

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, January 25, 2016
2323 North Broadway, #107
Santa Ana, CA 92706

District Mission

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

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

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

Americans with Disabilities Acts (ADA)

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

A G E N D A

1.0 PROCEDURAL MATTERS

4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Approval of Additions or Corrections to Agenda

Action

1.4 Public Comment

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

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

1.5 Approval of Minutes – Regular meeting of January 11, 2016

Action

1.6 Approval of Consent Calendar

Action

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

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

2.0 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 Informational Presentation on Student Success Scorecard
 - Program overview
 - College data
- 2.8 Reports from Board Committee Chairpersons
 - Board Policy Committee

3.0 INSTRUCTION

- *3.1 Approval of Clinical Affiliation Agreement for Athletic Training: California Baptist University Action

The administration recommends approval of the clinical affiliation agreement for athletic training with California Baptist University in Riverside, California.
- *3.2 Approval of New Pharmacy Technology Agreement – Veterans Affairs (VA) Greater Los Angeles Healthcare System Action

The administration recommends approval of the contract with VA Greater Los Angeles Healthcare System in Los Angeles, California.
- *3.3 Approval of New Occupational Therapy Assistant (OTA) Agreement - Palos Verdes Peninsula Unified School District (USD) Action

The administration recommends approval of the new agreement with Palos Verdes Peninsula USD in Palos Verdes Estates, California.
- 3.4 Approval of Memorandum of Understanding (MOU) between Hope Builders (formerly known as Taller San Jose), Santa Ana College (SAC) School of Continuing Education, Southwest Carpenters Training Fund and Santiago Canyon College (SCC) Apprenticeship Program Action

The administration recommends approval of the MOU between Hope Builders (formerly known as Taller San Jose), SAC School of Continuing Education, Southwest Carpenters Training Fund and SCC Apprenticeship Program.

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

- *3.5 Approval of Nursing Program Agreement – University of Texas at Arlington Action
The administration recommends approval of the clinical affiliation agreement with the University of Texas at Arlington.
- *3.6 Approval of Nursing Program Agreement – Concordia University Irvine Action
The administration recommends approval of the affiliation agreement with Concordia University Irvine.
- 3.7 Receive for First Reading – Santiago Canyon College Follow-Up Report on Accreditation Information
The SCC Follow-Up Report on Accreditation is provided for a first reading as information only.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *4.2 Approval of Budget Increases/Decreases and Budget Transfers Action
The administration recommends approval of budget increases, decreases and transfers during the period of December 12, 2015, to January 7, 2016.
- *4.3 Approval of Agreement to Indemnify, Waive and Release Successor Agency to Former Community Redevelopment Agency of City of Santa Ana Regarding Retro-Active Pass-Through Obligations Action
The administration recommends approval of the Agreement to Indemnify, Waive and Release Successor Agency to the Former Community Redevelopment Agency of the City of Santa Ana regarding Retro-Active Pass-Through Obligations as presented.
- *4.4 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended December 31, 2015 Action
The administration recommends approval of the CCFS-311Q for the period ending December 31, 2015, as presented.
- 4.5 Quarterly Investment Report as of December 31, 2015 Information
The quarterly investment report as of December 31, 2015, is presented as information.
- *4.6 Approval of Change Order #1 for Best Contracting Services for Dunlap Hall Roof Replacement Project Bid #1270 at Santa Ana College Action
The administration recommends approval of change order #1 for Best Contracting Services for Dunlap Hall roof replacement project Bid #1270 at SAC as presented.

- *4.7 Acceptance of Completion of Dunlap Hall Roof Replacement Project Bid #1270 at Santa Ana College and Approval of Recording of Notice of Completion Action
The administration recommends acceptance of the project as complete and approval of the filing of a Notice of Completion with the County as presented.
- *4.8 Approval of Change Order #2 for DPR Construction Company for Dunlap Hall Renovations Project at Santa Ana College Action
The administration recommends approval of change order #2 for DPR Construction Company for Dunlap Hall renovations project at SAC as presented.
- *4.9 Acceptance of Completion of Dunlap Hall Renovations Project at Santa Ana College and Approval of Recording of Notice of Completion Action
The administration recommends acceptance of the project as complete and approval of the filing of a Notice of Completion with the County as presented.
- *4.10 Approval of Agreement with Donald Krotee Partnership, Inc. for Architectural Design Services for Americans With Disabilities Act (ADA) Upgrades Phase 1 Project at Santiago Canyon College Action
The administration recommends approval of the contract with Donald Krotee Partnership, Inc. for architectural design services for the ADA upgrades Phase 1 project at SCC as presented.
- *4.11 Acceptance of Completion of Energy Management Systems Upgrade Project Resolution No. 15-08 at Santiago Canyon College and Approval of Recording of Notice of Completion Action
The administration recommends acceptance of the project as complete and approval of the filing of a Notice of Completion with the County as presented.
- *4.12 Approval of Vendor Name Change Action
The administration recommends approval of the vendor Unisource Worldwide, Inc. name change to Veritiv Operating Company as presented.
- *4.13 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period November 15, 2015, through January 9, 2016.

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:
- CalWORKS/Work Study/TANF (SAC/SCC) \$524,578
 - Deputy Sector Navigator – Retail Hospitality/Tourism/Learn & Earn (District) – *Augmentation* \$100,000
 - Equality Employment Opportunity (EEO) – Diversity Allocation Funds (District) \$ 11,670
 - Proposition 39 Clean Energy Workforce Program Grant - Program Improvement Funds II (SCC) \$187,804
- 5.2 Approval of Sub-Agreement between RSCCD and Southwest Carpenters Training Trust for Proposition 39 Clean Energy Workforce Program Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- 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. Professional Experts
2. Conference with Legal Counsel: Existing Litigation (pursuant to Government Code Section 54956.9[a])

Faculty Association of the Rancho Santiago Community College District, et al. v. RSCCD Foundation, et al. Case No. 30-2015-00790167-CU-MM-CJC (Superior Court-County of Orange)

3. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (2 cases)

4. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Ms. Judy Chitlik, Assistant Vice Chancellor of Human Resources
Employee Organization: Faculty Association of Rancho Santiago Community College District
5. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
 - a. Chancellor
6. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
7. Liability Claims (pursuant to Government Code Section 54956.95)
 - a. DM20160701

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 Revised Job Descriptions• Approval of CEFA Step Increases/Effective January 1, 2016• Approval of Voluntary Transfers• Approval of Changes of Location• Approval of Additional Assignment-Site Supervisor Stipends• Approval of Contract Extension Days• Approval of Leaves of Absence• Approval of Column Changes• Approval of Part-time Hourly New Hires/Rehires• Approval of Non-paid Intern Services | |
| 6.2 | <u>Classified Personnel</u> | <u>Action</u> |
| | <ul style="list-style-type: none">• Approval of Revised Miscellaneous Pay Schedule• Approval of Revised Job Descriptions• Approval of New Appointments• Approval of Temporary to Contract Assignments• Approval of Professional Growth Increments | |

6.2 Classified Personnel (contd.)

- Approval of Out of Class Assignments
- Approval of Changes in Position
- Ratification of Resignations/Retirements
- Approval of New Appointments
- Approval of Temporary to Hourly Ongoing Assignments
- Approval of Leaves of Absence
- Approval of Temporary Assignments
- Approval of Additional Hours for Ongoing Assignments
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants
- Approval of Community Service Presenters and Stipends
- Approval of Student Assistants List

6.3 Rejection of Claims

Action

The district's legal counsel recommends the board authorize the chancellor or his designee to reject the claims submitted by John P. Johns.

6.4 Authorization for Board Travel/Conferences

Action

It is recommended that the board authorize the submitted conference and travel by a board member.

7.0 ADJOURNMENT - The next regular meeting and Board Planning Session of the Board of Trustees will be held on February 22, 2016.

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

Board of Trustees
(Regular meeting)

Monday, January 11, 2016

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:31 p.m. by Ms. Claudia Alvarez. Other members present were Ms. Arianna Barrios, Mr. John Hanna, Mr. Larry Labrado, Ms. Nelida Mendoza Yanez, Mr. Jose Solorio, Mr. Yarbrough, and Ms. Raquel Manriquez.

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

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Nathan Underwood, Student President, Santiago Canyon College (SCC).

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza Yanez to remove Item 6.5 (Rejection of Claim) from the agenda and approve an addendum for Item 6.2 (Classified Personnel). The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

1.4 Public Comment

Ms. Carole Walters spoke regarding the Concerned Orange Taxpayers Association’s goal to remove RSCCD board members from office.

Mr. Thomas Anthony Gordon spoke regarding the board not approving an appointment for a taxpayer representative to serve on the Measure Q Citizens’ Bond Oversight Committee at its December 7, 2015, meeting and spending taxpayers’ money wisely.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the minutes of the meeting held December 7, 2015. 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.

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, with the exception of Item 4.3 (Resolution no. 16-01 – Separate Bank and Investment Accounts), removed from the Consent Calendar by Mr. Yarbrough; and Item 5.1 (Resource Development Items), removed from the Consent Calendar by Mr. Hanna. 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.

3.1 Approval of New Pharmacy Technology Agreement – Torrance Memorial Medical Center

The board approved the new agreement with Torrance Memorial Medical Center in Torrance, California.

3.2 Approval of New Speech-Language Pathology Assistant (SLPA) Agreement – New Hope Therapy Center

The board approved the new agreement with New Hope Therapy Center in Westminster, California.

3.3 Approval of Proposed Revisions for 2016-2017 Santa Ana College (SAC) Catalog

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

3.4 Approval of Proposed Revisions for 2016-2017 Santiago Canyon College (SCC) Catalog

The board approved the proposed revisions for the 2016-2017 SCC catalog.

3.5 Approval of Agreement with Smarthinking for Online Tutorial Services

The board approved the online tutoring services agreement with Smarthinking.

3.6 Approval of Classroom Lease – 1572 N. Main Street, Orange

The board approved the three-year lease agreement, with fourth and fifth year options, for the period of February 1, 2016, through January 31, 2019, as presented.

1.6 Approval of Consent Calendar (contd.)

- 3.7 Approval of Amendment #2 to Classroom Lease – 2000 Chapman Inc.
The board approved Amendment #2 for the extension of the lease of classroom and office space with 2000 Chapman Inc. for the period of February 1, 2016, through January 31, 2019, as presented.
- 4.1 Approval of Payment of Bills
The board approved payment of bills as submitted.
- 4.2 Approval of Budget Increases/Decreases and Budget Transfers
The board approved budget increases, decreases and transfers during the period of November 19, 2015, to December 11, 2015.
- 4.4 Approval of Nonresident Fees for 2016-2017
The board established the nonresident tuition fee at \$224 per unit, the capital outlay fee at \$31 per unit, and the application fee at \$25 for 2016-2017 as presented.
- 4.5 Approval of Agreement with Lenax Construction Services, Inc. for Cost Estimating Consulting Services for New Johnson Student Center at Santa Ana College
The board approved the contract with Lenax Construction Services, Inc. for cost estimating consulting services for the new Johnson Student Center at SAC as presented.
- 4.6 Approval of Agreement with Sandy Pringle Associates Inspection Consultants for Division of the State Architect (DSA) Project Inspector Services for Temporary Village Phase II at Santa Ana College
The board approved the agreement with Sandy Pringle Associates Inspection Consultants for DSA project inspector services for the Temporary Village Phase II project at SAC as presented.
- 4.7 Approval of Amendment #2 to Agreement with HPI Architecture for Professional Design Services for New Johnson Student Center Project at Santa Ana College
The board approved the amendment with HPI Architecture for the new Johnson Student Center project at SAC as presented.
- 4.8 Approval of Amendment #2 to Agreement with Terracon Consultants, Inc. for Phase II Environmental, Geohazard and Geotechnical Inspection Services for Science Center Project at Santa Ana College
The board approved the amendment with Terracon Consultants, Inc. for Phase II environmental, geohazard and geotechnical inspection services for the Science Center project at SAC as presented.

1.6 Approval of Consent Calendar (contd.)

4.9 Award of Bid #1274 for Temporary Village Phase 2 at Santa Ana College
The board approved awarding Bid #1274 to Patriot Contracting & Engineering for the Temporary Village Phase 2 at SAC as presented.

4.10 Approval of Independent Contractors
The board approved the following independent contractor: Public Health Foundation Enterprises (PHFE) for consulting services to provide fiscal support for Early Head Start (EHS) parental reimbursement, training and translation services. Dates of service are January 12, 2016, through December 31, 2016. The fee is estimated at \$20,000.

4.11 Approval of Independent Contractors
The board approved the following independent contractor: Jennifer Walsvick for consulting services to provide mental health education, service coordination, recordkeeping/documentation to ensure compliance with the Early Head Start (EHS) standards for Rancho Santiago Community College District (RSCCD) Child Development Services; to provide supervision and field instruction to Master of Social Work (MSW) student interns assigned to EHS at the rate of \$50 per hour. Dates of service are January 12, 2016, through December 31, 2016. The fee is estimated at \$21,000 plus \$1,000 allowable expenses (workshop/training registrations and mileage reimbursement for the MSW interns).

5.2 Approval of Sub-Agreement between RSCCD and Garden Grove Unified School District for Assembly Bill No. 104 Adult Education Block 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.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

Dr. Raúl Rodríguez, Chancellor, provided a report to the board, including a brief report on the recent Accrediting Commission for Community and Junior Colleges (ACCJC) Commission meeting in Sacramento, which included the ACCJC creating an ad hoc committee to meet with the State Chancellor's Office Taskforce. Dr. Rodríguez indicated that he was appointed chair of the ACCJC ad hoc committee and meetings will be held at RSCCD soon (the dates haven't been scheduled yet). In addition, he expressed gratitude to college staff who worked on the accreditation reports, since his ACCJC colleagues referred to RSCCD as a model district for the accreditation process.

2.2 Reports from College Presidents

The following college representatives provided reports to the board.

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

Dr. Martinez reported the accreditation team at SAC attended a meeting that concentrated on integrated planning for Standard I and plans to attend an accreditation workshop later this month.

2.3 Report from Student Trustee

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

2.4 Reports from Student Presidents

Mr. Nathan Underwood, Student President, Santiago Canyon College, provided a report to the board.

There was no representation from Santa Ana College.

2.5 Reports from Classified Representative

Mr. Tom Andrews, President, California School Employees Association (CSEA), Chapter 579, provided a report to the board on behalf of the classified staff.

2.6 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Ms. Corinna Evett, Academic Senate President, Santiago Canyon College
Dr. Elliott Jones, Academic Senate President, Santa Ana College

2.7 Informational Presentation on the Governor's Proposed Budget

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

2.8 Reports from Board Committee Chairperson

Mr. Yarbrough provided a report on the January 7, 2016, Board Facilities Committee meeting.

Mr. Hanna provided a report on the January 11, 2016, Board Policy Committee meeting.

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, and 4.4 through 4.11 were approved as part of Item 1.6 (Consent Calendar).

4.3 Adoption of Resolution No. 16-01 – Separate Bank and Investment Accounts

It was moved by Mr. Labrado and seconded by Ms. Mendoza Yanez to adopt Resolution No. 16-01 – Separate Bank and Investment Accounts, as presented. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

5.0 GENERAL

Item 5.2 was approved as part of Item 1.6 (Consent Calendar).

5.1 Approval of Resource Development Item

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve budgets, accept grants, and authorize 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:

- Student Equity (SAC & SCC)	\$3,177,645
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Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

5.3 Appointment to Measure Q Citizens’ Bond Oversight Committee

It was moved by Mr. Labrado and seconded by Ms. Barrios to approve the appointment to the Measure Q Citizens’ Bond Oversight Committee as presented. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

5.4 Board Member Comments

Mr. Solorio asked for information on direct marketing mailings from neighboring community college districts being received in the Rancho district neighborhoods.

5.4 Board Member Comments (contd.)

Mr. Solorio asked district staff and faculty to consider taking a position on the accreditation process that is being discussed statewide.

Mr. Hanna reported that Ms. Alvarez and he attended the California School Employees Association (CSEA) Chapter 888 Installation of Officers event.

RECESS TO CLOSED SESSION

The board convened into closed session at 5:50 p.m. to consider the following items:

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

2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: Faculty Association of Rancho Santiago Community College District
California School Employees Association, Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association

3. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

4. Liability Claim (pursuant to Government Code Section 54956.95)
 - a. DM2011712

Ms. Manriquez left the meeting at this time.

RECONVENE

The board reconvened at 6:22 p.m.

Closed Session Report

Ms. Mendoza Yanez reported the board discussed public employment, labor negotiations, and public employee discipline/dismissal/release, and the board ratified the release of a part-time Counseling Assistant from probation during closed session. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

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 Mr. Labrado 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.

- Approve Revised Job Descriptions
- Approve Employment Agreements
- Approve Appointments
- Approve Interim Assignments
- Approve Changes of Assignment
- Ratify Resignations/Retirements
- 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 Mr. Labrado 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 Revised CSEA Hourly Salary Schedule
- Approve New Appointments
- Approve Changes in Position/Location
- Approve Leaves of Absence
- Approve Temporary to Hourly Ongoing Assignments
- Approve Professional Growth Increments
- Approve Temporary 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 Public Disclosure of Collective Bargaining Agreement between Rancho Santiago Community College District and Continuing Education Faculty Association (CEFA)

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the amendments to the collective bargaining agreement with the Continuing Education Faculty Association. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

6.4 Approval of Credit Instructional Calendar for 2016-2017

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the 2016-2017 Credit Instructional Calendar. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

6.5 Rejection of Claim

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

6.6 Authorization for Board Travel/Conferences

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to authorize the submitted conference and travel by board members. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

Ms. Alvarez encouraged board members to attend the Santa Ana City Council meeting on January 19, 2016, since the Council plans to honor the *el Don* student newspaper award recipients.

Ms. Alvarez announced she will chair the Board Safety & Security Committee, and Ms. Mendoza Yanez and Mr. Yarbrough will serve as members of the committee.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, January 25, 2016.

There being no further business, Ms. Alvarez declared the meeting adjourned at 6:24 p.m.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: January 25, 2016



Presentation of the 2015 Student Success Scorecard Report to the RSCCD Board of Trustees

January 25, 2016

In 2004, California legislators passed Assembly Bill AB1417 which required that the California Community Colleges provide a framework to evaluate overall system performance. The Chancellor's Office, in consultation with stakeholders from all areas of the college community, developed the framework to provide an annual report to the legislature called the Accountability Reporting for the Community Colleges (ARCC). Then, in 2012, a new team, again representing stakeholders from all areas of the college community met to review the ARCC framework and its effectiveness, and a new title was given to the report which is now called the Student Success Scorecard. The Scorecard report contains a set of metrics that are designed to identify possible achievement gaps in three primary areas: transfer, basic skills, and career technical education.

The data used to create the Scorecard report is submitted to the Chancellor's Office by the colleges via our regular MIS submission. The outcomes derived from the data submissions are for the system as a whole, but also for individual colleges. However, the purpose of the Scorecard is not to rank colleges against each other as each college provides instructional programs, class offerings, and student services to meet the needs of that community. There are five performance indicators; (1) completion, (2) persistence, (3) 30+ units, (4) remedial and (5) career technical education) and data for each indicator is described according to those who are "prepared" and those who are "unprepared" for college work.

The scorecard is an important tool we use as one of many to assess our students' learning, achievement, and progress toward their educational goals. We use direct and indirect assessments, carried out by faculty and supported by institutional effectiveness and assessment offices, to assess learning that occurs in our courses and programs. We conduct ongoing program review (student services, academic, administrative) in order to evaluate our programs and their effectiveness in curriculum or service delivery. Also, the research department is constantly conducting ad hoc studies, requested by faculty and administration, to track particular student groups, to understand the different student pathways, to understand student success, and to identify barriers students may face in achieving their educational goals.

The attached handouts represent the 2015 scorecards (for SAC and SCC) and complement the PowerPoint presentation by Dr. Sara Lundquist, Vice President of Student Services at SAC and Mr. Aaron Voelcker, Dean of Institutional Effectiveness, Library & Learning Support Services at SCC.



2015 Santa Ana College Student Success Scorecard

Santa Ana College is part of the Rancho Santiago Community College District. Established in 1915, the college is the third oldest college in California, and is located in central Orange County. Seventy-eight percent of the county population is of Hispanic descent, 83% speaks a language other than English, and 12% of the 25 and older population hold a Bachelors degree or higher. In fall 2012 the unduplicated headcount credit and non-credit was 41,029. Santa Ana College is committed to student success. We invest resources to support faculty development designed to maximize student achievement in the classroom, and to retain students as they progress through completion of their programs.

Student Information (2013-14)

Students		66,443	
GENDER		RACE/ETHNICITY	
Female	42.7%	African American	1.2%
Male	57.3%	American Indian/Alaska Native	0.2%
Unknown Gender	0.0%	Asian	8.0%
AGE		Filipino	0.7%
Under 20 years old	15.1%	Hispanic	59.0%
20 to 24 years old	20.1%	Pacific Islander	0.2%
25 to 39 years old	36.3%	White	17.3%
40 or more years old	28.5%	Two or More Races	0.9%
Unknown Age	0.0%	Unknown Ethnicity	12.4%

Other Information (2013-14)

Full-Time Equivalent Students	20,087.3
Credit Sections	5,019
Non-Credit Sections	2,932
Median Credit Section Size	27
Percentage of Full-Time Faculty	63.1%
Percentage of First-Generation Students	54.0%
Student Counseling Ratio	1,470:1



2015 Santa Ana College Student Success Scorecard Metrics

Cohort Tracked for Six Years Through 2013-14	Completion			Persistence			30 Units			Remedial			Career Technical Education
	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Math	English	ESL	
Cohort	66.9%	34.8%	43.6%	79.6%	74.2%	75.7%	74.3%	62.8%	66.0%	41.1%	37.6%	22.4%	48.2%
Female	68.1%	34.8%	43.2%	78.2%	75.1%	75.9%	75.1%	64.5%	67.1%	41.7%	39.9%	24.9%	57.2%
Male	65.8%	34.8%	43.9%	80.8%	73.3%	75.5%	73.7%	61.2%	64.9%	40.2%	34.9%	18.6%	43.4%
Under 20 years old	68.6%	36.3%	45.5%	80.4%	75.2%	76.7%	76.7%	64.1%	67.7%	39.8%	39.6%	41.1%	62.0%
20 to 24 years old	65.1%	27.0%	35.9%	76.7%	68.8%	70.7%	67.4%	58.2%	60.3%	40.9%	34.8%	27.7%	48.9%
25 to 39 years old	53.1%	29.5%	35.4%	75.0%	64.2%	66.9%	59.4%	50.5%	52.8%	48.8%	34.4%	21.2%	40.1%
40 or more years old	45.5%	36.0%	37.7%	72.7%	88.0%	85.2%	54.5%	72.0%	68.9%	28.6%	30.4%	9.9%	42.3%
African-American	77.8%	28.6%	40.5%	88.9%	75.0%	78.4%	66.7%	64.3%	64.9%	31.0%	23.1%	28.6%	40.7%
American Indian/Alaska Native	83.3%	11.1%	40.0%	66.7%	55.6%	60.0%	66.7%	22.2%	40.0%	83.3%	57.1%	NA	64.7%
Asian	81.1%	50.9%	64.5%	76.8%	79.3%	78.2%	80.0%	80.2%	80.1%	55.4%	51.8%	30.1%	54.4%
Filipino	50.0%	41.2%	44.4%	60.0%	82.4%	74.1%	60.0%	64.7%	63.0%	38.1%	46.7%	50.0%	64.4%
Hispanic	63.5%	31.8%	38.3%	80.3%	73.3%	74.7%	73.4%	60.1%	62.9%	41.1%	36.3%	12.6%	46.7%
Pacific Islander	33.3%	38.9%	38.1%	66.7%	61.1%	61.9%	33.3%	55.6%	52.4%	38.5%	45.5%	NA	64.3%
White	61.8%	41.6%	50.2%	82.9%	78.3%	80.3%	75.6%	71.7%	73.4%	34.1%	40.6%	0.0%	46.9%



2015 Santiago Canyon College Student Success Scorecard

Santiago Canyon College (SCC) serves a diverse population of approximately 29,000 unique students from some of the largest communities in Orange County. Established in the city of Orange in 1985 and accredited in 2000, SCC is one of two colleges in the Rancho Santiago Community College District. SCC offers a comprehensive curriculum and is recognized as the home of the largest apprenticeship program in the state. Highlights at SCC include the award of a five-year \$3.23M Title V Hispanic-Serving Institutions federal grant, the award of a five-year (STEM)2 grant in partnership with CSU Fullerton, the award of a four-year \$6M California Career Pathways Trust Teacher Pathway Partnership grant, and a championship women's soccer program.

Student Information (2013-14)

Students		29,055	
GENDER		RACE/ETHNICITY	
Female	43.9%	African American	1.3%
Male	56.0%	American Indian/Alaska Native	0.1%
Unknown Gender	0.1%	Asian	6.7%
AGE		Filipino	1.2%
Under 20 years old	22.1%	Hispanic	50.6%
20 to 24 years old	27.4%	Pacific Islander	0.3%
25 to 39 years old	30.7%	White	30.5%
40 or more years old	19.8%	Two or More Races	2.3%
Unknown Age	0.0%	Unknown Ethnicity	6.9%

Other Information (2013-14)

Full-Time Equivalent Students	8,601.6
Credit Sections	2,487
Non-Credit Sections	1,610
Median Credit Section Size	30
Percentage of Full-Time Faculty	63.1%
Percentage of First-Generation Students	100.0%
Student Counseling Ratio	949:1



2015 Santiago Canyon College Student Success Scorecard Metrics

Cohort Tracked for Six Years Through 2013-14	Completion			Persistence			30 Units			Remedial			Career Technical Education
	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Math	English	ESL	
Cohort	71.2%	38.6%	51.8%	79.0%	78.4%	78.7%	77.8%	67.9%	71.9%	37.6%	42.6%	58.2%	49.4%
Female	73.9%	43.4%	54.6%	79.6%	80.7%	80.3%	80.8%	72.2%	75.3%	39.5%	47.9%	63.3%	54.9%
Male	69.2%	33.8%	49.4%	78.5%	76.2%	77.2%	75.5%	63.6%	68.8%	35.4%	38.1%	44.4%	47.9%
Under 20 years old	71.7%	39.2%	52.7%	78.6%	79.5%	79.1%	78.8%	68.8%	72.9%	38.3%	45.0%	70.6%	63.1%
20 to 24 years old	63.2%	23.3%	35.5%	89.5%	62.8%	71.0%	63.2%	48.8%	53.2%	35.4%	29.3%	75.0%	50.3%
25 to 39 years old	69.2%	47.6%	55.9%	84.6%	71.4%	76.5%	61.5%	71.4%	67.6%	38.5%	48.6%	55.2%	46.6%
40 or more years old	57.1%	40.7%	44.1%	71.4%	77.8%	76.5%	71.4%	70.4%	70.6%	34.1%	26.1%	38.5%	38.7%
African-American	63.6%	40.0%	50.0%	81.8%	66.7%	73.1%	45.5%	66.7%	57.7%	26.7%	50.0%	NA	37.2%
American Indian/Alaska Native	42.9%	9.1%	22.2%	57.1%	63.6%	61.1%	100.0%	36.4%	61.1%	30.8%	50.0%	NA	61.5%
Asian	85.5%	41.4%	70.2%	76.4%	75.9%	76.2%	74.5%	75.9%	75.0%	46.9%	50.0%	61.1%	50.0%
Filipino	87.5%	50.0%	73.1%	87.5%	70.0%	80.8%	81.3%	60.0%	73.1%	54.5%	25.0%	100.0%	71.4%
Hispanic	61.2%	34.0%	41.4%	79.3%	80.1%	79.9%	72.7%	66.3%	68.0%	33.6%	39.8%	61.1%	46.7%
Pacific Islander	100.0%	11.1%	38.5%	100.0%	55.6%	69.2%	100.0%	55.6%	69.2%	8.3%	33.3%	NA	40.0%
White	71.3%	44.7%	56.8%	80.9%	79.9%	80.3%	80.3%	69.8%	74.6%	41.0%	45.2%	33.3%	54.3%

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Kinesiology Division

To: Board of Trustees	Date: January 25, 2016
Re: Approval of Clinical Affiliation Agreement for Athletic Training: California Baptist University	
Action: Request for Action	

BACKGROUND

Students in Athletic Training Programs are required to gain practical field experience and to apply the knowledge and skills learned in college classes. This experience is gained by working in the Athletic Training Room as well as attending athletic practices and events. The proposed clinical affiliation agreement with California Baptist University will yield appropriate clinical rotation activities for the athletic program at Santa Ana College.

ANALYSIS

The clinical affiliation 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 department and college staff. The agreement carries no costs or other financial arrangements and is in effect through June 30, 2020 unless otherwise terminated by either party.

RECOMMENDATION

It is recommended that the Board of Trustees approve this Clinical Affiliation Agreement for Athletic Training: California Baptist University in Riverside, California.

Fiscal Impact: None	Board Date: January 25, 2016
Prepared by: Avie Bridges , Dean of Kinesiology, Santa Ana College Carlos L. Lopez, Vice President of Academic Affairs	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodriguez, Ph.,D., Chancellor, RSCCD	



MASTER CLINICAL FIELD EXPERIENCE AGREEMENT
California Baptist University

This Master Clinical Field Experience Agreement (“Agreement”) is entered into this **26th day of January, 2016** (the “Effective Date”) by and between California Baptist University located in Riverside, California (“CBU”) and the Rancho Santiago Community College District, on behalf of **Santa Ana College** (the “Experience Provider”) located at **1530 W. 17th Street, Santa Ana, CA 92706-3398**, Phone # **714-564-6940** E-mail **schug_nora@sac.edu**. CBU and Experience Provider are each a “Party” and are sometimes collectively referred to herein as the “Parties.”

1. **INTER-INSTITUTIONAL APPLICATION:** In order to facilitate clinical field experience opportunities, this Agreement is intended to govern the relationship between CBU and Experience Provider with respect to students from CBU involved in a clinical field experience arrangement with the Experience Provider.

2. **GENERAL CONSIDERATIONS:**

2.1 A clinical field experience is a cooperative program between CBU and approved Experience Providers. The Experience Providers provide supervision, facilities, and instruction which help students acquire the skills and knowledge needed in their chosen field of study or occupation.

2.2 The term of this Agreement shall commence on January 26, 2016 (the “Effective Date”), and shall continue through June 30, 2020, unless earlier terminated pursuant to Section No. 2.3 below, and may be extended by mutual written agreement of the Parties.

2.3 This Agreement may be terminated by CBU or the Experience Provider for convenience, or good and sufficient cause by providing reasonable advance written notice to the other.

2.4 The Parties acknowledge and agree that there shall be no monetary obligation between CBU and Experience Provider to each other nor to student or by Experience Provider to any instructor participating herein.

2.5 Each Party agrees to indemnify, defend and hold harmless each other from any and all liability for any personal injury, damages, wrongful death or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the negligent acts, omissions or willful misconduct of their respective officers, employees, agents or volunteers in the performance of this Agreement.

3. **THE STUDENT AGREES TO:**

3.1 Comply with the Experience Provider’s policies and procedures.

3.2 Comply with CBU’s dress and grooming standards and honor code.

3.3 Enroll as an academic clinical field experience student and perform the duties indicated unless released by CBU and the Experience Provider.

3.4 Report serious problems, including safety and personnel problems, to CBU and the Experience Provider.

3.5 Maintain personal health insurance or student health insurance.

3.6 Obtain approval from CBU to participate in the clinical field experience program including agreeing to abide by the terms of this Agreement and to perform additional duties and responsibilities as required by CBU.

4. **THE EXPERIENCE PROVIDER AGREES TO:**

4.1 Designate an individual who will serve as the liaison with CBU and the student.

4.2 Involve the student for the entire period of clinical field experience as agreed unless this Agreement is terminated for cause pursuant to Section 2.3 above.

4.3 Not place students into the position of making decisions or performing duties that should be carried out by a certified athletic trainer, physical therapist or physician.

4.4 Orient the student to the Experience Provider’s rules, policies, procedures, methods, and operations.

4.5 Provide and allow students access to parking and use of cafeteria facilities to the same extent as Experience Provider’s employees.

- 4.6 Evaluate the student's performance and notify CBU's Clinical Coordinator, as defined in Section 5.1 immediately, preferably by phone, of any cause of dissatisfaction with or of misconduct on the part of the student.
- 4.7 Accept the primary responsibility for supervision and control of the student at the clinical field experience site.
- 4.8 Allow site inspections by representatives of the Commission on Accreditation of Athletic Training Education ("the CAATE") upon request of CBU.

5. CBU AGREES TO:

- 5.1 Designate a point of contact for clinical field experience (a "Clinical Coordinator").
- 5.2 Ensure CBU's Athletic Training Program complies with all applicable accrediting authorities, including the CAATE, which shall include maintaining proper certification and licensing, curriculum, supervision of students and programs.
- 5.3 Comply with all applicable regulations relating to the Health Insurance Portability and Accountability Act, as amended ("HIPAA").
- 5.4 Ensure students complete yearly physical examination and obtain required immunizations.
- 5.5 Ensure the Clinical Coordinator contacts the student and Experience Provider, discusses the student's progress and advises relative to the program of study.
- 5.6 Ensure the Clinical Coordinator strives to promote harmony and cooperation between the Experience Provider the student, and the educational institution.
- 5.7 Provide to Experience Provider evidence of liability insurance for the student to cover damage or harm caused by the student in the amount of \$1,000,000 per student, per occurrence, \$3,000,000 in the aggregate, and automobile liability insurance in the sum of \$1,000,000 per occurrence when this Agreement is signed and returned to CBU.
- 5.8 Provide workers' compensation coverage to students participating in this program.

7. **ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement of the Parties with respect to the subject matter of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the Effective Date.

<p>"EXPERIENCE PROVIDER"</p> <p>Santa Ana College</p> <p>By: _____</p> <p>Name: <u>Peter Hardash</u></p> <p>Title: <u>Vice Chancellor of Business Operations and Fiscal Services</u></p> <p>Date: _____</p>	<p>"CBU"</p> <p>California Baptist University</p> <p>By: </p> <p>Name: <u>Nicole MacDonald, DrPH, ATC, CSCS</u></p> <p>Title: <u>Director, Athletic Training Program</u></p> <p>Date: <u>12-3-15</u></p>
	<p>By: </p> <p>Name: <u>David Pearson, PhD</u></p> <p>Title: <u>Dean, College of Health Science</u></p> <p>Date: <u>12/3/15</u></p>
	<p>By: </p> <p>Name: <u>Mark Howe</u></p> <p>Title: <u>Vice President for Finance & Administration</u></p> <p>Date: <u>12/2/2015</u></p>

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

To:	Board of Trustees	Date: January 25, 2016
Re:	Approval of New Pharmacy Technology Agreement –VA Greater Los Angeles Healthcare System	
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 a new agreement.

ANALYSIS

This new clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement will continue in force until further notice and may be terminated by written notice from either party six (6) months in advance of the next training experience. 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 this contract with VA Greater Los Angeles Healthcare System in Los Angeles, California.

Fiscal Impact:	None	Board Date: January 25, 2016
Prepared by:	Carlos L. Lopez, Vice President of Academic Affairs Simon B. Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



**ASSOCIATED HEALTH EDUCATION AFFILIATION AGREEMENT
BETWEEN THE DEPARTMENT OF VETERANS AFFAIRS (VA)
AND AN EDUCATIONAL PROGRAM**

Use when trainees are enrolled in an educational program approved by an accrediting body recognized by the U.S. Department of Education or by the Council for Higher Education Accreditation (CHEA)

Veteran Integrated Service Network (VISN) 22

VA NETWORK

VA Greater Los Angeles Healthcare System (GLA), 11301 Wilshire Blvd., Los Angeles, CA 90073

VA MEDICAL CARE FACILITY (including city and state)

Santa Ana College (Santa Ana, CA)

NAME OF EDUCATIONAL INSTITUTION (including city and state)

Pharmacy Technology/Advanced Certificate/Associate Degree

PROGRAM/DISCIPLINE AND DEGREE(S)

This agreement, when duly executed and approved by the Department of Veterans Affairs (VA), establishes an affiliation between VA, its Veterans Integrated Service Networks, the listed VA facility or facilities, and the listed educational program for the academic purposes of enhanced patient care, education, and research. VA and the affiliated educational institution have a shared responsibility for the academic enterprise. Ultimate responsibility for the control and operation of VA facilities and programs rests with VA. Ultimate responsibility for academic education rests with the affiliated institution. Additional responsibilities are delineated below.

TERMS OF AGREEMENT

Ultimate responsibility for the control and operation of VA facilities and programs rests with VA. Ultimate responsibility for academic education rests with the participating institutions. Through this agreement, a partnership is created to enable enhanced patient care, education, and research.

The participating institutions and VA comply with Title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Public Law 104-91, and the Age Discrimination Act of 1975, and all related regulations, and assures that they do not, and will not, discriminate against any person on the basis of race, color, sex, disability, or age under any program or activity receiving federal financial assistance.

Nothing in this agreement is intended to be contrary to state or federal laws. In the event of conflict between terms of this agreement and any applicable state or federal law, that state or federal law will supersede the terms of this agreement. In the event of conflict between state and federal law, federal law will govern.

Faculty members and trainees of the sponsoring institutions, when at VA health care facilities or on VA assignment at offsite facilities and while furnishing professional services covered by this agreement, will have personal liability protection by the provisions of the Federal Employees Liability Reform and Tort Compensation Act, 28 U.S.C. 2679 (b)-(d).

RESPONSIBILITIES

1. The affiliated educational institution has the following responsibilities:

A. Operate, manage, and assume overall educational responsibilities for the educational program and maintain accreditation by an agency that is recognized by the U.S. Department of Education or by the Council for Higher Education Accreditation (CHEA).

B. Enable faculty appointments for VA staff.

C. Select trainees that meet qualifications as agreed upon by the school and VA.

D. Evaluate the trainee's performance and conduct in mutual consultation with VA staff and according to the guidelines outlined in the approved curriculum and accepted standards.

E. Develop educational program letters of agreement for each VA health care facility that provides a trainee with educational experience at VA. These agreements must identify faculty, including VA employees, who will teach, supervise, and evaluate trainee performance; outline educational objectives; specify periods and clinical area of assignments.

2. VA has the following responsibilities:

A. Operate and manage the VA facility and maintain accreditation by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and other accrediting entities.

B. Appoint qualified health care professionals, as appropriate, as full-time or part-time staff of the facility, which will provide supervision of trainees and provide veteran patient care.

C. Participate with the affiliated school in the academic programs of education and research, provide an appropriate learning environment, and supply sufficient resources for appropriate conduct of such programs.

D. Establish minimal qualifications for trainees coming to VA for academic programs.

E. Evaluate the trainee's performance and conduct in mutual consultation with the program director and according to the guidelines outlined in the approved curriculum and accepted standards.

F. Orient trainees and faculty to the VA facility and inform them that they are subject to VA rules and regulations while in a VA facility.

G. Dismiss any trainee from VA assignment in accordance with VA Handbook 5021, Part VI, Paragraph 15 or Paragraph 18, whichever paragraph applies.

H. Ensure that all trainees who will be assigned to VA receive appropriate VA appointments.

I. Assure that staff with appropriate credentials will supervise trainees.

J. Encourage faculty appointments at the sponsoring institution for VA staff.

K. Appoint VA staff and appropriate school program faculty to the VA Partnership Council and its subcommittees. School program faculty will be chosen based on the extent of involvement in the VA training program and geographic proximity to the VA facility.

L. Conduct periodic reviews of academic programs and policies according to VA policies.

TERMINATION OF AFFILIATION AGREEMENT

This affiliation agreement is in force until further notice and supersedes any previous affiliation agreement. It may be terminated in writing at any time by mutual consent with due consideration of patient care and educational commitments, or by written notice by either party 6 months in advance of the next training experience.

ASSOCIATED HEALTH SIGNATURE PAGE

PAK

Rancho Santiago Community College District
on behalf of Santa Ana College - Pharmacy Technology
2323 North Broadway Street
Santa Ana, CA 92706

Signature of Dean or Equivalent Responsible Official for the Educational Institution or Program

Date of Signature

Peter J. Hardash

Typed Name of Individual Signing Above

Vice Chancellor

Business Operations & Fiscal Services

Typed Title of Individual Signing Above

Signature of Responsible VA Official for Educational Program

Date of Signature

Typed Name of Individual Signing Above

Typed Title of Individual Signing Above

Signature of VA Designated Education Official

Date of Signature

ARTHUR H. FRIEDLANDER, DMD

Typed Name of Individual Signing Above

Associate Chief of Staff-Education

Typed Title of Individual Signing Above

Signature of Director or Equivalent Responsible Official for VA Healthcare Facility

Date of Signature

PAUL BOCKELMAN, FACHE

Typed Name of Individual Signing Above

Acting Director, VA Greater Los Angeles Healthcare System

Typed Title of Individual Signing Above

Signature of VISN Director or Designee for Department of Veterans Affairs

Date of Signature

MARIE L. WELDON, FACHE

Typed Name of Individual Signing Above

Network Director, VA Desert Pacific Healthcare Network

Typed Title of Individual Signing Above

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Human Services and Technology Division

To:	Board of Trustees	Date: January 25, 2016
Re:	Approval of New OTA Agreement – Palos Verdes Peninsula Unified School District	
Action:	Request for Approval	

BACKGROUND

The Occupational Therapy Assistant Program of Santa Ana College is required to offer all program students Fieldwork opportunities at sites throughout the community in order to gain practical field experience. This is necessary to apply the knowledge and skills they have learned in their college classes. This is a new agreement for the Occupational Therapy Assistant program. The OTA Program will place no students at the site prior to Board approval.

ANALYSIS

This new clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall be effective for five (5) years or until termination by written notice of either party. The agreement has been reviewed by Dean Simon B. Hoffman and college staff. It carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this new agreement with Palos Verdes Peninsula Unified School District in Palos Verdes Estates, California.

Fiscal Impact:	None	Board Date: January 25, 2016
Prepared by:	Carlos L. Lopez, Vice President of Academic Affairs Simon B. Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

EDUCATIONAL AFFILIATION AGREEMENT

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into by and between Palos Verdes Peninsula Unified School District, hereinafter called the Agency, and **Rancho Santiago Community College District on behalf of Santa Ana College**, hereinafter called the District.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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

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

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

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

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGE

A. For the Program in General

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

4. For Student Workers' Compensation:
The District shall carry Workers' Compensation Insurance on students of the District during clinical assignment.

B. For Program Planning

1. The District will initiate the development of mutually acceptable clinical instruction plans for using the Agency's clinical areas to meet the educational goals of Occupational Therapy Assistant Program curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflicts with agency patient care responsibilities and/or District interests.
2. The District has the privilege of regularly scheduled meetings with Agency staff, including both selected Agency personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in occupational therapy.

C. For Occupational Therapy Assistant Program Students

1. The District will be responsible for assuring that Occupational Therapy Assistant Program students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness, and shall provide certification that the Occupational Therapy Assistant Program students have been immunized against the common communicable diseases.

PART III. **GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY**

A. For the Program in General

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

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

B. For Services and Facilities

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

C. For the Control of District Personnel

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

PART IV.

JOINT RESPONSIBILITIES AND PRIVILEGES

A. For publications

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

B. Insurance:

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

C. Indemnification

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

PART V.

STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS

A. Occupational Therapy Assistant Program students shall have the status as learners and shall not be considered to be Agency employees nor shall they replace Agency staff. Any service rendered by the student during the experience is to be considered in addition to planned patient care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for patient care in areas where students are obtaining clinical experience.

B. Occupational Therapy Assistant Program students are subject to the authority, policies, and regulations of the district. They are also subject, during clinical assignment, to applicable agency regulations and must conform to the same standards as are for Agency employees in matters relating to the welfare of patients and general Agency operations.

- C. District represents and warrants that Students are covered under District’s general and professional liability insurance for the acts or omissions while engage in the Program curriculum in connection with this Agreement.
- D. The District will be responsible for assuring that health care students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI. PERIOD OF AGREEMENT, TERMINATION

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

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

**District: Rancho Santiago Community
College District**

**Agency: Palos Verdes Peninsula Unified
School District**

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

**Palos Verdes Peninsula Unified School
3801 Via La Selva
Palos Verdes Estates, CA 90274**

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

**Lydia Cano
Deputy Superintendent**

Date

Date

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College School of Continuing Education**

To:	Board of Trustees	Date: January 25, 2016
Re:	Approval of Memorandum of Understanding between Hope Builders (formally known as Taller San Jose), Santa Ana College School of Continuing Education, Southwest Carpenters Training Fund and Santiago Canyon College Apprenticeship Program	
Action:	Request for Approval	

BACKGROUND

At its July 20th, 2015 meeting the Board of Trustees approved the renewal of the Taller San Jose Instructional Services Agreement with the condition that a Memorandum of Understanding (MOU) be developed between Taller San Jose and the Santiago Canyon College Apprenticeship Program. The Santiago Canyon College Apprenticeship Program is offered in partnership with the Southwest Carpenters Training Fund and so they were also included in the MOU.

ANALYSIS

This MOU establishes that students completing the Construction Technology Program offered at Hope Builders (formally known as Taller San Jose), in collaboration with Santa Ana College School of Continuing Education will be referred to the Southwest Carpenters Training Fund program offered in partnership with the Santiago Canyon College Apprenticeship Program to be considered for apprenticeship enrollment.

RECOMMENDATION

It is recommended that the Board of Trustees approve this Memorandum of Understanding between Hope Builders (formally known as Taller San Jose), Santa Ana College School of Continuing Education, Southwest Carpenters Training Fund and Santiago Canyon College Apprenticeship Program.

Fiscal Impact:	\$0	Board Date: January 25, 2016
Prepared by:	James Kennedy, Vice President, SAC School of Continuing Education Nilo Lipiz, Dean of Instruction and Student Services	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor, RSCCD	

SOUTHWEST CARPENTERS TRAINING MEMORANDUM OF UNDERSTANDING

Apprenticeship Direct Entry

This Memorandum of Understanding (MOU) is entered into by and between Southwest Carpenters Training Fund program in partnership with Santiago Canyon College, and Hope Builders, in collaboration with Santa Ana College School of Continuing Education.

A. Purpose

The purpose of this partnership is for students completing the Construction Technology Program offered at Hope Builders, in collaboration with Santa Ana College School of Continuing Education (HB-SAC), to be referred to the Southwest Carpenters Training Fund program in partnership with Santiago Canyon College (SWCTF-SCC) for consideration of apprenticeship enrollment.

This partnership is to provide access via direct entry as provided under the applicable registered apprenticeship standards to qualified participants in the above named training program.

B. Roles and Responsibilities

1. The role and responsibility of the Southwest Carpenters Training Fund (SWCTF) in partnership with Santiago Canyon College (SCC) is to administer the day to day operations of the Joint Apprenticeship and Training Programs established by the Joint Apprenticeship and Training Committees (JATC). These duties include implementing the policy and procedures outlined in the approved program standards related to the intake of apprentices as found in Appendix D, Qualification and Selection Procedures, and the dissemination of information on apprenticeship opportunities to organizations and agencies engaged in education and workforce development. Under this agreement, SWCTF will establish direct entry provisions for participants meeting the requirements as stated below, and in accordance with the provisions of Section VII of Appendix D, and A-2 of Appendix A of the aforementioned standards.
2. The role and responsibility of Hope Builders (HB) in collaboration with Santa Ana College (SAC) shall be to provide the SWCTF with documentation describing the participant intake/vetting process, work-readiness skills covered, curricula outline, training duration, and safety instruction conducted by the program. Pre-apprenticeship programs not listed in Appendix D must meet the pre-apprentice hours listed in applicable contract bargaining agreement (CBA). Additionally, the program must provide the projected participation goal for the period covered under this agreement. Under this agreement, HB will work with SWCTF to determine the eligibility of program participants to receive direct entry status.

C. Procedures

During the period covered by this agreement:

1. SWCTF shall review for suitability the curricula of the HB program. In cases where there are possible skill deficiencies for entry level success, SWCTF may require the program to supplement training with recommended materials (Career Connections).
2. Program participants will be required to:
 - a. Perform satisfactorily on all soft skill components (i.e. technology, basic math, interview skills, communication)
 - b. Perform at the highest percentile for construction skill related subjects (i.e. 90-100% without a graded curve; includes both written and performance testing)
 - c. Complete all required program elements successfully
 - d. Maintain an attendance record of a minimum of 95% of total hours

3. SWCTF staff shall compare the active number of journeyman and apprentices in a registered program at the initial date and at least every six months thereafter, to determine and report to the JATC the number of apprenticeship slots available to direct entrants on a periodic (*quarterly*) basis. The minimum number of guaranteed slots available under this agreement shall be six (6) per cohort over a twelve month period.
4. HB shall report to SWCTF the names, contact information, trade interest, and performance status (score/grade as stated in C2 a-d) of interested participants and provide interested participants with the information regarding direct entry to the applicable trade program. The names reported shall be in descending order of the highest scores during reporting period.
5. SWCTF will provide the eligible participants reported by HB with a letter acknowledging direct entry. Participants with a direct entry letter will need to submit the letter at the time of indenture.
6. Both parties agree that the partnership's success depends on the availability of job opportunities and that, at times, job opportunities may be limited due to many variables including a downturn in construction or the economy. When these conditions exist, one or both parties may give a thirty day notice to terminate this agreement and each party shall be held harmless.

D. Reporting and Funding

Each party to this agreement will collect and disseminate reports on outcomes related to the roles and responsibilities described above and agree to share information as required or requested. Furthermore, each party will maintain separate funding.

E. Timeframe

This MOU will commence on January 26, 2016 and will dissolve on August 31, 2016.

This Memorandum of Understanding is the complete agreement between the parties signed below. The agreement may only be amended by written agreement signed by each of the parties involved.

Southwest Carpenters Training Fund

Authorized Official: _____

Signature
 Printed Name and Title: Pat McGinn, Director
 Address: 533 S. Fremont Street, Los Angeles, CA 90071
 Telephone(s): 213-739-9339
 E-Mail Address: patm@swctf.org

Hope Builders

Authorized Official: _____

Signature
 Printed Name and Title: Shawna Smith, Executive Director
 Address: 801 N. Broadway, Santa Ana, CA 92701
 Telephone(s): 714-543-5105 ext. 109
 E-Mail Address: ssmith@tallersan jose.org

Rancho Santiago Community College District/Santa Ana College/Santiago Canyon College

Authorized Official: _____

Signature
 Printed Name and Title: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
 Address: 2323 N. Broadway, Santa Ana, CA 92701
 Telephone(s): 714-480-7340
 E-Mail Address: hardash_peter@rscdd.edu

Report projected completions for periods covered in this agreement below:

Total cohorts annually	<u>5</u>
Estimated participants per cohorts	<u>20</u>
Estimated number of completions	<u>15</u>
Estimated total number of eligible direct entrants for this program	<u>30</u>

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College - Science, Math, and Health Sciences Division**

To: Board of Trustees	Date: January 25, 2016
Re: Approval of Nursing Program Agreement – University of Texas at Arlington	
Action: Request for Approval	

BACKGROUND

This is a renewal of an affiliation agreement with University of Texas at Arlington to be a provider of post-graduate educational and training for students pursuing careers in nursing education. These students are in the Masters Program (MSN) or Bachelors Program (BSN) and will be preceptoring with Santa Ana College Nursing Faculty in the classroom and clinical setting as part of their post-graduate or under-graduate education.

ANALYSIS

This agreement with University of Texas at Arlington allows for clinical training of graduate or undergraduate nurses and is important to Santa Ana College because these students may become interested in teaching at Santa Ana College upon graduation as a result of a positive training experience. The clinical affiliation agreement covers the scope of program operations as well as other issues relating to responsibilities for both parties. The agreement has been reviewed and approved by RSCCD Risk Management and college staff. The agreement carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this clinical affiliation agreement with the University of Texas at Arlington.

Fiscal Impact: None	Board Date: January 25, 2016
Prepared by: Rebecca Miller, Associate Dean, Health Science/Nursing, SAC Carlos L. Lopez, Vice President, Academic Affairs, SAC	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

University of Texas At Arlington
EDUCATIONAL EXPERIENCE AFFILIATION AGREEMENT
Baccalaureate and Graduate Nursing

THIS AGREEMENT, effective the 26th day of January, 2016, is between **The University of Texas Arlington**, ("University"), a component institution of The University of Texas System, ("System"), and Rancho Santiago Community College District on Behalf of Santa Ana College ("Facility"), a facility having its principal office at 1530 17th Street, Santa Ana, California.

WHEREAS, University provides academic courses with respect to and periodically desires to provide students in such courses with educational experience by utilizing appropriate facilities and personnel of third parties ("Program"); and

WHEREAS, Facility desires to cooperate with University to establish and implement from time to time one or more Programs involving the students and personnel of University and the facilities and personnel of Facility.

NOW, THEREFORE, in consideration of the mutual promises herein, University and Facility agree that any Program established and implemented by Facility and University during the term of this Agreement shall be covered by and subject to the following terms and conditions:

1. **Program Agreement:** To become effective, all agreements with respect to a Program ("Program Agreement") shall be reduced to writing, executed by authorized representatives of Facility and University.
2. **Conflict:** In the event of conflict between the text of Program Agreement and the text of this Agreement, this Agreement shall govern.
3. **Amendment of Program Agreement:** No amendment to a Program Agreement shall be effective unless reduced to writing, executed by the authorized representatives of Facility and University.
4. **Responsibility of Facility:** Except for acts to be performed by University pursuant to the provisions of this Agreement, Facility will furnish the premises, personnel, services, and all other items necessary for the educational experience specified in the Program Agreement. In connection with such Program, Facility will:
 - a. comply with all applicable federal, state, and municipal laws, ordinances, rules, and regulations; comply with all applicable requirements of any accreditation authority; and certify such compliance upon request by University;
 - b. permit the authority responsible for accreditation of University's curriculum to inspect the facilities, services, and other items provided by Facility for purposes of the educational experience; and
 - c. appoint a person to serve for Facility as liaison ("Facility Liaison") by the following procedure:
 - (1) Facility shall submit to University the name and professional and academic credentials of the person proposed as Facility Liaison in writing at least thirty (30) days prior to the date the appointment is to become effective;
 - (2) University shall notify Facility of University's approval or disapproval of such person within ten (10) days after receipt of such notice;
 - (3) No person shall act as Facility Liaison without the prior written approval of University;
 - (4) In the event the Facility Liaison approved by University later becomes unacceptable and university so notifies Facility in writing, Facility will appoint another person in accordance with the procedure outlined in paragraph 4 (c).
5. **Responsibilities of University:** University will:
 - a. furnish Facility with the names of the students assigned by University to participate in the Program;
 - b. assign only those students who have satisfactorily completed those portions of University curriculum that are prerequisite to Program participation; and

- c. designate a member of the University faculty ("University Representative") to coordinate the educational experience of students participating in the Program with the Facility Liaison. University shall give Facility written notice of the name of the University Representative.
6. **Notices:** All notices under this Agreement or a Program Agreement shall be in writing and delivered either by personal delivery or by United States certified mail, return receipt requested. Such notices shall be deemed given when received by such party's designated representative.
7. **Oral Representations:** No oral representations of any officer, agent, or employee of Facility, University, or System shall affect or modify any obligations of either party under this Agreement or any Program Agreement.
8. **Amendment to Agreement:** No amendment to this Agreement shall be valid unless reduced to writing, signed by an authorized representative of each party.
9. **Assignment:** Neither this Agreement nor a Program Agreement may be assigned by either party without prior written approval of the other party.
10. **Performance:** A delay in or failure of performance of either party that is caused by occurrences beyond the control of either party shall not constitute default hereunder, or give rise to any claim for damages.
11. **Term and Effective Date:** This Agreement shall continue in effect for an initial period ending one (1) year after the date and year stated in the first paragraph ("Term"). After such initial Term, this Agreement shall continue from year to year unless one party shall give the other one hundred eighty (180) days prior written notice of intention to terminate. If such notice is given, this Agreement shall terminate: (a) at the end of such one hundred eighty (180) days; or (b) when all students enrolled in the Program at the time such notice is given have completed their respective courses of study under the Program, whichever event occurs last.
12. **FERPA.** For purposes of this Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Program, the University hereby designates the Facility as a school official with a legitimate educational interest in the educational records of the Students who participate in the Program to the extent that access to the records are required by the Facility to carry out the Program. Facility agrees to maintain the confidentiality of the educational records in accordance with the provisions of FERPA.
14. **Indemnification:** To the extent authorized under the constitution and laws of the State of Texas, Facility shall hold University harmless from liability resulting from Facility's acts or omissions within the terms of this Agreement provided, however, Facility shall not hold University harmless from any claims, demands, or causes of action arising in favor of any person or entity resulting directly or indirectly from negligence (whether sole, joint, concurring or otherwise) of University, its officers, agents, representatives, or employees, or any person or entity not subject to Facility's supervision or control

To the extent authorized under the constitution and laws of the State of Texas, University shall hold Facility harmless from liability resulting from University's acts or omissions within the terms of this Agreement provided, however, University shall not hold Facility harmless from any claims, demands, or causes of action arising in favor of any person or entity resulting directly or indirectly from negligence (whether sole, joint, concurring or otherwise) of Facility, its officers, agents, representatives, or employees, or any person or entity not subject to University's supervision or control.
15. **HIPAA.** The parties agree that:
 - (a) the Facility is a covered entity for purposes of the Health Insurance Portability and Accountability Act (HIPAA) and subject to 45 CFR Parts 160 and 164 ("the HIPAA Privacy Regulation");
 - (b) to the extent that University students are participating in the Program and University faculty members are providing supervision at the Facility as part of the Program, such students and faculty members shall:
 - (1) be considered part of the Facility's workforce for HIPAA compliance purposes in accordance with 42 CFR §164.103, but shall not be construed to be employees of the Facility;
 - (2) receive training by the Facility on, and subject to compliance with, all of Facility's privacy policies adopted pursuant to the Regulations; and

- (3) not disclose any Protected Health Information, as that term is defined by 45 CFR §160.103, to which a student has access through Program participation or a faculty member has access through the provision of supervision at the Facility that has not first been de-identified as provided in 42 CFR §164.514(a);
- (c) University will never access or request to access any Protected Health Information held or collected by or on behalf of the Facility that has not first been de-identified as provided in 42 CFR §164.514(a); and
- (d) no services are being provided to the Facility by the University pursuant to this agreement and therefore this agreement does not create a “business associate” relationship as that term is defined in 42 CFR §160.103.

FACILITY

By: _____

Peter J. Hardash

Vice Chancellor of Fiscal Services/
Business Operations

Date:

UNIVERSITY

By: _____

Kelly Davis, CPA

Vice President for Business Affairs and Controller

Date:

UT System Office of General Counsel

Last updated June 5, 2006

**University of Texas Arlington
PROGRAM AGREEMENT
Baccalaureate/Graduate Nursing**

WHEREAS, The University of Texas at Arlington, ("University") and Rancho Santiago Community College district on Behalf of Santa Ana College ("Facility") have executed an Affiliation Agreement effective on 1/26/2016; and

WHEREAS, University and Facility desire to implement the provisions of such Affiliation Agreement by providing students enrolled in University's School of Nursing with educational experience utilizing the personnel, equipment, and facilities of Facility

NOW THEREFORE, subject to the terms, conditions and provisions of such Affiliation Agreement, the parties agree as follows:

1. UNIVERSITY OBLIGATIONS:

- a. Assure that all students selected for participation in Program have satisfactorily completed all portions of the University curriculum that are a prerequisite for participation in the Program.
- b. Develop criteria for the evaluation of the performance of University students participating in the Program and provide those criteria, with appropriate reporting forms, to the Facility personnel and University personnel who are responsible for supervising those students.
- c. Assign grades to students participating in the Program on the basis of the performance evaluations submitted in the reporting forms.
- d. Inform all University students and personnel participating in the Program that they are required to comply with the rules and regulations of Facility while on premises of Facility and to comply with the requirements of federal and state laws and regulations regarding the confidentiality of information in records maintained by Facility.
- e. Provide information requested by Facility related to students participating in the Program unless prohibited by federal or state law.
- f. Remove a student from the Program when the Facility determines that the student has violated the rules and regulations of the Facility; has disclosed information that is confidential by law; or has engaged in conduct that disrupts the activities carried on by the Facility or threatens the safety of Facility personnel or patients.
- g. Students assigned to Facility for clinical learning experience will have appropriate malpractice liability insurance coverage and a certificate evidencing coverage will be made available upon request.
- h. Students assigned to clinical facility will meet program criteria on the basis of criminal background checks, drug screens, PPD and Hep B vaccines and immunizations.

2. FACILITY OBLIGATIONS:

- a. Assign appropriate space on Facility premises for offices, lectures, and other non-experience-related activities of the Program.
- b. Provide the equipment, supplies, qualified personnel, and supervised access to patients or clients required for the experience related activities of the Program.

- c. Obtain and maintain all licenses required for Facility and assure that all Facility personnel are appropriately licensed.
- d. Assume sole responsibility for the quality of patient or client care.
- e. Provide orientation sessions to inform University students and personnel concerning the rules and regulations of Facility.
- f. Permit representatives of the accrediting entity for the school or division of University in which students participating in the Program are enrolled to have reasonable access to premises of Facility for purposes related to the accreditation process.
- g. Cooperate fully with University in matters related to academic performance and student conduct related to the Program experience.
- h. The educational experience for students in the Program will be an integral part of the services provided by Facility and students will be under the direct supervision of University personnel, Facility personnel, and/or preceptors who are licensed or otherwise qualified to perform such services.

3. GENERAL PROVISIONS:

- a. University students and personnel will be responsible for their own transportation, meals, and health care, to include any accidental injury, while participating in the Program.
- b. This Program Agreement and the Affiliation Agreement constitute the entire agreements between the parties with respect to the subject matter and no prior or contemporaneous agreement, written or oral, will be effective to vary the terms of those Agreements. No amendment to this Program Agreement shall be effective unless reduced to writing and signed by an authorized representative of each party.
- c. The Program and all related activities shall be conducted in a manner that does not discriminate against any person on a basis prohibited by applicable law, including but not limited to: race, color, national origin, religion, sex, age, veteran status, or disability.

FACILITY

UNIVERSITY

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

By _____
 Kelly Davis, CPA
 Vice President for Business Affairs and Controller

 (Date)

 (Date)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College - Science, Math, and Health Sciences Division**

To: Board of Trustees	Date: January 25, 2016
Re: Approval of Nursing Program Agreement – Concordia University Irvine	
Action: Request for Approval	

BACKGROUND

This is an affiliation agreement with Concordia University Irvine to be a provider of graduate educational and training for students pursuing careers in nursing education. This agreement allows Santa Ana College Nursing students to pursue a Bachelor's Degree in Nursing at Concordia University Irvine while enrolled at Santa Ana College or as a graduate of Santa Ana College.

ANALYSIS

This agreement with Concordia University Irvine, allows for students to transfer from Santa Ana College to Concordia University Irvine to pursue a Bachelor's Degree in Nursing once prospective student meet Concordia University Irvine's eligibility requirements. This agreement allows the Santa Ana College Nursing Program graduates to receive a discount of 10% off the Concordia University Irvine program rates for a Bachelor's degree and 15% off the Concordia University Irvine program rates for a Master's degree. The agreement covers the scope of program operations as well as other issues relating to responsibilities for both parties. The agreement has been reviewed by district and college staff. The agreement carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this affiliation agreement with Concordia University Irvine.

Fiscal Impact: None	Board Date: January 25, 2016
Prepared by: Rebecca Miller, Associate Dean, Health Science/Nursing, SAC Carlos L. Lopez, Vice President, Academic Affairs, SAC	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

**Memorandum of Understanding in Providing Educational Benefits
January 26, 2016**

1. Executive Summary

This Memorandum of Understanding (“Agreement”) is made between Concordia University Irvine, a California nonprofit – religious corporation, with its principal campus located Irvine, CA. Concordia University Irvine and the Rancho Santiago Community College District on behalf of Santa Ana College (SAC). Responsibilities of the parties are outlined in Attachment A.

2. Term and Termination

This Agreement will be in effect on the date signed by both parties the “effective date” and shall continue for a period of three years from the effective date of this Agreement. Either party may terminate this agreement, with or without cause, upon providing the other party with thirty (30) days’ prior written notice.

3. Payment

Concordia University Irvine will make arrangements directly with the student for payment of all tuition, books, and incidental charges. Rancho Santiago Community College District on behalf of Santa Ana College (SAC) shall not have responsibility for such payments and is not the guarantor of such payments.

4. Information

All notices to be given shall be delivered in writing as follows:

If to Concordia University Irvine:

Concordia University Irvine
Executive Vice President and Provost

Mary K. Scott, EdD.
1530 Concordia West
Irvine, CA 92612

If to Rancho Santiago Community College
District on behalf of Santa Ana College (SAC):

Rancho Santiago Community College District
Vice Chancellor of Fiscal Services/Business
Operations

Peter J. Hardash
1530 W. 17th Street
Santa Ana, CA 92706

Copy to: Ronald A. Van Blarcom, General Counsel

5. License for Use of Logo on Website

SAC is the owner of the following trademark: SAC Corporate Signature (“Mark”).



Concordia University Irvine desires to use the Mark, as depicted, with its offering of educational benefits to SAC Graduates (the “Offering”) on its web site.

SAC hereby grants to Concordia University Irvine a non-exclusive, non-transferable, royalty-free, license to reproduce the Mark in the Offering solely in connection with its use on its web site.

Concordia University Irvine shall not, at any time, acquire any ownership rights in the Mark by virtue of any use it may make of the Mark.

6. Discrimination Prohibited

SAC complies with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any SAC employee or student with regard to race, color, national origin, gender or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to SAC's Title IX Officer and/or Section 504/ADA Coordinator.

7. Indemnification

Each party to this Agreement agrees to defend, indemnify, and hold harmless the other party, its board members, regents, trustees, officers, agents, students, 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 non-performance of obligations under this Agreement. 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 board members, regents, trustees, officers, agents, students, employees, or volunteers.

AGREED TO:

Concordia University Irvine

Rancho Santiago Community College
District on behalf of Santa Ana College

By _____
Dr. Mary Scott
Executive Vice-President / Provost

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

Date _____

Date _____

ATTACHMENT A

1. Concordia University Irvine Responsibilities.
 - a. Concordia University Irvine will provide graduates and dual enrollment students of Rancho Santiago Community College District on behalf of Santa Ana College (SAC) who enroll in Concordia University Irvine after the effective date of this Agreement with a special discount from its stated fees and tuition, consistent with the pricing schedule incorporated into this Agreement as Attachment C. The tuition and fees described in Attachment B are subject to change annually at the sole discretion of Concordia University Irvine. Concordia University Irvine will provide Rancho Santiago Community College District on behalf of Santa Ana College (SAC) with sixty (60) days written notice prior to the effective date of any changes to the tuition and fee rates described in Attachment C.
 - b. Concordia University Irvine will provide Rancho Santiago Community College District on behalf of Santa Ana College (SAC) with information and materials on Concordia University Irvine programs, both hard copy and electronically, including the catalog.
 - c. Concordia University Irvine agrees to develop a customized welcome page for SAC graduates on the Concordia University Irvine website.
 - d. Concordia University Irvine will assign an account representative to facilitate interaction among CUI, SAC, and SAC graduates.
 - e. Concordia University Irvine agrees to evaluate SAC student transcripts in a timely manner and to provide the maximum appropriate transferable credit including work/life experiences (Attachment B - Section 9).
2. Rancho Santiago Community College District on behalf of Santa Ana College (SAC) University Responsibilities:
 - a. The Rancho Santiago Community College District on behalf of Santa Ana College (SAC) will announce formation of alliance with Concordia University Irvine to its Graduates and dual enrollment students.
 - b. The Rancho Santiago Community College District on behalf of Santa Ana College (SAC) will announce the offering of newly developed Graduate and Adult Degree programs and or courses to its Graduates and dual enrollment students on a quarterly basis.
 - c. The Rancho Santiago Community College District on behalf of Santa Ana College (SAC) will establish a hot link between SAC's website and the customized welcome page at Concordia University Irvine's website.
 - d. Outreach to SAC graduates and dual enrollment students by Concordia University Irvine may take the form of internet links to Concordia University Irvine's website, flyers or e-flyers (created by CUI) distributed to graduates and dual enrollment students through appropriate channels, articles published in SAC Nursing Program newsletters, onsite opportunities (i.e. SAC Education/Career Fairs, SAC Events) and other activities as appropriate.
 - e. The Rancho Santiago Community College District on behalf of Santa Ana College (SAC) will offer Concordia University Irvine at least the same marketing opportunities afforded to other SAC educational partners.

ATTACHMENT B

Sources of Undergraduate Credit

Concordia University Irvine accepts undergraduate credits from a wide variety of sources. In general, Concordia University Irvine accepts credits from those colleges and universities that are regionally accredited; those recognized by the California State Education Department; and those that have been evaluated by the Concordia University Irvine faculty and found to follow acceptable educational practices and apply toward our degree programs.

1. Concordia University Irvine courses
2. Concordia University Irvine examinations
3. Transfer of degree-level credit from regionally accredited and CA State Education Department-approved colleges and universities
4. College-level proficiency examination programs reviewed by the American Council on Education (ACE) College Credit Recommendation Service of the Center for Lifelong Learning
5. Examinations evaluated and approved by Concordia University Irvine (refer to the Student Guide to Credit by Examination at Concordia University Irvine: The Assessment Catalog for a complete list)
6. Programs reviewed by
 - o the American Council on Education (ACE) College Credit Recommendation Service of the Center for Lifelong Learning, including military training and experience
 - o the CA State Board of Regents National Program on Noncollegiate Sponsored Instruction (National PONSI)
 - o the Concordia University Irvine Training Assessment Program
 - o Concordia University Irvine Faculty
7. International Credentials: Degree-level credit completed at approved universities or university-parallel institutions beyond the United States. Transcripts are evaluated by Educational Credential Evaluators, Inc. (ECE), Commission on Graduates of Foreign Nursing Schools (CGFNS), Josef Silny & Associates, Inc. (for Israel only), and other faculty-approved international institutions.
8. In accordance with Concordia University Irvine policies and procedures, graduates may appeal for an evaluation of extra-institutional learning (Concordia University Irvine endorses the Council for Higher Education and Accreditation statement on the validation of extra-institutional and experiential learning for transfer purposes)
9. Concordia University Irvine portfolio-based assessment
10. In accordance with Concordia University Irvine policies and procedures, graduates may appeal for consideration of degree-level credit from non-regionally accredited schools by Concordia University Irvine faculty.
11. Association of Advanced Rabbinical and Talmudic Schools (limited)
12. California Board of Registered Nursing (BRN)
13. Commission on Collegiate Nursing Education (CCNE)
14. Accreditation Commission for Education in Nursing (ACEN)

**ATTACHMENT C
CORPORATE EDUCATIONAL PARTNER PRICING**

SAC graduates and students benefit from the following corporate educational partner pricing on tuition at Concordia University Irvine.

Free / waived application fees.

10% discount on RN to BSN, BA in Healthcare Management, and Masters in Healthcare Administration Program courses. Current tuition and fees apply

15% discount on Master of Science in Nursing courses. Current tuition and fees apply.

The discounts described above may not be combined with additional discounts or scholarships. For example, this discount may not be combined with \$2,000 Excellence in Nursing Scholarship.

Current Tuition & Fees are found on the Concordia University Irvine web site updated and maintained by the bursar.

<http://www.cui.edu/studentlife/SACrsar/index.aspx?id=20276>

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

To: Board of Trustees	Date: January 25, 2016
Re: Receive for First Reading – SCC Follow-Up Report on Accreditation	
Action: Information	

BACKGROUND

Santiago Canyon College has prepared a Follow-Up Report as requested by the Accrediting Commission for Community and Junior Colleges (ACCJC). The Follow-Up Report is a response to the Commission Letter of February 6, 2015, which stated **Reaffirm Accreditation** with a **Follow-Up Report** due by **March 15, 2016**. Faculty and staff at SCC, in coordination with the District, have responded to the Commission's request for written progress on College Recommendations. The Follow-Up Report will be submitted to the ACCJC in early March.

ANALYSIS

The Follow-Up Report is presented to the Board of Trustees for a first reading. The second reading and approval will be presented February 22, 2016.

RECOMMENDATION

This item is provided for information only – first reading.

Fiscal Impact: None	Board Date: January 25, 2016
Prepared by: Aracely Mora, Ed.D., Vice President of Academic Affairs and Accreditation Liaison Officer	
Submitted by: John Weispfenning, Ph.D., President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	



Santiago Canyon College

Follow-Up Report

Submitted to the Accrediting Commission for Community and Junior Colleges

March 2016

sccollege.edu

3.7 (2)

ACKNOWLEDGMENTS

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John Hernandez, Ph.D., Vice President, Student Services

Arleen Satele, Ed.D., Vice President, Administrative Services

Jose Vargas, Vice President, Continuing Education

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Certification of Follow-Up Report

To: Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges

From:

John Weispfenning, Ph.D., President, Santiago Canyon College Date

Santiago Canyon College
8045 E. Chapman Avenue
Orange, CA 92867-4512

I certify there was broad participation/review by the campus community, and I believe the Self Evaluation Report accurately reflects the nature and substance of this institution.

Signatures:

Claudia C. Alvarez, President, Rancho Santiago Community College District Board of Trustees Date

Raúl Rodríguez, Ph.D., Chancellor, Rancho Santiago Community College District Date

Corinna Evett, President, Santiago Canyon College Academic Senate Date

Thomas S. Andrews, President, California School Employees Association, Chapter 579 Date

Nathan Underwood, President, Santiago Canyon College Associated Student Government Date

Aracely Mora, Ed.D., Vice President, Academic Affairs, Accreditation Liaison Officer Date

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Statement of Report Preparation

A 14 member team visited Santiago Canyon College (SCC) from October 6-9, 2014 for the purpose of evaluating how well the institution is achieving its stated purposes, analyzing how well the College is meeting the accreditation standards, providing recommendations for quality assurance and institutional improvement, and submitting recommendations to the Accrediting Commission for Community and Junior Colleges (ACCJC) regarding the status of the College. Following the ACCJC Team Visit, Santiago Canyon College, on November 21, 2014, received a draft report representing the findings of the evaluation team that visited the College. The draft report summarized the team's visit and included commendations and recommendations for the College. The College was provided the opportunity to respond to the report and to correct errors of fact.

On February 6, 2015, Santiago Canyon College President Dr. John Weispfenning received a letter from the Commission stating that "The Commission took action to **reaffirm accreditation** and require the College to submit a Follow-Up Report in March 2016." The Follow-Up Report is intended to address concerns identified by the ACCJC in the February 6, 2015 letter to Dr. Weispfenning.

In response to the Commission's letter, an Accreditation Task Force was formed to address the identified deficiencies resulting in the College's six recommendations. The Accreditation Task Force prepared by the Accreditation Follow-Up Report. The College President and the Academic Senate President determined the membership of the Accreditation Task Force. The preparation of this report followed the College's review and approval process.

On February 19, 2015, President Weispfenning met with SCC Accreditation Liaison Officer (ALO), Dr. Aracely Mora, to discuss the Team Evaluation Report and a preliminary plan for addressing the ACCJC recommendations. Following this preliminary meeting, on March 23rd 2015, President Weispfenning met with Academic Senate President Corinna Evett and ALO Mora to discuss the Team Evaluation Report Recommendations and the formation of the Accreditation Task Force that would be responsible for leading the College's efforts with the Follow-Up Report.

Ten days later, on April 2, 2015, President Weispfenning, Senate President Evett, and ALO Mora met to discuss the composition of the SCC Accreditation Task Force and to identify lead individuals to assign to each recommendation. On April 14, 2015, College Council approved the formation of an Accreditation Task Force and charged the committee with the development of the Accreditation Follow-Up Report.

President Weispfenning convened the first meeting of the SCC Accreditation Task Force on May 5, 2015. At the meeting, Academic Senate President Evett and ALO Mora were identified as co-chairs of the task force. The agenda for the meeting included an overview of the work of the Follow-Up Report Task Force and discussions on membership, responsibilities, timelines, and

expectations as well as the selection of recommendation leads. A subsequent meeting of the Accreditation Task Force occurred on May 15, 2015, and each recommendation team reported on their progress.

During the months of June, July, and August, the Accreditation Task Force members developed draft outlines to responses, and on August 19, 2015, the Follow-Up co-chairs presented a workshop to inform the College community on the progress of addressing the ACCJC recommendations. Task Force members discussed their work and solicited input, and the co-chairs shared the proposed Fall 2015 report preparation timelines. The writing, editing, and refinement of the Follow-Up Report continued throughout the months of September, October, and November 2015. Members of the Accreditation Task Force regularly shared updates with participatory governance committees.

In the weeks prior to the submission of response, this document was shared in draft form with the SCC community through a shared electronic file. The College's Academic Senate and College Council approved this document prior to submission to the Board of Trustees for approval. The Board of Trustees considered and approved this Follow-Up Report prior to the final submission to the Commission.

Members of Accreditation Task Force:

- Corinna Evett, President, Academic Senate/English Professor
- Aracely Mora, Ed.D., Vice President, Academic Affairs/ALO
- Aaron Voelcker, Dean, Institutional Effectiveness, Library & Learning Support Services
- Joyce Wagner, Chair, Curriculum & Instruction Council/Mathematics Professor
- Michael DeCarbo, Secretary/Treasurer, Academic Senate/Communication Professor
- Roberta Tragarz, Faculty Co-Chair, Education Master Plan Committee/English Professor
- Scott James, Faculty Coordinator for Distance Education
- Lynette Beers, Faculty Co-Chair Professional Development Committee/English Professor
- Marilyn Flores, Dean, Arts, Humanities and Social Sciences
- Arleen Satele, Vice-President, Administrative Services
- Craig Rutan, Physics Professor
- Melinda Womack, Communication Professor
- Victoria Williams, Facilities Coordinator

Response to College Recommendation 1:

In order to meet the Commission's 2012 expectation for meeting student learning outcomes standards, the team recommends the college strengthen its assessment of program student learning outcomes to guide improvement. The college should also identify and address outcomes assessment for community services (community education). (II.A.1.c, II.A.2, II.A.2.b)

The College has accelerated its efforts in student learning outcomes assessment to understand better where students are meeting, or not meeting, the College's standards, including in the area of Community Services.

Within its outcomes assessment process, the College uses outcomes mapping to assist each award program with identifying the extent to which program and course student learning outcomes align with institutional student learning outcomes. Within this mapping process, each course student learning outcome must moderately or majorly contribute to at least one program student learning outcome for core or required courses of a degree or certificate. College constituents document these connections in the revised SLO Mapping for Degree and Certificate Programs forms. Previously, these forms required that only courses, not specific learning outcomes, were mapped to program outcomes ([Evidence: Completed Maps](#)).

By using SLO Mapping for Degree and Certificate Programs as a guide in each department, faculty review course level assessment results and evaluate student achievement of program student learning outcomes during the comprehensive Academic Program Review. This is an opportunity for departments to engage in dialogue concerning sustainable, continuous quality improvement specific to each of their award programs and to note, in a dedicated section for program student learning outcomes assessment, any successes and failures that served as impetus for change within the department ([Evidence: Program Review Template, Program Review Examples](#)).

Programs that have core or required courses that are outside of the program's discipline have been an obstacle for faculty, making apparent the need to share outcomes assessment results across disciplines in a more centralized and timely fashion. Historically, faculty have had access to only a portion of the course level assessment results. As such, it was unrealistic to expect faculty to be able to utilize the SLO Mapping for Degree and Certificate Programs for those programs that reach outside of a single discipline in core courses. The Office of Institutional Effectiveness is working to build a software solution that will replicate course-to-program mapping values but will also include the assessment results for all core or required courses within an award program so that access to information is no longer a limiting factor. In the interim, the Office of Institutional Effectiveness has developed the Institutional Effectiveness and Accreditation Dossier that houses all course level student learning outcome assessment reports, academic and non-academic program reviews, and other annual planning documents and is available to all District employees. The dossier now serves as a central repository for institutional effectiveness and accreditation related documents so that matters of student learning

and achievement, as well as of quality assurance, can be shared District wide, eliminating the need for redundant communication to share information that is readily available ([Evidence: Dossier screenshots, Dossier Link](#)).

In the self-evaluation document it was written,

Santiago Canyon College continues to refine the assessment of its four Liberal Arts degrees. These interdisciplinary degrees offer a wide range of course options that make the program outcomes mapping more difficult to create. In an effort to assess these interdisciplinary degrees, the Santiago Canyon College Curriculum & Instruction Council created four student surveys that will be used to assess the outcomes for these degrees. Therefore, the College will ask students qualifying for a Liberal Arts Degree to complete a survey assessing how effectively they feel their coursework has addressed the skills listed in the learning outcomes.

The Office of Institutional Effectiveness replicated the surveys created by the Curriculum & Instruction Council in *SurveyMonkey* so that these surveys could be deployed electronically to student email accounts. With the assistance of Student Services, the College distributed four surveys to students who petitioned to receive any of the aforementioned Liberal Arts degrees during the week of June 1-5, 2015 ([Evidence: Survey tools](#)). While the initial response rate for each of the surveys was lower than desired, the responses themselves were positive ([Evidence: Survey Results](#)). The Curriculum & Instruction Council analyzed and discussed the quantitative and qualitative information gleaned from the surveys in order to determine if the assessment tools themselves were adequate in evaluating whether or not program student learning outcomes were being achieved at an appropriate rate and whether or not any programmatic improvements or changes needed to be made based on the results of the surveys ([Evidence: CIC Minutes](#)). The Curriculum & Instruction Council agreed that the information was useful for evaluating the Liberal Arts degrees. At the request of the Curriculum & Instruction Council, the College is investigating the feasibility of incorporating the Liberal Arts Degree Surveys into the petition-for-award process in order to maximize the number of responses for future assessment cycles.

In an attempt to increase the response rate of 2014-2015 graduates, the survey links were redistributed in the fall 2015 semester to those students who were awarded a Liberal Arts Degree the previous academic year. The College will discuss and analyze the results of the second distribution of the survey in spring 2016.

To address outcomes assessment for Community Services, the College piloted a process during the summer of 2015 whereby a sample of community service instructors was given two question prompts:

- If there is one thing that students walk away from your course having learned, what would that be?
- Is there a particular activity within your course that may enhance students' community awareness and global citizenship? If so, what is that activity?

The first question is designed to glean what learning is critical to the course, and the second question is designed to determine the learning that will occur that can be tied to institutional student learning outcomes. From the instructors' responses, the SLO Coordinator developed two student learning outcomes for each participating course, and the Office of Institutional Effectiveness incorporated student learning outcomes into a survey to be administered to enrolled community service students near or after the conclusion of each course. The College included optional demographic questions in the survey so that learning outcomes results could be disaggregated by student groups so as to meet the requirement of new ACCJC accreditation standards in the coming years ([Evidence: Community Service SLO Survey](#)).

In order to determine the best mode of delivery for student surveys that will yield the maximum number of responses, the College investigated two options: in-class survey deployment and electronic survey deployment. In-class survey deployment is a much more resource dependent option requiring hard-copy surveys to be printed and provided to faculty members prior to the last day of the course. Once students complete the student learning outcomes surveys, faculty return the completed surveys to the Community Services Program Office for manual data entry into a homegrown database for future query and analysis. Electronic survey deployment is far less resource dependent as it merely requires that instructors mention the survey to students, and the Community Services Program staff soliciting student feedback distributes a link to the electronic survey via email to students.

Upon conclusion of the summer 2015 pilot of SCC Community Services student learning outcomes assessment, the College determined that while the electronic survey deployment option was less resource dependent, the response rate was underwhelming. In order to maximize the number of responses per course and the opportunity for student assessment and feedback, the College determined that the in-class survey deployment option was the better of the two. Beginning fall 2015, Community Services Program staff contacted all Community Service instructors asking them to respond to the aforementioned two questions so that student learning outcomes could be developed for courses that had already been scheduled ([Evidence: SLO Development Compliance Spreadsheet for Community Services](#)). Beginning spring 2016, no Community Service course will be offered without identified student learning outcomes. The College will measure all Community Service course learning outcomes using the standardized format developed during the pilot process, and faculty will deploy the student learning outcomes assessment in class on the final day of the course. The College houses the results of in-class surveys within the database developed during the pilot process, and the Community Services Program Office now manages the database.

By strengthening assessment to guide improvement through implementing the mapping of course-level student learning outcomes, improving the distribution of student learning outcomes assessment data, and initiating the use of student learning outcomes assessment in Community Services, the College has satisfied the recommendation.

Response to College Recommendation 2:

In order to meet the standard, the team recommends that the college establish formal systematic measures for periodically assessing, evaluating, and modifying its integrated planning and resource allocation process at both the college and district. (I.B.6, III.D.4, IV.B.2.b)

At the time the College prepared the *2014 Institutional Self Evaluation*, the College had not completed full cycles of its new planning and resource allocation processes. However, during the 2014-2015 academic year, the College included all designed components of the planning and resource allocation process for the 2015-2016 planning and budget allocation cycle. In like manner, the Planning & Institutional Effectiveness (PIE) Committee developed a formal evaluation tool for the College's planning and resource allocation process, and the committee utilized the planning and resource allocation process evaluation tool during the 2014-2015 academic year.

In fall 2014, collegial governance committees identified in the planning model were provided an opportunity to prioritize resource requests related to the committee's primary responsibility and forward a list of prioritized requests to the vice president overseeing that College function. As one example, during the 2014-2015 academic year, all units and departments forwarded their technology requests to the Technology Committee in preparation for 2015-2016 planning. The Technology Committee then prioritized those requests based on priorities and goals established in the Technology Master Plan prior to forwarding the list of technology requests on to the Vice President of Academic Affairs, who has oversight of instructional technology at the College ([Evidence: Prioritized Resource request list from Technology Committee](#)). Subsequently, the Technology Committee has created a rubric by which to evaluate future requests and implemented this tool in fall 2015 ([Evidence, Technology Committee Rubric](#)). The committee intends to assess the effectiveness of this rubric in Spring 2016 and amend as needed for Fall 2016 requests.

Evaluation is a critical component of the planning and resource allocation process at the College and was included early on in the current model's inception. Beginning in the 2013-2014 "Year at a Glance" document, the need for an evaluation component to evaluate the planning and resource allocation process itself was identified ([Evidence: 2013-2014 YaaG](#)). During the single transitional year of planning at SCC in 2013-2014, the evaluation consisted of the vice presidents from Academic Affairs, Continuing Education, Student Services, and Administrative Services soliciting feedback for improvement from faculty, staff, and administrators from their respective areas. The PIE Committee discussed that feedback at a meeting in spring 2014 after the prioritization process had already concluded ([Evidence: PIE Minutes](#)). In 2014-2015, the PIE Committee developed a more formal and systematic evaluation process that consisted of a survey, designed by a task force of the PIE Committee, to solicit feedback from faculty, staff, and administrators who participated in the planning and resource allocation process during the 2014-2015 academic year. The survey, deployed in April 2015, asked questions targeting respondents' attitudes toward the forms utilized to help facilitate the planning and resource allocation process, attitudes about the planning and resource allocation process itself, and

attitudes about overall satisfaction with the outcome of the process and resources received, if any ([Evidence: Survey Tool, Survey Results](#)).

At its May 6, 2015, meeting, the PIE Committee met to discuss the results of the planning and resource allocation process survey and to carefully weigh all feedback and suggestions for change. Some suggestions that came from those who participated in the process implied that the planning process itself, in its entirety, was not well known among all who participated. For some, only the parts in which they participated were known, and any steps that followed after their direct participation were not clear. For many, the process was much too laborious with very little benefit to be gained by the individual unit in participating in the process. The PIE Committee decided to focus on communicating about the planning process. The committee decided to make elements of the process easier by making information readily available to those completing Resource Request Forms rather than having those individuals search for information. The PIE Committee also made the process easier by reviewing the Planning Process Flowchart and Resource Request Forms and eliminating any redundancies that had inadvertently been built in the process and the related documents ([Evidence: PIE Minutes](#)).

As a result of removing redundancies and better providing information, requestors are now asked to identify which one of eight categories the request falls into: staff, faculty, equipment, facilities, etc. ([Evidence: PIE minutes September](#)). This sorting by the requestor allows for a streamlined process so that requests reach the appropriate evaluation committee sooner. Further, it provides vital information to the Budget Committee so that as funds become available in each category, the items can be promptly funded. In 2014-15, the Budget Committee spent many hours determining whether a request could be funded with money from specific categorical programs. As a result, requestors often had to provide additional information, and decisions were delayed until responses were received and acted upon. With this information now provided on the front end, members of the Budget Committee will save many hours of work, and decisions can be made and communicated more quickly.

Ultimately, the PIE Committee was careful to make only moderate changes to the process itself since this was the first year of full implementation of the planning and resource allocation process. The committee was still unclear as to whether some of the negative feedback received on the survey was a result of genuine dislike of the newer process or a result of a general, but expected, resistance to change. It was determined that a second year's worth of evaluation survey data would be needed to ultimately make that determination.

Similarly, at the District level, the Planning & Organizational Effectiveness (POE) Committee developed an evaluation survey that went out on June 1, 2015 to members of District governance committees designed to ascertain the degree to which District committee members understood District wide planning as well as District governance committee member satisfaction with the District wide resource allocation and District operations resource allocation processes. This survey was based on the survey deployed by SCC's Planning & Institutional Effectiveness (PIE) Committee ([Evidence: POE Survey Tool](#)).

Results of the District survey suggested that better alignment of planning and resource allocation timelines between the Colleges and the District must occur in order to ensure that District resource requests in need of support from the Colleges are woven into college-level planning processes at the appropriate time. In order to be prioritized high enough to receive funding, District level resource requests must be received by the appropriate collegial governance committee or vice president at SCC in order to be considered by the Planning & Institutional Effectiveness (PIE) Committee for the subsequent year ([Evidence: POE Survey Results, POE Minutes](#)).

By implementing formal assessment of the planning and resource allocation processes at both the College and District, the College has satisfied the recommendation.

Response to College Recommendation 3:

In order to meet the standard, the team recommends that the college develop a systematic method by which it assesses its evaluation processes as well as its progress toward achieving its stated goals. Results of these evaluations should be widely communicated and used as the basis for improvement of institutional effectiveness. (I.B, I.B.3)

Beginning in the 2014-2015 academic year, the College developed and implemented a process for evaluating its progress toward its goals that were published in the *2012-2016 Educational Master Plan*. The results of the evaluation and an assessment of the process then became the basis for revising the evaluation process for use in subsequent evaluation cycles.

In the 2013-2014 academic year, the Educational Master Planning Committee (EMPC) worked to develop an “Educational Master Plan Midterm Update Survey” designed to evaluate the degree to which the College has achieved each of its 15 stated Educational Master Plan Goals as detailed in the *SCC 2012-2016 Educational Master Plan*. At the time of goal development, the College also identified action items. These action items were actions that the College determined to be momentum points, or milestones, in the College’s achievement of each of the 15 *SCC 2012-2016 Educational Master Plan* goals and are specific to each of those goals. In total, the *2012-2016 Educational Master Plan* had 29 action items identified. Furthermore, each action item had a responsible party assigned to it. This structure allowed for a specific individual or group, such as a committee, to be held accountable for an action item to be carried out during the span of the four-year educational master plan cycle ([Evidence: Mapping of the Goals](#)).

In spring 2015, the “2012-2016 Educational Master Plan Midterm Update Survey” went out to all responsible parties so that the EMPC could determine what goal related activity had occurred since fall 2012. Respondents to the survey had to identify the goal and action item they were electing to update, provide detail on the activity that had occurred to date, and identify whether the action item had been completed or not. In the event that the action item had been completed, the survey asked respondents to identify the institutional support they received related to their activity and what affect that activity had on the institution. In the event that the action item had not been completed, the survey asked the respondents to identify the work that still remained to be completed and any resources that were necessary to complete the work ([Evidence: Midterm Update Survey Tool](#)).

After the first round of responses, 21 out of 29 action items had responses. Of the 21 action items that had been updated through the survey, 10 were completed, and 11 still had work that remained to be completed ([Evidence: Midterm Update Survey Results](#)).

During the fall 2015 semester, the Educational Master Planning Committee (EMPC) worked to fill in the gaps where there were no responses for eight action items. Collectively, this

information was pulled together to provide a report back to the College community on the progress made in achieving the *2012-2016 Educational Master Plan* goals ([Evidence: Spring 2016 Flex Calendar](#)). This report came as part of an open forum designed to solicit feedback from College constituents on multiple sources of data, both external and internal, as the College began the development of its next educational master plan and the development of its next set of educational master plan goals. The College wide discussion around this information was to determine campus opinion as to whether the unachieved goals were still relevant, warranting inclusion in the next iteration of the educational master plan, and, if so, whether or not the remaining action items were adequate to lead the College to goal completion ([Evidence: Spring 2016 Flex Calendar, EMPC Flex Presentation PowerPoint](#)).

There were many lessons learned in the process of evaluating progress toward achieving the stated goals of the College. Most notable was the lack of initial participation in the “Educational Master Plan Midterm Update Survey.” It is unclear as to whether responsible parties were reluctant to participate in the survey because of the perceived lack of progress in goal achievement or if it was suspected that the perceived lack of progress would reflect poorly on the responsible parties. What is clear, however, is that the next evaluation of the goal achievement process should include more frequent opportunities for responsible parties to provide updates on action items and goal achievement as well as more frequent opportunities to request resources in the event that a resource need is what is holding the College back from achieving a specific goal ([Evidence: EMPC Minutes 11/12/2015](#)).

By developing and implementing an evaluation process for the achievement of the College’s goals and then assessing the evaluation process, the College has satisfied the recommendation.

Response to College Recommendation 4

In order to meet the standard, the team recommends that the college design and implement regular and frequent evaluation processes for governance, with the results informing planning and action. (IV.A.3, IV.B.3.g)

The College has strengthened the collegial governance process by instituting a yearly evaluation of all collegial governance committees and the governance system. The governance process has been modified to include three steps in its systematic evaluation. The first step occurs in the fall when each governance committee and council reviews its mission, responsibilities, goals, and committee composition. In the spring, each committee conducts a self-evaluation as the second step of the process. The third step occurs the following fall when the College Council reviews the committees' self-evaluations as part of its comprehensive evaluation of the system of governance.

The District and its Colleges embrace the concept of participatory governance. Participatory governance at the College consists of a system of councils and committees. The *Collegial Governance Handbook* outlines and maintains the principles, organizational structure and reporting relationships, operating procedures, missions, responsibilities, and membership of each of the College's councils and committees. Using the recommendations of collegial governance committees following the completion of their annual evaluation, College Council updates the *Collegial Governance Handbook* ([Evidence: SCC Collegial Governance Handbook](#)).

The Rancho Santiago Community College District (RSCCD) has policies in place that detail much of the governance structure in the District and, thus, at Santiago Canyon College (SCC). Board Policy 2510 specifically outlines the role of each constituency group in conducting participatory governance ([Evidence: BP 2510](#)). As detailed in the *SCC 2014 Institutional Self Evaluation*, RSCCD relies on the professional expertise and perspectives of employees across the District to maintain collaborative decision-making processes.

For the collegial governance committees, regular assessments ensure that committee members are oriented to the work of the specific committee and that the committees are goal oriented. Each collegial governance committee conducts evaluations in the fall and spring of every academic year. The fall evaluation process requires each committee to review its committee template, which is found in the *Collegial Governance Handbook* ([Evidence: CGH and minutes from governance committees](#)). During this process, committees focus on a review of their mission, responsibilities, goals, and committee composition. This review occurs at the committee's first meeting. The initial review serves the purpose of educating committee members about the mission and responsibilities of the committee as well as the purpose of reviewing the actual composition of the committee to ensure that the designated constituencies are appropriately represented.

The second piece of the evaluation process occurs at the end of each spring semester. All collegial governance committees conduct a self-evaluation that includes a review of the

following: 1) Committee Mission 2) Committee Responsibilities 3) Major Accomplishments 4) Actions Pending 5) Challenges 6) Recommendations, and 7) Evidence. Each fall, the College Council reviews all committee evaluations in order to assess the effectiveness of the governance process ([Evidence: College Council Minutes](#)). College Council makes recommendations for changes based on themes or issues identified during the review of governance committee evaluations. In addition, College Council determines if any gaps, redundancies, or problems exist and recommends needed changes or modifications to the governance process to the College president ([Evidence: Evaluation Instruction Email, Task Force Report](#)). In fall 2015, College Council created a task force comprised of a classified staff member, a faculty member, and an administrator who identified themes, trends, commendations, and recommendations as they reviewed the spring 2015 committee evaluations. The task force presented its findings to College Council on November 24, 2015 and identified four recurring themes throughout the evaluations:

- Insufficient resources for committees to carry out their work;
- The need to manage increasing regulations and changing standards from external entities;
- The need to consolidate some committees and to work more efficiently, and
- The need to strengthen communication and ties between committees and increase understanding of purpose and committee interconnectivity.

After analyzing and discussing the information from the task force, College Council discussed some of the identified themes that the College had already begun addressing. For example, College Council recognized that the collegial governance calendar had been adjusted to optimize and increase governance committee member participation. Additionally, some committees have changed the modality of their meetings to allow for online and/or virtual meetings. Furthermore, increasingly, more governance committees present information from other related governance committees at the beginning of each meeting so that committee members understand what activity is occurring elsewhere in the collegial governance framework. This allows connections to be drawn and strengthened between a given governance committee and activities carried out by another governance committee ([Evidence: College Council Minutes 11-24-2015](#)).

The effectiveness of the governance process and of integrated planning is further evaluated through an annual survey of the SCC Planning & Institutional Effectiveness (PIE) Committee's resource allocation process ([Evidence: PIE Survey](#)). As the College's central planning committee, the PIE Committee reviews all requests for resource allocation and makes recommendations to College Council. In addition, the PIE Committee regularly administers a planning process evaluation survey and seeks input for planning process improvement from the College community.

In 2014-2015, the Planning & Institutional Effectiveness (PIE) Committee developed a formal and systematic evaluation process consisting of a survey designed by a task force of the PIE

Committee. In April 2015, the committee deployed the survey in order to solicit feedback from faculty, staff, and administrators who participated in the planning and resource allocation process during the 2014-2015 academic year. The survey asked questions targeting respondents' attitudes toward the forms utilized to help facilitate the planning and resource allocation process, attitudes about the planning and resource allocation process itself, and attitudes related to the overall satisfaction with the process. At its May 6, 2015, meeting, the PIE Committee met and discussed the results of the planning and resource allocation process survey and carefully weighed all feedback and suggestions for change ([Evidence: PIE Survey Results, PIE Minutes](#)).

A similar process of evaluation occurs at the District through its Planning & Organizational Effectiveness (POE) Committee. Since the October 2015 External Evaluation Site Visit, the District has continued to implement its integrated planning process, following the processes established in the *Rancho Santiago Community College District 2013 Planning Design Manual* ([Evidence: Planning Design Manual](#)). The *2013 Planning Design Manual* serves as a resource that guides integrated planning. The Planning & Organizational Effectiveness Committee conducted an evaluation of the planning process through a survey administered to all members from its Colleges and the District who serve on the six Rancho Santiago Community College District (RSCCD) participatory governance committees ([Evidence: POE Survey](#)).

Annually, the POE Committee produces a progress report in order to inform the District community about movement toward achievement of the RSCCD goals. The progress report on the District *Comprehensive Master Plan* is an essential accountability tool in the RSCCD planning design because it reinforces and sustains a District wide dialogue on its long-term and short-term goals. The POE Committee prepares the progress report on the District *Comprehensive Master Plan* in late spring each year. The POE Committee distributes the progress report that describes the prior year's activities related to the RSCCD goals each fall. This document is a key assessment tool in spring planning meetings including the Board of Trustees' February planning retreat ([Evidence: RSCCD Progress Reports, RSCCD Board Planning Session Minutes](#)).

As documented in the *Rancho Santiago Community College District 2013 Planning Design Manual*, RSCCD routinely assesses its planning and decision-making processes and makes revisions as needed. The District conducts a formal assessment of planning every three years. The assessment includes gathering District wide input and using that feedback to prepare an assessment report that is submitted to the District Council. District Council reviews the assessment report and recommends revisions to planning and/or decision making processes as warranted by the assessment. The chancellor considers the recommendations, and approved changes are documented with revisions to the *Rancho Santiago Community College District Planning Design Manual*. In addition to the formal assessment process, the co-chairs of the Planning & Organizational Effectiveness (POE) Committee review and update the *Rancho Santiago Community College District Planning Design Manual* annually to capture minor changes in descriptions, timelines, or processes. The report may include recommended changes to the planning or decision-making processes. These recommendations are forwarded to District Council for review and input. The District incorporates feedback as warranted and forwards the

assessment report to the Chancellor. The Chancellor reviews the report with District Council and determines which changes, if any, will be made to District planning or decision-making processes. The POE Committee co-chairs are responsible for making changes to the manual and making those changes available to the entire District community.

By creating a consistent and regular process for the evaluation of its governance system and using the results to inform its activities, the College has satisfied the recommendation.

Response to College Recommendation 5:

In order to meet the standard, the team recommends that the college fully integrate distance education into existing planning and program assessment processes to ensure the quality of distance education. (II.A.2.d, III.C.1.b)

The College's approach to fully integrating distance education into existing planning and program evaluation processes began by making Distance Education an official part of the collegial governance process. This integration includes adding the distance education coordinator in the curriculum process as a voting member of the Curriculum & Instruction Council where the coordinator advises faculty on creating and maintaining high quality distance education curriculum as well as the distance education addendum ([Evidence: CIC Minutes](#)). In addition, the College has developed a department planning portfolio for distance education ([Evidence: Academic Senate DEPC Resolution, College Council minutes approving DEPC, DE DPP](#)).

Beyond formalizing the relationship of distance education to the governance structures, the College has taken a holistic approach of improvement to meet the high-quality expectations for its online program. Starting with services to students, the College has created a *Blackboard* Help Desk, created and maintained a distance education web page, and created an "*Is Distance Education Right for You?*" online orientation. In addition, the College has evaluated its entire student services program for online support (including the creation of a matrix and actionable improvement plan for each service area). Furthermore, the College hired a faculty distance education coordinator whose charge is to support faculty and students in online course delivery as well as to monitor and evaluate program quality and effectiveness through College wide distance education integration ([Evidence: Blackboard Help Desk, Distance Education Website, Online Orientation, Student Service evaluation of online support, Faculty DE Coordinator position](#)).

Per SCC's collegial governance structure, the Technology Committee is responsible for distance education related planning. Based upon the recommendation to further integrate distance education into existing College planning, the College created a distance education specific committee. In spring 2015, the Academic Senate and College Council approved the establishment of the Distance Education Program Committee (DEPC) that consists of faculty from each division, a student, and a student services classified staff member ([Evidence: College Council Minutes](#)). This committee is co-chaired by the distance education coordinator and an administrative dean. The Distance Education Program Committee mission is to steer distance education College wide and to work with the distance education coordinator to establish standards, procedures, and policies that contribute to the quality and growth of distance education. Also as part of the committee's responsibilities, DEPC will evaluate the annual

distance education student survey and make recommendations for improvement based upon the results.

In order to maintain high quality distance education offerings, the College has an online teaching certificate program that interested faculty members complete before they are eligible to teach online classes. This certificate program is a comprehensive certification partially based on the @One online teaching certification curriculum. The 120 hour program contains three classes, Introduction to Online Teaching and Learning, Teaching Online with *Blackboard*, and Creating Accessible Media. The Introduction to Online Teaching and Learning course covers all of the online teaching theory, policies, procedures, organization, and expectations for teaching online. Furthermore, this class has a dedicated assignment and policy that professors include an online student orientation in their welcome letter to their students ([Evidence: Online Teaching Certification information and materials](#)).

Orienting students to online classes is an important part of ensuring that all students have the tools and information needed to support success. Even though the College provides an orientation, faculty can also use freely licensed orientations that are available online. More recently, the College has adopted the California Community College system's Online Education Initiative (OEI) student orientation. In addition, the College has taken steps to implement the OEI online student orientation as the new standard for orienting students who are considering enrolling in online classes beginning in 2016 ([Evidence: Student orientation for DE](#)).

High quality student services are an important part of the College's overall mission of supporting student success. Deploying student services online requires staff and student training, support, and technology designed to effectively and securely deploy services. Many student services are, and have been, offered online for many years. The College provides an online application, registration, and records system ([Evidence: online application, online registration, online records](#)). The Library has also been offering live chat services, online databases, and many other electronic online support services ([Evidence: Library online services](#)). California's Online Education Initiative (OEI) has also helped the College to better support online tutoring. With the Worldwide Whiteboard implementation, which has been paid for by OEI, the College is better positioned to effectively communicate with online students using existing tutors. In addition, the distance education coordinator has conducted a full in-house evaluation of online support services and developed a plan that was given to each service area with recommendations for improvement ([Evidence: Student Services Evaluation](#)). The College also assigned a project manager to regularly connect with the service areas in order to audit their progress as well as to communicate training or technology needs to the distance education coordinator. Moreover, the College has provided a *Blackboard*/Online Classes Help Desk to students for many years. This Help Desk is available by phone, computer conference, or email. Further supporting students, the College has continued to develop a distance education web page. The web page lists all of the distance education specific services that are available to students online. Those services include the name and contact information for the Help Desk and distance education coordinator, Out of

State information and rules, learning management system (*Blackboard*) orientations and tutorial videos, and staff/student training opportunities. The web page also contains the Online Education Initiative's Student Readiness orientation. The College requires that all online teaching faculty know of this orientation, and the College also encourages faculty to use it for all of their students. For additional visibility, the College lists the orientation on *Blackboard's* information page as well as on the College's distance education web page ([Evidence: Blackboard Help Desk, Distance Education Website, Online Orientation](#)).

By formalizing the relationship of the distance education program to the governance system and integrating distance education into existing planning and assessment structures, the College has satisfied the recommendation.

Response to College Recommendation 6:

In order to increase effectiveness, the team recommends that the college strengthen its efforts to provide all personnel with appropriate opportunities for continued professional development and assess classified staff members' professional development needs as a basis for training.
(III.A.5.a, III.A.5.b)

The College has taken several steps to make professional development more inclusive and more beneficial for all employees. These steps included changing the Faculty Development Committee to the Professional Development Committee, broadening the committee's charge, expanding its membership, and assessing the needs of classified staff members.

As part of the College's self evaluation, the Faculty Development Committee began having conversations in October 2013 with regard to making the membership more inclusive of classified staff ([Evidence: PDC Minutes of discussion](#)). Later, on April 22, 2014, the Academic Senate approved the resolution to change the name, composition (that included the addition of four classified staff members), and duties of the Faculty Development Committee ([Evidence: Academic Senate Minutes, PDC Resolution](#)). In fall 2015, the Faculty Development Committee officially became the Professional Development Committee (PDC) ([Evidence: Collegial Governance Handbook Update to PDC](#)). In addition to the revised responsibilities, the Professional Development Committee continued to oversee the planning and coordinating of the College's Professional Development Week, formerly known as FLEX Week.

In an effort to meet the professional development needs of the classified staff, in November 2014, the Professional Development Committee developed a survey and made this available both in paper and online forms to all classified staff. Utilizing the results of the paper and online survey, the Professional Development Committee made several revisions to the previous FLEX session topics, descriptions, and evaluation forms to make them more inclusive of classified staff ([Evidence: PDC Survey Tool, PDC Survey Results](#)). Beginning in spring 2015, the College provided two specific professional development opportunities for classified staff, and both workshops were well attended. Likewise, the "Fall 2015 Professional Development Schedule" included several topics of need as reflected in the classified staff survey ([Evidence: Spring and Fall 2015 Professional Development Schedule](#)). Even though the Professional Development Committee broadened the scope of professional development offerings to include classified staff in the spring and then provided even more comprehensive professional development opportunities in fall 2015, the classified staff survey revealed that there was a need for more mid-semester and Friday morning professional development workshops so that more classified staff would be available to attend. Therefore, on June 11, 2015, the President's Classified Hawks Advisory Group, in coordination with the Professional Development Committee, held an MS

Outlook Professional Development Workshop, which was identified by the classified staff survey as an area of professional development need ([Evidence: Workshop Materials](#)).

In August 2015, in collaboration, the Professional Development Committee and the classified collective bargaining unit sent a special invitation to all classified staff members inviting them to a variety of professional development opportunities scheduled the week preceding the fall 2015 semester ([Evidence: Fall 2015 Professional Development Schedule](#)). In addition, the invitation provided classified staff with a short survey in order to assess their needs and availability. The Professional Development Committee collected the classified staff participation, evaluation, and survey results in August 2015 ([Evidence: Classified Invitation, Updated Professional Development Survey](#)). In response to the specific recommendations of the ACCJC visiting team, the Professional Development Committee comprehensively reviewed all outcomes (surveys, attendance, and evaluations) and developed a report to include outcomes in all areas of professional development as well as suggestions for improvement. At the end of fall 2015, the Professional Development Committee shared the report with the College and provided an opportunity for feedback. Utilizing the governance process, the College will continue to assess, modify, and plan for comprehensive professional development opportunities for all staff based on their needs. The Professional Development Committee will continue to work in collaboration with multiple constituencies to ensure all professional development opportunities are accessible and available to all members of the Santiago Canyon College community.

By broadening the membership, charge, and responsibilities of the Professional Development Committee to include classified staff members, the College has satisfied the recommendation.

Response to Commission Recommendation

At the time of the Follow-Up report, Santiago Canyon College must demonstrate that it has eliminated the structural deficit in the budget as identified in the team report in section III.D and IV.B.

The College took several key steps beginning in 2014-2015 and continuing in 2015-2016 to eliminate its structural budget deficit.

After the ACCJC recommendation was disseminated to the College community, the main three participatory governance committees: College Council (CC), Planning & Institutional Effectiveness (PIE) Committee, and Budget Committee (BC) held initial discussions about eliminating the structural deficit ([Evidence: College Council minutes, PIE Committee minutes, Budget Committee minutes](#)). Members of President's Cabinet also discussed issues surrounding the College's structural deficit. At the District level, the Fiscal Resources Committee and District Council, the two of the six collegial governance committees in the District, discussed Santiago Canyon College's (SCC's) structural deficit ([Evidence: FRC minutes, District Council Minutes](#)).

The SCC Budget Committee is the collegial governance committee that deals with budgetary matters. The mission of the Budget Committee is to provide fiscal analysis of College planning and to advocate greater efficiency and effectiveness of budget resources. The Budget Committee facilitates communication about budgetary matters between College constituents and the District. As two of the committee's primary responsibilities, the Budget Committee reviews the District and College budget allocation models and recommends changes if necessary. The committee also regularly reviews College revenues and expenditures and communicates any concerns about the budget or proposals for budget adjustments to the College community ([Evidence: SCC Collegial Governance Handbook, Budget Committee Minutes](#)).

In the 2014-2015 fiscal year, the Budget Committee monitored and reviewed expenditures on a monthly basis to ensure that the College was making progress toward addressing its structural deficit. The committee proposed the use of appropriate categorical funding to the Planning & Institutional Effectiveness (PIE) Committee as well as to College Council. Upon implementation of the Budget Committee's recommendations, the College saw a decrease in its structural deficit. Following the Budget Committee's recommendations, the College implemented the following to address the budget shortfall:

Significant reductions in operational costs:

- Hourly staff/overtime,
- Supplies,
- Travel,

- Renegotiated contracted services,
- Reduced water usage (mandatory water scheduling to only twice a week),
- Reduced electricity use (installation of retro-fit to efficient LED lighting),
- Froze expenditures on new items, and
- Recruited internal candidates only with no hiring to the vacated position, unless critical to fill new positions with categorical funding.

Revenues:

- Increased rental revenues and
- Maximized the use of other sources of funds:
 - Categorical/IELM/Lottery/Scheduled Maintenance,
 - Bookstore Commission, and
 - Transferred appropriate personnel costs to categorical funds.

(Evidence: [Reductions in Operational Costs, Revenue Optimization](#))

An overestimation of revenues in 2013-2014 led to an ending deficit of \$1.6 million, which was carried forward as a structural deficit for the College’s budget in 2014-2015. Notably, from July 1, 2014 to June 30, 2015, the College reduced its operating deficit from \$1.6 million to \$404,000. Using its stabilization fund, the District funded the shortfall, and the College entered 2015-2016 with the deficit resolved. In its review of the College, ACCJC also noted that the adjunct faculty expenditures line item was the only item not fully budgeted in the 2014-2015 fiscal year ([Evidence of adjunct account not fully budgeted for](#)).

As the College developed its tentative budget and adopted budget for the 2015-2016 fiscal year, the goal was to fully fund all accounts, including the adjunct faculty budget and the operational accounts. In addition, the College community determined to no longer rely on the District stabilization fund ([Evidence: RSCCD Budget documents, FRC Minutes](#)).

In order to assist the College with achieving its budgetary goals, the Budget Committee recommended the following budget assumptions for the 2015-2016 fiscal year:

1. The SCC Budget Committee will continue to monitor and review expenditures to ensure that the College will no longer have a structural deficit;
2. The College will fully fund the adjunct faculty budget and the operational accounts; and
3. In accordance with the Budget Allocation Model (BAM), the Budget Committee will seek to have a 1% contingency fund (\$380,000) to ensure that the College remains on budget throughout the year.

(Evidence: [15/16 Adopted Budget](#))

As of September 14, 2015, the Rancho Santiago Community College District Board of Trustees approved the Adopted Budget. In 2014-2015, the College's allocated general fund budget was \$35.2 million. For the 2015-2016 fiscal year, the College's allocated general fund budget was \$38.1 million. With the 2015-2016 fiscal year budget, the College was able to fully fund the adjunct faculty budget and the operational accounts. For the first time in four years, the Santiago Canyon College budgeted ending balance is \$-0- ([Evidence: BoT Minutes 9/14/2015](#)).

For the remaining fiscal year, the Budget Committee will continue to review College revenues and expenditures, to communicate concerns to constituent group, and to propose adjustments to budgets as requested. By maintaining fiscal discipline, the College continues to save where it can and is working toward its goal of a positive general fund ending balance for 2015-2016 of \$380,000.

By eliminating the structural deficit in the budget, the College has satisfied the recommendation.

Rancho Santiago Comm Coll District

Board Meeting of 01/25/16

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 12/15/15 Thru 01/11/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62921	General Fund Unrestricted	0.00	908.58	-908.58	92*0443092	92*0443092
63128	General Fund Unrestricted	0.00	78.00	-78.00	92*0449077	92*0449077
63271	General Fund Unrestricted	0.00	366.00	-366.00	92*0452518	92*0452518
63274	General Fund Unrestricted	0.00	1,444.00	-1,444.00	92*0452750	92*0452750
63286	General Fund Unrestricted	0.00	1,431.00	-1,431.00	92*0453920	92*0453920
63301	General Fund Unrestricted	0.00	1,407.00	-1,407.00	92*0455469	92*0455469
63305	General Fund Unrestricted	0.00	286.00	-286.00	92*0455868	92*0455868
63429	General Fund Unrestricted	18,058.00	0.00	18,058.00	92*0458158	92*0458167
63430	General Fund Unrestricted	95,143.50	1,428.00	93,715.50	92*0458168	92*0458267
63431	General Fund Unrestricted	77,878.70	1,332.00	76,546.70	92*0458268	92*0458367
63432	General Fund Unrestricted	57,069.00	0.00	57,069.00	92*0458368	92*0458467
63433	General Fund Unrestricted	47,598.40	0.00	47,598.40	92*0458468	92*0458567
63434	General Fund Unrestricted	20,443.00	0.00	20,443.00	92*0458568	92*0458592
63441	General Fund Unrestricted	0.00	1,913.00	-1,913.00	92*0458741	92*0458741
63448	General Fund Unrestricted	24,717.23	0.00	24,717.23	92*0458837	92*0458856
63449	General Fund Unrestricted	57,407.48	0.00	57,407.48	92*0458859	92*0458902
63450	General Fund Unrestricted	27,083.38	0.00	27,083.38	92*0458903	92*0458957
63451	General Fund Unrestricted	15,828.08	0.00	15,828.08	92*0458958	92*0458988
63452	General Fund Unrestricted	10,978.20	0.00	10,978.20	92*0458996	92*0459034
63453	General Fund Unrestricted	4,381.00	0.00	4,381.00	92*0459035	92*0459042
63455	General Fund Unrestricted	15,731.17	0.00	15,731.17	92*0459045	92*0459052
63456	General Fund Unrestricted	12,366.06	0.00	12,366.06	92*0459058	92*0459076
63458	General Fund Unrestricted	18,187.00	0.00	18,187.00	92*0459081	92*0459180
63459	General Fund Unrestricted	19,195.90	0.00	19,195.90	92*0459181	92*0459280
63460	General Fund Unrestricted	18,238.85	0.00	18,238.85	92*0459281	92*0459380
63461	General Fund Unrestricted	23,280.10	0.00	23,280.10	92*0459381	92*0459480
63462	General Fund Unrestricted	20,883.20	0.00	20,883.20	92*0459481	92*0459580
63463	General Fund Unrestricted	20,165.40	0.00	20,165.40	92*0459581	92*0459680
63464	General Fund Unrestricted	22,031.40	0.00	22,031.40	92*0459681	92*0459780
63465	General Fund Unrestricted	19,092.30	0.00	19,092.30	92*0459781	92*0459880
63466	General Fund Unrestricted	20,161.50	0.00	20,161.50	92*0459881	92*0459980
63467	General Fund Unrestricted	22,554.90	0.00	22,554.90	92*0459981	92*0460080
63468	General Fund Unrestricted	19,042.92	0.00	19,042.92	92*0460081	92*0460180
63469	General Fund Unrestricted	22,116.58	0.00	22,116.58	92*0460181	92*0460280
63470	General Fund Unrestricted	22,198.10	0.00	22,198.10	92*0460281	92*0460379
63471	General Fund Unrestricted	4,833.50	0.00	4,833.50	92*0460380	92*0460392
63476	General Fund Unrestricted	66,975.44	0.00	66,975.44	92*0460423	92*0460444
63477	General Fund Unrestricted	908.58	0.00	908.58	92*0460453	92*0460453
63483	General Fund Unrestricted	201,545.46	0.00	201,545.46	92*0460469	92*0460504
63484	General Fund Unrestricted	41,368.83	0.00	41,368.83	92*0460507	92*0460538
63486	General Fund Unrestricted	45,690.11	0.00	45,690.11	92*0460546	92*0460580

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63487	General Fund Unrestricted	300.00	0.00	300.00	92*0460581	92*0460581
63488	General Fund Unrestricted	1,921.51	0.00	1,921.51	92*0460582	92*0460662
63492	General Fund Unrestricted	157,825.47	0.00	157,825.47	92*0460679	92*0460694
63493	General Fund Unrestricted	41,211.21	0.00	41,211.21	92*0460695	92*0460711
63494	General Fund Unrestricted	49,009.31	0.00	49,009.31	92*0460712	92*0460732
63495	General Fund Unrestricted	4,448.00	0.00	4,448.00	92*0460733	92*0460734
63496	General Fund Unrestricted	2,796.46	0.00	2,796.46	92*0460735	92*0460790
63502	General Fund Unrestricted	40,511.27	0.00	40,511.27	92*0460802	92*0460825
63503	General Fund Unrestricted	24,042.47	0.00	24,042.47	92*0460831	92*0460844
63506	General Fund Unrestricted	3,090.01	0.00	3,090.01	92*0460878	92*0460907
Total Fund 11 General Fund Unrestricted		<u>\$1,438,308.98</u>	<u>\$10,593.58</u>	<u>\$1,427,715.40</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63259	General Fund Restricted	0.00	119.60	-119.60	92*0451406	92*0451406
63448	General Fund Restricted	14,939.22	0.00	14,939.22	92*0458844	92*0458858
63449	General Fund Restricted	40,949.79	0.00	40,949.79	92*0458861	92*0458898
63450	General Fund Unrestricted	23,781.76	12.78	23,768.98	92*0458904	92*0458953
63451	General Fund Restricted	19,468.90	0.00	19,468.90	92*0458959	92*0458995
63455	General Fund Restricted	32,566.53	0.00	32,566.53	92*0459046	92*0459056
63456	General Fund Restricted	16,722.02	0.00	16,722.02	92*0459057	92*0459079
63457	General Fund Restricted	5,000.00	0.00	5,000.00	92*0459080	92*0459080
63476	General Fund Restricted	40,769.63	0.00	40,769.63	92*0460400	92*0460452
63483	General Fund Restricted	10,702.71	0.00	10,702.71	92*0460477	92*0460506
63484	General Fund Restricted	16,680.92	0.00	16,680.92	92*0460521	92*0460535
63486	General Fund Restricted	64,538.50	0.00	64,538.50	92*0460544	92*0460578
63492	General Fund Restricted	398.10	0.00	398.10	92*0460693	92*0460693
63493	General Fund Restricted	3,423.55	0.00	3,423.55	92*0460709	92*0460709
63494	General Fund Restricted	13,057.01	0.00	13,057.01	92*0460722	92*0460730
63502	General Fund Restricted	20,798.18	0.00	20,798.18	92*0460816	92*0460830
63505	General Fund Restricted	42,962.49	0.00	42,962.49	92*0460846	92*0460875
63506	General Fund Restricted	10,271.23	0.00	10,271.23	92*0460876	92*0460905
Total Fund 12 General Fund Restricted		\$377,030.54	\$132.38	\$376,898.16		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63486	GF Unrestricted One-Time Func	5,896.12	0.00	5,896.12	92*0460577	92*0460577
Total Fund 13 GF Unrestricted One-Time		<u>5,896.12</u>	<u>0.00</u>	<u>5,896.12</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63447	Child Development Fund	26,600.57	85.92	26,514.65	92*0458812	92*0458836
63482	Child Development Fund	442.25	0.00	442.25	92*0460458	92*0460468
63485	Child Development Fund	2,528.98	0.00	2,528.98	92*0460539	92*0460543
63491	Child Development Fund	6,241.77	0.00	6,241.77	92*0460672	92*0460678
63501	Child Development Fund	5,586.08	0.00	5,586.08	92*0460797	92*0460801
63504	Child Development Fund	2,971.05	0.00	2,971.05	92*0460845	92*0460845
Total Fund 33 Child Development Fund		\$44,370.70	\$85.92	\$44,284.78		

Checks Written for Period 12/15/15 Thru 01/11/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63446	Capital Outlay Projects Fund	15,945.84	0.00	15,945.84	92*0458807	92*0458811
63454	Capital Outlay Projects Fund	46,651.00	0.00	46,651.00	92*0459043	92*0459044
63475	Capital Outlay Projects Fund	2,731.75	0.00	2,731.75	92*0460398	92*0460399
63490	Capital Outlay Projects Fund	19,224.57	0.00	19,224.57	92*0460665	92*0460671
63500	Capital Outlay Projects Fund	10,615.00	0.00	10,615.00	92*0460794	92*0460796
Total Fund 41 Capital Outlay Projects Fun		<u>\$95,168.16</u>	<u>\$0.00</u>	<u>\$95,168.16</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63445	Bond Fund, Measure E	163,820.00	0.00	163,820.00	92*0458806	92*0458806
63474	Bond Fund, Measure E	164,250.00	0.00	164,250.00	92*0460397	92*0460397
63481	Bond Fund, Measure E	8,116.40	0.00	8,116.40	92*0460457	92*0460457
63499	Bond Fund, Measure E	1,500.00	0.00	1,500.00	92*0460793	92*0460793
Total Fund 42 Bond Fund, Measure E		<u>\$337,686.40</u>	<u>\$0.00</u>	<u>\$337,686.40</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63444	Bond Fund, Measure Q	25,700.93	0.00	25,700.93	92*0458803	92*0458805
63473	Bond Fund, Measure Q	30,020.30	0.00	30,020.30	92*0460394	92*0460396
63480	Bond Fund, Measure Q	288,116.40	0.00	288,116.40	92*0460456	92*0460456
Total Fund 43 Bond Fund, Measure Q		\$343,837.63	\$0.00	\$343,837.63		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63443	Property and Liability Fund	23,676.12	0.00	23,676.12	92*0458801	92*0458802
63472	Property and Liability Fund	133.55	0.00	133.55	92*0460393	92*0460393
63489	Property and Liability Fund	24,446.61	0.00	24,446.61	92*0460663	92*0460664
63498	Property and Liability Fund	4,525.90	0.00	4,525.90	92*0460792	92*0460792
Total Fund 61 Property and Liability Fund		\$52,782.18	\$0.00	\$52,782.18		

Checks Written for Period 12/15/15 Thru 01/11/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63442	Workers' Compensation Fund	58.20	0.00	58.20	92*0458800	92*0458800
63479	Workers' Compensation Fund	645.28	0.00	645.28	92*0460455	92*0460455
63497	Workers' Compensation Fund	1,837.50	0.00	1,837.50	92*0460791	92*0460791
Total Fund 62 Workers' Compensation Fu		<u>\$2,540.98</u>	<u>\$0.00</u>	<u>\$2,540.98</u>		

Checks Written for Period 12/15/15 Thru 01/11/16

63478	Student Financial Aid Fund	182.99	0.00	182.99	92*0460454	92*0460454
Total Fund 74 Student Financial Aid Fund		<u><u>\$182.99</u></u>	<u><u>\$0.00</u></u>	<u><u>\$182.99</u></u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	1,427,715.40
Total Fund 12 General Fund Restricted	376,898.16
Total Fund 13 GF Unrestricted One-Time Fund	5,896.12
Total Fund 33 Child Development Fund	44,284.78
Total Fund 41 Capital Outlay Projects Fund	95,168.16
Total Fund 42 Bond Fund, Measure E	337,686.40
Total Fund 43 Bond Fund, Measure Q	343,837.63
Total Fund 61 Property and Liability Fund	52,782.18
Total Fund 62 Workers' Compensation Fund	2,540.98
Total Fund 74 Student Financial Aid Fund	182.99
Grand Total:	<u><u>\$2,686,992.80</u></u>

Checks Written for Period 12/12/15 Thru 01/08/16

<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>
311512331	Bookstore Fund	78,050.04	42.02	78,008.02	31*0106471	31*0106498
Total Fund 31 Bookstore Fund		<u><u>\$78,050.04</u></u>	<u><u>\$42.02</u></u>	<u><u>\$78,008.02</u></u>		

Checks Written for Period 12/12/15 Thru 01/08/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
711512331	Associated Students Fund	2,006.02	0.00	2,006.02	71*0007586	71*0007600
Total Fund 71 Associated Students Fund		<u>2,006.02</u>	<u>\$0.00</u>	<u>2,006.02</u>		

Checks Written for Period 12/12/15 Thru 01/08/16

<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>
761512331	Community Education Fund	26,398.87	0.00	26,398.87	76*0006870	76*0006881
Total Fund 76 Community Education Fund		<u><u>\$26,398.87</u></u>	<u><u>\$0.00</u></u>	<u><u>\$26,398.87</u></u>		

Checks Written for Period 12/12/15 Thru 01/08/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
791512331	Diversified Trust Fund	50,398.23	79.90	50,318.33	79*0019766	79*0019799
Total Fund 79 Diversified Trust Fund		<u>50,398.23</u>	<u>79.90</u>	<u>50,318.33</u>		

Checks Written for Period 12/12/15 Thru 01/08/16

<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>
811512331	Diversified Agency Fund	45,016.94	0.00	45,016.94	81*0046288	81*0046330
Total Fund 81 Diversified Agency Fund		<u>45,016.94</u>	<u>0.00</u>	<u>45,016.94</u>		

SUMMARY

Total Fund 31 Bookstore Fund	78,008.02
Total Fund 71 Associated Students Fund	2,006.02
Total Fund 76 Community Education Fund	26,398.87
Total Fund 79 Diversified Trust Fund	50,318.33
Total Fund 81 Diversified Agency Fund	45,016.94
Grand Total:	<u><u>\$201,748.18</u></u>

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

No. 4.2

From 12/12/2015 To 01/07/2016

Board Meeting on 01/25/2016

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	4,796	
2000	CLASSIFIED SALARIES		25,114
3000	EMPLOYEE BENEFITS		16,826
4000	SUPPLIES & MATERIALS	7,366	
5000	OTHER OPERATING EXP & SERVICES	33,445	
6000	CAPITAL OUTLAY		3,667
Total Transfer Fund 11		\$45,607	\$45,607
<u>Fund 12: General Fund Restricted</u>			
1000	ACADEMIC SALARIES		36,633
2000	CLASSIFIED SALARIES		201,027
3000	EMPLOYEE BENEFITS	11,948	
4000	SUPPLIES & MATERIALS		14,155
5000	OTHER OPERATING EXP & SERVICES	375,171	
6000	CAPITAL OUTLAY		21,742
7000	OTHER OUTGO		124,748
7900	RESERVE FOR CONTINGENCIES	11,186	
Total Transfer Fund 12		\$398,305	\$398,305
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
1000	ACADEMIC SALARIES		10,377
3000	EMPLOYEE BENEFITS		1,623
4000	SUPPLIES & MATERIALS		294,373
5000	OTHER OPERATING EXP & SERVICES	325,373	
6000	CAPITAL OUTLAY		25,000
7900	RESERVE FOR CONTINGENCIES	6,000	
Total Transfer Fund 13		\$331,373	\$331,373
<u>Fund 33: Child Development Fund</u>			
1000	ACADEMIC SALARIES	1,817	
2000	CLASSIFIED SALARIES	15,789	
3000	EMPLOYEE BENEFITS	18,407	
4000	SUPPLIES & MATERIALS		1,068
5000	OTHER OPERATING EXP & SERVICES	27,845	
6000	CAPITAL OUTLAY		62,790
Total Transfer Fund 33		\$63,858	\$63,858

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 12/12/2015 To 01/07/2016
Board Meeting on 01/25/2016**

BUDGET TRANSFERS	From	To
<u>Fund 41: Capital Outlay Projects Fund</u>		
5000 OTHER OPERATING EXP & SERVICES		26,450
7900 RESERVE FOR CONTINGENCIES	26,450	
Total Transfer Fund 41	\$26,450	\$26,450
<u>Fund 61: Property and Liability Fund</u>		
5000 OTHER OPERATING EXP & SERVICES		6,200
7900 RESERVE FOR CONTINGENCIES	6,200	
Total Transfer Fund 61	\$6,200	\$6,200
<u>Fund 79: Diversified Trust Fund</u>		
5000 OTHER OPERATING EXP & SERVICES		12,888
7900 RESERVE FOR CONTINGENCIES	12,888	
Total Transfer Fund 79	\$12,888	\$12,888
BUDGET INCREASES AND DECREASES		
	Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>		
8100 FEDERAL REVENUES	20,000	
8600 STATE REVENUES	570,198	
1000 ACADEMIC SALARIES		513,650
2000 CLASSIFIED SALARIES		330,370
3000 EMPLOYEE BENEFITS		258,079
4000 SUPPLIES & MATERIALS		82,189
5000 OTHER OPERATING EXP & SERVICES		(694,860)
6000 CAPITAL OUTLAY		100,770
Total Transfer Fund 12	\$590,198	\$590,198
<u>Fund 13: GF Unrestricted One-Time Funds</u>		
8800 LOCAL REVENUES	6,210	
2000 CLASSIFIED SALARIES		5,847
3000 EMPLOYEE BENEFITS		363
Total Transfer Fund 13	\$6,210	\$6,210
<u>Fund 76: Community Education Fund</u>		
8800 LOCAL REVENUES	41,688	
2000 CLASSIFIED SALARIES		12,844
3000 EMPLOYEE BENEFITS		28,844
Total Transfer Fund 76	\$41,688	\$41,688

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

RECOMMENDATION

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 12/12/2015 To 01/07/2016
Board Meeting on 01/25/2016**

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>		
B017579 01/06/16		
2000 CLASSIFIED SALARIES		29,602
3000 EMPLOYEE BENEFITS		7,542
4000 SUPPLIES & MATERIALS	4,638	
5000 OTHER OPERATING EXP & SERVICES	32,506	
	\$37,144	\$37,144
Total Reference B017579		
Reason: Adjustment		
Description: To Reverse BC#B017223		
<u>Fund 12: General Fund Restricted</u>		
B017519 12/16/15		
4000 SUPPLIES & MATERIALS		16,742
5000 OTHER OPERATING EXP & SERVICES	38,251	
6000 CAPITAL OUTLAY		21,509
	\$38,251	\$38,251
Total Reference B017519		
Reason: Special Project Adjustment		
Description: Move funds to cover GST quote for AV parts for D building		
B017557 01/05/16		
1000 ACADEMIC SALARIES		47,662
2000 CLASSIFIED SALARIES		222,892
3000 EMPLOYEE BENEFITS	10,933	
4000 SUPPLIES & MATERIALS	21,398	
5000 OTHER OPERATING EXP & SERVICES	351,473	
6000 CAPITAL OUTLAY	4,000	
7000 OTHER OUTGO		117,250
	\$387,804	\$387,804
Total Reference B017557		
Reason: Special Project Adjustment		
Description: Allocate budget for the Student Equity plan 15/16		
B017565 01/05/16		
5000 OTHER OPERATING EXP & SERVICES		7,715
7900 RESERVE FOR CONTINGENCIES	7,715	
	\$7,715	\$7,715
Total Reference B017565		
Reason: Special Project Adjustment		
Description: Purchase of Point & Click software and installation/training		
B017567 01/05/16		
5000 OTHER OPERATING EXP & SERVICES		471
7900 RESERVE FOR CONTINGENCIES	471	
	\$471	\$471
Total Reference B017567		
Reason: Special Project Adjustment		
Description: Re-allocate funds to allow ACHA membership.		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 12/12/2015 To 01/07/2016
Board Meeting on 01/25/2016**

BUDGET TRANSFERS	From	To
B017568 01/05/16		
4000 SUPPLIES & MATERIALS		1,000
5000 OTHER OPERATING EXP & SERVICES		1,000
7900 RESERVE FOR CONTINGENCIES	2,000	
	<hr/>	<hr/>
Total Reference B017568	\$2,000	\$2,000
Reason: Special Project Adjustment		
Description: To cover Health Svcs-National College Health Assessment		
B017582 01/07/16		
4000 SUPPLIES & MATERIALS		1,000
7900 RESERVE FOR CONTINGENCIES	1,000	
	<hr/>	<hr/>
Total Reference B017582	\$1,000	\$1,000
Reason: Special Project Adjustment		
Description: Cover lunch & refreshments for Clery training 1/12/16 & 1/13/16		
<u>Fund 13: GF Unrestricted One-Time Funds</u>		
B017506 12/16/15		
5000 OTHER OPERATING EXP & SERVICES		6,000
7900 RESERVE FOR CONTINGENCIES	6,000	
	<hr/>	<hr/>
Total Reference B017506	\$6,000	\$6,000
Reason: Adjustment		
Description: Allocate add'l funds for CEC Spring '16 schedule printing		
B017572 01/06/16		
1000 ACADEMIC SALARIES		10,377
3000 EMPLOYEE BENEFITS		1,623
4000 SUPPLIES & MATERIALS		294,373
5000 OTHER OPERATING EXP & SERVICES	331,373	
6000 CAPITAL OUTLAY		25,000
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Total Reference B017572	\$331,373	\$331,373
Reason: Adjustment		
Description: One-Time allocation to SAC departments for unrestricted use		
<u>Fund 33: Child Development Fund</u>		
B017484 12/14/15		
4000 SUPPLIES & MATERIALS		10,000
5000 OTHER OPERATING EXP & SERVICES	30,000	
6000 CAPITAL OUTLAY		20,000
	<hr/>	<hr/>
Total Reference B017484	\$30,000	\$30,000
Reason: Special Project Adjustment		
Description: Final purchases		

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

From 12/12/2015 To 01/07/2016

Board Meeting on 01/25/2016

BUDGET TRANSFERS From To

Fund 41: Capital Outlay Projects Fund

B017507	12/16/15			
5000	OTHER OPERATING EXP & SERVICES			18,000
7900	RESERVE FOR CONTINGENCIES		18,000	

Total Reference B017507	\$18,000	\$18,000
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Reason: Special Project Adjustment
Description: Allocate funds for bathroom repair in R-113

B017589	01/07/16			
5000	OTHER OPERATING EXP & SERVICES			8,450
7900	RESERVE FOR CONTINGENCIES		8,450	

Total Reference B017589	\$8,450	\$8,450
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Reason: Special Project Adjustment
Description: To fund repair on estimate #1293 (back flow repairs).

Fund 61: Property and Liability Fund

B017553	01/04/16			
5000	OTHER OPERATING EXP & SERVICES			6,200
7900	RESERVE FOR CONTINGENCIES		6,200	

Total Reference B017553	\$6,200	\$6,200
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Reason: Adjustment
Description: Funds needed to pay for financial settlement

Fund 79: Diversified Trust Fund

B017576	01/06/16			
5000	OTHER OPERATING EXP & SERVICES			4,268
7900	RESERVE FOR CONTINGENCIES		4,268	

Total Reference B017576	\$4,268	\$4,268
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Reason: Special Project Adjustment
Description: To move funds into the proper account for repairs

B017586	01/07/16			
5000	OTHER OPERATING EXP & SERVICES			8,620
7900	RESERVE FOR CONTINGENCIES		8,620	

Total Reference B017586	\$8,620	\$8,620
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Reason: Special Project Adjustment
Description: To fund repairs of T building roof

BUDGET INCREASES AND DECREASES Revenue Appropriation

Fund 12: General Fund Restricted

B017474	12/14/15			
8600	STATE REVENUES		(29,708)	
2000	CLASSIFIED SALARIES			(27,000)
3000	EMPLOYEE BENEFITS			(1,675)
6000	CAPITAL OUTLAY			(1,033)

Total Reference B017474	\$(29,708)	\$(29,708)
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Reason: Special Project Adjustment
Description: Purchase software w/ Tableau PR#42246 & Alteryx PR#42287

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

From 12/12/2015 To 01/07/2016

Board Meeting on 01/25/2016

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B017475	12/14/15		
8600	STATE REVENUES	(31,456)	
2000	CLASSIFIED SALARIES		(25,000)
3000	EMPLOYEE BENEFITS		(5,058)
5000	OTHER OPERATING EXP & SERVICES		(27)
6000	CAPITAL OUTLAY		(1,371)
Total Reference B017475		\$(31,456)	\$(31,456)
Reason:	Special Project Adjustment		
Description:	Purchase software w/ Tableau PR#42246 & Alteryx PR#42287		
B017476	12/14/15		
8600	STATE REVENUES	67,523	
2000	CLASSIFIED SALARIES		(10,000)
3000	EMPLOYEE BENEFITS		(1,110)
4000	SUPPLIES & MATERIALS		(5,120)
5000	OTHER OPERATING EXP & SERVICES		83,753
Total Reference B017476		\$67,523	\$67,523
Reason:	Special Project Adjustment		
Description:	Purchase software w/ Tableau PR#42246 & Alteryx PR#42287		
B017480	12/14/15		
8600	STATE REVENUES	82,762	
2000	CLASSIFIED SALARIES		43,485
3000	EMPLOYEE BENEFITS		43,155
4000	SUPPLIES & MATERIALS		(2,428)
5000	OTHER OPERATING EXP & SERVICES		(1,450)
Total Reference B017480		\$82,762	\$82,762
Reason:	Special Project Adjustment		
Description:	2015/16 Credit SSSP SCC Allocations		
B017481	12/14/15		
8600	STATE REVENUES	421,945	
1000	ACADEMIC SALARIES		194,457
2000	CLASSIFIED SALARIES		107,621
3000	EMPLOYEE BENEFITS		157,593
4000	SUPPLIES & MATERIALS		1,745
5000	OTHER OPERATING EXP & SERVICES		(6,626)
6000	CAPITAL OUTLAY		(32,845)
Total Reference B017481		\$421,945	\$421,945
Reason:	Special Project Adjustment		
Description:	2015/16 Credit SSSP SCC Allocations		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 12/12/2015 To 01/07/2016
Board Meeting on 01/25/2016**

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B017482	12/14/15		
8600	STATE REVENUES	82,133	
1000	ACADEMIC SALARIES		5,000
2000	CLASSIFIED SALARIES		26,821
3000	EMPLOYEE BENEFITS		11,535
4000	SUPPLIES & MATERIALS		12,257
5000	OTHER OPERATING EXP & SERVICES		13,520
6000	CAPITAL OUTLAY		13,000
Total Reference B017482		\$82,133	\$82,133
Reason:	Special Project Adjustment		
Description:	2015/16 Credit SSSP SCC Allocations		
B017487	12/14/15		
8600	STATE REVENUES	72,941	
4000	SUPPLIES & MATERIALS		23,642
5000	OTHER OPERATING EXP & SERVICES		12,254
6000	CAPITAL OUTLAY		37,045
Total Reference B017487		\$72,941	\$72,941
Reason:	New Budget		
Description:	NEWB – SP #2416 – SSSP Credit SAC		
B017498	12/15/15		
8600	STATE REVENUES	(5,773)	
1000	ACADEMIC SALARIES		(62,046)
2000	CLASSIFIED SALARIES		(48,920)
3000	EMPLOYEE BENEFITS		(42,430)
4000	SUPPLIES & MATERIALS		15,000
5000	OTHER OPERATING EXP & SERVICES		91,104
6000	CAPITAL OUTLAY		41,519
Total Reference B017498		\$(5,773)	\$(5,773)
Reason:	New Budget		
Description:	NEWB-SP #2412- SSSP Credit SAC		
B017499	12/15/15		
8600	STATE REVENUES	(82,819)	
2000	CLASSIFIED SALARIES		18,846
3000	EMPLOYEE BENEFITS		4,323
6000	CAPITAL OUTLAY		(105,988)
Total Reference B017499		\$(82,819)	\$(82,819)
Reason:	New Budget		
Description:	NEWB – SP #2411 – SSSP Credit SAC		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 12/12/2015 To 01/07/2016
Board Meeting on 01/25/2016**

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B017501	12/15/15		
8600	STATE REVENUES	(887,703)	
3000	EMPLOYEE BENEFITS		(6,637)
4000	SUPPLIES & MATERIALS		9,500
5000	OTHER OPERATING EXP & SERVICES		(925,566)
6000	CAPITAL OUTLAY		35,000
Total Reference B017501		\$(887,703)	\$(887,703)
Reason: New Budget			
Description: NEWB – SP #2413 – SSSP Credit SAC			
B017502	12/15/15		
8600	STATE REVENUES	342,565	
2000	CLASSIFIED SALARIES		191,159
3000	EMPLOYEE BENEFITS		18,906
4000	SUPPLIES & MATERIALS		30,000
5000	OTHER OPERATING EXP & SERVICES		42,500
6000	CAPITAL OUTLAY		60,000
Total Reference B017502		\$342,565	\$342,565
Reason: New Budget			
Description: NEWB – SP #2415 – SSSP Credit SAC			
B017503	12/15/15		
8600	STATE REVENUES	534,235	
1000	ACADEMIC SALARIES		367,149
2000	CLASSIFIED SALARIES		28,777
3000	EMPLOYEE BENEFITS		72,746
4000	SUPPLIES & MATERIALS		(1,281)
5000	OTHER OPERATING EXP & SERVICES		6,844
6000	CAPITAL OUTLAY		60,000
Total Reference B017503		\$534,235	\$534,235
Reason: New Budget			
Description: NEWB – SP #2417 – SSSP Credit SAC			
Fund 76: Community Education Fund			
B017500	12/15/15		
8800	LOCAL REVENUES	41,688	
2000	CLASSIFIED SALARIES		12,844
3000	EMPLOYEE BENEFITS		28,844
Total Reference B017500		\$41,688	\$41,688
Reason: Adjustment			
Description: Funds needed to allocate 25% of salary for Senior Clerk pos.			

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: January 25, 2016
Re:	Approval of Agreement to Indemnify, Waive and Release Successor Agency to the Former Community Redevelopment Agency of the City of Santa Ana Regarding Retro-Active Pass-Through Obligations	
Action:	Request for Approval	

BACKGROUND

The purpose of this agenda item is to seek Board of Trustee approval of an agreement to indemnify, waive and release the Successor Agency to the form Community Redevelopment Agency of the City of Santa Ana and the City of Santa Ana in exchange for the Successor Agency's payment of approximately \$210,000 to the District for past due pass-through payments from certain redevelopment project areas. On October 18, 2010, the former Community Redevelopment Agency of the City of Santa Ana adopted Ordinance No. NS 2809, which eliminated the time limit for incurring indebtedness for the project areas of (1) Santa Ana CRA Downtown 72-73 & 74-75 and (2) Santa Ana CRA Intercity Commuter. This action triggered annual pass-through payments to all affected taxing agencies that did not previously enter into a contractual pass-through agreement, including the District.

ANALYSIS

Since the adoption of Ordinance No. NS 2809 occurred in 2010, the former redevelopment agency and Successor Agency calculated the base year for pass-through payments as commencing in the year of the Ordinance's adoption. The District challenged these calculations. At the February 10, 2015 Oversight Board meeting, the Successor Agency agreed to pay the District the past due pass-through payments so long as the Successor Agency and the City of Santa Ana are released and indemnified from any challenge by another. In consultation with District's financial advisor and legal counsel, the risk is fairly low and the amount of potential claims is far less than the amount to be gained. The proposed Agreement is attached as Exhibit "A":

The payment contemplated in the proposed agreement is not guaranteed but is dependent upon further approval of the Oversight Board and the Department of Finance during the Recognized Obligation Payment Schedule adoption process. If approved, payment would occur no earlier than July 1, 2016.

Any revenue received will be deposited to Fund 41 – Capital Outlay Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Agreement to Indemnify, Waive and Release Successor Agency to the Former Community Redevelopment Agency of the City of Santa Ana Regarding Retro-Active Pass-Through Obligations as presented.

Fiscal Impact	Approximately \$210,000 in revenue	Board Date: January 25, 2016
Prepared by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

**AGREEMENT RE INDEMNITY, WAIVER AND RELEASE
REGARDING
PASS THROUGH OBLIGATIONS**

This Agreement Re Indemnity, Waiver and Mutual Release Regarding Pass Through Obligations ("Agreement") is made and entered into as of _____, 2015, by and among the Successor Agency to the Community Redevelopment Agency of the City of Santa Ana ("Successor Agency"), and Rancho Santiago Community College District ("Taxing Agency"). Successor Agency and Taxing Agency may be referred to singularly as a "Party" and collectively as the "Parties."

R E C I T A L S

A. Prior to February 1, 2012, the Community Redevelopment Agency of the City of Santa Ana (herein referred to as the "Former Agency") was a community redevelopment agency duly organized and existing under the California Community Redevelopment Law (Health and Safety Code Section 33000, *et seq.*) (the "Redevelopment Law"), and was authorized to transact business and exercise the powers of a redevelopment agency pursuant to action of the City Council of the City of Santa Ana.

B. Assembly Bill 1 x 26, chaptered and effective on June 28, 2011, added Parts 1.8 and 1.85 to Division 24 of the California Health and Safety Code, which caused the dissolution of all redevelopment agencies and winding down of the affairs of former agencies, including as such laws were amended by Assembly Bill 1484, chaptered and effective on June 27, 2012 (together, the "Dissolution Act").

C. As of February 1, 2012 the Former Agency was dissolved pursuant to the Dissolution Act and the Successor Agency serves as the successor agency to the Former Agency.

D. The Successor Agency administers the enforceable obligations of the Former Agency and otherwise unwinds the Former Agency's affairs, all subject to the review and approval by a seven-member oversight board ("Oversight Board").

E. The Former Agency was obligated to make certain statutory pass through payments to the Taxing Agency pursuant to Health and Safety Code Section 33607.5 and Section 33607.7 ("Tax Sharing Payments").

F. Upon dissolution of the Former Agency, the Tax Sharing Payments were calculated and disbursed by the Orange County Auditor-Controller ("CAC").

G. The Taxing Agency alleges that the Former Agency incorrectly calculated the Tax Sharing Payments, resulting in past-due, retroactive Tax Sharing Payments owed to the Taxing Agency and other affected taxing agencies ("Taxing Agency Allegations").

H. The Taxing Agency hired a consultant to calculate the Tax Sharing Payments the Taxing Agency alleges are owed to the Taxing Agency and other affected taxing agencies; such payments are set forth on Exhibit A, attached hereto and incorporated herein, and are referred to as the "Payments." The Successor Agency has not independently verified the calculations of the

payments undertaken by the Taxing Agency and is relying on the Taxing Agency's assertion that the Payments are properly calculated and lawfully owed under the Redevelopment Law and the Dissolution Act.

I. Subject to the terms and conditions hereof, the Parties desire to compromise and settle all claims and terminate all disputes that have been or could have been asserted by and among the Parties relating to the calculation and payment of the Payments, all without admitting liability on behalf of any of the Parties.

A G R E E M E N T

NOW, THEREFORE, in consideration of the foregoing recitals, the covenants and agreements contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. Effectiveness of Agreement: Third Party Approvals. This Agreement shall become effective upon (A) execution of this Agreement by the Parties, and (B) approval of this Agreement by resolution of the Oversight Board, and (C) following Oversight Board approval, upon passage of the time periods prescribed by applicable law, either by no review of such Oversight Board action being timely requested by the California Department of Finance ("DOF"), or by DOF approval or lack of objection thereto.

2. Payment to Taxing Agency. The Successor Agency hereby agrees to pay to the Taxing Agency and each other affected taxing agencies the respective amounts set forth in Exhibit A (collectively, the "Payments"). The Payments shall be made within thirty (30) days following the Successor Agency's receipt of moneys from the County Auditor-Controller for the applicable six-month fiscal period covered by the first Recognized Obligation Payment Schedule ("ROPS") on which the Payments are approved as a line item following the Effective Date hereof.

3. Subordinate Obligation: Distribution of RPTTF. The Parties acknowledge and agree that all Redevelopment Property Tax Trust Fund ("RPTTF") moneys attributable to the Former Agency's redevelopment project areas will be distributed by the CAC in accordance with Health & Safety Code Section 34183. The Payments shall be satisfied out of excess RPTTF moneys ("Excess RPTTF") available after payment of the County administration fee, all pass through payments, all enforceable obligations including bonds and other indebtedness, and the Successor Agency's administrative expenses (collectively, the "Prior Obligations"). To the extent Excess RPTTF is available after payment of all Prior Obligations in a given ROPS period, such Excess RPTTF shall be applied to payment of the Successor Agency Payment Obligations due during the applicable ROPS period. If the Excess RPTTF in a ROPS period is insufficient to enable the Successor Agency to make the Payments due during that ROPS period, the insufficiency shall be paid in future ROPS periods, without interest, as and when sufficient Excess RPTTF moneys are available.

A. Subject to Prior Obligations. The Parties acknowledge and agree that the Payments under this Agreement are junior to all obligations of the Successor Agency with a prior claim on, or pledge of, moneys in the RPTTF, pursuant to Health & Safety Code Section 34183 or other laws, including all other enforceable obligations on each applicable ROPS.

4. Release by Taxing Agency. Except for the obligations imposed under this Agreement, the Taxing Agency, on behalf of itself, its predecessors, successors, assigns, agents, relatives, heirs, beneficiaries, affiliates, attorneys, insurers and all others claiming by and through the Taxing Agency, does hereby release, discharge and covenant not to sue the Successor Agency and the City, as well as their council members, board members, staff, officers, directors, partners, employees, shareholders, members, managers, subsidiaries, parent and related corporations or entities, agents, representatives, attorneys, successors, assigns, heirs, relatives, descendants, administrators, executors, beneficiaries, trustees, insurers and predecessors and successors-in-interest, from and for all actions, claims, charges, liabilities, obligations, benefits, compensation, damages, fees, expenses, or suits of any kind whatsoever, known or unknown, which the Taxing Agency now has, or may ever have had, arising out of or relating to the Payments, the Tax Sharing Payments and/or the Taxing Agency Allegations.

A. Full Defense. The provisions of this Section 4 may be pleaded as a full and complete defense to, and may be used as the basis for any injunction against, any action, suit, or other proceeding that may be instituted, prosecuted, or attempted in breach of this Section 4.

B. Civil Code Section 1542. The Taxing Agency acknowledges and understands that the matters released herein may involve facts and circumstances currently unknown to the Taxing Agency, but nevertheless the Taxing Agency intends that the releases provided herein shall be general releases, and that they shall effectively release all actions, claims, charges, liabilities, obligations, benefits, compensation, damages, fees or suits of any kind whatsoever in connection with, arising out of or relating to the Payments, the Tax Sharing Payments and/or the Taxing Agency Allegations, even if they involve unknown facts and circumstances. The Taxing Agency hereby acknowledges that it has been fully advised of the contents of Section 1542 of the Civil Code of the State of California, which reads as follows:

Section 1542. (General Release; extent.) A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor.

The Taxing Agency hereby expressly waives and relinquishes any and all rights and benefits under Civil Code Section 1542 and any law or legal principle of similar effect in any jurisdiction with respect to the releases granted in this Section 5.

Taxing Agency
Initials

5. Indemnification by Taxing Agency. Taxing Agency hereby agrees to indemnify and hold harmless Successor Agency, City and their respective affiliates, officers, directors, agents, servants, employees, contractors and subcontractors and the employees of any of the foregoing (each, "Indemnitees"), from and against any and all liabilities, claims, losses, fines, damages, costs and expenses (including costs and expenses of defense), which are caused in whole or in part by or arise out of this Agreement, including without limitation the Payments required by

Section 1 of this Agreement, and further expressly including claims or damages asserted against the Indemnitees by other affected taxing agencies or other third parties. If any provision of this indemnity is determined by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions of this indemnity will remain in effect to the maximum extent permitted by law.

6. No Material Reliance. There are no unwritten, oral or verbal understandings, agreements, promises or representations of any kind whatsoever as between the Parties that are not contained in this Agreement. The Parties each represent and acknowledge that, in executing this Agreement, they have not relied upon any representation, statement, omission, agreement or promise made by any other Party except as set forth in this Agreement, nor have they relied upon any representation, statement, agreement, omission or promise made by the other Party's agents, representatives, or attorneys, except as set forth in this Agreement.

7. Final and Binding Agreement. The Parties have each made such investigation of the facts pertaining to this Agreement as they have deemed necessary. This Agreement is intended to be and is the final, binding and fully integrated agreement of the Parties, regardless of any claims of either of the Parties of misrepresentation, concealment of fact, or mistake of law or fact.

8. No Admission of Liability. The Taxing Agency acknowledges and agrees that this Agreement does not constitute an admission by the Successor Agency of liability, does not constitute any factual or legal precedent whatsoever, and may not be used as evidence in any subsequent proceeding of any kind, except in an action alleging a breach of this Agreement.

9. Entire Agreement. This Agreement supersedes all prior and contemporaneous oral and written agreements, understandings, and representations, if any between the Parties.

10. Neutral Interpretation. The Parties each acknowledge that they are entering into this Agreement having fully reviewed its terms and legal effect, in consultation with their respective legal counsel. The wording of this Agreement was reviewed and accepted by each Party and their legal counsel prior to execution. This Agreement was drafted equally by all Parties, and no Party shall be entitled to have any wording construed for or against any other Party in the event of a dispute.

11. Counterparts. This Agreement may be executed in any number of counterparts, each of which will be deemed an original and together constitute the same agreement, whether each Party executes a separate counterpart.

12. Notices. All notices and requests required or permitted under this Agreement shall be made in writing by United States mail to the following:

Successor Agency:

Successor Agency to the
Community Redevelopment Agency of the
City of Santa Ana
20 Civic Center Plaza
Santa Ana, California 92701
Attention: Executive Director

With copies to:

City Attorney
City of Santa Ana
20 Civic Center Plaza, 7th Floor (M-29)
Santa Ana, California 92702

City Clerk
City of Santa Ana
20 Civic Center Plaza, 8th Floor
Santa Ana, California 92702

Taxing Agency:

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

13. Parties Shall Bear Their Own Fees And Costs. Each of the Parties shall bear its own attorneys' fees and costs relating to this Agreement.

14. Attorneys' Fees. In the event it is necessary for any Party to this Agreement to initiate legal proceedings to enforce this Agreement or adjudicate any issues under this Agreement, the prevailing Party shall be entitled to recover its reasonable attorneys' fees, costs and disbursements, including reasonable expert fees and costs, if any.

15. Enforcement. Enforcement of this Agreement shall be governed by the laws of the State of California. Any action concerning this Agreement must be brought in a state court in the County of Orange, State of California.

16. Successor and Assigns. This Agreement shall be binding upon and inure to the Parties hereto and their respective heirs, executors, administrators, successors and assigns.

17. Authority to Execute. Each of the persons signing below on behalf of the Parties specifically represents and acknowledges that he or she has been authorized to do so by the Party on whose behalf he or she has executed this Agreement.

[Signatures appear on following pages.]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year first above written.

SUCCESSOR AGENCY TO THE
COMMUNITY REDEVELOPMENT
AGENCY OF THE CITY OF SANTA
ANA

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

By: _____
Its: City Manager

By: _____
Its: _____

ATTEST

ATTEST

By: Maria D. Huizar
Title: Clerk of the Council

By: _____
Title: _____

APPROVED AS TO FORM

APPROVED AS TO FORM

Sonia R. Carvalho
City Attorney

By: Lisa E. Storck
Title: Assistant City Attorney

By: _____
Title: _____

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

To:	Board of Trustees	Date: January 25, 2016
Re:	Approval of the Quarterly Financial Status Report (CCFS-311Q) for period ended December 31, 2015	
Action:	Request for Approval	

BACKGROUND

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

Attached is the California Community Colleges Quarterly Financial Status Report form CCFS-311Q for the second quarter in fiscal year 2015-16 ended December 31, 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 six months covered in this report, the District has recognized 50% of budgeted revenues and other financing sources and 49.4% of budgeted expenditures and other outgo in the unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approve the CCFS-311Q for the period ending December 31, 2015 as presented.

Fiscal Impact:	Not Applicable	Board Date: January 25, 2016
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: December 31, 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	178,818,834
Other Financing Sources (Objects 8900)	20,007	100,667	8,977	8,101
Total Unrestricted Revenues	137,245,072	143,425,917	149,644,288	178,826,935
Expenditures:				
(Objects 1000-6000)	139,499,629	144,496,127	148,614,551	163,422,773
Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	3,508,107	9,296,288	2,379,302	17,675,722
Total Unrestricted Expenditures	143,007,736	153,792,415	150,993,853	181,098,495
Revenues Over(Under)Expenditures	-5,762,664	-10,366,498	-1,349,565	-2,271,560
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	23,645,567
% of GF Balance to GF Expenditures	26.3%	17.7%	17.2%	13.1%

II. Annualized Attendance FTES:

Annualized FTES	2012-13	2013-14	2014-15	2015-16
(Excluding apprentices and non-residents)	28,185	28,628	28,908	29,291

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)	47,665,302	33,269,630	34,209,983	52,438,278

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	178,818,834	89,325,467	50.0%
Other Financing Sources (Objects 8900)	5,000	5,000	8,101	162.0%
Total Unrestricted Revenues	177,844,182	178,823,834	89,333,568	50.0%
Expenditures:				
Unrestricted General Fund Expenditures (Objects 1000-6000)	175,641,069	163,422,773	72,073,097	44.1%
Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	3,250,000	17,675,722	17,425,681	98.6%
Total Unrestricted Expenditures	178,891,069	181,098,495	89,498,778	49.4%
Revenues Over(Under) Expenditures	(1,046,887)	(2,274,661)	(165,210)	
Adjusted Fund Balance, Beginning	25,917,127	25,917,127	25,917,127	
Fund Balance, Ending	24,870,240	23,642,466	25,751,917	
% of UGF Fund Balance to UGF Expenditures	13.9%	13.1%		

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

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

SALARIES

Contract Period Settled (Specify)	Management		Academic**		Classified/Confidential	
	*Total Salary /Cost Increase %		*Total Salary /Cost Increase %		*Total Salary /Cost Increase %	
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.:

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

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

YES NO

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

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

YES NO

Next Year? YES NO

CERTIFICATION

Rancho Santiago Community College District

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

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

District Chief Business Officer Date

District Chief Executive Officer Date

Quarter Ended: December 31, 2015

Governing Board Meeting Date: January 25, 2016

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

District: (870) Rancho Santiago Community College

Quarter Ended: December 31, 2015

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

As of June 30 for fiscal year specified.

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Prior Year Adjustments + (-)	-212,572	0	0	0
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Annualized FTES				
(Excluding apprentices and non-residents)	28,185	28,628	28,908	

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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.:

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

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

YES NO

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

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

YES NO

Next Year? YES NO

CERTIFICATION

Rancho Santiago Community College District

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

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

District Chief Business Officer Date

District Chief Executive Officer Date

Quarter Ended: December 31, 2015

Governing Board Meeting Date: January 25, 2016

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

To:	Board of Trustees	Date: January 25, 2016
Re:	Quarterly Investment Report as of December 31, 2015	
Action:	For Information	

BACKGROUND

The Quarterly Investment Report for the quarter ended December 31, 2015 is submitted in accordance with §53646(b) of Title 5 of the Government Code. The District's funds are held and invested with the Orange County Treasurer and the State of California Local Agency Investment Fund (LAIF).

ANALYSIS

The District's investments and any areas of noncompliance are shown on the following included documents: (1) the Statement of Cash as of December 31, 2015 for all District funds; (2) excerpts from the Orange County Treasurer's Investment Report for the month ended December 31, 2015, and (3) a copy of the State of California Local Agency Investment Fund (LAIF) "Remittance Advice" for the period ending December 31, 2015.

All investments for the quarter ended December 31, 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 December 31, 2015 is presented as information.

Fiscal Impact:	None	Board Date: January 25, 2016
Prepared by:	Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Rancho Santiago Community College District
Statement of Cash
December 31, 2015

Description	Amount	Interest Rate	QTR	% of Investment
Orange County Treasurer				
General Obligation Bonds	60,312,750	0.65%	Oct-Dec	23.74%
Bond Sinking Funds	27,757,365	0.65%	Oct-Dec	10.92%
All Other Funds	162,403,654	0.65%	Oct-Dec	63.92%
Local Agency Investment Fund (LAIF)	150,916	0.37%	Oct-Dec	0.06%
Revolving Fund, Refundable Deposits and Cash in Banks	3,457,297	0.00%	Oct-Dec	1.36%
	<u>254,081,982</u>			<u>100.00%</u>

Rancho Santiago Community College District

Cash Position December 31, 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	49,230,652				3,107,626	100,000			52,438,278
Child Development Fund	12	33	921,703				(44,520)				877,183
Bond Fund Measure E	22	42	11,510,338								11,510,338
Bond Fund Measure Q	23	43	48,802,412								48,802,412
Bond Int & Red Fund	31	24				27,757,365					27,757,365
Capital Outlay Projects Fund	40	41	58,529,587								58,529,587
Workers' Compensation Fund	68	62	6,854,039						50,000		6,904,039
Property and Liability Fund	70	61	2,950,646						25,000		2,975,646
Retiree Benefits Fund	71	63	43,345,297							150,916	43,496,213
Student Financial Aid	74	74	405,323	43,469	122,938		219,191				790,921
Totals			222,549,997	43,469	122,938	27,757,365	3,282,297	100,000	75,000	150,916	254,081,982

4.5 (3)



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



INTERDEPARTMENTAL COMMUNICATION

Date: January 15, 2016

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

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

Subject: Treasurer's Investment Report for the Month Ended December 31, 2015

Attached, please find the Treasurer's Investment Report for the County of Orange for the month ended December 31, 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 December 31, 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 56, 55 and 58 respectively. The maximum maturity of the Extended Fund is five years, with duration not to exceed the Merrill Lynch 1-3 Year index +25% (2.34). The duration is currently at 1.42. The investments in all of the funds are marked to market daily to determine the value of the funds. To further maintain safety, adherence to an investment strategy of only purchasing top-rated securities and diversification of instrument types and maturities is required.

ECONOMIC UPDATE

In December, the job market added 292,000 new jobs, and November's job numbers were revised upward by 41,000 to 252,000. The U.S. unemployment rate was unchanged at 5.0%. U.S. gross domestic product (GDP) was revised down in the third quarter of 2015 to a 2.0% annualized rate from 2.1%. The Empire State Manufacturing Index remained below zero at -4.6 while the Philadelphia Fed Index dropped below zero to -5.9. 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 forty-first consecutive month in October, up 5.54% from a year ago. The index for pending home sales increased 5.1% on a year-over-year basis in November. The 10-year Treasury rate increased six basis points in December to 2.27%.

The short-term 90-day T-bill ended the month at 0.16%, down from 0.17% in November, and the rate on the 2-year Treasury note was 1.05% at the end of December, up from 0.93% in November.

INVESTMENT INTEREST YIELDS AND FORECAST

The current gross interest yield year-to-date for fiscal year 2015/2016 is 0.57% for the Orange County Investment Pool and 0.59% for the Orange County Educational Investment Pool. The current net yield for fiscal year 2015/2016 is 0.50% and 0.52% respectively. The forecasted gross yield for the fiscal year 2015/2016 for the Orange County Investment Pool and Orange County Educational Investment Pools is expected to be 0.70%, versus the 0.55% originally forecasted based on the increase in the short-term Federal Funds Rate of 0.25% on December 17, 2015. The net year-to-date yields are expected to be 0.63% up from the original forecast of 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 December 2015 interest apportionment is expected to be paid by January 31, 2016. 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 Supervisor's 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 \$41 million and will be repaid by April 30, 2016.

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 0.29% of assets. Prior to purchasing any pool participant debt, a standardized credit analysis is performed.

COMPLIANCE SUMMARY

The investment portfolios had no compliance exceptions for the month of December 2015. The Auditor- Controller Report on Review of the Schedule of Assets Held by the County Treasury as of September 30, 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 Treasurer's Investment Portfolio for the Quarter Ended September 30, 2015 identified no deficiencies.

CREDIT UPDATE

During December, there was one update to the Treasurer's Approved Issuer List. One issuer, Orange County Pension Obligation Bonds, Series 2015 A, was assigned an upgrade by Standard & Poor's from AA- to AA in their long-term debt rating. An ongoing credit analysis of all issuers owned in the Investment Pools is reviewed on a daily, monthly, quarterly and annual basis.

I certify that this report includes all pool and non-pooled investments as of December 31, 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

	DECEMBER 2015	NOVEMBER 2015	INCREASE (DECREASE)	NET CHANGE %	DECEMBER 2014	INCREASE (DECREASE)	NET CHANGE %
<u>Orange County Investment Pool (OCIP)</u>							
End Of Month Market Value ^{1,2}	\$ 4,232,921,962	\$ 4,003,830,711	\$ 229,091,251	5.72%	\$ 3,882,065,635	\$ 350,856,327	9.04%
End Of Month Book Value ²	\$ 4,238,194,740	\$ 4,005,302,408	\$ 232,892,332	5.81%	\$ 3,882,995,464	\$ 355,199,276	9.15%
Monthly Average Balance ²	\$ 4,255,155,784	\$ 3,753,729,505	\$ 501,426,279	13.36%	\$ 4,033,901,483	\$ 221,254,301	5.48%
Year-To-Date Average Balance	\$ 3,565,912,038	\$ 3,428,063,288	\$ 137,848,749	4.02%	\$ 3,299,763,621	\$ 266,148,417	8.07%
Monthly Accrued Earnings ³	\$ 2,009,787	\$ 1,798,899	\$ 210,888	11.72%	\$ 1,193,721	\$ 816,066	68.36%
Monthly Net Yield ³	0.45%	0.51%	-0.07%	-12.76%	0.27%	0.18%	66.30%
Year-To-Date Net Yield ³	0.50%	0.51%	-0.01%	-2.73%	0.33%	0.17%	51.21%
Annual Estimated Gross Yield ⁴	0.70%	0.70%	0.00%	0.00%	0.41%	0.29%	70.73%
Weighted Average Maturity (WAM)	335	353	(18)	-5.10%	350	(15)	-4.29%
<u>Orange County Educational Investment Pool (OCEIP)</u>							
End Of Month Market Value ¹	\$ 4,448,829,056	\$ 3,156,251,092	\$ 1,292,577,964	40.95%	\$ 4,222,341,487	\$ 226,487,569	5.36%
End Of Month Book Value ²	\$ 4,454,040,991	\$ 3,157,665,265	\$ 1,296,375,726	41.05%	\$ 4,223,291,799	\$ 230,749,192	5.46%
Monthly Average Balance ²	\$ 3,772,796,819	\$ 3,237,807,100	\$ 534,989,719	16.52%	\$ 3,656,566,572	\$ 116,230,247	3.18%
Year-To-Date Average Balance	\$ 3,520,265,189	\$ 3,469,758,863	\$ 50,506,326	1.46%	\$ 3,400,043,988	\$ 120,221,201	3.54%
Monthly Accrued Earnings ³	\$ 2,048,659	\$ 1,810,183	\$ 238,477	13.17%	\$ 1,215,125	\$ 833,534	68.60%
Monthly Net Yield ³	0.56%	0.59%	-0.03%	-5.76%	0.32%	0.24%	73.75%
Year-To-Date Net Yield ³	0.52%	0.51%	0.01%	1.77%	0.34%	0.18%	52.06%
Annual Estimated Gross Yield ⁴	0.70%	0.70%	0.00%	0.00%	0.41%	0.29%	70.73%
Weighted Average Maturity (WAM) ⁵	322	437	(115)	-26.32%	331	(9)	-2.72%

¹ Market values provided by Bloomberg and Northern Trust.

² In December 2015, the OCIP and OCEIP fund balances were higher than November 2015 primarily due to incoming secured property tax receipts.

³ In December 2015, both OCIP and OCEIP monthly accrued earnings were higher than November 2015 and year-to-date net yields were higher than December 2014, primarily due to reductions in excess liquidity and improved cash management resulting in higher pool yields. In December 2015, the OCIP monthly net yield dropped due to incoming property tax dollars that were deposited and invested in short maturities until distribution to County Agencies, Cities, and School and Community College Districts in December, and is consistent with yield drops in prior years. The Treasurer continues to explore options to minimize this drop in yield due to the short duration of holding these property tax dollars.

⁴ Annual estimated gross yield for December 2014 is reported at the actual annual gross yield for FY14/15, and the annual estimated gross yields for December 2015 are reported at the latest forecasted yield of 0.70% up from the previous forecast of 0.55%. The Annual estimated gross yield for FY 15/16 is higher than FY 14/15 due to an increase in the short-term Federal Funds Rate of 0.25% on December 17, 2015, reductions in excess liquidity and improved cash management while maintaining the same high credit quality of securities.

⁵ The OCEIP WAM was decreased in December 2015 due to a temporary increase in shorter maturities related to the December receipt of over \$1.02 billion from the secured property tax distributions.

ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
FOR THE MONTH AND QUARTER ENDED: DECEMBER 31, 2015

INVESTMENT STATISTICS - By Investment Pool*

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 12/31/15	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV
COMBINED POOL BALANCES (includes the Extended Fund)						
Orange County Investment Pool (OCIP)	MARKET Value \$ 4,232,921,962	335	0.60%	0.56%	0.58%	1.00
	COST (Capital) \$ 4,247,530,620					
	MONTHLY AVG Balance \$ 4,255,155,784					
	QUARTERLY AVG Balance \$ 3,833,856,406					
	BOOK Value \$ 4,238,194,740					
Orange County Educational Investment Pool (OCEIP)	MARKET Value \$ 4,448,829,056	322	0.66%	0.64%	0.65%	1.00
	COST (Capital) \$ 4,463,586,937					
	MONTHLY AVG Balance \$ 3,772,796,819					
	QUARTERLY AVG Balance \$ 3,449,175,762					
	BOOK Value \$ 4,454,040,991					

INVESTMENT STATISTICS - Non Pooled Investments **

DESCRIPTION	CURRENT BALANCE	BOOK BALANCE BY INVESTMENT TYPE
Specific Investment		
Funds:		
100, 15B, 283, 505, 650 FVSD	MARKET Value \$ 300,074,435	County General-Tax Exempt Non AMT \$ 221,115,114
	COST (Capital) \$ 300,237,064	John Wayne Airport Investment Pool 50,003,777
	MONTHLY AVG Balance \$ 213,738,640	Repurchase Agreement 1,081,500
	QUARTERLY AVG Balance \$ 271,177,603	Fountain Valley School District Fund 40 27,949,566
	BOOK Value \$ 300,129,609	GNMA Mortgage-Backed Securities 87,107
		\$ 300,237,064

MONTH END TOTALS

INVESTMENTS & CASH	FUND ACCOUNTING & SPECIFIC INVESTMENTS
COUNTY MONEY MARKET FUND (OCMMF)	
County Money Market Fund \$ 1,721,194,633	County Funds \$ 4,250,424,282
County Cash 2,893,662	Educational Funds 4,463,626,937
EXTENDED FUND 5,064,335,987	Specific Investment Funds 300,237,064
EDUCATIONAL MONEY MARKET FUND (OCEMMF)	
Educational Money Market Fund 1,925,586,937	
Educational Cash 40,000	
NON-POOLED INVESTMENTS	
Non Pooled Investments @ Cost 300,237,064	
\$ 9,014,288,283	\$ 9,014,288,283

KEY POOL STATISTICS

INTEREST RATE YIELD	WEIGHTED AVERAGE MATURITY (WAM)
OCMMF - MONTHLY GROSS YIELD 0.20%	OCMMF 56
OCEMMF - MONTHLY GROSS YIELD 0.31%	OCEMMF 55
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD 0.28%	JOHN WAYNE AIRPORT WAM 58
OCIP - YTD NET YIELD*** 0.50%	LGIP WAM (Standard & Poors) 39
OCEIP - YTD NET YIELD*** 0.52%	
90-DAY T-BILL YIELD - MONTHLY AVERAGE 0.21%	

**ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
FOR THE MONTH AND QUARTER ENDED: DECEMBER 31, 2015**

INVESTMENT STATISTICS - By Investment Fund****

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 12/31/15	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV
<u>County Money Market Fund (OCMMF)</u>	MARKET Value \$ 1,720,712,911	56	0.26%	0.20%	0.16%	1.00
	COST (Capital) \$ 1,721,194,633					
	MONTHLY AVG Balance \$ 1,734,135,905					
	QUARTERLY AVG Balance \$ 1,290,064,113					
	BOOK Value \$ 1,720,778,238					
<u>Educational Money Market Fund (OCEMMF)</u>	MARKET Value \$ 1,925,021,216	55	0.29%	0.31%	0.24%	1.00
	COST (Capital) \$ 1,925,586,937					
	MONTHLY AVG Balance \$ 1,234,796,819					
	QUARTERLY AVG Balance \$ 911,175,762					
	BOOK Value \$ 1,925,001,658					
<u>Extended Fund</u>	MARKET Value \$ 5,036,016,892	525	0.84%	0.80%	0.79%	1.00
	COST (Capital) \$ 5,064,335,987					
	MONTHLY AVG Balance \$ 5,059,019,878					
	QUARTERLY AVG Balance \$ 5,081,792,293					
	BOOK Value \$ 5,046,455,836					
ALLOCATION OF EXTENDED FUND						
<u>Extended Fund OCIP Share</u>	MARKET Value \$ 2,512,209,051	525	0.84%	0.80%	0.79%	1.00
	COST (Capital) \$ 2,526,335,987					
	MONTHLY AVG Balance \$ 2,521,019,878					
	QUARTERLY AVG Balance \$ 2,543,792,293					
	BOOK Value \$ 2,517,416,502					
<u>OCEIP Share</u>	MARKET Value \$ 2,523,807,840	525	0.84%	0.80%	0.79%	1.00
	COST (Capital) \$ 2,538,000,000					
	MONTHLY AVG Balance \$ 2,538,000,000					
	QUARTERLY AVG Balance \$ 2,538,000,000					
	BOOK Value \$ 2,529,039,334					
<u>Modified Duration</u>						1.42

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

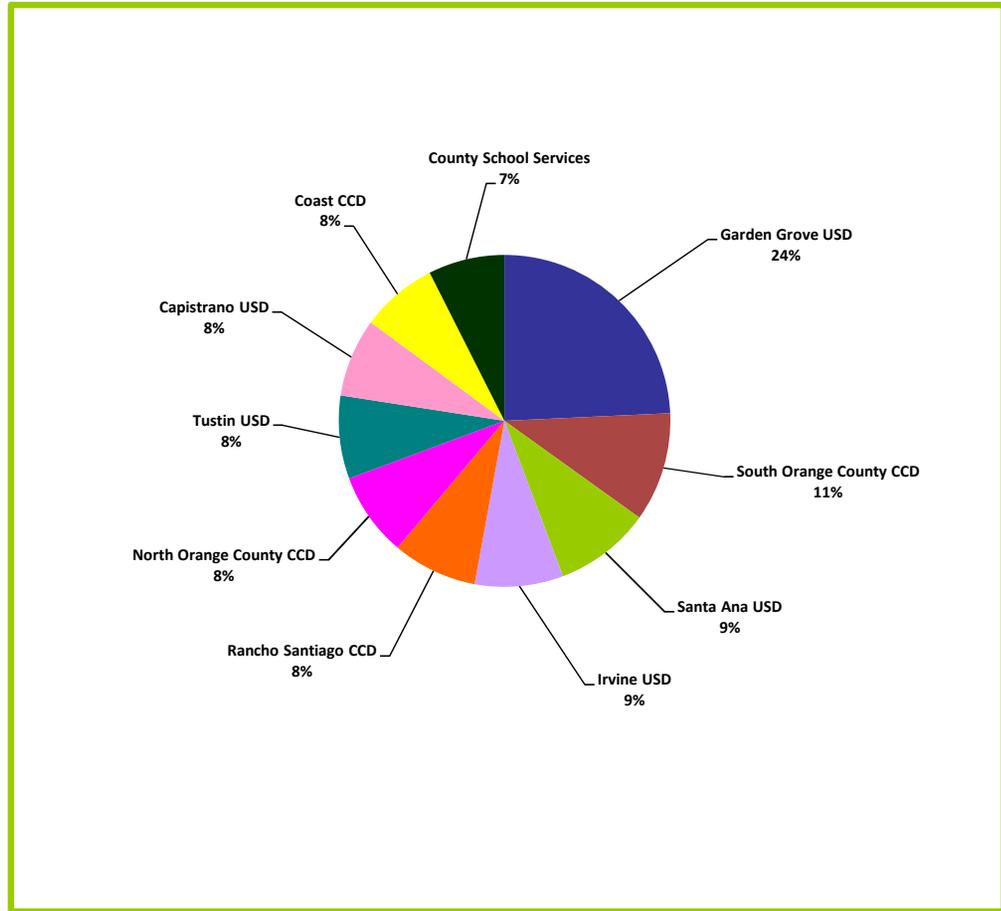
** Specific non pooled investments are reported in compliance with Government Code Section 53646 (b)(1). Detailed descriptions are included in the inventory listing in Section VII of this report.

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

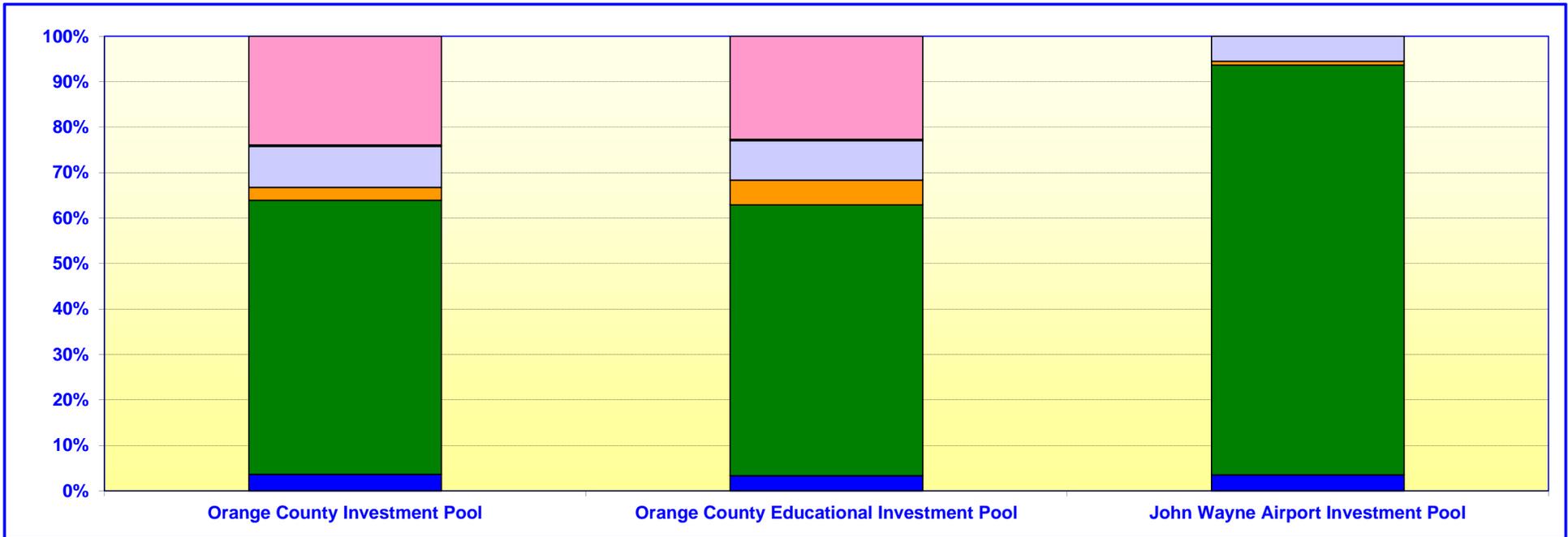
**** Book Value is computed as Cost reduced by amortization of premium and increased by the accretion of discount of the Investment Portfolio. Net Asset Value (NAV) is equal to Market Value divided by Book Value.

**ORANGE COUNTY EDUCATIONAL INVESTMENT POOL
TOP TEN POOL PARTICIPANTS
AS OF DECEMBER 31, 2015**

DISTRICT #	SCHOOL DISTRICT	BALANCE
72	Garden Grove USD	\$ 691,666,798
96	South Orange County CCD	303,181,503
84	Santa Ana USD	266,348,614
75	Irvine USD	246,216,439
92	Rancho Santiago CCD	235,995,443
88	North Orange County CCD	232,840,130
87	Tustin USD	231,326,430
68	Capistrano USD	217,414,573
90	Coast CCD	212,770,088
94	County School Services	212,122,888
TOTAL		<u>\$ 2,849,882,906</u>



ORANGE COUNTY TREASURER - TAX COLLECTOR
BY INVESTMENT TYPE - By Percentage Holdings
December 31, 2015



Orange County Investment Pool		
	In Thousands	%
U.S. GOVERNMENT AGENCIES	\$ 2,550,696	60.26%
U.S. TREASURIES	1,012,343	23.92%
MEDIUM - TERM NOTES	382,386	9.03%
MONEY MARKET FUNDS	121,291	2.87%
MUNICIPAL DEBT	12,484	0.29%
CERTIFICATES OF DEPOSIT	153,722	3.63%
	<u>\$ 4,232,922</u>	<u>100.00%</u>

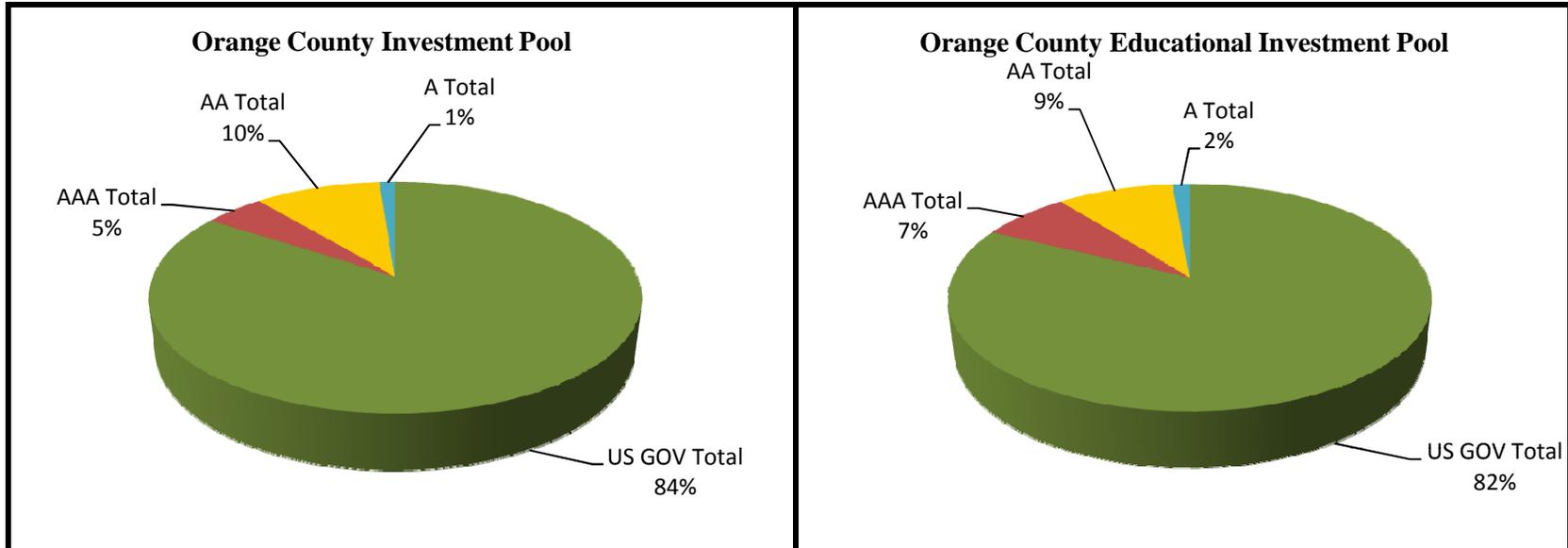
Orange County Educational Investment Pool		
	In Thousands	%
U.S. GOVERNMENT AGENCIES	\$ 2,649,014	59.54%
U.S. TREASURIES	1,008,325	22.66%
MEDIUM - TERM NOTES	386,383	8.69%
MONEY MARKET FUNDS	243,457	5.47%
MUNICIPAL DEBT	12,542	0.29%
CERTIFICATES OF DEPOSIT	149,108	3.35%
	<u>\$ 4,448,829</u>	<u>100.00%</u>

John Wayne Airport Investment Pool		
	In Thousands	%
U.S. GOVERNMENT AGENCIES	\$ 44,976	90.13%
U.S. TREASURIES	-	0.00%
MEDIUM - TERM NOTES	2,749	5.51%
MONEY MARKET FUNDS	431	0.86%
CERTIFICATES OF DEPOSIT	1,747	3.50%
	<u>\$ 49,903</u>	<u>100.00%</u>

Calculated Using Market Value at 12/31/2015

4.5 (10)

ORANGE COUNTY TREASURER - TAX COLLECTOR
CREDIT QUALITY BY MARKET VALUE
 December 31, 2015



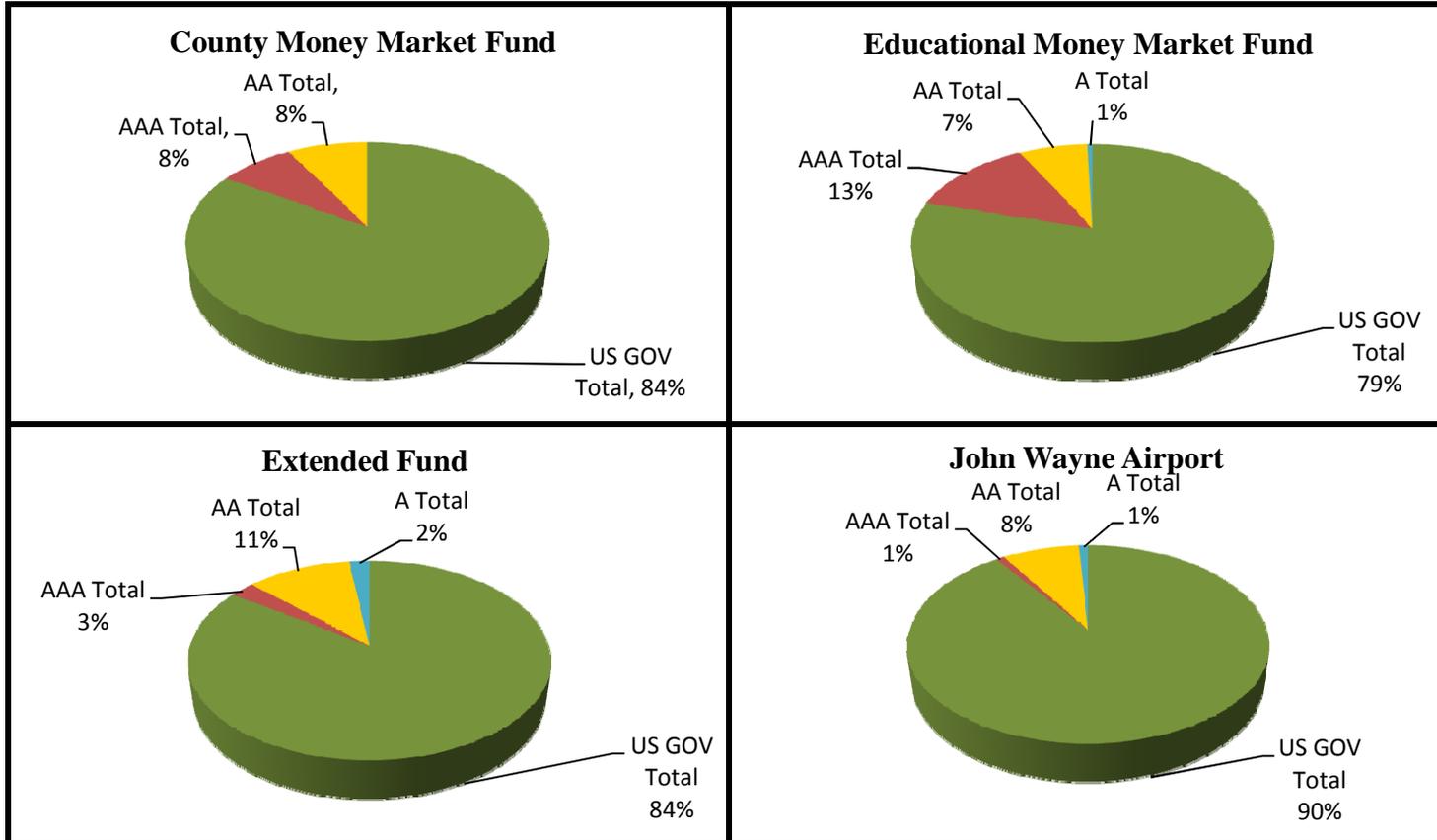
US GOV Includes Agency & Treasury Debt

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
 December 31, 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

4.5 (12)

ORANGE COUNTY TREASURER - TAX COLLECTOR
ISSUER CONCENTRATION-By Investment Pool
 December 31, 2015



4.5 (13)

ORANGE COUNTY TREASURER-TAX COLLECTOR

APPROVED ISSUER LIST - OCIP, OCEIP, and JWA

December 31, 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	Aa1	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.

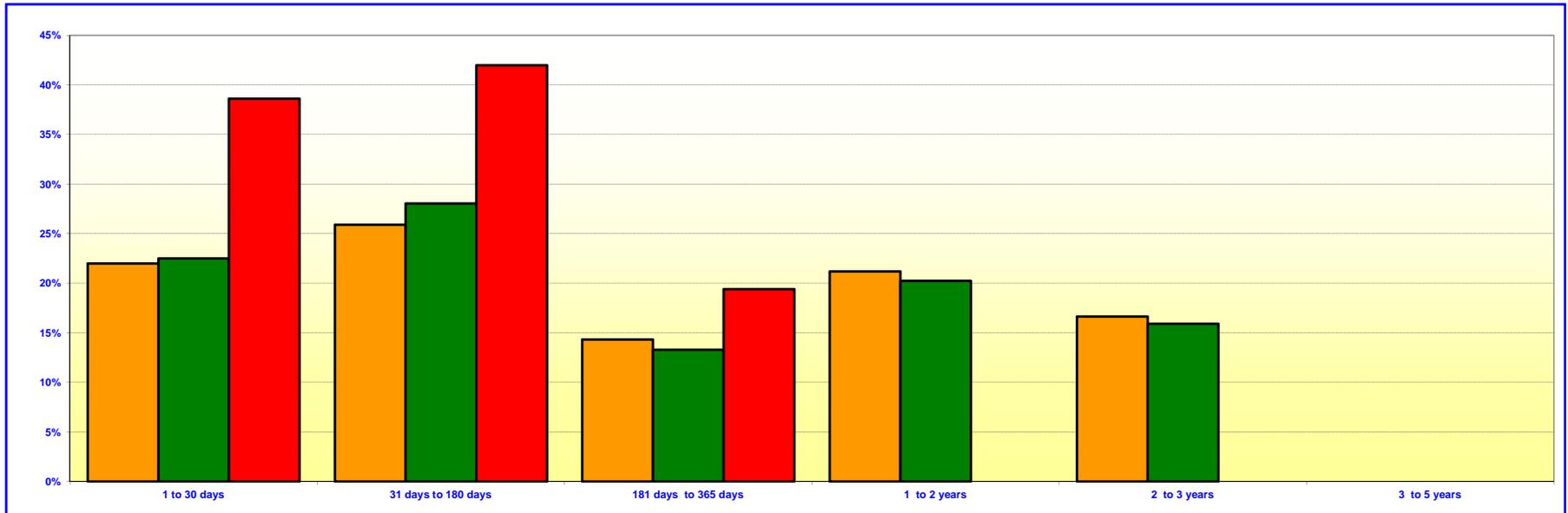
*** S&P placed their S/T and L/T Ratings on CreditWatch-Negative on August 11, 2015.

**Orange County Treasurer-Tax Collector
Changes in Approved Issuer's List
For the Month Ended December 31, 2015**

During December, there was one update to the Treasurer's Approved Issuer List:

- Orange County Pension Obligation Bonds, Series 2015 A – Rating upgrade on December 28, 2015
 - Standard & Poor's Ratings Services (S&P) upgraded its long-term debt rating to AA from AA-.
- In addition, on December 28, 2015 S&P upgraded Orange County's Issuer Credit Rating (ICR) to AA+ from AA, and Fitch Ratings affirmed their Implied General Obligation (GO) Bonds rating of AA+. On December 17, 2015, Moody's affirmed Orange County's Aa1 issuer credit rating.

**ORANGE COUNTY TREASURER - TAX COLLECTOR
MATURITIES DISTRIBUTION
December 31, 2015**



ORANGE COUNTY INVESTMENT POOL			
	In Thousands		%
1 TO 30 DAYS	\$ 929,481		21.99%
31 TO 180 DAYS	1,094,537		25.89%
181 TO 365 DAYS	604,488		14.31%
1 YEAR TO 2 YEARS	895,053		21.17%
2 YEARS TO 3 YEARS	703,575		16.64%
3 YEARS TO 5 YEARS	-		0.00%
TOTAL	\$ 4,227,134		100.00%

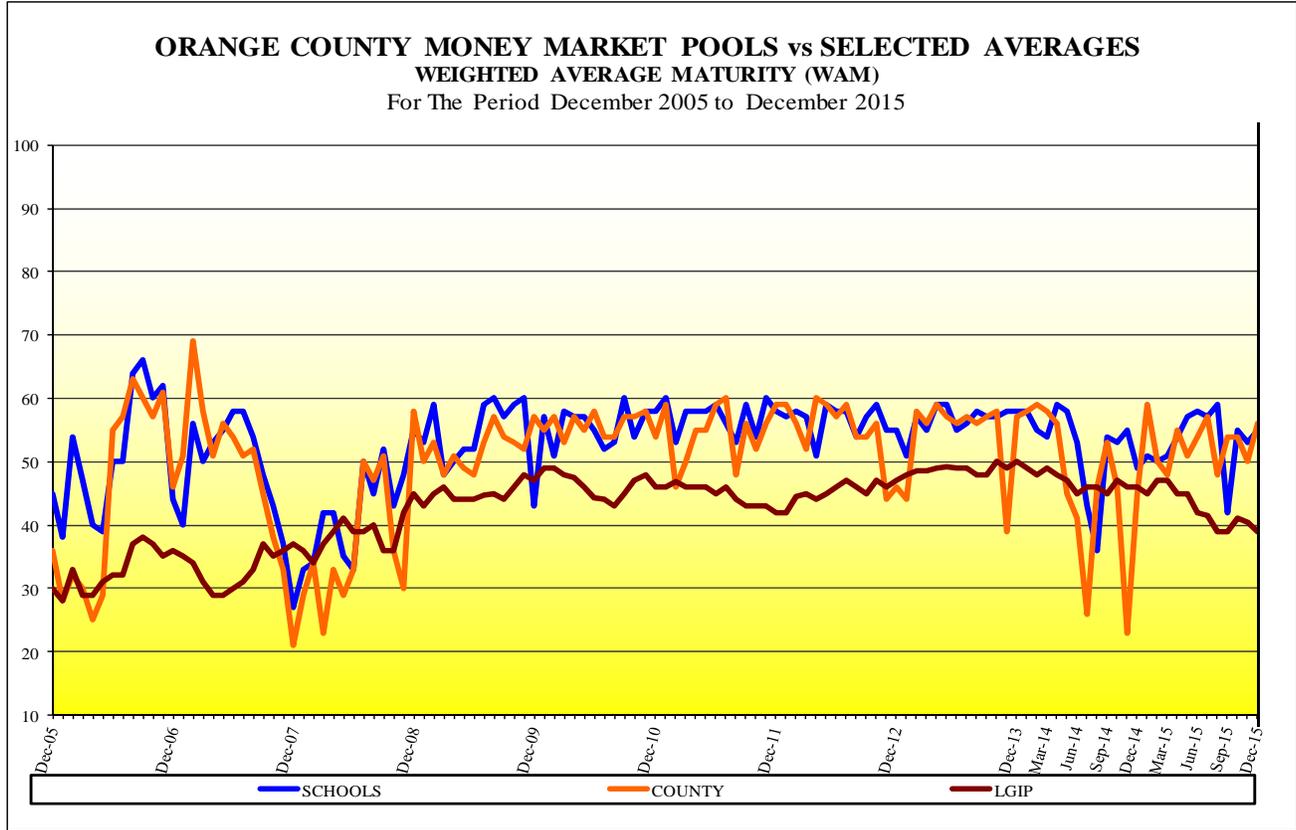
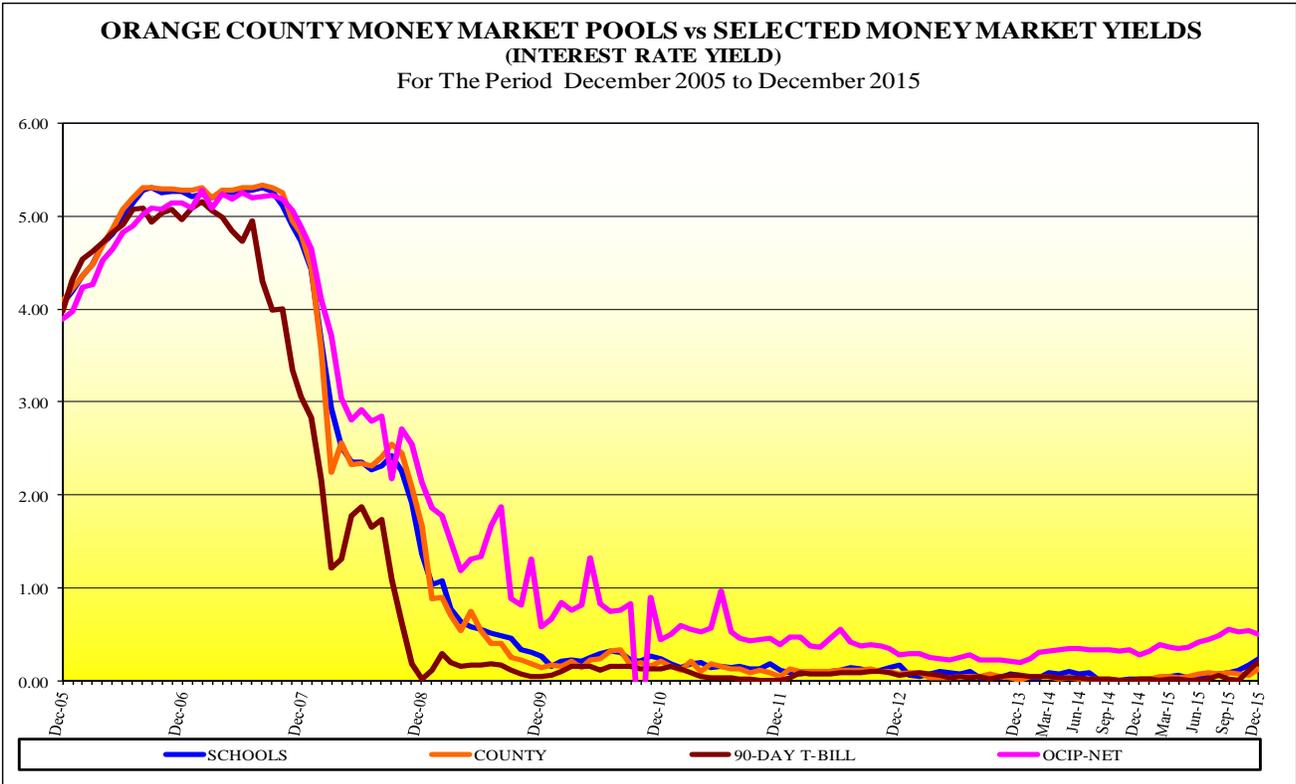
ORANGE COUNTY EDUCATIONAL INVESTMENT POOL			
	In Thousands		%
1 TO 30 DAYS	\$ 999,583		22.50%
31 TO 180 DAYS	1,246,516		28.05%
181 TO 365 DAYS	590,797		13.30%
1 YEAR TO 2 YEARS	899,186		20.24%
2 YEARS TO 3 YEARS	706,824		15.91%
3 YEARS TO 5 YEARS	-		0.00%
TOTAL	\$ 4,442,906		100.00%

JOHN WAYNE AIRPORT INVESTMENT POOL			
	In Thousands		%
1 TO 30 DAYS	\$ 19,226		38.61%
31 TO 180 DAYS	20,907		41.99%
181 TO 365 DAYS	9,661		19.40%
1 YEAR TO 2 YEARS	-		0.00%
TOTAL	\$ 49,794		100.00%

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

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

At 12/31/2015, Floating Rate Notes comprise 2.55%, 2.51%, and 22.09% of the Orange County Investment Pool, Orange County Educational Investment Pool, and JWA Investment Pool respectively.



•As of December 31, 2015, LGIP – 0.13; LGIP WAM -39; 90-Day T-Bill – 0.21; OCIP – Net – 0.50

ORANGE COUNTY TREASURER-TAX COLLECTOR

INVESTMENT POOL YIELDS

January 1, 2015 - December 31, 2015

PERIOD ENDING - MONTH / YEAR	MONTH END MARKET VALUE	EARNINGS FOR MONTH	GROSS AVERAGE YIELD FOR MONTH	MONTH END WAM
<i>Current Month - December 2015</i>				
County Pool - Money Market Fund	\$ 1,720,712,911	\$ 294,202	0.20%	56
Educational Pool - Money Market Fund	\$ 1,925,021,216	\$ 321,451	0.31%	55
Extended Fund	\$ 5,036,016,892	\$ 3,442,794	0.80%	525
<i>November 2015</i>				
County Pool - Money Market Fund	\$ 1,494,036,511	\$ 139,050	0.14%	50
Educational Pool - Money Market Fund	\$ 628,302,751	\$ 135,146	0.24%	53
Extended Fund	\$ 5,037,742,541	\$ 3,334,886	0.81%	532
<i>October 2015</i>				
County Pool - Money Market Fund	\$ 1,185,411,400	\$ 109,405	0.14%	54
Educational Pool - Money Market Fund	\$ 682,726,683	\$ 129,140	0.19%	55
Extended Fund	\$ 5,011,099,512	\$ 3,290,416	0.76%	523
<i>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
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	\$ 3,602,884,495	\$ 10,411,511	0.57%	388
Orange County Educational Investment Pool	\$ 3,556,858,072	\$ 10,547,662	0.59%	394

ORANGE COUNTY TREASURER-TAX COLLECTOR

CASH AVAILABILITY PROJECTION

FOR THE SIX MONTHS ENDING JUNE 30, 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 June 30, 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
December 2015 - Ending Cash				\$ 2,893,662
January	\$ 789,364,700	\$ 371,795,180	\$ 745,661,062	418,392,479
February	132,145,290	490,129,367	359,143,573	681,523,563
March	352,703,604	875,184,431	558,372,000	1,351,039,598
April	264,707,273	1,865,871,067	1,790,516,944	1,691,100,995
May	247,159,515	342,979,619	626,869,129	1,654,370,999
June	98,902,993	328,965,944	648,420,068	1,433,819,868

ORANGE COUNTY EDUCATIONAL INVESTMENT POOL				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
December 2015 - Ending Cash				\$ 40,000
January	\$ 750,036,624	\$ 370,814,577	\$ 554,507,085	566,384,115
February	383,592,141	258,921,811	617,901,533	590,996,535
March	309,527,706	543,713,191	682,025,690	762,211,742
April	278,059,904	1,133,927,466	646,026,512	1,528,172,599
May	293,339,790	330,001,802	650,757,787	1,500,756,404
June	156,540,567	405,639,584	663,133,872	1,399,802,683



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

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

As of 01/15/2016, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2015.

Earnings Ratio		.00001006140492611
Interest Rate		0.37%
Dollar Day Total	\$	13,903,574.12
Quarter End Principal Balance	\$	151,144.31
Quarterly Interest Earned	\$	139.89

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

To:	Board of Trustees	Date: January 25, 2016
Re:	Approval of Change Order #1 for Best Contracting Services for Dunlap Hall Roof Replacement Project Bid #1270 at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On September 28, 2015, the Board of Trustees approved a contract with Best Contracting Services Bid #1270 for the Dunlap Hall Roof Replacement at Santa Ana College (“Project”).

ANALYSIS:

The original contract included allowances for removal and replacement of the lightweight insulating concrete because of the unknown condition of the existing concrete material at time of bid. During the construction, the existing lightweight concrete was found to be in good condition and therefore was not required to be replaced. This Change Order #1 decreases the contract by \$60,044.09 which is a credit back to the District for unused funds. The revised contract amount is \$297,570.91. Change Order #1 also extends the contract duration from December 8, 2015 to December 23, 2015 to allow the contractor adequate time to coordinate the roofing construction work with the removal and reinstallation of wireless equipment on the roof. Pursuant to Administrative Regulation 6600, staff is recommending approval of this change order.

This project is funded by Scheduled Maintenance.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1 for Best Contracting Services for Dunlap Hall Roof Replacement Project Bid #1270 at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: January 25, 2016
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



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

Board Date: 25-Jan-16
 Project No. BID 1270
 Site: Santa Ana College
 Change Order (CO) No. : 1

Project Name: Dunlap Hall Roof Replacement Project
 Contractor: Best Contracting Services
 Contract #: 16-P0037924

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Calendar Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date
10/9/2015	60	12/8/2015	0	15	12/23/2015

Change Order Summary				Allowance Budget	
Description	Number	Amount	% of Contract	Amount	
Original Contract Amount		\$357,615.00		\$80,000.00	
Previous Change Orders			0.0%	Used	\$19,955.91
Previous Change Orders			0.0%	Balance	\$60,044.09
Previous Change Orders			0.0%		
Previous Change Orders			0.0%		
This Change Order	1	-\$60,044.09	-16.8%		
Total Change Order (s)		-\$60,044.09	-16.8%		
Revised Contract Amount		\$297,570.91			

Items in Change Order								
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	Net	
1	Return unused Allowance #1 for lightweight insulating concrete removal and replacement	Owner	5	0	\$ (60,000.00)	\$ -	\$ (60,000.00)	
2	Return remaining unused Allowance #2 funds for unforeseen conditions.	Owner	5	0	\$ (44.09)		\$ (44.09)	
3							\$ -	
4							\$ -	
5							\$ -	
6							\$ -	
7							\$ -	
8							\$ -	
					Subtotal	\$ (60,044.09)	\$ -	\$ (60,044.09)
					Grand Total			\$ (60,044.09)

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

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

To:	Board of Trustees	Date: January 25, 2016
Re:	Accept the Completion of the Dunlap Hall Roof Replacement Project Bid #1270 at Santa Ana College and Approve a Recording of a Notice of Completion	
Action:	Request for Acceptance and Approval	

BACKGROUND:

On September 28, 2015, the Board of Trustees approved a contract with Best Contracting Services Bid #1270 for the Dunlap Hall Roof Replacement at Santa Ana College (“Project”).

ANALYSIS:

The Project was completed on December 23, 2015. The District, upon approval by the Board of Trustees may record a Notice of Completion with the office of The Orange County Clerk-Recorder, as outlined under California Civil Code §9204. Total cost of the project is \$297,570.91

This project was funded by Scheduled Maintenance.

RECOMMENDATION:

It is recommended that the Board of Trustees Accept the Project as Complete and Approve the Filing of a Notice of Completion with the County as presented.

Fiscal Impact:	N/A	Board Date: January 25, 2016
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

NO FEES CHARGED PER GOVERNMENT CODE §6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

2323 N. Broadway
Santa Ana, CA 92706-1640

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §9204 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santa Ana College, located at 1530 West 17th Street, Santa Ana, California, caused improvements to be made to the property to with: Bid #1270 Dunlap Hall Roof Replacement Project at Santa Ana College, the contract for the doing of which was heretofore entered into on the 28th day of September, 2015, which contract was made with Best Contracting Services, PO 16-0037924 as contractor; that said improvements were completed on the 23rd day of December, 2015 and accepted by formal action of the governing Board of said District on the 25th day of January, 2016; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is The Guarantee Company of North America USA.

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

Executed on January 25, 2016 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by _____

Peter J. Hardash, Vice Chancellor

Rancho Santiago Community College District

State of California
County of Orange

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

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

WITNESS my hand and official seal.

Signature _____ (Seal)

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

To:	Board of Trustees	Date: January 25, 2016
Re:	Approval of Change Order #2 for DPR Construction Company for the Dunlap Hall Renovations Project at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On March 24, 2014, the Board of Trustees approved a contract with DPR Construction Company for the Dunlap Hall renovations project, which included a new elevator tower, guardrails, accessibility upgrades and building alterations at Santa Ana College (“Project”).

ANALYSIS:

The original contract included amounts for construction and district contingencies and allowances for unknown unforeseen conditions. Change Order #2 decreases the contract by \$695,661 which is a credit back to the District for the unused funds. Change Order #2 also extends the contract from November 9, 2015 through January 15, 2016 for administrative purposes and is a non-compensable time extension. The revised contract amount is \$12,874,682.17. Pursuant to Administrative Regulation 6600, staff is recommending approval of this change order.

This project is funded by Measure Q.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #2 for DPR Construction Company for Dunlap Hall Renovations Project at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: January 25, 2016
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



Board Date: 25-Jan-16

Project Name: Dunlap Hall Addition and Alteration Project

Project No. 04-112285

Contractor: DPR Construction

Site: Santa Ana College

Contract #: 14-BP000268

Change Order (CO) No. : 2

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date
4/2/2014	434	6/10/2015	152	67	1/15/2016

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount	(*)	\$13,570,343.17	
Previous Change Orders	1	\$0.00	0.0%
Previous Change Orders			0.0%
Previous Change Orders			0.0%
Previous Change Orders			0.0%
This Change Order	2	-\$695,661.00	-5.1%
Total Change Order (s)		-\$695,661.00	-5.1%
Revised Contract Amount		\$12,874,682.17	

Items in Change Order							
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	Net
1	Remaining District Contingency for Dunlap Hall Addition and Alteration Project. (Includes remaining unused Specific Allowances, Alternates and Construction Contingency). ICD-204	Owner	5	0	\$ (695,661.00)	\$ -	\$ (695,661.00)
2	For administrative purposes only, RSCCD and DPR agree to a contract extension that is non-compensable to both parties.	Owner	5	67	\$ -	\$ -	\$ -
3	(*)There was a mathematical error that was generated in the tabulation of the GMP (Exhibit B) that states the total contract cost of \$13,570,344.17, however the total contract cost of the contract should have been \$13,570,343.17. The Purchase Order No. 14-BP000268 dated 4/23/14 indicates a total PO of \$13,570,344.17. This \$1.00 adjustment is to correct the mathematical error in the GMP and the PO .	Owner	5	0			\$ -
4							\$ -
5							\$ -
6							\$ -
7							\$ -
8							\$ -
Subtotal					\$ (695,661.00)	\$ -	\$ (695,661.00)
Grand Total							\$ (695,661.00)

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

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

To:	Board of Trustees	Date: January 25, 2016
Re:	Accept the Completion of the Dunlap Hall Renovations Project at Santa Ana College and Approve a Recording of a Notice of Completion	
Action:	Request for Acceptance and Approval	

BACKGROUND:

On March 24, 2014, the Board of Trustees approved a contract with DPR Construction Company for the Dunlap Hall Renovations Project, which included a new elevator tower, guardrails, accessibility upgrades and building alterations at Santa Ana College (“Project”).

ANALYSIS:

The Project was completed on January 15, 2016. The District, upon approval by the Board of Trustees may record a Notice of Completion with the office of The Orange County Clerk-Recorder, as outlined under California Civil Code §9204. Total cost of the project is \$12,874,682.17

This project was funded by Measure Q.

RECOMMENDATION:

It is recommended that the Board of Trustees Accept the Project as Complete and Approve the Filing of a Notice of Completion with the County as presented.

Fiscal Impact:	N/A	Board Date: January 25, 2016
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

NO FEES CHARGED PER GOVERNMENT CODE §6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

2323 N. Broadway
Santa Ana, CA 92706-1640

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §9204 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santa Ana College, located at 1530 West 17th Street, Santa Ana, California, caused improvements to be made to the property to with: RFP #1314-17 for the Dunlap Hall Renovations Project at Santa Ana College, the contract for the doing of which was heretofore entered into on the 24th day of March, 2014, which contract was made with DPR Construction Company. PO 14-BP000268 as contractor; that said improvements were completed on the 15th day of January, 2016 and accepted by formal action of the governing Board of said District on the 25th day of January, 2016; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Liberty Mutual Insurance Company, Continental Casualty Company, Fidelity and Deposit Company of Maryland.

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

Executed on January 25, 2016 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by _____

Peter J. Hardash, Vice Chancellor

Rancho Santiago Community College District

State of California
County of Orange

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

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

WITNESS my hand and official seal.

Signature _____ (Seal)

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

To:	Board of Trustees	Date: January 25, 2016
Re:	Approval of Agreement with Donald Krotee Partnership, Inc. for Architectural Design Services for the ADA Upgrades Phase 1 Project at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement for architectural design services for the ADA Upgrades Phase 1 project at Santiago Canyon College (SCC) to address scope of work associated with an accessibility lawsuit. ADA Upgrades Phase 1 consists of upgrades to the parking stalls and path of travel at parking lots 1 and 6 as well as upgrades to the pedestrian switchback ramp located south of the gymnasium/aquatics center leading to the Walk of Champions. The scope of work for this agreement includes continuing the remaining work on the project with retaining DSA agency approval for the current design plans through project closeout. A portion of the work (schematic design through construction documents) was previously contracted through legal counsel due to the lawsuit. The District is now recommending transferring the agreement to the District to continue implementation and oversight.

ANALYSIS:

In 2014, Donald Krotee Partnership, Inc. entered into an agreement directly with District counsel to provide architectural design services for the first phase of ADA upgrades at SCC as a result of an ADA complaint. Donald Krotee Partnership, Inc. is also a prequalified architect for certain projects with the District and has already been through a prior qualifications process RFQ #1314-03 with the District. The prior agreement through legal counsel will be terminated and a new agreement is being recommended between the District and Donald Krotee Partnership, Inc. to continue work on the project. This will allow the District to have direct oversight and management of the contract and project through agency approval, construction and project closeout. The work is required to be undertaken as a result of the accessibility complaint.

It is recommended that the District enter into an agreement with Donald Krotee Partnership, Inc. for architectural design services in order for the design team to continue their efforts on the design of the ADA Upgrades Phase 1 project and to complete the work.

The services covered by this agreement shall commence January 26, 2016 and ends December 31, 2016. The contract is a not to exceed fee of \$22,700, including \$3,500 of reimbursable expenses. The District reviewed the milestone activities, duration, hourly rates, negotiated the fee, and finds the proposed fee to be reasonable and within industry standards.

This project is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the contract with Donald Krotee Partnership, Inc. for Architectural Design Services for the ADA Upgrades Phase 1 Project at Santiago Canyon College as presented.

Fiscal Impact:	\$22,700 (includes \$3,500 reimbursables)	Board Date: January 25, 2016
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Board Agreement Summary

Board Date: 1/25/16

Project: ADA Upgrades Phase I

Site: **Santiago Canyon College**

Consultants: **Donald Krotee Partnership, Inc.**

Type of Service: Architectural Design Services

Agreement Summary	No.	Amount	Reimbursables	Start	Duration	
						End
Original Contract Amount		\$ 19,200.00	\$ 3,500.00	1/26/2016		12/31/2016
Total Agreement Amount		\$ 22,700.00				

DESCRIPTION:

Agreement for architectural design services for ADA upgrades Phase I project at Santiago Canyon College

Total Proposed Amount: \$ **22,700.00**

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

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

To:	Board of Trustees	Date: January 25, 2016
Re:	Accept the Completion of the Energy Management Systems Upgrade Project Resolution No. 15-08 at Santiago Canyon College and Approve a Recording of a Notice of Completion	
Action:	Request for Acceptance and Approval	

BACKGROUND:

On April 27, 2015, the Board of Trustees approved Resolution No. 15-08 for an energy conservation services contract with Climatec, Inc., for the energy management systems upgrade project at Santiago Canyon College (“Project”).

ANALYSIS:

The Project was completed on January 18, 2016. The District, upon approval by the Board of Trustees may record a Notice of Completion with the office of The Orange County Clerk-Recorder, as outlined under California Civil Code §9204. Total cost of the project is \$456,899.

This project was funded by Scheduled Maintenance.

RECOMMENDATION:

It is recommended that the Board of Trustees Accept the Project as Complete and Approve the Filing of a Notice of Completion with the County as presented.

Fiscal Impact:	N/A	Board Date: January 25, 2016
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

NO FEES CHARGED PER GOVERNMENT CODE §6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

2323 N. Broadway
Santa Ana, CA 92706-1640

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §9204 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located at 8045 E. Chapman Ave., Orange, California, caused improvements to be made to the property to with: RFP #1415-94 Energy Management Systems Upgrade at Santiago Canyon College, the contract for the doing of which was heretofore entered into on the 27th day of April, 2015, which contract was made with Climatec, Inc. PO 15-00360374 as contractor; that said improvements were completed on the 18th day of January, 2016 and accepted by formal action of the governing Board of said District on the 25th day of January, 2016; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Westchester Fire Insurance Company.

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

Executed on January 25, 2016 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by _____

Peter J. Hardash, Vice Chancellor

Rancho Santiago Community College District

State of California
County of Orange

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

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

WITNESS my hand and official seal.

Signature _____ (Seal)

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

To:	Board of Trustees	Date: January 25, 2016
Re:	Approval of Vendor Name Change	
Action:	Request for Approval	

BACKGROUND

On October 13, 2014, the Board of Trustees approved the award to purchase printing and copier paper to Unisource Worldwide, Inc. These papers are utilized by the District's Publications Department, colleges and other District sites.

On May 30, 2014 we were informed that the Unisource and xpedx divisions of International Paper were merging as one company named Veritiv Corporation. Since then they have been working out details to integrate the companies. On December 31, 2015 we received a letter informing us that effective immediately Unisource Worldwide, Inc. is changing its name to Veritiv Operating Company.

ANALYSIS

In order to avoid interruption of paper procurement for the District, it is necessary to seek Board approval to change the vendor name to Veritiv Operating Company. The name change does not change the existing terms and conditions of the contract provided by Unisource Worldwide, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees approve the vendor Unisource Worldwide, Inc. name change to Veritiv Operating Company as presented.

Fiscal Impact:	N/A	Board Date: January 25, 2016
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



December 31, 2015

Veritiv Legal Entity Changes *Requires Customer Action*

Dear Valued Customer:

As you are aware, more than a year has passed since the formation of Veritiv – a company that was established with the merger of two industry leading distribution businesses, Unisource and the xpedx division of International Paper. Thank you for your continued business and for choosing Veritiv to provide you with value-added solutions.

We continue to work diligently behind the scenes to integrate the company and develop uniform processes and systems for Veritiv that will meet your needs. To continue our journey of becoming one company, we are making the following changes to our legal entity structure.

Effective December 31, 2015, Unisource Worldwide, Inc., a subsidiary of Veritiv Corporation, will change its name to Veritiv Operating Company. Concurrently, xpedx, LLC will merge with and into Veritiv Operating Company.

In order to support these changes, there are a few actions we need you to take:

- 1. Please update our company name in your system as soon as possible, but no later than March 31st 2016**
 - For current Unisource customers: Change the name in your systems from Unisource Worldwide, Inc., to Veritiv Operating Company, formerly Unisource.
 - For current xpedx customers: Change the name in your system from xpedx, LLC. to Veritiv Operating Company, formerly xpedx.
 - For customers purchasing products from both Unisource and xpedx: **Please change the names in your system to reflect two distinct businesses one referenced as Veritiv Operating Company, formerly Unisource; and one referenced as Veritiv Operating Company, formerly xpedx.**
- 2. Please send new 2016 Sales Tax exemption certificates, issued to Veritiv Operating Company, to TaxCerts@veritivcorp.com.** You will receive another letter specifically addressing sales tax exemption certificates for your company.

Please note, our federal Tax ID #13-5369500 remains unchanged. A new W-9 form, reflecting the legal entity change will be available on veritivcorp.com and is also enclosed.

Veritiv Operating Company will continue to conduct business as usual in regards to administrative and operations transactions. In addition, your current contacts remain the same. Please review the enclosed Reference Table for more information on the Veritiv legal entity and name change.

Once again, thank you for the opportunity to serve you. If you have any questions regarding this matter, please contact LES@veritivcorp.com

Sincerely,

A handwritten signature in cursive script that reads 'Forrest Bell'.

Forrest Bell, Chief Accounting Officer
Veritiv

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 15, 2015 THROUGH JANUARY 9, 2016
BOARD MEETING OF JANUARY 25, 2016**

P.O. #	Amount	Description	Department	Comment
16-P0038430	\$19,700.00	HVAC preventative maintenance service at the District Office	DO-Facility Planning	Received Quotations: 1) *South Coast Mechanical, Inc. 2) Irvine Valley Air Conditioning, Inc. 3) ACCO Engineered Systems 4) Enviser *Successful Bidder
16-P0038435	\$58,320.00	Two Toyota engines with starting stations and swivel stands	SAC-Automotive Technology	The vendor is the sole manufacturer and distributor for these specific educational Toyota training engines.
16-P0038454	\$21,800.00	Blanket PO for gasoline use for the District Safety and Security vehicles	DO-ITS	
16-P0038482	\$82,500.00	Consultant services to provide on-call architectural design services for various District-wide projects	DO-Facility Planning	Board approved: November 9, 2015
16-P0038483	\$39,690.00	Commissioning consulting services for the chiller replacement project for Building D at Santiago Canyon College	DO-Facility Planning	Board approved: November 9, 2015
16-P0038484	\$82,500.00	Consultant services to provide on-call architectural design services for various District-wide projects	DO-Facility Planning	Board approved: November 9, 2015
16-P0038494	\$51,000.00	Consultant services to provide on-call cost estimating services for various District-wide projects	DO-Facility Planning	Board approved: November 9, 2015

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 15, 2015 THROUGH JANUARY 9, 2016
BOARD MEETING OF JANUARY 25, 2016**

P.O. #	Amount	Description	Department	Comment
16-P0038496	\$20,780.00	Window tinting of hallway windows-interior side at the OC-Sheriff's Regional Training Academy	SAC-Maintenance & Operations	Received Quotations: 1) *Heritage Window Coverings, Inc. 2) Huntington Beach Glass & Mirror, Inc. *Successful Bidder
16-P0038508	\$26,087.00	Professional services related to the S-STEM Scholarship grant to provided external evaluation services	SCC-Business, Math and Science	Board approved: August 17, 2015
16-P0038521	\$82,500.00	Consultant services to provide on-call architectural design services for various District-wide projects	DO-Facility Planning	Board approved: November 9, 2015
16-P0038527	\$28,743.12	Custodial supplies (i.e. paper towels, toilet paper, seat covers, liners)	SAC-Custodial	Received Quotations: 1) *Glasby Maintenance Supply 2) Advantage West GPS *Successful Bidder
16-P0038536	\$51,079.38	Data acquisition modules and related components	SAC-Engineering Lab	Received Quotations: 1) *National Instruments Corp 2) Grainger *Successful Bidder
16-P0038615	\$113,477.40	HP 800G1SFF computers, monitors, speakers & extended warranties	SAC-Humanities & Social Sciences	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNNVP-113 Board approved: November 9, 2015
16-P0038664	\$109,619.00	Builder's Risk insurance premium coverage for the Central Plant project at Santa Ana College	DO-Facility Planning	

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 15, 2015 THROUGH JANUARY 9, 2016
BOARD MEETING OF JANUARY 25, 2016**

P.O. #	Amount	Description	Department	Comment
16-P0038693	\$55,190.99	HP laptops, storage/charging cart & extended warranties	SAC-Student Services	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNNVP-113 Board approved: November 9, 2015
16-P0038698	\$86,716.58	Apple iPad Air 2 tablets with Apple Care protection plan	SAC-Student Services	Sole Source Board approved: July 25, 2005
16-P0038699	\$74,279.78	Apple iPad Air 2 tablets with Apple Care protection plan	SAC-Student Services	Sole Source Board approved: July 25, 2005
16-P0038700	\$25,773.71	Projectors installation project in Dunlap Hall at Santa Ana College	DO-Facility Planning	Received Quotations: 1) *Embee Technologies 2) Axxess Video Corporation 3) Amtek Construction *Successful Bidder
16-P0038702	\$77,564.94	HP computers & extended warranties	SAC-Student Services	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNNVP-113 Board approved: November 9, 2015
16-P0038712	\$21,082.19	PowerVar power conditioners and installation	SAC-Fire Technology	These power conditioners were purchased for the existing driving simulators in order to eliminate on-going mechanical problems. The driving simulators were originally provided by the State Commission in accordance with the Law Enforcement Standards and Training which are required for state-mandated perishable skills training for all sworn peace officers in the State of California.

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 15, 2015 THROUGH JANUARY 9, 2016
BOARD MEETING OF JANUARY 25, 2016**

P.O. #	Amount	Description	Department	Comment
16-P0038719	\$181,000.00	Architectural services for the development of District capital outlay proposals	DO-Facility Planning	Board approved: December 7, 2015
16-P0038720	\$21,188.00	Land surveying services for the Science project at Santa Ana College	DO-Facility Planning	Board approved: December 7, 2015
16-P0038721	\$67,500.00	Consultant services to provide on-call structural engineering services for various District-wide projects	DO-Facility Planning	Board approved: December 7, 2015
16-P0038726	\$26,084.20	QT device response clickers, cases, & data receivers	SCC-Humanities & Social Sciences	These devices are to match existing devices used within the classroom for real-time, interactive information gathering.
16-P0038735	\$26,638.27	HP computers, monitors, speakers, graphic cards & extended warranties	SAC-Counseling Department	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNNVP-113 Board approved: November 9, 2015
16-P0038739	\$16,761.36	HP laptops & extended warranties	SAC-Student Services	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNNVP-113 Board approved: November 9, 2015
16-P0038742	\$17,896.48	Microsoft Surface Pro4 tablets, cases & extended warranties	SAC-Enrollment Services	Received Quotations: 1) *CDW Government, Inc. 2) Microsoft *Successful Bidder

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 15, 2015 THROUGH JANUARY 9, 2016
BOARD MEETING OF JANUARY 25, 2016**

P.O. #	Amount	Description	Department	Comment
16-P0038743	\$25,854.98	HP computers & extended warranties	SAC-Counseling Department	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNNVP-113 Board approved: November 9, 2015
16-P0038764	\$163,820.00	Lease-buyout of (2) 36x40 and (2) 24x40 portable buildings located at Santiago Canyon College	DO-Facility Planning	
16-P0038778	\$21,484.20	Personnel related financial settlement (1st Installment)	DO-Risk Management	
16-P0038822	\$175,000.00	Building "D" Renovations Phase 2 project at Santiago Canyon College	DO-Facility Planning	Bid #1272 Board approved: December 7, 2015
16-P0038823	\$96,425.00	"U" Portables Roof Repairs project at Santiago Canyon College	DO-Facility Planning	Bid #1273 Board approved: December 7, 2015
16-P0038825	\$27,470.00	Waterproofing service of Mechanical & Boiler rooms at the District Office	DO-Facility Planning	Received Quotations: 1) *Angelus Waterproofing & Restoration, Inc. 2) Mark Beamish Waterproofing, Inc. *Successful Bidder
16-P0038832	\$25,145.00	Turf repair and maintenance work for the baseball & softball fields at Santa Ana College	SAC-Maintenance & Operations	Received Quotations: 1) *Professional Turf Specialties 2) Barendt Construction, Inc. *Successful Bidder
16-P0038835	\$15,387.39	Printing of Spring 2016 SAC (CEC) Continuing Education Center Class Schedules	CEC	Received Quotations: 1) *Advanced Web Offset, Inc. 2) Trend Offset Printing *Successful Bidder

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 15, 2015 THROUGH JANUARY 9, 2016
BOARD MEETING OF JANUARY 25, 2016**

P.O. #	Amount	Description	Department	Comment
16-P0038847	\$32,311.92	HP 800G1SFF computers & extended warranties	OEC-Instruction & Student Services	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNNVP-113 Board approved: November 9, 2015
16-P0038849	\$17,399.87	McDowell workstations and various office furniture	DO-Child Development Services	Purchased from the Hawthorne Bid #13-14-1 Board approved: March 24, 2014
16-P0038856	\$19,533.85	McDowell workstations and various office furniture	DO-Child Development Services	Purchased from the Hawthorne Bid #13-14-1 Board approved: March 24, 2014
16-P0038887	\$21,484.20	Personnel related financial settlement (Final Installment)	DO-Risk Management	
16-P0038890	\$20,350.00	Spring 2016 bus passes for EOPS students	SAC-EOPS	
16-P0038891	\$18,150.00	Bus pass equity cards for EOPS students	SAC-EOPS	
16-P0038920	\$51,485.60	RFID security, checkout and inventory systems for Santiago Canyon College Library	SCC-Library	Received Quotations: 1) *Bibliotheca LLC 2) 3M Library Systems *Successful Bidder
16-P0038922	\$20,111.52	Apple iMac computers with Apple Care protection plan	SCC-ITS	Sole Source Board approved: July 25, 2005

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 15, 2015 THROUGH JANUARY 9, 2016
BOARD MEETING OF JANUARY 25, 2016**

P.O. #	Amount	Description	Department	Comment
16-P0038930	\$61,627.56	HP 800G1SFF computers, monitors, speakers & extended warranties	SCC-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNNVP-113 Board approved: November 9, 2015
16-P0038972	\$80,785.00	Bowen AstroFX Commander planetarium system including software, installation and training	SAC-Planetarium	This is an upgrade to the existing system which is designed specifically for the Tessman Planetarium. This is a complex legacy system that meets the unique technical requirements of and interfaces with all the existing system components. Additionally, the vendor's technicians know the existing system very well and have been instrumental in its care and maintenance.
16-P0038973	\$86,390.88	Clausing/Colchester 8043 Geared Head Lathe (2)	SAC-Manufacturing Technology	Received Quotations: 1) *Dan's Machine Repair 2) ISMG Machinery & Tools Agency 3) Machinery Sales Co. *Successful Bidder
16-P0169310	\$20,000.00	Sign language interpreting services to students in the Deaf and Hard of Hearing Program at Santa Ana College	SAC-DSPS	Board approved: September 14, 2015
16-P0169314	\$31,000.00	Rental of classroom facilities within the Orange Unified School District	OEC	Board approved: November 9, 2015

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 15, 2015 THROUGH JANUARY 9, 2016
BOARD MEETING OF JANUARY 25, 2016**

P.O. #	Amount	Description	Department	Comment
16-P0169315	\$72,410.00	Alteryx Designer Desktop three-year software licenses and related component	SAC-Student Services	These are additional licenses for the existing software which were already integrated into the existing research toolkit. The software is field tested and uniquely compatible with the department's software platform. It has an intersegmental capacity for data sharing which is used by key partners in the City of Santa Ana and Santa Ana USD.
16-P0169316	\$213,816.00	Sub-contract agreement with CSU Fullerton Auxiliary Services in relation to HIS Engage in STEM Title III, Year 5	SAC-Counseling Department	Board approved: September 14, 2015
16-P0169317	\$365,140.00	Sub-contract agreement with North Orange County CCD in relation to HIS Engage in STEM Title III, Year 5	SAC-Counseling Department	Board approved: September 14, 2015

Checks Written for Period 12/12/15 Thru 01/08/16

<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>
311512331	Bookstore Fund	78,050.04	42.02	78,008.02	31*0106471	31*0106498
Total Fund 31 Bookstore Fund		<u><u>\$78,050.04</u></u>	<u><u>\$42.02</u></u>	<u><u>\$78,008.02</u></u>		

Checks Written for Period 12/12/15 Thru 01/08/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
711512331	Associated Students Fund	2,006.02	0.00	2,006.02	71*0007586	71*0007600
Total Fund 71 Associated Students Fund		<u>2,006.02</u>	<u>\$0.00</u>	<u>2,006.02</u>		

Checks Written for Period 12/12/15 Thru 01/08/16

<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>
761512331	Community Education Fund	26,398.87	0.00	26,398.87	76*0006870	76*0006881
Total Fund 76 Community Education Fund		<u><u>\$26,398.87</u></u>	<u><u>\$0.00</u></u>	<u><u>\$26,398.87</u></u>		

Checks Written for Period 12/12/15 Thru 01/08/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
791512331	Diversified Trust Fund	50,398.23	79.90	50,318.33	79*0019766	79*0019799
Total Fund 79 Diversified Trust Fund		<u>50,398.23</u>	<u>79.90</u>	<u>50,318.33</u>		

Checks Written for Period 12/12/15 Thru 01/08/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
811512331	Diversified Agency Fund	45,016.94	0.00	45,016.94	81*0046288	81*0046330
Total Fund 81 Diversified Agency Fund		<u>45,016.94</u>	<u>0.00</u>	<u>45,016.94</u>		

SUMMARY

Total Fund 31 Bookstore Fund	78,008.02
Total Fund 71 Associated Students Fund	2,006.02
Total Fund 76 Community Education Fund	26,398.87
Total Fund 79 Diversified Trust Fund	50,318.33
Total Fund 81 Diversified Agency Fund	45,016.94
Grand Total:	<u><u>\$201,748.18</u></u>

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: January 25, 2016
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.	CalWORKs/Work Study/TANF (SAC/SCC) Annual allocations from the California Community Colleges Chancellor's Office to provide direct support services for welfare students who are enrolled in educational programs as they prepare to transition out of the welfare setting and into gainful employment. (15/16)	11/06/2015	\$524,578															
	<table border="0"> <thead> <tr> <th></th> <th style="text-align: center;">SAC</th> <th style="text-align: center;">SCC</th> </tr> </thead> <tbody> <tr> <td>CalWORKs Program</td> <td style="text-align: right;">\$248,916</td> <td style="text-align: right;">\$131,932</td> </tr> <tr> <td>CalWORKs Work Study</td> <td style="text-align: right;">\$37,819</td> <td style="text-align: right;">\$9,110</td> </tr> <tr> <td>TANF (Federal)</td> <td style="text-align: right;">\$64,153</td> <td style="text-align: right;">\$32,648</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">\$350,888</td> <td style="text-align: right;">\$173,690</td> </tr> </tbody> </table>		SAC	SCC	CalWORKs Program	\$248,916	\$131,932	CalWORKs Work Study	\$37,819	\$9,110	TANF (Federal)	\$64,153	\$32,648	TOTAL	\$350,888	\$173,690		
	SAC	SCC																
CalWORKs Program	\$248,916	\$131,932																
CalWORKs Work Study	\$37,819	\$9,110																
TANF (Federal)	\$64,153	\$32,648																
TOTAL	\$350,888	\$173,690																
	<i>The match required is 1-to-1 of the CalWORKs Program and Work Study allocations.</i>																	
	<i>- SAC match required is \$286,735 that consists of \$38,230 of district-funded staff costs and \$248,505 of need-based financial aid (Pell grants, BOG fee waiver, and Cal grants).</i>																	
	<i>- SCC match required is \$141,042 that consists of \$5,323 of district-funded staff costs and \$135,719 of need-based financial aid (Pell grants, SEOG, BOG fee waiver, and Cal grants).</i>																	
2.	Deputy Sector Navigator - Retail Hospitality/Tourism/Learn & Earn (District) – Augmentation Augmentation award from the California Community Colleges Chancellor's Office Workforce & Economic Development Division to support the Retail Hospitality/Tourism/Learn & Earn Deputy Sector Navigator's CTE in-region investment activities (SB 858 formerly SB 1070) to improve linkages and career-technical education pathways by providing in-region investments within education and industry partners to develop faculty collaboratives, certificate programs, articulation of curriculum between secondary and post-secondary educational systems in Retail Hospitality/Tourism career pathways. (15/16, 16/17). <i>No match required on SB 858 funds.</i>	12/16/2015	\$100,000															

Fiscal Impact: \$824,052	Board Date: January 25, 2016
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	

- | | | |
|--|-------------------|------------------|
| <p>3. Equality Employment Opportunity (EEO) – Diversity Allocation Funds (District)
 Funds from the California Community Colleges Chancellor’s Office for the Human Resource Department to broadly disseminate information about job openings. (15/16). <i>No match required.</i></p> | <p>07/01/2015</p> | <p>\$11,670</p> |
| <p>4. Proposition 39 Clean Energy Workforce Program Grant - Program Improvement Funds II (SCC)
 Santiago Canyon College received a sub-award from Los Angeles Trade Technical College’s Proposition 39 Clean Energy Jobs Act (SB 73) grant funded through the California Community Colleges Chancellor’s Office to utilize program improvement funds to increase SCC students’ participation in energy conservation and efficiency instructional programs that secure apprenticeships. (15/16) <i>No match required.</i></p> | <p>12/07/2015</p> | <p>\$187,804</p> |

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 a related contractual agreement on behalf of the district.

Fiscal Impact: \$824,052	Board Date: January 25, 2016
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 #2061
NAME: CalWORKS - SANTA ANA COLLEGE
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 07/01/2015 - 06/30/2016

CalWORKs Income: 170,057

Work Study: 39,267

Child Care: 77,411

Total Amount 286,735

CFDA No.: N/A

Prime Sponsor: State of California/Proposition 98 Funds

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

PROJ. ADM. Sara Lundquist

PROJ. DIR. Christine Leon

Date: 01/14/2016

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-2061-649000-19505-1250	Contract Coordinator : Spe - Ann Lockhart (30%)	29,804		29,804		-	-
11-2061-649000-19505-3115	STRS - Non-Instructional :	3,198		3,198		-	-
11-2061-649000-19505-3325	Medicare - Non-Instructiona	438		438		-	-
11-2061-649000-19505-3415	H & W - Non-Instructional :	3,374		3,374		-	-
11-2061-649000-19505-3435	H & W - Retiree Fund Non-In	302		302		-	-
11-2061-649000-19505-3515	SUI - Non-Instructional : S	15		15		-	-
11-2061-649000-19505-3615	WCI - Non-Instructional : S	724		724		-	-
11-2061-649000-19505-3915	Other Benefits - Non-Instru	375		375		-	-
Totals for PROJECT: 2061	CalWORKs - Coord/Workstudy (Match)	38,230	-	38,230	-	-	-

The match required is 1-to-1 of the CalWORKs Program and Work Study allocations. The SAC match required is \$286,735 that consists of:

Coordinator @ 30%	38,230
Allowable match: need-based financial aid	\$248,505
SCC Match Total	286,735

5.1 (3)

SPECIAL PROJECT DETAILED BUDGET #2061
NAME: CalWORKS - SANTA ANA COLLEGE
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 07/01/2015 - 06/30/2016

CalWORKs Income: 170,057

Work Study: 39,267

Child Care: 77,411

Total Amount 286,735

CFDA No.: N/A

Prime Sponsor: State of California/Proposition 98 Funds

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

PROJ. ADM. Sara Lundquist

PROJ. DIR. Christine Leon

Date: 01/14/2016

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2061-000000-10000-8625	CalWORKs : Santa Ana Colleg		268,553		286,735		18,182
12-2061-631000-18100-1430	Part-Time Counselors : Cont	7,408		16,007		8,599	
12-2061-631000-18100-1435	Int/Sum - Counselors,Part-T	5,152		7,057		1,905	
12-2061-631000-18100-3115	STRS - Non-Instructional :	1,348		2,475		1,127	
12-2061-631000-18100-3325	Medicare - Non-Instructiona	182		334		152	
12-2061-631000-18100-3435	H & W - Retiree Fund Non-In	126		231		105	
12-2061-631000-18100-3515	SUI - Non-Instructional : C	6		12		6	
12-2061-631000-18100-3615	WCI - Non-Instructional : C	301		554		253	
12-2061-649000-18100-2130	Classified Employees : Cont - Gossett (8%)	3,809		3,782			27
12-2061-649000-18100-3215	PERS - Non-Instructional :	451		448			3
12-2061-649000-18100-3315	OASDHI - Non-Instructional	243		241			2
12-2061-649000-18100-3325	Medicare - Non-Instructiona	57		56			1
12-2061-649000-18100-3415	H & W - Non-Instructional :	891		891		-	-
12-2061-649000-18100-3435	H & W - Retiree Fund Non-In	39		39		-	-
12-2061-649000-18100-3515	SUI - Non-Instructional : C	2		2		-	-
12-2061-649000-18100-3615	WCI - Non-Instructional : C	94		93			1
12-2061-649000-18100-3915	Other Benefits - Non-Instru	108		108		-	-

5.1 (4)

SPECIAL PROJECT DETAILED BUDGET #2061
NAME: CalWORKS - SANTA ANA COLLEGE
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 07/01/2015 - 06/30/2016

CalWORKs Income: 170,057

Work Study: 39,267

Child Care: 77,411

Total Amount 286,735

CFDA No.: N/A

Prime Sponsor: State of California/Proposition 98 Funds

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

PROJ. ADM. Sara Lundquist

PROJ. DIR. Christine Leon

Date: 01/14/2016

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2061-499900-19505-4310	Instructional Supplies : Sp	-		1,384		1,384	
12-2061-631000-19505-1232	Contract Extension-Counselo	439		440		1	
12-2061-631000-19505-1430	Part-Time Counselors : Spec	14,757		18,836		4,079	
12-2061-631000-19505-1434	Int/Sum Beyond Contr-Course	5,764		6,926		1,162	
12-2061-631000-19505-1435	Int/Sum - Counselors,Part-T	16,514		17,151		637	
12-2061-631000-19505-3115	STRS - Non-Instructional :	4,021		4,652		631	
12-2061-631000-19505-3325	Medicare - Non-Instructiona	543		629		86	
12-2061-631000-19505-3435	H & W - Retiree Fund Non-In	375		434		59	
12-2061-631000-19505-3515	SUI - Non-Instructional : S	19		22		3	
12-2061-631000-19505-3615	WCI - Non-Instructional : S	899		1,040		141	
12-2061-647000-19505-2310	Classified Employees - Ongoing - CalWORKs Job Developer (Feb-June)	12,843		9,109			3,734
12-2061-647000-19505-2320	Classified Employees - Hourly	4,204		9,184		4,980	
12-2061-647000-19505-3325	Medicare - Non-Instructiona	247		265		18	
12-2061-647000-19505-3335	PARS - Non-Instructional :	222		238		16	
12-2061-647000-19505-3435	H & W - Retiree Fund Non-In	170		183		13	
12-2061-647000-19505-3515	SUI - Non-Instructional : S	9		9		-	-
12-2061-647000-19505-3615	WCI - Non-Instructional : S	409		439		30	
12-2061-647000-19410-2340	Student Assistants - Hourly	24,282		22,294			1,988
12-2061-647000-19410-3315	OASDHI - Non-Instructional	1,505		1,382			123

5.1 (5)

SPECIAL PROJECT DETAILED BUDGET #2061
NAME: CalWORKS - SANTA ANA COLLEGE
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 07/01/2015 - 06/30/2016

CalWORKs Income: 170,057

Work Study: 39,267

Child Care: 77,411

Total Amount 286,735

CFDA No.: N/A

Prime Sponsor: State of California/Proposition 98 Funds

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

PROJ. ADM. Sara Lundquist

PROJ. DIR. Christine Leon

Date: 01/14/2016

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2061-647000-19410-3325	Medicare - Non-Instructiona	352		323			29
12-2061-647000-19410-3435	H & W - Retiree Fund Non-In	243		223			20
12-2061-647000-19410-3615	WCI - Non-Instructional : S	583		535			48
12-2061-649000-19505-1252	Contract Extension-Coordina	439		423			16
12-2061-649000-19505-1453	Beyond Contract - Coordinat	2,577		2,577		-	-
12-2061-649000-19505-1454	Int/Sum Beyond Contr-Coordi	1,560		1,554			6
12-2061-649000-19505-1480	Part-Time Reassigned Time :	2,131		2,225		94	
12-2061-649000-19505-1485	Int/Sum - Reassigned Time,	1,454		518			936
	Classified Employees : Spec						
	- Gossett (52%) & Paz (10%)						
	- G.O. Clerk (30% CW/70% EOPS est. 5 mos)						
12-2061-649000-19505-2130	- Admin Clerk (70% CW/30% EOPS eff. 1/11/16)	55,501		49,903			5,598
	Classified Employees - Ongoing						
12-2061-649000-19505-2310	- Student Services Specialist est. 5 mos.	11,690		8,278			3,412
12-2061-649000-19505-2320	Classified Employees - Hourly	10,515		31,689		21,174	
	Student Assistants - Hourly						
12-2061-649000-19505-2340	- 100% funded CalWORKs Work Study	-		11,762		11,762	
12-2061-649000-19505-3115	STRS - Non-Instructional :	876		783			93
12-2061-649000-19505-3215	PERS - Non-Instructional :	6,575		5,912			663
12-2061-649000-19505-3315	OASDHI - Non-Instructional	3,533		3,914		381	

5.1 (6)

SPECIAL PROJECT DETAILED BUDGET #2061
NAME: CalWORKS - SANTA ANA COLLEGE
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 07/01/2015 - 06/30/2016

CalWORKs Income: 170,057

Work Study: 39,267

Child Care: 77,411

Total Amount 286,735

CFDA No.: N/A

Prime Sponsor: State of California/Proposition 98 Funds

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

PROJ. ADM. Sara Lundquist

PROJ. DIR. Christine Leon

Date: 01/14/2016

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2061-649000-19505-3325	Medicare - Non-Instructiona	1,267		1,601		334	
12-2061-649000-19505-3335	PARS - Non-Instructional :	289		520		231	
12-2061-649000-19505-3415	H & W - Non-Instructional :	23,055		19,904			3,151
12-2061-649000-19505-3435	H & W - Retiree Fund Non-In	874		1,104		230	
12-2061-649000-19505-3515	SUI - Non-Instructional : S	44		49		5	
12-2061-649000-19505-3615	WCI - Non-Instructional : S	2,097		2,649		552	
12-2061-649000-19505-3915	Other Benefits - Non-Instru	1,625		1,459			166
12-2061-649000-19505-4610	Non-Instructional Supplies	1,690		1,500			190
12-2061-649000-19505-4710	Food and Food Service Suppl	1,000		1,524		524	
12-2061-649000-19505-5220	Mileage/Parking Expenses :	200		200		-	-
12-2061-649000-19505-5610	Lease Agreement - Equipment	800		800		-	-
12-2061-649000-19505-5630	Maint Contract - Office Equ	231		215			16
12-2061-649000-19505-5800	Advertising : Special Servi	-		2,000		2,000	
12-2061-649000-19505-5845	Excess/Copies Useage : Spec	250		240			10
12-2061-649000-19505-5940	Reproduction/Printing Expen	250		500		250	
12-2061-649000-19505-6419	Equip-Software > \$5,000 : S	27,412		-			27,412
12-2061-675000-19505-5210	Conference Expenses : Speci	2,001		4,904		2,903	
Totals for PROJECT: 2061	CalWORKs - Coord/Workstudy (Rest. Fd)	268,553	268,553	286,735	286,735	65,827	65,827

5.1 (7)

SPECIAL PROJECT DETAILED BUDGET #1680
NAME: TANF WELFARE TO WORK - SANTA ANA COLLEGE
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 07/01/2015 - 06/30/2016

Contract Income: \$64,153

CFDA No. 93.558

Prime Sponsor: Department of Health and Human Services/Administration for Children and Families

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

PROJ. ADM. Sara Lundquist

PROJ. DIR. Christine Leon

Date: 01/12/2016

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1680-000000-10000-8140	TANF : Santa Ana College		62,549		64,153		1,604
12-1680-631000-19505-1430	Part-Time Counselors : Spec - Molina (\$53.21/hr)	30,243		41,624		11,381	
12-1680-631000-19505-1435	Int/Sum - Counselors,Part-T	16,934		7,553			9,381
12-1680-631000-19505-3115	STRS - Non-Instructional :	4,188		5,277		1,089	
12-1680-631000-19505-3325	Medicare - Non-Instructiona	684		713		29	
12-1680-631000-19505-3435	H & W - Retiree Fund Non-In	472		492		20	
12-1680-631000-19505-3515	SUI - Non-Instructional : S	23		25		2	
12-1680-631000-19505-3615	WCI - Non-Instructional : S	1,130		1,180		50	
12-1680-732000-19505-7630	Supplies Paid for Students	8,875		7,289			1,586
Totals for PROJECT: 1680	TANF - Welfare to Work (SAC)	62,549	62,549	64,153	64,153	12,571	12,571

5.1 (8)

SPECIAL PROJECT DETAILED BUDGET #2061
NAME: CalWORKS - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 07/01/2015 - 06/30/2016

CalWORKs Income: 81,992

Work Study: 8,238

(From Child Care to Work Study) 872

(From Child Care to Program) 49,940

Total Amount 141,042

CFDA No.: N/A

Prime Sponsor: State of California/Proposition 98 Funds

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

PROJ. ADM. Ruth Babeshoff

PROJ. DIR. Nena Baldizon-Rios

Date: 01/07/2016

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-0000-000004-20000-2130	Classified Employees : SCC		-		3,389		3,389
11-0000-000004-20000-3415	H & W - Non-Instructional : SCC		-		1,934		1,934
11-2061-647000-29340-2130	Classified Employees : Student - Jacqueline Myers (5%)	-		3,389		3,389	
11-2061-647000-29340-3215	PERS - Non-Instructional :	-		401		401	
11-2061-647000-29340-3315	OASDHI - Non-Instructional	-		210		210	
11-2061-647000-29340-3325	Medicare - Non-Instructiona	-		49		49	
11-2061-647000-29340-3415	H & W - Non-Instructional :	-		1,087		1,087	
11-2061-647000-29340-3435	H & W - Retiree Fund Non-In	-		35		35	
11-2061-647000-29340-3515	SUI - Non-Instructional : S	-		2		2	
11-2061-647000-29340-3615	WCI - Non-Instructional : S	-		83		83	
11-2061-647000-29340-3915	Other Benefits - Non-Instru	-		67		67	
Totals for PROJECT: 2061	CalWORKs - Coord/Workstudy - SCC (Match)	-	-	5,323	5,323	5,323	5,323

5.1 (9)

SPECIAL PROJECT DETAILED BUDGET #2061
NAME: CalWORKS - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 07/01/2015 - 06/30/2016

CalWORKs Income: 81,992

Work Study: 8,238

(From Child Care to Work Study) 872

(From Child Care to Program) 49,940

Total Amount 141,042

CFDA No.: N/A

Prime Sponsor: State of California/Proposition 98 Funds

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

PROJ. ADM. Ruth Babeshoff

PROJ. DIR. Nena Baldizon-Rios

Date: 01/07/2016

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit

The match required is 1-to-1 of the CalWORKs Program and Work Study allocations. The SCC match required is \$141,042 that consists of:

Job Placement Coordinator @ 5%	5,323
Allowable match: need-based financial aid (Pell Grant)	\$80,230
Allowable match: need-based financial aid (SEOG)	\$1,000
Allowable match: need-based financial aid (BOG fee waiver)	\$50,070
Allowable match: need-based financial aid (Cal Grant)	\$4,419
SCC Match Total	141,042

5.1 (10)

SPECIAL PROJECT DETAILED BUDGET #2061
NAME: CalWORKS - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 07/01/2015 - 06/30/2016

CalWORKs Income: 81,992

Work Study: 8,238

(From Child Care to Work Study) 872

(From Child Care to Program) 49,940

Total Amount 141,042

CFDA No.: N/A

Prime Sponsor: State of California/Proposition 98 Funds

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

PROJ. ADM. Ruth Babeshoff

PROJ. DIR. Nena Baldizon-Rios

Date: 01/07/2016

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2061-000000-20000-8625	CalWORKs : Santiago Canyon		146,981		141,042	5,939	
12-2061-631000-29325-1430	Part-Time Counselors : Coun - Galvan (\$53.21/hr; FA15 300.3 hrs, SP16 287 hrs) - Duarte (\$55.88/hr; FA15 300.3 hrs, SP16 300.3 hrs)	66,450		64,812			1,638
12-2061-631000-29325-1433	Beyond Contract - Counselor - Baldizon-Rios (Fall - 160.02 hrs; Sp. - 35 hrs)	7,772		11,442		3,670	
12-2061-631000-29325-1434	Int/Sum Beyond Contr-Course - Baldizon-Rios (Sum '15 - 89.47 hrs; Sum '16 - 15 hrs)	9,850		9,425			425
12-2061-631000-29325-1435	Int/Sum - Counselors,Part-T - Galvan (Sum '15 - 150.36 hrs; inter - 100.38 hrs) - Duarte (Sum '15 - 150.36 hrs)	26,640		21,744			4,896
12-2061-631000-29325-3115	STRS - Non-Instructional :	5,582		6,742			
12-2061-631000-29325-3325	Medicare - Non-Instructiona	1,634		1,557			77
12-2061-631000-29325-3335	PARS - Non-Instructional :	648		579			69
12-2061-631000-29325-3435	H & W - Retiree Fund Non-In	1,127		1,076			51
12-2061-631000-29325-3515	SUI - Non-Instructional : C	56		54			2
12-2061-631000-29325-3615	WCI - Non-Instructional : C	2,705		2,578			127
12-2061-631000-29325-4610	Non-Instructional Supplies	2,158		2,000			158
12-2061-631000-29325-4710	Food and Food Service Suppl	2,381		395			1,986

5.1 (11)

SPECIAL PROJECT DETAILED BUDGET #2061
NAME: CalWORKS - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 07/01/2015 - 06/30/2016

CalWORKs Income: 81,992

Work Study: 8,238

(From Child Care to Work Study) 872

(From Child Care to Program) 49,940

Total Amount 141,042

CFDA No.: N/A

Prime Sponsor: State of California/Proposition 98 Funds

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

PROJ. ADM. Ruth Babeshoff

PROJ. DIR. Nena Baldizon-Rios

Date: 01/07/2016

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2061-631000-29325-5100	Contracted Services : Couns	500		500		-	-
12-2061-631000-29325-5220	Mileage/Parking Expenses :	277		278		1	
12-2061-631000-29325-5610	Lease Agreement - Equipment	1,092		1,092		-	-
12-2061-631000-29325-5845	Excess/Copies Usage : Coun	254		254		-	-
12-2061-631000-29325-5925	Postage : Counseling	24		24		-	-
12-2061-631000-29325-5940	Reproduction/Printing Expen	379		380		1	
12-2061-675000-29325-5210	Conference Expenses : Couns	3,332		5,000		1,668	
12-2061-675000-29325-6410	Equip-All Other >\$1,000<\$5,	2,000		2,000		-	-
	Sub-Total CalWORKS Program	134,861		131,932			
Santiago Canyon College - Work Study							
12-2061-647000-29340-2340	Student Assistants - Hourly	12,000		8,500			3,500
12-2061-647000-29340-3315	OASDHI - Non-Instructional	-		250		250	
12-2061-647000-29340-3325	Medicare - Non-Instructiona	-		90		90	
12-2061-647000-29340-3435	H & W - Retiree Fund Non-In	120		120		-	-
12-2061-647000-29340-3615	WCI - Non-Instructional : S	-		150		150	
	Sub-Total Work Study	12,120		9,110			
Totals for PROJECT: 2061	CalWORKs - Coord/Workstudy (Restricted Fd)	146,981	146,981	141,042	141,042	11,769	12,929

5.1 (12)

SPECIAL PROJECT DETAILED BUDGET #1680
NAME: TANF WELFARE TO WORK - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 07/01/2015 - 06/30/2016

Contract Income: \$32,648

CFDA No. 93.558

Prime Sponsor: Department of Health and Human Services/Administration for Children and Families

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

PROJ. ADM. Ruth Babeshoff

PROJ. DIR. Nena Baldizon-Rios

Date: 01/07/2016

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1680-000000-20000-8140	TANF : Santiago Canyon Coll		34,355		32,648	1,707	
12-1680-631000-29325-1430	Part-Time Counselors : Coun - Galvan (\$53.21/hr; F15 57.12 hrs; SP15 70 hrs)	7,373		6,764			609
12-1680-631000-29325-1435	Int/Sum - Counselors,Part-T - Galvan (Sum16 @ \$53.21/hr x 65 hrs) - Duarte (Sum16 @ \$55.88/hr x 65 hrs)	7,389		7,091			298
12-1680-631000-29325-2320	Classified Employees - Hourly - Thelma Rodriguez (\$16.35/hr x 871 hrs)	15,418		13,423			1,995
12-1680-631000-29325-3115	STRS - Non-Instructional :	402		390			12
12-1680-631000-29325-3325	Medicare - Non-Instructiona	438		396			42
12-1680-631000-29325-3335	PARS - Non-Instructional :	333		308			25
12-1680-631000-29325-3435	H & W - Retiree Fund Non-In	302		273			29
12-1680-631000-29325-3515	SUI - Non-Instructional : C	15		14			1
12-1680-631000-29325-3615	WCI - Non-Instructional : C	724		654			70
12-1680-647000-29340-2340	Student Assistants - Hourly	683		-			683
12-1680-647000-29340-3315	OASDHI - Non-Instructional	85		-			85
12-1680-647000-29340-3325	Medicare - Non-Instructiona	20		-			20
12-1680-647000-29340-3435	H & W - Retiree Fund Non-In	7		-			7
12-1680-647000-29340-3615	WCI - Non-Instructional : S	16		-			16
12-1680-647000-29340-4710	Food and Food Service Suppl	393		1,250		857	
12-1680-732000-29325-7630	Supplies Paid for Students	757		2,085		1,328	
Totals for PROJECT: 1680	TANF - Welfare to Work (SCC)	34,355	34,355	32,648	32,648	3,892	3,892

5.1 (13)

SPECIAL PROJECT DETAILED BUDGET # 2346
NAME: Deputy Sector Navigator - Retail Hospitality/Tourism/Learn and Earn (RHT)
Career Technical Education In-Region Investment Grant (SB 858) (District)
FISCAL YEAR: 2015/2016 and 2016/2017

CONTRACT PERIOD: 01/01/2016 - 12/31/2016

CONTRACT INCOME: \$100,000

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD No.: 15-161-002 (Amendment 1)

SUB-AWARD No.: N/A

CFDA No.: N/A

PROJ ADM: Enrique Perez

PROJ DIR: Ruth Cossio-Muñiz

Date: 01/13/2016

GL Account String	Description	New Budget	
		Debit	Credit
12-2346-000000-50000-8659	Other Reimb Categorical Allow : District Operations		100,000
12-2346-672000-50000-5865	Indirect Costs : District Operations (4%)	3,846	
12-2346-684000-53360-2310	Classified Employees - Ongoing : Corporate Training Institute Marketing Specialist (Part-time, 0.475 FTE)	21,769	
12-2346-684000-53360-3215	PERS - Non-Instructional : Corporate Training Institute	2,579	
12-2346-684000-53360-3315	OASDHI - Non-Instructional : Corporate Training Institute	1,350	
12-2346-684000-53360-3325	Medicare - Non-Instructional : Corporate Training Institute	315	
12-2346-684000-53360-3435	H & W - Retiree Fund Non-Inst : Corporate Training Institute	218	
12-2346-684000-53360-3515	SUI - Non-Instructional : Corporate Training Institute	11	
12-2346-684000-53360-3615	WCI - Non-Instructional : Corporate Training Institute	522	
12-2346-684000-53360-4210	Books, Mags & Subscrip-Non-Lib : Corporate Training - Books/reference materials for trainings/workshops at \$850 x 6	5,100	
12-2346-684000-53360-4610	Non-Instructional Supplies : Corporate Training Ins - Supplies/materials for trainings/workshops at \$500 each x 6	3,000	
12-2346-684000-53360-4710	Food and Food Service Supplies : Corporate Training	800	
12-2346-684000-53360-5100	Contracted Services : Corporate Training Institute - in-region investment sub-contract agreements at \$24,000 - speakers/professionals consultants, strategic planning activities, and specialized services at \$6,500 - training packages, curriculum development and professional development activities at \$2,500 - website developer at \$5,000 - mobile app developer at \$5,000	43,000	
12-2346-684000-53360-5220	Mileage/Parking Expenses : Corporate Training Insti - (2016 IRS rate): \$0.54/mile x 205 miles/month x 12 months	1,328	
12-2346-684000-53360-5235	District Business/Sponsorships : Corporate Training - networking event fees to attend ICHRIE, ASTD, AH&LA and opportunities for sponsorships	3,000	
12-2346-684000-53360-5300	Inst Dues & Memberships : Corporate Training Instit - Membership fees for Chambers of Commerce (LA, OC, Anaheim)	2,240	
12-2346-684000-53360-5880	Internet Services : Corporate Training Institute - video and online content development and communications tools: Animoto \$300, SurveyMonkey \$300, Constant Contact \$350; LinkedIn professional plan \$250, Facebook for business \$250	1,450	
12-2346-684000-53360-6409	Equip-All Other ≥\$200<\$1,000 : Corporate Training - 1 tablet, 1 office printer/scanner, 1 digital camera and tripod	2,200	
12-2346-675000-53360-5210	Conference Expenses : Corporate Training Institute - (Out-of-State) - ICHRIE Summer Conference, Dallas, TX, July 19-23, 2016. One attendee at \$1,895 - (In-State) - One attendee for CCCAOE, AH&LA, ProStart, Educating for Careers, and other local conferences (TBD). \$5,377	7,272	
Total 2346 - RHT DSN in-region (District)		100,000	100,000

SPECIAL PROJECT DETAILED BUDGET #2330
NAME: Equal Employment Opportunity (EEO - Diversity allocation funds)
FISCAL YEAR: 2015/16

CONTRACT PERIOD: 7/1/15 to 6/30/16
 CONTRACT INCOME: \$3,559 Carryover from 2014/15
 \$11,670 FY 2015/16 Allocation
 \$15,229 TOTAL

PROJ. ADM.: J. Didion
 PROJ. DIR.: E. Marasigan

Date: 01/14/16

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: RSCCD
CFDA #: N/A; Award #: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2330-000000-50000-8629	Other Gen Categorical Appor		-		11,670		11,670
12-2330-000009-50000-8629	Other Gen Categorical Appor		3,559		3,559		-
12-2330-676000-53110-4620	Non-Instructional Software	-		200		200	
12-2330-676000-53110-5100	Contracted Services : Human	-		200		200	
12-2330-676000-53110-5240	Applicant Travel Reimbusem	2,353		4,000		1,647	
12-2330-676000-53110-5300	Inst Dues & Memberships : H	450		450		-	-
12-2330-676000-53110-5660	Software Support Service :	-		1,000		1,000	
12-2330-676000-53110-5920	Personnel Recruiting : Huma	756		9,000		8,244	
12-2330-676000-53110-6419	Equip-Software > \$5,000 : H	-		379		379	
Totals for PROJECT: 2330	Equal Employmnt Opportuni	3,559	3,559	15,229	15,229	11,670	11,670

5.1 (15)

SPECIAL PROJECT DETAILED BUDGET #2515
NAME: Proposition 39 Clean Energy Workforce Program Grant -
Program Improvement Funds II (Santiago Canyon College)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 4/01/2015 - 6/30/2016
CONTRACT INCOME: \$187,804
PRIME SPONSOR: California Community Colleges Chancellor's Office
FISCAL AGENT: Los Angeles Trade Technical College
PRIME AWARD No.: 14-177-003 (LATTC)
SUB-AWARD No.: N/A
CFDA No.: N/A

PROJ ADM: Von Lawson
PROJ DIR: Kari Irwin
Date: 1/12/2016

GL Account String	Description	New Budget	
		Debit	Credit
12-2515-000000-20000-8659	Other Reimb Categorical Allow : Santiago Canyon Col		187,804
12-2515-095210-25210-5100	Contracted Services : Apprenticeship <i>Sub-Agreement - Southwest Carpenters Training Trust</i>	89,825	
12-2515-632000-25055-1210	Academic Management : Instl Effectiveness/Assessment Aaron Voelcker, Dean of Institutional Effectiveness Grade B Step 2 @ 18% 1/1/16 - 6/30/16 (7B-12B)	11,564	
12-2515-632000-25055-2320	Classified Employees - Hourly : Instl Effectiveness/Assessment Research Analyst (TBD) (\$27.29/hr. x 16 wks x 7.5 hrs/wk)	3,275	
12-2515-632000-25055-3215	PERS - Non-Instructional : Instl Effectiveness/Assessment	1,370	
12-2515-632000-25055-3315	OASDHI - Non-Instructional : Instl Effectiveness/Assessment	731	
12-2515-632000-25055-3325	Medicare - Non-Instructional : Instl Effectiveness/Assessment	218	
12-2515-632000-25055-3335	PARS - Non-Instructional : Instl Effectiveness/Assessment	193	
12-2515-632000-25055-3415	H & W - Non-Instructional : Instl Effectiveness/Assessment	1,896	
12-2515-632000-25055-3435	H & W - Retiree Fund Non-Inst : Instl Effectiveness/Assessment	151	
12-2515-632000-25055-3515	SUI - Non-Instructional : Instl Effectiveness/Assessment	8	
12-2515-632000-25055-3615	WCI - Non-Instructional : Instl Effectiveness/Assessment	362	
12-2515-632000-25055-3915	Other Benefits - Non-Instruct : Instl Effectiveness/Assessment	228	
12-2515-632000-25055-4610	Non-Instructional Supplies : Instl Effectiveness/Assessment	5,000	
12-2515-632000-25055-5950	Software License and Fees : Instl Effectiveness/Assessment <i>Data software to track student success/outcomes</i>	10,000	
12-2515-095800-25260-4310	Instructional Supplies : Water Utility Science	2,500	
12-2515-095800-25260-6410	Equipment - All Other ≥ \$1,000 < \$5,000 : Water Utility Science	20,000	
12-2515-602000-25260-1483	Beyond Contr - Reassigned Time : Water Utility Science Steven McLean, Curriculum Dvlp Stipend @ \$5,000 (SP16)	5,000	
12-2515-602000-25260-3115	STRS - Non-Instructional : Water Utility Science	537	
12-2515-602000-25260-3325	Medicare - Non-Instructional : Water Utility Science	72	
12-2515-602000-25260-3435	H & W - Retiree Fund Non-Inst : Water Utility Science	50	
12-2515-602000-25260-3515	SUI - Non-Instructional : Water Utility Science	3	
12-2515-602000-25260-3615	WCI - Non-Instructional : Water Utility Science	120	
12-2515-602000-25260-5100	Contracted Services : Water Utility Science <i>Sub-contractor for curriculum conversion of existing WUS courses into Blackboard for distance education offerings including assessments/lessons plans</i>	27,201	
12-2515-675000-25260-5210	Conference Expenses : Water Utility Science <i>AWWA Conference, Chicago, IL (June 2016) for 3 faculty</i>	7,500	
Total 2515 - Prop. 39 Prg Improvement Funds II (SCC)		187,804	187,804

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: January 25, 2016
Re: Approval of Sub-Agreement between RSCCD and Southwest Carpenters Training Trust for the Proposition 39 Clean Energy Workforce Program Grant	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District on behalf of Santiago Canyon College was a sub-award recipient of Los Angeles Trade Technical College's (LATTC) Proposition 39 Clean Energy Workforce Program grant (SB 73) from the California Community Colleges Chancellor's Office Division of Workforce & Economic Development. Through the California Clean Energy Job Act (SB 73) colleges are provided resources to fund eligible projects associated with job creation in California, improving energy efficiency, and expanding clean energy generation through renewable energy. Santiago Canyon College (SCC) will use program improvement funds to increase student participation in related instructional programs that secure apprenticeships, to complete energy efficiency related certificates, and to secure employment in energy efficiency related jobs in that sector. The college has designated Southwest Carpenters' Training Trust as a third tier sub-recipient to implement a joint apprenticeship training project.

The project administrator is Von Lawson and the project director is Kari Irwin.

ANALYSIS

The enclosed sub-agreement with Southwest Carpenters' Training Trust (agreement# SCC-16-2515-01) outlines the terms of the project. The project activities include the purchase of energy efficiency testing equipment and professional development for instructional training staff and students. The period of performance is January 26, 2016 through June 30, 2016. The award shall not exceed \$89,825.00.

RECOMMENDATION

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

Fiscal Impact: \$89,825.00 (grant-funded)	Board Date: January 25, 2016
Prepared by: Maria Gil, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
SOUTHWEST CARPENTERS' TRAINING TRUST**

This grant sub-agreement (hereinafter "Agreement") is entered into on this 25th day of January 2016, between Rancho Santiago Community College District (hereinafter "RSCCD") and the Southwest Carpenters' Training Trust (hereinafter "SUBCONTRACTOR"). RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, RSCCD was funded a sub-award from the Los Angeles Trade Technical College (hereinafter "LATTC") for its "Proposition 39 Clean Energy Workforce Program Grant", Prime Award #14-177-003 (hereinafter "Grant"), (enacted into California law as SB 73) from the California Community Colleges Chancellor's Office, Workforce and Economic Development Division (hereinafter "PRIME SPONSOR") to disseminate funds to community colleges for eligible projects associated with energy efficiency for them to utilize "Program Improvement Funds" to increase student participation in related instructional programs that secure apprenticeships, to complete energy efficiency related certificates, and to secure employment in energy efficiency related jobs;

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

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

NOW, THEREFORE the Parties agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work described in the approved Scope of Work (Exhibit A) which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. **Period of Performance**

The period of performance for this Agreement shall be from January 26, 2016, through June 30, 2016.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed **\$89,825.00** USD.

4. Payments and Invoicing

- (a) Payments. Fifty percent (50%) of the award amount will be provided to SUBCONTRACTOR upon RSCCD's receipt of the fully executed Agreement and invoice for this disbursement. Thereafter, all payments will occur upon receipt of SUBCONTRACTOR's monthly invoice by RSCCD and the project director's certification. RSCCD shall make payments to the SUBCONTRACTOR up to but no more than the total cost listed under Article I.3. "Total Cost." Final payment is contingent upon successful completion (or very significant progress towards completion) of all Statement of Work (Exhibit A) activities and outcomes.
- (b) Invoicing. Invoices must be itemized, include the contract Agreement number (refer to page footer), and include back-up documentation for expenditures submitted for payment. Final payment is contingent upon submission and approval of the Final Report, refer to Article I.6. "Reporting." SUBCONTRACTOR shall submit monthly invoices, on or before the 15th day of each month, and submit invoices to the following address:

**Rancho Santiago Community College District
Santiago Canyon College
Business & Career Technical Education Office
8045 E. Chapman Avenue
Orange, CA 92869**

5. Budget and Budget Changes

- (a) Budget. SUBCONTRACTOR agrees that the expenditures of any all funds under this Agreement will be in accordance with the Scope of Work (Exhibit A), Application Budget Detail Sheet (Exhibit B) and SB 73 regulations, which by this reference are incorporated herein and made a part hereof as if fully set forth.
- (b) Budget Changes. SUBCONTRACTOR must submit a budget revision request to RSCCD if expenditures are planned for a cost category (i.e., object code – 1000s, 2000s, etc.) that was not submitted in the Application Budget Detail Sheet (Exhibit B), or if the change would impact project outcomes or objectives identified in the Scope of Work (Exhibit A).

6. Reporting

- (a) Progress Reports. SUBCONTRACTOR will submit quarterly narrative reports describing achievements, activities and outcomes of the project based on the SUBCONTRACTOR's Scope of Work (Exhibit A). Progress reports are due on a quarterly basis as follows: April 15th and July 15th. If the report due date falls on a weekend or holiday, the report will be due the day before the due dates listed above. Additional data may also be requested to meet LATTC's and/or PRIME SPONSOR's requirements for reporting.
- (b) Final Report. SUBCONTRACTOR agrees to submit a final expenditure report and an end-of-year project report summarizing completion of the project consistent with the Scope of Work (Exhibit A). The final report is due **July 15, 2016**.

Reports related to this Agreement should be submitted to Kari Irwin, Project Director via email at Irwin_Kari@sccollege.edu.

7. Expenditure of Grant Funds

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

8. Modifications

The Parties hereto agree that program components and service levels detailed in the Scope of Work (Exhibit A) may be modified so long as the "Total Cost" under this Agreement is not increased, the objectives of the project are not significantly altered, and no cost categories are added. However, SUBCONTRACTOR will need to submit a modification request to RSCCD for any changes that would represent a significant deviation from the Scope of Work, thereby impacting objectives of the project, or that would add cost categories not included in the Scope of Work.

9. Time Extensions

RSCCD will not be requesting a time extension for program activities from LATTC. As a result, SUBCONTRACTOR will not be granted an extension. Therefore, SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement. Under this Agreement, SUBCONTRACTOR will only be reimbursed for expenses that are incurred on or prior to **June 30, 2016**.

10. Independent Contractor

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

11. Subcontract Assignment

Unless specifically noted in the Statement of Work (Exhibit A) and/or Application Budget Detail Sheet (Exhibit B), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement.

SUBCONTRACTOR shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with state SUBCONTRACTOR guidelines.

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

12. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of

three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

13. Audit

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

14. Mutual Indemnification

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

15. Termination

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

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

16. Disputes

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

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

17. Notices

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

RSCCD: Rancho Santiago Community College District
Santiago Canyon College
Kari Irwin, Associate Dean Business & Career Technical Education
Business & Career Technical Education Office
8045 E. Chapman Avenue
Orange, CA 92869
(714) 628-5051

Rancho Santiago Community College District
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
2323 N. Broadway
Santa Ana, CA 92706

SUBCONTRACTOR: Southwest Carpenters' Training Trust
Attn: Pat McGinn, Director
533 S. Fremont Avenue, Suite 401
Los Angeles, CA 90071-1706
(213) 739-9343

18. Total Agreement

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

19. Amendments

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

ARTICLE II

1. Legal Terms and Conditions

This project will be implemented in accordance with the conditions defined in SB 73 (SB – Clean Energy Job Creation Fund of the California Clean Energy Jobs Act), Request for Application (RFA) Specifications, and the California Community Colleges Chancellor’s Office, Grant Agreement Legal Terms and Conditions (Articles I, eff. 10/15/2013 and Article II, Rev. 11/19/2012) (Exhibit C), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

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

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR – Southwest
Carpenters’ Training Trust

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: Pat McGinn

Title: Business Operations/Fiscal Services

Title: Director

Date: _____

Date: _____

95-2106266

Employer/Taxpayer Identification Number (EIN)

Board Approval Date: January 25, 2016

List of Exhibits

- Exhibit A Subcontractor's Scope of Work
- Exhibit B Approved Budget Detail Sheet
- Exhibit C Grant Agreement Legal Terms and Conditions (Articles I and II)

District: Rancho Santiago Canyon CCD

College: Santiago Canyon College

Project Performance Period: 01/26/2016 – 06/30/2016

PROJECT WORKPLAN

Name of Program: Southern California Carpenters Joint Apprenticeship and Training Program
TOP Code: 0952.10

Activity	Description	Grant Objective #, MP #, and/or LI#	Responsible Persons	Amount Requested
1) Purchase energy efficiency testing equipment for apprentice and journey-worker training.	Purchase small and large tools, equipment, benchmarking energy efficiency and determining weatherization retro-fit measure to meet building envelope standards.	Obj.#3; #7; #9 MP 18; 28, 30 LI 1; 3;	Tom Rooney, Coordinator	32,575
2) Professional Development for instructional training staff, apprentice and journey-worker students.	Contract with 3 rd party to provide instructional staff and students with Building Science and thermography level one certificates (Title 24 training).	Obj.#3; #7; #9 MP 28, 29,30 LI 1; 3; 6	Tom Rooney, Coordinator	57,250

5.2 (9)

BUDGET DETAIL SHEET

District: Rancho Santiago Community College District

College: Santiago Canyon College

Name of Program: Southern California Carpenters Joint Apprenticeship and Training Program

TOP Code: 0952.10

APPLICATION BUDGET DETAIL SHEET

Program Year: 2015-16

Source of Funds: Prop 39

Object of Expenditure	Description	Project Funds Requested
1000 Instructional Salaries		
2000 Non-Instructional Salaries		
3000 Employee Benefits		
4000 Supplies and Materials	Building envelope training supplies, tools, and software	32,575
5000 Other Operating Expenses and Services	Fees for professional development	57,250
6000 Capital Outlay		
7000 Other Outgo		
Total Costs		89,825

APPENDIX A

Chancellor's Office, California Community Colleges

GRANT AGREEMENT

ARTICLE I

**Proposition 39 Clean Energy Workforce Grant
Program-Specific Legal Terms and Conditions**
(Effective October 15, 2013)

ARTICLE II

Standard Legal Terms and Conditions
(Revision November 19, 2012)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC

January 25, 2016

MANAGEMENT

Revised Job Description/Attachment #1

Assistant Vice Chancellor, Human Resources
District Office
Classified Administrator
Grade Level A

FACULTY

CEFA Step Increases/Effective January 1, 2016/Attachment #2

Voluntary Transfer

Carrera, Cheryl L. Effective: August 15, 2016
From: Professor, Mathematics Salary Placement: VII-B (2) \$111,249.08/Year
Science, Mathematics & Health Sciences Division
Santa Ana College
To: Professor, Mathematics
Mathematics & Sciences Division
Santiago Canyon College

Changes of Location

Arreguin Lopez, Marybel Effective: January 4, 2016
Master Teacher
From: Early Head Start/District Office
To: Valley High School/CEC Child Development Center
Child Development Services
District

Ortiz, Consuelo Effective: January 4, 2016
Master Teacher
From: Early Head Start/District Office
To: Valley High School/CEC Child Development Center
Child Development Services
District

FACULTY (CONT'D)

Additional Assignment-Site Supervisor Stipend

Arreguin Lopez, Marybel
Master Teacher/Site Supervisor
Valley High School/CEC Child Development Center
Child Development Services
District

Effective: January 4, 2016
Stipend: \$500.00/Month

Contract Extension Days

Nguyen, Michael Thanh
Professor/Coordinator, Business Applications/
Academic Computer Center
Business Division
Santa Ana College

Effective: January 4 – June 30, 2016
Contract Extension: 27 Days
Contract Extension: IV-16 \$478.51/Day

Leaves of Absence

Coyne, Claire
Professor, Geology
Science, Mathematics & Health Sciences Division
Santa Ana College

Effective: February 1 – June 4, 2016
Reason: Banked Leave (.55 LHE)

McMillan, Jeffrey
Professor, Chemistry
Science, Mathematics & Health Sciences Division
Santa Ana College

Effective: February 1 – June 4, 2016
Reason: Banked Leave (.40 LHE)

Column Changes

Aldas, Eduardo
Counselor
Counseling Division
Santa Ana College

Effective: February 1, 2016
From: II-3 \$48.27
To: IV-3 \$53.21

Everett, Kerry
Instructor/Counselor
Counseling Division
Santa Ana College

Effective: February 1, 2016
From: III-5 \$65.73/\$55.88
To: IV-5 \$69.02/\$58.67

Haduong, Thang Teddy
Instructor, High School Subject
Continuing Education Division (CEC)
Santa Ana College

Effective: January 1, 2016
From: II-3 \$47.25
To: III-3 \$48.44

FACULTY (CONT'D)

Column Changes (cont'd)

Kim, Jamie
Instructor, Music
Fine & Performing Arts Division
Santa Ana College

Effective: February 1, 2016
From: III-5 \$65.73/\$59.16
To: IV-5 \$69.02/\$62.12

Leishmann, Brannigan
Instructor, ESL
Continuing Education Division (CEC)
Santa Ana College

Effective: January 11, 2016
From: II-5 \$49.65
To: III-5 \$50.89

Missakian, Ilona V
Instructor, English
Humanities & Social Sciences Division
Santa Ana College

Effective: February 1, 2016
From: II-5 \$62.60
To: IV-5 \$69.02

Rodriguez, Sergio
Instructor, Criminal Justice
Human Services & Technology Division
Santa Ana College

Effective: February 1, 2016
From: I-5 \$59.62
To: II-5 \$62.60

Tamayo, Roberto
Counselor
Continuing Education Division (CEC)
Santa Ana College

Effective: February 1, 2016
From: II-5 \$53.21
To: IV-5 \$58.67

Todaro Vorsheck, Diana
Instructor, Business
Business Division
Santa Ana College

Effective: February 1, 2016
From: III-4 \$62.60
To: IV-4 \$65.73

Part-time Hourly New Hires/Rehires

Aguilar, Santiago N
Instructor, Spanish
Humanities & Social Sciences Division
Santa Ana College

Effective: February 8, 2016
Hourly Lecture Rate: II-3 \$56.79

Arrieta Cortes, Bonifacio
Instructor, Psychology
Humanities & Social Sciences Division
Santa Ana College

Effective: February 8, 2016
Hourly Lecture Rate: II-3 \$56.79

FACULTY (CONT'D)

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

Bruns, Katie L
Instructor, Communications
Fine & Performing Arts Division
Santa Ana College
Effective: February 6, 2016
Hourly Lecture Rate: II-3 \$56.79

Dominguez, Mirna C
Instructor, HSS/Math
Continuing Education Division (CEC)
Santa Ana College
Effective: January 25, 2016
Hourly Lecture Rate: I-3 \$46.10

Gonzales, Frank
Instructor, Kinesiology
Kinesiology Division
Santa Ana College
Effective: January 4, 2016
Hourly Lab Rate: IV-5 \$62.12

Gordon, Emily
Instructor, Art
Fine & Performing Arts Division
Santa Ana College
Effective: February 4, 2016
Hourly Lecture/Lab Rates: II-3 \$56.79/\$51.11

Guerrero, Armando
Instructor, Spanish
Humanities & Social Sciences Division
Santa Ana College
Effective: February 8, 2016
Hourly Lecture Rate: IV-3 \$62.60

Johnson, Timothy
Instructor, Head Coach Men's Volleyball
Mathematics & Sciences Division
Santiago Canyon College
Effective: January 12, 2016
Hourly Lab Rate: I-3 \$48.67

Kawa, Douglas
Instructor, Head Coach Women's Volleyball
Mathematics & Sciences Division
Santiago Canyon College
Effective: January 12, 2016
Hourly Lab Rate: I-3 \$48.67

Martinez, Michele C
Instructor, Public Works Code Enforcement
Business & Career Technical Education Division
Santiago Canyon College
Effective: February 8, 2016
Hourly Lecture/Lab Rates: I-3 \$54.08/\$48.67

Matsumoto, Michael K
Instructor, Art (equivalency)
Arts, Humanities & Social Sciences Division
Santiago Canyon College
Effective: February 1, 2016
Hourly Lecture/Lab Rates: I-3 \$54.08/\$48.67

FACULTY (CONT'D)

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

Mayfield, Lorraine Y
Instructor, Vocational/Business Skills
Continuing Education Division (OEC)
Santiago Canyon College

Effective: January 7, 2016
Hourly Lecture Rate: I-3 \$46.10

Mc Peak, Christine R
Instructor, ESL
Continuing Education Division (OEC)
Santiago Canyon College

Effective: January 11, 2016
Hourly Lecture Rate: II-3 \$47.25

Neves, Douglas
Instructor, Earth Science/Geology
Science, Math & Health Sciences Division
Santa Ana College

Effective: February 1, 2016
Hourly Lecture/Lab Rates: IV-3 \$62.60/\$56.35

Todd, Phillise T
Instructor, Astronomy
Science, Math & Health Sciences Division
Santa Ana College

Effective: February 1, 2016
Hourly Lecture/Lab Rates: IV-3 \$62.60/\$56.35

Valdez, Juan
Instructor, Anthropology
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: February 1, 2016
Hourly Lecture Rate: II-3 \$56.79

Non-paid Intern Service

Hitch, Katharine
Public Affairs Intern
Public Affairs & Publications
District Office

Effective: January 26 – May 12, 2016
College Affiliation: CSU, Fullerton
Discipline: Communications/Public Relations

Moran, Monique
Student Life Intern
Student Development
Santa Ana College

Effective: January 26 – June 30, 2016
College Affiliation: CSU, Long Beach
Discipline: Human Development

Ponce, Joanna
Talent Search Intern
Student Affairs
Santa Ana College

Effective: January 26 – May 13, 2016
College Affiliation: CSU, Fullerton
Discipline: Human Services

FACULTY (CONT'D)

Non-paid Intern Service (cont'd)

Ramirez, Abigail
Human Services Intern
Student Services
Santa Ana College

Effective: February 8 – June 30, 2016
College Affiliation: CSU, Fullerton
Discipline: Human Services

Solomon, Celina
Athletic Training Intern
Kinesiology
Santiago Canyon College

Effective: January 26 – June 1, 2016
College Affiliation: Chapman University
Discipline: Athletic Training

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

**ASSISTANT VICE CHANCELLOR
HUMAN RESOURCES**

GENERAL RESPONSIBILITIES

Under the direction of the Vice Chancellor of Human Resources, this position is responsible for planning, organizing and directing the Human Resources Department operations including recruitment and selection processes; classification and compensation; performance management and training; employee relations; leave coordination; compliance with federal and state laws and District policies and procedures; and promoting positive employer-employee relations. In addition, this position will assist the Vice Chancellor of Human Resources with negotiations, ADA and Title IX Compliance

DUTIES AND RESPONSIBILITIES

- Coordinates the day-to-day operations of the Human Resources Department, including recruitment and selection, equal employment opportunity and diversity outreach, compensation and classification, personnel processing, personnel record-keeping, accommodations, personnel policies, employee performance and recognition, and contract administration.
- Advises the Vice Chancellor of Human Resources, District managers and supervisors, and employees regarding the interpretation and application of laws, policies and regulations affecting academic and classified personnel, and drafts proposed new/revised personnel policies and regulations.
- Oversees procedures for the recruitment, selection and hiring of academic, classified, management and temporary personnel; approves and supervises the evaluation of the minimum qualifications of all applicants and employees in accordance with state and local rules and regulations; oversees and provides hands-on training for screening committee members and EEO Monitors.
- Monitors the timely completion of performance evaluations for classified and management employees and the Tenure Review and Equivalency Processes for academic employees.
- Responsible for the investigation/processing and preliminary response to complaints of discrimination and harassment; explains applicable laws, regulations and policies.
- Responsible for advice, support and/or participation in collective bargaining process; advises and oversees administration of collective bargaining agreements, including processing of grievances, compliance with, interpretation and application of terms of agreements, and response to claims of unfair labor practices and allegations of contract violations by District. In coordination with the Vice Chancellor of Human Resources, develops and presents labor negotiation proposals related to classified and faculty collective bargaining.
- Provides oversight for employee leaves of absence, ensuring compliance with all federal, state, and local laws and regulations, as well as District Board policies and administrative regulations and maintains FMLA and family illness base.

- Serves as a primary contact and resource regarding personnel matters such as contract interpretation, grievances, discipline, confidential personnel issues; recommends and administers discipline/ corrective action. Consults with all levels of District staff and union representatives on human resources issues.
- Approves and supervises the evaluation of salary placement and job classification for personnel in accordance with District policy and collective bargaining agreements.
- Plans, organizes and arranges appropriate training and staff development activities including the Classified Orientation for new classified employees and the Faculty Institute for new academic employees.
- Serves as a resource for the District Risk Manager, the EEO Compliance Officer, and the Title IX Compliance Officer.
- Responsible for the timely and accurate preparation, submission, and administration of the Department budget and ensuring compliance and effective use of department resources by monitoring and tracking budget expenditures.
- Directly coordinates and supervises the day-to-day work and performance of the Human Resources Department staff and evaluates their performance, providing direction and assistance wherever a need for improvement or support is identified.
- Responsible for advising, assisting and processing student discrimination complaints and grievances against faculty or staff.
- Significant responsibility for chairing and supervising District-wide committees related to personnel, and other duties and special projects as assigned.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications:

Must possess a Bachelor's degree in Human Resources, Public Administration, Business Administration, Management Science, Industrial Relations/Labor Relations or a related field.

Must have a minimum of three (3) years of recent, direct managerial experience including the daily supervision of a department staff and operations including budget responsibility.

Must possess excellent communication skills, both verbal and written.

Desirable Qualifications:

A Master's degree in the disciplines listed above and substantial, recent experience in personnel management and/or employer/employee relations preferably in a public agency or educational institution.

Required Skills and Abilities:

Ability to plan, develop, organize, coordinate, direct and evaluate assigned human resources functions, programs, services, operations and activities

Ability to prevent and resolve personnel conflicts and disputes and negotiate agreements
Ability to conduct effective internal investigations and evaluate and recommend resolutions to grievances, claims and complaints
Ability to analyze, apply and explain laws, rules, regulations and human resources policies and procedures
Ability to ensure the preparation, maintenance, and retention of personnel files and data
Ability to analyze problems, identify alternative solutions, project consequences and implement recommendations in support of goals.
Ability to plan, organize and prioritize work
Ability to collect and analyze information and data and prepare clear and concise reports or documents
Ability to work effectively under pressure with multiple responsibilities and projects
Ability to meet timelines and schedules
Ability to exercise initiative and work independently with minimum direction
Ability to select, train, lead, direct and supervise assigned departmental employees
Ability to develop, monitor, and administer assigned budget
Ability to communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside the District
Ability to establish and maintain effective working relationships with employees at all levels of the organization
Ability to effectively relate to people of varied academic, cultural and socioeconomic backgrounds using tact, diplomacy and courtesy

CEFA STEP INCREASE EFFECTIVE 01/01/2016

ATTACHMENT #2

LAST NAME	FIRST NAME	LOC	GRADE	NEW STEP	NEW LEC RATE
Aguilera	Yolanda	CEC	1	5	48.44
Albe	Elizabeth	CEC	1	5	48.44
Aldana	Avelino	CEC	1	5	48.44
Alexander	Anne	OEC	2	3	47.25
Alfe	Julianne	CEC	1	5	48.44
Allen	Kim	OEC	2	3	47.25
Altenbernd	Erik	CEC	2	3	47.25
Altenbernd	Julianne	CEC	2	3	47.25
Alvano	Patricia	OEC	1	3	46.10
Alvarado	Homero	BOTH	1	5	48.44
Alvarez-Morales	Angela	CEC	2	5	49.65
Amirehteshami	Marina	OEC	2	5	49.65
Ando	Lucyna	BOTH	1	3	46.10
Ano	Caroline	OEC	1	3	46.10
Arceo	En	OEC	2	3	47.25
Arnold	Geoffrey	CEC	2	3	47.25
Arroyo	Michael	CEC	1	5	48.44
Atallah	Carmen	OEC	1	5	48.44
Atwood	Sarah	OEC	2	5	49.65
Auxier	Tristen	OEC	1	3	46.10
Baeza	Rebecca	BOTH	2	3	47.25
Bamidele	Jeremy	CEC	1	3	46.10
Barasch	Ronald	CEC	2	5	49.65
Barone	Barbara	CEC	1	5	48.44
Barragan	Rafael	CEC	1	5	48.44
Barraza	Gregory	OEC	2	3	47.25
Barrios	Blanca	BOTH	1	3	46.10
Barron	Francisco	CEC	2	5	49.65
Basch	Joyce	CEC	2	5	49.65
Bay	Shalom	CEC	2	3	47.25
Bello	Gladys	CEC	1	5	48.44
Benavides	Bertha	CEC	2	5	49.65
Bennett	Jessica	OEC	2	3	47.25
Bernal	Ann	CEC	1	5	48.44
Beron	Ronald	OEC	1	5	48.44
Bezich	Michele	OEC	2	5	49.65
Billiter	Laura	CEC	1	5	48.44
Bitterlich	Adell	CEC	2	5	49.65
Black	Janine	BOTH	2	3	47.25
Bleakley	Norma	CEC	2	5	49.65
Bonilla	Margaret	OEC	2	5	49.65
Boshyan	Liliya	CEC	1	5	48.44
Boukova	Roumyana	CEC	2	5	49.65
Brady	Ruth	CEC	2	5	49.65
Branley	Katherine	CEC	2	3	47.25
Braun	Fay	CEC	1	5	48.44
Briones	Carlos	CEC	1	5	48.44
Brook-Wong	Kathy	BOTH	2	5	49.65
Brown	Marie	OEC	2	3	47.25

Prepared by Linda Honda, Human Resources
 Reflects 5% increase, elimination of step 2 addition of step 5
 Board Approval Date: 1/25/16

CEFA STEP INCREASE EFFECTIVE 01/01/2016

ATTACHMENT #2

LAST NAME	FIRST NAME	LOC	GRADE	NEW STEP	NEW LEC RATE
Bukauskas	Donatas	CEC	2	3	47.25
Bullock	Sue	OEC	1	5	48.44
Burger	Alice	CEC	1	5	48.44
Busquets	Jacinto	CEC	2	5	49.65
Buzdygan	Jolanta	CEC	2	5	49.65
Camacho	Octavio	CEC	2	3	47.25
Can	Minh	CEC	1	5	48.44
Carrasco	Daisy	CEC	2	5	49.65
Casey	Margaret	CEC	2	3	47.25
Cassis	Abraham	OEC	2	3	47.25
Castillo	Frank	CEC	1	5	48.44
Castillo Alva	Hilton	OEC	1	5	48.44
Castleberry	Stacey	CEC	1	5	48.44
Chan	Milly	CEC	2	5	49.65
Chau	Cam Van Thi	CEC	2	5	49.65
Chau	Howard	CEC	1	5	48.44
Chavez	Tim	CEC	2	5	49.65
Chavez	Violet	CEC	1	3	46.10
Chean	Byung	CEC	1	5	48.44
Cheng	David	OEC	1	5	48.44
Cheron	George	CEC	2	5	49.65
Chetti	John	OEC	1	5	48.44
Chidester	Sharon	CEC	2	5	49.65
Choi	Ron	OEC	2	3	47.25
Choun	Jinhee	OEC	2	3	47.25
Clarke	Alfonso	CEC	1	5	48.44
Clary	Ling Ling	OEC	1	5	48.44
Collier	Lawrence	CEC	2	5	49.65
Collins	Michael	CEC	2	4	48.44
Conner	Granville	OEC	2	5	49.65
Connors	Jody	OEC	2	3	47.25
Copeland	Malena	CEC	1	5	48.44
Corbett	Gwen	OEC	2	3	47.25
Coyle	Patricia	CEC	2	5	49.65
Craycraft	Gregory	CEC	2	3	47.25
Cross	Aaron	OEC	1	5	48.44
Crucil	Leslie	OEC	2	5	49.65
Cruz	Catalina	CEC	2	5	49.65
Cruz-Teposte	Janet	BOTH	2	5	49.65
Cuellar	Estela	OEC	1	5	48.44
Da Fonseca	Clarice	OEC	2	5	49.65
Dao	Khoa	OEC	2	3	47.25
Davidson	Patricia	CEC	1	5	48.44
De La Torre	Lillybeth	CEC	2	3	47.25
Dearing	Alexander	CEC	2	3	47.25
Del Rio	Arturo	OEC	1	5	48.44
Deon	Letitia	CEC	2	3	47.25
Derham	Matthew	OEC	2	3	47.25
De-Sio	Susan	OEC	2	5	49.65

Prepared by Linda Honda, Human Resources

Reflects 5% increase, elimination of step 2 addition of step 5

Board Approval Date: 1/25/16

6.1 (11)

2

CEFA STEP INCREASE EFFECTIVE 01/01/2016

ATTACHMENT #2

LAST NAME	FIRST NAME	LOC	GRADE	NEW STEP	NEW LEC RATE
Diehl	Luis	CEC	1	5	48.44
Diep	Robert	CEC	2	3	40.16
Don	Rachel	CEC	2	5	49.65
Dowling	Denise	CEC	2	5	49.65
Doyle	James	OEC	1	5	48.44
Ebat	Maryann	CEC	1	5	48.44
Echeverria	Daniel	CEC	1	5	48.44
Edlund	Andy	OEC	2	5	49.65
Elgan	Michael	CEC	2	3	47.25
Elizondo	Gerard	CEC	2	3	47.25
Ellenson	Allen	BOTH	2	5	49.65
Elmore	Evelyn	CEC	1	5	48.44
Ennis	Janet	BOTH	1	5	48.44
Esfandiari	Mina	BOTH	1	5	48.44
Esparza	Irma	CEC	2	5	49.65
Fagin	Charlotte	CEC	2	5	49.65
Fakhri Ravari	Saeed	OEC	2	3	47.25
Fedeles	Stephen	CEC	2	3	47.25
Feeney	Jennifer	CEC	2	5	49.65
Feinstein	Lisa	OEC	1	5	48.44
Fells	Michelle	BOTH	2	5	49.65
Fenwick	Randolph	CEC	1	3	46.10
Fidel	Brianna	CEC	2	3	47.25
Fierro	Joseph	CEC	1	5	48.44
Finn	Michael	OEC	2	3	47.25
Fisher	Brian	BOTH	2	5	49.65
Flower	Joyce	OEC	2	5	49.65
Ford	Glenn	OEC	2	3	47.25
Fowler	Danette	OEC	1	5	48.44
Francoeur	Jacqueline	OEC	1	3	46.10
Fregoso	Carlos	BOTH	1	3	46.10
Funaoka	Lance	CEC	1	3	46.10
Garnett	Philip	CEC	2	5	49.65
Gascon	Christine	BOTH	2	5	49.65
Gash	Staci	CEC	2	3	47.25
Gasner	Erik	CEC	2	5	49.65
Gaudet	Jennifer	BOTH	2	5	49.65
Gauthier	Alan	CEC	1	5	48.44
Ge	Guangjie	OEC	1	5	48.44
Gibson	Barbara	CEC	2	5	49.65
Giddings-Aggleton	Jennifer	BOTH	2	3	47.25
Gil	Eloisa Cristal	CEC	2	3	47.25
Giles	Braden	OEC	1	3	46.10
Glicker	Eric	CEC	2	5	49.65
Goldberg	Rodney	OEC	2	3	47.25
Gonzalez	Beatriz	CEC	2	5	49.65
Gonzalez Hernandez	Stephanie	OEC	1	3	46.10
Gordon	Charles	CEC	2	5	49.65
Grajeda	Veronica	CEC	2	3	47.25

Prepared by Linda Honda, Human Resources
 Reflects 5% increase, elimination of step 2 addition of step 5
 Board Approval Date: 1/25/16

6.1 (12)

3

CEFA STEP INCREASE EFFECTIVE 01/01/2016

LAST NAME	FIRST NAME	LOC	GRADE	NEW STEP	NEW LEC RATE
Greger	Richard	CEC	1	5	48.44
Guerra	Martha	CEC	2	5	49.65
Guerrero	Elizabeth	CEC	2	5	49.65
Guerrero	Ricardo	CEC	2	5	49.65
Gussin	Kathi	OEC	1	5	48.44
Gutierrez	Claudia	CEC	2	3	47.25
Hall	James	CEC	1	5	48.44
Han	Sarah	BOTH	2	5	49.65
Hansen	Roy	CEC	1	5	48.44
Harmer	Lynnelle	OEC	1	3	46.10
Harris	Amy	OEC	1	5	48.44
Harris	Helen	CEC	2	5	49.65
Hastings	Edna	BOTH	2	5	49.65
Haverstick	Jon	OEC	2	5	49.65
Head	Sara	CEC	2	3	47.25
Heasley	Beverly	CEC	2	3	47.25
Henderson	Nancy	CEC	2	5	49.65
Henry	Donavon	CEC	2	5	49.65
Herbert	Laura	OEC	2	3	47.25
Heredia	Evelyn	CEC	2	3	47.25
Hernandez Morales	Arturo	CEC	1	5	48.44
Herrlein	Ann	CEC	1	5	48.44
Hicks	Jarod	OEC	1	3	46.10
Hoeger	Jennifer	CEC	2	3	47.25
Hong	Ivette	CEC	1	5	48.44
Hong	Kyung-Hee	CEC	1	5	48.44
Hopkins	Linda	OEC	2	3	47.25
Huffman	Cynthia	OEC	2	5	49.65
Hug	Daniel	CEC	2	3	47.25
Hummel	Cassandra	CEC	2	3	47.25
Isira	Abdul	CEC	2	3	47.25
Jackson	Lucy	CEC	2	5	49.65
Jansma	Glen	OEC	2	3	47.25
Jaskowiak	Joseph	BOTH	2	5	49.65
Jedruszczak	Ewa	OEC	2	5	49.65
Jeong	Alice	CEC	1	5	48.44
Jimenez Hami	Ana	CEC	2	5	49.65
Johnson	Danielle	OEC	2	3	47.25
Joyner	Susan	OEC	2	5	49.65
Kahlon	Harinder	CEC	2	5	49.65
Kane	Kevin	CEC	1	3	46.10
Karaffa	Debora	CEC	2	5	49.65
Kataneksza	Barbara	OEC	2	3	47.25
Keane	Elisa	CEC	2	3	47.25
Kemp	Deborah	OEC	1	5	48.44
Kenyon	Kami	OEC	1	5	48.44
Kepler	Marc	BOTH	2	5	49.65
KIBLER-MCNERNEY	JOANNA	OEC	2	3	47.25
Kim	Jung	CEC	2	3	47.25

Prepared by Linda Honda, Human Resources
 Reflects 5% increase, elimination of step 2 addition of step 5
 Board Approval Date: 1/25/16

CEFA STEP INCREASE EFFECTIVE 01/01/2016

LAST NAME	FIRST NAME	LOC	GRADE	NEW STEP	NEW LEC RATE
Kingman	Daniel	OEC	1	3	46.10
Kis	Melissa	OEC	1	3	46.10
Knipp	Soledad	CEC	1	5	48.44
Knoll	Susan	OEC	2	3	47.25
Kooi	Judith	CEC	2	5	49.65
Kopydlowska	Grazyna	OEC	2	5	49.65
Kozlova	Larisa	BOTH	1	5	48.44
Lam	Tri	CEC	2	5	49.65
Landaveri	Alberto	BOTH	2	3	47.25
Landrian Sanchez	Ana	CEC	2	3	47.25
Langlois	Eric	OEC	1	5	48.44
Lara	Ricardo	CEC	2	5	49.65
Larkin	Zachary	OEC	2	3	47.25
Lederman	Jayshree	BOTH	2	5	49.65
Ledezma	Milton	OEC	1	3	46.10
Lee	Betty	CEC	2	5	49.65
Lee	Edward	OEC	2	3	47.25
Lee	Robert	OEC	1	5	48.44
Lee	Sheryl	CEC	2	5	49.65
Lehman	Colleen	CEC	1	5	48.44
Leishman	Brannigan	BOTH	2	5	49.65
Lemen	Kathrine	OEC	1	3	46.10
Lenny	Frederick	OEC	1	5	48.44
Lewis	John-Paul	BOTH	2	3	47.25
Lewis	Waymon	CEC	2	3	47.25
Lim	Emerita	CEC	2	5	49.65
Lim	Emmie	CEC	2	5	49.65
Lipoczi	Richard	CEC	1	3	46.10
Lippman	Kimberly	CEC	2	3	47.25
Ljunggren	Nancy	CEC	2	5	49.65
Loayza	Santiago	CEC	1	5	48.44
Loester	Karen	CEC	2	5	49.65
Long	Chelsea	OEC	2	3	47.25
Lopez Mercedes	Jose	CEC	2	5	49.65
Lorge	Mary	CEC	2	5	49.65
Ly	Anh	CEC	2	5	49.65
Madrigal	Osiel	CEC	2	5	49.65
Magno	Anthony	OEC	1	5	48.44
Mahan	Nancy	CEC	2	3	47.25
Makena	Mary	CEC	2	5	49.65
Manson	Andrew	CEC	2	5	49.65
Manzo-Meda	Yesenia	OEC	2	3	47.25
Marinoff	Michael	CEC	2	3	47.25
Martin	Daniel	OEC	2	3	47.25
Martin	Karen	CEC	2	5	49.65
Martinez	Dulce	CEC	2	3	47.25
Martinez	Frank	OEC	1	5	48.44
Martinez	Juvenal	CEC	2	5	49.65
Martinez	Luis	CEC	1	5	48.44

Prepared by Linda Honda, Human Resources

Reflects 5% increase, elimination of step 2 addition of step 5

Board Approval Date: 1/25/16

CEFA STEP INCREASE EFFECTIVE 01/01/2016

ATTACHMENT #2

LAST NAME	FIRST NAME	LOC	GRADE	NEW STEP	NEW LEC RATE
Martinez	Sandra	CEC	2	5	49.65
Martinez	Stephanie	OEC	1	5	48.44
Martyn	Marvin	OEC	1	5	48.44
Mathews	Kimberly	OEC	2	5	49.65
Matthews	Evangeline	OEC	2	5	49.65
Matthews	Lisa	CEC	2	3	47.25
Mayne	Virginia	CEC	1	5	48.44
Mc Clellan	Susan	BOTH	1	5	48.44
Meas	Soky	CEC	1	3	46.10
Medrano	Lidia	OEC	2	3	47.25
Mehegan	Maria	BOTH	1	5	48.44
Mendez	Diana	OEC	1	3	46.10
Merlihan	Kimberly	OEC	1	5	48.44
Meyer	Ken	OEC	2	3	47.25
Mijares	Raul	OEC	1	5	48.44
Miles	Brandon	OEC	2	3	47.25
Miranda	Stephen	CEC	1	5	48.44
Mirsepasi	Azar	OEC	1	5	48.44
Montelone	Sue	BOTH	1	5	48.44
Montes	Rosemary	CEC	2	5	49.65
Mora	Jorge	CEC	2	5	49.65
Morales	Peter	CEC	2	5	49.65
Moreno Aguilar	J	CEC	1	5	48.44
Morgan	Elisabeth	OEC	2	5	49.65
Morgan	Robin	CEC	2	5	49.65
Morphew	Linda	CEC	2	5	49.65
Morris	Thomas	CEC	2	3	47.25
Morrison	Gerard	OEC	2	5	49.65
Muller	Louise	OEC	2	4	48.44
Munoz	Jaime	CEC	1	5	48.44
Myers	Victoria	OEC	2	3	47.25
Najera	Michael	OEC	2	3	47.25
Naku	Mubula	OEC	2	5	49.65
Natale	James	CEC	1	5	48.44
Navarro	Arturo	CEC	2	3	47.25
Neitzel	Gregory	OEC	1	5	48.44
Ng	Michael	OEC	2	3	47.25
Nguyen	Hoang	CEC	2	3	47.25
Nguyen	Hue-Khanh	CEC	2	5	49.65
Nguyen	Michael	CEC	2	3	47.25
Nickerson	Laura	OEC	1	5	48.44
Norwood	Julie	CEC	2	5	49.65
Nunez	Vincent	CEC	2	5	49.65
Ochoa	Jessica	OEC	2	3	47.25
Ogle	Courtney	CEC	1	3	46.10
Olivares	Norma	BOTH	2	5	49.65
Orendorff	Sarah	CEC	2	3	47.25
Osterkamp	Ralph	CEC	2	5	49.65
Ostling	Gerald	CEC	2	5	49.65

Prepared by Linda Honda, Human Resources

Reflects 5% increase, elimination of step 2 addition of step 5

Board Approval Date: 1/25/16

6.1 (15)

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CEFA STEP INCREASE EFFECTIVE 01/01/2016

LAST NAME	FIRST NAME	LOC	GRADE	NEW STEP	NEW LEC RATE
Oxx	Gerry	CEC	2	5	49.65
Oyas	Charles	CEC	2	3	40.16
Pagano	Patricia	CEC	2	3	47.25
Pakdel	Nancy	CEC	2	5	49.65
Palacios	Lutring	CEC	1	5	48.44
Pansini	Jennifer	OEC	1	5	48.44
Parent	Nancy	OEC	1	5	48.44
Parra Bejarano	Aminta	CEC	1	5	48.44
Patterson	Peggy	CEC	2	5	49.65
Paulin	Steven	CEC	1	5	48.44
Peacock	Matthew	OEC	1	5	48.44
Pena	Lizabeth	CEC	2	3	47.25
Penning	Kerry	CEC	2	4	48.44
Perez	Carlos	CEC	2	5	49.65
Perez	Veronica	BOTH	2	5	49.65
Perry	Linda	CEC	2	5	49.65
Pham	Autumn	CEC	2	5	49.65
Pham	Elaine	CEC	2	5	49.65
Pilafas	James	CEC	2	5	49.65
Pokracki	Marcia	OEC	1	5	48.44
Polychrome	Mary	BOTH	1	5	48.44
Powers	Regina	CEC	1	3	46.10
Prey	Maria Josephine	OEC	2	5	49.65
Prey	Patrich	OEC	1	3	46.10
Purcell	Barbara	CEC	1	5	48.44
Putros	Danial	CEC	1	3	46.10
Quimzon	John	CEC	1	5	48.44
Quiroz	Leticia	CEC	1	5	48.44
Ramirez	Anadelle	CEC	2	3	47.25
Ramirez	Christine	CEC	2	3	47.25
Ramirez	Gabriel	CEC	1	3	46.10
Ramirez	Roberto	CEC	2	5	49.65
Ramirez	Ruth	OEC	2	3	47.25
Ramos	Rafael	CEC	1	4	47.25
Ravaghi	Nooshafarin	OEC	2	3	47.25
Reiser	Paul	CEC	1	5	48.44
Rigali	Rebecca	OEC	2	3	47.25
Rincon	Jennifer	BOTH	1	5	48.44
Rios	Adrian	CEC	2	5	49.65
Rivera	Loreen	OEC	2	3	47.25
Rivera	Tamara	OEC	2	5	49.65
Rivers Senghor	Diana	CEC	2	5	49.65
Robinson	Christopher	CEC	2	5	49.65
Rodriguez	Marisol	CEC	2	3	47.25
Rodriguez	Raul	CEC	2	5	49.65
Rodriguez	Silvia	BOTH	2	5	49.65
Rojas	Monica	CEC	1	5	48.44
Rojas	Nelida	CEC	2	3	47.25
Roman	Selene	CEC	2	3	40.16

Prepared by Linda Honda, Human Resources

Reflects 5% increase, elimination of step 2 addition of step 5

Board Approval Date: 1/25/16

CEFA STEP INCREASE EFFECTIVE 01/01/2016

LAST NAME	FIRST NAME	LOC	GRADE	NEW STEP	NEW LEC RATE
Ryan	Mitchell	OEC	1	5	48.44
Ryan	Suzanne	OEC	1	5	48.44
Rymer	Teresa	CEC	2	3	47.25
Sadis	Ira	OEC	2	5	49.65
Salazar	Socorro	OEC	2	5	49.65
Salazar-Gutierrez	Elena	CEC	2	5	49.65
Salceda	Celina	OEC	1	5	48.44
Salcedo	Jessica	CEC	2	3	47.25
Salcedo	Margie	CEC	2	3	47.25
Salcido	Denise	OEC	2	5	49.65
Salgado	Fernando	CEC	2	5	49.65
Sandoval	Jacob	CEC	1	3	46.10
Sandoval	Maricela	CEC	1	5	48.44
Sandoval	Michelle	OEC	1	5	48.44
Santana	Lisa	OEC	2	5	49.65
Scalzo	Sally	CEC	2	5	49.65
Scherzer	M H	BOTH	2	5	49.65
Schindelbeck	Judy	OEC	1	5	48.44
Schlobohm	Patricia	OEC	1	3	46.10
Schulze	Laurene	CEC	2	5	49.65
Schwinge	Terrence	CEC	1	3	46.10
Scruton	Amy	CEC	2	3	47.25
Sequeira	Pauline	CEC	2	5	49.65
Serratos	Brenda	CEC	1	5	48.44
Shaffer	Stephen	BOTH	2	5	49.65
Sheehan	Jeanne	CEC	2	5	49.65
Sheehan	Vickie	BOTH	2	5	49.65
Shelly	Joanne	CEC	1	5	48.44
Shimek-Rector	Sara	OEC	2	3	47.25
Silva	Philip	OEC	1	5	48.44
Silva	Rocio	OEC	2	5	49.65
Silva	Samara	BOTH	2	5	49.65
Singh	Gita	CEC	1	3	46.10
Skliar	Joann	CEC	1	5	48.44
Sleiman	Angela	BOTH	1	5	48.44
Smith	Donald	OEC	1	5	48.44
Smith	Stephen	OEC	2	3	47.25
Snyder	Katie	CEC	2	3	47.25
Sohn	Ashley	BOTH	2	5	49.65
Soto	John	CEC	2	5	49.65
Soukup	Scott	OEC	2	3	47.25
Spanner	Enedina	BOTH	2	5	49.65
Storti	Robin	CEC	1	5	48.44
Stuppy Utey	Katherine	CEC	2	5	49.65
Su	Jennifer	CEC	2	4	48.44
Sutton	Rachel	OEC	2	3	47.25
Svoboda	Joseph	OEC	1	5	48.44
Swagerty	Stephen	CEC	1	5	48.44
Tagalao	Joseph	CEC	2	5	49.65

Prepared by Linda Honda, Human Resources
 Reflects 5% increase, elimination of step 2 addition of step 5
 Board Approval Date: 1/25/16

CEFA STEP INCREASE EFFECTIVE 01/01/2016

ATTACHMENT #2

LAST NAME	FIRST NAME	LOC	GRADE	NEW STEP	NEW LEC RATE
Taggart	Steven	CEC	1	5	48.44
Tanaka	Edward	OEC	1	5	48.44
Tarnow	Paula	CEC	2	5	49.65
Tavantzis	Mara	CEC	2	5	49.65
Tavoularis	Peter	OEC	2	5	49.65
Taylor	Maria	CEC	1	3	46.10
Teipe	William	OEC	1	3	46.10
Tharani	Deepa	CEC	2	3	40.16
Tieu	Ngocngan	CEC	2	3	47.25
Todaro	Lauren	OEC	2	3	47.25
Torrey	Luz	CEC	2	3	47.25
Toubak	Maryam	CEC	2	5	49.65
Tran	Chi	CEC	1	3	46.10
Trapolino	Anthony	OEC	2	5	49.65
Trofimova	Alexandra	OEC	1	3	46.10
Trumbo	Richard	CEC	1	5	48.44
Turner	Terry	CEC	1	5	48.44
Turrentine	Michael	CEC	1	5	48.44
Uesugi	Shiro	CEC	1	5	48.44
Valencia	Rosita	CEC	2	5	49.65
Valenton	Rhonda	CEC	2	3	47.25
Vanderpool	Michelle	OEC	2	3	47.25
Vargas	Jorge	CEC	1	4	47.25
Vargas	Jose	CEC	2	3	47.25
Vazquez	Jose	CEC	2	3	47.25
Visconti	Jennifer	OEC	2	3	47.25
Vo	Timothy Van	CEC	2	5	49.65
Vu	Haonhien	CEC	2	3	47.25
Vuong	Linh Stacy	OEC	1	5	48.44
Walburn	Jacqueline	OEC	1	3	46.10
Wardy	Meredith	CEC	2	3	47.25
Watts	Sandra	CEC	2	5	49.65
Welch	Ellen	CEC	1	5	48.44
Werner	Loree	OEC	1	3	46.10
Wilkins	Barttina	OEC	2	3	47.25
Wilmington	Chenille	OEC	2	5	49.65
Woldhuis	Morgan	CEC	1	3	46.10
Wong	David	CEC	1	3	46.10
Wood	Cindyann	CEC	2	5	49.65
Wright	Katelynn	OEC	2	3	47.25
Wright	Nancy	CEC	1	5	48.44
Wu	Mabel	OEC	2	5	49.65
Yardumian	Miriam	OEC	2	5	49.65
Yates	Deborah	OEC	2	5	49.65
Yusuff	Zakaria	CEC	2	5	49.65
Zakir	Rehan	OEC	2	5	49.65
Zambrano	Wendy	CEC	2	3	40.16
Zysman	Stuart	OEC	1	5	48.44

Prepared by Linda Honda, Human Resources

Reflects 5% increase, elimination of step 2 addition of step 5

Board Approval Date: 1/25/16

6.1 (18)

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RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
JANUARY 25, 2016**

CLASSIFIEDRevised Miscellaneous Pay ScheduleAttachment #1Revised Job DescriptionAttachment #2

Purchasing Assistant

Grade 11
No change in gradeNew AppointmentDel Valle, Claudia
Administrative Clerk (CL15-0681)
EOPS/ SACEffective: January 11, 2016
Grade 10, Step 1 \$41,689.19Solorio, Annette
Intermediate Account Clerk (CL15-0738)
Accounts Payable/ DistrictEffective: January 26, 2016
Grade 6, Step 1 \$35,353.64Temporary to ContractRamirez, Diana
Transfer Center Specialist (CL15-0621)
Counseling/ SACEffective: January 6, 2016
Grade 11, Step 1 \$43,545.96Professional Growth IncrementsCampbell, Amanda
Transfer Center Specialist/ Counseling/
SCCEffective: February 1, 2016
Grade 11, Step 3 + 2 PG (1000)
\$48,999.65Easter, Candi
Accountant/ Fiscal Services/ DistrictEffective: February 1, 2016
Grade 13, Step 5 + 2.5%L+ 2PG (1000)
\$61,117.18Lopez, Marta
Success Center Specialist/ Humanities/
SCCEffective: February 1, 2016
Grade 10, Step 6 + 5%L + 4PG (2000)
\$57,879.58

Out of Class Assignment

Leung, Kristy Admissions & Records Spec. I/ School of Continuing Education/ SAC	Effective: 01/01/16 – 06/30/16 Grade 6, Step 6 + 7.5%L + 2.5%Bil \$49,722.18
Rodriguez, Hector Information System Specialist/ Auxiliary Services/ SAC	Effective: 01/04/16 – 06/30/16 Grade 11, Step 4 \$50,433.52
Scolaro, Denise Job Placement Coordinator/ Financial Aid/ SAC	Effective: 12/07/15 – 02/26/16 Grade 13, Step 5 + 2.5%L + 4PG (1000) \$61,117.18
Luna, Miguel Graduation Specialist/ Admissions/ SCC	Effective: 01/18/16 – 06/30/16 Grade 15, Step 1 \$53,695.38

Change in Position

Chau, Howard From: Technical Specialist III To: Applications Specialist III (CL16-0764) Continuing Educ./ SCC	Effective: January 25, 2016 Grade 19, Step 5 + 2.5%L + 1PG (500) \$85,602.79
DeMaria, Steven District Safety Officer/ District Safety	Effective: January 4, 2016 From: Swing To: Day Grade 9, Step 6 + 5%L \$53,534.81
Morones, Cristina From: Admin. Secretary To: Community Services Coord. II (CL15-0724)/ Continuing Educ./ SCC	Effective: December 15, 2015 Grade 15, Step 1 \$53,695.38

Ratification of Resignation/Retirement

Nguyen, Tuan Anh Student Services Coordinator/ Counseling/ SAC	Effective: January 8, 2016 Reason: Resignation
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CLASSIFIED HOURLY

New Appointments

Alvarez, Juan Diego
Counseling Assistant (CL15-0698)
EOPS/ SAC

Effective: January 4, 2016
19 Hours/Week 12 Months/Year
Grade 5, Step A \$16.35/Hour

Temporary to Hourly Ongoing

Khan, Khadija
Student Program Specialist (CL15-0627)
Scholarship Office/ SAC

Effective: January 11, 2016
19 Hours/Week 11 Months/Year
Grade 10, Step A \$19.97/Hour

Torres, David
Learning Facilitator (CL15-0732)
Science & Math / SCC

Effective: February 1, 2016
Up to 19 Hours/Week School Session
Grade 8, Step A \$18.33/Hour

Professional Growth Increments

Alcaraz, Arasha
Instructional Assistant/ School of
Continuing Education/ SAC

Effective: February 1, 2016
Up to 19/Hours Week School Session
Grade 5, Step A + 2PG (500)
\$16.35/Hour + \$41.67/Mo. PG

Out of Class Assignment

Macias, Jazmin
Auxiliary Services Specialist/ Bookstore/
SCC

Effective: 01/04/16 – 06/30/16
19 Hour/Week 12 Month/Year
Grade 10, Step A \$19.97/Hour

Leave of Absence

Shah, Sumitra
Leaning Assistant/ Learning Center/ SCC

Effective: 07/20/15 – 07/30/15
01/04/16 – 01/07/16
06/06/16 – 06/09/16
Reason: Non Work Days for 11 Month
Contract *Revised dates*

Ratification of Resignation/Retirement

Benavidez, Judith Student Services Coordinator/ Counseling/ SAC	Effective: January 15, 2016 Reason: Resignation
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TEMPORARY ASSIGNMENT

Arriaga, Alfredo Instructional Assistant/ Science & Math /SCC	Effective: 02/08/16 – 06/05/16
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Garcia, Waldo Counseling Assistant/ School of Continuing Education/ SAC	Effective: 01/26/16 – 06/30/16
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Lo, Long Instructional Assistant/ Science & Math/ SCC	Effective: 02/08/16 – 06/05/16
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Martinez, Rosa Counseling Assistant/ School of Continuing Education/ SAC	Effective: 01/26/16 – 06/30/16
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Murrieta, Armando Counseling Assistant/ School of Continuing Education/ SAC	Effective: 01/26/16 – 06/30/16
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Pepper, Jonathan Instructional Assistant/ Science & Math/ SCC	Effective: 02/08/16 – 06/05/16
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Rostran, Blanca Counseling Assistant/ School of Continuing Education/ SAC	Effective: 01/26/16 – 06/30/16
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Ruano, Jonathan Counseling Assistant/ School of Continuing Education/ SAC	Effective: 01/26/16 – 06/30/16
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Titterud, Melanie Student Services Specialist/ Student Activities/ SCC	Effective: 01/26/16 – 06/30/16
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TEMPORARY ASSIGNMENT cont'd

Tomasick, James
Learning Facilitator / Science & Math/
SAC

Effective: 02/08/16 – 06/10/16

Vejar, Manuel
Instructional Assistant/ Science & Math/
SCC

Effective: 02/01/16 – 06/30/16

Additional Hours for Ongoing Assignment

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

Effective: 01/12/16 – 06/30/16
Not to exceed 19 consecutive days in any
given period.

Cabrera, Juan
Learning Facilitator / Humanities/ SAC

Effective: 01/04/16 – 01/31/16
Not to exceed 19 consecutive days in any
given period.

Filatoff, Alexa
Student Services Specialist/ Student
Affairs/ SAC

Effective: 01/11/16 – 06/30/16
Not to exceed 19 consecutive days in any
given period.

Gomez, Lisa
Alternate Media Specialist/ DSPS/ SAC

Effective: 10/29/15 – 01/11/16
Not to exceed 19 consecutive days in any
given period.

Herrera, Daniel
Instructional Assistant/ Humanities/ SAC

Effective: 01/04/16 – 06/05/16
Not to exceed 19 consecutive days in any
given period.

Leonor, Henry
Instructional Assistant/ Humanities/ SAC

Effective: 01/04/16 – 06/05/16
Not to exceed 19 consecutive days in any
given period.

Lomeli, Elizabeth
Student Services Specialist/ Student
Affairs/ SAC

Effective: 01/12/16 – 06/30/16
Not to exceed 19 consecutive days in any
given period.

Phan, David
Learning Facilitator /Humanities/ SAC

Effective: 01/04/16 – 01/31/16
Not to exceed 19 consecutive days in any
given period.

Additional Hours for Ongoing Assignment cont'd

Pugeli, William Instructional Assistant/ Science & Math /SCC	Effective: 01/06/16 – 06/06/16 Not to exceed 19 consecutive days in any given period.
Ruesga, Claudia Instructional Assistant/ Humanities/ SAC	Effective: 01/04/16 – 06/05/16 Not to exceed 19 consecutive days in any given period.
Torres Medina, Joan Instructional Assistant/ Humanities/ SAC	Effective: 01/04/16 – 06/05/16 Not to exceed 19 consecutive days in any given period.

Substitute Assignments

Hernandez, Blanca Custodian/Admin. Services/ SAC	Effective: 02/01/16 – 06/30/16
Khadige, Rita Admin. Secretary/ Ed. Services/ District	Effective: 01/01/16 – 04/30/16
Vazquez Cordova, San Juana Custodian/ Admin. Services/ SAC	Effective: 02/01/16 – 06/30/16

MISCELLANEOUS POSITIONS

Avalos, Omar Community Services Presenter/ Admin. Services/ SAC	Effective: 02/19/16
Chavez, Karina Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 01/04/16 – 06/30/16
Cymerint, Carol Community Services Presenter/ Admin. Services/ SAC	Effective: 11/21/15
De Rosas, Angelica Child Dev. Intern I/ Child Dev. Services/ SCC	Effective: 01/11/16 – 06/30/16

MISCELLANEOUS POSITIONS cont'd

English, Noemi Community Services Presenter/ Admin. Services/ SAC	Effective: 12/17/15
G'Bye, Diogba Community Services Presenter/ Admin. Services/ SAC	Effective: 03/05/16
Hernandez Delgado, Vanesa Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 01/11/16 – 06/30/16
McKim, Catherine Child Dev. Intern III/ Child Dev. Services/ SCC	Effective: 01/11/16 – 06/30/16
Valencia Cruz, Ashley Child Dev. Intern I/ Child Dev. Services/ SCC	Effective: 01/04/16 – 06/30/16

Instructional Associates/Associate Assistants

Criminal Justice

Barreras, Gabriel	Effective: 01/26/16
Holmes, Neal	Effective: 01/26/16
Siemensma, Richard	Effective: 01/26/16

COMMUNITY SERVICE PRESENTERS

Stipends Effective November 11 – December 10, 2015

Cohen, Robert	Amount: \$ 135.72
Conley, Dana	Amount: \$ 464.58
Diebolt Price, Julie	Amount: \$ 667.30
Eyre, John	Amount: \$ 36.54
Fischermilitaru, Mariana	Amount: \$ 822.66

COMMUNITY SERVICE PRESENTERS cont'd
Stipends Effective November 11 – December 10, 2015

Friebert, Martin	Amount: \$ 660.00
Goldman, Deborah	Amount: \$ 125.28
Hardy, Kamillia	Amount: \$ 605.52
Kibbe, Joseph	Amount: \$ 572.50
Larsen, Jo Ellen	Amount: \$ 154.86
Lazaris, Nicholas	Amount: \$ 100.92
Longobart, Rick	Amount: \$ 179.66
Mack, Karen	Amount: \$ 225.85
Moran, Elaine	Amount: \$ 152.07
Nolasco, Jeffrey	Amount: \$ 240.00
Smith, Roberta	Amount: \$ 360.00
Truong, Lee Lee	Amount: \$ 500.00

SANTA ANA COLLEGE
STUDENT ASSISTANT LIST

Browne, James W.	Effective: 02/08/16-06/30/16
Lopez, Mariana C.	Effective: 01/19/16-06/30/16
Razo, Adriana	Effective: 01/19/16-06/30/16
Romero, Denise	Effective: 02/08/16-06/30/16
Ruiz, Paula	Effective: 01/11/16-06/30/16

SANTIAGO CANYON COLLEGE
STUDENT ASSISTANT NEW HIRE LIST

Palomo, Diana	Effective: 01/13/2016 – 06/30/2016
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HUMAN RESOURCES CLASSIFIED DOCKET
JANURAY 25, 2016

				<i>Attachment #1</i>
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT				
MISCELLANEOUS PAY SCHEDULE 2015 - 2016				
PROFESSIONAL EXPERTS:				
CHILD DEVELOPMENT				
Child Care Associate I			(Effect: 7/1/09)	\$10.00
Child Care Associate II			(Effect: 7/1/09)	\$12.00
Child Care Associate III			(Effect: 7/1/09)	\$15.00
Child Development Intern I			(Effect: 1/1/16)	\$10.25
Child Development Intern II			(Effect: 1/1/16)	\$11.25
Child Development Intern III			(Effect: 1/1/16)	\$12.25
Child Development Center Associate Substitute Teacher			(Effect: 1/1/08)	\$13.00
Child Development Center Substitute Teacher			(Effect: 1/1/08)	\$17.50
EdUPlay Coordinator			(Effect: 7/1/09)	\$25.00
COMMUNITY SERVICES				
Community Services Presenter I			(Effect: 1/24/00)	\$38.50
Community Services Presenter II			(Effect: 1/24/00)	\$42.00
Community Services Presenter III			(Effect: 8/27/96)	\$100/stipend unit
CONTRACT EDUCATION				
Presenter I			(Effect: 1/1/07)	\$29.50
Presenter II			(Effect: 1/1/07)	\$39.00
Presenter III			(Effect: 1/1/07)	\$52.20
Presenter IV			(Effect: 1/1/07)	\$63.00
Presenter V			(Effect: 1/1/07)	\$68.25
INSTRUCTIONAL SUPPORT				
Coaching Assistant			(Effect: 8/19/14)	\$18.00
Instructional Associate Assistant				
Exercise Science/ Fine & Perf. Arts/ Real Est.			(Effect: 1/1/07)	\$22.00
Criminal Justice/Fire Technology/Basic Skills/OTA			(Effect: 7/1/12)	\$25.00
Instructional Associate				
Exercise Science/ Fine & Perf. Arts/ Real Est.			(Effect: 1/1/07)	\$30.00
Criminal Justice/Fire Technology/Nursing			(Effect: 1/1/07)	\$35.00
Real Time Captionist I			(Effect: 8/1/10)	\$27.00
Real Time Captionist II			(Effect: 8/1/10)	\$32.00
Real Time Captionist III			(Effect: 8/1/10)	\$40.00
Sign Language Interpreter I			(Effect: 8/1/10)	\$18.00
Sign Language Interpreter II			(Effect: 8/1/10)	\$20.00
Sign Language Interpreter III			(Effect: 8/1/10)	\$25.00
Sign Language Interpreter IV			(Effect: 8/1/10)	\$30.00
Sign Language Interpreter V			(Effect: 8/1/10)	\$36.00
Sign Language Interpreter VI			(Effect: 8/1/10)	\$40.00
Sign Language Interpreter VII			(Effect: 8/1/10)	\$45.00
SMALL BUSINESS DEVELOPMENT CENTER				
Business Expert Professional			(Effect: 7/1/04)	\$40.00
Business Expert Professional II			(Effect: 04/17/07)	\$45.00
MISCELLANEOUS				
Clerical Assistant			(Effect: 1/1/16)	\$10.00
Facility Planner I			(Effect: 1/1/07)	\$75.00
Facility Planner II			(Effect: 7/1/08)	\$115.00
Health Educator			(Effect: 1/1/07)	\$23.00
Model			(Effect: 1/1/07)	\$22.00
Physician/Psychiatrist			(Effect: 1/1/16)	\$90.00
Pre-Employment Articulation Testing			(Effect: 7/1/96)	\$24.50
Scorekeeper			(Effect: 1/1/07)	\$15.00
Regional Consortia Chair			(Effect: 7/1/13)	\$68.00
Residential Assistant I			(Effect: 1/1/16)	\$10.00
Residential Assistant II			(Effect: 1/1/16)	\$11.00
Residential Assistant III			(Effect: 6/18/13)	\$12.00
Site Director I			(Effect: 02/01/16)	\$45.55
Site Director II			(Effect: 02/01/16)	\$51.06
Sports Information Assistant			(Effect: 1/1/07)	\$20.00
Stage Assistant			(Effect: 1/1/07)	\$18.00
Translator			(Effect: 1/1/07)	\$35.00
STUDENT WORKERS				
Student Assistant I			(Effect: 1/1/16)	\$10.00
Student Assistant II			(Effect: 1/1/16)	\$10.75
Student Assistant III			(Effect: 1/1/16)	\$11.50
Student Assistant IV			(Effect: 1/1/16)	\$12.25
Student Assistant V			(Effect: 1/1/16)	\$13.00
Student Assistant VI			(Effect: 1/1/16)	\$14.25
Board approved: 01/25/16				

Attachment #2

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised JANUARY 2016

PURCHASING ASSISTANT

CLASS SUMMARY

Under direction, provides administrative and technical support in operations related to preparation, evaluation and implementation of bidding projects; initiates and administers maintenance and service contracts; maintains vendor & contractor's confidential files and records; prepares complex reports, spreadsheets, training manuals and user guides; utilizes purchasing database, financial and report repository system and web-based survey solutions; assists in planning and monitoring department budget; performs related duties as required.

REPRESENTATIVE DUTIES

Coordinates/prepares bid documents and advertisements related to public works construction and maintenance services; distributes bid packets and plans; assists in evaluation of bids; prepares notice to proceed; collects sureties, bonds and insurance; initiate and distribute request for quotations/proposals (RFQ/RFP) in relation to annual renewals for maintenance and service contracts; direct the departments with their annual maintenance contracts renewals, initiations and/or cancellations; monitor and review agreements for property leases and instructional contracts for accuracy and completeness prior to processing purchase orders; analyze applicable State and Federal contracts for equipment and hardware/software procurements as part of fiscal accountability; initiate and prepare written materials, reports and agenda items for board approval for services over \$15,000; reviews contractual language and other documents related to consultants and special lecturers; assists in compiling data for budget planning; maintains files and spreadsheets for contracts, insurance certificates and independent contractors; process and monitor purchase orders, contract bids and related budgetary expenditures to ensure accurate allocation of funds and/or adherence to fiscal regulations; manage department's website including posting, edits, format, organization, revisions of Bids, RFQ's and RFP's; administer end user training for online requisition system and providing technical support; assist district staff with encumbrance issues; serve as a liaison between ITS and Purchasing department regarding programming/ development of purchasing related reports and software enhancements; serves as a direct resource for Accounts Payable, Accounting and Facility Planning department on bond/state funded projects, updates and amendments; provide support in closing and disencumbering of purchase orders as part of fiscal year end

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised JANUARY 2016

PURCHASING ASSISTANT cont'd

closing procedure; determine public works projects are in compliance with the prevailing wage regulations and classified correctly to assure on time submissions and reporting to the Dept. of Industrial Relations; monitor and process solicitation and data management of qualified contractors in accordance with the Uniform Public Construction Cost Account procedures; notify contractors and vendors when insurance is inadequate or expired; Maintain records for contracts, insurance certificates and independent contractors; usage of a variety of software systems; maintain Notary certification to serve as the District's Notary Public. Perform other related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated administrator or manager.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of training, education and experience equivalent to two years of college, preferably with courses in business, contract preparation and computer science. Must be computer literate and/or willing to learn a variety of software systems for financial and database management.

Knowledge and Abilities

Knowledge of: English, grammar, spelling and punctuation. State and Federal contracting regulation; purchasing principles and practices; general accounting practices and office procedures; filing and filing systems; record keeping and records management; arithmetic. Ability to: operate standard office equipment and familiar with computer applications including word processing, spreadsheets and purchasing database management and financial systems. Work with specifications and bidding documents; research data; ability to prioritize complex and multiple tasks effectively. Prepare clear and precise reports and written documents. Read, interpret, apply and explain laws, rules, regulations, policies and materials. Understand and carry out oral and written instructions. Meet established schedules and deadlines. Establish and maintain effective relationships with those contacted during the course of the working day. Train other clerical staff or part time student helpers.

Skills: must complete keyboarding and software skills evaluation. Screening committee will use results as one of the selection criteria.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Human Resources and Educational Services

To:	Board of Trustees	Date: January 25, 2016
Re:	Rejection of Claims	
	File # DM20160701	
Action:	Request for Authorization	

The district's legal counsel recommends that the Board of Trustees authorize the Chancellor, or designee, to reject the claims submitted by John P. Johns.

AUTHORIZATION FOR BOARD TRAVEL/CONFERENCES (with actual and necessary expenses and cash advances as requested)

BOARD MEMBERS (to be approved)

ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES/
NATIONAL ASSOCIATION OF LATINO ELECTED AND
APPOINTED OFFICIALS HIGHER EDUCATION PREP
ACADEMY

Washington, D.C. – February 7-9, 2016

1 Board Member
(Claudia C. Alvarez)