended September 30, 2015	
Action: Request for Approval	

BACKGROUND

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

Attached is the California Community Colleges Quarterly Financial Status Report form CCFS-311Q for the first quarter in fiscal year 2015-16 ended September 30, 2015.

ANALYSIS

The quarterly report shows the projected unrestricted General Fund revenues and expenditures for this year as well as the actual amounts from the previous three fiscal years. For the three months covered in this report, the District has recognized 18.2% of budgeted revenues and other financing sources and 16.7% of budgeted expenditures and other outgo in the unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approve the CCFS-311Q for the period ending September 30, 2015 as presented.

Fiscal Impact: Not Applicable	Board Date: October 26, 2015
Prepared by: Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

California Community Colleges
QUARTERLY FINANCIAL STATUS REPORT, CCFS-311Q
 Fiscal Year 2015-2016

District: (870) Rancho Santiago Community College

Quarter Ended: September 30, 2015

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

As of June 30 for fiscal year specified.

	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Projected
Revenues:				
Unrestricted General Fund Revenues (Objects 8100, 8600, and 8800)	137,225,065	143,325,250	149,635,311	177,889,795
Other Financing Sources (Objects 8900)	20,007	100,667	8,977	5,000
Total Unrestricted Revenues	137,245,072	143,425,917	149,644,288	177,894,795
Expenditures:				
(Objects 1000-6000)	139,499,629	144,496,127	148,614,551	175,731,682
Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	3,508,107	9,296,288	2,379,302	3,250,000
Total Unrestricted Expenditures	143,007,736	153,792,415	150,993,853	178,981,682
Revenues Over(Under)Expenditures	-5,762,664	-10,366,498	-1,349,565	-1,086,887
Fund Balance, Beginning	43,608,426	37,633,190	27,266,692	25,917,127
Prior Year Adjustments + (-)	-212,572	0	0	0
Adjusted Fund Balance, Beginning	43,395,854	37,633,190	27,266,692	25,917,127
Fund Balance, Ending	37,633,190	27,266,692	25,917,127	24,830,240
% of GF Balance to GF Expenditures	26.3%	17.7%	17.2%	13.9%

II. Annualized Attendance FTES:

Annualized FTES				
(Excluding apprentices and non-residents)	28,185	28,628	28,908	29,263

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

	As of the specified quarter ended for each fiscal year presented			
	2012-13	2013-14	2014-15	2015-16
General Fund Cash Balance (Excluding Borrowed Funds)	35,878,971	49,243,139	44,609,280	55,904,919

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

Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col.2)
Revenues:				
Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	177,839,182	177,889,795	32,459,001	18.2%
Other Financing Sources (Objects 8900)	5,000	5,000	0	0.0%
Total Unrestricted Revenues	177,844,182	177,894,795	32,459,001	18.2%
Expenditures:				
Unrestricted General Fund Expenditures (Objects 1000-6000)	175,641,069	175,731,682	29,826,707	17.0%
Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	3,250,000	3,250,000	-41	0.0%
Total Unrestricted Expenditures	178,891,069	178,981,682	29,826,666	16.7%
Revenues Over(Under) Expenditures	(1,046,887)	(1,086,887)	2,632,335	
Adjusted Fund Balance, Beginning	25,917,127	25,917,127	25,917,127	
Fund Balance, Ending	24,870,240	24,830,240	28,549,462	
% of UGF Fund Balance to UGF Expenditures	13.9%	13.9%		

V. Has the district settled any employee contracts during this quarter? YES NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

SALARIES

Contract Period Settled (Specify)	Management		Academic**		Classified/Confidential	
	*Total Salary /Cost Increase %		*Total Salary /Cost Increase %		*Total Salary /Cost Increase %	
Year 1						
Year 2						
Year 3						

*As specified in Collective Bargaining Agreement.

BENEFITS

Contract Period Settled (Specify)	Management		Academic		Classified/Confidential	
	Total Salary Cost Increase		Total Salary Cost Increase		Total Salary Cost Increase	
Year 1						
Year 2						
Year 3						

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

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

YES NO

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

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

YES NO

Next Year?

YES NO

CERTIFICATION

Rancho Santiago Community College District

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

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

District Chief Business Officer Date

District Chief Executive Officer Date

Quarter Ended: September 30, 2015

Governing Board Meeting Date: October 26, 2015

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

To: Board of Trustees	Date: October 26, 2015
Re: Quarterly Investment Report as of September 30, 2015	
Action: For Information	

BACKGROUND

The Quarterly Investment Report for the quarter ended September 30, 2015 is submitted in accordance with Section 53646(b) of the Government Code. The District's funds are held and invested with the Orange County Treasurer and the State of California Local Agency Investment Fund (LAIF).

ANALYSIS

The District's investments and any areas of noncompliance are shown on the following included documents: (1) the Statement of Cash as of September 30, 2015 for all District funds; (2) excerpts from the Orange County Treasurer's Investment Report for the month ended September 30, 2015, and (3) a copy of the State of California Local Agency Investment Fund (LAIF) "Remittance Advice" for the period ending September 30, 2015.

All investments for the quarter ended September 30, 2015 are in accordance with Board Policy 6320, and there has been no change in the policy during this quarter.

RECOMMENDATION

The quarterly investment report as of September 30, 2015 is presented as information.

Fiscal Impact: Not Applicable	Board Date: October 26, 2015
Prepared by: Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

Rancho Santiago Community College District
Statement of Cash
September 30, 2015

Description	Amount	Interest Rate	QTR	% of Investment
Orange County Treasurer				
General Obligation Bonds	63,853,479	0.55%	July-Sept	26.31%
Bond Sinking Funds	27,757,365	0.55%	July-Sept	11.44%
All Other Funds	150,740,727	0.55%	July-Sept	62.12%
Local Agency Investment Fund (LAIF)	150,916	0.32%	July-Sept	0.06%
Revolving Fund, Refundable Deposits and Cash in Banks	174,834	0.00%	July-Sept	0.07%
	<u>242,677,321</u>			<u>100.00%</u>

Rancho Santiago Community College District

Cash Position September 30, 2015

	County Fund	RSCCD Fund	Cash in County 9110	Cash in County-Perkins 9111	Cash in County - Cal Grants 9112	Restricted Cash for GO Bonds 9119	Cash Clearing 9121/9125	Revolving Cash 9130	Cash with Fiscal Agent 9135	LAIF 9150	Fund Total
General Fund (11 & 12 & 13)	1	11/12/13	55,804,179				740	100,000			55,904,919
Child Development Fund	12	33	835,942				-				835,942
Bond Fund Measure E	22	42	12,124,469				-				12,124,469
Bond Fund Measure Q	23	43	51,729,010				-				51,729,010
Bond Int & Red Fund	31	21-24				27,757,365					27,757,365
Capital Outlay Projects Fund	40	41	40,969,359				(906)				40,968,453
Workers' Compensation Fund	68	62	6,973,688				-		50,000		7,023,688
Property and Liability Fund	70	61	2,153,708				-		25,000		2,178,708
Retiree Benefits Fund	71	63	43,065,281				-			150,916	43,216,197
Student Financial Aid	74	74	843,644	43,469	51,457		-				938,570
Totals			214,499,280	43,469	51,457	27,757,365	(166)	100,000	75,000	150,916	242,677,321

4.4 (3)



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



INTERDEPARTMENTAL COMMUNICATION

Date: October 15, 2015

To: Supervisor Todd Spitzer, Chair
Supervisor Lisa Bartlett, Vice-Chair
Supervisor Shawn Nelson
Supervisor Michelle Steel
Supervisor Andrew Do

From: Shari L. Freidenrich, CPA, CCMT, CPFA, ACPFIM *SLF*

Subject: Treasurer's Investment Report for the Month Ended September 30, 2015

Attached, please find the Treasurer's Investment Report for the County of Orange for the month ended September 30, 2015. The County Treasurer provides this report in compliance with California Government Code Sections 53607, 53646, and 27134 and the County's Investment Policy Statement (IPS). We have included some charts and other data for your information including charts on fund composition and the top ten pool participants. This report is also publicly available on our website at ocgov.com/ocinvestments.

INVESTMENT POOL COMPOSITION

The investments contained within this report are as of September 30, 2015. The Investment Pool Statistics summary shows the total investment responsibility of the County Treasurer as delegated by the Board of Supervisors: the Orange County Investment Pool (OCIP) that includes the Voluntary participants' funds, the Orange County Educational Investment Pool (OCEIP), the John Wayne Airport Investment Pool and various other non-Pooled investment funds. The investment practices and policies of the Treasurer are based on compliance with State law and prudent money management. The primary goal is to invest public funds in a manner which will provide maximum security of principal invested with secondary emphasis on providing adequate liquidity to Pool Participants and lastly to achieve a market rate of return within the parameters of prudent risk management while conforming to all applicable statutes and resolutions governing the investment of public funds.

The County Treasurer established three Money Market Funds, the Orange County Money Market Fund, the Orange County Educational Money Market Fund, and the John Wayne Airport Investment Pool, which all are invested in cash-equivalent securities and provide liquidity for immediate cash needs. Standard & Poor's, on August 11, 2015, reaffirmed their highest rating of AAAM on the Orange County and the Educational Money Market Funds. The County Treasurer also established the Extended Fund that is for cash needs between one and five years. The Orange County Investment Pool is comprised of the Orange County Money Market Fund and portions of the Extended Fund. The Orange County Educational Investment Pool is comprised of the Orange County Educational Money Market Fund and portions of the Extended Fund.

The maximum maturity of investments for the Orange County and Educational Money Market Funds and the John Wayne Airport Investment Pool is 13 months, with a maximum weighted average maturity (WAM) of 60 days, and they have a current WAM of 54, 42 and 59 respectively. The maximum maturity of the Extended Fund is five years, with duration not to exceed the Merrill Lynch 1-3 Year index +25% (2.33). The duration is currently at 1.46. The investments in all of the funds are marked to market daily to determine the value of the funds. To further maintain safety, adherence to an investment strategy of only purchasing top-rated securities and diversification of instrument types and maturities is required.

ECONOMIC UPDATE

In September, the job market added 142,000 new jobs, and August's job numbers were revised downward by 37,000 to 136,000. The U.S. unemployment rate was unchanged at 5.1%. U.S. gross domestic product (GDP) was further revised up in the second quarter of 2015 to a 3.9% annualized rate from 3.7%. The Empire State Manufacturing Index remained below zero at -14.67 while the Philadelphia Fed Index dropped below zero to -6.0. The Federal Reserve uses

these indexes as regional economic gauges, and a reading above zero signals economic expansion. With respect to housing, S&P/CaseShiller reported that housing prices continue to show positive momentum as year-over-year prices increased for the thirty-eighth consecutive month in July, up 4.96% from a year ago. The index for pending home sales increased 6.7% on a year-over-year basis in August. The 10-year Treasury rate decreased 18 basis points in September to 2.04%.

The short-term 90-day T-bill ended the month at -0.02%, down from 0.00% in August, and the rate on the 2-year Treasury note was 0.63% at the end of September, down from 0.74% in August.

INVESTMENT INTEREST YIELDS AND FORECAST

The current gross interest yield year-to-date for fiscal year 2015/2016 is 0.58% for the Orange County Investment Pool and 0.54% for the Orange County Educational Investment Pool. The current net yield for fiscal year 2015/2016 is 0.51% and 0.47% respectively. The forecasted net yield for fiscal year 2015/2016 for both Pools remains at 0.48%.

APPORTIONMENT OF COMMINGLED POOL INTEREST EARNINGS

Each month, the County Treasurer apportions the accrued interest earnings to each pool participant. As of the first business day of the following month accrued, but unpaid, interest earnings are added to pool participants' average balances in determining a participant's relative share of the pool's monthly earnings. The actual cash distribution will generally be paid in the months following. The September 2015 interest apportionment is expected to be paid by October 31, 2015. The investment administrative fee for fiscal year 2015/2016 is estimated at 7.0 basis points.

TEMPORARY TRANSFERS

The County Treasurer as required by Constitution Article XVI, Section 6, and per the Board of Supervisors' Resolution 15-016 is authorized to make temporary transfers to school districts to address their short-term cash flow needs. The loans are secured by tax receipts to be received by the County Treasurer, as the banker for the school districts. Temporary transfers from the Orange County Educational Investment Pool totaled \$10 million and will be repaid by December 31, 2015.

PORTFOLIO HOLDINGS OF DEBT ISSUED BY POOL PARTICIPANTS

Under guidelines outlined in the current IPS, the County Treasurer may invest in A or above rated securities issued by municipalities. Municipal debt issued by the County of Orange is exempt from this credit rating requirement. The Investment Pools may invest no more than 5% of pool assets in any one issuer, with the exception of the County of Orange which has a 10% limit. The Investment Pools have a total market value of \$25 million in AA-rated County of Orange debt, which represents approximately 0.38% of assets. Prior to purchasing any pool participant debt, a standardized credit analysis is performed.

COMPLIANCE SUMMARY

The investment portfolios had no compliance exceptions for the month of September 2015. The Auditor-Controller Report on Review of the Schedule of Assets Held by the County Treasury as of March 31, 2015 stated that no material modifications needed to be made to the financial statements prepared on a modified cash basis. The Auditor-Controller Report on Continuous Compliance Auditing of the Treasury Investment Portfolio for the Quarter Ended March 31, 2015 identified no compliance deficiencies. The Auditor-Controller Report on Continuous Compliance Auditing of the Treasury Investment Portfolio for the Quarter Ended June 30, 2015 identified one compliance exception. This report stated that the Treasurer reported this compliance exception in the Treasurer's Monthly Investment Report as of June 30, 2015, and that the Treasurer has implemented controls to prevent a similar occurrence in the future.

CREDIT UPDATE

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

I certify that this report includes all pool and non-pooled investments as of September 30, 2015 and is in conformity with all State laws and the IPS approved by the Board of Supervisors on December 16, 2014. The investments herein shown provide adequate liquidity to meet the next six months of projected cash flow requirements. I am available if you have any questions on this Investment Report at (714) 834-7625.

Enclosures

cc: Distribution List

ORANGE COUNTY TREASURER-TAX COLLECTOR

SUMMARY OF INVESTMENT DATA

INVESTMENT TRENDS

	SEPTEMBER 2015	AUGUST 2015	INCREASE (DECREASE)	NET CHANGE %	SEPTEMBER 2014	INCREASE (DECREASE)	NET CHANGE %
<u>Orange County Investment Pool (OCIP)</u>							
End Of Month Market Value ¹	\$ 3,219,429,503	\$ 3,251,252,747	\$ (31,823,244)	-0.98%	\$ 3,051,215,673	\$ 168,213,830	5.51%
End Of Month Book Value	\$ 3,214,700,535	\$ 3,250,802,129	\$ (36,101,594)	-1.11%	\$ 3,051,236,048	\$ 163,464,487	5.36%
Monthly Average Balance	\$ 3,253,609,575	\$ 3,232,165,571	\$ 21,444,004	0.66%	\$ 3,071,400,622	\$ 182,208,953	5.93%
Year-To-Date Average Balance	\$ 3,297,967,669	\$ 3,320,146,717	\$ (22,179,048)	-0.67%	\$ 3,100,325,515	\$ 197,642,154	6.37%
Monthly Accrued Earnings ²	\$ 1,718,576	\$ 1,579,611	\$ 138,965	8.80%	\$ 1,077,017	\$ 641,558	59.57%
Monthly Net Yield ^{2,3}	0.57%	0.51%	0.07%	13.30%	0.35%	0.22%	63.82%
Year-To-Date Net Yield ²	0.51%	0.48%	0.03%	6.25%	0.34%	0.18%	51.63%
Annual Estimated Gross Yield ³	0.55%	0.55%	0.00%	0.00%	0.41%	0.14%	34.15%
Weighted Average Maturity (WAM) ⁴	448	405	43	10.65%	448	0	0.03%
<u>Orange County Educational Investment Pool (OCEIP)</u>							
End Of Month Market Value ¹	\$ 3,408,767,845	\$ 3,428,756,907	\$ (19,989,062)	-0.58%	\$ 3,440,929,376	\$ (32,161,531)	-0.93%
End Of Month Book Value	\$ 3,404,132,754	\$ 3,428,254,898	\$ (24,122,144)	-0.70%	\$ 3,440,943,983	\$ (36,811,229)	-1.07%
Monthly Average Balance	\$ 3,419,689,005	\$ 3,577,694,185	\$ (158,005,180)	-4.42%	\$ 3,417,417,696	\$ 2,271,309	0.07%
Year-To-Date Average Balance	\$ 3,591,354,615	\$ 3,677,187,420	\$ (85,832,805)	-2.33%	\$ 3,410,495,130	\$ 180,859,485	5.30%
Monthly Accrued Earnings ²	\$ 1,736,316	\$ 1,638,188	\$ 98,128	5.99%	\$ 1,117,111	\$ 619,205	55.43%
Monthly Net Yield ²	0.54%	0.47%	0.07%	14.75%	0.32%	0.22%	67.85%
Year-To-Date Net Yield ²	0.47%	0.44%	0.03%	5.87%	0.34%	0.13%	38.77%
Annual Estimated Gross Yield ³	0.55%	0.55%	0.00%	0.00%	0.41%	0.14%	34.15%
Weighted Average Maturity (WAM)	412	395	17	4.40%	409	3	0.83%

¹ Market values provided by Bloomberg and Northern Trust.

² In September 2015, both OCIP and OCEIP monthly accrued earnings and monthly, year-to-date net yields were higher than September 2014 and August 2015, primarily due to reductions in excess liquidity and improved cash management resulting in higher pool yields.

³ Annual estimated gross yield for September 2014 is reported at the actual annual gross yield for FY 14/15, and the annual estimated gross yields for September 2015 are reported at the latest forecasted yield. Annual estimated gross yield for FY 15/16 is higher than FY 14/15 due to reductions in excess liquidity and improved cash management while maintaining the same high credit quality of securities.

⁴ In September 2015, OCIP WAM was higher than August 2015, primarily due to investing in slightly longer maturities as part of a planned program to reduce significant excess liquidity.

ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
 FOR THE MONTH AND QUARTER ENDED: SEPTEMBER 30, 2015

INVESTMENT STATISTICS - By Investment Pool*

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 09/30/15	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV
COMBINED POOL BALANCES (includes the Extended Fund)						
Orange County Investment Pool (OCIP)	MARKET Value \$ 3,219,429,503	448	0.66%	0.64%	0.58%	1.00
	COST (Capital) \$ 3,223,136,891					
	MONTHLY AVG Balance \$ 3,253,609,575					
	QUARTERLY AVG Balance \$ 3,297,967,669					
	BOOK Value \$ 3,214,700,535					
Orange County Educational Investment Pool (OCEIP)	MARKET Value \$ 3,408,767,845	412	0.63%	0.62%	0.55%	1.00
	COST (Capital) \$ 3,412,668,492					
	MONTHLY AVG Balance \$ 3,419,689,005					
	QUARTERLY AVG Balance \$ 3,591,354,615					
	BOOK Value \$ 3,404,132,754					

INVESTMENT STATISTICS - Non Pooled Investments **

DESCRIPTION	CURRENT BALANCE	BOOK BALANCE BY INVESTMENT TYPE
Specific Investment Funds:		
100, 15B, 283, 505, 529, 650 FVSD	MARKET Value \$ 198,912,136	County General-Tax Exempt Non AMT \$ 118,390,621
	COST (Capital) \$ 198,801,735	GNMA Mortgage-Backed Securities 88,663
	MONTHLY AVG Balance \$ 198,841,277	John Wayne Airport Investment Pool 50,034,084
	QUARTERLY AVG Balance \$ 189,747,281	Repurchase Agreement 1,081,500
	BOOK Value \$ 198,723,834	Money Market Mutual Funds 1,257,301
		Fountain Valley School District Fund 40 27,949,566
		\$ 198,801,735

MONTH END TOTALS

INVESTMENTS & CASH	FUND ACCOUNTING & SPECIFIC INVESTMENTS
COUNTY MONEY MARKET FUND (OCMMF)	
County Money Market Fund \$ 608,424,294	County Funds \$ 3,322,985,521
County Cash 99,848,631	Educational Funds 3,468,706,888
EXTENDED FUND 5,152,712,597	Specific Investment Funds 198,801,735
EDUCATIONAL MONEY MARKET FUND (OCEMMF)	
Educational Money Market Fund 874,668,492	
Educational Cash 56,038,395	
NON-POOLED INVESTMENTS	
Non Pooled Investments @ Cost 198,801,735	
\$ 6,990,494,144	\$ 6,990,494,144

KEY POOL STATISTICS

INTEREST RATE YIELD	WEIGHTED AVERAGE MATURITY (WAM)
OCMMF - MONTHLY GROSS YIELD 0.16%	OCMMF 54
OCEMMF - MONTHLY GROSS YIELD 0.16%	OCEMMF 42
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD 0.18%	JOHN WAYNE AIRPORT WAM 59
OCIP - YTD NET YIELD*** 0.51%	LGIP WAM (Standard & Poors) 39
OCEIP - YTD NET YIELD*** 0.48%	
90-DAY T-BILL YIELD - MONTHLY AVERAGE 0.01%	

ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
FOR THE MONTH AND QUARTER ENDED: SEPTEMBER 30, 2015

INVESTMENT STATISTICS - By Investment Fund****

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 09/30/15	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV
<u>County Money Market Fund (OCMMF)</u>	MARKET Value \$ 608,245,209	54	0.17%	0.16%	0.15%	1.00
	COST (Capital) \$ 608,424,294					
	MONTHLY AVG Balance \$ 640,570,234					
	QUARTERLY AVG Balance \$ 690,009,181					
	BOOK Value \$ 608,130,879					
<u>Educational Money Market Fund (OCEMMF)</u>	MARKET Value \$ 874,192,632	42	0.15%	0.16%	0.15%	1.00
	COST (Capital) \$ 874,668,492					
	MONTHLY AVG Balance \$ 813,689,005					
	QUARTERLY AVG Balance \$ 977,354,615					
	BOOK Value \$ 874,036,791					
<u>Extended Fund</u>	MARKET Value \$ 5,145,759,506	540	0.78%	0.76%	0.70%	1.00
	COST (Capital) \$ 5,152,712,597					
	MONTHLY AVG Balance \$ 5,219,039,341					
	QUARTERLY AVG Balance \$ 5,221,958,488					
	BOOK Value \$ 5,136,665,619					
ALLOCATION OF EXTENDED FUND						
<u>Extended Fund</u> <i>OCIP Share</i>	MARKET Value \$ 2,611,184,293	540	0.78%	0.76%	0.70%	1.00
	COST (Capital) \$ 2,614,712,597					
	MONTHLY AVG Balance \$ 2,613,039,341					
	QUARTERLY AVG Balance \$ 2,607,958,488					
	BOOK Value \$ 2,606,569,656					
<i>OCEIP Share</i>	MARKET Value \$ 2,534,575,213	540	0.78%	0.76%	0.70%	1.00
	COST (Capital) \$ 2,538,000,000					
	MONTHLY AVG Balance \$ 2,606,000,000					
	QUARTERLY AVG Balance \$ 2,614,000,000					
	BOOK Value \$ 2,530,095,963					
<i>Modified Duration</i>	1.46					

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

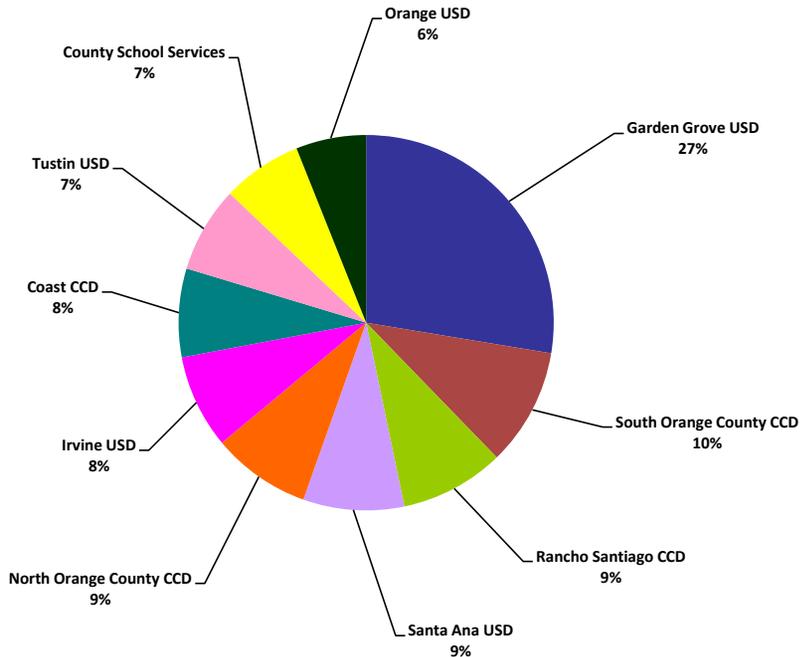
** Specific non pooled investments are reported in compliance with Government Code Section 53646 (b)(1). Detailed descriptions are included in the inventory listing in Section VII of this report.

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

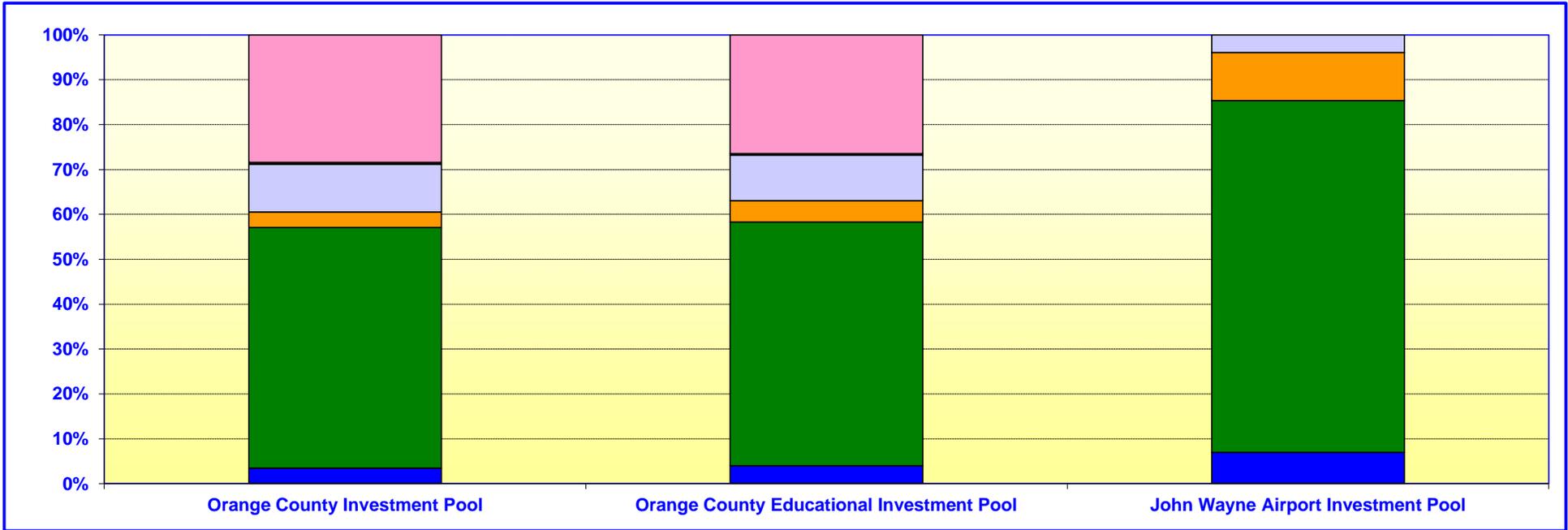
**** Book Value is computed as Cost reduced by amortization of premium and increased by the accretion of discount of the Investment Portfolio. Net Asset Value (NAV) is equal to Market Value divided by Book Value.

**ORANGE COUNTY EDUCATIONAL INVESTMENT POOL
TOP TEN POOL PARTICIPANTS
AS OF SEPTEMBER 30, 2015**

DISTRICT #	SCHOOL DISTRICT	BALANCE
72	Garden Grove USD	\$ 659,238,696
96	South Orange County CCD	241,941,203
92	Rancho Santiago CCD	214,703,860
84	Santa Ana USD	207,845,037
88	North Orange County CCD	203,449,308
75	Irvine USD	192,984,250
90	Coast CCD	182,100,193
87	Tustin USD	176,780,319
94	County School Services	164,435,783
80	Orange USD	144,468,414
TOTAL		<u>\$2,387,947,063</u>



ORANGE COUNTY TREASURER - TAX COLLECTOR
BY INVESTMENT TYPE - By Percentage Holdings
September 30, 2015



Orange County Investment Pool		
	In Thousands	%
■ U.S. GOVERNMENT AGENCIES	\$ 1,725,642	53.60%
■ U.S. TREASURIES	913,940	28.39%
■ MEDIUM - TERM NOTES	343,450	10.67%
■ MONEY MARKET FUNDS	112,455	3.49%
■ MUNICIPAL DEBT	12,717	0.40%
■ CERTIFICATES OF DEPOSIT	111,226	3.45%
	<u>\$ 3,219,430</u>	<u>100.00%</u>

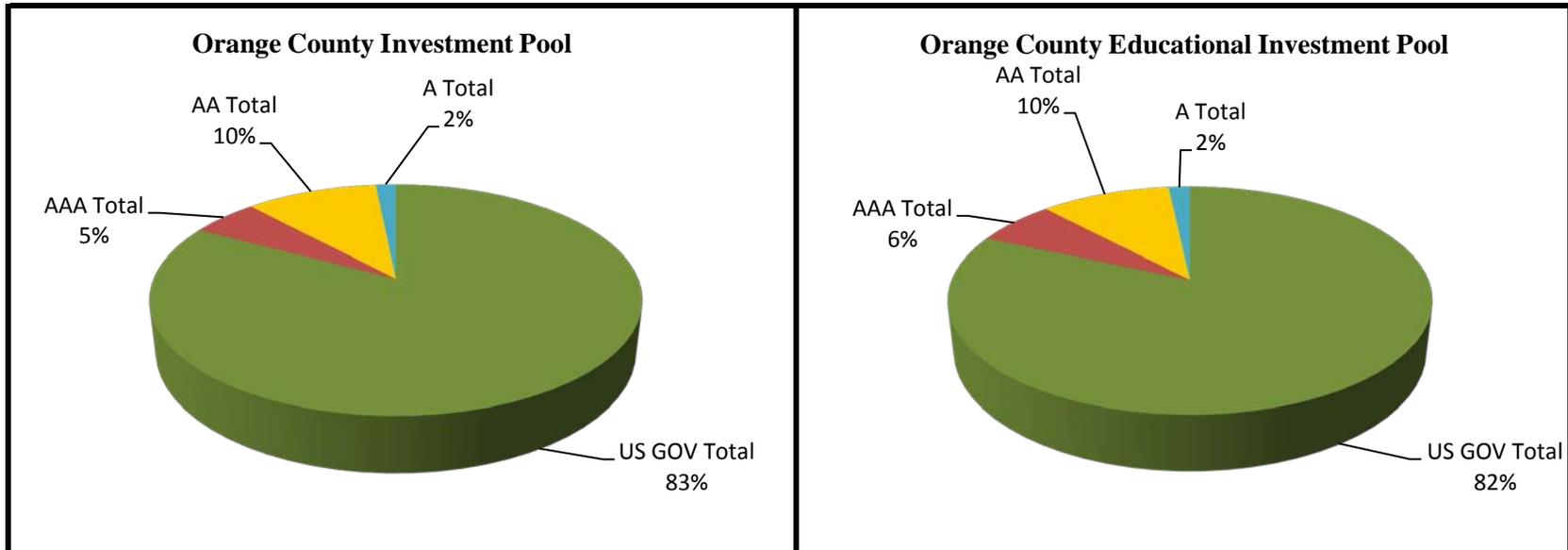
Orange County Educational Investment Pool		
	In Thousands	%
■ U.S. GOVERNMENT AGENCIES	\$ 1,851,501	54.32%
■ U.S. TREASURIES	902,141	26.46%
■ MEDIUM - TERM NOTES	343,901	10.09%
■ MONEY MARKET FUNDS	163,039	4.78%
■ MUNICIPAL DEBT	12,344	0.36%
■ CERTIFICATES OF DEPOSIT	135,842	3.99%
	<u>\$ 3,408,768</u>	<u>100.00%</u>

John Wayne Airport Investment Pool		
	In Thousands	%
■ U.S. GOVERNMENT AGENCIES	\$ 39,147	78.34%
■ MEDIUM - TERM NOTES	1,955	3.91%
■ MONEY MARKET FUNDS	5,371	10.75%
■ CERTIFICATES OF DEPOSIT	3,500	7.00%
	<u>\$ 49,973</u>	<u>100.00%</u>

4.4 (10)

Calculated Using Market Value at 9/30/2015

ORANGE COUNTY TREASURER - TAX COLLECTOR
CREDIT QUALITY BY MARKET VALUE
 September 30, 2015



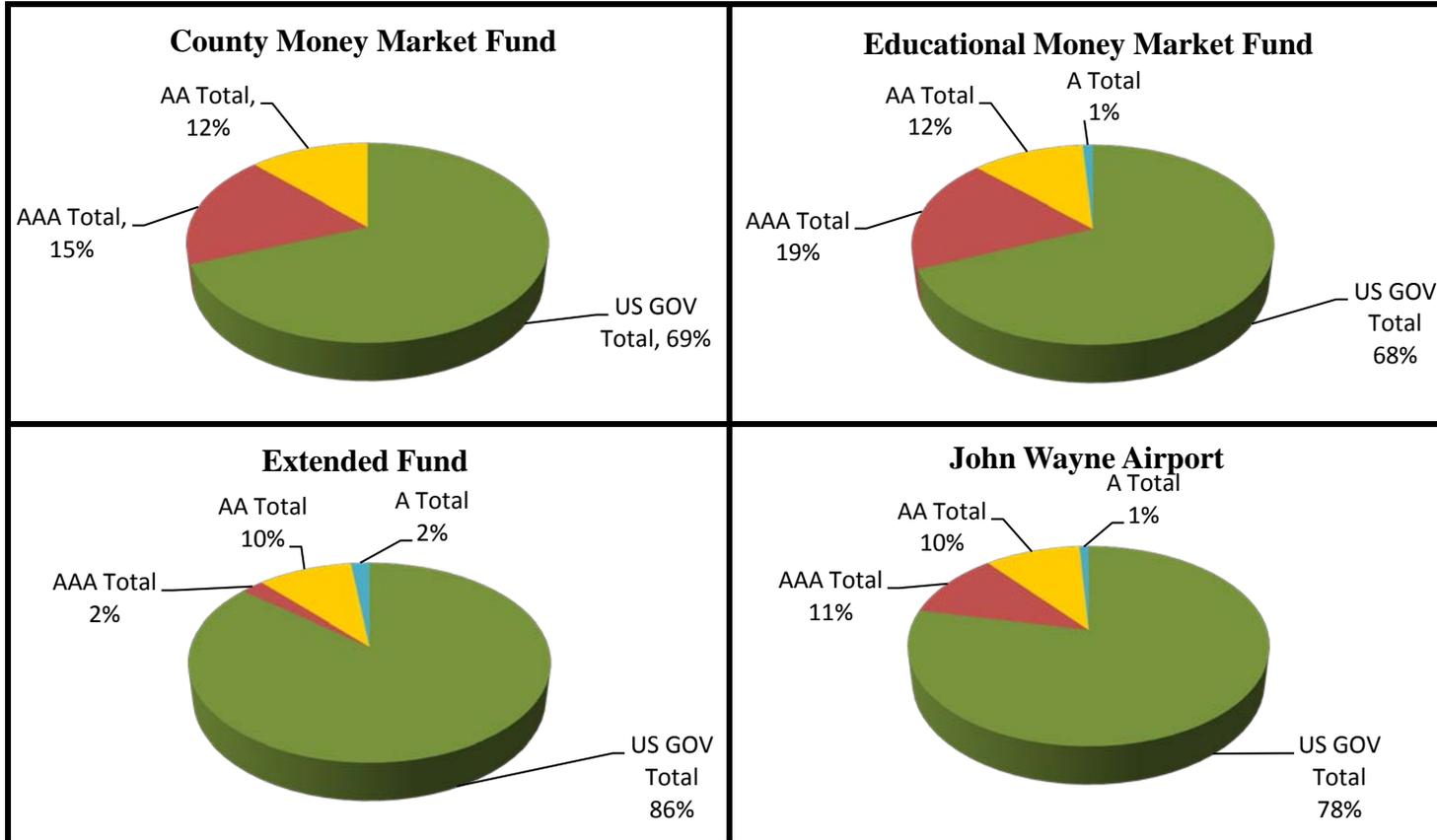
US GOV Includes Agency & Treasury Debt

AA Includes AA+, AA- & AA

A Includes A+,A- & A

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

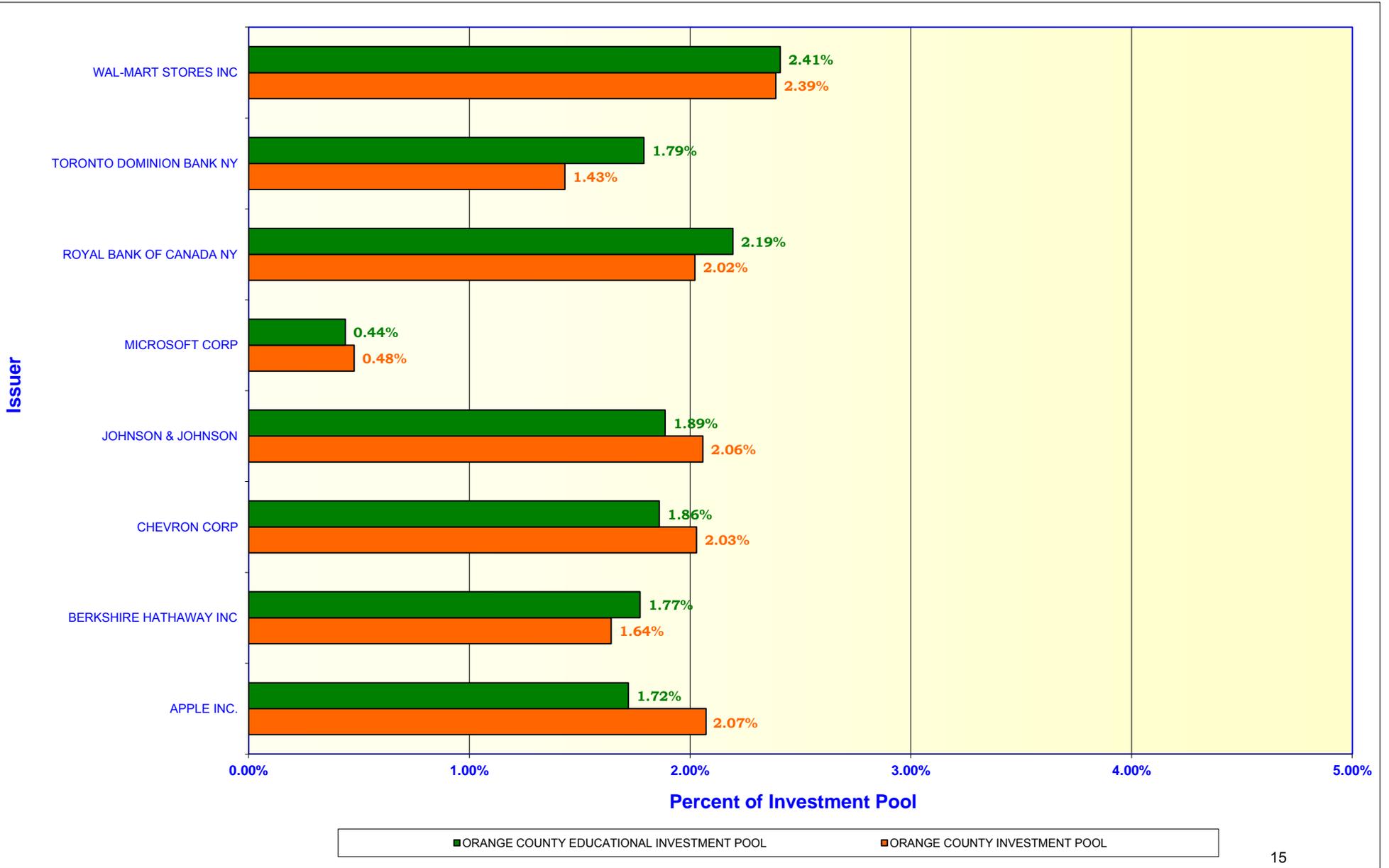
ORANGE COUNTY TREASURER - TAX COLLECTOR
CREDIT QUALITY BY MARKET VALUE
 September 30, 2015



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

4.4 (12)

ORANGE COUNTY TREASURER - TAX COLLECTOR
ISSUER CONCENTRATION-By Investment Pool
 September 30, 2015



4.4 (13)

ORANGE COUNTY TREASURER-TAX COLLECTOR

APPROVED ISSUER LIST - OCIP, OCEIP, and JWA

September 30, 2015

ISSUER	S/T RATINGS			L/T RATINGS		
	S&P	Moody's	Fitch	S&P	Moody's	Fitch
U.S. TREASURY SECURITIES						
U.S. GOVERNMENT	A-1+	P-1	F1+	AA+	Aaa	AAA
U.S. GOVERNMENT AGENCY SECURITIES						
FEDERAL NATIONAL MORTGAGE ASSOCIATION	A-1+	P-1	F1+	AA+	Aaa	AAA
FEDERAL HOME LOAN MORTGAGE CORPORATION	A-1+	P-1	F1+	AA+	Aaa	AAA
FEDERAL HOME LOAN BANKS	A-1+	P-1	F1+	AA+	Aaa	AAA
FEDERAL FARM CREDIT BANKS	A-1+	P-1	F1+	AA+	Aaa	AAA
MEDIUM-TERM NOTES						
APPLE INC	A-1+	P-1	NR	AA+	Aa1	NR
CHEVRON CORPORATION	A-1+	P-1	NR	AA	Aa1	NR
JOHNSON & JOHNSON	A-1+	P-1	F1+	AAA	Aaa	AAA
MICROSOFT CORP	A-1+	P-1	F1+	AAA	Aaa	AA+
WAL-MART STORES INC	A-1+	P-1	F1+	AA	Aa2	AA
ISSUERS ON HOLD						
BERKSHIRE HATHAWAY INC ***	A-1+	P-1	NR	AA	Aa2	A+
<i>BERKSHIRE HATHAWAY FINANCE</i>	NR	P-1	NR	NR	Aa2	A+
STATE OR NATIONALLY CHARTERED BANKS						
ROYAL BANK OF CANADA NY *	A-1+	P-1	F1+	AA-	Aa3	AA
TORONTO DOMINION BANK NY *	A-1+	P-1	F1+	AA-	Aa1	AA-
MUNICIPAL BONDS						
ORANGE CNTY CA PENSION OBLG 2015 A *	NR	NR	F1+	AA-	NR	AA
MONEY MARKET MUTUAL FUNDS **						
NAME OF FUND	S & P	Moody's	Fitch			
INVESCO GOVERNMENT & AGENCY SHORT-TERM INVESTMENTS TRUST (AIM)	AAAm	Aaa-mf	AAAmf			
GOLDMAN SACHS FINANCIAL SQUARE GOVT FUND	AAAm	Aaa-mf	NR			
MORGAN STANLEY INSTITUTIONAL LIQUIDITY FUNDS - GOVT	AAAm	Aaa-mf	NR			
NORTHERN INSTITUTIONAL TREASURY PORTFOLIO	AAAm	NR	NR			

* Further purchase restrictions apply due to additional trading limits.

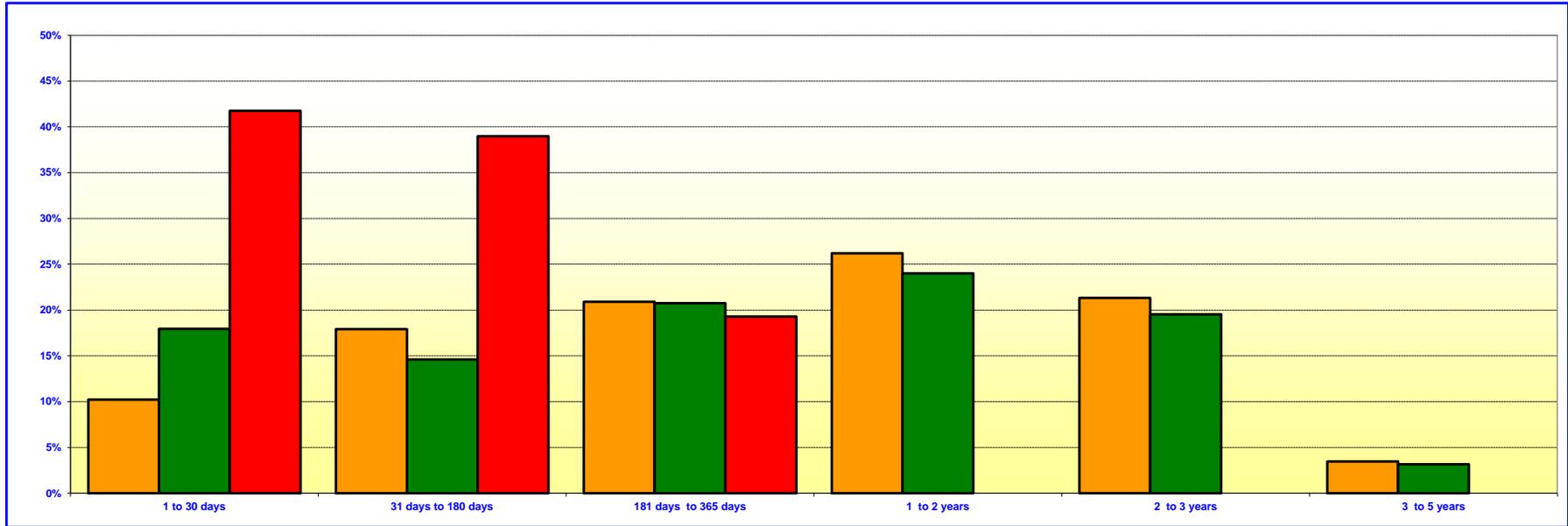
** All money market funds are institutional money market funds investing in debt issued or guaranteed by the U.S. Government and its agencies.

*** S&P placed their S/T and L/T Ratings on CreditWatch-Negative on August 11, 2015.

**Orange County Treasurer-Tax Collector
Changes in Approved Issuer's List
For the Month Ended September 30, 2015**

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

**ORANGE COUNTY TREASURER - TAX COLLECTOR
MATURITIES DISTRIBUTION
September 30, 2015**



ORANGE COUNTY INVESTMENT POOL			
	In Thousands		%
1 TO 30 DAYS	\$ 327,051		10.21%
31 TO 180 DAYS	573,435		17.91%
181 TO 365 DAYS	669,051		20.89%
1 YEAR TO 2 YEARS	838,936		26.20%
2 YEARS TO 3 YEARS	682,614		21.32%
3 YEARS TO 5 YEARS	110,917		3.47%
TOTAL	\$ 3,202,004		100.00%

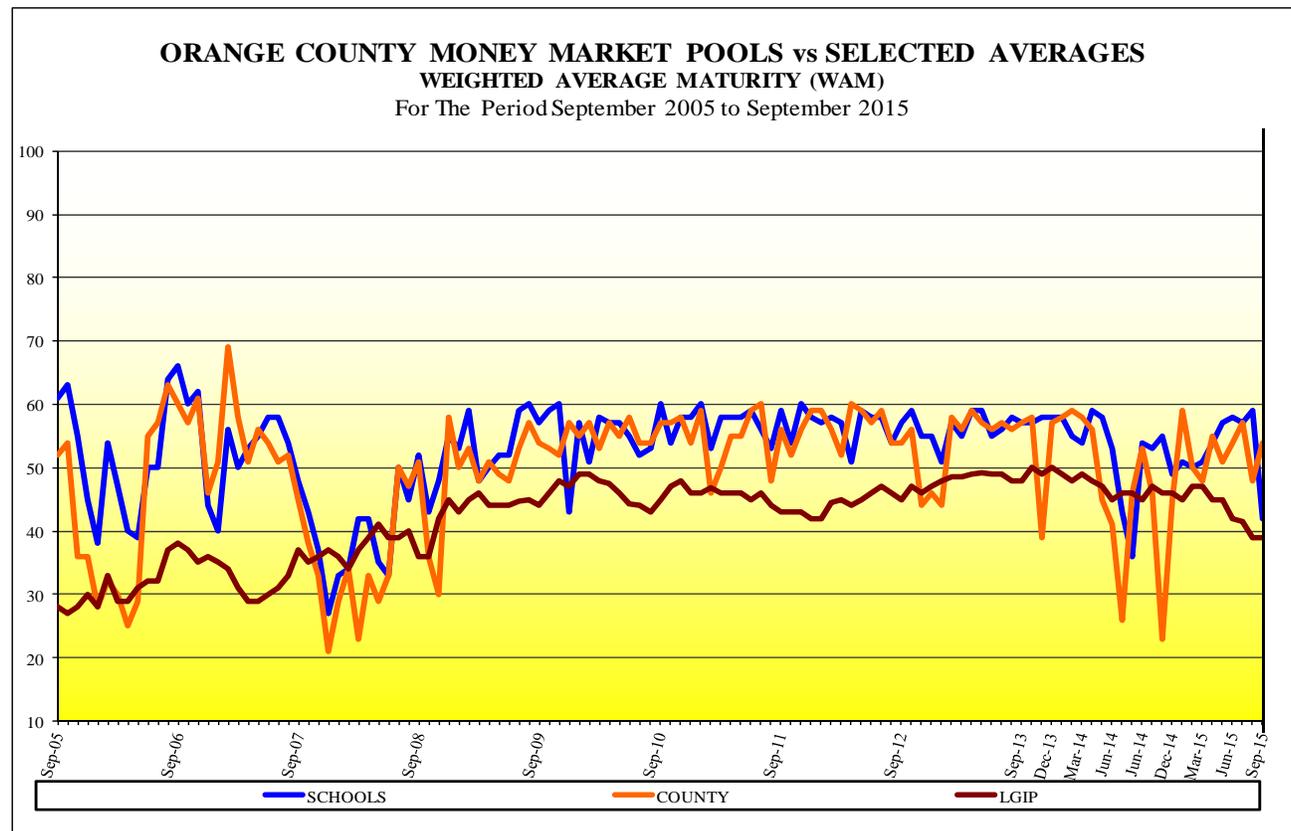
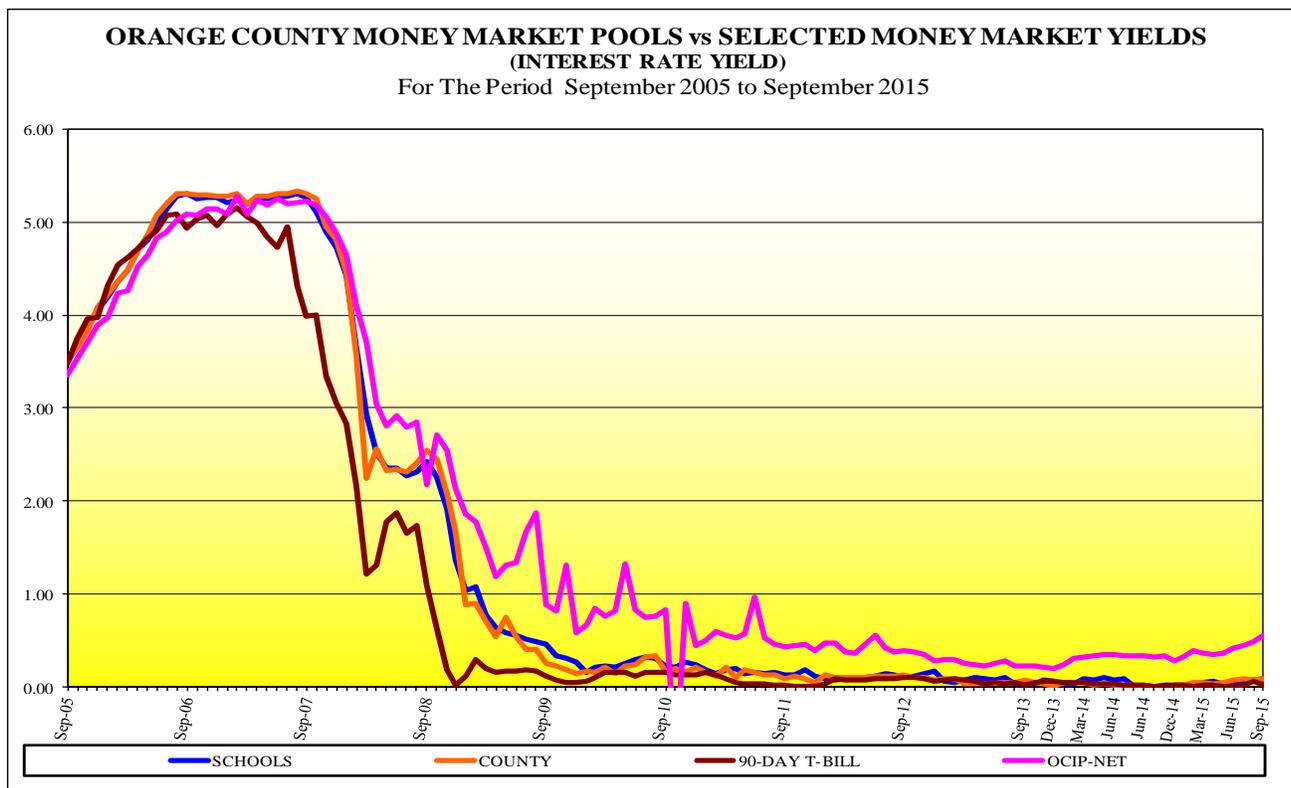
ORANGE COUNTY EDUCATIONAL INVESTMENT POOL			
	In Thousands		%
1 TO 30 DAYS	\$ 608,751		17.95%
31 TO 180 DAYS	495,090		14.60%
181 TO 365 DAYS	703,281		20.74%
1 YEAR TO 2 YEARS	814,322		24.01%
2 YEARS TO 3 YEARS	662,586		19.54%
3 YEARS TO 5 YEARS	107,663		3.16%
TOTAL	\$ 3,391,693		100.00%

JOHN WAYNE AIRPORT INVESTMENT POOL			
	In Thousands		%
1 TO 30 DAYS	\$ 20,817		41.74%
31 TO 180 DAYS	19,437		38.98%
181 TO 365 DAYS	9,615		19.28%
1 YEAR TO 2 YEARS	-		0.00%
TOTAL	\$ 49,869		100.00%

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

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

At 9/30/2015, Floating Rate Notes comprise 3.90%, 5.15%, and 22.06% of the Orange County Investment Pool, Orange County Educational Investment Pool, and JWA Investment Pool respectively.



•As of September 30, 2015, LGIP 0.09; LGIP WAM 39; 90-Day T-Bill 0.01; OCIP – Net 0.57

ORANGE COUNTY TREASURER-TAX COLLECTOR

INVESTMENT POOL YIELDS

October 1, 2014 - September 30, 2015

PERIOD ENDING - MONTH / YEAR	MONTH END MARKET VALUE	EARNINGS FOR MONTH	GROSS AVERAGE YIELD FOR MONTH	MONTH END WAM
<i>Current Month - September 2015</i>				
County Pool - Money Market Fund	\$ 608,245,209	\$ 86,306	0.16%	54
Educational Pool - Money Market Fund	\$ 874,192,632	\$ 108,276	0.16%	42
Extended Fund	\$ 5,145,759,506	\$ 3,260,310	0.76%	540
<i>August 2015</i>				
County Pool - Money Market Fund	\$ 687,583,790	\$ 72,659	0.14%	48
Educational Pool - Money Market Fund	\$ 818,603,048	\$ 124,322	0.15%	59
Extended Fund	\$ 5,173,822,816	\$ 3,020,818	0.68%	500
<i>July 2015</i>				
County Pool - Money Market Fund	\$ 643,407,422	\$ 109,675	0.16%	57
Educational Pool - Money Market Fund	\$ 1,069,060,825	\$ 130,058	0.13%	57
Extended Fund	\$ 5,216,709,734	\$ 2,850,260	0.64%	504
<i>June 2015</i>				
County Pool - Money Market Fund	\$ 916,190,702	\$ 107,234	0.14%	54
Educational Pool - Money Market Fund	\$ 1,167,943,414	\$ 125,916	0.12%	58
Extended Fund	\$ 5,216,439,679	\$ 2,696,501	0.63%	510
<i>May 2015</i>				
County Pool - Money Market Fund	\$ 1,107,145,730	\$ 108,147	0.11%	51
Educational Pool - Money Market Fund	\$ 1,421,862,870	\$ 132,950	0.10%	57
Extended Fund	\$ 5,194,393,431	\$ 2,593,743	0.59%	519
<i>April 2015</i>				
County Pool - Money Market Fund	\$ 1,348,477,701	\$ 112,099	0.09%	55
Educational Pool - Money Market Fund	\$ 1,678,234,559	\$ 128,187	0.12%	54
Extended Fund	\$ 5,207,327,217	\$ 2,508,094	0.59%	498
<i>March 2015</i>				
County Pool - Money Market Fund	\$ 1,185,441,628	\$ 81,093	0.11%	48
Educational Pool - Money Market Fund	\$ 1,151,754,378	\$ 106,877	0.11%	51
Extended Fund	\$ 5,205,839,829	\$ 2,524,909	0.57%	511
<i>February 2015</i>				
County Pool - Money Market Fund	\$ 909,925,797	\$ 70,952	0.11%	50
Educational Pool - Money Market Fund	\$ 1,193,304,289	\$ 105,399	0.10%	50
Extended Fund	\$ 5,195,087,451	\$ 2,332,495	0.59%	536
<i>January 2015</i>				
County Pool - Money Market Fund	\$ 802,966,222	\$ 85,487	0.10%	59
Educational Pool - Money Market Fund	\$ 1,438,167,807	\$ 118,676	0.09%	51
Extended Fund	\$ 5,161,441,369	\$ 2,222,688	0.52%	506
<i>December 2014</i>				
County Pool - Money Market Fund	\$ 1,398,035,090	\$ 86,496	0.07%	45
Educational Pool - Money Market Fund	\$ 1,709,695,733	\$ 93,974	0.10%	49
Extended Fund	\$ 4,996,676,299	\$ 2,228,375	0.52%	522
<i>November 2014</i>				
County Pool - Money Market Fund	\$ 1,208,671,629	\$ 43,399	0.06%	23
Educational Pool - Money Market Fund	\$ 572,558,526	\$ 52,529	0.09%	55
Extended Fund	\$ 5,000,580,448	\$ 2,189,886	0.53%	533
<i>October 2014</i>				
County Pool - Money Market Fund	\$ 726,211,099	\$ 36,917	0.08%	46
Educational Pool - Money Market Fund	\$ 718,769,067	\$ 55,628	0.08%	53
Extended Fund	\$ 4,998,364,669	\$ 2,092,147	0.49%	467
Fiscal Year July 1, 2015 - June 30, 2016	Average Month End Market Value Balance	YTD Interest Income	YTD Gross Yield	YTD Average
Orange County Investment Pool	\$ 3,239,410,295	\$ 4,829,595	0.58%	423
Orange County Educational Investment Pool	\$ 3,506,384,699	\$ 4,933,090	0.54%	21 394

**ORANGE COUNTY TREASURER-TAX COLLECTOR
CASH AVAILABILITY PROJECTION
FOR THE SIX MONTHS ENDING MARCH 31, 2016**

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

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

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

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

The Cash Availability Projection for the six months ending March 31, 2016, indicates the ability of the pools to meet projected cash flow requirements. However, there will usually be differences between projected and actual results because events and circumstances frequently do not occur as expected and those differences may be material.

ORANGE COUNTY INVESTMENT POOL				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
September 2015 - Ending Cash				\$ 99,848,631
October	\$ 419,964,375	\$ 508,781,257	\$ 446,529,006	582,065,258
November	206,583,694	1,251,174,165	529,370,479	1,510,452,638
December	120,035,232	2,240,189,370	2,170,098,649	1,700,578,590
January	90,285,650	437,321,792	990,212,995	1,237,973,037
February	65,497,064	480,129,367	346,361,472	1,437,237,996
March	170,544,747	865,184,431	548,372,000	1,924,595,174

ORANGE COUNTY EDUCATIONAL INVESTMENT POOL				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
September 2015 - Ending Cash				\$ 56,038,396
October	\$ 667,604,551	\$ 319,084,992	\$ 636,643,561	406,084,378
November	192,665,691	421,711,200	618,813,651	401,647,618
December	107,463,452	1,503,652,468	462,651,072	1,550,112,466
January	75,414,144	463,523,497	788,200,045	1,300,850,061
February	65,748,407	258,921,811	617,901,533	1,007,618,746
March	181,275,982	543,713,191	682,025,690	1,050,582,230



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

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

As of 10/15/2015, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 09/30/2015.

Earnings Ratio		.00000875275068308
Interest Rate		0.32%
Dollar Day Total	\$	13,892,595.80
Quarter End Principal Balance	\$	151,022.71
Quarterly Interest Earned	\$	121.60

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

To:	Board of Trustees	Date: October 26, 2015
Re:	Approval of Agreement with Jacobus & Yuang for Cost Estimating Consulting Services for the Science Center at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement for cost estimating consulting services for the Science Center at Santa Ana College. The project is currently in the preliminary schematic design phase and estimates of probable construction cost are being prepared by the architect. In order to validate and reconcile probable cost of construction, the District is in need of an independent third party cost estimate from a qualified consultant with experience in the area of estimating similar science building projects. This will assist the District in order to properly evaluate the probable construction cost and validate estimates received from the architect.

ANALYSIS:

A Request for Proposal #1415-113 for Cost Estimating Services for the Science Center was released to all six pre-qualified firms on July 23, 2015 with a due date of August 10, 2015. The District received responses from five firms; Cumming (Aliso Viejo), HL Construction Management (Orange), Jacobus & Yuang, Inc. (Camarillo), Leland Saylor Associates (Los Angeles), and Lenax Construction Services, Inc. (Los Angeles). A selection committee convened to review the proposals on August 14, 2015, and interviewed Jacobus & Yuang, Lenax Construction and Cumming on August 21, 2015. The selection and interview committee recommends Jacobus & Yuang, Inc. 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 similar project types. It is recommended that the District enter into an agreement with Jacobus & Yuang, Inc. for cost estimating consulting services.

The services covered by this agreement shall commence October 27, 2015 and ends December 31, 2016. The contract is a not to exceed fee of \$107,995 which includes \$5,000 of reimbursable expenses.

This project is funded by Measure Q.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the contract with Jacobus & Yuang for Cost Estimating Consulting Services for the Science Center at Santa Ana College as presented.

Fiscal Impact:	\$107,995	Board Date: October 26, 2015
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Board Agreement Summary

Board Date: 10/26/15

Project: Science Center

Site: **Santa Ana College**

Consultants: **Jacobus & Yuang, Inc.**

Type of Service: Cost Estimating Consulting

Agreement Summary	No.	Amount	Reimbursables	Start	Duration	
						End
Original Contract Amount		\$102,995.00	\$ 5,000.00	10/27/2015		12/31/2016
Total Agreement Amount		\$107,995.00				

DESCRIPTION:

Agreement for cost estimating consulting services for the new Science Center at Santa Ana College.

Total Proposed Amount: **\$107,995.00**

Contract End Date: **12/31/2016**

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

To:	Board of Trustees	Date: October 26, 2015
Re:	Approval of Amendment to Agreement with Facilities Planning & Program Services for Program Planning & Management Consulting Services	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement for program planning and management consulting services. Facilities Planning & Program Services' contract was previously approved by the Board of Trustees on June 9, 2014. The facilities department is in need of clarifying and adjusting the manpower hours and consultant staff positions to augment consulting services to support the volume of projects, priorities, and the demands of sequencing and meeting aggressive schedules for project delivery. This amendment is needed to clarify the consultant positions needed and to make multiple adjustments in projections of manpower hours to better reflect the service needs of the department for the remaining duration of the contract.

ANALYSIS:

The current and projected volume of work, planning and execution of projects requires planning and on-going project consultant services to augment staff. This amendment includes a reduction in one (1) senior project manager/project executive, an increase in two (2) assistant project managers, and an increase in hours for administrative office support. Due to a vacancy being unfilled due to budget reductions as well as leaves of absences in the department, there has been an on-going need for additional support in the department for project management and project support on various capital improvement projects. This is due to the increase in the number of scheduled maintenance projects, including Proposition 39 and other energy related projects which FPPS staff currently are assisting the District with. The department currently has over 60 active projects and over 80 unfunded projects identified in the pipeline of development for investigation and further planning.

The additional services covered by this amendment is for a fixed fee in the amount of \$127,440 with no reimbursable expenses. This is the delta in costs to be added once deducting estimated costs related to the reduction in the senior project manager/project executive position and accounting for the additions in hours for the other proposed consultant staff. The hourly rates remain unchanged in the contract and range from \$80-\$150 an hour. The revised total contract amount is \$3,079,120. The contract duration for this agreement remains July 1, 2014 through June 30, 2017.

These services are funded by Measure E, Measure Q, Capital Outlay funds.

RECOMMENDATION:

It is recommended that the Board approve the amendment with FPPS for Program Planning & Management Consulting Services as presented.

Fiscal Impact:	\$127,440	Board Date: October 26, 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 Rodriguez, Ph.D, Chancellor	

Board Agreement Summary

Board Date: 10/26/15

Project: Program Planning & Management Consulting Services Site: District Office

Consultant: **Facilities Planning & Programming Services**

Type of Service: Planning and Programming Service

Agreement Summary	No.	Amount	Reimbursables	Duration	
				Start	End
Contract Amount		\$969,720.00	\$ 2,500.00	7/1/2015	6/30/2015
Amendment #1		\$1,976,960.00	\$ 2,500.00	7/1/2015	6/30/2017
Amendment #2		\$127,440.00	N/A	7/1/2015	6/30/2017
Total Agreement Amount		\$3,079,120.00			
		<i>(Not to exceed)</i>			

DESCRIPTION:

Amendment #2 for clarification of staff for Planning and Programming consulting services

\$127,440.00

Total Proposed Amount:

Contract End Date:

6/30/2017

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

To:	Board of Trustees	Date: October 26, 2015
Re:	Approval of Agreement with Credentials Order Processing Services Inc., ParkingPlus® Permit Order Management Service	
Action:	Request for Approval	

BACKGROUND

Throughout the year RSCCD sells parking permits to our students, faculty and staff. The majority of students, faculty and staff have to come to the campus to purchase their permits. This often leads to lines and congestion at the student business offices, and places extra work on staff at peak times. This is not the most efficient or customer friendly way to manage our parking permits sales.

ANALYSIS

Credentials ParkingPlus will provide an online parking permit order processing service. This will provide a great deal of convenience to the students, faculty and staff, while delivering tools to Rancho Santiago Community College District to effectively manage and administer the campus parking permit program. Students, faculty and staff will be able to order a parking permit online which will incorporate the colors and logos of RSCCD. For those who are unable to access the internet, a kiosk will be available on campus to print a temporary permit until the permit (sticker) is mailed. While there is a cost associated with this service, some of this cost will be offset by not having to purchase the hangtag which we currently purchase (at an approximate cost of \$20,000 - \$23,000 annually). There will also be savings in the Student Business Offices with staff not having to manually process the permit sales. There will be no additional cost to students, faculty or staff for the new permits. Many California community college districts throughout the state use the Credentials Solutions online permit system.

RECOMMENDATION

It is recommended that the Board of Trustees approve the agreement with Credentials Order Processing Services Inc. ParkingPlus® Permit Order Management Service as presented.

Fiscal Impact:	\$88,000 (on-going)	Board Date: October 26, 2015
Prepared by:	Alistair Winter, Chief, District Safety and Security	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Credentials Order Processing Services Inc.
ParkingPlus® Permit Order Management Service
Terms & Conditions

1. **Parties:** These Terms & Conditions of Agreement between Credentials Order Processing Services Inc. (an Illinois Corporation) 436 Frontage Road, Suite 200, Northfield, Illinois 60093 (COPSI) and the Rancho Santiago Community College District, 2323 N. Broadway, Santa Ana, CA 92706 (INSTITUTION) relate to the ParkingPlus® Permit Order Management Service (SERVICE) to be provided by COPSI to INSTITUTION during the term of this Agreement. This Agreement will become effective (the “effective date”) as of the date signed by both parties.
2. **Services:** Acting as a contracted agent for INSTITUTION, COPSI will provide students and other users with the option of requesting parking permits electronically using ParkingPlus®, an Internet-based facility to support entry of orders and outsourced production and mailing of parking permits. COPSI will make parking permit orders electronically available to INSTITUTION on a timely and accurate basis; provide facilities to support communication with the party that ordered the permit; provide personnel of INSTITUTION with the ability to originate orders for permits; produce the permits on a timely basis and mail the permits on a timely basis. The service will be offered to students and others as an optional “convenience”. COPSI will collect INSTITUTION’s published parking permit fees and optionally a telephone operator assistance fee for orders placed with COPSI customer service staff using the COPSI service.
3. **COPSI Fees:** Student will pay a shipping and handling fee according to the following schedule based on the INSTITUTION’s parking permit fee schedule:

Permit Type	Institution Fee	COPSI Fee
<u>Spring/Fall semester</u>	<u>\$30.00</u>	<u>\$3.20</u>
<u>BOGW eligible</u>	<u>\$20.00</u>	<u>\$3.00</u>
<u>Staff Annual</u>	<u>\$50.00</u>	<u>\$3.75</u>

Orders placed with the COPSI customer service will be subject to an additional \$10.00 operator assistance fee, which will be charged to the student requesting the parking permit.

Permits that are to be used for optional, over-the-counter sales or for “re-issues” may be purchased from COPSI in bulk. Bulk permits ordered at least two weeks prior to the sales cycle start date will be provided at a rate of \$.75 per permit plus shipping expenses with a minimum quantity per order of 25 permits and 5 business days notice. Orders for bulk permits that are received within 2 weeks of the regular permit sales cycle will be charged at a rate of \$1.00 per permit plus shipping expenses. 24-hour emergency service is available for a \$25 RUSH fee on top of the fees outlined above. FedEx shipping options will include “ground”, “two day”, “standard overnight” and “priority overnight”.

Operator assistance fees shall be established in the sole discretion of COPSI. COPSI shall give sixty (60) days advance written notice to INSTITUTION of any change in the COPSI operator assistance fee for the SERVICE covered by this Agreement. Order handling fees are not subject to change during the term of this agreement unless INSTITUTION implements a change to its fees or fee structure.

Purchasers who use a credit card to obtain a parking permit and subsequently challenge the charge shall be liable to COPSI for INSTITUTION’s fees, COPSI’s fees and all fees and penalties assessed by the credit card merchant processor (currently \$25.00). Upon notification of a challenged transaction, COPSI will notify the campus police and immediately “cancel” the permit on the administrative module of the ParkingPlus® system. COPSI will attempt to recover all costs by contacting the purchaser directly and rendering an invoice for all applicable charges. If after a period of 30 days COPSI is unable to recover the

applicable fees, documentation will be provided to INSTITUTION and the amount due will be debited from the subsequent remittance of INSTITUTION's fees.

4. **Credit Card Processing Fees.** COPSI shall assume all credit card discount fees and transaction fees associated with parking permit orders processed by COPSI's ParkingPlus® service.
5. **Record-keeping, Reporting and Payment:** COPSI shall maintain records of parking permit orders taken on behalf of INSTITUTION. Such records shall indicate the identity of the individual whose parking permit was requested, the name of the party placing the order, the address to which the parking permit was sent, the vehicle description, the date of the order and the date the order was completed by the INSTITUTION.

Records required to be maintained by COPSI shall be protected from disclosure to any third parties in violation of the terms of this Agreement and be retained by COPSI for a period of no less than one year from the date the order was completed. COPSI shall make available to INSTITUTION copies of all transaction records in electronically readable form on a periodic basis to facilitate INSTITUTION's own record-keeping requirements.

Payment of monies due to INSTITUTION for its parking permit fees shall be remitted to INSTITUTION on a twice-monthly basis and shall be rendered within 10 days of the 15th and the last business day of each calendar month. COPSI will produce monthly reports detailing the transaction activity and make them available to INSTITUTION via the COPSI Registrar Support Service on the Internet.

6. **Agency Appointment:** INSTITUTION hereby appoints COPSI as its non-exclusive agent for the purpose of accepting parking permit orders; activities for which INSTITUTION is traditionally and ultimately responsible (*see* 34 CFR 99.3 "Educational Records"). As an agent for INSTITUTION, COPSI is subject to and must comply with the Family Educational Rights and Privacy Act of 1974 (as Amended) (FERPA) and its prohibitions against disclosure of personally identifiable information regarding students to third parties, except where permitted by the regulations of the United States Department of Education (ED). COPSI will provide security for the integrity and confidentiality of all information collected by COPSI in fulfillment of this Agreement.
7. **Term:** The initial term of this Agreement shall be 5 years from the effective date and will be renewed for succeeding one-year periods unless sooner terminated.
8. **Termination:** This Agreement will terminate:
 - (a) At the end of the term specified in Paragraph 7 or at the end of any succeeding one year period, provided either party delivers written notice of termination at least 90 days prior to the end of the period; or
 - (b) Upon failure of a party in breach of any material term of this Agreement to cure the breach within 30 days of delivery of a written notice of breach from the other party; or
 - (c) At any time and without cause upon 30 days written notice by INSTITUTION or 180 days written notice by COPSI delivered to the other party.
9. **Force Majeure:** The failure of either party to fulfill its obligations under this Agreement; including obligations of COPSI to deliver parking permit orders on behalf of INSTITUTION in a timely fashion, shall not be considered a breach of a material term of this Agreement if such failure is caused by unforeseen events beyond the control of the non-performing party, including acts of God, acts of war, rebellion or sabotage or unpreventable mechanical failure.
10. **Audit:** INSTITUTION shall have the right to undertake audits, at its expense and direction, as follows:
 - a) INSTITUTION shall have the right to inspect COPSI's books and records to the extent necessary and appropriate to assure INSTITUTION of COPSI's ability to perform its obligations under this Agreement, and

- b) INSTITUTION shall have the right to audit COPSI's information management systems and procedures to assure that such systems and procedures meet INSTITUTION's standards of integrity, confidentiality and security.
- c) Audits may be undertaken no more than once per year, at any time of the year during normal business hours, upon reasonable notice to COPSI of not less than 30 days.

11. **Representations & Warranties:**

COPSI represents and warrants, during the term of this Agreement that:

- a) It will be and remain in compliance with all applicable laws and regulations governing the service to be provided herewith; and
- b) It will during the term of this Agreement, assure accuracy of reports furnished by COPSI and proper management of all files to maintain system integrity, accuracy, and security.

INSTITUTION represents and warrants that during the term of this Agreement:

- a) It has authority to contract for the SERVICES provided hereunder; and
- b) It will maintain reasonable standards of performance in processing orders presented by COPSI.

12. **Mutual Indemnification:** Each party shall defend, indemnify and hold the other party, its officers, agents or employees harmless from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of the performance of the Agreement, but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officers or employees.

13. **Insurance:** COPSI agrees to:

- a) Maintain Worker's Compensation at the Statutory Limits and Comprehensive General Liability insurance in the amount of \$1,000,000.00 per occurrence with companies acceptable to INSTITUTION;
- b) Provide the INSTITUTION with a Certificate of Insurance upon request from INSTITUTION.

14. **Confidentiality of Agreement:** The terms and conditions of this Agreement as well as the intellectual property and systemic capabilities of the service shall be kept confidential and shall not be disclosed to any third party except with the prior written consent of the other party to this Agreement or pursuant to compulsory process or a lawful order of a court of competent jurisdiction that directing that the Agreement or intellectual property and systemic capabilities be disclosed or furnished. Nothing herein shall prohibit either party from disclosing or publicizing the fact that the parties have entered into this Agreement and the nature of the SERVICE provided.

15. **Controlling Law:** This Agreement shall be construed under the laws of the State of California.

Credentials Order Processing Services Inc.

Rancho Santiago Community College District

By: _____

By: _____

Name: _____

Name: Peter J. Hardash

Title: _____

Title: Vice Chancellor, Business Operations/Fiscal Services

Date: _____

Date: _____

(rev1.27.10)

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

To:	Board of Trustees	Date: October 26, 2015
Re:	Approval of Agreement with Margolis Healy & Associates LLC – Clery Act and Title IX Compliance Training	
Action:	Request for Approval	

BACKGROUND

Under federal law RSCCD complies and publishes an annual security report in accordance with the Clery Act. This requires colleges and universities to disclose their security policies, keep a public crime log, publish an annual crime report and provide timely warnings to students and campus employees about a crime posing an immediate or ongoing threat to students and campus employees among other requirements. The law also ensures certain basic rights for victims of campus sexual assaults and requires the U.S. Department of Education to collect and disseminate campus crime statistics. Recently, Margolis and Healy carried out a comprehensive review of our Clery Act compliance, and made a number of recommendations. One of these recommendations was to ensure key institutional stakeholders and campus leaders were appropriately trained on Clery Act requirements, including crime reporting procedures.

ANALYSIS

This training is planned for two days, day one is aimed at Chancellor's Cabinet, campus administrators, academic deans, associate deans, faculty leaders and Safety and Security managers. It will cover an overview of Clery Act compliance, development of the Annual Security Report, Violence Against Women Act (VAWA) policy updates, and other important topics. Day two will include training for the Safety and Security department and Campus Security Authorities (CSAs) Train the Trainer Program; this will allow RSCCD to identify and carry out the annual training for CSAs. The training will be carried out by three members of Margolis Healy's team of nationally recognized experts.

RECOMMENDATION

It is recommended that the Board of Trustees approve the agreement with Margolis Healy & Associates LLC to provide training on Clery Act compliance as presented.

Fiscal Impact:	\$17,000 (one time)	Board Date: October 26, 2015
Prepared by:	Alistair Winter, Chief, District Safety and Security	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



128 Lakeside Avenue, Suite 302
Burlington, Vermont 05401
866.817.5817 (toll free & fax)
www.nccpsafety.org

www.margolishealy.com

September 15, 2015

Alistair Winter
Chief, District Safety & Security
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, California 92706

RE: Retainer Agreement for Clery Training Programs

Dear Chief Winter,

This letter (Agreement) serves to confirm that Rancho Santiago Community College District (RSCCD or District) has retained Margolis Healy to assist with Clery Act training programs.

Scope of Engagement

The scope of services provided under this Agreement is set forth below in Exhibit A. Our services are limited to this matter unless we are engaged to assist RSCCD on additional matters.

Fees & Billing Arrangement

We will openly discuss billing with you at all times and work to establish a cost effective approach to complete the necessary work. We have set our fees for this matter at \$17,000, inclusive of all reasonable direct expenses. Under this agreement, the cost per attendee will range from approximately \$280/person for 60 attendees, to \$425/person for 40 attendees. Margolis Healy will invoice 50% of total value upon execution of the contract and 50% upon completion of the program. Interest on overdue invoices is at the lesser amount of the maximum allowed by law or 3% per month after 30 days on any unpaid balance. We are open to discussing alternative invoicing schedules that are in the mutual best interest of both parties.

Confidentiality

“Confidential Information” means any nonpublic information that the Receiving Party obtains or creates under this Agreement regarding the Disclosing Party. Unless applicable law or a competent judicial order requires otherwise, the Receiving Party must obtain the Disclosing Party’s written consent before disclosing or using Confidential Information for any purpose not specifically set forth under this Agreement.

Additional Terms of Engagement

Either party may terminate this Agreement for its convenience at any time upon twenty (20) days prior written notice to the other party. Either party may terminate this Agreement if the other breaches any material obligation provided in this Agreement and fails to cure that breach within thirty (30) days after its receipt of written notice identifying the breach. RSCCD’s sole obligation upon any termination of this

Agreement will be to pay Margolis Healy for services performed and direct expenses accrued before the date of termination.

RSCCD agrees to indemnify, defend, and hold harmless Margolis Healy, and its subcontractors and affiliates, together with their respective employees, officers, agents and directors, and their respective successors, heirs and assigns, from and against all claims, suits, loss or damage (including reasonable attorney's fees) arising out of any and all third party subpoenas served on Margolis Healy, or other discovery requests directed to Margolis Healy, relating to documents, testimony or other information in Margolis Healy's possession or control as a result of the services performed by Margolis Healy under this Agreement.

In no event will either RSCCD or Margolis Healy be liable to other party for any consequential, incidental, special, exemplary, punitive, indirect or similar damages, even if it has been advised or is aware of the likelihood of such damages.

Margolis Healy's total cumulative liability under this agreement will not exceed amounts paid by RSCCD for services provided under this agreement. This limitation will apply, regardless of whether any remedy set forth herein fails of its essential purpose and regardless of whether a claim or action sounds in contract, tort, negligence, strict liability, contribution, indemnity or any other legal theory.

If you understand and agree to the terms of our engagement as described above, we would appreciate your signature, or that of the designated official, on this Agreement on behalf of RSCCD. Please return it to me (e-signature preferred) as we are eager to get started on your project.

We will be in touch to set up a conference call to discuss dates, documents, and other logistics necessary for the project's success.

We look forward to working with you on this matter.

Very Truly Yours,

MARGOLIS HEALY

By: _____

Steven J. Healy, Managing Partner

Accepted and agreed:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

By: _____

Name: Peter J. Hardash

Title: Vice Chancellor, Business/Fiscal

Date: _____

EXHIBIT A

Scope of Services

In accordance with RSCCD's request for Clery Act training, we propose the following sessions to assist with enhancing District staff's Clery Act knowledge, understanding, and practical application of best practices.

1. **Clery Act Training** – We propose a one (1) day Clery Act training for District staff and key institutional stakeholders such as Clery Act coordinators, campus counsels and Title IX coordinators.

The following modules form an agenda that includes the essential components of an Annual Security Report and reinforce our core concept that Clery Act compliance requires a shared understanding of institution-wide responsibility. We are open to modifying the curriculum, as appropriate, in collaboration with District leadership.

- *Overview of the Clery Act and Policy Requirements*
- *Development and Distribution of the Annual Security Report*
 - *Follow-up guidance related to the ASR review process;*
 - *Clery Geography;*
 - *Classification and Definitions of Clery Act Crimes;*
 - *Clery Policies & Procedures;*
- *Violence Against Women Act (VAWA): Policy Update, Expectations, Compliance and Beyond*
 - *Understanding requirements, trends and the related overlap with Title IX Sexual and Gender Violence Requirements;*
- *Hot Topics*
 - *Campus Security Authorities Identification and Requirements;*
 - *Ongoing Notification (Timely Warnings, Emergency Response and Evacuation Policies);*
 - *Clery Geography;*
 - *6 Ways to Immediately Enhance Compliance; and,*
 - *Clery Failures According to ED.*

The Clery Act Training Program is designed for key District employees who have primary and secondary responsibilities for Clery Act compliance. The curriculum, supported by a digital guidebook created as a specific RSCCD resource, is designed to address common challenges institutions face in their compliance programs, key mandated obligations, and strategies to enhance institutional Clery/VAWA compliance programming. Participants will receive sample model policies and other useful forms.

2. **Campus Safety Staff Clery Act Orientation** – This half-day (.5) session includes the Chief's leadership team, Safety & Security staff and other relevant Clery compliance stakeholders from across the District. We will address Clery Act requirements, the common challenges institutions face in their compliance programs, and key Clery Act obligations and their overlap with Title IX Sexual and Gender Violence requirements.

3. **Campus Security Authority Train-the-Trainer Program** – We will conduct a half-day (.5) program for select RSCCD staff to become Campus Security Authority (CSA) trainers. Participants will gain knowledge that covers all aspects of CSA designation and reporting. We will offer practical, proven strategies to build upon strengths and overcome potential deficiencies. The curriculum will cover the following areas:

- *Understanding CSA Designation and Responsibilities;*
- *Clery Overview of CSA Reporting;*
- *Successful Contemporary Standards for Data Collection Processes;*
- *Comprehensive Identification of CSAs on campus (3 Tiers);*
- *Essential Elements in Training of CSAs (initial and ongoing); and,*
- *Identification of Solutions to Typical Challenges with CSA Responsibilities*

Assigned Resources

In order to ensure that our professional services and deliverables exceed your expectations, we have assigned the following team members to the project.

- *Steven J. Healy, Managing Partner*
- *Michael Webster, Director for Regulatory Compliance*
- *Lance Houston, Manager for Regulatory Compliance*

We reserve the right to include additional qualified associates and/or staff on this project, or change those assigned, at our sole discretion. Please visit our website to read more about the team:
<http://www.margolishealy.com/about/staff/>.

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

To:	Board of Trustees	Date:	October 26, 2015
Re:	Approval of Foundation for California Community Colleges Office Products Contract #15-003		
Action:	Request for Approval		

BACKGROUND

The District has been utilizing the Foundation for California Community Colleges (FCCC) Contract #10-003 for office products from Office Depot, Inc. The contract allows departments to order products online at substantial discounts. It also provides the capability of browsing the catalog for products including “green” products, checking stock, status of orders and backorders, all under the direction of the Purchasing Department. Utilizing the online ordering system reduces the amount of time needed to process purchase orders, receive items, as well as reducing the number of deliveries made by the warehouse staff.

The current contract expires October 30, 2015 and the new contract requires Board approval.

ANALYSIS

The FCCC recently awarded (September 16, 2015) a new competitively bid piggybackable contract to Office Depot, Inc. from RFP #15-003 for use by California Community Colleges including other California public agencies and US public agencies for the procurement of office products.

The contract offers the same online ordering system, over 1,000 core items and competitive pricing ranging from 13% to 94% off list price as well as over 7,000 non-core items with discounts as substantial as 60%. In addition, the contract includes next day delivery and no minimum order size. This contract meets the legal requirements to piggyback, set forth in Public Contract Code #20652. The term of the contract is three years with the option to extend two one-year terms.

RECOMMENDATION

It is recommended that the Board of Trustees approve the District’s use of the Foundation for California Community Colleges Contract #15-003 including future renewals and extensions for office products to Office Depot, Inc. as presented.

Fiscal Impact:	To be Determined	Board Date:	October 26, 2015
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services		
Submitted by:	Peter Hardash, Vice Chancellor of Business Operations/Fiscal Services		
Recommended by:	Raúl Rodríguez, Chancellor		



FOUNDATION for CALIFORNIA
COMMUNITY COLLEGES

**FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES
ADMINISTRATIVE SERVICES AGREEMENT**

This ADMINISTRATIVE SERVICES AGREEMENT ("Agreement") is made this 1st day of November, 2015, between the Foundation for California Community Colleges ("Foundation") and Office Depot, Inc. ("Supplier").

RECITALS

The Foundation desires to have Supplier provide Office Products as described in RFP #15-003, which in its entirety shall serve as Exhibit A.

This Agreement provides that any or all California based, public agencies, public and private school districts, public and private colleges or universities, California Community Colleges or Foundation (collectively, "Participating Public or Private Agencies") may purchase Office Products at prices stated in the RFP #15-003;

THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, the Foundation and Supplier hereby agree as follows:

TERMS AND CONDITIONS

1. The Supplier shall perform all of its duties, responsibilities, and obligations in the time and manner as required to be performed by the Supplier as set forth in the Agreement.
2. The Foundation shall perform all of its duties, responsibilities, and obligations as administrator of purchases under the Agreement as set forth herein, and the Supplier hereby agrees that the Foundation shall act in the capacity of administrator of purchases under the Agreement.
3. With respect to any purchases by Participating Public or Private Agencies pursuant to the Agreement, the Foundation: (i) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of the Supplier or such Participating Public or Private Agencies; (ii) shall not be obligated, liable or responsible for any order made by Participating Public or Private Agencies or any employee thereof under the Agreement, or for any payment required to be made with respect to such order; and (iii) shall not be obligated, liable, or responsible for any failure by any Participating Public or Private Agencies to comply with procedures or requirements of applicable law or to obtain the due authorization and approval necessary to purchase under the Agreement. The Foundation

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makes no representation or guaranty with respect to any minimum purchases by any Participating Public or Private Agencies or any employee thereof under the Agreement. Additionally, Foundation shall have the right to and full use of customer information and sales data from all purchases under this Agreement.

4. Insurance. Within ten (10) days of the issuance of a Purchase Order or other similar instrument for the procurement of Office Products under this Agreement, the Supplier shall deliver to the agency issuing the Purchase Order or other similar instrument Certificate(s) of Insurance evidencing the insurance coverage in the minimum coverage amounts noted below. The foregoing notwithstanding, a Participating Agency may require additional or different insurance coverage or minimum coverage amounts in connection with any specific procurement of Office Products. In such event, such additional or different insurance requirements shall be noted in the Purchase Order or other instrument evidencing the procurement of Office Products shall comply with the same.
 - a. Workers' Compensation Insurance. The Supplier and all Subcontractors shall obtain and maintain Workers' Compensation Insurance with coverage amounts under such policies in accordance with applicable law.
 - b. Commercial General Liability Insurance. The Supplier shall obtain and maintain Commercial General Liability Insurance Policies covering: injuries, including accidental death, to persons; damage to property; completed operations; and contractual liability. Minimum coverage amounts under each such Commercial General Liability insurance policy shall be One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate.
 - c. Modifications; Cancellation; Additional Insured. Each Participating Agency procuring Office Products hereunder shall be an additional insured to the Commercial General Liability insurance policies of the Supplier for each specific procurement of Office Products. The Workers' Compensation insurance policy and the General Liability insurance policies of the Supplier for each specific procurement of Office Products shall include provisions that the policy terms will not be materially modified and that the policy will not be cancelled or terminated without at least thirty (30) days advance written notice to the Participating Agency, as applicable.

SPECIFIC PROVISIONS

5. Term. The Term of this Agreement will be for three (3) years, commencing on the date set forth in the Agreement and terminating three (3) years thereafter. The Foundation and Supplier, upon mutual consent, shall have the option to extend the Term for two (2) additional one (1) year Terms ("the Extended Terms") by written notice not less than one (1) month prior to expiration of the Term or the Extended Term, as applicable. If the option for the Extended Terms are exercised, all terms and conditions set forth herein shall be applicable to the Extended Terms, except as expressly modified by written modifications duly executed on behalf of the Foundation and the Supplier. In the event that any of, or a portion of, the extension options are not exercised and additional time is required by the Foundation to initiate a new RFP and subsequent Agreement, the Supplier agrees to continue to provide goods and/or services to the Participating Agencies on a month to

month basis, for a period not to exceed six (6) months, at the prices, terms and conditions currently at the Agreement expiration date.

6. Right to Terminate. Foundation has the right to terminate this Agreement for any reason, without penalty, at any time by providing Supplier with written notice of the termination at least thirty (30) days in advance.

QUARTERLY FEES & REPORTING

7. Accounting and Right to Audit by Foundation. Supplier shall, at its expense, maintain accounting of all purchases made by Participating Public and Private Agencies. The Foundation reserves the right to audit, at the Foundation's expense, the accounting for a period of four (4) years from the date the Foundation receives the accounting. No more than twice every twelve (12) months, at a mutually agreed upon time and place, Supplier will allow the Foundation (subject to any existing confidentiality agreements between Supplier and third parties) to conduct an audit of Supplier's books and records (including sales data reports) relating to the Foundation's purchases of products under this Agreement, for the purposes of determining whether Supplier: a) extended the correct pricing to the Foundation and b) calculated the proper rebates/incentives (if any).
8. Accounting and Right to Audit by Third Party. If the Foundation discovers an accounting discrepancy in accordance with Sections 7 and 13, the Foundation reserves the right to use a third-party auditor, subject to Supplier's approval, to conduct an audit of the accounting of all purchases made by Participating Public and Private Agencies after providing Supplier thirty (30) days written notice in accordance with Section 13 of this Agreement. Additionally, the third-party auditor must execute a non-disclosure and confidentiality agreement with Supplier, the form of which will be provided by the Supplier. Supplier shall have the opportunity to dispute the results of any audit.
9. Quarterly Fees and Reports. Supplier shall pay the Foundation a quarterly administrative fee in the amount of 2% based on Foundation's "Spend" per "Fiscal Quarter." For purposes of this Agreement, "Spend" shall mean the Foundation and Participating Public or Private Agencies' paid-for purchases net of taxes, shipping costs, returns, discounts, credits, any incentives amortized for the applicable period, rebates actually paid, employee purchases under any type of purchasing program, postage, shipping and mailing services, technology items, gift cards and warranties, and technology items that are not in the primary printed catalog is use for account customers (also known as "contract" customers" of the Business Solutions Division that is in circulation at the time of the order ("BSD Catalog"). "Fiscal Quarter" shall comprise of a three (3) month period aligning with the Foundation's fiscal year, which commences on July 1 and ends June 30 (e.g. July-September, October-December, January-March, April-June). Supplier shall provide the Foundation with an electronic accounting report, in a format prescribed by the Foundation, summarizing all purchases under the Agreement. A sample of the reporting format appears in Exhibit A of this Agreement. Quarterly fees and reports shall be made with respect to all purchases shipped and billed pursuant to the Agreement for the applicable Fiscal Quarter. Quarterly reports are due within fifteen (15) calendar days after the conclusion of the Fiscal Quarter.

Quarterly administrative fees applicable to each quarter, are due within thirty (30) days of the end of each Fiscal Quarter. The Foundation reserves the right, upon thirty (30) days advance notice to the Supplier, to change the prescribed reporting format. Administrative fee payments shall be made by check to the Foundation for California Community Colleges.

10. Marketing and Outreach Support.

- a. On or prior to the date that is sixty (60) days after the last party executes this Agreement, Supplier shall pay the Foundation an upfront fee of \$100,000.00 ("Marketing Fee") to support national marketing and outreach campaigns for the sole purpose of promoting this Agreement. In the event that Foundation terminates this Agreement without cause, or Office Depot terminates this Agreement for cause, prior to the end of the first Contract Year, Foundation shall, within thirty (30) days after the effective date of such termination, refund to Office Depot a prorated portion of the Marketing Fee based on the any unused funds of the Marketing Fee which has not been utilized by the Foundation for the purpose of promoting this Agreement.
- b. Additionally, provided Foundation is in compliance with the payment terms set forth in the Agreement, Supplier shall pay the Foundation one percent (1%) of Spend during each "Contract Year" under this Agreement. Rebates will be paid to Foundation within thirty (30) days of the end of each Contract Year "Contract Year" shall mean the twelve (12) month period, commencing on the effective date and each subsequent twelve (12) month period thereafter during the Term or any Extended Term.

11. Material Breach. Failure to provide a quarterly report and/or payment of the administrative fee within the time and manner specified in item 8 shall be regarded as a material breach under this Agreement, and if not cured within thirty (30) days of written notice to Supplier, shall be deemed a cause for termination of the Agreement at the Foundation's sole discretion. All administrative fees not paid within thirty (30) days of the end of each quarter shall bear interest at the rate of 1 1/2% per month until paid.

12. Errors and Omissions on Quarterly Reporting and Overpayment of Administrative Fee to the Foundation. Supplier is provided ninety (90) days or until the conclusion of the subsequent quarter (whichever comes first) from when a quarterly report was due or submitted, to correct error(s) and/or omission(s) on a quarterly report; and/or to recover an overpayment of the administrative fee from the Foundation. Once the ninety (90) days or the conclusion of the subsequent quarter (whichever comes first) has lapsed, the Foundation reserves the right to retain the amount of the overpaid administrative fee. The Foundation also reserves the right to recover any unpaid administrative fee(s) from the Supplier discovered during an audit conducted pursuant to Sections 7 and 8 above, and/or the correction of error(s) and/or omission(s) on quarterly report(s).

13. Right to Compare Records. The Foundation or its designee may, at the Foundation's sole discretion, compare Participating Public or Private Records with quarterly reports

submitted by Supplier. If there is a discrepancy, the Foundation will notify the Supplier in writing. The Supplier will have thirty (30) days from the date of such notice to resolve the discrepancy to the Foundation's reasonable satisfaction. If the Supplier does not resolve the said discrepancy, the Foundation shall have the right to engage outside services to conduct an independent audit of the Supplier's quarterly reports. The Supplier shall be obligated to reimburse any and all of the Foundation's costs and expenses related to or connected with the record and report reviews; the audit; Foundation staff time; and expenses, counsel, and collection. Notwithstanding anything to the contrary contained herein, the Foundation's right to audit is subject to Contractor's audit policy, described in Sections 7 and 8 above.

GENERAL PROVISIONS

14. Supplier shall perform its duties hereunder as an independent contractor and not as an employee. Neither Supplier nor any agent or employee of Supplier shall be or shall be deemed to be an agent or an employee of the Participating Agency. Supplier shall pay when due all required employment taxes and income tax withholding including all federal and state income tax and local head tax on any monies paid pursuant to this Agreement. Supplier acknowledges that Supplier and its employees shall have no claim against Foundation hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, workers' compensation, health or disability benefits, unemployment benefits, or employee benefits of any kind.
15. This Agreement constitutes the entire, complete, final and exclusive agreement between the parties with respect to the subject matter hereof and supersedes and replaces any and all prior and contemporaneous communications between Foundation and Supplier regarding such subject matter. Any terms and conditions which are additional to or different from the terms and conditions of this Agreement are hereby deemed rejected by Foundation and shall not be of any effect or in any way binding upon Foundation. To the extent that the terms and conditions of this Agreement conflict with, or are in any way inconsistent with, the terms and conditions of any exhibit hereto, the terms and conditions of this Agreement will prevail.
16. Any use of the Foundation or CollegeBuys name or logo by the Supplier in marketing materials including but not limited to: press releases, print pieces, broadcast emails, and website postings, requires prior review and written approval from the Foundation. Any use of the Office Depot name or logo by the Foundation in marketing materials including but not limited to: press releases, print pieces, broadcast emails, and website postings, requires prior review and written approval from Supplier.
17. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which the prevailing party may be entitled.
18. This Agreement and the Foundation's rights and obligations hereunder may be assigned, at the Foundation's sole discretion, to an existing or newly established legal entity that has

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the authority and capacity to perform the Foundation's obligations hereunder. This Contract shall not be assignable by the Contractor in whole or in part without the written consent of the Foundation. For the purpose of this paragraph, Foundation will not unreasonably prohibit Contractor from freely assigning its right to payment, provided that Contractor remains responsible for its obligations hereunder. Notwithstanding anything to the contrary contained herein, and upon mutual consent, Supplier may assign this Agreement to any of its subsidiaries or affiliates at any time.

19. With the exception of all contract documents and notices requiring wet signatures, all reports, notices, and other written or electronic communications given hereunder shall be delivered by email or by express delivery requiring signature on receipt to the addresses as set forth below. The Foundation may, by written or electronic notice delivered to the Supplier, designate any different electronic or physical addresses to which subsequent reports, notices or other communications shall be sent.

A. Foundation

Foundation for California Community Colleges
1102 Q Street, Suite 3500
Sacramento, CA 95811
Attn: Jorge J.C. Sales, Director of Collaborative Services
Email: jsales@foundationccc.org

B. Supplier

Office Depot, Inc.
Address: 6600 North Military Trail
Boca Raton, FL 33496
Attn: Office of the General Counsel

20. Severability. If any provision of this Agreement shall be deemed to be, or shall in fact be, illegal, inoperative, or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative, or unenforceable to any extent whatever.
21. This Agreement may not be effectively amended, changed, modified, altered, or terminated without the prior written consent of the parties hereto.
22. General Indemnity. Supplier agrees to indemnify, defend and hold Foundation, and its directors, officers, agents and employees harmless from any and all losses, liabilities, third-party claims, demands, costs, expenses and damages, including reasonable attorneys' fees resulting from, arising out of, or connected with (a) the performance of services or omissions relating to same under this Agreement by Supplier, Supplier's employees, Supplier's subcontractors, or any person or entity for whom Supplier is responsible; and/or (b) any breach by Supplier of this Agreement.
23. This Agreement shall be governed exclusively by and construed in accordance with the

EXECUTION COPY

applicable laws of the State of California, by a California court of appropriate jurisdiction, as a contract executed and delivered within the State of California.

24. This Agreement shall inure to the benefit of and shall be binding upon the Foundation, the Supplier, and any successor and assign thereto subject, however, to the limitations contained herein.

IN WITNESS WHEREOF, the Foundation for California Community Colleges has caused this Agreement to be executed in its name, and the Supplier has caused this Agreement to be executed in its name, all as of the date first above written.

FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES



By John O'Sullivan
[typed name]

Title Vice President Finance/CFD

Date 10/7/15



By Melissa Conner
[typed name]

Title Vice President Advancement

Date 10/7/15

SUPPLIER: OFFICE DEPOT, INC.



By David Trudnowski
[typed name]

Title Sr. Vice President

Date 10-7-15



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: September 26, 2015

INDEPENDENT CONTRACTORS

Paul De La Cerda - Clover Agency Inc.

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To develop and implement regional alignment activities regarding the Career Technical Education Enhanced Fund project including gap analysis, program inventory, strategic plan and communication strategy at the rate of \$68.00 an hour.

Date(s) of Service: November 1, 2015 through June 30, 2016

Fee: Estimated at \$20,000.00

Requested by: Kari Irwin/Von Lawson

Funded by: Business & Career Technical Education -
SCC
12-2214-679000-25205-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this 27th of October, 2015 by and between Paul De La Cerda - Clover Agency Inc. herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

WHEREAS the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an INDEPENDENT CONTRACTOR specially trained to perform special services; and

WHEREAS the DISTRICT and INDEPENDENT CONTRACTOR mutually agree that the INDEPENDENT CONTRACTOR is specially qualified for and shall provide special services to the DISTRICT that no employee of the DISTRICT is qualified to perform and shall provide the following specific services:

TO DEVELOP AND IMPLEMENT REGIONAL ALIGNMENT ACTIVITIES REGARDING THE CAREER TECHNICAL EDUCATION ENHANCED FUND PROJECT INCLUDING GAP ANALYSIS, PROGRAM INVENTORY, STRATEGIC PLAN AND COMMUNICATION STRATEGY PER SCOPE OF WORK DATED 9/14/15

WHEREAS the Governing Board has determined that the INDEPENDENT CONTRACTOR is specially trained and experienced and competent to perform the special services required, and

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at Twenty Thousand Dollars & No Cents (\$20,000.00).

The contracted services are to commence on or about November 1, 2015 and to be completed on or about, but not later than June 30, 2016.

WHEREAS the INDEPENDENT CONTRACTOR in the performance of this agreement shall be and act as an INDEPENDENT CONTRACTOR providing the necessary tools and equipment and provide the Board of Trustees a final finished report and/or product within the prescribed time allocated, and

WHEREAS the INDEPENDENT CONTRACTOR shall assume all other expenses incurred in connection with the performance of this contract and the DISTRICT shall not be responsible for payment of any other expenses. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of the DISTRICT. While engaged in carrying out and complying with any of the terms and conditions of this agreement, the INDEPENDENT CONTRACTOR is not an officer, agent or employee of the DISTRICT, and

WHEREAS the INDEPENDENT CONTRACTOR shall provide worker's compensation insurance or self-insure services, and

WHEREAS the INDEPENDENT CONTRACTOR shall indemnify and hold harmless the DISTRICT, its officers, agents, and employees from every claim or demand made, and every liability, loss, damages, or expense, of any nature whatsoever, which may be incurred by reason of:

- a) Contractor agrees to defend, indemnify, and hold harmless the Rancho Santiago Community District (District), its officers, agents, employees, and volunteers from all loss, cost, and expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising of activities of the Contractor, its subcontractors, or those of any of its officers, agents, or employees or volunteers, whether such act is authorized by this Agreement or not; and Contractor shall pay for any and all damage to the property of the District, or loss or theft of such property, done or caused by such persons. District assumes no responsibility whatsoever for any property placed on the premises. Contractor further agrees to waive all rights of subrogation against the District. The provisions of the Article do not apply to any damage or losses caused by the negligence of the District or any of its agents or employees.

WHEREAS the DISTRICT may at any time, with or without reason, terminate this AGREEMENT in whole or in part and compensate INDEPENDENT CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by INDEPENDENT CONTRACTOR and shall specify the date of termination.

WHEREAS the parties to this agreement, under penalty of perjury, certify that all of the above items are to the best of their knowledge true and correct statements.

IN WITNESS where of, said parties have executed this agreement as of the date first written above.

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash
Printed Name

Title

Vice Chancellor of Business Operations/
Fiscal Services
Title

Address City/State

Date

Date

Attachment "B"

Scope of Work

Paul De La Cerda - Clover Agency Inc.

**Santiago Canyon College
Business & Career Technical Education Division
Los Angeles/Orange County Regional Consortia Grant**

Overview:

Hosted by RSCCD/SCC, the Los Angeles/ Orange County Regional Consortia's mission is to regionally align community college career technical education resources and programs with the needs of business and industry through collaboration among college and industry partners.

Project Description:

To develop and implement regional alignment activities regarding the Career Technical Education Enhanced Fund project.

Scope of Work:

The role of the Special Project Lead is to provide regional leadership and expertise to the Los Angeles Orange County Regional Consortium (LAOCRC) on career technical education and workforce development issues, as related to the *"Doing What Matters for Jobs and the Economy"* initiative out of the California Community College Chancellor's Office (CCCCO)

Contract deliverables will include the following:

- Develop stronger regional leadership and operational partnerships among community college, industry, labor, and other workforce and economic development entities to improve and delivery of all CTE efforts by conducting a gap analysis.
- Develop robust connections between community colleges, business and industry representatives, labor and other regional workforce development partners to align college programs with regional and industry needs and provide support for CTE programs by assisting LAOCRC with developing a program inventory for all 27 colleges.
- Develop a strategic plan for a sustained, public outreach, marketing and branding campaign to industry, high school students, counselors, parents, faculty, staff, and the community at large to promote career development and attainment and the value of career and technical education.
- Engage in the creation of a comprehensive communication strategy for the regional consortia with other key stakeholders such as the Center of Excellence, LAOCRC Grant Manager, LAOCRC Co-Chairs, Strategic Planning Committee leadership and member, the LAOCRC college CIOs, CEOs and CTE & EWD deans and other workforce development partners as appropriate.
- Secure other funding sources in order to increase the total amount of funds available to achieve maximum impact of this work

The Special Project Lead will:

- Assume all costs associated with normal activities, such as phone calls, mileage, food, etc.

Attachment "B"

- Submit progress reports with work accomplished over the course of that time period.
- Work under the supervision of Steven Glycer, Co-Chair of the Los Angeles-Orange County Regional Consortia, herein referred to as the Co-Chair
- Establish further outcomes and deliverables as the project evolves. The Co-Chair will have the final say in such arrangements.

Contract Term: November 1, 2015 – June 30, 2016

Contract Rate/Project Cost: \$68/hr – Not to exceed \$20,000

SCC Contact:

Kari Irwin
Director, Business & Career Technical Education
714-628-5051
Irwin_kari@sccollege.edu
8045 East Chapman Avenue, Orange, CA 92869

Independent Consultant:

Clover Agency, Inc
Paul De La Cerda, MBA
626-893-8667
pauldelacerda1@gmail.com
28320 Steel Lane, Valencia, CA 91354

Attachment "C"

Biography for Paul De La Cerda - Clover Agency Inc.

Mr. De La Cerda has an extensive business and technical background with an Engineering degree and Master of Business Administration (MBA) from Oklahoma State University and an Executive Management Degree from University of Virginia's Darden Graduate School of Business Administration. Currently, he serves as a Dean of Academic Affairs & Career Technical Education and Executive Director of the Foundation for the Los Angeles Community College District at East LA College. Mr. De La Cerda oversees several multi-million Federal and State funded grant programs and endowments. His administrative portfolio includes undergraduate programs and accreditation, student success programs, K-12 partnerships and community college marketing and outreach, as well as management oversight of college personnel, operations and infrastructure. Mr. De La Cerda has a strong record of initiating and managing research, curricular, and student success programs in the community college system, including over \$30 million in funding from both corporate partners and federal sources. Previously, he work as a grant administrator for the City of Los Angeles Mayor's Office where he procured and administered over \$100 million in education, workforce, economic development, public safety and community-based grants.

He is an experienced consultant and public speaker with over 11 years in marketing, communications, government and public relations including working with various Federal, State and City/County of Los Angeles departments. He is both a San Fernando and Santa Clarita Valley Business Journal professional achievement award winner. Mr. De La Cerda was elected to public office in 2005 where he serves as the first Latino elected School Board Member for the Saugus Union School District in North Los Angeles County where he assisted with the launch of the district's first public STEM elementary school academy and, as board president, led the passage of a \$148 million school bond.

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
16-P0037628	500.00	SAMY'S CAMERA	Instructional Supplies	SP		9/14/2015
16-P0037629	5,000.00	HOME DEPOT	Non-Instructional Supplies			9/14/2015
16-P0037630	800.00	HOME DEPOT	Non-Instructional Supplies	SP		9/14/2015
16-P0037631	300.00	HOME DEPOT	Instructional Supplies	SP		9/14/2015
16-P0037632	100.00	RAQUEL S. MANRIQUEZ	Conference Expenses			9/14/2015
16-P0037633	171.36	KAPLAN	Instructional Supplies	SP		9/14/2015
16-P0037634	38,045.00	SECTORPOINT INC	Contracted Services			9/14/2015
16-P0037635	443.33	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		9/14/2015
16-P0037636	9,865.25	CSU FULLERTON	Contracted Services	SP		9/14/2015
16-P0037637	72.00	WESTERN POWER SYSTEMS	Contracted Repair Services			9/14/2015
16-P0037638	5,207.51	SPT SERVICES INC	Uninsured Losses/Loss Disposal			9/14/2015
16-P0037639	575.00	SOUTHLAND INDUSTRIES	Contracted Repair Services			9/14/2015
16-P0037640	1,688.00	DEPT OF FORESTRY & FIRE PROTECTION	Instructional Agreements	SP		9/14/2015
16-P0037641	1,568.00	CITY OF CORONA	Instructional Agrmt - Facility			9/14/2015
16-P0037642	4,220.00	WEATHERITE CORP	Contracted Repair Services			9/14/2015
16-P0037643	1,200.00	SUNBELT CONTROLS INC	Contracted Repair Services			9/14/2015
16-P0037644	4,800.00	SOUTHLAND INDUSTRIES	Contracted Repair Services			9/14/2015
16-P0037645	1,800.00	OPTIV SECURITY INC	Contracted Services			9/14/2015
16-P0037646	661.22	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		9/14/2015
16-P0037647	209.00	MARCH OF DIMES	Instructional Supplies	SP		9/14/2015
16-P0037648	3,412.26	AKERS THOMAS	Non-Instructional Supplies	SP		9/14/2015
16-P0037649	1,155.08	SJS PARTNERSHIP	Instructional Supplies	SP		9/14/2015
* 16-P0037650	4,506.80	B & H PHOTO VIDEO INC	Equip-All Other >\$1,000<\$5,000	SP		9/14/2015
16-P0037651	340.75	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	Non-Instructional Supplies			9/14/2015
16-P0037652	488.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/14/2015
16-P0037653	1,303.00	XPEDX PAPER CO	Non-Instructional Supplies			9/14/2015
16-P0037654	11,331.00	ADIRECTIONS INC	Contracted Services	SP		9/14/2015
16-P0037655	181.08	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/14/2015
16-P0037656	76.03	BARNES & NOBLE INC.	Instructional Supplies	SP		9/14/2015
16-P0037657	500.00	RICHARDSON MEGAN R	Contracted Services	SP		9/14/2015
16-P0037658	11,000.00	LANCASTER JAMES R	Contracted Services	SP		9/14/2015
16-P0037659	807.15	VWR FUNDING INC	Instructional Supplies	SP		9/14/2015
16-P0037660	17,460.00	QUEZADA PRO LANDSCAPE INC	Site Improv - Contractor Svcs	SP	BOND	9/14/2015
16-P0037661	313.26	IMAGE PRINTING SOLUTIONS	Non-Instructional Supplies	SP		9/14/2015

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

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 16-P0037662	2,588.14	SCHOOL OUTFITTERS	Equip-Fed Prgm >\$1,000< \$5,000	SP		9/14/2015
16-P0037663	3,888.00	APPERSON	Equip-All Other >\$200 < \$1,000	SP		9/14/2015
16-P0037664	6,000.00	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	Non-Instructional Supplies			9/14/2015
16-P0037665	3,000.00	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		9/15/2015
16-P0037666	11,600.00	OPTIV SECURITY INC	Contracted Services			9/15/2015
16-P0037667	215.92	KIMBERLY M. MATHEWS	Non-Instructional Supplies	SP		9/16/2015
16-P0037668	622.08	IMAGE PRINTING SOLUTIONS	Non-Instructional Supplies	SP		9/16/2015
16-P0037669	1,500.00	CCDAA CALIF CHILD DEV ADMIN ASSOC	Inst Dues & Memberships	SP		9/16/2015
16-P0037670	231.45	BOUDIN BAKERY INC	Food and Food Service Supplies	SP		9/16/2015
16-P0037671	786.00	WELLS FARGO BANK	Conference Expenses			9/16/2015
16-P0037672	196.02	SUPER ANTOJITO'S EXPRESS MEXICAN FOOD	Food and Food Service Supplies	SP		9/16/2015
16-P0037673	277.02	WELLS FARGO BANK	Reproduction/Printing Expenses	SP		9/16/2015
16-P0037674	50.00	MOUNT SAN ANTONIO COLLEGE	Conference Expenses	SP		9/16/2015
16-P0037675	495.00	CCCAOE CALIF COM COLL ASSOC	Conference Expenses	SP		9/16/2015
16-P0037676	500.00	TRASH FOR TEACHING	Instructional Supplies	SP		9/16/2015
16-P0037677	93.91	B & H PHOTO VIDEO INC	Non-Instructional Supplies			9/16/2015
16-P0037678	468.72	LIGHT BULBS ETC	Non-Instructional Supplies			9/16/2015
16-P0037679	460.80	LA COMPUTER COMPANY	Contracted Repair Services			9/16/2015
16-P0037680	303.00	NAT'L SPORTS APPAREL LLC	Instructional Supplies	SP		9/16/2015
16-P0037681	457.80	WELLS FARGO BANK	Food and Food Service Supplies	SP		9/16/2015
16-P0037682	255.73	FISHER SCIENTIFIC	Instructional Supplies	SP		9/16/2015
16-P0037683	337.07	ALL AMERICAN SPORTS CORP	Instructional Supplies	SP		9/16/2015
16-P0037684	1,596.24	STAPLES CONTRACT & COMMERCIAL INC	Instructional Supplies	SP		9/16/2015
16-P0037685	56,322.46	GOLDEN STAR TECHNOLOGY, INC.	Equip-All Other > \$5,000			9/16/2015
16-P0037686	567.00	AMAZON COM	Non-Instructional Supplies	SP		9/16/2015
16-P0037687	613.23	DENNIS JAMES CLEEK	Instructional Supplies	SP		9/16/2015
16-P0037688	190.00	COMPUTERLAND OF SILICON VALLEY	Software License and Fees			9/16/2015
16-P0037689	133.96	HOME DEPOT	Non-Instructional Supplies			9/16/2015
16-P0037690	1,080.00	UNISOURCE PAPER CO	Instructional Supplies	SP		9/16/2015
16-P0037691	6,027.42	GRUBER POWER SERVICES	Contracted Repair Services			9/17/2015
16-P0037692	3,579.00	ALTA ENVIRONMENTAL	Bldg Impr - Spcl Ins/Mat Tes	SP		9/17/2015
16-P0037693	3,700.00	ORANGE COUNTY DEPT OF ED	Courier/Delivery Services			9/17/2015
16-P0037694	7,286.16	HIGH SCOPE EDUCATIONAL RESEARCH FOUNDATIO	Contracted Services	SP		9/17/2015
* 16-P0037695	3,217.10	TALLER SAN JOSE	Instructional Agrmt - Salary			9/17/2015

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

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
16-P0037696	2,154.58	GOLDEN STAR TECHNOLOGY, INC.	Equip-All Other >\$1,000<\$5,000			9/17/2015
16-P0037697	2,137.92	APPLE COMPUTER INC	Equip-All Other >\$1,000<\$5,000			9/17/2015
16-P0037698	64.75	B & H PHOTO VIDEO INC	Non-Instructional Supplies			9/17/2015
16-P0037699	5,000.00	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	Non-Instructional Supplies			9/17/2015
16-P0037700	10,000.00	AMERICAN CHEMICAL & SANITARY	Non-Instructional Supplies			9/17/2015
* 16-P0037701	2,020.99	CDW GOVERNMENT INC.	Instructional Supplies	SP		9/18/2015
16-P0037702	579.44	GOLDEN STAR TECHNOLOGY, INC.	Non-Instructional Supplies			9/18/2015
16-P0037703	587.20	AMERICAN EXPRESS	Conference Expenses	SP		9/18/2015
16-P0037704	561.20	AMERICAN EXPRESS	Conference Expenses	SP		9/18/2015
16-P0037705	4,816.00	DEPT OF FORESTRY & FIRE PROTECTION	Instructional Agreements	SP		9/18/2015
16-P0037706	260.00	CHEM PRO LABORATORY INC	Contracted Services			9/18/2015
* 16-P0037707	41,054.00	MARRIOTT HOTEL & RESORT	Contracted Services	SP		9/18/2015
16-P0037708	2,520.00	PARENTS AS TEACHERS NAT'L CENTER	Conference Expenses	SP		9/18/2015
16-P0037709	556.40	CONSUELO ORTIZ	Conference Expenses	SP		9/18/2015
16-P0037710	753.08	DAISY E. CASTANEDA	Conference Expenses	SP		9/18/2015
* 16-P0037711	2,868.98	SOBRO HOTEL PARTNERS LLC	Conference Expenses	SP		9/18/2015
* 16-P0037712	2,107.02	BSHH LLC	Conference Expenses	SP		9/18/2015
16-P0037713	110.00	OCBC ORANGE CTY BUS COUNCIL	Conference Expenses	SP		9/18/2015
16-P0037714	580.00	DENISE C. DONN	Conference Expenses	SP		9/18/2015
16-P0037715	410.00	CASFAA	Conference Expenses	SP		9/18/2015
16-P0037716	495.00	CCCAOE CALIF COM COLL ASSOC	Conference Expenses	SP		9/18/2015
* 16-P0037718	2,153.29	SUZANNE L. LOHMANN	Conference Expenses	SP		9/18/2015
16-P0037719	5,220.00	AMERICAN MODEL UNITED NATIONS	Conference Expenses	SP		9/18/2015
16-P0037720	6,712.40	NARGES M. RABII-RAKIN	Conference Expenses	SP		9/18/2015
16-P0037721	5,213.04	GOLDEN STAR TECHNOLOGY, INC.	Equip-All Other >\$200 < \$1,000	SP		9/18/2015
16-P0037722	1,235.00	NARGES M. RABII-RAKIN	Conference Expenses	SP		9/18/2015
16-P0037723	99.00	ASSOC. FOR CAREER & TECHNICAL ED	Inst Dues & Memberships	SP		9/18/2015
16-P0037724	2,754.95	ALL AMERICAN SPORTS CORP	Instructional Supplies	SP		9/18/2015
16-P0037725	91.50	ACT	Non-Instructional Supplies	SP		9/18/2015
16-P0037726	300.00	WELLS FARGO BANK	Software License and Fees	SP		9/18/2015
16-P0037727	76.14	DON BOOKSTORE	Instructional Supplies	SP		9/18/2015
16-P0037728	5,000.00	DISTRICT EXPORT COUNCIL OF SO CAL	District Business/Sponsorships	SP		9/18/2015
16-P0037729	1,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			9/18/2015
16-P0037730	425.00	NAT'L STUDENT CLEARINGHOUSE	Software License and Fees	SP		9/18/2015

4.11 (3)

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

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
16-P0037731	10,000.00	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		9/18/2015
16-P0037732	8,165.00	EUROMONITOR INTERNATIONAL	Software License and Fees	SP		9/21/2015
* 16-P0037733	1,736.71	TROXELL COMM INC	Equip-All Other >\$200 < \$1,000	SP		9/21/2015
16-P0037734	2,000.00	VARSITY BRANDS HOLDING CO INC	Instructional Supplies	SP		9/21/2015
16-P0037735	90.00	HANH H. PHAM	Fees Paid for Students	SP		9/21/2015
16-P0037736	280.45	VARSITY BRANDS HOLDING CO INC	Instructional Supplies	SP		9/21/2015
16-P0037737	13,200.00	VOIP-DRAGON CONSULTING LLC	Contracted Services			9/21/2015
* 16-P0037738	12,422.28	CDW GOVERNMENT INC.	Non-Instructional Supplies	SP		9/21/2015
* 16-P0037739	2,449.60	AMERICAN EXPRESS	Other Participant Prog Svc/Exp	SP		9/21/2015
16-P0037740	28,989.76	GOLDEN STAR TECHNOLOGY, INC.	Equip-All Other >\$200 < \$1,000	SP		9/21/2015
16-P0037741	3,804.00	AUTOMATED POWER TECHNOLOGIES INC	Maint/Oper Service Agreements			9/21/2015
16-P0037742	2,625.00	ACEN ACCREDITATION COMMISSION FOR EDUC IN	Other Licenses & Fees			9/21/2015
16-P0037743	504.20	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		9/21/2015
16-P0037744	1,742.26	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		9/21/2015
16-P0037745	2,000.00	GOLDEN STAR TECHNOLOGY, INC.	Instructional Supplies	SP		9/21/2015
16-P0037746	567.84	HARBOUR ISLAND OWNER LLC	Conference Expenses	SP		9/22/2015
16-P0037747	757.12	HARBOUR ISLAND OWNER LLC	Conference Expenses	SP		9/22/2015
16-P0037748	500.00	BOARD OF GOVERNORS	Conference Expenses	SP		9/22/2015
16-P0037749	500.00	THE NATL HEP/CAMP ASSOCIATION	Conference Expenses	SP		9/22/2015
16-P0037750	27,127.00	BISHOP INC	Uninsured Losses/Loss Disposal			9/22/2015
16-P0037752	150.00	ORANGE COUNTY- LONG BEACH CONSORTIUM FOR	Inst Dues & Memberships			9/22/2015
16-P0037753	166.85	JUAN POLLO 24	Food and Food Service Supplies	SP		9/22/2015
16-P0037754	172.80	MAJDI INC	Food and Food Service Supplies	SP		9/22/2015
16-P0037755	91.00	CHRONICLE OF HIGHER ED	Books, Mags & Subscrip-Non-Lib			9/22/2015
16-P0037756	1,011.00	AMERICAN EXPRESS	Conference Expenses	SP		9/22/2015
* 16-P0037757	2,540.00	POSTMASTER	Postage			9/22/2015
16-P0037758	249.00	AMERICAN EXPRESS	Conference Expenses			9/22/2015
16-P0037759	554.80	JAY'S CATERING	Food and Food Service Supplies	SP		9/22/2015
16-P0037760	1,479.60	QQN INC	Reproduction/Printing Expenses	SP		9/22/2015
16-P0037761	858.60	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		9/22/2015
16-P0037762	350.00	RP GROUP	Inst Dues & Memberships	SP		9/22/2015
16-P0037763	45.30	DENISE M. FOLEY	Food and Food Service Supplies	SP		9/22/2015
16-P0037764	30.94	PBS VIDEO	Instructional Supplies	SP		9/22/2015
16-P0037765	600.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/22/2015

4.11 (4)

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

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 16-P0037766	2,804.95	CATHERINE M. SHAFFER	Conference Expenses	SP		9/22/2015
16-P0037767	3,770.32	FREY SCIENTIFIC/EDUC PUBL SERVICE	Instructional Supplies	SP		9/22/2015
16-P0037768	803.28	PHOENIX GROUP INFORMATION SYSTEMS	Non-Instructional Supplies	SP		9/22/2015
16-P0037769	2,138.51	VWR FUNDING INC	Instructional Supplies	SP		9/22/2015
16-P0037770	855.00	COMMLINE INC	Communications Maintenance			9/23/2015
16-P0037771	123.18	TROXELL COMM INC	Instructional Supplies	SP		9/23/2015
16-P0037772	14,025.00	NAC ACHITECTURE	Site Improv - AE Fee	SP	BOND	9/23/2015
16-P0037773	10,087.20	TROPICAL PLAZA NURSERY	Site Improv - Contractor Svcs	SP		9/23/2015
16-P0037774	3,221.00	PROFESSIONAL PLUMBING &	Contracted Repair Services			9/23/2015
16-P0037775	4,300.00	IBIS WORLD INC	Software License and Fees	SP		9/23/2015
16-P0037776	1,160.00	COLLEGESOURCE INC	Software Support Service-Fixed			9/23/2015
16-P0037777	1,759.95	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		9/23/2015
16-P0037778	29,000.00	ROSE & TUCK	Contracted Services			9/24/2015
16-P0037779	700.00	CLAUDIA C. ALVAREZ	Conference Expenses			9/24/2015
16-P0037780	637.89	HANDLERY HOTEL SAN DIEGO	Conference Expenses	SP		9/24/2015
16-P0037781	305.00	CCDAA CALIF CHILD DEV ADMIN ASSOC	Conference Expenses			9/24/2015
16-P0037782	600.00	SONYA E. LANGELIER	Conference Expenses	SP		9/24/2015
16-P0037783	1,057.26	CY SAC OPERATOR LLC	Conference Expenses	SP		9/24/2015
16-P0037784	2,685.44	SUNSTONE CENTER CT LESSEE	Contracted Services	SP		9/24/2015
16-P0037785	134.73	DON BOOKSTORE	Books, Mags & Subscrip-Non-Lib	SP		9/24/2015
16-P0037786	37.36	ROWMAN & LITTLEFIELD PUBLISHING GROUP	Library Books	SP		9/24/2015
16-P0037787	2,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/24/2015
16-P0037788	500.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/24/2015
16-P0037789	30,000.00	SYSCO FOOD SVC	Food and Food Service Supplies	SP		9/24/2015
16-P0037790	200.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		9/24/2015
16-P0037791	1,000.00	FREY SCIENTIFIC/EDUC PUBL SERVICE	Instructional Supplies	SP		9/24/2015
16-P0037792	600.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/24/2015
16-P0037793	30,000.00	SYSCO FOOD SVC	Food and Food Service Supplies	SP		9/24/2015
16-P0037794	100.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		9/24/2015
16-P0037795	325.00	ORANGE COUNTY INDUSTRIAL SEWING MACHINE C	Repair & Replacement Parts			9/24/2015
* 16-P0037796	6,714.72	US TOY CO CONSTRUCTIVE PLAYTHINGS	Equip-All Other >\$200 < \$1,000	SP		9/24/2015
16-P0037797	195.23	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		9/24/2015
16-P0037798	325.00	LYTTON PERRY	Repair & Replacement Parts			9/24/2015
16-P0037799	2,500.00	OFFICE DEPOT BUSINESS SVCS	Other Exp Paid for Students	SP		9/24/2015

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
16-P0037800	700.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			9/24/2015
16-P0037801	500.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/24/2015
* 16-P0037802	360.94	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/24/2015
16-P0037803	475.00	UC REGENTS	Conference Expenses			9/24/2015
16-P0037804	343.30	HYATT EQUITIES, LLC	Conference Expenses			9/24/2015
16-P0037805	130.00	PHI THETA KAPPA	Fees Paid for Students	SP		9/24/2015
16-P0037806	2,700.00	XEROX CORP	Non-Instructional Supplies			9/24/2015
16-P0037807	903.06	HIGH SCOPE EDUCATIONAL RESEARCH FOUNDATIO	Books, Mags & Subscrip-Non-Lib	SP		9/24/2015
* 16-P0037808	850.50	LAKESHORE LEARNING MATERIALS	Equip-All Other >\$200 < \$1,000	SP		9/24/2015
16-P0037809	324.60	LAKESHORE LEARNING MATERIALS	Equip-All Other >\$200 < \$1,000	SP		9/24/2015
16-P0037810	2,073.60	BURLINGTON ENGLISH INC	Software License and Fees	SP		9/25/2015
16-P0037811	951.91	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip-All Other >\$200 < \$1,000			9/25/2015
16-P0037812	5,400.00	UNISOURCE PAPER CO	Instructional Supplies	SP		9/25/2015
16-P0037813	1,181.95	STAPLES CONTRACT & COMMERCIAL INC	Non-Instructional Supplies			9/25/2015
16-P0037814	1,275.00	TITANIUM SOFTWARE INC	Software License and Fees	SP		9/25/2015
16-P0037815	2,425.39	DELL COMPUTER	Equip-All Other >\$200 < \$1,000	SP		9/25/2015
* 16-P0037816	843.38	CDW GOVERNMENT INC.	Non-Instructional Supplies	SP		9/25/2015
16-P0037817	500.00	NABERS CLEANERS	Laundry & Dry Cleaning Service			9/25/2015
16-P0037818	4,500.00	DEPT OF GENERAL SERVICES	Bldg Impr - DSA Fees	SP	BOND	9/25/2015
16-P0037819	1,500.00	HOME DEPOT	Instructional Supplies	SP		9/25/2015
16-P0037820	500.00	HOME DEPOT	Non-Instructional Supplies	SP		9/25/2015
16-P0037821	99.50	LIVEBINDERS INC	Software License and Fees	SP		9/25/2015
16-P0037822	1,002.49	D4 SOLUTIONS INC.	Contracted Services	SP		9/28/2015
16-P0037823	111.92	FRESH BABY LLC	Non-Instructional Supplies	SP		9/28/2015
16-P0037824	2,500.00	JOHN MINNOCK JR	Maint/Oper Service Agreements			9/28/2015
16-P0037825	885.11	KAPLAN	Non-Instructional Supplies	SP		9/28/2015
16-P0037826	2,100.00	SPILLMAN CORP	Maint/Oper Service Agreements			9/28/2015
16-P0037827	10,000.00	DEGREED INC	Software License and Fees	SP		9/28/2015
16-P0037828	36,069.00	ELLUCIAN INC.	Software License and Fees	SP		9/28/2015
16-P0037829	915.84	IMAGE PRINTING SOLUTIONS	Non-Instructional Supplies			9/28/2015
16-P0037831	505.98	MISSION INN	Conference Expenses			9/28/2015
16-P0037832	750.00	CCCCIO	Conference Expenses	SP		9/29/2015
16-P0037833	699.46	BARTELL HOTELS	Conference Expenses	SP		9/29/2015
16-P0037834	506.00	WELLS FARGO BANK	Conference Expenses			9/29/2015

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
16-P0037835	1,505.32	WELLS FARGO BANK	Conference Expenses			9/29/2015
16-P0037836	366.35	MEDCO/PATTERSON MEDICAL	Instructional Supplies	SP		9/29/2015
16-P0037837	311.74	ALERT SERVICES INC	Instructional Supplies	SP		9/29/2015
16-P0037838	312.84	EASTBAYFOOTLOCKER.COM	Instructional Supplies	SP		9/29/2015
16-P0037839	189.00	WE DO GRAPHICS INC	Reproduction/Printing Expenses	SP		9/29/2015
16-P0037840	12,075.00	DON BOOKSTORE	Fees Paid for Students	SP		9/29/2015
16-P0037841	198.95	MICHAEL J MACKENZIE	Awards & Incentives	SP		9/29/2015
16-P0037842	103.39	MICHAEL J MACKENZIE	Awards & Incentives	SP		9/29/2015
16-P0037843	120.84	FITNESS SUPERSTORE INC	Instructional Supplies	SP		9/29/2015
16-P0037844	678.20	NAT'L SPORTS APPAREL LLC	Instructional Supplies	SP		9/29/2015
16-P0037845	4.24	MICHAEL J MACKENZIE	Awards & Incentives	SP		9/29/2015
16-P0037846	1,571.80	CHAPMAN UNIVERSITY	Contracted Services	SP		9/29/2015
16-P0037847	700.00	AMERICAN RED CROSS	Conference Expenses			9/29/2015
16-P0037848	113.40	WELLS FARGO BANK	Instructional Supplies	SP		9/29/2015
16-P0037849	295.00	ASHP AMERICAN SOCIETY OF HEALTH SYSTEM	Inst Dues & Memberships			9/29/2015
16-P0037850	330.00	CALIF SOCIETY OF HEALTH	Inst Dues & Memberships			9/29/2015
16-P0037851	119.07	CHERYL COBBINA	Food and Food Service Supplies	SP		9/29/2015
16-P0037852	607.50	JAY'S CATERING	Food and Food Service Supplies	SP		9/29/2015
16-P0037853	631.90	KULI IMAGE INCYKUSTOM IMPRINTS	Non-Instructional Supplies			9/29/2015
16-P0037854	1,507.45	VWR FUNDING INC	Instructional Supplies	SP		9/29/2015
16-P0037855	5,650.00	CHALLENGE U, LLC	Other Exp Paid for Students	SP		9/29/2015
16-P0037856	376.74	VWR FUNDING INC	Instructional Supplies	SP		9/29/2015
16-P0037857	218.37	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	SP		9/29/2015
16-P0037858	6,806.44	VWR FUNDING INC	Instructional Supplies	SP		9/29/2015
16-P0037859	658.50	HOFFMAN SOUTHWEST CORP	Contracted Repair Services			9/29/2015
16-P0037860	471.92	PARADISE LESSEE INC	Conference Expenses	SP		9/29/2015
16-P0037861	1,581.46	STAPLES CONTRACT & COMMERCIAL INC	Instructional Supplies	SP		9/29/2015
16-P0037862	2,662.80	D4 SOLUTIONS INC.	Contracted Services			9/29/2015
16-P0037863	235.96	MARIA V. LEPE	Conference Expenses	SP		9/29/2015
16-P0037864	407.18	HOFFMAN SOUTHWEST CORP	Contracted Repair Services			9/29/2015
16-P0037865	490.97	HIGH SCOPE EDUCATIONAL RESEARCH FOUNDATIO	Books, Mags & Subscrip-Non-Lib	SP		9/29/2015
* 16-P0037866	6,304.99	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip-All Other >\$200 < \$1,000	SP		9/29/2015
16-P0037867	1,613.52	HANNA INSTRUMENTS USA INC	Equip-All Other >\$200 < \$1,000	SP		9/29/2015
16-P0037868	909.19	GALE GROUP	Library Books	SP		9/29/2015

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
16-P0037869	5,832.00	DON BOOKSTORE	Books, Mags & Subscrip-Non-Lib	SP		9/29/2015
16-P0037870	283.00	MKH ELECTRONICS	Contracted Repair Services			9/29/2015
16-P0037871	3,602.96	GOLDEN STAR TECHNOLOGY, INC.	Equip-Tablet/Laptop>\$200<\$1000	SP		9/29/2015
16-P0037872	1,077.29	GOLDEN STAR TECHNOLOGY, INC.	Equip-All Other >\$1,000<\$5,000	SP		9/29/2015
16-P0037873	125.10	AMERICAN REPROGRAPHICS CO LLC	Bldg Impr-Blueprint/Reprod/Adv	SP		9/30/2015
16-P0037874	414.07	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			9/30/2015
16-P0037875	244.77	LAKESHORE LEARNING MATERIALS	Equip-All Other >\$200 < \$1,000	SP		9/30/2015
16-P0037876	858.82	PURELAND SUPPLY LLC	Instructional Supplies	SP		9/30/2015
16-P0037877	1,000.00	BUSINESS MACHINES SECURITY	Non-Instructional Supplies			9/30/2015
16-P0037878	59,188.85	KEYENCE CORP OF AMERICA	Equip-Fed Prgm > \$5,000	SP		9/30/2015
16-P0037879	2,000.00	DUNN EDWARDS CORP	Instructional Supplies	SP		9/30/2015
16-P0037880	2,500.00	DON BOOKSTORE	Supplies Paid for Students	SP		9/30/2015
16-P0037881	5,000.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		9/30/2015
16-P0037882	600.00	SMART & FINAL	Food and Food Service Supplies	SP		9/30/2015
16-P0037883	800.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		9/30/2015
16-P0037884	2,588.76	DON BOOKSTORE	Library Books	SP		9/30/2015
16-P0037885	3,721.12	SCRIP SAFE SECURITY PRODUCTS	Non-Instructional Supplies			9/30/2015
16-P0037886	952.56	DON BOOKSTORE	Library Books	SP		9/30/2015
16-P0037887	804.88	MCKESSON GENERAL MEDICAL CORP	Instructional Supplies	SP		9/30/2015
16-P0037888	97.20	DON BOOKSTORE	Non-Instructional Supplies	SP		9/30/2015
16-P0037889	10,466.82	THE LINCOLN ELECTRIC COMPANY	Instructional Supplies	SP		9/30/2015
16-P0037890	60,576.84	DELL COMPUTER	Equip-All Other > \$5,000			9/30/2015
16-P0037891	2,032.56	TRANSTAR INDUSTRIES INC	Instructional Supplies	SP		9/30/2015
16-P0037892	518.39	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		9/30/2015
16-P0037893	30,500.00	TERRACON CONSULTANTS INC	Bldg Impr - Environmental	SP	BOND	9/30/2015
16-P0037894	139,276.00	THE HILL PARTNERSHIP INC	Bldg Impr - AE Fee	SP		9/30/2015
16-P0037895	4,000.00	SOUTHLAND INDUSTRIES	Contracted Repair Services			9/30/2015
16-P0037896	317,030.00	KOURY ENGINEERING & TESTING INC	Buildings - Geotech/Geohaz	SP		9/30/2015
16-P0037897	5,800.00	MYERS, HOUGHTON & PARTNERS INC	Bldg Impr - AE Fee	SP		9/30/2015
16-P0037898	14,950.00	DISABILITY ACCESS CONSULTANTS	Site Improv - Other Services	SP		9/30/2015
16-P0037899	2,075.00	MCKESSON GENERAL MEDICAL CORP	Instructional Supplies	SP		9/30/2015
16-P0037900	2,555.63	UNISOURCE PAPER CO	Non-Instructional Supplies			9/30/2015
16-P0037901	4,940.00	KAISER ROBERT	Contracted Repair Services			9/30/2015
* 16-P0037902	2,230.00	CCCAOE CALIF COM COLL ASSOC	Conference Expenses	SP		9/30/2015

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
16-P0037903	1,252.80	STAPLES CONTRACT & COMMERCIAL INC	Non-Instructional Supplies			9/30/2015
16-P0037904	501.92	PARADISE LESSEE INC	Conference Expenses	SP		9/30/2015
16-P0037905	1,978.84	PASCO SCIENTIFIC	Instructional Supplies	SP		9/30/2015
16-P0037906	541.60	MCBAIN INSTRUMENTS	Contracted Repair Services			9/30/2015
16-P0037907	587.54	PERKIN ELMER	Instructional Supplies	SP		9/30/2015
16-P0037908	195.00	GARCIA ELVIA	Food and Food Service Supplies			9/30/2015
16-P0037909	50,000.00	2000 CHAPMAN INC.	Electricity	SP		9/30/2015
* 16-P0037910	14,344.80	GOLDEN STAR TECHNOLOGY, INC.	Equip-All Other >\$200 < \$1,000	SP		9/30/2015
* 16-P0037911	6,533.08	GOLDEN STAR TECHNOLOGY, INC.	Equip-Fed Prgm >\$1,000< \$5,000	SP		9/30/2015
* 16-P0037912	240.42	DELL COMPUTER	Non-Instructional Supplies	SP		9/30/2015
* 16-P0037913	5,473.59	GOLDEN STAR TECHNOLOGY, INC.	Equip-All Other >\$1,000<\$5,000	SP		10/1/2015
16-P0037914	68.59	WELLS FARGO BANK	Instructional Supplies	SP		10/1/2015
16-P0037915	93.30	WELLS FARGO BANK	Instructional Supplies	SP		10/1/2015
16-P0037916	2,035.52	CN SCHOOL AND OFFICE SOLUTIONS INC	Instructional Supplies	SP		10/1/2015
16-P0037917	1,441.80	WE DO GRAPHICS INC	Reproduction/Printing Expenses	SP		10/1/2015
16-P0037918	30.33	AMAZON COM	Instructional Supplies	SP		10/1/2015
16-P0037919	3,494.94	VWR FUNDING INC	Instructional Supplies	SP		10/1/2015
16-P0037920	922.50	NAT'L SPORTS APPAREL LLC	Instructional Supplies	SP		10/1/2015
16-P0037921	144.73	ALL AMERICAN SPORTS CORP	Instructional Supplies	SP		10/1/2015
16-P0037922	873.20	SONESTA ES SUITES ST. LOUIS	Conference Expenses	SP		10/1/2015
16-P0037923	467.15	EME	Software License and Fees	SP		10/1/2015
16-P0037924	357,615.00	BEST CONTRACTING SVCS	Bldg Impr - Contractor Svcs	SP		10/1/2015
16-P0037925	1,065.92	AMERICAN LABORATORY TRADING INC	Instructional Supplies	SP		10/1/2015
16-P0037926	291.60	DON BOOKSTORE	Books, Mags & Subscrip-Non-Lib	SP		10/1/2015
16-P0037927	336.96	DON BOOKSTORE	Books, Mags & Subscrip-Non-Lib	SP		10/1/2015
16-P0037928	500.00	ART SUPPLY WAREHOUSE	Instructional Supplies	SP		10/1/2015
16-P0037929	100.00	CCCEOPSA CALIF COM COLL	Conference Expenses	SP		10/1/2015
* 16-P0037930	1,485.36	TOWN AND COUNTRY RESORTYAND CONVENTION CE	Conference Expenses	SP		10/1/2015
16-P0037931	8,292.00	BISHOP INC	Contracted Services	SP		10/1/2015
16-P0037932	12,600.48	EX LIBRIS USA INC	Software Support Service			10/1/2015
16-P0037933	500.00	COMPUTER SPORTS MEDICINE, INC.	Software License and Fees			10/1/2015
16-P0037934	174.03	CDW GOVERNMENT INC.	Non-Instructional Supplies			10/1/2015
16-P0037935	630.00	BOYD & ASSOCIATES	Contracted Services			10/1/2015
16-P0037936	1,385.00	PERKIN ELMER INFORMATICS INC	Software License and Fees	SP		10/1/2015

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
16-P0037937	2,698.80	APPLE COMPUTER INC	Equip-Tablet/Laptop>\$200<\$1000	SP		10/1/2015
16-P0037938	14,000.00	ALLSTAR FIRE EQUIPMENT	Instructional Supplies	SP		10/2/2015
16-P0037939	30,857.00	ACCJC ACCREDITING COMMISSION	Other Licenses & Fees			10/2/2015
16-P0037940	3,650.00	AOTA	Other Licenses & Fees			10/2/2015
16-P0037941	12,380.00	MCGRATH RENT CORP	Lease Agreement - Facility			10/2/2015
16-P0037942	429,651.00	SMITH EMERY LABORATORIES	Buildings - Spcl Ins/Mat Tes	SP		10/2/2015
16-P0037943	660,000.00	KNOWLAND CONSTRUCTION SVCS	Buildings - DSA Project Insp	SP		10/2/2015
16-P0037944	2,000.00	DAN'S MACHINE REPAIR	Contracted Services			10/2/2015
16-P0037946	1,350.00	SOCAL WESTOP	Conference Expenses	SP		10/5/2015
16-P0037947	470.88	MORONGO CASINO RESORT & SPA	Conference Expenses	SP		10/5/2015
16-P0037949	548.60	JAY'S CATERING	Food and Food Service Supplies	SP		10/6/2015
16-P0037950	155.20	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		10/6/2015
16-P0037951	198.95	CALIF DEPT OF ED	Books, Mags & Subscrip-Non-Lib	SP		10/6/2015
16-P0037952	569.81	HOUSE OF TROPHIES & AWARDS INC	Non-Instructional Supplies	SP		10/6/2015
16-P0037953	13,800.00	SCS ENGINEERS	Contracted Services			10/6/2015
16-P0037954	758.29	NAT'L SPORTS APPAREL LLC	Instructional Supplies	SP		10/6/2015
16-P0037955	2,041.52	LEE SHERYL F	Instructional Supplies	SP		10/6/2015
16-P0037956	1,777.41	SPORT CHALET	Instructional Supplies	SP		10/6/2015
16-P0037957	3,297.22	VWR FUNDING INC	Instructional Supplies	SP		10/6/2015
16-P0037958	2,310.29	SPORT CHALET	Instructional Supplies	SP		10/6/2015
16-P0037959	2,120.29	VS ATHLETICS	Instructional Supplies	SP		10/6/2015
* 16-P0037960	518.41	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		10/6/2015
16-P0037962	6,341.03	SPORT CHALET	Instructional Supplies	SP		10/6/2015
16-P0037963	2,050.76	VS ATHLETICS	Instructional Supplies	SP		10/6/2015
16-P0037964	95.00	OCBC ORANGE CTY BUS COUNCIL	Other Licenses & Fees	SP		10/6/2015
16-P0037965	169.20	VS ATHLETICS	Instructional Supplies	SP		10/6/2015
16-P0037966	7,824.60	WE DO GRAPHICS INC	Reproduction/Printing Expenses	SP		10/6/2015
16-P0037967	4,500.00	MIDDLE COLLEGE NATIONAL CONSORTIUM	Inst Dues & Memberships	SP		10/6/2015
16-P0037968	15,490.00	AACC AMERICAN ASSOC OF COMMUNITY COLLEGES	Inst Dues & Memberships			10/6/2015
16-P0037969	800.00	MIDDLE COLLEGE NATIONAL CONSORTIUM	Inst Dues & Memberships	SP		10/6/2015
16-P0037970	100.00	ORANGE COUNTY TRAINING	Inst Dues & Memberships			10/6/2015
16-P0037971	2,443.85	ALL AMERICAN SPORTS CORP	Instructional Supplies	SP		10/6/2015
16-P0037972	120.00	HONORS TRANSFER COUNCIL OF CALIF	Inst Dues & Memberships			10/6/2015
16-P0037973	894.62	M F ATHLETIC COMPANY INC	Instructional Supplies	SP		10/6/2015

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
16-P0037974	388.15	HRM USA INC	Instructional Supplies	SP		10/6/2015
16-P0037975	1,087.73	FITNESS ANYWHERE, INC	Instructional Supplies	SP		10/6/2015
16-P0037976	585.00	GMS ELEVATOR	Contracted Repair Services			10/6/2015
16-P0037977	898.95	OTHER WORLD COMPUTING INC	Instructional Supplies	SP		10/6/2015
* 16-P0037978	21,031.15	APPLE COMPUTER INC	Equip-Tablet/Laptop>\$200<\$1000	SP		10/6/2015
16-P0037979	1,926.06	CABLE EXPRESS CORP	Non-Instructional Supplies			10/6/2015
16-P0037980	913.13	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		10/6/2015
16-P0037981	1,738.80	DON BOOKSTORE	Books, Mags & Subscrip-Non-Lib	SP		10/7/2015
16-P0037982	272.58	ALISTAIR M. WINTER	Non-Instructional Supplies	SP		10/7/2015
16-P0037983	264.75	PARADISE BAKERY & CAFE	Food and Food Service Supplies	SP		10/7/2015
16-P0037984	250.00	OCBC ORANGE CTY BUS COUNCIL	Conference Expenses	SP		10/7/2015
16-P0037985	504.09	MARILYN MARTINEZ-FLORES	Conference Expenses	SP		10/7/2015
16-P0037986	225.00	ELIZABETH BAEZ	Conference Expenses	SP		10/7/2015
16-P0037987	335.00	LOURDES FAJARDO	Conference Expenses	SP		10/7/2015
16-P0037988	335.00	CHARLIE M. MALONE	Conference Expenses	SP		10/7/2015
16-P0037989	335.00	SURA ALMA S	Conference Expenses	SP		10/7/2015
16-P0037990	335.00	YOLANDA TRUJILLO	Conference Expenses	SP		10/7/2015
16-P0037991	9,000.00	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	Non-Instructional Supplies			10/7/2015
16-P0037992	225.00	DIEGO E. GOMEZ	Conference Expenses	SP		10/7/2015
16-P0037993	430.70	WELLS FARGO BANK	Instructional Supplies	SP		10/7/2015
16-P0037994	91.75	DENNIS JAMES CLEEK	Instructional Supplies	SP		10/7/2015
16-P0037995	254.13	AMERICAN REPROGRAPHICS CO LLC	Bldgs - Blueprint/Reprod/Adver	SP		10/7/2015
16-P0037996	514.44	LAKESHORE LEARNING MATERIALS	Equip-All Other >\$200 < \$1,000	SP		10/7/2015
16-P0037997	48.60	DON BOOKSTORE	Books, Mags & Subscrip-Non-Lib	SP		10/7/2015
16-P0037998	276.48	DON BOOKSTORE	Instructional Supplies	SP		10/7/2015
16-P0037999	500.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		10/7/2015
16-P0038000	500.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		10/7/2015
16-P0038001	6,600.00	MEDCO/PATTERSON MEDICAL	Instructional Supplies	SP		10/7/2015
16-P0038002	5,000.00	AMAZON COM	Library Books	SP		10/7/2015
16-P0038003	342.00	SMART & FINAL	Non-Instructional Supplies	SP		10/7/2015
16-P0038004	200.00	DON BOOKSTORE	Non-Instructional Supplies	SP		10/7/2015
16-P0038005	600.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		10/7/2015
16-P0038006	1,000.00	MICHELANGELO LEASING INC	Transportation - Student	SP		10/7/2015
16-P0038007	400.00	AIRPORT VAN RENTAL INC	Transportation - Student	SP		10/7/2015

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

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
16-P0038008	249.47	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		10/7/2015
16-P0038009	315.36	HAGGARTY PRINTING INC	Reproduction/Printing Expenses	SP		10/7/2015
16-P0038010	1,252.80	STAPLES CONTRACT & COMMERCIAL INC	Non-Instructional Supplies			10/7/2015
16-P0038011	2,500.00	ONE ZERO DIGITAL MEDIA LLC	Contracted Services	SP		10/6/2015
16-P0038012	923.40	UNISOURCE PAPER CO	Non-Instructional Supplies			10/7/2015
16-P0038013	260.11	FISHER SCIENTIFIC	Instructional Supplies	SP		10/7/2015
16-P0038014	939.72	CALUMET CARTON CO	Non-Instructional Supplies			10/7/2015
16-P0038015	373.32	AIRPORT VAN RENTAL INC	Transportation - Student	SP		10/7/2015
16-P0038016	205.20	DON BOOKSTORE	Books, Mags & Subscrip-Non-Lib	SP		10/7/2015
16-P0038017	559.98	AIRPORT VAN RENTAL INC	Transportation - Student	SP		10/7/2015
16-P0038018	260.00	Z & H HAPPY HANDS CAR WASH	Non-Instructional Supplies			10/7/2015
16-P0038019	12,000.00	BUSCHE DONALD	Contracted Services			10/7/2015
16-P0038020	6,500.00	LEAH GOOLD-HAWS	Contracted Services	SP		10/7/2015
16-P0038021	8,000.00	GRAVES ADVERTISING PLUS	Contracted Services	SP		10/7/2015
16-P0038022	11,158.95	VITAL LINK OF ORANGE COUNTY	Contracted Services	SP		10/7/2015
16-P0038023	10,000.00	ONE ZERO DIGITAL MEDIA LLC	Contracted Services	SP		10/7/2015
16-P0038024	1,000.00	PGINET CONSULTING	Contracted Services	SP		10/7/2015
16-P0038025	404.01	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		10/8/2015
16-P0038026	1,760.32	IMAGE WORKS PES INC	Non-Instructional Supplies	SP		10/8/2015
16-P0038027	177.00	AMERICAN EXPRESS	Conference Expenses	SP		10/8/2015
16-P0038029	172.70	CDW GOVERNMENT INC.	Non-Instructional Supplies	SP		10/8/2015
16-P0038030	295.00	ACCO BRANDS USA LLC	Contracted Services	SP		10/8/2015
16-P0038031	4,824.00	DEPT OF FORESTRY & FIRE PROTECTION	Instructional Agreements	SP		10/9/2015
* 16-P0038032	1,000.00	HOME DEPOT	Non-Instructional Supplies	SP		10/9/2015
16-P0038033	642.60	KULI IMAGE INCÝKUSTOM IMPRINTS	Instructional Supplies	SP		10/9/2015
16-P0038034	200.00	DON BOOKSTORE	Transportation - Student	SP		10/9/2015
16-P0038035	656.12	KULI IMAGE INCÝKUSTOM IMPRINTS	Instructional Supplies	SP		10/9/2015
16-P0038036	1,100.96	CAREY STEVEN D	Instructional Supplies	SP		10/9/2015
16-P0038037	1,710.72	SOCCER CENTRAL	Instructional Supplies	SP		10/9/2015
16-P0038038	350.00	MOUNTAIN MEASUREMENT INC	Books, Mags & Subscrip-Non-Lib	SP		10/9/2015
16-P0038039	8,000.00	PYRO-COMM SYSTEMS INC	Contracted Repair Services			10/9/2015
16-P0038040	4,000.00	CONTROL MAINTENANCE & REPAIR INC	Contracted Repair Services			10/9/2015
* 16-P0038041	225.00	CARD INTEGRATORS INC	Software Support Service	SP		10/9/2015
16-P0038042	2,950.00	WEATHERITE CORP	Buildings - Relocation/Moving	SP		10/9/2015

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
16-P0038043	300.00	NACCTEP NAT'L ASSOC OF COMM	Inst Dues & Memberships	SP		10/9/2015
16-P0038044	2,500.00	FITNESS REPAIR SHOP	Repair & Replacement Parts			10/9/2015
16-P0038045	324.24	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		10/9/2015
16-P0038046	1,750.00	NUTRINOLOGY INC	Software License and Fees	SP		10/9/2015
16-P0038047	279.52	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		10/9/2015
16-P0038048	44,260.00	ACCESS GENERAL CONTRACTING INC	Site Improv - Contractor Svcs	SP	BOND	10/9/2015
16-P0038049	276.36	VORTEX INDUSTRIES	Contracted Repair Services			10/9/2015
16-P0038050	500.00	DEPT OF GENERAL SERVICES	Site Improv - DSA Fees	SP		10/9/2015
16-P0038051	9,750.00	DAHL TAYLOR & ASSOCIATES INC	Bldg Impr - AE Fee	SP		10/9/2015
16-P0038052	8,900.00	ENTHUSIAST INC	Contracted Services	SP		10/9/2015
16-P0038053	2,320.09	VORTEX INDUSTRIES	Contracted Repair Services			10/9/2015
16-P0038054	4,167.76	CDW GOVERNMENT INC.	Equip-Fed Prgm >\$1,000< \$5,000	SP		10/9/2015
16-P0038055	703.24	XENIER INC	Contracted Repair Services			10/9/2015
16-P0038056	35,548.92	HEALTH ADVOCATE INC	Contracted Services			10/9/2015
16-P0169246	72,200.00	COUNTY OF ORANGE	Instructional Agrmt - Salary			9/14/2015
16-P0169248	187,867.00	CALIF NARCOTIC OFFICERS ASSOC	Instructional Agrmt - Salary			9/14/2015
16-P0169249	175,750.00	ELLUCIAN INC.	Software Support Service-Fixed	SP		9/15/2015
* 16-P0169250	452.64	XEROX CORP	Excess/Copies Useage	SP		9/17/2015
16-P0169251	799.24	XEROX CORP	Maint Contract - Office Equip			9/17/2015
* 16-P0169252	2,626.73	XEROX CORP	Excess/Copies Useage	SP		9/17/2015
16-P0169253	1,007.64	XEROX CORP	Excess/Copies Useage			9/17/2015
* 16-P0169254	704.04	XEROX CORP	Excess/Copies Useage	SP		9/17/2015
16-P0169255	4,868.00	SO ORANGE COUNTY COMMUNITY COLLEGE DIST	Contracted Services	SP		9/17/2015
16-P0169256	6,000.00	CHEROKEE CHEMICAL CO INC	Maint/Oper Service Agreements			9/29/2015
16-P0169257	777.60	XEROX CORP	Maint Contract - Office Equip			9/18/2015
16-P0169258	7,650.00	LAWNSCAPE SYSTEMS	Maint/Oper Service Agreements			9/18/2015
16-P0169259	63,000.00	ORANGE COUNTY SHERIFF'S	Instructional Agrmt - Salary			9/21/2015
16-P0169260	100,000.00	ORANGE COUNTY SHERIFF'S	Instructional Agrmt - Facility			9/21/2015
* 16-P0169261	577.32	XEROX CORP	Excess/Copies Useage	SP		9/22/2015
* 16-P0169262	342.60	XEROX CORP	Excess/Copies Useage	SP		9/22/2015
* 16-P0169263	767.40	XEROX CORP	Excess/Copies Useage	SP		9/22/2015
* 16-P0169264	823.68	XEROX CORP	Excess/Copies Useage	SP		9/22/2015
* 16-P0169265	540.00	XEROX CORP	Excess/Copies Useage	SP		9/22/2015
16-P0169266	10,000.00	O C SUPERINTENDENT OF SCHOOLS	Contracted Services	SP		9/23/2015

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
16-P0169267	10,000.00	COAST COMMUNITY COLLEGE DISTRICT	Contracted Services	SP		9/23/2015
16-P0169268	1,416.00	ORKIN PEST CONTROL	Maint/Oper Service Agreements			9/24/2015
* 16-P0169269	8,985.09	XEROX CORP	Excess/Copies Useage			9/24/2015
* 16-P0169270	1,053.38	XEROX CORP	Excess/Copies Useage	SP		9/24/2015
* 16-P0169271	3,221.47	XEROX CORP	Excess/Copies Useage	SP		9/24/2015
* 16-P0169272	4,074.15	XEROX CORP	Excess/Copies Useage	SP		9/24/2015
* 16-P0169273	4,998.37	XEROX CORP	Excess/Copies Useage			9/24/2015
* 16-P0169274	513.36	XEROX CORP	Excess/Copies Useage	SP		9/24/2015
16-P0169275	1,000.00	CHEROKEE CHEMICAL CO INC	Maint/Oper Service Agreements			9/29/2015
16-P0169276	3,369.00	CARRIER CORP	Maint/Oper Service Agreements			10/9/2015
16-P0169277	9,916.00	TRANE CO	Maint/Oper Service Agreements			10/9/2015
16-P0169278	5,970.00	CONTROL MAINTENANCE & REPAIR INC	Maint/Oper Service Agreements			10/9/2015
		Grand Total	\$4,111,846.70			

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

PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM SEPTEMBER 13, 2015 THROUGH OCTOBER 10, 2015
BOARD MEETING OF OCTOBER 26, 2015

P.O. #	Amount	Description	Department	Comment
16-P0037634	\$38,045.00	Professional services to redesign and redevelop Sharepoint framework (Community Services Course Registration System) for Santa Ana College and Santiago Canyon College	DO-ITS	Board approved: August 17, 2015
16-P0037660	\$17,460.00	Landscape services to include plant removal/replacement and irrigation repairs at Santa Ana College - Parking Lot #3	DO-Facility Planning	Received Quotations: 1) *Quezada Pro Landscape, Inc. 2) Tropical Plaza Nursery, Inc. 3) Tree Smith Enterprises, Inc. *Successful Bidder
16-P0037685	\$56,322.46	HP ProLiant servers, transceiver, hardware/software support, related kits and components	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #B27164 Board approved: November 16, 2009
16-P0037707	\$41,054.00	Counseling for 21st Century College and Career Readiness conference held on October 6, 2015	DO-SBDC	Board approved: September 14, 2015
16-P0037740	\$28,989.76	HP 800G1SFF computers, monitors, speakers & extended warranties	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #B27164 Board approved: November 16, 2009
16-P0037750	\$27,127.00	Water damage repairs at Santiago Canyon College - Child Development Center	DO-Risk Management	Received Quotations: 1) *Bishop, Inc. 2) De La Torre Commercial Interiors, Inc. *Successful Bidder
16-P0037778	\$29,000.00	Professional services to provide Ad Hoc consulting and programming services	DO-ITS	Board approved: April 27, 2015

PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM SEPTEMBER 13, 2015 THROUGH OCTOBER 10, 2015
BOARD MEETING OF OCTOBER 26, 2015

P.O. #	Amount	Description	Department	Comment
16-P0037789	\$30,000.00	Blanket PO for miscellaneous food and supplies which serve as children's daily snacks for preschool level at Child Development Centers-District-wide	DO-Child Development Services	State requires separate reporting for preschool and infants & toddlers
16-P0037793	\$30,000.00	Blanket PO for miscellaneous food and supplies which serve as children's daily snacks for infants & toddlers at Child Development Centers-District-wide	DO-Child Development Services	State requires separate reporting for preschool and infants & toddlers
16-P0037828	\$36,069.00	Self-Service Financial Aid Ellucian perpetual software and Advantage maintenance level for Colleague	SAC-Financial Aid	Board approved: October 14, 2013 as a Sole Source
16-P0037878	\$59,188.85	Keyence Fluorescence microscopes and components	SCC-Biology Department	Received Quotations: 1) *Keyence Corp of America 2) Olympus 3) Nikon Instruments, Inc. *Successful Bidder
16-P0037890	\$60,576.84	Dell Compellent storage systems, hardware and related warranties	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #B27160 Board approved: November 16, 2009
16-P0037893	\$30,500.00	Environmental consulting services for the Orange Education Center	DO-Facility Planning	RFQ/RFP #1415-106 Board approved: September 14, 2015
16-P0037894	\$139,276.00	Professional design services for the Publications and Warehouse Relocation project from Orange Education Center to Santiago Canyon College	DO-Facility Planning	Board approved: September 14, 2015

PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM SEPTEMBER 13, 2015 THROUGH OCTOBER 10, 2015
BOARD MEETING OF OCTOBER 26, 2015

P.O. #	Amount	Description	Department	Comment
16-P0037896	\$317,030.00	Geotechnical testing and inspection consulting services for the Central Plant, Infrastructure and Mechanical upgrades project at Santa Ana College	DO-Facility Planning	RFP #1516-116 Board approved: September 14, 2015
16-P0037909	\$50,000.00	Blanket PO to cover monthly electricity usage at the Orange Education Center - Chapman site	OEC	
16-P0037924	\$357,615.00	Dunlap Hall Roof Replacement project at Santa Ana College	DO-Facility Planning	Bid #1270 Board approved: September 28, 2015
16-P0037939	\$30,857.00	Accrediting Commission Community and Junior Colleges annual dues for 2015-2016	SCC-President's Office	
16-P0037942	\$429,651.00	Materials and testing inspection services for the Central Plant project at Santa Ana College	DO-Facility Planning	RFP #1415-117 Board approved: September 28, 2015
16-P0037943	\$660,000.00	DSA inspector of records services for the Central Plant project at Santa Ana College	DO-Facility Planning	RFP #1415-118 Board approved: September 28, 2015
16-P0037968	\$15,490.00	President's Academy 2016 annual institutional membership fee for Santa Ana College	SAC-President's Office	
16-P0037978	\$21,031.15	Apple iPad Air 2 tablets with Apple Care protection plan	SCC-Counseling Department	
16-P0038048	\$44,260.00	Domestic Water Reconnection project at Santa Ana College	DO-Facility Planning	Received Quotations: 1) *Access General Contracting, Inc. 2) GDL Best Contractors, Inc. 3) Verne's Plumbing, Inc. 4) Bali Construction, Inc. *Successful Bidder

PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM SEPTEMBER 13, 2015 THROUGH OCTOBER 10, 2015
BOARD MEETING OF OCTOBER 26, 2015

P.O. #	Amount	Description	Department	Comment
16-P0038056	\$35,548.92	Employee Advocacy and Employee Assistance Program	DO-Risk Management	Board approved: July 20, 2015
16-P0169246	\$72,200.00	Instructional agreement for information processing technician and facilities maintenance specialist training classes	CJTC	Board approved: July 21, 2014
16-P0169248	\$187,867.00	Instructional agreement for law enforcement training classes	CJTC	Board approved: October 13, 2014
16-P0169249	\$175,750.00	Ellucian Application Management & Application Hosting services	DO-ITS	Board approved: September 14, 2015
16-P0169259	\$63,000.00	Vocational education for Inmates Education program	OEC	Board approved: May 11, 2015
16-P0169260	\$100,000.00	General education for Inmates Education program	OEC	Board approved: May 11, 2015

P.O. #	Amount	Vendor Name	Classification	Date
GM-CAF000070	\$1,707.50	BROWN BAG SANDWICH CO	General Merchandise	9/15/2015
GM-CAF000071	\$2,153.34	BROWN BAG SANDWICH CO	General Merchandise	9/15/2015
GM-CAF000072	\$1,195.71	BROWN BAG SANDWICH CO	General Merchandise	9/15/2015
GM-CAF000073	\$1,844.32	BROWN BAG SANDWICH CO	General Merchandise	9/16/2015
GM-CAF000080	\$1,345.94	PEPSI COLA CO	General Merchandise	9/16/2015
GM-CAF000085	\$1,604.92	BROWN BAG SANDWICH CO	General Merchandise	9/17/2015
GM-CAF000086	\$2,084.85	PEPSI COLA CO	General Merchandise	9/15/2015
GM-CAF000088	\$180.00	PEPSI COLA CO	General Merchandise	9/15/2015
GM-CAF000091	\$239.46	BARRY'S DISTRIBUTING	General Merchandise	9/14/2015
GM-CAF000092	\$1,511.75	PEPSI COLA CO	General Merchandise	9/17/2015
GM-CAF000093	\$630.46	RYAN DISTRUBUTORS	General Merchandise	9/17/2015
GM-CAF000094	\$2,626.44	BROWN BAG SANDWICH CO	General Merchandise	9/23/2015
GM-CAF000097	\$3,157.77	RYAN DISTRUBUTORS	General Merchandise	9/21/2015
GM-CAF000098	\$272.40	BARRY'S DISTRIBUTING	General Merchandise	9/21/2015
GM-CAF000099	\$1,143.77	PEPSI COLA CO	General Merchandise	9/22/2015
GM-CAF000100	\$1,305.88	BROWN BAG SANDWICH CO	General Merchandise	9/24/2015
GM-CAF000101	\$1,807.86	PEPSI COLA CO	General Merchandise	9/24/2015
GM-CAF000102	\$2,525.95	RYAN DISTRUBUTORS	General Merchandise	9/28/2015
GM-CAF000103	\$276.96	BARRY'S DISTRIBUTING	General Merchandise	9/28/2015
GM-CAF000104	\$925.63	PEPSI COLA CO	General Merchandise	9/29/2015
GM-CAF000105	\$2,768.79	RYAN DISTRUBUTORS	General Merchandise	10/5/2015
GM-CAF000106	\$1,566.96	PEPSI COLA CO	General Merchandise	10/6/2015
GM-DON002155	\$535.68	THE CRYSTAL BEVERAGE COMPANY, LLC	General Merchandise	9/14/2015
GM-DON002157	\$591.92	BROWN BAG SANDWICH CO	General Merchandise	9/15/2015
GM-DON002158	\$231.00	TEAMWORK	General Merchandise	9/15/2015
GM-DON002171	\$1,597.79	PEPSI COLA CO	General Merchandise	9/17/2015
GM-DON002172	\$1,634.54	PEPSI COLA CO	General Merchandise	9/14/2015
GM-DON002174	\$3,307.40	RYAN DISTRUBUTORS	General Merchandise	9/14/2015
GM-DON002176	\$271.14	BARRY'S DISTRIBUTING	General Merchandise	9/14/2015
GM-DON002177	\$348.79	BROWN BAG SANDWICH CO	General Merchandise	9/23/2015
GM-DON002178	\$726.71	BROWN BAG SANDWICH CO	General Merchandise	9/23/2015
GM-DON002179	\$2,182.96	RYAN DISTRUBUTORS	General Merchandise	9/23/2015
GM-DON002180	\$1,325.25	RYAN DISTRUBUTORS	General Merchandise	9/17/2015
GM-DON002181	\$189.00	BARRY'S DISTRIBUTING	General Merchandise	9/21/2015
GM-DON002182	\$655.61	PEPSI COLA CO	General Merchandise	9/22/2015
GM-DON002184	\$597.00	DM MERCHANDISING, INC.	General Merchandise	9/24/2015
GM-DON002186	\$105.00	NACSCORP	General Merchandise	9/24/2015

P.O. #	Amount	Vendor Name	Classification	Date
GM-DON002190	\$201.00	BARRY'S DISTRIBUTING	General Merchandise	9/28/2015
GM-DON002191	\$2,252.13	RYAN DISTRUBUTORS	General Merchandise	9/25/2015
GM-DON002192	\$1,206.12	PEPSI COLA CO	General Merchandise	9/24/2015
GM-DON002193	\$1,191.70	PEPSI COLA CO	General Merchandise	9/29/2015
GM-DON002195	\$189.66	BARRY'S DISTRIBUTING	General Merchandise	10/5/2015
GM-DON002196	\$2,069.08	RYAN DISTRUBUTORS	General Merchandise	10/1/2015
GM-DON002198	\$2,435.71	PEPSI COLA CO	General Merchandise	10/6/2015
GM-DON002199	\$338.00	MEDCO&MASUME	General Merchandise	10/7/2015
GM-DONCS003B	\$988.90	JANSPORT CO	General Merchandise	9/30/2015
GM-DONCX0004	\$114.00	CDI	General Merchandise	9/15/2015
GM-EXPR000953	\$314.35	BROWN BAG SANDWICH CO	General Merchandise	9/15/2015
GM-EXPR000965	\$998.68	PEPSI COLA CO	General Merchandise	9/15/2015
GM-EXPR000968	\$519.29	BROWN BAG SANDWICH CO	General Merchandise	9/23/2015
GM-EXPR000969	\$984.03	BROWN BAG SANDWICH CO	General Merchandise	9/23/2015
GM-EXPR000970	\$1,725.47	RYAN DISTRUBUTORS	General Merchandise	9/16/2015
GM-EXPR000971	\$116.82	BARRY'S DISTRIBUTING	General Merchandise	9/21/2015
GM-EXPR000972	\$200.22	PEPSI COLA CO	General Merchandise	9/17/2015
GM-EXPR000973	\$422.66	PEPSI COLA CO	General Merchandise	9/22/2015
GM-EXPR000974	\$1,259.16	RYAN DISTRUBUTORS	General Merchandise	9/28/2015
GM-EXPR000975	\$550.52	PEPSI COLA CO	General Merchandise	9/24/2015
GM-EXPR000976	\$467.51	PEPSI COLA CO	General Merchandise	9/29/2015
GM-EXPR000977	\$128.94	BARRY'S DISTRIBUTING	General Merchandise	10/5/2015
GM-EXPR000978	\$992.35	RYAN DISTRUBUTORS	General Merchandise	10/5/2015
GM-EXPR000979	\$433.75	PEPSI COLA CO	General Merchandise	10/1/2015
GM-HAWK001701	\$891.91	PEPSI COLA CO	General Merchandise	9/14/2015
GM-HAWK001702	\$544.66	RYAN DISTRUBUTORS	General Merchandise	9/14/2015
GM-HAWK001703	\$135.60	LENNY & LARRY'S,INC	General Merchandise	9/14/2015
GM-HAWK001704	\$174.24	GOPICNIC	General Merchandise	9/14/2015
GM-HAWK001705	\$649.04	BROWN BAG SANDWICH CO	General Merchandise	9/14/2015
GM-HAWK001706	\$110.76	BARRY'S DISTRIBUTING	General Merchandise	9/14/2015
GM-HAWK001707	\$207.00	CHEN INTERNATIONAL INC	General Merchandise	9/15/2015
GM-HAWK001708	\$409.88	BROWN BAG SANDWICH CO	General Merchandise	9/17/2015
GM-HAWK001709	\$1,089.06	PEPSI COLA CO	General Merchandise	9/17/2015
GM-HAWK001710	\$136.80	LENNY & LARRY'S,INC	General Merchandise	9/17/2015
GM-HAWK001711	\$111.34	RESEARCH & EDUCATION ASSN	General Merchandise	9/21/2015
GM-HAWK001712	\$159.60	DOVER	General Merchandise	9/21/2015
GM-HAWK001713	\$142.20	RYAN DISTRUBUTORS	General Merchandise	9/21/2015

P.O. #	Amount	Vendor Name	Classification	Date
GM-HAWK001714	\$802.32	RYAN DISTRUBUTORS	General Merchandise	9/21/2015
GM-HAWK001715	\$837.49	BROWN BAG SANDWICH CO	General Merchandise	9/21/2015
GM-HAWK001716	\$161.64	BARRY'S DISTRIBUTING	General Merchandise	9/22/2015
GM-HAWK001717	\$178.39	PENS ETC.	General Merchandise	9/22/2015
GM-HAWK001720	\$419.89	BROWN BAG SANDWICH CO	General Merchandise	9/23/2015
GM-HAWK001721	\$5,975.00	SCANTRON CORP	General Merchandise	9/24/2015
GM-HAWK001722	\$731.50	C2F	General Merchandise	9/24/2015
GM-HAWK001723	\$1,612.43	PEPSI COLA CO	General Merchandise	9/24/2015
GM-HAWK001724	\$153.60	LENNY & LARRY'S,INC	General Merchandise	9/24/2015
GM-HAWK001725	\$728.48	BROWN BAG SANDWICH CO	General Merchandise	9/28/2015
GM-HAWK001726	\$1,412.67	RYAN DISTRUBUTORS	General Merchandise	9/28/2015
GM-HAWK001729	\$423.36	BROWN BAG SANDWICH CO	General Merchandise	9/30/2015
GM-HAWK001730	\$1,502.62	PEPSI COLA CO	General Merchandise	10/1/2015
GM-HAWK001731	\$435.60	LEGACY ATHLETIC	General Merchandise	10/1/2015
GM-HAWK001732	\$688.44	BROWN BAG SANDWICH CO	General Merchandise	10/5/2015
GM-HAWK001733	\$1,049.82	RYAN DISTRUBUTORS	General Merchandise	10/5/2015
GM-HAWK001734	\$449.50	TEXTBOOK MEDIA PRESS	General Merchandise	10/6/2015
GM-HAWK001735	\$234.36	BARRY'S DISTRIBUTING	General Merchandise	10/6/2015
GM-HAWK001736	\$48.25	NEBRASKA BOOK COMPANY	General Merchandise	10/6/2015
GM-HAWK001737	\$769.02	PENS ETC.	General Merchandise	10/6/2015
GM-HAWK001739	\$724.48	BROWN BAG SANDWICH CO	General Merchandise	10/7/2015
GM-HAWK001740	\$1,185.25	PEPSI COLA CO	General Merchandise	10/8/2015
TR-HAWK000047	\$572.66	NACSCORP	Trade Book	9/29/2015
TX-CEC000315	\$944.65	PEARSON EDUCATION	Textbook	9/15/2015
TX-CEC000317	\$2,100.00	CENGAGE LEARNING	Textbook	9/16/2015
TX-CEC000318	\$2,294.15	PEARSON EDUCATION	Textbook	9/23/2015
TX-CEC000319	\$492.00	CAMBRIDGE UNIVERSITY PRES	Textbook	9/23/2015
TX-CEC000320	\$1,245.00	CAMBRIDGE UNIVERSITY PRES	Textbook	9/24/2015
TX-CEC000322	\$699.75	PEARSON EDUCATION	Textbook	9/28/2015
TX-CEC000323	\$99.70	PEARSON EDUCATION	Textbook	9/30/2015
TX-CEC000324	\$550.00	CENGAGE LEARNING	Textbook	10/1/2015
TX-CEC000325	\$219.50	OXFORD UNIVERSITY PRESS,	Textbook	10/1/2015
TX-CEC000326	\$500.00	CENGAGE LEARNING	Textbook	10/7/2015
TX-DON003289	\$5.67	MBS TEXTBOOK EXCHANGE	Textbook	9/14/2015
TX-DON003290	\$52.50	NEBRASKA BOOK COMPANY	Textbook	9/15/2015
TX-DON003291	\$105.00	LYNDA.COM	Textbook	9/15/2015
TX-DON003292	\$99.60	MONTEZUMA PUBLISHING	Textbook	9/16/2015
TX-DON003293	\$191.50	NEBRASKA BOOK COMPANY	Textbook	9/16/2015

P.O. #	Amount	Vendor Name	Classification	Date
TX-DON003294	\$173.60	ACEBO	Textbook	9/16/2015
TX-DON003295	\$6.67	MBS TEXTBOOK EXCHANGE	Textbook	9/16/2015
TX-DON003296	\$46.26	NEBRASKA BOOK COMPANY	Textbook	9/16/2015
TX-DON003297	\$17.50	MBS TEXTBOOK EXCHANGE	Textbook	9/16/2015
TX-DON003298	\$1,562.00	MBS TEXTBOOK EXCHANGE	Textbook	9/16/2015
TX-DON003299	\$62.00	NACSCORP	Textbook	9/16/2015
TX-DON003300	\$557.25	PEARSON EDUCATION	Textbook	9/16/2015
TX-DON003301	\$76.93	MBS TEXTBOOK EXCHANGE	Textbook	9/17/2015
TX-DON003302	\$61.16	KENDALL PUBLISHING	Textbook	9/17/2015
TX-DON003303	\$92.00	NEBRASKA BOOK COMPANY	Textbook	9/18/2015
TX-DON003304	\$510.32	MCGRAW-HILL PUBLISHING CO	Textbook	9/18/2015
TX-DON003305	\$22.75	NEBRASKA BOOK COMPANY	Textbook	9/18/2015
TX-DON003307	\$181.00	MCGRAW-HILL PUBLISHING CO	Textbook	9/23/2015
TX-DON003308	\$49.96	NEBRASKA BOOK COMPANY	Textbook	9/24/2015
TX-DON003309	\$119.00	TOWNSEND PRESS	Textbook	9/24/2015
TX-DON003310	\$118.47	NEBRASKA BOOK COMPANY	Textbook	9/30/2015
TX-DON003311	\$49.83	MBS TEXTBOOK EXCHANGE	Textbook	9/30/2015
TX-DON003312	\$650.00	ACEBO	Textbook	10/1/2015
TX-DON003313	\$105.15	MONTEZUMA PUBLISHING	Textbook	10/1/2015
TX-DON003314	\$1,600.00	NEBRASKA BOOK COMPANY	Textbook	10/5/2015
TX-DON003315	\$141.75	MBS TEXTBOOK EXCHANGE	Textbook	10/6/2015
TX-DON003316	\$94.50	NEBRASKA BOOK COMPANY	Textbook	10/6/2015
TX-DON003317	\$870.00	CENGAGE LEARNING	Textbook	10/6/2015
TX-DON003318	\$29.70	NEBRASKA BOOK COMPANY	Textbook	10/7/2015
TX-HAWK002536	\$283.85	KENDALL PUBLISHING	Textbook	9/14/2015
TX-HAWK002537	\$341.25	CENGAGE LEARNING	Textbook	9/14/2015
TX-HAWK002538	\$1,245.00	PEARSON EDUCATION	Textbook	9/15/2015
TX-HAWK002539	\$22.52	NEBRASKA BOOK COMPANY	Textbook	9/15/2015
TX-HAWK002540	\$40.42	AMAZON	Textbook	9/16/2015
TX-HAWK002541	\$264.03	NEBRASKA BOOK COMPANY	Textbook	9/22/2015
TX-HAWK002542	\$32.75	MBS TEXTBOOK EXCHANGE	Textbook	9/22/2015
TX-HAWK002543	\$254.40	NACSCORP	Textbook	9/22/2015
TX-HAWK002544	\$1,036.40	CAMBRIDGE UNIVERSITY PRES	Textbook	9/22/2015
TX-HAWK002545	\$950.00	BLUEDOOR	Textbook	9/23/2015
TX-HAWK002546	\$191.96	AGAINST THE CLOCK	Textbook	9/23/2015
TX-HAWK002547	\$613.80	MONTEZUMA PUBLISHING	Textbook	9/28/2015
TX-HAWK002548	\$4,350.00	MCGRAW-HILL PUBLISHING CO	Textbook	9/28/2015
TX-HAWK002549	\$32.75	AMAZON	Textbook	9/28/2015

P.O. #	Amount	Vendor Name	Classification	Date
TX-HAWK002550	\$1,679.28	PEARSON EDUCATION	Textbook	10/1/2015
TX-HAWK002551	\$200.00	CENGAGE LEARNING	Textbook	10/1/2015
TX-HAWK002552	\$318.00	MPS FORMERLY VHPS	Textbook	10/1/2015
TX-HAWK002554	\$2,117.45	NEBRASKA BOOK COMPANY	Textbook	10/6/2015
TX-HAWK002555	\$81.50	MBS TEXTBOOK EXCHANGE	Textbook	10/6/2015
TX-HAWK002556	\$494.00	DEAF LIFE PRESS/HPO BOOK	Textbook	10/6/2015
TX-HAWK002557	\$747.56	DAWN SIGN PRESS	Textbook	10/6/2015
TX-HAWK002558	\$540.00	FLAT WORLD KNOWLEDGE	Textbook	10/6/2015
TX-HAWK002559	\$646.00	PERSEUS BOOKS GROUP	Textbook	10/6/2015
TX-HAWK002560	\$2,092.50	NORTON, INC.	Textbook	10/6/2015
TX-HAWK002561	\$48.25	NEBRASKA BOOK COMPANY	Textbook	10/6/2015
TX-HAWK002562	\$1,265.29	PEARSON EDUCATION	Textbook	10/7/2015
TX-HAWK002563	\$1,350.40	MCGRAW-HILL CREATE (PRIMIS)	Textbook	10/7/2015
TX-HAWK002564	\$1,182.50	MCGRAW-HILL PUBLISHING CO	Textbook	10/7/2015
TX-HAWK002566	\$2,605.20	NEBRASKA BOOK COMPANY	Textbook	10/9/2015

Grand Total: \$134,959.24

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
16-B0000977	930.00	EDUCATIONAL TESTING SVC	Other Operating Exp & Services			9/17/2015
16-B0000978	600.00	DON BOOKSTORE	Diversified Agency Fund Expens			9/24/2015
16-B0000981	1,445.70	GOLDEN STAR TECHNOLOGY, INC.	Equip-All Other >\$1,000<\$5,000			10/5/2015
16-B0000982	1,190.00	RYDIN DECAL	Non-Instructional Supplies			10/5/2015
16-B0000983	3,500.00	AMERICAN EXPRESS	Conference Expenses			10/6/2015
16-B0000984	1,239.00	PARKING CONCEPTS, INC.	Other Operating Exp & Services			10/8/2015
16-B0000985	650.00	FUJITSU COMPUTER PRODUCTS OF AMERICA INC	Non-Instructional Supplies			10/8/2015
16-B0000986	3,980.00	IDENTIFICATION & SECURITY INTEGRATORS	Non-Instructional Supplies			10/8/2015
16-B0000987	2,000.00	STAPLES CONTRACT & COMMERCIAL INC	Other Operating Exp & Services			10/9/2015
16-B0000988	4,989.60	TRANSTAR INDUSTRIES INC	Diversified Agency Fund Expens			10/9/2015

Grand Total: \$ 20,524.30

4.11 (24)

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: October 26, 2015
Re: Approval of Resource Development Items	
Action: Request for Approval	

ANALYSIS

Items for the following categorical programs have been developed:

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
1. Basic Skills Initiative (SAC & SCC) Funds from the California Community Colleges Chancellor's Office to be used to implement program and curriculum development, professional development, articulation, assessment, counseling, tutoring, coordination, research and purchase of instructional materials directly related to the enhancement of basic skills in educational programs. (15/16, 16/17). <i>No match required.</i> SAC \$550,382 SCC \$177,839	07/24/2015	\$728,221
2. Board Financial Assistance Program (BFAP) (SAC) Annual allocation from the California Community Colleges Chancellor's Office to assist students in need of financial aid by supporting financial aid staff and equipment costs. (15/16). <i>No match required.</i>	07/01/2015	\$694,628
3. Pharmacy Technology Program Mini-Grant (SAC) Sub-award from the Sector Navigator for Health, hosted by Golden West College, to support the cost of the USP 797 Compliant Aseptic Technique and MedKeeper Technology 2 Workshop and Advisory Meeting. (15/16). <i>No match required.</i>	10/08/2015	\$3,000

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: \$1,425,849.00	Board Date: October 26, 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 #2034, #2035, #2036, #2037, #2038, and #2039
NAME: BASIC SKILLS INITIATIVE 15/16 - SANTA ANA COLLEGE (CREDIT)
FISCAL YEAR: 2015/2016 and 2016/2017

CONTRACT PERIOD: 7/1/2015 - 6/30/2017

PRJ. ADMIN. Michael Collins

CONTRACT INCOME:

PRJ. DIR. Mary Huebsch

Adv. Apportionment \$220,153

Date: 10/14/2015

CFDA #: N/A

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: N/A

SUB-AWARD #: N/A

GL Account String	Description	New Budget	
		Debit	Credit
12-2034-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		72,741
12-2034-499900-15051-5999	Special Project Holding Acct : Academic Affairs Off	72,741	
	Total 2034 - BSI 16-Prog/Curr Plan & Dev	72,741	72,741
12-2035-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		0
12-2035-499900-15051-5999	Special Project Holding Acct : Academic Affairs Off	0	
	Total 2035 - BSI 16-Student Assessment	0	0
12-2036-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		17,840
12-2036-499900-15051-5999	Special Project Holding Acct : Academic Affairs Off	17,840	
	Total 2036 - BSI 16-Advisement/Counseling	17,840	17,840
12-2037-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		67,322
12-2037-499900-15051-5999	Special Project Holding Acct : Academic Affairs Off	67,322	
	Total 2037 - BSI 16-Suppl Instr & Tutoring	67,322	67,322
12-2038-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		8,000
12-2038-499900-15051-5999	Special Project Holding Acct : Academic Affairs Off	8,000	
	Total 2038 - BSI 16-Coordination/Research	8,000	8,000
12-2039-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		54,250
12-2039-499900-15051-5999	Special Project Holding Acct : Academic Affairs Off	54,250	
	Total 2039 - BSI 16-Staff Development	54,250	54,250
	Total - Basic Skills Initiative-15/16 (SAC - credit)	220,153	220,153

Note: Allocation by project based on FY 2015/16 Basic Skills Initiative Action Plan & Expenditure Plan report submitted to the Chancellor's Office on (10/1/15).

SPECIAL PROJECT DETAILED BUDGET #2034, #2035, #2036, #2037, #2038, and #2039
NAME: BASIC SKILLS INITIATIVE 15/16 - SANTA ANA COLLEGE (NON-CREDIT)
FISCAL YEAR: 2015/2016 and 2016/2017

CONTRACT PERIOD: 7/1/2015 - 6/30/2017

PRJ. ADMIN. James Kennedy

CONTRACT INCOME:

PRJ. DIR. Sergio Sotelo

Adv. Apportionment \$330,229

Date: 10/14/2015

CFDA #: N/A

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: N/A

SUB-AWARD #: N/A

GL Account String	Description	New Budget	
		Debit	Credit
12-2034-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		33,397
12-2034-499900-18200-5999	Special Project Holding Acct : SAC Continuing Ed-In	33,397	
	Total 2034 - BSI 16-Prog/Curr Plan & Dev	33,397	33,397
12-2035-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		9,500
12-2035-499900-18200-5999	Special Project Holding Acct : SAC Continuing Ed-In	9,500	
	Total 2035 - BSI 16-Student Assessment	9,500	9,500
12-2036-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		66,434
12-2036-499900-18200-5999	Special Project Holding Acct : SAC Continuing Ed-In	66,434	
	Total 2036 - BSI 16-Advisement/Counseling	66,434	66,434
12-2037-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		62,000
12-2037-499900-18200-5999	Special Project Holding Acct : SAC Continuing Ed-In	62,000	
	Total 2037 - BSI 16-Suppl Instr & Tutoring	62,000	62,000
12-2038-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		134,443
12-2038-499900-18200-5999	Special Project Holding Acct : SAC Continuing Ed-In	134,443	
	Total 2038 - BSI 16-Coordination/Research	134,443	134,443
12-2039-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		24,455
12-2039-499900-18200-5999	Special Project Holding Acct : SAC Continuing Ed-In	24,455	
	Total 2039 - BSI 16-Staff Development	24,455	24,455
	Total - Basic Skills Initiative-15/16 (SAC - non-credit)	330,229	330,229

Note: Allocation by project based on FY 2015/16 Basic Skills Initiative Action Plan & Expenditure Plan report submitted to the Chancellor's Office on (10/1/15).

SPECIAL PROJECT DETAILED BUDGET #2034, #2035, #2036, #2037, #2038, and #2039
NAME: BASIC SKILLS INITIATIVE 15/16 - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2015/2016 and 2016/2017

CONTRACT PERIOD: 7/1/2015 - 6/30/2017

PRJ. ADMIN. Aracely Mora

CONTRACT INCOME:

PRJ. DIR. Marilyn Flores

Adv. Apportionment \$177,839

Date: 10/14/2015

CFDA #: N/A

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: N/A

SUB-AWARD #: N/A

GL Account String	Description	New Budget	
		Debit	Credit
12-2034-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyon Coll		86,205
12-2034-499900-25051-5999	Special Project Holding Acct : Academic Affairs Off	86,205	
	Total 2034 - BSI 16-Prog/Curr Plan & Dev	86,205	86,205
12-2035-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyon Coll		1,000
12-2035-499900-25051-5999	Special Project Holding Acct : Academic Affairs Off	1,000	
	Total 2035 - BSI 16-Student Assessment	1,000	1,000
12-2036-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyon Coll		0
12-2036-499900-25051-5999	Special Project Holding Acct : Academic Affairs Off	0	
	Total 2036 - BSI 16-Advisement/Counseling	0	0
12-2037-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyon Coll		72,239
12-2037-499900-25051-5999	Special Project Holding Acct : Academic Affairs Off	72,239	
	Total 2037 - BSI 16-Suppl Instr & Tutoring	72,239	72,239
12-2038-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyon Coll		0
12-2038-499900-25051-5999	Special Project Holding Acct : Academic Affairs Off	0	
	Total 2038 - BSI 16-Coordination/Research	0	0
12-2039-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyon Coll		18,395
12-2039-499900-25051-5999	Special Project Holding Acct : Academic Affairs Off	18,395	
	Total 2039 - BSI 16-Staff Development	18,395	18,395
	Total - Basic Skills Initiative-15/16 (SCC)	177,839	177,839

Note: Allocation by project based on FY 2015/16 Basic Skills Initiative Action Plan & Expenditure Plan report submitted to the Chancellor's Office on (10/1/15).

SPECIAL PROJECT DETAILED BUDGET # 2550
NAME: Board Financial Aid Admin (BFAP) - SAC
FISCAL YEAR: 2015/2016

PROJ. ADM. Sara Lundquist
 PROJ. DIR. Robert Manson

CONTRACT PERIOD: 7/1/15 - 06/30/16
 CONTRACT INCOME: \$694,628 - Advance Allocation

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: RSCCD

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

Date: 10/12/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2550-000000-10000-8629	Other Gen Categorical Apport : Santa Ana Coll		688,169		694,628		6,459
12-2550-646000-19405-2130	Classified Employees : Financial Aid Office	453,692		445,660			8,032
	- Janet Grunbaum (64%) - last date 10/22/15						
	- Alejandra Hurtado (100%)						
	- Sonia Lopez (100%)						
	- Michael Martinez (100%)						
	- Chi Pham (82.5%)						
	- Chinh Pham (100%) - last date 10/27/15						
	- Margarita Rocha (100%)						
	- Dorothy Swayne (85%)						
	- Glenda Welch (100%)						
	- NEW Job Placement Coordinator (64% @ G13-3 for 6 mos)						
	- NEW F.A. Computer Technician (21% @ G10-3 for 6 mos.)						
12-2550-646000-19405-3215	PERS - Non-Instructional : Financial Aid Offi	50,640		50,944		304	
12-2550-646000-19405-3315	OASDHI - Non-Instructional : Financial Aid Of	27,854		27,658			196
12-2550-646000-19405-3325	Medicare - Non-Instructional : Financial Aid	6,928		6,468			460
12-2550-646000-19405-3335	PARS - Non-Instructional : Financial Aid Offi	132		-			132
12-2550-646000-19405-3415	H & W - Non-Instructional : Financial Aid Off	93,938		137,884		43,946	
12-2550-646000-19405-3435	H & W - Retiree Fund Non-Inst : Financial Aid	4,807		4,548			259
12-2550-646000-19405-3515	SUI - Non-Instructional : Financial Aid Offic	241		227			14
12-2550-646000-19405-3615	WCI - Non-Instructional : Financial Aid Offic	11,236		10,916			320
12-2550-646000-19405-3915	Other Benefits - Non-Instruction : Financial Aid	10,841		10,323			518
12-2550-646000-19405-5220	Mileage/Parking Expenses : Financial Aid Offi	44		-			44
12-2550-646000-19405-5630	Maint Contract - Office Equip : Financial Aid	2,200		-			2,200
12-2550-646000-19405-5940	Reproduction/Printing Expenses : Financial Ai	19		-			19
12-2550-646000-19405-6419	Equip-Software > \$5,000 : Financial Aid Offic	19,948		-			19,948
12-2550-675000-19405-5210	Conference Expenses : Financial Aid Office	5,649		-			5,649
Total Project 2550 Student Fin Aid Admin - BFAP		688,169	688,169	694,628	694,628	44,250	44,250

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SPECIAL PROJECT DETAILED BUDGET #2325
NAME: DSN-Health - SAC Pharmacy Tech Program (Mini Grant)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/2015 - 12/30/2015

CONTRACT INCOME: \$3,000

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Golden West College

Grant #: 15-151-004 (Health Sector Navigator)

PROJ.DIR. KC Huynh

PROJ.ADM. Bart Hoffman

DATE: 10/15/15

GL Accounts	Description	Debit	Credit
12-2325-000000-10000-8659	Other Reimb Categorical Allow		3,000
12-2325-675000-15719-4610	Non-Instructional Supplies : Pharmacy Tech	300	
12-2325-675000-15719-4710	Food & Food Service Supplies : Pharmacy Tech	1,500	
12-2325-675000-15719-5100	Contracted Services : Pharmacy Tech		
	- Hororarium	1,200	
		3,000	3,000

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: October 26, 2015
Re:	Approval of Capacity Building Grant – Project Implementation Plan	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District's Child Development Services received a Capacity Building Grant (No. F14-CB-12) from the Children and Families Commission of Orange County for the purpose of expanding its EdUPlay program. This program provided a high quality, educational environment for children 6 months to 5 years of age at RSCCD's Child Development centers during non-traditional hours at a competitive price.

ANALYSIS

As part of the grant agreement process, the Children and Families Commission of Orange County is requesting that we submit a Final Report, which includes a description of the project and model, implementation, evaluation, sustainability, and implications of results and key recommendations.

RECOMMENDATION

It is recommended that the Board approve the attached Final Report for RSCCD's Child Development Services' Capacity Building Grant.

Fiscal Impact: none	Board Date: October 26, 2015
Prepared by: Janneth Linnell, Executive Director of Child Development Services	
Submitted by: John Didion, Executive Vice Chancellor, Human Resources and Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

EduPlay Final Report



Project Overview

Over the past several years Child Development Services (CDS) has experienced a 26 percent reduction in its CDD California Department of Education, Early Education and Support Division funding in 2012, which led to a reduction in the operating hours of the full-day classrooms, and to the number of part-time student workers that support the early learning classrooms. CDS had to consider how to restructure operations to maintain quality services that serve the community's need for affordable, quality child care. One action was to open its doors to non-subsidized families at full-cost and to offer late afternoon care for a fee to all currently enrolled families. The idea behind this was to serve a broader group of families, and leverage fee-for-service income to maintain support for low-income families. Yet the funding challenge remained, and additional options had to be considered.

Several focus groups were conducted with the families served by our centers in which two consistent themes emerged: 1) the need for longer hours of service, and 2) care services during CDS's school breaks, which reflects the colleges' instruction schedule. Consequently, after a feasibility study, the EduPlay concept was created, informed by the expertise of private consultants, supported by funding from the Children and Families Commission of Orange County, and lead by the CDS administration team. Data from the study indicated that this venture would be the most advantageous for several reasons: (1) use of existing facilities with low overhead, (2) internal staffing/management assets, and (3) gross revenue margins projected at 40 percent. The intent of EduPlay was to offer care at the CDS centers during non-operational days and hours including evenings, weekends, summer, winter and spring breaks. EduPlay was a program that would extend the CDS' fee-for-service programming and that would address families' expressed need for non-traditional child care services.

EduPlay's goal was to serve 60 children, from 6 months to 5 years of age, for a period of 85 days during the implementation timeframe. Shortly after the beginning of project, it became necessary to close one of the CDS's five centers: the Orange Education Center (OEC). The closing of OEC displaced children, which made it necessary to integrate the children into the four remaining centers. This movement disrupted implementation of the project somewhat, though thankfully all of the children were able to be placed at the existing centers and EduPlay was expanded to

include part-day services during semester breaks. Despite difficulties during the start-up phase, the program was able to exceed its goals.

Project Model

The EduPlay model had three primary goals: 1) serve 60 children during non-traditional hours for 85 days during program implementation; 2) establish a self-supporting and income generating program, and 3) seek out collaborative partners to support EduPlay’s long-term vision of sustainability. All of the program goals were accomplished, as were the majority of the objectives.

The following chart outlines the short term goals, objectives and outcomes for the initial implementation process.

SHORT TERM GOAL		
<i>Goal #1: CDS will launch EduPlay by serving 60 children during non-traditional hours for 85 days during program implementation period</i>		
Objectives	Achieved	Comment
CDS Director becomes project manager	Yes	Executive Director of CDS became the project manager
Revise EduPlay’s Staffing Pattern	Yes	Staffing pattern was revised to address licensing and operational requirements
Hire Project Staff	Yes	Project staff was hired
Provide EduPlay Care	Yes	EduPlay provided care for children
Implement Curriculum	Yes	Emergent curriculum was implemented at the beginning of the EduPlay and transitioned to the High Scope curriculum
Implement Marketing Strategies	No	Although a Marketing Plan was established, not all of the marketing strategies were implemented
Develop Planning Committee	Yes	A planning committee was formed and meet monthly to plan and discuss EduPlay operations
Initiate Community Partnership for Referrals	Yes	Established a partnership with Help Me Grow and 211 for community referrals to help families
Develop and implement a Scholarship/Sliding Fee Scale Plan	Yes	Established a scholarship/sliding fee scale by leveraging State Preschool

SHORT TERM GOAL		
Goal #1: CDS will launch EduPlay by serving 60 children during non-traditional hours for 85 days during program implementation period		
		funds
Distribute Parent Survey	Yes	Parent surveys were distributed to all families that enrolled in EduPlay

LONG TERM GOALS		
Goal #1: CDS will establish a self-supporting and income generating program		
Objectives	Achieved	Comment
Develop and Sustain Brand Recognition through Consistent Community Marketing	Yes	Maintained a community presence through marketing at local schools, community events, and fairs
Establish and Maintain Community Based Referral System with Local Resource and Referral Agencies	Yes	Registered with Children’s Home Society and Help Me Grow to establish community based referrals to EduPlay
Increase Services by Expanding to Additional CDS Center(s)	Yes	Services were extended to Santiago Community College Child Development Center in addition to Santa Ana Child Development Center
Develop and Evaluate Annual Revenue Projections	Yes	The CDS Accountant developed and evaluated annual revenue projects
Reconfigure and Implement Revised EduPlay Staffing Pattern (management and teaching teams)	Yes	Implemented revised EduPlay staffing patterns that were compliant with all appropriate regulations

Goal #2: CDS will seek out collaborative partners to support EduPlay’s long range vision of sustainability		
Objectives	Achieved	Comment
Pursue Partnerships with Children’s Home Society and Orange County Dept. of Education	Yes	Developed a partnership with Children’s Home Society for referrals and Orange County Department of Education for staff development
Identify Additional Potential Community Partners	Yes	Santa Ana Unified School District became a strong community partner and supporter of EduPlay
Secure Partnership Agreement(s)	Yes	Established formal partnership

		agreements with Children’s Home Society, Help Me Grow, and Orange County Department of Education
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The EduPlay management team met regularly to review the project’s progress and to determine final design modifications to address the needs of the program. Process measures were addressed as follows:

- *Hiring:* Implement, track and confirm completion of the district’s hiring processes for all staff required to implement the program.
- *Access to Services:* The administrative team designed and established a scholarship/sliding fee scale for service. Processes and procedures to inform and select parents, and determine the cost for services were developed, and staff were trained to follow and implement them.

Outcome measures were assessed and evaluated as follows:

- *Service participation:* the administration team reviewed enrollment and attendance records regularly to determine if targets were met.
- *Marketing:* the administrative team reviewed progress on implementation of the marketing plan, and discussed correlation of marketing strategies and enrollment patterns to determine effectiveness.
- *Curriculum Offered:* to ensure provision of quality services for this non-traditional care program, a research-based curriculum was implemented in the EduPlay program. Further, curriculum offerings were reviewed by the administrative team, and better options were identified, i.e., the High Scope curriculum, and the transition made accordingly.
- *Revenue Generation:* as the EduPlay program was in part an effort to diversify funding streams to sustain service to the community, tracking the revenue generated was an important element to determine an effective program model. As stated in the Project Overview, through comprehensive planning involving business experts and consultants

gross revenue generation was estimated at 40%. The administration team reviewed financial data on a regular basis to evaluate progress toward this target.

- *Parent Satisfaction:* Parent survey were conducted on a regular basis to measure their value for the program, identify areas for improvement, and to gain insight into reasons for participation or non-participation. Data collected through the survey were cross-referenced with participation data to identify patterns for concern and to discuss how to address these concerns to improve service and participation.

Project Implementation

The EduPlay program was implemented from April 1, 2013 – March 31, 2014, and provided services through extended hours and during winter, spring and summer breaks. Families who participated in EduPlay were informed of available scholarships, and fees for service were based on a sliding scale. Some, though not all, of the marketing strategies were completed, though in conversation with families who participated in the program, these efforts did not seem to be a major contribution to connecting families to service.

Emergent curriculum was in place at the start of the program, though the administration and teachers decided to switch to the High Scope curriculum, as a better option. Due to staff turnover there was a delay in transition to the High Scope curriculum, though it was accomplished.

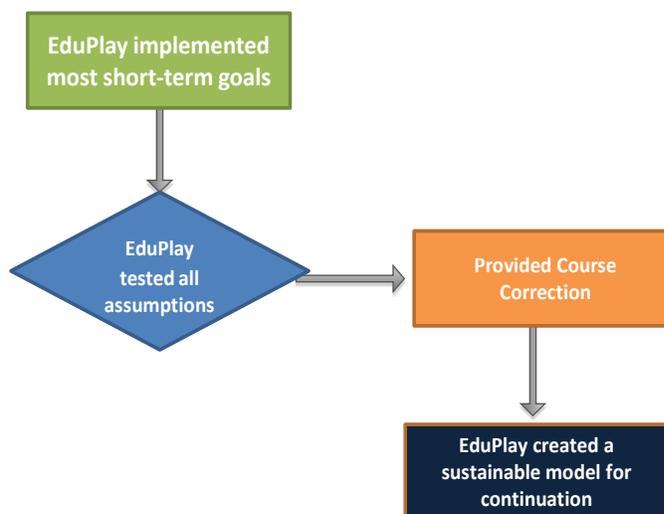
Unforeseen barriers and challenges required significant changes to the program model. Licensing requirements impacted the viability of the EduPlay model, as it was determined that weekend and evening care hours could not continue to be offered. Further, changes to the budget structure for our host district and sites, led to CDS's having to assume responsibility for additional security and maintenance service costs during weekend and evening care. The change in service hours also raised issues from the complex bargaining units on behalf of our contracted staff. These factors significantly jeopardized the feasibility of the model, as a key element in the design was the ability to leverage existing staff, rather than increase staffing costs.

The experience of operating this project has resulted in a number of important insights. One of which is the parameters of flexibility available to our state- and federally-funded programs. The barriers to expansion were not known until we engaged in this effort, which brought to light issues related to licensing, campus security and maintenance staffing requirements, restrictions on leveraging existing staff, and the unlikelihood of revenue generation serving as a sustainable strategy given our mission to serve low-income parents (scholarships/sliding scale) and our commitment to offering affordable quality child care.

Project Evaluation

The evaluation process employed for EduPlay followed four basic steps, as shown below:

Evaluation Process



Between December 2013 and June 2015, EduPlay provided 126 days of service to 715 children. These services were provided at all four remaining centers. EduPlay services were provided through two basic models: Extended Care service from 4:00-6:00 pm, Monday-Thursday, and Semester Breaks from 7:30 am-6:00 pm, in winter, spring, and summer.

Service outcomes for Santa Ana (SAC) and Santiago Canyon College (SCC) centers were:

- 137 infants, toddlers and preschoolers (7:30am – 6:00pm) during the winter semester break;
- 146 infants, toddlers and preschoolers during extended hours (4:00-6:00 pm) during the months of April-June 2014; and,
- 46 infants, toddlers and preschoolers (7:30am – 6:00pm) during the first summer semester break- June 9-14, 2014.

Further, based on need, Centennial (CEC) and Santa Ana East (SAC East) centers served 376 preschoolers part-day (7:45am – 10:45am or 11:00am – 2:00pm) during the semester break weeks of March 17-20, 2014; March 24-27, 2014; and June 9-12, 2014.

During this time period, EduPlay provided 160 scholarships for enrolled infants, toddlers and preschoolers. The funding break out is as follows:

- 35 scholarships for infants and toddlers at SAC and SCC receiving extended care. 35 children x \$600 per scholarship = \$21,000 funded
- 125 part-day scholarships for preschoolers at CEC and SAC East for semester breaks. 125 children x 150 per scholarship = \$18,750 funded

Providing superior customer service and establishing a high rate of client return were important success factors for EduPlay. A parent survey was developed by the Project Director and distributed to the SAC and SCC families, and results were aggregated and analyzed. Based on this sampling, EduPlay achieved considerable customer satisfaction, as 84% of parents expressed satisfaction regarding the hours of service, and overall parents considered the project to meet their needs and to provide high quality care. The survey results are displayed in Appendix A.

Parents who participated in EduPlay clearly valued the program. However, the other purpose of the program design—to establish a sustainable revenue-generating program—was not realized, as two assumptions made during the design process proved unreliable: 1) use of the existing centers during evening hours and weekends, and 2) the unfettered use of existing staff. The

project administration team was not aware that additional licensing requirements would be prohibitive to providing services during the evenings and on weekends. Also, restrictions on an administrator's right to distribute staff work hours according to new scheduling plans has compelled EduPlay's management to use certificated interns and work study students, as opposed to contracted teaching staff. Further, CDS was required to cover security and maintenance staff costs for the extended service hours. The need to hire additional staff to operate EduPlay rendered the project's operational purpose to produce sufficient income to sustain services ineffective, which impacted its viability as a sustainable model.

Sustainability

CDS pursued this project with the enthusiasm of sincere belief, substantiated by parents' feedback and consultants' guidance, that EduPlay would expand service to the community and help sustain existing services through revenue generation. However, in implementing this project the elements required to realize the project's potential were not available. Due to licensing restrictions we cannot offer extended hours, due to union contracts we cannot leverage existing staff to implement the program, and in adherence to our mission to serve low-income families we cannot generate enough revenue to cover the cost of additional staff for EduPlay and to supplement funding losses to sustain program services at the quality and affordability we are committed to providing.

While the complex, detailed operational restrictions of publically-funded services result in highly structured, stable, centers providing quality programming that meets rigorous standards, they are not amenable to innovation and revenue-generating models, as successful business approaches depend on quick responsiveness and flexibility.

For less encumbered child care service providers, the EduPlay model could prove a viable and sustainable program. There is certainly interest and need among families in our communities for such extended care service programs.

Implications of Results and Key Recommendations

Two areas of concern were drivers for the EduPlay project: families' expression of interest in extended care services, and CDS's need to diversify funding sources to sustain its child care services to the community. The first area of concern was addressed. Through this project EduPlay provided extended services to a large number of children (715), dramatically exceeding its target of serving 60 children. EduPlay confirmed families' interest in extended care services. A review of service patterns revealed that services provided during the school breaks had the most children enrolled: May, July-August, and December. Moving forward, for providers considering where the interest and need for extended care is greatest, it is recommended that providers review the instructional calendars for the schools in their areas to identify where the break winter, spring and summer breaks, as it is common for school districts to have different break schedules. A companion to this effort would be to survey parents in the service area to present a series of service options and gather feedback of parents and interest and level of need for such services.

As explained in our proposal, we saw the disjunction in care due to instructional breaks as a detriment to the children, resulting in some learning loss and behavioral deviations that need to be re-taught and re-instilled when the children return to care after the breaks. This innovative project was an attempt to address this need area, as well as address the need for additional revenue. While there are many benefits to being hosted by an educational facility (serving as a lab school and the rigor that entails; access to passionate young people pursuing child development professions; expert faculty that contribute to quality curriculum offered in our centers; connecting parents to educational resources to break the cycle of poverty extant among many of our families; and so on), our ability to be flexible and innovative is constrained by the reality that we are part of a public institution with thorough processes and procedures related to hiring, facilities management, and we operate licensed centers under the regulatory requirements of our state- and federally-funded programs.

The EduPlay model is sound, and would potentially be viable for less procedurally and legally encumbered child care centers. Also, given the high numbers served, the model addresses a real need in the community.

Conclusion

CDS is deeply appreciative of the opportunity to implement the EduPlay program that met parents' need for child care services in the evening, on weekends, and during the instructional breaks. We are proud that we were able to exceed our project goals, despite a number of significant challenges that impeded full operation and resulted in the determination that continuation of the program would not be feasible.

We believe the extent of the families' use of the services and their acknowledgement of value of the services is a contribution to stakeholders' knowledge regarding the child care service needs in our area. Further, the challenges encountered through operating the program validate the approach, promoted by governmental agencies, funders and other community leaders, of addressing service needs through collaborative efforts of multiple service providers and stakeholders. Though this project, CDS has cultivated a relationship with Children's Home Society, and encouraged by that experience, has pursued additional partnerships (e.g., the Blind Children's Learning Center, Boys and Girls Club of Garden Grove), to build service networks that are able to more effectively address the breadth of need in our communities, and provide a referral system to more effectively address the particular needs of the families and children we serve daily.

While we will not continue to operate EduPlay, the Commission's investment in this project will have a lasting impact on CDS's direction for expanding and improving child care services, and its efforts to cultivate relationships with other child care service providers with an improved understanding of the limits to, benefits of, and unique contribution that CDS can and does make to addressing the child care needs in our region.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC**

October 26, 2015

MANAGEMENT

New Job Description/Attachment #1

Director of College Research
Classified Supervisory
Grade F

Revised Job Description/Attachment #2

Registrar
Classified Supervisory
Grade G

Revised Job Description & Title Change/Attachment #3

From: Director of Research
To: Director of Research, Planning, &
Institutional Effectiveness
Classified Supervisory
Grade F

Ratification of Resignation/Retirement

Morallos, Ruby
Accounting Manager, Accounts Payable
Fiscal Services
District Office

Effective: December 30, 2015
Reason: Retirement

FACULTY

Adjustment to Placement

Chavez, Erika
Master Teacher (57.5%)
CEC Child Development Center
Child Development Services
District

Effective: August 24, 2015
Salary Placement: MT/AA-1 \$21,256.72/Year
(Prorated @ 57.5%)

FACULTY (CONT'D)

Adjustment to Placement (cont'd)

Gutierrez, Violet
Master Teacher
SAC East Child Development Center
Child Development Services
District

Effective: August 18, 2015
Placement: MT/AA-1 \$36,968.21/Year

Ratification of Resignation/Retirement

Francis, Jane
Professor, Mathematics
Mathematics & Sciences Division
Santiago Canyon College

Effective: June 2, 2016
(Last Day in Paid Status)
Reason: Retirement

Leave of Absence

McMullin, Mary
Professor, Reading
Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: February 1 – June 4, 2016
Reason: Banked Leave (18 LHE)

Nutter, Kim
Professor/Head Coach, Kinesiology
Kinesiology, Health & Athletics Division
Santa Ana College

Effective: August 17 – December 12, 2015
Reason: Banked Leave (1 LHE)

Parrella, Michael
Professor/Head Coach, Kinesiology
Kinesiology, Health & Athletics Division
Santa Ana College

Effective: February 1 – June 4, 2016
Reason: Banked Leave (3 LHE)

Stipend

Babayan, Diane
ESL
Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: August 24 – September 30, 2015
Amount: \$1,800.00/Year
Reason: Program Development
(Project #2101)

Budarz, Timo
Physics
Science, Math & Health Sciences Division
Santa Ana College

Effective: October 8, 2015
Amount: \$1,000.00
Reason: Curriculum Development
(Project #2548)

FACULTY (CONT'D)

Stipend (cont'd)

Deluna, Daniel
History
Humanities & Social Sciences Division
Santa Ana College
Effective: October 8, 2015
Amount: \$2,000.00
Reason: Curriculum Development
(Project #2548)

Jin, Jungwon
Music
Fine & Performing Arts Division
Santa Ana College
Effective: October 8, 2015
Amount: \$1,000.00
Reason: Curriculum Development
(Project #2548)

Jones, Geoffrey
Physical Education
Kinesiology, Health & Athletics Division
Santa Ana College
Effective: October 8, 2015
Amount: \$1,000.00
Reason: Curriculum Development
(Project #2548)

Ortiz, Fernando
Psychology
Humanities & Social Sciences Division
Santa Ana College
Effective: October 8, 2015
Amount: \$1,000.00
Reason: Curriculum Development
(Project #2548)

Parolise, Michelle
Occupational Therapy Assistant Program
Human Services & Technology Division
Santa Ana College
Effective: June 15, 2015
Amount: \$1,000.00
Reason: Program Coordination

Part-time Hourly New Hires/Rehires

Acosta-Licea, Jennifer
Instructor, Communications
Arts, Humanities & Social Sciences Division
Santiago Canyon College
Effective: October 19, 2015
Hourly Lecture Rate: II-3 \$56.79

Anthony, Mary Anne
Instructor, Mathematics
Science, Math & Health Sciences Division
Santa Ana College
Effective: January 4, 2016
Hourly Lecture/Lab Rates: IV-5 \$69.02/\$62.12

Bowman, Maria T.
Instructor, Criminal Justice/Weapon, Firearms
Human Services & Technology Division
Santa Ana College
Effective: October 26, 2015
Hourly Lecture/Lab Rates: I-3 \$54.08/\$48.67

FACULTY (CONT'D)

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

Carrell, Kenneth K
Instructor, Communication Studies
Fine & Performing Arts Division
Santa Ana College
Effective: October 13, 2015
Hourly Lecture Rate: II-3 \$56.79

Corp, Sarah
Instructor, English
Humanities & Social Sciences Division
Santa Ana College
Effective: October 23, 2015
Hourly Lecture Rate: II-3 \$56.79

Dyke, Kyle A
Instructor, Fire Technology/Rescue Systems
Human Services & Technology Division
Santa Ana College
Effective: October 13, 2015
Hourly Lecture/Lab Rates: I-3 \$54.08/\$48.67

Gates, Alana J
Instructor, Real Estate
Business & Career Technical Education Division
Santiago Canyon College
Effective: January 4, 2016
Hourly Lecture Rate: I-3 \$54.06

Griffin, William P
Instructor, Criminal Justice/CPR
Human Services & Technology Division
Santa Ana College
Effective: October 26, 2015
Hourly Lecture/Lab Rates: I-3 \$54.08/\$48.67

Kubota, Matthew J
Instructor, Fire Technology (equivalency)
Human Services & Technology Division
Santa Ana College
Effective: October 2, 2015
Hourly Lecture/Lab Rates: I-3 \$54.08/\$48.67

Melgar, Melrose
Instructor, Biology
Mathematics & Sciences Division
Santiago Canyon College
Effective: February 01, 2016
Hourly Lecture/Lab Rates: II-3 \$56.79/\$51.11

Meyer, Ken C
Instructor, Older Adults/Manipulative Skills
Continuing Education Division (OEC)
Santiago Canyon College
Effective: October 23, 2015
Hourly Lecture Rate: II-2 \$43.90

Negrete, Michael
Instructor, Vocational/Business Skills
Continuing Education Division (OEC)
Santiago Canyon College
Effective: October 2, 2015
Hourly Lecture Rate: I-2 \$42.83

FACULTY (CONT'D)

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

Ogle, Courtney
Instructor, HSS/Reading or Writing
Continuing Education Division (CEC)
Santa Ana College

Effective: October 19, 2015
Hourly Lecture Rate: I-2 \$42.83

Ordiano, Cesar L
Instructor, TV/Video Communications
Fine & Performing Arts Division
Santa Ana College

Effective: October 20, 2015
Hourly Lecture/Lab Rates: II-3 \$56.79/\$51.11

Teh, Poh G
Instructor, American Sign Language
Humanities & Social Sciences Division
Santa Ana College

Effective: October 19, 2015
Hourly Lecture Rate: IV-3 \$62.60

Non-paid Instructors of Record

Koon, William A
Instructor, Fire Technology (equivalency)
California State Parks
Human Services & Technology Division
Santa Ana College

Effective: October 5, 2015

DIRECTOR OF COLLEGE RESEARCH

CLASS SUMMARY

Under the direction of the appropriate college administrator, perform a variety of administrative duties to plan, organize, design, coordinate, supervise, and implement a comprehensive and visionary research program that addresses college, regional, and state issues and supports college goals, programs and projects.

REPRESENTATIVE DUTIES

Design, direct and conduct educational and institutional research projects and studies. Consult with college faculty and staff to identify research needs, to effectively disseminate research information, and to integrate research findings into policies and practices. Collaboratively develop the college's annual research agenda. Serve as a knowledge manager to provide the connection between research information and faculty and staff, drawing conclusions and making recommendations as appropriate. Collect prepare and maintain statistical data and other information related to planning, enrollment, matriculation, assessment, program evaluation, demographics, student outcomes, other performance measures and accountability, the community, and other topics, as needed. Identify new research needs, approaches and methods, as needed, and provide related training. Provide leadership for student learning outcomes assessment. Supports and leads federal, state, and project/grant reporting requirements, as assigned.

Coordinate the research efforts of departments where needed. Prepare a variety of types of effective written and presentation communications for the college communities, and external audiences. Maintain and provide the resource for a variety of records, documents, and reports. Maintain statistical databases. Support the continuing development of a data warehouse and other research software and appropriate computer technologies, in collaboration with district partners. Collaborate with District Research, Information Technology Services, and other departments, as appropriate, to coordinate the accuracy of data. Attend a variety of meetings and events and serve as a resource on various committees as required. Develop and present staff development training regarding research value, methods, research findings, and interpretation. Promote creativity and innovation in the development and delivery of programs and services within the college. Promote college programs and services and encourage collaboration, teamwork and positive working relationships among all faculty and staff. Prepare and monitor the college's research budget. Train, schedule, assign, supervise, direct, develop and evaluate personnel; participate in selection and hiring processes. Serve in a variety of roles as a leader and manager. Establish and maintain effective working relationships with all faculty, staff, students and the public. Perform related duties as assigned.

DIRECTOR OF COLLEGE RESEARCH cont'd

ORGANIZATIONAL RELATIONSHIP

This position reports to the College President or designee.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Required Qualifications:

Master's degree, or the equivalent, and educational background in a social science, mathematics, statistics, business, economics, or other research-related field is required.

Minimum of two years of direct experience in designing and implementing successful research projects in education. Experience in community colleges desired.

Knowledge and Abilities

Knowledge of: educational research design and methodology including data collection; data reduction; design and validation of survey instruments; display and reporting methods; appropriate data processing methods including relevant statistical and other software; effective supervision and management principles; and knowledge management. Ability to: work independently and in a team environment; communicate effectively, both orally and in writing; communicate and explain complex ideas clearly, concisely, and persuasively; synthesize, analyze, and draw appropriate conclusions from multiple sources of complex and voluminous data; work well with others; manage multiple assignments in a complex and dynamic environment.

REGISTRAR

CLASS SUMMARY

Under general direction - plans, supervises, coordinates and participates in the registration program for college credit and/or non-credit students; maintains and compiles attendance reports; coordinates data processing services; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Plans, organizes, schedules, coordinates, supervises, participates in and writes reports on early, regular, late and special programs registration; coordinate student census for state report and FTES accounting; coordinates collection of positive class attendance; coordinates the development and review of registration and admissions data processing program, maintains current information on State Education Code; reviews and handles special problems and questions referred; supervises and trains office personnel; evaluates military records for academic credit; organizes and develops procedures and materials. Oversees degree audit and update the electronic Ed Plan systems.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated administrator and acts for the administrator in his/her absence. This class manages all Admissions/Records personnel and many student workers on registration duties. This class works with administrators, faculty, students, other college personnel and the public and is the Admissions/Records liaison with district's IT department.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Bachelor's Degree or any combination of experience and education equivalent to a Bachelor's. Any combination of training and/or experience equivalent to five years of increasingly responsible management experience, including the planning and operations of a volume records function involving computer program(s), and including some experience in both college credit and non-credit admissions and records activities.

Knowledge and Abilities

Thorough knowledge of: principles of modern record-keeping, systems analysis, and data processing applications; principles of staff organization, supervision and training; modern record keeping systems and procedures.

REGISTRAR (continued)

Good knowledge of: college credit and/or non-credit student registration, admissions and record keeping procedures; California Code requirements for student residence, attendance, grading, testing and records; administrative communications practices, written and oral; college organization and procedure; statistical reporting procedures.

Familiarity with: principles of public relations, standards of professional conduct.

Ability to: read, comprehend and apply a wide range of written materials having technical, legal and policy content; plan and organize complex records systems; organize and train a large staff of full-time and student workers; cooperatively develop and plan data processing programs/systems; adapt to changing legal, policy and procedural requirements; prepare narrative and statistical reports and recommendations; participate in policy conferences; use professional judgment in staff, student and public contacts, apply legal and policy provisions to various problems, consistently and correctly; establish and maintain effective relationships with students, faculty, administrators, and other college personnel and the public.

**DIRECTOR OF DISTRICT RESEARCH, PLANNING
AND INSTITUTIONAL EFFECTIVENESS**

CLASS SUMMARY

Under the direction of the Assistant Vice Chancellor of Educational Services, perform a variety of administrative duties to plan, organize, design, coordinate, supervise, and implement a comprehensive and visionary research program that addresses district, college, regional and state issues and supports district and college goals, programs and projects; research, review, analyze, interpret and report a variety of data and information used in assessing institutional effectiveness, planning, accreditation and decision-making; manage data needed by external agencies and researchers and internal administration, faculty and staff; manage district's comprehensive research data warehouse for college and district use.

REPRESENTATIVE DUTIES

Design, direct and conduct educational and institutional research projects and studies. Consult with faculty and staff district wide to identify research needs, to effectively disseminate research information, and to integrate research findings into policies and practices. Collaboratively develop the annual district research agenda and provide coordination for institutional research activities throughout the district. Oversee and facilitate districtwide planning framework and procedures. Document districtwide planning processes and progress. Coordinate planning timelines and structures with the district. Serve as district liaison to colleges for accreditation reviews. Report on research and planning, as well as standardized data and information, for accreditation reviews, self-evaluations, and reports. Serve as a knowledge manager to provide the connection between research information and faculty and staff, drawing conclusions and making recommendations as appropriate. Collect, prepare and maintain statistical data and other information related to planning, accreditation, enrollment, matriculation, assessment, program evaluation, demographics, student outcomes, other performance measures and accountability, the community, and other topics, as needed. Prepare evaluation plans for grants received, provide data needed and assist program directors in planning and outcome efforts. Oversee and coordinate the validation of placement testing instruments used by the colleges. Identify new research needs, approaches and methods, as needed, and provide related training. Provide leadership for student learning outcomes assessment. Responsible for some federal and state reporting requirements, such as IPEDS, PEQIS. Serve as a resource to staff requiring research assistance for projects, programs, grants, etc. Coordinate the research efforts of departments where needed. Responsible for maintaining a research protocol for those conducting research and using RSCCD faculty and staff as human subjects. Oversee protocol approval process, review research project and coordinate with appropriate department depending on subject matter to ensure proper implementation of research. Responsible for external agencies mandates/requests for data for the district and the colleges. Prepare a variety of types of effective written and presentation communications for the Board of Trustees, the district and college communities, and external audiences. Maintain and provide the resources for a variety of records, documents, and reports. Maintain statistical databases. Oversee the continuing development of a data warehouse and other research software and appropriate computer technologies. Serve as liaison with District Information Technology Services, Admissions and Records, and other departments, as appropriate, to coordinate the accuracy of district

**DIRECTOR OF DISTRICT RESEARCH, PLANNING
AND INSTITUTIONAL EFFECTIVENESS cont'd**

data. Attend a variety of meetings and events and serve as a resource on various committees as required. Develop and present staff development training regarding research value, methods, research findings, and interpretation. Promote creativity and innovation in the development and delivery of programs and services within the research and other departments. Promote district and college programs and services and encourage collaboration, teamwork and positive working relationships among all faculty and staff. Prepare and monitor the institutional research budget. Train, schedule, assign, supervise, direct, develop and evaluate personnel; participate in selection and hiring processes. Serve in a variety of roles as a districtwide leader and manager. Represent the district externally for institutional research and planning agencies and related needs. Establish and maintain effective working relationships with all faculty, staff, students and the public. Perform related duties as assigned.

ORGANIZATIONAL RELATIONSHIP

This position reports to the Assistant Vice Chancellor, Educational Service.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Required Qualifications:

Master's degree, or the equivalent, and educational background in a social science, mathematics, statistics, business, economics, or other research-related field is required.

Minimum of two years of direct experience in designing and implementing successful research projects in education. Experience in community colleges desired.

Knowledge and Abilities

Knowledge of: educational research design and methodology including data collection; data reduction; design and validation of survey instruments; display and reporting methods; appropriate data processing methods including relevant statistical and other software; effective supervision and management principles; and knowledge management. Ability to: work independently and in a team environment; communicate effectively, both orally and in writing; communicate and explain complex ideas clearly, concisely, and persuasively; synthesize, analyze, and draw appropriate conclusions from multiple sources of complex and voluminous data; work well with others; manage multiple assignments in a complex and dynamic environment.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
OCTOBER 26, 2015**

CLASSIFIED

New Appointment

Reyes, Johnny Technical Specialist I (CL15-0716) ITS/ SCC	Effective: October 26, 2015 Grade 13, Step 1 \$48,238.03
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Hourly OnGoing to Contract

Gonzales, Malorie From: Intermediate Clerk/ Counseling/SAC To: High School Comm. Outreach Spec. (CL15-0688) Student Affairs/ SAC	Effective: October 19, 2015 Grade 13, Step 1 \$48,238.03
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Longevity Increments

Basurto, Renee Custodian/ Admin. Services/ SAC	Effective: November 1, 2015 Grade 4, Step 6 + 7.5%GY + 2.5%L \$46,437.72
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Cadotte, Angela Payroll Specialist/ Payroll/ District	Effective: October 1, 2015 Grade 11, Step 6 + 2.5%L \$57,005.23
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Carino, Fabiola Child Dev. Cook/Nutrition Specialist/ Child Dev. Services/ School of Continuing Education/ SAC	Effective: October 1, 2015 Grade 6, Step 6 + 5%L @ 75% FTE \$35,596.56
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Dao, Quyhn Giao Sr. Account Clerk/ Fiscal Services/ District	Effective: December 1, 2015 Grade 10, Step 3 + 2.5%L \$47,142.17
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Diaz, Cecilia Counseling Assistant/ Counseling/ SCC	Effective: December 1, 2015 Grade 5, Step 6 + 2.5%L \$44,698.00
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Dinh, Anh Ngoc Applications Specialist III/ ITS/ District	Effective: November 1, 2015 Grade 19, Step 6 + 1PG (500) + 2.5%L \$89,884.93
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Longevity Increments cont'd

Donahoe, Chandra Administrative Clerk/ SBDC/ District	Effective: December 1, 2015 Grade 10, Step 6 + 7.5%L \$57,210.05
Duong, Linda Applications Specialist I/ Library/ SAC	Effective: November 1, 2015 Grade 13, Step 4 + 7PG (2000) + 2.5%L \$59,262.44
Espinosa, Laura Administrative Clerk/ Academic Affairs/SCC	Effective: November 1, 2015 Grade 10, Step 6 + 3PG (1500) + 5%L \$57,379.58
Feliciano, Alejandra Administrative Clerk/ Child Dev. Services/ SCC	Effective: October 1, 2015 Grade 10, Step 6 + 2.5%Bil + 7.5%L \$58,540.52
Florentino, Rigoberto Custodian/ Admin. Services/ SCC	Effective: October 1, 2015 Grade 4, Step 6 + 7.5%GY + 2.5%L \$46,437.72
Garcia, Alejandra Child Dev. Cook/Nutrition Specialist/ Child Dev. Services/ SAC	Effective: October 1, 2015 Grade 6, Step 6 + 7.5% L @ 75% FTE \$36,444.10
Garcia, Omelina Student Services Coord./ Student Affairs/ SAC	Effective: December 1, 2015 Grade 16, Step 6 + 7PG (3500) + 5%L \$79,850.31
Hale, Kristine Science Lab Coordinator/ Science & Math /SCC	Effective: August 1, 2015 <i>Correct effective date</i> Grade 13, Step 6 + 1P (500) + 7.5%L \$66,732.57
Kvenbo, Vivian Administrative Clerk/ Academic Affairs/ SAC	Effective: October 1, 2015 Grade 10, Step 6 + 7.5%L \$57,210.05
Lopez, Marta Success Center Specialist/ Academic Success Ctr./ SCC	Effective: November 1, 2015 Grade 10, Step 6 + 2PG (1000) + 5%L \$56,879.58

Longevity Increments cont'd

Murillo, George Skilled Maintenance Worker/ Admin. Services/ SAC	Effective: November 1, 2015 Grade 11, Step 6 + 2.5%L \$57,005.23
Razo, Mariano Custodian/ Admin. Services/ SAC	Effective: November 1, 2015 Grade 4, Step 6 + 7.5%GY + 7.5%L \$48,548.53
Roman, Alfonso Gardener Utility Worker/ Admin. Services/ SAC	Effective: November 1, 2015 Grade 8, Step 6 + 2.5%L \$50,151.23
Romero, Isadora Intermediate Clerk/ DSPS/ SAC	Effective: October 1, 2015 Grade 5, Step 2 + 2.5%L \$36,764.71
Sapak Winder, Gayle Administrative Secretary/ Financial Aid/ SCC	Effective: November 1, 2015 Grade 12, Step 6 + 5%L \$61,478.09
Small, Sean Technology & Production Coord./ Fine & Performing Arts/ SAC	Effective: December 1, 2015 Grade 15, Step 6 + 7.5%L \$73,677.15
Stowell, Ray Sr. District Safety Officer/ District	Effective: October 1, 2015 Grade 11, Step 6 + 2.5%L \$57,005.23
Suarez, Francisco Graduation Specialist/ School of Continuing Education/ SAC	Effective: October 1, 2015 Grade 15, Step 2 + 5PG (2500) + 5%L \$61,686.00
Torres, Jetzamina Business Services Coord./ DMC/ District	Effective: October 1, 2015 Grade 13, Step 6 + 7PG (3500) + 5%L \$68,192.28
Touyanou, Rosemary Student Services Coord./ Continuing Ed./ SCC	Effective: November 1, 2015 Grade 16, Step 6 + 2PG (1000) + 2.5%Bil + 2.5%L \$77,350.31

Longevity Increments cont'd

Truong, Kevin Sr. Accountant/ Fiscal Services/ District	Effective: October 1, 2015 Grade 15, Step 4 + 2.5%L \$63,692.08
Tse, Edna Auxiliary Services Specialist/ Continuing Ed./ SCC	Effective: October 1, 2015 Grade 10, Step 6 + 7PG (3500) + 5%L \$59,379.58
Vega, Gerardo Sr. Custodian Utility Worker/ School of Continuing Education/ SAC	Effective: December 1, 2015 Grade 7, Step 6 + 3PG (1500) + 2.5%L \$49,683.75
Vega, Jesus Sr. Custodian Utility Worker/ Admin. Services/ SCC	Effective: October 1, 2015 Grade 7, Step 6 + 2.5%L \$48,183.75
Villegas Villaplano, Jose Javier Sr. Custodian Utility Worker/ Admin. Services/ SAC	Effective: October 1, 2015 Grade 7, Step 6 + 10% L \$51,709.39
Williams, Victoria Facilities Coord./ Admin. Services/ SCC	Effective: November 1, 2015 Grade 11, Step 6 + 6PG (3000) + 7.5%L \$62,785.98

Out of Class Assignment

Morones, Cristina Community Services Coord. II/ Continuing Ed./ SCC	Effective: 09/25/15 – 12/19/15 Grade 15, Step 1 \$53,695.38
Scolaro, Denise Financial Aid Coord./ Financial Aid/ SAC	Effective: 10-/05/15 – 12/04/15 Grade 15, Step 3 + 2.5%L + 4PG (1000) \$61,682.99

Change in Position

Hernandez, Guadalupe Custodian/ Admin. Services/ SCC	Effective: October 5, 2015 Change shift from GY to SW Grade 4, Step 5 + 5%SW \$42,219.24
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Change in Position cont'd

Reza, Juan Custodian/ Admin. Services/ SCC	Effective: October 5, 2015 Change shift from SW to GY Grade 4, Step 5 + 7.5%L + 7.5%GY \$48,548.53
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Ratification of Resignation/Retirement

Grunbaum, Janet Job Placement Coordinator/ Job Placement/ SAC	Effective: October 22, 2015 Reason: Retirement
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Lugo, Laurene Administrative Secretary/ Child Dev. Services/ District	Effective: December 30, 2015 Reason: Retirement
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CLASSIFIED HOURLY

Temporary to Hourly On Going

Martinez, Daniel District Safety Officer (CL15-0674) District Safety/ District	Effective: October 26, 2015 19 Hours/Week 12 Months/ Year Grade 9, Step A \$19.10/ Hour
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Longevity Increment

Esparza, Wenndy Counseling Assistant/ School of Continuing Education/ SAC	Effective: November 1, 2015 Grade 5, Step A + 2.5%L \$16.76/Hour
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Heiland, Danielle Lifeguard/ Kinesiology/ SAC	Effective: October 1, 2015 Grade 5, Step A + 2.5%L \$16.76/Hour
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Hernandez, Eric Custodian/ School of Continuing Education/ SAC	Effective: October 1, 2015 Grade 4, Step A + 2.5%L \$16.24/Hour
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Martez, David District Safety Officer/ District	Effective: November 1, 2015 Grade 9, Step A + 2.5%L \$19.58/Hour
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Longevity Increment cont'd

Nihei, John Instructional Assistant/ Math & Science/ SCC	Effective: October 1, 2015 Grade 5, Step A + 2.5%L \$16.76/Hour
Siebert, Kurt Child Dev. Cook/Nutrition Specialist/ Child Dev. Services/ SCC	Effective: November 1, 2015 Grade 6, Step A + 5%L \$17.78/hour
Tran, Vien Publications Assistant/ Information Learning Facilitator Ctr./ SAC	Effective: December 1, 2015 Grade 5, Step A + 2.5%L \$16.76/Hour
Vargas, Lucia Instructional Assistant/ Continuing Ed./ SCC	Effective: November 1, 2015 Grade 5, Step A + 2.5%L \$16.76/Hour
Vega, Brenda High School & Comm. Outreach Specialist/ School of Continuing Education/ SAC	Effective: October 1, 2015 Grade 13, Step A + 2.5%Bil + 1PG (250) + 2.5%L \$24.27/Hour + \$20.83/Mo. PG

Out of Class Assignment

Barbery, Monika Student Program Specialist/ School of Continuing Education/ SAC	Effective: 10/05/15 – 12/19/15 Grade 10, Step A + 5%L 19 Hours/Week 12 Months/Year \$20.97/Hour
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Ratification of Resignation/Retirement

Ordiano, Cesar Video Technician/ Admin. Services/ SCC	Effective: October 18, 2015 Reason: Resignation
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VOLUNTEERS

Bustamante, Robert Volunteer/ Student Services/ SCC	Effective: 10/27/15 – 06/30/16
Mendoza, Elizabeth Student Volunteer/ Student Support Services/ SAC	Effective: 10/27/15 – 06/30/16

**SANTA ANA COLLEGE
STUDENT ASSISTANT LIST**

Ballinas, Arelly Ivon	Effective: 09/21/15-06/30/16
Bolanos, Johanna Marisol	Effective: 09/29/15-06/30/16
Borroel, Viviana Jazmin	Effective: 09/29/15-06/30/16
Estrada, Eduardo N.	Effective: 10/01/15-06/30/16
Fernandez, Rosario Anabel	Effective: 09/29/15-06/30/16
Gonzalez, Alejandra	Effective: 10/01/15-06/30/16
Hoang, Duc	Effective: 09/29/15-06/30/16
Horn, Rina	Effective: 10/05/15-06/30/16
Lam, Phung My	Effective: 09/30/15-06/30/16
Le, Nga	Effective: 09/29/15-06/30/16
Liberato, Gladys	Effective: 09/29/15-06/30/16
Mendez Ortiz, Abi J	Effective: 10/05/15-06/30/16
Mendoza, Elba Victoria	Effective: 10/01/15-06/30/16
Pham, Frank Huu	Effective: 09/30/15-06/30/16
Pham, Michael Phugia	Effective: 10/05/15-06/30/16
Silva Araujo, Roxana	Effective: 09/30/15-06/30/16
Toro, Miguel Angel	Effective: 10/01/15-06/30/16
Tran, Huong	Effective: 09/29/15-06/30/16
Tran, Hy Gia	Effective: 09/30/15-06/30/16
Wakefield, Romello	Effective: 09/21/15-06/30/16

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

Campos, Michael	Effective: 10/12/2015 – 06/30/2016
Cantoran, Esmeralda	Effective: 10/08/2015 – 06/30/2016
Fakhari, Nadia	Effective: 10/12/2015 – 06/30/2016
Vazquez, Erika	Effective: 10/06/2015 – 06/30/2016