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.

AGENDA

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 25, 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.

1.7 Recognition of Child Development Teachers for Completion of Degrees
2.0 BOARD PLANNING SESSION

2.1 Board of Trustee’s Annual Planning Session

The planning session will include the following documents and activities:
- A review of the Board’s Planning Design, as adopted on February 19, 2013.
- Enrollment and Marketing Trends/Activities
- International Student Recruitment

3.0 INFORMATIONAL ITEMS AND ORAL REPORTS

3.1 Report from the Chancellor

3.2 Reports from College Presidents
- Enrollment
- Facilities
- College activities
- Upcoming events

3.3 Report from Student Trustee

3.4 Reports from Student Presidents
- Student activities

3.5 Report from Classified Representative

3.6 Reports from Academic Senate Presidents
- Senate meetings

3.7 Reports from Board Committee Chairpersons
- Board Facilities Committee
- Board Policy Committee

4.0 INSTRUCTION

*4.1 Approval of Contract between City of Santa Ana and RSCCD on behalf of Santa Ana College (SAC) under a Workforce Investment Act Grant
The administration recommends approval of the contract between the City of Santa Ana and RSCCD on behalf of SAC under a Workforce Investment Act Grant.

*4.2 Approval of College Central Network, Inc. (CCN) Career Services Central (CSC) Application Service Provider (ASP) Agreement for Online Career Management System
The administration recommends approval of the CCN CSC ASP agreement for the online career management system as presented.

* Item is included on the Consent Calendar, Item 1.6.
*4.3 Approval of Facility Use Agreement with Delhi Center  
The administration recommends approval of the facility use agreement on behalf of SAC School of Continuing Education with Delhi Center in Santa Ana, California.

*4.4 Approval of Occupational Therapy Assistant (OTA) Agreement Renewal - Ventura County Office of Education  
The administration recommends approval of the agreement renewal with the Ventura County Office of Education in Camarillo, California.

*4.5 Approval of OTA Agreement Renewal – United States Adaptive Recreation Center  
The administration recommends approval of the agreement renewal with the United States Adaptive Recreation Center in Big Bear Lake, California.

*4.6 Approval of Amendment #3 to Criminal Justice Academies (CJA) Agreement (MA-060-11010909) – County of Orange  
The administration recommends approval of amendment #3 of the CJA agreement MA-060-11010909 with the County of Orange in Santa Ana, California.

*4.7 Approval of Amendment #8 to CJA Agreement (Z1000000068) - County of Orange  
The administration recommends approval of amendment #8 of the CJA agreement Z1000000068 with the County of Orange in Santa Ana, California.

*4.8 Approval of Santiago Canyon College (SCC) Follow-Up Report on Accreditation  
The administration recommends approval of the SCC Follow-Up Report on Accreditation and submission of the report to the Accrediting Commission for Community and Junior Colleges (ACCJC) before March 15, 2016.

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

*5.1 Approval of Payment of Bills  
The administration recommends payment of bills as submitted.

*5.2 Approval of Budget Increases/Decreases and Budget Transfers  
The administration recommends approval of budget increases, decreases and transfers during the period of January 8, 2016, to January 31, 2016.

*5.3 Adoption of Resolution No. 16-03 – Intent to Dedicate Easement to Southern California Edison (SCE) at Santa Ana College  
The administration recommends adoption of Resolution No. 16-03 – Intent to Dedicate Easement to SCE at SAC.

* Item is included on the Consent Calendar, Item 1.6.
5.4 Approval of Contract with Southern California Edison for Extension of Electrical Distribution Line Rule 15 for New Central, Plant Mechanical Upgrades and Infrastructure Project at Santa Ana College
The administration recommends approval of the contract with SCE for the extension of electric distribution line rule 15 for the Central Plant, mechanical upgrades and infrastructure project at SAC as presented in form and content.

5.5 Approval of Agreement with 3QC, Inc. for Commissioning Consulting Services for Johnson Student Center Project at Santa Ana College
The administration recommends approval of the agreement with 3QC, Inc. for commissioning consulting services for the Johnson student center project at SAC as presented.

5.6 Approval of Agreement with 3QC, Inc. for Commissioning Consulting Services for Science Center Project at Santa Ana College
The administration recommends approval of the agreement with 3QC, Inc. for commissioning consulting services for the science center project at SAC as presented.

5.7 Approval of Amendment to Agreement with Hammel, Green and Abrahamson, Inc. for Professional Design Services for Science Center Project at Santa Ana College
The administration recommends approval of the amendment with Hammel, Green and Abrahamson, Inc. for professional design services for the science center project at SAC as presented.

5.8 Approval of Amendment to Agreement with PENCO Engineering, Inc. for Land Surveying Consulting Services for Science Center at Santa Ana College
The administration recommends approval of the amendment to the agreement with PENCO Engineering, Inc. for land surveying consulting services for the science center at SAC as presented.

5.9 Approval of Agreement with Sindoni Consulting & Management Services, Inc. for Commissioning Consulting Services for Orange Education Center (OEC) Project of Santiago Canyon College (SCC)
The administration recommends approval of the agreement with Sindoni Consulting & Management Services, Inc. for commissioning consulting services for the OEC project of SCC as presented.

* Item is included on the Consent Calendar, Item 1.6.
**5.10** Approval of Amendment to Agreement with WLC Architects, Inc. for Architectural and Engineering Consulting Services for Building D Interior Renovations of Santiago Canyon College
The administration recommends approval of the amendment with WLC Architects Inc. for architectural and engineering services for Building D interior renovations at SCC as presented.

**5.11** Approval of Agreement with Lentz Morrissey Architects for Professional Design Services for Americans with Disabilities (ADA) Act Upgrades to District Office
The administration recommends approval of the agreement with Lentz Morrissey Architects for professional design services for ADA upgrades to the district office as presented.

**5.12** Approval of Lease Agreement with Latin Digital Audio
The administration recommends approval of the lease agreement with Latin Digital Audio and authorization be given to the Vice Chancellor of Business Operations and Fiscal Services to execute the agreement on behalf of the district as presented.

**5.13** Approval of Agreement with Innovation Protocol, Inc. for Strategic Brand Development
The administration recommends approval of the agreement with Innovation Protocol, Inc. for strategic brand development as presented.

**5.14** Approval of Foundation for California Community Colleges Administrative Services Agreement #CB 13-011 Related to Request for Proposal (RFP) #13-001
The administration recommends approval of the use of the Foundation for California Community Colleges Administrative Services Agreement #CB 13-011 related to RFP #13-001 for cost per copy printing services including equipment lease and purchase of multi-function devices (copiers) and production equipment and all future renewals offered by Konica Minolta and approved authorized dealers as the vendor as presented.

**5.15** Approval of Surplus Property
The administration recommends declaration of the list of equipment as surplus property and utilization of The Liquidation Company to conduct an auction as presented.

**5.16** Approval of Donation of Surplus Items
The administration recommends approval of donations to Orange Unified School District and Boys & Girls Clubs of Fullerton as presented.

* Item is included on the Consent Calendar, Item 1.6.
*5.17 Approval of Purchase Orders
The administration recommends approval of the purchase order listing for the period January 10, 2016, through January 30, 2016.

6.0 GENERAL

*6.1 Approval of Resource Development Items
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:
- California Career Pathways Trust – Santa Ana Unified School District (SAUSD) California Career Pathways Trust Grant (SAC) $811,050
- Deputy Sector Navigator – Global Trade & Logistics (District) - Augmentation $100,000
- Deputy Sector Navigator – In-Region DSN ICT/Digital Media Year 3 (District) – Augmentation $100,000
- Deputy Sector Navigator – Small Business (District) - Augmentation $100,000
- Disabled Students Programs & Services (DSPS) (SCC) $748,248
- First 5 California Child Signature Program (CSP) (District) - Augmentation $ 44,000
- Los Angeles/Orange County Regional Consortium (District) - Augmentation $ 40,000

*6.2 Approval of Amendment to Sub-Agreement between RSCCD and Opportunity Development Enterprises, LLC for Sector Navigator Information Communication Technology (ICT)/Digital Media Grant
The administration recommends approval of the amendment to the sub-agreement with Opportunity Development Enterprises, LLC, and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign the agreement on behalf of the district.

*6.3 Approval of Sub-Agreements between RSCCD and Orange Unified School District (OUSD) and Santa Ana Unified School District (SAUSD) for Assembly Bill (AB) 104 Adult Education Block Grant
The administration recommends approval of the sub-agreements and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreements on behalf of the district.

* Item is included on the Consent Calendar, Item 1.6.
6.4 **Approval of Sub-Agreement between RSCCD and South Orange County Community College District/Saddleback College for Global Trade and Logistics Deputy Sector Navigator Grant**

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.

6.5 **Adoption of Resolution No. 16-04 – Children and Families Commission of Orange County (FCI-CSP-03)**

The administration recommends adoption of the Resolution No. 16-04 with the Children and Families Commission of Orange County 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.

6.6 **First Reading of Board Policies (BP)**

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

- BP 2305 Annual Organization Meeting
- BP 2715 Code of Ethics/Standards of Practice
- BP 3510 Workplace Violence
- BP 3821 Gifts to Employees (New)
- BP 5030 Fees
- BP 6400 Financial Audits
- BP 7001 Code of Ethics
- BP 7330 Communicable Disease

6.7 **Review of Proposed Administrative Regulations**

The administrative regulations are presented to the board as an information item for review and comment.

6.8 **Adoption of Resolution No. 16-05 in Honor of Dr. Juan Francisco Lara**

Board President Claudia Alvarez recommends adoption of Resolution No. 16-05 in honor of Dr. Juan Francisco Lara.

6.9 **Appointments to Measure Q Citizens’ Bond Oversight Committee**

It is recommended that the board approve the appointments to the Measure Q Citizens’ Bond Oversight Committee as presented.

6.10 **Board Member Comments**
RECESS TO CLOSED SESSION

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

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

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

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

2. Conference with 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]) (1 case)

4. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
   Agency Negotiator: Ms. Judy Chitlik, Assistant 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

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

6. Liability Claim (pursuant to Government Code Section 54956.95)
   a. EMP1501939 MH

7. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
   a. Chancellor

RECONVENE

Issues discussed in Closed Session (Board Clerk)

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

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

7.1 **Management/Academic Personnel**

- Approval of Faculty Association of RSCCD (FARSCCD) Beyond Contract/Overload Step Increases Spring 2016
- Approval of FARSCCD Part-time/Hourly Step Increases Effective Spring 2016
- Ratification of Resignations/Retirements
- Approval of Changes of Assignment
- Approval of Changes of Location
- Approval of Extension of Interim Assignments
- Approval of End of Voluntary Reduced Workload
- Approval of Adjustments of Final Salary Placement
- Approval of Adjustments of Contract Step Increase
- Approval of 2015-16 Contract Extension Days
- Approval of Leaves of Absence
- Approval of Beyond Contract/Overload Stipends
- Approval of Column Changes
- Approval of Part-time Hourly New Hires/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Intern Services

7.2 **Classified Personnel**

- Approval of New Appointments
- Approval of Temporary to Contract Assignments
- Approval of Professional Growth Increments
- Approval of Out of Class Assignments
- Approval of Changes in Position
- Approval of Longevity Increments
- Ratification of Resignations/Retirements
- Approval of Temporary to Hourly Ongoing Assignments
- Approval of Leaves of Absence
- Approval of Temporary Assignments
- Approval of Changes in 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 Volunteers
- Approval of Student Assistant Lists
7.3 **Rejection of Claim**
   The district’s claims administrator recommends the board authorize the chancellor or his designee to reject claim #EMP1501939 MH.

7.4 **Adoption of Resolution No. 16-02 authorizing payment to Trustee Absent from Board Meetings**
   This resolution requests authorization of payment to Lawrence “Larry” R. Labrador for his absence from the January 25, 2016, board meeting due to illness.

**8.0 ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on March 14, 2016.
M I N U T E S

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:35 p.m. by Mr. John Hanna. Other members present were Ms. Arianna Barrios, Ms. Nelida Mendoza Yanez, Mr. Phillip Yarbrough, and Ms. Raquel Manriquez. Ms. Claudia Alvarez and Mr. Jose Solorio arrived at the time noted. Mr. Larry Labrado was not in attendance due to illness.

Administrators present during the regular meeting were Ms. Judy Chitlik, Mr. Peter Hardash, Dr. John Hernandez, Dr. Erlinda Martinez, and Dr. Raúl Rodríguez. Ms. Debra Gerard was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Tom Andrews, President, California School Employees Association (CSEA), Chapter 579.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve an addendum for Item 6.2 (Classified Personnel). The motion carried with the following vote: Aye—Ms. Barrios, Mr. Hanna, Ms. Mendoza Yanez, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

1.4 Public Comment

Mr. Thomas Gordon spoke regarding the bond oversight committee, district travel, and the Saudi Arabia project.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza Yanez to approve the minutes of the meeting held January 11, 2016. The motion carried with the following vote: Aye—Ms. Barrios, Mr. Hanna, Ms. Mendoza Yanez, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.
1.6 Approval of Consent Calendar

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

3.1 Approval of Clinical Affiliation Agreement for Athletic Training: California Baptist University
The board approved 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
The board approved 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)
The board approved the new agreement with Palos Verdes Peninsula USD in Palos Verdes Estates, California.

3.5 Approval of Nursing Program Agreement – University of Texas at Arlington
The board approved the clinical affiliation agreement with the University of Texas at Arlington.

3.6 Approval of Nursing Program Agreement – Concordia University Irvine
The board approved the affiliation agreement with Concordia University Irvine.

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 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
The board approved 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.
1.6 Approval of Consent Calendar (contd.)

4.4 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended December 31, 2015
The board approved the CCFS-311Q for the period ending December 31, 2015, as presented.

4.6 Approval of Change Order #1 for Best Contracting Services for Dunlap Hall Roof Replacement Project Bid #1270 at Santa Ana College (SAC)
The board approved 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
The board accepted the project as complete and approved 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
The board approved 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
The board accepted the project as complete and approved 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 (SCC)
The board approved 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
The board accepted the project as complete and approved the filing of a Notice of Completion with the County as presented.

4.12 Approval of Vendor Name Change
The board approved the vendor Unisource Worldwide, Inc. name change to Veritiv Operating Company as presented.

4.13 Approval of Purchase Orders
The board approved the purchase order listing for the period November 15, 2015, through January 9, 2016.
1.6 Approval of Consent Calendar (contd.)

5.1 Approval of Resource Development Items
The board approved budgets, accepted grants, and authorized the Vice Chancellor of Business Operations/Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:
- 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

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

Dr. Raúl Rodríguez, Chancellor, provided a report to the board

Mr. Jose Solorio arrived at this time.

2.2 Reports from College Presidents

The following college representatives provided reports to the board.

Dr. Erlinda Martinez, President, Santa Ana College
Dr. John Hernandez, Vice President, Student Services, Santiago Canyon College

Ms. Claudia Alvarez arrived at this time.

2.3 Report from Student Trustee

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

2.4 Reports from Student Presidents

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

Mr. Oscar Cortés, Student President, Santa Ana College
Mr. Nathan Underwood, Student President, Santiago Canyon College
2.5 Report from Classified Representative

Mr. Jesus (Jesse) Garcia, Athletic Fields Grounds Worker, Santa Ana College, 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 Student Success Scorecard

Dr. Sara Lundquist, Vice President, Student Services, SAC; and Mr. Aaron Voelcker, Dean of Institutional Effectiveness, Library and Learning Support Services, SCC; provided a report on the 2015 Student Success Scorecard for Santa Ana College and Santiago Canyon College. The annual report is based upon college data submitted to the state through the Chancellor’s Office management information system. Dr. Lundquist reviewed the background of the report including Assembly Bill 1417 and legislation authorizing the California Community Colleges Chancellor’s Office (CCCCO) to design and implement a performance measurement system. The outcomes of the report are for the system as a whole and for individual colleges, but do not rank colleges. The report is available to the public on the CCCCO website.

Dr. Lundquist reviewed the information provided for each college including a description of the college; annual unduplicated headcount of students, gender, age, and ethnicity of students; full-time equivalent student (FTES) information; course sections (credit and non-credit); median credit section size; percentage of full-time faculty; and student counseling ratio. Mr. Voelcker reviewed SAC and SCC data compared to the state average of the five momentum points: (1) remedial, (2) persistence, (3) 30+ units, (4) completion, and (5) career technical education, and data for each indicator according to those who are “prepared” and those who are “unprepared” for college work. Dr. Lundquist stated that it was important to be able to track the information included in the scorecard so the colleges could build better programs, but the data did have limitations and shouldn’t be taken out of context. She also stated that the cohorts were being tracked for a six-year period.

Ms. Mendoza Yanez asked what factors contribute to the decline in Career Technical Education (CTE) completion. Dr. Lundquist stated that a higher employment economy is a big factor. Mr. Voelcker also shared that at SCC there is a shrinking apprenticeship population that take courses outside of normal scheduling hours which makes it difficult to reconcile the Management Information System (MIS) data at the State Chancellor’s Office. Ms. Mendoza Yanez further asked what could be done to increase enrollment. Mr. Voelcker stated that reaching out and collaborating with the training trusts would assist in those being employed so they can enroll in the apprenticeship programs. Dr. Lundquist shared the efforts that are made to personally follow up with those students who are short of completion through their CTE Success Center.
2.7 Informational Presentation on Student Success Scorecard (contd.)

Mr. Yarbrough asked if transfer criteria had changed at the California State Universities and Universities of California. Dr. Lundquist replied that there is currently a historic level of access to these institutions.

Mr. Solorio stated his concerns regarding the poor counselor-to-student ratio that exists at the Rancho colleges compared to the state average and asked why. He also noted that the CTE completion trend lines were going in the wrong direction and indicated that the colleges should focus on improving completion of CTE courses.

Mr. Hanna noted that 2008-2009 was not a good time for apprenticeships and may explain that particular co-hort performance. He encouraged the colleges to work on outreach to CTE students.

Ms. Alvarez also shared her concerns regarding the counselor-to-student ratio and asked if counselors were available after hours to serve the student population. Dr. Lundquist stated that counselors are available in the evenings and the college is hiring more counselors. Mr. Voelcker stated that SCC is also hiring more counselors. It was agreed that the current counselor-to-student ratio will be provided to the board. Mr. Hanna reminded those in attendance that counselors are on the wrong side of the 50% rule and until recently it was difficult to fund new hires. Dr. Lundquist shared that the colleges were using student success and student equity funds in addition to general funds to hire counselors.

2.8 Reports from Board Committee Chairpersons

Mr. Hanna provided a report on the January 25, 2016, Board Policy Committee meeting.

3.0 INSTRUCTION

Items 3.1, 3.2, 3.3, 3.5, and 3.6 were approved as part of Item 1.6 (Consent Calendar).

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

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the MOU between Hope Builders (formerly known as Taller San Jose), SAC School of Continuing Education, South-west Carpenters Training Fund and SCC Apprenticeship Program. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Mr. Hanna recused himself due to his employment with Southwest Regional Council of Carpenters. Student Trustee Manriquez’s advisory vote was aye.
3.7 **Receive for First Reading – Santiago Canyon College Follow-Up Report on Accreditation**

The SCC Follow-Up Report on Accreditation was provided for a first reading as information only.

### 4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1, 4.2, 4.3, 4.4, and 4.6 through 4.13 were approved as part of Item 1.6 (Consent Calendar).

4.5 **Quarterly Investment Report as of December 31, 2015**

The quarterly investment report as of December 31, 2015, was presented as information.

### 5.0 GENERAL

Item 5.1 was approved as part of Item 1.6 (Consent Calendar).

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

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

5.3 **Board Member Comments**

Mr. Hanna thanked those who attended the Board Policy Committee and stated that their input was valued.

Ms. Mendoza Yanez reminded board members that AT&T will be presenting a large donation in support of the SAC Veterans Center on Tuesday, January 26, at 10 a.m. and encouraged all to attend. She also reported that the Santa Ana City Council made a presentation to those involved with the *el Don*, SAC’s college newspaper, for their recent awards and recognition.

Mr. Solorio expressed his appreciation to Mr. Jesse Garcia for his report.

Ms. Alvarez thanked Trustee Mendoza Yanez for coordinating the presentation to *el Don* by the Santa Ana City Council and Dr. Erlinda Martinez for attending the hearing on January 25, 2016 for the Orange County Transportation Authority.

Ms. Manriquez left the meeting at this time.
RECESS TO CLOSED SESSION

The board convened into closed session at 6:30 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. 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

The board reconvened at 8:42 p.m.

Closed Session Report

Ms. Mendoza Yanez reported the board discussed public employment, existing litigation, anticipated/potential litigation, labor negotiations, the chancellor’s evaluation, public employee discipline/dismissal/release, and liability claims during closed session.

Public Comment

There were no public comments.
6.0 **HUMAN RESOURCES**

6.1 **Management/Academic Personnel**

It was moved by Mr. Yarbrough and seconded by Mr. Solorio 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, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

- Approve Revised Job Descriptions
- Approve CEFA Step Increases/Effective January 1, 2016
- Approve Voluntary Transfers
- Approve Changes of Location
- Approve Additional Assignment-Site Supervisor Stipends
- Approve Contract Extension Days
- Approve Leaves of Absence
- Approve Column Changes
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Intern Services

6.2 **Classified Personnel**

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

- Approve Revised Miscellaneous Pay Schedule
- Approve Revised Job Descriptions
- Approve New Appointments
- Approve Temporary to Contract Assignments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Position
- Ratify Resignations/Retirements
- Approve New Appointments
- Approve Temporary to Hourly Ongoing Assignments
- Approve Leaves of Absence
- Approve Temporary Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Student Assistants List
6.3  **Rejection of Claims**

It was moved by Mr. Yarbrough and seconded by Mr. Solorio to authorize the chancellor or his designee to reject the claims submitted by John P. Johns. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

6.4  **Authorization for Board Travel/Conferences**

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

7.0  **ADJOURNMENT**

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

There being no further business, Ms. Alvarez declared the meeting adjourned at 8:43 p.m.

Respectfully submitted,

______________________________
Raúl Rodríguez, Ph.D.
Chancellor

Approved: __________________________
Clerk of the Board

Minutes approved: February 22, 2016
As California recovers from its fiscal crisis, higher education institutions have many opportunities and challenges ahead. We must be strategic in responding to the needs of our changing communities. Rancho Santiago Community College District (RSCCD) and its two Colleges, Santa Ana College (SAC) and Santiago Canyon College (SCC), engage in multiple forms of planning to accomplish the District mission of providing “quality educational programs and services that address the needs of our diverse students and communities.”

Members of the Board are asked to read the Strategic Plan Report for 2013-2016 (also known as the Annual Progress Report that detailed three years of progress toward the 2013-2023 RSCCD Goals) prior to the February 22nd Board Planning session to ensure sufficient time for thoughtful review and consideration of the progress made and implications for the future.

At the February 22nd Board Planning session, staff will detail additional items for consideration:

- A review of the RSCCD Planning Design, adopted on February 19, 2013 (10-year plan that details how the district plan and the integration of other district plans, as well various plans at the colleges),
- A presentation on the environmental scan of the district that includes pertinent data (such as population, high school, employment and economic projections) for consideration in planning for the future,
- Presentations by the college presidents on enrollment management and marketing update and plans for the future, and
- A presentation by the International Student Program representatives at the colleges and district, an update and plans for the future of alternative revenue streams.

Following the review of this information, the Board will have an opportunity to discuss planning issues/concerns and provide directions to the administration which will guide the development of the 2016-2019 RSCCD Strategic Plan in upcoming months.
RSCCD Comprehensive Master Plan

Strategic Plan Report
2013-2016
Goal #1: RSCCD will assess the educational needs of the communities served by RSCCD and will adjust instructional programs, offerings, and support services and will allocate resources as needed to optimize the alignment of students’ needs with services and fiscal resources.

Objective 1A: Continue to determine the needs of the community ............................................................. 1
Objective 1B: Develop sustainable, alternative revenue streams to [address] student educational needs .. 6
Objective 1C: Continue to monitor student educational preparation ........................................................ 10

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

Objective 2A: Strengthen outreach and recruitment; develop new and sustain current relationships with key partners and stakeholders ..................................................................................................................... 12
Objective 2B: Support regional development by becoming the primary local source of skilled employees for high demand occupations ............................................................................................ 14

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

Objective 3A: Consistently and accurately measure educational goal completion for university transfer, degrees, certificates and diplomas .......................................................... 18
Objective 3B: Academic support services, student support services and grants provide integrated approaches to student success and achievement ......................................................................................... 22
Objective 3C: Identify economic barriers to student achievement ............................................................ 26

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

Objective 4A: Maintain and enhance the RSCCD’s technological infrastructure ......................................... 29
Objective 4B: Support faculty development in the areas of innovative pedagogies and curriculum design .......................................................................................................................... 32
Objective 4C: Examine course success rates by population served and promote strategies that foster student equity .......................................................... 34

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

Objective 5A: Support and encourage focused green practices ................................................................. 36
Objective 5B: Utilize current processes to inform program, facilities, human resource and technology allocation .................................................................................................................. 39
Objective 5C: Evaluate the cycle of integrated planning ........................................................................... 42

Appendixes
A.1 District Key Partners and Stakeholders ............................................................................................ 45
A.2 Santa Ana College Partners and Stakeholders ................................................................................... 48
A.3 Santiago Canyon College Partners and Stakeholders ........................................................................ 50
B 12 Measures of Success .................................................................................................................. 53
INTRODUCTION

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

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

The Planning and Organizational Effectiveness Committee (POE), made up of representatives from both Colleges and District Services, oversees planning activities and monitors the implementation of the RSCCD Comprehensive Master Plan and the RSCCD Strategic Plan. This 2013-16 Annual Progress Report details three years of progress toward the 2013-23 RSCCD Goals and the 2013-16 Strategic Plan Objectives.
GOAL #1: RSCCD will assess the educational needs of the communities served by RSCCD and will adjust instructional programs, offerings, and support services and will allocate resources as needed to optimize the alignment of students’ needs with services and fiscal resources.

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

California Community Colleges Student Success Scorecard*  
Completion Rate (Student Progress and Attainment Rate) for Santa Ana College, Santiago Canyon College and Statewide, 2005-06 through 2008-09 Cohorts

<table>
<thead>
<tr>
<th></th>
<th>2005-06</th>
<th>2006-07</th>
<th>2007-08</th>
<th>2008-09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Completion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Statewide</td>
<td>49.0%</td>
<td>49.2%</td>
<td>48.2%</td>
<td>46.8%</td>
</tr>
<tr>
<td>• SAC</td>
<td>47.0%</td>
<td>48.7%</td>
<td>46.4%</td>
<td>43.6%</td>
</tr>
<tr>
<td>• SCC</td>
<td>57.1%</td>
<td>57.0%</td>
<td>55.9%</td>
<td>51.8%</td>
</tr>
<tr>
<td>Prepared Completion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Statewide</td>
<td>70.8%</td>
<td>71.3%</td>
<td>70.4%</td>
<td>69.7%</td>
</tr>
<tr>
<td>• SAC</td>
<td>69.0%</td>
<td>71.7%</td>
<td>68.0%</td>
<td>66.9%</td>
</tr>
<tr>
<td>• SCC</td>
<td>72.0%</td>
<td>73.9%</td>
<td>73.6%</td>
<td>71.2%</td>
</tr>
<tr>
<td>Unprepared Completion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Statewide</td>
<td>41.1%</td>
<td>41.2%</td>
<td>40.6%</td>
<td>39.2%</td>
</tr>
<tr>
<td>• SAC</td>
<td>36.2%</td>
<td>37.4%</td>
<td>37.8%</td>
<td>34.8%</td>
</tr>
<tr>
<td>• SCC</td>
<td>45.5%</td>
<td>44.5%</td>
<td>43.8%</td>
<td>38.6%</td>
</tr>
</tbody>
</table>

*The percentage of first-time students with minimum of 6 units earned who attempted math or English in the first three years and achieved an AA/AS degree or credit certificate, transfer to four-year institution or achieved “transfer prepared” (completing 60UC/CSU transferable units with GPA≥2.00)  
Source: Student Success Scorecard 2015, California Community Colleges Chancellor’s Office

Rancho Santiago Community College District  
Student Evaluation of the CTE Program, Employment Outcomes and College Preparation, 2015

<table>
<thead>
<tr>
<th>Overall satisfaction with education and training received</th>
<th>SAC</th>
<th>SCC</th>
<th>Statewide</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>94%</td>
<td>93%</td>
<td>91%</td>
</tr>
</tbody>
</table>

Source: CTE Employment Outcomes Survey (CTEOS), 2015
Rancho Santiago Community College District  
Student Satisfaction by College, 2013-15

<table>
<thead>
<tr>
<th>Percent “excellent” and “good” (on a 5-point scale)</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall experience at SAC/SCC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Santa Ana College</td>
<td>89%</td>
<td>87%</td>
<td>86%</td>
<td>87%</td>
</tr>
<tr>
<td>• Santiago Canyon College</td>
<td>90%</td>
<td>87%</td>
<td>87%</td>
<td>88%</td>
</tr>
<tr>
<td>Effectiveness of classroom learning experience</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Santa Ana College</td>
<td>86%</td>
<td>81%</td>
<td>82%</td>
<td>83%</td>
</tr>
<tr>
<td>• Santiago Canyon College</td>
<td>83%</td>
<td>81%</td>
<td>78%</td>
<td>83%</td>
</tr>
<tr>
<td>Ability to register for classes I wanted/needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Santa Ana College</td>
<td>69%</td>
<td>64%</td>
<td>67%</td>
<td>73%</td>
</tr>
<tr>
<td>• Santiago Canyon College</td>
<td>67%</td>
<td>65%</td>
<td>65%</td>
<td>65%</td>
</tr>
<tr>
<td>Variety of classes offered</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Santa Ana College</td>
<td>61%</td>
<td>64%</td>
<td>72%</td>
<td>79%</td>
</tr>
<tr>
<td>• Santiago Canyon College</td>
<td>52%</td>
<td>60%</td>
<td>61%</td>
<td>61%</td>
</tr>
<tr>
<td>Class Size (# of student per class)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Santa Ana College</td>
<td>57%</td>
<td>70%</td>
<td>76%</td>
<td>83%</td>
</tr>
<tr>
<td>• Santiago Canyon College</td>
<td>68%</td>
<td>76%</td>
<td>77%</td>
<td>80%</td>
</tr>
<tr>
<td>Campus safety/security</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Santa Ana College</td>
<td>77%</td>
<td>75%</td>
<td>74%</td>
<td>81%</td>
</tr>
<tr>
<td>• Santiago Canyon College</td>
<td>81%</td>
<td>84%</td>
<td>80%</td>
<td>83%</td>
</tr>
</tbody>
</table>

Source: RSCCD Research Department, SAC and SCC Student Satisfaction Report, 2012-15

For the first time in five years, the state budget contained enrollment growth funding for community colleges. Although growth funding was not anticipated when the 2013-14 academic calendar was adopted, after review, a decision was made to revise the calendar to include a 2014 winter intersession. Based upon data from the last intersession (2008) and the potential drain on spring enrollment if neighboring districts offered an intersession and RSCCD did not, the restoration of intersession was recommended to the Board on September 23, 2013. Student response to the intersession exceeded expectations. The Colleges developed a schedule in anticipation of generating 436 FTES (316 at SAC and 120 at SCC). Actual FTES generation exceeded the goal by nearly forty-four percent (627 total FTES – 459 at SAC and 168 at SCC). However, the overall growth in 2013-14 of 1.79% was less than the targeted growth of 2.63% for the District.

In the two following years, the state budget contained additional growth funding amounting to 2.75% system-wide in 2014-15 and 3% system-wide in 2015-16. The District targeted 1.76% growth in 2014-15 but again fell short of the goal growing by only 0.76%. In 2015-16, with the implementation of the new state growth formula, although system-wide growth was set at 3%, the District’s growth was constrained at 1.47%. The District targeted 1.23% growth and budgeted for zero growth funding.

The Colleges have engaged in an ongoing effort to ensure that students are able to complete their desired educational pathways and to achieve their goals of transfer, degree completion, or certificate completion. Santa Ana College has 25 and Santiago Canyon College has 19 Associate Degrees for Transfer that have been approved by the California Community Colleges Chancellor’s Office. The Colleges have fully met or exceeded targets set.

Through participation in the Assembly Bill 86 Regional Consortium, SAC and SCC have conducted an extensive needs analysis to better serve their respective communities. Through participation in the Rancho Santiago Adult Education Consortium (RSAE) Adult Education Block Grant, the District has secured $500,000 for initial setup and $300,000 annually to support the efforts of the establishment of two adult education centers in the eastern part of Santa Ana and the El Modena neighborhood of Orange in order to meet the needs of these two areas in the District.

An important aspect of determining community needs is understanding student satisfaction of the programs and services they received at the Colleges. The RSCCD Research Department annually implements satisfaction surveys to credit students and biennially to continuing education students. The reports are disseminated to college staff for
discussion and evaluation at the appropriate levels, and departments and/or programs incorporate findings in their planning. For college credit students, overall satisfaction levels for classroom experience/quality of instruction held steady at eighty percent in the college credit program and ninety-five percent for noncredit programs at both Colleges. Surveys to those who graduated and those who transferred to universities are implemented every other year, as it is important to assess the overall impression of the academic preparation students received as the foundation for current coursework and/or current workplace success.

Business/Industry Programs

The District has been selected to lead four of the region’s priority and emerging industry sector programs through awards of the Deputy Sector Navigators (DSN) for ICT/Digital Media, Retail/Hospitality/Tourism, Global Trade, and Small Business. The DSNs have worked to link educators and industry in their sectors and have built strong partnerships to improve training programs and increase students’ readiness for and entrance into employment in high-growth, high-wage occupations in the region.

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

Career Technical Educational (CTE) programs for both Colleges have advisory committees comprise of faculty, industry, and community partners who offer guidance to ensure that students complete certificates and degrees that demonstrate the technical and professional competencies needed to meet employment standards. The majority of advisory committee members are from the business/industry sector.

Santa Ana College

Santa Ana College (SAC) is developing a comprehensive Enrollment Management Plan, which includes carefully developed pathways to completion in all degree and certificate programs with connections to the School of Continuing Education and to the Counseling Division. The overall plan is informed by the needs of the community served and is responsive to both incoming and continuing students.

The College also began a process of meeting weekly with the academic deans to discuss course offerings to ensure that they were aligned with student needs. As a result, the College developed a goal that every incoming student would have access to a math and an English class during the first semester at the College. Santa Ana College has greatly expanded math (297 sections in 2012-13 to 319 sections in 2014-15) and English (226 sections in 2012-13 to 282 sections in 2014-15) offerings as a result. In planning for the 2016 Intersession, SAC prioritized offerings that were part of the Plan A, B and C transfer plans. SAC has developed many new data analysis tools and spreadsheets that are helping the College analyze student demand so as to offer courses that meet that demand.

To improve student completion and meet student demand for high demand courses in 2015-16, SAC offered an expanded summer and intersession program. This helped students accelerate their educational pathways. As a result of this effort, Credit Summer FTES generation was up by over 12% compared to summer 2014. Intersession 2016 offerings have been expanded in high demand courses as well.

The vision of the College’s enrollment strategy is to support the College in aligning resources and instructional schedules to support the goal of “a college degree in every home” of the SAC service area. This is accomplished through the development of clear and coherent pathways supported by continuous enrollment management. The purpose of the enrollment strategy is to provide a guiding framework for the overall goals of the College in support of student access, learning, and achievement of academic goals. Efficiency metrics are developed that analyze cost per FTES generated. Full-time Equivalent Student (FTES) targets are developed for each division of the College, and the Division Dean, working with the Department Chairs, is responsible for the performance of the division in relation to the target. Scheduling of classes is done in a way that ensures that the division targets are met.
performance in relation to the target is assessed continuously and reported regularly to the Vice President of Academic Affairs. Adjustments in course offerings can be made throughout the year based on how the division is doing in meeting its FTES target.

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

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

To meet growing demand and improve student outcomes, the SAC School of Continuing Education (SAC-SCE) has secured funding to hire eight full-time faculty in the areas of ESL, ABE, High School Subjects, Counseling, and CTE.

The SAC-SCE is meeting the need to improve the pathway from students transitioning between noncredit and credit coursework. Articulation agreements have been developed for Business Skills courses, and articulation agreements with Mathematics, English and English as a Second Language courses are in progress.

Business/Industry Programs
At SAC, the Career/Job Resource Center provides resources and sponsors workshops by industry experts to assure that students have a strong understanding of CTE programs and career opportunities. The Business Division has expanded its CTE Work Experience/Internship Program to provide students with on-the-job experience.

Career Technical Education programs have advisory committees comprised of faculty, industry, and community partners that offer guidance in assuring that students completing certificates and degrees demonstrate the technical and professional competencies that meet employment standards. The majority of advisory committee members are from the business/industry sector. The groups meet regularly, depending on the needs and popularity of the field/program that students seek.

Santiago Canyon College
Santiago Canyon College continues to engage in ongoing efforts to ensure that students are able to complete their desired educational pathway and achieve their goals of transfer, degree completion, or certificate completion. Santiago Canyon College has 19 Associate Degrees for Transfer (ADT) approved by the Chancellor’s Office, fully meeting the target established by the CCCCO. An unfortunate, but expected, result of ADT compliance, is the narrowing of focus in curriculum to meet the stringent requirements for ADTs, thus resulting in less variety in course offerings. On a positive note, according to the CCCCO’s Student Success Scorecard, SCC has exceeded the state average in college completions overall for college prepared students as well as for students identified as unprepared for college.

Santiago Canyon College continues to develop its enrollment management plan, which enumerates planning assumptions to be considered when course schedules are being built by instructional divisions. These planning assumptions will ensure that: recommendations are aligned with the College’s Educational Master Plan; that recommendations are data informed; and that recommendations encourage fiscally responsible maintenance of current programs and development of new programs aligned with Santiago Canyon College’s Mission to attract, retain, and serve its diverse student population.

Continuing Education Program
Through participation in the AB 86 Regional Consortium, SCC has conducted an extensive needs analysis for how it can better serve the community.

A major area of needs that has been identified for the SCC School of Continuing Education (SCC-SCE) is the establishment of a regional center in Orange to address the unmet need in this area for English as Second Language, Adult Basic Education, High School Diploma/GED instruction, Short-Term Career
Technical Education, and Programs for Adults with Severe Disabilities. This would complement the SCC-SCE offerings at the 30 community sites that SCC serves.

Through the Rancho Santiago Adult Education Consortium (RSAEC), the SCC-SCE is working to align its noncredit offerings to the college credit offerings as well as to the offerings of other adult education providers in the region.

To meet growing demand and improve student outcomes, the SCC-SCE has secured funding to hire six full-time faculty in the areas of ESL, ABE, High School Subjects, Counseling, Career Technical Education, and Adults with Substantial Disabilities.

Business/Industry Programs
At SCC, an enhanced internship program has been developed, specifically targeting the Water Utility Science industry allowing students on-the-job training and expanded employment experience.

Career Technical Education programs have advisory committees comprised of faculty, industry, and community partners that offer guidance in assuring that students completing certificates and degrees demonstrate the technical and professional competencies that meet employment standards. The majority of advisory committee members are from the business/industry sector. The groups meet regularly, depending on the needs and popularity of the field/program that students seek.

Faculty also organize events, guest speakers, field trips, and class projects that address industry standards and maintain business relationships within their respective fields. This often results in internships, apprenticeships, and jobs for students.
Objective 1B: DEVELOP SUSTAINABLE, ALTERNATIVE REVENUE STREAMS TO [ADDRESS] STUDENT EDUCATIONAL NEEDS

Rancho Santiago Community College District
Competitive Grants Awarded by Site
2011-12 through 2014-15

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Award Success Rate</td>
<td>83%</td>
<td>55%</td>
<td>44%</td>
<td>70%</td>
</tr>
<tr>
<td>Number Applied For</td>
<td>12</td>
<td>22</td>
<td>16</td>
<td>10</td>
</tr>
<tr>
<td>District</td>
<td>3</td>
<td>16</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Santa Ana College</td>
<td>7</td>
<td>2</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>Santiago Canyon College</td>
<td>2</td>
<td>4</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Number Awarded</td>
<td>10</td>
<td>12</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>District</td>
<td>3</td>
<td>9</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Santa Ana College</td>
<td>5</td>
<td>1</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Santiago Canyon College</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Amount Applied For</td>
<td>$11,805,022</td>
<td>$12,838,543</td>
<td>$15,469,000</td>
<td>$16,418,463</td>
</tr>
<tr>
<td>District</td>
<td>$460,207</td>
<td>$9,109,018</td>
<td>$575,000</td>
<td>$3,603,763</td>
</tr>
<tr>
<td>Santa Ana College</td>
<td>$8,969,815</td>
<td>$1,265,000</td>
<td>$7,594,000</td>
<td>$10,939,500</td>
</tr>
<tr>
<td>Santiago Canyon College</td>
<td>$2,375,000</td>
<td>$2,464,525</td>
<td>$7,300,000</td>
<td>$1,875,200</td>
</tr>
<tr>
<td>Amount Awarded</td>
<td>$4,670,022</td>
<td>$5,451,308</td>
<td>$9,690,000</td>
<td>$5,327,700</td>
</tr>
<tr>
<td>District</td>
<td>$460,207</td>
<td>$2,581,308</td>
<td>$75,000</td>
<td>$950,000</td>
</tr>
<tr>
<td>Santa Ana College</td>
<td>$1,834,815</td>
<td>$1,250,000</td>
<td>$3,315,000</td>
<td>$2,502,500</td>
</tr>
<tr>
<td>Santiago Canyon College</td>
<td>$2,375,000</td>
<td>$1,620,000</td>
<td>$6,300,000</td>
<td>$1,875,200</td>
</tr>
</tbody>
</table>

Source: RSCCD Resource Development

Rancho Santiago Community College District
Foundation Net Assets by Site
2011-12 through 2014-15

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>District</td>
<td>$3,058,883</td>
<td>$486,629</td>
<td>$383,063</td>
<td>$190,506</td>
</tr>
<tr>
<td>Santa Ana College</td>
<td>$3,736,784</td>
<td>$6,327,943</td>
<td>$6,960,288</td>
<td>$9,953,082</td>
</tr>
<tr>
<td>Santiago Canyon College</td>
<td>$1,084,608</td>
<td>$1,884,366</td>
<td>$1,769,417</td>
<td>$1,552,426</td>
</tr>
</tbody>
</table>

Source: RSCCD, SAC, and SCC Foundations

Rancho Santiago Community College District
Community Services Program Ending Balance by Site
2011-12 through 2014-15

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Ana College</td>
<td>$86,569</td>
<td>$135,075</td>
<td>$151,814</td>
<td>$179,639</td>
</tr>
<tr>
<td>Santiago Canyon College</td>
<td>$62,715</td>
<td>$70,691</td>
<td>$82,606</td>
<td>$102,886</td>
</tr>
</tbody>
</table>

Source: SAC and SCC Community Services

The Fiscal Resources Committee (FRC) regularly discusses the need for advocacy related to securing funds that are owed to the District, such as property tax and apportionment shortfalls, redevelopment funds, etc. The FRC also recommended undertaking an effort to achieve one percent additional growth in Full-Time Equivalent Students, in addition to the state approved one point sixty-three percent growth factor, in order to capture an additional access/growth funding for the Colleges’ student educational needs in 2013-14. Over the next two fiscal years, the
FRC discussed the need to implement an aggressive enrollment management strategy in order to capture growth funding and the cumulative effect of lost revenue due to limited growth.

**Competitive Grants**

Competitive grants are alternative revenue sources pursued to improve services and programs or to pilot instructional strategies and new methodologies in order to address student educational needs to improve outcomes, i.e., retention, persistence, completion, and transfer. In the last four years, the District has had a 60% success rate in securing competitive grants and obtained about 44% of the funds applied for. The variation in grants applied for and funds awarded is influenced by many factors, e.g., grant cycles, competitiveness, and new state initiatives.

In 2011-12, SCC was awarded the CAMP grant to recruit students from migrant worker families to enroll in college and to provide comprehensive support services. Through partnership with the Santa Ana Workforce Investment Board, SAC was awarded the Bridge to Engineering Program. Santa Ana College’s Upward Bound grant to assist disadvantaged students in SAUSD was also renewed. The District Office also secured a number of state projects to address workforce and economic development.

In fiscal year 2012-13, the District earned the most California Community Colleges Chancellor’s Office Doing What Matters (DWM) awards in the state: the Sector Navigator for ICT/Digital Media, the OC Deputy Sector Navigator ICT/Digital Media, OC Deputy Sector Navigator for Global Trade and Logistics, the OC Deputy Sector Navigator for Small Business, the LA/OC Deputy Sector Navigator for Retail/Hospitality/Tourism, and the LA/OC Regional Consortium. The DWM programs are five-year awards and placed the District in a leadership role for the region.

In 2013-14, the District secured the Career Pathways Trust grant, SCC as lead in partnership with SAC. Also, SAC obtained a renewal of the California Department of Education Workforce Investment Act II grants to noncredit Adult Basic Education, ESL, High School Subjects/GED, Citizenship, and Family Literacy programs. Also in 2014-15, SAC and SCC both were awarded new TRIO programs through the U.S. Department of Education to provide opportunities for academic development, to assist students with basic college requirements, and to motivate students toward the successful completion of their postsecondary education. In addition, SAC received a renewal of the Student Support Services program and a new Veterans Student Support Services program. Also, SCC received a new Student Support Services program.

The District was also successful in securing the Chancellor’s Office’s statewide Technical Assistance Providers-Career Pathways Design grant in partnership with WestEd. Also to support STEM, the District secured a National Science Foundation (NSF) for the S-STEM grant for SCC for scholarships to underrepresented STEM majors. In addition, SAC secured an NSF Advanced Technological Education grant to implement the OC Biotechnology Collaborative Partnership, involving SCC and Fullerton College.

**Santa Ana College Foundation**

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

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

![Santa Ana College Foundation Total Assets, 2011-2015](image-url)
Community Services
The SAC Community Services Program is a revenue generating department and offers not-for-credit classes in educational, cultural, social, and recreational events to a diverse community. This comprehensive fee based program provides alternative education opportunities for students to discover, prepare, develop, and pursue lifelong learning. Community Services operates under the best practice guidelines administered by Education Code section 78300.

Community Services plans, operates, and provides a schedule of quality classes each semester. As an extension of college credit, this program is a resource for departments seeking to test new curriculum. Several niche industries with limited competitors have come from these partnerships. The program continues to introduce new revenue streams, which allows for growth and supports the staff.

Community Services formed several partnerships, which has led to developing successful classes for the SAC community. Many students seek workshops to increase their marketable skills, to introduce them to new fitness regimens, and to allow them to participate in professionally guided cultural day tours.

In 2015, Community Services renewed a five-year contract agreement with the Orange County District Attorney’s Office for two court mandated classes. There are discussions to introduce more court mandated classes, e.g., Anger Management/Life Skills. Partnerships with Human Services’ Automotive and Diesel have facilitated contract agreements with Southern California Regional Transit Training Consortium, Air Resource Board, and Bureau of Automotive Repair. The Nursing Program continues to refer students to CPR & Basic First Aid classes. TRIO/Upward Bound has sought Community Services assistance to facilitate a Summer College for Kids program for their high students. This program continues to seek new partnerships that complement college credit programs, introduce vocational industry trade programs, provide students an opportunity to experience a college environment, and lead students to enroll full time.

International Student Program
The International Student Program (ISP) has committed a recruitment effort in the following emerging markets: Vietnam, India, China, Mexico, Middle East, Central America, South America and Scandinavia countries.

It has become apparent that recruitment is no longer sufficient for growth. As a major part of growth, ISP must work on student retention. Therefore, the staff plans to focus on the student, e.g., mentorship program, and on student activities. The ISP also recognizes the value of sharing the “American” culture with the students. This year, there has been a coordination of efforts to celebrate holidays that are uniquely American, i.e., July 4th, Thanksgiving, and all of the international students were invited to participate.

The allocation of ELA tuition revenue towards instructor salaries has allowed ISP to adjust instructional programs by providing three levels of instruction (beginning, intermediate, and advanced) since spring 2015. The addition of a third instructor made it possible for third level of smaller class sizes and more student-centered instruction.

Student support services, which include orientation, class materials, completion ceremonies, and funds for classified staff and student assistants, have benefited from the allocation of ELA tuition revenue. The Language Academy Completion ceremony and academic counseling services were added to help guide ISP students through their academic career.

Resources allocated to provide fiscal support aligned with student needs have primarily come from the ISP Activity Fee and the ELA Tuition Funds. The Activity Fee provides monetary support for students wishing to go on travel excursions during semester breaks, cultural cuisine outings, all formals and dances, all holiday events, and the yearly International Festival.

Santiago Canyon College
Foundation
The SCC Foundation is exclusively dedicated to raising supplemental funds for the College. In the past few years, net financial assets of the foundation have strengthened significantly, reflecting a better return on investment and a nearly $700,000 unrestricted fund transfer from the RSCCD Foundation in 2012-13. A dip in net assets in 2013-14, which has continued into 2014-15 stems from an investment to establish two new positions: an international student program coordinator and a foundation development coordinator.

The Foundation continues to work towards increasing outreach and fundraising capabilities. A recently approved 2014-19 Strategic Plan outlined four goals that will provide the Foundation’s blueprint for...
investments and activities going forward. These goals includes:
- Expanding Foundation Board membership;
- Increasing annual income from fundraising (restricted and unrestricted) to $500,000 by 2019;
- Developing a robust and active alumni network; and
- Improving the Foundation’s visibility on and off campus.

In 2014-15, SCC applied for two competitive grants and was awarded both grants, bringing in $1,875,200 new dollars to the institution.

Community Services Program
Since 2008-09, the SCC Community Services Program has ended each fiscal year with a positive and growing ending balance. In 2014-15, the Community Services Program had an ending balance that surpassed $100,000.

International Student Program
With the assistance of the SCC Foundation, SCC has developed an International Student Program with a dedicated coordinator. This program, which used to be aligned with the SAC program, has now been able to meet the exigencies of recruitment, orientation, and material development, all necessary for accreditation and U.S. Department of Education approval.

The International Student Program began with 20 students in spring 2013; the program grew to 48 students in fall 2014. As of fall 2015, the program has 77 international students enrolled.
Objective 1C: CONTINUE TO MONITOR STUDENT EDUCATIONAL PREPARATION

Rancho Santiago Community College District
Percent of College-Level Placement for Math and English by College
Fall 2012 through Fall 2015

<table>
<thead>
<tr>
<th></th>
<th>Fall 2012</th>
<th>Fall 2013</th>
<th>Fall 2014</th>
<th>Fall 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Ana College</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• English</td>
<td>41%</td>
<td>41%</td>
<td>35%</td>
<td>39%</td>
</tr>
<tr>
<td>• Math</td>
<td>42%</td>
<td>45%</td>
<td>45%</td>
<td>41%</td>
</tr>
<tr>
<td>Santiago Canyon College</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• English</td>
<td>55%</td>
<td>64%</td>
<td>66%</td>
<td>62%</td>
</tr>
<tr>
<td>• Math</td>
<td>51%</td>
<td>50%</td>
<td>51%</td>
<td>49%</td>
</tr>
</tbody>
</table>

Source: SAC and SCC Assessment Center

Rancho Santiago Community College District
Top Three Disproportionately Impacted Groups
Academic Preparation as Measured by Placement, 2015

<table>
<thead>
<tr>
<th></th>
<th>Reading</th>
<th>English</th>
<th>Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Ana College</td>
<td>Asian -</td>
<td>Male -</td>
<td>Hispanic/Latino Low Income Female</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Santiago Canyon College</td>
<td>DSPS - Foster Youth</td>
<td>DSPS Latino</td>
<td>Foster Youth Veterans DSPS</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>DSPS</td>
<td>DSPS</td>
</tr>
</tbody>
</table>

Source: SAC and SCC Student Equity Plans

Faculty and staff, at all levels of the District, monitor the progress of student educational preparation, assess learning outcomes in the classroom, review English and math course placement scores, analyze satisfaction surveys of current students as well as of those who graduated and to those who transferred to four-year universities. Data are disaggregated for equity gaps, and there is also a constant exchange of data/information with feeder high schools. These data are an essential part of planning.

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

The department also summarizes course advisements for math, English, ESL/ACE/EMLS, and reading. Within the last four years, 40% of SAC students were placed into transfer-level English 101 (Freshman Composition) and into Math 105/140/145/160/219 (transfer-level math). The ESL/ACE/EMLS placement has fewer test-takers and smaller programs, reflecting decreased demand. Three-fifths of SCC students placed into transfer-level English, and about half of the students were placed in transfer-level math. The Colleges regularly assess student learning outcomes and collect data regarding English and math placements.

The Research Department regularly produces a five-year grade distribution report (by course and by demographics) for faculty to use in their ongoing program reviews. Faculty are encouraged to review these broad sets of data, in
addition to FTES generated; AA/AS degrees and certificates awarded; sections offered; and student demographics for their respective departments. They are also encouraged to request more in-depth research so that they can make informed plans/decisions for their respective departments and their students.

The Research Department has also compiled grade reports by ethnicity, gender, and age group for the general population for those students enrolled in CTE vs. non-CTE; in basic skills vs. non-basic skills; in academies vs. non-academies courses; in apprenticeship vs. non-apprenticeship courses; and in distance education vs. non-distance education courses. All reports produced by the department are distributed to the Colleges as part of their program review processes as well as at various department meetings, and are also posted on the Research Department website for reference.

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

Through analysis of disproportionate impact, the College has identified groups in need of academic preparation as measured by placement testing. Staff are developing strategies to assist impacted groups.

There is an expectation that with the new common assessment and using multiple measures, the College will be able to place students in more accelerated pathways and reduce placement in remedial courses, particularly at the lowest levels. To address this issue of placement into low remedial courses, the Math Department has revised curriculum and will be evaluating the effectiveness of these new courses. The English Department is also investigating a curriculum revision.

In addition, with regards to placement of high school students, a matriculation agreement has been established for students who receive an A or B in the first semester and an A or B by the sixth week of the second semester in the high school expository reading and writing course. These students will be placed directly into English 101 (Freshman Composition) at Santa Ana College. The Math Department is discussing a similar agreement.

**Santiago Canyon College**
Through its regular evaluation of potential disproportionate impact regarding student access to education, Santiago Canyon College has identified a number of impacted first-time students placing into college-level reading, English, and mathematics courses. While the College has little control over students’ academic preparation, programs such as the Student Success and Support Program, Student Equity, and the Basic Skills Initiative fund the College to develop programs that address the needs of incoming students.

For example, the College Readiness Optimizes Student Success (CROSSroads) Program provides students a review of fundamental skills that will assist placement into transfer-level courses. English workshops prepare high school students in essential elements of successful writing. Online math modules guide students through the specific concepts needed for success in college algebra and are coupled with online discussions and instruction from math faculty. Following these reviews, students take the placement test. If they do not place into college-level courses, they have the opportunity to re-test to avoid remediation.

In the most recent iteration of SCC’s Student Equity Plan, activities have been identified to help impacted students to become better prepared for college and to ease the transition into the college environment. This includes the provisions of outreach materials and specialized orientation programming for students with disabilities; the development of an Academic Success Academy course for high school students; and the exploration of a transition program from high school to college for students identified as disproportionately impacted.
GOAL #2: RSCCD will assess the educational needs of the communities served by RSCCD and then pursue partnerships with educational institutions, public agencies, non-profit organizations, and business/industry/labor to collaboratively meet those needs.

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

Rancho Santiago Community College District
Percent of Feeder High School Graduates as New Freshmen
Fall 2011 through Fall 2015

<table>
<thead>
<tr>
<th></th>
<th>Fall 2011</th>
<th>Fall 2012</th>
<th>Fall 2013</th>
<th>Fall 2014</th>
<th>Fall 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Ana USD graduates at SAC</td>
<td>36%</td>
<td>38%</td>
<td>45%</td>
<td>37%</td>
<td>*</td>
</tr>
<tr>
<td>Orange USD graduates at SCC</td>
<td>30%</td>
<td>25%</td>
<td>27%</td>
<td>24%</td>
<td>26%</td>
</tr>
</tbody>
</table>

*SAUSD has not released 2015 graduates at press time.
Source: RSCCD Research Department, Santa Ana USD, Orange USD

The District and Colleges partner with many educational (feeder school districts, community colleges, and universities), community and business industry organizations to ensure that we constantly monitor the needs of the diverse community to provide quality and timely offerings. The District is represented on various chambers, business councils, and advisory boards of various organizations where we share as well as listen to partners. For example, the District is represented on the Orange County and the Santa Ana Workforce Investment Boards in order to identify major workforce needs and to address those needs through responsive programs and services. Grant programs have also been developed collaboratively with neighboring community college districts, with the Orange County Department of Education, local industry, and with non-profit organizations. The lists of the key partnerships that the District maintains are included in Appendix A.

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

Santa Ana College
Santa Ana College offers a robust program of year-round outreach and student development activities throughout its service area (and on site at all feeder high schools via One-Stop Higher Education Centers), which culminates in a model application, assessment, and placement program. This is enriched by direct financial support, linked to the SAC Foundation, which makes college possible for all members of the community. This model demonstrates implementation of the Student Success Act and has been cited as a national model by state and national leaders. It includes significant expansion activities as part of the College’s Student Equity Plan. The pipeline efforts
are complemented by the on-campus Middle College High School, where students simultaneously earn high school and college degrees. This year's 70% of the graduating class will earn both their AA and high school diploma. Complementing the pipeline, outreach work is a significant set of community-centered activities led by outreach professionals in both credit and noncredit programs as well as volunteer Padres Promotores de la Educación. Taken as a whole, this outreach and student development work touches 30,000 members of the greater Santa Ana area annually. This work further expanded when SAC and the Santa Ana Partnership opened a One-Stop Higher Education as part of the Main Santa Ana Public Library.

Through the Assembly Bill 86 consortium, Santa Ana College School of Continuing Education (SAC-SCE) is working to align its noncredit offerings to the college credit offerings as well as to the offerings of other adult education providers in the region. In addition, SAC-SCE is expanding partnerships to leverage resources and provide better service to the community. One example of this effort is the expansion of the SAC-SCE Substantial Disabilities instructional program. Working closely with Santa Ana Unified School District (SAUSD), the partnership is able to provide transportation and trained assistants through SAUSD and facilities and the classroom instruction through SAC-SCE. Please see Appendix A2 for list of SAC’s key partners.

**Santiago Canyon College**

A key effort at the Santiago Canyon College is to strengthen outreach and recruitment. Staff work to develop new and sustain current relationships with key partners and stakeholders.

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

The Early Welcome (EW) program is the Outreach Program’s primary vehicle for engaging new students. Outreach offers this program to local high school graduating seniors to increase the base enrollment of full-time students. Another focus is to assist high school seniors with college readiness by hosting workshops on college applications; providing placement testing for English and math; and registering students for the fall semester. Parents are also presented with an orientation of critical college information.

The College strives to register 1,000 or more high school seniors through the Early Welcome (EW) program. The Outreach department recruits students from various Orange County and Riverside County school districts. The majority of the participants come from Orange Unified.

For the past three years, SCC has offered the CROSSroads program to incoming high school seniors. The goal of the program is to help students to be college-ready by providing them with a review of fundamental math and English skills that will assist their placement into transfer-level courses. The English portion of the program consists of workshops taught by faculty who review key concepts of the writing process and conduct writing samples. The math portion consists of individualized computer math modules and a placement test. Students who do not place into college-level courses based on the CROSSroads tests have the opportunity to take the College’s test, thereby receiving another chance to avoid remediation. Every November, CROSSroads is promoted at the SCC Family Night event where high school seniors and their parents come to learn about the College's many programs and services. In fall 2015, 340 guests attended, including 140 high school students from 21 high schools.

The College’s efforts to develop, sustain, and strengthen relationships with key partners and stakeholders continues to take root in the local and surrounding communities. See Appendix A3 for a list of key partners.
Objective 2B: SUPPORT REGIONAL DEVELOPMENT BY BECOMING THE PRIMARY LOCAL SOURCE OF SKILLED EMPLOYEES FOR HIGH DEMAND OCCUPATIONS

Top Occupations for Orange County, 2014 - 2019

<table>
<thead>
<tr>
<th>Description</th>
<th>2014 Jobs</th>
<th>2019 Jobs</th>
<th>5-year Change*</th>
<th>5-year % Change</th>
<th>Openings**</th>
<th>Median Hrly Earnings</th>
<th>Typical Entry Level Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>General &amp; Operations Managers</td>
<td>28,348</td>
<td>29,858</td>
<td>1,510</td>
<td>5%</td>
<td>4,285</td>
<td>$53.47</td>
<td>Bachelor's degree</td>
</tr>
<tr>
<td>Registered Nurses</td>
<td>18,456</td>
<td>20,317</td>
<td>1,861</td>
<td>10%</td>
<td>3,787</td>
<td>$42.17</td>
<td>Associate's degree</td>
</tr>
<tr>
<td>Accountants and Auditors</td>
<td>17,731</td>
<td>18,758</td>
<td>1,027</td>
<td>6%</td>
<td>3,752</td>
<td>$32.07</td>
<td>Bachelor's degree</td>
</tr>
<tr>
<td>Nursing Assistants</td>
<td>8,695</td>
<td>10,219</td>
<td>1,524</td>
<td>18%</td>
<td>2,435</td>
<td>$13.11</td>
<td>Postsecondary non-degree</td>
</tr>
<tr>
<td>Management Analysts</td>
<td>11,993</td>
<td>13,261</td>
<td>1,268</td>
<td>11%</td>
<td>2,368</td>
<td>$37.04</td>
<td>Bachelor's degree</td>
</tr>
<tr>
<td>Medical Assistants</td>
<td>7,338</td>
<td>8,531</td>
<td>1,193</td>
<td>16%</td>
<td>1,997</td>
<td>$16.81</td>
<td>Postsecondary non-degree</td>
</tr>
<tr>
<td>Market Research Analysts and Marketing Specialists</td>
<td>8,666</td>
<td>9,923</td>
<td>1,257</td>
<td>15%</td>
<td>1,910</td>
<td>$31.85</td>
<td>Bachelor's degree</td>
</tr>
<tr>
<td>Licensed Practical and Licensed Vocational Nurses</td>
<td>6,569</td>
<td>7,559</td>
<td>990</td>
<td>15%</td>
<td>1,876</td>
<td>$23.75</td>
<td>Postsecondary non-degree</td>
</tr>
<tr>
<td>Teacher Assistants</td>
<td>11,779</td>
<td>12,261</td>
<td>482</td>
<td>4%</td>
<td>1,867</td>
<td>$16.42</td>
<td>Some college, no degree</td>
</tr>
<tr>
<td>Elementary School Teachers, Except Special Education</td>
<td>9,951</td>
<td>10,528</td>
<td>577</td>
<td>6%</td>
<td>1,797</td>
<td>$37.25</td>
<td>Bachelor's degree</td>
</tr>
<tr>
<td>Software Developers, Applications</td>
<td>9,129</td>
<td>10,052</td>
<td>923</td>
<td>10%</td>
<td>1,559</td>
<td>$48.54</td>
<td>Bachelor's degree</td>
</tr>
<tr>
<td>Dental Assistants</td>
<td>5,247</td>
<td>5,963</td>
<td>716</td>
<td>14%</td>
<td>1,310</td>
<td>$16.28</td>
<td>Postsecondary non-degree</td>
</tr>
<tr>
<td>Civil Engineers</td>
<td>4,539</td>
<td>5,181</td>
<td>642</td>
<td>14%</td>
<td>1,267</td>
<td>$45.69</td>
<td>Bachelor's degree</td>
</tr>
<tr>
<td>Computer User Support Specialists</td>
<td>7,274</td>
<td>7,880</td>
<td>606</td>
<td>8%</td>
<td>1,217</td>
<td>$26.62</td>
<td>Some college, no degree</td>
</tr>
<tr>
<td>Teachers and Instructors</td>
<td>5,942</td>
<td>6,573</td>
<td>631</td>
<td>11%</td>
<td>1,175</td>
<td>$18.73</td>
<td>Bachelor's degree</td>
</tr>
</tbody>
</table>

*Job growth or job loss
**Openings = new jobs created + job openings due to separations
Source: EMSI 2015.2

Rancho Santiago Community College District
Student Evaluation of the CTE Program, Employment Outcomes and College Preparation, 2015

<table>
<thead>
<tr>
<th>Overall satisfaction with education and training received</th>
<th>Santa Ana College</th>
<th>Santiago Canyon College</th>
<th>Statewide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent gains in percent of full-time employment after completing college coursework</td>
<td>47% to 55% +8%</td>
<td>56% to 63% +7%</td>
<td>35% to 47% +12%</td>
</tr>
<tr>
<td>Percent gains in hourly wage after completing college coursework</td>
<td>$18.72 to $24.83 +33%</td>
<td>$19.29 to $29.10 +51%</td>
<td>$18.07 to $24.24 +34%</td>
</tr>
</tbody>
</table>

Percent respondents who identified college coursework had an impact on their employment:

- ✔ Prepared me for possible new job: 21% Santa Ana College, 20% Santiago Canyon College, 23% Statewide
- ✔ Enabled me to learn skills that allowed me to stay in current job: 14% Santa Ana College, 16% Santiago Canyon College, 11% Statewide
- ✔ Enabled me to learn skills that allowed me to get a promotion at my same organization: 11% Santa Ana College, 15% Santiago Canyon College, 8% Statewide
- ✔ Enabled me to learn skills that allowed me to get a job at a new organization: 18% Santa Ana College, 12% Santiago Canyon College, 17% Statewide
- ✔ Enabled me to start my own business: 3% Santa Ana College, 3% Santiago Canyon College, 4% Statewide
- ✔ No impact on my employment: 10% Santa Ana College, 12% Santiago Canyon College, 13% Statewide

Source: CTE Employment Outcomes Survey (CTEOS), 2015
Rancho Santiago Community College District
Career Technical Education Core Indicators of Performance by College, 2013-2015

<table>
<thead>
<tr>
<th></th>
<th>2012-13</th>
<th>2013-14</th>
<th>2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technical Skill Attainment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Santa Ana College</td>
<td>84%</td>
<td>83%</td>
<td>82%</td>
</tr>
<tr>
<td>• Santiago Canyon College</td>
<td>96%</td>
<td>92%</td>
<td>85%</td>
</tr>
<tr>
<td>• Statewide</td>
<td>89%</td>
<td>89%</td>
<td>89%</td>
</tr>
<tr>
<td><strong>Completion (Credential, Certificate, Degree or Transfer-Ready)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Santa Ana College</td>
<td>81%</td>
<td>82%</td>
<td>85%</td>
</tr>
<tr>
<td>• Santiago Canyon College</td>
<td>31%</td>
<td>37%</td>
<td>50%</td>
</tr>
<tr>
<td>• Statewide</td>
<td>82%</td>
<td>82%</td>
<td>82%</td>
</tr>
<tr>
<td><strong>Persistence and Transfer</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Santa Ana College</td>
<td>89%</td>
<td>89%</td>
<td>89%</td>
</tr>
<tr>
<td>• Santiago Canyon College</td>
<td>69%</td>
<td>67%</td>
<td>74%</td>
</tr>
<tr>
<td>• Statewide</td>
<td>86%</td>
<td>87%</td>
<td>87%</td>
</tr>
<tr>
<td><strong>Employment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Santa Ana College</td>
<td>82%</td>
<td>71%</td>
<td>72%</td>
</tr>
<tr>
<td>• Santiago Canyon College</td>
<td>94%</td>
<td>93%</td>
<td>92%</td>
</tr>
<tr>
<td>• Statewide</td>
<td>82%</td>
<td>81%</td>
<td>81%</td>
</tr>
<tr>
<td><strong>Nontraditional Participation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Santa Ana College</td>
<td>13%</td>
<td>14%</td>
<td>15%</td>
</tr>
<tr>
<td>• Santiago Canyon College</td>
<td>5%</td>
<td>8%</td>
<td>8%</td>
</tr>
<tr>
<td>• Statewide</td>
<td>22%</td>
<td>23%</td>
<td>22%</td>
</tr>
<tr>
<td><strong>Nontraditional Completions</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Santa Ana College</td>
<td>19%</td>
<td>21%</td>
<td>21%</td>
</tr>
<tr>
<td>• Santiago Canyon College</td>
<td>19%</td>
<td>22%</td>
<td>22%</td>
</tr>
<tr>
<td>• Statewide</td>
<td>25%</td>
<td>27%</td>
<td>28%</td>
</tr>
</tbody>
</table>

Source: California Community Colleges Chancellor’s Office, Career Technical Education (Perkins IV)

The District and Colleges have taken the lead in a number of CTE areas through grant awards from the California Community Colleges Chancellor’s Office for the Doing What Matters Initiative, highlighted in Vice President Biden’s report to the President on model programs for preparing Americans for jobs (Ready to Work: Job-Driven Training and American Opportunity, July 2014, p. 30). The District was awarded the statewide Sector Navigator for Information Communications Technology/Digital Media grant, which has built extensive relationships with industry leaders throughout the state to keep the ICT/Digital Media programs up-to-date with employment trends of these industries. A major accomplishment of the ICT Sector Navigator was the creation of the IT Technician Pathway, which is available to all California Community Colleges.

The Colleges also partner in the Orange County Department of Education’s OC Career Pathways Trust project to engage K-12, community colleges, and business and non-profit partners in building strong pathways in ICT/Digital Media, Health/Biotechnology, and Manufacturing. These efforts secured more than $11 million to invest in strengthening CTE programs to better serve students and employers and to contribute to workforce and economic development in the region.

In the fulfillment of its mission, to enhance the economic development of the region, the RSCCD Foundation has engaged community partners to increase access to and expand economic and workforce development of services provided by the District’s programs. The RSCCD Foundation has secured more than $250,000 from AT&T, Chevron, State Farm, Union Bank, U.S. Bank, Valley Economic Development Center, and Wells Fargo Bank.

**Santa Ana College**
With over 80 areas of study at Santa Ana College that lead to employment in regional occupations and a doubling of degrees and certificates (exclusive of transfer certification) since 2008, SAC contributes significantly to the workforce in Central Orange County. These industry-supported programs include Welding, Auto Technology, Occupational Therapy, Nursing, the Criminal Justice and Fire Academies, and Pharmacy Technician.
Santa Ana College has also been approved by the California Community Colleges Chancellor’s Office as one of 15 community colleges to participate in the baccalaureate degree pilot program and will be offering a Bachelor of Science degree in Occupational Studies commencing fall 2017.

Santa Ana College participates in the CTE LaunchBoard, a statewide data system to track K-12 participation in CTE programs and then into the workforce. The College will also be participating in the CTE Employment Outcomes Survey to glean information related to whether students became employed within their fields of study, if coursework positively affected their earning potential, and how the College can improve.

The College was awarded a grant for the National Science Foundation for the OC Biotechnology Collaborative Partnership project in collaboration with SCC and Fullerton College. Through this project, the Colleges will align and strengthen their biotechnology programs and provide instruction modeled on real-world biotechnology and research laboratories to produce high-quality graduates to meet the region’s workforce need. Santa Ana College is also a partner with UCI on their National Science Foundation I-USE grant to strengthen engineering transfer pathways.

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

- More than half (65% to 75%) of RN graduates found employment in health care within six months of graduation.
- Most (96%) of the Occupational Therapy Assistant program’s NBCOT certification awardees found work as therapy assistants within two months of certification.
- More than four-fifths of the International Business students who became certified Global Business Professionals have found jobs in the field.
- Seventy-eight percent of the Pharmacy Technology program graduates found jobs in the field.

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

Santiago Canyon College

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

The College leads the state’s largest Joint Apprenticeship Training Centers (JATCs) in carpentry, electrician, maintenance mechanic, operating engineers, power lineman, and surveying. The College’s partnerships with local trade unions is a formula for success that provides employers with skilled state-indentured Apprentices and Journeymen who earn a livable wage as well as earn college credit that is applicable toward an Associate of Science Degree or Certificate of Achievement.

The Career Pathways Trust–OC Teacher Pathway Partnership program is a regional collaboration directed by SCC to engage high school students in paraprofessional educator courses and work experience and internships in order to increase interest and enrollment in SAC, SCC, and Fullerton College teacher pathway programs as well as to increase transfer to CSUF’s Teacher Education Program. The project design focuses on engaging underrepresented students in teacher pathways and on strengthening effective STEM instruction to diversify and improve the teaching workforce.

Santiago Canyon College’s Biotechnology Program is considered a model statewide for both the Biotech Initiative and the State Chancellor’s Office “Doing What Matters” framework. The program was supported by the RSCCD CTE Collaborative SB1070 Grant.

The College supports the Water Utility Science (WUS) program serving approximately 200 students annually and prepares and advances students within high paying Water and Wastewater Career Pathways. Donations from the Southern California Water Utilities Association are used toward water demonstration lab kits, allowing students to have a better hands-on experience in class. This necessary equipment demonstrates the fundamentals of water chemistry for process laboratories and treatment
plants to ultimately train highly skilled employees for high demand occupations.

Santiago Canyon College is the fiscal agent for the Los Angeles/Orange County Regional Consortium, the convening group for CTE program approval and the CTE collaborative among the 27 colleges in the LA/OC area.

The College participated in the 2015 CTE Employment Outcomes Survey. Designed to gather information on employment outcomes for students participating in CTE programs at California community colleges, the survey aims to determine whether students were able to find employment within their field of study. The survey also investigated if the students’ community college coursework positively affected their earning potential and in what way CTE programs can be improved. Of the 1,310 former students contacted either by e-mail, mail, or phone, 269 responded to the survey yielding a 21% response rate, up nine percentage points from the previous survey. Highlights from the survey show that:

- Ninety-three percent of respondents indicated they were either satisfied or very satisfied with the education and training they received at Santiago Canyon College.
- Eighty-one percent of respondents indicated that they are employed for pay.
- Forty-eight percent of respondents indicated they are working in the same field as their studies and training, and twenty-three percent indicated they work in a field that is “close” to their studies and training.
- The hourly wage of all respondents increased fifty-one percent from their hourly wage before their studies ($19.29) to their hourly wage after completing their studies ($29.10).

Santiago Canyon College will also be participating in the next CTE Employment Outcomes Survey, which will be conducted in 2016.
GOAL #3: RSCCD will annually improve the rates of course completion and completion of requirements for transfer, degrees, certificates, and diplomas.

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

Market Share of the Top 15 Associate Degree Programs by Orange County Community College Districts, 2014-15

<table>
<thead>
<tr>
<th>Program</th>
<th>Coast CCD</th>
<th>North Orange CCD</th>
<th>South County CCD</th>
<th>Rancho Santiago CCD</th>
<th>SAC</th>
<th>SCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration of Justice</td>
<td>29.30%</td>
<td>40.30%</td>
<td>16.00%</td>
<td>14.40%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biological and Physical Sciences (and Mathematics)</td>
<td>33.30%</td>
<td>23.90%</td>
<td>5.20%</td>
<td>37.60%</td>
<td>15.00%</td>
<td>22.60%</td>
</tr>
<tr>
<td>Business Administration</td>
<td>44.40%</td>
<td>17.10%</td>
<td>18.80%</td>
<td>19.60%</td>
<td>8.60%</td>
<td>11.00%</td>
</tr>
<tr>
<td>Business Management</td>
<td>30.90%</td>
<td>53.20%</td>
<td>2.50%</td>
<td>13.50%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry, General</td>
<td>37.70%</td>
<td>19.50%</td>
<td>27.90%</td>
<td>14.80%</td>
<td>7.40%</td>
<td>7.40%</td>
</tr>
<tr>
<td>Humanities</td>
<td>1.50%</td>
<td>0.00%</td>
<td>1.50%</td>
<td>97.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>43.50%</td>
<td>46.90%</td>
<td>9.50%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Liberal Arts and Sciences, General</td>
<td>49.40%</td>
<td>21.40%</td>
<td>11.40%</td>
<td>17.70%</td>
<td>6.80%</td>
<td>10.90%</td>
</tr>
<tr>
<td>Liberal Studies</td>
<td>4.90%</td>
<td>0.20%</td>
<td>90.60%</td>
<td>4.20%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management Dvlpmnt &amp; Suprvsn</td>
<td>98.60%</td>
<td>0.00%</td>
<td>1.40%</td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics, General</td>
<td>28.00%</td>
<td>23.30%</td>
<td>27.50%</td>
<td>21.10%</td>
<td>4.20%</td>
<td>16.90%</td>
</tr>
<tr>
<td>Psychology, General</td>
<td>32.90%</td>
<td>20.20%</td>
<td>25.00%</td>
<td>21.80%</td>
<td>11.80%</td>
<td>10.00%</td>
</tr>
<tr>
<td>Registered Nursing</td>
<td>25.30%</td>
<td>20.50%</td>
<td>29.00%</td>
<td>25.30%</td>
<td>25.30%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Sociology</td>
<td>23.90%</td>
<td>45.30%</td>
<td>11.80%</td>
<td>18.90%</td>
<td>12.70%</td>
<td>6.20%</td>
</tr>
<tr>
<td>Speech Communication</td>
<td>46.10%</td>
<td>15.30%</td>
<td>27.90%</td>
<td>10.80%</td>
<td>0.30%</td>
<td>10.50%</td>
</tr>
</tbody>
</table>

Source: California Community Colleges Chancellor’s Office, DataMart

Market Share of the Top 15 Certificate Programs by Orange County Community College Districts, 2014-15

<table>
<thead>
<tr>
<th>Program</th>
<th>Coast CCD</th>
<th>North Orange CCD</th>
<th>South County CCD</th>
<th>Rancho Santiago CCD</th>
<th>SAC</th>
<th>SCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer Studies</td>
<td>35.70%</td>
<td>0.00%</td>
<td>36.80%</td>
<td>27.50%</td>
<td>15.40%</td>
<td>12.10%</td>
</tr>
<tr>
<td>Accounting</td>
<td>8.90%</td>
<td>0.70%</td>
<td>19.70%</td>
<td>70.70%</td>
<td>70.60%</td>
<td>0.10%</td>
</tr>
<tr>
<td>Fire Technology</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>100.00%</td>
<td>100.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Cosmetology and Barbering</td>
<td>19.10%</td>
<td>20.60%</td>
<td>28.90%</td>
<td>31.40%</td>
<td>0.00%</td>
<td>31.40%</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>5.00%</td>
<td>39.80%</td>
<td>5.00%</td>
<td>50.20%</td>
<td>50.20%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Business Administration</td>
<td>5.80%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>5.10%</td>
<td>5.10%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>8.40%</td>
<td>0.00%</td>
<td>17.60%</td>
<td>73.90%</td>
<td>73.90%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Machining and Machine Tools</td>
<td>30.00%</td>
<td>2.10%</td>
<td>0.00%</td>
<td>67.90%</td>
<td>67.90%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Environmental Control Tech.</td>
<td>24.70%</td>
<td>75.30%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Administration of Justice</td>
<td>45.90%</td>
<td>2.20%</td>
<td>5.90%</td>
<td>45.90%</td>
<td>45.90%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Computer Networking</td>
<td>50.80%</td>
<td>24.20%</td>
<td>25.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Child Development/Early Care and Education</td>
<td>0.00%</td>
<td>1.60%</td>
<td>75.00%</td>
<td>23.40%</td>
<td>23.40%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>47.10%</td>
<td>43.00%</td>
<td>9.90%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Electrical Systems &amp; Pwr Trans</td>
<td>0.00%</td>
<td>0.00%</td>
<td>100.00%</td>
<td>0.00%</td>
<td>100.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Paralegal</td>
<td>42.70%</td>
<td>22.70%</td>
<td>0.00%</td>
<td>19.10%</td>
<td>19.10%</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

Source: California Community Colleges Chancellor’s Office, DataMart
### Rancho Santiago Community College District

#### Degrees, Certificates and Diplomas Awarded by College, 2011-2015

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AA/AS Degrees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Santa Ana College</td>
<td>1521</td>
<td>1628</td>
<td>1715</td>
<td>1627</td>
</tr>
<tr>
<td>Santiago Canyon</td>
<td>865</td>
<td>1077</td>
<td>1141</td>
<td>1341</td>
</tr>
<tr>
<td><strong>AA-T/AS-T Degrees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Santa Ana College</td>
<td>6</td>
<td>63</td>
<td>193</td>
<td>396</td>
</tr>
<tr>
<td>Santiago Canyon</td>
<td>2</td>
<td>97</td>
<td>228</td>
<td>355</td>
</tr>
<tr>
<td><strong>Certificates of Achievement</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Santa Ana College</td>
<td>1059</td>
<td>1157</td>
<td>1324</td>
<td>1474</td>
</tr>
<tr>
<td>Santiago Canyon</td>
<td>992</td>
<td>1488</td>
<td>1273</td>
<td>1388</td>
</tr>
<tr>
<td><strong>Certificates of Proficiency</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Santa Ana College</td>
<td>150</td>
<td>165</td>
<td>158</td>
<td>222</td>
</tr>
<tr>
<td>Santiago Canyon</td>
<td>53</td>
<td>89</td>
<td>1024</td>
<td>181</td>
</tr>
<tr>
<td><strong>High School Diplomas</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAC School of Continuing Education</td>
<td>144</td>
<td>211</td>
<td>162</td>
<td>135</td>
</tr>
<tr>
<td>SCC School of Continuing Education</td>
<td>60</td>
<td>51</td>
<td>58</td>
<td>69</td>
</tr>
<tr>
<td><strong>Certificates of Completion</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAC School of Continuing Education</td>
<td>2306</td>
<td>1462</td>
<td>2505</td>
<td>1269</td>
</tr>
<tr>
<td>SCC School of Continuing Education</td>
<td>3609</td>
<td>3712</td>
<td>1672</td>
<td>1129</td>
</tr>
</tbody>
</table>

Source: SAC and SCC Graduation Offices, Schools of Continuing Education, RSCCD Research Department

### Rancho Santiago Community College District

#### Transfers to Four-Year Universities by College, 2011-2015

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Santa Ana College</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSUs campuses</td>
<td>1063</td>
<td>950</td>
<td>1077</td>
<td>1036</td>
</tr>
<tr>
<td>UCs campuses</td>
<td>163</td>
<td>172</td>
<td>188</td>
<td>207</td>
</tr>
<tr>
<td>Private/Out-of-State</td>
<td>673</td>
<td>730</td>
<td>722</td>
<td>880</td>
</tr>
<tr>
<td><strong>Santiago Canyon College</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSUs campuses</td>
<td>462</td>
<td>512</td>
<td>608</td>
<td>645</td>
</tr>
<tr>
<td>UCs campuses</td>
<td>88</td>
<td>114</td>
<td>136</td>
<td>148</td>
</tr>
<tr>
<td>Private/Out-of-State</td>
<td>292</td>
<td>335</td>
<td>359</td>
<td>357</td>
</tr>
</tbody>
</table>

Source: RSCCD Research Department, National Student Clearinghouse

In the early 1990s, staff and faculty identified and the Board of Trustees approved 12 Measures of Success (see Appendix B), which describe the effectiveness of the District, its Colleges, and their programs. The RSCCD Research Department regularly monitors and presents the data to the college community for its assessment to ensure excellence in their respective areas. The data are also presented to the Board of Trustees at their annual planning session for consideration and comments.

The RSCCD Research Department also conducts “regular” statistical studies to assist policy and program planning and development and “special” studies to meet departmental, institutional, and mandated needs, at the requests of faculty and staff to ensure departments/units provide quality programs. The department also annually monitors, publishes, and disseminates the educational goal completion data for university transfer, associate degrees, certificates of achievement and proficiency, and high school diplomas and certificates of completion for the noncredit programs. These reports are disseminated to college staff and posted on the RSCCD Research Department webpage for reference.

In analyzing the top 15 associate degree programs among Orange County college districts, RSCCD has a quarter or more of the market share in the following programs: humanities (97%), biological and physical sciences (and math) (37.6%), and registered nursing (25.3%). In reviewing the certificate programs offered, RSCCD has the monopoly in two programs (fire technology certificate at SAC and electrical systems and power transmission at SCC – both at...
There are also seven certificate programs with more than a quarter of the market share, ranging from transfer studies to administration of justice to medical assisting to cosmetology and barbering). In certain areas, SAC and SCC have more than the share of the market, whereas in other areas, the Colleges have not tapped into the market. Faculty and staff continually assess the needs of the community and offer courses that reflect those needs.

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

The SAC Research Department has been amplified with a Research Analyst, an Equity Coordinator, and a soon-to-be hired Director of College Research. This, in cooperation with the district Research Department, serves as a source of data used for both short-term and longitudinal analysis.

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

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

Also using data retrieved from the RSCCD Research Department, SAC analyzes the information as part of the program review process. Discussions of the data routinely occur during meetings with instructional deans. As a result of the planning activities in Academic Affairs during 2014-15 and evaluation of the available data, SAC has developed class schedules based on current Associate Degrees for Transfer (ADT) pathways as well as pathways for CTE programs, in an effort to increase the number of completions in transfer, degree, and certificate programs.

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

Continuing Education Program
The Santa Ana College School of Continuing Education is currently in the process of aligning its planning efforts in the Adult Education Block Grant, Basic Skills, Workforce Innovation Opportunity Act (WIOA), and Student Success and Support Program (SSSP) plans. The integrated plan is to develop overall goals and to demonstrate the work that is being done in each one of these plans to support the goal. A matrix is being created that shows the goals and the work that is being done to support the goal as part of each of these projects.

Santiago Canyon College
In 2015, data pertaining to SCC’s institution-set standards for successful course completion (63%), degrees awarded (600), transfers to four-year
institutions (650), and number of certificates awarded were collected and analyzed.

- In fall 2014, SCC students collectively contributed to an overall successful course completion rate of sixty-nine percent, exceeding the standard of sixty-three percent.
- In 2014-15, SCC awarded 327 more degrees than in 2013-14. This is a twenty-four percent increase over the previous academic year.
- In the same year, SCC awarded 115 more certificates of achievement than in 2013-14. This is a nine percent increase over the previous academic year.
- The SCC transfer count is 1,150 for 2014-15, an increase of four percent over the previous year. Six hundred and forty-five students transferred to a California State University, 148 to a University of California, and 357 to private or out-of-state institutions.

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

Data research and analysis performed to support the development of the SCC Student Equity Plan identified several instances of disproportionate impact and revealed a number of barriers related to student success in 2014-15:

- The successful course completion rate of foster youths was fifty-one percent, significantly below the college-wide average;
- Seventeen percent of students were placed on academic probation. Groups disproportionately impacted are Pacific Islanders, DSPS students, foster youth, low-income, and Veterans;
- Thirty percent of students were placed into transfer-level mathematics courses. Student groups placing into transfer-level mathematics at disproportionately lower rates were African-American, Latino, DSPS, low-income, and foster youth students; and
- Lower proportions of African American, Latino, and foster youth students achieved degree completion. Latino, DSPS, foster youth, low-income and Veteran student groups transferred to four-year schools at disproportionately lower rates as well.

Santiago Canyon College’s Student Equity Plan outlines activities that address these as well as other areas of disproportionate impact. Each year, research is planned to evaluate identified strategies designed to increase student success and achievement for disproportionately impacted groups, and annual evaluations of identified strategies are to be incorporated into the SCC Student Equity Plan in each subsequent year.
Objective 3B. ACADEMIC SUPPORT SERVICES, STUDENT SUPPORT SERVICES AND GRANTS PROVIDE INTEGRATED APPROACHES TO STUDENT SUCCESS AND ACHIEVEMENT

Rancho Santiago Community College District
Entitlements Grants by Site
2011-12 through 2014-15

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>District Operations</td>
<td>$3,909,946</td>
<td>$3,584,741</td>
<td>$2,999,739</td>
<td>$18,117,609*</td>
</tr>
<tr>
<td>Santa Ana College</td>
<td>$8,719,702</td>
<td>$8,629,901</td>
<td>$9,509,153</td>
<td>$14,284,152</td>
</tr>
<tr>
<td>Santiago Canyon College</td>
<td>$3,215,610</td>
<td>$3,173,941</td>
<td>$3,863,141</td>
<td>$5,824,222</td>
</tr>
</tbody>
</table>

*Career Technical Education-Enhancement Fund (CTE EF) distributed to RSCCD as regional fiscal agent. $15,900,261 of the $16,695,274 distributed to colleges in LA and OC for their work.

Source: RSCCD Resource Development

Rancho Santiago Community College District
Course Success for Academic Support Services by College
2012-13 through 2014-15

<table>
<thead>
<tr>
<th></th>
<th>Participant</th>
<th>Non-Participant</th>
<th>Participant</th>
<th>Non-Participant</th>
<th>Participant</th>
<th>Non-Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Ana College</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Learning Center</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>72%</td>
<td>70%</td>
</tr>
<tr>
<td>• Math Center</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>59%</td>
<td>53%</td>
</tr>
<tr>
<td>• Library Bibliographic Instruction</td>
<td>70%</td>
<td>69%</td>
<td>72%</td>
<td>71%</td>
<td>72%</td>
<td>71%</td>
</tr>
<tr>
<td>Santiago Canyon College</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Tutoring Center</td>
<td>71%</td>
<td>70%</td>
<td>71%</td>
<td>72%</td>
<td>72%</td>
<td>73%</td>
</tr>
<tr>
<td>• MaSH Center</td>
<td>61%</td>
<td>54%</td>
<td>60%</td>
<td>54%</td>
<td>63%</td>
<td>55%</td>
</tr>
<tr>
<td>• Library Circulation Desk</td>
<td>73%</td>
<td>69%</td>
<td>72%</td>
<td>67%</td>
<td>72%</td>
<td>73%</td>
</tr>
<tr>
<td>• Library Bibliographic Instruction</td>
<td>72%</td>
<td>70%</td>
<td>71%</td>
<td>67%</td>
<td>79%</td>
<td>73%</td>
</tr>
</tbody>
</table>

Source: SAC and SCC Library, SCC Institutional Effectiveness Office, RSCCD Research Department

Rancho Santiago Community College District
Student Support Initiatives for Integrated Approaches by College
2014-15

<table>
<thead>
<tr>
<th></th>
<th>Amount Funded</th>
<th># students Impacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Ana College</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• BSI</td>
<td>$550,382</td>
<td>27,197</td>
</tr>
<tr>
<td>• Equity</td>
<td>$1,188,918</td>
<td>61,913</td>
</tr>
<tr>
<td>• Credit SSSP</td>
<td>$3,538,029</td>
<td>42,144</td>
</tr>
<tr>
<td>• Non-Credit SSSP</td>
<td>$1,158,027</td>
<td>29,846</td>
</tr>
<tr>
<td>Santiago Canyon College</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• BSI</td>
<td>$177,839</td>
<td>9,606</td>
</tr>
<tr>
<td>• Equity</td>
<td>$422,328</td>
<td>27,758</td>
</tr>
<tr>
<td>• Credit SSSP</td>
<td>$1,318,136</td>
<td>16,563</td>
</tr>
<tr>
<td>• Non-Credit SSSP</td>
<td>$555,479</td>
<td>11,318</td>
</tr>
</tbody>
</table>

Sources: RSCCD Resource Development, RSCCD Research Department
Rancho Santiago Community College District provides extensive academic support services, student support services, and integrated approaches to deliver services through a number of entitlement grant allocations, e.g., Career Technical Education Act, Carl Perkins Funds; Basic Skills Initiative; Educational Opportunity Program and Services (low-income, first-generation); CalWORKs; Temporary Cash Assistance for Needy Families (TANF); Cooperative Agencies Resources for Education (CARE); Disabled Students Program and Services; and Workforce Investment Act II. These projects lead to increased integration of approaches and collaboration among the campuses’ academic and support services.

In 2013-14, SAC and SCC received allocation for Student Support Services Program (SSSP) funding. The SSSP funds have significantly expanded counseling and advisement services to ensure that more students complete assessments, participate in orientation, and have educational plans aligned with their educational goals. In 2014-15, the state allocated funds for Student Equity, which represents another campus-wide effort to provide academic and student support services through integrated approaches to improve equitable access and achievement. Each College reviewed access and achievement data for various populations, such as race/ethnicity, foster youth, veterans, low-income, etc.) to identify areas that showed disproportionate impact, and each College developed plans to implement strategies to reduce the disparities in achievement.

In 2014-15, the District received a large allocation Career Technical Education – Enhancement Fund (CTE-EF) through Senate Bill 858 to infuse funds for community colleges to develop and enhance CTE programs. The California Community Colleges Chancellor’s Office allocated CTE-EF by region, and the District was selected by Los Angeles and Orange County (LA/OC) Colleges to serve as the fiscal agent to disburse each College’s portion of CTE-EF. The District receives and reviews quarterly reports, monitors activities for compliance, approves payment, facilities approval, and conducts audit services.

Other funds allocated to the District over the years include the administrative allocation for Career Technical Education Act, Carl Perkins Funds, Assembly Bill 1725, Child Development, and a modest portion of Matriculation funds.

Santa Ana College
Santa Ana College has updated its Strategic Plan to draw further attention to student success and student equity. The revised plan was approved by all constituency groups. Then recommended changes were made to the governance structure.

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

To support the goals of institutional effectiveness, new positions have been established, including research analysts, an equity coordinator, an SLO coordinator, and a soon-to-be hired director of research.

Academic pathways have been established for student programs, including three distance education pathways, which have been posted on the Academic Affairs website and department websites to broadcast the College’s commitment pathways.

Elementary and Intermediate Algebra were accelerated and split into two pathways. Equity has underwritten the faculty costs for coordination, training stipends, instructional assistants in the classrooms, assessment, and classroom technology. The acceleration alone should triple the number of students who complete basic skills and/or the first transfer level math course. The two pathways are split between Business and STEM (BSTEM) and Statistics and Liberal Arts Math (SLAM). Intermediate Algebra is a course required for the AA and AS for degree, as well as a requirement for many science and social science courses. Therefore, this
work had to be coordinated with several departments to make sure that prerequisites matched and curriculum was aligned. In addition, because these are the two largest courses at the College, significant work has been done with assessment, outreach, and counseling to insure that students are appropriately guided.

In coordination with Outreach, the faculty, counseling, and research, an at-risk peer mentoring program has been established by the College. The program is multi-faceted. At the beginning of the semester, incoming freshmen and at-risk students are contacted to go over services and activities that the College has to offer and to give guidance. In mid-semester, students who are identified by faculty using Early Alert are contacted with information regarding instructional services and counseling services to get back on track and fulfill needs. At the end of the semester, basic skills students and freshmen are contacted to help provide guidance for the next math and English course in their sequence. This program will be expanded to include students who are planning to transfer and those that are on probation. The goal of the program is to provide students with a persistent contact and interaction with the College.

Equity has underwritten the expansion of hours for the Math Center, the Learning Center, the Library and the Academic Computing Center. Students have frequently expressed a lack of study places in the evenings and a lack of services at non-classroom hours. Many students at the College live in multiple-person households and need quiet or studious atmospheres to study. Furthermore, many of them need access to writing and math tutors and computers to do their work. Each of the centers is now open on the weekend for four additional hours.

This infrastructure and enrollment management is supported by the expansion of accelerated course completion pathways and articulation agreements.

Continuing Education Program
The School of Continuing Education has made a concerted effort to enhance basic skills through supplemental learning and professional development, as follows:

- Expanded embedded counseling to include ESL Intermediate 3 classes and enhanced programs and student services and educational planning to ESL students;
- Facilitated the transition activities and articulation agreements between noncredit and credit curriculum, department approval for new textbooks and courses. Discussed with credit the noncredit Algebra 1B math curriculum and how it fits with SAC articulation agreement. Participated in partnership meetings with math faculty from credit and SAUSD;
- Facilitated the development of the five new ABE Academic Vocabulary courses in five discipline areas and created pathways to high school courses with the basic skills of academic vocabulary in a specific subject area;
- Expanded the tutoring program to include ESL Intermediate 3 by hiring and training of tutors fall, spring, and summer sessions; and
- Expanded Professional Development activities by offering meetings at various times and days to increase participation and involve all disciplines.

Santiago Canyon College
Beginning in 2014-15, Santiago Canyon College convened college leaders and coordinators of the major student support initiatives (Credit SSSP, Noncredit SSSP, Student Equity, and the Basic Skills Initiative) to create the Initiatives Integration Work Group. This work group was designed under the advisement of the Vice President of Student Services to help the College better understand the scope of work involved with each initiative and the impact each has, individually and collectively, on student success and achievement. Some of the questions the work group has been tasked with are:

- Is what we are doing positively benefiting students targeted by each initiative and what implications does that have for the college?
- What data are we collecting for one initiative that might help inform another?
- Are there redundancies in initiative activities that can be eliminated thus maximizing categorical dollar use and student benefit?
- Are there areas where one initiative may be able to pick up where another may be restricted in order to provide more seamless service to students?

As a result of the work done by the Initiatives Integration Work Group, the college has focused its attention in three main areas to maximize the State’s investment.

In the area of professional development, the College has been involved in On-Course training; held a
Student Equity Institute; provided training for learning communities, integrated learning, and accelerated learning; and held a Student Services Program Leaders Equity Retreat.

In the area of student support, the College continues to offer CROSSroads and Strategies of Algebra Readiness (SOAR) programs; Family Night and Early Welcome; tutoring for Adult Basic Education and High School Subjects courses; Early Alert; and academic probation intervention workshops. In collaboration with District ITS, a new student portal has also been implemented.

In the area of assessment and evaluation, the College has improved the assessment of student learning outcomes and service area outcomes and is beginning to investigate outcomes assessment through an equity lens to determine disproportionate impact.

Learning support services is a new area of focus for the College and improvements to CI Track, a tool the District uses to track attendance and use of special services that will lead to more consistent and easily accessible data for areas like the Tutoring Center, MaSH, the Writing Center, library services, the STAR Center, and Academic Success Center.

Additionally, through the accreditation self-evaluation process, SCC identified a need to streamline its academic support services. An actionable improvement plan was developed directing the College to “examine the feasibility of creating a centralized Student Success Center that may include the Academic Success Center, Math Study Hall (MaSH), Science Teaching and Resource Center (STAR), Supplemental Instruction, Writing Center, and Tutoring Center.” With clearer and more consistent data SCC will be able to identify areas where academic support and student support services complement each other to further integrate the institution’s support structure.
Objective 3C. IDENTIFY ECONOMIC BARRIERS TO STUDENT ACHIEVEMENT

Rancho Santiago Community College District
Top Three Areas Low-Income Students are Disproportionately Impacted, 2015

<table>
<thead>
<tr>
<th></th>
<th>Disproportionately Impact Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Ana College</td>
<td>Degree &amp; Certificate Completion</td>
</tr>
<tr>
<td></td>
<td>Course Completion</td>
</tr>
<tr>
<td></td>
<td>Transfers to Universities</td>
</tr>
<tr>
<td>Santiago Canyon College</td>
<td>Math Placement</td>
</tr>
<tr>
<td></td>
<td>Academic Probation</td>
</tr>
<tr>
<td></td>
<td>Transfers to Universities</td>
</tr>
</tbody>
</table>

Sources: SAC and SCC Student Equity Plans

Rancho Santiago Community College District
Financial Assistance Award Summary by College
2011-12 through 2014-15

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Ana College</td>
<td>$23,198,505</td>
<td>$23,623,373</td>
<td>$28,185,406</td>
<td>$29,370,762</td>
</tr>
<tr>
<td>BOG Waiver</td>
<td>$6,868,316</td>
<td>$8,779,922</td>
<td>$9,976,697</td>
<td>$10,809,659</td>
</tr>
<tr>
<td>Grants</td>
<td>$14,465,989</td>
<td>$13,222,062</td>
<td>$16,423,607</td>
<td>$17,153,301</td>
</tr>
<tr>
<td>Loans</td>
<td>$1,672,903</td>
<td>$1,411,420</td>
<td>$1,566,294</td>
<td>$1,191,466</td>
</tr>
<tr>
<td>Work-Study</td>
<td>$191,297</td>
<td>$209,969</td>
<td>$218,808</td>
<td>$216,606</td>
</tr>
<tr>
<td>Santiago Canyon College</td>
<td>$8,770,849</td>
<td>$9,424,875</td>
<td>$11,470,681</td>
<td>$11,397,002</td>
</tr>
<tr>
<td>BOG Waiver</td>
<td>$2,378,606</td>
<td>$3,155,435</td>
<td>$4,036,175</td>
<td>$3,969,672</td>
</tr>
<tr>
<td>Grants</td>
<td>$5,394,072</td>
<td>$5,428,376</td>
<td>$6,666,839</td>
<td>$6,818,281</td>
</tr>
<tr>
<td>Loans</td>
<td>$922,801</td>
<td>$758,161</td>
<td>$860,788</td>
<td>$512,126</td>
</tr>
<tr>
<td>Work-Study</td>
<td>$75,370</td>
<td>$82,903</td>
<td>$86,879</td>
<td>$96,923</td>
</tr>
</tbody>
</table>

Source: California Community Colleges Chancellor’s Office; DataMart

Rancho Santiago Community College District
Number of Financial Aid, EOPS/CARE/CalWorks Participants by College
2011-12 through 2014-15

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Ana College</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>14,131</td>
<td>13,832</td>
<td>14,376</td>
<td>16,066</td>
</tr>
<tr>
<td>EOPS &amp; CARE</td>
<td>58</td>
<td>40</td>
<td>43</td>
<td>35</td>
</tr>
<tr>
<td>EOPS participant</td>
<td>1,072</td>
<td>928</td>
<td>1,059</td>
<td>1,206</td>
</tr>
<tr>
<td>CalWorks participant</td>
<td>252</td>
<td>217</td>
<td>233</td>
<td>254</td>
</tr>
<tr>
<td>Santiago Canyon College</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>5,338</td>
<td>5,293</td>
<td>5,448</td>
<td>6,459</td>
</tr>
<tr>
<td>EOPS &amp; CARE</td>
<td>15</td>
<td>13</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>EOPS participant</td>
<td>286</td>
<td>274</td>
<td>322</td>
<td>320</td>
</tr>
<tr>
<td>CalWorks participant</td>
<td>86</td>
<td>73</td>
<td>52</td>
<td>49</td>
</tr>
</tbody>
</table>

Source: California Community Colleges Chancellor’s Office; DataMart
The District has identified a number of measures to show potential economic barriers to student achievement: amount of funds and number of students receiving BOG waivers and financial aid; needs assessments conducted by EOPS, CARE, and CalWorks. However, much of the work of disaggregating data by sub-groups has been conducted at the Colleges as part of the Student Equity Plans. Faculty and staff review data and implement strategies to ensure that groups identified as disproportionately impacted have opportunities for success.

The Colleges continue to award a large amount of waivers, grants, and work-study. However, the number of loans has slightly decreased due to orientation meetings in which students are informed of their loan payment responsibilities. At the same time, the number of students receiving financial aid, EOPS, CARE, and CalWorks services has increased in the four years. Detailed data are available from the SAC/SCC Financial Aid and EOPS Offices and the RSCCD Research Department.

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

Santa Ana College
Santa Ana College has long recognized that economic barriers are a powerful restraining force that works against completion. To counteract that, the College has developed strategies that push financial support information into the feeder schools where thousands of students and parents are connected to funding that makes college possible every year. By coordinating supplemental funding for students within SAC and beyond through the Santa Ana Partnership, the College has been able to add more than $500,000 of direct philanthropic support to minimize the number of hours students work while at SAC. As a result, this accelerates progress toward completion. Recent examples include centering SAC’s Centennial Campaign on scholarship development (the SAC Foundation has already exceeded its fundraising goal and is still working on fund development) and the growth of endowments with the O.C. Community Foundation and the Hispanic Education Endowment. The campaign also has a strategy involving Santa Ana restaurants in the historic core. A brochure entitled, “How to Pay for College at SAC” will help to broadcast the numerous ways that students can get help meeting higher education expenses at the College.

The Office of Student Equity in conjunction with counseling, MESA and the Transfer Center, fund several activities to give low income students opportunities to do research and to visit four-year universities. Student Equity will fund several trips for low-income students to visit UC Berkeley, UC Davis, UC Irvine, CSU Fullerton and Chapman University so students may see the campus, ask questions, and better understand resources available. Other trips for students exploring transfer into Career and Technical Education fields will also be funded, including a Fire Tech trip to the University of Alaska. In addition to these trips, Student Equity will be funding a 50% Financial Aid Analyst to work in the Transfer Center to help students complete financial aid packages for transfer to four-year colleges.

To create more equitable outcomes in course completion, the Office of Student Equity is funding expanded tutoring and instructional assistance in the Math Center and Learning Center. These instructional resource centers allow students to get outside-of-class assistance that would otherwise be unavailable, including directed learning activities (DLAs), one-on-one, and small group tutoring. The expansion of the hours in these centers, as well as the Library and the Academic Computing Center, will allow low-income students who may not have safe and productive study spaces at home greater access to instructional resources.

At SAC, Student Equity in conjunction with SSSP, will be developing and expanding the peer mentor program in order to create more equitable outcomes in degree and certificate completion. Peer mentors will assist students at all points of the degree and certificate continuum. Mentors will be assigned to assist incoming freshmen with guidance towards course choices, obtaining student services, and navigating the college campus. In addition, other mentors will be assigned to work with those students who are at-risk, those students who have been indicated via Early Alert or those students who are on
probation. These mentors will inform students about the impact of not making adequate degree progress; inform them where they can find academic and counseling support; and inform them of ways that they can improve their GPAs. A third group of peer mentors will be working within the Transfer Center to help students navigate into four-year institutions and make good choices at the College to support their degree and career goals.

Other activities to help low-income students included:

- Research and presentation development guidance and experiences;
- Development of clearly articulated pathways to simplify course choices;
- Expansion of EOPS to serve 200 additional students; and
- Development of the IQ bar in order to support students with technical issues and to provide guidance with enrollment, registration, and filling out various campus forms.

Santiago Canyon College

Santiago Canyon College has promoted the fairly new financial aid program as it has been an independent institution for financial aid processing for the last nine years. In 2014-15, 6,459 students took advantage of some type of financial assistance: either fee waiver, grant, or loan (an increase of 19 percent since 2013-14). The number of financial aid awards also increased from 15,188 to 16,133 in the same timeframe. This was an increase of financial aid awards by six percent which equates to a total of $11.4 million in financial aid dollars to SCC students in 2014-15. The office has streamlined access to financial aid by implementing one-of-a-kind electronic book voucher programs that are integrated with the student information system, allowing students to purchase books against pending aid instead of waiting for financial aid disbursement. In addition, the Scholarship Office has experienced significant growth over the last six years. The office offers multiple book grants to assist students in need of essential books and supplies during the semester. SCC broadcasts all financial aid resources to students via email blast on a regular basis and several in-reach and outreach activities, such as Cash for College and Financial Aid Awareness days.

Additionally, the Apprenticeship programs offer students an opportunity to earn while they learn and receive a paid wage from the first day they are hired. Once indentured into the program by the trades, apprentices receive on the job training and attend related and supplemental instruction in a college credit classroom. Apprenticeship classes are exempt from regular college tuition and enrollment fees making this program an opportunity for students to overcome economic barriers. SCC has also partnered with the Orange County Workforce Investment Board, and apprentices in several of the trades may be eligible for additional financial support based on economic need through the Workforce Investment Act. These funds may be spent toward tools, equipment, and other related items.

In order to close the achievement gap where inequity exists for low-income students, SCC has identified and prioritized for funding many activities which are detailed in full in the SCC Student Equity Report. In order to address disproportionate impact for low-income students in the area of access, the college will provide supplemental support to the Upward Bound Program students taking SCC college courses through the Career Advanced Placement Program and exploring the development of a bridge or transition program from high school to college for students identified in the access section of the Equity Plan. To address disproportionate impact for low-income students in the area of successful course completion, the college will provide supplemental support to College Assistance Migrant Program (CAMP) by providing students with 20 laptop computers for student use in the CAMP study space.

To address disproportionate impact for low-income students in the area of degree and certificate completion, the college will offer priority counseling appointments to veterans and low-income students needing Financial Aid Counselor Approvals. To address disproportionate impact in the area of transfer to four-year universities, the College is developing a research agenda to identify transfer barriers for low-income students. In addition, some strategies that have been designed to positively impact the achievement gap for low-income students span multiple areas, such as access, course completion, ESL and basic skills completion, degree and certificate completion, and transfer. These activities include the provision of additional funding for textbooks, transportation and child care to low-income students through the EOPS/CARE/CalWORKS programs as well as funding for the creation of low-cost and or open source classes across departments and divisions. The effectiveness of each of these activities will be evaluated each year and reported in subsequent SCC Student Equity Plans.
GOAL #4: RSCCD will support innovations and initiatives that result in quantifiable improvement in student access, preparedness, and success.

Objective 4A: MAINTAIN AND ENHANCE THE RSCCD’S TECHNOLOGICAL INFRASTRUCTURE

Rancho Santiago Community College District
Progress of Technological Infrastructure by Site, 2012-2015

<table>
<thead>
<tr>
<th></th>
<th>2012-13</th>
<th>2013-14</th>
<th>2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td># of computer upgrade for student usage (classroom and labs)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Santa Ana College</td>
<td>35</td>
<td>57</td>
<td>86</td>
</tr>
<tr>
<td>Santiago Canyon College</td>
<td>330</td>
<td>83</td>
<td>498</td>
</tr>
<tr>
<td># of computer upgrade for staff and faculty usage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Santa Ana College</td>
<td>68</td>
<td>30</td>
<td>194</td>
</tr>
<tr>
<td>Santiago Canyon College</td>
<td>205</td>
<td>151</td>
<td>9</td>
</tr>
<tr>
<td>District Operations</td>
<td>40</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td># of network switches replaced</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Santa Ana College</td>
<td>6</td>
<td>60</td>
<td>21</td>
</tr>
<tr>
<td>Santiago Canyon College</td>
<td>7</td>
<td>38</td>
<td>5</td>
</tr>
<tr>
<td>District Operations</td>
<td>4</td>
<td>12</td>
<td>0</td>
</tr>
<tr>
<td># of video cameras installed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Santa Ana College</td>
<td>297</td>
<td>332</td>
<td>435</td>
</tr>
<tr>
<td>Santiago Canyon College</td>
<td>240</td>
<td>252</td>
<td>287</td>
</tr>
<tr>
<td>District Operations</td>
<td>33</td>
<td>36</td>
<td>36</td>
</tr>
<tr>
<td># of Wi-Fi network added/replaced</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Santa Ana College</td>
<td>482</td>
<td>0</td>
<td>23</td>
</tr>
<tr>
<td>Santiago Canyon College</td>
<td>243</td>
<td>60</td>
<td>0</td>
</tr>
<tr>
<td>District Operations</td>
<td>31</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td># of classroom mediated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Santa Ana College</td>
<td>18</td>
<td>8</td>
<td>44</td>
</tr>
<tr>
<td>Santiago Canyon College</td>
<td>0</td>
<td>40</td>
<td>0</td>
</tr>
</tbody>
</table>

Sources: RSCCD ITS Department, SCC Academic Support

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

Aging computers and classroom audio/visual equipment has been a concern for both College technology committees as well as TAG. Many classroom and employee computers are more than seven years old. While it seems that this is a concern for the Colleges, a regular funding source for the recommended five-year replacement cycle has not been identified. Therefore, TAG submitted a recommendation to the Chancellor requesting funds to replace twenty percent of computers and classroom projectors in addition to requesting that a funding methodology be identified to maintain the replacement cycle. Unfortunately, to date, no funds were identified to supplement this request.
The District previously entered into a campus agreement with Microsoft for various products and services and has been taking advantage of most of these services for many years. In 2015, the Information Technology Services (ITS) department went “live” with new functionality for faculty and staff. Under the RSCCD Microsoft license agreement, faculty and staff are qualified to use the Microsoft 365 online environment, which is filled with valuable resources (at no additional cost):

- Download and install the full office suite of products, including Microsoft Word, Excel, PowerPoint, Outlook, and/or OneNote;
- Use the ONLINE version of Microsoft Word, Excel, PowerPoint, and/or OneNote; and
- Use Microsoft OneDrive, which is cloud storage for up to ONE terabyte and can be accessed from any device with Internet access.

Also, effective November 2015, the District began providing all active students from SAC, SCC, OEC, and CEC with college email addresses and access to Microsoft 365 for no additional charge.

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

The Information Technology Services (ITS) implemented a new web-based help desk program, which centrally supports SAC, SCC, DO, OEC, CEC, and other locations. One innovative feature includes a new ITS help request – online system, which can be found at https://webhelpdesk.rsccd.edu/. The new online web form allows faculty and staff to open their own tickets online where request types are categorized for more efficient ticket assignment to technicians. Furthermore, the new system is tablet and smart phone friendly, so faculty, staff, and technicians can use the software directly from their smartphones or tablets. Also, a new FAQ system integrates with the help desk system for viewing FAQs while users are opening tickets. A new ITS Satisfaction Survey has been included with every ticket once the request is completed to ensure continuous improvements. The help desk system also offers increased security and reporting capabilities.

District websites have become more critical than ever. In order to remain innovative and to promote the most efficient tablet and smart phone web experience to students and staff, the four primary websites (SAC, SCC, District, and Intranet) were upgraded in 2015 and moved to a newer SharePoint platform. Training was made available for the individuals who currently maintain web pages.

In 2015 the campuses purchased the Ellucian Portal software with the focus on improving the web-based student experience and assist with student success initiatives. The ITS department, in conjunction with the Portal Implementation team, began an extensive project to design and build this new portal. The plan is for a summer 2016 soft launch, with an extensively marketed launch in the spring.

The TAG committee will continue to be proactive and to listen to the needs of the Colleges via SACTAC and SCCTC. In addition to the District Services’ Satisfaction Survey conducted every other year, ITS also conducts its own survey to help assess the department’s services for future improvements.

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

Santa Ana College has made strides in support of institutionalizing its computer replacement plan. Over the last year, SAC has been able to phase out almost all computers that were over four years old.
SAC is working to implement the goal of having 100% of its classrooms mediated. When Dunlap Hall reopens spring 2016, all classrooms will be mediated. The College is on target to complete this goal by 2017.

**Santiago Canyon College**

In 2013, the Board of Trustees approved SCC’s 2012-17 Technology Master Plan. Written by members of the SCC Technology Committee, and in collaboration with commercial vendors, the Technology Master Plan was created to support the technological needs of the students and support SCC’s institutional mission. Effort was made to align the plan with the District Strategic Technology Plan with specific focus on the College’s technical needs. Whereas the Strategic Technology Plan assesses RSCCD’s technical operations from an “enterprise” perspective, the Technology Master Plan evaluates SCC’s technical support structure and the instructional technology infrastructure that promotes student success.

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

Infrastructure related recommendations include:

- Establish a process for the ongoing upgrade of hardware and software:
  - Research the feasibility of adopting a leasing framework to upgrade twenty percent of computers
  - Research the feasibility of desktop virtualization technologies to better manage computer lab hardware;
- Research the feasibility of placing digital signs on campus as a means for generating advertising revenue; and
- Provide a robust network and wireless access across the campus and at the off-site locations.
Objective 4B: SUPPORT FACULTY DEVELOPMENT IN THE AREAS OF INNOVATIVE PEDAGOGIES AND CURRICULUM DESIGN

Rancho Santiago Community College District
Professional Development Workshop Offered to Faculty for Innovative Pedagogies and Curriculum Design by Site, 2012-2015

<table>
<thead>
<tr>
<th></th>
<th>2012-13</th>
<th>2013-14</th>
<th>2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Ana College</td>
<td>23</td>
<td>28</td>
<td>91</td>
</tr>
<tr>
<td>Santiago Canyon College</td>
<td>25</td>
<td>25</td>
<td>23</td>
</tr>
<tr>
<td>SAC/SCC School of Continuing Education</td>
<td>203</td>
<td>223</td>
<td>164</td>
</tr>
</tbody>
</table>

Sources: SAC Professional Development and SCC Professional Development Committee

Rancho Santiago Community College District
Number of Faculty Trained to Teach Online by Site, 2012-2015

<table>
<thead>
<tr>
<th></th>
<th>2012-13</th>
<th>2013-14</th>
<th>2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Ana College</td>
<td>-</td>
<td>53</td>
<td>58</td>
</tr>
<tr>
<td>Santiago Canyon College</td>
<td>-</td>
<td>-</td>
<td>62</td>
</tr>
</tbody>
</table>

Sources: SAC and SCC Distance Education Program

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

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

Santa Ana College
Santa Ana College has created an Office of Professional Development with taskforces centered on classified and faculty groups. Faculty professional development was expanded and more closely coordinated with equity, basic skills, and student support services. Progress to date includes the creation of a website with an open opportunity for constituency-based input and the development of a calendar of activities, and it will soon feature a list of staff and faculty that have attended conferences.

The present structure supports professional development for faculty through the critical processes of curriculum development, program review, directed learning activities (DLAs), and data analysis. Innovations includes the Math Redesign, accelerated courses, student success metrics, learning communities, and K-12 to SAC academic pathways in English and math.

The Academic Senate, Department Chairs, Student Success and Equity Committee, and Teaching and Learning Committee serve to explore and assess new
models of curriculum and service delivery through traditional, accelerated, distance, and hybrid formats. The full implementation of TracDat will facilitate program review data analysis.

Santa Ana College leverages resources for any and all available sources to support the Mission and Strategic Plan. To this end, SAC is currently deploying over $5 million in funding to twenty programs at the College in support of teaching and learning, equity, success, and completion.

Distance Education
The Distance Education Office has trained faculty in the distance mode by requiring that any faculty member teaching in this mode must obtain the Online Teaching Certification; 126 faculty have been approved to date. Ongoing professional workshops are offered throughout the year in Blackboard training, Camtasia Relay, YouTube Captioning and other interactive tools.

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

There are currently three online pathways: Associate Degree in Liberal Arts, Associate Degree for Transfer in Business Administration, and Business Administration major preparation, which align with the Baccalaureate Online Degree at CSU Fullerton.

Santiago Canyon College
Santiago Canyon College supports faculty development in the areas of innovative pedagogies and curriculum design as evidenced by the SCC 2012-2016 Educational Master Plan (EMP) as well as the SCC 2015-16 Student Equity Plan.

One of the goals embedded within the 2012-2016 EMP is to “support faculty in offering high quality instruction to students in the classroom and online.” Action items associated with this institutional goal were designed to move the College to better support its faculty as they adapt to shifting populations and teaching and learning trends. These action items are as follows:

- Establish a coordinator of teaching and learning and an instructional design center;
- Provide enhanced technology support for faculty and students; and
- Increase staff development and technology training for faculty.

Upon completion of the 2012-2016 EMP, Santiago Canyon College will have completed all three of these action items.

- The recently hired Distance Education Coordinator, now in his second year, serves as the once planned for coordinator of teaching and learning;
- Student Equity funds will be provided in 2015-16 to expand the Academic Success Center to include an instructional design center that will support faculty in offering high quality instruction to students in the classroom and online. The Center will provide training, workshops, and technological support to faculty for the purpose of evaluating and refining instructional methods to accommodate SCC’s diverse student population, as well as diverse learning styles within the classroom, and support the emergence of personalized learning experiences through adaptive learning methods;
- Enhanced technology support for faculty and staff is evident through the provision of a robust Flex and training calendar. Training opportunities cover topics such as effective practices for online teaching, using cloud applications, multimedia (video and audio, including editing), MS Word formatting, presentation software, open educational resources, and more; and
- Technology training for faculty in the online learning realm has increased as well. In 2014-15, SCC offered faculty a three-month Online Teaching Certificate Program, covering the topics of effective practices in online teaching, including learning theory; universal design principals; online class design; policies and procedures for online classes; multimedia production and editing; and ADA Accessibility.

Santiago Canyon College also continues to support faculty efforts in the development of digital textbooks and online Open Educational Resources. Student Equity funds have been allocated to allow faculty resources to investigate low-cost options for their students, much like the SCC Mathematics Department has been doing for its online course offerings.
Objective 4C: EXAMINE COURSE SUCCESS RATES BY POPULATION SERVED AND PROMOTE STRATEGIES THAT FOSTER STUDENT EQUITY

Rancho Santiago Community College District
Top Three Disproportionately Impacted Groups
as Measured by Course Success, 2015

<table>
<thead>
<tr>
<th>Disproportionately Impact Groups</th>
<th>Santa Ana College</th>
<th>Santiago Canyon College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students between ages of 18-21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pacific Islanders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Latinos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foster Youth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pacific Islanders</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sources: SAC and SCC Student Equity Plans

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

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

The Colleges further disaggregate success data to ensure that all students, especially special populations of disability, foster youth, low-income, and veterans have equally opportunities of successfully completing their courses. The Colleges implement strategies to assist those who are identified as disproportionately impacted in comparison to their counterparts.

Santa Ana College
Santa Ana College has developed a comprehensive program to address equity of various student populations. The Student Success and Equity Committee created a Student Equity Taskforce that engaged approximately 75 faculty, staff, and students in creating a focused plan for transforming the College into an institution where success cannot be predicted by age, gender, income, veteran status, or ethnicity. The plan builds on a constellation of equity-centered initiatives that are being coordinated and expanded based on results and best practices at like institutions. Highlights of the equity targets that SAC is focused on are included in the 2014 Santa Ana College Student Equity Plan.

At SAC, a Research Department has been created consisting of one current Research Analyst, a second research analyst (soon to be hired), a Director of Research (soon to be hired), and additional support staff. This office is linked to Student Equity, led by the Vice President of Student Services and the Equity Coordinator.

As the SAC Educational Master Plan will be reviewed in its entirety in spring 2016, further integration and connection between the Research Department, the
Equity Office, and BSI to the Institutional Effectiveness and Accreditation Office will be explored.

The SAC Research Department has determined that there is disproportionate impact within the following groups: Students Age 18-21; Pacific Islanders; and Hispanic/Latino. The 80% Index was utilized to identify a reference group (i.e., Students age 40-49) and to compare this group’s success to that of other groups. Groups that did not reach 80% were declared to be disproportionately impacted. The sub-groups noted above were those that were found to have the lowest ratio with respect to the baseline sub-group.

A major goal of the Student Success and Equity Committee, a group of 23 administrators, faculty, staff, and students, is to coordinate and synchronize the goals, objectives, and dissemination of resources for Student Equity, the Basic Skills Initiative (BSI), and the Student Support Services Program (SSSP) so that outcomes of student success and equity are most effectively planned and tracked. To that end, discussions for coordination of the three plans have begun in earnest with the goal of having a single overarching student success plan. The groups have coordinated funding and have evaluated the Freshmen Experience Program and the redesign of Elementary and Intermediate Algebra. The committee has also evaluated the development of a fair and equitable assessment and placement process that integrates the Common Assessment Initiative; multiple measures and peer mentoring; and advisement across the entirety of the college student’s career. In addition, the use of SSSP, Equity, and BSI funds have been used to create and develop a campus-wide research program that will be used to track student success and establish research-guided practices for the campus.

Santiago Canyon College recognizes the importance of student equity and is committed to ensuring its tenets are paramount to the integration of campus-wide plans. The College has updated its Student Equity plan and analyzed course success rates, identifying any disproportionately impacted student groups.

With the assistance of the Office of Institutional Effectiveness & Research, disproportionate impact among target populations has been identified, goals have been established, and activities and desired outcomes have been developed to address identified inequities.

The SCC Student Equity Plan identifies two student groups disproportionately impacted in the area of successful course completion: foster youth and pacific islanders. While Pacific Islanders are no longer technically disproportionately impacted as of 2014-15, data for this group is being monitored to ensure that this groups is no longer in jeopardy.

The most recent Student Equity Plan has 63 activities identified to address disproportionate impact with eight of those activities designed to remedy inequity in course completion at SCC.

Details of how and where disproportionate impact has been identified, of the student equity plan goals, and of a comprehensive list of activities and desired outcomes can be found in the 2015-16 SCC Student Equity Plan.
GOAL #5: RSCCD will use a cycle of integrated planning that will demonstrate the effective use of resources.

Objective 5A: SUPPORT AND ENCOURAGE FOCUSED GREEN PRACTICES

<table>
<thead>
<tr>
<th>Rancho Santiago Community College District</th>
<th>Water Usage (Gallons) by Site</th>
<th>2012-13 through 2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Operations</td>
<td>1,997,160</td>
<td>1,875,984</td>
</tr>
<tr>
<td>Santa Ana College*</td>
<td>36,341,580</td>
<td>42,180,468</td>
</tr>
<tr>
<td>Santiago Canyon College**</td>
<td>37,148,672</td>
<td>33,109,472</td>
</tr>
</tbody>
</table>

*includes Centennial Education Center, Digital Media Center, OC Sheriff’s Regional Training Academy
**includes Orange Education Center
Source: RSCCD Facility Planning, District Construction & Support Services

<table>
<thead>
<tr>
<th>Rancho Santiago Community College District</th>
<th>Natural Gas Usage (Therm) by Site</th>
<th>2012-13 through 2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Operations</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Santa Ana College*</td>
<td>141,794</td>
<td>125,931</td>
</tr>
<tr>
<td>Santiago Canyon College**</td>
<td>157,091</td>
<td>142,172</td>
</tr>
</tbody>
</table>

*main campus located at Bristol Street & 17th Street only
**main campus located at Chapman Avenue & Newport Avenue only
Source: RSCCD Facility Planning, District Construction & Support Services

<table>
<thead>
<tr>
<th>Rancho Santiago Community College District</th>
<th>Electricity Usage (KWH) by Site</th>
<th>2012-13 through 2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Operations</td>
<td>1,218,154</td>
<td>1,357,765</td>
</tr>
<tr>
<td>Santa Ana College*</td>
<td>9,106,137</td>
<td>9,260,538</td>
</tr>
<tr>
<td>Santiago Canyon College*</td>
<td>5,431,272</td>
<td>5,933,438</td>
</tr>
</tbody>
</table>

*main campus located at Bristol Street & 17th Street only
**main campus located at Chapman Avenue & Newport Avenue only
Source: RSCCD Facility Planning, District Construction & Support Services

The District and the Colleges have focused their efforts over the last several years on an overall planning process that integrates and coordinates district-level planning with planning efforts at the Colleges. Much of this effort has occurred in relation to the Educational Master Plan for each College and to the Strategic Plan for the District.
The Sustainable RSCCD Committee was formed prior to the development of the RSCCD Strategic Plan. However, it is the key committee at the district level that is working to raise awareness around issues of sustainability and to develop action plans to ensure measurable and continuous progress in this area.

The Sustainable RSCCD Committee has accomplished several major tasks. This committee was instrumental in revising Board Policy 6012 Sustainable Practices. This revised and expanded policy provides the authority to the Chancellor to establish sustainable practices for the District. The vehicle for establishing and defining those sustainable practices is the Sustainability Plan for the District. This plan sets out a vision for the District and delineates a number of goals and objectives that are intended to improve existing practices or to establish new practices that align with the principles of sustainability. Measurement tools for the effectiveness of the goals of the plan are being developed.

Activities at each campus are augmented by district-level efforts including interior and exterior LED lights and upgrading heating and ventilation equipment for newer more efficient equipment and modern energy management systems (EMS). The District is also focused on water savings for the sites. Projects are in the planning stage for upgrades to campus irrigation systems with "smart" controllers and replacement of high water demand plant material with native species and low water planting materials and weather stations.

The District Office has replaced interior lights and parking lot lighting with LEDs. It has installed automatic hand towel dispensers and will be installing auto-flush for all commodes. The District Office has reduced its water usage each year since 2013. Future projects to assist in this effort will includes turf landscaping and water resistant plants. The chiller plant was replaced with high efficiency chillers and an EMS system that manages the building through smart controllers, schedules, and exterior lighting controls. These activities have been accompanied by an awareness campaign focusing on water reduction with signs in all restrooms and kitchen break areas reminding everyone to conserve water.

District Office facilities staff serve on the Sustainable RSCCD Committee and work actively with all District sites to include the best management practices with respect to sustainability in all capital projects.

Santa Ana College
Santa Ana College engages in focused green practices. The construction of a new Central Plant and replacement of the College’s underground utilities infrastructure has begun. This project will convert seven of the buildings to a centralized chilled water system with thermal energy storage, which will reduce the campus’ peak electrical demand. Drought tolerance and low irrigation landscape will be used exclusively in the redesign of the master landscape plan for the Central Plant project in order to align with the Governor’s current water reduction requirement for state agencies.

For energy efficiency, SAC has established goals and measureable objectives related to sustainability efforts in the operation of the campus as well as the products utilize for the maintenance of facilities. The College has committed scheduled maintenance funds to upgrade inefficient boilers and plumbing to seek a reduction in the use of fossil fuels. Also, a campus-wide LED lighting upgrade (30,000 new LED bulbs) for interior and exterior light fixtures has been completed with Prop. 39 funds. Santa Ana College is undertaking a feasibility study to continue to expand LED replacement at the Digital Media Center and the Criminal Justice Training Center.

In facilities operation, the College is using an EMS system to control the HVAC and lighting equipment with regular PM schedules to ensure HVAC systems and lighting work properly and efficiently. There is a plan to evaluate needs related to instruction so as to utilize entire buildings and shut off HVAC and lighting that are not being utilized, implementing a new EMS system in addition to the central plant infrastructure project.

The College has created various programs and taskforces to address green awareness. The Environmental Taskforce, a sub-committee to the Facilities Committee, focuses on implementation of sustainable building practices for SAC and identifies standards for construction that meet or exceed the design requirements of Title 24 as relating to sustainable building design.
Santa Ana College actively engages, via the Sustainable RSCCD Committee, in alternative commuting opportunities, which includes a connection to OCTA. The College is in compliance with the South Coast AQMD survey requirements in accordance with emission reduction targets. In 2013-14, the College purchased additional bike racks to encourage alternative transportation, purchased electric powered carts to replace gas powered maintenance carts, upgraded one gas powered security vehicle with a Prius hybrid, and installed two electric vehicle charging stations.

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

Santa Ana College works to integrate student and curriculum development, including curriculum in:

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

Santiago Canyon College

Santiago Canyon College supports and encourages focused green practices with the following activities:

The Associated Student Government (ASG) has created a position called “Senator of Innovation and Sustainability.” ASG promotes recycling and strives to reduce SCC’s carbon footprint. In 2014, ASG initiated the collection of plastic, glass, and aluminum by placing containers at various locations and transporting them to a re-cycling center. Funds collected are used to support ASG programs.

The 90,000 sq. ft. Humanities Building opened for classes in fall 2014. Some of the green qualities of the building are:

- Received Gold LEED certification;
- A Photovoltaic system that provide nineteen percent of the building’s electrical power;
- Air hand dryers and low water usage flush valves in restrooms;
- Energy saving lighting system that dims when daylighting is available; and
- Sustainable landscaping.

Santiago Canyon College has met with the Irvine Ranch Water District to develop plans for an irrigation system for the soccer fields using reclaimed water. Santiago Canyon College converted to LED lighting in all parking lots in 2014 and upgraded to LED lighting in all buildings in 2015.

The College is using an Energy Management System to control the HVAC and lighting equipment with regular PM schedules to ensure HVAC systems and lighting work properly and efficiently. There is a plan to evaluate needs related to instruction so as to utilize entire buildings and shut off HVAC and lighting that are not being utilized.
Objective 5B: UTILIZE CURRENT PROCESSES TO INFORM PROGRAM, FACILITIES, HUMAN RESOURCE AND TECHNOLOGY ALLOCATION

The RSCCD created its first district-wide Mission Statement in fall 2012 and scheduled it for review every three years. In September 2015, the Chancellor invited all employees of the district to review and make comments and suggestions about the statement. After a review of the feedback, District Council reaffirmed the Mission Statement with no changes on October 5, 2015. Each College uses this district-wide Mission Statement to form its own mission, goals, and strategic objectives, thereby, integrating district and college plans.

The Planning and Organizational Effectiveness (POE) Committee also engaged in a review of the District planning/budgeting cycle and how that process integrates with planning and resource allocation processes at the Colleges. The POE Committee recommended adjustments to the District cycle in time for the development of the 2015-16 budget. The Fiscal Resources Committee (FRC) updated its budget calendar in order to allow time for review of recommended budget assumptions and recommended budgets by District Council. As the District continues to evaluate the process of integrated planning, adjustments will be made as needed.

In spring 2016, the Chancellor will host an RSCCD Governance Summit where each committee will review its role and better integration will be discussed. This will ultimately impact planning processes and the allocation of resources alignment.

Each operational unit at the district office also completed planning reviews that included the following components: budget, staffing, facilities, technology, professional development, and recommendations. The two-year cycle of evaluation encourages department staff to regularly assess programs and the manner in which the needs of clients/customers are addressed in order to maximize the department’s strengths and implement improvements wherever possible.

To assist staff in their assessment, members of the POE Committee designed a very simple, but comprehensive survey of the 27 district services departments. The survey was implemented in December 2013 for faculty and staff feedback and again in October 2015. This document is a compilation of the results by department and data are organized by respondents at SAC, at SCC, and at District Operations so that departments may respond accordingly should there be an imbalance of services as rated by site staff and faculty. The planning portfolios are used to identify planning priorities and resource allocation requests and are forwarded to POE for review and input. The POE Committee also developed a prioritization rubric and review processes for district-wide resource allocation requests, which was used in the development of the 2015-16 budget.

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

Santa Ana College
In spring 2016, the College will be updating the Educational Master Plan, which includes an environmental scan with data to inform the Strategic Plan, the Facilities Plan, the Technology Plan, and the Budget Process. A college-wide retreat will be held to launch this project, with mission statement review and strategic plan goals as a primary focus.

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

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

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

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

Most significant is the comprehensive set of strategic planning documents that inform priority activities at the unit level: the annual and quadrennial Capstone Program Reviews. The goals within these program review strategic documents are aligned to the College's overall strategic priorities. The departments’ goals advance specific priorities that are linked to budget requests. These requests are then prioritized through the College's budget allocation process via the Resource Allocation Request form and are approved by the Planning and Budget Committee and the President's Cabinet. Overall, the alignment between institutional planning and expenditures is evidenced in the actualization of the College's Strategic Plan as well as in a number of related planning documents that provide ongoing and more precise support to these connections.

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

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

If there are necessary resources being requested to help academic departments and nonacademic units achieve their annual goals or to carry out planned activities, these requests are prioritized first at the department and unit level. For requests originating from academic departments, additional prioritization occurs at the division and Joint Chairs Committee.
levels. Ultimately, all units (including departments and governance bodies) forward their resource requests to vice presidents associated with their area for additional prioritization at the level of the four major areas of the College: Academic Affairs, Continuing Education, Student Services, and Administrative Services, prior to being passed on to the Planning & Institutional Effectiveness (PIE) Committee.

The Planning & Institutional Effectiveness Committee takes all prioritized resource request lists and ranks them using the “PIE Resource Request Prioritization Rubric.” This prioritization rubric enables committee members to evaluate each request based on a number of factors: relation to the College Mission; support for the College Goals; connection to the College’s Educational Master Plan, Technology Master Plan, and Facilities Master Plan documents; association with Department Planning Portfolios and Program Reviews; fulfillment of a replacement need, legal mandate, or regulatory or safety requirement; and support from learning outcomes assessment data. Once the committee compiles a single list of funding priorities, the PIE Committee forwards the resource request prioritization list to the Budget Committee for a budget analysis that determines the number of the funding priorities that the following year’s tentative budget will accommodate. After providing its analysis, the Budget Committee sends its budget evaluation of the funding priorities back to the PIE Committee. After reevaluating the prioritized list and discussing any possible revisions, the PIE Committee forwards the recommended prioritized resource allocation list to College Council. Next, College Council provides the President a recommendation. Once the President approves the prioritized resource allocation list, the College community acquires resources in rank order based on actual funds received through apportionment, grant, and alternative funding sources.
Objective 5C: EVALUATE THE CYCLE OF INTEGRATED PLANNING

Rancho Santiago Community College District
Staff Evaluation of the Integrated Planning Cycle by Site, 2015

<table>
<thead>
<tr>
<th></th>
<th>percent of “strongly agree” and “agree” (on a 4-unit scale)</th>
</tr>
</thead>
</table>
| “The college/districtwide resource and prioritization process is clear.” | District 59%  
Santa Ana College 75%  
Santiago Canyon College 60% |
| “I am satisfied with the college/districtwide resource request and prioritization process.” | District 47%  
Santa Ana College 63%  
Santiago Canyon College 54% |
| “The college/districtwide resource allocation timeline is clear.” | District 63%  
Santa Ana College 75%  
Santiago Canyon College 73% |

Sources: RSCCD Research Department, SAC and SCC Institutional Effectiveness Office

A formal assessment of planning and decision-making processes is included into the RSCCD ten-year Planning Design Manual implemented in 2013. Currently, in the third full year of using its integrated planning model, the five-committee structure ensures the perspective of each constituent group throughout the District. A formal assessment of planning and decision-making processes is conducted every three years. The assessment includes POE gathering input from throughout the District and forwarding feedback to the District Council. District Council reviews results and recommends revisions to planning and/or decision-making processes as needed to the RSCCD Planning Design Manual.

In June 2015, the RSCCD Research Department implemented a formal assessment of the District’s planning and decision-making processes to members of the five district governance committees. A review of the results indicated a level of confusion on the roles of each governance committees. The POE Committee recommended that an RSCCD Governance Summit be held spring 2016 with members of the District Council and the five district governance committees to discuss the results of the District-wide Planning Process survey. Each committee will share its role in district processes and suggest recommendations for improvements and modification. The District is committed to assessing the cycle of integrated planning, and adjustments will be made as needed.

The POE Committee also completed a comprehensive Functions/Mapping of Responsibilities matrix, which describes the delineation of functions and responsibilities between District Operations and the Colleges in seven key areas: Instructional Programs, Student Services, Human Resources, Fiscal & Administrative Services, Educational Services, Governance, and Public Affairs & Publications.

Santa Ana College
The cycle of integrated planning at SAC takes place and includes several simultaneous processes. For 2015-16, there is a renewed commitment for closer alignment between accreditation standards and the participatory governance committees. In addition, in response to an ACCJC recommendation, a calendar for meta-analysis of planning processes has been created and approved by College Council, e.g., Educational Master Plan (every six years), Strategic Plan (annually), participatory governance committees (annually), Mission Statement (triennially).
The participatory governance committees will continue to create an End-of-Year Report analyzing and updating the goals of the committee for the upcoming year. For example, the Planning and Budget Committee goals include budget allocation and planning analysis. Second, College Council, with membership from all constituency groups and students, reviews the participatory governance structure, which includes integrated planning analysis in an annual retreat. Adjustments are made as needed. In the 2015-16 governance analysis at the participatory governance committee level as well as College Council level, an emphasis will be placed on meta-integrated planning analysis.

In addition, the Office of Institutional Effectiveness and Accreditation (IE&A) conducts an annual program review which is submitted to President’s Cabinet. The four goals for the IE&A are:

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

To support the goals of institutional effectiveness, new positions have been established including research analysts, Equity Coordinator, SLO Coordinator, and a soon-to-be hired Director of Research.

As SAC continues to evaluate the cycle of integrated planning, adjustments will be made as needed. A planning process survey was disseminated October 2015 to all members of the participatory governance committees. There was dialogue at College Council regarding results. Although it was determined that the resource and planning processes are integrated at the college level, participants did not understand the alignment between the District and the College processes. This will be reviewed and shared with the District Planning and Organizational Effectiveness Committee so that institutional effectiveness at both the district and college level may be enhanced. This will be discussed at the aforementioned RSCCD Governance Summit.

Santiago Canyon College

Santiago Canyon College works to assure that its ongoing planning and resource allocation processes are effective through the continual review of its collegial governance structure and of the collegial governance bodies’ responsibilities, which are tied to planning and resource allocation within this structure. Whether through the revision and improvement of established processes and documents or through the realignment of collegial governance committee responsibilities and the creation of new committees to address important institutional functions, SCC systematically reviews and modifies, as appropriate, all parts of its planning and resource allocation process.

Resulting from feedback provided by the 2014 Accreditation Site Visit Team, SCC 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 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.

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, found in the Collegial Governance Handbook. 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. 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. In fall 2015, College Council created a task force comprised of a classified staff member, a faculty member, and an administrator to review the spring 2015 committee evaluations to identify themes, trends, commendations, and recommendations. The task force presented its findings to College Council on November 24, 2015, and identified four recurring themes:

- 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 have already begun to be addressed. 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 meeting to allow for online and/or virtual meetings. Furthermore, each governance committee now presents 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 the connections to be drawn and strengthened between their respective governance committee and activities carried out by other committees.

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. 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 2014-15, the Planning & Institutional Effectiveness (PIE) Committee developed a formal and systematic evaluation process consisting of a survey designed by a taskforce of the PIE Committee. The survey, deployed in April 2015, solicited feedback from faculty, staff, and administrators who participated in the planning and resource allocation process during the 2014-15 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.
Appendix A1

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Key Business Partners and Stakeholders that Help the District
Assesses the Educational Needs of the Communities We Serve

CELATINOS Chamber of Commerce partners with Digital Media Center to organize various events targeting Spanish speaking business owners looking to grow and expand their businesses. Business growth and expansion is important as it can provide local students with available jobs, and the community with a more vibrant economy, which in turn can benefit our district and college campuses.

CSU Fullerton has been a major supporter of our global trade initiative and international business programs. We have worked together on redesigning their international business degree program, created alignment with SAC’s international business program and an articulation agreement was recently signed between CSUF and SAC for the international business degree.

Global Trade Industry Advisory Committee is a twenty organizations, large and small, public and private, (i.e. Allergan, Western Digital, Edwards Life Sciences, US Commercial Service, OC SBDC, Senegence Int’l., etc.) provide input on programs, curriculum, faculty externship and job shadow opportunities, student internships, participate as speakers in the classroom and on a panel. They also help promote our training/workshops as well as our certificate and degree programs.

Help Me Grow provides the children and families enrolled in RSCCD-CDS programs with comprehensive resource and referrals to community agencies and case management. This service addresses the needs of the families to ensure protection factors for at risk children and families.

Irvine Chamber of Commerce actively engaged in global trade and has asked me to participate on their International Development Committee as well as lead their task force on Foreign Direct Investment (FDI). In return, they promote our services, training programs and classes. They also provide connections to local business leaders for our industry advisory committee and programs.

Irvine Valley College & Saddleback College play an important role in collaborating on regional program development as well as connection to students, faculty and industry. They regularly attend our advisory meetings and collaborate to ensure the needs of students and the local international business community are being met. They have also provided a venue for workshops, have actively promoted our services and regional programs as well as jointly participated in global trade.

Links Media partners on a project to develop a Public Education Campaign on health issues mainly targeting the Latino community. The project will include the development of videos to highlight chronic disease and other ailments affecting Latinos. In addition to benefitting the local community served by RSCCD through a planned awareness/marketing campaign, the project will also benefit students at the DMC through their direct participation on the videos to be created.

National Hispanic Business Women Association provides financial, internships and outreach programs to students. In particular to Santa Ana College students.

Orange County Department of Education provides a variety of programs and resources to students. DSN collaborates with OCDE at all levels of student development.
**Orange Unified** play an important role in working with RSCCD on an international business pathway development, promoting our events and programs to high school students. They also played a key role in the counselor event planning as well as making sure attendance was good.

**Orange County Hispanic Chamber of Commerce** partners with District’s Small Business Development Center to provide educational opportunities for students and outreach and assistance to the community in the form of 1) joint educational workshop in English and Spanish to benefit the community in learning the key steps leading to entrepreneurship and self-employment as a career path and 2) resources to start and grow their small business.

**Orange County Marriott and the Wyndham Resort** hotel chains have thousands of job positions that can use customized contract education services from Corporate Training Institute that range from customer service, accounting, Spanish in the workplace, ESL, computer literacy, etc. Additionally, many new jobs will be available in the next few years providing opportunities for candidates to start a career in hospitality. The DSN offers training, boot camps and job shadowing to prepare students with the knowledge and skills required for entry-level positions, which the partner hotels are excited to extend.

**Parents Enrolled in Child Development Services Programs** provides parents an opportunity to be involved in programmatic decisions through shared governance. All parents are invited to participate in either the Early Head Start Parent Committee or center specific Parent Advisory Committees which make center/program specific decisions and help with outreach and recruitment.

**Port of Los Angeles – Trade Connect** partners with District’s Small Business Development Center to provide educational opportunities for students and outreach and assistance to the community in the form of 1) joint educational workshop to benefit the community in learning the key steps leading to having businesses and career paths in International Trade and 2) resources to start and grow exports strengthening the local economy.

**Santa Ana and Orange County Workforce Investment Boards** work collaboratively to secure over $500,000 in grants through the U.S. Department of Labor and the Workforce Investment Act to reskill dislocated workers, and prepare at-risk youth for employment. Currently the WIBs are partnering with the Deputy Sector Navigators to meet the needs of the priority sectors in the region (i.e. manufacturing, healthcare and hospitality industries) that will help revitalize the economy in Orange County. According to their most recent economic forecast with the Orange County Business Council, these three areas will have the highest need for workers and the community colleges are key for providing that workforce training.

**Santa Ana Unified School District (SAUSD)** provides children within the city of Santa Ana access to a quality preschool experience, which prepares at risk children for school and reduces the achievement gap. RSCCD-CDS operates a double session preschool classroom that serves 50 children at Sepulveda Elementary School. SAUSD provides space within various elementary schools to conduct socialization programs for RSCCD’s Early Head Start families. Established comprehensive collaborative early care and education plan that addresses the needs and services for children birth to five in Santa Ana.

**Testing Agencies (ACT, Inc., Comira, ETS, Pearson, TD Testing)** authorize RSCCD to administer exams for licensure and certifications out of its testing center. The agencies include: ACT, Inc., Comira, ETS, Pearson, and TD Testing. The director of CTI has strengthened, and in some cases, launched the partnerships with these companies to provide students and the community with opportunities to obtain evidence of skills attainment, and improve their chances for employment. Exams administered at CTI testing Center include the GED, WorkKeys assessments, TOEFL, HiSET, U.S. Postal Service, etc.

**Union Bank** partners with District’s Foundation and Small Business Development Center to provide financial resources the form of multi-year technical assistance grant funds that afford the creation of educational opportunities for students and outreach and assistance to the community in the form of 1) educational workshops on financial literacy and access to capital for entrepreneurs and 2) resources to start and grow their small business. Union Bank employees regularly volunteer to outreach and give of their time and talent at the SBDC’s events and programs.
**U.S. Commercial Service** (US federal agency) plays a key role in international trade with the local business community. The Irvine office has actively engaged with us on both an education and business level. They support our education and business service programs through business referrals, program promotion, connection to business leaders and providing student internships. They also regularly attend our advisory meetings, provide valuable input and collaborate to ensure that our programs contain the right content for global trade.

**U.S. Small Business Administration** partners with the District’s Small Business Development for almost 25 years with Santa Ana College’s initial grant to fund books and resources focused on entrepreneurship for students interested in self-employment as a career path. Over the years, it expanded its focus to also provide assistance to small businesses in the community, strengthening the local economy leading to student employment and internship opportunities at those businesses. SBA has recognized RSCCD’s SBDC as a Center of Excellence and their representatives regularly volunteer to outreach and give of their time and talent at the SBDC’s events and programs.

**U.S. Hispanic Chamber of Commerce** partners with Digital Media Center to host the regional BizFest Business Plan competition. The event, which is geared for high school students, offers students from the nine high schools in Santa Ana Unified School District with the opportunity to learn and develop entrepreneurial skills, and also with the opportunity to learn about the many educational programs that the Rancho district has to offer through its two colleges. The top four winners at this year's event got to travel to the national competition held in Houston, Texas; the top winner at this national competition, which included a prize of a $5000 scholarship, was a student from Saddleback High School.

**USC Alumni Club of Orange County** partners with RSCCD to host the “Orange County Business Expo hosted by USC,” an annual event that provides an open platform for over 800 Orange County businesses networking opportunities. The Small Business Development Center and Digital Media Center became marketing sponsors in promoting this very successful event. This year, Deputy Sector Navigators in Information Community and Technology (ICT), Global Trade and Logistics (GTL), Hotel-Retail and Tourism will serve as marketing sponsors to help promote “Doing What Matters” framework and for the deputy sector navigators connect one-to-one with business representatives from all sectors.

**Vietnamese American Chamber of Commerce** partners with District’s Small Business Development Center to provide educational opportunities for students and outreach and assistance to the community in the form of 1) joint educational workshop in English and Vietnamese to benefit the community in learning the key steps leading to entrepreneurship and self-employment as a career path and 2) resources to start and grow their small business.

**Vital Link of Orange County** works to motivate students to continue higher education and to find a successful path through career technical education programs and pathways. RSCCD and Vital Link work diligently in bringing high school students to the SAC and SCC through site tours, CTE pathways and other interactive experiences to find engaging opportunities for high school students in CTE programs.

**Wells Fargo Bank** provides financial and student outreach programs. For example, provides scholarship for DSN Taste of Success Business Plan competition winner.
Appendix A2

SANTA ANA COLLEGE
Key Business Partners and Stakeholders that Help the District
Assesses the Educational Needs of the Communities We Serve

Santa Ana College achieves its goals for student success by collaborating continuously and substantively with outside organizations to maintain cutting edge academic programs and opportunities for students. This goal is largely achieved through academic departments that work with employers on advisory committees that support students entering the workforce. It is also achieved through the Santa Ana Partnership and the Santa Ana College Foundation. Over 50 companies participate in this work, including Fletcher Jones Mercedes Benz, The Lincoln Electric Company, St. Jude’s Medical Center, Edwards Laboratories, Internships with Downton Inc. and the City of Santa Ana.

An additional 15 organizations are affiliated with the Santa Ana Partnership, which has been operating for over three decades to improve the conditions of education in the greater Santa Ana area. Significant progress has been realized for students over the past year including expanded services for students completing high school, on-site support for parents at 20 Santa Ana locations, and completion-centered activities in higher education. Educational CEOs helped the Partnership earn Governor Brown’s Award for Innovation in Higher Education in May 2015, and they have applied proceeds to endowments that will guarantee admission to UCI and CSUF for students while funding their costs in perpetuity.

Financial aid application rates in feeder high schools went from 44% to 90% over the last three years. There was a 97% increase in students who placed in college level (versus remedial level) courses in the past year, with SAC attainment achieving a record high and growing by 78%--to mention just a few key examples. Over 200 individuals associated with these organizations at the CEO, executive, management, faculty, and staff levels work throughout the year to proactively address the most significant barriers to educational opportunity and completion for students and families. An evaluation team representing the four segments of public education has created a scorecard to broadcast the impact of our collaborative work and to inform areas that require additional attention and effort.

Examples of these organizations include the following:

- **University of California, Irvine:** Hosts the Summer Scholars Transfer Institute, Partnership data for research, and guarantees transfer for all SAUSD students who start college at SAC and maintain a 3.0 GPA in pre-transfer coursework.
- **California State University, Fullerton:** Guaranteed transfer for all SAUSD students who start college at SAC and maintain strong academics.
- **Santa Ana Unified School District:** Works to prepare students academically and ensure they enter and succeed in college, with six targeted taskforces and integrated strategic planning with SAC.
- **The Hispanic Education Endowment Fund:** Funds student scholars with $50,000 annually.
- **The City of Santa Ana:** Funds scholarships and hosts the Higher Education Center at the Main Library.
- **The League of United Latin American Citizens and the Mexican American National Network:** Broadcast partnership activities to key community leaders in the region.
- **The Padres Promotores de la Educación:** Reach over 30,000 parents annually
- **Comunidad Latina Federal Credit Union:** Funds micro loans to SAC students
- **Latino Health Access:** Trains parents and amplifies the work of the Partnership
- **KidWorks:** Hosts Partnership staff so they can serve parents and students
- **Union Bank and Wells Fargo:** Provide $75,000 annually in direct funding for equity and success programs
- **Schools First Federal Credit Union:** Underwrites innovation grants and college programs
- **AT&T:** Underwrites student programs and strategic planning activities
Complementing these long-standing efforts, the Santa Ana College Foundation exceeded its Centennial Campaign goal and to date has raised $2.1 million, with participation from over 50 individual and corporate partners. These funds are helping to build on college-wide work in progress to achieve new heights in terms of academic success and achievement at SAC, while reducing equity gaps among and between groups. The Foundation has also begun to serve as the College’s fiscal agent for strategic grants, and in that capacity, partners with the California Endowment, Lumina Foundation, and other major corporate and philanthropic funders.
**Orange Unified School District (OUSD)**

SCC has engaged OUSD by offering classes at school sites, and we anticipate doing more of this as the new dual enrollment regulations are developed. This offers high schools students the opportunity to earn college credits while still in high school, which speeds the time to a college degree.

The Division of Mathematics & Sciences along with the Division of Arts, Humanities and Social Sciences has partnered with OUSD to offer classes on the High School campuses. During summer 2015, math classes were offered on the campuses of Canyon and Villa Park High Schools. Three classes served 109 students who achieved a 90% pass rate. The school district supplemented the instruction with the on-site tutoring after the classes. This partnership represented the first steps in an ongoing union between SCC and the OUSD. Students benefit greatly by preparing themselves for college-level classes and the rigor of a college curriculum. In fall 2015 and spring 2016 a variety of classes in the Arts, Humanities and Social Sciences will be offered throughout OUSD HS campuses. The partnership is a summer, fall and spring commitment.

Community Science Night is an annual SCC/OUSD Community Science Night a successful STEM event, with 41 individual activities for families to learn from and enjoy. Over 150 OUSD teachers, SCC faculty and staff volunteer their time to host this amazing night, another 150 SCC students volunteer their Friday night to help out, and over 1,000 OUSD elementary school students and parents attended the event.

SCC Division of Continuing Education has maintained an ongoing partnership with OUSD to provide academic and support programs to the parents and families in the OUSD. Specific classes and programs are also offered to high school seniors to help them complete their high school diploma and better prepare them for post-secondary coursework. Noncredit ESL, High School, and GED classes are offered at OUSD elementary, middle, and high schools. English as a Second Language (ESL) classes are held at Lampson Elementary, Taft Elementary, Handy Elementary, Sycamore Elementary, Yorba Middle, and El Modena High Schools. GED Test Preparation is offered at Lampson Elementary. High school Bridge courses are offered for enrichment in a variety of subjects to current high school students at Orange High, El Modena High, Villa Park High and Canyon High Schools. High School Petition classes are offered for credit recovery in a variety of subjects at El Modena High School.

Based on this important collaboration with school administrators, liaisons, and coordinators, specific classes and programs are identified and offered to meet the needs of the students. OUSD often conducts surveys with parents and families to determine what courses are needed. Some schools also provide babysitting so that parents are free to attend the classes they need to improve their skills. Due to the AB86 planning period and the new Adult Education Block Grant, discussions are in progress to expand babysitting and childcare services at the school sites. In addition, Continuing Education outreach staff frequently attends parent meetings at the schools to share information about all the continuing education programs and services available. This is an invaluable resource in which the parents in Orange and surrounding communities can learn about the free educational opportunities offered by Continuing Education.

**Waltmar Foundation**

The Waltmar Foundation has been a partner of the SCC Foundation since 2005 and has funded a total of $90,000 in student scholarships for that past ten years.
**California State University, Fullerton**

SCC students benefit from our close connection to CSUF, which is the largest transfer destination. We participate in STEM partnerships, the CSUF presidential enrollment advisory group, a variety of grant programs, and other important connections.

SCC and two other community colleges partnered, STEM² Partnership, with CSUF on a Title III STEM Strengthening Transfer through Matriculation grant. Currently in its 5th and final year, this grant is providing supplemental instruction (SI), designated STEM counseling, eight-week paid summer research experience for approximately 12 SCC students, and provides priority admission for SCC students who participate in this program.

**Orange County Sheriff's Department (OCSD)**

SCC Division of Continuing Education has had a strong collaborative partnership with the Orange County Sheriff’s Department to serve the educational needs of inmates in the five county jails: Central Men’s, Central Women’s, Intake and Release Center, Theo Lacy, and James Musick. The Inmate Education administrator and coordinator work closely with the Sheriff’s Department staff to ensure that the needs of the inmate students are being met by offering courses that will prepare them for higher education or the workforce upon release. The value of the noncredit courses offered in the jail cannot be understated with the goal being to help reduce the recidivism rate and to help students be successful in future classes or jobs. Inmates who earn their high school equivalency certificate are better prepared for high-paying jobs or higher education courses. Other workforce certificates such as ServSafe prepare students to attain employment in the restaurant industry when they are released.

Course offerings in the General Program include English as a Second Language, Adult Basic Education, GED Test Preparation, Workforce Preparation, Effective Parenting, Substance Abuse, Introduction to Computer Software Applications, and Institutional Food Preparation. Introduction to Welding and Fundamentals of Welding are offered in the CTE Program. Recently the collaboration with OCSD has been expanding to include the RSCCD Corporate Training Center staff who will begin proctoring the HiSET exams in the five jails. Further evidence of this expansion includes more offerings in the General Program (taught by Continuing Education instructors) and fewer courses in the CTE Program (taught by OCSD instructors). In addition, due to the AB86 planning and Adult Education Block Grant, the addition of other meaningful types of programs and services are under discussion.

**Orange County Department of Education (OCDE)**

Since March 2014, the Orange County Department of Education has been partnering with and is now a member of the Rancho Santiago Adult Education Consortium (RSAEC) as a result of AB86 planning and the Adult Education Block Grant (AEBG). The OCDE board-approved representative attends monthly consortium meetings and collaborates to serve the needs of adult learners in the region. As a result of this partnership, several CTE articulation agreements were created and completed for the various RSAEC agencies. This collaborative partnership is particularly important as more emphasis is placed on smoother transitions for adult learners in the Rancho Santiago region, including OCDE and RSCCD.

**Community Foundation of Orange**

SCC and RSCCD are able to maintain visibility for their programs with this important group of civic leaders. Additionally, The CFO holds its annual “Talent Blossoms in Orange” performing arts event for schoolchildren at SCC each October.

The Community Foundation of Orange’s Annual Talent Blossoms Performing Arts Workshop is held at SCC annually in October. Through this partnership, this FREE workshop is open to students in 3rd through 6th grade who attend OUSD schools and/or live within the school district’s boundaries. The day begins 8:15 am with workshops for students in attendance. Lunch is provided and the day culminates at 2:30pm with a performance for family and friends showcasing what the students have learned.

**Edison International**

Has supported the college since 2012 for a total of $100,000 to date, currently supporting $15,000 STEM scholarships and $10,000 MUN per year.
Orange Soccer Club
Orange Soccer Club partners with SCC to use the college’s soccer fields in order to provide education and team practices in the sport of soccer. This partnership has existed for several years and benefits hundreds of young boys and girls from the local community who have an interest in pursuing the sport. The benevolence extends beyond the provision of fields from the college; the soccer club has reciprocated by providing much-needed equipment to help support the men’s and women’s soccer teams at SCC.
12 Measures of Success

SANTA ANA COLLEGE • SANTIAGO CANYON COLLEGE

RSCCD Research Department
February 2016
# Table of Contents

- **Readers' Summary** ................................................................. II
- **Measure 1: Access to Students** ............................................. 1
  - Enrollment and Community Population .................................. 1
  - Percent of Feeder High School Graduates Enrolled as New Freshmen ............ 2
- **Measure 2: Successful Course Completion** ............................ 3
- **Measure 3: Course Retention** ............................................. 4
- **Measure 4: College-Level Skills Attained by Remedial Course Takers** ...... 5
  - Successful Course Completion of Math 080 or Higher .................... 5
  - Successful Course Completion of English 101 thru EMLS/ACE Sequence ........ 6
  - Successful Course Completion of English 101 thru English Sequence ........ 7
- **Measure 5: Graduates** .................................................... 8
  - AA/AS Degrees and Certificates Awarded ................................... 8
  - School of Continuing Education: HS Diplomas and Certificates of Completion .... 9
- **Measure 6: Transfers to Four-Year Institutions** ....................... 10
- **Measure 7: Student Satisfaction** ......................................... 11
  - Student Assessment of the Colleges, Education, and Services .............. 11
  - Student Assessment of Core Competencies/SLO ................................ 12
- **Measure 8: Matriculation of Continuing Education Students to Credit Coursework** .... 13
- **Measure 9: Career Technical Education (CTE) Core Indicators of Performance** .... 14
- **Measure 10: Employee Diversity** ....................................... 15
  - Gender ............................................................................. 15
  - Ethnicity .......................................................................... 16
- **Measure 11: Financial Indicators** ........................................ 17
- **Measure 12: Resource Development** .................................... 18
  - Competitive and Entitlement Grants Received .................................. 18
  - Financial Aid Awarded to Students .......................................... 19
Readers’ Summary

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

- Both colleges successfully provide access and enrollment to diverse students representative of the communities. (p. 1)
- More than one-third of the Santa Ana U.S.D. high school graduates enroll at SAC while about a fourth of the Orange U.S.D. graduates enroll at SCC. (p. 2)
- More than two-thirds of course enrollments result in successful course completion. (p. 3)
- Course retention rates are high at more than 80%. (p. 4)
- Successful completion of college-level coursework by students enrolled in remedial English/EMLS/ACE and math has increased. (p. 5, 6 and 7)
- The number of degrees and certificates awarded at both colleges increased significantly. The number of certificates of completion awarded by the School of Continuing Education has dropped. (p. 8 and 9)
- Both colleges continue to increase the number of students transferring to four-year universities. (p. 10)
- Student satisfaction survey results show that students are generally pleased with their experiences at SAC and SCC. (p. 11)
- Students rated core competencies/student learning outcomes identified by faculty in a variety of general education areas satisfactory. (p. 12)
- The number of students who matriculate to credit coursework from the continuing education program has decreased at SAC, while it has recovered at SCC (p. 13)
- CTE students’ performance is slightly lower than CTE students statewide in some metrics. (p. 14)
- Overall, RSCCD employees are increasingly diverse. (p. 15 and 16)
- Ending balance continues to drop. (p. 17)
- Income from districtwide and colleges’ grants increased dramatically since last year due to additional statewide initiatives (p. 18)
- Financial aid to students continues to increase in the last five years. (p. 19)
#1 ACCESS TO STUDENTS: Enrollment and Community Population

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

RSCCD
- The RSCCD service area population is approximately 768,000 (U.S. Census 2010)
- 25,655 students were enrolled in credit coursework
- 19,915 students were enrolled in non-credit coursework

SAC
- The SAC service area population is approximately 515,000 (U.S. Census 2010)
- 18,095 students were enrolled in credit coursework
- 14,035 students were enrolled in non-credit coursework

SCC
- The SCC service area population is approximately 253,000 (U.S. Census 2010)
- 9,366 students were enrolled in credit coursework
- 5,880 students were enrolled in non-credit coursework
#1 ACCESS TO STUDENTS: Percentage of Feeder High School Graduates Enrolled as New Freshmen

**% of New SAUSD HS Graduates enrolled at SAC**

- Fall 2011: 36%
- Fall 2012: 39%
- Fall 2013: 45%
- Fall 2014: 37%
- Fall 2015: 0%

SAUSD has not released 2015 graduate figures before publication date.

**% of New OUSD HS Graduates enrolled at SCC**

- Fall 2011: 30%
- Fall 2012: 25%
- Fall 2013: 27%
- Fall 2014: 24%
- Fall 2015: 24%
#2 SUCCESSFUL COURSE COMPLETION

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

### Successful Course Completion Rates at SAC by Ethnicity

- African-American: 70%
- Asian: 80%
- Caucasian: 85%
- Latino: 68%
- Total: 75%

### Successful Course Completion Rates at SCC by Ethnicity

- African-American: 65%
- Asian: 77%
- Caucasian: 73%
- Latino: 66%
- Total: 70%
#3 COURSE RETENTION

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

Course Retention Rates at SAC by Ethnicity

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Percent Course Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>African-American</td>
<td>84%</td>
</tr>
<tr>
<td>Asian</td>
<td>89%</td>
</tr>
<tr>
<td>Caucasian</td>
<td>92%</td>
</tr>
<tr>
<td>Latino</td>
<td>84%</td>
</tr>
<tr>
<td>Total</td>
<td>87%</td>
</tr>
</tbody>
</table>

Course Retention Rates at SCC by Ethnicity

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Percent Course Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>African-American</td>
<td>81%</td>
</tr>
<tr>
<td>Asian</td>
<td>88%</td>
</tr>
<tr>
<td>Caucasian</td>
<td>85%</td>
</tr>
<tr>
<td>Latino</td>
<td>84%</td>
</tr>
<tr>
<td>Total</td>
<td>84%</td>
</tr>
</tbody>
</table>
#4 SUCCESSFUL COMPLETION OF COLLEGE-LEVEL COURSEWORK: Within 4-years by students enrolled in remedial math

### Successful Completion of College-Level Coursework (Math 080 or higher) within 4-Years at SAC

<table>
<thead>
<tr>
<th>Level Below</th>
<th>Fall 2009</th>
<th>Fall 2010</th>
<th>Fall 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 levels</td>
<td>10%</td>
<td>9%</td>
<td>16%</td>
</tr>
<tr>
<td>2 levels</td>
<td>22%</td>
<td>22%</td>
<td>28%</td>
</tr>
<tr>
<td>1 level</td>
<td>37%</td>
<td>38%</td>
<td>41%</td>
</tr>
</tbody>
</table>

#### Below College-Level Math Enrollment
- Fall 2009
- Fall 2010
- Fall 2011

### Successful Completion of College-Level Coursework (Math 080 or higher) within 4-Years at SCC

<table>
<thead>
<tr>
<th>Level Below</th>
<th>Fall 2009</th>
<th>Fall 2010</th>
<th>Fall 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 levels</td>
<td>12%</td>
<td>13%</td>
<td>18%</td>
</tr>
<tr>
<td>2 levels</td>
<td>30%</td>
<td>31%</td>
<td>29%</td>
</tr>
<tr>
<td>1 level</td>
<td>38%</td>
<td>45%</td>
<td>43%</td>
</tr>
</tbody>
</table>

#### Below College-Level Math Enrollment
- Fall 2009
- Fall 2010
- Fall 2011

3 levels below: Math N05A/B/C and N06
2 levels below: Math N47A/B and N48
1 level below: Math 060 and 061
SUCCESSFUL COMPLETION OF COLLEGE-LEVEL COURSEWORK: Within 4-years by students enrolled in remedial English

Successful Completion of College-Level Coursework (English 101) within 4-Years at SAC

Successful Completion of College-Level Coursework (English 101) within 4-Years at SCC

3 levels below: English N50
2 levels below: English N60
1 level below: English 061
SUCCESSFUL COMPLETION OF COLLEGE-LEVEL COURSEWORK:
Within 4-years by students enrolled in remedial EMLS/ESL/ACE

Successful Completion of College-Level Coursework (English 101) within 4-Years at SAC

<table>
<thead>
<tr>
<th>Below College-Level English Enrollment</th>
<th>Fall 2009</th>
<th>Fall 2010</th>
<th>Fall 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 levels below</td>
<td>16%</td>
<td>12%</td>
<td>14%</td>
</tr>
<tr>
<td>4 levels below</td>
<td>21%</td>
<td>25%</td>
<td>33%</td>
</tr>
<tr>
<td>3 levels below</td>
<td>29%</td>
<td>38%</td>
<td>38%</td>
</tr>
<tr>
<td>2 levels below</td>
<td>39%</td>
<td>42%</td>
<td>40%</td>
</tr>
<tr>
<td>1 level below</td>
<td>57%</td>
<td>58%</td>
<td>56%</td>
</tr>
</tbody>
</table>

Successful Completion of College-Level Coursework (English 101) within 4-Years at SCC

<table>
<thead>
<tr>
<th>Below College-Level English Enrollment</th>
<th>Fall 2009</th>
<th>Fall 2010</th>
<th>Fall 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 levels below</td>
<td>9%</td>
<td>0%</td>
<td>30%</td>
</tr>
<tr>
<td>2 levels below</td>
<td>32%</td>
<td>41%</td>
<td>22%</td>
</tr>
<tr>
<td>1 level below</td>
<td>36%</td>
<td>27%</td>
<td>59%</td>
</tr>
</tbody>
</table>

5 levels below: EMLS 055
4 levels below: EMLS 107
3 levels below: EMLS 109 (ACE 052/053)
#5 GRADUATES: AA/AS degrees and certificates awarded

![SAC Degrees and Certificates Awarded](image1)

![SCC Degrees and Certificates Awarded](image2)
GRADUATES:  High school diplomas and certificates of completion awarded by the School of Continuing Education.

* Starting in 2011, the Chancellor’s Office granted the colleges approval to award certificates of completions for a variety of programs.
#6 TRANSFERS TO FOUR-YEAR INSTITUTIONS:

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

![SAC Transfers to 4-Year Institutions Graph](image1)

![SCC Transfers to 4-Year Institutions Graph](image2)
#7 STUDENT SATISFACTION: Student Assessment of the Colleges, Education, and Services

## Student Satisfaction at SAC

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage of &quot;good&quot; and &quot;excellent&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>My overall experience at SAC</td>
<td>87%</td>
</tr>
<tr>
<td>Effectiveness of classroom learning experience</td>
<td>83%</td>
</tr>
<tr>
<td>Class size</td>
<td>83%</td>
</tr>
<tr>
<td>The SAC campus environment (students, activities, etc.)</td>
<td>82%</td>
</tr>
<tr>
<td>Campus safety/security</td>
<td>81%</td>
</tr>
<tr>
<td>Variety of classes offered</td>
<td>79%</td>
</tr>
<tr>
<td>Appearance and maintenance of grounds/facilities</td>
<td>77%</td>
</tr>
<tr>
<td>My ability to register for classes I want or need</td>
<td>73%</td>
</tr>
<tr>
<td>My relationship w/faculty and counselors</td>
<td>73%</td>
</tr>
</tbody>
</table>

## Student Satisfaction at SCC

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage of &quot;good&quot; and &quot;excellent&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>My overall experience at SCC</td>
<td>88%</td>
</tr>
<tr>
<td>Appearance and maintenance of grounds/facilities</td>
<td>88%</td>
</tr>
<tr>
<td>The SCC campus environment (students, activities, etc.)</td>
<td>84%</td>
</tr>
<tr>
<td>Campus safety/security</td>
<td>83%</td>
</tr>
<tr>
<td>Effectiveness of classroom learning experience</td>
<td>83%</td>
</tr>
<tr>
<td>Class size</td>
<td>80%</td>
</tr>
<tr>
<td>My relationship w/faculty and counselors</td>
<td>72%</td>
</tr>
<tr>
<td>My ability to register for classes I want or need</td>
<td>65%</td>
</tr>
<tr>
<td>Variety of classes offered</td>
<td>61%</td>
</tr>
</tbody>
</table>
#7 STUDENT SATISFACTION: Student Assessment of Core Competencies and Student Learning Outcomes

Core Competencies at SAC

<table>
<thead>
<tr>
<th>Competency</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respect and work with people of different backgrounds</td>
<td>90%</td>
</tr>
<tr>
<td>Listen actively and respectfully to others</td>
<td>89%</td>
</tr>
<tr>
<td>Interact with integrity and awareness of others’ opinions/values</td>
<td>89%</td>
</tr>
<tr>
<td>Read effectively and analytically at the college level</td>
<td>86%</td>
</tr>
<tr>
<td>Understand ethical issues to make sound decisions/judgments</td>
<td>86%</td>
</tr>
<tr>
<td>Speak in a clear and organized fashion to explain ideas/feelings</td>
<td>86%</td>
</tr>
<tr>
<td>Think logically, solve problems, explain conclusions</td>
<td>85%</td>
</tr>
<tr>
<td>Write (organized/grammatically correct) to explain ideas/feelings</td>
<td>85%</td>
</tr>
<tr>
<td>Understand ethical issues on the environment</td>
<td>85%</td>
</tr>
<tr>
<td>Formulate original ideas and concepts and to integrate ideas</td>
<td>84%</td>
</tr>
<tr>
<td>Work effectively in groups to make decisions and seek consensus</td>
<td>84%</td>
</tr>
<tr>
<td>Demonstrate habits of intellectual and physical well-being</td>
<td>83%</td>
</tr>
<tr>
<td>Produce and respond to artistic and creative expression</td>
<td>83%</td>
</tr>
<tr>
<td>Conduct research using printed material and computer technology</td>
<td>83%</td>
</tr>
<tr>
<td>Use college-level mathematical concepts and methods</td>
<td>81%</td>
</tr>
<tr>
<td>Select and develop a career</td>
<td>80%</td>
</tr>
</tbody>
</table>

Percentage of “good” and “excellent”

Student Learning Outcomes at SCC

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take responsibility for one’s own learning and well-being</td>
<td>82%</td>
</tr>
<tr>
<td>Be a responsible community member</td>
<td>80%</td>
</tr>
<tr>
<td>Creatively use concepts to make learning relevant</td>
<td>79%</td>
</tr>
<tr>
<td>Critically analyze, evaluate and organize data to solve problems</td>
<td>79%</td>
</tr>
<tr>
<td>Reflectively assess one’s values, assumptions, and attitudes</td>
<td>79%</td>
</tr>
<tr>
<td>Maintain cultural literacy, lifelong learning, and the environment</td>
<td>77%</td>
</tr>
<tr>
<td>Act to maintain one’s dignity and self-respect</td>
<td>77%</td>
</tr>
<tr>
<td>Communicate ideas in a clear and articulate manner</td>
<td>77%</td>
</tr>
<tr>
<td>Communicate accurately to diverse audiences</td>
<td>73%</td>
</tr>
<tr>
<td>Communicate in various formats using diverse technology</td>
<td>73%</td>
</tr>
<tr>
<td>Learn about one’s chosen academic major</td>
<td>69%</td>
</tr>
<tr>
<td>Learn about professional conduct and workplace ethics</td>
<td>68%</td>
</tr>
</tbody>
</table>

Percentage of “good” and “excellent”
#8 Matriculation of Continuing Education Students to College Credit Coursework

### Matriculation at SAC

<table>
<thead>
<tr>
<th>Year</th>
<th># of New Students from CE to SAC Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2011</td>
<td>716</td>
</tr>
<tr>
<td>Fall 2012</td>
<td>655</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>801</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>839</td>
</tr>
<tr>
<td>Fall 2015</td>
<td>680</td>
</tr>
</tbody>
</table>

### Matriculation at SCC

<table>
<thead>
<tr>
<th>Year</th>
<th># of New Students from CE to SCC Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2011</td>
<td>211</td>
</tr>
<tr>
<td>Fall 2012</td>
<td>179</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>136</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>167</td>
</tr>
<tr>
<td>Fall 2015</td>
<td>215</td>
</tr>
</tbody>
</table>
Comparison of college performance to statewide community college performance on six “Core Indicators” established by the CCCCO to evaluate major areas of student performance in vocational programs.

**Performance at SAC**

- **Skill Attainment**: 82% SAC, 85% Statewide
- **Completions**: 90% SAC, 85% Statewide
- **Persistence & Transfer**: 89% SAC, 82% Statewide
- **Employment, Internship, Military**: 89% SAC, 87% Statewide
- **Participation in Training for Non-Traditional Employment**: 72% SAC, 81% Statewide
- **Completion of Training for Non-Traditional Employment**: 15% SAC, 23% Statewide

**Performance at SCC**

- **Skill Attainment**: 85% SAC, 90% Statewide
- **Completions**: 82% SAC, 50% Statewide
- **Persistence & Transfer**: 74% SAC, 87% Statewide
- **Employment, Internship, Military**: 92% SAC, 81% Statewide
- **Participation in Training for Non-Traditional Employment**: 8% SAC, 23% Statewide
- **Completion of Training for Non-Traditional Employment**: 22% SAC, 28% Statewide
#10 RSCCD EMPLOYEE DIVERSITY, FULL-TIME: Gender

### Percentage of Female Employees at District Operations

<table>
<thead>
<tr>
<th>Year</th>
<th>Faculty</th>
<th>Classified</th>
<th>Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>58%</td>
<td>61%</td>
<td>57%</td>
</tr>
<tr>
<td>2015</td>
<td>62%</td>
<td>71%</td>
<td>54%</td>
</tr>
</tbody>
</table>

### Percentage of Female Employees at SAC

<table>
<thead>
<tr>
<th>Year</th>
<th>Faculty</th>
<th>Classified</th>
<th>Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>57%</td>
<td>55%</td>
<td>50%</td>
</tr>
<tr>
<td>2015</td>
<td>69%</td>
<td>60%</td>
<td>53%</td>
</tr>
</tbody>
</table>

### Percentage of Female Employees at District Operations

<table>
<thead>
<tr>
<th>Year</th>
<th>Faculty</th>
<th>Classified</th>
<th>Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>62%</td>
<td>71%</td>
<td>50%</td>
</tr>
<tr>
<td>2015</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
</tr>
</tbody>
</table>
#10 RS CCD EMPLOYEE DIVERSITY, FULL-TIME: Ethnicity

## Percentage of Non-White Employees at District Operations

- **Classified**:
  - 2008: 53%
  - 2015: 69%

- **Management**:
  - 2008: 52%
  - 2015: 48%

## Percentage of Non-White Employees at SAC

- **Faculty**:
  - 2008: 34%
  - 2015: 42%

- **Classified**:
  - 2008: 68%
  - 2015: 73%

- **Management**:
  - 2008: 50%
  - 2015: 41%

## Percentage of Non-White Employees at SCC

- **Faculty**:
  - 2008: 30%
  - 2015: 30%

- **Classified**:
  - 2008: 65%
  - 2015: 67%

- **Admin./Managmt.**:
  - 2008: 46%
  - 2015: 62%
**Ending Fund Balance** – Cash set aside as prudent reserve for extraordinary expenditures

5% of Total Expenditures - The amount established by the State Chancellor’s Office as a measure of financial well-being. (An unrestricted general fund reserve balance under 5% of total expenditures is a possible indication of financial problems.)
#12 RESOURCE DEVELOPMENT: Competitive and entitlement grants received

**Districtwide Grants**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>$ awarded Districtwide</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-11</td>
<td>$8,215,201</td>
</tr>
<tr>
<td>2011-12</td>
<td>$8,166,035</td>
</tr>
<tr>
<td>2012-13</td>
<td>$7,625,989</td>
</tr>
<tr>
<td>2013-14</td>
<td>$8,040,526</td>
</tr>
<tr>
<td>2014-15</td>
<td>$23,523,941</td>
</tr>
</tbody>
</table>

**SAC Grants**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>$ awarded to SAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-11</td>
<td>$13,702,034</td>
</tr>
<tr>
<td>2011-12</td>
<td>$13,111,117</td>
</tr>
<tr>
<td>2012-13</td>
<td>$13,333,220</td>
</tr>
<tr>
<td>2013-14</td>
<td>$13,265,188</td>
</tr>
<tr>
<td>2014-15</td>
<td>$18,510,469</td>
</tr>
</tbody>
</table>

**SCC Grants**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>$ awarded to SCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-11</td>
<td>$4,632,233</td>
</tr>
<tr>
<td>2011-12</td>
<td>$4,457,638</td>
</tr>
<tr>
<td>2012-13</td>
<td>$4,855,520</td>
</tr>
<tr>
<td>2013-14</td>
<td>$5,987,809</td>
</tr>
<tr>
<td>2014-15</td>
<td>$13,994,350</td>
</tr>
</tbody>
</table>
#12 RESOURCE DEVELOPMENT: Financial aid awarded to students

**Awarded by SAC**

- Fiscal Year 2010-11: $15,190,341
- Fiscal Year 2011-12: $14,546,260
- Fiscal Year 2012-13: $13,592,281
- Fiscal Year 2013-14: $15,657,042
- Fiscal Year 2014-15: $16,170,061

**Awarded by SCC**

- Fiscal Year 2010-11: $5,529,668
- Fiscal Year 2011-12: $5,486,877
- Fiscal Year 2012-13: $5,867,423
- Fiscal Year 2013-14: $6,450,235
- Fiscal Year 2014-15: $6,440,512

---

Page 19

2.1 (78)
RS CCD BOARD OF TRUSTEES:
Claudia C. Alvarez, President
John R. Hanna, Vice President
Nelida Mendoza Yanez, Clerk
Arianna P. Barrios
Lawrence R. “Larry” Labrador
Jose Solorio
Phillip E. Yarbrough
Raquel Manriquez, Student Trustee

CHANCELLOR:
Raúl Rodríguez, Ph.D.

SANTA ANA COLLEGE PRESIDENT:
Erlinda J. Martinez, Ed.D.

SANTIAGO CANYON COLLEGE PRESIDENT:
John Weispfenning, Ph.D.
To: Board of Trustees  
Date: February 22, 2016

Re: Approval of Contract between the City of Santa Ana and RSCCD on behalf of Santa Ana College under a Workforce Investment Act Grant

Action: Request For Approval of Renewal Contract

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

ANALYSIS
Under this agreement, Santa Ana College will provide counseling courses for the Seeds to Trees youth during the Spring 2016 semester. The Dean of Counseling and faculty, as well as administrators and staff in the Student Services Division have worked collaboratively to create a continuation of this program that will be engaging and relevant to these youth and provide a valuable early college experience. All costs associated, including faculty salary and benefits, books, and supplies will be fully covered by the City of Santa Ana under this contract.

RECOMMENDATION
It is recommended that the Board of Trustees approve the contract between the City of Santa Ana and RSCCD on behalf of Santa Ana College under a Workforce Investment Act Grant.

Fiscal Impact: None  
(estimated net income after expenses)

Prepared by: Sara Lundquist, Ph.D., Vice President of Student Services
Lilia Tanakeyowma, Ed. D., Dean of Student Affairs

Submitted by: Erlinda J. Martinez, Ed. D., President, Santa Ana College

Recommended by: Raúl Rodriguez, Ph.D., Chancellor, RSCCD

Board Date: February 22, 2016
AGREEMENT UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

THIS SUBAWARD AGREEMENT, made and entered into this 22nd day of February, 2016, by and between the City of Santa Ana, a charter city and municipal corporation duly organized and existing under the Constitution and laws of the State of California ("CITY") and Rancho Santiago Community College District, on behalf of Santa Ana College ("SUBRECIPIENT").

RECITALS

A. CITY has been designated a Local Workforce Investment Area (LWIOA) under the Workforce Innovation and Opportunity Act of 2014, Public Law 1-113-128 ("the Act"), Catalog of Federal Domestic Assistance (CFDA) Number 17.259 and Federal Award Identification Number (FAIN) AA253421455A6.

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

C. As a LWIOA, CITY is entitled to receive federal funds to establish programs to increase the employment, retention and earnings of participants, and increase occupational skills attainment by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation ("said program")

D. SUBRECIPIENT is experienced in operating workforce development programs for at-risk youth that provide preparation for secondary and post-secondary education, occupational training, and employment skills for entry into the labor market.

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

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

I. SUBRECIPIENT'S OBLIGATIONS

A. SUBRECIPIENT agrees to provide the following services pursuant to said program, as more specifically set forth in SUBRECIPIENT'S Program Narrative contained in "Exhibit A", as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA) per 2 CFR §200.331(a)(1)(ix). SUBRECIPIENT'S failure to provide said services may be grounds for CITY to readjust the level of payment to SUBRECIPIENT otherwise provided for hereinafter.

B. SUBRECIPIENT agrees to provide benefits to individuals who participate in the activities and services funded by this Agreement ("participants") in accordance with the standards and requirements set forth in the Act.
C. SUBRECIPIENT agrees to perform the services set forth herein in a professional, timely and diligent manner.

D. SUBRECIPIENT shall provide wages and benefits to individuals who participate in the activities and services funded by this Agreement in accordance with the standards and requirements of the Act, including Section 181 of the Act.

E. SUBRECIPIENT shall adhere to the Labor Standards described in the Act, including Section 181 of the Act.

F. SUBRECIPIENT agrees to comply with the complaint handling procedures incorporated herein as though fully set forth in 20 CFR 658.413. SUBRECIPIENT shall advise participants of their rights to file complaints under the Act and the procedures for resolution of any complaints. CITY's procedures for handling complaints alleging a violation of the Act, regulations, grants, or other agreements under the Act shall be followed and any decision of CITY, the State or the federal government relating to the complaint shall be binding and followed by SUBRECIPIENT. SUBRECIPIENTS who are employers shall operate a grievance system that incorporates CITY's procedures for resolution of complaints relating to the terms and conditions of employment; these procedures shall be approved in writing by CITY.

G. As a condition of this award of financial assistance under the Act to SUBRECIPIENT from CITY, SUBRECIPIENT assures, with respect to operation of all programs or activities funded with funds provided pursuant to the Act, and all agreements or arrangements to carry out such programs or activities, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Act (Section 188) and compliance with Equal Employment Opportunity provisions in Executive Order (E.O.) 11246, as amended by E.O. 11375 and supplemented by the requirements of 41 CFR Part 60; the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; the Americans with Disabilities Act of 1990; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 29 CFR Parts 33 and 37. The United States, the State of California and CITY have the right to seek judicial enforcement of this assurance.

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

I. SUBRECIPIENT agrees to the following accounting, monitoring, auditing, and review requirements:

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

2. SUBRECIPIENT agrees to forward to the Santa Ana Work Center Administrative Office, 1000 East Santa Ana Blvd., Suite 200, Santa Ana, California 92701 completed Workforce Innovation and Opportunity Act Application form and supporting
documents; a complete Workforce Innovation and Opportunity Act Enrollment; any subsequent updates; Workforce Innovation and Opportunity Act Youth Test Scores form; Workforce Innovation and Opportunity Act Exit form upon completion/termination of active enrollment of participant; and the Workforce Innovation and Opportunity Act Follow-Up form within 20 days following 30, 60, 90, 180, 270, and 360 days of exit. SUBRECIPIENT agrees to enter information on the State of California’s CalJobs database system as instructed and requested by the Santa Ana Work Center Administration.

3. CITY, the State of California and the United States government and/or their representatives shall have access for purposes of monitoring, auditing and examining of SUBRECIPIENT’s activities, performance, books, documents, papers, and records of SUBRECIPIENT SUBRECIPIENTs, bookkeepers and accountants, and employees and participants related to this Agreement. Such agencies or representatives shall also schedule on-site monitoring in their discretion. Monitoring activities may also include, but are not limited to, questioning employees and participants and entering any premises or onto any site in which any of the services or activities funded hereunder are conducted or in which any of the records of SUBRECIPIENT are kept (2 CFR §200.330). Nothing herein shall be construed to require access to any privileged or confidential information as set forth in federal or state law.

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

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

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

K. SUBRECIPIENT agrees to complete a monthly Invoice form showing in detail the amount of money already expended by SUBRECIPIENT hereunder, as this is a cash reimbursement contract. Accounting records must be supported by such source documentation as invoices, bills, statements, proof of payment, such as cancelled checks, payment confirmations, account statements, paid bills, payroll records, time and attendance records, and contract and subgrant award documents (2 CFR §200.101(b)(2)). SUBRECIPIENT agrees to submit the above-stated documents to the WIB SAC-16-004

4.1 (4)
Administrative Office, 1000 East Santa Ana Blvd., Suite 200, Santa Ana, California, 92701, by the
tenth (10th) day of the month following the month in which SUBRECIPIENTS services are performed.
Should SUBRECIPIENT fail to deliver said documents to CITY within thirty (30) days of said
deadline, CITY shall provide SUBRECIPIENT with written notice of such deficiency. If said
deficiency is not corrected within thirty (30) days of mailing such written notice, CITY shall have the
option to deobligate SUBRECIPIENT’s funds and cancel this Agreement by giving SUBRECIPIENT
ten (10) days written notice thereof. SUBRECIPIENT shall either return to the CITY excess revenues
over costs or use such excess revenues as program income by utilizing such program income for
additional training activities authorized under the Act.

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

M. SUBRECIPIENT shall arrange independently for an audit that includes WIOA
funds received from CITY, in accordance with the Act, 2 CFR 200.500. SUBRECIPIENT shall submit
one original of each required audit report to CITY within thirty (30) days after the date received by
SUBRECIPIENT. Should SUBRECIPIENT fail to comply with these requirements, CITY may, at its
option, withhold payment of funds, disallow funds, or suspend additional grant funds.

N. SUBRECIPIENT shall not expend funds pursuant to this Agreement to provide
services to any participant where costs of training are paid for by any other person or entity.

O. SUBRECIPIENT shall comply with the provisions of Uniform Guidance 2 CFR
Part 200 of the U.S. Office of Management and Budget (OMB) and all other applicable federal statutes
and executive orders and their implementing regulations, including regulations at 29 CFR Part 97.

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

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

R. SUBRECIPIENT, in accordance with the Child Support Compliance Act,
recognizes and acknowledges the importance of child and family support obligations and shall fully
comply with all state and federal laws relating to child and family support enforcement, including, but
not limited to: disclosure of information and compliance with earnings assignment orders, as provided
in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the state Family Code; and, to
SAC-16-004

4.1 (5)
the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Employee Registry maintained by the California Employment Development Department (EDD).

S. SUBRECIPIENT agrees to comply with all applicable provisions of the Act, and all applicable federal regulations, including, but not limited to, the Code of Federal Regulations, Subtitle A—Office of Management and Budget Guidance for Grants and Agreements, as well as all applicable state and local regulations.

T. SUBRECIPIENT agrees to remain in compliance with the Certification Regarding Debarment ("Exhibit D"), as required by the regulations implementing Executive Order 12549, Debarment and Suspension, (2 CFR Part 180).

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

V. SUBRECIPIENT acknowledges that the official name for the statewide system of providing employment and training through the WIOA partnerships and various other local programs is “America’s Job Center”. To achieve the goals of this grant, it is important that the public has a quick and easy method to identify that the projects or programs they are taking part in are part of the “America’s Job Center”. SUBRECIPIENT agrees to place the America’s Job Center logo, in accordance with the State of California guidelines for such use, on all public materials, such as statements, press releases, brochures, advertisements, reports and other documents describing projects or programs funded in whole or in part with WIOA funds. When the America’s Job Center logo is used, SUBRECIPIENT may accompany it with the following statement, “The (Program Name) is a proud partner of the America’s Job Center network”. SUBRECIPIENT shall not use the America’s Job Center logo in any manner that would imply that the State of California endorses a commercial product, service or activity.

II. CITY’S OBLIGATIONS

A. On May 13, 2015, the CITY was awarded a Department of Labor Workforce Innovation and Opportunity Act youth grant of $1,136,469 for fiscal year 2015-2016. CITY agrees to pay to SUBRECIPIENT when, if and to the extent federal funds are received under the provisions of the Act a sum not to exceed $6,699.42 for SUBRECIPIENT’S performance in accordance with the Budget attached hereto as "Exhibit E" during the period of this Agreement. Said sum shall be paid after CITY receives invoices submitted by SUBRECIPIENT as provided hereinabove.

B. Pursuant to 2 CFR §200.331(a)(4), the Indirect Cost Rate for the SUBRECIPIENT’s award shall be an approved federally recognized indirect cost rate negotiated between the SUBRECIPIENT and the Federal government, or, if no such rate exists, either a rate negotiated between the CITY and the SUBRECIPIENT, or a de minimis indirect cost rate as defined in 2 CFR §200.414(b) indirect (F&A) costs.

SAC-16-004

4.1 (6)
C. SUBRECIPIENT has the ability to adjust line item amounts in the budget with the approval of the Executive Director, so long as the total Budget amount does not increase.

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

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

III. TERM OF AGREEMENT

A. This Agreement shall commence on February 23, 2016, and all duties arising under this Agreement shall have been performed by June 30, 2016. The Term of this Agreement may be extended by a writing executed by the City Manager and the City Attorney. SUBRECIPIENT acknowledges and agrees that it must provide follow-up services for one (1) year after the Term, whether funded or not.

B. SUBRECIPIENT agrees to comply with the closeout procedures detailed in 2 CFR §200.343, including the following:

1. SUBRECIPIENT must submit, no later than ninety (90) calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the Federal award;

2. Unless the CITY authorizes an extension, SUBRECIPIENT must liquidate all obligations incurred under the Federal award not later than ninety (90) calendar days after the end date of the period of performance as specified in the terms and conditions of the Federal award;

3. SUBRECIPIENT must promptly refund any balances of unobligated cash that the CITY paid in advance or paid and that is not authorized to be retained by SUBRECIPIENT for use in other projects (See OMB Circular A-129 and 2 CFR §200.345);

4. SUBRECIPIENT must account for any real and personal property acquired with Federal funds or received from the Federal government in accordance with 2 CFR §§200.310-200.316 and 200.329; and,

5. The CITY should complete all closeout actions for the Federal award no later than one year after receipt and acceptance of all required final reports.

IV. INDEPENDENT CONTRACTOR

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

V.

WORKER'S COMPENSATION AND EMPLOYER'S RIGHTS

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

B. SUBRECIPIENT shall have the right to hire, dismiss, or promote its employees or contract personnel hired under this Agreement so long as its hiring or dismissal policy or standard does not violate Title VII of the Civil Rights Act of 1964, Fair Labor Standards Act of 1938, or any other applicable law, and SUBRECIPIENT maintains itself as an Equal Opportunity employer.

VI.

APPLICABLE GUIDELINES

A. The parties hereto agree that SUBRECIPIENT shall comply with all applicable federal and state laws and regulations, including, but not limited to the Performance Indicators and general program requirements described in Sections 2 and 116 of the Act, and applicable regulations, and the U.S. Department of Labor guidelines and regulations, including amendments or revisions made during the terms of this Agreement. Said applicable laws are hereby incorporated by reference and made part of this Agreement as though fully set forth herein.

B. SUBRECIPIENT also assures and certifies that:

1. SUBRECIPIENT acknowledges and confirms that the U.S. Department of Labor has established six (6) performance indicators for youth: (a) Percent of participants who are in education/training activities, or in unsubsidized employment during the 2nd quarter after exit; (b) Percent of participants who are in education/training, or in unsubsidized employment during the 4th quarter after exit; (c) the median earnings of participants in unsubsidized employment during the 2nd quarter after exit; (d) Percent of participants who obtain recognized postsecondary credential or secondary diploma during participation or within 1 year after exit; (e) Percent of participants who, during the program, are in education or training that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains; and, (f) effective in serving employers. SUBRECIPIENT agrees to implement and shall meet any additional performance indicators that may be subsequently required by the Workforce Innovation and Opportunity Act or by any other Federal, State, and local law.

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

SAC-16-004
3. SUBRECIPIENT shall comply with any and all federal laws limiting the political activity of employees hired under this Agreement.

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

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

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

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

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

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

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

11. SUBRECIPIENT certifies that all property, finished or unfinished documents, data, studies and reports prepared or purchased under this Agreement, will be disposed of in accordance with the direction of the CITY. In addition, any tools and/or equipment furnished to the SUBRECIPIENT by the CITY and/or purchased by the SUBRECIPIENT with funds pursuant to this Agreement, will be limited to use within the activities outlined in this agreement and will remain the property of the United States Government and/or CITY. Upon termination of this Agreement, SUBRECIPIENT will immediately return such tools and/or equipment to the CITY or dispose of them in accordance with the direction of the CITY.
12. SUBRECIPIENT certifies that this Agreement does not provide for the advancement or aid to any religious sect, church or creed, or sectarian purpose, nor does it help to support or sustain any school, college, university, hospital or other institution controlled by any religious creed, church, or sectarian denomination, as specified by Article XVI, Section 5, of the Constitution of the State of California, regarding separation of church and state.

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

14. INVENTIONS, PATENTS AND COPYRIGHTS.

A. Reporting Procedure. If any project produces patentable items, patent rights, processes, or inventions in the course of work under a U.S. Department of Labor (DOL) grant or agreement, the SUBRECIPIENT shall report the fact promptly and fully to the CITY. The CITY shall report the fact to the Grant Officer, at the DOL. Unless there is a prior agreement between the CITY and the DOL and its representative on these matters, the DOL shall determine whether to seek protection on the invention or discovery. The DOL and its representative shall determine how the rights in the invention or discovery, including rights under any patent issued thereon, will be allocated and administered in order to protect the public interest consistent with the "Governmental Patent Policy" (President's Memorandum for Heads of Executive Departments and Agencies, August 23, 1971, and Statement of Government Patent Policy as printed in 36 FR 16889).

B. Copyright Policy.

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

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

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

15. CLEAN AIR / CLEAN WATER ACT. If the grant hereunder exceeds $100,000, SUBRECIPIENT must comply with Section 306 of the Clean Air Act [(42 USC 1875(h)]

SAC-16-004 4.1 (10)
Section 508 of the Clean Water Act (33 USC 1368); Executive Order 11738 and Environmental Protection Agency ("EPA") regulations (40 CFR Part 35) as any may now exist or be hereafter amended. Under these laws and regulations, the SUBRECIPIENT assures that:

(a) No facility to be utilized in the performance of the proposed grant has been listed on the EPA List of Violating Facilities;

(b) It will notify CITY prior to award of the receipt of any communication from the Director, Office of Federal Activities, U.S. EPA, indicating that a facility to be utilized for the grant is under consideration to be listed on the EPA List of Violating Facilities; and,

(c) It will notify the CITY and the EPA about any known violation of the above laws and regulations.

16. SUBRECIPIENT agrees to adhere to the following STANDARDS OF CONDUCT:

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

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

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

d. Conducting Business Involving Close personal Friends and Associates. Executives and employees of SUBRECIPIENT will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering this Agreement, will exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for SUBRECIPIENT to conduct business with a friend or associate of an executive or employee of SUBRECIPIENT, an elected official in the area or a voting or non-voting member of the Workforce Investment Board (WIB), a permanent record of the transaction will be retained.

e. Avoidance of Conflict of Economic Interest. No executive or employee of SUBRECIPIENT elected official in the area, or voting or non-voting member of a WIB, will solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by SUBRECIPIENT or CITY. Supplies, materials, equipment or services purchased
with Agreement funds will be used solely for purposes asserted or allowed under this Agreement. No voting member of the WIB will cast a vote on the provision of services or vote on any matter which would provide direct financial benefit to that member or any business or organization which the member directly represents.

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

**VII. HOLD HARMLESS**

A. **SUBRECIPIENT** shall defend, indemnify, and hold **CITY**, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorney’s fees) or claims for injury or damages arising out of the performance of this Agreement to the extent such liability, loss, expense, attorney’s fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of **SUBRECIPIENT**, its officers, agents or employees.

B. **CITY** shall defend, indemnify, and hold **SUBRECIPIENT**, its officers, employees, agents, and volunteers harmless from and against any and all liability, loss, expense (including reasonable attorney’s fees) or claims for injury or damages arising out of the performance of this Agreement to the extent such liability, loss, expense, attorney’s fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of **CITY**, its officers, agents or employees.

**VIII. INSURANCE**

A. **Commercial General Liability.** **SUBRECIPIENT** agrees to obtain and keep in force during the term of this Agreement a policy of comprehensive commercial general liability insurance insuring the State of California, **CITY**, and **SUBRECIPIENT** against any liability for accident, injury or death arising out of or in consequence of this Agreement. Such insurance shall be in an amount not less than One Million Dollars ($1,000,000.00) for any injury to or death of any person or persons in any single accident or occurrence, with $2,000,000 in the aggregate coverage. Said policy of comprehensive general liability insurance shall be endorsed to provide to **CITY** and to the State of California, Employment Development Department, at least thirty (30) days written notice prior to cancellation; name **CITY**, its officers, agents, employees, and volunteers, and the State of California, its officers, employees, and volunteers as Additional Insured; and state that such coverage is primary to any other coverage or self-insurance of the State of California and **CITY**. Governmental entities may substitute a certificate of self-insurance.

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

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

D. Equipment Coverage. SUBRECIPIENT shall purchase a policy or policies of insurance covering loss or damage to any and all Equipment provided to or purchased by SUBRECIPIENT in accordance with this Agreement. Said insurance shall be in the amount of the full replacement value thereof, providing protection against the classification of fire, extended coverage, vandalism, malicious mischief, theft, and special extended perils. Governmental entities may substitute a certificate of self-insurance.

E. Youth Protection. To maintain a safe environment, funded youth providers that serve youth under the age of 18 will need to provide a Youth Protection Policy and proof of Sexual Abuse & Molestation insurance coverage of at least $2,000,000. Youth providers will be held responsible for conducting a background clearance (live-scan) for staff that have direct interaction with youth participants that are under the age of 18.

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

IX.
CORPORATE STATUS

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

X.
ASSIGNABILITY

None of the duties of, or work to be performed by, SUBRECIPIENT under this Agreement shall be subcontracted or assigned to any agency, consultant, or person without the prior written consent of CITY. SUBRECIPIENT must submit all subcontracts and other agreements that relate to this Agreement to CITY. SUBRECIPIENT acknowledges and agrees that it must follow procurement regulations for SUBRECIPIENTs (2 CFR §200.317). No subcontract or assignment shall terminate or alter the legal obligations of SUBRECIPIENT pursuant to this Agreement.
XI.
LAWS GOVERNING THIS AGREEMENT

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

1. The Act and all applicable federal statutes, regulations, policies, procedures and directives, including but not limited to, 2 CFR 200 and 20 CFR. Parts 651 and 654
2. All applicable State statutes, regulations, policies, procedures and directives;
3. All applicable CITY policies, procedures and directives;
4. All applicable local ordinances and requirements, including use permits and licensing;
5. Court orders applicable to its operation; and,
6. The terms and conditions of this Agreement.

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

XII.
EXCLUSIVITY AND AMENDMENT OF AGREEMENT

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

XIII.
FRAUD

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

XIV.
CONTINGENCY OF FUNDS

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

XV.
TERMINATION

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

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

XVI.
DISPUTES

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by CITY. In such a case CITY shall reduce its decision to writing and mail or otherwise furnish a copy thereof to SUBRECIPIENT. The decision of the City shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, CITY receives from SUBRECIPIENT written request to appeal said decision.

Procedures governing the appeal shall be prescribed by CITY and/or the State of California in accordance with the Act and all corresponding regulations and OMB circulars. Pending final disposition of the appeal, SUBRECIPIENT shall act in accordance with CITY’s decision unless the dispute involves a change order.

XVII.
BREACH - SANCTIONS

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

XVIII.
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:

CITY:
City of Santa Ana
Manager, WIB Administrative Office
P.O. Box 1988 (M-73)
Santa Ana, CA 92702

CLERK:
Clerk of the City Council
City of Santa Ana
20 Civic Center Plaza (M-30)
P.O. Box 1988
Santa Ana, CA 92702-1988
Fax: (714) 647-6956

SUBRECIPIENT:
Rancho Santiago Community College District
Santa Ana College
1530 W. 17th Street
Santa Ana, CA 92706

XIX.
MERGER

This Agreement, together with the attachments hereto, expresses the total understanding of the parties. There are no oral understandings of the parties or terms and conditions other than as stated herein.

XX.
VALIDITY

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

XXI.
MISCELLANEOUS PROVISIONS

a. Each undersigned represents and warrants that its signature hereinbelow has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify CITY fully, including reasonable costs and attorney’s fees, for any injuries or damages to CITY in the event that such authority or power is not, in fact, held by the signatory or is withdrawn.
b. All Exhibits referenced herein and attached hereto shall be incorporated as if fully set forth in the body of this Agreement.

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

ATTEST: 

By: ____________________________

By: ____________________________

Maria D. Huizar
Clerk of the Council

David Cavazos
City Manager

APPROVED AS TO FORM: 

“SUBRECIPIENT”

Sonia R. Carvalho
City Attorney

BY: ____________________________

BY: ____________________________

John M. Funk
Assistant City Attorney

Name: Peter J. Hardash
Title: Vice Chancellor of Business Operations/Fiscal Services
Tax ID #: 95-2696799
EXHIBIT A - Specification of Services to Be Provided by Santa Ana Community College

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

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

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

1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any organization, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any organization, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including agreements) and that all subrecipients shall certify and disclose accordingly.

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

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

__________________________________________
Grantee/Contractor Organization

__________________________________________
Signature

__________________________________________
Date

Exhibit: B
Certification Regarding Drug-Free Workplace Requirements

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

CERTIFICATION

A. The contractor certifies that it will provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing a drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;
(2) The contractor's policy of maintaining a drug-free workplace;
(3) Any available drug counselling, rehabilitation, and employee assistance program; and
(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee who will be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph -(a) that, as a condition of employment under the contract, the employee will -

(1) Abide by the terms of the statement; and
(2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

(e) Notifying the U.S. Department of Housing and Urban Development within ten days after receiving notice under subparagraph (d)(2) from an

EXHIBIT C
employee or otherwise receiving actual notice of such conviction;

(f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -

   (1) Taking appropriate personnel action against such an employee, up to and including termination; or

   (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

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

__________

Date

__________

Program Operator Signature

EXHIBIT C

SAC-16-004

4.1 (21)
DIVISION OF EMPLOYMENT SERVICES
PLACE OF PERFORMANCE
FOR CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

Name: ________________
Name of Contractor: ______________________
Contractor Number: ______________________
Date: ____________________

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

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

EXHIBIT C

SAC-16-004
Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

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

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

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

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

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

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

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

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

______________________________
Grantee/Contractor Organization

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

______________________________
Date

Exhibit D

SAC-16-004

4.1 (23)
INSTRUCTION FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.

3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction", "debarment", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principle", "proposal", and "voluntarily excluded", as used in this cause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.

6. The prospective recipient of Federal assistance funds agrees by submitting this proposal, that it will include the clause title "Certification Regarding Debarment, Suspension, Ineligible, or voluntarily excluded" from the covered transaction unless it knows that the certification is erroneous.

7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

8. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

Exhibit D

SAC-16-004

4.1 (24)
### Year 1 (2015-2016) Santa Ana College Seeds to Trees College Training Program

= $6,699.42 General Fund (Young Adult)

<table>
<thead>
<tr>
<th>Instructor Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STDY SKILLS 091:</strong></td>
<td></td>
</tr>
<tr>
<td>1 unit (LHE) x 18 hrs/semester @ $85.73/hour = $1,183.14</td>
<td>$1,183.14</td>
</tr>
<tr>
<td><strong>CNSL 100:</strong></td>
<td></td>
</tr>
<tr>
<td>2 units (LHE) x 18 hrs/semester @ $65.73/hour = $2,366.28</td>
<td>$2,366.28</td>
</tr>
<tr>
<td>Sub-Total Salary = $3,549.42</td>
<td></td>
</tr>
<tr>
<td>Benefits, estimated at $13.78% = $490.00</td>
<td>$490.00</td>
</tr>
<tr>
<td>Counseling hours = $56/hr x 3 hrs per youth x 15 youth</td>
<td>$2,520.00</td>
</tr>
<tr>
<td>Course Materials</td>
<td>$140.00</td>
</tr>
<tr>
<td>**TOTAL YEAR 1 (2015-2016) **</td>
<td>$6,699.42</td>
</tr>
</tbody>
</table>

*Budget line items may be adjusted to meet specific program needs but overall total will not be exceeded.
Assurances & Certifications

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

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

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

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

These include, but are not limited to:

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

We will not:

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

I hereby assure that all of the above are true.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Exhibit F

SAC-16-004 4.1 (26)
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santa Ana College – Student Services

To: Board of Trustees

Re: Approval of College Central Network, Inc. (CCN) Career Services Central (CSC) Application Service Provider (ASP) Agreement for Online Career Management System

Action: Request For Approval

BACKGROUND
The Career Development/CTE Student Success Center (formerly the Career/Job Resource Center) currently has no online system for posting job offerings, utilizing instead an antiquated system of hard copy job listings in binders. Career Services Central Application Service Provider (ASP) is a web-based career office management system that would be hosted on College Central Network’s (CCN) servers. CCN provides the software, hardware and virtual training for this system, and is offering a free trial for 13 months (February 23, 2016 – February 22, 2017), in exchange for feedback from Santa Ana College regarding the performance of the service and the features offered and/or enhanced during the initial trial year. Following the initial free trial period, if Santa Ana College is pleased with the service, another contract would be executed for the cost of $1500 annually.*

ANALYSIS
CCN is a national company located in New York that serves many colleges in California, including Santiago Canyon College, which has provided very positive feedback about this service. Career Services Central ASP would not only create an online student employment service, but would be used by Service Learning and other Career Development/CTE Center functions to improve efficiency for both student users and Center staff.

RECOMMENDATION
It is recommended that the Board of Trustees approve the College Central Network, Inc. (CCN) Career Services Central (CSC) Application Service Provider (ASP) Agreement for Online Career Management System as presented.

Fiscal Impact: $0*

Board Date: February 22, 2016

Prepared by: Sara Lundquist, Ph.D., Vice President of Student Services, SAC
Micki Bryant, Ph.D., Dean of Counseling, SAC

Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College

Recommended by: Raúl Rodriguez, Ph.D., Chancellor
CAREER SERVICES CENTRAL®

APPLICATION SERVICE PROVIDER (ASP) AGREEMENT

THIS AGREEMENT, dated as of 02/23/2016 between College Central Network, Inc., a Delaware corporation ("CCN") located at 245 8th Avenue # 892, New York, NY 10011 and Rancho Santiago Community College District on behalf of Santa Ana College (the "School" or the "Schools"), located at 1530 West 17th Street, Santa Ana, CA 92706 sets forth the terms under which the School becomes a user of CCN’s Career Services Central Online Career Office Management System known as CSC 2015 (sometimes referred to as the "CAREER SERVICES CENTRAL ASP").

WITNESSETH:

WHEREAS, the School requires a Web-based career office management system to be hosted on CCN’s servers, and access and/or use of CCN’s Web site;

WHEREAS, CCN has the software, hardware, training and experience required by the School for this effort;

WHEREAS, CCN is desirous of receiving feedback from the School as to the performance of the CAREER SERVICES CENTRAL ASP and its features as offered and enhanced during the term of this Agreement; and

WHEREAS, this Agreement is of mutual interest and benefit to the School and CCN and will further the career development and placement objectives of the School.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the parties hereto agree to the following:

1. CAREER SERVICES CENTRAL ASP Provided Features

   During the Term (as defined in Section 3 hereafter) of this Agreement, CCN will make available to the School the following features of the CAREER SERVICES CENTRAL ASP and all of the features checked off on the attached Schedule A — Additional Included Services and Modules:

   (i) All of the existing features of CCN’s CAREER SERVICES CENTRAL ASP Basic Software Module ("CAREER SERVICES CENTRAL ASP BASIC MODULE") as of the date of this Agreement, and all updates and upgrades thereto, as described below. The CAREER SERVICES CENTRAL ASP BASIC MODULE provides functionality to collect, enter and approve job postings, search resumes and refer them to prospective employers and to generate reports about students, alumni, employers and job postings.
(ii) Standard CCN HTML web pages ("CCN WEB PAGES") to be linked to the School’s Career Center web site with the School’s colors and logos. The CCN WEB PAGES’ icons shall direct the School’s students, alumni and employers to use the job posting, recruiting and resume services and provide a method for searching jobs and submitting resumes. The CCN WEB PAGES shall be linked back to the key pages on the Career Center’s web site as well as the School’s general web site home page.

(iii) The Employer Services Module, with such features available, as of the date of this Agreement, and all updates and upgrades thereto, as described in Section 3 hereafter. The Employer Services Module enables School’s employer partners to post jobs and search resumes online for School’s exclusively, reducing the overall number of job postings entered by School’s career center staff.

(iv) Any additional features available as part of the CAREER SERVICES CENTRAL ASP including, without limitation, all other services modules offered by CCN thereunder, may be acquired for use by the School, by entering into separate agreements with CCN for such additional features, at such prices and on such other relevant terms as described in CCN’s then current services offering sheet.

2. CAREER SERVICES CENTRAL ASP Set-up and Training of School’s Staff

CCN shall provide no in-person training sessions during the Term of this Agreement. The School shall be entitled to training virtually by CCN staff over the Internet. CCN will provide continuous virtual support for the School during the Term.

To assist and/or enable CCN to perform a proper installation of the CAREER SERVICES CENTRAL ASP, the School agrees to create links from its Career Center web site to the CCN Web Pages to assist students and alumni in using the CAREER SERVICES CENTRAL ASP within thirty (30) days of the execution of this Agreement.

3. CAREER SERVICES CENTRAL ASP Fees

In consideration for its right to utilize the CAREER SERVICES CENTRAL ASP features described in Section 1 hereof, the School shall pay CCN:

(i) The sum of \(0.00\) dollars no later than 02/23/2016 for the period beginning on 02/23/2016 and ending on 02/22/2017, the Initial Term (the "Initial Term").

School Initial ____________

SAC-16-013 4.2 (3)
The term Business Days as used in this Agreement means all days, except Saturdays, Sundays and the following holidays: New Year’s Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

CCN agrees to provide the School with updates and/or upgrades to the CAREER SERVICES CENTRAL ASP BASIC MODULE and all other modules as listed in Section 1, CAREER SERVICES CENTRAL ASP Provided Features, during the Term, within a reasonable period of time after any such updates and/or upgrades become generally available (i.e., after successful Beta testing), along with reasonable virtual instruction and/or training over the Internet regarding the same. Such upgrades shall include each newly-numbered annual upgrade when it becomes available (e.g. CSC 2015, CSC 2016, etc.).

4. Linking and Whitelisting Obligations

During the Term of this Agreement, and to ensure the CAREER SERVICES CENTRAL ASP’s effectiveness, the School agrees to place the CCN logo and/or other CCN representative pictures or text provided by CCN that shall direct users to the CCN Site front door on the School’s Career Center site. The CCN link shall be prominently promoted via placement in the School’s Career Center site and such other places as may be mutually agreed. The exact placement of the CCN link shall be at the School’s sole discretion, with reasonable input from CCN. So long as CAREER SERVICES CENTRAL ASP is the exclusive third party system utilized by the School to manage its career services office, the School agrees that the CCN logo or hotlink shall be the first displayed on its career services Web site stating that “The (School Name) Uses College Central Network as its official resume and job posting service.” In order to direct the School’s users to the Service, the School agrees to download and link to the CCN approved logos that are located at http://www.careerservicescentral.com/Graphics.cfm or other mutually agreed to variation thereof. All other uses of the CCN logo are subject to Trademark law and may not be used without the express prior written consent of CCN. The School is unrestricted in any manner and may link to any other Web sites as long as CollegeCentral.com remains the first and most dominant link exhibited.

CCN and the School hereby grant to one another a non-exclusive, non-transferable (except as provided in the section entitled "Assignment"), royalty-free, worldwide license to use, reproduce, transmit, and publicly display the other’s links during the term of this Agreement solely for the purposes described herein. Except as expressly stated herein, neither party shall make any other use of the other party’s marks. The licenses described herein shall terminate automatically upon the effective date of expiration and/or termination of this Agreement.

During the Term of this Agreement, and to ensure the CAREER SERVICES CENTRAL ASP’s effectiveness, the School agrees to whitelist CCN’s email servers. Whitelisting CCN’s email servers allows the CAREER SERVICES CENTRAL ASP’s emails to pass through the school’s internal firewall and to reach the School’s faculty, students and alumni. The CAREER SERVICES CENTRAL ASP cannot function without this ability. School understands that the CAREER SERVICES CENTRAL ASP cannot be implemented until CCN verifies that whitelisting has been completed by School.
5. Exclusive Provider During Term of Agreement/Termination

During the Term, CCN shall be the exclusive third party ASP and/or software provider to the School for career services management.

Either CCN or the School may terminate this Agreement for a breach of the other’s material obligations, upon thirty (30) days advance written notice to each other. However, CCN and School shall both be granted thirty (30) days to cure any material breach after first having received written notice clearly outlining such material breach from the other before termination shall be granted.

6. Independent Contractor/No Agent

CCN is and shall be an independent contractor. As such, neither party nor any of their respective employees or independent contractors is authorized or empowered to act as agent for the other for any purpose and shall not on behalf of the other enter into any contract, warranty, or make any representation or warranty as to any matter, except as specifically allowed herein and limited to the narrowest construction thereof. Neither shall be bound by the acts or conduct of the other. CCN covenants that it will not at any time represent itself, either directly or by implication, as an agent of the School or as having authority to bind the School.

7. Intellectual Property and Access

The School agrees not to alter, decompile, disassemble, download, or copy the CAREER SERVICES CENTRAL ASP, the CCN WEB PAGES or any CCN web page including, but not limited to CareerServicesCentral.com, CollegeCentral.com, StudentCentral.com, AlumniCentral.com, JobsCentral.com, ResumeCentral.com, JobFairCentral.com or EmployerCentral.com. The School recognizes that the CAREER SERVICES CENTRAL ASP, the CCN WEB PAGES and all CCN web page information contained therein is proprietary to CCN and contains proprietary software that constitutes valuable confidential information and trade secrets of CCN.

The school agrees not to release its ID and Password required for access to the CAREER SERVICES CENTRAL ASP to any person or entity other than its own career center staff, the School’s Information Technology Officer or its Webmaster without the express prior written consent of CCN. The School shall immediately notify CCN in writing if the School ID and/or password for any of the School’s CAREER SERVICES CENTRAL ASP users is lost, stolen, obtained or used by an unauthorized person.

The School shall use its best efforts to give CCN at least five (5) business days prior notice of any changes to information on the School’s Career Center web site and/or pages that may impact the design, use and operation of CCN. Examples of such changes may include, but are not to be limited to, changes in the graphic design and/or location of the School’s Career Center’s web site and/or pages, or new internet or contact addresses for the same. This provision shall apply only to the School’s Career Center’s web site and/or pages and no other web site and/or pages of the School.
The School may take such action as it deems appropriate to maintain the integrity of the CAREER SERVICES CENTRAL ASP and its website and accordingly has the right to remove or temporarily restrict access to any resumes that it views as frivolous or patently false. CCN will use its reasonable efforts to advise the School of resumes or acts which it believes adversely affects the School’s site or the CAREER SERVICES CENTRAL ASP’s integrity.

The School represents that it has the full right to grant or otherwise permit CCN to access the School's Career Center site and use the School's site links. CCN represents that it has the full right to grant or otherwise permit the School to access the CAREER SERVICES CENTRAL ASP and use the CCN site links and CCN is aware of no claims by any third parties adverse to any of its intellectual property rights affecting this Agreement.

If either party’s (the “Infringing Party”) intellectual property rights relating to this Agreement are alleged or held to infringe the intellectual property rights of a third party, the Infringing Party shall, at its own expense, and in its sole discretion, (1) procure for the non-Infringing Party the right to continue to use the allegedly infringing intellectual property or (2) replace or modify the intellectual property to make it non-infringing, provided, however, if neither option is possible or economically feasible and if the inability to use such intellectual property would cause a material breach of this Agreement (as determined by the non-Infringing Party), the Infringing Party may terminate this Agreement, without further liability.

The provisions of this Section shall survive the termination or natural expiration of this Agreement.

8. Confidentiality

The School is granted the right to use the CAREER SERVICES CENTRAL ASP to search for resumes of students attending the School and its alumni. The School may not search the resume databases of other schools, and CCN shall not permit other schools to search the School’s student resume and/or alumni databases. The School may remove the resumes of persons that to its knowledge do not attend, have never attended or have not graduated from the School.

The School agrees to keep confidential the functionality and processes of the CAREER SERVICES CENTRAL ASP. The School agrees to keep confidential any pending CAREER SERVICES CENTRAL ASP enhancements, testings and/or developments as to which it has been advised by CCN are not then publicized, generally known or available to current and prospective users of the CAREER SERVICES CENTRAL ASP. Neither the School nor its representatives will disclose to any person the financial terms and conditions which are associated with this Agreement. This provision does not prohibit the School from providing this Agreement or such financial information to its attorneys, financial advisors on a “need to know” basis, or as may be required by law.

The provisions of this Section shall survive the termination or natural expiration of this Agreement.

9. Non-Discrimination

CCN provides the CAREER SERVICES CENTRAL ASP without regard to the race, sex, sexual orientation, age, religion, ethnic or national origin, disability, marital or veteran’s status of any employee, student or representative of the School or any entity (and its employees) contracting with the School. CCN promptly will report to the School any instance of such discrimination of which it becomes aware.
10. Assignment

The School may not assign or license all or any portion of its rights under this Agreement without the prior written consent of CCN. CCN may assign this Agreement to an affiliate or successor of CCN that specifically agrees to assume CCN’s obligations hereunder.

11. Limitations of Liability

UNDER NO CIRCUMSTANCES SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL OR EXEMPLARY DAMAGES (EVEN IF SUCH DAMAGES ARE FORSEEABLE OR THAT PARTY HAS BEEN ADVISED OR HAS CONSTRUCTIVE KNOWLEDGE OF THE POSSIBILITY OF SUCH DAMAGES), ARISING FROM SUCH PARTY’S PERFORMANCE OR NON-PERFORMANCE PURSUANT TO ANY PROVISION OF THIS AGREEMENT OR THE OPERATION OF SUCH PARTY’S SITE (INCLUDING ANY SUCH DAMAGES INCURRED BY THIRD PARTIES), SUCH AS, BUT NOT LIMITED TO, LOSS OF REVENUE OR ANTICIPATED PROFITS OR LOST BUSINESS. IN NO EVENT SHALL CCN BE LIABLE FOR DAMAGES IN EXCESS OF THE AMOUNT PAYABLE TO IT UNDER THIS AGREEMENT. NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY, THIS SECTION SHALL NOT LIMIT EITHER PARTY’S LIABILITY TO THE OTHER FOR (A) WILLFUL AND MALICIOUS MISCONDUCT; (B) DIRECT DAMAGES TO REAL OR TANGIBLE PERSONAL PROPERTY; OR (C) BODILY INJURY OR DEATH CAUSED BY NEGLIGENCE.

12. Limitation of Warranty

EXCEPT AS SPECIFICALLY STATED HEREIN, THE CAREER SERVICES CENTRAL ASP AND RELATED WEB SITE ARE MADE AVAILABLE SOLELY ON AN “AS IS” BASIS. CCN ASSUMES NO RESPONSIBILITY FOR ERRORS, OMISSIONS AND MISREPRESENTATIONS BY PERSONS ENTERING DATA ABOUT JOB OPPORTUNITIES OR INFORMATION SUPPLIED BY THE SCHOOL OR INDIVIDUALS ENTERING RESUMES OR OTHER DATA. IN NO EVENT WILL CCN BE RESPONSIBLE FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH THE CAREER SERVICES CENTRAL ASP.

EACH PARTY EXPRESSLY DISCLAIMS ANY WARRANTIES, EXPRESS, IMPLIED, OR STATUTORY, INCLUDING BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, NEITHER PARTY MAKES ANY EXPRESS OR IMPLIED WARRANTIES OR REPRESENTATIONS WITH RESPECT TO SUCH PARTY’S SITE, AND NEITHER PARTY SHALL BE LIABLE FOR THE CONSEQUENCES OF ANY INTERRUPTIONS OR ERRORS RELATED THERETO. CCN SPECIFICALLY DISCLAIMS ALL LIABILITY FOR THE SCHOOL’S SITE AND THE SCHOOL SPECIFICALLY DISCLAIMS ALL LIABILITY FOR THE CCN SITE AND THE CONTENT THEREIN.

EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, NEITHER PARTY MAKES ANY EXPRESS OR IMPLIED WARRANTIES OR REPRESENTATIONS WITH RESPECT TO THE CAREER SERVICES CENTRAL ASP OR ANY OTHER SERVICES OR PRODUCTS OFFERED OR SOLD THROUGH THE CCN SITE OR THE SCHOOL’S SITE (INCLUDING, WITHOUT LIMITATION, WARRANTIES OF FITNESS, MERCHANTABILITY, NON-INFRINGEMENT OR ANY IMPLIED WARRANTIES ARISING OUT OF A COURSE OF PERFORMANCE, DEALING OR TRADE USAGE).
13. Indemnification

To the extent allowed by law, the School will at all times defend, indemnify and hold harmless CCN and its affiliates, subsidiaries, officers, directors, shareholders, employees, accountants, attorneys, agents, successors and assigns from and against any and all third party claims, damages, liabilities, costs and expenses, including reasonable legal fees and expenses, arising out of or related to any breach of any warranty, representation, covenant or agreement made by the School in this Agreement or the development, operation or maintenance of the School’s Career Center’s site. The foregoing indemnity is conditioned upon: prompt written notice by CCN to the School of any claim, action or demand for which indemnity is claimed; complete control of the defense and settlement thereof by the School; and such reasonable cooperation by CCN in the defense as the School may request.

To the extent allowed by law, CCN will at all times defend, indemnify and hold harmless the School and its affiliates, subsidiaries, officers, directors, shareholders, employees, accountants, attorneys, agents, successors and assigns from and against any and all third party claims, damages, liabilities, costs and expenses, including reasonable legal fees and expenses, arising out of or related to any breach of any warranty, representation, covenant or agreement made by CCN in this Agreement or the development, operation or maintenance of the CCN site. The foregoing indemnity is conditioned upon: prompt written notice by the School to CCN of any claim, action or demand for which indemnity is claimed; complete control of the defense and settlement thereof by CCN; and such reasonable cooperation by the School in the defense as CCN may request.

Neither party shall, without the prior written consent of the other party, settle, compromise or consent to the entry of any judgment with respect to any pending or threatened claim unless the settlement, compromise or consent provides for and includes an express, unconditional release of all claims, damages, liabilities, costs and expenses, including reasonable legal fees and expenses, against the indemnified party.

14. Press Releases/References

CCN and the School may jointly or singularly prepare press releases and/or references concerning the existence of this Agreement and the general terms hereof. Otherwise, no public statements and/or references concerning the existence or terms of this Agreement shall be made or released to any medium except with the prior approval of CCN and the School or as required by law, such approval not to be unreasonably withheld.

15. No Solicitation of Employees

School agrees that it will not, during its ASP Service Provider Agreement Term, as defined in this Agreement and for a period of one (1) year thereafter, regardless of the circumstances which result in the School's termination of the ASP Service Provider Agreement: (i) solicit or to cause to be solicited, either directly or indirectly, any employee or independent contractor of CCN to terminate an employment or independent contractor relationship with CCN or (ii) solicit or to cause to be solicited, either directly or indirectly, the employment of or a consulting arrangement with any person who is then, or has been within the preceding six (6) months, an employee or consultant to CCN.

No failure or delay by either party in exercising any right or remedy in this Agreement and no course of conduct between the parties shall operate as a waiver of any such right or remedy; nor shall any single or partial exercise of any right or remedy or any abandonment or discontinuance of any step to enforce any such right or remedy preclude the enforcement of any other right or remedy in this Agreement.

Any non-routine notice to be delivered pursuant to the terms of this Agreement shall be in writing and shall be deemed to have been received only if delivered personally, sent by recognized overnight courier service or sent by United States Post Office certified mail, postage pre-paid, as follows:

If to CCN:  
Mark Mancini, President  
College Central Network, Inc.  
P.O. Box 153943  
Irving, TX 75015

If to School:  
Sandy Morris, Career Development/CTE Student Success Center  
Santa Ana College  
1530 West 17th Street  
Santa Ana, CA 92706

or to such other address for the delivery of such notices as has been provided by the parties in accordance with this same notice provision.

This Agreement shall be construed in accordance with and shall be governed by the laws of the State of California, applicable in the case of agreements to be performed entirely within the State of California exclusive of any choice of law principles the application of which would result in the application of the laws of a different jurisdiction. School expressly agrees to submit to the jurisdiction of the courts of the State of California and that proper venue shall be had in Orange County, California regarding any and all disputes arising under this Agreement.

This Agreement, including the Exhibits hereto, contains the entire agreement of the parties with respect to the subject matter hereof, and no representations or understandings not set forth herein have been made or relied upon by either party. This Agreement may not be modified or altered except by a written instrument duly subscribed by all of the parties hereto.

When used in this Agreement, the singular shall include the plural.

Headings in this Agreement are for convenience of reference only and shall not be given any interpretive or substantive effect.
This Agreement may be signed in identical counterparts, each of which shall be deemed to be an original, and all of which, when taken together, shall constitute but one and the same document. Signatures made and transmitted by electronic means (e.g. by facsimile transmission or in pdf scanned format) shall be deemed original and effective signatures.

This Agreement is being signed and delivered by the duly authorized representative of the respective signatory indicated below.

AGREED TO AND ACCEPTED BY:

COLLEGE CENTRAL NETWORK, INC.

By: ________________________________
Print Name: ________________________
Title: ______________________________
Date: ______________________________

SCHOOL (Santa Ana College)

By: ________________________________
Print Name: Erlinda J. Martinez, Ed.D.
Title: President
Date: ______________________________

SCHOOL (Rancho Santiago Community College District) By:

______________________________
Print Name: Peter J. Hardash
Title: Vice Chancellor of Business Operations/Fiscal Services
Date: ____________________________
Schedule A — Additional Included Services and Modules

The Multi-Campus feature, with such features available, as of the date of this Agreement, and all updates and upgrades thereto, as described in Section 3 hereafter. The Multi-Campus feature enables

[ ] to manage their students/alumni separately through the CAREER SERVICES CENTRAL ASP service by providing a filter to select only their respective students/alumni when utilizing the functions and reports within the product, while maintaining one centralized web gateway, school pages, bulletin board and event board for students, alumni, and employers.

[ ] Notes Manager Module, with such features available, as of the date of this Agreement, and all updates and upgrades thereto, as described in Section 3 hereof. The Notes Manager Module manages student and alumni appointments and creates activity records.

[ ] Mentoring Network Module, with such features available, as of the date of this Agreement, and all updates and upgrades thereto, as described in Section 3 hereof. The Mentoring Network Module enables alumni and other college contacts to participate in career-related roles with students and alumni.

[ ] On-Campus Recruitment Module, with such features available, as of the date of this Agreement, and all updates and upgrades thereto, as described in Section 3 hereof. The On-Campus Recruitment Module enables career center to manage on-campus recruitment through an online system. Employers can post jobs and access through a unique interface to review candidates and interview schedules.

[ ] Community Residents Access, with such features available, as of the date of this Agreement, and all updates and upgrades thereto, as described in Section 3 hereof. Community Residents Access allows jobseekers that reside in the vicinity of a college, but are not students or alumni, to register with a career center, search jobs, and submit resumes to posted positions. It also allows the career center to track community resident’s progress in their search as well as generate usage reports.

[ ] Secure Internship Access, with such features available, as of the date of this Agreement, and all updates and upgrades thereto, as described in Section 3 hereof. The Secure Internship Login enables career center to manage student access to internship positions.

[ ] Secure Co-op Access, with such features available, as of the date of this Agreement, and all updates and upgrades thereto, as described in Section 3 hereof. The Secure Co-op Login enables career center to manage student access to Co-op positions.
To: Board of Trustees  Date: February 22, 2016
Re: Approval of Facility Use Agreement with Delhi Center
Action: Request for Approval

BACKGROUND
Delhi Center is a nonprofit organization which provides a variety of services to the community in the city of Santa Ana.

ANALYSIS
Rancho Santiago Community College District on behalf of Santa Ana College School of Continuing Education proposes to continue a partnership with Delhi Center to offer English as a Second Language, Family Literacy, Parenting, Adult Basic Education, GED Preparation, Adult Secondary Education, Citizenship, and computer classes at their facility located at 505 East Central Avenue, Santa Ana, California 92707. This Facility Use Agreement has been reviewed by college staff and accepted by program leaders from both institutions.

RECOMMENDATION
It is recommended that the Board of Trustees approve this Facility Use Agreement on behalf of Santa Ana College School of Continuing Education with Delhi Center in Santa Ana, California.

Fiscal Impact: $3.50/Instructional hour up to 3,500 hours/Fiscal Year Board Date: February 22, 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
FACILITY USE AGREEMENT

THIS FACILITY USE AGREEMENT (hereinafter “Agreement”) is entered into between Rancho Santiago Community College District on behalf of Santa Ana College School of Continuing Education (hereinafter called "College") and Delhi Center.

BASIS AND PURPOSE OF AGREEMENT

WHEREAS, the College provides adult education classes that improve language and workforce skills, increase civic involvement, and promote lifelong learning.

WHEREAS, Delhi Center has suitable facilities and classroom space available to accommodate these classes for the College.

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

1. Description of Services. Delhi Center shall provide the facilities and classroom space suitable to hold the number of adult education classes as mutually agreed to by Delhi Center and the College. The College will hire instructors according to its existing policies and procedures to teach the following classes at these facilities:
   - The College will evaluate the instructors at regular intervals and will work with Delhi Center to add additional classes as needed.
   - The College will keep an accurate account of all class hours.

2. Compensation. Delhi Center shall be compensated by College at the rate of $3.50 per class hour for a maximum of 3,500 hours per fiscal year.

3. Payment. Payment of fees as outlined in this Agreement shall be payable by College upon receipt of Delhi Center invoice.

4. Term. This Agreement shall be effective as of the date signed by District, and shall continue in effect for five years, unless terminated earlier at will or without cause by 30 days written notice of either party.
5. **Insurance.** Each party to the Agreement shall provide and maintain at its own expense a program on insurance covering its activities and operation hereunder. Such program of insurance shall include, but not be limited to commercial general liability with a minimum coverage of $1,000,000 per occurrence and $2,000,000 aggregate. Proof of insurance coverage shall be furnished to either party upon written request.

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

7. **Entire Agreement.** This document contains the entire Agreement of the parties regarding the subject matter described herein, and all other promises, representations, understandings, arrangements and prior agreements related thereto are merged herein and superseded hereby. The provisions of this Agreement may not be amended except by an agreement in writing signed by the party against whom enforcement of any amendment is sought.

8. **Notices.** Except as otherwise provided in the Agreement, all notices or other communications hereunder shall be in writing and delivered to the addresses below the signatures to this Agreement. Such addresses may be changed by notice given by either party to the other pursuant to this Section or by other form of notice agreed to by the parties.

9. **Severability.** If any provision of this Agreement is invalid or unenforceable in any jurisdiction, the other provisions herein shall remain in full force and effect in such jurisdiction and shall be liberally construed in order to effectuate the purpose and intent of this Agreement, and the invalidity or unenforceability of any provision of this Agreement in any jurisdiction shall not affect the validity or enforceability of any such provision in any other jurisdiction.
IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date set forth below.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Signature: Date:

Peter J. Hardash, Vice Chancellor
Business Operations/Fiscal Services
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7340

DELHI CENTER

Signature: Date:

Jenny Rios
Chief Executive Officer
Delhi Center
505 East Central Avenue
Santa Ana, CA 92707
(714) 481-9601
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santa Ana College – Human Services and Technology Division

To: Board of Trustees
Date: February 22, 2016
Re: Approval of OTA Agreement Renewal – Ventura County Office of Education
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 an agreement renewal for the Occupational Therapy Assistant program. The OTA Program will place no students at the site prior to Board approval.

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

RECOMMENDATION
It is recommended that the Board of Trustees approve this agreement renewal with the Ventura County Office of Education in Camarillo, California.

Fiscal Impact: None
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

Board Date: February 22, 2016
EDUCATIONAL AFFILIATION AGREEMENT

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into by and between Ventura County Office of Education, 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.

SAC-16-010  SAC OTA Standard Agreement 04-2015

4.4 (2)
4. For Student Workers’ Compensation:
The District shall carry Workers’ Compensation Insurance on students of the
District during clinical assignment, and keep records of clinical attendance for
audit by the State Workmen's Compensation Insurance Fund.

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. Occupational Therapy Assistant Program students shall be responsible for proper coverage in regard to malpractice insurance, or any other liability insurance that might be required by either the District or the Agency.

D. The District will be responsible for assuring 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

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

________________________________________
Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

**Agency:** Ventura County Office of Education

Ventura County Office of Education
5189 Verdugo Way
Camarillo, CA 93010

________________________________________
Tom Stahart
Director, Internal Business Services

Date

01/15/2016

**SAC-16-010**

SAC OTA Standard Agreement 04-2015

4.4 (6)
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santa Ana College – Human Services and Technology Division

To: Board of Trustees
Date: February 22, 2016

Re: Approval of OTA Agreement Renewal – United States Adaptive Recreation Center

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 an agreement renewal for the Occupational Therapy Assistant program. The OTA Program will place no students at the site prior to Board approval.

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

RECOMMENDATION
It is recommended that the Board of Trustees approve this agreement renewal with United States Adaptive Recreation Center in Big Bear Lake, California.

Fiscal Impact: None
Board Date: February 22, 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 Rodriguez, Ph.D., Chancellor, RSCCD
EDUCATIONAL AFFILIATION AGREEMENT

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into by and between United States Adaptive Recreation Center, 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 carryWorkers’ 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. 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.

4. 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.

5. 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.

6. 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. 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.

C. 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**

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

Peter J. Hardash  
Vice Chancellor  
Business Operations & Fiscal Services

**Agency: United States Adaptive Recreation Center**

Name of Agency: USARC  
Address: PO Box 2897  
Big Bear Lake, CA 92315

Person Responsible: Tom Peirce  
Title: Executive Director

01/14/2016

Date
To: Board of Trustees  
Re: Approval of Amendment #3 to CJA Agreement (MA-060-11010909) – County of Orange  
Action: Request for Approval  
Date: February 22, 2015

BACKGROUND
Presently the District has multiple agreements with the County of Orange to support contract training for the Orange County Sheriff’s Department. Santa Ana College has been engaged in this partnership for more than forty (40) years, and looks to continue the mutually beneficial relationship for many years to come. The five-year contract (MA-060-11010909) with the Orange County Sheriff’s Department took effect on January 1, 2011. We are currently in the fifth year of the agreement, which expires December 31, 2015. Both the District and the Orange County Sheriff have been engaged in contract renewal discussions, and the District has provided a new draft agreement to the Orange County Sheriff for review and comment. However, additional time is needed for both parties to complete the review and finalization of the agreement. The proposed amendment will extend the current agreement for just over one (1) month, from its termination date of February 29, 2016 until March 31, 2016, while the terms and conditions of a new long term agreement can be finalized.

Also in the expiring agreement, Section D. SERVICES BY DISTRICT, Paragraph 9. Reimbursement for Clerical Support outlines the reimbursement of actual costs of one (1) Information Processing Technician and one (1) Facilities Maintenance Specialist I. Both Sheriff support positions are assigned to the Criminal Justice Training Center in Tustin. In accordance with the current five-year contract that is being amended (MA-060-11010909), the Sheriff will be reimbursed for the actual one (1) month cost of the two positions during the term of the contract extension, approximately $12,033.

ANALYSIS
This amendment to an existing agreement shall remain in effect for an additional one (1) month term (February 29, 2016-March 31, 2016), with both District and County agreeing to provide services in accordance with the expiring agreement, unless terminated by either party. This amendment has been reviewed by Dr. Michael T. Collins.
RECOMMENDATION
It is recommended that the Board of Trustees approve this amendment #3 of CJA agreement MA-060-11010909 with the County of Orange in Santa Ana, California.

<table>
<thead>
<tr>
<th>Fiscal Impact:</th>
<th>$12,033 for the one (1) month extension</th>
<th>Board Date: February 22, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preapred by:</td>
<td>Michael T. Collins, Ed.D., Vice President, Santa Ana College</td>
<td></td>
</tr>
<tr>
<td>Submitted by:</td>
<td>Erlinda J. Martinez, Ed.D., President, Santa Ana College</td>
<td></td>
</tr>
<tr>
<td>Recommended by:</td>
<td>Raul Rodriguez, Ph.D., Chancellor, RSCCD</td>
<td></td>
</tr>
</tbody>
</table>

4.6 (2)
AMENDMENT NUMBER THREE
TO
CONTRACT MA-060-11010909
BETWEEN THE
COUNTY OF ORANGE
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

This AMENDMENT NUMBER THREE to CONTRACT number MA-060-11010909 (hereinafter “AMENDMENT NUMBER THREE”) between the County of Orange, a political subdivision of the State of California (hereinafter “COUNTY”) and Rancho Santiago Community College District (hereinafter “DISTRICT”) with a place of business at 2323 North Broadway, Santa Ana, CA 92706, is made and entered upon execution of all necessary signatures.

RECITALS

WHEREAS, COUNTY and DISTRICT executed a CONTRACT for Space and Services for Training Programs, as Contract number MA-060-11010909 (hereinafter “ORIGINAL CONTRACT”), for a five (5) year term of January 1, 2011 through and including December 31, 2015; and

WHEREAS, COUNTY and DISTRICT amended the ORIGINAL CONTRACT, MA-060-11010909, to increase salary and benefits to be paid by DISTRICT to COUNTY for one Sheriff Information Processing Technician effective July 1, 2014 through the end of the Contract term, December 31, 2015;

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT, MA-060-11010909 on December 15, 2015, to continue providing services for an additional two (2) month term of January 1, 2016 through and including February 29, 2016 (hereinafter “AMENDMENT NUMBER TWO”);

WHEREAS, COUNTY and DISTRICT desire to extend the ORIGINAL CONTRACT, MA-060-11010909, to continue providing services for an additional one (1) month term of March 1, 2016 through and including March 31, 2016 and both COUNTY and DISTRICT agree to continue provide those services at the rates set forth in the ORIGINAL CONTRACT;

NOW THEREFORE, in consideration of the mutual obligations set forth herein, both COUNTY and DISTRICT agree as follows:

1. ARTICLES

   a. Additional Terms and Conditions, Section A -Term of Contract, of the ORIGINAL CONTRACT is amended to read in its entirety as follows:

      A. Term of Contract:
This Contract shall commence upon execution of all necessary signatures, and continue in effect from 1/1/11 through and including 3/31/16, unless otherwise terminated by COUNTY. The period of 11/1/11 through and including 3/31/16 shall be known as Contract number MA-060-11010909.

2. A true and correct copy of the ORIGINAL CONTRACT (Contract MA-060-11010909) is attached hereto as Exhibit A and incorporated by this reference.

3. A true and correct copy of AMENDMENT NUMBER ONE (Contract MA-060-11010909) is attached hereto as Exhibit B and incorporated by this reference.

4. A true and correct copy of AMENDMENT NUMBER TWO (Contract MA-060-11010909) is attached hereto as Exhibit C and incorporated by this reference.

5. All other provisions of the ORIGINAL CONTRACT, AMENDMENT NUMBER ONE and AMENDMENT NUMBER TWO, to the extent they are not inconsistent with this AMENDMENT NUMBER THREE, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on February 29, 2016 are hereby extended to March 31, 2016.

(Signature page follows)
IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER THREE to ORIGINAL CONTRACT MA-060-11010909.

*Contractor: Rancho Santiago Community College District

By:_____________________________ Title:________________________________________

Print Name:____________________ Date:_______________________________________

*If a corporation, the document must be signed by two corporate officers. The first signature must be either, the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers. In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.

County Of Orange
A political subdivision of the State of California

By:_____________________________ Title:________________________________________

Print Name:____________________ Date:_______________________________________

Approved by the Board of Supervisors: ____________________

Approved as to Form
Office of the County Counsel
Orange County, California

by ____________________
   Deputy
Exhibit A

ORIGINAL CONTRACT (Contract number MA-060-11010909)
FIVE-YEAR AGREEMENT MA-060-11010909

BETWEEN THE

COUNTY OF ORANGE

AND THE

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT, hereinafter referred to as "Agreement", is entered into the First day of January 2011, which date is enumerated for purposes of reference only, by and between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT" and the COUNTY OF ORANGE, a political subdivision of the State of California, hereinafter referred to as "COUNTY."

WITNESSETH:

WHEREAS, COUNTY presently conducts training programs for law enforcement personnel through the Sheriff-Coroner Department, hereinafter referred to as "SHERIFF;"

WHEREAS, the training is held at various locations including but not limited to: SHERIFF's Training Academy, located at Santa Ana College's facilities, 15991 Armstrong Avenue, Tustin, California; and at the Orange County Peace Officers' Training Facility, 1900 West Katella Avenue, Orange, California;

WHEREAS, DISTRICT has cooperated with COUNTY for a number of years in the training programs;

WHEREAS, there is mutual benefit to COUNTY and DISTRICT in continuing their relationship in providing the training programs, which includes permitting the attendance of students who have not been hired or sponsored by public police agencies;

WHEREAS, DISTRICT may obtain funds from the State of California for students attending such programs thus reducing the cost to COUNTY because of services and equipment provided by DISTRICT; and

WHEREAS, COUNTY is authorized to engage in such programs, pursuant to Government Code Section 26227.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SECTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Term</td>
<td>3</td>
</tr>
<tr>
<td>B. Optional Termination</td>
<td>3</td>
</tr>
<tr>
<td>C. Services by COUNTY</td>
<td>3</td>
</tr>
<tr>
<td>D. Services by DISTRICT</td>
<td>4</td>
</tr>
<tr>
<td>E. Fees</td>
<td>6</td>
</tr>
<tr>
<td>F. Open Enrollment</td>
<td>6</td>
</tr>
<tr>
<td>G. Notices</td>
<td>6</td>
</tr>
<tr>
<td>H. Status of COUNTY and DISTRICT</td>
<td>6</td>
</tr>
<tr>
<td>I. Alteration of Terms</td>
<td>7</td>
</tr>
<tr>
<td>J. Indemnification</td>
<td>7</td>
</tr>
<tr>
<td>Signature Page</td>
<td>8</td>
</tr>
</tbody>
</table>

///
///
A. TERM:

The term of this Agreement shall be for five (5) years, commencing January 1, 2011 and terminating December 31, 2015, unless earlier terminated by either party in the manner set forth herein.

B. OPTIONAL TERMINATION:

COUNTY or DISTRICT may terminate this Agreement, without cause, upon one hundred and eighty (180) days written notice to the other party.

C. SERVICES BY COUNTY:

COUNTY, through its SHERIFF and deputies, officers and employees, shall render to DISTRICT, space and services for training programs as follows:

1. Facilities

COUNTY shall permit non-exclusive use of the buildings and facilities located at 1900 West Katella Avenue, Orange, California 92867; including, but not limited to, necessary classroom and related office facilities. COUNTY shall maintain these facilities.

2. Supervisory and Clerical Support

SHERIFF shall provide administrative supervision, training staff, and clerical services necessary for operation of the training programs.

3. Course Scheduling

SHERIFF shall report training programs to the DISTRICT in a timely manner so the DISTRICT can meet required filing deadlines.

SHERIFF and DISTRICT agree to consult and cooperate regarding any changes in curriculum, hours, units of credit, or other course changes, but the decision of DISTRICT as to all academic matters, and compliance with educational requirements imposed by law shall be final.

4. Course Outlines

SHERIFF shall permit DISTRICT to have access to its existing current course outlines and ‘State Peace Officers Standards and Training (POST) approved course outlines.

5. Instructors

Instructors who teach courses within the scope of this Agreement shall be selected by SHERIFF’S Training Division, subject to the advice and approval of DISTRICT, by its liaison representative and by its Board and Trustees.

Each instructor shall prepare and submit to the SHERIFF and the DISTRICT, an
instructional outline of the course to be taught. DISTRICT shall be permitted to review examinations used for the awarding of grades, and to supervise the grading process.

Most instructors shall be employees of SHERIFF or other law enforcement agencies. These instructors shall, if they are working an assigned shift for their employing agency during their hours of instruction, be paid by that agency as part of their normal compensation and no additional compensation shall be paid to such employee for such instruction. DISTRICT shall pay all instructors of DISTRICT approved courses for instructional time, when said instructors are not being paid by another employing agency. Such instructors shall certify in writing that they are not otherwise being paid for the instructional time.

SHERIFF'S Training Division instructors shall provide DISTRICT representatives with all information regarding enrollment, attendance, and instructor records necessary to meet DISTRICT'S course credit requirements.

D. SERVICES BY DISTRICT:

DISTRICT shall render to SHERIFF, training program space, services and supplies as follows:

1. Facilities

DISTRICT shall permit exclusive and non-exclusive use of agreed upon buildings and facility space located at 15991 Armstrong, Tustin, California 92782; but not limited to, necessary classroom and related office facilities. DISTRICT shall maintain these facilities.

2. Course Outlines

DISTRICT shall provide current course outlines for each course making up the training programs, and shall take steps to keep its college catalogue current with regard thereto.

3. Scheduling

DISTRICT shall schedule all portions of the training programs which have been approved by SHERIFF to be part of the course offered by DISTRICT, and which have also been approved by DISTRICT'S curriculum council and its Board of Trustees, and which have been published in the current college catalogue.

4. Clerical Support

Upon request of SHERIFF, DISTRICT agrees to provide clerical assistance as available, and as reasonably required by the training programs.

5. DISTRICT'S Income and Indirect Costs

DISTRICT shall use a portion of the income received by DISTRICT from the State, Full Time Equivalence Student (FTES) funding, to provide SHERIFF'S training programs with the following:

a. Supplies
b. Personnel
c. Instructional equipment/services
d. Communication/audio-visual equipment and service
e. Consultants
f. Contract services
g. Instructional cost per associates/assistants
h. Rental and/or repair of equipment
i. Lease of facilities
j. Other costs as agreed upon by DISTRICT and SHERIFF
k. Building Operational Costs
l. Use of the Facility

6. Payment of Instructors

DISTRICT shall pay those instructors referenced in Subsection C-5 of this Agreement, entitled thereto, at the then current rate of pay of DISTRICT's instructional associates and/or instructional associate assistants (as defined by DISTRICT'S Classified Salary Schedule, or part-time instructors (as defined by DISTRICT'S provisions governing the Certificated Salary Schedule), except for laboratory field assignments for which the rate of pay shall be the current rate, as stated in the applicable DISTRICT'S Certificated Salary Schedule. Instructors shall be required to submit attendance information to DISTRICT'S representative on a schedule determined by DISTRICT.

7. DISTRICT'S Representatives

DISTRICT shall appoint representatives who shall have authority to represent DISTRICT in all matters relating to this Agreement. These representatives shall be employees of DISTRICT, whose duties shall also include supervision of instruction of all applicable courses. The representatives shall be the "instructors of Record" for all courses pursuant to this Agreement for which college units of credit are awarded.

DISTRICT'S representatives shall coordinate enrollment for all courses offered pursuant to this Agreement, payroll and attendance recording. DISTRICT'S representatives shall provide academic counseling for students and inform them of DISTRICT services available to them.

8. Student Benefits

All students enrolled in courses pursuant to this Agreement shall enjoy all rights and privileges, which are held by other DISTRICT students. Including, but not limited to: special instruction, use of the library and learning center, counseling, student body activities, and veterans' benefits.

9. Reimbursement for Clerical Support

DISTRICT agrees to reimburse COUNTY for the cost of one (1) information Processing Technician and one (1) SHERIFF Facilities Maintenance Specialist I, from its State Full Time Equivalence Student (FTES) funding revenue, in an amount not to exceed One Hundred Ten Thousand Dollars ($110,000.00) annually. The Information Processing Technician and SHERIFF Facilities Maintenance Specialist I are to be employed by SHERIFF, as support for DISTRICT and required work with SHERIFF'S Training Division.

Annually, by April 30th SHERIFF shall notify DISTRICT in writing of the cost of the Information Processing Technician and the SHERIFF Facilities Maintenance Specialist I for the next fiscal year.

DISTRICT shall pay SHERIFF for the cost of the positions in four (4) equal installments. The installments shall be paid to SHERIFF by October 15, January 15, April 15 and June 30 of each year.
DISTRIBUTION may terminate funding of these positions should the FTES fall below 350 units in a single fiscal year. If this occurs, DISTRIBUTION will notify SHERIFF in writing one hundred eighty (180) days in advance of this action.

E. FEES:

DISTRIBUTION shall not charge COUNTY a fee arising out of this Agreement unless mandated by law. Notification to SHERIFF in writing of such fees (i.e., enrollment fee) will be immediate upon DISTRIBUTION'S notification from the California Community College Chancellor's Office.

In consideration of the support provided pursuant to Subsection D-5, COUNTY will waive fees for the training of non-sponsored attendees other than Orange County law enforcement employees who are designated by their department heads to attend SHERIFF'S Training Academy.

F. OPEN ENROLLMENT:

DISTRIBUTION AND COUNTY shall abide with the provisions stated in penal Code Section 832.3, and Education Code Section 84500.

G. NOTICES:

Except for the notices provided for in Subsection 2 of this Section, all notices authorized or required by this Agreement shall be effective when written and deposited in the United States mail, first class postage prepaid and addressed as follows:

DISTRIBUTION:
Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706-1640
Attention: Peter Hardash
PH: (714) 480-7340
FX: (714) 796-3935

COUNTY:
Sheriff-Coroner Department
1900 West Katella Avenue
Orange, CA 92667
Attention: Training Division Captain

Termination notices shall be effective when written and deposited in the United States mail, certified, return receipt requested and addressed as above.

H. STATUS OF COUNTY AND DISTRIBUTION:

COUNTY is, and shall at all times be deemed to be, an independent contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between DISTRIBUTION and COUNTY or any of COUNTY’S agents or employees. COUNTY, its agents or employees, shall not be entitled to any rights or privileges of DISTRIBUTION employees, and they shall not be considered in any manner to be DISTRIBUTION employees.

DISTRIBUTION is and shall at all times be deemed to be, an independent contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between COUNTY and DISTRIBUTION or any of DISTRIBUTION’S agents or employees. DISTRIBUTION,
its agents and employees, shall not be entitled to any rights or privileges of COUNTY employees, and they shall not be considered in any manner to be COUNTY employees.

I. ALTERATION OF TERMS:

This Agreement fully expresses all understanding of DISTRICT and COUNTY with respect to the subject matter of this Agreement, and shall constitute the total Agreement between the parties for these purposes. No addition to, or alteration of, the terms of this Agreement shall be valid unless made in writing, formally approved and executed by duly authorized agents of both parties.

J. INDEMNIFICATION:

COUNTY, its officers, agents, and employees shall not be deemed to have assumed any liability for the negligence or any other act or omission of DISTRICT or any of its officers or employees.

DISTRICT shall indemnify, defend with counsel approved by COUNTY, and hold COUNTY, its officers, agents, employees and independent contractors free and harmless from any claim or liability whatsoever, based or asserted upon any act or asserted upon any act or omission of DISTRICT, its officers, agents, employees, subcontractors and independent contractors related to this Agreement, for property damage, bodily injury or death, or any other element of damage of any kind or nature, and DISTRICT shall defend, with counsel approved by COUNTY, at DISTRICT'S expense including attorney fees, COUNTY, its officers, agents employees, and independent contractors in any legal action or claim of any kind based upon such alleged acts or omission.

COUNTY shall indemnify, defend with counsel approved by DISTRICT, and hold DISTRICT, its officers, agents, employees and independent contractors, free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of COUNTY, its officers, agents, employees, subcontractors and independent contractors related to this Agreement for property damage, bodily injury or death, or any other element of damage of any kind or nature, and COUNTY shall defend, with counsel approved by DISTRICT, at COUNTY'S expense including attorney fees, DISTRICT its officers, agents, employees and independent contractors in any legal action or claim of any kind based upon such alleged acts or omissions.

// //
// //
IN WITNESS WHEREOF, the parties have executed this Agreement MA-060-11010909 in the County of Orange, State of California.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BY: Peter J. Hardash, Vice Chancellor
   Business Operations/Fiscal Services

DATE: 12/18/10

COUNTY OF ORANGE,
a political subdivision of the State of California

BY: Chairman of the Board of Supervisors

Signed and certified that a copy of this document has been delivered to the Chair of the Board per G.C. Sec. 25103, Reso 79-1535

Attest:

Darlene J. Bloom
Clerk of the Board of Supervisors
Orange County, California

Approved as to Form
Office of the County Counsel
Orange County, California

By: Deputy

DATED: 12/18/10

///
///
Exhibit B

AMENDMENT NUMBER ONE (Contract number MA-060-11010909)
AMENDMENT NUMBER ONE  
TO  
CONTRACT MA-060-11010909  
BETWEEN THE  
COUNTY OF ORANGE  
AND  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

This AMENDMENT NUMBER ONE to Contract number MA-060-11010909 (hereinafter "AMENDMENT NUMBER ONE") between the County of Orange, a political subdivision of the State of California, operating through its Sheriff’s Department, (hereinafter “COUNTY”) and Rancho Santiago Community College District (hereinafter “DISTRICT”) with a place of business at 2323 North Broadway, Santa Ana, CA 92706-1640, is made and entered upon execution of all necessary signatures.

RECITAL

WHEREAS, COUNTY and DISTRICT executed CONTRACT for Space and Services for Training Programs, Contract number MA-060-11010909 (hereinafter “ORIGINAL CONTRACT”), for a five (5) year terms of January 1, 2011 through and including December 31, 2015;

WHEREAS, COUNTY desires to amend Contract MA-060-11010909 to increase salary and benefits to be paid by DISTRICT to COUNTY for one Sheriff Information Processing Technician effective July 1, 2014 through the end of the Contract term, December 31, 2015; and

NOW THEREFORE, in consideration of the mutual obligations set forth herein, both COUNTY and DISTRICT agree as follows:

1. ARTICLES

   a. Paragraph D. SERVICES BY DISTRICT, Paragraph 9 – Reimbursement for Clerical Support, of the ORIGINAL AGREEMENT is amended to read in its entirety as follows:

      I. **Reimbursement for Clerical Support:**
      DISTRICT agrees to reimburse COUNTY for the cost of one (1) information Processing Technician and one (1) SHERIFF Facilities Maintenance Specialist I, from its State Full Time Equivalence Student (FTES) funding revenue, in an amount not to exceed One Hundred and Forty-Four Thousand Dollars ($144,400.00) annually. The Information Processing Technician and SHERIFF Facilities Maintenance Specialist I are to be employed by
SHERIFF, as support for DISTRICT and required work with SHERIFF'S Training Division.

Annually, by April 30th SHERIFF shall notify DISTRICT in writing of the cost of the Information Processing Technician and the SHERIFF Facilities Maintenance Specialist I for the next fiscal year.

DISTRICT shall pay SHERIFF for the cost of the positions in four (4) equal installments. The installments shall be paid to SHERIFF by October 15, January 15, April 15 and June 30 of each year.

DISTRICT may terminate funding of these positions should the FTES fall below 350 units in a single fiscal year. If this occurs, DISTRICT will notify SHERIFF in writing one hundred eighty (180) days in advance of this action.

2. A true and correct copy of the ORIGINAL CONTRACT (Contract MA-060-11010909) is attached hereto as Exhibit A and incorporated by this reference.

3. All other provisions of the ORIGINAL CONTRACT, to the extent they are not inconsistent with this AMENDMENT NUMBER ONE, remain unchanged and in full force and effect.

(Signature page follows)
IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER ONE to Contract Number MA-060-11010909.

*Contractor: Rancho Santiago Community College District

By: __________________________ Title: Business Operations & Fiscal Services
Print Name: Peter J. Hardash Date: ________________

*If a corporation, the document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers. In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.

County Of Orange
A political subdivision of the State of California

Sheriff-Coroner Department

By: __________________________ Title: Purchasing Manager
Print Name: __________________________ Date: 8/12/19

Approved by the Board of Supervisors: 8/12/19

Approved as to Form
Office of the County Counsel
Orange County, California

by __________________________
Deputy

Folder: 582980
Rancho Santiago Community College District

Contractor's Initial: ________________
Contract #: MA-060-11010909

SAC 10-058A

4.6 (18)
Exhibit C

AMENDMENT NUMBER TWO (Contract number MA-060-11010909)
AMENDMENT NUMBER TWO
TO
CONTRACT MA-060-11010909
BETWEEN THE
COUNTY OF ORANGE
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

This AMENDMENT NUMBER TWO to CONTRACT number MA-060-11010909 (hereinafter “AMENDMENT NUMBER TWO”) between the County of Orange, a political subdivision of the State of California (hereinafter “COUNTY”) and Rancho Santiago Community College District (hereinafter “DISTRICT”) with a place of business at 2323 North Broadway, Santa Ana, CA 92706, is made and entered upon execution of all necessary signatures.

RECITALS

WHEREAS, COUNTY and DISTRICT executed a CONTRACT for Space and Services for Training Programs, as Contract number MA-060-11010909 (hereinafter “ORIGINAL CONTRACT”), for a five (5) year term of January 1, 2011 through and including December 31, 2015; and

WHEREAS, COUNTY and DISTRICT amended the ORIGINAL CONTRACT, MA-060-11010909, to increase salary and benefits to be paid by DISTRICT to COUNTY for one Sheriff Information Processing Technician effective July 1, 2014 through the end of the Contract term, December 31, 2015;

WHEREAS, COUNTY and DISTRICT desire to extend the ORIGINAL CONTRACT, MA-060-11010909, to continue providing services for an additional two (2) month term of January 1, 2016 through and including February 29, 2016 and both COUNTY and DISTRICT agree to continue provide those services at the rates set forth in the ORIGINAL CONTRACT;

NOW THEREFORE, in consideration of the mutual obligations set forth herein, both COUNTY and DISTRICT agree as follows:

1. ARTICLES

a. Additional Terms and Conditions, Section A - Term of Contract, of the ORIGINAL CONTRACT is amended to read in its entirety as follows:

A. Term of Contract:
This Contract shall commence upon execution of all necessary signatures, and continue in effect from 1/1/11 through and including 2/29/16, unless otherwise terminated by COUNTY. The period of 11/1/11 through and including 2/29/16 shall be known as Contract number MA-060-11010909.
2. A true and correct copy of the ORIGINAL CONTRACT (Contract MA-060-11010909) is attached hereto as Exhibit A and incorporated by this reference.

3. A true and correct copy of the AMENDMENT NUMBER ONE (Contract MA-060-11010909) is attached hereto as Exhibit B and incorporated by this reference.

4. All other provisions of the ORIGINAL CONTRACT and AMENDMENT NUMBER ONE, to the extent they are not inconsistent with this AMENDMENT NUMBER TWO, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on December 31, 2015 are hereby extended to February 29, 2016.

(Signature page follows)
IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER TWO to ORIGINAL CONTRACT MA-060-11010909.

*Contractor: Rancho Santiago Community College District
By: ___________________________ Title: Vice Chancellor, Business Operations/Fiscal Services
Print Name: Peter J. Hardash Date: ___________________________

*If a corporation, the document must be signed by two corporate officers. The first signature must be either, the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers. In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.

County Of Orange
A political subdivision of the State of California

Sheriff-Coroner Department

By: ___________________________ Title: Purchasing Manager
Print Name: Dwight Dipping Date: 12/15/15

Approved by the Board of Supervisors: 12/15/15

Approved as to Form
Office of the County Counsel
Orange County, California
by: ___________________________ Deputy
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santa Ana College – Human Services and Technology Division

To: Board of Trustees
Re: Approval of Amendment #8 to CJA Agreement (Z1000000068) – County of Orange
Action: Request for Approval

BACKGROUND
Presently the District has multiple agreements with the County of Orange to support contract training for the Orange County Sheriff’s Department, Coroner’s Office, and the Orange County Probation Department. Santa Ana College has been engaged in this partnership for more than forty (40) years, and looks to continue the mutually beneficial relationship for many years to come. This amendment extends our agreement for just over one (2) month, from its termination date of February 29, 2016 until March 31, 2016, while the terms and conditions of a new long term agreement can be finalized.

ANALYSIS
This amendment to an existing agreement shall remain in effect for approximately (1) month or until terminated by either party. This amendment has been reviewed by Dr. Michael T. Collins and college staff. This amendment carries no costs or other financial arrangements.

RECOMMENDATION
It is recommended that the Board of Trustees approve this amendment #8 to CJA agreement Z1000000068 with the County of Orange in Santa Ana, California.

Fiscal Impact: None
Board Date: February 22, 2016
Prepared by: Michael T. Collins, Ed.D., Vice President, Administrative Services
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College
Recommended by: Raul Rodriguez, Ph.D., Chancellor, RSCCD
AMENDMENT NUMBER EIGHT
TO
CONTRACT Z1000000068
BETWEEN THE
COUNTY OF ORANGE
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

This AMENDMENT NUMBER EIGHT to CONTRACT number Z1000000068 (hereinafter “AMENDMENT NUMBER EIGHT”) between the County of Orange, a political subdivision of the State of California (hereinafter “COUNTY”) and Rancho Santiago Community College District (hereinafter “DISTRICT”) with a place of business at 2323 North Broadway, Santa Ana, CA 92706, is made and entered upon execution of all necessary signatures.

RECITALS

WHEREAS, COUNTY and DISTRICT executed CONTRACT on August 4, 2009 for Consultant Services, Law Enforcement Training, as Contract Z1000000068 (hereinafter “ORIGINAL CONTRACT”), for a one (1) year term of August 22, 2009 through and including August 21, 2010, renewable for four (4) additional one (1) year terms; and

WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT on December 23, 2010, as Contract number MA-060-11010253 (hereinafter “AMENDMENT NUMBER ONE”), for a one (1) year term of August 22, 2010 through and including August 21, 2011;

WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT on August 1, 2011, as Contract number MA-060-11012581 (hereinafter “AMENDMENT NUMBER TWO”), for a one (1) year term of August 22, 2011 through and including August 21, 2012;

WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT on August 22, 2012, as Contract number MA-060-13010020 (hereinafter “AMENDMENT NUMBER THREE”), for a one (1) year term of August 22, 2012 through and including August 21, 2013;

WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT on August 21, 2013, as Contract number MA-060-14010056 (hereinafter “AMENDMENT NUMBER FOUR”), for a one (1) year term of August 22, 2013 through and including August 21, 2014;

WHEREAS, COUNTY and DISTRICT extended Contract number MA-060-14010056 on September 9, 2014 to continue providing services to DISTRICT for a
four (4) month term of August 22, 2014 through and including December 31, 2014 (hereinafter “AMENDMENT NUMBER FIVE”);

WHEREAS, COUNTY and DISTRICT extended Contract number MA-060-14010056 on December 9, 2014 to continue providing services to DISTRICT for one (1) year term of January 1, 2015 through and including December 31, 2015 (hereinafter “AMENDMENT NUMBER SIX”);

WHEREAS, COUNTY and DISTRICT extended Contract number MA-060-14010056 on December 15, 2015 to continue providing services to DISTRICT for an additional two (2) months of January 1, 2016 through and including February 29, 2016 (hereinafter “AMENDMENT NUMBER SEVEN”);

WHEREAS, COUNTY and DISTRICT desire to extend the ORIGINAL CONTRACT to continue providing services to DISTRICT for an additional one (1) month term of March 1, 2016 through and including March 31, 2016 and the DISTRICT has agreed to continue provide those services at the rates set forth in the ORIGINAL CONTRACT;

NOW THEREFORE, in consideration of the mutual obligations set forth herein, both COUNTY and DISTRICT agree as follows:

1. ARTICLES

   a. Additional Terms and Conditions, Section A -Term of Contract, of the ORIGINAL CONTRACT is amended to read in its entirety as follows:

   A. **Term of Contract:**

      This Contract shall commence upon execution of all necessary signatures, and continue in effect from 8/22/09 through and including 3/31/16, unless otherwise terminated by COUNTY. The period of 8/22/09 through and including 8/21/10 shall be known as Contract Z100000068. The period of 8/22/10 through and including 8/21/11 shall be known as Contract MA-060-11010253. The period of 8/22/11 through and including 8/21/12 shall be known as Contract MA-060-11012581. The period of 8/22/12 through and including 8/21/13 shall be known as Contract number MA-060-13010020. The period of 8/22/13 through and including 3/31/16 shall be known as Contract number MA-060-14010056.

2. A true and correct copy of the ORIGINAL CONTRACT (Contract Z100000068) is attached hereto as Exhibit A and incorporated by this reference.

3. A true and correct copy of AMENDMENT NUMBER ONE (Contract MA-060-11010253) is attached hereto as Exhibit B and incorporated by this reference.
4. A true and correct copy of AMENDMENT NUMBER TWO (Contract MA-060-11012581) is attached hereto as Exhibit C and incorporated by this reference.

5. A true and correct copy of AMENDMENT NUMBER THREE (Contract MA-060-13010020) is attached hereto as Exhibit D and incorporated by this reference.

6. A true and correct copy of AMENDMENT NUMBER FOUR (Contract Number MA-060-14010056) is attached hereto as Exhibit E and incorporated by this reference.

7. A true and correct copy of AMENDMENT NUMBER FIVE (Contract Number MA-060-14010056) is attached hereto as Exhibit F and incorporated by this reference.

8. A true and correct copy of AMENDMENT NUMBER SIX (Contract Number MA-060-14010056) is attached hereto as Exhibit G and incorporated by this reference.

9. A true and correct copy of AMENDMENT NUMBER SEVEN (Contract Number MA-060-14010056) is attached hereto as Exhibit H and incorporated by this reference.

10. All other provisions of the ORIGINAL CONTRACT, AMENDMENT NUMBER’S ONE through SEVEN, to the extent they are not inconsistent with this AMENDMENT NUMBER EIGHT, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on February 29, 2016 are hereby extended to March 31, 2016.

(Signature page follows)
IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER EIGHT to ORIGINAL CONTRACT Z1000000068.

*Contractor: Rancho Santiago Community College District

By: ___________________________ Title: ___________________________

Print Name: ___________________________ Date: ___________________________

*If a corporation, the document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers. In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.

County Of Orange

A political subdivision of the State of California

Sheriff-Coroner Department

By: ___________________________ Title: ___________________________

Print Name: ___________________________ Date: ___________________________

Approved by the Board of Supervisors: ________________

Approved as to Form
Office of the County Counsel
Orange County, California

by ___________________________
    Deputy
Exhibit A

ORIGINAL CONTRACT (Contract number Z1000000068)
AGREEMENT Z1000000068

BETWEEN THE

COUNTY OF ORANGE

AND THE

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT, hereinafter referred to as "Contract" is made and entered as of the date fully executed by and between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT", and the COUNTY OF ORANGE, a political subdivision of the State of California, hereinafter referred to as "COUNTY".

RECITALS

WHEREAS, COUNTY desires to contract with DISTRICT for consultant services;

WHEREAS, COUNTY is agreeable to providing consultant services on the terms and conditions hereinafter set forth;

NOW THEREFORE, COUNTY and DISTRICT mutually agree as follows:
**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>SECTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>3</td>
</tr>
<tr>
<td>Optional Termination</td>
<td>3</td>
</tr>
<tr>
<td>Services by County</td>
<td>3</td>
</tr>
<tr>
<td>Payment</td>
<td>3</td>
</tr>
<tr>
<td>Notices</td>
<td>4</td>
</tr>
<tr>
<td>Status of COUNTY and DISTRICT</td>
<td>5</td>
</tr>
<tr>
<td>State Audit</td>
<td>5</td>
</tr>
<tr>
<td>Alteration of Terms</td>
<td>6</td>
</tr>
<tr>
<td>Indemnification</td>
<td>6</td>
</tr>
<tr>
<td>Signature Page</td>
<td>8</td>
</tr>
</tbody>
</table>
A. TERM:

The term of this Agreement shall be for one (1) year beginning, August 22, 2009 through August 21, 2010 renewable for four (4) additional one (1) year terms unless earlier terminated by either party in the manner set forth herein.

B. OPTIONAL TERMINATION:

COUNTY or DISTRICT may terminate this Agreement without cause, upon thirty (30) days written notice to the other party.

C. SERVICES BY COUNTY:

COUNTY, through its Sheriff-Coroner Department (hereinafter referred to as "SHERIFF") agrees to provide.

1. Consultant services regarding courses that will meet the needs of law enforcement for training. DISTRICT agrees, however, that COUNTY assumes no liability of course selection or content of course, and DISTRICT shall be solely responsible for both.

2. Expert strategic planning advice is to include subjects such as facilities, equipment, budgets, and instructional needs. DISTRICT agrees that DISTRICT shall be solely responsible for strategic planning decision-making and COUNTY assumes no liability thereof.

D. PAYMENTS:

1. DISTRICT shall pay COUNTY $30,000.00 annually for the services provided in this Agreement.
2. SHERIFF shall invoice DISTRICT quarterly in the months of September, December, March and June. The invoices shall be in four (4) equal installments of $7,500 each.

3. DISTRICT shall pay COUNTY in accordance with the County Billing Policy adopted by the Board of Supervisors through Minute Orders dated October 27, 1992.

4. COUNTY shall charge DISTRICT late payment penalties in accordance with COUNTY Board of Supervisors’ approved County Billing Policy.

E. NOTICES:

1. Except for the notices provided for in Subsection 2 of this Section, all notices authorized or required by this Agreement shall be effective when written and deposited in the United States mail, first class postage prepaid and addressed as follows:

DISTRICT: ATTN: PETER J. HARDASH
VICE CHANCELLOR OF BUSINESS OPERATIONS
AND FISCAL SERVICES
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 NORTH BROADWAY
SANTA ANA, CA 92706

COUNTY: ATTN: TRAINING DIVISION
SHERIFF-CORONER DEPARTMENT
1900 W. KATELLA AVENUE
ORANGE, CA 92667

1. Termination notices shall be effective when written and deposited in the United States mail, certified, return receipt requested and
addressed above.

F. STATUS OF COUNTY AND DISTRICT:

COUNTY is and shall at all times be deemed to be an independent contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee or principal and agent, between DISTRICT and COUNTY, or any of COUNTY’S agents or employees. COUNTY, its agents and employees shall not be considered in any manner to be DISTRICT employees.

DISTRICT is, and shall at all times be deemed to be an independent contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between COUNTY and DISTRICT, or any of DISTRICT’S agents or employees. DISTRICT, its agents and employee shall not be entitled to any rights or privileges of COUNTY employees and shall not be considered in any manner to be COUNTY employees.

G. STATE AUDIT:

Pursuant to Government Code Section 8546.7, DISTRICT and COUNTY shall be subject to examination and audit by the State Auditor for a period of three (3) years after final payment by DISTRICT to COUNTY under this Agreement. DISTRICT and COUNTY shall retain all records relating to the performance of this Agreement for said three (3) year period, except those records pertaining to any audit then in progress, or any claim or
litigation which shall be retained beyond said three (3) year period until final resolution of said audit, claim or litigation.

H. ALTERATION OF TERM:
This Agreement fully expresses all understanding of DISTRICT and COUNTY with respect to the subject matter of this Agreement and shall constitute the total Agreement between the parties for these purposes. No addition to or alteration of the terms of this Agreement shall be valid unless made in writing, formally approved, and executed by duly authorized agents of both parties.

I. INDEMNIFICATION:

1. COUNTY, its officers, agents, and employees shall not be deemed to have assumed any liability for the negligence, or any other act or omission of DISTRICT, or any of its officers or employees. DISTRICT shall indemnify, defend with counsel approved in writing by COUNTY, and hold COUNTY, its officers, agents, employees and independent contractors free and harmless from any claim or liability whatsoever, based or asserted upon any acts or omission of DISTRICT, its officers, agents, employees, subcontractors or independent contractors related to this Agreement for property damage, bodily injury or death, or any other element of damage of any kind or nature, DISTRICT shall defend, at its expense including attorney fees, COUNTY, its officers, agents, employees and independent contractors in any
legal action or claim of any kind based upon such alleged acts or omissions.

2. DISTRICT, its officers, agents, and employees shall not be deemed to have assumed any liability for the negligence, or any other acts or omission of COUNTY or any of its officers or employees. COUNTY shall indemnify, defend with counsel approved in writing by DISTRICT, and hold DISTRICT, its officers, agents, employees and independent contractors, free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of COUNTY, its officers, agents, employees, subcontractors or independent contractors related to this Agreement, for property damage, bodily injury or death or any other element of damage of any kind or nature, COUNTY shall defend at its expense including attorney fees, DISTRICT, its officers, agents, employees and independent contractors in any legal action or claim of any kind based upon such alleged acts or omissions.
IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto on the day and year written above.

DATED: 8/4/09

COUTNY OF ORANGE

BY: Chair of the Board of Supervisors

Signed and certified that a copy of this document has been delivered to the Chair of the Board per G.C. Sec. 25103, Reso 79-1535 Attest:

Darlene J. Bloom
Clerk of the Board of Supervisors
Orange County, California

DATED: 6/3/09

DISTRICT: RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

By: Peter J. Hardash
Vice Chancellor of Business Operations and Fiscal Services

APPROVED AS TO FORM:
Office of the County Counsel
Orange County, California

BY: Deputy

DATED: 7/10/09
ATTACHMENT A

SCOPE OF WORK:

1. **Scope of Services:** District shall provide Criminal Justice Academy Classes for the Sheriff's Department recruits. The recruits in the Sheriff's Criminal Justice Academy shall be able to obtain college credits for courses taken as part of their academy training.

2. **District shall provide but, shall not be limited to the following Classes:**

<table>
<thead>
<tr>
<th>CLASS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Basic Academy</td>
<td>24.0</td>
</tr>
<tr>
<td>b. Correction Officer Core Class</td>
<td>3.0</td>
</tr>
<tr>
<td>c. Reserve Level III</td>
<td>3.0</td>
</tr>
<tr>
<td>d. Reserve Academy Program</td>
<td>0.2-6.0</td>
</tr>
<tr>
<td>e. Basic Narcotics Investigation</td>
<td>2.0</td>
</tr>
<tr>
<td>f. Coroner Course</td>
<td>3.0</td>
</tr>
</tbody>
</table>
Exhibit B

AMENDMENT NUMBER ONE (Contract number MA-060-11010253)
AMENDMENT NUMBER ONE
TO
AGREEMENT Z1000000068
BETWEEN THE
COUNTY OF ORANGE
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

This AMENDMENT NUMBER ONE to CONTRACT number Z1000000068 (hereinafter “AMENDMENT NUMBER ONE”) between the County of Orange, a political subdivision of the state of California (hereinafter “COUNTY”) and Rancho Santiago Community College District (hereinafter “CONTRACTOR”) with a place of business at 2323 North Broadway, Santa Ana, CA 92667, is made and entered upon execution of all necessary signatures.

WITNESSETH:

WHEREAS, COUNTY and CONTRACTOR executed CONTRACT for Consultant Services, Law Enforcement Training, Contract Z1000000068 (hereinafter “ORIGINAL AGREEMENT”), for a one (1) year term of August 22, 2009 through August 21, 2010;

WHEREAS, COUNTY desires to continue receiving services from CONTRACTOR for an additional one (1) year term and the CONTRACTOR has agreed to provide those services at the rates set forth in the ORIGINAL AGREEMENT;

NOW THEREFORE, in consideration of the mutual obligations set forth herein, Both COUNTY and CONTRACTOR agree as follows;

1. ARTICLES

a. Page 3, Section Term, of the ORIGINAL AGREEMENT is amended to read in its entirety as follows:

1. Term of Contract:
This Contract shall commence upon execution of all necessary signatures, and continue in effect from 8/22/09 through and including 8/21/11, unless otherwise terminated by COUNTY. The period of 8/22/09 through 8/21/10 shall be known as Contract number Z1000000068. The period of 8/22/10 through and including 8/21/11 shall be known as Contract number MA-060-11010253. This Contract may be renewed for three (3) separate additional one (1) year term by mutual agreement of both Parties.
The COUNTY is not under any obligation to provide CONTRACTOR with a reason should it elect not to renew this Contract, nor is the COUNTY obligated to provide any prior notice to Contractor of its intent not to renew the Contract.

2. A true and correct copy of the ORIGINAL AGREEMENT (Contract Z100000068) is attached hereto as Exhibit A and incorporated by this reference.

3. All other provisions of the ORIGINAL AGREEMENT, to the extent they are not inconsistent with this AMENDMENT NUMBER ONE, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on August 21, 2010 are hereby extended to August 21, 2011.
IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER ONE for renewal of Agreement Z1000000068.

*Contractor: Rancho Santiago Community College District
By: [Signature] Title: Vice Chancellor, Business Operations & Fiscal Services
Print Name: Peter J. Hardash Date: 9/14/10

*Contractor: Rancho Santiago Community College District
By: [Signature] Title: 
Print Name: [Signature] Date: 

*If a corporation, the document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers.

County Of Orange
A political subdivision of the State of California

By: [Signature] Title: Purchasing Manager
Print Name: [Signature] Date: 12/31/10

APPROVED AS TO FORM
OFFICE OF THE COUNTY COUNSEL
ORANGE COUNTY, CALIFORNIA
By: [Signature] Deputy
Date: 10/14/10
Exhibit C

AMENDMENT NUMBER TWO (Contract number MA-060-11012581)
AMENDMENT NUMBER TWO
TO
AGREEMENT Z1000000068
BETWEEN THE
COUNTY OF ORANGE
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

This AMENDMENT NUMBER TWO to CONTRACT number Z1000000068 (hereinafter “AMENDMENT NUMBER TWO”) between the County of Orange, a political subdivision of the state of California, operating through its Sheriff’s Department, (hereinafter “COUNTY”) and Rancho Santiago Community College District, (hereinafter “CONTRACTOR”) with a place of business at 2323 North Broadway, Santa Ana, CA 92667, is made and entered upon execution of all necessary signatures.

WITNESSETH:

WHEREAS, COUNTY and CONTRACTOR executed a Contract for Consultant Services, Law Enforcement Training, Contract Number Z1000000068 (hereinafter “ORIGINAL AGREEMENT”) for a one (1) year term of August 22, 2009 through August 21, 2010;

WHEREAS, COUNTY and CONTRACTOR renewed ORIGINAL AGREEMENT as Contract MA-060-11011500 (hereinafter “AMENDMENT NUMBER ONE”) for a one (1) year term of August 22, 2010 through August 21, 2011;

WHEREAS, COUNTY and CONTRACTOR desire to renew ORIGINAL AGREEMENT receiving services from CONTRACTOR for an additional one (1) year term and the CONTRACTOR has agreed to continue provide those services at the rates set forth in ORIGINAL AGREEMENT;

NOW THEREFORE, in consideration of the mutual obligations set forth herein, Both COUNTY and CONTRACTOR agree as follows:

1. ARTICLES

a. Section Term, of the ORIGINAL AGREEMENT is amended to read in its entirety as follows:

1. Term of Contract:
This Contract shall commence upon execution of all necessary signatures, and continue in effect from 8/22/09 through and including 8/21/12, unless otherwise terminated by COUNTY. The period of 8/22/09 through 8/21/10 shall be known as Contract
number Z1000000068. The period of 8/22/10 through 8/21/11 shall be known as Contract number MA-060-11011500. The period of 8/22/11 through and including 8/21/12 shall be known as Contract number MA-060-11012581. This Contract may be renewed for Two (2) separate additional one (1) year terms by mutual agreement of both Parties.

The COUNTY is not under any obligation to provide CONTRACTOR with a reason should it elect not to renew this Contract, nor is the COUNTY obligated to provide any prior notice to Contractor of its intent not to renew the Contract.

2. A true and correct copy of the ORIGINAL AGREEMENT (Contract Z1000000068) is attached hereto as Exhibit A and incorporated by this reference.

3. A true and correct copy of AMENDMENT NUMBER ONE (Contract MA-060-11011500) is attached hereto as Exhibit B and incorporated by this reference.

4. All other provisions of the ORIGINAL AGREEMENT and AMENDMENT NUMBER ONE, to the extent they are not inconsistent with this AMENDMENT NUMBER TWO, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on August 21, 2011 are hereby extended to August 21, 2012.
IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER TWO for renewal of Agreement MA-060-11012581.

*Contractor: Rancho Santiago Community College District
By: [Signature] Title: Vice Chancellor
Print Name: Peter J. Hardash Date: 7/1/14

*Contractor: Rancho Santiago Community College District
By: N/A Title: 
Print Name: Date:

*If a corporation, the document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers.

County Of Orange
A political subdivision of the State of California

By: [Signature] Title: PURCHASING MANAGER
Print Name: Dwight Tipping Date: 8/1/11

Folder: 581480
Rancho Santiago Community College District

MA-060-11012581

SAC 09-035B

4.7 (23)
AMENDMENT NUMBER THREE
TO
AGREEMENT MA-060-11012581
BETWEEN THE
COUNTY OF ORANGE
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

This AMENDMENT NUMBER THREE to CONTRACT number MA-060-11012581 (hereinafter “AMENDMENT NUMBER THREE”) between the County of Orange, a political subdivision of the state of California (hereinafter “COUNTY”) and Rancho Santiago Community College District, (hereinafter “CONTRACTOR”) with a place of business at 2323 North Broadway, Santa Ana, CA 92706, is made and entered upon execution of all necessary signatures.

RECITAL:

WHEREAS, COUNTY and CONTRACTOR executed a CONTRACT for Consultant Services, Law Enforcement Training, Contract Number Z1000000068 (hereinafter “ORIGINAL AGREEMENT”), for a one (1) year term of August 22, 2009 through and including August 21, 2010;

WHEREAS, COUNTY and CONTRACTOR renewed ORIGINAL AGREEMENT as Contract MA-060-11011500 (hereinafter “AMENDMENT NUMBER ONE”), for a one (1) year term of August 22, 2010 through and including August 21, 2011;

WHEREAS, COUNTY and CONTRACTOR renewed Contract MA-060-11011500, as Contract MA-060-11012581 (hereinafter “AMENDMENT NUMBER TWO”), for a one (1) year term of August 22, 2011 through and including August 21, 2012;

WHEREAS, COUNTY and CONTRACTOR desire to renew ORIGINAL AGREEMENT to continue receiving services from CONTRACTOR for an additional one (1) year term and the CONTRACTOR has agreed to continue provide those services at the rates set forth in ORIGINAL AGREEMENT;

NOW THEREFORE, in consideration of the mutual obligations set forth herein, Both COUNTY and CONTRACTOR agree as follows:

1. ARTICLES

a. Additional Terms and Conditions, Section A - Term of Contract, of the ORIGINAL AGREEMENT is amended to read in its entirety as follows:

Folder: 581480
Rancho Santiago Community College District

SAC-09-035C

Contractor’s Initial:_____.
Contract MA-060-13010020

4.7 (25)
1. **Term of Contract:**
This Contract shall commence upon execution of all necessary signatures, and continue in effect from 8/22/09 through and including 8/21/13, unless otherwise terminated by COUNTY. The period of 8/22/09 through and including 8/21/10 shall be known as Contract number Z1000000068. The period of 8/22/10 through and including 8/21/11 shall be known as Contract number MA-060-11010253. The period of 8/22/11 through and including 8/21/12 shall be known as Contract number MA-060-11012581. The period of 8/22/12 through and including 8/21/13 shall be known as Contract number MA-060-13010020. This Contract may be renewed for one (1) separate additional one (1) year terms by mutual agreement of both Parties.

The COUNTY is not under any obligation to provide CONTRACTOR with a reason should it elect not to renew this Contract, nor is the COUNTY obligated to provide any prior notice to Contractor of its intent not to renew the Contract.

2. A true and correct copy of the ORIGINAL AGREEMENT (Contract Z1000000068) is attached hereto as Exhibit A and incorporated by this reference.

3. A true and correct copy of AMENDMENT NUMBER ONE (Contract MA-060-11010253) is attached hereto as Exhibit B and incorporated by this reference.

4. A true and correct copy of AMENDMENT NUMBER TWO (Contract MA-060-11012581) is attached hereto as Exhibit C and incorporated by this reference.

5. All other provisions of the ORIGINAL AGREEMENT, AMENDMENT NUMBER ONE and AMENDMENT NUMBER TWO, to the extent they are not inconsistent with this AMENDMENT NUMBER THREE, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on August 21, 2012 are hereby extended to August 21, 2013.

(Signature page follows)
IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER THREE for renewal of Agreement MA-060-11012581.

*Contractor: Rancho Santiago Community College District
By: [Signature] Title: Vice Chancellor, Business Operations & Fiscal Services
Print Name: Peter J. Hardash Date: 8/22/12

*If a corporation, the document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers. In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.

County Of Orange
A political subdivision of the State of California
Sheriff-Coroner Department

By: [Signature] Title: Purchasing Manager
Print Name: Dwight Oppen Date: 8/22/12

Folder: 581480
Rancho Santiago Community College District
SAC-09-035C

Contractor's Initial: _______
Contract MA-060-13010020

4.7 (27)
Exhibit E

AMENDMENT NUMBER FOUR (Contract number MA-060-14010056)
AMENDMENT NUMBER FOUR
TO
AGREEMENT MA-060-13010020
BETWEEN THE
COUNTY OF ORANGE
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

This AMENDMENT NUMBER FOUR to CONTRACT number MA-060-13010020 (hereinafter “AMENDMENT NUMBER FOUR”) between the County of Orange, a political subdivision of the state of California (hereinafter “COUNTY”) and Rancho Santiago Community College District (hereinafter “CONTRACTOR”) with a place of business at 2323 North Broadway, Santa Ana, CA 92706, is made and entered upon execution of all necessary signatures.

RECITALS

WHEREAS, COUNTY and CONTRACTOR executed CONTRACT for Consultant Services, Law Enforcement Training, Contract Z1000000068 (hereinafter “ORIGINAL AGREEMENT”), for a one (1) year term of August 22, 2009 through and including August 21, 2010, renewable for four (4) additional one (1) year terms;

WHEREAS, COUNTY and CONTRACTOR renewed the ORIGINAL AGREEMENT, as Contract number MA-060-11010253 (hereinafter “AMENDMENT NUMBER ONE”), for a one (1) year term of August 22, 2010 through and including August 21, 2011;

WHEREAS, COUNTY and CONTRACTOR renewed Contract MA-060-11011500, as Contract number MA-060-11012581 (hereinafter “AMENDMENT NUMBER TWO”), for a one (1) year term of August 22, 2011 through and including August 21, 2012;

WHEREAS, COUNTY and CONTRACTOR renewed Contract MA-060-11012581, as Contract number MA-060-13010020 (hereinafter “AMENDMENT NUMBER THREE”), for a one (1) year term of August 22, 2012 through and including August 21, 2013;

WHEREAS, COUNTY and CONTRACTOR desire to renew ORIGINAL AGREEMENT to continue receiving services from CONTRACTOR for an additional one (1) year term and the CONTRACTOR has agreed to continue provide those services at the rates set forth in the ORIGINAL AGREEMENT; and

WHEREAS, COUNTY and CONTRACTOR desire to change the Contract number from MA-060-13010020 to become Contract number MA-060-14010056.
NOW THEREFORE, in consideration of the mutual obligations set forth herein, Both COUNTY and CONTRACTOR agree as follows:

1. **ARTICLES**

   a. Additional Terms and Conditions, Section Term of Contract, of the ORIGINAL AGREEMENT is amended to read in its entirety as follows:

   1. **Term of Contract:**
   
   This Contract shall commence upon execution of all necessary signatures, and continue in effect from 8/22/09 through and including 8/21/14, unless otherwise terminated by COUNTY. The period of 8/22/09 through and including 8/21/10 shall be known as Contract Z1000000068. The period of 8/22/10 through and including 8/21/11 shall be known as Contract MA-060-11010253. The period of 8/22/11 through and including 8/21/12 shall be known as Contract MA-060-11012581. The period of 8/22/12 through and including 8/21/13 shall be known as Contract number MA-060-13010020. The period of 8/22/13 through and including 8/21/14 shall be known as Contract number MA-060-14010056.

2. A true and correct copy of the ORIGINAL AGREEMENT (Contract Z1000000068) is attached hereto as Exhibit A and incorporated by this reference.

4. A true and correct copy of AMENDMENT NUMBER ONE (Contract MA-060-11010253) is attached hereto as Exhibit B and incorporated by this reference.

5. A true and correct copy of AMENDMENT NUMBER TWO (Contract MA-060-11012581) is attached hereto as Exhibit C and incorporated by this reference.

6. A true and correct copy of AMENDMENT NUMBER THREE (Contract MA-060-13010020) is attached hereto as Exhibit D and incorporated by this reference.

7. All other provisions of the ORIGINAL AGREEMENT, AMENDMENT NUMBER’S ONE through THREE, to the extent they are not inconsistent with this AMENDMENT NUMBER FOUR, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on August 21, 2013 are hereby extended to August 21, 2014.

(Signature page follows)
IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER FOUR.

*Contractor: Rancho Santiago Community College District
By: [Signature] Title: Vice Chancellor, Business Operations & Fiscal Services
Print Name: Peter J. Hardash Date: 8/13/13

*If a corporation, the document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers. In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.

County Of Orange
A political subdivision of the State of California

Sheriff-Coroner Department

By: [Signature] Title: Purchasing Manager
Print Name: [Signature] Date: 8/13/13
Exhibit F

AMENDMENT NUMBER FIVE (Contract number MA-060-14010056)
AMENDMENT NUMBER FIVE
TO
CONTRACT Z1000000068
BETWEEN THE
COUNTY OF ORANGE
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

This AMENDMENT NUMBER FIVE to Contract number Z1000000068 (hereinafter “AMENDMENT NUMBER FIVE”) between the County of Orange, a political subdivision of the State of California (hereinafter “COUNTY”) and Rancho Santiago Community College District (hereinafter “DISTRICT”) with a place of business at 2323 North Broadway, Santa Ana, CA 92706, is made and entered upon execution of all necessary signatures.

RECITALS

WHEREAS, COUNTY and CONTRACTOR executed CONTRACT on August 4, 2009 for Consultant Services, Law Enforcement Training, Contract Z1000000068 (hereinafter “ORIGINAL CONTRACT”), for a one (1) year term of August 22, 2009 through and including August 21, 2010, renewable for four (4) additional one (1) year terms;

WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT on December 23, 2010, as Contract number MA-060-11010253 (hereinafter “AMENDMENT NUMBER ONE”), for a one (1) year term of August 22, 2010 through and including August 21, 2011;

WHEREAS, COUNTY and DISTRICT renewed the Contract MA-060-11010253 on August 1, 2011, as Contract number MA-060-11012581 (hereinafter “AMENDMENT NUMBER TWO”), for a one (1) year term of August 22, 2011 through and including August 21, 2012;

WHEREAS, COUNTY and DISTRICT renewed Contract MA-060-11012581 on August 22, 2012, as Contract number MA-060-13010020 (hereinafter “AMENDMENT NUMBER THREE”), for a one (1) year term of August 22, 2012 through and including August 21, 2013;

WHEREAS, COUNTY and DISTRICT renewed Contract MA-060-13010020 on August 21, 2013, as Contract number MA-060-14010056 (hereinafter “AMENDMENT NUMBER FOUR”), for a one (1) year term of August 22, 2013 through and including August 21, 2014;

WHEREAS, COUNTY and DISTRICT desire to extend ORIGINAL CONTRACT to continue providing services to DISTRICT for an additional four (4)
month term of August 22, 2014 through and including December 31, 2014 and the
DISTRICT has agreed to continue provide those services at the rates set forth in the
ORIGINAL AGREEMENT; and

NOW THEREFORE, in consideration of the mutual obligations set forth
herein, Both COUNTY and DISTRICT agree as follows:

1. ARTICLES

   a. Section Term, of the ORIGINAL AGREEMENT is amended to read
      in its entirety as follows:

      1. Term:
      This Contract shall commence upon execution of all necessary
      signatures, and continue in effect from 8/22/09 through and
      including 12/31/15, unless otherwise terminated by COUNTY.
      The period of 8/22/09 through and including 8/21/10 shall be
      known as Contract Z1000000068. The period of 8/22/10 through
      and including 8/21/11 shall be known as Contract MA-060-
      11010253. The period of 8/22/11 through and including 8/21/12
      shall be known as Contract MA-060-11012581. The period of
      8/22/12 through and including 8/21/13 shall be known as Contract
      number MA-060-13010020. The period of 8/22/13 through and
      including 12/31/14 shall be known as Contract number MA-060-
      14010056.

2. A true and correct copy of the ORIGINAL AGREEMENT (Contract Z1000000068)
   is attached hereto as Exhibit A and incorporated by this reference.

3. A true and correct copy of AMENDMENT NUMBER ONE (Contract MA-060-
   11010253) is attached hereto as Exhibit B and incorporated by this reference.

4. A true and correct copy of AMENDMENT NUMBER TWO (Contract MA-060-
   11012581) is attached hereto as Exhibit C and incorporated by this reference.

5. A true and correct copy of AMENDMENT NUMBER THREE (Contract MA-060-
   13010020) is attached hereto as Exhibit D and incorporated by this reference.

6. A true and correct copy of AMENDMENT NUMBER FOUR (Contract MA-060-
   14010056) is attached hereto as Exhibit E and incorporated by this reference.

7. All other provisions of the ORIGINAL AGREEMENT, AMENDMENT NUMBER'S
   ONE through FOUR, to the extent they are not inconsistent with this AMENDMENT
   NUMBER FIVE, remain unchanged and in full force and effect. All obligations of
   the Parties that would have been terminated on August 21, 2014 are hereby extended
to December 31, 2014.
(Signature page follows)
IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER FIVE to Contract number Z1000000068.

*Contractor: Rancho Santiago Community College District
By: [Signature] Title: Vice Chancellor

Business Operations & Fiscal Services

Print Name: Peter J. Hardash Date: 8/8/14

*If a corporation, the document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers. In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.

County Of Orange
A political subdivision of the State of California

Sheriff Coroner Department
By: [Signature] Title: [Signature]

Print Name: [Signature] Date: 9/9/14

APPROVED AS TO FORM

[Signature]
COUNTY COUNSEL OF
ORANGE COUNTY, CALIFORNIA
Exhibit G

AMENDMENT NUMBER SIX (Contract number MA-060-14010056)
AMENDMENT NUMBER SIX
TO
CONTRACT Z1000000068
BETWEEN THE
COUNTY OF ORANGE
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

This AMENDMENT NUMBER SIX to CONTRACT number Z1000000068 (hereinafter “AMENDMENT NUMBER SIX”) between the County of Orange, a political subdivision of the State of California (hereinafter “COUNTY”) and Rancho Santiago Community College District (hereinafter “DISTRICT”) with a place of business at 2323 North Broadway, Santa Ana, CA 92706, is made and entered upon execution of all necessary signatures.

RECITALS

WHEREAS, COUNTY and DISTRICT executed CONTRACT for Consultant Services, Law Enforcement Training, Contract Z1000000068 (hereinafter “ORIGINAL CONTRACT”), for a one (1) year term of August 22, 2009 through and including August 21, 2010, renewable for four (4) additional one (1) year terms; and

WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT, as Contract number MA-060-11010253 (hereinafter “AMENDMENT NUMBER ONE”), for a one (1) year term of August 22, 2010 through and including August 21, 2011;

WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT, as Contract number MA-060-11012581 (hereinafter “AMENDMENT NUMBER TWO”), for a one (1) year term of August 22, 2011 through and including August 21, 2012;

WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT, as Contract number MA-060-13010020 (hereinafter “AMENDMENT NUMBER THREE”), for a one (1) year term of August 22, 2012 through and including August 21, 2013;

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT to continue providing services to DISTRICT for a four (4) month term of August 22, 2014 through and including December 31, 2014 as Contract Number MA-060-14010056 (hereinafter “AMENDMENT NUMBER FIVE”);

WHEREAS, COUNTY and DISTRICT desire to extend the ORIGINAL CONTRACT by a one (1) year term of January 1, 2015 through and including December
31, 2015 and to continue to provide those services at the rates set forth in the ORIGINAL CONTRACT; and

NOW THEREFORE, in consideration of the mutual obligations set forth herein, both COUNTY and DISTRICT agree as follows:

1. ARTICLES

a. Additional Terms and Conditions, Section Term of Contract, of the ORIGINAL CONTRACT is amended to read in its entirety as follows:

1. **Term of Contract:**
   This Contract shall commence upon execution of all necessary signatures, and continue in effect from 8/22/09 through and including 12/31/15, unless otherwise terminated by COUNTY. The period of 8/22/09 through and including 8/21/10 shall be known as Contract Z1000000068. The period of 8/22/10 through and including 8/21/11 shall be known as Contract MA-060-11010253. The period of 8/22/11 through and including 8/21/12 shall be known as Contract MA-060-11012581. The period of 8/22/12 through and including 8/21/13 shall be known as Contract number MA-060-13010020. The period of 8/22/13 through and including 12/31/15 shall be known as Contract number MA-060-14010056.

2. A true and correct copy of the ORIGINAL CONTRACT (Contract Z1000000068) is attached hereto as Exhibit A and incorporated by this reference.

4. A true and correct copy of AMENDMENT NUMBER ONE (Contract MA-060-11010253) is attached hereto as Exhibit B and incorporated by this reference.

5. A true and correct copy of AMENDMENT NUMBER TWO (Contract MA-060-11012581) is attached hereto as Exhibit C and incorporated by this reference.

6. A true and correct copy of AMENDMENT NUMBER THREE (Contract MA-060-13010020) is attached hereto as Exhibit D and incorporated by this reference.

7. A true and correct copy of AMENDMENT NUMBER FOUR (Contract Number MA-060-14010056) is attached hereto as Exhibit E and incorporated by this reference.

8. A true and correct copy of AMENDMENT NUMBER FIVE (Contract Number MA-060-14010056) is attached hereto as Exhibit F and incorporated by this reference.

9. All other provisions of the ORIGINAL CONTRACT, AMENDMENT NUMBER’S ONE through FIVE, to the extent they are not inconsistent with this AMENDMENT NUMBER SIX, remain unchanged and in full force and effect. All obligations of the
Parties that would have been terminated on December 31, 2014 are hereby extended to December 31, 2015.

(Signature page follows)
IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER SIX to ORIGINAL CONTRACT Z1000000068.

**Contractor:** Rancho Santiago Community College District  
**Vice Chancellor**  
**By:** Peter J. Hardash  
**Print Name:** Peter J. Hardash  
**Date:** 11/8/27

*If a corporation, the document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers. In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.*

**County Of Orange**  
A political subdivision of the State of California

**Sheriff-Coroner Department**

**By:** Donna Courtae  
**Print Name:** Donna Courtae  
**Date:** 12-9-14

Approved by the Board of Supervisors: 12-9-14

Approved as to Form  
Office of the County Counsel  
Orange County, California  
by Deputy
Exhibit H

AMENDMENT NUMBER SEVEN (Contract number MA-060-14010056)
AMENDMENT NUMBER SEVEN
TO
CONTRACT Z1000000068
BETWEEN THE
COUNTY OF ORANGE
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

This AMENDMENT NUMBER SEVEN to CONTRACT number Z1000000068 (hereinafter "AMENDMENT NUMBER SEVEN") between the County of Orange, a political subdivision of the State of California (hereinafter "COUNTY") and Rancho Santiago Community College District (hereinafter "DISTRICT") with a place of business at 2323 North Broadway, Santa Ana, CA 92706, is made and entered upon execution of all necessary signatures.

RECITALS

WHEREAS, COUNTY and DISTRICT executed CONTRACT on August 4, 2009 for Consultant Services, Law Enforcement Training, as Contract Z1000000068 (hereinafter "ORIGINAL CONTRACT"), for a one (1) year term of August 22, 2009 through and including August 21, 2010, renewable for four (4) additional one (1) year terms; and

WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT on December 23, 2010, as Contract number MA-060-11010253 (hereinafter "AMENDMENT NUMBER ONE"), for a one (1) year term of August 22, 2010 through and including August 21, 2011;

WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT on August 1, 2011, as Contract number MA-060-11012581 (hereinafter "AMENDMENT NUMBER TWO"), for a one (1) year term of August 22, 2011 through and including August 21, 2012;

WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT on August 22, 2012, as Contract number MA-060-13010020 (hereinafter "AMENDMENT NUMBER THREE"), for a one (1) year term of August 22, 2012 through and including August 21, 2013;

WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT on August 21, 2013, as Contract number MA-060-14010056 (hereinafter "AMENDMENT NUMBER FOUR"), for a one (1) year term of August 22, 2013 through and including August 21, 2014;

WHEREAS, COUNTY and DISTRICT extended Contract number MA-060-14010056 on September 9, 2014 to continue providing services to DISTRICT for a
four (4) month term of August 22, 2014 through and including December 31, 2014 (hereinafter “AMENDMENT NUMBER FIVE”);

WHEREAS, COUNTY and DISTRICT extended Contract number MA-060-14010056 on December 9, 2015 to continue providing services to DISTRICT for one (1) year term of January 1, 2015 through and including December 31, 2015 (hereinafter “AMENDMENT NUMBER SIX”);

WHEREAS, COUNTY and DISTRICT desire to extend the ORIGINAL CONTRACT to continue providing services to DISTRICT for an additional two (2) month term of January 1, 2016 through and including February 29, 2016 and the DISTRICT has agreed to continue provide those services at the rates set forth in the ORIGINAL CONTRACT;

NOW THEREFORE, in consideration of the mutual obligations set forth herein, both COUNTY and DISTRICT agree as follows:

1. ARTICLES

   a. Additional Terms and Conditions, Section A - Term of Contract, of the ORIGINAL CONTRACT is amended to read in its entirety as follows:

   A. Term of Contract:
   This Contract shall commence upon execution of all necessary signatures, and continue in effect from 8/22/09 through and including 12/31/16, unless otherwise terminated by COUNTY. The period of 8/22/09 through and including 8/21/10 shall be known as Contract Z1000000068. The period of 8/22/10 through and including 8/21/11 shall be known as Contract MA-060-11010253. The period of 8/22/11 through and including 8/21/12 shall be known as Contract MA-060-11012581. The period of 8/22/12 through and including 8/21/13 shall be known as Contract number MA-060-13010020. The period of 8/22/13 through and including 2/29/16 shall be known as Contract number MA-060-14010056.

2. A true and correct copy of the ORIGINAL CONTRACT (Contract Z1000000068) is attached hereto as Exhibit A and incorporated by this reference.

4. A true and correct copy of AMENDMENT NUMBER ONE (Contract MA-060-11010253) is attached hereto as Exhibit B and incorporated by this reference.

5. A true and correct copy of AMENDMENT NUMBER TWO (Contract MA-060-11012581) is attached hereto as Exhibit C and incorporated by this reference.

6. A true and correct copy of AMENDMENT NUMBER THREE (Contract MA-060-13010020) is attached hereto as Exhibit D and incorporated by this reference.
7. A true and correct copy of AMENDMENT NUMBER FOUR (Contract Number MA-060-14010056) is attached hereto as Exhibit E and incorporated by this reference.

8. A true and correct copy of AMENDMENT NUMBER FIVE (Contract Number MA-060-14010056) is attached hereto as Exhibit F and incorporated by this reference.

9. A true and correct copy of AMENDMENT NUMBER SIX (Contract Number MA-060-14010056) is attached hereto as Exhibit G and incorporated by this reference.

10. All other provisions of the ORIGINAL CONTRACT, AMENDMENT NUMBER’S ONE through SIX, to the extent they are not inconsistent with this AMENDMENT NUMBER SEVEN, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on December 31, 2015 are hereby extended to February 29, 2016.

(Signature page follows)
IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER SEVEN to ORIGINAL CONTRACT Z1000000068.

*Contractor: Rancho Santiago Community College District
By: __________________________ Title: Vice Chancellor, Business Operations/Fiscal Services
Print Name: Peter J. Hardash Date: __________________________

*If a corporation, the document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers. In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.

County Of Orange
A political subdivision of the State of California

Sheriff-Coroner Department

By: __________________________ Title: Purchasing Manager
Print Name: Dwight Dalling Date: 12/15/15

Approved by the Board of Supervisors: 12/15/15

Approved as to Form
Office of the County Counsel
Orange County, California

by
Deputy
To: Board of Trustees  
Re: Approval of SCC Follow-Up Report on Accreditation  
Action: Approval

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 was presented to the Board of Trustees for a first reading on January 25, 2016. As a result of the first reading, no comments or corrections of facts were received. The second reading and request for approval of SCC Follow-up Report on Accreditation is now presented.

RECOMMENDATION

It is recommended that the Board of Trustees approve the SCC Follow-Up Report on Accreditation and submit the report to the Accrediting Commission for Community and Junior Colleges (ACCJC) before March 15, 2016.

Fiscal Impact: None  
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 Rodriguez, Ph.D., Chancellor

Board Date: February 22, 2016
ACKNOWLEDGMENTS

Content preparation/ Document Preparation/ Editing:
   Corinna Evett, Aaron Voelcker, Aracely Mora, Ed.D.
Typography: Eileen Capewell
Cover Design: Eric Harsen
Electronic Document Access: Rudy Tjiptahadi and Aaron Voelcker
Printing: RSCCD Publications Department

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Claudia C. Alvarez, President
John R. Hanna, Vice President
Nelida Mendoza Yanez, Clerk
Arianna P. Barrios
Lawrence “Larry” R. Labrador
Jose Solorio
Phillip E. Yarbrough
Raquel Manriquez, Student Trustee

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Raúl Rodríguez, Ph.D., Chancellor, Rancho Santiago Community College District
John Didion, Executive Vice Chancellor, Human Resources and Educational Services
Peter Hardash, Vice Chancellor, Business Operations and Fiscal Services
Nga Pham, Director, Research, Planning & Institutional Effectiveness
Debra Gerard, Executive Assistant to the Chancellor

SANTIAGO CANYON COLLEGE

John Weispfenning, Ph.D., President, Santiago Canyon College
Aracely Mora, Ed.D., Vice President, Academic Affairs, and Accreditation Liaison Officer
John Hernandez, Ph.D., Vice President, Student Services
Arleen Satele, Ed.D., Vice President, Administrative Services
Jose Vargas, Vice President, Continuing Education
Lynn Manzano, Assistant to the President
Certification of Follow-Up Report

To: Accreditng 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 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
# Table of Contents

1. Acknowledgments ................................................................. i
2. Certification Page .............................................................. ii
3. Table of Contents .............................................................. iii
4. Statement of Report Preparation .......................................... 1
5. Response to the Commission Action Letter
   a. Response to College Recommendation 1 ................................. 3
   b. Response to College Recommendation 2 ................................. 6
   c. Response to College Recommendation 3 ................................. 9
   d. Response to College Recommendation 4 ................................. 11
   e. Response to College Recommendation 5 ................................. 15
   f. Response to College Recommendation 6 ................................. 18
   g. Response to Commission Recommendation ............................ 20
6. Appendix A: Evidentiary Documents
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.
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.
### Check Registers Submitted for Approval

Checks Written for Period 01/12/16 Thru 02/09/16

<table>
<thead>
<tr>
<th>Register #</th>
<th>Fund Title</th>
<th>Amount</th>
<th>Voided Checks</th>
<th>Adjusted Amount</th>
<th>Beg Check #</th>
<th>End Check #</th>
</tr>
</thead>
<tbody>
<tr>
<td>62927</td>
<td>General Fund Unrestricted</td>
<td>0.00</td>
<td>722.00</td>
<td>-722.00</td>
<td>92*0443636</td>
<td>92*0443636</td>
</tr>
<tr>
<td>63267</td>
<td>General Fund Unrestricted</td>
<td>0.00</td>
<td>1,074.00</td>
<td>-1,074.00</td>
<td>92*0452083</td>
<td>92*0452083</td>
</tr>
<tr>
<td>63278</td>
<td>General Fund Unrestricted</td>
<td>0.00</td>
<td>154.00</td>
<td>-154.00</td>
<td>92*0453062</td>
<td>92*0453062</td>
</tr>
<tr>
<td>63283</td>
<td>General Fund Unrestricted</td>
<td>0.00</td>
<td>722.00</td>
<td>-722.00</td>
<td>92*0453567</td>
<td>92*0453567</td>
</tr>
<tr>
<td>63383</td>
<td>General Fund Unrestricted</td>
<td>0.00</td>
<td>481.00</td>
<td>-481.00</td>
<td>92*0457194</td>
<td>92*0457194</td>
</tr>
<tr>
<td>63401</td>
<td>General Fund Unrestricted</td>
<td>0.00</td>
<td>1,835.00</td>
<td>-1,835.00</td>
<td>92*0457610</td>
<td>92*0457625</td>
</tr>
<tr>
<td>63402</td>
<td>General Fund Unrestricted</td>
<td>0.00</td>
<td>1,210.00</td>
<td>-1,210.00</td>
<td>92*0457723</td>
<td>92*0457723</td>
</tr>
<tr>
<td>63509</td>
<td>General Fund Unrestricted</td>
<td>27,834.51</td>
<td>0.00</td>
<td>27,834.51</td>
<td>92*0460911</td>
<td>92*0460924</td>
</tr>
<tr>
<td>63510</td>
<td>General Fund Unrestricted</td>
<td>1,878,781.27</td>
<td>0.00</td>
<td>1,878,781.27</td>
<td>92*0460926</td>
<td>92*0460976</td>
</tr>
<tr>
<td>63511</td>
<td>General Fund Unrestricted</td>
<td>4,539.68</td>
<td>0.00</td>
<td>4,539.68</td>
<td>92*0460978</td>
<td>92*0460993</td>
</tr>
<tr>
<td>63512</td>
<td>General Fund Unrestricted</td>
<td>10,955.20</td>
<td>0.00</td>
<td>10,955.20</td>
<td>92*0461012</td>
<td>92*0461048</td>
</tr>
<tr>
<td>63517</td>
<td>General Fund Unrestricted</td>
<td>17,825.04</td>
<td>0.00</td>
<td>17,825.04</td>
<td>92*0461089</td>
<td>92*0461121</td>
</tr>
<tr>
<td>63518</td>
<td>General Fund Unrestricted</td>
<td>90,691.69</td>
<td>0.00</td>
<td>90,691.69</td>
<td>92*0461123</td>
<td>92*0461156</td>
</tr>
<tr>
<td>63522</td>
<td>General Fund Unrestricted</td>
<td>78,600.43</td>
<td>0.00</td>
<td>78,600.43</td>
<td>92*0461167</td>
<td>92*0461176</td>
</tr>
<tr>
<td>63523</td>
<td>General Fund Unrestricted</td>
<td>12,508.17</td>
<td>0.00</td>
<td>12,508.17</td>
<td>92*0461188</td>
<td>92*0461203</td>
</tr>
<tr>
<td>63524</td>
<td>General Fund Unrestricted</td>
<td>15,261.99</td>
<td>0.00</td>
<td>15,261.99</td>
<td>92*0461204</td>
<td>92*0461276</td>
</tr>
<tr>
<td>63528</td>
<td>General Fund Unrestricted</td>
<td>27,147.57</td>
<td>0.00</td>
<td>27,147.57</td>
<td>92*0461283</td>
<td>92*0461317</td>
</tr>
<tr>
<td>63529</td>
<td>General Fund Unrestricted</td>
<td>48,950.00</td>
<td>0.00</td>
<td>48,950.00</td>
<td>92*0461318</td>
<td>92*0461343</td>
</tr>
<tr>
<td>63531</td>
<td>General Fund Unrestricted</td>
<td>7,799.56</td>
<td>0.00</td>
<td>7,799.56</td>
<td>92*0461351</td>
<td>92*0461385</td>
</tr>
<tr>
<td>63532</td>
<td>General Fund Unrestricted</td>
<td>208.93</td>
<td>0.00</td>
<td>208.93</td>
<td>92*0461392</td>
<td>92*0461392</td>
</tr>
<tr>
<td>63533</td>
<td>General Fund Unrestricted</td>
<td>1,738.68</td>
<td>0.00</td>
<td>1,738.68</td>
<td>92*0461400</td>
<td>92*0461407</td>
</tr>
<tr>
<td>63537</td>
<td>General Fund Unrestricted</td>
<td>13,318.27</td>
<td>0.00</td>
<td>13,318.27</td>
<td>92*0461419</td>
<td>92*0461435</td>
</tr>
<tr>
<td>63538</td>
<td>General Fund Unrestricted</td>
<td>18,936.88</td>
<td>0.00</td>
<td>18,936.88</td>
<td>92*0461453</td>
<td>92*0461462</td>
</tr>
<tr>
<td>63539</td>
<td>General Fund Unrestricted</td>
<td>16,293.25</td>
<td>0.00</td>
<td>16,293.25</td>
<td>92*0461464</td>
<td>92*0461532</td>
</tr>
<tr>
<td>63540</td>
<td>General Fund Unrestricted</td>
<td>2,067.40</td>
<td>0.00</td>
<td>2,067.40</td>
<td>92*0461533</td>
<td>92*0461597</td>
</tr>
<tr>
<td>63543</td>
<td>General Fund Unrestricted</td>
<td>17,233.30</td>
<td>0.00</td>
<td>17,233.30</td>
<td>92*0461610</td>
<td>92*0461617</td>
</tr>
<tr>
<td>63545</td>
<td>General Fund Unrestricted</td>
<td>4,030.61</td>
<td>0.00</td>
<td>4,030.61</td>
<td>92*0461629</td>
<td>92*0461642</td>
</tr>
<tr>
<td>63548</td>
<td>General Fund Unrestricted</td>
<td>29,059.34</td>
<td>0.00</td>
<td>29,059.34</td>
<td>92*0461655</td>
<td>92*0461675</td>
</tr>
<tr>
<td>63549</td>
<td>General Fund Unrestricted</td>
<td>125.00</td>
<td>0.00</td>
<td>125.00</td>
<td>92*0461677</td>
<td>92*0461683</td>
</tr>
<tr>
<td>63550</td>
<td>General Fund Unrestricted</td>
<td>15,626.82</td>
<td>0.00</td>
<td>15,626.82</td>
<td>92*0461684</td>
<td>92*0461786</td>
</tr>
<tr>
<td>63556</td>
<td>General Fund Unrestricted</td>
<td>78,796.15</td>
<td>0.00</td>
<td>78,796.15</td>
<td>92*0461820</td>
<td>92*0461836</td>
</tr>
<tr>
<td>63557</td>
<td>General Fund Unrestricted</td>
<td>552,083.70</td>
<td>0.00</td>
<td>552,083.70</td>
<td>92*0461840</td>
<td>92*0461897</td>
</tr>
<tr>
<td>63558</td>
<td>General Fund Unrestricted</td>
<td>21,927.94</td>
<td>0.00</td>
<td>21,927.94</td>
<td>92*0461901</td>
<td>92*0461913</td>
</tr>
<tr>
<td>63559</td>
<td>General Fund Unrestricted</td>
<td>228,130.49</td>
<td>0.00</td>
<td>228,130.49</td>
<td>92*0461924</td>
<td>92*0461929</td>
</tr>
<tr>
<td>63563</td>
<td>General Fund Unrestricted</td>
<td>5,354.88</td>
<td>0.00</td>
<td>5,354.88</td>
<td>92*0461938</td>
<td>92*0461939</td>
</tr>
<tr>
<td>63564</td>
<td>General Fund Unrestricted</td>
<td>61,319.70</td>
<td>0.00</td>
<td>61,319.70</td>
<td>92*0461943</td>
<td>92*0462018</td>
</tr>
<tr>
<td>63570</td>
<td>General Fund Unrestricted</td>
<td>66,307.73</td>
<td>0.00</td>
<td>66,307.73</td>
<td>92*0462037</td>
<td>92*0462073</td>
</tr>
<tr>
<td>63571</td>
<td>General Fund Unrestricted</td>
<td>56,435.26</td>
<td>0.00</td>
<td>56,435.26</td>
<td>92*0462080</td>
<td>92*0462130</td>
</tr>
<tr>
<td>63576</td>
<td>General Fund Unrestricted</td>
<td>80,581.49</td>
<td>0.00</td>
<td>80,581.49</td>
<td>92*0462169</td>
<td>92*0462215</td>
</tr>
<tr>
<td>63577</td>
<td>General Fund Unrestricted</td>
<td>7,531.42</td>
<td>0.00</td>
<td>7,531.42</td>
<td>92*0462219</td>
<td>92*0462241</td>
</tr>
<tr>
<td>63578</td>
<td>General Fund Unrestricted</td>
<td>3,598.24</td>
<td>0.00</td>
<td>3,598.24</td>
<td>92*0462242</td>
<td>92*0462257</td>
</tr>
</tbody>
</table>
### Check Registers Submitted for Approval

Checks Written for Period 01/12/16 Thru 02/09/16

<table>
<thead>
<tr>
<th>Register #</th>
<th>Fund Title</th>
<th>Amount</th>
<th>Voided Checks</th>
<th>Adjusted Amount</th>
<th>Beg Check #</th>
<th>End Check #</th>
</tr>
</thead>
<tbody>
<tr>
<td>63579</td>
<td>General Fund Unrestricted</td>
<td>15,087.62</td>
<td>0.00</td>
<td>15,087.62</td>
<td>92*0462272</td>
<td>92*0462283</td>
</tr>
<tr>
<td>63580</td>
<td>General Fund Unrestricted</td>
<td>10,079.60</td>
<td>0.00</td>
<td>10,079.60</td>
<td>92*0462294</td>
<td>92*0462312</td>
</tr>
<tr>
<td>63581</td>
<td>General Fund Unrestricted</td>
<td>9,898.98</td>
<td>0.00</td>
<td>9,898.98</td>
<td>92*0462314</td>
<td>92*0462425</td>
</tr>
<tr>
<td>63583</td>
<td>General Fund Unrestricted</td>
<td>467.24</td>
<td>0.00</td>
<td>467.24</td>
<td>92*0462429</td>
<td>92*0462429</td>
</tr>
<tr>
<td>63584</td>
<td>General Fund Unrestricted</td>
<td>662.50</td>
<td>0.00</td>
<td>662.50</td>
<td>92*0462438</td>
<td>92*0462439</td>
</tr>
<tr>
<td>63586</td>
<td>General Fund Unrestricted</td>
<td>8,061.51</td>
<td>0.00</td>
<td>8,061.51</td>
<td>92*0462456</td>
<td>92*0462468</td>
</tr>
<tr>
<td>63591</td>
<td>General Fund Unrestricted</td>
<td>71,034.27</td>
<td>0.00</td>
<td>71,034.27</td>
<td>92*0462489</td>
<td>92*0462509</td>
</tr>
<tr>
<td>63592</td>
<td>General Fund Unrestricted</td>
<td>182,329.09</td>
<td>0.00</td>
<td>182,329.09</td>
<td>92*0462516</td>
<td>92*0462524</td>
</tr>
</tbody>
</table>

**Total Fund 11 General Fund Unrestricted**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Voided Checks</th>
<th>Adjusted Amount</th>
<th>Beg Check #</th>
<th>End Check #</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,799,221.40</td>
<td>$6,198.00</td>
<td>$3,793,023.40</td>
<td>92*0462272</td>
<td>92*0462283</td>
</tr>
<tr>
<td>Register #</td>
<td>Fund Title</td>
<td>Amount</td>
<td>Voided Checks</td>
<td>Adjusted Amount</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------</td>
<td>----------</td>
<td>---------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>63138</td>
<td>General Fund Restricted</td>
<td>0.00</td>
<td>3,530.40</td>
<td>-3,530.40</td>
</tr>
<tr>
<td>63146</td>
<td>General Fund Restricted</td>
<td>0.00</td>
<td>4,500.00</td>
<td>-4,500.00</td>
</tr>
<tr>
<td>63311</td>
<td>General Fund Restricted</td>
<td>0.00</td>
<td>57,702.76</td>
<td>-57,702.76</td>
</tr>
<tr>
<td>63413</td>
<td>General Fund Restricted</td>
<td>0.00</td>
<td>606.98</td>
<td>-606.98</td>
</tr>
<tr>
<td>63449</td>
<td>General Fund Restricted</td>
<td>0.00</td>
<td>23,172.00</td>
<td>-23,172.00</td>
</tr>
<tr>
<td>63456</td>
<td>General Fund Restricted</td>
<td>0.00</td>
<td>310.92</td>
<td>-310.92</td>
</tr>
<tr>
<td>63509</td>
<td>General Fund Restricted</td>
<td>4,229.46</td>
<td>0.00</td>
<td>4,229.46</td>
</tr>
<tr>
<td>63510</td>
<td>General Fund Unrestricted</td>
<td>151,104.7</td>
<td>14,653.53</td>
<td>136,451.26</td>
</tr>
<tr>
<td>63511</td>
<td>General Fund Restricted</td>
<td>14,292.38</td>
<td>80.00</td>
<td>14,212.38</td>
</tr>
<tr>
<td>63517</td>
<td>General Fund Restricted</td>
<td>258,230.76</td>
<td>0.00</td>
<td>258,230.76</td>
</tr>
<tr>
<td>63518</td>
<td>General Fund Restricted</td>
<td>10,542.34</td>
<td>0.00</td>
<td>10,542.34</td>
</tr>
<tr>
<td>63522</td>
<td>General Fund Restricted</td>
<td>25,154.72</td>
<td>0.00</td>
<td>25,154.72</td>
</tr>
<tr>
<td>63523</td>
<td>General Fund Restricted</td>
<td>21,420.91</td>
<td>0.00</td>
<td>21,420.91</td>
</tr>
<tr>
<td>63528</td>
<td>General Fund Restricted</td>
<td>88,960.38</td>
<td>0.00</td>
<td>88,960.38</td>
</tr>
<tr>
<td>63529</td>
<td>General Fund Restricted</td>
<td>9,146.11</td>
<td>0.00</td>
<td>9,146.11</td>
</tr>
<tr>
<td>63531</td>
<td>General Fund Restricted</td>
<td>47,568.36</td>
<td>0.00</td>
<td>47,568.36</td>
</tr>
<tr>
<td>63532</td>
<td>General Fund Restricted</td>
<td>120,296.87</td>
<td>0.00</td>
<td>120,296.87</td>
</tr>
<tr>
<td>63533</td>
<td>General Fund Restricted</td>
<td>96,125.45</td>
<td>0.00</td>
<td>96,125.45</td>
</tr>
<tr>
<td>63537</td>
<td>General Fund Restricted</td>
<td>2,181.26</td>
<td>0.00</td>
<td>2,181.26</td>
</tr>
<tr>
<td>63538</td>
<td>General Fund Restricted</td>
<td>162,256.99</td>
<td>0.00</td>
<td>162,256.99</td>
</tr>
<tr>
<td>63543</td>
<td>General Fund Restricted</td>
<td>10,322.37</td>
<td>0.00</td>
<td>10,322.37</td>
</tr>
<tr>
<td>63545</td>
<td>General Fund Restricted</td>
<td>8,245.48</td>
<td>0.00</td>
<td>8,245.48</td>
</tr>
<tr>
<td>63546</td>
<td>General Fund Restricted</td>
<td>6,018.08</td>
<td>0.00</td>
<td>6,018.08</td>
</tr>
<tr>
<td>63548</td>
<td>General Fund Unrestricted</td>
<td>31,743.78</td>
<td>0.00</td>
<td>31,743.78</td>
</tr>
<tr>
<td>63556</td>
<td>General Fund Restricted</td>
<td>198,233.53</td>
<td>0.00</td>
<td>198,233.53</td>
</tr>
<tr>
<td>63557</td>
<td>General Fund Restricted</td>
<td>114,403.97</td>
<td>0.00</td>
<td>114,403.97</td>
</tr>
<tr>
<td>63558</td>
<td>General Fund Restricted</td>
<td>4,609.24</td>
<td>0.00</td>
<td>4,609.24</td>
</tr>
<tr>
<td>63559</td>
<td>General Fund Restricted</td>
<td>14,761.96</td>
<td>0.00</td>
<td>14,761.96</td>
</tr>
<tr>
<td>63563</td>
<td>General Fund Restricted</td>
<td>87,196.10</td>
<td>0.00</td>
<td>87,196.10</td>
</tr>
<tr>
<td>63564</td>
<td>General Fund Restricted</td>
<td>164,254.39</td>
<td>0.00</td>
<td>164,254.39</td>
</tr>
<tr>
<td>63570</td>
<td>General Fund Unrestricted</td>
<td>17,077.13</td>
<td>0.00</td>
<td>17,077.13</td>
</tr>
<tr>
<td>63571</td>
<td>General Fund Restricted</td>
<td>55,132.36</td>
<td>0.00</td>
<td>55,132.36</td>
</tr>
<tr>
<td>63576</td>
<td>General Fund Restricted</td>
<td>7,586.75</td>
<td>0.00</td>
<td>7,586.75</td>
</tr>
<tr>
<td>63577</td>
<td>General Fund Restricted</td>
<td>112,125.69</td>
<td>0.00</td>
<td>112,125.69</td>
</tr>
<tr>
<td>63578</td>
<td>General Fund Restricted</td>
<td>5,866.64</td>
<td>0.00</td>
<td>5,866.64</td>
</tr>
<tr>
<td>63579</td>
<td>General Fund Restricted</td>
<td>2,878.79</td>
<td>0.00</td>
<td>2,878.79</td>
</tr>
<tr>
<td>63580</td>
<td>General Fund Restricted</td>
<td>85,986.45</td>
<td>0.00</td>
<td>85,986.45</td>
</tr>
<tr>
<td>63583</td>
<td>General Fund Restricted</td>
<td>2,712.72</td>
<td>0.00</td>
<td>2,712.72</td>
</tr>
<tr>
<td>63584</td>
<td>General Fund Restricted</td>
<td>6,250.04</td>
<td>0.00</td>
<td>6,250.04</td>
</tr>
<tr>
<td>63585</td>
<td>General Fund Restricted</td>
<td>7,672.69</td>
<td>0.00</td>
<td>7,672.69</td>
</tr>
<tr>
<td>63586</td>
<td>General Fund Unrestricted</td>
<td>9,717.87</td>
<td>0.00</td>
<td>9,717.87</td>
</tr>
<tr>
<td>Register #</td>
<td>Fund Title</td>
<td>Amount</td>
<td>Voided Checks</td>
<td>Adjusted Amount</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------</td>
<td>---------</td>
<td>---------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>63591</td>
<td>General Fund Restricted</td>
<td>18,720.06</td>
<td>0.00</td>
<td>18,720.06</td>
</tr>
<tr>
<td>63592</td>
<td>General Fund Restricted</td>
<td>6,864.24</td>
<td>0.00</td>
<td>6,864.24</td>
</tr>
</tbody>
</table>

**Total Fund 12 General Fund Restricted**

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
<th>Voided Checks</th>
<th>Adjusted Amount</th>
<th>Beg Check #</th>
<th>End Check #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,989,873.11</td>
<td>$104,556.59</td>
<td>$1,885,316.52</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Check Registers Submitted for Approval

### Checks Written for Period 01/12/16 Thru 02/09/16

<table>
<thead>
<tr>
<th>Register #</th>
<th>Fund Title</th>
<th>Amount</th>
<th>Voided Checks</th>
<th>Adjusted Amount</th>
<th>Beg Check #</th>
<th>End Check #</th>
</tr>
</thead>
<tbody>
<tr>
<td>63510</td>
<td>General Fund Unrestricted</td>
<td>4,670.80</td>
<td>0.00</td>
<td>4,670.80</td>
<td>92*0460941</td>
<td>92*0460972</td>
</tr>
<tr>
<td>63511</td>
<td>GF Unrestricted One-Time Func</td>
<td>457.50</td>
<td>0.00</td>
<td>457.50</td>
<td>92*0460990</td>
<td>92*0460990</td>
</tr>
<tr>
<td>63528</td>
<td>GF Unrestricted One-Time Func</td>
<td>2,284.35</td>
<td>0.00</td>
<td>2,284.35</td>
<td>92*0461298</td>
<td>92*0461298</td>
</tr>
<tr>
<td>63543</td>
<td>GF Unrestricted One-Time Func</td>
<td>900.00</td>
<td>0.00</td>
<td>900.00</td>
<td>92*0461611</td>
<td>92*0461611</td>
</tr>
<tr>
<td>63548</td>
<td>GF Unrestricted One-Time Func</td>
<td>234,288.08</td>
<td>0.00</td>
<td>234,288.08</td>
<td>92*0461664</td>
<td>92*0461665</td>
</tr>
<tr>
<td>63557</td>
<td>GF Unrestricted One-Time Func</td>
<td>32,840.00</td>
<td>0.00</td>
<td>32,840.00</td>
<td>92*0461841</td>
<td>92*0461841</td>
</tr>
<tr>
<td>63564</td>
<td>General Fund Unrestricted</td>
<td>120,068.56</td>
<td>0.00</td>
<td>120,068.56</td>
<td>92*0461951</td>
<td>92*0461999</td>
</tr>
<tr>
<td>63570</td>
<td>General Fund Unrestricted</td>
<td>4,311.04</td>
<td>0.00</td>
<td>4,311.04</td>
<td>92*0462076</td>
<td>92*0462078</td>
</tr>
<tr>
<td>63576</td>
<td>General Fund Unrestricted</td>
<td>643.06</td>
<td>0.00</td>
<td>643.06</td>
<td>92*0462211</td>
<td>92*0462211</td>
</tr>
<tr>
<td>63580</td>
<td>GF Unrestricted One-Time Func</td>
<td>30,368.00</td>
<td>0.00</td>
<td>30,368.00</td>
<td>92*0462290</td>
<td>92*0462290</td>
</tr>
<tr>
<td>63591</td>
<td>General Fund Unrestricted</td>
<td>1,075.36</td>
<td>0.00</td>
<td>1,075.36</td>
<td>92*0462501</td>
<td>92*0462501</td>
</tr>
</tbody>
</table>

**Total Fund 13 General Fund Unrestricted**

<table>
<thead>
<tr>
<th>Amount</th>
<th>$431,906.75</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>$431,906.75</td>
</tr>
</tbody>
</table>

**Printed:** 2/9/2016 2:47:00PM  
**Environment:** Colleague  
**LoginID:** CEASTER  
**Page:** 5
### Check Registers Submitted for Approval

**Checks Written for Period 01/12/16 Thru 02/09/16**

<table>
<thead>
<tr>
<th>Register #</th>
<th>Fund Title</th>
<th>Amount</th>
<th>Voided Checks</th>
<th>Adjusted Amount</th>
<th>Beg Check #</th>
<th>End Check #</th>
</tr>
</thead>
<tbody>
<tr>
<td>63516</td>
<td>Child Development Fund</td>
<td>10,526.37</td>
<td>0.00</td>
<td>10,526.37</td>
<td>92*0461068</td>
<td>92*0461084</td>
</tr>
<tr>
<td>63521</td>
<td>Child Development Fund</td>
<td>4,988.50</td>
<td>0.00</td>
<td>4,988.50</td>
<td>92*0461160</td>
<td>92*0461166</td>
</tr>
<tr>
<td>63527</td>
<td>Child Development Fund</td>
<td>8,440.66</td>
<td>0.00</td>
<td>8,440.66</td>
<td>92*0461280</td>
<td>92*0461282</td>
</tr>
<tr>
<td>63530</td>
<td>Child Development Fund</td>
<td>992.44</td>
<td>0.00</td>
<td>992.44</td>
<td>92*0461346</td>
<td>92*0461348</td>
</tr>
<tr>
<td>63536</td>
<td>Child Development Fund</td>
<td>6,800.16</td>
<td>0.00</td>
<td>6,800.16</td>
<td>92*0461414</td>
<td>92*0461418</td>
</tr>
<tr>
<td>63544</td>
<td>Child Development Fund</td>
<td>3,249.73</td>
<td>0.00</td>
<td>3,249.73</td>
<td>92*0461620</td>
<td>92*0461626</td>
</tr>
<tr>
<td>63547</td>
<td>Child Development Fund</td>
<td>1,114.36</td>
<td>0.00</td>
<td>1,114.36</td>
<td>92*0461652</td>
<td>92*0461654</td>
</tr>
<tr>
<td>63555</td>
<td>Child Development Fund</td>
<td>16,025.31</td>
<td>0.00</td>
<td>16,025.31</td>
<td>92*0461810</td>
<td>92*0461819</td>
</tr>
<tr>
<td>63569</td>
<td>Child Development Fund</td>
<td>1,069.07</td>
<td>0.00</td>
<td>1,069.07</td>
<td>92*0462033</td>
<td>92*0462036</td>
</tr>
<tr>
<td>63575</td>
<td>Child Development Fund</td>
<td>17,312.06</td>
<td>8,656.03</td>
<td>8,656.03</td>
<td>92*0462139</td>
<td>92*0462168</td>
</tr>
<tr>
<td>63590</td>
<td>Child Development Fund</td>
<td>26,903.66</td>
<td>0.00</td>
<td>26,903.66</td>
<td>92*0462476</td>
<td>92*0462485</td>
</tr>
</tbody>
</table>

**Total Fund 33 Child Development Fund**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Voided Checks</th>
<th>Adjusted Amount</th>
<th>Beg Check #</th>
<th>End Check #</th>
</tr>
</thead>
<tbody>
<tr>
<td>$97,422.32</td>
<td>$8,656.03</td>
<td>$88,766.29</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Check Registers Submitted for Approval

**Bank Code: 92 District Funds**

**Checks Written for Period 01/12/16 Thru 02/09/16**

<table>
<thead>
<tr>
<th>Register #</th>
<th>Fund Title</th>
<th>Amount</th>
<th>Voided Checks</th>
<th>Adjusted Amount</th>
<th>Beg Check #</th>
<th>End Check #</th>
</tr>
</thead>
<tbody>
<tr>
<td>63515</td>
<td>Capital Outlay Projects Fund</td>
<td>112,337.45</td>
<td>0.00</td>
<td>112,337.45</td>
<td>92*0461053</td>
<td>92*0461067</td>
</tr>
<tr>
<td>63520</td>
<td>Capital Outlay Projects Fund</td>
<td>85,200.00</td>
<td>0.00</td>
<td>85,200.00</td>
<td>92*0461159</td>
<td>92*0461159</td>
</tr>
<tr>
<td>63526</td>
<td>Capital Outlay Projects Fund</td>
<td>19,730.87</td>
<td>0.00</td>
<td>19,730.87</td>
<td>92*0461279</td>
<td>92*0461279</td>
</tr>
<tr>
<td>63535</td>
<td>Capital Outlay Projects Fund</td>
<td>20,069.50</td>
<td>0.00</td>
<td>20,069.50</td>
<td>92*0461412</td>
<td>92*0461413</td>
</tr>
<tr>
<td>63542</td>
<td>Capital Outlay Projects Fund</td>
<td>176,506.77</td>
<td>0.00</td>
<td>176,506.77</td>
<td>92*0461601</td>
<td>92*0461602</td>
</tr>
<tr>
<td>63554</td>
<td>Capital Outlay Projects Fund</td>
<td>226,994.18</td>
<td>0.00</td>
<td>226,994.18</td>
<td>92*0461798</td>
<td>92*0461809</td>
</tr>
<tr>
<td>63562</td>
<td>Capital Outlay Projects Fund</td>
<td>165,613.57</td>
<td>0.00</td>
<td>165,613.57</td>
<td>92*0461935</td>
<td>92*0461935</td>
</tr>
<tr>
<td>63568</td>
<td>Capital Outlay Projects Fund</td>
<td>17,412.25</td>
<td>0.00</td>
<td>17,412.25</td>
<td>92*0462030</td>
<td>92*0462032</td>
</tr>
<tr>
<td>63574</td>
<td>Capital Outlay Projects Fund</td>
<td>18,528.46</td>
<td>0.00</td>
<td>18,528.46</td>
<td>92*0462136</td>
<td>92*0462138</td>
</tr>
<tr>
<td>63589</td>
<td>Capital Outlay Projects Fund</td>
<td>26,548.40</td>
<td>0.00</td>
<td>26,548.40</td>
<td>92*0462473</td>
<td>92*0462475</td>
</tr>
</tbody>
</table>

**Total Fund 41 Capital Outlay Projects Fund**

| Amount | $868,941.45 | $0.00 | $868,941.45 |

---

Printed: 2/9/2016 2:47:00PM  Environment: Colleague  LoginID: CEASTER
Check Registers Submitted for Approval

Checks Written for Period 01/12/16 Thru 02/09/16

<table>
<thead>
<tr>
<th>Register #</th>
<th>Fund Title</th>
<th>Amount</th>
<th>Voided Checks</th>
<th>Adjusted Amount</th>
<th>Beg Check #</th>
<th>End Check #</th>
</tr>
</thead>
<tbody>
<tr>
<td>63514</td>
<td>Bond Fund, Measure E</td>
<td>6,290.90</td>
<td>0.00</td>
<td>6,290.90</td>
<td>92*0461050</td>
<td>92*0461052</td>
</tr>
<tr>
<td>63553</td>
<td>Bond Fund, Measure E</td>
<td>57,728.88</td>
<td>0.00</td>
<td>57,728.88</td>
<td>92*0461795</td>
<td>92*0461797</td>
</tr>
<tr>
<td>63561</td>
<td>Bond Fund, Measure E</td>
<td>3,532.00</td>
<td>0.00</td>
<td>3,532.00</td>
<td>92*0461934</td>
<td>92*0461934</td>
</tr>
<tr>
<td>63567</td>
<td>Bond Fund, Measure E</td>
<td>4,666.00</td>
<td>0.00</td>
<td>4,666.00</td>
<td>92*0462028</td>
<td>92*0462029</td>
</tr>
<tr>
<td>63573</td>
<td>Bond Fund, Measure E</td>
<td>8,243.24</td>
<td>4,121.62</td>
<td>4,121.62</td>
<td>92*0462132</td>
<td>92*0462135</td>
</tr>
<tr>
<td>63588</td>
<td>Bond Fund, Measure E</td>
<td>3,543.54</td>
<td>0.00</td>
<td>3,543.54</td>
<td>92*0462471</td>
<td>92*0462472</td>
</tr>
</tbody>
</table>

Total Fund 42 Bond Fund, Measure E  
$84,004.56  $4,121.62  $79,882.94
## Check Registers Submitted for Approval

Checks Written for Period 01/12/16 Thru 02/09/16

<table>
<thead>
<tr>
<th>Register #</th>
<th>Fund Title</th>
<th>Amount</th>
<th>Voided Checks</th>
<th>Adjusted Amount</th>
<th>Beg Check #</th>
<th>End Check #</th>
</tr>
</thead>
<tbody>
<tr>
<td>63508</td>
<td>Bond Fund, Measure Q</td>
<td>126,552.64</td>
<td>0.00</td>
<td>126,552.64</td>
<td>92*0460909</td>
<td>92*0460910</td>
</tr>
<tr>
<td>63513</td>
<td>Bond Fund, Measure Q</td>
<td>328.71</td>
<td>0.00</td>
<td>328.71</td>
<td>92*0461049</td>
<td>92*0461049</td>
</tr>
<tr>
<td>63525</td>
<td>Bond Fund, Measure Q</td>
<td>2,002,854.45</td>
<td>0.00</td>
<td>2,002,854.45</td>
<td>92*0461277</td>
<td>92*0461278</td>
</tr>
<tr>
<td>63541</td>
<td>Bond Fund, Measure Q</td>
<td>39,389.75</td>
<td>0.00</td>
<td>39,389.75</td>
<td>92*0461598</td>
<td>92*0461600</td>
</tr>
<tr>
<td>63552</td>
<td>Bond Fund, Measure Q</td>
<td>157,733.29</td>
<td>0.00</td>
<td>157,733.29</td>
<td>92*0461790</td>
<td>92*0461794</td>
</tr>
<tr>
<td>63566</td>
<td>Bond Fund, Measure Q</td>
<td>27,658.12</td>
<td>0.00</td>
<td>27,658.12</td>
<td>92*0462023</td>
<td>92*0462027</td>
</tr>
<tr>
<td>63572</td>
<td>Bond Fund, Measure Q</td>
<td>306,826.68</td>
<td>0.00</td>
<td>306,826.68</td>
<td>92*0462131</td>
<td>92*0462131</td>
</tr>
</tbody>
</table>

Total Fund 43 Bond Fund, Measure Q  

$2,661,343.64  

$0.00  

$2,661,343.64
## Check Registers Submitted for Approval

Cheques Written for Period 01/12/16 Thru 02/09/16

<table>
<thead>
<tr>
<th>Register #</th>
<th>Fund Title</th>
<th>Amount</th>
<th>Voided Checks</th>
<th>Adjusted Amount</th>
<th>Beg Check #</th>
<th>End Check #</th>
</tr>
</thead>
<tbody>
<tr>
<td>63507</td>
<td>Property and Liability Fund</td>
<td>850.00</td>
<td>0.00</td>
<td>850.00</td>
<td>92*0460908</td>
<td>92*0460908</td>
</tr>
<tr>
<td>63519</td>
<td>Property and Liability Fund</td>
<td>5,334.64</td>
<td>0.00</td>
<td>5,334.64</td>
<td>92*0461157</td>
<td>92*0461158</td>
</tr>
<tr>
<td>63551</td>
<td>Property and Liability Fund</td>
<td>16,245.63</td>
<td>0.00</td>
<td>16,245.63</td>
<td>92*0461787</td>
<td>92*0461789</td>
</tr>
<tr>
<td>63560</td>
<td>Property and Liability Fund</td>
<td>753.25</td>
<td>0.00</td>
<td>753.25</td>
<td>92*0461933</td>
<td>92*0461933</td>
</tr>
<tr>
<td>63587</td>
<td>Property and Liability Fund</td>
<td>5,312.55</td>
<td>0.00</td>
<td>5,312.55</td>
<td>92*0462470</td>
<td>92*0462470</td>
</tr>
</tbody>
</table>

**Total Fund 61 Property and Liability Fund**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Voided Checks</th>
<th>Adjusted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$28,496.07</td>
<td>$0.00</td>
<td>$28,496.07</td>
</tr>
</tbody>
</table>
Check Registers Submitted for Approval
Checks Written for Period 01/12/16 Thru 02/09/16

<table>
<thead>
<tr>
<th>Register #</th>
<th>Fund Title</th>
<th>Amount</th>
<th>Voided Checks</th>
<th>Adjusted Amount</th>
<th>Beg Check #</th>
<th>End Check #</th>
</tr>
</thead>
<tbody>
<tr>
<td>63565</td>
<td>Workers' Compensation Fund</td>
<td>344.82</td>
<td>0.00</td>
<td>344.82</td>
<td>92*0462022</td>
<td>92*0462022</td>
</tr>
</tbody>
</table>

Total Fund 62 Workers' Compensation Fund $344.82 $0.00 $344.82
<table>
<thead>
<tr>
<th>Register #</th>
<th>Fund Title</th>
<th>Amount</th>
<th>Voided Checks</th>
<th>Adjusted Amount</th>
<th>Beg Check #</th>
<th>End Check #</th>
</tr>
</thead>
<tbody>
<tr>
<td>63534</td>
<td>Student Financial Aid Fund</td>
<td>185.82</td>
<td>0.00</td>
<td>185.82</td>
<td>92*0461411</td>
<td>92*0461411</td>
</tr>
<tr>
<td>63582</td>
<td>Student Financial Aid Fund</td>
<td>300,000.00</td>
<td>0.00</td>
<td>300,000.00</td>
<td>92*0462426</td>
<td>92*0462426</td>
</tr>
</tbody>
</table>

Total Fund 74 Student Financial Aid Fund  
$300,185.82  $0.00  $300,185.82
## SUMMARY

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Fund 11 General Fund Unrestricted</td>
<td>3,793,023.40</td>
</tr>
<tr>
<td>Total Fund 12 General Fund Restricted</td>
<td>1,885,316.52</td>
</tr>
<tr>
<td>Total Fund 13 General Fund Unrestricted</td>
<td>431,906.75</td>
</tr>
<tr>
<td>Total Fund 33 Child Development Fund</td>
<td>88,766.29</td>
</tr>
<tr>
<td>Total Fund 41 Capital Outlay Projects Fund</td>
<td>868,941.45</td>
</tr>
<tr>
<td>Total Fund 42 Bond Fund, Measure E</td>
<td>79,882.94</td>
</tr>
<tr>
<td>Total Fund 43 Bond Fund, Measure Q</td>
<td>2,661,343.64</td>
</tr>
<tr>
<td>Total Fund 61 Property and Liability Fund</td>
<td>28,496.07</td>
</tr>
<tr>
<td>Total Fund 62 Workers' Compensation Fund</td>
<td>344.82</td>
</tr>
<tr>
<td>Total Fund 74 Student Financial Aid Fund</td>
<td>300,185.82</td>
</tr>
<tr>
<td><strong>Grand Total:</strong></td>
<td><strong>$10,138,207.70</strong></td>
</tr>
<tr>
<td>Register #</td>
<td>Fund Title</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>311601316</td>
<td>Bookstore Fund</td>
</tr>
<tr>
<td>311601423</td>
<td>Bookstore Fund</td>
</tr>
<tr>
<td>311601530</td>
<td>Bookstore Fund</td>
</tr>
<tr>
<td>311602105</td>
<td>Bookstore Fund</td>
</tr>
<tr>
<td></td>
<td><strong>Total Fund 31 Bookstore Fund</strong></td>
</tr>
</tbody>
</table>
### Checks Written for Period 01/09/16 Thru 02/05/16

<table>
<thead>
<tr>
<th>Register #</th>
<th>Fund Title</th>
<th>Amount</th>
<th>Voided Checks</th>
<th>Adjusted Amount</th>
<th>Beg Check #</th>
<th>End Check #</th>
</tr>
</thead>
<tbody>
<tr>
<td>711601423</td>
<td>Associated Students Fund</td>
<td>1,112.67</td>
<td>0.00</td>
<td>1,112.67</td>
<td>71*0007601</td>
<td>71*0007604</td>
</tr>
<tr>
<td>711601530</td>
<td>Associated Students Fund</td>
<td>3,649.09</td>
<td>0.00</td>
<td>3,649.09</td>
<td>71*0007605</td>
<td>71*0007621</td>
</tr>
<tr>
<td>711602105</td>
<td>Associated Students Fund</td>
<td>2,541.94</td>
<td>0.00</td>
<td>2,541.94</td>
<td>71*0007622</td>
<td>71*0007627</td>
</tr>
<tr>
<td><strong>Total Fund 71</strong></td>
<td><strong>Associated Students Fund</strong></td>
<td><strong>$7,303.70</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$7,303.70</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Register #</td>
<td>Fund Title</td>
<td>Amount</td>
<td>Voided Checks</td>
<td>Adjusted Amount</td>
<td>Beg Check #</td>
<td>End Check #</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------------</td>
<td>----------</td>
<td>---------------</td>
<td>-----------------</td>
<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td>761601316</td>
<td>Community Education Fund</td>
<td>5,541.65</td>
<td>0.00</td>
<td>5,541.65</td>
<td>76*0006882</td>
<td>76*0006890</td>
</tr>
<tr>
<td>761601530</td>
<td>Community Education Fund</td>
<td>6,774.81</td>
<td>0.00</td>
<td>6,774.81</td>
<td>76*0006891</td>
<td>76*0006896</td>
</tr>
<tr>
<td>761602105</td>
<td>Community Education Fund</td>
<td>507.01</td>
<td>0.00</td>
<td>507.01</td>
<td>76*0006897</td>
<td>76*0006898</td>
</tr>
<tr>
<td><strong>Total Fund 76 Community Education Fund</strong></td>
<td><strong>$12,823.47</strong></td>
<td><strong>$0.00</strong></td>
<td></td>
<td><strong>$12,823.47</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Checks Written for Period 01/09/16 Thru 02/05/16

<table>
<thead>
<tr>
<th>Register #</th>
<th>Fund Title</th>
<th>Amount</th>
<th>Voided Checks</th>
<th>Adjusted Amount</th>
<th>Beg Check #</th>
<th>End Check #</th>
</tr>
</thead>
<tbody>
<tr>
<td>791601316</td>
<td>Diversified Trust Fund</td>
<td>19,102.47</td>
<td>0.00</td>
<td>19,102.47</td>
<td>79*0019800</td>
<td>79*0019814</td>
</tr>
<tr>
<td>791601423</td>
<td>Diversified Trust Fund</td>
<td>10,999.47</td>
<td>5.40</td>
<td>10,994.07</td>
<td>79*0019815</td>
<td>79*0019830</td>
</tr>
<tr>
<td>791601530</td>
<td>Diversified Trust Fund</td>
<td>15,761.77</td>
<td>5.40</td>
<td>15,756.37</td>
<td>79*0019831</td>
<td>79*0019849</td>
</tr>
<tr>
<td>791602105</td>
<td>Diversified Trust Fund</td>
<td>213,755.69</td>
<td>0.00</td>
<td>213,755.69</td>
<td>79*0019850</td>
<td>79*0019862</td>
</tr>
</tbody>
</table>

**Total Fund 79 Diversified Trust Fund**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Voided Checks</th>
<th>Adjusted Amount</th>
<th>Beg Check</th>
<th>End Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>$259,619.40</td>
<td>$10.80</td>
<td>$259,608.60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Checks Written for Period 01/09/16 Thru 02/05/16

<table>
<thead>
<tr>
<th>Register #</th>
<th>Fund Title</th>
<th>Amount</th>
<th>Voided Checks</th>
<th>Adjusted Amount</th>
<th>Beg Check #</th>
<th>End Check #</th>
</tr>
</thead>
<tbody>
<tr>
<td>811601316</td>
<td>Diversified Agency Fund</td>
<td>20,986.90</td>
<td>356.07</td>
<td>20,630.83</td>
<td>81*0046331</td>
<td>81*0046345</td>
</tr>
<tr>
<td>811601423</td>
<td>Diversified Agency Fund</td>
<td>4,730.54</td>
<td>0.00</td>
<td>4,730.54</td>
<td>81*0046346</td>
<td>81*0046366</td>
</tr>
<tr>
<td>811601530</td>
<td>Diversified Agency Fund</td>
<td>46,660.78</td>
<td>330.16</td>
<td>46,330.62</td>
<td>81*0046367</td>
<td>81*0046393</td>
</tr>
<tr>
<td>811602105</td>
<td>Diversified Agency Fund</td>
<td>17,601.22</td>
<td>0.00</td>
<td>17,601.22</td>
<td>81*0046394</td>
<td>81*0046417</td>
</tr>
</tbody>
</table>

Total Fund 81 Diversified Agency Fund

- Amount: $89,979.44
- Voided Checks: $686.23
- Adjusted Amount: $89,293.21
Checks Written for Period 01/09/16 Thru 02/05/16

SUMMARY

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 Bookstore Fund</td>
<td>498,123.42</td>
</tr>
<tr>
<td>71 Associated Students Fund</td>
<td>7,303.70</td>
</tr>
<tr>
<td>76 Community Education Fund</td>
<td>12,823.47</td>
</tr>
<tr>
<td>79 Diversified Trust Fund</td>
<td>259,608.60</td>
</tr>
<tr>
<td>81 Diversified Agency Fund</td>
<td>89,293.21</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$867,152.40</strong></td>
</tr>
</tbody>
</table>
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.

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.

<table>
<thead>
<tr>
<th>Budget Transfers</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund 11: General Fund Unrestricted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000 ACADEMIC SALARIES</td>
<td>8,655</td>
<td></td>
</tr>
<tr>
<td>2000 CLASSIFIED SALARIES</td>
<td></td>
<td>1,331</td>
</tr>
<tr>
<td>3000 EMPLOYEE BENEFITS</td>
<td></td>
<td>9,491</td>
</tr>
<tr>
<td>4000 SUPPLIES &amp; MATERIALS</td>
<td></td>
<td>9,515</td>
</tr>
<tr>
<td>5000 OTHER OPERATING EXP &amp; SERVICES</td>
<td></td>
<td>2,919</td>
</tr>
<tr>
<td>6000 CAPITAL OUTLAY</td>
<td></td>
<td>4,429</td>
</tr>
<tr>
<td><strong>Total Transfer Fund 11</strong></td>
<td><strong>$18,170</strong></td>
<td><strong>$18,170</strong></td>
</tr>
<tr>
<td>Fund 12: General Fund Restricted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000 ACADEMIC SALARIES</td>
<td></td>
<td>15,537</td>
</tr>
<tr>
<td>2000 CLASSIFIED SALARIES</td>
<td></td>
<td>11,040</td>
</tr>
<tr>
<td>3000 EMPLOYEE BENEFITS</td>
<td></td>
<td>4,768</td>
</tr>
<tr>
<td>4000 SUPPLIES &amp; MATERIALS</td>
<td></td>
<td>13,383</td>
</tr>
<tr>
<td>5000 OTHER OPERATING EXP &amp; SERVICES</td>
<td>315,101</td>
<td></td>
</tr>
<tr>
<td>6000 CAPITAL OUTLAY</td>
<td></td>
<td>296,053</td>
</tr>
<tr>
<td>7000 OTHER OUTGO</td>
<td></td>
<td>400</td>
</tr>
<tr>
<td>7900 RESERVE FOR CONTINGENCIES</td>
<td></td>
<td>4,000</td>
</tr>
<tr>
<td><strong>Total Transfer Fund 12</strong></td>
<td><strong>$330,141</strong></td>
<td><strong>$330,141</strong></td>
</tr>
<tr>
<td>Fund 13: GF Unrestricted One-Time Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000 CLASSIFIED SALARIES</td>
<td></td>
<td>47,083</td>
</tr>
<tr>
<td>3000 EMPLOYEE BENEFITS</td>
<td></td>
<td>4,773</td>
</tr>
<tr>
<td>4000 SUPPLIES &amp; MATERIALS</td>
<td></td>
<td>64,019</td>
</tr>
<tr>
<td>5000 OTHER OPERATING EXP &amp; SERVICES</td>
<td></td>
<td>1,163</td>
</tr>
<tr>
<td>6000 CAPITAL OUTLAY</td>
<td></td>
<td>11,000</td>
</tr>
<tr>
<td><strong>Total Transfer Fund 13</strong></td>
<td><strong>$64,019</strong></td>
<td><strong>$64,019</strong></td>
</tr>
<tr>
<td>Fund 33: Child Development Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000 CLASSIFIED SALARIES</td>
<td></td>
<td>43,329</td>
</tr>
<tr>
<td>4000 SUPPLIES &amp; MATERIALS</td>
<td></td>
<td>33,658</td>
</tr>
<tr>
<td>5000 OTHER OPERATING EXP &amp; SERVICES</td>
<td></td>
<td>6,241</td>
</tr>
<tr>
<td>6000 CAPITAL OUTLAY</td>
<td></td>
<td>3,430</td>
</tr>
<tr>
<td><strong>Total Transfer Fund 33</strong></td>
<td><strong>$43,329</strong></td>
<td><strong>$43,329</strong></td>
</tr>
<tr>
<td>Fund 41: Capital Outlay Projects Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5000 OTHER OPERATING EXP &amp; SERVICES</td>
<td></td>
<td>15,600</td>
</tr>
<tr>
<td>6000 CAPITAL OUTLAY</td>
<td></td>
<td>49,900</td>
</tr>
<tr>
<td>7900 RESERVE FOR CONTINGENCIES</td>
<td></td>
<td>65,500</td>
</tr>
<tr>
<td><strong>Total Transfer Fund 41</strong></td>
<td><strong>$65,500</strong></td>
<td><strong>$65,500</strong></td>
</tr>
</tbody>
</table>
BUDGET TRANSFERS

Fund 79: Diversified Trust Fund

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000</td>
<td>OTHER OPERATING EXP &amp; SERVICES</td>
</tr>
<tr>
<td>7900</td>
<td>RESERVE FOR CONTINGENCIES</td>
</tr>
</tbody>
</table>

Total Transfer Fund 79 $193 $193

BUDGET INCREASES AND DECREASES

Revenue Appropriation

Fund 11: General Fund Unrestricted

| 8800 | LOCAL REVENUES | 91,365 |
| 1000 | ACADEMIC SALARIES | 14,188 |
| 2000 | CLASSIFIED SALARIES | 47,821 |
| 3000 | EMPLOYEE BENEFITS | 16,724 |
| 4000 | SUPPLIES & MATERIALS | 4,638 |
| 5000 | OTHER OPERATING EXP & SERVICES | 7,994 |

Total Transfer Fund 11 $91,365 $91,365

Fund 12: General Fund Restricted

| 8100 | FEDERAL REVENUES | 1,604 |
| 8600 | STATE REVENUES | 503,456 |
| 8800 | LOCAL REVENUES | 4,305 |
| 1000 | ACADEMIC SALARIES | 96,490 |
| 2000 | CLASSIFIED SALARIES | 155,862 |
| 3000 | EMPLOYEE BENEFITS | 28,812 |
| 4000 | SUPPLIES & MATERIALS | 45,493 |
| 5000 | OTHER OPERATING EXP & SERVICES | 186,954 |
| 6000 | CAPITAL OUTLAY | (4,956) |
| 7000 | OTHER OUTGO | 710 |

Total Transfer Fund 12 $509,365 $509,365

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.
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

<table>
<thead>
<tr>
<th>Fund 12: General Fund Restricted</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B017628 01/13/16</strong></td>
<td>5000 OTHER OPERATING EXP &amp; SERVICES</td>
<td>123,160</td>
</tr>
<tr>
<td></td>
<td>6000 CAPITAL OUTLAY</td>
<td>123,160</td>
</tr>
<tr>
<td><strong>Total Reference B017628</strong></td>
<td>$123,160</td>
<td>$123,160</td>
</tr>
<tr>
<td><strong>Reason:</strong> Special Project Adjustment</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Description:</strong> For lease of new facility for RSAEC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **B017669 01/21/16**             | 5000 OTHER OPERATING EXP & SERVICES | 33,602      |
|                                  | 6000 CAPITAL OUTLAY                | 33,602      |
| **Total Reference B017669**      | $33,602     | $33,602     |
| **Reason:** Special Project Adjustment |
| **Description:** Allocate funds in proper object code for PR 42434 |

| **B017702 01/26/16**             | 6000 CAPITAL OUTLAY                | 4,000       |
|                                  | 7900 RESERVE FOR CONTINGENCIES     | 4,000       |
| **Total Reference B017702**      | $4,000       | $4,000      |
| **Reason:** Special Project Adjustment |
| **Description:** Pay for additional hand held citation devices and printers |

| **B017708 01/26/16**             | 4000 SUPPLIES & MATERIALS          | 280         |
|                                  | 5000 OTHER OPERATING EXP & SERVICES | 125,031     |
|                                  | 6000 CAPITAL OUTLAY                | 124,751     |
| **Total Reference B017708**      | $125,031    | $125,031    |
| **Reason:** Adjustment           |
| **Description:** To allocate funds for AA RARs for FY 15/16 |

### Fund 13: GF Unrestricted One-Time Funds

| **B017678 01/22/16**             | 2000 CLASSIFIED SALARIES            | 34,021      |
|                                  | 3000 EMPLOYEE BENEFITS              | 2,111       |
|                                  | 4000 SUPPLIES & MATERIALS           | 36,132      |
| **Total Reference B017678**      | $36,132      | $36,132     |
| **Reason:** Adjustment           |
| **Description:** Trsf funds for ST Senior clerk & ST GOC for The Learning Ctr |
## BUDGET TRANSFERS

### Fund 33: Child Development Fund

<table>
<thead>
<tr>
<th>Reference</th>
<th>Date</th>
<th>Fund</th>
<th>Description</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>B017615</td>
<td>01/12/16</td>
<td>2000</td>
<td>CLASSIFIED SALARIES</td>
<td>30,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4000</td>
<td>SUPPLIES &amp; MATERIALS</td>
<td></td>
<td>30,000</td>
</tr>
</tbody>
</table>

**Total Reference B017615**

<table>
<thead>
<tr>
<th>Reason</th>
<th>Special Project Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Fund Sysco purchase order</td>
</tr>
</tbody>
</table>

### Fund 41: Capital Outlay Projects Fund

<table>
<thead>
<tr>
<th>Reference</th>
<th>Date</th>
<th>Fund</th>
<th>Description</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>B017607</td>
<td>01/11/16</td>
<td>6000</td>
<td>CAPITAL OUTLAY</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7900</td>
<td>RESERVE FOR CONTINGENCIES</td>
<td></td>
<td>25,000</td>
</tr>
</tbody>
</table>

**Total Reference B017607**

<table>
<thead>
<tr>
<th>Reason</th>
<th>Special Project Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Allocate funds to contractor svcs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference</th>
<th>Date</th>
<th>Fund</th>
<th>Description</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>B017696</td>
<td>01/25/16</td>
<td>5000</td>
<td>OTHER OPERATING EXP &amp; SERVICES</td>
<td>23,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6000</td>
<td>CAPITAL OUTLAY</td>
<td></td>
<td>22,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7900</td>
<td>RESERVE FOR CONTINGENCIES</td>
<td></td>
<td>45,000</td>
</tr>
</tbody>
</table>

**Total Reference B017696**

<table>
<thead>
<tr>
<th>Reason</th>
<th>Special Project Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>To cover carpet installation and emergency PO for CEC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference</th>
<th>Date</th>
<th>Fund</th>
<th>Description</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>B017712</td>
<td>01/26/16</td>
<td>6000</td>
<td>CAPITAL OUTLAY</td>
<td>4,500</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7900</td>
<td>RESERVE FOR CONTINGENCIES</td>
<td></td>
<td>4,500</td>
</tr>
</tbody>
</table>

**Total Reference B017712**

<table>
<thead>
<tr>
<th>Reason</th>
<th>Special Project Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Allocate funds to project 3330</td>
</tr>
</tbody>
</table>

### Fund 79: Diversified Trust Fund

<table>
<thead>
<tr>
<th>Reference</th>
<th>Date</th>
<th>Fund</th>
<th>Description</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>B017668</td>
<td>01/21/16</td>
<td>5000</td>
<td>OTHER OPERATING EXP &amp; SERVICES</td>
<td>193</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7900</td>
<td>RESERVE FOR CONTINGENCIES</td>
<td></td>
<td>193</td>
</tr>
</tbody>
</table>

**Total Reference B017668**

<table>
<thead>
<tr>
<th>Reason</th>
<th>Special Project Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>To fund conference account for Athletics</td>
</tr>
</tbody>
</table>
## BUDGET INCREASES AND DECREASES

### Fund 11: General Fund Unrestricted

<table>
<thead>
<tr>
<th>Reference</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B017616</td>
<td>01/12/16</td>
<td>调整Fund Math Instructional Assistants</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25,976</td>
<td>$25,976</td>
</tr>
</tbody>
</table>

### Fund 12: General Fund Restricted

<table>
<thead>
<tr>
<th>Reference</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B017636</td>
<td>01/14/16</td>
<td>设置Student Equity 2549 Budget-SCC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td>$373,604</td>
<td>$373,604</td>
</tr>
</tbody>
</table>

## Board Meeting on 02/22/2016

### Printed: 2/1/2016 1:14:58PM

Page: 5 of 6
### BUDGET INCREASES AND DECREASES

<table>
<thead>
<tr>
<th>Reference</th>
<th>Date</th>
<th>Revenue</th>
<th>Appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td>B017711</td>
<td>01/26/16</td>
<td>8600</td>
<td>100,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2000</td>
<td>21,769</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3000</td>
<td>4,995</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4000</td>
<td>8,900</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5000</td>
<td>62,136</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6000</td>
<td>2,200</td>
</tr>
<tr>
<td>B017733</td>
<td>01/28/16</td>
<td>8600</td>
<td>18,182</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1000</td>
<td>15,519</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2000</td>
<td>23,157</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3000</td>
<td>73</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4000</td>
<td>1,718</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5000</td>
<td>5,127</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6000</td>
<td>(27,412)</td>
</tr>
</tbody>
</table>

#### Total Reference B017711

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100,000</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

**Reason:** New Budget  
**Description:** RHT DSN FY 15/16 In-region Investment Funds (DO)

#### Total Reference B017733

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td>$18,182</td>
<td>$18,182</td>
</tr>
</tbody>
</table>

**Reason:** New Budget  
**Description:** To align Datatel accounts with CCCC0 approved allocation

---

**RECOMMENDATION**

It is recommended the Board approve the budget transfers/adjustments as presented.
BACKGROUND
Intrafund transfers are the transfers of monies within a fund of the district. Interfund transfers are the transfers of monies between funds of the district.

ANALYSIS
This listing provides details on each intrafund and interfund transfer for the period and funds indicated.

INTRAFUND TRANSFERS

<table>
<thead>
<tr>
<th>Date</th>
<th>Reference#</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/28/16</td>
<td>J035267</td>
<td>To close overspent amount in Prop 39 CE Workforce Program</td>
<td>22.30</td>
</tr>
</tbody>
</table>
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To: Board of Trustees
Re: Adoption of Resolution No. 16-03 – Intent to Dedicate Easement to Southern California Edison (SCE) at Santa Ana College
Action: Request for Adoption

BACKGROUND:

Southern California Edison (SCE) has requested that the Rancho Santiago Community College District (District) dedicate an easement to SCE upon a portion of the District’s Santa Ana College site due to the extension of an existing electrical distribution line under SCE Rule 15 (Distribution Line Extensions) and Rule 16 (Service Extensions). Accordingly, SCE has the authority to make a request for rights-of-way or easements to install service facilities on an applicant’s property to serve the applicant. SCE has requested an easement under their regulations and rules for the extension of an existing electrical distribution line along Campus Road from the Bristol Street point of service connection to a new electrical building being constructed as part of the Central Plant and utility infrastructure project, just west of the existing Child Development Center in Parking Lot 8 along Pacific Ave. The new electrical distribution work along with the electrical building service work is to be associated with the address 1410 ¾ N. Pacific Ave., Santa Ana Ca. 92706 as per the SCE design plan approval and application. The entire upgrade to the distribution line and electrical service is needed to continue to provide campus-wide electrical service.

ANALYSIS:

According to California Education Code Section 81311, the Board of Trustees is procedurally required to first acknowledge the intent to dedicate an easement to SCE per the adoption of Resolution No. 16-03 attached if considering any conveyance of property or easements. At a second Board of Trustees meeting, a public hearing is required prior to the adoption and approval of the dedication of easement. The public hearing is anticipated to occur at the upcoming March 14, 2016 meeting along with a recommendation to approve the dedication of the easement to SCE.

As part of the construction of the new Central Plant building and future new buildings at Santa Ana College, a new electrical building is required as well as an upgrade the 4160v electrical distribution service to the campus. The new electrical building will replace old electrical switchgear equipment, house a new transformer, and allow sufficient space for servicing the equipment. Electrical service will then be distributed campus wide from the new electrical building location. The purpose of the easement is to provide SCE access to underground and above ground power distribution equipment and transmission lines to construct, reconstruct, repair, maintain, operate, alter, replace and inspect the new SCE service and new electrical building at any time and in the future as needed.
The proposed resolution and easement documents have been reviewed by legal counsel, Debby Watson, Public Agency Law Group and the District is currently working with SCE to finalize easement documents and exhibits prior to the next Board of Trustees meeting.

**RECOMMENDATION:**

It is recommended that the Board of Trustees adopt Resolution No. 16-03 which adopts the Resolution of Intent to Dedicate Easement to Southern California Edison (SCE) at Santa Ana College.

<table>
<thead>
<tr>
<th>Fiscal Impact:</th>
<th>N/A</th>
<th>Prepared by:</th>
<th>Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction &amp; Support Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted by:</td>
<td>Peter J Hardash, Vice Chancellor of Business and Fiscal Services</td>
<td>Recommended by:</td>
<td>Raúl Rodriguez, Ph.D., Chancellor</td>
</tr>
<tr>
<td>Board Date:</td>
<td>February 22, 2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
BEFORE THE GOVERNING BOARD OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

RESOLUTION APPROVING THE INTENT TO DEDICATE EASEMENT
TO SOUTHERN CALIFORNIA EDISON (SCE)

RESOLUTION NO. 16-03

WHEREAS, the Ranch Santiago Community College District (‘District’) is the owner of all real property located at Santa Ana College, and identified by Orange County as APN 004-070-53; and

WHEREAS, the plans and specifications for the new Central Plant Building, Infrastructure and Mechanical Building Upgrades Project (“Project”) at Santa Ana College have been approved by DSA and the District has commenced construction;

WHEREAS, in order to furnish, facilitate the installation, construction, improvement, use, maintenance, repair and operation of the necessary electrical systems to properly service the new electrical building and larger equipment being installed as part of the Project, Southern California Edison (“SCE”) must encroach on the Santa Ana College property; and

WHEREAS, SCE Rules require an easement to own, operate maintain and have access to SCE electrical distribution facilities to provide electrical services to the Project at Santa Ana College, and thus SCE requires, as a condition precedent to furnishing the necessary electrical systems, that the District execute an easement in accordance with SCE Rule 15 granting SCE the right of way to various designated strips of District land to construct, use, maintain, operate, alter, add to, repair, replace, reconstruct, inspect and remove at any time its electrical services.

WHEREAS, granting the easement is to the District’s benefit, and it will not adversely affect the District in any respect and will not have significant adverse effect on the environment; and

WHEREAS, the District is required by California Education Code § 81311 to declare its intention to dedicate the easement and to hold a public hearing regarding the proposed dedication;

BE IT RESOLVED that the Board of Trustees of the Rancho Santiago Community College District declares its intention to convey an easement on the real property described in Exhibit 1 to SCE at no cost for the purposes of facilitating the installation, construction, use, maintenance, operation, alterations, repair, reconstruction, inspection and removal at any time and from time to time underground electrical supply systems and communication systems, consisting of wires, underground conduits, cables, vaults, manholes, and including above-ground enclosures, markers and concrete pads and other appurtenant fixtures and equipment as necessary or useful for distributing electrical energy and for transmitting by electrical means, in, on, over, under, across and along that certain real property.

BE IT FURTHER RESOLVED that a public hearing on the question of making the dedication shall be held on March 14, 2016 at the regularly scheduled Board Meeting in the Board Room (#107) (or such other room as provided for in a public notice prior to that meeting, at the College District’s Operations Center, 2323 North Broadway, Santa Ana, California.
APPROVED, PASSED AND ADOPTED by the Governing Board of the Rancho Santiago Community College District this 22nd day of February, 2016, by the following vote:

ROLL CALL:

AYES: ______

NOES: ______

ABSENT: ______

ABSTAINED: ______

I, Claudia C. Alvarez, President of the Rancho Santiago Community College District Governing board, do hereby certify that the foregoing is a full, true and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in office of said Board.

____________________________________
Claudia C. Alvarez
President of the Board of Trustees
Rancho Santiago Community College District

I, Nelida Mendoza Yanez, Clerk of the Board of Trustees of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Board of Trustees of the Rancho Santiago Community College District Governing Board at a regular meeting thereof held on the February 22, 2016, by the above described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Rancho Santiago Community College District Governing Board this 22nd day of February, 2016.

____________________________________
Clerk of the Board of Trustees
Rancho Santiago Community College District
GRANT OF EASEMENT

DOCUMENTARY TRANSFER TAX IS NONE (VALUE AND CONSIDERATION LESS THAN $100.00)

DISTRICT
Central OC

WORK ORDER
TD1024967

IDENTITY
APN 004-078-53

MAP SIZE
SLS/BT

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, a political subdivision of the State of California (hereinafter referred to as “Grantor”), hereby grants to SOUTHERN CALIFORNIA EDISON COMPANY, a corporation, its successors and assigns (hereinafter referred to as “Grantee”), an easement and right of way to construct, use, maintain, operate, alter, add to, repair, replace, reconstruct, inspect and remove at any time and from time to time underground electrical supply systems and communication systems (hereinafter referred to as “systems”), consisting of wires, underground conduits, cables, vaults, manholes, handholes, and including above-ground enclosures, markers and concrete pads and other appurtenant fixtures and equipment necessary or useful for distributing electrical energy and for transmitting intelligence by electrical means, in, on, over, under, across and along that certain real property in the County of Orange, State of California, described as follows:

VARIOUS STRIPS OF LAND LYING WITHIN PARCEL 1 OF LOT MERGER NO. 2011-10, RECORDED ON MAY 17, 2012 AS DOCUMENT NO. 2012000284155, OF OFFICIAL RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, THE CENTER LINES OF SAID STRIPS ARE DESCRIBED AS FOLLOWS:

STRIP #1 (12.00 FEET WIDE)

COMMENCING AT THE INTERSECTION OF THE CENTERLINE OF WASHINGTON AVENUE, 40.00 FOOT HALF-WIDTH, WITH THE CENTERLINE OF BRISTOL STREET, 60.00 FOOT HALF-WIDTH, AS SHOWN ON RECORD OF SURVEY 2011-1081, AS PER MAP FILED IN BOOK 253, PAGES 17 THROUGH 20 OF RECORD OF SURVEYS, IN THE OFFICE OF SAID COUNTY RECORDER; THENCE ALONG THE CENTERLINE OF SAID BRISTOL STREET, NORTH 01°32’07” EAST 451.05 FEET; THENCE LEAVING THE CENTERLINE OF SAID BRISTOL STREET, NORTH 88°27’53” WEST 60.00 FEET TO THE WESTERLY LINE OF SAID BRISTOL STREET AND THE TRUE POINT OF BEGINNING; THENCE CONTINUING NORTH 88°27’53” WEST 45.24 FEET TO A POINT OF ENDING, SAID POINT HEREINAFTER REFERRED TO AS POINT “A”.

STRIP #2 (6.00 FEET WIDE)

COMMENCING AT SAID POINT “A”; THENCE NORTH 01°32’07” EAST 0.92 FEET TO THE TRUE POINT OF BEGINNING; THENCE NORTH 44°09’29” WEST 12.87 FEET; THENCE NORTH 89°09’23” WEST 672.57 FEET TO A POINT OF ENDING, SAID POINT HEREINAFTER REFERRED TO AS POINT “B”.

THE SIDELINES OF SAID STRIP ARE TO BE PROLONGED OR SHORTENED TO TERMINATE SOUTHEASTERLY IN THE WESTERLY LINE OF STRIP #1 DESCRIBED HEREINABOVE AND TO JOIN AT THE ANGLE POINT.
STRIP #2 (14.00 FEET WIDE)

COMMENCING AT SAID POINT “B”; THENCE NORTH 00°50’37” EAST 2.40 FEET TO THE TRUE POINT OF BEGINNING; THENCE NORTH 89°09’23” WEST 18.00 FEET TO A POINT OF ENDING, SAID POINT HEREINAFTER REFERRED TO AS POINT “C”.

STRIP #4 (6.00 FEET WIDE)

COMMENCING AT SAID POINT “C”; THENCE SOUTH 00°50’37” WEST 2.35 FEET TO THE TRUE POINT OF BEGINNING; THENCE NORTH 89°09’23” WEST 93.65 FEET TO THE BEGINNING OF A TANGENT CURVE, CONCAVE TO THE SOUTHEAST AND HAVING A RADIUS OF 12.50 FEET; THENCE WESTERLY, SOUTHWESTERLY AND SOUTHERLY ALONG SAID CURVE, THROUGH A CENTRAL ANGLE OF 90°00’06” AN ARC DISTANCE OF 19.64 FEET; THENCE SOUTH 00°50’31” WEST 105.38 FEET TO A POINT OF ENDING, SAID POINT HEREINAFTER REFERRED TO AS POINT “D”.

STRIP #5 (28.00 FEET WIDE)

COMMENCING AT SAID POINT “D”; THENCE NORTH 89°09’29” WEST 11.00 FEET TO THE TRUE POINT OF BEGINNING; THENCE SOUTH 00°50’31” WEST 20.00 FEET TO A POINT OF ENDING, SAID POINT HEREINAFTER REFERRED TO AS POINT “E”.

STRIP #6 (20.00 FEET WIDE)

COMMENCING AT SAID POINT “E”; THENCE NORTH 89°09’29” WEST 4.00 FEET TO THE TRUE POINT OF BEGINNING; THENCE SOUTH 00°50’31” WEST 26.00 FEET TO A POINT OF ENDING

It is understood and agreed that the above description is approximate only, it being the intention of the Grantor(s) to grant an easement for said systems as constructed. The centerline of the easement shall be coincidental with the centerline of said systems as constructed in, on, over, under, across, and along the Grantor(s) property.

This legal description was prepared pursuant to Sec. 8730(c) of the Business & Professions Code.

Grantor agrees for himself, his heirs and assigns, not to erect, place or maintain, nor to permit the erection, placement or maintenance of any building, planter boxes, earth fill or other structures except walls and fences on the above described real property. The Grantee, and its contractors, agents and employees, shall have the right to trim or cut tree roots as may endanger or interfere with said systems and shall have free access to said systems and every part thereof, at all times, for the purpose of exercising the rights herein granted; provided, however, that in making any excavation on said property of the Grantor, the Grantee shall make the same in such a manner as will cause the least injury to the surface of the ground around such excavation, and shall replace the earth so removed by it and restore the surface of the ground to as near the same condition as it was prior to such excavation as is practicable.
EXECUTED this ____ day of __________________, 20__. 

GRANTOR

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, a political subdivision of the State of California

__________________________________________
Signature

__________________________________________
Print Name

__________________________________________
Title

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

State of California

County of ____________________________

On ____________________ before me, _____________________________ (here insert name), notary public,

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__________________________________________

(This area for notary stamp)
To: Board of Trustees  
Date: February 22, 2016

Re: Approval of Contract with Southern California Edison (SCE) for Extension of Electrical Distribution Line Rule 15 for the New Central Plant, Mechanical Upgrades and Infrastructure Project at Santa Ana College

Action: Request for Approval

BACKGROUND:
This is a new agreement with Southern California Edison (SCE) to pay for the District’s share of costs associated with the extension of an existing electrical distribution line in accordance with SCE’s Rule 15 (Distribution Line Extensions) for the new Central Plant, Mechanical Upgrades and Infrastructure Project at Santa Ana College. The project includes the construction of a new central plant and thermal ice storage facility, HVAC mechanical upgrades to seven buildings, along with replacing underground utilities. As part of the project, a new electrical building is being constructed to replace old and outdated electrical switchgear equipment and a transformer. Additionally, the extension of the electrical distribution service line to the new electrical building is being upgraded from the connection point at Bristol Street through Campus Road to the new electrical building within the site. Pursuant to SCE’s Rule 15, the district must enter into an agreement with SCE for the extension of the distribution line. Service extensions such as this are to be installed pursuant to SCE’s Rule 16 (Service Extensions).

ANALYSIS:
It is the responsibility of SCE to install, own, operate and maintain the distribution line extension to serve the project. The estimated cost of the District’s share for the construction extension of the distribution line is $16,398.17 pursuant to Rule 16. The District’s execution of SCE’s Contract for Extension of Electric Distribution Line Rule 15 and payment of the contract amount is required as a condition precedent to SCE’s commencement of work associated with the construction and installation of the required electric facilities. The contract has been reviewed by legal counsel, Debby Watson, Public Agency Law Group.

This contract is funded by Measure Q.

RECOMMENDATION:
It is recommended that the Board of Trustees approve the contract with Southern California Edison for Extension of Electric Distribution Line Rule 15 for the Central Plant, Mechanical Upgrades and Infrastructure project at Santa Ana College as presented in form and content.

Fiscal Impact: $16,398.17  
Board Date: February 22, 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
CONTRACT FOR EXTENSION OF ELECTRIC DISTRIBUTION LINE
RULE 15

FORM 16-330

(To be inserted by utility)
Advice 2834-E
Decision

Issued by
Akbar Jazayeri
Vice President

(To be inserted by Cal. PUC)
Date Filed Dec 31, 2012
Effective Jan 1, 2013
Resolution 5.4 (2)
CONTRACT FOR EXTENSION OF ELECTRIC DISTRIBUTION LINE
RULE 15

1. PARTIES

This Contract for Extension of Electric Distribution Line ("Contract") is issued this _______ day of 05 day of February 2016 _________, ______.

The Parties to this Contract are:

RANCHO SANTIAGO COLLEGE

("Applicant")

and Southern California Edison Company ("SCE"). Applicant and SCE are referred to individually as "Party" and collectively as "Parties".

2. RECITALS

Applicant has requested SCE, pursuant to SCE's Rule 15, Distribution Line Extensions, to install an electric Distribution Line Extension to the location or locations described as follows:

1410 3/4 N PACIFIC AVE SANTA ANA CA 92705

(Hereinafter referred to as "Project")

3. AGREEMENT

3.1 Responsibilities of Applicant

Construction

Applicant shall, in accordance with SCE's specifications and timing requirements for the Project:

- Perform route clearing, tree trimming, trenching, excavating, and backfilling and compacting;
- Furnish imported backfill material and dispose of trench spoil as required;
- Furnish, install and transfer ownership to SCE any substructures, conduit, and protective structures required;
- Obtain any necessary construction permits for all work performed by Applicant under this Contract.

If Applicant elects to have SCE perform any part of this work, Applicant shall pay to SCE, as specified herein and before the start of construction, SCE's estimated-installed costs thereof.
Rights of Way

Applicant hereby grants to SCE the rights of way and easements for the Distribution Line Extension over the shortest, most practical, available, and acceptable route within Applicant's property for the purpose of making delivery of electric service hereunder. Such easement shall include the right of access and right to trim trees as necessary. Where formal rights of way, easements, land leases, or permits are required by SCE for installation of facilities on or over Applicant's property, or the property of others, Applicant understands and agrees that SCE shall not be obligated to install the Distribution Line Extension for the Project unless and until any necessary permanent rights of way, easements, land leases, and permits, satisfactory to SCE, are granted to or obtained for SCE without cost to or condemnation by SCE.

Advances

Applicant shall contribute or advance, before the start of construction, the refundable and non-refundable amounts as set forth in Appendix A to this Contract. This includes the costs for substructures and conduits which SCE had previously installed at its expense in anticipation of the current Distribution Line Extension. Any necessary riser conduit, conduit covering, and miscellaneous riser material required for the Distribution Line Extension shall be furnished or paid for by Applicant and shall be installed by SCE.

All contributions and advances by Applicant are taxable and shall include an Income Tax Component of Contribution (ITCC) at the rate provided in SCE's Preliminary Statement. ITCC will be either refundable or non-refundable depending on whether the corresponding contribution or advance is refundable or non-refundable.

Joint Applicants. The total contribution or advance from joint Applicants will be apportioned by SCE among the members of the group in such manner as Applicants mutually agree.

3.2 Responsibilities of SCE

Construction

SCE shall install, own, operate, and maintain the Distribution Line Extension to serve the Project. SCE will install only those facilities that, in SCE's judgment, will be used within a reasonable time to serve permanent loads.

Refunds

SCE shall make refunds to Applicant in accordance with the provisions of Rule 15.

3.3 Ownership of Facilities

Title to and ownership of the Distribution Line Extension shall vest in SCE. Applicant does hereby agree that upon completion and acceptance by SCE of any Applicant-installed facilities, title to each and every component part thereof shall immediately pass to SCE free and clear of all liens and encumbrances.
3.4 Service Facilities

Service extensions shall be installed pursuant to SCE's Rule 16, Service Extensions.

3.5 Street Lighting Facilities

Street lighting and Distribution Line Extensions within the Project solely for service to street lighting equipment shall be installed in accordance with the appropriate street light tariff schedule. Street light revenues are not applicable toward allowances or refunds for Distribution Line Extensions. Electricians shall be located at points determined by the governmental agency having jurisdiction over streets to be dedicated to that agency or by Applicant for privately owned and maintained streets open to and used by the general public.

3.6 Non-Refundable Discount Option

In lieu of contributing the total refundable amount, Applicant has the option of contributing, on a non-refundable basis, a percentage of such refundable amount as set forth in Appendix A to this Contract. Applicant has or has not chosen this option as indicated by signature on Appendix A.

3.7 Refunds

The total refundable amount shall be subject to refund, without interest, in accordance with the provisions of Rule 15, which include the following:

Residential. Refunds will be made on the basis of any new customer permanent load connected to the Distribution Line Extension which produces additional revenues to SCE. The refund will be deducted from the total refundable amount, and the remaining amount subject to refund will represent that portion of the Distribution Line Extension cost not supported by revenues.

Non-Residential. Refunds will be made on the basis of Applicant or any new customer permanent load connected to the Distribution Line Extension which produces additional revenues to SCE. SCE shall be responsible to review Applicant’s actual net revenue for the first three years from the date SCE is first ready to serve. Applicant shall be responsible for notifying SCE if new, permanent load is added the fourth through tenth year from the date SCE is first ready to serve. Such review shall determine if additional net revenue justifies refunds to Applicant.

Unsupported Distribution Line Extension Cost. When any portion of a refundable amount has not qualified for a refund at the end of twelve (12) months from the date SCE is first ready to serve, Applicant will pay to SCE a Monthly Ownership Charge of 0.42% on the remaining refundable balance. The difference between the total refundable advance and any refunds made or eligible to be made to Applicant shall serve as the basis of a monthly ownership charge (“base”). The Monthly Ownership Charge includes replacement for 60 years at no additional cost and is derived from the Customer-Financed With Replacement at Additional Cost Added Facilities rates determined in SCE’s general rate case proceeding and/or periodic annual review. Monthly ownership charges are distinct from the refundable amount and will normally be accumulated and deducted from refunds due to Applicant. This provision does not apply to individual residential Applicants.
The monthly ownership charges herein shall automatically increase or decrease if the California Public Utilities Commission should subsequently authorize a higher or lower percentage rate for the monthly ownership charges, effective on the date of such authorization.

Refund Period. The total refundable amount is subject to refund for a period of ten (10) years after the Distribution Line Extension is first ready to serve. Any unrefunded amount remaining at the end of the ten-year period shall become property of SCE.

3.8 Payment Adjustments

Contract Compliance. If, after six (6) months following the date SCE is first ready to serve residential loads for which allowances were granted, one (1) year for non-residential loads, Applicant fails to take service, or fails to use the service contracted for, Applicant shall pay to SCE an additional contribution, based on the allowances for the loads actually installed.

Excess Facilities. If the load information provided by Applicant results in SCE having installed facilities which are in excess of those needed to serve the actual loads, and SCE elects to reduce such excess facilities, Applicant shall pay to SCE its estimated total costs to remove, abandon, or replace the excess facilities, less the estimated salvage of any removed facilities.

3.9 Reimbursement to Applicant

Where mutually agreed upon by SCE and Applicant, Applicant may perform SCE’s work or install facilities normally installed by SCE. Such work shall be in accordance with SCE’s specifications and timing requirements. SCE shall reimburse Applicant SCE’s estimated installed cost of such facilities and work by applying a credit toward Applicant’s advance. Any amount not so credited shall be reimbursed to Applicant upon acceptance of the work and facilities by SCE.

3.10 Delays in Construction

Force Majeure. SCE shall not be responsible for any delay in the installation or completion of the facilities by SCE resulting from the late performance of Applicant’s responsibilities under this Contract, shortage of labor or material, strike, labor disturbance, war, riot, weather conditions, governmental rule, regulation or order, including orders or judgements of any court or commission, delay in obtaining necessary land rights, act of God, or any other cause or condition beyond the control of SCE.

Resources. SCE shall have the right, in the event it is unable to obtain sufficient supplies, materials, or labor for all of its construction requirements, to allocate materials and labor to construction projects which it deems, in its sole discretion, most important to serve the needs of its customers. Any delay in construction hereunder resulting from such allocation shall be deemed to be cause beyond SCE’s control.
Contract Revision. If Applicant does not commence installation of any facilities which are Applicant's responsibility or SCE is prevented from commencing the installation of the facilities for causes beyond its reasonable control within one year from the effective date of this Contract, SCE may, in its discretion, revise its cost estimate and recalculate the refundable and/or non-refundable amounts set forth herein. SCE will notify Applicant of such increased costs and give the option to either terminate this Contract or pay SCE the additional charges.

3.11 Contract Termination

If at any time during the term of this Contract, SCE is not the sole deliverer of electrical requirements for the Project, this Contract may be terminated. Upon termination of the Contract, Applicant agrees to forfeit that portion of the advance paid to SCE for its expenses covering any engineering, surveying, right of way acquisition and other associated work incurred by SCE. If such expenses are greater or less than the refundable and/or non-refundable advance, Applicant shall pay to SCE, or SCE shall refund the balance to Applicant, without interest, as the case may be.

3.12 Indemnification

Applicant shall, at its own cost, defend, indemnify, and hold harmless SCE, its officers, agents, employees, assigns, and successors in interest from and against any and all liability, damages, losses, claims, demands, actions, causes of action, costs including attorney’s fees and expenses, or any of them, resulting from the death or injury to any person or damages to any property caused by Applicant or its contractor and employees, officers or agents of either Applicant or its contractor, or any of them, and arising out of the performance or nonperformance of their obligations under this Contract.

3.13 Assignment of Contract

Applicant may assign this Contract, in whole or in part, only if SCE consents in writing and the party to whom the Contract is assigned agrees in writing, to perform the obligations of Applicant hereunder. Assignment of the Contract shall not release Applicant from any of the obligations under this Contract unless otherwise provided therein.

3.14 Joint and Several Liability

Where two or more individuals or entities are joint Applicants under this Contract, all Applicants shall be jointly and severally liable to comply with all terms and conditions herein.
3.15 Warranty

Applicant warrants that all work and/or equipment furnished or installed by Applicant or its contractor shall be free of defects in workmanship and material. The warranty period shall begin from the date of final acceptance by SCE and extend for one (1) year. Should the work develop defects during that period, SCE, at its election, shall either (a) repair or replace the defective work and/or equipment, or (b) demand that Applicant repair or replace the defective work and/or equipment and, in either event, Applicant shall be liable for all costs associated with such repair and/or replacement. Applicant upon demand by SCE, shall promptly correct, to SCE's satisfaction and that of any governmental agency having jurisdiction, any breach of any warranty.

3.16 Contract Effective Date

This Contract shall not be effective unless it is (1) executed and delivered by Applicant to SCE together with payment required hereunder within ninety (90) days of the date in Paragraph 1 of this Contract and (2) accepted by SCE. This Contract shall then be effective on the date executed by SCE and shall take effect without further notice to Applicant.

3.17 Commission Jurisdiction

This Contract is subject to the applicable provisions of SCE’s tariffs, including Rule 15, filed and authorized by the California Public Utilities Commission.

This Contract shall, at all times, be subject to such changes or modifications by the Public Utilities Commission of the State of California, as said Commission may, from time to time, direct in the exercise of its jurisdiction.

3.18 Completion Date

The completion date requested by Applicant is ____________________________.

4. SIGNATURE CLAUSE

The signatories hereto represent that they have been appropriately authorized to enter into this Contract on behalf of the party for whom they sign.

APPLICANT(S)

CORPORATION, PARTNERSHIP, OR DBA: ________________________________

NAME OF AUTHORIZED INDIVIDUAL: ________________________________

SIGNATURE: ________________________________

TITLE: ________________________________

MAILING ADDRESS: ________________________________

TELEPHONE: ________________________________
ADDITIONAL SIGNATURES FOR JOINT APPLICANTS

NAME OF AUTHORIZED INDIVIDUAL: _______________________________________

SIGNATURE: ____________________________________________________________

TITLE: _________________________________________________________________

MAILING ADDRESS: ______________________________________________________

TELEPHONE: ____________________________________________________________

NAME OF AUTHORIZED INDIVIDUAL: _______________________________________

SIGNATURE: _____________________________________________________________

TITLE: _________________________________________________________________

MAILING ADDRESS: ______________________________________________________

TELEPHONE: ____________________________________________________________

APPORTIONMENT OF ADVANCE AMONG JOINT APPLICANTS:

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

SOUTHERN CALIFORNIA EDISON COMPANY

NAME OF AUTHORIZED INDIVIDUAL: _______________________________________

SIGNATURE: ____________________________________________________________

TITLE: _________________________________________________________________

DATE EXECUTED: _________________________________________________________

DATE SCE FIRST READY TO SERVE: ___

WORK ORDER NO. 1024967

ASSOCIATED WORK ORDER NOS. ____________________________________________
BACKGROUND:

This is a new agreement with 3QC, Inc. for commissioning consulting services for the Johnson Student Center project at Santa Ana College. The District is in need of an independent commissioning consultant to provide commissioning services for major mechanical, electrical and plumbing systems. The commissioning consultant will participate in the review of the owner’s project requirements, review the basis of design, provide design review, prepare a commissioning plan, oversee systems installation, perform system functional testing, prepare final commissioning report, prepare systems manual, oversee user documentation and training, and provide seasonal testing and trend analysis. The commissioning consultant will also oversee and commission the integration of low voltage systems such as the building automation system, data and network system, security and access control system, fire alarm system, and kitchen hood systems, and audio and visual system. Commissioning services are required under Title 24 2013 Building Energy Efficiency Standards, Subsection 120.8 for all new buildings and major building renovations to verify that the building’s energy systems and components meet the owner’s project requirements and the energy efficient standards as outlined the design.

ANALYSIS:

A Request for Proposal (RFP) #516-131 for commissioning consulting services for multiple projects, including the Johnson Student Center, Science Center and the Orange Education Center, was released December 12, 2015 to all six (6) pre-qualified firms with a due date of January 15, 2016. The District received six responses from Enovity, Inc. (Irvine), Sindoni Consulting & Management Services, Inc. (Newport Beach), Glumac (Irvine), Farnsworth Group (Claremont), 3QC, Inc. (Newport Beach) and Kitchell (Costa Mesa). A selection committee reviewed the proposals on January 20, 2016. Interviews were held on January 28, 2016 with Sindoni, Farnsworth, Kitchell and 3QC. The selection committee recommends 3QC for the Johnson Student Center at Santa Ana College after a thorough review based upon the culmination of their RFP response and responsiveness, qualifications, interviews, experience, team members, reference checks, approach to the project, fee, schedule, knowledge and experience with chiller replacement projects. The committee reviewed the timeliness and completeness of responses; technical qualifications; record of past performance; reference checks; approach to work; ability to meet the
anticipated schedule; and the ability to resource the project appropriately with cost control measures.

The services covered by this agreement shall commence February 23, 2016 and ends December 31, 2020. The contract is a not to exceed fee of $104,850, which includes $5,000 in reimbursables. The District has reviewed the fee and it is reasonable and within industry standards.

This agreement is funded by Measure Q.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the agreement with 3QC, Inc. for Commissioning Consulting Services for the Johnson Student Center Project at Santa Ana College as presented.

<table>
<thead>
<tr>
<th>Fiscal Impact:</th>
<th>$104,850 (includes reimbursables)</th>
<th>Board Date:</th>
<th>February 22, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by:</td>
<td>Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submitted by:</td>
<td>Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended by:</td>
<td>Raúl Rodríguez, Ph.D., Chancellor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Board Agreement Summary

**Board Date:** 2/22/16

**Project:** Johnson Student Center  
**Site:** Santa Ana College

**Consultant:** 3QC, INC.

**Type of Service:** Commissioning Consulting Services

<table>
<thead>
<tr>
<th>Agreement Summary</th>
<th>No.</th>
<th>Amount</th>
<th>Reimbursable</th>
<th>Start</th>
<th>End</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Amount</td>
<td></td>
<td>$99,850.00</td>
<td>$5,000.00</td>
<td>2/23/2016</td>
<td>12/31/2020</td>
<td></td>
</tr>
<tr>
<td>Total Agreement Amount</td>
<td></td>
<td>$104,850.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*(Not to exceed)*

**DESCRIPTION:**

Agreement for commissioning consulting services for the Johnson Student Center at Santa Ana College

**Total Proposed Amount:** $104,850.00

**Contract End Date:** 12/31/2020
To: Board of Trustees                      Date: February 22, 2016
Re: Approval of Agreement with 3QC, Inc. for Commissioning Consulting Services for the Science Center Project at Santa Ana College
Action: Request for Approval

BACKGROUND:

This is a new agreement with 3QC, Inc. for commissioning consulting services for the Science Center project at Santa Ana College. The District is in need of an independent commissioning consultant to provide commissioning services for major mechanical, electrical and plumbing systems. The commissioning consultant will participate in the review of the owner’s project requirements, review the basis of design, provide design review, prepare a commissioning plan, oversee systems installation, perform system functional testing, prepare final commissioning report, prepare systems manual, oversee user documentation and training, and provide seasonal testing and trend analysis. The commissioning consultant will also oversee and commission the integration of low voltage systems such as the building automation system, data and network system, security and access control system, fire alarm system, and kitchen hood systems, and audio and visual system. Commissioning services are required under Title 24 2013 Building Energy Efficiency Standards, Subsection 120.8 for all new buildings and major building renovations to verify that the building’s energy systems and components meet the owner’s project requirements and the energy efficient standards as outlined the design.

ANALYSIS:

A Request for Proposal (RFP) #1516-131 for commissioning consulting services for multiple projects, including the Johnson Student Center, the Science Center and the Orange Education Center, was released December 12, 2015 to all six (6) pre-qualified firms with a due date of January 15, 2016. The District received six responses from Enovity, Inc. (Irvine), Sindoni Consulting & Management Services, Inc. (Newport Beach), Glumac (Irvine), Farnsworth Group (Claremont), 3QC, Inc. (Newport Beach) and Kitchell (Costa Mesa). A selection committee reviewed the proposals on January 20, 2016. Interviews were held on January 28, 2016 with Sindoni, Farnsworth, Kitchell and 3QC. The selection committee recommends 3QC for the Science Center project at Santa Ana College after a thorough review based upon the culmination of their RFP response and responsiveness, qualifications, interviews, experience, team members, reference checks, approach to the project, fee, schedule, knowledge and experience with chiller replacement projects. The committee reviewed the timeliness and completeness of responses; technical qualifications; record of past performance; reference checks; approach to work; ability to meet the anticipated schedule; and the ability to resource the project appropriately with cost control measures.
The services covered by this agreement shall commence February 23, 2016 and ends December 31, 2020. The contract is a not to exceed fee of $109,850, which includes $5,000 in reimbursables. The District has reviewed the fee and it is reasonable and within industry standards.

This agreement is funded by Measure Q.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the agreement with 3QC, Inc. for Commissioning Consulting Services for the Science Center Project at Santa Ana College as presented.

<table>
<thead>
<tr>
<th>Fiscal Impact:</th>
<th>$109,850 (includes reimbursables)</th>
<th>Board Date: February 22, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by:</td>
<td>Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services</td>
<td></td>
</tr>
<tr>
<td>Submitted by:</td>
<td>Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services</td>
<td></td>
</tr>
<tr>
<td>Recommended by:</td>
<td>Raúl Rodríguez, Ph.D., Chancellor</td>
<td></td>
</tr>
</tbody>
</table>
## Board Agreement Summary

**Board Date:** 2/22/16

**Project:** Science Center

**Site:** Santa Ana College

**Consultant:** 3QC, Inc.

**Type of Service:** Commissioning Consulting Services

<table>
<thead>
<tr>
<th>Agreement Summary</th>
<th>No.</th>
<th>Amount</th>
<th>Reimbursable</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Amount</td>
<td></td>
<td>$104,850.00</td>
<td>$5,000.00</td>
<td>2/23/2016</td>
<td>12/31/2020</td>
</tr>
<tr>
<td><strong>Total Agreement Amount</strong></td>
<td></td>
<td><strong>$109,850.00</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DESCRIPTION:**

Agreement for commissioning consulting services for the Science Center at Santa Ana College

**Total Proposed Amount:** $109,850.00

**Contract End Date:** 12/31/2020
To: Board of Trustees  
Date: February 22, 2016

Re: Approval of Amendment to Agreement with Hammel, Green and Abrahamson, Inc. for Professional Design Services for the Science Center Project at Santa Ana College

Action: Request for Approval

BACKGROUND:

This is an amendment to an existing agreement to add additional scope of work for a hazardous material inventory statement (HMIS). On October 13, 2014 the Board of Trustees approved an agreement with Hammel, Green and Abrahamson, Inc. (HGA) for Professional Design Services for the new Science Center at Santa Ana College. The District is in need of a HMIS as required by Title 24, California Code of Regulations, Part 9 California Fire Code and DSA. The HMIS is required to be completed by a design professional and indicates the amounts of chemicals that will be stored in the building and determines the proper room occupancy type based on Title 24 quantity limitations. The study was originally excluded from HGA’s scope of work because there was a previous interpretation by DSA that this report must be completed by a third party entity and could not be performed by the design team. The design team has since received written clarification from DSA that it does not need to be a third party entity and may be performed by the design team directly.

ANALYSIS:

The amendment is to increase the contract by $21,710. The District has reviewed the fee and it is reasonable and within industry standards. The total revised contract amount is $4,632,965. The services covered by this agreement commenced on October 14, 2014 and ends June 30, 2020.

This agreement is funded by Measure Q.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment with Hammel, Green and Abrahamson, Inc. for Professional Design Services for the Science Center Project at Santa Ana College as presented.

Fiscal Impact: $21,710  
Board Date: February 22, 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

**Agreement Summary No.** | **Amount** | **Reimbursables** | **Start**    | **End**    
--- | --- | --- | --- | --- 
Original Contract Amount | $3,909,395.00 | $ 200,000.00 | 10/14/2014 | 12/31/2019 
Amendment #1 | $21,860.00 | 10/14/2014 | 12/31/2019 
Amendment #2 | $480,000.00 | 10/14/2014 | 6/30/2020 
Amendment #3 | $21,710.00 | 10/14/2014 | 6/30/2020 
**Total Agreement Amount** | **$4,632,965.00**

**DESCRIPTION:**
Amendment #3 for adding a hazardous material inventory analysis to the overall scope.

**Total Proposed Amount:** $21,710.00

**New Contract End Date:** 6/30/2020
To: Board of Trustees  
Date: February 22, 2016  
Re: Approval of Amendment to Agreement with PENCO Engineering, Inc. for Land Surveying Consulting Services for the Science Center at Santa Ana College  
Action: Request for Approval

**BACKGROUND:**

This is an amendment to an existing agreement for additional scope of work. On December 7, 2015 the Board of Trustees approved an agreement with PENCO Engineering, Inc. (PENCO) for topographic land survey consulting services for the Science Center at Santa Ana College. PENCO received an updated title report from the District for the campus which had additional easements that were required to be plotted on a campus map to determine if any easements were located within the Science Center boundary. The District has requested that PENCO incorporate all additional easements to ensure the new information is noted on the campus map in the correct locations. PENCO will be providing a final deliverable including a plotted map of boundaries and existing easements for the Santa Ana College property.

**ANALYSIS:**

The amendment is to increase the contract by $3,880. The District has reviewed the fee and it is reasonable and within industry standards. The total revised contract is $25,068. The services covered by this agreement commenced on December 8, 2015 and end June 30, 2016.

This agreement is funded by Measure Q.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amendment to agreement with PENCO Engineering, Inc. for Land Surveying Consulting Services for the Science Center at Santa Ana College as presented.

<table>
<thead>
<tr>
<th>Fiscal Impact:</th>
<th>$3,880</th>
<th>Board Date: February 22, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by:</td>
<td>Carri Matsumoto, Assistant Vice Chancellor, Facility Planning &amp; District Construction and Support Services</td>
<td></td>
</tr>
<tr>
<td>Submitted by:</td>
<td>Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services</td>
<td></td>
</tr>
<tr>
<td>Recommended by:</td>
<td>Raúl Rodriguez, Ph.D., Chancellor</td>
<td></td>
</tr>
</tbody>
</table>
### Board Agreement Summary

**Board Date:** 2/22/16

**Project:** Science Center  
**Site:** Santa Ana College

**Consultants:** PENCO Engineering, Inc.

**Type of Service:** Land Surveying Consulting

<table>
<thead>
<tr>
<th>Agreement Summary</th>
<th>No.</th>
<th>Amount</th>
<th>Reimbursables</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td></td>
<td>$20,671.00</td>
<td>$ 517.00</td>
<td>12/8/2015</td>
<td>6/30/2016</td>
</tr>
<tr>
<td>Amendment #1</td>
<td></td>
<td>$3,880.00</td>
<td>N/A</td>
<td>12/8/2015</td>
<td>6/30/2016</td>
</tr>
<tr>
<td><strong>Total Agreement Amount</strong></td>
<td></td>
<td>$25,068.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DESCRIPTION:**

Agreement for land surveying consulting services for the new Science Center at Santa Ana College.

**Total Proposed Amount:** $3,880.00

**Contract End Date:** 6/30/2016
To: Board of Trustees  

Re: Approval of Agreement with Sindoni Consulting & Management Services, Inc. for Commissioning Consulting Services for the Orange Education Center Project of Santiago Canyon College

Action: Request for Approval

BACKGROUND:

This is a new agreement with Sindoni Consulting & Management Services, Inc. for commissioning consulting services for the Orange Education Center project of Santiago Canyon College. The District is in need of an independent commissioning consultant to provide commissioning services for major mechanical, electrical and plumbing systems. The commissioning consultant will participate in the review of the owner’s project requirements, review the basis of design, provide design review, prepare a commissioning plan, oversee systems installation, perform system functional testing, prepare final commissioning report, prepare systems manual, oversee user documentation and training, and provide seasonal testing and trend analysis. The commissioning consultant will also oversee and commission the integration of low voltage systems such as the building automation system, data and network system, security and access control system, fire alarm system, and kitchen hood systems, and audio and visual system. Commissioning services are required under Title 24 2013 Building Energy Efficiency Standards, Subsection 120.8 for all new buildings and major building renovations to verify that the building’s energy systems and components meet the owner’s project requirements and the energy efficient standards as outlined the design.

ANALYSIS:

A Request for Proposal (RFP) #516-131 for commissioning consulting services for multiple projects, including the Johnson Student Center, the Science Center and the Orange Education Center, was released December 12, 2015 to all six (6) pre-qualified firms with a due date of January 15, 2016. The District received six responses from Enovity, Inc. (Irvine), Sindoni Consulting & Management Services, Inc. (Newport Beach), Glumac (Irvine), Farnsworth Group (Claremont), 3QC, Inc. (Newport Beach) and Kitchell (Costa Mesa). A selection committee reviewed the proposals on January 20, 2016. Interviews were held on January 28, 2016 with Sindoni, Farnsworth, Kitchell and 3QC. The selection committee recommends Sindoni for the Orange Education Center project after a thorough review based upon the culmination of their RFP response and responsiveness, qualifications, interviews, experience, team members, reference checks, approach to the project, fee, schedule, knowledge and experience with chiller replacement projects. The committee reviewed the timeliness and completeness of responses; technical qualifications;
record of past performance; reference checks; approach to work; ability to meet the anticipated schedule; and the ability to resource the project appropriately with cost control measures.

The services covered by this agreement shall commence February 23, 2016 and ends August 30, 2019. The contract is a not to exceed fee of $61,000, which includes $1,000 in reimbursables. The District has reviewed the fee and it is reasonable and within industry standards.

This agreement is funded by Measure E, Budget Stabilization, and Redevelopment Funds, and One-Time Mandated Cost funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the agreement with Sindoni Consulting & Management Services, Inc. for Commissioning Consulting Services for the Orange Education Center Project of Santiago Canyon College as presented.

<table>
<thead>
<tr>
<th>Fiscal Impact: $61,000 (includes reimbursables)</th>
<th>Board Date: February 22, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by: Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services</td>
<td></td>
</tr>
<tr>
<td>Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services</td>
<td></td>
</tr>
<tr>
<td>Recommended by: Raúl Rodríguez, Ph.D., Chancellor</td>
<td></td>
</tr>
</tbody>
</table>
# Board Agreement Summary

**Board Date:** 2/22/16

**Project:** Orange Education Center  
**Site:** Santiago Canyon College

---

**Consultant:** Sindoni Consulting & Management Services, Inc.

**Type of Service:** Commissioning Consulting Services

<table>
<thead>
<tr>
<th>Agreement Summary</th>
<th>No.</th>
<th>Amount</th>
<th>Reimbursable</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Amount</td>
<td></td>
<td>$60,000.00</td>
<td>$1,000.00</td>
<td>2/23/2016</td>
<td>8/31/2019</td>
</tr>
<tr>
<td>Total Agreement Amount</td>
<td></td>
<td>$61,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*(Not to exceed)*

---

**DESCRIPTION:**

Agreement for commissioning consulting services for the Science Center at Santa Ana College

**Total Proposed Amount:** $61,000.00

**Contract End Date:** 8/31/2019
To: Board of Trustees  Date: February 22, 2016

Re: Approval of Amendment to Agreement with WLC Architects, Inc. for Architectural and Engineering Consulting Services for the Building “D” Interior Renovations at Santiago Canyon College

Action: Request for Approval

BACKGROUND:
This is an amendment to an existing agreement for an extension of time. On April 14, 2014 the Board of Trustees approved an agreement with WLC Architects, Inc. for design and programming services related to the Building “D” Renovations at the Santiago Canyon College. The Building “D” renovations are necessary to upgrade aged and damaged interior finishes at multiple areas of the building.

The scope of work for the first phase, completed in August 2015, included interior renovations of the math department division office. The second phase, which is currently in construction, includes the interior renovation of classrooms with new carpeting, painting, and ceiling tiles. The scope also includes the renovation of D-125 into a new digital media center and art exhibit space. The third phase, planned for fall 2016, will include the renovation of art classes, corridor, open lobby, lecture hall space, the forensic speech building, and the interior painting of the counseling area.

ANALYSIS:
In order for the architect to complete phases 2 and 3, the District recommends a contract extension. The services covered by this agreement commenced on November 18, 2014 and the new end date has been revised from December 31, 2015 through December 31, 2016. There are no additional costs for this amendment.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:
It is recommended that the Board of Trustees approve the amendment with WLC Architects Inc. for architectural and engineering services for the Building “D” Interior Renovations at Santiago Canyon College as presented.

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

Fiscal Impact: N/A  Board Date: February 22, 2016
Board Agreement Summary

Board Date: 2/22/16

Project: Building "D" Interior Renovations

Site: Santiago Canyon College

Consultants: WLC Architects, Inc.

Type of Service: Architectural and Engineering Services

<table>
<thead>
<tr>
<th>Agreement Summary</th>
<th>No.</th>
<th>Amount</th>
<th>Reimbursables</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$120,039.00</td>
<td>$2,000.00</td>
<td>11/18/2014</td>
<td>12/31/2015</td>
<td></td>
</tr>
<tr>
<td>Amendment #1</td>
<td>N/A</td>
<td>N/A</td>
<td>11/18/2014</td>
<td>12/31/2016</td>
<td></td>
</tr>
</tbody>
</table>

Total Agreement Amount $122,039.00

DESCRIPTION:
Amendment for an extension of time only

Total Proposed Amount: N/A

Contract End Date: 12/31/2016
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To: Board of Trustees

Date: February 22, 2016

Re: Approval of Agreement with Lentz Morrissey Architects for Professional Design Services for ADA Upgrades to the District Office

Action: Request for Approval

BACKGROUND:
This is a new agreement for architectural services for the ADA upgrades project at the District Office to address scope of work associated with accessibility. The project consists of redesign of the parking lots, including ADA accessible parking, revise path of travel, modify existing stairs, create new ramps and remove existing barriers.

ANALYSIS:
A Request for Proposal (RFP) #1516-129 for architectural design services for ADA improvements at the District Office was released December 1, 2015 to three (3) pre-qualified firms specializing in small projects (Lentz Morrissey Architects, Santa Ana, NAC Architecture, Los Angeles, PBWS, Pasadena) with a due date of December 11, 2015. The District received responses from all three firms. A selection committee reviewed the proposals on December 14, 2015. An interview was held on January 5, 2016 with Lentz Morrissey Architects (LMA). The selection committee recommends LMA after a thorough review based upon the culmination of their RFP response and responsiveness, qualifications, interviews, experience, team members, reference checks, approach to the project, fee, schedule, knowledge, experience, and ability to meet the anticipated schedule.

The services covered by this agreement shall commence February 23, 2016 and ends September 30, 2016. The contract is a not to exceed fee of $32,800, which includes $1,000 in reimbursables. The District has reviewed the fee and it is reasonable and within industry standards.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:
It is recommended that the Board of Trustees approve the agreement with Lentz Morrissey Architects for Professional Design Services for ADA Upgrades to the District Office as presented.

Fiscal Impact: $32,800 (includes reimbursables)

Board Date: February 22, 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: 2/22/16

Project: **ADA Upgrades** Site: **District Office**

Consultant: Lentz Morrissey Architects

Type of Service: Professional Design Services

<table>
<thead>
<tr>
<th>Agreement Summary</th>
<th>No.</th>
<th>Amount</th>
<th>Reimbursable</th>
<th>Start</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Amount</td>
<td></td>
<td>$31,800.00</td>
<td>$1,000.00</td>
<td>2/23/2016</td>
<td>9/31/16</td>
</tr>
<tr>
<td>Total Agreement Amount</td>
<td></td>
<td>$32,800.00</td>
<td>(Not to exceed)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DESCRIPTION:**

Agreement for professional design services for the ADA Upgrades Project at the District Office

**Total Proposed Amount:** $32,800.00

**Contract End Date:** 9/31/16
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BUSINESS OPERATIONS/ FISCAL SERVICES

To: Board of Trustees  Date: February 22, 2016
Re: Approval of Lease Agreement with Latin Digital Audio

Action: Request for Approval

BACKGROUND

The District operates a business incubator for start-up digital media companies at the Digital Media Center (DMC). The incubator was developed as a result of grant funding received from the U.S. Department of Commerce, Economic Development Administration.

ANALYSIS

Latin Digital Audio finds itself in the midst of a technological revolution in the audio recording industry. Every aspect of the business, from production to marketing and distribution, we seek to contribute to technological advances in the audio recording field by exploring our own proprietary software and digital media platforms to accelerate our business objectives.

As a start-up, Latin Digital Audio is looking to validate their business model by taking advantage of the valuable services provided for entrepreneurs at the DMC, including mentorship, access to student interns, access to investors, and office space. Through these services, the company hopes to grow and create much needed jobs in our community.

The recommended lease conforms to the District’s standard lease agreement for DMC tenants and is for a period of one year: February 23, 2016 to February 22, 2017. The square footage for the rentable area included in this lease agreement is 197 square feet.

RECOMMENDATION

It is recommended that the Board of Trustees approve the lease agreement with Latin Digital Audio and authorize the Vice Chancellor of Business Operations and Fiscal Services to execute the agreement on behalf of the District as presented.
To: Board of Trustees  Date: February 22, 2016

Re: Approval of Agreement with Innovation Protocol, Inc. for Strategic Brand Development

Action: Request for Action

BACKGROUND
Since the recession ended, until 2014, Santiago Canyon College (SCC) had limited funding to market itself to potential students and the community. A marketing task force was formed in 2014 to examine methods for marketing the college to boost enrollment. With the allocation of one-time funding, SCC is looking to create marketing that clearly differentiates SCC from other community colleges.

In the current competitive environment, the college desires to ensure that the SCC brand is clearly articulated to all prospective students and to the community.

ANALYSIS
In today’s marketplace, current and prospective students have many options open to them. By implementing research techniques based on marketing industry standards, SCC will succeed in differentiating itself from its competitors and will succeed in attracting more students.

The consulting agency will incorporate a wide range of tactics that will ultimately result in the delivery of the following elements in the college’s brand platform: brand positioning statement, brand pillars, personality, and tone, up to two communication scenarios illustrating the use of the brand in context, and, up to five tagline options that illustrate the brand position.

Once completed, paid marketing efforts can clearly communicate SCC’s brand that will better resonate with current and prospective students. Services under this agreement shall commence on February 23, 2016 and end no later than June 30, 2016. The project is funded by stabilization funds.

RECOMMENDATION
It is recommended that the Board of Trustees approve the contract with Innovation Protocol, Inc. for Strategic Brand Development as presented.

Fiscal Impact: not to exceed $38,500  Board Date: February 22, 2016

Prepared by: Judy Iannaccone, Director, Public Affairs & Publications, Public Affairs & Publications

Submitted by: John Weispfenning, Ph.D., President, Santiago Canyon College

Recommended by: Raúl Rodríguez, Ph.D., Chancellor
INTRODUCTION

This agreement is between Innovation Protocol (“IP”) and Santiago Canyon College (“SCC”). This agreement is effective as of date signed, (“SOW Effective Date”). No services shall be furnished to SCC by virtue of delivery of this SOW alone, but shall require signatures by SCC and IP, signifying mutual agreement to the terms of this contract.
WORKING WITH YOU

INNOVATION PROTOCOL ENGAGEMENT TEAM
Innovation Protocol’s multi-disciplinary team will include brand professionals from our Los Angeles office who will work with you throughout the duration of the engagement. This initiative will be led by the following team:

**BRAND DEVELOPMENT**
- Jamie Sperling / Senior Consultant, Brand Development
- Christiana Morgenroth / Analyst, Brand Development
- Jeremy Tucker / Director, Brand Development
- Matt Clayman / Director, Client Partnerships

SCC ENGAGEMENT TEAM
The following individuals have been identified as those who will be empowered to review and approve work on behalf of the SCC brand:

**SCC CORE TEAM**
- John Weispfenning
- Judy Iannaccone

Prior to commencing work, SCC will designate one person on SCC’s core team who will be the primary project lead to communicate with IP on behalf of SCC and the SCC brand development program.

Status Reports
IP will send the SCC core team weekly email status reports. The status reports will review work accomplished to date, highlight and discuss outstanding or unexpected challenges and outline elements to be executed before the following report. If requested by SCC, IP will also provide a weekly check in call where the weekly status reports can be discussed in more detail.

Responsiveness
In order to ensure quick response times, IP will provide office and mobile phone numbers for each IP team member to SCC. All IP team members will respond to calls and emails from SCC within one business day of having received the communication from SCC. The only exception will be if a team member is out of the office due to illness or personal matters that cannot be delayed until the end of the brand development program.
PHASE 1. BRAND RESEARCH & DIRECTION

A. Kickoff Session / Information & Insight Handoff
   - IP will host a two-hour Kickoff Session, with the SCC core team via an in person meeting at the SCC campus / office as well as via conference call for any remote SCC team members who need to be a part of the Kickoff Session. Prior to the Kickoff Session, IP will provide SCC with a Kickoff Packet that will detail the items that will be covered during the Kickoff Session.
   - During the Kickoff Session, the following elements of the Brand Research & Direction phase of work will be discussed:
     - Elements of Discovery and Positioning to be completed within the first four weeks of the program
     - Timeline, deliverable dates and presentation scheduling
     - Interview participants & scheduling of phone interviews
     - Scheduling of on-campus engagement with students
     - Primary, secondary and tertiary markets and audiences of focus for SCC offerings
     - Research documents for auditing communications
     - Competitors for audit and analysis
     - Current and potential SCC portfolio of offerings
     - SCC business strategy
     - Review of past brand / marketing / market research
   - In addition, and if deemed necessary, SCC will need to compile all previous research studies and brand work into a brief presentation (not to exceed 45 minutes) that SCC will deliver to the IP team during the Kickoff Session.
   - Scheduling of the SCC Brand Direction presentation must be confirmed within five (5) business days of concluding the Kickoff Session. This presentation must occur within four (4) weeks from the date of the Kickoff Session to avoid timeline delays.

B. Community College Industry & SCC Communications Audit
   - The SCC core team will supply documents and resources discussing or describing SCC (marketing and sales collateral along with any internal communication executions), its market and the competitive ecosystem(s) in which SCC operates. These assets will be submitted to IP via email, or mail post for immersion and preparation within three (3) business days of concluding the Kickoff Session.
   - Most relevant materials will be discussed during and following the Kickoff Session. Items to be provided may include:
     - Relevant press, news articles, press releases and interviews about the state of community colleges and/or SCC
     - Press pieces, articles, interviews crafted by SCC or where SCC is the subject matter
     - Blogs
     - Industry publications/trade publications
     - Brochures
     - Video clips
     - Social media
     - Newsletters
     - Online resources
     - Analyst reports
     - Market reports
     - Recruitment collateral
     - Alumni communications
     - On campus signage
     - Any other beneficial resources/materials as determined by the SCC core team
Timing for this phase is dependent on the core team's ability to expeditiously deliver all requested materials within three (3) business days of concluding the Kickoff Session.

C. Competitive Analysis
- The SCC core team will identify and communicate a total of five competitors (three direct and two indirect) for IP's review within three (3) business days of concluding the Kickoff Session.
- Once identified, IP will:
  - Access and review competitors' communication materials, including but not limited to:
    o Website
    o Advertising
    o Marketing communication collateral
    o Branded terminology
    o Industry Jargon
  - Assess competitive messaging for brand elements such as mission, vision, positioning, messaging, services/offerings, differentiation, naming/service architecture, and other notable brand elements
- Timing for this phase is dependent on the core team's ability to expeditiously deliver the names of competitive organizations for IP to analyze within three (3) business days of concluding the Kickoff Session.

D. Stakeholder Interviews
- IP will execute a maximum of thirteen (13) thirty (30) minute internal and external stakeholder interviews (via in person and phone pending participants' preference and availability).
  - Prior to conducting interviews, IP will draft and share an interview discussion guide including questions, themes and direction that might be used during interviews
  - IP will also provide the SCC core team with an email script for requesting participation, to be modified at the core team's discretion when contacting internal and external stakeholders.
  - If needed, the core team can deliver the discussion guide to interview participants prior to participation.
- The SCC core team will assist IP in the coordination of all internal interviews (i.e. scheduling attendees).
- Timing for this phase is dependent on the core team's ability to expeditiously deliver all requested interviewee contact information within three (3) business days of concluding the Kickoff Session, as well as interviewee availability.
- Final number of interviews completed will be depend on SCC personnel and external stakeholder availability within the research window allotted (see Program Timeline section below).

E. Brand Engagement
- IP will tour the campus and spend additional time on the SCC campus with the intended purpose of having group discussions with enrolled students.
  - Conduct two one-hour long pizza round table discussions with students – SCC will assist IP in the coordination of two round table discussion with enrolled SCC students. Each round table discussion should be comprised of up to 5 enrolled students. SCC will also provide the facilities to conduct the pizza round table discussions.

F. Positioning Development
- IP will identify, formulate, and develop three (3) positioning options/directions for SCC that will lay the foundation for all brand messaging development in the subsequent phase of work.
- The positioning options/directions will set the stage for SCC's brand platform, and will articulate the balance between the emotional and functional characteristics uncovered during Research.
G. Brand Direction Presentation

- Brand Direction Presentation – research finding and brand positioning options/directions presented within four (4) weeks following the Kickoff Session

- The Presentation will include the following:
  - Findings from desk and field research
  - Review of direct and indirect competitors
  - SCC brand opportunities and hurdles
  - Student perspective of SCC
  - Brand elements that should be retained
  - Positioning narrative framework and brand positioning options/directions – strategic directions the SCC brand should consider pursuing

- The SCC core team will have three (3) business days to give feedback and select a positioning direction for refinement during the next phase of work, Brand Platform development. The final iteration of the brand positioning will be delivered as part of the SCC Brand Platform along with the other brand platform elements (personality, tagline, etc.).

- Delay in feedback and selecting a direction may result in project delays during the subsequent phases of work.
PHASE 2. BRAND SYSTEM

A. Brand Platform Development & Presentation
- Based on feedback from previous phase of work, IP will develop the SCC brand verbal system.
- Brand Platform Elements are an overview of the brand’s refined verbal system that ultimately become a framework for creating a consistent brand experience. Depending on needs identified during Phase One, the SCC Brand Platform Presentation will include:
  - Recap of relevant research findings
  - Brand positioning statement
  - Mission and vision statements
  - Brand Pillars, personality, and tone
  - Up to two communication scenarios illustrating the use of the brand in context
  - Up to five tagline options that illustrate the brand position
- Upon delivery of the Brand Platform presentation, the core team will have five (5) business days to review and provide feedback for one round of revisions.
- The final Brand Platform will be delivered via email as a PDF.
- Should the core team request additional rounds of revisions, they will be considered out of scope and IP will bill additional hours, separately, at our hourly rate of $250/hr.
- Request for additional revisions may result in project delay of the subsequent phases of work.
PROGRAM TIMELINE

<table>
<thead>
<tr>
<th>PHASE</th>
<th>WORKING STEP / DELIVERABLE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1</td>
<td>Brand Direction</td>
<td>4 weeks</td>
</tr>
<tr>
<td></td>
<td>Kickoff / Brand Audit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Industry Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communications Audit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Competitive Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stakeholder Interviews</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brand Engagement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brand Direction Presentation</td>
<td></td>
</tr>
<tr>
<td>Phase 2</td>
<td>Brand Creation</td>
<td>3 weeks</td>
</tr>
<tr>
<td></td>
<td>Brand Platform Development</td>
<td></td>
</tr>
</tbody>
</table>

SERVICE FEES

TOTAL SERVICE FEES - $38,500

Monthly Payment Schedule
- Upon Signing the SOW - $12,832
- Upon Delivery of the Brand Direction Presentation - $12,832
- Upon Delivery of the Brand Platform Presentation - $12,836

You will receive an invoice for the scheduled payment. All invoices are payable 30 DAYS FOLLOWING RECEIPT.
PROJECT DELAYS

Timing for the phases of work detailed in this SOW is based on a historical understanding of the time required to perform similar work for other clients, as well as the availability of key IP personnel allocated to this particular engagement. Pricing for the project is based on the allocation of Innovation Protocol personnel to this engagement. In order to best serve our clients and ensure the most appropriate staff are placed on this project, IP will effectively “reserve” key staff during the phases of work to which they are assigned. In order to ensure that reserved staff are fully dedicated at the right time(s), it is important that the brand development program progresses at the rate described within this SOW.

IP will provide status reports detailing milestones achieved, the current state of the project and upcoming milestones and dates. If delays are caused by the SCC core team that require IP to halt work (e.g. a key decision-maker cannot attend a meeting, work cannot progress without that decision-maker’s buy-in, and the meeting must be rescheduled well into the future), IP will make every effort to continue progress on the project, if possible, and make up lost time. However, if delays caused by the SCC core team require the commencement of subsequent working steps to be postponed, and IP cannot neither make up lost time by working more quickly on subsequent working steps nor allocate “reserved” IP resources to other projects, there may be cost implications beyond those included in the Total Service Fees. IP will communicate to the SCC core team if project delays are running the risk of delaying the overall project, and whether the project is risking time/cost overruns. If necessary, the cost to extend the project due to overruns will be included in a new SOW or amendment to this SOW.
PROJECT DELIVERABLE REVISIONS
Revisions that are considered beyond scope will be discussed with the SCC core team at the time such revisions are requested and may be billed at our hourly contracted rate of $250/hour.

Additional changes requested beyond the scoped rounds of revisions scoped may result in subsequent task delays.

Revisions considered in-scope are those that:
- Are requested within the allotted review period and number of rounds of revisions
- Relate to semantics, style, tone, optimization of findings or recommendations

Revisions considered out-of-scope are those that:
- Fall outside of the allotted review period or number of rounds of revisions
- Involve a material shift in strategy or creative direction

Requested changes beyond the allotted review period or number of rounds of revisions will be billed separately at our hourly rate for revisions of $250/hour.

Revision approval protocol:
- Should out-of-scope revisions occur, IP will communicate the potential costs to the SCC core team before any out-of-scope work begins.
ADDITIONAL ENGAGEMENT COSTS

SCC may also receive an invoice for costs incurred outside of our professional fees. All out-of-pocket expenses above $1,000 will be submitted for pre-approval by the SCC core team before additional costs are incurred by Innovation Protocol. These may include travel expenses, delivery fees, catering for meetings with SCC (if requested by SCC), print production, and unique production materials (e.g., image/font purchases).

EXIT CLAUSE: IF AT ANY POINT SCC WISHES TO TERMINATE THE WORK INCLUDED IN THIS SOW, THE ONLY COSTS SCC WILL BE RESPONSIBLE FOR ARE PAYMENTS ASSOCIATED WITH SIGNING THE SOW ALONG WITH ANY DELIVERABLES PROVIDED TO SCC PRIOR TO TERMINATION OF THE SOW, AND ANY REIMBURSABLE EXPENSES INCURRED ON THE PROJECT TO DATE. FOR IN-PROCESS WORK, THE AMOUNT WILL BE EQUAL TO A PRO-RATA AMOUNT OF THE WORK PERFORMED, CALCULATED AS PERCENTAGE OF THE WORK COMPLETED. FOR EXAMPLE, IF A PROJECT PHASE IS 5 WEEKS, AND SCC TERMINATES WORK 2 WEEKS INTO THE 5-WEEK PHASE, THEN THE PRO-RATA AMOUNT ASSIGNED TO THAT PHASE WOULD BE 40% (2/5) OF THE TOTAL PHASE AMOUNT MINUS THE AMOUNT PAID UPON SIGNING THE SOW.
IN WITNESS WHEREOF THE PARTIES HAVE EXECUTED THIS STATEMENT OF WORK (“SOW”) EFFECTIVE AS OF THE DATE WRITTEN BELOW.

<table>
<thead>
<tr>
<th>INNOVATION PROTOCOL, INC.</th>
<th>SANTIAGO CANYON COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>Signature:</td>
</tr>
<tr>
<td>[Signature Image]</td>
<td></td>
</tr>
<tr>
<td>(Authorized Signatory)</td>
<td>(Authorized Signatory)</td>
</tr>
<tr>
<td>Sasha Strauss</td>
<td></td>
</tr>
<tr>
<td>(Printed Name)</td>
<td>(Printed Name)</td>
</tr>
<tr>
<td>Managing Director</td>
<td></td>
</tr>
<tr>
<td>(Title)</td>
<td>(Title)</td>
</tr>
<tr>
<td>2/05/2016</td>
<td></td>
</tr>
<tr>
<td>(Date)</td>
<td>(Date)</td>
</tr>
</tbody>
</table>
To: Board of Trustees  Date: February 22, 2016
Re: Approval of Foundation for California Community Colleges Administrative Services Agreement #CB 13-011 Related to RFP #13-001
Action: Request for Approval

BACKGROUND

On behalf of community colleges, the Foundation for California Community Colleges (FCCC) underwent competitive solicitation for Cost Per Copy Printing Services, RFP #13-001. This included cost per copy service and supply plus equipment lease and equipment purchase of multi-function devices (copiers) and production equipment. In order to utilize this agreement, Board approval is required.

ANALYSIS

As yearly copier leases expire and technology advances, replacement of multi-function devices for instructional and office use is an ongoing necessity for the District. Currently, the District has been purchasing and leasing these devices, related software, and services from the Xerox Corporation through the FCCC agreement #CB 13-012 under RFP #13-001. However, the District is interested in having more than one manufacturer to choose from to meet our technology needs. Under the same RFP, the FCCC has also awarded an agreement to Konica Minolta, agreement #CB 13-011 as another option for procuring multi-function devices, related software and services. This agreement also includes piggybackable language allowing utilization by any California community college. It is in the best interest of the District to have the flexibility to procure from more than one manufacturer to take advantage of the different features, services and price levels. This will allow us to select the best solution for our specific needs.

The FCCC RFP was developed through a rigorous specification and evaluation process with participation from purchasing representatives of the CA community college districts. Under this agreement, the District has the option to lease equipment with a $1.00 buyout or purchase equipment. Depending on the procurement option and model selected, the FCCC contract pricing can range between 65% - 75% off manufacturer’s suggested retail price. Both lease and purchase options comprise an all-inclusive cost per copy service which includes all maintenance (parts & labor) and consumables (except paper) regardless on the volume. The term of this contract is two years with three one-year renewals.

Attached are excerpts from the FCCC contract. The remaining pages are available for review in the Purchasing Department.
**RECOMMENDATION**

It is recommended that the Board of Trustees approve the use of the Foundation for California Community Colleges Administrative Services Agreement #CB 13-011 related to RFP #13-001 for Cost Per Copy Printing Services including equipment lease and purchase of multi-function devices (copiers) and production equipment and all future renewals offered by Konica Minolta and approved authorized dealers as the vendor as presented.

<table>
<thead>
<tr>
<th>Fiscal Impact:</th>
<th>To Be Determined</th>
<th>Board Date: February 22, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by:</td>
<td>Tracey Conner-Crabbe, Director of Purchasing Services</td>
<td></td>
</tr>
<tr>
<td>Submitted by:</td>
<td>Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services</td>
<td></td>
</tr>
<tr>
<td>Recommended by:</td>
<td>Raúl Rodriguez, Ph.D., Chancellor</td>
<td></td>
</tr>
</tbody>
</table>
FOUNDATIONS FOR CALIFORNIA COMMUNITY COLLEGES
ADMINISTRATIVE SERVICES AGREEMENT

CB 13-011

This ADMINISTRATIVE SERVICES AGREEMENT ("Agreement") is made this 10th day of September, 2013, between the Foundation for California Community Colleges ("Foundation") and Konica Minolta Business Solutions U.S.A., Inc. ("Supplier").

RECITALS

The Foundation desires to have Konica Minolta Business Solutions U.S.A., Inc. ("Supplier") provide (Services/Products) as described in RFP #13-001, which in its entirety shall serve as Exhibit C.

This Agreement provides that any or all public agencies, public and private school districts, public and private colleges or universities, or the Foundation in California (collectively, "Participating Public or Private Agencies") based in the state of California may purchase Products at prices stated in the RFP #13-001, upon mutual acceptance and subject to prior credit approval by Supplier of each participating agency;

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

TERMS AND CONDITIONS

1. The Supplier shall perform all of its duties, responsibilities, and obligations in the time and manner as required to be performed by the Supplier as set forth in the Agreement.

2. The Foundation shall perform all of its duties, responsibilities, and obligations as administrator of purchases under the Agreement as set forth herein, and the Supplier hereby agrees that the Foundation shall act in the capacity of administrator of purchases under the Agreement.

3. With respect to any purchases by Participating Public or Private Agencies pursuant to the Agreement, the Foundation: (i) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of the Supplier or such Participating
Public or Private Agencies; (ii) shall not be obligated, liable or responsible for any order made by Participating Public or Private Agencies or any employee thereof under the Agreement, or for any payment required to be made with respect to such order; and (iii) shall not be obliged, liable, or responsible for any failure by any Participating Public or Private Agencies to comply with procedures or requirements of applicable law or to obtain the due authorization and approval necessary to purchase under the Agreement. The Foundation makes no representation or guaranty with respect to any minimum purchases by any Participating Public or Private Agencies or any employee thereof under this Agreement or the Agreement.

4. With response to Supplier use of Subcontractors: within ten (10) days of the issuance of a Purchase Order or other instrument evidencing the procurement of Cost Per Copy Print Services (Purchase and/or Lease Options) under this Agreement, the Supplier shall provide the Participating Public or Private Agency issuing such Purchase Order or other instrument with a written list of Subcontractor(s) to the Supplier for completing the Supplier's obligations under such Purchase Order. The written list of Subcontractors shall identify each Subcontractor who will provide work, labor, or materials valued at one-half of one percent (0.05%) of the total value of the Purchase Order and shall identify the work to be performed by each such Subcontractor and each Subcontractor's business location. The Supplier shall not substitute any listed Subcontractor, except upon the express consent of the Participating Public or Private Agency, as applicable and in strict conformity with applicable law.

5. Insurance. Within ten (10) days of the issuance of a Purchase Order or other similar instrument for the procurement of Cost Per Copy Print Services (Purchase and/or Lease Options) under this Agreement, the Supplier and each Subcontractor, identified in its Subcontractors List issued by the Supplier for such Purchase Order, shall deliver to the Foundation, and to the Participating Public or Private Agency issuing the Purchase Order or other similar instrument, Certificates of Insurance evidencing the insurance coverage in the minimum coverage amounts noted below. The foregoing notwithstanding, a Participating Public or Private Agency may require additional or different insurance coverage or minimum coverage amounts in connection with any specific procurement of Cost Per Copy Print Services (Purchase and/or Lease Options). In such event, to ensure appropriate Supplier compliance, a written request for consideration of such additional or different insurance requirements shall first be made to Supplier prior to issuance of a Purchase Order or other instrument evidencing the procurement of Cost Per Copy Print Services (Purchase and/or Lease Options), and the Supplier shall comply with the same.

a. Workers' Compensation Insurance. The Supplier and all Subcontractors shall obtain and maintain Workers' Compensation Insurance with coverage amounts under such policies in accordance with applicable law.

b. Commercial General Liability Insurance. The Supplier and all Subcontractors to the Supplier shall obtain and maintain Commercial General Liability Insurance Policies covering: injuries, including accidental death, to persons; damage to property; completed operations; and contractual liability. Minimum coverage amounts under each such Commercial General Liability insurance policy shall be One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) in the aggregate.
c. **Professional Liability Insurance.** The Supplier and all Subcontractors to the Supplier shall obtain and maintain Professional Liability Insurance policies covering liability arising from any error, omission, negligent or wrongful act of the Supplier or Subcontractor with limits of not less than $1 million per occurrence and $2 million aggregate.

d. **Modifications; Cancellation; Additional Insured.** The Foundation and each Participating Public or Private Agency procuring Cost Per Copy Print Services hereunder shall be included as an additional insured to the Commercial General Liability insurance policies of the Supplier and its Subcontractors for each specific procurement of Cost Per Copy Print Services (Purchase and/or Lease Options). The Workers’ Compensation insurance policy, the General Liability insurance policy, and the Professional Liability insurance policy of the Supplier and each Subcontractor for each specific procurement of Cost Per Copy Print Services (Purchase and/or Lease Options) shall include provisions that the policy terms will not be materially modified and that the policy will not be cancelled or terminated without at least thirty (30) days advance written notice to the Participating Public or Private Agency, as applicable.

6. **Performance Bond.** Purchase Order or other similar instrument; provide the Participating Public or Private Agency with a Performance Bond in connection with a specific procurement of Cost Per Copy Print Services (Purchase and/or Lease Options). If required, the Performance Bond shall be in the form and content included in the RFP and shall be in a penal sum equal to One Hundred Percent (100%) of the value of such Purchase Order or other instrument. Performance Bonds, if required, shall be acceptable only if issued by an Admitted Surety Insurer under California law.

**SPECIFIC PROVISIONS**

7. **Term.** The Term of this Agreement will be for two (2) years, commencing on the date set forth in the Agreement and terminating two (2) years thereafter. The Foundation and Supplier, upon mutual consent, shall have the option to extend the Term for three (3) additional one (1) year Terms (“the Extended Terms”) by written notice not less than one (1) month prior to and not more than three (3) months prior to expiration of the Term or the Extended Term, as applicable. If the option for the Extended Terms are exercised, all terms and conditions set forth herein shall be applicable to the Extended Terms, except as expressly modified by written modifications duly executed on behalf of the Foundation and the Supplier. In the event that any of, or a portion of, the extension options are not exercised and additional time is required by the Foundation to initiate a new RFP and subsequent Agreement, the Supplier agrees to continue to provide goods and/or services to the Participating Public or Private Agencies on a month to month basis, for a period not to exceed six (6) months, at the prices, terms and conditions currently at the Agreement expiration date.

8. **Right to Terminate.** Foundation has the right to terminate this Agreement for any reason, without penalty, at any time by providing Supplier with written notice of the termination.
at least thirty (30) days in advance. Termination by Participating Agency will refer to Exhibit B (Special Terms and Conditions, Termination of Contract by Participating Agency only for Termination terms and conditions.)

QUARTERLY FEES & REPORTING

9. **Accounting and Right to Audit.** Supplier shall, at its expense, maintain accounting of all purchases made by Participating Public or Private Agencies. The Foundation reserves the right to audit the accounting for a period of four (4) years from the date the Foundation receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by the Foundation. Furthermore, the Foundation, at its sole discretion, may compare Participating Public or Private Agency Records with quarterly reports submitted by Supplier. If a discrepancy is found, the Foundation will notify the Supplier in writing. The Supplier will have thirty (30) days from the date of such notice to resolve the discrepancy to the Foundation's reasonable satisfaction. If the Supplier does not resolve the said discrepancy, the Foundation shall have the right to engage outside services to conduct an independent audit of the Supplier’s quarterly reports. The Supplier shall be obligated to reimburse any and all of the Foundation's costs and expenses related to or connected with the record and report reviews; the audit; Foundation staff time; and expenses, counsel, and collection.

10. **Quarterly Fees and Reports.** Supplier shall pay the Foundation a quarterly administrative fee in the amount of 2% of the total purchase invoice, less taxes for all purchases by Participating Public or Private Agencies under the awarded RFP, and shall provide the Foundation with an electronic accounting report, in a format prescribed by the Foundation, summarizing all purchases under the Agreement. A sample of the reporting format appears in Attachment 2. Quarterly fees and reports shall be made with respect to all purchases shipped and billed pursuant to the Agreement for the applicable quarter. Quarterly reports are due within fifteen (15) calendar days after the conclusion of the preceding quarter. Quarterly administrative fees applicable to each quarter, are due within thirty (30) days of the end of each calendar quarter. The Foundation reserves the right, upon thirty (30) days advance notice to the Supplier, to change the prescribed reporting format. Administrative fee payments shall be made by check to the Foundation for California Community Colleges.

11. **Material Breach.** Failure to provide a quarterly report and/or payment of the administrative fee within the time and manner specified in item 10 shall be regarded as a material breach under this Agreement, and if not cured within thirty (30) days of written notice to Supplier, shall be deemed a cause for termination of the Agreement. All administrative fees not paid within thirty (30) days of the end of each quarter shall bear interest at the rate of 1 1/2% per month until paid.

12. **Errors and Omissions on Quarterly Reporting and Overpayment of Administrative Fee to the Foundation.** Supplier is provided ninety (90) days or until the conclusion of the subsequent quarter (whichever comes first) from when a quarterly report was due or
submitted, to correct error(s) and/or omission(s) on a quarterly report; and/or to recover an overpayment of the administrative fee from the Foundation. Once the ninety (90) days or the conclusion of the subsequent quarter (whichever comes first) has lapsed, the Foundation reserves the right to retain the amount of the overpaid administrative fee. The Foundation also reserves the right to recover any unpaid administrative fee(s) from the Supplier discovered during an audit conducted pursuant to Section 10 above, and/or the correction of error(s) and/or omission(s) on quarterly report(s).

**GENERAL PROVISIONS**

13. Supplier may submit for review new or enhanced products within the various Applications specified in the RFP #13-001 that were not part of the Supplier’s product line at contract signing. The Foundation will review the products to ensure they meet minimum requirements and at the Foundation’s sole discretion, add products to the contract if deemed acceptable. Supplier must honor enhanced warranty and offer same tiered discount (for similar application) from original RFP response.

14. This Agreement constitutes the entire, complete, final and exclusive agreement between the parties with respect to the subject matter hereof and supersedes and replaces any and all prior and contemporaneous communications between Foundation and Supplier regarding such subject matter. Any terms and conditions which are additional to or different from the terms and conditions of this Agreement are hereby deemed rejected by Foundation and shall not be of any effect or in any way binding upon Foundation. To the extent that the terms and conditions of this Agreement conflict with, or are in any way inconsistent with, the terms and conditions of any exhibit hereto, the terms and conditions of this Agreement will prevail. The exhibits will be given precedence as follows: (1) Mandatory Performance of Services Specifications (Exhibit A); (2) Special Terms and Conditions (Exhibit B); (3) Request for Proposal or RFP (Exhibit C); and (4) Supplier Response to the RFP (Exhibit F).

15. Any use of the Foundation or CollegeBuys name or logo by the Supplier in marketing materials including but not limited to: press releases, print pieces, broadcast emails, and website postings, requires prior review and written approval from the Foundation.

16. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which the prevailing party may be entitled.

17. This Agreement and the Foundation's rights and obligations hereunder may be assigned, at the Foundation’s sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform the Foundation’s obligations hereunder. This Contract shall not be assignable by the Supplier in whole or in part without the written consent of the Foundation. For the purpose of this paragraph, Foundation will not unreasonably prohibit Supplier from freely assigning its rights for third party financing and invoicing purposes, subject to prior credit approval, provided that Contractor remains responsible for its obligations hereunder. All reports, notices, and other written or
electronic communications given hereunder shall be delivered by email or by express delivery requiring signature on receipt to the addresses as set forth below. The Foundation may, by written or electronic notice delivered to the Supplier, designate any different electronic or physical addresses to which subsequent reports, notices or other communications shall be sent.

A. Foundation

Foundation for California Community Colleges
1102 Q Street, Suite 3500
Sacramento, CA 95814
Attn: Jorge J.C. Sales, Director of CollegeBuys
Email: jsales@foundationccc.org

B. Supplier

Konica Minolta Business Solutions
Address:

Attn:
Phone:
Email:

19. Severability. If any provision of this Agreement shall be deemed to be, or shall in fact be, illegal, inoperative, or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative, or unenforceable to any extent whatever.

20. This Agreement may not be effectively amended, changed, modified, altered, or terminated without the prior written consent of the parties hereto.

21. General Indemnity. Each party to this Agreement ("Indemnitor") agrees to indemnify, defend and hold harmless the other, and its directors, officers, employees, successors and assigns (collectively, "Indemnitees") against any and all losses, liabilities, claims, actions, suits, proceedings, penalties, fines, damages, costs or expenses, including, but not limited to, reasonable attorneys' fees (including fees and disbursements of in-house and outside counsel), property damage, loss of use, maintenance, cure, or wages, and personal injury or illness and/or death, resulting from, arising out of, or connected with the performance of services or any error, act or omissions related to the same by Indemnitor or its employees, subcontractors, or any person or entity for whom the Indemnitor is responsible under this Agreement. The Indemnitor assumes no liability for the sole negligence or willful misconduct of the Indemnitees. It is the intention of the Parties that where the fault of Foundation and Supplier is determined to have been contributory to a matter subject to this Section 21, principles of comparative fault shall be followed and each party shall bear the proportionate cost of any share of such proportional comparative fault and pay such proportionate cost of any defense and indemnity attributable to the fault of that party, its directors, officers, employees, subcontractors, or any person or entity for whom the Indemnitor is responsible under this Agreement.
22. This Agreement shall be governed exclusively by and construed in accordance with the applicable laws of the State of California, by a California court of appropriate jurisdiction, as a contract executed and delivered within the State of California.

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

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

FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES

By [typed name]  
Title Vice President, Advancement

By [typed name]  
Title Vice President, Program Development

Date 8/13/13  

SUPPLIER: Konica Minolta Business Solutions U.S.A., Inc.

By [typed name]  
Title President & Coo

Date Sept. 25, 2013
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

DISTRICT OFFICE – BUSINESS OPERATIONS/FISCAL SERVICES

To: Board of Trustees                              Date: February 22, 2016
Re: Approval of Surplus Property
Action: Request for Approval

BACKGROUND
The District has accumulated a considerable amount of surplus property which requires an auction to dispose of this property. Legally, in order to dispose of District property, the Board must take action to declare the left over items as surplus prior to the auction.

ANALYSIS
An open house was held on January 21, 2016 for District staff to select usable items for their divisions or departments. The same day, an open house was held for non-profit organizations and school districts to select from the remaining items per District Board Policy BP6550. One (1) school district and one (1) non-profit agency attended the preview. Attached is a listing of all the surplus property as of February 8, 2016. This record will change as items continually move in and out of storage. Also, there are non-inventoried, miscellaneous items and e-waste that are not listed but will be sold or disposed.

Therefore, it is recommended that The Liquidation Company (TLC) auctions off the District’s surplus property in accordance with the terms and conditions of the current contract. The auctioneer’s commission fee is 35.00% of the gross sales which is competitive for off-site auctions. The fee from TLC includes advertising, transportation, labor and other related functions. Their performance and service have been very satisfactory. The advantages of using TLC are that they take the majority of our surplus property which is rare among auctioneers and they are licensed e-waste collectors. The contract is good through June 30, 2018.

Following the auction, District staff shall discard any remaining surplus property. This is in accordance with Board Policy BP6550 and AR6550.

RECOMMENDATION
It is recommended that the Board of Trustees declare the attached list of equipment as surplus property and to utilize The Liquidation Company to conduct an auction as presented.

Fiscal Impact: Revenue to be Determined        Board Date: February 22, 2016
Prepared by: Tracey Conner-Crabbe, Director of Purchasing Services
Submitted by: Peter Hardash, Vice Chancellor of Business Operations/Fiscal Services
Recommended by: Raúl Rodriguez, Chancellor
<table>
<thead>
<tr>
<th>Tag</th>
<th>Type</th>
<th>Description</th>
<th>Serial Number</th>
<th>Special Project</th>
<th>Building</th>
<th>Room</th>
<th>Acquisition Date</th>
<th>Last Inventory Date</th>
<th>Acquisition Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>319506</td>
<td>TE</td>
<td>RACK SYSTEM</td>
<td>EA253XXXX02</td>
<td>2370</td>
<td>SW</td>
<td>SW</td>
<td>06/28/07</td>
<td>02/06/16</td>
<td>$16,320.20</td>
</tr>
<tr>
<td>319508</td>
<td>TE</td>
<td>COMPUTER, DELL</td>
<td>JDP35D1</td>
<td>2550</td>
<td>SW</td>
<td>SW</td>
<td>06/29/07</td>
<td>02/08/16</td>
<td>$1,325.78</td>
</tr>
<tr>
<td>319690</td>
<td>TE</td>
<td>Computer Dell</td>
<td>27MDCD1</td>
<td>0000</td>
<td>SW</td>
<td>SW</td>
<td>07/30/07</td>
<td>12/09/15</td>
<td>$1,641.49</td>
</tr>
<tr>
<td>320860</td>
<td>TE</td>
<td>Dell Desktop</td>
<td>9LFDBD1</td>
<td>0000</td>
<td>SW</td>
<td>SW</td>
<td>08/10/07</td>
<td>02/08/16</td>
<td>$1,075.40</td>
</tr>
<tr>
<td>319858</td>
<td>TE</td>
<td>Computer, OptiPlex 745</td>
<td>GH3CRD1</td>
<td>0000</td>
<td>SW</td>
<td>SW</td>
<td>10/03/07</td>
<td>09/03/15</td>
<td>$1,486.34</td>
</tr>
<tr>
<td>319873</td>
<td>TE</td>
<td>Computer, Dell OptiPlex</td>
<td>83JHV01</td>
<td>0000</td>
<td>SW</td>
<td>SW</td>
<td>10/11/07</td>
<td>12/09/15</td>
<td>$1,685.67</td>
</tr>
<tr>
<td>319874</td>
<td>TE</td>
<td>Computer, Dell OptiPlex</td>
<td>63JHV01</td>
<td>0000</td>
<td>SW</td>
<td>SW</td>
<td>10/11/07</td>
<td>12/09/15</td>
<td>$1,685.67</td>
</tr>
<tr>
<td>319875</td>
<td>TE</td>
<td>Computer, Dell OptiPlex</td>
<td>13JHV01</td>
<td>0000</td>
<td>SW</td>
<td>SW</td>
<td>10/11/07</td>
<td>02/08/16</td>
<td>$1,685.67</td>
</tr>
<tr>
<td>319876</td>
<td>TE</td>
<td>Computer, Dell OptiPlex</td>
<td>53JHV01</td>
<td>0000</td>
<td>SW</td>
<td>SW</td>
<td>10/11/07</td>
<td>12/09/15</td>
<td>$1,685.67</td>
</tr>
<tr>
<td>319881</td>
<td>TE</td>
<td>COMPUTER, DELL OPTIPLEX</td>
<td>9GF1WD1</td>
<td>3390</td>
<td>SW</td>
<td>SW</td>
<td>10/16/07</td>
<td>12/09/15</td>
<td>$1,036.57</td>
</tr>
<tr>
<td>319901</td>
<td>TE</td>
<td>Computer, Dell optiPlex</td>
<td>4S65YD1</td>
<td>0000</td>
<td>SW</td>
<td>SW</td>
<td>10/24/07</td>
<td>12/09/15</td>
<td>$1,646.42</td>
</tr>
<tr>
<td>319888</td>
<td>TE</td>
<td>COMPUTER, DELL OPTIPLEX</td>
<td>7PFDX1</td>
<td>2357</td>
<td>SW</td>
<td>SW</td>
<td>10/30/07</td>
<td>02/04/16</td>
<td>$1,292.38</td>
</tr>
<tr>
<td>F34426</td>
<td>TE</td>
<td>Laptop</td>
<td>1FGKLF1</td>
<td>1106</td>
<td>SW</td>
<td>SW</td>
<td>02/12/08</td>
<td>02/08/16</td>
<td>$1,524.38</td>
</tr>
<tr>
<td>320286</td>
<td>TE</td>
<td>COMPUTER, DELL OPTIPLEX</td>
<td>95M52G1</td>
<td>0000</td>
<td>SW</td>
<td>SW</td>
<td>04/23/08</td>
<td>12/09/15</td>
<td>$1,220.75</td>
</tr>
<tr>
<td>320290</td>
<td>TE</td>
<td>COMPUTER, DELL OPTIPLEX</td>
<td>85M52G1</td>
<td>0000</td>
<td>SW</td>
<td>SW</td>
<td>04/23/08</td>
<td>12/09/15</td>
<td>$1,220.74</td>
</tr>
<tr>
<td>320733</td>
<td>TE</td>
<td>Computer</td>
<td>CX7T1M1</td>
<td>2357</td>
<td>SW</td>
<td>SW</td>
<td>06/30/08</td>
<td>02/08/16</td>
<td>$1,014.13</td>
</tr>
<tr>
<td>320750</td>
<td>TE</td>
<td>Computer</td>
<td>2Z77T1M1</td>
<td>2357</td>
<td>SW</td>
<td>SW</td>
<td>06/30/08</td>
<td>02/08/16</td>
<td>$1,014.13</td>
</tr>
<tr>
<td>320752</td>
<td>TE</td>
<td>Computer</td>
<td>3277T1M1</td>
<td>2357</td>
<td>SW</td>
<td>SW</td>
<td>06/30/08</td>
<td>02/08/16</td>
<td>$1,014.13</td>
</tr>
<tr>
<td>320754</td>
<td>TE</td>
<td>Computer</td>
<td>4YT7T1M1</td>
<td>2357</td>
<td>SW</td>
<td>SW</td>
<td>06/30/08</td>
<td>02/08/16</td>
<td>$1,014.13</td>
</tr>
<tr>
<td>320757</td>
<td>TE</td>
<td>Computer</td>
<td>1Y7Y1M1</td>
<td>2357</td>
<td>SW</td>
<td>SW</td>
<td>06/30/08</td>
<td>02/08/16</td>
<td>$1,014.13</td>
</tr>
<tr>
<td>320905</td>
<td>TE</td>
<td>Computer</td>
<td>454Q3H1</td>
<td>2002</td>
<td>SW</td>
<td>SW</td>
<td>03/18/08</td>
<td>09/03/15</td>
<td>$1,012.59</td>
</tr>
<tr>
<td>323058</td>
<td>TE</td>
<td>COMPUTERS, DELL STANDARD</td>
<td>DF136J1</td>
<td>2150</td>
<td>SW</td>
<td>SW</td>
<td>02/20/09</td>
<td>02/04/16</td>
<td>$1,044.31</td>
</tr>
<tr>
<td>F35257</td>
<td>TE</td>
<td>Computer,OptiPlex 960</td>
<td>7B5S5J1</td>
<td>1404</td>
<td>SW</td>
<td>SW</td>
<td>05/04/09</td>
<td>12/09/15</td>
<td>$1,191.68</td>
</tr>
<tr>
<td>F35295</td>
<td>TE</td>
<td>COMPUTERS, DELL PRECISION</td>
<td>71CG9K1</td>
<td>1809</td>
<td>SW</td>
<td>SW</td>
<td>06/22/09</td>
<td>02/04/16</td>
<td>$2,158.38</td>
</tr>
<tr>
<td>F35299</td>
<td>TE</td>
<td>COMPUTERS, DELL PRECISION</td>
<td>H8RJ9J1</td>
<td>1809</td>
<td>SW</td>
<td>SW</td>
<td>06/22/09</td>
<td>02/04/16</td>
<td>$2,158.38</td>
</tr>
<tr>
<td>F35300</td>
<td>TE</td>
<td>COMPUTERS, DELL PRECISION</td>
<td>8RJ9J1K</td>
<td>1809</td>
<td>SW</td>
<td>SW</td>
<td>06/22/09</td>
<td>02/04/16</td>
<td>$2,158.38</td>
</tr>
<tr>
<td>F35306</td>
<td>TE</td>
<td>COMPUTERS, DELL PRECISION</td>
<td>79RJ9J1K</td>
<td>1809</td>
<td>SW</td>
<td>SW</td>
<td>06/22/09</td>
<td>02/04/16</td>
<td>$2,158.38</td>
</tr>
<tr>
<td>F35311</td>
<td>TE</td>
<td>COMPUTERS, DELL PRECISION</td>
<td>9HXH9K1</td>
<td>1809</td>
<td>SW</td>
<td>SW</td>
<td>09/22/09</td>
<td>02/04/16</td>
<td>$2,158.38</td>
</tr>
<tr>
<td>F35313</td>
<td>TE</td>
<td>COMPUTERS, DELL PRECISION</td>
<td>CHXH9K1</td>
<td>1809</td>
<td>SW</td>
<td>SW</td>
<td>09/22/09</td>
<td>02/04/16</td>
<td>$2,158.38</td>
</tr>
<tr>
<td>F35314</td>
<td>TE</td>
<td>COMPUTERS, DELL PRECISION</td>
<td>HHXH9K1</td>
<td>1809</td>
<td>SW</td>
<td>SW</td>
<td>09/22/09</td>
<td>02/04/16</td>
<td>$2,158.32</td>
</tr>
<tr>
<td>F35315</td>
<td>TE</td>
<td>COMPUTERS, DELL PRECISION</td>
<td>JHJX9K1</td>
<td>1809</td>
<td>SW</td>
<td>SW</td>
<td>06/22/09</td>
<td>02/05/16</td>
<td>$2,158.37</td>
</tr>
<tr>
<td>F35321</td>
<td>TE</td>
<td>COMPUTERS, DELL PRECISION</td>
<td>4XJH9K1</td>
<td>1809</td>
<td>SW</td>
<td>SW</td>
<td>06/22/09</td>
<td>02/04/16</td>
<td>$2,158.40</td>
</tr>
<tr>
<td>323494</td>
<td>TE</td>
<td>COMPUTER, DELL OPTIPLEX</td>
<td>DKJS1L1</td>
<td>0000</td>
<td>SW</td>
<td>SW</td>
<td>12/04/09</td>
<td>02/08/16</td>
<td>$1,122.69</td>
</tr>
<tr>
<td>323500</td>
<td>TE</td>
<td>COMPUTER, DELL OPTIPLEX</td>
<td>7LJS1L1</td>
<td>0000</td>
<td>SW</td>
<td>SW</td>
<td>12/04/09</td>
<td>02/08/16</td>
<td>$1,122.69</td>
</tr>
<tr>
<td>F35448</td>
<td>TE</td>
<td>COMPUTERS, DELL,</td>
<td>FYW5F1L1</td>
<td>1804</td>
<td>SW</td>
<td>SW</td>
<td>12/04/09</td>
<td>02/08/16</td>
<td>$1,192.29</td>
</tr>
<tr>
<td>F35456</td>
<td>TE</td>
<td>COMPUTERS, DELL,</td>
<td>91FSL1L1</td>
<td>1804</td>
<td>SW</td>
<td>SW</td>
<td>12/04/09</td>
<td>02/08/16</td>
<td>$1,192.29</td>
</tr>
<tr>
<td>323941</td>
<td>EQ</td>
<td>Treadmill, Trackmaster</td>
<td>FVF 543</td>
<td>2359</td>
<td>SW</td>
<td>SW</td>
<td>04/01/10</td>
<td>12/09/15</td>
<td>$6,180.06</td>
</tr>
</tbody>
</table>

Printed:  
Environment:  
LoginID:
<table>
<thead>
<tr>
<th>Tag</th>
<th>Type</th>
<th>Description</th>
<th>Serial Number</th>
<th>Special Project</th>
<th>Building</th>
<th>Room</th>
<th>Acquisition Date</th>
<th>Last Inventory Date</th>
<th>Acquisition Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>F35746</td>
<td>TE</td>
<td>Computer Dell Optiplex</td>
<td>L38QL1</td>
<td>2L</td>
<td>314</td>
<td>SW</td>
<td>04/14/10</td>
<td>12/09/15</td>
<td>$1,150.22</td>
</tr>
<tr>
<td>323956</td>
<td>EQ</td>
<td>Camera, Video Conference</td>
<td>8208290A960CCN</td>
<td>2359</td>
<td>SW</td>
<td>05/07/10</td>
<td>02/08/16</td>
<td>$6,124.74</td>
<td></td>
</tr>
<tr>
<td>321089</td>
<td>TE</td>
<td>COMPUTER, DELL, OPTIPLEX</td>
<td>85TPRL1</td>
<td>2359</td>
<td>SW</td>
<td>05/13/10</td>
<td>02/08/16</td>
<td>$1,152.74</td>
<td></td>
</tr>
<tr>
<td>321093</td>
<td>TE</td>
<td>Computer, Dell, OPTIPLEX</td>
<td>864PRL1</td>
<td>2359</td>
<td>SW</td>
<td>05/13/10</td>
<td>02/08/16</td>
<td>$1,370.95</td>
<td></td>
</tr>
<tr>
<td>321172</td>
<td>TE</td>
<td>COMPUTERS, DELL, OPTIPLEX</td>
<td>HFHSRL1</td>
<td>0000</td>
<td>SW</td>
<td>05/25/10</td>
<td>02/08/16</td>
<td>$1,191.54</td>
<td></td>
</tr>
<tr>
<td>321198</td>
<td>TE</td>
<td>COMPUTERS, DELL, OPTIPLEX</td>
<td>HFMNRL1</td>
<td>0000</td>
<td>SW</td>
<td>05/25/10</td>
<td>02/08/16</td>
<td>$1,191.54</td>
<td></td>
</tr>
<tr>
<td>321201</td>
<td>TE</td>
<td>COMPUTERS, DELL, OPTIPLEX</td>
<td>HFMNRL1</td>
<td>0000</td>
<td>SW</td>
<td>05/25/10</td>
<td>02/08/16</td>
<td>$1,191.54</td>
<td></td>
</tr>
<tr>
<td>F35932</td>
<td>TE</td>
<td>Computers, OptiPlex 960</td>
<td>DNPJH1</td>
<td>1268</td>
<td>SW</td>
<td>06/16/10</td>
<td>12/09/15</td>
<td>$1,176.21</td>
<td></td>
</tr>
<tr>
<td>F35934</td>
<td>TE</td>
<td>Computers, OptiPlex 960</td>
<td>DNPJH1</td>
<td>1268</td>
<td>SW</td>
<td>06/16/10</td>
<td>12/09/15</td>
<td>$1,176.21</td>
<td></td>
</tr>
<tr>
<td>F35935</td>
<td>TE</td>
<td>Computers, OptiPlex 960</td>
<td>DNPJH1</td>
<td>1268</td>
<td>SW</td>
<td>06/16/10</td>
<td>12/09/15</td>
<td>$1,176.21</td>
<td></td>
</tr>
<tr>
<td>F35936</td>
<td>TE</td>
<td>Computers, OptiPlex 960</td>
<td>DNPJH1</td>
<td>1268</td>
<td>SW</td>
<td>06/16/10</td>
<td>12/09/15</td>
<td>$1,176.21</td>
<td></td>
</tr>
<tr>
<td>321332</td>
<td>TE</td>
<td>DELL OPTIPLEX 960 W/ 24&quot;</td>
<td>67G7MM1</td>
<td>0000</td>
<td>SW</td>
<td>07/28/10</td>
<td>12/09/15</td>
<td>$1,702.28</td>
<td></td>
</tr>
<tr>
<td>321385</td>
<td>TE</td>
<td>Image Mouse Plus - Film</td>
<td>20849</td>
<td>0000</td>
<td>SW</td>
<td>09/22/10</td>
<td>09/03/15</td>
<td>$3,784.00</td>
<td></td>
</tr>
<tr>
<td>F36233</td>
<td>TE</td>
<td>Computer,</td>
<td>BPLTMN1</td>
<td>1804</td>
<td>SW</td>
<td>11/09/10</td>
<td>02/08/16</td>
<td>$1,142.39</td>
<td></td>
</tr>
<tr>
<td>321812</td>
<td>TE</td>
<td>Computer, Dell OptPlex</td>
<td>BJGK9P1</td>
<td>2260</td>
<td>SW</td>
<td>01/25/11</td>
<td>12/09/15</td>
<td>$1,263.34</td>
<td></td>
</tr>
</tbody>
</table>

**Grand Total** $472,320.55
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

DISTRICT OFFICE – BUSINESS OPERATIONS/FISCAL SERVICES

To: Board of Trustees

Date: February 22, 2016

Re: Approval of Donation of Surplus Items

Action: Request for Approval

BACKGROUND

Board Policy BP6550 allows the District to make available to non-profit organizations and school districts the opportunity to select items of interest prior to auction. Education Code 81452 allows the District to donate items having no monetary value.

ANALYSIS

Notices were e-mailed to thirty (30) non-profit organizations within the District’s boundaries and thirty-five (35) school districts and community colleges in Orange County. One school district, Orange Unified School District and one non-profit organization, Boys & Girls Clubs of Fullerton selected items of interest and submitted a request for donation. Below are the items to be donated.

<table>
<thead>
<tr>
<th>Orange Unified School District, CTE</th>
<th>Item Description</th>
<th>Barcode/Tag Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>(12) ea. Partition Panels</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Boys &amp; Girls Clubs of Fullerton</th>
<th>Item Description</th>
<th>Barcode/Tag Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>InFocus Projector</td>
<td>315760</td>
<td></td>
</tr>
<tr>
<td>Projector</td>
<td>315759</td>
<td></td>
</tr>
<tr>
<td>Projector</td>
<td>315770</td>
<td></td>
</tr>
<tr>
<td>Projector</td>
<td>315769</td>
<td></td>
</tr>
<tr>
<td>Projector</td>
<td>315773</td>
<td></td>
</tr>
<tr>
<td>Projector &amp; Bag</td>
<td>F32502</td>
<td></td>
</tr>
<tr>
<td>All in One Printer, M15i</td>
<td>315058</td>
<td></td>
</tr>
<tr>
<td>Tall Metal Supply Cabinet</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Short Metal Supply Cabinet</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>(50) ea. Plastic Dancefloor Tiles</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Wooden Desk</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Media Cart</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Folding Cart</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>(4) ea. Red Chairs</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Long Table</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>
RECOMMENDATION

It is recommended that the Board of Trustees approve the donations to Orange Unified School District and Boys & Girls Clubs of Fullerton as presented.

<table>
<thead>
<tr>
<th>Fiscal Impact:</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by:</td>
<td>Tracey Conner-Crabbe, Director of Purchasing Services</td>
</tr>
<tr>
<td>Submitted by:</td>
<td>Peter Hardash, Vice Chancellor of Business Operations/Fiscal Services</td>
</tr>
<tr>
<td>Recommended by:</td>
<td>Raúl Rodriguez, Chancellor</td>
</tr>
<tr>
<td>Board Date:</td>
<td>February 22, 2016</td>
</tr>
<tr>
<td>P.O. #</td>
<td>Date</td>
</tr>
<tr>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>16-P0038974</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038975</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038976</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038977</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038978</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038979</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038980</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038981</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038982</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038983</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038984</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038985</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038986</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038987</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038988</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038989</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038990</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038991</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038992</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038993</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038994</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038995</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038996</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038997</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038998</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0038999</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0039000</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0039001</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>16-P0039002</td>
<td>01/12/2016</td>
</tr>
<tr>
<td>16-P0039003</td>
<td>01/12/2016</td>
</tr>
<tr>
<td>15-P0039004</td>
<td>01/12/2016</td>
</tr>
<tr>
<td>15-P0039005</td>
<td>01/12/2016</td>
</tr>
<tr>
<td>15-P0039006</td>
<td>01/12/2016</td>
</tr>
<tr>
<td>15-P0039007</td>
<td>01/12/2016</td>
</tr>
<tr>
<td>15-P0039008</td>
<td>01/12/2016</td>
</tr>
<tr>
<td>15-P0039009</td>
<td>01/13/2016</td>
</tr>
<tr>
<td>15-P0039010</td>
<td>01/13/2016</td>
</tr>
<tr>
<td>15-P0039011</td>
<td>01/13/2016</td>
</tr>
<tr>
<td>15-P0039012</td>
<td>01/13/2016</td>
</tr>
</tbody>
</table>

Legend:  * = Multiple Accounts for this P.O.
<table>
<thead>
<tr>
<th>P.O. #</th>
<th>Date</th>
<th>Fund</th>
<th>Department</th>
<th>Description</th>
<th>Vendor Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-P0039013</td>
<td>01/13/2016</td>
<td>12</td>
<td>Human Svcs &amp; Technology Office</td>
<td>Instructional Supplies</td>
<td>LIPPINCOTT WILLIAMS &amp; WILKINS</td>
<td>113.89</td>
</tr>
<tr>
<td>16-P0039014</td>
<td>01/13/2016</td>
<td>12</td>
<td>Athletics</td>
<td>Instructional Supplies</td>
<td>SOCCER CENTRAL #2</td>
<td>265.06</td>
</tr>
<tr>
<td>16-P0039015</td>
<td>01/13/2016</td>
<td>12</td>
<td>Sci, Math, Health Sci Office</td>
<td>Instructional Supplies</td>
<td>EDVOTEK</td>
<td>880.01</td>
</tr>
<tr>
<td>16-P0039016</td>
<td>01/13/2016</td>
<td>12</td>
<td>Chemistry</td>
<td>Instructional Supplies</td>
<td>ACS DIVCHED EXAMINATIONS INSTITUTE</td>
<td>159.80</td>
</tr>
<tr>
<td>16-P0039017</td>
<td>01/13/2016</td>
<td>33</td>
<td>CDC Centennial Education Ctr</td>
<td>Instructional Supplies</td>
<td>SMART &amp; FINAL</td>
<td>200.00</td>
</tr>
<tr>
<td>16-P0039018</td>
<td>01/13/2016</td>
<td>12</td>
<td>Reprographics</td>
<td>Instructional Supplies</td>
<td>OFFICE DEPOT BUSINESS SVCS</td>
<td>5,000.00</td>
</tr>
<tr>
<td>16-P0039019</td>
<td>01/14/2016</td>
<td>12</td>
<td>SAC Continuing Ed-Instruction</td>
<td>Non-Instructional Supplies</td>
<td>OFFICE DEPOT BUSINESS SVCS</td>
<td>147.19</td>
</tr>
<tr>
<td>16-P0039020</td>
<td>01/14/2016</td>
<td>62</td>
<td>Risk Management</td>
<td>Equip-All Other &gt;$200 &lt; $1,000</td>
<td>VARDISEK LLC</td>
<td>476.60</td>
</tr>
<tr>
<td>16-P0039021</td>
<td>01/14/2016</td>
<td>12</td>
<td>Student Equity</td>
<td>Online Training Courses</td>
<td>TABLEAU SOFTWARE INC</td>
<td>500.00</td>
</tr>
<tr>
<td>16-P0039022</td>
<td>01/14/2016</td>
<td>11</td>
<td>Academic Support - SCC</td>
<td>Contracted Repair Services</td>
<td>SADDLEBACK GOLF CARS</td>
<td>1,014.03</td>
</tr>
<tr>
<td>16-P0039023</td>
<td>01/14/2016</td>
<td>11</td>
<td>International Student Program</td>
<td>Courier/Delivery Services</td>
<td>FEDEX</td>
<td>64.99</td>
</tr>
<tr>
<td>16-P0039024</td>
<td>01/14/2016</td>
<td>11</td>
<td>CDC Administration</td>
<td>Other Licenses &amp; Fees</td>
<td>DEPT OF SOCIAL SERVICES</td>
<td>605.00</td>
</tr>
<tr>
<td>16-P0039025</td>
<td>01/14/2016</td>
<td>12</td>
<td>EOPS</td>
<td>Conference Expenses</td>
<td>CCCEOPSA CALIF COM COLL</td>
<td>375.00</td>
</tr>
<tr>
<td>16-P0039026</td>
<td>01/14/2016</td>
<td>12</td>
<td>Ctr for Intl Trade Dev Office</td>
<td>Food and Food Service Supplies</td>
<td>CORNER BAKERY/BCBC RESTAURANT</td>
<td>168.75</td>
</tr>
<tr>
<td>16-P0039027</td>
<td>01/14/2016</td>
<td>12</td>
<td>SAC Continuing Ed-Instruction</td>
<td>Instructional Supplies</td>
<td>DENNIS JAMES CLEEK</td>
<td>932.97</td>
</tr>
<tr>
<td>16-P0039028</td>
<td>01/14/2016</td>
<td>12</td>
<td>SAC Continuing Ed-Instruction</td>
<td>Non-Instructional Supplies</td>
<td>FRY'S ELECTRONICS</td>
<td>1,500.00</td>
</tr>
<tr>
<td>16-P0039029</td>
<td>01/14/2016</td>
<td>11</td>
<td>Custodial</td>
<td>Non-Instructional Supplies</td>
<td>ADVANTAGE WEST INVESTMENT ENTERPRISES</td>
<td>4,500.00</td>
</tr>
<tr>
<td>16-P0039030</td>
<td>01/14/2016</td>
<td>11</td>
<td>Digital Media Center</td>
<td>Non-Instructional Supplies</td>
<td>WELLS FARGO BANK</td>
<td>928.80</td>
</tr>
<tr>
<td>16-P0039031</td>
<td>01/15/2016</td>
<td>11</td>
<td>Faculty Planning Office</td>
<td>Equip-All Other &gt;$200 &lt; $1,000</td>
<td>CORNER BAKERY/BCBC RESTAURANT</td>
<td>178.59</td>
</tr>
<tr>
<td>16-P0039032</td>
<td>01/15/2016</td>
<td>11</td>
<td>Business Operations' Office</td>
<td>Food and Food Service Supplies</td>
<td>SEIH COMPUTER PRODUCTS</td>
<td>1,730.82</td>
</tr>
<tr>
<td>16-P0039033</td>
<td>01/15/2016</td>
<td>12</td>
<td>Continuing Education Division</td>
<td>Non-Instructional Supplies</td>
<td>DON BOOKSTORE</td>
<td>577.80</td>
</tr>
<tr>
<td>16-P0039034</td>
<td>01/15/2016</td>
<td>12</td>
<td>Center for Teacher Education</td>
<td>Non-Instructional Supplies</td>
<td>FEDEX</td>
<td>124.75</td>
</tr>
<tr>
<td>16-P0039035</td>
<td>01/15/2016</td>
<td>11</td>
<td>International Student Program</td>
<td>Courier/Delivery Services</td>
<td>FEDEX</td>
<td>124.75</td>
</tr>
<tr>
<td>16-P0039036</td>
<td>01/15/2016</td>
<td>12</td>
<td>SAC Continuing Ed-Instruction</td>
<td>Instructional Supplies</td>
<td>OFFICE DEPOT BUSINESS SVCS</td>
<td>1,141.52</td>
</tr>
<tr>
<td>16-P0039037</td>
<td>01/15/2016</td>
<td>13</td>
<td>Santiago Canyon College</td>
<td>Advertising</td>
<td>ORANGE MAGAZINE</td>
<td>900.00</td>
</tr>
<tr>
<td>16-P0039038</td>
<td>01/15/2016</td>
<td>11</td>
<td>Student Activities</td>
<td>Non-Instructional Supplies</td>
<td>MICHAEL J MACKENZIE</td>
<td>226.95</td>
</tr>
<tr>
<td>16-P0039039</td>
<td>01/15/2016</td>
<td>12</td>
<td>Biology</td>
<td>Instructional Supplies</td>
<td>VWR FUNDING INC</td>
<td>1,855.32</td>
</tr>
<tr>
<td>16-P0039040</td>
<td>01/15/2016</td>
<td>12</td>
<td>SAC Continuing Ed-Instruction</td>
<td>Instructional Supplies</td>
<td>OFFICE DEPOT BUSINESS SVCS</td>
<td>516.86</td>
</tr>
<tr>
<td>16-P0039041</td>
<td>01/15/2016</td>
<td>12</td>
<td>Orange Educ Ctr-Instruction</td>
<td>Instructional Supplies</td>
<td>AMAZON COM</td>
<td>28.70</td>
</tr>
<tr>
<td>16-P0039042</td>
<td>01/15/2016</td>
<td>12</td>
<td>Dance</td>
<td>Instructional Supplies</td>
<td>HEATHER K. GILLETTE</td>
<td>2,925.96</td>
</tr>
<tr>
<td>16-P0039043</td>
<td>01/15/2016</td>
<td>12</td>
<td>Digital Media Center</td>
<td>Conference Expenses</td>
<td>MATHUR ROOPA</td>
<td>150.00</td>
</tr>
<tr>
<td>16-P0039044</td>
<td>01/15/2016</td>
<td>12</td>
<td>Center for Teacher Education</td>
<td>Stipends Paid to Students</td>
<td>DON BOOKSTORE</td>
<td>1,250.00</td>
</tr>
<tr>
<td>16-P0039045</td>
<td>01/15/2016</td>
<td>12</td>
<td>Pathways to Teaching</td>
<td>Non-Instructional Supplies</td>
<td>OFFICE DEPOT BUSINESS SVCS</td>
<td>200.00</td>
</tr>
<tr>
<td>16-P0039046</td>
<td>01/15/2016</td>
<td>33</td>
<td>CDC Administration</td>
<td>Food and Food Service Supplies</td>
<td>SYSCO FOOD SVC</td>
<td>30,000.00</td>
</tr>
<tr>
<td>16-P0039047</td>
<td>01/15/2016</td>
<td>12</td>
<td>SAC Continuing Ed-Instruction</td>
<td>Instructional Supplies</td>
<td>OFFICE DEPOT BUSINESS SVCS</td>
<td>1,403.36</td>
</tr>
<tr>
<td>16-P0039048</td>
<td>01/15/2016</td>
<td>12</td>
<td>DSF</td>
<td>Equip-All Other &gt;$1,000 &lt; $5,000</td>
<td>IRIE-AT INC</td>
<td>3,688.80</td>
</tr>
<tr>
<td>16-P0039049</td>
<td>01/15/2016</td>
<td>12</td>
<td>English</td>
<td>Instructional Supplies</td>
<td>GOLDEN STAR TECHNOLOGY, INC.</td>
<td>21,230.51</td>
</tr>
<tr>
<td>16-P0039050</td>
<td>01/15/2016</td>
<td>12</td>
<td>English</td>
<td>Instructional Supplies</td>
<td>B &amp; H PHOTO VIDEO INC</td>
<td>14,731.09</td>
</tr>
<tr>
<td>16-P0039051</td>
<td>01/15/2016</td>
<td>12</td>
<td>School &amp; Community Partnership</td>
<td>Conference Expenses</td>
<td>AMERICAN EXPRESS</td>
<td>1,308.60</td>
</tr>
</tbody>
</table>

Legend: * = Multiple Accounts for this P.O.
<table>
<thead>
<tr>
<th>P.O. #</th>
<th>Date</th>
<th>Fund</th>
<th>Department</th>
<th>Description</th>
<th>Vendor Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-P0039052</td>
<td>01/15/2016</td>
<td>12</td>
<td>Transfer Center</td>
<td>Food and Food Service Supplies</td>
<td>MARTHA C. VARGAS</td>
<td>800.00</td>
</tr>
<tr>
<td>16-P0039053</td>
<td>01/15/2016</td>
<td>41</td>
<td>Administrative Services Office</td>
<td>Site Improv - Contractor Svcs</td>
<td>CHRISTOPHER JOHNSON</td>
<td>7,400.00</td>
</tr>
<tr>
<td>16-P0039054</td>
<td>01/19/2016</td>
<td>42</td>
<td>Facility Planning Office</td>
<td>Equip-All Other &gt;$1,000&lt;$5,000</td>
<td>GOLDEN STAR TECHNOLOGY,</td>
<td>1,543.54</td>
</tr>
<tr>
<td>16-P0039055</td>
<td>01/19/2016</td>
<td>12</td>
<td>Transfer Center</td>
<td>Other Participant Travel Exp</td>
<td>RLJ LODGING TRUST MASTER TRS INC</td>
<td>8,692.32</td>
</tr>
<tr>
<td>16-P0039056</td>
<td>01/19/2016</td>
<td>11</td>
<td>District Wide Technology</td>
<td>Software License and Fees</td>
<td>NTH GENERATION COMPUTING INC</td>
<td>34,867.00</td>
</tr>
<tr>
<td>16-P0039057</td>
<td>01/19/2016</td>
<td>11</td>
<td>District Wide Technology</td>
<td>Equip-All Other &gt; $5,000</td>
<td>SIDEPATH INC</td>
<td>61,732.64</td>
</tr>
<tr>
<td>16-P0039058</td>
<td>01/19/2016</td>
<td>11</td>
<td>Admissions &amp; Records</td>
<td>Software License and Fees</td>
<td>FILEMAKER INC</td>
<td>195.00</td>
</tr>
<tr>
<td>16-P0039059</td>
<td>01/19/2016</td>
<td>12</td>
<td>Accounting</td>
<td>Software License and Fees</td>
<td>WELLS FARGO BANK</td>
<td>300.00</td>
</tr>
<tr>
<td>16-P0039060</td>
<td>01/19/2016</td>
<td>11</td>
<td>Fiscal Services Office</td>
<td>Contracted Services</td>
<td>ROBERT FERRILLI LLC</td>
<td>14,000.00</td>
</tr>
<tr>
<td>16-P0039061</td>
<td>01/19/2016</td>
<td>42</td>
<td>Facility Planning Office</td>
<td>Buildings - Contractor Svcs</td>
<td>DE LA TORRE COMMERCIAL</td>
<td>969.00</td>
</tr>
<tr>
<td>16-P0039062</td>
<td>01/19/2016</td>
<td>42</td>
<td>Facility Planning Office</td>
<td>Buildings - Contractor Svcs</td>
<td>COAST ELECTRIC</td>
<td>920.38</td>
</tr>
<tr>
<td>16-P0039063</td>
<td>01/19/2016</td>
<td>12</td>
<td>Art</td>
<td>Equip-All Other &gt;$200 &lt; $1,000</td>
<td>B &amp; H PHOTO VIDEO INC</td>
<td>4,195.80</td>
</tr>
<tr>
<td>16-P0039064</td>
<td>01/20/2016</td>
<td>11</td>
<td>Fiscal Services Office</td>
<td>Contracted Services</td>
<td>TOTAL COMPENSATION SYSTEMS INC</td>
<td>7,800.00</td>
</tr>
<tr>
<td>16-P0039065</td>
<td>01/20/2016</td>
<td>12</td>
<td>EOPS</td>
<td>Conference Expenses</td>
<td>WKM SACRAMENTO LLC</td>
<td>871.70</td>
</tr>
<tr>
<td>16-P0039066</td>
<td>01/20/2016</td>
<td>12</td>
<td>Career Education Office</td>
<td>Conference Expenses</td>
<td>CCCCCIO</td>
<td>990.00</td>
</tr>
<tr>
<td>16-P0039067</td>
<td>01/20/2016</td>
<td>12</td>
<td>School &amp; Community Partnership</td>
<td>Conference Expenses</td>
<td>LILIA M. TANKEYOWMA</td>
<td>1,106.00</td>
</tr>
<tr>
<td>16-P0039068</td>
<td>01/20/2016</td>
<td>12</td>
<td>School &amp; Community Partnership</td>
<td>Conference Expenses</td>
<td>ROSA HARRIZON</td>
<td>1,106.00</td>
</tr>
<tr>
<td>16-P0039069</td>
<td>01/20/2016</td>
<td>12</td>
<td>ACT Center</td>
<td>Non-Instructional Supplies</td>
<td>ACT</td>
<td>28.75</td>
</tr>
<tr>
<td>16-P0039070</td>
<td>01/20/2016</td>
<td>12</td>
<td>EOPS</td>
<td>Food and Food Service Supplies</td>
<td>JAY'S CATERING</td>
<td>336.20</td>
</tr>
<tr>
<td>16-P0039071</td>
<td>01/20/2016</td>
<td>42</td>
<td>Facility Planning Office</td>
<td>Bldg Imp - DSA Project Insp</td>
<td>SANDY PRINGLE ASSOCIATES</td>
<td>40,000.00</td>
</tr>
<tr>
<td>16-P0039072</td>
<td>01/20/2016</td>
<td>12</td>
<td>Engineering</td>
<td>Transportation - Student</td>
<td>MICHIELANGELO LEASING INC</td>
<td>517.13</td>
</tr>
<tr>
<td>16-P0039073</td>
<td>01/20/2016</td>
<td>43</td>
<td>Facility Planning Office</td>
<td>Bldg Imp - AE Fee</td>
<td>LENAX CONSTRUCTION SVCs INC</td>
<td>79,700.00</td>
</tr>
<tr>
<td>16-P0039074</td>
<td>01/20/2016</td>
<td>12</td>
<td>Engineering</td>
<td>Transportation - Student</td>
<td>MICHIELANGELO LEASING INC</td>
<td>828.50</td>
</tr>
<tr>
<td>16-P0039075</td>
<td>01/20/2016</td>
<td>33</td>
<td>CDC Administration</td>
<td>Bldg Imp - Contractor Svcs</td>
<td>COAST ELECTRIC</td>
<td>5,364.98</td>
</tr>
<tr>
<td>16-P0039076</td>
<td>01/20/2016</td>
<td>12</td>
<td>Orange Educ Ctr-Instruction</td>
<td>Books, Mag &amp; Subscr-Non-Lib</td>
<td>PEARSON ED</td>
<td>1,829.24</td>
</tr>
<tr>
<td>16-P0039077</td>
<td>01/20/2016</td>
<td>33</td>
<td>EHS Administration</td>
<td>Contracted Services</td>
<td>LATING HEALTH ACCESS</td>
<td>8,834.00</td>
</tr>
<tr>
<td>16-P0039078</td>
<td>01/20/2016</td>
<td>12</td>
<td>Orange Educ Ctr-Instruction</td>
<td>Books, Mag &amp; Subscr-Non-Lib</td>
<td>CAMBRIDGE UNIV PRESS</td>
<td>665.26</td>
</tr>
<tr>
<td>16-P0039079</td>
<td>01/20/2016</td>
<td>12</td>
<td>Physics</td>
<td>Books, Mag &amp; Subscr-Non-Lib</td>
<td>DON BOOKSTORE</td>
<td>3,148.47</td>
</tr>
<tr>
<td>16-P0039080</td>
<td>01/20/2016</td>
<td>12</td>
<td>Mathematics</td>
<td>Books, Mag &amp; Subscr-Non-Lib</td>
<td>DON BOOKSTORE</td>
<td>3,166.00</td>
</tr>
<tr>
<td>16-P0039081</td>
<td>01/20/2016</td>
<td>33</td>
<td>EHS Administration</td>
<td>Contracted Services</td>
<td>GORAN KAREN BERNICE</td>
<td>8,100.00</td>
</tr>
<tr>
<td>16-P0039082</td>
<td>01/20/2016</td>
<td>12</td>
<td>SAC CONTINUING ED-Instruction</td>
<td>Books, Mag &amp; Subscr-Non-Lib</td>
<td>DON BOOKSTORE</td>
<td>9,165.40</td>
</tr>
<tr>
<td>16-P0039083</td>
<td>01/20/2016</td>
<td>12</td>
<td>SAC CONTINUING ED-Instruction</td>
<td>Instructional Supplies</td>
<td>DON BOOKSTORE</td>
<td>64.80</td>
</tr>
<tr>
<td>16-P0039084</td>
<td>01/20/2016</td>
<td>12</td>
<td>Safety &amp; Parking - DO</td>
<td>Other Licenses &amp; Fees</td>
<td>STATE BOARD OF EQUALIZATION</td>
<td>8.00</td>
</tr>
<tr>
<td>16-P0039085</td>
<td>01/20/2016</td>
<td>11</td>
<td>Environ Safety &amp; Emer Services</td>
<td>Instructional Supplies</td>
<td>COMMLINE INC</td>
<td>750.00</td>
</tr>
<tr>
<td>16-P0039086</td>
<td>01/20/2016</td>
<td>12</td>
<td>Biology</td>
<td>Conference Expenses</td>
<td>WELLS FARGO BANK</td>
<td>589.96</td>
</tr>
<tr>
<td>16-P0039087</td>
<td>01/20/2016</td>
<td>11</td>
<td>Chancellor's Office</td>
<td>Equip-All Other &gt;$1,000&lt;$5,000</td>
<td>VWR FUNDING INC</td>
<td>1,340.25</td>
</tr>
<tr>
<td>16-P0039088</td>
<td>01/20/2016</td>
<td>12</td>
<td>Biology</td>
<td>Equip-All Other &gt; $5,000</td>
<td>INTERNET2</td>
<td>6,180.00</td>
</tr>
<tr>
<td>16-P0039089</td>
<td>01/21/2016</td>
<td>12</td>
<td>District Wide Technology</td>
<td>Software License and Fees</td>
<td>ARTEL INC</td>
<td>14,084.00</td>
</tr>
</tbody>
</table>

Legend: * = Multiple Accounts for this P.O.
<table>
<thead>
<tr>
<th>P.O. #</th>
<th>Date</th>
<th>Fund</th>
<th>Department</th>
<th>Description</th>
<th>Vendor Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-P0039091</td>
<td>01/21/2016</td>
<td>12</td>
<td>Small Business Dev Ctr Office</td>
<td>Food and Food Service Supplies</td>
<td>PARADISE BAKERY &amp; CAFE</td>
<td>222.90</td>
</tr>
<tr>
<td>16-P0039092</td>
<td>01/21/2016</td>
<td>12</td>
<td>Safety &amp; Parking - DO</td>
<td>Non-Instructional Supplies</td>
<td>CLERY CTR FOR SECURITY ON CAMPUS</td>
<td>395.00</td>
</tr>
<tr>
<td>* 16-P0039093</td>
<td>01/22/2016</td>
<td>12</td>
<td>Biology</td>
<td>Equip-All Other &gt;$1,000-$5,000</td>
<td>SARTORIUS STEMAB NORTH AMERICA INC</td>
<td>10,479.29</td>
</tr>
<tr>
<td>16-P0039094</td>
<td>01/22/2016</td>
<td>12</td>
<td>Transportation - Student</td>
<td>Instructional Supplies</td>
<td>CHERYL COBBINA</td>
<td>232.76</td>
</tr>
<tr>
<td>16-P0039095</td>
<td>01/22/2016</td>
<td>12</td>
<td>Corporate Training Institute</td>
<td>Instructional Supplies</td>
<td>LOS ANGELES AREA CHAMBER OF COMMERCE</td>
<td>530.00</td>
</tr>
<tr>
<td>16-P0039096</td>
<td>01/22/2016</td>
<td>12</td>
<td>Athletics</td>
<td>Instructional Supplies</td>
<td>KULI IMAGE INC/KUSTOM IMPRINTS</td>
<td>1,302.95</td>
</tr>
<tr>
<td>16-P0039097</td>
<td>01/22/2016</td>
<td>12</td>
<td>Athletics</td>
<td>Instructional Supplies</td>
<td>3D SPORTS INC.</td>
<td>54.00</td>
</tr>
<tr>
<td>16-P0039098</td>
<td>01/22/2016</td>
<td>12</td>
<td>Admin Services Office</td>
<td>Equip-All Other &gt;$1,000-$5,000</td>
<td>GRAINGER</td>
<td>1,620.03</td>
</tr>
<tr>
<td>16-P0039099</td>
<td>01/22/2016</td>
<td>12</td>
<td>Art</td>
<td>Instructional Supplies</td>
<td>B &amp; H PHOTO VIDEO INC</td>
<td>3,065.04</td>
</tr>
<tr>
<td>16-P0039100</td>
<td>01/22/2016</td>
<td>12</td>
<td>Counseling &amp; Student Sup Ofc</td>
<td>Conference Expenses</td>
<td>BOARD OF GOVERNORS</td>
<td>300.00</td>
</tr>
<tr>
<td>16-P0039102</td>
<td>01/22/2016</td>
<td>33</td>
<td>CDC Centennial Education Ctr</td>
<td>Food and Food Service Supplies</td>
<td>SANTA ANA UNIFIED SCHOOL DIST</td>
<td>10,000.00</td>
</tr>
<tr>
<td>16-P0039103</td>
<td>01/22/2016</td>
<td>12</td>
<td>Chemistry</td>
<td>Instructional Supplies</td>
<td>CAROLINA BIOLOGICAL SUPPLY CO</td>
<td>426.97</td>
</tr>
<tr>
<td>16-P0039104</td>
<td>01/22/2016</td>
<td>12</td>
<td>Chemistry</td>
<td>Instructional Supplies</td>
<td>VWR FUNDING INC</td>
<td>1,413.08</td>
</tr>
<tr>
<td>16-P0039105</td>
<td>01/22/2016</td>
<td>12</td>
<td>Chemistry</td>
<td>Instructional Supplies</td>
<td>FISHER SCIENTIFIC</td>
<td>581.56</td>
</tr>
<tr>
<td>16-P0039106</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>DOWNEY FIRE DEPT</td>
<td>16,409.00</td>
</tr>
<tr>
<td>16-P0039107</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>CITY OF CORONA</td>
<td>60,602.50</td>
</tr>
<tr>
<td>16-P0039108</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>CHINO VALLEY INDEPENDENT</td>
<td>19,783.06</td>
</tr>
<tr>
<td>16-P0039109</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>ORANGE COUNTY FIRE AUTHORITY</td>
<td>227,820.75</td>
</tr>
<tr>
<td>16-P0039110</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>CITY OF ORANGE</td>
<td>18,127.17</td>
</tr>
<tr>
<td>16-P0039111</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>CITY OF NEWPORT BEACH FIRE AND MARINE DEPT</td>
<td>40,706.75</td>
</tr>
<tr>
<td>16-P0039112</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>CITY OF HUNTINGTON BEACH</td>
<td>38,715.94</td>
</tr>
<tr>
<td>16-P0039113</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>CITY OF GARDEN GROVE</td>
<td>15,610.92</td>
</tr>
<tr>
<td>* 16-P0039114</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>CITY OF COSTA MESA</td>
<td>18,325.19</td>
</tr>
<tr>
<td>16-P0039115</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>CITY OF NEWPORT BEACH FIRE AND MARINE DEPT</td>
<td>19,769.75</td>
</tr>
<tr>
<td>16-P0039116</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>CITY OF WEST COVINA</td>
<td>22,756.81</td>
</tr>
<tr>
<td>16-P0039117</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>SAN BERNARDINO COUNTY</td>
<td>48,508.98</td>
</tr>
<tr>
<td>16-P0039118</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>CITY OF SAN BERNARDINO FIRE DEPT</td>
<td>24,595.52</td>
</tr>
<tr>
<td>16-P0039119</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>CITY OF RANCHO CUCAMONGA</td>
<td>23,451.96</td>
</tr>
<tr>
<td>16-P0039120</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>CITY OF ONTARIO</td>
<td>15,873.98</td>
</tr>
<tr>
<td>16-P0039122</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Salary</td>
<td>US OCEAN SAFETY</td>
<td>19,611.50</td>
</tr>
<tr>
<td>16-P0039123</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>CITY OF SEAL BEACH</td>
<td>7,297.13</td>
</tr>
<tr>
<td>16-P0039124</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>CITY OF MONTCLAIR</td>
<td>4,270.00</td>
</tr>
<tr>
<td>16-P0039125</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>CITY OF MONTEBELLO</td>
<td>9,858.52</td>
</tr>
<tr>
<td>16-P0039126</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>CITY OF REDLANDS</td>
<td>12,843.68</td>
</tr>
<tr>
<td>16-P0039127</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>CITY OF UPLAND</td>
<td>4,479.69</td>
</tr>
<tr>
<td>16-P0039128</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>CITY OF VERNON</td>
<td>6,913.42</td>
</tr>
<tr>
<td>16-P0039129</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>CITY OF HUNTINGTON BEACH</td>
<td>5,317.17</td>
</tr>
<tr>
<td>16-P0039130</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>CITY OF LAGUNA BEACH</td>
<td>14,690.83</td>
</tr>
<tr>
<td>16-P0039131</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agrmt - Facility</td>
<td>CITY OF ANAHEIM</td>
<td>13,348.63</td>
</tr>
</tbody>
</table>

Legend: * = Multiple Accounts for this P.O.
<table>
<thead>
<tr>
<th>P.O. #</th>
<th>Date</th>
<th>Fund</th>
<th>Department</th>
<th>Description</th>
<th>Vendor Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-P0039132</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agreements</td>
<td>CITY OF BREA</td>
<td>14,477.75</td>
</tr>
<tr>
<td>16-P0039133</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agmt - Facility</td>
<td>CITY OF FOUNTAIN VALLEY</td>
<td>4,897.79</td>
</tr>
<tr>
<td>16-P0039134</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agmt - Facility</td>
<td>CITY OF FOUNTAIN VALLEY</td>
<td>13,411.10</td>
</tr>
<tr>
<td>16-P0039135</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agmt - Facility</td>
<td>CITY OF FOUNTAIN VALLEY</td>
<td>11,210.02</td>
</tr>
<tr>
<td>16-P0039136</td>
<td>01/22/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agmt - Facility</td>
<td>CITY OF FOUNTAIN VALLEY</td>
<td>13,641.13</td>
</tr>
<tr>
<td>16-P0039137</td>
<td>01/22/2016</td>
<td>11</td>
<td>Networking</td>
<td>Equip-All Other &gt;$1,000&lt;$5,000</td>
<td>SHI INTERNATIONAL CORP</td>
<td>9,419.69</td>
</tr>
<tr>
<td>16-P0039138</td>
<td>01/22/2016</td>
<td>11</td>
<td>District Wide Technology</td>
<td>Equip-All Other &gt;$1,000&lt;$5,000</td>
<td>GOLDEN STAR TECHNOLOGY, INC.</td>
<td>8,042.72</td>
</tr>
<tr>
<td>16-P0039139</td>
<td>01/22/2016</td>
<td>12</td>
<td>Health &amp; Wellness</td>
<td>Contracted Services</td>
<td>POINT AND CLICK SOLUTIONS INC</td>
<td>7,402.50</td>
</tr>
<tr>
<td>16-P0039140</td>
<td>01/22/2016</td>
<td>11</td>
<td>Public Affairs/Gov Rel Office</td>
<td>Equip-All Other &gt;$1,000&lt;$5,000</td>
<td>GOLDEN STAR TECHNOLOGY, INC.</td>
<td>1,387.60</td>
</tr>
<tr>
<td>16-P0039141</td>
<td>01/25/2016</td>
<td>42</td>
<td>Facility Planning Office</td>
<td>Bldg Imp - Contractor Svcs</td>
<td>PATRIOT CONTRACTING &amp;</td>
<td>592,000.00</td>
</tr>
<tr>
<td>16-P0039142</td>
<td>01/25/2016</td>
<td>11</td>
<td>Admin Services Office</td>
<td>Contracted Services</td>
<td>METROPRO TOWING INC</td>
<td>82.00</td>
</tr>
<tr>
<td>16-P0039143</td>
<td>01/25/2016</td>
<td>12</td>
<td>Media Systems</td>
<td>Equip-All Other &gt;$1,000&lt;$5,000</td>
<td>GOLDEN STAR TECHNOLOGY, INC.</td>
<td>2,672.64</td>
</tr>
<tr>
<td>16-P0039144</td>
<td>01/25/2016</td>
<td>11</td>
<td>Human Resources Office</td>
<td>Legal Expenses</td>
<td>MUSICK, PEELER &amp; GARRETT LLP</td>
<td>8,000.00</td>
</tr>
<tr>
<td>16-P0039145</td>
<td>01/25/2016</td>
<td>11</td>
<td>Facility Planning Office</td>
<td>Rental-Equipment (Short-term)</td>
<td>AMERICAN REPROGRAPHICS CO LLC</td>
<td>2,041.29</td>
</tr>
<tr>
<td>16-P0039146</td>
<td>01/25/2016</td>
<td>11</td>
<td>Maintenance</td>
<td>Contracted Repair Services</td>
<td>TOMARK SPORTS</td>
<td>995.00</td>
</tr>
<tr>
<td>16-P0039147</td>
<td>01/25/2016</td>
<td>12</td>
<td>Student Development</td>
<td>Software License and Fees</td>
<td>HEIBERG CONSULTING INC</td>
<td>1,399.00</td>
</tr>
<tr>
<td>16-P0039148</td>
<td>01/25/2016</td>
<td>11</td>
<td>Maintenance &amp; Operations</td>
<td>Contracted Repair Services</td>
<td>HANNEMAN TIM</td>
<td>4,092.32</td>
</tr>
<tr>
<td>16-P0039149</td>
<td>01/25/2016</td>
<td>42</td>
<td>Facility Planning Office</td>
<td>Buildings - Contractor Svcs</td>
<td>TEAM ONE MANAGEMENT</td>
<td>5,954.00</td>
</tr>
<tr>
<td>16-P0039150</td>
<td>01/25/2016</td>
<td>42</td>
<td>Facility Planning Office</td>
<td>Bldg Imp - Relocation/Moving</td>
<td>XEROX CORP</td>
<td>271.00</td>
</tr>
<tr>
<td>16-P0039151</td>
<td>01/25/2016</td>
<td>42</td>
<td>Facility Planning Office</td>
<td>Bldg Imp - Relocation/Moving</td>
<td>XEROX CORP</td>
<td>328.00</td>
</tr>
<tr>
<td>16-P0039152</td>
<td>01/25/2016</td>
<td>41</td>
<td>Admin Services Office</td>
<td>Contracted Repair Services</td>
<td>HEID JARED STEPHEN</td>
<td>8,450.00</td>
</tr>
<tr>
<td>16-P0039153</td>
<td>01/25/2016</td>
<td>42</td>
<td>Facility Planning Office</td>
<td>Bldg Imp - RSA Fees</td>
<td>DEPT OF GENERAL SERVICES</td>
<td>47,056.28</td>
</tr>
<tr>
<td>16-P0039154</td>
<td>01/25/2016</td>
<td>12</td>
<td>Manufacturing Technology</td>
<td>Software License and Fees</td>
<td>PATON GROUP</td>
<td>2,582.00</td>
</tr>
<tr>
<td>16-P0039155</td>
<td>01/25/2016</td>
<td>12</td>
<td>Reprographics</td>
<td>Instructional Supplies</td>
<td>XEROX CORP</td>
<td>1,658.88</td>
</tr>
<tr>
<td>16-P0039156</td>
<td>01/28/2016</td>
<td>12</td>
<td>Reprographics</td>
<td>Instructional Supplies</td>
<td>VERITIV OPERATING COMPANY</td>
<td>5,400.00</td>
</tr>
<tr>
<td>16-P0039157</td>
<td>01/28/2016</td>
<td>11</td>
<td>Administrative Services Office</td>
<td>Reproduction/Printing Expenses</td>
<td>IMAGE PRINTING SOLUTIONS</td>
<td>241.82</td>
</tr>
<tr>
<td>16-P0039158</td>
<td>01/28/2016</td>
<td>11</td>
<td>Safety &amp; Security Office</td>
<td>Non-Instructional Supplies</td>
<td>BEEGA'S BOYS</td>
<td>82.04</td>
</tr>
<tr>
<td>16-P0039159</td>
<td>01/28/2016</td>
<td>12</td>
<td>Kinesiology - Intercolt Athlet</td>
<td>Instructional Supplies</td>
<td>SO CAL TEAM SPORTS</td>
<td>415.49</td>
</tr>
<tr>
<td>16-P0039160</td>
<td>01/28/2016</td>
<td>11</td>
<td>Fire Academy</td>
<td>Instructional Agmt - Facility</td>
<td>CALIFORNIA STATE PARKS</td>
<td>37,109.36</td>
</tr>
<tr>
<td>16-P0039161</td>
<td>01/28/2016</td>
<td>12</td>
<td>Digital Media Center</td>
<td>Conference Expenses</td>
<td>SALVIANI MICHAEL</td>
<td>204.00</td>
</tr>
<tr>
<td>16-P039162</td>
<td>01/28/2016</td>
<td>11</td>
<td>Facility Planning Office</td>
<td>Non-Instructional Supplies</td>
<td>IMAGE PRINTING SOLUTIONS</td>
<td>544.32</td>
</tr>
<tr>
<td>16-P0039163</td>
<td>01/28/2016</td>
<td>11</td>
<td>Human Resources Office</td>
<td>Service Pins</td>
<td>TERRYBERRY</td>
<td>9,670.44</td>
</tr>
<tr>
<td>16-P0039164</td>
<td>01/28/2016</td>
<td>13</td>
<td>Human Svcs &amp; Technology Office</td>
<td>Non-Instructional Supplies</td>
<td>APPLE COMPUTER INC</td>
<td>84.24</td>
</tr>
<tr>
<td>16-P0039165</td>
<td>01/28/2016</td>
<td>11</td>
<td>Maintenance</td>
<td>Contracted Repair Services</td>
<td>KAISER ROBERT</td>
<td>519.65</td>
</tr>
<tr>
<td>16-P0039166</td>
<td>01/28/2016</td>
<td>12</td>
<td>Continuing Education Division</td>
<td>Mileage/Parking Expenses</td>
<td>BOYD &amp; ASSOCIATES</td>
<td>100.00</td>
</tr>
<tr>
<td>16-P0039167</td>
<td>01/28/2016</td>
<td>11</td>
<td>Human Svcs &amp; Technology Office</td>
<td>Equip-All Other &gt;$200 &lt; $1,000</td>
<td>SEHI COMPUTER PRODUCTS</td>
<td>1,075.36</td>
</tr>
<tr>
<td>16-P0039168</td>
<td>01/28/2016</td>
<td>11</td>
<td>Maintenance</td>
<td>Contracted Repair Services</td>
<td>ASSA ABLOY ENTRANCE SYSTEMS</td>
<td>247.16</td>
</tr>
<tr>
<td>16-P0039169</td>
<td>01/28/2016</td>
<td>12</td>
<td>Student Services Office</td>
<td>Contracted Repair Services</td>
<td>OFFICE DEPOT BUSINESS SVCS</td>
<td>2,500.00</td>
</tr>
<tr>
<td>16-P0039170</td>
<td>01/28/2016</td>
<td>12</td>
<td>Innate Education Program</td>
<td>Non-Instructional Supplies</td>
<td>MCCGRAV-HILL EDUCATION INC</td>
<td>3,434.50</td>
</tr>
</tbody>
</table>

Legend:  * = Multiple Accounts for this P.O.

Printed: 2/1/2016 11:10:12AM  
Environment: Colleague

LoginID: LNEVILS
<table>
<thead>
<tr>
<th>P.O. #</th>
<th>Date</th>
<th>Fund</th>
<th>Department</th>
<th>Description</th>
<th>Vendor Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-P0039171</td>
<td>01/26/2016</td>
<td>11</td>
<td>Safety &amp; Security Office</td>
<td>Non-Instructional Supplies</td>
<td>PACIFIC ATHLETIC WEAR INC</td>
<td>1,107.00</td>
</tr>
<tr>
<td>16-P0039172</td>
<td>01/26/2016</td>
<td>12</td>
<td>Orange Educ Ctr-Instruction</td>
<td>Books, Mag &amp; Subscr-Non-Lib</td>
<td>CENGAGE LEARNING/ EDUC. TO GO</td>
<td>1,876.16</td>
</tr>
<tr>
<td>16-P0039173</td>
<td>01/26/2016</td>
<td>11</td>
<td>International Student Program</td>
<td>Courter/Delivery Services</td>
<td>FEDEX</td>
<td>69.02</td>
</tr>
<tr>
<td>16-P0039174</td>
<td>01/26/2016</td>
<td>12</td>
<td>Continuing Education Division</td>
<td>Equip-All Other &gt;$200 &lt; $1,000</td>
<td>SEHI COMPUTER PRODUCTS</td>
<td>507.64</td>
</tr>
<tr>
<td>16-P0039175</td>
<td>01/26/2016</td>
<td>11</td>
<td>Human Resources Office</td>
<td>Contracted Services</td>
<td>TEK PAYROLL TIME SYSTEMS INC</td>
<td>275.74</td>
</tr>
<tr>
<td>16-P0039176</td>
<td>01/26/2016</td>
<td>12</td>
<td>Talent Search</td>
<td>Non-Instructional Supplies</td>
<td>SEHI COMPUTER PRODUCTS</td>
<td>189.57</td>
</tr>
<tr>
<td>* 16-P0039177</td>
<td>01/26/2016</td>
<td>12</td>
<td>Welding</td>
<td>Equip-Fed Prgm &gt; $5,000</td>
<td>THE LINCOLN ELECTRIC COMPANY</td>
<td>27,159.55</td>
</tr>
<tr>
<td>16-P0039179</td>
<td>01/26/2016</td>
<td>11</td>
<td>Library Services</td>
<td>Non-Instructional Supplies</td>
<td>DEMCO INC</td>
<td>191.86</td>
</tr>
<tr>
<td>16-P0039180</td>
<td>01/27/2016</td>
<td>11</td>
<td>Continuing Education Division</td>
<td>Non-Instructional Supplies</td>
<td>IDEAL LIGHTING SUPPLY INC</td>
<td>2,000.00</td>
</tr>
<tr>
<td>16-P0039181</td>
<td>01/27/2016</td>
<td>33</td>
<td>CDC Administration</td>
<td>Software License and Fees</td>
<td>JANNETH P. LINNELL</td>
<td>253.46</td>
</tr>
<tr>
<td>16-P0039182</td>
<td>02/28/2016</td>
<td>33</td>
<td>EHS Administration</td>
<td>Non-Instructional Supplies</td>
<td>SUSAN BALOUN</td>
<td>427.68</td>
</tr>
<tr>
<td>16-P0039183</td>
<td>02/28/2016</td>
<td>12</td>
<td>Counseling</td>
<td>Conference Expenses</td>
<td>CALIFORNIA COMMUNITY COLLEGES CALWORKS ASSC</td>
<td>1,700.00</td>
</tr>
<tr>
<td>16-P0039184</td>
<td>02/28/2016</td>
<td>12</td>
<td>Student Services Office</td>
<td>Conference Expenses</td>
<td>MIDDLE COLLEGE NATIONAL CONSORTIUM</td>
<td>2,926.00</td>
</tr>
<tr>
<td>16-P0039185</td>
<td>02/28/2016</td>
<td>12</td>
<td>Continuing Education Division</td>
<td>Non-Instructional Supplies</td>
<td>SEHI COMPUTER PRODUCTS</td>
<td>160.44</td>
</tr>
<tr>
<td>16-P0039186</td>
<td>02/28/2016</td>
<td>12</td>
<td>SAC Continuing Ed-Instruction</td>
<td>Instructional Supplies</td>
<td>DENNIS JAMES CLEEK</td>
<td>766.60</td>
</tr>
<tr>
<td>16-P0039187</td>
<td>02/28/2016</td>
<td>12</td>
<td>EOPS</td>
<td>Conference Expenses</td>
<td>CCC EOPS REGION VIII</td>
<td>2,275.00</td>
</tr>
<tr>
<td>16-P0039188</td>
<td>02/28/2016</td>
<td>12</td>
<td>Biology</td>
<td>Instructional Supplies</td>
<td>CAROLINA BIOLOGICAL SUPPLY CO</td>
<td>941.17</td>
</tr>
<tr>
<td>16-P0039189</td>
<td>02/28/2016</td>
<td>12</td>
<td>Biology</td>
<td>Instructional Supplies</td>
<td>FISHER SCIENTIFIC</td>
<td>807.67</td>
</tr>
<tr>
<td>16-P0039190</td>
<td>02/28/2016</td>
<td>12</td>
<td>MESA</td>
<td>Food and Food Service Supplies</td>
<td>SMART &amp; FINAL</td>
<td>1,000.00</td>
</tr>
<tr>
<td>16-P0039191</td>
<td>02/28/2016</td>
<td>12</td>
<td>Continuing Education Division</td>
<td>Non-Instructional Supplies</td>
<td>SCANTRON CORP</td>
<td>304.80</td>
</tr>
<tr>
<td>16-P0039192</td>
<td>02/28/2016</td>
<td>12</td>
<td>Counseling</td>
<td>Conference Expenses</td>
<td>TODAY'S HOTEL CORP</td>
<td>1,253.88</td>
</tr>
<tr>
<td>16-P0039193</td>
<td>02/28/2016</td>
<td>11</td>
<td>Safety &amp; Security Office</td>
<td>Non-Instructional Supplies</td>
<td>PACIFIC ATHLETIC WEAR INC</td>
<td>43.20</td>
</tr>
<tr>
<td>16-P0039194</td>
<td>02/28/2016</td>
<td>12</td>
<td>Student Development</td>
<td>Books Paid for Students</td>
<td>DON BOOKSTORE</td>
<td>13,975.00</td>
</tr>
<tr>
<td>16-P0039195</td>
<td>02/28/2016</td>
<td>12</td>
<td>Center for Teacher Education</td>
<td>Books Paid for Students</td>
<td>DON BOOKSTORE</td>
<td>6,500.00</td>
</tr>
<tr>
<td>16-P0039196</td>
<td>02/28/2016</td>
<td>11</td>
<td>Academic Support - SAC</td>
<td>Non-Instructional Supplies</td>
<td>OFFICE DEPOT BUSINESS SVCS</td>
<td>165.75</td>
</tr>
<tr>
<td>16-P0039197</td>
<td>02/28/2016</td>
<td>42</td>
<td>Facility Planning Office</td>
<td>Equip-All Other &gt;$200 &lt; $1,000</td>
<td>ALLSTEEL INC</td>
<td>59,915.59</td>
</tr>
<tr>
<td>16-P0039198</td>
<td>02/28/2016</td>
<td>33</td>
<td>EHS Administration</td>
<td>Contracted Services</td>
<td>POMBO JAIME A</td>
<td>2,400.00</td>
</tr>
<tr>
<td>16-P0039199</td>
<td>02/28/2016</td>
<td>12</td>
<td>SAC Continuing Ed-Instruction</td>
<td>Instructional Supplies</td>
<td>DON BOOKSTORE</td>
<td>1,240.62</td>
</tr>
<tr>
<td>16-P0039200</td>
<td>02/28/2016</td>
<td>13</td>
<td>Counseling Office</td>
<td>Contracted Services</td>
<td>SIGNATURE FLOORING INC</td>
<td>2,135.00</td>
</tr>
<tr>
<td>16-P0039201</td>
<td>02/28/2016</td>
<td>12</td>
<td>Reprographics</td>
<td>Instructional Supplies</td>
<td>SOUTHWEST PLASTIC BINDING CO</td>
<td>253.69</td>
</tr>
<tr>
<td>16-P0039202</td>
<td>02/28/2016</td>
<td>12</td>
<td>Biology</td>
<td>Instructional Supplies</td>
<td>VVR FUNDING INC</td>
<td>550.44</td>
</tr>
<tr>
<td>16-P0039203</td>
<td>02/28/2016</td>
<td>12</td>
<td>Humanities &amp; Social Sci Office</td>
<td>Contracted Services</td>
<td>DON BOOKSTORE</td>
<td>1,000.00</td>
</tr>
<tr>
<td>16-P0039204</td>
<td>02/28/2016</td>
<td>12</td>
<td>Safety &amp; Parking - DO</td>
<td>Contracted Services</td>
<td>EMPIRE PARKING LOT SERVICES</td>
<td>12,025.00</td>
</tr>
<tr>
<td>16-P0039205</td>
<td>02/28/2016</td>
<td>11</td>
<td>District Wide Technology</td>
<td>Non-Instructional Supplies</td>
<td>KLM INC</td>
<td>162.00</td>
</tr>
<tr>
<td>16-P0039206</td>
<td>02/28/2016</td>
<td>41</td>
<td>Administrative Services Office</td>
<td>Contracted Repair Services</td>
<td>ACCESS GENERAL CONTRACTING INC</td>
<td>14,500.00</td>
</tr>
<tr>
<td>16-P0039207</td>
<td>02/28/2016</td>
<td>12</td>
<td>DPS</td>
<td>Reproduction/Printing Expenses</td>
<td>SCHOOL DATEBOOKS</td>
<td>3,049.12</td>
</tr>
<tr>
<td>16-P0039208</td>
<td>02/28/2016</td>
<td>42</td>
<td>Facility Planning Office</td>
<td>Buildings - Contractor Svcs</td>
<td>COAST ELECTRIC</td>
<td>842.25</td>
</tr>
<tr>
<td>16-P0039209</td>
<td>02/28/2016</td>
<td>12</td>
<td>Biology</td>
<td>Instructional Supplies</td>
<td>MODERN BIOLOGY INC</td>
<td>435.54</td>
</tr>
<tr>
<td>16-P0039210</td>
<td>02/28/2016</td>
<td>41</td>
<td>Facility Planning Office</td>
<td>Site Improv - AE Fee</td>
<td>DONALD KROTEE PARTNERSHIP</td>
<td>22,700.00</td>
</tr>
</tbody>
</table>

Legend: * = Multiple Accounts for this P.O.
<table>
<thead>
<tr>
<th>P.O. #</th>
<th>Date</th>
<th>Fund</th>
<th>Department</th>
<th>Description</th>
<th>Vendor Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-P0039211</td>
<td>01/28/2016</td>
<td>12</td>
<td>Student Equity</td>
<td>Software License and Fees</td>
<td>NCS PEARSON INC</td>
<td>49,980.00</td>
</tr>
<tr>
<td>16-P0039212</td>
<td>01/28/2016</td>
<td>12</td>
<td>Student Equity</td>
<td>Food and Food Service Supplies</td>
<td>ORANGE TREE DELI &amp; CATERING</td>
<td>489.51</td>
</tr>
<tr>
<td>16-P0039213</td>
<td>01/28/2016</td>
<td>12</td>
<td>Biology</td>
<td>Instructional Supplies</td>
<td>VWR FUNDING INC</td>
<td>2,041.97</td>
</tr>
<tr>
<td>16-P0039214</td>
<td>01/28/2016</td>
<td>12</td>
<td>Geography</td>
<td>Instructional Supplies</td>
<td>VWR FUNDING INC</td>
<td>287.47</td>
</tr>
<tr>
<td>16-P0039215</td>
<td>01/28/2016</td>
<td>12</td>
<td>SAC Continuing Ed-Instruction</td>
<td>Instructional Supplies</td>
<td>OPTIMA INC</td>
<td>107.15</td>
</tr>
<tr>
<td>16-P0039216</td>
<td>01/28/2016</td>
<td>12</td>
<td>Media Systems</td>
<td>Instructional Supplies</td>
<td>GRAINGER</td>
<td>2,000.00</td>
</tr>
<tr>
<td>16-P0039217</td>
<td>01/28/2016</td>
<td>33</td>
<td>EHS Administration</td>
<td>Instructional Supplies</td>
<td>LAKESHORE LEARNING MATERIALS</td>
<td>1,000.00</td>
</tr>
<tr>
<td>16-P0039218</td>
<td>01/28/2016</td>
<td>11</td>
<td>Academic Support - SCC</td>
<td>Non-Instructional Supplies</td>
<td>BUSINESS MACHINES SECURITY</td>
<td>2,688.12</td>
</tr>
<tr>
<td>16-P0039219</td>
<td>01/28/2016</td>
<td>11</td>
<td>Music</td>
<td>Contracted Repair Services</td>
<td>WILLIAMS ROBERT</td>
<td>135.00</td>
</tr>
<tr>
<td>16-P0039220</td>
<td>01/29/2016</td>
<td>11</td>
<td>Maintenance</td>
<td>Maint/Oper Service Agreements</td>
<td>TRI-SIGNAL INTEGRATION INC</td>
<td>3,350.00</td>
</tr>
<tr>
<td>16-P0039221</td>
<td>01/29/2016</td>
<td>42</td>
<td>Facility Planning Office</td>
<td>Equip-All Other &gt;$200 &lt; $1,000</td>
<td>ALLSTEEL INC</td>
<td>7,238.24</td>
</tr>
<tr>
<td>16-P0039222</td>
<td>01/29/2016</td>
<td>42</td>
<td>Facility Planning Office</td>
<td>Site Improv - DSA Fees</td>
<td>DEPT OF GENERAL SERVICES</td>
<td>1,150.00</td>
</tr>
<tr>
<td>* 16-P0039224</td>
<td>01/29/2016</td>
<td>12</td>
<td>Continuing Education Division</td>
<td>Non-Instructional Supplies</td>
<td>STAPLES CONTRACT &amp; COMMERCIAL INC</td>
<td>1,396.72</td>
</tr>
<tr>
<td>16-P0039225</td>
<td>01/29/2016</td>
<td>12</td>
<td>Center for Teacher Education</td>
<td>Instructional Supplies</td>
<td>LAKESHORE LEARNING MATERIALS</td>
<td>237.55</td>
</tr>
<tr>
<td>16-P0039226</td>
<td>01/29/2016</td>
<td>11</td>
<td>Publications</td>
<td>Non-Instructional Supplies</td>
<td>VERITIV OPERATING COMPANY</td>
<td>4,215.45</td>
</tr>
<tr>
<td>16-P0039227</td>
<td>01/29/2016</td>
<td>11</td>
<td>Publications</td>
<td>Non-Instructional Supplies</td>
<td>STAPLES CONTRACT &amp; COMMERCIAL INC</td>
<td>2,505.60</td>
</tr>
<tr>
<td>16-P0039228</td>
<td>01/29/2016</td>
<td>12</td>
<td>Continuing Education Division</td>
<td>Conference Expenses</td>
<td>AMERICAN EXPRESS</td>
<td>500.46</td>
</tr>
<tr>
<td>16-P0039229</td>
<td>01/29/2016</td>
<td>11</td>
<td>District Wide Technology</td>
<td>Software License and Fees</td>
<td>PARONICS TECH US INC</td>
<td>3,140.00</td>
</tr>
<tr>
<td>16-P0169318</td>
<td>01/12/2016</td>
<td>12</td>
<td>Continuing Education Division</td>
<td>Contracted Services</td>
<td>SANTA ANA UNIFIED SCHOOL DIST</td>
<td>800.00</td>
</tr>
<tr>
<td>16-P0169319</td>
<td>01/19/2016</td>
<td>12</td>
<td>Continuing Education Division</td>
<td>Buildings - Facility Lease</td>
<td>AFFORDABLE HOUSING SPECIALISTS GROUP LLC</td>
<td>109,300.00</td>
</tr>
<tr>
<td>16-P0169320</td>
<td>01/19/2016</td>
<td>41</td>
<td>Continuing Education Division</td>
<td>Buildings - Facility Lease</td>
<td>2000 CHAPMAN INC.</td>
<td>98,347.50</td>
</tr>
</tbody>
</table>

Grand Total: 2,636,004.51
<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>General Fund Unrestricted</td>
</tr>
<tr>
<td>12</td>
<td>General Fund Restricted</td>
</tr>
<tr>
<td>13</td>
<td>GF Unrestricted One-Time Funds</td>
</tr>
<tr>
<td>21</td>
<td>Bond Int &amp; Red Fund, Series A</td>
</tr>
<tr>
<td>22</td>
<td>Bond Int &amp; Red Fund, Series B</td>
</tr>
<tr>
<td>23</td>
<td>Bond Int &amp; Red Fund, Series C</td>
</tr>
<tr>
<td>24</td>
<td>Bond Interest &amp; Redemp Fund</td>
</tr>
<tr>
<td>31</td>
<td>Bookstore Fund</td>
</tr>
<tr>
<td>33</td>
<td>Child Development Fund</td>
</tr>
<tr>
<td>41</td>
<td>Capital Outlay Projects Fund</td>
</tr>
<tr>
<td>42</td>
<td>Bond Fund, Measure E</td>
</tr>
<tr>
<td>43</td>
<td>Bond Fund, Measure Q</td>
</tr>
<tr>
<td>51</td>
<td>Fixed Assets</td>
</tr>
<tr>
<td>52</td>
<td>Cash Flow Fund</td>
</tr>
<tr>
<td>61</td>
<td>Property and Liability Fund</td>
</tr>
<tr>
<td>62</td>
<td>Workers' Compensation Fund</td>
</tr>
<tr>
<td>63</td>
<td>Retiree Benefits Fund</td>
</tr>
<tr>
<td>71</td>
<td>Associated Students Fund</td>
</tr>
<tr>
<td>72</td>
<td>Representation Fee Trust Fund</td>
</tr>
<tr>
<td>74</td>
<td>Student Financial Aid Fund</td>
</tr>
<tr>
<td>76</td>
<td>Community Education Fund</td>
</tr>
<tr>
<td>79</td>
<td>Diversified Trust Fund</td>
</tr>
<tr>
<td>81</td>
<td>Diversified Agency Fund</td>
</tr>
<tr>
<td>91</td>
<td>Foundation Gen Op Fund Uninvst</td>
</tr>
<tr>
<td>92</td>
<td>Foundation Gen Op Fund Invest</td>
</tr>
<tr>
<td>93</td>
<td>Foundation Trust Fund Uninvst</td>
</tr>
<tr>
<td>94</td>
<td>Foundation Trust Fund Invest</td>
</tr>
<tr>
<td>95</td>
<td>Foundation Scholar Fund Uninvt</td>
</tr>
<tr>
<td>96</td>
<td>Foundation Scholar Fund Invest</td>
</tr>
<tr>
<td>97</td>
<td>Foundation Rest Rev Fund Uninv</td>
</tr>
<tr>
<td>98</td>
<td>Foundation Rest Rev Fund Invest</td>
</tr>
<tr>
<td>99</td>
<td>Foundation Endowment Fund</td>
</tr>
</tbody>
</table>

Legend:  * = Multiple Accounts for this P.O.
<table>
<thead>
<tr>
<th>P.O. #</th>
<th>Amount</th>
<th>Description</th>
<th>Department</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-P0038992</td>
<td>$18,295.00</td>
<td>Consultant services to provide design, bid development, evaluation and related services for a District-wide Digital Radio system</td>
<td>DO-Safety &amp; Security</td>
<td>Board approved: December 7, 2015</td>
</tr>
<tr>
<td>16-P0039002</td>
<td>$21,000.00</td>
<td>Consulting services to provide mental health education, service coordination, record keeping/documentation to ensure compliance with the Early Head Start (EHS) standards</td>
<td>DO-Child Development Services</td>
<td>Board approved: January 11, 2016</td>
</tr>
<tr>
<td>16-P0039003</td>
<td>$20,000.00</td>
<td>Consulting services to provide fiscal support for Early Head Start (EHS) parental reimbursement, training and translation services</td>
<td>DO-Child Development Services</td>
<td>Board approved: January 11, 2016</td>
</tr>
<tr>
<td>16-P0039011</td>
<td>$33,592.89</td>
<td>Electronic library resources to access a variety of subscription databases</td>
<td>SAC-Library</td>
<td>This is an annual database subscription fee under negotiated pricing for bundled databases for community colleges belonging to a consortium. Continued subscription to these databases provides students uninterrupted access and maintains necessary standards for academic credibility.</td>
</tr>
<tr>
<td>16-P0039046</td>
<td>$30,000.00</td>
<td>Blanket PO for daily snacks and meals provided for the children in the Child Development Center program</td>
<td>DO-Child Development Services</td>
<td></td>
</tr>
<tr>
<td>16-P0039049</td>
<td>$21,230.51</td>
<td>Audio visual equipment and related components</td>
<td>SAC-Media Systems</td>
<td></td>
</tr>
<tr>
<td>16-P0039056</td>
<td>$34,867.00</td>
<td>Software licenses and support for HP Enterprise Archsight Logger and Quickstart</td>
<td>DO-ITS</td>
<td>Received Quotations: 1) *Nth Generation Computing, Inc. 2) HP Enterprise *Successful Bidder</td>
</tr>
<tr>
<td>16-P0039056</td>
<td>$34,867.00</td>
<td>Software licenses and support for HP Enterprise Archsight Logger and Quickstart</td>
<td>DO-ITS</td>
<td>Received Quotations: 1) *Nth Generation Computing, Inc. 2) HP Enterprise *Successful Bidder</td>
</tr>
<tr>
<td>P.O. #</td>
<td>Amount</td>
<td>Description</td>
<td>Department</td>
<td>Comment</td>
</tr>
<tr>
<td>----------</td>
<td>------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>16-P0039057</td>
<td>$61,732.64</td>
<td>Compellent storage system hardware, installation and related components</td>
<td>DO-ITS</td>
<td>Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNWNC-108 Board approved: November 9, 2015</td>
</tr>
<tr>
<td>16-P0039071</td>
<td>$40,000.00</td>
<td>Consultant services to provide inspection &amp; inspector of record services for the Temporary Village Phase II project at Santa Ana College</td>
<td>DO-Facility Planning</td>
<td>Board approved: January 11, 2016</td>
</tr>
<tr>
<td>16-P0039073</td>
<td>$79,700.00</td>
<td>Consultant to provide cost estimating consulting services for the new Johnson Student Center project at Santa Ana College</td>
<td>DO-Facility Planning</td>
<td>Board approved: January 11, 2016</td>
</tr>
<tr>
<td>16-P0039106</td>
<td>$16,409.00</td>
<td>Instructional hours for Fire Technology training for Summer 2015</td>
<td>SAC-Fire Technology</td>
<td>Board approved: May 27, 2008</td>
</tr>
<tr>
<td>16-P0039107</td>
<td>$60,602.50</td>
<td>Instructional hours for Fire Technology training for Summer 2015</td>
<td>SAC-Fire Technology</td>
<td>Board approved: May 27, 2008</td>
</tr>
<tr>
<td>16-P0039108</td>
<td>$19,783.06</td>
<td>Instructional hours for Fire Technology training for Summer 2015</td>
<td>SAC-Fire Technology</td>
<td>Board approved: April 7, 2008</td>
</tr>
<tr>
<td>16-P0039109</td>
<td>$227,620.75</td>
<td>Instructional hours for Fire Technology training for Summer 2015</td>
<td>SAC-Fire Technology</td>
<td>Board approved: May 12, 2008</td>
</tr>
<tr>
<td>16-P0039110</td>
<td>$18,127.17</td>
<td>Instructional hours for Fire Technology training for Summer 2015</td>
<td>SAC-Fire Technology</td>
<td>Board approved: January 22, 2008</td>
</tr>
<tr>
<td>16-P0039111</td>
<td>$40,706.75</td>
<td>Instructional hours for Fire Technology training for Summer 2015</td>
<td>SAC-Fire Technology</td>
<td>Board approved: April 21, 2008</td>
</tr>
<tr>
<td>16-P0039112</td>
<td>$38,715.94</td>
<td>Instructional hours for Fire Technology training for Summer 2015</td>
<td>SAC-Fire Technology</td>
<td>Board approved: November 19, 2007</td>
</tr>
<tr>
<td>P.O. #</td>
<td>Amount</td>
<td>Description</td>
<td>Department</td>
<td>Comment</td>
</tr>
<tr>
<td>----------</td>
<td>-----------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>16-P0039113</td>
<td>$15,610.92</td>
<td>Instructional hours for Fire Technology training for Summer 2015</td>
<td>SAC-Fire Technology</td>
<td>Board approved: February 4, 2008</td>
</tr>
<tr>
<td>16-P0039114</td>
<td>$18,325.19</td>
<td>Instructional hours for Fire Technology training for Summer 2015</td>
<td>SAC-Fire Technology</td>
<td>Board approved: December 10, 2007</td>
</tr>
<tr>
<td>16-P0039115</td>
<td>$19,769.75</td>
<td>Instructional hours for Fire Technology training for Summer 2015</td>
<td>SAC-Fire Technology</td>
<td>Board approved: April 21, 2008</td>
</tr>
<tr>
<td>16-P0039116</td>
<td>$22,756.81</td>
<td>Instructional hours for Fire Technology training for Summer 2015</td>
<td>SAC-Fire Technology</td>
<td>Board approved: June 30, 2008</td>
</tr>
<tr>
<td>16-P0039117</td>
<td>$48,508.98</td>
<td>Instructional hours for Fire Technology training for Summer 2015</td>
<td>SAC-Fire Technology</td>
<td>Board approved: March 10, 2008</td>
</tr>
<tr>
<td>16-P0039118</td>
<td>$24,599.52</td>
<td>Instructional hours for Fire Technology training for Summer 2015</td>
<td>SAC-Fire Technology</td>
<td>Board approved: January 22, 2008</td>
</tr>
<tr>
<td>16-P0039120</td>
<td>$15,873.98</td>
<td>Instructional hours for Fire Technology training for Summer 2015</td>
<td>SAC-Fire Technology</td>
<td>Board approved: May 12, 2008</td>
</tr>
<tr>
<td>16-P0039122</td>
<td>$19,611.50</td>
<td>Instructional hours for Fire Technology training for Summer 2015</td>
<td>SAC-Fire Technology</td>
<td>Board approved: January 22, 2008</td>
</tr>
<tr>
<td>16-P0039141</td>
<td>$592,000.00</td>
<td>Temporary Village Phase II project to include modifying the portable buildings to accommodate the Johnson Center occupants at Santa Ana College</td>
<td>DO-Facility Planning</td>
<td>Bid #1274</td>
</tr>
<tr>
<td>16-P0039153</td>
<td>$47,056.28</td>
<td>DSA fees for the Dunlap Hall - Building D alterations and construction of new entry tower at Santa Ana College</td>
<td>DO-Facility Planning</td>
<td>Board approved: January 11, 2016</td>
</tr>
<tr>
<td>P.O. #</td>
<td>Amount</td>
<td>Description</td>
<td>Department</td>
<td>Comment</td>
</tr>
<tr>
<td>----------</td>
<td>--------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>16-P0039160</td>
<td>$37,109.38</td>
<td>Instructional hours for Fire Technology training for Summer 2015</td>
<td>SAC-Fire Technology</td>
<td>Board approved: June 7, 2013</td>
</tr>
<tr>
<td>16-P0039177</td>
<td>$27,159.55</td>
<td>Torchmate Classic cutting system 4X8 Bolt Together</td>
<td>SAC-Manufacturing</td>
<td>Received Quotations:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Technology</td>
<td>1) *Lincoln Electric</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2) Sims-Orange Welding Supply, Inc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3) Praxair Distribution, Inc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>*Successful Bidder</td>
</tr>
<tr>
<td>16-P0039197</td>
<td>$58,915.59</td>
<td>Miscellaneous furniture parts needed for reconfiguration of existing furniture at Santa Ana College - Temporary Village Phase I</td>
<td>DO-Facility Planning</td>
<td>Purchased from the California Multiple Award Schedule Contract #4-09-71-0087A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Board approved: June 22, 2009</td>
</tr>
<tr>
<td>16-P0039210</td>
<td>$22,700.00</td>
<td>Consultant to provide architectural engineering services for the ADA Upgrades Phase I at Santiago Canyon College</td>
<td>DO-Facility Planning</td>
<td>Board approved: January 25, 2016</td>
</tr>
<tr>
<td>16-P0039211</td>
<td>$49,980.00</td>
<td>Smartthinking licenses and online tutoring services in the areas of Math &amp; Writing</td>
<td>SCC-Student Services</td>
<td>Board approved: January 11, 2016</td>
</tr>
<tr>
<td>16-P0169319</td>
<td>$109,300.00</td>
<td>First year of a 3-year lease of property located at 1572 N. Main Street, Orange, CA 92867</td>
<td>OEC</td>
<td>Board approved: January 11, 2016</td>
</tr>
<tr>
<td>16-P0169320</td>
<td>$98,347.50</td>
<td>Continuation of existing lease of property located at 1937 W. Chapman Avenue, Orange CA 92868</td>
<td>OEC</td>
<td>Board approved: January 11, 2016</td>
</tr>
<tr>
<td>P.O. #</td>
<td>Date</td>
<td>Fund</td>
<td>Department</td>
<td>Description</td>
</tr>
<tr>
<td>-----------</td>
<td>------------</td>
<td>------</td>
<td>---------------------------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>16-B0001013</td>
<td>01/21/2016</td>
<td>79</td>
<td>Auxiliary Services Office-Dist</td>
<td>Other Operating Exp &amp; Services</td>
</tr>
<tr>
<td>16-B0001014</td>
<td>01/27/2016</td>
<td>81</td>
<td>Auxiliary Services Office</td>
<td>Diversified Agency Fund Expenses</td>
</tr>
<tr>
<td>16-B0001015</td>
<td>01/28/2016</td>
<td>79</td>
<td>Auxiliary Services Office</td>
<td>Contracted Repair Services</td>
</tr>
<tr>
<td>16-B0001016</td>
<td>01/28/2016</td>
<td>79</td>
<td>Auxiliary Services Office</td>
<td>Contracted Repair Services</td>
</tr>
<tr>
<td>16-B0001017</td>
<td>01/28/2016</td>
<td>79</td>
<td>Auxiliary Services Office</td>
<td>Contracted Repair Services</td>
</tr>
<tr>
<td>16-B0001018</td>
<td>02/03/2016</td>
<td>79</td>
<td>Auxiliary Services Office</td>
<td>Contracted Repair Services</td>
</tr>
<tr>
<td>16-B0001019</td>
<td>01/28/2016</td>
<td>79</td>
<td>Admissions &amp; Records</td>
<td>Equip-All Other &gt;$1,000&lt;$5,000</td>
</tr>
<tr>
<td>16-B0001020</td>
<td>01/28/2016</td>
<td>79</td>
<td>Admissions &amp; Records</td>
<td>Equip-All Other &gt;$1,000&lt;$5,000</td>
</tr>
<tr>
<td>16-B0001021</td>
<td>02/03/2016</td>
<td>79</td>
<td>Auxiliary Services Office</td>
<td>Equip-All Other &gt;$1,000&lt;$5,000</td>
</tr>
<tr>
<td>16-B0001022</td>
<td>02/04/2016</td>
<td>79</td>
<td>Auxiliary Services Office</td>
<td>Contracted Repair Services</td>
</tr>
<tr>
<td>16-B0001023</td>
<td>02/04/2016</td>
<td>79</td>
<td>Auxiliary Services Office</td>
<td>Contracted Repair Services</td>
</tr>
</tbody>
</table>

Grand Total: 27,181.90
### Rancho Santiago Community College District

#### Board Meeting of 2/22/2016

**Bookstore Fund Purchase Order List**

1/09/16 thru 2/05/16

<table>
<thead>
<tr>
<th>P.O. #</th>
<th>Date</th>
<th>Fund</th>
<th>Department</th>
<th>Description</th>
<th>Vendor Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GM-CAF000160</td>
<td>1/11/2016</td>
<td>31</td>
<td>SAC Café</td>
<td>General Merchandise</td>
<td>MELODEE ICE CREAM</td>
<td>$463.50</td>
</tr>
<tr>
<td>GM-CAF000162</td>
<td>1/19/2016</td>
<td>31</td>
<td>SAC Café</td>
<td>General Merchandise</td>
<td>BROWN BAG SANDWICH CO</td>
<td>$1,106.42</td>
</tr>
<tr>
<td>GM-CAF000165</td>
<td>1/25/2016</td>
<td>31</td>
<td>SAC Café</td>
<td>General Merchandise</td>
<td>PEPSI COLA CO</td>
<td>$281.28</td>
</tr>
<tr>
<td>GM-CAF000166</td>
<td>1/14/2016</td>
<td>31</td>
<td>SAC Café</td>
<td>General Merchandise</td>
<td>PEPSI COLA CO</td>
<td>$395.52</td>
</tr>
<tr>
<td>GM-CAF000167</td>
<td>1/19/2016</td>
<td>31</td>
<td>SAC Café</td>
<td>General Merchandise</td>
<td>BARRY’S DISTRIBUTING</td>
<td>$126.00</td>
</tr>
<tr>
<td>GM-CAF000168</td>
<td>1/25/2016</td>
<td>31</td>
<td>SAC Café</td>
<td>General Merchandise</td>
<td>BROWN BAG SANDWICH CO</td>
<td>$479.70</td>
</tr>
<tr>
<td>GM-DON002135</td>
<td>1/13/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>General Merchandise</td>
<td>PAPYRUS</td>
<td>$226.56</td>
</tr>
<tr>
<td>GM-DON002284</td>
<td>1/14/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>General Merchandise</td>
<td>SAMSILL</td>
<td>$868.64</td>
</tr>
<tr>
<td>GM-DON002285</td>
<td>1/21/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>General Merchandise</td>
<td>EL DORADO TRADING GROUP</td>
<td>$2,127.32</td>
</tr>
<tr>
<td>GM-DON002286</td>
<td>1/26/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>General Merchandise</td>
<td>D&amp;H DISTRIBUTING</td>
<td>$6,054.93</td>
</tr>
<tr>
<td>GM-DON002287</td>
<td>1/12/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>General Merchandise</td>
<td>PEPSI COLA CO</td>
<td>$413.12</td>
</tr>
<tr>
<td>GM-DON002290</td>
<td>1/12/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>General Merchandise</td>
<td>PEPSI COLA CO</td>
<td>$413.12</td>
</tr>
<tr>
<td>GM-DON002293</td>
<td>1/13/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>General Merchandise</td>
<td>RYAN DISTRIBUTORS</td>
<td>$2,211.20</td>
</tr>
<tr>
<td>GM-DON002294</td>
<td>1/11/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>General Merchandise</td>
<td>BARRY’S DISTRIBUTING</td>
<td>$352.98</td>
</tr>
<tr>
<td>GM-DON002295</td>
<td>1/14/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>General Merchandise</td>
<td>PEPSI COLA CO</td>
<td>$417.57</td>
</tr>
<tr>
<td>GM-DON002296</td>
<td>1/25/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>General Merchandise</td>
<td>PEPSI COLA CO</td>
<td>$754.31</td>
</tr>
<tr>
<td>GM-DON002298</td>
<td>1/23/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>General Merchandise</td>
<td>BROWN BAG SANDWICH CO</td>
<td>$329.18</td>
</tr>
<tr>
<td>GM-DON002302</td>
<td>2/1/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>General Merchandise</td>
<td>PENS ETC.</td>
<td>$723.52</td>
</tr>
<tr>
<td>GM-DON002303</td>
<td>2/2/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>General Merchandise</td>
<td>APPERSON EDUCATION PROD.</td>
<td>$3,925.00</td>
</tr>
<tr>
<td>GM-DON002306</td>
<td>2/5/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>General Merchandise</td>
<td>MOUSER ELECTRONICS</td>
<td>$74.70</td>
</tr>
<tr>
<td>GM-DON002307</td>
<td>2/5/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>General Merchandise</td>
<td>ALL ELECTRONICS</td>
<td>$98.40</td>
</tr>
<tr>
<td>GM-DON002308</td>
<td>2/5/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>General Merchandise</td>
<td>TAYDA ELECTRONICS</td>
<td>$43.20</td>
</tr>
<tr>
<td>GM-EXPR001009</td>
<td>1/12/2016</td>
<td>31</td>
<td>Don Express</td>
<td>General Merchandise</td>
<td>PEPSI COLA CO</td>
<td>$246.51</td>
</tr>
<tr>
<td>GM-EXPR001011</td>
<td>1/25/2016</td>
<td>31</td>
<td>Don Express</td>
<td>General Merchandise</td>
<td>BARRY’S DISTRIBUTING</td>
<td>$139.14</td>
</tr>
<tr>
<td>GM-HAWK001818</td>
<td>1/11/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>General Merchandise</td>
<td>LENNY &amp; LARRY’S,INC</td>
<td>$188.40</td>
</tr>
<tr>
<td>GM-HAWK001819</td>
<td>1/11/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>General Merchandise</td>
<td>BROWN BAG SANDWICH CO</td>
<td>$316.88</td>
</tr>
<tr>
<td>GM-HAWK001820</td>
<td>1/12/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>General Merchandise</td>
<td>PENS ETC.</td>
<td>$750.76</td>
</tr>
<tr>
<td>GM-HAWK001821</td>
<td>1/13/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>General Merchandise</td>
<td>MERCHANDISE,INC.</td>
<td>$270.13</td>
</tr>
<tr>
<td>GM-HAWK001822</td>
<td>1/14/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>General Merchandise</td>
<td>PEPSI COLA CO</td>
<td>$928.42</td>
</tr>
<tr>
<td>GM-HAWK001823</td>
<td>1/19/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>General Merchandise</td>
<td>LENNY &amp; LARRY’S,INC</td>
<td>$68.40</td>
</tr>
<tr>
<td>GM-HAWK001824</td>
<td>1/19/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>General Merchandise</td>
<td>BROWN BAG SANDWICH CO</td>
<td>$434.53</td>
</tr>
<tr>
<td>GM-HAWK001825</td>
<td>1/19/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>General Merchandise</td>
<td>RYAN DISTRIBUTORS</td>
<td>$843.55</td>
</tr>
<tr>
<td>GM-HAWK001830</td>
<td>1/25/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>General Merchandise</td>
<td>HAMILTON BELL CO</td>
<td>$159.50</td>
</tr>
<tr>
<td>GM-HAWK001831</td>
<td>1/25/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>General Merchandise</td>
<td>A&amp;A JEWELRY &amp; SUPPLIES</td>
<td>$213.00</td>
</tr>
<tr>
<td>GM-HAWK001832</td>
<td>1/25/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>General Merchandise</td>
<td>GIA GEM INSTRUMENTS</td>
<td>$175.50</td>
</tr>
<tr>
<td>GM-HAWK001833</td>
<td>1/25/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>General Merchandise</td>
<td>ACTION PAC</td>
<td>$312.50</td>
</tr>
<tr>
<td>GM-HAWK001834</td>
<td>1/25/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>General Merchandise</td>
<td>SCANTRON CORP</td>
<td>$3,755.00</td>
</tr>
<tr>
<td>P.O. #</td>
<td>Date</td>
<td>Fund</td>
<td>Department</td>
<td>Description</td>
<td>Vendor Name</td>
<td>Amount</td>
</tr>
<tr>
<td>----------</td>
<td>------------</td>
<td>------</td>
<td>----------------</td>
<td>--------------------------</td>
<td>-----------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>GM-HAWK001835</td>
<td>1/25/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>General Merchandise</td>
<td>EL DORADO TRADING GROUP</td>
<td>$945.68</td>
</tr>
<tr>
<td>GM-HAWK001836</td>
<td>1/25/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>General Merchandise</td>
<td>AMAZON</td>
<td>$88.04</td>
</tr>
<tr>
<td>GM-HAWK001837</td>
<td>1/25/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>General Merchandise</td>
<td>BROWN BAG SANDWICH CO</td>
<td>$274.14</td>
</tr>
<tr>
<td>GM-HAWK001838</td>
<td>1/26/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>General Merchandise</td>
<td>PENS ETC.</td>
<td>$938.76</td>
</tr>
<tr>
<td>GM-HAWK001839</td>
<td>1/26/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>General Merchandise</td>
<td>BARRY'S DISTRIBUTING</td>
<td>$203.16</td>
</tr>
<tr>
<td>GM-HAWK001842</td>
<td>2/4/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>General Merchandise</td>
<td>LENNY &amp; LARRY'S,INC</td>
<td>$120.00</td>
</tr>
<tr>
<td>TX-CEC000339</td>
<td>1/12/2016</td>
<td>31</td>
<td>CEC Bookstore</td>
<td>Textbook</td>
<td>OXFORD UNIVERSITY PRESS,</td>
<td>$2,227.50</td>
</tr>
<tr>
<td>TX-CEC000340</td>
<td>1/13/2016</td>
<td>31</td>
<td>CEC Bookstore</td>
<td>Textbook</td>
<td>OXFORD UNIVERSITY PRESS,</td>
<td>$1,110.00</td>
</tr>
<tr>
<td>TX-CEC000341</td>
<td>1/28/2016</td>
<td>31</td>
<td>CEC Bookstore</td>
<td>Textbook</td>
<td>PEARSON EDUCATION</td>
<td>$839.70</td>
</tr>
<tr>
<td>TX-CEC000342</td>
<td>1/28/2016</td>
<td>31</td>
<td>CEC Bookstore</td>
<td>Textbook</td>
<td>STECK VAUGHN PUBLISHING</td>
<td>$878.10</td>
</tr>
<tr>
<td>TX-DON003544</td>
<td>1/11/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>NEBRASKA BOOK COMPANY</td>
<td>$1,739.08</td>
</tr>
<tr>
<td>TX-DON003545</td>
<td>1/11/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>MBS TEXTBOOK EXCHANGE</td>
<td>$748.71</td>
</tr>
<tr>
<td>TX-DON003546</td>
<td>1/11/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>NACSCORP</td>
<td>$4,063.80</td>
</tr>
<tr>
<td>TX-DON003547</td>
<td>1/11/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>FLAT WORLD KNOWLEDGE</td>
<td>$560.00</td>
</tr>
<tr>
<td>TX-DON003548</td>
<td>1/12/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>NACSCORP</td>
<td>$1,378.84</td>
</tr>
<tr>
<td>TX-DON003549</td>
<td>1/12/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>NEBRASKA BOOK COMPANY</td>
<td>$770.00</td>
</tr>
<tr>
<td>TX-DON003550</td>
<td>1/12/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>MCGRAW-HILL PUBLISHING CO</td>
<td>$6,010.00</td>
</tr>
<tr>
<td>TX-DON003551</td>
<td>1/12/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>NEBRASKA BOOK COMPANY</td>
<td>$536.25</td>
</tr>
<tr>
<td>TX-DON003552</td>
<td>1/20/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>NEBRASKA BOOK COMPANY</td>
<td>$7,927.09</td>
</tr>
<tr>
<td>TX-DON003553</td>
<td>1/20/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>MBS TEXTBOOK EXCHANGE</td>
<td>$7,337.10</td>
</tr>
<tr>
<td>TX-DON003554</td>
<td>1/20/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>PEARSON EDUCATION</td>
<td>$12,379.35</td>
</tr>
<tr>
<td>TX-DON003555</td>
<td>1/21/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>PEARSON EDUCATION</td>
<td>$12,379.35</td>
</tr>
<tr>
<td>TX-DON003556</td>
<td>1/21/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>PEARSON EDUCATION</td>
<td>$12,379.35</td>
</tr>
<tr>
<td>TX-DON003557</td>
<td>1/21/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>NACSCORP</td>
<td>$1,197.00</td>
</tr>
<tr>
<td>TX-DON003558</td>
<td>1/21/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>NACSCORP</td>
<td>$1,197.00</td>
</tr>
<tr>
<td>TX-DON003559</td>
<td>1/21/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>MCGRAW-HILL PUBLISHING CO</td>
<td>$1,188.20</td>
</tr>
<tr>
<td>TX-DON003560</td>
<td>1/21/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>JOHN WILEY &amp; SONS, INC</td>
<td>$2,975.00</td>
</tr>
<tr>
<td>TX-DON003561</td>
<td>1/29/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>MONTEZUMA PUBLISHING</td>
<td>$210.30</td>
</tr>
<tr>
<td>TX-DON003562</td>
<td>1/29/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>PEARSON EDUCATION</td>
<td>$3,492.25</td>
</tr>
<tr>
<td>TX-DON003563</td>
<td>2/3/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>COPELAND GROUP</td>
<td>$1,100.00</td>
</tr>
<tr>
<td>TX-DON003564</td>
<td>2/3/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>TOWNSEND PRESS</td>
<td>$2,030.00</td>
</tr>
<tr>
<td>TX-DON003565</td>
<td>2/3/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>NEBRASKA BOOK COMPANY</td>
<td>$68.50</td>
</tr>
<tr>
<td>TX-DON003566</td>
<td>2/4/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>PEARSON EDUCATION</td>
<td>$680.40</td>
</tr>
<tr>
<td>TX-DON003567</td>
<td>2/4/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>NEBRASKA BOOK COMPANY</td>
<td>$472.95</td>
</tr>
<tr>
<td>TX-DON003568</td>
<td>2/4/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>FOLLETT HIGHER EDUCATION GROUP</td>
<td>$867.75</td>
</tr>
<tr>
<td>TX-DON003569</td>
<td>2/4/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>JONES &amp; BARTLETT LEARNING</td>
<td>$1,318.75</td>
</tr>
<tr>
<td>TX-DON003570</td>
<td>2/5/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>MCGRAW-HILL PUBLISHING CO</td>
<td>$1,480.00</td>
</tr>
<tr>
<td>TX-DON003571</td>
<td>2/5/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>NACSCORP</td>
<td>$900.00</td>
</tr>
<tr>
<td>P.O. #</td>
<td>Date</td>
<td>Fund</td>
<td>Department</td>
<td>Description</td>
<td>Vendor Name</td>
<td>Amount</td>
</tr>
<tr>
<td>-------------</td>
<td>------------</td>
<td>------</td>
<td>----------------</td>
<td>-------------</td>
<td>------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>TX-DON003574</td>
<td>2/5/2016</td>
<td>31</td>
<td>SAC Bookstore</td>
<td>Textbook</td>
<td>MONTEZUMA PUBLISHING</td>
<td>$135.20</td>
</tr>
<tr>
<td>TX-HAWK002682</td>
<td>1/11/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>PEARSON EDUCATION</td>
<td>$3,140.00</td>
</tr>
<tr>
<td>TX-HAWK002683</td>
<td>1/11/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>AMAZON</td>
<td>$1,101.66</td>
</tr>
<tr>
<td>TX-HAWK002684</td>
<td>1/11/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>CAMBRIDGE UNIVERSITY PRES</td>
<td>$630.00</td>
</tr>
<tr>
<td>TX-HAWK002686</td>
<td>1/13/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>PEARSON EDUCATION</td>
<td>$315.00</td>
</tr>
<tr>
<td>TX-HAWK002687</td>
<td>1/13/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>AMAZON</td>
<td>$578.00</td>
</tr>
<tr>
<td>TX-HAWK002688</td>
<td>1/19/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>PEARSON EDUCATION</td>
<td>$5,008.50</td>
</tr>
<tr>
<td>TX-HAWK002690</td>
<td>1/19/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>BLUEDOOR</td>
<td>$16,704.00</td>
</tr>
<tr>
<td>TX-HAWK002691</td>
<td>1/21/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>ACR PUBLICATIONS</td>
<td>$1,475.60</td>
</tr>
<tr>
<td>TX-HAWK002692</td>
<td>1/25/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>PEARSON EDUCATION</td>
<td>$5,623.50</td>
</tr>
<tr>
<td>TX-HAWK002694</td>
<td>1/27/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>PEARSON EDUCATION</td>
<td>$2,606.40</td>
</tr>
<tr>
<td>TX-HAWK002695</td>
<td>1/28/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>AMAZON</td>
<td>$57.32</td>
</tr>
<tr>
<td>TX-HAWK002697</td>
<td>1/28/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>NEBRASKA BOOK COMPANY</td>
<td>$4,311.16</td>
</tr>
<tr>
<td>TX-HAWK002698</td>
<td>1/28/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>MBS TEXTBOOK EXCHANGE</td>
<td>$2,972.99</td>
</tr>
<tr>
<td>TX-HAWK002699</td>
<td>1/28/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>OXFORD UNIVERSITY PRESS,</td>
<td>$1,290.64</td>
</tr>
<tr>
<td>TX-HAWK002700</td>
<td>1/28/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>MPS FORMERLY VHPS</td>
<td>$3,462.00</td>
</tr>
<tr>
<td>TX-HAWK002701</td>
<td>1/28/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>NACSCORP</td>
<td>$2,729.33</td>
</tr>
<tr>
<td>TX-HAWK002702</td>
<td>1/28/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>DEAF LIFE PRESS/HPO BOOK</td>
<td>$2,800.00</td>
</tr>
<tr>
<td>TX-HAWK002703</td>
<td>1/28/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>PEARSON EDUCATION</td>
<td>$13,516.28</td>
</tr>
<tr>
<td>TX-HAWK002704</td>
<td>1/28/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>UNIV. SOUTHERN CALIFORNIA</td>
<td>$400.00</td>
</tr>
<tr>
<td>TX-HAWK002707</td>
<td>1/28/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>BVT PUBLISHING</td>
<td>$450.00</td>
</tr>
<tr>
<td>TX-HAWK002708</td>
<td>1/28/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>NORTON, INC.</td>
<td>$1,560.00</td>
</tr>
<tr>
<td>TX-HAWK002709</td>
<td>1/28/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>FLAT WORLD KNOWLEDGE</td>
<td>$210.00</td>
</tr>
<tr>
<td>TX-HAWK002710</td>
<td>1/28/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>CENGAGE LEARNING</td>
<td>$5,827.50</td>
</tr>
<tr>
<td>TX-HAWK002711</td>
<td>1/28/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>MBS TEXTBOOK EXCHANGE</td>
<td>$2,095.94</td>
</tr>
<tr>
<td>TX-HAWK002712</td>
<td>1/28/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>NEBRASKA BOOK COMPANY</td>
<td>$218.94</td>
</tr>
<tr>
<td>TX-HAWK002713</td>
<td>1/28/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>DAWN SIGN PRESS</td>
<td>$3,941.68</td>
</tr>
<tr>
<td>TX-HAWK002715</td>
<td>2/2/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>NEBRASKA BOOK COMPANY</td>
<td>$7,492.24</td>
</tr>
<tr>
<td>TX-HAWK002716</td>
<td>2/2/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>MBS TEXTBOOK EXCHANGE</td>
<td>$5,633.17</td>
</tr>
<tr>
<td>TX-HAWK002717</td>
<td>2/2/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>MCGRAW-HILL PUBLISHING CO</td>
<td>$6,237.50</td>
</tr>
<tr>
<td>TX-HAWK002718</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>MPS FORMERLY VHPS</td>
<td>$6,972.00</td>
</tr>
<tr>
<td>TX-HAWK002719</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>NACSCORP</td>
<td>$4,263.99</td>
</tr>
<tr>
<td>TX-HAWK002721</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>AMAZON</td>
<td>$11,572.16</td>
</tr>
<tr>
<td>TX-HAWK002722</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>NORTON, INC.</td>
<td>$3,985.71</td>
</tr>
<tr>
<td>TX-HAWK002723</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>KENDALL PUBLISHING</td>
<td>$3,427.08</td>
</tr>
<tr>
<td>TX-HAWK002724</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>DOVER</td>
<td>$7.98</td>
</tr>
<tr>
<td>P.O. #</td>
<td>Date</td>
<td>Fund</td>
<td>Department</td>
<td>Description</td>
<td>Vendor Name</td>
<td>Amount</td>
</tr>
<tr>
<td>-----------</td>
<td>------------</td>
<td>------</td>
<td>------------------------</td>
<td>-------------</td>
<td>--------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>TX-HAWK002725</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>PEARSON EDUCATION</td>
<td>$21,940.14</td>
</tr>
<tr>
<td>TX-HAWK002726</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>CENGAGE LEARNING</td>
<td>$20,968.08</td>
</tr>
<tr>
<td>TX-HAWK002727</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>ACR PUBLICATIONS</td>
<td>$158.10</td>
</tr>
<tr>
<td>TX-HAWK002728</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>JOHN WILEY &amp; SONS, INC</td>
<td>$826.76</td>
</tr>
<tr>
<td>TX-HAWK002729</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>HARPER COLLINS TRADE DIV.</td>
<td>$16.48</td>
</tr>
<tr>
<td>TX-HAWK002730</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>DEAF LIFE PRESS/HPO BOOK</td>
<td>$140.00</td>
</tr>
<tr>
<td>TX-HAWK002731</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>MCGRAW-HILL PUBLISHING CO</td>
<td>$7,327.50</td>
</tr>
<tr>
<td>TX-HAWK002732</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>XYZ TEXTBOOKS</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>TX-HAWK002733</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>INT JEWELERY PUBNS.</td>
<td>$164.55</td>
</tr>
<tr>
<td>TX-HAWK002734</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>J.A.MAJORS</td>
<td>$167.72</td>
</tr>
<tr>
<td>TX-HAWK002735</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>OXFORD UNIVERSITY PRESS,</td>
<td>$1,958.54</td>
</tr>
<tr>
<td>TX-HAWK002736</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>MCGRAW-HILL CREATE (PRIMIS)</td>
<td>$3,705.79</td>
</tr>
<tr>
<td>TX-HAWK002737</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>UNIVERSITY OF CHICAGO PRE</td>
<td>$19.16</td>
</tr>
<tr>
<td>TX-HAWK002738</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>CHANNING L. BETE</td>
<td>$69.75</td>
</tr>
<tr>
<td>TX-HAWK002739</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>CAMBRIDGE UNIVERSITY PRES</td>
<td>$424.53</td>
</tr>
<tr>
<td>TX-HAWK002740</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>MONTEZUMA PUBLISHING</td>
<td>$182.25</td>
</tr>
<tr>
<td>TX-HAWK002741</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>DAWN SIGN PRESS</td>
<td>$203.88</td>
</tr>
<tr>
<td>TX-HAWK002742</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>AGAINST THE CLOCK</td>
<td>$49.99</td>
</tr>
<tr>
<td>TX-HAWK002743</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>CENGAGE LEARNING</td>
<td>$615.60</td>
</tr>
<tr>
<td>TX-HAWK002744</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>BROOKES PUB. CO</td>
<td>$375.60</td>
</tr>
<tr>
<td>TX-HAWK002745</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>NEBRASKA BOOK COMPANY</td>
<td>$3,387.60</td>
</tr>
<tr>
<td>TX-HAWK002746</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>MORTON</td>
<td>$405.30</td>
</tr>
<tr>
<td>TX-HAWK002747</td>
<td>2/3/2016</td>
<td>31</td>
<td>SCC Bookstore</td>
<td>Textbook</td>
<td>PEARSON EDUCATION</td>
<td>$7,749.00</td>
</tr>
</tbody>
</table>

**Grand Total:** $313,374.83
<table>
<thead>
<tr>
<th>P.O. #</th>
<th>Amount</th>
<th>Description</th>
<th>Department</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>TX-HAWK002690</td>
<td>$16,704.00</td>
<td>Textbooks for Resale: Spring 2016</td>
<td>SCC Bookstore</td>
<td>Purchased from Bluedoor. Manager Review and Approval - Bill Jeffery 1/19/2016</td>
</tr>
<tr>
<td>Fund</td>
<td>Description</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>General Fund Unrestricted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>General Fund Restricted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>GF Unrestricted One-Time Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Bond Int &amp; Red Fund, Series A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Bond Int &amp; Red Fund, Series B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Bond Int &amp; Red Fund, Series C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Bond Interest &amp; Redemp Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Bookstore Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Child Development Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Capital Outlay Projects Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Bond Fund, Measure E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Bond Fund, Measure Q</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>Fixed Assets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>Cash Flow Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>61</td>
<td>Property and Liability Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>62</td>
<td>Workers’ Compensation Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>63</td>
<td>Retiree Benefits Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>71</td>
<td>Associated Students Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>72</td>
<td>Representation Fee Trust Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>74</td>
<td>Student Financial Aid Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>76</td>
<td>Community Education Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>Diversified Trust Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>81</td>
<td>Diversified Agency Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>91</td>
<td>Foundation Gen Op Fund Uninv</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>92</td>
<td>Foundation Gen Op Fund Invest</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>93</td>
<td>Foundation Trust Fund Uninv</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>94</td>
<td>Foundation Trust Fund Invest</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>95</td>
<td>Foundation Scholar Fund Uninv</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>96</td>
<td>Foundation Scholar Fund Invest</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>97</td>
<td>Foundation Rest Rev Fund Uninv</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>98</td>
<td>Foundation Rest Rev Fund Inv</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>99</td>
<td>Foundation Endowment Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Legend:  * = Multiple Accounts for this P.O.
ANALYSIS

Items for the following categorical programs have been developed:

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Award Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. California Career Pathways Trust - SAUSD California Career Pathways Trust Grant (SAC)</td>
<td>1/27/2016</td>
<td>$811,050</td>
</tr>
<tr>
<td>Santa Ana College received a grant award from the California Department of Education for the California Career Pathways Trust (CCPT). Funding was awarded for a regional consortium that includes the Santa Ana Unified School District, Santa Ana College, Coast Community College District, and the ACME Network (ACME) (representing an Advisory Board of local and regional corporate and industry partners and employers). The SAUSD CCPT grant will develop a consortium between SAUSD, local community colleges, community partners, and the Information and Communication Technology (ICT), Public Services, Health Science and Medical Technology, and Engineering and Architecture Industries. The Santa Ana Technology, Engineering, Communications, and Health (SA TECH) consortium will develop an evolving infrastructure to sustain the economic vitality of a skilled and competitive workforce that possesses technical competencies and expertise contributing to the economic growth of these industries in Orange County. (15/16, 16/17, 17/18, 18/19). <em>No match required.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Deputy Sector Navigator - Global Trade &amp; Logistics (District) – Augmentation</td>
<td>12/22/2015</td>
<td>$100,000</td>
</tr>
<tr>
<td>Grant award from the California Community Colleges Chancellor’s Office Workforce &amp; Economic Development Division to support the Global Trade and Logistics Deputy Sector Navigator (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 Global Trade career pathways. (15/16, 16/17). <em>No match required on SB 858 funds.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Title</td>
<td>Award Date</td>
<td>Amount</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td>3. Deputy Sector Navigator - In-Region DSN ICT/Digital Media Yr. 3 (District) – Augmentation</td>
<td>12/31/2015</td>
<td>$100,000</td>
</tr>
<tr>
<td>Augmentation award from the California Community Colleges Chancellor’s Office Workforce &amp; Economic Development Division to support the In-Region DSN ICT/Digital Media Yr. 3 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 Information &amp; Communication Technologies/Digital Media career pathways. (15/16, 16/17). No match required on SB 858 funds.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4 Deputy Sector Navigator – Small Business (District) - Augmentation

Grant award from the California Community Colleges Chancellor’s Office Workforce & Economic Development Division to support the Small Business Deputy Sector Navigator (SB 858 formerly SB 1070) to improve linkages and career-technical education pathways by providing in-region investments within education and industry partners to meet the needs of entrepreneurs through entrepreneurial studies, informational workshops/trainings, and articulation of curriculum between secondary and post-secondary educational systems in Small Business career pathways. (15/16, 16/17). No match required on SB 858 funds. 12/22/2015 $100,000

5. Disabled Students Programs & Services (DSPS) (SCC)

Annual allocation from the California Community Colleges Chancellor’s Office to provide services for disabled students. (15/16). Match is $350,085 that consists of DSPS staff salary and benefits. 12/12/2015 $748,248

6. First 5 California Child Signature Program (CSP) (District) - Augmentation

RSCCD’s Child Development Services received a one-year extension and augmentation for its First 5 California Child Signature Program sub-award grant from the Children and Families Commission of Orange County to increase quality improvement in early learning programs for young children. Extended funding will support enhanced services that include family support services, screening and assessment of children, mental health services, training and technical assistance for teaching staff and program supplies. (15/16). The match required for the one-year extension is $275,000 that consists of Early Head Start Program federally-funded staff and other grant-funded program costs. 01/25/2016 $44,000

Fiscal Impact: $1,943,298
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
7. Los Angeles/Orange County Regional Consortium (District) - Augmentation

Augmentation award from the California Community Colleges Chancellor’s Office Workforce & Economic Development Division to operate the regional consortium for community college Career Technical Education leaders in Los Angeles and Orange County. (15/16) No match required.

Fiscal Impact: $1,943,298  
Board Date: February 22, 2016

01/01/2016 $40,000

RECOMMENDATION
It is recommended that the Board approve these items and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to enter into a related contractual agreement on behalf of the district.
<table>
<thead>
<tr>
<th>GL Account String</th>
<th>Description</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Total SAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.22XX-679000-10000-585</td>
<td>Part-Time Instructors: Department of Biology</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>12.22XX-679000-16410-311</td>
<td>STRS - Instructional:</td>
<td>331</td>
<td>331</td>
<td>331</td>
<td>331</td>
<td>331</td>
</tr>
<tr>
<td>12.22XX-679000-16410-341</td>
<td>Medicare - Instructional:</td>
<td>54</td>
<td>54</td>
<td>54</td>
<td>54</td>
<td>54</td>
</tr>
<tr>
<td>12.22XX-679000-16410-351</td>
<td>H &amp; W - Retiree Fund Inst:</td>
<td>37</td>
<td>37</td>
<td>37</td>
<td>37</td>
<td>37</td>
</tr>
<tr>
<td>12.22XX-679000-16410-361</td>
<td>WCI - Instructional:</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>12.22XX-679000-16410-483</td>
<td>Beyond Contract - Coordinators:</td>
<td>18,223</td>
<td>18,223</td>
<td>18,223</td>
<td>18,223</td>
<td>18,223</td>
</tr>
<tr>
<td>12.22XX-619000-16410-143</td>
<td>Faculty re-assigned time for curriculum development projects: 3</td>
<td>2,147</td>
<td>2,147</td>
<td>2,147</td>
<td>2,147</td>
<td>2,147</td>
</tr>
<tr>
<td>12.22XX-619000-16410-1483</td>
<td>Faculty re-assigned time for curriculum development projects: 3</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>12.22XX-619000-16410-1483</td>
<td>Faculty re-assigned time for curriculum development projects: 3</td>
<td>69.02/hr.</td>
<td>69.02/hr.</td>
<td>69.02/hr.</td>
<td>69.02/hr.</td>
<td>69.02/hr.</td>
</tr>
<tr>
<td>12.22XX-619000-16410-331</td>
<td>Classified Employees - Hourly: $18.33/hr.</td>
<td>5,522</td>
<td>5,522</td>
<td>5,522</td>
<td>5,522</td>
<td>5,522</td>
</tr>
<tr>
<td>12.22XX-619000-16410-3325</td>
<td>PERS - Non-Instructional:</td>
<td>8,400</td>
<td>8,400</td>
<td>8,400</td>
<td>8,400</td>
<td>8,400</td>
</tr>
<tr>
<td>12.22XX-619000-16410-3331</td>
<td>OASDI - Non-Instructional:</td>
<td>13,764</td>
<td>13,764</td>
<td>13,764</td>
<td>13,764</td>
<td>13,764</td>
</tr>
<tr>
<td>12.22XX-619000-16410-3333</td>
<td>Medicare - Non-Instructional:</td>
<td>17,686</td>
<td>17,686</td>
<td>17,686</td>
<td>17,686</td>
<td>17,686</td>
</tr>
</tbody>
</table>

Board Approval Date: February 22, 2016
Prepared by: Francisco Villaseñor
Original Budget (4-year grant cycle): 6.1 (4)
### SPECIAL PROJECT DETAILED BUDGET # 22XX

**NAME:** California Career Pathways Trust - SAUSD CA Career Pathways Trust Grant  
**FISCAL YEAR:** 2015/2016 through 2018/2019

<table>
<thead>
<tr>
<th>GL Account String</th>
<th>Description</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Total SAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-22XX-649000-16410-3335</td>
<td>PARS - Non-Instructional :</td>
<td>232</td>
<td>232</td>
<td>232</td>
<td>697</td>
<td></td>
</tr>
<tr>
<td>12-22XX-649000-16410-3435</td>
<td>H &amp; W - Retiree Fund Non-Inst :</td>
<td>106</td>
<td>437</td>
<td>282</td>
<td>230</td>
<td>1,056</td>
</tr>
<tr>
<td>12-22XX-649000-16410-3515</td>
<td>SUI - Non-Instructional :</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>12-22XX-649000-16410-3615</td>
<td>WCI - Non-Instructional :</td>
<td>254</td>
<td>1,050</td>
<td>678</td>
<td>553</td>
<td>2,535</td>
</tr>
<tr>
<td>12-22XX-649000-16410-4210</td>
<td>Books, Mags &amp; Subscript-Non-Lib :</td>
<td>0</td>
<td>3,000</td>
<td>0</td>
<td>0</td>
<td>3,000</td>
</tr>
<tr>
<td>12-22XX-649000-16410-4610</td>
<td>Non-Instructional Supplies :</td>
<td>0</td>
<td>1,050</td>
<td>1,050</td>
<td>1,050</td>
<td>3,150</td>
</tr>
<tr>
<td>12-22XX-675000-16410-5210</td>
<td>Conference Expenses :</td>
<td>2,500</td>
<td>2,500</td>
<td>2,000</td>
<td>1,700</td>
<td>8,700</td>
</tr>
<tr>
<td>12-22XX-675000-16410-5210</td>
<td>Conference/travel: in-state and mileage costs for meetings/trainings</td>
<td>0</td>
<td>0</td>
<td>1,600</td>
<td>0</td>
<td>1,600</td>
</tr>
<tr>
<td>12-22XX-649000-16410-5940</td>
<td>Reproduction/Printing Expenses :</td>
<td>0</td>
<td>650</td>
<td>650</td>
<td>500</td>
<td>1,800</td>
</tr>
<tr>
<td>12-22XX-649000-16410-5950</td>
<td>Software License and Fees :</td>
<td>0</td>
<td>2,035</td>
<td>2,035</td>
<td>1,840</td>
<td>5,910</td>
</tr>
<tr>
<td>12-22XX-649000-16410-5966</td>
<td>Transportation - Student :</td>
<td>0</td>
<td>1,650</td>
<td>1,650</td>
<td>0</td>
<td>3,300</td>
</tr>
<tr>
<td>12-22XX-043000-16410-6409</td>
<td>Equip-Other &gt;$200 &lt;$1,000 :</td>
<td>0</td>
<td>21,774</td>
<td>0</td>
<td>0</td>
<td>21,774</td>
</tr>
<tr>
<td>12-22XX-043000-16410-6410</td>
<td>Equip-All Other &gt;$1,000 &lt;$5,000 :</td>
<td>0</td>
<td>3,000</td>
<td>0</td>
<td>0</td>
<td>3,000</td>
</tr>
</tbody>
</table>

**BIOLOGY DEPARTMENT - BIOTECH - SUB-TOTAL**

| | 17,417 | 96,769 | 44,307 | 35,069 | 193,562 |
SPECIAL PROJECT DETAILED BUDGET # 22XX
NAME: California Career Pathways Trust - SAUSD CA Career Pathways Trust Grant
FISCAL YEAR: 2015/2016 through 2018/2019

<table>
<thead>
<tr>
<th>GL Account String</th>
<th>Description</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Total SAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-22XX-092400-15150-1310</td>
<td>Part-Time Instructors :</td>
<td>0</td>
<td>3,727</td>
<td>0</td>
<td>0</td>
<td>3,727</td>
</tr>
<tr>
<td>12-22XX-092400-15150-1311</td>
<td>Int/Sum-Instructors,Part-Time :</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-092400-15150-3111</td>
<td>STRS - Instructional :</td>
<td>331</td>
<td>331</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-092400-15150-3321</td>
<td>Medicare - Instructional :</td>
<td>54</td>
<td>54</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-092400-15150-3431</td>
<td>H &amp; W - Retiree Fund Inst :</td>
<td>37</td>
<td>37</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-092400-15150-3511</td>
<td>SUI - Instructional :</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-092400-15150-3611</td>
<td>WCI - Instructional :</td>
<td>89</td>
<td>89</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-619000-15150-1453</td>
<td>Beyond Contract - Coordinators :</td>
<td>2,761</td>
<td>5,522</td>
<td>4,970</td>
<td>4,970</td>
<td>18,223</td>
</tr>
<tr>
<td>12-22XX-619000-15150-1483</td>
<td>Beyond Contr - Reassigned Time :</td>
<td>0</td>
<td>2,147</td>
<td>0</td>
<td></td>
<td>2,147</td>
</tr>
<tr>
<td>12-22XX-619000-15150-1483</td>
<td>Beyond Contr - Reassigned Time :</td>
<td>716</td>
<td>2,147</td>
<td>0</td>
<td></td>
<td>2,863</td>
</tr>
<tr>
<td>12-22XX-619000-15150-3115</td>
<td>STRS - Non-Instructional :</td>
<td>310</td>
<td>875</td>
<td>441</td>
<td>441</td>
<td>2,067</td>
</tr>
<tr>
<td>12-22XX-619000-15150-3325</td>
<td>Medicare - Non-Instructional :</td>
<td>50</td>
<td>142</td>
<td>72</td>
<td>72</td>
<td>337</td>
</tr>
<tr>
<td>12-22XX-619000-15150-3435</td>
<td>H &amp; W - Retiree Fund Non-Inst :</td>
<td>35</td>
<td>98</td>
<td>50</td>
<td>50</td>
<td>232</td>
</tr>
<tr>
<td>12-22XX-619000-15150-3515</td>
<td>SUI - Non-Instructional :</td>
<td>2</td>
<td>5</td>
<td>2</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>12-22XX-619000-15150-3615</td>
<td>WCI - Non-Instructional :</td>
<td>84</td>
<td>236</td>
<td>119</td>
<td>119</td>
<td>559</td>
</tr>
</tbody>
</table>

*Beyond contract/reassigned time for fall and spring $69.02/hr. x 40 hrs. x 1 semester*

*Faculty reassigned time for articulation projects: 3 faculty x $29.82/hr. x 24 hrs.*

*Faculty reassigned time for curriculum development projects: 3 faculty x $29.82/hr. x 24 hrs. (1483).*

Original Budget (4-year grant cycle)
Prepared by: Francisco Villaseñor

Board Approval Date: February 22, 2016
Accountant: Jojo Penning
<table>
<thead>
<tr>
<th>GL Account String</th>
<th>Description</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Total SAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-22XX-649000-15150-2340</td>
<td>Student Assistants - Hourly:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Student Assistants: 5 SAs x $13.25/hr. x 10hrs/wk x 39 weeks</td>
<td>25,838</td>
<td>10,335</td>
<td>5,168</td>
<td>41,341</td>
<td></td>
</tr>
<tr>
<td>12-22XX-649000-15150-3435</td>
<td>H &amp; W - Retiree Fund Non-Inst:</td>
<td>258</td>
<td>103</td>
<td>52</td>
<td>413</td>
<td></td>
</tr>
<tr>
<td>12-22XX-649000-15150-3615</td>
<td>WCI - Non-Instructional:</td>
<td>621</td>
<td>249</td>
<td>124</td>
<td>993</td>
<td></td>
</tr>
<tr>
<td>12-22XX-649000-15150-4210</td>
<td>Books, Mags &amp; Subscript-Non-Lib:</td>
<td>0</td>
<td>3,000</td>
<td>0</td>
<td>0</td>
<td>3,000</td>
</tr>
<tr>
<td></td>
<td>-Class set of textbooks, reference materials for pathway courses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-649000-15150-4610</td>
<td>Non-Instructional Supplies:</td>
<td>0</td>
<td>1,050</td>
<td>1,050</td>
<td>1,050</td>
<td>3,150</td>
</tr>
<tr>
<td></td>
<td>-supplies and materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-675000-15150-5210</td>
<td>Conference Expenses:</td>
<td>0</td>
<td>2,500</td>
<td>2,000</td>
<td>1,700</td>
<td>6,200</td>
</tr>
<tr>
<td></td>
<td>-Conference/travel: in-state and mileage costs for meetings/trainings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-675000-15150-5210</td>
<td>Conference Expenses:</td>
<td>0</td>
<td>0</td>
<td>1,600</td>
<td>0</td>
<td>1,600</td>
</tr>
<tr>
<td></td>
<td>-Student memberships/travel to conferences</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-649000-15150-5940</td>
<td>Reproduction/Printing Expenses:</td>
<td>0</td>
<td>650</td>
<td>650</td>
<td>500</td>
<td>1,800</td>
</tr>
<tr>
<td></td>
<td>-Printing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-649000-15150-5950</td>
<td>Software License and Fees:</td>
<td>0</td>
<td>2,035</td>
<td>2,035</td>
<td>1,840</td>
<td>5,910</td>
</tr>
<tr>
<td></td>
<td>-Software</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-649000-15150-5966</td>
<td>Transportation - Student:</td>
<td>0</td>
<td>1,650</td>
<td>1,650</td>
<td>0</td>
<td>3,300</td>
</tr>
<tr>
<td></td>
<td>-Transportation/bus rentals to transport student to program activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-092400-15150-6049</td>
<td>Equip-All Other &gt;$200 &lt; $1,000:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Equipment for 50 computers</td>
<td>0</td>
<td>61,800</td>
<td>0</td>
<td>0</td>
<td>61,800</td>
</tr>
<tr>
<td>12-22XX-092400-15150-6410</td>
<td>Equip-All Other &gt;$1,000&lt;$5,000:</td>
<td>0</td>
<td>10,000</td>
<td>0</td>
<td>0</td>
<td>10,000</td>
</tr>
<tr>
<td></td>
<td>-Equipment for machinery</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-092400-15150-6411</td>
<td>Equip-All Other &gt; $5,000:</td>
<td>0</td>
<td>9,028</td>
<td>0</td>
<td>0</td>
<td>9,028</td>
</tr>
<tr>
<td></td>
<td>-Equipment for</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>ENGINEERING DEPARTMENT - SUB-TOTAL</strong></td>
<td>3,958</td>
<td>133,842</td>
<td>25,327</td>
<td>16,088</td>
<td>179,216</td>
</tr>
</tbody>
</table>

Original Budget (4-year grant cycle)
Prepared by: Francisco Villaseñor

SPECIAL PROJECT DETAILED BUDGET # 22XX
NAME: California Career Pathways Trust - SAUSD CA Career Pathways Trust Grant
FISCAL YEAR: 2015/2016 through 2018/2019

Prepared by: Francisco Villaseñor
Accountant: Jojo Penning
Board Approval Date: February 22, 2016
<table>
<thead>
<tr>
<th>GL Account String</th>
<th>Description</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Total SAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-22XX-051410-15175-1310</td>
<td>Part-Time Instructors :</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>12-22XX-051410-15175-1315</td>
<td>Int/Sum-Instructors, Part-Time :</td>
<td>0</td>
<td>3,727</td>
<td>0</td>
<td>0</td>
<td>3,727</td>
</tr>
<tr>
<td></td>
<td>*LHE = lecture hour equivalent, 1 hour in class and 1 hour other duties, office hours, prep, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-051410-15175-3111</td>
<td>STRS - Instructional :</td>
<td>331</td>
<td></td>
<td></td>
<td></td>
<td>331</td>
</tr>
<tr>
<td>12-22XX-051410-15175-3321</td>
<td>Medicare - Instructional :</td>
<td>54</td>
<td></td>
<td></td>
<td></td>
<td>54</td>
</tr>
<tr>
<td>12-22XX-051410-15175-3431</td>
<td>H &amp; W - Retiree Fund Inst :</td>
<td>37</td>
<td></td>
<td></td>
<td></td>
<td>37</td>
</tr>
<tr>
<td>12-22XX-051410-15175-3511</td>
<td>SUI - Instructional :</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>12-22XX-051410-15175-3611</td>
<td>WCI - Instructional :</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>89</td>
</tr>
<tr>
<td>12-22XX-619000-15175-1453</td>
<td>Beyond Contract - Coordinators :</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Beyond contract/reassigned time for fall and spring $69.02/hr. x 40 hrs. x 1 semesters</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-619000-15175-1483</td>
<td>Beyond Contr - Reassigned Time :</td>
<td>2,147</td>
<td>4,970</td>
<td></td>
<td></td>
<td>7,117</td>
</tr>
<tr>
<td></td>
<td>* Faculty reassigned time for articulation projects:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 faculty x $29.82/hr. x 24 hrs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-619000-15175-1483</td>
<td>Beyond Contr - Reassigned Time :</td>
<td>716</td>
<td>2,147</td>
<td></td>
<td></td>
<td>2,863</td>
</tr>
<tr>
<td></td>
<td>* Faculty reassigned time for curriculum development projects:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 faculty x $29.82/hr. x 24 hrs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-619000-15175-3115</td>
<td>STRS - Non-Instructional :</td>
<td>310</td>
<td>875</td>
<td>441</td>
<td>441</td>
<td>2,067</td>
</tr>
<tr>
<td>12-22XX-619000-15175-3325</td>
<td>Medicare - Non-Instructional :</td>
<td>50</td>
<td>142</td>
<td>72</td>
<td>72</td>
<td>337</td>
</tr>
<tr>
<td>12-22XX-619000-15175-3435</td>
<td>H &amp; W - Retiree Fund Non-Inst :</td>
<td>35</td>
<td>98</td>
<td>50</td>
<td>50</td>
<td>232</td>
</tr>
<tr>
<td>12-22XX-619000-15175-3515</td>
<td>SUI - Non-Instructional :</td>
<td>2</td>
<td>5</td>
<td>2</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>12-22XX-619000-15175-3615</td>
<td>WCI - Non-Instructional :</td>
<td>84</td>
<td>236</td>
<td>119</td>
<td>119</td>
<td>559</td>
</tr>
<tr>
<td>12-22XX-649000-15175-2130</td>
<td>Classified Employees :</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Job Developer (full-time):</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-649000-15175-2320</td>
<td>Classified Employees - Hourly :</td>
<td>52,594</td>
<td>54,172</td>
<td>0</td>
<td></td>
<td>106,766</td>
</tr>
<tr>
<td></td>
<td>*Student Services Coordinator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-649000-15175-2340</td>
<td>Student Assistants - Hourly :</td>
<td>25,077</td>
<td>25,077</td>
<td>25,077</td>
<td>75,231</td>
<td>13,701</td>
</tr>
<tr>
<td></td>
<td>*Student Assistants: $13.25/hr. x 10hrs/wk x 39 weeks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-649000-15175-3215</td>
<td>PERS - Non-Instructional :</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-649000-15175-3315</td>
<td>OASDHI - Non-Instructional :</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-22XX-649000-15175-3325</td>
<td>Medicare - Non-Instructional :</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Original Budget (4-year grant cycle)
Prepared by: Francisco Villaseñor
Board Approval Date: February 22, 2016
Accountant: Jojo Penning
# SPECIAL PROJECT DETAILED BUDGET # 22XX

**NAME:** California Career Pathways Trust - SAUSD CA Career Pathways Trust Grant  
**FISCAL YEAR:** 2015/2016 through 2018/2019

<table>
<thead>
<tr>
<th>GL Account String</th>
<th>Description</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Total SAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-22XX-649000-15175-3335</td>
<td>PARS - Non-Instructional</td>
<td>327</td>
<td>326</td>
<td>326</td>
<td>979</td>
<td></td>
</tr>
<tr>
<td>12-22XX-649000-15175-3415</td>
<td>H &amp; W - Non-Instructional</td>
<td>25,554</td>
<td>25,637</td>
<td>0</td>
<td>51,191</td>
<td></td>
</tr>
<tr>
<td>12-22XX-649000-15175-3435</td>
<td>H &amp; W - Retiree Fund Non-Inst</td>
<td>1,051</td>
<td>909</td>
<td>302</td>
<td>2,263</td>
<td></td>
</tr>
<tr>
<td>12-22XX-649000-15175-3515</td>
<td>SUI - Non-Instructional</td>
<td>40</td>
<td>40</td>
<td>13</td>
<td>92</td>
<td></td>
</tr>
<tr>
<td>12-22XX-649000-15175-3615</td>
<td>WCI - Non-Instructional</td>
<td>2,517</td>
<td>2,183</td>
<td>726</td>
<td>5,426</td>
<td></td>
</tr>
<tr>
<td>12-22XX-649000-15175-3915</td>
<td>Other Benefits - Non-Instruct</td>
<td>1,350</td>
<td>1,350</td>
<td>0</td>
<td>2,700</td>
<td></td>
</tr>
<tr>
<td>12-22XX-649000-15175-4210</td>
<td>Books, Mags &amp; Subscript-Non-Lib</td>
<td>0</td>
<td>3,000</td>
<td>0</td>
<td>0</td>
<td>3,000</td>
</tr>
<tr>
<td>12-22XX-649000-15175-4610</td>
<td>Non-Instructional Supplies</td>
<td>0</td>
<td>1,050</td>
<td>1,050</td>
<td>1,050</td>
<td>3,150</td>
</tr>
<tr>
<td>12-22XX-051410-15175-5100</td>
<td>Contracted Services</td>
<td>0</td>
<td>15,000</td>
<td>0</td>
<td>0</td>
<td>15,000</td>
</tr>
<tr>
<td>12-22XX-675000-15175-5210</td>
<td>Conference Expenses</td>
<td>2,500</td>
<td>2,500</td>
<td>2,000</td>
<td>1,702</td>
<td>8,702</td>
</tr>
<tr>
<td>12-22XX-675000-15175-5210</td>
<td>Conference Expenses</td>
<td>0</td>
<td>0</td>
<td>1,600</td>
<td>0</td>
<td>1,600</td>
</tr>
<tr>
<td>12-22XX-649000-15175-5940</td>
<td>Reproduction/Printing Expenses</td>
<td>0</td>
<td>650</td>
<td>650</td>
<td>500</td>
<td>1,802</td>
</tr>
<tr>
<td>12-22XX-649000-15175-5950</td>
<td>Software License and Fees</td>
<td>0</td>
<td>2,035</td>
<td>2,035</td>
<td>1,840</td>
<td>5,910</td>
</tr>
<tr>
<td>12-22XX-649000-15175-5966</td>
<td>Transportation - Student</td>
<td>0</td>
<td>1,650</td>
<td>1,650</td>
<td>0</td>
<td>3,300</td>
</tr>
<tr>
<td>12-22XX-051410-15175-6409</td>
<td>Equip-All Other &gt;$200 &lt; $1,000</td>
<td>0</td>
<td>21,779</td>
<td>0</td>
<td>0</td>
<td>21,779</td>
</tr>
<tr>
<td>12-22XX-051410-15175-6410</td>
<td>Equip-All Other &gt;$1,000 &lt;$5,000</td>
<td>0</td>
<td>3,000</td>
<td>0</td>
<td>0</td>
<td>3,000</td>
</tr>
<tr>
<td><strong>LEGAL DEPARTMENT - SUB-TOTAL</strong></td>
<td></td>
<td>6,458</td>
<td>211,539</td>
<td>146,358</td>
<td>42,723</td>
<td>407,079</td>
</tr>
<tr>
<td><strong>TOTAL PROJECT # 22XX - CCPT - SAUSD CCPT GRANT</strong></td>
<td></td>
<td>28,946</td>
<td>459,837</td>
<td>224,632</td>
<td>97,635</td>
<td>811,050</td>
</tr>
</tbody>
</table>
## SPECIAL PROJECT DETAIL BUDGET #2343
### NAME: Deputy Sector Navigator - Global Trade & Logistics (GTL)
### Career Technical Education In-Region Investment Grant (SB 858) (District)
### FISCAL YEARS 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.:** 15-157-008 (Amendment 1)  
**SUB-AWARD No.:** N/A  
**CFDA No.:** N/A  
**PROJ ADM:** Enrique Perez  
**PROJ DIR:** Lynn Stewart  
**Date:** 2/4/2016

### GL Account String | Description                                                                 | New Budget |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12-2343-000000-50000-8659</td>
<td>Other Reimb Categorical Allow : District Operations</td>
<td>100,000</td>
</tr>
<tr>
<td>12-2343-672000-50000-5865</td>
<td>Indirect Costs : District Operations (4%)</td>
<td>3,846</td>
</tr>
<tr>
<td>12-2343-675000-53210-5210</td>
<td>Conference Expenses : Ctr for Intl Trade Dev Office</td>
<td>2,300</td>
</tr>
<tr>
<td></td>
<td>- NASBITE Annual Conference, Newport, RI</td>
<td></td>
</tr>
<tr>
<td></td>
<td>April 4, 2016 – April 8, 2016. One attendee at $2,300</td>
<td></td>
</tr>
<tr>
<td>12-2343-684000-53210-2130</td>
<td>Classified Employees : Ctr for Intl Trade Dev Offic</td>
<td>5,401</td>
</tr>
<tr>
<td></td>
<td>- Alejandra Landa, Business Services Coordinator (20%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grade 13-3 (eff. 7/1/16-12/31/16)</td>
<td></td>
</tr>
<tr>
<td>12-2343-684000-53210-2320</td>
<td>Classified Employees - Hourly : Ctr for Intl Trade</td>
<td>10,000</td>
</tr>
<tr>
<td></td>
<td>- Business Expert, $45/hr. x 222 hrs.</td>
<td></td>
</tr>
<tr>
<td>12-2343-684000-53210-3215</td>
<td>PERS - Non-Instructional : Ctr for Intl Trade Dev O</td>
<td>705</td>
</tr>
<tr>
<td>12-2343-684000-53210-3315</td>
<td>OASDHI - Non-Instructional : Ctr for Intl Trade Dev</td>
<td>343</td>
</tr>
<tr>
<td>12-2343-684000-53210-3325</td>
<td>Medicare - Non-Instructional : Ctr for Intl Trade D</td>
<td>225</td>
</tr>
<tr>
<td>12-2343-684000-53210-3335</td>
<td>PARS - Non-Instructional : Ctr for Intl Trade Dev</td>
<td>130</td>
</tr>
<tr>
<td>12-2343-684000-53210-3415</td>
<td>H &amp; W - Non-Instructional : Ctr for Intl Trade Dev</td>
<td>1,204</td>
</tr>
<tr>
<td>12-2343-684000-53210-3435</td>
<td>H &amp; W - Retiree Fund Non-Inst : Ctr for Intl Trade</td>
<td>155</td>
</tr>
<tr>
<td>12-2343-684000-53210-3515</td>
<td>SUI - Non-Instructional : Ctr for Intl Trade Dev</td>
<td>8</td>
</tr>
<tr>
<td>12-2343-684000-53210-3615</td>
<td>WCI - Non-Instructional : Ctr for Intl Trade Dev</td>
<td>373</td>
</tr>
<tr>
<td>12-2343-684000-53210-3915</td>
<td>Other Benefits - Non-Instruct : Ctr for Intl Trade</td>
<td>135</td>
</tr>
<tr>
<td>12-2343-684000-53210-4210</td>
<td>Books, Mags &amp; Subscrip-Non-Lib : Ctr for Intl Trade</td>
<td>1,000</td>
</tr>
<tr>
<td>12-2343-684000-53210-4610</td>
<td>Non-Instructional Supplies : Ctr for Intl Trade Dev</td>
<td>3,000</td>
</tr>
<tr>
<td>12-2343-684000-53210-4710</td>
<td>Food and Food Service Supplies : Ctr for Intl Trade</td>
<td>3,000</td>
</tr>
<tr>
<td>12-2343-684000-53210-5100</td>
<td>Contracted Services : Ctr for Intl Trade Dev Office</td>
<td>50,580</td>
</tr>
</tbody>
</table>

**To provide specialized services that include:**
- MS/HS career awareness workshops $2,000
- HS summer Global Business Academy $4,000
- Outreach/marketing materials; GTL occupational materials; video projects, $3,080
- Technology and skills workshops/certifications, $6,500
- Certified Global Business Professional bootcamp, $5,000
- Sub-agreements: in-region investment projects with school districts/college districts to increase regional sector capacity in GTL education, faculty development, curriculum development, and training on curriculum models, $30,000

---

**Original Budget (Amendment 1 - SB 858)**
**Prepared by:** Maria Gil

**Board Approval Date:** February 22, 2016  
**Accountant:** Kevin Truong
SPECIAL PROJECT DETAILED BUDGET #2343
NAME: Deputy Sector Navigator - Global Trade & Logistics (GTL)
Career Technical Education In-Region Investment Grant (SB 858) (District)
FISCAL YEARS 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.: 15-157-008 (Amendment 1)
SUB-AWARD No.: N/A
CFDA No.: N/A

<table>
<thead>
<tr>
<th>GL Account String</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-2343-684000-53210-5220</td>
<td>Mileage/Parking Expenses : Ctr for Intl Trade Dev</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2343-684000-53210-5235</td>
<td>District Business/Sponsorships : Ctr for Intl Trade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2343-684000-53210-5895</td>
<td>Other Licenses &amp; Fees : Ctr for Intl Trade Dev Offi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2343-684000-53210-6409</td>
<td>Equip-All Other &gt;$200 &lt; $1,000 : Ctr for Intl Trade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2343-684000-53210-6410</td>
<td>Equip-All Other &gt;$1,000&lt;$5,000 : Ctr for Intl Trade</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total 2343 - GTL DSN In-Region Investment Funds (Yr. 3) | 100,000 | 100,000 |

Original Budget (Amendment 1 - SB 858)
Prepared by: Maria Gil
Board Approval Date: February 22, 2016
Accountant: Kevin Truong
## SPECIAL PROJECT DETAILED BUDGET # 2345

**NAME:** Deputy Sector Navigator - In-Region Information & Communication Technologies (ICT)/Digital Media Sector Yr. 3 Grant (SB 858) (District)

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

<table>
<thead>
<tr>
<th>GL Accounts</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-2345-000000-50000-8659</td>
<td>Other Reimb Categorical Allow : District Oper</td>
<td>100,000</td>
<td></td>
</tr>
<tr>
<td>12-2345-672000-50000-5865</td>
<td>Indirect Costs : District Operations</td>
<td>100,000</td>
<td>3,846</td>
</tr>
<tr>
<td>12-2345-675000-53330-5210</td>
<td>Conference Expenses : Digital Media Center - Travel Expenses - In-state travel to EWD and related workforce development conferences</td>
<td>6,654</td>
<td></td>
</tr>
<tr>
<td>12-2345-684000-53330-4610</td>
<td>Non-Instructional Supplies : Digital Media Center - Program supplies (USBs, copier paper, toner, easels, binders, etc.)</td>
<td>500</td>
<td></td>
</tr>
</tbody>
</table>

**Contracted Services : Digital Media Center**

- Contracted Services : Digital Media Center - Contracted Services: Irvine Valley College to conduct a C-STEM day competition at…. $20,000
- Contracted Services : Digital Media Center - CyberPatriot Regional Competition involving Cypress, Coastline and Irvine Valley College (12K each college). $36,000
- Contracted Services : Digital Media Center - Central Orange County CTEp to conduct a county-wide OC Maker Challenge Project for student teams from Middle School, High School and Community College. $15,000
- Contracted Services : Digital Media Center - Digital Media based workshops to be offered to high school and community college students. $3,000
- Contracted Services : Digital Media Center - Central Orange County CTEp to produce a video and develop a marketing campaign highlighting CTE programs. $10,000
- Contracted Services : Digital Media Center - Orange County Department of Ed. to organize an event targeting high school counselors. $5,000

**Total Project 2345 Econ Dev- In-Reg DSN ICT/Digital Media Yr. 3**

| 100,000 | 100,000 |
**SPECIAL PROJECT DETAILED BUDGET #2344**

**NAME:** Deputy Sector Navigator - Small Business

**Career Technical Education In-Region Investment Grant (District)**

**FISCAL YEARS 2015/2016 and 2016/2017**

<table>
<thead>
<tr>
<th>GL Account String</th>
<th>Description</th>
<th>New Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-2344-000000-10000-8659</td>
<td>Other Reimb Categorical Allow : Santa Ana College</td>
<td></td>
</tr>
</tbody>
</table>
| 12-2344-602000-15170-1483 | **Beyond Contr - Reassigned Time : Marketing**  
Faculty Advisor to integrate instructional components for Small Business sector. Stipend at $2,700. | 2,700      |
| 12-2344-602000-15170-3115 | STRS - Non-Instructional : Marketing                                                                | 290        |
| 12-2344-602000-15170-3325 | Medicare - Non-Instructional : Marketing                                                           | 39         |
| 12-2344-602000-15170-3435 | H & W - Retiree Fund Non-Inst : Marketing                                                           | 27         |
| 12-2344-602000-15170-3515 | SUI - Non-Instructional : Marketing                                                                 | 1          |
| 12-2344-602000-15170-3615 | WCI - Non-Instructional : Marketing                                                                 | 65         |

**Sub-Total (SAC)**  
3,122 3,122

<table>
<thead>
<tr>
<th>GL Account String</th>
<th>Description</th>
<th>New Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-2344-000000-50000-8659</td>
<td>Other Reimb Categorical Allow : District Operations</td>
<td></td>
</tr>
<tr>
<td>12-2344-672000-50000-5865</td>
<td>Indirect Costs : District Operations (4%)</td>
<td>3,846</td>
</tr>
</tbody>
</table>
$2,140 x Seven (7) attendees = $14,980. | 14,980     |
| 12-2344-684000-53410-4610 | Non-Instructional Supplies : Small Business Dev Ctr                                                  | 400        |
| 12-2344-684000-53410-4710 | Food and Food Service Supplies : Small Business Dev                                                   | 2,000      |
| 12-2344-684000-53410-5100 | Contracted Services : Small Business Dev Ctr Office                                                  |            |

*In-region investment projects with school districts/college districts to increase regional sector capacity in Small Business education, faculty development, curriculum development, and training on curriculum models. Four to five sub-contract agreements ranging from $3,000 - 12,000/each.*  
59,500

<table>
<thead>
<tr>
<th>GL Account String</th>
<th>Description</th>
<th>New Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-2344-684000-53410-5235</td>
<td>District Business/Sponsorships : Small Business Dev Counselors Training Conference, in collaboration with DSNs in OC, for career and CTE pathways development</td>
<td>10,000</td>
</tr>
<tr>
<td>12-2344-684000-53410-5950</td>
<td>Software License and Fees : Small Business Dev Ctr</td>
<td>3,000</td>
</tr>
</tbody>
</table>

**Sub-Total (DO)**  
96,878 96,878

<table>
<thead>
<tr>
<th>GL Account String</th>
<th>Description</th>
<th>New Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-2344-684000-53410-5100</td>
<td>Contracted Services : Small Business Dev Ctr Office</td>
<td></td>
</tr>
</tbody>
</table>

*In-region investment projects with school districts/college districts to increase regional sector capacity in Small Business education, faculty development, curriculum development, and training on curriculum models. Four to five sub-contract agreements ranging from $3,000 - 12,000/each.*  
59,500

**Total 2344 - Small Business DSN In-Region Funds (Yr. 3)**  
100,000 100,000
## SPECIAL PROJECT DETAILED BUDGET #2230
### NAME: Disabled Student Programs and Services (DSPS) - SCC
### FISCAL YEAR: 2015/2016

**CONTRACT PERIOD:** 07/01/15 - 06/30/16  
**CONTRACT INCOME:** $748,248 - SCC P1 Allocation

**Prime Sponsor:** CCC Chancellor's Office  
**Fiscal Agent:** Rancho Santiago CCD  
**Prime Award No.:** N/A

<table>
<thead>
<tr>
<th>GL Account</th>
<th>Description</th>
<th>Allocated Budget</th>
<th>Revising Budget</th>
<th>Changes (+/-)</th>
</tr>
</thead>
</table>
| 12-2230-493031-29400-1110 | Contract Instructors : DSP  
- Lucy Carr-Rollitt (31%)  
- Mary Mettler (44%)  
- Laura Wirtz (25%) | Debit: 233,831 | Credit: 101,326 | 132,505 |
| 12-2230-493031-29400-2410 | Inst Assistant - Ongoing : | Debit: 8,593 | Credit: - | 8,593 |
| 12-2230-493031-29400-2420 | Inst Assistant - Hourly : D | Debit: 41,917 | Credit: - | 41,917 |
| 12-2230-493031-29400-3111 | STRS - Instructional : DSPS | Debit: 21,022 | Credit: 10,872 | 10,150 |
| 12-2230-493031-29400-3211 | PERS - Instructional : DSPS | Debit: 1,012 | Credit: - | 1,012 |
| 12-2230-493031-29400-3311 | OASDHI - Instructional : DS | Debit: 532 | Credit: - | 532 |
| 12-2230-493031-29400-3321 | Medicare - Instructional : | Debit: 4,166 | Credit: 1,488 | 2,678 |
| 12-2230-493031-29400-3331 | PARS - Instructional : DSPS | Debit: 545 | Credit: - | 545 |
| 12-2230-493031-29400-3431 | H & W - Retiree Fund Inst : | Debit: 2,872 | Credit: 1,027 | 1,845 |
| 12-2230-493031-29400-3511 | SUI - Instructional : DSPS | Debit: 144 | Credit: 51 | 93 |
| 12-2230-493031-29400-3611 | WCI - Instructional : DSPS | Debit: 6,893 | Credit: 2,462 | 4,431 |
| 12-2230-493031-29400-3911 | Other Benefits - Instructio | Debit: 2,888 | Credit: 1,250 | 1,638 |
| 12-2230-493031-29400-4210 | Books, Mags & Subscr-Non- | Debit: 2,000 | Credit: 2,000 | - |
| 12-2230-493031-29400-4310 | Instructional Supplies : DS | Debit: 6,000 | Credit: 10,000 | -4,000 |
| 12-2230-493031-29400-4710 | Food and Food Service Suppl | Debit: 175 | Credit: - | 175 |
| 12-2230-493031-29400-5940 | Reproduction/Printing Expen | Debit: 3,500 | Credit: 5,000 | -1,500 |
| 12-2230-493031-29400-5950 | Software License and Fees : | Debit: 4,162 | Credit: 15,000 | 10,838 |
| 12-2230-493031-29400-6410 | Equip-All Other >$1,000<$5, | Debit: 7,670 | Credit: 15,000 | 7,330 |

P1 Allocation  
Prepared by: H. Nguyen  
Board Approval Date: 02/22/16  
Accountant: JoJo Penning
### SPECIAL PROJECT DETAILED BUDGET #2230

**NAME:** Disabled Student Programs and Services (DSPS) - SCC  
**FISCAL YEAR:** 2015/2016

**Prime Sponsor:** CCC Chancellor's Office  
**Fiscal Agent:** Rancho Santiago CCD  
**Prime Award No.:** N/A

**CONTRACT PERIOD:** 07/01/15 - 06/30/16  
**CONTRACT INCOME:** $748,248 - SCC P1 Allocation  
**PROJ. ADM.** Syed Rizvi  
**PROJ. DIR.** L. Carr-Rollitt  
**Date:** 02/10/16

<table>
<thead>
<tr>
<th>GL Account</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
<th>Debit</th>
<th>Credit</th>
<th>Changes (+/-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-2230-493031-29400-6414</td>
<td>Equip-Mod Furn&gt;$1,000 &lt; $5,</td>
<td>2,000</td>
<td>5,000</td>
<td>3,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2230-493031-29400-6419</td>
<td>Equip-Software &gt; $5,000 : D</td>
<td>2,000</td>
<td>10,000</td>
<td>8,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2230-499900-29400-2410</td>
<td>Inst Assistant - Ongoing : Trudy Long</td>
<td>9,949</td>
<td>9,949</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2230-499900-29400-2420</td>
<td>Inst Assistant - Hourly : D</td>
<td>94,848</td>
<td>94,848</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2230-499900-29400-3211</td>
<td>PERS - Instructional : DSPS</td>
<td>1,179</td>
<td>1,179</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2230-499900-29400-3311</td>
<td>OASDHI - Instructional : DS</td>
<td>616</td>
<td>616</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2230-499900-29400-3321</td>
<td>Medicare - Instructional :</td>
<td>1,520</td>
<td>1,520</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2230-499900-29400-3331</td>
<td>PARS - Instructional : DSPS</td>
<td>1,233</td>
<td>1,233</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2230-499900-29400-3431</td>
<td>H &amp; W - Retiree Fund Inst :</td>
<td>1,048</td>
<td>1,048</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2230-499900-29400-3511</td>
<td>SUI - Instructional : DSPS</td>
<td>52</td>
<td>52</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2230-499900-29400-3611</td>
<td>WCI - Instructional : DSPS</td>
<td>2,515</td>
<td>2,515</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2230-499900-29401-2420</td>
<td>Inst Assistant - Hourly : D Interpreters - hourly</td>
<td>31,582</td>
<td>31,582</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2230-499900-29401-3211</td>
<td>PERS - Instructional : Deaf</td>
<td>1,636</td>
<td>1,833</td>
<td>197</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2230-499900-29401-3311</td>
<td>OASDHI - Instructional : De</td>
<td>861</td>
<td>959</td>
<td>98</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2230-499900-29401-3321</td>
<td>Medicare - Instructional :</td>
<td>458</td>
<td>458</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2230-499900-29401-3331</td>
<td>PARS - Instructional : Deaf</td>
<td>230</td>
<td>209</td>
<td>21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2230-499900-29401-3431</td>
<td>H &amp; W - Retiree Fund Inst :</td>
<td>315</td>
<td>316</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>12-2230-499900-29401-3511</td>
<td>SUI - Instructional : Deaf</td>
<td>16</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2230-499900-29401-3611</td>
<td>WCI - Instructional : Deaf</td>
<td>758</td>
<td>758</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2230-642000-29400-1430</td>
<td>Part-Time Counselors : DSPS</td>
<td>18,568</td>
<td></td>
<td>18,568</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Prepared by:** H. Nguyen  
**Board Approval Date:** 02/22/16  
**Accountant:** JoJo Penning
**SPECIAL PROJECT DETAILED BUDGET #2230**  
**NAME:** Disabled Student Programs and Services (DSPS) - SCC  
**FISCAL YEAR:** 2015/2016

**CONTRACT PERIOD:** 07/01/15 - 06/30/16  
**Prime Sponsor:** CCC Chancellor's Office  
**Prime Award No.:** N/A  
**Prime Agent:** Rancho Santiago CCD  
**Date:** 02/10/16

### Allocated Budget

<table>
<thead>
<tr>
<th>GL Account</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
<th>Changes (+/-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-2230-642000-29400-1433</td>
<td>Beyond Contract - Counselor</td>
<td>4,000</td>
<td>2,347</td>
<td>1,653</td>
</tr>
<tr>
<td></td>
<td>- Vivien (intersession - 42 hrs)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2230-642000-29400-1434</td>
<td>Int/Sum Beyond Contr-Counse</td>
<td>4,000</td>
<td>4,000</td>
<td></td>
</tr>
<tr>
<td>12-2230-642000-29400-1435</td>
<td>Int/Sum - Counselors,Part-T</td>
<td>8,448</td>
<td>3,698</td>
<td></td>
</tr>
<tr>
<td>12-2230-642000-29400-1483</td>
<td>Beyond Contr - Reassigned T</td>
<td>8,940</td>
<td>4,734</td>
<td></td>
</tr>
<tr>
<td>12-2230-642000-29400-1484</td>
<td>Int/Sum Beynd Contr-Reassig</td>
<td>48,658</td>
<td>38,360</td>
<td>10,298</td>
</tr>
<tr>
<td>12-2230-642000-29400-1490</td>
<td>Non-Instructional Banked LH</td>
<td></td>
<td>31,559</td>
<td>31,559</td>
</tr>
<tr>
<td>12-2230-642000-29400-1433</td>
<td>Beyond Contract - Counselor</td>
<td>4,000</td>
<td>2,347</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Amanda Carpenter (100%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Philip Tran (100%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Michelle Ford (50% eff 11/23/15)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2230-642000-29400-2130</td>
<td>Classified Employees : DSPS</td>
<td>105,229</td>
<td>106,434</td>
<td>1,205</td>
</tr>
<tr>
<td></td>
<td>- Amanda Carpenter (100%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Philip Tran (100%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Michelle Ford (50% eff 11/23/15)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2230-642000-29400-2320</td>
<td>Classified Employees - Hour</td>
<td>4,910</td>
<td>34,313</td>
<td>29,403</td>
</tr>
<tr>
<td>12-2230-642000-29400-2340</td>
<td>Student Assistants - Hour</td>
<td>1,800</td>
<td>5,000</td>
<td>3,200</td>
</tr>
<tr>
<td>12-2230-642000-29400-3115</td>
<td>STRS - Non-Instructional :</td>
<td>10,206</td>
<td>9,089</td>
<td></td>
</tr>
<tr>
<td>12-2230-642000-29400-3215</td>
<td>PERS - Non-Instructional :</td>
<td>12,400</td>
<td>12,610</td>
<td>210</td>
</tr>
<tr>
<td>12-2230-642000-29400-3315</td>
<td>OASDHI - Non-Instructional :</td>
<td>6,726</td>
<td>6,791</td>
<td>65</td>
</tr>
<tr>
<td>12-2230-642000-29400-3325</td>
<td>Medicare - Non-Instructiona</td>
<td>3,555</td>
<td>3,314</td>
<td>241</td>
</tr>
<tr>
<td>12-2230-642000-29400-3335</td>
<td>PARS - Non-Instructional :</td>
<td>283</td>
<td>446</td>
<td>163</td>
</tr>
<tr>
<td>12-2230-642000-29400-3415</td>
<td>H &amp; W - Non-Instructional :</td>
<td>34,800</td>
<td>26,165</td>
<td>8,635</td>
</tr>
<tr>
<td>12-2230-642000-29400-3435</td>
<td>H &amp; W - Retiree Fund Non-In</td>
<td>2,468</td>
<td>2,336</td>
<td>132</td>
</tr>
<tr>
<td>12-2230-642000-29400-3515</td>
<td>SUI - Non-Instructional :</td>
<td>122</td>
<td>114</td>
<td>8</td>
</tr>
<tr>
<td>12-2230-642000-29400-3615</td>
<td>WCI - Non-Instructional :</td>
<td>5,929</td>
<td>5,608</td>
<td>321</td>
</tr>
<tr>
<td>12-2230-642000-29400-3915</td>
<td>Other Benefits - Non-Instr</td>
<td>3,263</td>
<td>3,108</td>
<td>155</td>
</tr>
</tbody>
</table>

**P1 Allocation**  
**Prepared by:** H. Nguyen  
**Board Approval Date:** 02/22/16  
**Accountant:** JoJo Penning
### SPECIAL PROJECT DETAILED BUDGET #2230

**NAME:** Disabled Student Programs and Services (DSPS) - SCC  
**FISCAL YEAR:** 2015/2016

**CONTRACT PERIOD:** 07/01/15 - 06/30/16  
**CONTRACT INCOME:** $748,248 - SCC P1 Allocation  
**Prime Sponsor:** CCC Chancellor's Office  
**Fiscal Agent:** Rancho Santiago CCD  
**Prime Award No.:** N/A

**PROJ. ADM.** Syed Rizvi  
**PROJ. DIR.** L. Carr-Rollitt  
**Date:** 02/10/16

### Allocated Budget vs. Revising Budget

<table>
<thead>
<tr>
<th>GL Account</th>
<th>Description</th>
<th>Allocated Budget</th>
<th>Revising Budget</th>
<th>Changes (+/-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-2230-642000-29400-4610</td>
<td>Non-Instructional Supplies</td>
<td>1,500</td>
<td>2,000</td>
<td>500</td>
</tr>
<tr>
<td>12-2230-642000-29400-5630</td>
<td>Maint Contract - Office Equ</td>
<td>950</td>
<td>950</td>
<td>-</td>
</tr>
<tr>
<td>12-2230-642000-29400-5845</td>
<td>Excess/Copies Usage : DSPS</td>
<td>500</td>
<td>500</td>
<td>-</td>
</tr>
<tr>
<td>12-2230-642000-29400-6412</td>
<td>Equip-Fed Prgm &gt;$1,000&lt; $5,</td>
<td>2,400</td>
<td>-</td>
<td>2,400</td>
</tr>
<tr>
<td>12-2230-642000-29401-1250</td>
<td>Contract Coordinator : Dea</td>
<td>2,529</td>
<td>-</td>
<td>2,529</td>
</tr>
<tr>
<td>12-2230-642000-29401-2130</td>
<td>Classified Employees : Def</td>
<td>20,017</td>
<td>18,516</td>
<td>1,501</td>
</tr>
<tr>
<td>12-2230-642000-29401-3215</td>
<td>PERS - Non-Instructional :</td>
<td>2,356</td>
<td>2,194</td>
<td>162</td>
</tr>
<tr>
<td>12-2230-642000-29401-3315</td>
<td>OASDHI - Non-Instructional</td>
<td>1,258</td>
<td>1,163</td>
<td>95</td>
</tr>
<tr>
<td>12-2230-642000-29401-3325</td>
<td>Medicare - Non-Instructiona</td>
<td>294</td>
<td>272</td>
<td>22</td>
</tr>
<tr>
<td>12-2230-642000-29401-3415</td>
<td>H &amp; W - Non-Instructional :</td>
<td>4,239</td>
<td>3,987</td>
<td>252</td>
</tr>
<tr>
<td>12-2230-642000-29401-3435</td>
<td>H &amp; W - Retiree Fund Non-In</td>
<td>203</td>
<td>188</td>
<td>15</td>
</tr>
<tr>
<td>12-2230-642000-29401-3515</td>
<td>SUI - Non-Instructional : D</td>
<td>10</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>12-2230-642000-29401-3615</td>
<td>WCI - Non-Instructional : D</td>
<td>487</td>
<td>450</td>
<td>37</td>
</tr>
<tr>
<td>12-2230-642000-29401-3915</td>
<td>Other Benefits - Non-Instru</td>
<td>270</td>
<td>250</td>
<td>20</td>
</tr>
<tr>
<td>12-2230-642000-29401-5100</td>
<td>Contracted Services : Deaf</td>
<td>38,846</td>
<td>60,000</td>
<td>21,154</td>
</tr>
<tr>
<td>12-2230-675000-29400-5210</td>
<td>Conference Expenses : DSPS</td>
<td>3,500</td>
<td>5,000</td>
<td>1,500</td>
</tr>
</tbody>
</table>

**Totals for PROJECT: 2230**  
**DSPS - SCC (Restricted Fund)**  

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>804,354</td>
<td>804,354</td>
<td>748,248</td>
<td>748,248</td>
</tr>
</tbody>
</table>

**Prepared by:** H. Nguyen  
**Accountant:** JoJo Penning  
**Board Approval Date:** 02/22/16
### SPECIAL PROJECT DETAILED BUDGET #2230

**NAME:** Disabled Student Programs and Services (DSPS) - SCC  
**FISCAL YEAR:** 2015/2016

**Prime Sponsor:** CCC Chancellor's Office  
**Fiscal Agent:** Rancho Santiago CCD  
**Prime Award No.:** N/A

#### Contract Information
- **Period:** 07/01/15 - 06/30/16  
- **Income:** $748,248 - SCC P1 Allocation

#### Allocated Budget

<table>
<thead>
<tr>
<th>GL Account</th>
<th>Description / Names</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
</table>
| 11-2230-493031-29400-1110 | Contract Instructors: DSP  
- Lucy Carr-Rollitt (69%)  
- Mary Mettler (43%)  
- Laura Wirtz (75%) | 186,554 | 186,554 |
| 11-2230-493031-29400-3111 | STRS - Instructional: DSPS | 20,071 | 20,071 |
| 11-2230-493031-29400-3321 | Medicare - Instructional: DSPS | 2,712 | 2,712 |
| 11-2230-493031-29400-3411 | H & W - Instructional: DSPS | 43,397 | 43,397 |
| 11-2230-493031-29400-3431 | H & W - Retiree Fund: DSPS | 1,889 | 1,889 |
| 11-2230-493031-29400-3511 | SUI - Instructional: DSPS | 94 | 94 |
| 11-2230-493031-29400-3611 | WCI - Instructional: DSPS | 4,533 | 4,533 |
| 11-2230-493031-29400-3911 | Other Benefits - Instructional | 2,339 | 2,339 |
| 11-2230-642000-29400-2130 | Classified Employees: DSPS  
- Michael Rinaldi (100%) | 61,676 | 61,676 |
| 11-2230-642000-29400-3315 | OASDHI - Non-Instructional | 3,908 | 3,908 |
| 11-2230-642000-29400-3325 | Medicare - Non-Instructional | 914 | 914 |
| 11-2230-642000-29400-3415 | H & W - Non-Instructional: DSPS | 11,166 | 11,166 |
| 11-2230-642000-29400-3435 | H & W - Retiree Fund: Non-In | 630 | 630 |
| 11-2230-642000-29400-3515 | SUI - Non-Instructional: D | 32 | 32 |
| 11-2230-642000-29400-3615 | WCI - Non-Instructional: D | 1,513 | 1,513 |
| 11-2230-642000-29400-3915 | Other Benefits - Non-Instructional | 1,350 | 1,350 |

#### Totals for PROJECT: 2230
- **DSPS - SCC (Match):** $350,085

**Prepared by:** H. Nguyen  
**Board Approval Date:** 02/22/16  
**Accountant:** JoJo Penning
SPECIAL PROJECT DETAILED BUDGET #2341  
NAME: First 5 California Child Signature Program (CSP) (DISTRICT)  
FISCAL YEAR: 2015/2016

<table>
<thead>
<tr>
<th>GL Account String</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>33_2341_000000_50000_8659</td>
<td>Other Reimb Categorical Allow : District Oper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33_2341_692000_53327_2320</td>
<td>Classified Employees - Hourly : CDC Santa Ana CD Intern III @ $12.25/hr. x 850 hrs.</td>
<td>10,413</td>
<td></td>
</tr>
<tr>
<td>33_2341_692000_53327_2340</td>
<td>Student Assistants - Hourly : CDC Santa Ana Student Assistant IV @ $12.25/hr. x 550 hrs.</td>
<td></td>
<td>6,738</td>
</tr>
<tr>
<td>33_2341_692000_53327_3325</td>
<td>Medicare - Non-Instructional : CDC Santa Ana</td>
<td></td>
<td>151</td>
</tr>
<tr>
<td>33_2341_692000_53327_3335</td>
<td>PARS - Non-Instructional : CDC Santa Ana Coll</td>
<td></td>
<td>135</td>
</tr>
<tr>
<td>33_2341_692000_53327_3435</td>
<td>H &amp; W - Retiree Fund Non-Inst : CDC Santa Ana</td>
<td></td>
<td>172</td>
</tr>
<tr>
<td>33_2341_692000_53327_3515</td>
<td>SUI - Non-Instructional : CDC Santa Ana Colle</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>33_2341_692000_53327_3615</td>
<td>WCI - Non-Instructional : CDC Santa Ana Colle</td>
<td></td>
<td>412</td>
</tr>
<tr>
<td>33_2341_692000_53327_4310</td>
<td>Instructional Supplies : CDC Santa Ana Colleg</td>
<td></td>
<td>2,000</td>
</tr>
<tr>
<td>33_2341_692000_53327_4610</td>
<td>Non-Instructional Supplies : CDC Santa Ana Co</td>
<td></td>
<td>2,000</td>
</tr>
<tr>
<td>33_2341_692000_53328_2320</td>
<td>Classified Employees - Hourly : EHS Santa Ana CD Intern III @ $12.25/hr. x 850 hrs.</td>
<td>10,413</td>
<td></td>
</tr>
<tr>
<td>33_2341_692000_53328_2340</td>
<td>Student Assistants - Hourly : EHS Santa Ana Student Assistant IV @ $12.25/hr. x 546 hrs.</td>
<td></td>
<td>6,689</td>
</tr>
<tr>
<td>33_2341_692000_53328_3325</td>
<td>Medicare - Non-Instructional : EHS Santa Ana</td>
<td></td>
<td>151</td>
</tr>
<tr>
<td>33_2341_692000_53328_3335</td>
<td>PARS - Non-Instructional : EHS Santa Ana Coll</td>
<td></td>
<td>135</td>
</tr>
<tr>
<td>33_2341_692000_53328_3435</td>
<td>H &amp; W - Retiree Fund Non-Inst : EHS Santa Ana</td>
<td></td>
<td>171</td>
</tr>
<tr>
<td>33_2341_692000_53328_3515</td>
<td>SUI - Non-Instructional : EHS Santa Ana Colle</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>33_2341_692000_53328_3615</td>
<td>WCI - Non-Instructional : EHS Santa Ana Colle</td>
<td></td>
<td>410</td>
</tr>
<tr>
<td>33_2341_692000_53328_4310</td>
<td>Instructional Supplies : EHS Santa Ana Colleg</td>
<td></td>
<td>2,000</td>
</tr>
<tr>
<td>33_2341_692000_53328_4610</td>
<td>Non-Instructional Supplies : EHS Santa Ana Co</td>
<td></td>
<td>2,000</td>
</tr>
<tr>
<td>Total 2341 - First 5 CA CSP (DO)</td>
<td></td>
<td>44,000</td>
<td>44,000</td>
</tr>
</tbody>
</table>

The match required is $275,000 that consists of federally-funded staff in the Early Head Start Program (#1285, #1287) and other grant-funded program costs.
SPECIAL PROJECT DETAILED BUDGET: #1591
NAME: LA/OC Regional Consortium
FISCAL YEAR: 2015/2016

PROJ ADM: Enriquez Perez
PROJ DIR: Steve Glyer
Date: 02/01/16

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-150-003

<table>
<thead>
<tr>
<th>GL Account</th>
<th>Description</th>
<th>Allocated Budget</th>
<th>Revising Budget</th>
<th>Changes (+/-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-1591-000000-500000-8170</td>
<td>VTEA : District Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-1591-679000-500000-5865</td>
<td>Indirect Costs : District Operations</td>
<td>-</td>
<td>1,538</td>
<td>1,538</td>
</tr>
<tr>
<td>12-1591-675000-53306-5210</td>
<td>Conference Expenses : LA/OC Regional Consortia</td>
<td>-</td>
<td>5,326</td>
<td>5,326</td>
</tr>
<tr>
<td>12-1591-679000-53306-3115</td>
<td>STRS - Non-Instructional : LA/OC Regional Consortia</td>
<td>-</td>
<td>2,973</td>
<td>2,973</td>
</tr>
<tr>
<td>12-1591-679000-53306-3325</td>
<td>Medicare - Non-Instructional : LA/OC Regional Consortia</td>
<td>-</td>
<td>401</td>
<td>401</td>
</tr>
<tr>
<td>12-1591-679000-53306-3435</td>
<td>H &amp; W - Retiree Fund Non-Inst : LA/OC Regional Consortia</td>
<td>-</td>
<td>277</td>
<td>277</td>
</tr>
<tr>
<td>12-1591-679000-53306-3515</td>
<td>SUI - Non-Instructional : LA/OC Regional Consortia</td>
<td>-</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>12-1591-679000-53306-3615</td>
<td>WCI - Non-Instructional : LA/OC Regional Consortia</td>
<td>-</td>
<td>665</td>
<td>665</td>
</tr>
<tr>
<td>12-1591-679000-53306-5220</td>
<td>Mileage/Parking Expenses : LA/OC Regional Consortia</td>
<td>-</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>12-1591-679000-53306-5540</td>
<td>Mobile Phones : LA/OC Regional Consortia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-1591-000000-200000-8170</td>
<td>VTEA : Santiago Canyon College</td>
<td>370,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-1591-679000-200000-5865</td>
<td>Indirect Costs : Santiago Canyon College</td>
<td>14,230</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-1591-675000-25205-5210</td>
<td>Conference Expenses : Career Education Office</td>
<td>22,941</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-1591-679000-25205-1410</td>
<td>Part-Time Academic Management : Career Education Of</td>
<td>65,723</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-1591-679000-25205-2130</td>
<td>Classified Employees : Career Education Office</td>
<td>70,412</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-1591-679000-25205-2320</td>
<td>Classified Employees - Hourly : Career Education Of</td>
<td>65,280</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-1591-679000-25205-3115</td>
<td>STRS - Non-Instructional : Career Education Office</td>
<td>5,836</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-1591-679000-25205-3215</td>
<td>PERS - Non-Instructional : Career Education Office</td>
<td>15,972</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-1591-679000-25205-3315</td>
<td>OASDHI - Non-Instructional : Career Education Office</td>
<td>8,413</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Augmentation Budget
Prepared by: H. Nguyen
Page 1 of 2

Board approval date: 02/22/16
Accountant: JoJo Penning
# Special Project Detailed Budget: #1591

**Name:** LA/OC Regional Consortium  
**Fiscal Year:** 2015/2016

**Contract Period:** 7/1/15 - 6/30/16  
**Contract Income:** $370,000  
**Augmentation:** $40,000  
**Total Income:** $410,000

**Prime Sponsor:** US Dept. of Education  
**Fiscal Agent:** CCC Chancellor’s Office  
**CFDA #:** 84.048A; Grant Agreement # 15-150-003

**Project Details:**
- **Prime Sponsor:** US Dept. of Education
- **Fiscal Agent:** CCC Chancellor’s Office
- **CFDA #:** 84.048A; Grant Agreement # 15-150-003
- **Contract Period:** 7/1/15 - 6/30/16
- **Contract Income:** $370,000
- **Augmentation:** $40,000
- **Total Income:** $410,000

**Budget Table:**

<table>
<thead>
<tr>
<th>GL Account</th>
<th>Description</th>
<th>Allocated Budget</th>
<th>Revising Budget</th>
<th>Changes (+/-)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Debit</td>
<td>Credit</td>
<td>Debit</td>
</tr>
<tr>
<td>12-1591-679000-25205-3325</td>
<td>Medicare - Non-Instructional : Career Education Off</td>
<td>2,921</td>
<td>2,921</td>
<td>-</td>
</tr>
<tr>
<td>12-1591-679000-25205-3415</td>
<td>H &amp; W - Non-Instructional : Career Education Office</td>
<td>19,350</td>
<td>19,350</td>
<td>-</td>
</tr>
<tr>
<td>12-1591-679000-25205-3435</td>
<td>H &amp; W - Retiree Fund Non-Inst : Career Education Of</td>
<td>2,034</td>
<td>2,034</td>
<td>-</td>
</tr>
<tr>
<td>12-1591-679000-25205-3515</td>
<td>SUI - Non-Instructional : Career Education Office</td>
<td>102</td>
<td>102</td>
<td>-</td>
</tr>
<tr>
<td>12-1591-679000-25205-3615</td>
<td>WCI - Non-Instructional : Career Education Office</td>
<td>4,883</td>
<td>4,883</td>
<td>-</td>
</tr>
<tr>
<td>12-1591-679000-25205-3915</td>
<td>Other Benefits - Non-Instruct : Career Education Of</td>
<td>2,025</td>
<td>2,025</td>
<td>-</td>
</tr>
<tr>
<td>12-1591-679000-25205-4610</td>
<td>Non-Instructional Supplies : Career Education Offic</td>
<td>6,250</td>
<td>6,250</td>
<td>-</td>
</tr>
<tr>
<td>12-1591-679000-25205-4710</td>
<td>Food and Food Service Supplies : Career Education O</td>
<td>14,490</td>
<td>14,490</td>
<td>-</td>
</tr>
<tr>
<td>12-1591-679000-25205-5100</td>
<td>Contracted Services : Career Education Office</td>
<td>35,235</td>
<td>35,235</td>
<td>-</td>
</tr>
<tr>
<td>12-1591-679000-25205-5220</td>
<td>Mileage/Parking Expenses : Career Education Office</td>
<td>7,400</td>
<td>7,400</td>
<td>-</td>
</tr>
<tr>
<td>12-1591-679000-25205-5300</td>
<td>Inst Dues &amp; Memberships : Career Education Office</td>
<td>2,003</td>
<td>2,003</td>
<td>-</td>
</tr>
<tr>
<td>12-1591-679000-25205-5630</td>
<td>Maint Contract - Office Equip : Career Education Of</td>
<td>1,000</td>
<td>1,000</td>
<td>-</td>
</tr>
<tr>
<td>12-1591-679000-25205-5940</td>
<td>Reproduction/Printing Expenses : Career Education O</td>
<td>1,000</td>
<td>1,000</td>
<td>-</td>
</tr>
<tr>
<td>12-1591-679000-25205-5950</td>
<td>Software License and Fees :</td>
<td>500</td>
<td>500</td>
<td>-</td>
</tr>
<tr>
<td>12-1591-679000-25205-6412</td>
<td>Equip-Fed Prgrm &gt;$1,000&lt; $5,000 : Career Education O</td>
<td>2,000</td>
<td>2,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Project 1591</strong></td>
<td>LA/OC Regional Consortium</td>
<td><strong>370,000</strong></td>
<td><strong>370,000</strong></td>
<td><strong>410,000</strong></td>
</tr>
</tbody>
</table>

**Augmentation Budget**

Prepared by: H. Nguyen

Page 2 of 2

Board approval date: 02/22/16

Accountant: JoJo Penning
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees

Date: February 22, 2016

Re: Approval of Amendment to Sub-Agreement between RSCCD and Opportunity Development Enterprises, LLC for the Sector Navigator ICT/Digital Media Grant

Action: Request for Approval

BACKGROUND

The District was awarded the Sector Navigator-Information Communications Technology/Digital Media grant, No. 15-151-006, by the Chancellor’s Office, Economic and Workforce Development Division. The grant requires the District to implement a statewide project that will strengthen and develop the California Community Colleges’ information communications technology and digital media programs. This project will provide up-to-date and expert information on industry trends and workforce needs, serving to improve the connections between employers and colleges, and provide professional development and faculty lead projects to increase program capacity and alignment with industry workforce needs.

ANALYSIS

The District developed this project in cooperation with Opportunity Development Enterprises, LLC, which will implement the ICT/Digital Media Sector Navigator project under the terms and conditions of Sub-agreement No. DO-15-2537-01. The Chancellor’s Office selected our District based upon the expertise and qualifications of District staff and Opportunity Development Enterprises. The performance period is July 1, 2015 through June 30, 2016, with an amount not to exceed $172,000. The Project Administrator is Enrique Perez.

RECOMMENDATION

It is recommended that the Board approve the amendment to the sub-agreement with Opportunity Development Enterprises, LLC, and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign the agreement on behalf of the district.

Fiscal Impact: $10,000

Board Date: February 22, 2016

Prepared by: Sarah Santoyo, Director of Grants

Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services

Recommended by: Raúl Rodríguez, Ph.D., Chancellor
FIRST AMENDMENT TO AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
Opportunity Development Enterprises, LLC

This FIRST AMENDMENT is entered into this 23rd day of February 2016, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Opportunity Development Enterprises, LLC (hereinafter “SUBCONTRACTOR”) to amend that certain Agreement between the parties dated June 15, 2015, with a term of July 1, 2015 through June 30, 2016, (hereinafter “Term”); and

WHEREAS, RSCCD was awarded a “Sector Navigator – Information Communications Technology/Digital Media Sector” grant RFA #13-151 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division; and

WHEREAS, RSCCD and SUBCONTRACTOR mutually agree to increase the total amount of the agreement;

NOW, THEREFORE items under Article I in the have been amended, and replace the items in the original agreement, as follows:

3. Total Cost
The total cost to RSCCD for performance of this Agreement shall not exceed $172,000 USD.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this First Amendment, remain unchanged.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this FIRST AMENDMENT to the Agreement to be executed as of this 23rd day of February 2016.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

By: ________________________________
Name: Peter J. Hardash
Title: Vice Chancellor, Business Operations and Fiscal Services
Date: ________________________________

Board Approval Date: February 22, 2016

Grant No. 13-151

OPPORTUNITY DEVELOPMENT ENTERPRISES, LLC

By: ________________________________
Name: Stephen A. Wright
Title: Managing Partner
Date: ________________________________

Employer/Taxpayer Identification Number (EIN)
26-2009439

Contract #: DO-15-2537-01.01
Sector Navigator ICT/Digital Media

6.2 (2)
Date: 1/27/16

RE: Request for $10K Grant Budget redistribution to increase Sector Navigator travel expense; Contact Addendum required.

To: Enrique Perez, Assistant Vice Chancellor, Educational Services RSCCD

I would like to request net zero budget redistribution of funds in the ICT-Digital Media Sector Navigator annual budget for 2015-16. Since expenses are paid by me out of a contractual relationship with RSCCD this would require a contract amendment.

I have been requested to travel more than I planned while developing my budget for 2015-16 at the request of the State Chancellors Office or to meet the needs of the CCCs interests in the ICT Sector. Additional travel has included, meeting with the annual CIO Conference, CompTia Government Affairs Annual Conference, National Economic Council at the White House, and the Curriculum Academy special DWM Conference,

To date I have utilized the expense budget, $11,200.included in my Contract. I have forecast with Francisco Villasenor, RSCCD Staff, that I still have another $9,000. In anticipated travel expense for the remained of this fiscal year. **As a result I would like to amend my Contract for an additional $10K for that travel.**

Fortunately I have already reduced overall Grant budget spending by $25K in other areas by encouraging DSNs in the ICT Sector to pay for several projects throughout the year. So we are adequately covered for this re-allocation.

Thank You,

Stephen Wright  
Director & Sector Navigator  
Information Communication Technologies (ICT)/ Digital Media  
Workforce & Economic Development - California Community Colleges  
http://doingwhatmatters.cccco.edu/  
PO Box 1064, Thousand Oaks, CA, 91358  
Desk: 805 496 8583, Cell: 805 2318444
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

To:        Board of Trustees
Date: February 22, 2016

Re:        Approval of Sub-Agreements between RSCCD and Orange Unified School District and Santa Ana Unified School District for the AB 104 Adult Education Block Grant

Action:  Request for Approval

BACKGROUND

Rancho Santiago Community College District received the Adult Education Block Grant (AEBG) – Regional Consortium Funding Appropriation (Assembly Bill No. 104) from the California Community Colleges Chancellor’s Office. Funding was awarded to the Rancho Santiago Adult Education Consortium (RSAEC) that includes RSCCD as the lead and Fiscal Agent, three school districts (Santa Ana, Orange, and Garden Grove), the Orange County Department of Education, and the Orange County Sheriff’s Department.

The Chancellor’s Office has apportioned AEBG funds to regions throughout the state to expand and improve opportunities for educational and workforce services for adult learners. Funding will support RSAEC’s AB 86 Regional Comprehensive Plan seven program areas: (1) elementary and secondary basic skills, including high school diploma or GED; (2) citizenship, English as a second language, and workforce preparation; (3) adults/older adults entry or re-entry into the workforce; (4) family literacy; (5) adults with disabilities; (6) career technical education; and (7) pre-apprenticeship training activities. The appropriation amount is $3,079,153. The term of this appropriation is from July 1, 2015 through June 30, 2016 that includes a three-year implementation plan cycle (fiscal years 15/16, 16/17 and 17/18).

ANALYSIS

The enclosed sub-agreements are to implement AB 104 Adult Education Block Grant activities within that district. The performance period is July 1, 2015 through June 30, 2016.

<table>
<thead>
<tr>
<th>District</th>
<th>Agreement No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orange USD</td>
<td>DO-16-2218-02</td>
<td>$7,518.00</td>
</tr>
<tr>
<td>Santa Ana USD</td>
<td>DO-16-2218-03</td>
<td>$20,118.00</td>
</tr>
</tbody>
</table>

Leading the implementation of the RSAEC plan are project administrators Jose Vargas and Jim Kennedy, project director Mary Walker; and project coordinator Christine Gascon.

RECOMMENDATION

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

Fiscal Impact:  $27,636.00 (grant-funded)  Board Date: February 22, 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
This grant sub-agreement (hereinafter “Agreement”) is entered into on this 22nd day of February 2016, between Rancho Santiago Community College District (hereinafter “RSCCD”) and the Orange Unified School District (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD received a grant award entitled “Adult Education Block Grant Program Consortium Funding Appropriation,” Prime Award #15-328-043 (hereinafter “Grant”) from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), to disseminate implementation funds to regional consortia of community college districts, K-12 school districts, and other partner agencies, to implement regional strategies to better serve educational and workforce needs of adults;

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

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

NOW, THEREFORE the Parties agree as follows:

ARTICLE I

1. **Statement of Work**
   SUBCONTRACTOR will provide services as described in the attached Statement of Work (Exhibit A), related to the Rancho Santiago Adult Education Consortium – AB 86 Regional Comprehensive Plan, which by this reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work, and to provide all services 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 July 1, 2015 through June 30, 2016. NOTE: The entire term of the Grant appropriation is for three years from July 1, 2015 through June 30, 2018 (project years 15/16, 16/17, 17/18). RSCCD will issue amendments to the Agreement on an annual basis, rather than for the entire term.

3. **Total Cost**
   The total cost to RSCCD for the performance of this Agreement shall not exceed $7,518.00 USD.

4. **Payment**
   Disbursement of funds will begin upon RSCCD’s receipt of the fully executed Agreement and a detailed invoice for the disbursement. RSCCD shall make reimbursement payments as long as

Agreement No. DO-16-2218-02
Grant No. 15-328-043
AB 104 Adult Education Block Grant
Page 1 of 5

6.3 (2)
the total payments under this Agreement do not exceed the amount listed above under Article I.3. “Total Costs”.

5. **Budget**

SUBCONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with the Project Budget (Exhibit B), which by this reference is incorporated into this Agreement. SUBCONTRACTOR must submit a budget revision request to RSCCD if expenditures exceed ten (10) percent of the authorized project budget by budget categories; and/or adding or deleting budget categories.

6. **Invoices**

Invoices must be itemized, include the Agreement number (refer to footer), and include back-up documentation for expenditures submitted for payment. Final payment is contingent upon successful completion of the Statement of Work (Exhibit A), upon receipt of a final invoice requesting payment due **July 15, 2016**, and the Project Director’s certification of the final report. Invoice(s) should be submitted to the following address:

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

7. **Reporting**

(a) **Progress Reports.** SUBCONTRACTOR agrees to submit progress reports as requested by RSCCD and/or the PRIME SPONSOR.

(b) **Final Reports.** SUBCONTRACTOR agrees to submit an annual expenditure report and an annual performance report summarizing completion of the project activities consistent with the SUBCONTRACTOR’S Scope of Work (Exhibit A). The final reports are due **July 15, 2016**.

Reports related to this Agreement should be submitted to Mary Walker, Project Director via email at walker_mary@sccollege.edu.

8. **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 appropriation funds received and for any misappropriation or disallowment of Grant appropriation funds.

9. **Time Extensions**

As the full term of the Grant is from July 1, 2015 through June 30, 2018, and amendments to the Agreement will be developed on an annual basis for the entire term of the Grant, extensions will be addressed through annual modifications to the Agreement, including revised Scope of Works and Project Budgets, to extend the term and increase the total costs for work to be performed in the new project years: e.g., 2016/2017 and 2017/2018. NOTE: As Grant appropriation funds are only available from July 1, 2015 to June 30, 2018, time extensions for use of Grant appropriation funds will be possible up to but not beyond June 30, 2018, and require approval by RSCCD.
SUBCONTRACTOR must spend all funds allocated through this Agreement within the timeframe of the Agreement listed above under Article I.2. “Period of Performance”. 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 is rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

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

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’S expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

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 to this Agreement shall by in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

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

Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
Rancho Santiago Community College District
ARTICLE II

1. Legal Terms and Conditions
This Agreement will be implemented in accordance with the conditions defined in the Grant appropriation agreement, the provisions of AB 104 Section 39 Article 9, and the Legal Terms and Conditions, as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

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

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

By: __________________________
Name: Peter J. Hardash
Title: Vice Chancellor
Date: __________________________
Board Approval Date: February 22, 2016

SUBCONTRACTOR: Orange Unified School District

By: __________________________
Name: Claudio (Joe) Sorrera
Title: Assistant Superintendent/CBO
Date: __________________________
Scope of Work

Summary:
Funding to support Orange Unified School District’s consortium member(s) to attend RSAEC-AEBG related activities, such as meetings, conferences, professional development, etc. Collaboration between SCC-SCE and OUSD to cover the cost of babysitting for adult students attending ESL classes at Sycamore Elementary School. Rancho Santiago Adult Education Consortium (RSAEC) will reimburse/pay for babysitting costs. OUSD will provide babysitting services. This strategy is to address the gaps in service for students who wish to attend daytime classes, but cannot attend because of the lack of childcare. The primary outcome of this strategy is to provide educational opportunities to students who would not otherwise have access, increase the attendance and retention ratios, and accelerate student learning gains.

Directions: Use this template to outline the major components of your proposed project, expected completion timelines, and expected outcomes.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Timeline</th>
<th>Performance Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rancho Santiago Adult Education Consortium (RSAEC) activities that include but not limited to attending meetings, professional development, conferences, and mileage.</td>
<td>7/1/15 – 6/30/16</td>
<td>Increase involvement in AEBG and RSAEC activities</td>
</tr>
<tr>
<td>Provide babysitting services at Sycamore Elementary.</td>
<td>2/22/16 – 6/16/16</td>
<td>Increase in student attendance and retention.</td>
</tr>
</tbody>
</table>
# BUDGET DETAIL SHEET

<table>
<thead>
<tr>
<th>Contact</th>
<th>Name</th>
<th>Email</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sycamore Community Liaison</td>
<td>Juana Alvarez</td>
<td><a href="mailto:jalvarez@orangeusd.org">jalvarez@orangeusd.org</a></td>
<td>714-997-6277</td>
</tr>
<tr>
<td>Principal</td>
<td>Heather Bosworth</td>
<td><a href="mailto:hbosworth@orangeusd.org">hbosworth@orangeusd.org</a></td>
<td>714-997-6277</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>TOTAL COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>Babysitting Services at Sycamore Elementary:</td>
<td>$1,920</td>
</tr>
<tr>
<td></td>
<td>1 staff x $10.00/hour x 12 hours per week x 16 weeks</td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>Benefits for Babysitting Services at Sycamore Elementary:</td>
<td>$240</td>
</tr>
<tr>
<td></td>
<td>1 staff x $1.25 benefits hourly x 12 hours per week x 16 weeks</td>
<td></td>
</tr>
<tr>
<td>4000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5000</td>
<td>RSAEC activities that include attending meetings, professional development, conferences, and mileage.</td>
<td>$5,000</td>
</tr>
<tr>
<td>6000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Direct Costs:** $7,160  
**Total Indirect Costs (not to exceed 5% of Direct Costs):** $358  
**TOTAL COSTS:** $7,518
GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
SANTA ANA UNIFIED SCHOOL DISTRICT

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 22nd day of February 2016, between Rancho Santiago Community College District (hereinafter “RSCCD”) and the Santa Ana Unified School District (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD received a grant award entitled “Adult Education Block Grant Program Consortium Funding Appropriation,” Prime Award #15-328-043 (hereinafter “Grant”) from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), to disseminate implementation funds to regional consortia of community college districts, K-12 school districts, and other partner agencies, to implement regional strategies to better serve educational and workforce needs of adults;

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

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

NOW, THEREFORE the Parties agree as follows:

ARTICLE I

1. Statement of Work
   SUBCONTRACTOR will provide services as described in the attached Statement of Work (Exhibit A), related to the Rancho Santiago Adult Education Consortium – AB 86 Regional Comprehensive Plan, which by this reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work, and to provide all services 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 July 1, 2015 through June 30, 2016. NOTE: The entire term of the Grant appropriation is for three years from July 1, 2015 through June 30, 2018 (project years 15/16, 16/17, 17/18). RSCCD will issue amendments to the Agreement on an annual basis, rather than for the entire term.

3. Total Cost
   The total cost to RSCCD for the performance of this Agreement shall not exceed $20,118.00 USD.
4. **Payment**
Disbursement of funds will begin upon RSCCD’s receipt of the fully executed Agreement and a detailed invoice for the disbursement. RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed the amount listed above under Article I.3. “Total Costs”.

5. **Budget**
SUBCONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with the Project Budget (**Exhibit B**), which by this reference is incorporated into this Agreement. SUBCONTRACTOR must submit a budget revision request to RSCCD if expenditures exceed ten (10) percent of the authorized project budget by budget categories; and/or adding or deleting budget categories.

6. **Invoices**
Invoices must be itemized, include the Agreement number (refer to footer), and include back-up documentation for expenditures submitted for payment. Final payment is contingent upon successful completion of the Statement of Work (**Exhibit A**), upon receipt of a final invoice requesting payment due **July 15, 2016**, and the Project Director’s certification of the final report. Invoice(s) should be submitted to the following address:

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

7. **Reporting**
(a) **Progress Reports.** SUBCONTRACTOR agrees to submit progress reports as requested by RSCCD and/or the PRIME SPONSOR.
(b) **Final Reports.** SUBCONTRACTOR agrees to submit an annual expenditure report and an annual performance report summarizing completion of the project activities consistent with the SUBCONTRACTOR’S Scope of Work (**Exhibit A**). The final reports are due **July 15, 2016**.

Reports related to this Agreement should be submitted to Mary Walker, Project Director via email at **walker_mary@sccollege.edu**.

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

9. **Time Extensions**
As the full term of the Grant is from July 1, 2015 through June 30, 2018, and amendments to the Agreement will be developed on an annual basis for the entire term of the Grant, extensions will be addressed through annual modifications to the Agreement, including revised Scope of Works and Project Budgets, to extend the term and increase the total costs for work to be performed in the new project years: e.g., 2016/2017 and 2017/2018. NOTE: As Grant appropriation funds are
only available from July 1, 2015 to June 30, 2018, time extensions for use of Grant appropriation funds will be possible up to but not beyond June 30, 2018, and require approval by RSCCD.

SUBCONTRACTOR must spend all funds allocated through this Agreement within the timeframe of the Agreement listed above under Article I.2. “Period of Performance”. 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 is rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

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

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.
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’S expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

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 to this Agreement shall by in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

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

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant appropriation agreement, the provisions of AB 104 Section 39 Article 9, and the Legal Terms and Conditions, as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

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

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

By: ________________________________
Name: Peter J. Hardash
Title: Vice Chancellor
Date: ________________________________

SUBCONTRACTOR: Santa Ana Unified School District

By: ________________________________
Name: Tina Douglas
Title: Assistant Superintendent
Date: ________________________________

Board Approval Date: February 22, 2016

95-6002823
Employer/Taxpayer Identification Number (EIN)
SANTA ANA UNIFIED SCHOOL DISTRICT  
Adult Education Block Grant  
Rancho Santiago Adult Education Consortium

Scope of Work

**Summary:**  
Funding to support Santa Ana Unified School District’s consortium member(s) to attend RSAEC-AEBG related activities, such as meetings, conferences, professional development, etc. Collaboration between SAC-SCE and SAUSD to cover the cost of babysitting for adult students attending ESL, GED and/or CTE classes at Wilson Elementary School or Sierra Preparatory Intermediate Academy. Rancho Santiago Adult Education Consortium (RSAEC) will reimburse/pay for babysitting costs. SAUSD will provide babysitting services. This strategy is to address the gaps in service for students who wish to attend daytime and/or evening classes, but cannot attend because of the lack of childcare. The primary outcome of this strategy is to provide educational opportunities to students who would not otherwise have access, increase the attendance and retention ratios, and accelerate student learning gains.

**Directions:** Use this template to outline the major components of your proposed project, expected completion timelines, and expected outcomes.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Timeline</th>
<th>Performance Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rancho Santiago Adult Education Consortium (RSAEC) activities, include but not limited to attending meetings, professional development, conferences, and mileage.</td>
<td>7/1/15 – 6/30/16</td>
<td>Increase involvement in AEBG and RSAEC activities.</td>
</tr>
<tr>
<td>Provide babysitting services at Wilson Elementary.</td>
<td>1/11/16 – 6/2/16</td>
<td>Increase in student attendance and retention.</td>
</tr>
<tr>
<td>Provide babysitting services at Sierra Preparatory Intermediate Academy.</td>
<td>1/11/16 – 6/2/16</td>
<td>Increase in student attendance and retention.</td>
</tr>
</tbody>
</table>
SANTA ANA UNIFIED SCHOOL DISTRICT
Adult Education Block Grant
Rancho Santiago Adult Education Consortium

BUDGET DETAIL SHEET

<table>
<thead>
<tr>
<th>Contact</th>
<th>Name</th>
<th>Email</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wilson Office Manager</td>
<td>Bertha Amezcua</td>
<td><a href="mailto:bertha.amezcua@sausd.us">bertha.amezcua@sausd.us</a></td>
<td>714-564-8100</td>
</tr>
<tr>
<td>Principal</td>
<td>Jesse Church</td>
<td><a href="mailto:jessie.church@sausd.us">jessie.church@sausd.us</a></td>
<td>714-567-3518</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>TOTAL COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Babysitting Services at Wilson: 2 staff x $16/hour x 12 hours per week x 20 weeks</td>
<td>7,680</td>
</tr>
<tr>
<td>2000</td>
<td>Babysitting Services at Sierra: 2 staff x $13.50/hour x 12 hours per week x 20 weeks</td>
<td>6,480</td>
</tr>
<tr>
<td>3000</td>
<td>RSAEC activities include attending meetings, professional development, conferences, and mileage.</td>
<td>5,000</td>
</tr>
<tr>
<td>4000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Direct Costs: 19,160
Total Indirect Costs (not to exceed 5% of Direct Costs): 958
TOTAL COSTS: 20,118
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To: Board of Trustees  Date: February 22, 2016
Re: Approval of Sub-Agreement between RSCCD and South Orange County Community College District/Saddleback College for the Global Trade and Logistics Deputy Sector Navigator Grant

Action: Request for Approval

BACKGROUND

Rancho Santiago Community College District was awarded the Global Trade & Logistics (GTL) Deputy Sector Navigator grant (#15-157-008) from the California Community Colleges Chancellor’s Office, Division of Workforce and Economic Development. The grant consists of two funding streams that include Deputy Sector Navigator funds (SB 1402, $200,000) and In-Region Investment funds (SB 858, $100,000). The in-region investment funds will be used to support projects and promote partnerships that will build on exiting regional structures in Career Technical Education secondary and postsecondary education, to improve programs, to produce a skilled workforce, and to establish career pathways in support of the regional economy and the Global Trade & Logistics industry sector to align with the state Chancellor’s Office Doing What Matters initiative.

ANALYSIS

Rancho Santiago Community College District will be collaborating with the South Orange County Community College District on behalf of Saddleback College to implement the “Infusing CTE Curriculum with Global Business Content: Curriculum Needs Research and Professional Development, Part II” through a workshop on integrating GTL content into existing courses and providing guidance on GTL content development aligned to labor market needs. The performance period of the sub-agreement (#DO-16-2343-01) is February 23, 2016 through August 31, 2016, and the sub-award amount shall not exceed $5,273.00.

The project administrator is Enrique Perez and the project director is Lynn Stewart.

RECOMMENDATION

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

Fiscal Impact: $5,273.00 (grant-funded)  Board Date: February 22, 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
This grant sub-agreement (hereinafter “Agreement”) is entered into on this 22nd day of February 2016, between Rancho Santiago Community College District (hereinafter “RSCCD”) and South Orange County Community College District on behalf of Saddleback College (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD received a grant award entitled, “Global Trade & Logistics Deputy Sector Navigator,” Prime Award #15-157-008 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, which includes a role to support projects at local community colleges and promote partnerships that will build on exiting regional structures in Career Technical Education secondary and postsecondary education, to improve programs, to produce a skilled workforce, and to establish career pathways in support of the regional economy and the Global Trade & Logistics industry sector;

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

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

NOW, THEREFORE, the Parties hereby agree as follows:

**ARTICLE I**

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

2. **Period of Performance**  
   The period of performance for this Agreement shall be from February 23, 2016 through August 31, 2016.

3. **Total Cost**  
   The total cost to RSCCD for performance of this Agreement shall not exceed $5,273.00 USD.
4. **Payment**
Fifty percent (50%) of the total cost will be issued to SUBCONTRACTOR upon RSCCD’s receipt of the fully executed Agreement and an invoice for that disbursement. RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed the amount listed above under Article I.3. “Total Costs”.

5. **Budget**
SUBCONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with the Project Budget *(Exhibit B)*, which by reference is incorporated into this Agreement.

6. **Invoices**
Invoices must be itemized, include the Agreement number (refer to footer), and include back-up documentation for expenditures submitted for payment. Final payment is contingent upon successful completion of the Scope of Work *(Exhibit A)*, upon receipt of a final invoice requesting payment, and the Deputy Sector Navigator’s certification of the final report. Invoices should be submitted to the following address:

Rancho Santiago Community College District  
Center for International Trade Development (CITD)  
ATTN: Lynn Stewart, Global Trade and Logistics Deputy Sector Navigator  
2323 North Broadway, Suite 328  
Santa Ana, CA 92706

7. **Reporting**
SUBCONTRACTOR will provide a final report related to this Agreement to the Deputy Sector Navigator via email at stewart_lynn@rsccd.edu by **September 16, 2016**, addressing the Leading Indicators listed below. Refer to Scope of Work *(Exhibit A)* for a detailed description of the deliverables.

Leading Indicators of curriculum alignment to labor market needs:
- LI 1. Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market.
- LI 6. Updating the skills of faculty, teachers, counselors, and/or “supporting staff to student” to reflect labor market needs.
- LI 7. Integration of small business creation and/or exporting modules into for-credit curriculum in other disciplines.

8. **Curriculum Development**
If this Agreement involves the development of new college curriculum, the following shall apply:
a. All courses and programs (certificates or degrees) initiated or substantially modified as a result of activities supported by this Agreement must comply with all applicable provisions as defined in the California Code of Regulations, Title 5 subchapters 1 and 2 of chapter 6 of division 6.
b. The fact that RSCCD has awarded funding through this Agreement to support the development of new curriculum shall not be construed to constitute endorsement or approval of the resulting curriculum or to guarantee or affect the outcome of the curriculum review and approval process.

9. **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.

10. **Time Extensions**
    RSCCD will not be requesting a time extension for program activities from the PRIME SPONSOR. As a result, SUBCONTRACTOR will not be granted an extension. Therefore, SUBCONTRACTOR must spend all 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 **August 31, 2016**.

11. **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.

12. **Subcontract Assignment**
    Unless specifically noted in the Scope of Work (**Exhibit A**), 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 subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority’s approval, that relate to this Agreement.

13. **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.

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

15. 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.

16. 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.

17. 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.

18. 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
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter@rsccd.edu

Rancho Santiago Community College District
Center for International Trade Development (CITD)
Lynn Stewart, Global Trade & Logistics Deputy Sector Navigator
2323 N. Broadway, Suite 328
Santa Ana, CA 92706
(714) 564-5419; stewart_lynn@rsccd.edu

**SUBCONTRACTOR:**
Saddleback College
Attn: Barbara Cox, Ph.D.
Faculty and Chair, Business Department
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635
(949) 582-4818; bcox@saddleback.edu

South Orange County Community College District
Attn: Debra L. Fitzsimons, Ed.D.
Vice Chancellor of Business Services
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635
(949) 582-4665; dfitzsimons@socccd.edu

19. 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.
20. **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 Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 07/15 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

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

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

---

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SUBCONTRACTOR – South Orange County Community College District

By: ______________________________________ _
Name: Peter J. Hardash
Title: Vice Chancellor
Date: ________________________________

By: _______________________________________
Name: Debra L. Fitzsimons, Ed.D.
Title: Vice Chancellor, Business Services
Date: ________________________________

Board Approval Date: February 22, 2016

95-2479872
Employer/Taxpayer Identification Number (EIN)
Deputy Sector Navigator for Global Trade & Logistics

Infusing CTE Curriculum with Global Business Content: Curriculum Needs Research and Professional Development

PART TWO

Proposed by

Saddleback College
Division of Economic & Workforce Development and Business Science

Business Department
EXHIBIT A

Contents

Abstract
Primary contacts
Narrative addressing project objectives
Schedule Timeline of work and expected outcomes. (Exhibit A-Workplan)
Budget (Exhibit B-Mini Grant Budget)
Abstract

Infusing CTE Curriculum with Global Business Content

The main outcomes of this two part project will be (a) the provision of Global Trade and Logistics (GTL) education among CTE faculty leadership and (b) the planning of GTL instruction by that faculty for inclusion in CTE programs.

The information developed in Part One of the project, described in a separate document, provides the foundation for Part Two. It will provide current status, content, and mode of delivery of GTL education in CTE programs, along with needs and plans.

In Part Two, described herein and the topic of this proposal, CTE faculty leadership will participate in a GTL workshop intended to provide critical GTL education elements and guide the development of GTL content specifically pertinent to their CTE industry. The workshop will be video recorded and edited for sharing with other CTE programs, here and at other community colleges.
Primary Contacts

John Jaramillo  
Dean  
Division of EWD & Business Science  
jjaramillo@saddleback.edu

Barbara Cox, Ph.D.  
Faculty and Chair  
Business Department  
cox@saddleback.edu

Mira Manchik  
Senior Administrative Assistant  
Division of EWD & Business Science  
mmanchik@saddleback.edu
Infusing CTE curriculum with global business content.

Overview of the two-part project.

The business department needs to develop its knowledge of what global business content our CTE programs already incorporate into their courses, if any. Part One begins the conversation by conducting facilitated curricular inquiries of our CTE program/faculty leaders. The yield will be a useful picture of (a) what they (CTE programs) do now; and (b) what they might think would be appropriate to incorporate into their courses. This also establishes the foundational relationship upon which to build Part Two of the project: a CTE/Global Business workshop will be led by business faculty and a Global Trade and Logistics (GTL) education consultant to help CTE program faculty develop GTL content for their courses.

The Part One report will inform the plan for the next steps, Part Two, described below.

**PART TWO**

a. Four to six CTE program leaders will participate in a workshop dedicated to integrating Global Trade and Logistics content into existing target courses. Participants will plan or draft a module of approximately 2 – 3 hours of instruction related to Global Trade and Logistics in their industries.

b. The workshop will be video recorded and edited for sharing with other CTE programs, here and at other community colleges.
Name of Project: **Infusing CTE curriculum with global business content.**

Common Metrics (i.e. LI and/or MP): LI1, LI6, LI7

### Objective 1 of Part Two: Description of Objective

Provide GTL expertise to assist CTE programs with development of GTL content for their course(s).

<table>
<thead>
<tr>
<th>Description of Activities</th>
<th>Measurable Outcomes</th>
<th>Timeline (Month/Year)</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide workshop dedicated to integrating Global Trade and Logistics into existing target courses.</td>
<td>Workshop completion. Draft of content for incorporation into CTE courses.</td>
<td>Feb. 23 – Aug. 31, 2016</td>
<td>Barbara Cox</td>
</tr>
</tbody>
</table>

### Objective 2 of Part Two: Description of Objective

Make available a video recording of the workshop to other CTE programs.

<table>
<thead>
<tr>
<th>Description of Activities</th>
<th>Measurable Outcomes</th>
<th>Timeline (Month/Year)</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record the workshop, edit for sharing, and make it available to others via the Web.</td>
<td>Video recording</td>
<td>Aug. 31, 2016</td>
<td>Barbara Cox</td>
</tr>
</tbody>
</table>
**GLOBAL TRADE & LOGISTICS**

**PROJECT BUDGET**

<table>
<thead>
<tr>
<th>Object of Expenditure</th>
<th>Classification</th>
<th>Funds Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100</td>
<td>Academic Salaries, Instructional, Contract or Regular Status</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Days/hours) x (Daily/hourly rate) = $</td>
<td></td>
</tr>
<tr>
<td>1200</td>
<td>Academic Salaries, Noninstructional, Contract or Regular Status</td>
<td>$2,972.00</td>
</tr>
<tr>
<td></td>
<td>(Days/hours) x (Daily/hourly rate) = $</td>
<td></td>
</tr>
<tr>
<td>1300</td>
<td>Instructional Salaries Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Days/hours) x (Daily/hourly rate) = $</td>
<td></td>
</tr>
<tr>
<td>1400</td>
<td>Project Director</td>
<td>Included in Object 1200 above</td>
</tr>
<tr>
<td></td>
<td>(Days/hours) x (Daily/hourly rate) = $</td>
<td></td>
</tr>
<tr>
<td>2100</td>
<td>Classified Salaries, Noninstructional (Regular, Full-time)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Days/hours) x (Daily/hourly rate) = $</td>
<td></td>
</tr>
<tr>
<td>2200</td>
<td>Instructional Aides, Regular Status</td>
<td>$750</td>
</tr>
<tr>
<td></td>
<td>(Days/hours) x (Daily/hourly rate) = $</td>
<td></td>
</tr>
<tr>
<td>2300</td>
<td>Classified Salaries, Noninstructional (Non-Regular, Full-time)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Days/hours) x (Daily/hourly rate) = $</td>
<td></td>
</tr>
<tr>
<td>2400</td>
<td>Instructional Aides' Salaries (Non-Regular, Full-time)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Days/hours) x (Daily/hourly rate) = $</td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>Employee Benefits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name and rate charged</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3100-3900): STRS Fund, PERS Fund, Old Age, Survivors, Disability, and Health Insurance (OASDHI), Health and Welfare Benefits, State Unemployment Insurance, Workers’ Compensation Insurance, Local/Alternative Retirement Systems, Other Benefits</td>
<td>$558</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies and Materials</td>
<td>$40</td>
</tr>
<tr>
<td></td>
<td>List type and costs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Instructional and Noninstructional Supplies and Materials (Supplies and materials are items that are expendable and quickly consumed or easily broken, damaged, or lost.) (i.e., software, book, magazines and periodicals, instructional supplies and materials, noninstructional supplies and materials)</td>
<td></td>
</tr>
<tr>
<td>5000</td>
<td>Other Operating Expenses and Services</td>
<td>$750</td>
</tr>
<tr>
<td></td>
<td>Audit, Contract Services, Depreciation, Dues and Membership, Election, Insurance, Interest, Legal, Personal and Consultant Services, Postage, Rents and Leases, Repairs and Maintenance, Self-Insurance Claims, Travel and Conference Expenses, Utilities and Housekeeping Services, Other.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subcontractors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name (daily/hourly rate)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Identify specific service to be rendered</td>
<td></td>
</tr>
<tr>
<td>6000</td>
<td>Capital Outlay</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6400 Equipment (i.e., desk, chairs, vehicles, etc.) with a purchase price of at least $200 and a useful life of more than one year</td>
<td></td>
</tr>
<tr>
<td>7000</td>
<td>Other Outgo</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(7100-7900): Debt Retirement, Intrafund Transfers-Out, Interfund Transfers-Out, Other Transfers, Student Financial Aid, Other Student Aid, Reserve for Contingencies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Direct Costs</td>
<td>$3,070</td>
</tr>
<tr>
<td></td>
<td>Total Indirect Costs (Not to Exceed 4% of Direct Costs)</td>
<td>$203</td>
</tr>
<tr>
<td></td>
<td>Total Costs</td>
<td>$5,273</td>
</tr>
</tbody>
</table>
To:            Board of Trustees               Date: February 22, 2016
Re:            Adoption of Resolution No. 16-04 – Children and Families Commission of Orange County (FCI-CSP-03)
Action: Request for Approval

BACKGROUND

Rancho Santiago Community College District’s Child Development Services received an extension and augmentation to its First 5 California Child Signature Program grant from the Children and Families Commission of Orange County for the purpose of increasing quality in early learning programs for young children. This funding will provide enhanced services for the Early Head Start Program including training and technical assistance for support staff and instructional materials in RSCCD’s Child Development Services (CDS).

The grant award was augmented by $44,000.00 with a cumulative total of $99,000.00 and a match requirement of $275,000.00 that consists of federally-funded Early Head Start program staff and other grant-funded program costs. The project performance period of July 1, 2013 through June 30, 2015 was extended to June 30, 2016. The sub-agreement amendment (#FCI-CSP-03) delineating the terms of RSCCD’s CDS extended participation in the First 5 California Child Signature Program is enclosed for the Board’s review and approval, as a fully signed amendment is required for the implementation of the program.

The project administrator is Enrique Perez and the project director is Janneth Linnell.

ANALYSIS

As part of the acceptance process, the Children and Families Commission of Orange County requires that the Board of Trustees approve the execution of the sub-agreement amendment, and designate and approve an authorized representative of the district to sign any related contractual and amendment documents related to this sub-agreement.

RECOMMENDATION

It is recommended that the Board adopts this resolution with the Children and Families Commission of Orange County and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: none               Board Date: February 22, 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
RESOLUTION

This resolution is adopted in order to certify the approval of the Board of Trustees to enter into and execute this contract agreement with the Children and Families Commission of Orange County for the purpose of participating in the First 5 California Child Signature Program to increase quality in early learning programs for young children in the Child Development centers, and to authorize the designated personnel to sign related contractual and amendment documents for the fiscal years 2013/2014 through 2014/2015 extended to 2015/2016.

RESOLUTION NO. 16-04

BE IT RESOLVED that the Board of Trustees of Rancho Santiago Community College District authorizes entering into and executing the contract agreement number FCI-CSP-03 with the Children and Families Commission of Orange County and authorizes the person(s) listed below to sign the contract agreement and related documents on behalf of the Board of Trustees.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raúl Rodríguez</td>
<td>Chancellor</td>
<td></td>
</tr>
<tr>
<td>John Didion</td>
<td>Executive Vice Chancellor</td>
<td></td>
</tr>
<tr>
<td>Peter J. Hardash</td>
<td>Vice Chancellor</td>
<td></td>
</tr>
</tbody>
</table>

PASSED AND ADOPTED THIS 22nd day of February, 2016, by the Board of Trustees of Rancho Santiago Community College District of Orange County, California.

I, Nelida Mendoza Yanez, Clerk of the Board of Trustees of Rancho Santiago Community College District, of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk’s Signature) (Date)
FIRST AMENDMENT TO AGREEMENT FCI-CSP-03

BY AND BETWEEN

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

AND

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD),

FOR THE PROVISION OF SERVICES

This FIRST AMENDMENT TO AGREEMENT (“First Amendment”) is entered into as of the 2nd day of September, 2015 (“Date of Amendment”), which date is enumerated for the purpose of reference only, by and between the CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY, a public body and legal public entity (“COMMISSION”), and RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD), a college district organized and existing under the laws of the State of California (“CONTRACTOR”). The Original Agreement and this First Amendment are and shall continue to be administered by the Executive Director of COMMISSION or his/her authorized designee (“ADMINISTRATOR”).

RECITALS

A. The COMMISSION and CONTRACTOR previously entered into that certain Agreement for the Provision of Project Services dated July 3, 2013, under which the COMMISSION awarded funds for the “Project” described in Exhibits A, A-1 and B therein (“Original Agreement”).

B. Pursuant to the Original Agreement, COMMISSION granted to CONTRACTOR funds to further the purposes of and implement COMMISSION’s Strategic Plan.

C. On July 3, 2013, COMMISSION awarded $55,000 to CONTRACTOR for Child Signature Program (CSP) Services for the period of July 1, 2013 through June 30, 2015.

D. On September 2, 2015, COMMISSION awarded additional funding in the amount of $44,000 for the Child Signature Program (CSP) extension for the period July 1, 2015 through June 30, 2016 and authorized entering into a First Amendment with CONTRACTOR.

E. COMMISSION hereby enters into this First Amendment and awards the additional $44,000 referenced in Recital D to CONTRACTOR in order to provide increased or additional Services for the CSP extension for the period July 1, 2015 through June 30, 2016, and CONTRACTOR desires to accept the additional funding in order to provide increased or additional services pursuant to the terms and conditions of the Original Agreement, as amended by this First Amendment. The Original Agreement and this First Amendment are referred to collectively as the “Agreement.”

F. The parties desire by this First Amendment to extend the Term of the Agreement by twelve (12) months.
G. The parties desire by this First Amendment to amend and restate COMMISSION’s Maximum Payment Obligation.

H. The parties desire by this First Amendment to add Exhibit AA, Project Summary for the CSP extension. A copy of Exhibit AA is attached hereto and incorporated herein by reference.

I. The parties desire by this First Amendment to amend and restated Exhibit A-1 to add the CSP extension Work Plan for the period July 1, 2015 through June 30, 2016 (Amended and Restated Work Plan). The Amended and Restated Work Plan is added to Exhibit A-1 of the Original Agreement. A copy of the Amended and Restated Work Plan in Exhibit A-1 for the period July 1, 2015 through June 30, 2016 is attached hereto and incorporated herein by reference.

J. The parties desire by this First Amendment to amend and restate Exhibit B, Project Budget. This Amended and Restated Exhibit B shall replace the existing Exhibit B in the Original Agreement. A copy of the Amended and Restated Exhibit B is attached hereto and incorporated herein by reference.

K. The parties desire by this First Amendment to amend and restate Attachment 1 to Exhibit B, Staffing Table. This Amended and Restated Attachment 1 to Exhibit B shall replace the existing Attachment 1 to Exhibit B in the Original Agreement. A copy of the Amended and Restated Attachment 1 to Exhibit B is attached hereto and incorporated herein by reference.

L. The parties desire by this First Amendment to amend and restate Attachment 2 to Exhibit B, Direct Project Expenses Table. The Amended and Restated Attachment 2 to Exhibit B shall replace the existing Exhibit Attachment 2 to Exhibit B in the Original Amendment. A copy of Amended and Restated Attachment 2 to Exhibit B is attached hereto and incorporated herein by reference.

M. The parties desire by this First Amendment to amend and restate Attachment 3 to Exhibit B, Location Table. The Amended and Restated Attachment 3 to Exhibit B shall replace the existing Attachment 3 to Exhibit B in the Original Agreement. A copy of the Amended and Restated Attachment 2 to Exhibit B is attached hereto and incorporated herein by reference.

N. Capitalized terms in this First Amendment are as set forth in the Original Agreement, or as specifically defined herein.

O. The parties desire by this First Amendment to set forth certain modifications, and clarifications to the terms and conditions of the Original Agreement.

NOW, THEREFORE, based upon the foregoing Recitals, which are hereby a substantive part of this First Amendment, and in consideration of the covenants contained herein, COMMISSION and CONTRACTOR hereby agree as follows:

1. Term. The Term, as defined in Paragraph 1 of the Original Agreement is extended twelve (12) months. Paragraph 1 of the Original Agreement establishing the term of the Agreement with respect to CONTRACTOR is hereby amended to read as follows: “The term of this Agreement shall commence on July 1, 2013 and terminate on June 30, 2016, unless earlier terminated pursuant to the default provisions of Paragraph 22 of this Agreement. CONTRACTOR
and ADMINISTRATOR may mutually agree in writing to extend the term of this Agreement, provided that COMMISSION’s Maximum Payment Obligation in this Agreement does not increase as a result.”

2. **Maximum Payment Obligation.** Additional funding of $44,000 is provided by COMMISSION to CONTRACTOR by this First Amendment for a cumulative total of Ninety Nine Thousand Dollars ($99,000). Paragraph 15 of the Original Agreement, Maximum Payment Obligation, with respect to CONTRACTOR is hereby amended to read as follows: “The ‘Maximum Payment Obligation’ of COMMISSION to CONTRACTOR under this Agreement shall be Ninety Nine Thousand Dollars ($99,000), or the actual reasonable cost incurred and paid for performance of the services whichever is less.” which amount is the sum of (a) the first allocation of $55,000 on July 3, 2013, and (b) this second allocation of $44,000 on September 2, 2015 for the CSP extension, as specified in the Amended and Restated Exhibit B to the First Amendment to Agreement.

3. Subparagraph 15.1 of the Agreement is hereby amended to read as follows:

   “**15.1 Multi-Year Contracts** For multi-year contracts, the Maximum Payment Obligation for each period shall be as follows:

   **15.1.1** The Maximum Payment Obligation of COMMISSION to CONTRACTOR for the services to be provided for the period July 1, 2013 through June 30, 2014 shall be $27,500.

   **15.1.2** The Maximum Payment Obligation of COMMISSION to CONTRACTOR for the services to be provided for the period July 1, 2014 through June 30, 2015 shall be $27,500.

   **15.1.3** The Maximum Payment Obligation of COMMISSION to CONTRACTOR for the services to be provided for the period July 1, 2015 through June 30, 2016 shall be $44,000.”

4. **Project Summary.** The added Project Summary, Exhibit AA, attached hereto and incorporated herein by this reference, is added to the Agreement.

5. **Work Plan.** The Amended and Restated Work Plan, Exhibit A-1, attached hereto and incorporated herein by reference, is added to the Agreement and sets forth the performance tasks and outcomes to be achieved for the period July 1, 2015 through June 30, 2016.

6. **Project Budget.** The Amended and Restated Project Budget, Exhibit B, attached hereto and incorporate herein by this reference, is added to the Agreement and shall replace Exhibit B in the Original Agreement.

7. **No Other Changes.** Except as amended by this First Amendment, the terms of the Original Agreement, shall remain in full force and effect as written and entered into between COMMISSION and CONTRACTOR.
IN WITNESS WHEREOF, the COMMISSION and CONTRACTOR have executed this First Amendment to Agreement in the County of Orange, State of California.

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY, a public body and legal public entity

Dated: ____________________________ By: ____________________________

Chair

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIR OF COMMISSION

By: ____________________________

Robin Stieler
Interim Clerk of COMMISSION

Dated: ____________________________

APPROVED AS TO FORM:

WOODRUFF, SPRADLIN & SMART

By: ____________________________

James M. Donich, Commission Counsel

[Signature block for CONTRACTOR on next page.]
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD), CHILD DEVELOPMENT SERVICES (CDS), a California college district

Dated: ________________________________  By: ________________________________

Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
EXHIBIT AA
TO CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY
PROJECT SUMMARY
Rancho Santiago Community College District (RSCCD)
Agreement # FCI-CSP-03
Program Term: July 1, 2013 through June 30, 2016

First 5 California Child Signature Program Extension
Term: July 1, 2015 through June 30, 2016

1. FUNDING RECIPIENT

Rancho Santiago Community College District (RSCCD),
Child Development Services (CDS)
A California College District
2323 N. Broadway, Suite 350-2
Santa Ana, CA 92706

Contact: Janneth Linnell, Executive Director, 714-480-7546,
linnell_janneth@rsccd.edu

Invoices/Documentation Contact: Janneth Linnell, Executive Director, 714-480-7546,
linnell_janneth@rsccd.edu

Signatories: Peter J. Hardash, Vice Chancellor Business Operations/Fiscal Services

2. BACKGROUND

The First 5 California Child Signature Program (CSP) provides funding for local commissions to increase quality in early learning programs for young children. The COMMISSION applied to participate in the expanded program offered through the CSP Request for Application (RFA) #3. Through RFA CSP3, an expanded program opportunity to provide for “essential staff” and funding to support classrooms in achieving key program components was awarded. In September, the COMMISSION awarded funding for the CSP Extension program, targeting support to infant/toddler CSP programs.

3. PURPOSE AND SCOPE OF WORK

The purpose of this Agreement is to provide enhanced services to subsidized early childhood programs in Orange County including family support services, screening and assessment of children, mental health services, training and technical assistance for teaching staff and case management. The Child Signature Program Extension is a one-year funding to transition to the new First 5 IMPACT that will focus on system-level quality improvement for early education programs.

CONTRACTOR has two (2) sites selected to participate in CSP Extension:

- Early Head Start Rancho SAC
- State Preschool Rancho SAC E CDC

Exhibit AA
Page 1 of 5

Children and Families Commission of Orange County
Rancho Santiago Community College District (RSCCD)
FCI-CSP-03 1st Amendment 6.5 (8)
CONTRACTOR has eight (8) classrooms selected to participate in Infant Toddler Training and Support.

CONTRACTOR shall provide Services described in Exhibit AA to achieve the outcomes described in the Work Plan, Exhibit A-1, within the funding limitations of the Project Budget, Exhibit B, and the staffing described in Attachment 1 to Exhibit B. CONTRACTOR shall:

3.1 Participate in individualized teacher training and purchase curriculum-related materials and supplies.

3.2 Receive extensive training and coaching services.

3.3 Allow a Family Support Specialist hired through Children’s Hospital of Orange County to work at the sites to provide home visitation, resource and referral and case management services.

3.4 Complete the requirements for the CSP program, including managing staff requirements, completing surveys and forms, arranging and coordinating staff training release time, purchasing materials and participating in leadership meetings.

3.5 Complete the documentation requirements for the CSP.

3.5.1 Both the COMMISSION and First 5 California may conduct site visits and/or audits to review program compliance. All documentation will need to be made available for these visits.

3.5.2 Any staffing or program changes should be reported to the COMMISSION immediately. Staffing or program changes that impact the readiness assessment results could result in CSP ineligibility.

3.6 Participate in a one-on-one local match.

3.6.1 Rancho Santiago Community College District CSP cash match obligation for the period July 1, 2015 through June 30, 2016 shall be $275,000.

3.7 CONTRACTOR acknowledges that CSP program service providers, under contract to the COMMISSION, will be providing CSP related services at CONTRACTOR’s sites and in the homes of the parents/children, and that these CSP service providers are required to maintain appropriate liability insurance coverage for all staff as required by their COMMISSION contracts, and will provide documentation of such liability insurance coverage to CONTRACTOR upon request, and that the CSP service providers will ensure that their staff have completed the necessary background check clearances, including fingerprint checks, and provide documentation of such clearances to CONTRACTOR upon request.

3.8 CONTRACTOR shall submit necessary documents according to the First 5 California schedule with program reporting, fiscal and match reporting, and data entry deadlines below. Program invoices will include matching fund information and match expenditure documentation within the program budget categories.
## CSP Extension Due Dates to COMMISSION

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/15/15</td>
<td><strong>1st Quarter Progress Report (QPR)</strong>&lt;br&gt;• Invoices from every contractor with required category detail:&lt;br&gt;  o Essential Staff&lt;br&gt;  o Quality Improvement Staff&lt;br&gt;  o Quality Improvement Other&lt;br&gt;  o Infant/Toddler&lt;br&gt;  o Direct Project Expenses&lt;br&gt;• Signed match fund documentation from every source</td>
</tr>
<tr>
<td>1/18/16</td>
<td><strong>2nd Quarter Progress Report (QPR)</strong>&lt;br&gt;• Invoices from every contractor with required category detail:&lt;br&gt;  o Essential Staff&lt;br&gt;  o Quality Improvement Staff&lt;br&gt;  o Quality Improvement Other&lt;br&gt;  o Infant/Toddler&lt;br&gt;  o Direct Project Expenses&lt;br&gt;• Signed match fund documentation from every source</td>
</tr>
<tr>
<td>1/18/16</td>
<td><strong>Fall Data Entry</strong>&lt;br&gt;• Orange County Department of Education (OCDE) submits data as required to First 5 California&lt;br&gt;• OCDE sends copy of data to the Children and Families Commission of Orange County’s Evaluation Manager</td>
</tr>
<tr>
<td>3/7/16</td>
<td><strong>1st Semi-Annual Fiscal: Expenditure Report (July – Dec)</strong>&lt;br&gt;• Outstanding Q1 and Q2 invoices&lt;br&gt;• Outstanding Q1 and Q2 match fund documentation&lt;br&gt;• Q1 and Q2 Budget Modification Requests</td>
</tr>
<tr>
<td>4/15/16</td>
<td><strong>3rd Quarter Progress Report (QPR)</strong>&lt;br&gt;• Invoices from every contractor with required category detail:&lt;br&gt;  o Essential Staff&lt;br&gt;  o Quality Improvement Staff&lt;br&gt;  o Quality Improvement Other&lt;br&gt;  o Infant/Toddler&lt;br&gt;  o Direct Project Expenses&lt;br&gt;• Signed match fund documentation from every source</td>
</tr>
</tbody>
</table>
4 ATTACHMENTS TO EXHIBIT B

4.1 Staffing
4.2 Direct Project Expenses
4.3 Location of Services to be Provided

5. WAIVERS/AMENDMENTS TO AGREEMENT

None.

6. INVOICING/PAYMENT ELECTIONS

As of the Date of Agreement, the Parties mutually agree to the following invoicing/payment elections. Notwithstanding anything to the contrary and provided that any modifications to these elections do not alter the overall goals and basic purpose of the Agreement, and provided these modifications do not increase COMMISSION’s Maximum Payment Obligation during the term of the Agreement, ADMINISTRATOR and CONTRACTOR may, in accordance with the authority described in Section 2.2 of this Agreement; make future modifications to the following invoicing/payment elections.

6.1 Initial Payment. The Parties do not anticipate an Initial Payment request as described in Paragraph 15.2 of this Agreement.
6.2 Billing/Payment Interval. The Parties agree that the interval for Billing and/or Payment for this Agreement as described in Paragraph 15.4 is quarterly.

6.3 Retention Timing. The Parties agree an amount equal to ten percent (10%) of each quarterly invoice attributable and allocable to Services ("Retention Amount") as described in Paragraph 15.7 shall be withheld by COMMISSION through ADMINISTRATOR pending the timely and successful completion and performance of each Fiscal Audit for the Services as described in Paragraph 14 of this Agreement.

7. FUNDING SOURCE AND ADDITIONAL REQUIREMENTS

7.1 The parties acknowledge that funding for this Agreement includes (federal funding, or California Child Signature Program grant funds).

7.2 The records retention period, as previously described in Subparagraphs 5, 5.1 and 17.1.1 of the Agreement, is hereby modified from three (3) years to five (5) years from the date of final disbursement of funds under this Agreement or the completion of any pending audits, whichever is later.
Part I. Organization / Collaborative Name

Rancho Santiago Community College District

Project Name

RSCCD - CSP Extension

Work Plan Contact Name

Janneth Linnell, Executive Director, Child Development Services

Contact’s Phone and Email

714.480.7546 jll92871@rsccd.edu

Contract Number

FCI-CSP-03

Part II. Project Abstract (a short description of the project):

Participate in the Child Signature Program project. Will coordinate with CSP Essential Staff to provide enhanced services to families and teaching staff. The Child Signature Program Extension is one-year funding to transition to the new First 5 IMPACT that will focus on system-level quality improvement for early education programs.

General Instructions

- Monthly service update: Update ALL services every month whether or not you have provided a service during that month. Enter 0 New Clients and 0 Repeat Clients. For services, please record the dollars expended in that month.
- Update beginning and end date: For each monthly update, the beginning date is the first day of the month and the end date is the last day of the month; e.g., July 1, 2015 - July 31, 2016.
- By the 15th of the month, email excel sheet with CSP match dollars for the previous month to Dr. Sharon Boles, Evaluation Manager, at sharon.boles@cfcoc.ocgov.com. Dr. Boles will then enter this information into the data system on your behalf.

Goal 4. CAPACITY BUILDING

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Indicator</th>
<th>Objective</th>
<th>Milestone</th>
<th>Program Data Type</th>
<th>Target #</th>
<th>Start Date</th>
<th>End Date</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>CB.1</td>
<td>Fund</td>
<td>CB.1.1</td>
<td>CB.1.1.1a</td>
<td>Dollars</td>
<td>$275,000</td>
<td>7/1/15</td>
<td>6/30/16</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Development</td>
<td>Increase</td>
<td>CSP match dollars submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dollars: $ expended in month reported
Notes: Document and submit eligible match $. Include brief description of funding source(s) and how $’s are supporting CSP.
AMENDED AND RESTATED
EXHIBIT B
PROJECT BUDGET

<table>
<thead>
<tr>
<th>Rancho Santiago Community College District (RSCCD)</th>
<th>Funds Due 07/01/13 – 06/30/14</th>
<th>Funds Due 07/01/14 – 06/30/15</th>
<th>Funds Due 07/01/15 – 06/30/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffing</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$36,000</td>
</tr>
<tr>
<td>Direct Project Expenses</td>
<td>$17,500</td>
<td>$17,500</td>
<td>$8,000</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Indirect/Administrative</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Subcontracts</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>TOTAL FUNDS DUE</td>
<td>$27,500</td>
<td>$27,500</td>
<td>$44,000</td>
</tr>
</tbody>
</table>

MAXIMUM PAYMENT OBLIGATION: $99,000
### Staffing Table

<table>
<thead>
<tr>
<th>Position Title: Master Teacher and Teacher</th>
<th>07/01/13 - 06/30/14</th>
<th>07/01/14 - 06/30/15</th>
<th>07/01/15 - 06/30/16</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FTE</td>
<td>Salary &amp; Benefits</td>
<td>FTE</td>
</tr>
<tr>
<td></td>
<td>N/A FTE</td>
<td>$5,000</td>
<td>N/A FTE</td>
</tr>
</tbody>
</table>

Minimum Qualifications: Possess a Child Development Teacher Permit. Requirements for this permit include completion of 24 semester units of course work in Early Childhood Education/Child Development, including core courses plus 16 semester units of general education. Completion of 175 days of experience in an instructional capacity in a child care and development program, working at least 3 hours per day within the last 4 years; demonstration of basic skills proficiency; or completion of an Associate of Arts degree or higher in Early Childhood Education of Child Development or related field, with a three semester unit supervising field experience in an early childhood education setting; or completion of equivalent training approved by the California Commission on Teacher Credentialing.

Job Duties: Provide services as described in subparagraph 3.6 of Exhibit A to this Agreement.

<table>
<thead>
<tr>
<th>Position Title: Intern and Student Assistant</th>
<th>07/01/13 - 06/30/14</th>
<th>07/01/14 - 06/30/15</th>
<th>07/01/15 - 06/30/16</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FTE</td>
<td>Salary &amp; Benefits</td>
<td>FTE</td>
</tr>
<tr>
<td></td>
<td>N/A FTE</td>
<td>$2,500</td>
<td>N/A FTE</td>
</tr>
</tbody>
</table>

Minimum Qualifications: Completion of 9 to 24 units of Early Childhood Education/Child Development.

Job Duties: Provide services as described in subparagraph 3.6 of Exhibit A to this Agreement.

<table>
<thead>
<tr>
<th>Position Title: Site Supervisor/Assistant Director</th>
<th>07/01/13 - 06/30/14</th>
<th>07/01/14 - 06/30/15</th>
<th>07/01/15 - 06/30/16</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FTE</td>
<td>Salary &amp; Benefits</td>
<td>FTE</td>
</tr>
<tr>
<td></td>
<td>N/A FTE</td>
<td>$2,500</td>
<td>N/A FTE</td>
</tr>
</tbody>
</table>

Minimum Qualifications: Possess a Child Development Site Supervisor Director Permit. Requirements for this permit include completion of an Associate of Arts degree or 60 units with 24 Early Childhood Education/Child Development units (including core courses). Six semester units in the administration and supervision of Child Development programs and two units of adult supervision.

Job Duties: Provide services as described in subparagraph 3.6 of Exhibit A to this Agreement.
<table>
<thead>
<tr>
<th>Summary Table of Staffing Costs</th>
<th>07/01/13 – 06/30/14</th>
<th>07/01/14 – 06/30/15</th>
<th>07/01/15 – 06/30/16</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$10,000</td>
<td>$10,000</td>
<td>$36,000</td>
</tr>
</tbody>
</table>
## DIRECT PROJECT EXPENSES TABLE

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>07/01/13 – 06/30/14</th>
<th>07/01/14 – 06/30/15</th>
<th>07/01/15 – 06/30/16</th>
<th>1-2 sentence narrative description of expenses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category – Supplies and Materials</td>
<td>$17,500</td>
<td>$17,500</td>
<td>$8,000</td>
<td>Annual cost for supplies and materials to augment quality in the participating CSP classrooms.</td>
</tr>
<tr>
<td>Category</td>
<td></td>
<td></td>
<td></td>
<td>Annual cost for</td>
</tr>
<tr>
<td>Category</td>
<td></td>
<td></td>
<td></td>
<td>Annual cost for</td>
</tr>
<tr>
<td>Category</td>
<td></td>
<td></td>
<td></td>
<td>Annual cost for</td>
</tr>
<tr>
<td>Category</td>
<td></td>
<td></td>
<td></td>
<td>Annual cost for</td>
</tr>
<tr>
<td>Total Direct Project Expenses</td>
<td>$17,500</td>
<td>$17,500</td>
<td>$8,000</td>
<td></td>
</tr>
</tbody>
</table>
**LOCATION TABLE**

<table>
<thead>
<tr>
<th>Location (Name)</th>
<th>Address (Street, City, Zip Code)</th>
<th>Contact Name, Phone Number</th>
<th>Services Provided at Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Ana College Early Childhood Education Center</td>
<td>1530 W. 17th Street, Building V Santa Ana, CA 92706</td>
<td>Janneth Linnell 714-480-7546</td>
<td>CSP Classroom is located within the center</td>
</tr>
<tr>
<td>Santa Ana Child Development Center East Campus</td>
<td>1510 N. Parton Street Santa Ana, CA 92706</td>
<td>Janneth Linnell 714-480-7546</td>
<td>CSP Classroom is located within the center</td>
</tr>
</tbody>
</table>
To: Board of Trustees
Re: First Reading of New and Revised Board Policies
Action: Information

BACKGROUND

The Board Policy Committee met on February 16, 2016 and reviewed new and revised policies. These policies are now presented for first reading.

ANALYSIS

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

RECOMMENDATION

These policies are presented for first reading as an information item.
BP 2305 Annual Organizational Meeting

Reference:
Education Code Section 72000(c)(2)(A)

The following tasks shall be listed under Board Organization and included on the agenda of the Board’s annual organizational meeting to be held in December each year:

- Election of Board officers
- Designation of secretary & assistant secretary
- Schedule of regular meeting dates and locations for the following year, including: Board Self-Evaluation (BP2745), Evaluation of the Chancellor (BP2435), Brown Act and Ethics Presentations, Review of District and College Foundations, and Preliminary Audit Discussion
- Authorization of signatures
- Appointment of trustees to committees by Board President
- Reaffirmation of Board Policy 2200 (Board Duties and Responsibilities)
- Reaffirmation of Board Policy 2735 (Board Member Travel)
- Reaffirmation of Board Policy 2715 (Code of Ethics/Standards of Practice)
- Reaffirmation of Board Policy 6320 (Investments)
- Designation of specific days, weeks or months of observance, which relate to the educational mission of the district

At the annual organizational meeting, the Board President shall solicit expressions of interest from members of the Board, or any newly elected members of the Board, regarding service as President, Vice President or Clerk of the Board, as well as any committee assignments.

Revised: January 13, 2014 ______________________(Previously BP9013)
BP 2715 Code of Ethics/Standards of Practice

Reference:

ACCJC Accreditation Standard IV.C.11 (formerly IV.B.1.a, e, & h)

All Rancho Santiago Community College District board members, including the student trustee, are committed to maintaining the highest standards of conduct and ethical behavior. The Board believes that in promoting trust, confidence, and integrity in the working relationship between Trustees, administrators, faculty and Staff. The Board and its individual Trustees are committed to the following:

- In all decisions the Board will consider the educational welfare and equality of opportunity of all students in the District.
- Trustees are elected to represent the interests and serve the needs of the entire District and to promote the mission of Rancho Santiago Community College District.
- Trustees are non-partisan elected officials and will always put District and college priorities before their own political or personal priorities.
- Trustees hold a public trust that requires and will ensure that their actions avoid conflicts of interest and any appearance of impropriety, including adherence to Board Policy 3821 Gifts to Employees.
- Trustees will speak on behalf of the Board only when granted such authority by a majority of the Board.
- Trustees shall be respectful of others in any discussions related to the district and colleges.
- Trustees clearly articulate to the Chancellor the Board’s expectations, will support the work and efforts of the Chancellor, and keep the Chancellor informed of matters related to the district and colleges.
- Trustees will respect the confidentiality of all privileged information.
- Trustees will uphold the letter and spirit of the Ralph M. Brown Act and make all official decisions and actions of the Board of Trustees in open and public meetings.
- Trustees will remain informed about the district, educational issues, and responsibilities of trusteeship, and will work in the best interest of the entire district.

The President of the Board, in consultation with the Chancellor, is authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Violations of the board’s policy code of ethics will be addressed by the President of the Board, who will first discuss the violation with the trustee to reach a resolution. If resolution is not achieved and further action is deemed necessary, the president may appoint an ad hoc committee to examine the matter and recommend further courses of action to the board. Sanctions will be determined by the board officers and may include a recommendation to the board to censure of the trustee, remove the trustee from a board officer position or from board committee assignments. If the President of the Board is perceived to have violated the code, the vice president of the board is authorized to pursue resolution.

Revised: July 21, 2014 ____________ (Previously BP9002)
References Updated: March 16, 2015

6.6 (3)
BP 3510 Workplace Violence Plan


The Board is committed to providing a district work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The Chancellor shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct, to report the incident, and that employees are informed that there will be no retaliation for such reporting.

Revised August 19, 2013 (Previously BP4139 and BP3522)

References Updated: May 18, 2015

Title Revised: ___________________________
BP 3821 Gifts to Employees and Officials (New)

References:

California Code of Regulations, Title 2, Sections 18730 et seq.

Board members and employees are prohibited from accepting gifts from any individual or organization that conducts business with or is seeking the award of a contract from the District.

For the purposes of this policy, the term "gift" applies to any item of value which is offered to an employee or elected official by organizations or individuals. This policy does not apply to meals, beverages, receptions or promotional items received in the course of organized group events (e.g. conferences, workshops, meetings, etc.), which may be hosted or subsidized by individuals or organizations that either do business with the District or are seeking the award of a contract from the District.

Although exempt from the definition of "gift" for purposes of this policy, these items of value may be subject to disclosure by individual employees who are required to report gifts and other items of value pursuant to the regulations of the California Fair Political Practices Commission.

Adopted: ____________________________
BP 5030 Fees

References: Education Code: Sections 76300, et seq.; ACCJC Accreditation Standard I.C.6

The Board authorizes the following student fees. The Board will approve fee changes as required by law. The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.

**Enrollment Fee** (Education Code Section 76300)
Each student shall be charged a fee for enrolling in credit courses as required by law.

**Baccalaureate Degree Pilot Program Fees** (Title 5 Section 58520)
Each student shall be charged a fee in addition to an enrollment fee for upper division coursework in a baccalaureate degree pilot program.

**Health Fee** (Education Code Section 76355)
The Chancellor shall present to the board for approval a fee to be charged to each full time and part time student for student health services.

**Parking Fee** (Education Code Section 76360)
The Chancellor shall present for board approval fees for parking for students and employees.

**Instructional Materials** (Education Code Section 76365; Title 5 Sections 59400 et seq.)
Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

**Physical Education Facilities** (Education Code Section 76395)
Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student’s calculated share of the additional expenses incurred by the District.

**Student Representation Fee** (Education Code Section 76060.5)
Students may be charged a $1 fee per semester, pursuant to the adoption of the fee by a vote of the students, to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

**Transcript Fees** (Education Code Section 76223)
The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records. There shall be no charge for searching for or retrieving any student record.

**International Students Application Processing Fee** (Education Code Section 76142)
The District shall charge students who are both citizens and residents of a foreign country a fee to process his/her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars ($100), which shall be deducted from the tuition fee at the time of enrollment.

Revised July 21, 2014 (Previously BP5011)

Reference Updated: May 18, 2015
BP 6400 Financial Audits

Reference:
Education Code 84040(b); ACCJC Accreditation Standard III.D.7

The Governing Board will assure sound fiscal management practices, via fiscal accountability.

The Governing Board shall provide for an annual audit of all funds, books and accounts of the district, in accordance with the regulations of Title 5. The Chancellor shall assure that an outside audit is completed. The audit shall be made by certified public accountants licensed by the State Board of Accountancy.

The Governing Board shall review the annual audit at one of its regularly scheduled public meetings. The Governing Board shall cause a Request for Proposal (RFP) of auditing services to be issued for the recruitment of an independent auditor for a contract term of no more than every three (3) years, or more frequently if the Board deems it necessary.

The Governing Board selects the independent auditor.

The Board Fiscal Audit Committee—Governing Board shall meet each year with the independent auditor prior to the commencement of auditing work, which is to be done for the fiscal year, to discuss the scope and purpose of the annual audit, draft audit report and have an opportunity to confer with the independent auditor prior to the final audit being presented to the Governing Board.

Administrators and employees involved in the auditing process shall refrain from activity that could conflict or compromise the execution of the audit or the independence of the auditor.

Revised: September 9, 2013 ____________________ (Previously BP3104)

References and Title Updated May 18, 2015
BP 7001 Code of Ethics

Reference:
Accreditation Standard IIIA.1.d

All employees of Rancho Santiago Community College District are professionals who are dedicated to promoting a climate which enhances the worth, dignity, potential, intellectual development, and uniqueness of each individual, as well as the collegiality of a learning community. Although we work in various settings and positions, we are committed to protecting human rights and to the advancement of learning. While we require an environment with freedom of inquiry and open communication, we accept the responsibility these freedoms require: competency; objectivity in the application of skills; concern for the best interest of students, colleagues, and a learning community; and avoidance of conflicts of interest and the appearance of impropriety.

The consistent exercise of integrity is the cornerstone of ethical behavior.

Ethical behavior is often defined as "right" or "good" behavior as measured against commonly accepted rules of conduct for a society or profession. The ethical person is often described as one who is fair, honest, straightforward, trustworthy, objective, moral, and unprejudiced.

The RSCCD Board of Trustees, administration, faculty, staff, and contractors shall subscribe to the following standards of ethical and professional behavior. For purposes of this policy "employees" refers to individuals hired and/or paid by the District, including members of the Board of Trustees, full- and part-time employees, and student employees. Employees will:

- address responsibilities and work with people without prejudice, and therefore not discriminate unjustly against or in favor of any student or employee. Employees will act to prevent intimidation, harassment, favoritism, and discrimination.
- ensure the accurate representation of District and college goals, services, programs, and policies to the public, students, and colleagues.
- avoid creating the impression that, when speaking as individuals, we speak or act for the District or the colleges.
- not enter into relationships that seek to benefit the employee at the expense of the District, a student, or a person under their supervision. They avoid conflicts of interest which may result from dual relationships, such as those of a contractual, personal, financial, or sexual nature.
- avoid conflicts of interest between their contractual obligations to the District and those to private business or personal commitments. For example, they will not solicit clients and sell services or products during the course of their regular work at RSCCD, and they refuse remuneration for services rendered to persons for whom they perform the same services as an employee of the District., and adhere to Board Policy 3821 Gifts to Employees.
- not use the resources of the District (e.g., computers, programs, offices, supplies) to secure financial gain for oneself or any other person or party. No employee shall conduct business at the District that is not directly related to the mission of the District and colleges.
- recognize that personal problems and conflicts can interfere with employee effectiveness. Accordingly, employees monitor their personal and professional effectiveness, seek assistance when needed (e.g., psychological, medical, legal), and maintain physical, mental, and emotional health.
- contribute to the development of their respective professions through dialogue with colleagues; serving professional organizations; and serving as mentors to emerging professionals.
- maintain and enhance individual professional effectiveness, currency, and competence through continuing education to improve abilities and acquire new knowledge, and they assure the same opportunity for persons within their supervision.
• accurately represent their experience and credentials, competencies and limitations to all concerned. Employees will provide services within the boundaries of their competence, based on their education, training, professional experience, ongoing professional development and licensure.

• in supervisory, management and administrative roles, treat those they supervise with respect and integrity, and value the well-being of employees as they make decisions about the needs of the institution. They use the power inherent in their positions wisely and with serious regard for individual worth and personal and professional growth.

• foster openness by encouraging and maintaining two-way communication, characterized by honesty and integrity.

• ensure that students and employees have access to varying points of view.

• make reasonable effort to protect students and employees from conditions harmful to learning or to health and safety.

• not disclose private information about students or employees obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

• recognize that an information society gives us access to increasing amounts of data, much of it automated. They exercise the privilege of using such information with care and integrity, actively protect the privacy of individuals, and use due caution when creating conclusions relative to such data specific to RSCCD.

• avoid knowingly making false or malicious statements about students or employees.

• not intentionally embarrass or disparage a student or employee.

• be respectful of fellow employees, community members, and students and their opinions. Diverse opinions and free inquiry should be encouraged.

• facilitate a climate of trust and mutual support through relationships focused on respect for reason, freedom of expression, and the right to peacefully dissent.

• not impose personal values, beliefs, and behaviors on others.

Revised October 28, 2013 ____________ (Previously BP7020)
BP 7330 Communicable Disease

Reference: Education Code Sections 87408; 87408.6; 88021

All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.

All newly hired academic or classified employees must show that they have been examined within the past 60 days to determine that they are free from active tuberculosis by providing the District with a certificate from one of the college health centers or an examining physician showing that the employee was examined and found to be free from active tuberculosis.

All employees shall be required to undergo an examination within four years of employment and every four years thereafter to determine if they are free from tuberculosis.

Retirants employed by Rancho Santiago Community College District shall be required as a condition of employment to have a medical examination which will show that the retirant is free from any disabling disease unfitting him or her to instruct or associate with students.

Revised October 28, 2013 _____________________(Previously BP4130)
To: Board of Trustees  
Re: Review of Proposed Administrative Regulations (AR)  
Action: Information

BACKGROUND

Board Policy (BP) 2410 states the following: “Administrative regulations are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative regulations shall be consistent with the intent of Board Policy. Administrative regulations may be revised as deemed necessary by the Chancellor. The Board reserves the right to direct revisions of the administrative regulations should they, in the Board's judgment, be inconsistent with the Board’s own policies.”

The Board Policy Committee reviewed the following administrative regulations at its 2015 and 2016 meetings: AR 2105 Selection and Regulations of Student Trustee and AR 2365 Recording.

ANALYSIS

The District subscribes to the Policy and Procedure Service of the Community College League of California (CCLC). This service provides the district with model board policies and administrative regulations which comply with state law, Title 5 regulations and address the relevant accreditation standards. CCLC provides the District with semi-annual updates to these policies, which reflect recent changes in law, state regulations and accreditation standards. Administrative Regulations are developed by the administration and presented to the District Council for review prior to implementation. Administrative regulations that pertain to policies and operations of the Board of Trustees are reviewed by the Board Policy Committee. Although the committee does not consider the abovementioned administrative regulations to be inconsistent with the board’s own policies, the Board Policy Committee is recommending the full board review and comment on the administrative regulations.

RECOMMENDATION

The administrative regulations are presented to the Board of Trustees as an information item for review and comment.

Fiscal Impact: None  
Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services  
Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services  
Recommended by: Dr. Raúl Rodriguez, Chancellor
AR2105 Selection and Regulations of Student Trustee

The Student Trustee shall be selected by the following process:

Eligibility

1. Interested students must submit an application, accompanied by a resume, at one of the colleges' Student Life office by the election deadline. If a resume is not included with the application, the applicant will not be eligible.

2. Applicants are required to perform a brief presentation of introduction and any other necessary information regarding their candidacy and qualifications at a Board of Trustees meeting prior to the spring elections held at both credit colleges.

3. The Associated Student Government Advisors, from both Santa Ana College and Santiago Canyon College colleges, shall review the applications to ensure that each candidate meets the following criteria:
   a. Current RSCCD student.
   b. Current enrollment in 6 or more units.
   c. Cumulative GPA of 2.2-3.0 or higher at the time of application.
   d. Verifiable RSCCD student government/organization experience, defined as the completion of 14 weeks one traditional semester as a voting member in the ASG Senate, Executive Cabinet, or ICC Executive Board, a Shared Governance Council, or as an officer in a college club/organization.
   e. Completion of at least 12 units at either Santiago Canyon College and/or Santa Ana College within the past two (2) academic years prior to the time of application.
   f. Meets RSCCD employment requirements.
   g. Has not previously served any part of a Student Trustee term at RSCCD or any other California Community College, with the exception of an acting Student Trustee capacity, under the Vacancy section below.
   h. Must be in good disciplinary standing and must not have pending disciplinary action in RSCCD.

Election

3  4. All eligible Student Trustee applicants will be placed on the Associated Student election ballot at each credit college for student voting in the spring. The candidate receiving the plurality of the combined votes at both colleges shall be elected as the Student Trustee.

Term of Office

4-5. June first (1st) to May thirty-first (31st) shall be the term of the Student Trustee. No person may serve for more than one term.

§ 6. The new Student Trustee shall be oriented and trained by the outgoing Student Trustee prior to assuming office on June 1st.

6. The new Student Trustee receive an orientation by the Associated Students leadership and their advisors at both colleges two weeks prior to the start of the fall semester.

7. The eligibility requirement (under Eligibility section above) must be maintained throughout the term of office.
8. The Board of Trustees President or designee will act as a mentor to the Student Trustee to provide guidance throughout term.

9. One mentoring activity will be provided to the Student Trustee by the Chancellor upon assuming office, ensuring the incoming Student Trustee understands the inherent roles and responsibilities.

Duties

The duties and responsibilities of the RSCCD Student Trustee shall include, but are not limited to the following:

a. Participate in mentoring activities with members of the Board of Trustees and the Chancellor throughout the year as appropriate.

b. Will identify an Administrator from either SAC or SCC as an advisor to cultivate leadership growth throughout their term.

c. Attend at least one of the following meetings per campus: a joint meeting with the ASGSAC and ASGSCC Executive Cabinet, ASGSAC and ASGSCC Senate, CEC and OEC Student Leadership, or similar leadership groups, and SAC and SCC Advisors once a month in each semester.

d. Attend meetings of the Board of Trustees and act as the primary liaison between the RSCCD Board of Trustees and the Associated Students of Santa Ana College and Santiago Canyon College, including CEC and OEC.

e. Fulfill all duties and responsibilities of a Student Trustee as stated in the California Education Code and the RSCCD Board of Trustees policies including BP 2105 and BP 2715.

d. Participate in mentoring activities with members of the Board of Trustees and the Chancellor as appropriate.

f. Complete mid-semester grade check sheet and submit to the Office of Student Life Coordinators.

g. Enroll in and complete 6 units per semester and maintain a minimum 2.2 - 3.0 GPA for the semester and overall. (Non-compliance with this requirement will result in removal from office).

9.11. The Student Trustee shall be voting member on the RSCCD Board of Trustees (however, the vote is advisory) and a non-voting member on the ASGSAC and ASGSCC Executive Cabinets. The Student Trustee shall be independent from all other members of the ASGSAC and ASGSCC as a paid employee of the District.

Vacancy

10.12. Should the Student Trustee resign, be dismissed, or recalled, the two college credit student presidents shall alternate attending Board meetings as the acting Student Trustee until a special election is held. Service as the acting Student Trustee does not count toward the one-year term limit in Section 2 g. above.

11.13. The Student Trustee must comply with the duties outlined above or be subject to a fact-finding investigation to determine possible noncompliance of the Student Trustee's duties by an AD HOC committee. The student members comprising the committee will be considered voting members while the Advisor or Associate Dean of Student Life and Leadership will be present to provide guidance and fairness to all parties. The committee will be comprised of:

a. Each campus ASG President and Vice-President.

b. One Supreme Court Justice, and one Senator from each campus.
Recall

12. The Student Trustee will be subject to a recall election if a recall petition is signed by at least 3% of currently enrolled RSCCD students, which includes non-credit students. The recall will be successful if at least 5% of currently enrolled students vote in favor of the recall.

14. A Special Meeting comprised of both SACASG and SCCASG Senate branches will be co-chaired by the ASGSAC and ASGSCC Chief Justices to determine if there is noncompliance of the Student Trustee. Both campuses’ ASG Advisors or Associate Deans of Student Life and Leadership will be present to provide guidance and fairness to the process. The combined branches must have a majority of Senators present to meet quorum, which will be based on all eligible Senators from both campuses. If quorum is not met, the joint meeting will be rescheduled. If quorum is met, the Chief Justices will make a presentation of the evidence/findings of noncompliance of the Student Trustee to the Senate branches. At this meeting the Student Trustee will have the opportunity to speak on the alleged evidence of noncompliance as well as have her Board of Trustees mentor be present and speak on her behalf. A 2/3 vote of all senators present is needed to schedule a recall election for the removal of the Student Trustee.

15. The recall election to remove the Student Trustee from their position will be successful if a simple majority of students who voted, voted in favor of the removal. The yielded voting average of the last three annual ASG elections at both Santa Ana College and Santiago Canyon College will determine the threshold of votes needed for a successful removal. The election shall not be sufficient to remove the student trustee unless the number of students who vote in the election equals, or exceed the average of the number of student voters who voted in the previous three ASG elections. The voting average will also be determined by the total number of unduplicated voters in said elections.

16. The ASG President or a designee at each campus will be responsible for relaying all necessary information regarding the special election to their respective student body.

17. As per California Assembly Bill AB 1358 Section 1b, the Santa Ana College and Santiago Canyon College ASGs who have adopted Student Representation Fee legislation are authorized to use said funds in order to promote the special election.
AR 2365 Recording

Reference: Government Code Section 54953.5

The Chancellor's Office is responsible for maintaining audio recordings of Board meetings, excluding closed sessions, for a minimum of two years following the meeting.

The audio recordings shall be made available to the public and the news media in accordance with the California Public Records Act, Government Code Section 6250.

The agenda for each meeting shall state, in a prominent place, that the meetings are being recorded electronically.

Adopted: ______________________
WHEREAS, Dr. Juan Francisco Lara dedicated his life to helping students achieve their dreams of education as a teacher, an educational leader, and a philanthropist; and

WHEREAS, Dr. Juan Francisco Lara’s distinguished career included 18 years at UCLA and 17 years of service at UC Irvine, where he served as Assistant Vice Chancellor; and

WHEREAS, Dr. Juan Francisco Lara was a tireless leader of the Santa Ana Partnership and brought all of his personal and professional energy into opening doors for students to Santa Ana College, California State University, Fullerton, and UC Irvine; and

WHEREAS, Dr. Juan Francisco Lara was equally committed to students in K-12 regionally, he was especially concerned with the success of students in the Santa Ana Unified School District; and

WHEREAS, Dr. Juan Francisco Lara’s commitment to students resulted in his work as a founder and subsequent Chair of the Board of the Hispanic Education Endowment Fund, which is exclusively concerned with helping local students to fund higher education; and

WHEREAS, Dr. Juan Francisco Lara was especially dedicated to the Padres Promotores de la Educación, part of the Santa Ana Partnership and anchored at Santa Ana College, and;

WHEREAS, Dr. Juan Francisco Lara’s reputation as an equity-centered philanthropist led to his appointment to the Santa Ana College Foundation Board where he provided many years of distinguished service; and

WHEREAS, Dr. Juan Francisco Lara expressed his personal interest in everyone he met by committing to memory their name and life circumstances so that he could help them forward on their journey into and through higher education; and

WHEREAS, Dr. Juan Francisco Lara was a most distinguished and beloved leader in our community whose contributions were a force in reshaping our local educational pipeline in the service of students; and

THEREFORE BE IT RESOLVED, that the Rancho Santiago Community College District Board of Trustees recognizes the extraordinary contributions of this singularly passionate and committed individual and adjourns its Board of Trustees meeting in honor of his memory on February 22, 2016.

Raúl Rodríguez, Ph.D.
Secretary to the Board of Trustees
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the Chancellor

<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Trustees</th>
<th>Date: February 22, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re:</td>
<td>Appointments to the Measure Q Citizens’ Bond Oversight Committee</td>
<td></td>
</tr>
<tr>
<td>Action:</td>
<td>Request for Action</td>
<td></td>
</tr>
</tbody>
</table>

**BACKGROUND**

Measure Q was approved by the electorate of the Santa Ana College Improvement District No. 1 of the Rancho Santiago Community College District (RSCCD) on November 6, 2012. This measure authorizes RSCCD to issue up to $198 million in general obligation bonds to finance renovation, repair and construction at Santa Ana College. Under the auspices of Proposition 39, the Board must appoint community members who satisfy various categories of membership to serve on the Citizens’ Bond Oversight Committee (Committee).

**ANALYSIS**

The district accepts applications from those interested in serving on the Committee on an ongoing basis, so there is a pool of candidates to fill vacancies that may arise.

Ms. Cecilia Aguinaga, a member of the Middle Class Taxpayers Association, has submitted an application to serve on the Committee as the taxpayers’ representative. The bylaws of the Committee, which the Board approved at its meeting of October 14, 2013, require a taxpayers’ representative on the Committee. This position is currently vacant. The taxpayers’ representative must represent a bona fide taxpayer organization and there are few who qualify to serve in this position. As a member of the Middle Class Taxpayers Association, Ms. Aguinaga is a qualified candidate for the taxpayers’ representative.

Mr. David Brandt, an active member of the Santa Ana Community, has submitted an application to serve on the committee. Mr. Brandt has served as a member of the Orange County Board of Education, member of the Santa Ana City Council, Chairman of the Santa Ana Redevelopment Agency and a founding member of the Orange County Transportation Commission. Mr. Brandt is a qualified candidate for the community-at-large representative.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the appointments to the Measure Q Citizens’ Bond Oversight Committee as presented.

<table>
<thead>
<tr>
<th>Fiscal Impact:</th>
<th>None</th>
<th>Board Date:</th>
<th>February 22, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by:</td>
<td>Debra Gerard, Executive Assistant to the Chancellor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submitted by:</td>
<td>Raúl Rodríguez, Ph.D., Chancellor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended by:</td>
<td>Raúl Rodríguez, Ph.D., Chancellor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FACULTY

FARSCCD Beyond Contract/Overload Step Increases Spring 2016/Attachment #1
FARSCCD Part-time/Hourly Step Increases Effective Spring 2016/Attachment #2

Ratification of Resignation/Retirement

Kanzler, Dietrich
Professor, Manufacturing Technology
Human Services & Technology Division
Santa Ana College

Effective: June 3, 2016 (Last Day)
Reason: Retirement

Morris, Marilou
Professor, Communication Studies
Fine & Performing Arts Division
Santa Ana College

Effective: June 3, 2016 (Last Day)
Reason: Retirement

Change of Assignment

Sneddon, Marta
Professor, Physical Education (Fitness)
From: Fire Technology
To: Criminal Justice Academies
Human Services & Technology Division
Santa Ana College

Effective: July 1, 2015
Salary Placement: VI-C $112,215.37/Year
(No Change)

Change of Location

Gutierrez, Violet
Master Teacher
Child Development Services
District

Effective: February 2, 2016
From: SAC East Child Development Center
To: SAC Child Development Center

Extension of Interim Assignment

Lemus Vallejo, Cristina
Acting Master Teacher
SAC East Child Development Center
Child Development Services
District Office

Salary Placement: MT/AA-1 $36,968.21/Year
FACULTY (CONT'D)

End of Voluntary Reduced Workload

Orr, Estelle
Professor, Art
Fine & Performing Arts Division
Santa Ana College

Effective: February 1, 2016
From: 0.89 FTE
To: 1.00 FTE

Adjustment of Final Salary Placement

Jones, Louise
Assistant Professor, Nursing
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: August 21, 2014
Salary Placement: II-9 $72,961.46/Year

Adjustment of Contract Step Increase

Jones, Louise
Assistant Professor, Nursing
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: August 15, 2015
Salary Placement: II-10 $75,452.72/Year

15/16 Contract Extension Days

Burke, Jeffrey
Coordinator, Math Center
Science, Mathematics, &
Health Sciences Division
Santa Ana College

Effective: January 4 – January 30, 2016
Contract Extension: 20 Days
Contract Extension Rate: VI-11 $442.88/Day

Sneddon, Marta
Professor, Physical Education/Kinesiology
Human Services & Technology Division
Santa Ana College

Effective: July 1, 2015 – June 30, 2016
Contract Extension: 12 Days
Contract Extension Rate: VI-C $561.08/Day

Leaves of Absence

Galvan, Javier
Professor, Spanish
Humanities & Social Sciences Division
Santa Ana College

Effective: February 1 – June 4, 2016
Reason: Banking Leave/Withdrawal: 2.0 LHE
FACULTY (CONT'D)

Leaves of Absence (cont'd)

McMillan, Jeffrey
Professor, Chemistry
Science, Mathematics &
Health Sciences Division
Santa Ana College

Effective: February 1 – June 4, 2016
Reason: Banking Leave/Withdrawal: 0.40 LHE

Sadler, Dennis
Counselor
Counseling Division
Santa Ana College

Effective: February 1 – June 4, 2016
Reason: Banking Leave/Withdrawal: 6.0 LHE

Scoggin, Sally
Coordinator, ESL
Continuing Education/CEC
Santa Ana College

Effective: January 6 – June 2, 2016
Reason: Banking Leave/Withdrawal: 1.38 LHE

Beyond Contract/Overload Stipends

Adams, Richard
Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: March 4, 2016
Amount: $300.00
Reason: Staff Development (Project #2549)

Adams, Richard
Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: April 29, 2016
Amount: $300.00
Reason: Staff Development (Project #2549)

Babayan, Diana
Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: March 4, 2016
Amount: $300.00
Reason: Staff Development (Project #2549)

Babayan, Diana
Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: April 29, 2016
Amount: $300.00
Reason: Staff Development (Project #2549)

Deaver, Douglas
Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: April 29, 2016
Amount: $300.00
Reason: Staff Development (Project #2549)
FACULTY (CONT'D)

*Beyond Contract/Overload Stipends (cont’d)*

Elchlepp, Elizabeth  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College  

Effective: March 4, 2016  
Amount: $300.00  
Reason: Staff Development (Project #2549)

Elchlepp, Elizabeth  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College  

Effective: April 29, 2016  
Amount: $300.00  
Reason: Staff Development (Project #2549)

Evett, Corinna  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College  

Effective: March 4, 2016  
Amount: $300.00  
Reason: Staff Development (Project #2549)

Evett, Corinna  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College  

Effective: April 29, 2016  
Amount: $300.00  
Reason: Staff Development (Project #2549)

Foley, Denise  
Mathematics & Sciences Division  
Santiago Canyon College  

Effective: May 2, 2016  
Amount: $4,000.00  
Reason: Staff Development (Project #1621)

Gause, Tiffany  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College  

Effective: March 4, 2016  
Amount: $300.00  
Reason: Staff Development (Project #2549)

Gause, Tiffany  
Arts, Humanities & Social  
Sciences Division  
Santiago Canyon College  

Effective: April 29, 2016  
Amount: $300.00  
Reason: Staff Development (Project #2549)

Gonzaga-Siguenza, L. Patricia  
Continuing Education/CEC  
Santa Ana College  

Effective: February 22, 2016  
Amount: $4,667.56  
Reason: Program Facilitation (Project #2490)

Hager, Benjamin  
Science, Mathematics &  
Health Sciences Division  
Santa Ana College  

Effective: February 8, 2016  
Amount: $1,000.00  
Reason: Freshman Experience (Project #1669)
FACULTY (CONT’D)

*Beyond Contract/Overload Stipends (cont’d)*

Hardy, Michelle  
Human Services & Technology Division  
Santa Ana College  
Effective: August 17, 2015  
Amount: $4,281.00  
Reason: Coordination, Child Development Training Consortium (Project #1241)

Jones, Vanessa  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: March 4, 2016  
Amount: $300.00  
Reason: Staff Development (Project #2549)

Kosuth-Wood, Kathryn  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: April 29, 2016  
Amount: $300.00  
Reason: Staff Development (Project #2549)

Lennertz, William  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: March 4, 2016  
Amount: $300.00  
Reason: Staff Development (Project #2549)

Lennertz, William  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: April 29, 2016  
Amount: $300.00  
Reason: Staff Development (Project #2549)

Martin, Linda  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: March 4, 2016  
Amount: $300.00  
Reason: Staff Development (Project #2549)

Malone, Charlie  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: March 4, 2016  
Amount: $300.00  
Reason: Staff Development (Project #2549)

Malone, Charlie  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: April 29, 2016  
Amount: $300.00  
Reason: Staff Development (Project #2549)

Miller, Robert  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: April 29, 2016  
Amount: $300.00  
Reason: Staff Development (Project #2549)
FACULTY (CONT'D)

Beyond Contract/Overload Stipends (cont’d)

Pecenkovic, Nidzara
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: March 4, 2016
Amount: $300.00
Reason: Staff Development (Project #2549)

Pecenkovic, Nidzara
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: April 29, 2016
Amount: $300.00
Reason: Staff Development (Project #2549)

Rabii-Rakin, Narges
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: April 29, 2016
Amount: $300.00
Reason: Staff Development (Project #2549)

Roe, Maureen
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: March 4, 2016
Amount: $300.00
Reason: Staff Development (Project #2549)

Roe, Maureen
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: April 29, 2016
Amount: $300.00
Reason: Staff Development (Project #2549)

Shaffer, Catherine
Counseling Division
Santa Ana College

Effective: February 8, 2016
Amount: $1,000.00
Reason: Freshman Experience (Project #1669)

Takahashi, Mary K.
Science, Mathematics, & Health Sciences Division
Santa Ana College

Effective: February 8, 2016
Amount: $4,000.00
Reason: Program Facilitation (Project #1621)

Vercelli, Julia
Continuing Education/CEC Santa Ana College

Effective: February 22, 2016
Amount: $2,450.24
Reason: Program Facilitation (Project #2490)

Womack, Melinda
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: March 4, 2016
Amount: $300.00
Reason: Staff Development (Project #2549)
FACULTY (CONT’D)

Beyond Contract/Overload Stipends (cont’d)

Womack, Melinda
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Woodhead, Ian
Mathematics & Sciences Division
Santiago Canyon College

Column Changes

Albenbernd, Eric
Instructor, High School Subjects
Continuing Education Division (CEC)
Santa Ana College

Bitterlich, Adell
Instructor, ESL
Continuing Education Division (CEC)
Santa Ana College

Bleakley, Norma J
Instructor, ESL
Continuing Education Division (CEC)
Santa Ana College

Elliott, Amanda
Instructor, Nursing Clinical
Science, Mathematics & Health Sciences Division
Santa Ana College

George, Sarah F
Instructor, English
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Glicker, Eric A
Instructor, ESL
Continuing Education Division (CEC)
Santa Ana College

Effective: April 29, 2016
Amount: $300.00
Reason: Staff Development (Project #2549)

Effective: March 4, 2016
Amount: $300.00
Reason: Staff Development (Project #2549)

Effective: January 11, 2016
From: II-3 $47.25/$23.63
To: III-3 $48.44/$24.22

Effective: January 11, 2016
From: II-5 $49.65
To: III-5 $50.89

Effective: January 11, 2016
From: II-5 $49.65
To: III-5 $50.89

Effective: February 1, 2016
From: I-3 $48.67
To: II-3 $51.11

Effective: February 8, 2016
From: II-4 $59.62
To: III-4 $62.60

Effective: January 11, 2016
From: II-5 $49.65
To: III-5 $50.89
FACULTY (CONT'D)

*Column Changes (cont'd)*

Lam, Tri L  
Instructor, ESL  
Continuing Education Division (CEC)  
Santa Ana College  

Sura, Alma  
Instructor, Vocational/Office Technology  
Continuing Education Division (CEC)  
Santa Ana College  

*Part-time Hourly New Hires/Rehires*

Bagdonas, Sheri  
Instructor, Office Technologies/Academic Computing Center  
Business Division  
Santa Ana College  

Baird, Christie M  
Instructor, Human Development (equivalency)  
Human Services & Technology Division  
Santa Ana College  

Barboza, Troy A  
Instructor, Small Business/Entrepreneurship  
Business Division  
Santa Ana College  

Bauer, Jill E  
Instructor, ESL  
Continuing Education Division (CEC)  
Santa Ana College  

Benoun, Joseph E  
Instructor, High School Subjects/Math  
Continuing Education Division (CEC)  
Santa Ana College  

Boles, Ian R  
Instructor, Geography  
Humanities & Social Sciences Division  
Santa Ana College  

Effective: January 11, 2016  
From: II-5 $49.65  
To: III-5 $50.89  

Effective: January 11, 2016  
From: I-3 $46.10  
To: II-3 $47.25  

Effective: February 20, 2016  
Hourly Lab Rate: I-3 $48.67  

Effective; February 11, 2016  
Hourly Lecture/Lab Rates: IV-3 $62.60/$56.35  

Effective: February 11, 2016  
Hourly Lecture Rate: I-3 $54.08  

Effective: February 1, 2016  
Hourly Lecture Rate: II-3 $57.25  

Effective: February 10, 2016  
Hourly Lecture Rate: III-3 $58.44  

Effective: June 13, 2016  
Hourly Lecture Rate: II-3 $56.79
FACULTY (CONT’D)

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

Camarena, Maria Z
Counselor
Counseling Division
Santa Ana College
Effective: February 8, 2016
Hourly Lab Rate: II-3 $48.27

Chavez, Ricardo
Instructor, ESL
Continuing Education Division (OEC)
Santiago Canyon College
Effective: February 5, 2016
Hourly Lecture Rate: II-3 $47.25

Choe, Jae W
Instructor, Philosophy
Humanities & Social Sciences Division
Santa Ana College
Effective: February 8, 2016
Hourly Lecture Rate: II-3 $56.79

Cottrell, Laurie S
Instructor, Disable Students Program & Services
Continuing Education Division (CEC)
Santa Ana College
Effective: February 1, 2016
Hourly Lecture Rate: III-3 $48.44

Delaby, Michael L
Instructor, Nursing Clinical
Science, Math & Health Sciences Division
Santa Ana College
Effective: February 10, 2016
Hourly Lab Rate: II-4 $53.67

Dixon, Todd
Instructor, Kinesiology
Mathematics & Sciences Division
Santiago Canyon College
Effective: February 1, 2016
Hourly Lab Rate: II-3 $51.11

Do, Mina Phuong
Instructor, Mathematics
Mathematics & Sciences Division
Santiago Canyon College
Effective: February 8, 2016
Hourly Lecture/Lab Rates: II-4 $59.62/$53.67

Dormitorio, Mark M
Instructor, TV/Video Communications
Business & Career Technical Education Division
Santiago Canyon College
Effective: February 9, 2016
Hourly Lecture Rate: II-3 $56.79

English, Eissa
Instructor, Sociology
Arts, Humanities & Social Sciences Division
Santiago Canyon College
Effective: February 1, 2016
Hourly Lecture Rate: II-3 $56.79
FACULTY (CONT’D)

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

Farid, Sheila
Instructor, Clinical Nurse
Science, Math & Health Sciences Division
Santa Ana College

Effective: February 1, 2016
Hourly Lab Rate: II-3 $51.11

Flocken, Elise M
Instructor, Education
Counseling & Student Support Services Division
Santiago Canyon College

Effective: February 8, 2016
Hourly Lecture Rate: II-3 $56.79

Gage, Rebecca
Instructor, Sign Language
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: February 8, 2016
Hourly Lecture Rate: IV-3 $62.60

Gonzalez, Jessica
Substitute Teacher
Educational/Child Development Services Division
District Operation

Effective: February 2, 2016
Hourly Rate: II-1 $17.50

Grant, Jeff A
Instructor, Fire Technology (equivalency)
Human Services & Technology Division
Santa Ana College

Effective: February 15, 2016
Hourly Lecture/Lab Rates: I-3 $54.08/$48.67

Hackmann, Debra
Instructor, Kinesiology
Mathematics & Sciences Division
Santiago Canyon College

Effective: February 8, 2016
Hourly Lab Rate: II-3 $51.11

Hanson, Maria Y
Counselor, Cal Works
Student Services Division/EOPS/Cal Works
Santa Ana College

Effective: February 4, 2016
Hourly Lab Rate: II-3 $48.27

Jacovani, Melissa M
Instructor, Nursing Clinical
Science, Math & Health Sciences Division
Santa Ana College

Effective: February 8, 2016
Hourly Lab Rate: I-3 $48.67

Janzen, Andrew J
Instructor, Fire Technology/Wellness
Human Services & Technology Division
Santa Ana College

Effective: February 8, 2016
Hourly Lecture/Lab Rates: I-3 $54.08/$48.67
FACULTY (CONT’D)

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

Kang, Tiffany  
Instructor, Mathematics  
Mathematics & Sciences Division  
Santiago Canyon College  

Effective: June 13, 2016  
Hourly Lecture/Lab Rates: II-3 $56.79/$51.11

Lagoykina, Svetlana  
Instructor, Chemistry  
Mathematics & Sciences Division  
Santiago Canyon College  

Effective: February 1, 2016  
Hourly Lecture/Lab Rates: IV-3 $62.60/$56.35

Low, Teddy  
Instructor, Public Works/Code Enforcement  
Business & Career Technical Education Division  
Santiago Canyon College  

Effective: February 28, 2016  
Hourly Lecture/Lab Rates: IV-3 $62.60/$56.35

Massey, Brian J  
Instructor, Nursing Clinical  
Science, Math & Health Sciences Division  
Santa Ana College  

Effective: February 8, 2016  
Hourly Lab Rate: I-4 $51.11

Mathews, Brian J  
Instructor, Fire Science  
Human Services & Technology Division  
Santa Ana College  

Effective: February 1, 2016  
Hourly Lecture Rate: I-4 $56.79

Mills, Mystyn  
Instructor, Geography  
Humanities & Social Sciences Division  
Santa Ana College  

Effective: February 22, 2016  
Hourly Lecture Rate: II-3 $56.79

Nguyen, Van B  
Instructor, Music  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  

Effective: February 8, 2016  
Hourly Lecture/Lab Rates: II-3 $56.79/$51.11

Raneses, Michael E  
Instructor, Public Works Code Enforcement  
Business & Career Technical Education Division  
Santiago Canyon College  

Effective: February 22, 2016  
Hourly Lecture/Lab Rates: II-3 $56.79/$51.11
FACULTY (CONT'D)

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Role and Equivalency</th>
<th>College</th>
<th>Effective Date</th>
<th>Hours Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reeder, Richard</td>
<td>Instructor, Fire Technology/Wildland</td>
<td>Human Services &amp; Technology Division</td>
<td>February 12, 2016</td>
<td>I-3 $54.08/$48.67</td>
</tr>
<tr>
<td>Rodriguez, Gene A</td>
<td>Instructor, Criminal Justice/Narcotics (equivalency)</td>
<td>Human Services &amp; Technology Division</td>
<td>February 22, 2016</td>
<td>I-3 $54.08/$48.67</td>
</tr>
<tr>
<td>Ruiz, Oscar</td>
<td>Instructor, Counseling</td>
<td>Counseling &amp; Student Support Services Division</td>
<td>February 22, 2016</td>
<td>II-3 $56.79</td>
</tr>
<tr>
<td>Samaniego, Adriel</td>
<td>Instructor, Vocational/Business Skills</td>
<td>Continuing Education Division (OEC)</td>
<td>February 5, 2016</td>
<td>I-3 $46.10</td>
</tr>
<tr>
<td>Sirgy, Alan E</td>
<td>Instructor, Criminal Justice/Terrorism</td>
<td>Human Services &amp; Technology Division</td>
<td>February 22, 2016</td>
<td>I-3 $54.08/$48.67</td>
</tr>
<tr>
<td>Smith, John</td>
<td>Instructor, Fire Technology (equivalency)</td>
<td>Human Services &amp; Technology Division</td>
<td>February 15, 2016</td>
<td>I-3 $54.08/$48.67</td>
</tr>
<tr>
<td>Solis, Eric</td>
<td>Instructor, High School Subject/Study Skills</td>
<td>Continuing Education Division (CEC)</td>
<td>February 8, 2016</td>
<td>II-3 $47.25</td>
</tr>
<tr>
<td>Truong, Leah D</td>
<td>Instructor, Health &amp; Safety</td>
<td>Continuing Education Division (OEC)</td>
<td>February 5, 2016</td>
<td>I-3 $46.10</td>
</tr>
</tbody>
</table>
7.1 (13)
FACULTY (CONT'D)

Non-paid Instructors of Record (cont'd)

Bennett, Ricard A  
Instructor of Record  
Riverside City Fire Department  
Human Services & Technology Division  
Santa Ana College  
Effective: February 23, 2016

Blanco, Matthew M  
Instructor of Record  
Rialto Fire Department  
Human Services & Technology Division  
Santa Ana College  
Effective: February 23, 2016

De Laurie, Jeffrey E  
Instructor of Record  
Riverside City Fire Department  
Human Services & Technology Division  
Santa Ana College  
Effective: February 23, 2016

Gardinier, Eric S  
Instructor of Record  
Rialto Fire Department  
Human Services & Technology Division  
Santa Ana College  
Effective: February 23, 2016

Jay, Thomas W  
Instructor of Record  
Riverside City Fire Department  
Human Services & Technology Division  
Santa Ana College  
Effective: February 23, 2016

McClellan, David  
Instructor of Record  
Riverside City Fire Department  
Human Services & Technology Division  
Santa Ana College  
Effective: February 23, 2016

McDowell, Jennifer I  
Instructor of Record  
Riverside City Fire Department  
Human Services & Technology Division  
Santa Ana College  
Effective: February 23, 2016
FACULTY (CONT'D)

Non-paid Instructor of Record (cont'd)

Odebralski, Timothy R
Instructor of Record
Riverside Cty Fire Department
Human Services & Technology Division
Santa Ana College
Effective: February 23, 2016

Park, Brian H
Instructor of Record
Rialto Fire Department
Human Services & Technology Division
Santa Ana College
Effective: February 23, 2016

Perna, Anthony W
Instructor of Record
Riverside City Fire Department
Human Services & Technology Division
Santa Ana College
Effective: February 23, 2016

Poduska, Art J
Instructor of Record
Rialto Fire Station
Human Services & Technology Division
Santa Ana College
Effective: February 23, 2016

Reynolds, Tyler C
Instructor of Record
Riverside City Fire Department
Human Services & Technology Division
Santa Ana College
Effective: February 23, 2016

Soto, Jose L
Instructor, Apprenticeship/Electrical
Business & Career Technical Education Division
Santiago Canyon College
Effective: February 1, 2016

Staley, Michael S
Instructor of Record
Riverside City Fire Department
Human Services & Technology Division
Santa Ana College
Effective: February 23, 2016
FACULTY (CONT'D)

Non-paid Instructor of Record (cont’d)

Weatherbie, Michael C  
Instructor of Record  
Riverside City Fire Department  
Human Services & Technology Division  
Santa Ana College

Westphal, Brett G  
Instructor of Record  
Rialto Fire Department  
Human Services & Technology Division  
Santa Ana College

White, Gregory T  
Instructor of Record  
Riverside City Fire Department  
Human Services & Technology Division  
Santa Ana College

Wilson, Scott H  
Instructor of Record  
Riverside City Fire Department  
Human Services & Technology Division  
Santa Ana College

Non-paid Intern Service

Campos, Daniela  
Talent Search/Student Affairs  
Santa Ana College

Fierros, Guadalupe  
Talent Search/Student Affairs  
Santa Ana College

Kim, Mo  
Outreach/Student Affairs  
Santa Ana College

Le, Linh  
Graphic Communications  
Santa Ana College

Effective: February 23, 2016  
Effective: February 23, 2016  
Effective: February 23, 2016  
Effective: February 23, 2016  
Effective: February 23 – June 30, 2016  
Effective: January 26 – May 13, 2016  
Effective: February 23 – June 30, 2016  
Effective: February 23 – June 30, 2016  
College Affiliation: CSU, Fullerton  
College Affiliation: CSU, Fullerton  
College Affiliation: CSU, Fullerton  
College Affiliation: CSU, Fullerton
FACULTY (CONT’D)

Non-paid Intern Service (cont’d)

Padilla, Brenda
Outreach/Student Affairs
Santa Ana College

Prado-Lazareno, Johanna
Counseling Division
Santa Ana College

Truong, James
Counseling & Student Support Services Division
Santiago Canyon College

Effective: February 23 – June 30, 2016
College Affiliation: CSU, Fullerton

Effective: February 23 – June 30, 2016
College Affiliation: CSU, Fullerton

Effective: February 23 – June 30, 2016
College Affiliation: University of Redlands
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Division</th>
<th>Class/Step</th>
<th>Loc</th>
<th>.70 Rate</th>
<th>.85 Rate</th>
<th>.90 Rate</th>
<th>.50 Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cornwall, Carrie</td>
<td>Long-term Sub</td>
<td>Business</td>
<td>I-4</td>
<td>SAC</td>
<td>$59.62</td>
<td>$53.67</td>
<td>$N/A</td>
<td>$29.82</td>
</tr>
<tr>
<td>Corp, Richard</td>
<td>Asst Professor</td>
<td>Science, Math, &amp; Health Sci</td>
<td>III-4</td>
<td>SAC</td>
<td>$52.60</td>
<td>$56.35</td>
<td>N/A</td>
<td>$31.30</td>
</tr>
<tr>
<td>Graham, Song</td>
<td>Counselor</td>
<td>Counseling &amp; Student Support Svcs</td>
<td>IV-5</td>
<td>SCC</td>
<td>$69.02</td>
<td>$62.12</td>
<td>$58.67</td>
<td>$34.51</td>
</tr>
<tr>
<td>Jones, Louise</td>
<td>Asst Professor</td>
<td>Science, Math, &amp; Health Sci</td>
<td>II-5</td>
<td>SAC</td>
<td>$62.60</td>
<td>$56.35</td>
<td>N/A</td>
<td>$31.30</td>
</tr>
<tr>
<td>Kirchen, DeAnna</td>
<td>Asst Professor</td>
<td>Business &amp; Career Technical Ed</td>
<td>IV-4</td>
<td>SCC</td>
<td>$65.73</td>
<td>$59.16</td>
<td>N/A</td>
<td>$32.87</td>
</tr>
<tr>
<td>Lastra, Stacey</td>
<td>Asst Professor</td>
<td>Science, Math, &amp; Health Sci</td>
<td>IV-5</td>
<td>SAC</td>
<td>$69.02</td>
<td>$62.12</td>
<td>N/A</td>
<td>$34.51</td>
</tr>
<tr>
<td>Liang, Mark</td>
<td>Instructor</td>
<td>Business</td>
<td>III-4</td>
<td>SAC</td>
<td>$62.60</td>
<td>$56.35</td>
<td>N/A</td>
<td>$31.30</td>
</tr>
<tr>
<td>Lui, Rachel</td>
<td>Asst Professor</td>
<td>Science, Math, &amp; Health Sci</td>
<td>II-5</td>
<td>SAC</td>
<td>$62.60</td>
<td>$56.35</td>
<td>N/A</td>
<td>$31.30</td>
</tr>
<tr>
<td>Tashima, John</td>
<td>Coordinator</td>
<td>Continuing Ed (CEC)</td>
<td>III-5</td>
<td>SAC</td>
<td>$65.73</td>
<td>$59.16</td>
<td>N/A</td>
<td>$32.87</td>
</tr>
<tr>
<td>Vasquez, Michelle</td>
<td>Asst Professor</td>
<td>Science, Math, &amp; Health Sci</td>
<td>IV-4</td>
<td>SAC</td>
<td>$65.73</td>
<td>$59.16</td>
<td>N/A</td>
<td>$32.87</td>
</tr>
<tr>
<td>Vu, Vivien</td>
<td>Counselor</td>
<td>Student Services</td>
<td>IV-5</td>
<td>SCC</td>
<td>$69.02</td>
<td>$62.12</td>
<td>$58.67</td>
<td>$34.51</td>
</tr>
</tbody>
</table>

Prepared by Penny Wilkerson, Human Resources
Board Approval Date: 02/22/16
# FARSCCD Part-Time/Hourly Step Increases

**Effective Spring 2016**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>LOC</th>
<th>COLUMN</th>
<th>NEW STEP</th>
<th>NEW LAB NI 1RATE</th>
<th>NEW LAB RATE</th>
<th>NEW LEC RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams</td>
<td>Alexi</td>
<td>SCC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Allen</td>
<td>Mason</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Allen</td>
<td>Robert</td>
<td>SCC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Anderson</td>
<td>Richard</td>
<td>SAC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Aquino</td>
<td>Antonio</td>
<td>SAC</td>
<td>1</td>
<td>4</td>
<td>$51.11</td>
<td>$56.79</td>
<td></td>
</tr>
<tr>
<td>Arrieta</td>
<td>Jose</td>
<td>SCC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Arteaga</td>
<td>Elizabeth</td>
<td>SAC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Barone</td>
<td>Katie</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Barrett</td>
<td>Deborah</td>
<td>SAC</td>
<td>3</td>
<td>5</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Barsha</td>
<td>Anthony</td>
<td>SCC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Bath</td>
<td>Navanjot</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Bell</td>
<td>John</td>
<td>SCC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Bennett</td>
<td>Sarah</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Bletscher</td>
<td>Bethany</td>
<td>SAC</td>
<td>1</td>
<td>5</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Bonsall</td>
<td>Laura</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Bradley</td>
<td>Michael</td>
<td>SAC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Broussard</td>
<td>Anne</td>
<td>SCC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Bruckman</td>
<td>Daniela</td>
<td>SAC</td>
<td>4</td>
<td>4</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Bufkin</td>
<td>Lindsay</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Bui</td>
<td>Annette</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Burkhard</td>
<td>Khanh</td>
<td>SAC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Candelaria</td>
<td>Keith</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Carrera</td>
<td>Steve</td>
<td>SCC</td>
<td>3</td>
<td>4</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Chantana</td>
<td>Nissa</td>
<td>SCC</td>
<td>3</td>
<td>4</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Chroman</td>
<td>Lauren</td>
<td>SAC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Covey</td>
<td>Jeff</td>
<td>SCC</td>
<td>1</td>
<td>4</td>
<td>$51.11</td>
<td>$56.79</td>
<td></td>
</tr>
<tr>
<td>Cramer</td>
<td>Joe</td>
<td>SAC</td>
<td>3</td>
<td>4</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Cranford</td>
<td>Clayton</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Crossen</td>
<td>Adam</td>
<td>SCC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Dinh</td>
<td>Minhan</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Do</td>
<td>Field</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$50.68</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Dunham</td>
<td>John</td>
<td>SCC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Elizalde-Henson</td>
<td>Susan</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Enke</td>
<td>Nicholas</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Ferrari Santhon</td>
<td>Elaine</td>
<td>SCC</td>
<td>1</td>
<td>4</td>
<td>$51.11</td>
<td>$55.79</td>
<td></td>
</tr>
<tr>
<td>Fimbres</td>
<td>Michael</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Foye</td>
<td>Jocelyn</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Friedman</td>
<td>Katie</td>
<td>SAC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Fuentes</td>
<td>Fred</td>
<td>SAC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Gamache</td>
<td>Keith</td>
<td>SAC</td>
<td>4</td>
<td>4</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Garcia</td>
<td>Laura</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$50.68</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>George</td>
<td>Sarah</td>
<td>SCC</td>
<td>3</td>
<td>5</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Ghouloum</td>
<td>Adam</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Gil</td>
<td>Steven</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Gioeleo</td>
<td>Vito</td>
<td>SAC</td>
<td>1</td>
<td>4</td>
<td>$51.11</td>
<td>$56.79</td>
<td></td>
</tr>
<tr>
<td>Gomez</td>
<td>Ernesto</td>
<td>SAC</td>
<td>1</td>
<td>5</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
</tbody>
</table>

Board Approved 2/22/16

Page 1

2/8/2016
<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>LOC</th>
<th>COLUMN</th>
<th>NEW STEP</th>
<th>NEW LAB NI</th>
<th>NEW LAB RATE</th>
<th>NEW LEC RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gonis</td>
<td>Andrew</td>
<td>SAC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Gonzalez</td>
<td>Juan</td>
<td>SCC</td>
<td>3</td>
<td>5</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Grecar</td>
<td>Kelly</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Guerra</td>
<td>Jorge</td>
<td>SAC</td>
<td>4</td>
<td>4</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Habeeb</td>
<td>Mark</td>
<td>SAC</td>
<td>3</td>
<td>4</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Hagelbarger</td>
<td>Theresa</td>
<td>SAC</td>
<td>1</td>
<td>4</td>
<td>$51.11</td>
<td>$56.79</td>
<td></td>
</tr>
<tr>
<td>Hays</td>
<td>Christian</td>
<td>SAC</td>
<td>1</td>
<td>5</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Hernandez</td>
<td>Angel</td>
<td>SCC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Hie</td>
<td>Michael</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Higuera</td>
<td>William</td>
<td>SAC</td>
<td>1</td>
<td>4</td>
<td>$51.11</td>
<td>$56.79</td>
<td></td>
</tr>
<tr>
<td>Hirahatake</td>
<td>Kristin</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Hirano</td>
<td>Conrad</td>
<td>SAC</td>
<td>4</td>
<td>4</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Holland</td>
<td>Loren</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Hosseini Qanatqazi</td>
<td>Abbas</td>
<td>SCC</td>
<td>4</td>
<td>4</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Hurt</td>
<td>Monica</td>
<td>SAC</td>
<td>1</td>
<td>4</td>
<td>$51.11</td>
<td>$56.79</td>
<td></td>
</tr>
<tr>
<td>Irwin</td>
<td>Karl</td>
<td>SCC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Jacobs</td>
<td>Carin</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Jameson</td>
<td>Todd</td>
<td>SAC</td>
<td>1</td>
<td>4</td>
<td>$51.11</td>
<td>$56.79</td>
<td></td>
</tr>
<tr>
<td>Jasieniecki</td>
<td>Carol</td>
<td>SCC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Jung</td>
<td>Matthew</td>
<td>SCC</td>
<td>3</td>
<td>4</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Kalamian</td>
<td>Jennifer</td>
<td>SCC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Khamoonabadi</td>
<td>Mojgan</td>
<td>SCC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Khong</td>
<td>San</td>
<td>SAC</td>
<td>3</td>
<td>5</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>King</td>
<td>Yesenia</td>
<td>SAC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Kocaman</td>
<td>Fulya</td>
<td>SCC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Komor</td>
<td>Andrew</td>
<td>SCC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Kow</td>
<td>Chu</td>
<td>SCC</td>
<td>1</td>
<td>4</td>
<td>$51.11</td>
<td>$56.79</td>
<td></td>
</tr>
<tr>
<td>Landaveri</td>
<td>Alberto</td>
<td>SAC</td>
<td>4</td>
<td>4</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Langley</td>
<td>Ryan</td>
<td>SCC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Lara</td>
<td>Arthur</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$50.68</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Lara</td>
<td>Jose</td>
<td>SAC</td>
<td>2</td>
<td>5</td>
<td>$53.21</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Law</td>
<td>Douglas</td>
<td>SCC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Lee</td>
<td>David</td>
<td>SAC</td>
<td>1</td>
<td>4</td>
<td>$51.11</td>
<td>$56.79</td>
<td></td>
</tr>
<tr>
<td>Lee</td>
<td>Sungae</td>
<td>SAC</td>
<td>4</td>
<td>4</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Levy</td>
<td>Josef</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Lisk</td>
<td>Ryan</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Little</td>
<td>Lisa</td>
<td>SCC</td>
<td>3</td>
<td>4</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Lobaina</td>
<td>Elisa</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$50.68</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Lombard</td>
<td>Karen</td>
<td>SCC</td>
<td>3</td>
<td>4</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Lopez</td>
<td>Ruben</td>
<td>SAC</td>
<td>4</td>
<td>4</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Lopez</td>
<td>Terry</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Lyons</td>
<td>Kelley</td>
<td>SCC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Malmgren</td>
<td>Stephanie</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Malouf</td>
<td>Terri</td>
<td>SCC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Margo</td>
<td>Jaqueline</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Marquez</td>
<td>Lorena</td>
<td>SAC</td>
<td>2</td>
<td>5</td>
<td>$53.21</td>
<td>$62.60</td>
<td></td>
</tr>
</tbody>
</table>
# FARSCCD Part-Time/Hourly Step Increases

**Effective Spring 2016**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>LOC</th>
<th>COLUMN</th>
<th>NEW STEP</th>
<th>NEW LAB NI 1 RATE</th>
<th>NEW LAB RATE</th>
<th>NEW LEC RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mastain</td>
<td>Kent</td>
<td>SAC</td>
<td>1</td>
<td>4</td>
<td>$51.11</td>
<td>$56.79</td>
<td></td>
</tr>
<tr>
<td>Minassian</td>
<td>Eric</td>
<td>SAC</td>
<td>4</td>
<td>4</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Mirbeik Sabzevary</td>
<td>Mohammadreza</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Mirbolooki</td>
<td>Mohammad</td>
<td>SAC</td>
<td>4</td>
<td>4</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Mitchell</td>
<td>Craig</td>
<td>SAC</td>
<td>3</td>
<td>4</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Moore</td>
<td>Sharon</td>
<td>SCC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Musselman</td>
<td>Matthew</td>
<td>SCC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Navarro</td>
<td>Maria</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Nguyen</td>
<td>Dal</td>
<td>SAC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Nguyen</td>
<td>John</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Nguyen</td>
<td>Linda</td>
<td>SAC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Nguyen</td>
<td>My-Hanh</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Norman</td>
<td>Kimberly</td>
<td>SCC</td>
<td>3</td>
<td>5</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Novak</td>
<td>Adam</td>
<td>SAC</td>
<td>1</td>
<td>4</td>
<td>$51.11</td>
<td>$56.79</td>
<td></td>
</tr>
<tr>
<td>Null</td>
<td>Christopher</td>
<td>SCC</td>
<td>3</td>
<td>5</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Osterloh</td>
<td>Gina</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Padilla</td>
<td>Alejandro</td>
<td>SAC</td>
<td>4</td>
<td>4</td>
<td>$55.88</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Panagua</td>
<td>Paul</td>
<td>SAC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Paquette</td>
<td>Christopher</td>
<td>SCC</td>
<td>4</td>
<td>5</td>
<td>$62.12</td>
<td>$69.02</td>
<td></td>
</tr>
<tr>
<td>Perez</td>
<td>Enrique</td>
<td>SAC</td>
<td>3</td>
<td>4</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Peterson</td>
<td>Robert</td>
<td>SAC</td>
<td>1</td>
<td>4</td>
<td>$51.11</td>
<td>$56.79</td>
<td></td>
</tr>
<tr>
<td>Petrie</td>
<td>Caleb</td>
<td>SCC</td>
<td>4</td>
<td>5</td>
<td>$62.12</td>
<td>$69.02</td>
<td></td>
</tr>
<tr>
<td>Pratt</td>
<td>Cynthia</td>
<td>SAC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Pruznick</td>
<td>Jennifer</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Puckett</td>
<td>Jeffrey</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Quintero</td>
<td>Erica</td>
<td>SAC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Ramirez</td>
<td>Leslie</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Reiter</td>
<td>Michael</td>
<td>SCC</td>
<td>3</td>
<td>4</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Rico</td>
<td>Juliana</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Roberts</td>
<td>David</td>
<td>SAC</td>
<td>1</td>
<td>4</td>
<td>$51.11</td>
<td>$56.79</td>
<td></td>
</tr>
<tr>
<td>Rodriguez</td>
<td>Albert</td>
<td>SAC</td>
<td>3</td>
<td>4</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Rodriguez</td>
<td>David</td>
<td>SCC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Rodriguez</td>
<td>Maria</td>
<td>SCC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Rodriguez Castillo</td>
<td>Mario</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Rodriguez Ponce</td>
<td>Leonardo</td>
<td>SAC</td>
<td>1</td>
<td>5</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Romero</td>
<td>Maria</td>
<td>SCC</td>
<td>4</td>
<td>4</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Salinas</td>
<td>Keo</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Satow</td>
<td>Jingfang</td>
<td>SAC</td>
<td>3</td>
<td>5</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Scanlon</td>
<td>Brian</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Sharp</td>
<td>Grant</td>
<td>SCC</td>
<td>1</td>
<td>4</td>
<td>$51.11</td>
<td>$56.79</td>
<td></td>
</tr>
<tr>
<td>Silver</td>
<td>Matthew</td>
<td>SCC</td>
<td>3</td>
<td>5</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Simpson</td>
<td>Steve</td>
<td>SAC</td>
<td>1</td>
<td>4</td>
<td>$51.11</td>
<td>$56.79</td>
<td></td>
</tr>
<tr>
<td>Smith</td>
<td>Harold</td>
<td>SAC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Smith</td>
<td>Timothy</td>
<td>SAC</td>
<td>3</td>
<td>5</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Spetner</td>
<td>Rebecca</td>
<td>SAC</td>
<td>1</td>
<td>4</td>
<td>$51.11</td>
<td>$56.79</td>
<td></td>
</tr>
<tr>
<td>Stansbury</td>
<td>DeAnna</td>
<td>SCC</td>
<td>3</td>
<td>5</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>LAST NAME</td>
<td>FIRST NAME</td>
<td>LOC</td>
<td>COLUMN</td>
<td>NEW STEP</td>
<td>NEW LAB NI RATE</td>
<td>NEW LAB RATE</td>
<td>NEW LEC RATE</td>
</tr>
<tr>
<td>-----------</td>
<td>------------</td>
<td>-----</td>
<td>--------</td>
<td>----------</td>
<td>-----------------</td>
<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Stevens</td>
<td>Christopher</td>
<td>SAC</td>
<td>1</td>
<td>4</td>
<td>$51.11</td>
<td>$56.79</td>
<td></td>
</tr>
<tr>
<td>Stinson</td>
<td>Rodney</td>
<td>SCC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Sullivan</td>
<td>John</td>
<td>SCC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Sutherland</td>
<td>Mark</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Tiscareno</td>
<td>Arthur</td>
<td>SAC</td>
<td>1</td>
<td>5</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Tran</td>
<td>Thien</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Tran</td>
<td>Vinh</td>
<td>SAC</td>
<td>4</td>
<td>5</td>
<td>$52.12</td>
<td>$69.02</td>
<td></td>
</tr>
<tr>
<td>Turner</td>
<td>Elizabeth</td>
<td>SAC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Valdez</td>
<td>Javier</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$50.68</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Valles</td>
<td>Rodrigo</td>
<td>SAC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Vasquez</td>
<td>Angelica</td>
<td>SAC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Vu</td>
<td>Nhat</td>
<td>SCC</td>
<td>3</td>
<td>5</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Wachs</td>
<td>Michael</td>
<td>SCC</td>
<td>4</td>
<td>4</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Wade</td>
<td>Veronica</td>
<td>SAC</td>
<td>1</td>
<td>4</td>
<td>$51.11</td>
<td>$56.79</td>
<td></td>
</tr>
<tr>
<td>Walker</td>
<td>Jamar</td>
<td>SCC</td>
<td>4</td>
<td>4</td>
<td>$59.16</td>
<td>$65.73</td>
<td></td>
</tr>
<tr>
<td>Wallace</td>
<td>Thao</td>
<td>SAC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Walters</td>
<td>Charles</td>
<td>SAC</td>
<td>1</td>
<td>5</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>West</td>
<td>Ronald</td>
<td>SAC</td>
<td>1</td>
<td>4</td>
<td>$51.11</td>
<td>$56.79</td>
<td></td>
</tr>
<tr>
<td>Whynaught</td>
<td>Jeffrey</td>
<td>SAC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Wiemann</td>
<td>Kurt</td>
<td>SCC</td>
<td>1</td>
<td>4</td>
<td>$51.11</td>
<td>$56.79</td>
<td></td>
</tr>
<tr>
<td>Wigginton</td>
<td>De Anne</td>
<td>SAC</td>
<td>1</td>
<td>5</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Wohlgzen</td>
<td>Laura</td>
<td>SCC</td>
<td>2</td>
<td>4</td>
<td>$53.67</td>
<td>$59.62</td>
<td></td>
</tr>
<tr>
<td>Woodson</td>
<td>Carrie</td>
<td>SCC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Wray</td>
<td>Melanie</td>
<td>SCC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
<tr>
<td>Zurn</td>
<td>Catherine</td>
<td>SAC</td>
<td>2</td>
<td>5</td>
<td>$56.35</td>
<td>$62.60</td>
<td></td>
</tr>
</tbody>
</table>
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
CLASSIFIED
FEBRUARY 22, 2016

CLASSIFIED

New Appointment

Denim, Susan  
Senior Clerk (CL15-0736)  
Financial Aid/ SCC  
Effective: February 8, 2016  
Grade 8, Step 6  $48,928.03

Fernandez, Luis  
Admissions & Records Spec. III  
(CL15-0730) Admissions/ SAC  
Effective: February 22, 2016  
Grade 10, Step 1  $41,689.19

Kaveh, Haydeh  
Research Analyst (CL15-0687)  
Institutional Effectiveness, Library &  
Learning Support Services/ SCC  
Effective: February 2, 2016  
Grade 16, Step 1  $56,969.80

Murillo, Raquel  
Admissions & Records Spec. I  
(CL15-0734) School of Continuing  
Education/ SAC  
Effective: February 18, 2016  
Grade 6, Step 1  $35,353.64

Sardan, Angela  
Student Services Coord. (CL15-0684)  
Counseling/ SAC  
Effective: February 8, 2016  
Grade 15, Step 1  $53,695.38

Temporary to Contract

Cadenas, Marlon  
General Office Clerk (CL15-0697)  
EOPS/ SAC  
Effective: January 29, 2016  
Grade 3, Step 1  $32,016.50

Hagelbarger, Theresa  
Job Developer (CL15-0749)  
Business Division/ SAC  
Effective: February 8, 2016  
Grade 12, Step 1  $45,829.27
Professional Growth Increments

Gallegos, Nicole  
Instructional Center Tech./ School of Continuing Education/ SAC  
Effective: March 1, 2016  
Grade 7, Step 1 + 2PG (1000)  
$37,783.85

McAdam, Justin  
Custodian/ Admin Services/ SAC  
Effective: March 1, 2016  
Grade 4, Step 6 + 5% SW + 3 PG (1500)  
$45,826.92

Out of Class Assignment

Attanasio, Alexandria  
Student Services Specialist/ Financial Aid/ SCC  
Effective: 01/01/16 – 06/30/16  
Grade 10, Step 2  $43,796.87

Bergara, Elizabeth  
Student Services Coordinator/ Financial Aid/ SCC  
Effective: 01/01/16 – 06/30/16  
Grade 15, Step 3  $59,202.92

Lopez, Sonia  
Financial Aid Technician/ Financial Aid/ SAC  
Effective: 02/08/16 – 04/29/16  
Grade 8, Step 5  $46,594.55

Prajapati, Jitesh  
Financial Aid Analyst/ Financial Aid/ SCC  
Effective: 01/01/16 – 06/30/16  
Grade 11, Step 4 + 1PG (500)  
$50,933.52

Change in Position

Hawn, Theresa  
Senior Clerk (Reorg 935)  
Community Services/ SAC  
Effective: January 20, 2016  
From 75% FTE  To 100% FTE  
Grade 8, Step 6 + 5%L  $51,374.43

Nguyen, Mai  
From: Admissions & Records Spec. II  
To: Sr. Admissions & Records Spec. (CL15-0733) Admissions/ SCC  
Effective: January 25, 2016  
Grade 11, Step 1  $43,545.96
Change in Position cont’d

Sehm Kellett, Aggie
Administrative Secretary
From: DSPS
To: Admissions & Records (CL15-0729) Admissions/ SAC

Vu, Giang
From: Assessment Assistant
To: Administrative Clerk
(Reclass 930) Counseling/ SAC

Vu, Ruby
From: Financial Aid Tech
To: Financial Aid Computer Tech
(CL15-0703) Financial Aid/ SAC

Weekes, Patricia
From: Senior Clerk/Dispatcher
To: Administrative Secretary
(Reclass 932) District Safety

Longevity Increment

Andrews, Thomas
Skilled Maintenance Worker/ Admin.
Services/ SAC

Ratification of Resignation/Retirement

Andrews, Thomas
Skilled Maintenance Worker/ Admin.
Services/ SAC

Duclos, Chelsea
Administrative Secretary/ Resource Dev./ District

Garcia, Andrea
Student Services Coordinator/ Financial Aid/ SCC

Reason: Retirement

Effective: February 8, 2016
Grade 12, Step 2 $48,162.75

Effective: January 1, 2016
Grade 10, Step 3 + 10%L + 6PG (3000) $53,591.60

Effective: February 8, 2016
Grade 10, Step 6 + 6 PG(3000) $56,218.65

Effective: January 1, 2016
Grade 12, Step 2 $48,162.75

Effective: March 1, 2016
Grade 11, Step 6 + 7.5%L $59,785.98

Effective: March 30, 2016
Reason: Retirement

Effective: January 11, 2016
Reason: Resignation

Effective: February 22, 2016
Reason: Resignation
Ratification of Resignation/Retirement cont’d

Morrow, Maritza  
Administrative Clerk/ Human Resources/ District  
Effective: May 31, 2016  
Reason: Retirement

Waldren, William  
Student Services Coordinator/ Counseling/ SCC  
Effective: February 5, 2016  
Reason: Resignation

CLASSIFIED HOURLY  
New Appointments

Aburto, Guadalupe  
Admissions & Records Spec. I (CL15-0754)/ School of Continuing Education/ SAC  
Effective: February 9, 2016  
19 Hours/week  12 Months/Year  
Grade 6, Step A + 2.5%Bil  $17.36/Hour

Villa, Jessica  
Instructional Assistant (CL15-0742) Continuing Educ. / SCC  
Effective: February 1, 2016  
Up to 19 Hours/Week  School Session  
Grade 5, Step A  $16.35

Yates, Amelia  
Instructional Assistant (CL15-0719) Continuing Educ. / SCC  
Effective: February 1, 2016  
Up to 19 Hours/Week  School Session  
Grade 5, Step A  $16.35

Temporary to Hourly Ongoing

Ayala, Michelle  
Job Developer (CL15-0706) EOPS/ SAC  
Effective: January 21, 2016  
19 Hours/Week  12 Months/Year  
Grade 12, Step A  $21.94/Hour

Le, Sophia  
Student Services Specialist (CL15-0707) EOPS/ SAC  
Effective: February 10, 2016  
19 Hours/Week  12 Months/Year  
Grade 10, Step A  $19.97/Hour

Moreno, Monique  
Admissions & Records Spec. I (CL15-0755) School of Continuing Education/ SAC  
Effective: February 15, 2016  
19 Hours/Week  12 Months/Year  
Grade 6, Step A + 2.5%Bil  $17.36/Hour
Change in Position

Camarena, Evangelina  
From: Intermediate Clerk  
To: Admissions & Records Spec. I (CL15-0711) School of Continuing Education/ SAC  
Effective: February 1, 2016  
19 Hours/Week  12 Months/Year  
Grade 6, Step A + 2.5%Bil + 7.5%L  
$18.63/Hour

Professional Growth Increment

Silva, Nancy  
Instructional Assistant/ School of Continuing Education/ SAC  
Effective: March 1, 2016  
Grade 5, Step A + 2.5%Bil + 2.5%L + 4PG (1000)  
$17.17/Hour + $83.33/Mo. PG

Leave of Absence

Concepcion, Alexandra  
Counseling Assistant/ School of Continuing Education/ SAC  
Effective: 01/18/16 – 03/27/16  
Reason: Maternity Leave

Ratification of Resignation/Retirement

Cowdell, Cynthia  
Instructional Assistant/ Student Services/ SCC  
Effective: February 16, 2016  
Reason: Resignation

Sassarini, Fiorella  
Instructional Assistant/ Science & Math/ SCC  
Effective: January 12, 2016  
Reason: Resignation

Weiss, Scott  
Video Technician/ Fine & Performing Arts/ SAC  
Effective: February 29, 2016  
Reason: Resignation

TEMPORARY ASSIGNMENT

Aguilar, Jaime  
Instructional Assistant/ Human Services/ SAC  
Effective: 02/23/16 – 06/30/16

Ames, Travis  
Instructional Assistant/ Humanities & Soc. Sci./ SAC  
Effective: 02/23/16 – 06/30/16
TEMPORARY ASSIGNMENT cont’d

Burgos, Jimmy  
Intermediate Account Clerk/ Educ. Services/ District  
Effective: 02/23/16 – 06/30/16

Dang, Luan  
Instructional Assistant/ Science & Math /SAC  
Effective: 02/23/16 – 06/30/16

Galazyn, David  
Student Services Coord./ Student Affairs/ SAC  
Effective: 02/23/16 – 06/30/16

Mendoza, Dagoberto  
Instructional Assistant/ Student Affairs/ SAC  
Effective: 02/23/16 – 06/30/16

Nava, Omar  
Instructional Assistant/ Science & Math /SAC  
Effective: 02/23/16 – 06/30/16

Hagie, Tyler  
Learning Facilitator Science & Math /SAC  
Effective: 02/24/16 – 06/10/16

Hashemi Tari, Seyed  
Instructional Assistant/ Science & Math /SAC  
Effective: 02/23/16 -06/05/16

Ortiz Ruiz, Maria  
Instructional Assistant/ Science & Math /SCC  
Effective: 02/23/16 – 06/05/16

Patel, Jay  
Instructional Assistant/ Counseling/ SAC  
Effective: 02/23/16 – 06/03/16

Sotelo, Micaela  
Instructional Assistant/ Counseling/ SAC  
Effective: 02/23/16 – 06/03/16

Walter, Alexander  
Instructional Assistant/ Science & Math /SAC  
Effective: 02/23/16 – 06/05/16

Vazquez, Evelyn  
District Safety Officer/ District  
Effective: 02/23/16 – 06/30/16
Change in Temporary Assignment

Nguyen, Nhu  
Instructional Assistant/ Science & Math/ SAC  
Effective: 01/04/16 – 02/06/16

Truong, James  
Admissions & Records Spec. II/ Admissions/ SCC  
Effective: 01/12/16 – 05/06/16

Additional Hours for Ongoing Assignment

Aguirre, Marysol  
Instructional Assistant/ School of Continuing Education/ SAC  
Effective: 02/01/16 – 06/30/16  
Not to exceed 19 consecutive days in any given period.

Camarena, Evangelina  
Admissions & Records Spec. I/ School of Continuing Education/ SAC  
Effective: 02/01/16 – 06/30/16  
Not to exceed 19 consecutive days in any given period.

Champion, Michael  
Instructional Assistant/ Science & Math/ SCC  
Effective: 02/08/16 – 06/03/16  
Not to exceed 19 consecutive days in any given period.

Cheung, Arthur  
Instructional Assistant/ Business Div./ SAC  
Effective: 01/04/16 – 06/30/16  
Not to exceed 19 consecutive days in any given period.

Corona, Jose  
Student Program Specialist/ Student Services/ SAC  
Effective: 02/08/16 – 04/29/16  
Not to exceed 19 consecutive days in any given period.

Hawn, Theresa  
Senior Clerk/ Admin. Services/ SAC  
Effective: 01/04/16 – 01/19/16  
Not to exceed 19 consecutive days in any given period.

Khan, Khadija  
Student Program Specialist/ Student Services/ SAC  
Effective: 02/01/16 – 04/22/16  
Not to exceed 19 consecutive days in any given period.

Mendoza, Elena  
Instructional Assistant/ Business Div./ SAC  
Effective: 01/04/16 - 06/30/16  
Not to exceed 19 consecutive days in any given period.
Additional Hours for Ongoing Assignment cont’d

Nguyen, Trinity  
Instructional Assistant/ Science & Math /SCC  
Effective: 02/08/16 – 06/03/16  
Not to exceed 19 consecutive days in any given period.

Palencia, Debora  
Instructional Assistant/ Counseling/ SAC  
Effective: 02/08/16 – 06/03/16  
Not to exceed 19 consecutive days in any given period.

Palencia, Debora  
Instructional Assistant/ Science & Math /SAC  
Effective: 11/11/15 – 12/10/15  
Not to exceed 19 consecutive days in any given period.

Pugelli, William  
Instructional Assistant/ Science & Math /SCC  
Effective: 02/08/16 – 06/03/16  
Not to exceed 19 consecutive days in any given period.

Quinlan, Liliana  
Intermediate Clerk/ Financial Aid/ SAC  
Effective: 01/30/16 – 02/26/16  
Not to exceed 19 consecutive days in any given period.

Substitute Assignments

Medina, Jennifer  
Cashier/ Bookstore/ SCC  
Effective: 01/04/16 – 03/16/16

Ortiz Flores, Oscar  
Instructional Assistant/ School of Continuing Education/ SAC  
Effective: 01/12/16 – 06/30/16

Plascencia, Cynthia  
Auxiliary Services Specialist/ Bookstore/ SAC  
Effective: 01/04/16 – 03/16/16

Salgado, Jovani  
Bookstore Storekeeper/ SCC  
Effective: 01/04/16 – 02/19/16

Sassarini, Fiorella  
Instructional Assistant/ Science & Math /SCC  
Effective: 02/01/16 – 06/05/16

Vazquez, Evelyn  
District Safety Officer/ District  
Effective: 02/18/16 - 06/30/16
# MISCELLANEOUS POSITIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bush, Nicholas</td>
<td>Stage Assistant/ Fine &amp; Performing Arts/SAC</td>
<td>06/04/16 – 06/30/16</td>
</tr>
<tr>
<td>Gomez, Cassandra</td>
<td>Child Dev. Intern I/ Child Dev. Services/SAC</td>
<td>01/19/16 – 06/30/16</td>
</tr>
<tr>
<td>Oshiro, Gail</td>
<td>Sign Language Interpreter IV/ DSPS/SAC</td>
<td>02/04/16 – 06/30/16</td>
</tr>
<tr>
<td>Siegfried, Wayne</td>
<td>Stage Assistant/ Fine &amp; Performing Arts/SAC</td>
<td>06/04/16 – 06/30/16</td>
</tr>
<tr>
<td>Smith, Teddine</td>
<td>Community Services Presenter/ Continuing Ed./SCC</td>
<td>03/26/16</td>
</tr>
</tbody>
</table>

# Instructional Associates/Associate Assistants

**Criminal Justice**

<table>
<thead>
<tr>
<th>Name</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almaguer, Carol</td>
<td>02/23/16</td>
</tr>
<tr>
<td>Beltran, Martin</td>
<td>02/23/16</td>
</tr>
<tr>
<td>Corrales, Marco</td>
<td>02/23/16</td>
</tr>
<tr>
<td>Duvignau, Edmundo</td>
<td>02/23/16</td>
</tr>
<tr>
<td>Pickard, Kyle</td>
<td>02/23/16</td>
</tr>
<tr>
<td>Robinson, Blake</td>
<td>02/23/16</td>
</tr>
</tbody>
</table>

**Nursing**

<table>
<thead>
<tr>
<th>Name</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chirdon, Joel</td>
<td>02/08/16</td>
</tr>
</tbody>
</table>
COMMUNITY SERVICE PRESENTERS

Truong, Lee Lee  
Amount: $ 200.00

VOLUNTEERS

Chew, Harvey  
Volunteer/Counseling/ SAC  
Effective: 02/23/16 – 06/30/16

Kroeger, Scott  
Student Driver/ Science & Math /SAC  
Effective: 02/23/16 – 06/30/16

Vidal, Jared  
Volunteer/ Counseling/ SAC  
Effective: 02/23/16 – 06/30/16
### SANTA ANA COLLEGE

#### STUDENT ASSISTANT LIST

<table>
<thead>
<tr>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arellano, Damian E.</td>
<td>02/10/16 - 06/30/16</td>
</tr>
<tr>
<td>Avila, Mireya</td>
<td>01/19/16 - 06/30/16</td>
</tr>
<tr>
<td>Baeza, Josefina</td>
<td>01/27/16 - 06/30/16</td>
</tr>
<tr>
<td>Becerra, Eliza B.</td>
<td>02/03/16 - 06/30/16</td>
</tr>
<tr>
<td>Brewer, Crystal D.</td>
<td>02/08/16 - 06/30/16</td>
</tr>
<tr>
<td>Burkhart, Madison G.</td>
<td>02/08/16 - 06/30/16</td>
</tr>
<tr>
<td>Carrias, Catherine M.</td>
<td>02/03/16 - 06/30/16</td>
</tr>
<tr>
<td>Carrillo, Vanessa G.</td>
<td>01/19/16 - 06/30/16</td>
</tr>
<tr>
<td>Chamu, Elizabeth</td>
<td>02/08/16 - 06/30/16</td>
</tr>
<tr>
<td>Cisneros-Avina, Ingrid F.</td>
<td>02/08/16 - 06/30/16</td>
</tr>
<tr>
<td>Correa, Jesus</td>
<td>02/08/16 - 06/30/16</td>
</tr>
<tr>
<td>Espinoza, Citlali G.</td>
<td>02/08/16 - 06/30/16</td>
</tr>
<tr>
<td>Garcia, Andrew J.</td>
<td>02/08/16 - 06/30/16</td>
</tr>
<tr>
<td>Gonzalez, Guadalupe S.</td>
<td>02/03/16 - 06/30/16</td>
</tr>
<tr>
<td>Gonzalez, Victoria</td>
<td>02/03/16 - 06/30/16</td>
</tr>
<tr>
<td>Gutierrez, Damian R.</td>
<td>02/03/16 - 06/30/16</td>
</tr>
<tr>
<td>Hidalgo, Isabel G.</td>
<td>02/03/16 - 06/30/16</td>
</tr>
<tr>
<td>Juarez Palafox, Ana C.</td>
<td>01/27/16 - 06/30/16</td>
</tr>
<tr>
<td>Lariz, Marisela</td>
<td>02/16/16 - 06/30/16</td>
</tr>
<tr>
<td>Lopez Espinosa, Karla F.</td>
<td>02/03/16 - 06/30/16</td>
</tr>
<tr>
<td>Najar, D'Ann L.</td>
<td>02/08/16 - 06/30/16</td>
</tr>
<tr>
<td>Nava Aleman, Maria G.</td>
<td>02/08/16 - 06/30/16</td>
</tr>
<tr>
<td>Palma, Carlos I.</td>
<td>02/10/16 - 06/30/16</td>
</tr>
<tr>
<td>Palomino Neri, Maria G.</td>
<td>02/03/16 - 06/30/16</td>
</tr>
<tr>
<td>Pineda, Angel D.</td>
<td>02/08/16 - 06/30/16</td>
</tr>
<tr>
<td>Ramírez, Xavier</td>
<td>02/08/16 - 06/30/16</td>
</tr>
<tr>
<td>Rangel, Armando</td>
<td>02/08/16 - 06/30/16</td>
</tr>
<tr>
<td>Rebolledo, Karina</td>
<td>02/03/16 - 06/30/16</td>
</tr>
<tr>
<td>Rivera, Carlos S.</td>
<td>02/03/16 - 06/30/16</td>
</tr>
<tr>
<td>Romero, Candy</td>
<td>02/03/16 - 06/30/16</td>
</tr>
<tr>
<td>Rosas Vallecillos, Eduardo</td>
<td>02/11/16 - 06/30/16</td>
</tr>
<tr>
<td>Saldana, Oscar J.</td>
<td>02/08/16 - 06/30/16</td>
</tr>
<tr>
<td>Sant, Megan L.</td>
<td>02/08/16 - 06/30/16</td>
</tr>
<tr>
<td>Seo, Kuoyoung</td>
<td>02/08/16 - 06/30/16</td>
</tr>
<tr>
<td>Sierra Ruiz, Alejandra L.</td>
<td>02/03/16 - 06/30/16</td>
</tr>
<tr>
<td>Silva, Christian</td>
<td>02/01/16 - 06/30/16</td>
</tr>
<tr>
<td>Silva, Daniel</td>
<td>02/16/16 - 06/30/16</td>
</tr>
<tr>
<td>Trujillo, Mosselle S.</td>
<td>02/08/16 - 06/30/16</td>
</tr>
<tr>
<td>VU, Thanh N.</td>
<td>02/08/16 - 06/30/16</td>
</tr>
<tr>
<td>Name</td>
<td>Effective Dates</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Aleman Heredia, Katerin</td>
<td>02/08/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Bailey, Samantha</td>
<td>02/03/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Bergner, Derek</td>
<td>02/01/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Bermingham, Matthew</td>
<td>01/19/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Cabrera, Shannon</td>
<td>02/02/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Chavez, Christina</td>
<td>02/01/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Christiansen, Zachary</td>
<td>01/28/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Cortez, Carina</td>
<td>02/01/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Cravens, Gabrielle</td>
<td>01/27/2016 – 06/30/2016</td>
</tr>
<tr>
<td>D’Aiello, Christopher</td>
<td>02/08/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Delgado Guzman, Abiezer</td>
<td>02/03/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Flanagan, Jackson</td>
<td>02/08/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Fragoso, Isela</td>
<td>02/09/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Harris, Erin</td>
<td>02/01/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Haytham, Beltran</td>
<td>01/19/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Herley, Anastacia</td>
<td>02/08/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Hsu, Therese</td>
<td>02/03/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Huynh, Andrew</td>
<td>02/01/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Jones, Caroline</td>
<td>02/01/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Kovacs, JoAnne</td>
<td>01/20/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Maier, Jacob</td>
<td>01/19/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Metwale, Rana</td>
<td>02/01/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Nguyen, Phuc</td>
<td>02/03/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Ooi, Eu-Jee</td>
<td>02/01/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Pizarro, Brandon</td>
<td>01/27/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Razo, Asusena</td>
<td>02/08/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Rios, Vanessa</td>
<td>01/28/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Robles jr., Ruben</td>
<td>01/19/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Rodriguez Zepeda, Marco</td>
<td>02/03/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Roman Sanchez, Karen</td>
<td>02/01/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Sasso, Christopher</td>
<td>02/03/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Schinowsky, Jonathan</td>
<td>01/28/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Welker, Jenna</td>
<td>02/03/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Williams, Darren</td>
<td>02/03/2016 – 06/30/2016</td>
</tr>
</tbody>
</table>
To:              Board of Trustees  
Date:  February 22, 2016

Re:              Rejection of Claim  
File # EMP1501939 MH

Action: Request for Authorization

The district’s claims administrator recommends that the Board of Trustees authorize the Chancellor, or designee, to reject claim # EMP1501939 MH.
Adoption of Resolution Authorizing Payment to Trustee Absent from Board Meetings

Resolution No. 16-02

Whereas, California Education Code Section 72024(5d) provides that “a member (of the Board of Trustees) may be paid for any meeting when absent if the Board by Resolution duly adopted and included in its minutes find that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board,” and

Whereas, on January 25, 2016, the Board of Trustees of the Rancho Santiago Community College District held a regular board meeting; and

Whereas, Trustee Lawrence “Larry” R. Labrador was not present at the board meeting; and

Whereas, the board has determined that Trustee Labrador’s absence was due to illness;

NOW, THEREFORE, BE IT RESOLVED that Trustee Labrador shall be paid at the regular rate of compensation for the board meeting on January 25, 2016.

Dated this 22nd day of February 2016.

Ayes:
Noes:
Absent:
Abstain:

____________________________________
Raúl Rodríguez, Ph.D.
Secretary to the Board of Trustees