

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, March 14, 2016
2323 North Broadway, #107
Santa Ana, CA 92706

District Mission

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

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

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

Americans with Disabilities Acts (ADA)

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

A G E N D A

1.0 PROCEDURAL MATTERS

4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Approval of Additions or Corrections to Agenda

Action

1.4 Public Comment

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

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

1.5 Approval of Minutes – Regular meeting of February 22, 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 Presentation on Statement of Economic Interests - Form 700 Rules and Regulations Conducted by a Fair Political Practices Commission (FPPC) Representative
- 1.8 Public Hearing – Adoption of Resolution No. 16-06 Dedication of Easement to Southern California Edison (SCE) at Santa Ana College (SAC)
- 1.9 Recognition in Honor of Women’s History Month

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

- 2.1 Report from the Chancellor
- 2.2 Report from Student Trustee
- 2.3 Reports from Student Presidents
 - Student activities
- 2.4 Report from Classified Representative
- 2.5 Reports from Academic Senate Presidents
 - Senate meetings
- 2.6 Reports from Board Committee Chairpersons
 - Board Facilities Committee
 - Board Legislative Committee
 - Orange County Community Colleges Legislative Task Force

3.0 INSTRUCTION

- *3.1 Approval of New Pharmacy Technology Agreement – Blue Coast Pharmacy and Compounding Center Action

The administration recommends approval of the new agreement with Blue Coast Pharmacy and Compounding Center in Huntington Beach, California.
- *3.2 Approval of New Pharmacy Technology Agreement – Chapman Medical Outpatient Pharmacy Action

The administration recommends approval of the new agreement with Chapman Medical Outpatient Pharmacy in Orange, California.
- *3.3 Approval of Pharmacy Technology Agreement Renewal – Grove Harbor Pharmacy Action

The administration recommends approval of the agreement renewal with Grove Harbor Pharmacy in Garden Grove, California.
- *3.4 Approval of Occupational Therapy Assistant (OTA) Agreement Renewal - Aviara Healthcare Center Action

The administration recommends approval of the agreement renewal with Aviara Healthcare Center in Encinitas, California.

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

- *3.5 Approval of OTA Agreement Renewal - MaXum Action
The administration recommends approval of the agreement renewal with MaXum in Placentia, California.
- *3.6 Approval of Amendments to Agreements with Associates Adults and Adolescents Alternative Program for Name Change to Diversified Education Services Action
The administration recommends approval of the amendments to agreements with Associates Adults and Adolescents Alternative Program for a name change to Diversified Education Services.
- *3.7 Approval of Amendment #4 to Criminal Justice Academies (CJA) Agreement (MA-060-11010909) – County of Orange Action
The administration recommends approval of amendment #4 of the CJA agreement MA-060-11010909 with the County of Orange in Santa Ana, California.
- *3.8 Approval of Amendment #9 to CJA Agreement (Z1000000068) - County of Orange Action
The administration recommends approval of amendment #9 of the CJA agreement Z1000000068 with the County of Orange in Santa Ana, California.
- *3.9 Approval of Proposed Revisions for 2016-2017 Santa Ana College Catalog Action
The administration recommends approval of the proposed revisions for the 2016-2017 SAC catalog.
- *3.10 Approval of Proposed Revisions for 2016-2017 Santiago Canyon College (SCC) Catalog Action
The administration recommends approval of the proposed revisions for the 2016-2017 SCC catalog as presented.
- *3.11 Approval of Santa Ana College Community Services Program – Summer 2016 Action
The administration recommends review and approval of the proposed SAC Community Services program for Summer 2016.
- *3.12 Approval of Santiago Canyon College Community Services Program – Summer 2016 Action
The administration recommends review and approval of the proposed SCC Community Services program for Summer 2016.
- *3.13 Approval of Upward Bound Math and Science Summer Residential Program Contract with California State University, Fullerton (CSUF) Action
The administration recommends approval of the Upward Bound Math and Science summer residential program contract with CSUF.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *4.2 Approval of Budget Increases/Decreases, Transfers, and Intrafund and Interfund Transfers Action
The administration recommends approval of budget increases/decreases, transfers, and intrafund and interfund transfers from February 1, 2016, to February 26, 2016.
- *4.3 Approval of Lease Agreement Renewal with Replay Collective Action
The administration recommends approval of the renewal of the lease agreement with Replay Collective 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.
- *4.4 Approval of Lease Agreement with Xentaur Action
The administration recommends approval of the lease agreement with Xentaur 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.
- 4.5 Adoption of Resolution No. 16-06 – Dedication of Easement to Southern California Edison at Santa Ana College Action
The administration recommends adoption of Resolution No. 16-06 to dedicate the easement to SCE at SAC.
- *4.6 Approval of Change Order #1 for C.I. Services, Inc. for Roof Repairs (U Portables) Project Bid #1273 at Santiago Canyon College Action
The administration recommends approval of change order #1 for C.I. Services, Inc. for the roof repairs (U portables) project Bid #1273 at SCC as presented.
- *4.7 Acceptance of Completion of Roof Repairs (U Portables) Project Bid #1273 at Santiago Canyon College and Approval of Recording of Notice of Completion Action
The administration recommends acceptance of the project as complete and approval of the filing of a Notice of Completion with the County as presented.

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

5.0 GENERAL

- *5.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization for the Vice Chancellor of Business Operations/ Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:
- | | |
|--|-------------|
| - Board Financial Assistance Program (BFAP) (SAC) -
<i>Augmentation</i> | \$ 19,873 |
| - Board Financial Assistance Program (BFAP) (SCC) -
<i>Augmentation</i> | \$ 5,000 |
| - California Early Childhood Mentor Program (SAC/SCC) | \$ 1,150 |
| - Center for International Trade Development (CITD) State
Trade Export Program (STEP) (District) | \$ 15,000 |
| - Disabled Students Programs & Services (DSPS) (SAC) | \$1,265,742 |
| - Equality Employment Opportunity (EEO) – Diversity
Allocation Funds (District) – <i>Augmentation</i> | \$ 1,111 |
- *5.2 Approval of First Amendment to Sub-Agreement between RSCCD and The Regents of University of California (UCI) for Gaining Early Awareness & Readiness for Undergraduate Programs (GEAR UP) 2009 – Year 6 (DO-14-1517-02.01) Action
The administration recommends approval of the first amendment to the sub-agreement and authorization be given to the Vice Chancellor, Business Operations and Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.3 Approval of Sub-Agreement between RSCCD and THINK Together for Assembly Bill 104 Adult Education Block Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations and Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- 5.4 Approval of Reimbursement for Litigation Expenses – RSCCD Foundation Action
The administration recommends authorization be given to the Vice Chancellor of Business Operations and Fiscal Services to provide reimbursement to the RSCCD Foundation for litigation expenses in the amount of \$85,185.55.

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

- 5.5 Adoption of Board Policies Action
It is recommended that the board adopt the following revised board policies:
- BP 2305 Annual Organization Meeting
 - BP 2715 Code of Ethics/Standards of Practice
 - BP 3510 Workplace Violence
 - BP 5030 Fees
 - BP 6400 Financial Audits
 - BP 7001 Code of Ethics
 - BP 7330 Communicable Disease
- 5.6 Review of Proposed Board Policy Information
The draft policy of BP 3821 Gifts to Employees and Officials is presented to the board as an information item for review and comment.
- 5.7 Approval of Board Legislative Committee Recommendation Action
It is recommended that the board review and approve the Board Legislative Committee's recommendation on Senate Bill 1406 (Mendoza) and authorize the chancellor to send a letter of support on behalf of the district.
- 5.8 Board Member Comments Information

RECESS TO CLOSED SESSION

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

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

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

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

John P. Johns v. Raúl Rodríguez Case No. 30-2016-00839159-CL-DF-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: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: Faculty Association of Rancho Santiago Community College District
California School Employees Association, Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association
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 Claim (pursuant to Government Code Section 54956.95)
 - a. 20160203

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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

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

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

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

Action

- Approval of Appointments
- Ratification of Resignations/Retirements
- Approval of 2016-2017 Institutional Tenure Review Recommendations
- Approval of Additional Faculty Service Areas
- Approval of Contract Extension Days for 2015-2016
- Approval of Leaves of Absence
- Approval of Adjusted Leaves of Absence
- Approval of Beyond Contract/Overload Stipends
- Approval of Column Changes
- Approval of Part-time New Hires/Rehires
- Approval of Non-paid Instructors of Record

6.2 Classified Personnel Action

- Approval of New Appointments
- Approval of Hourly Ongoing to Contract Assignments
- Approval of Temporary to Contract Assignments
- Approval of Out of Class Assignments
- Approval of Professional Growth Increments
- Approval of Longevity Increments
- Ratification of Resignations/Retirements
- Approval of Temporary to Hourly Ongoing Assignments
- Approval of Changes in Position
- 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 Community Service Presenters and Stipends
- Approval of Volunteers
- Approval of Student Assistant Lists

6.3 Discussion and/action on Claim #20160203 Action

The district's legal counsel recommends the board provide direction on the appropriate response to the claim dated February 22, 2016, submitted by John P. Johns.

6.4 Authorization for Board Travel/Conferences Action

It is recommended that the board authorize the submitted conference and travel by a board member. **(NOTE: The travel requested is at no expense to the district.)**

7.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be held on March 28, 2016.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)

2323 North Broadway, #107

Santa Ana, CA 92706

Board of Trustees

(Regular meeting)

Monday, February 22, 2016

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:30 p.m. by Ms. Claudia Alvarez. Other members present were Ms. Arianna Barrios, Mr. John Hanna, Mr. Larry Labrado, Ms. Nelida Mendoza Yanez, Mr. Jose Solorio, Mr. Phillip Yarbrough, and Ms. Raquel Manriquez.

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

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Oscar Cortés, Student President, Santa Ana College (SAC).

1.3 Approval of Additions or Corrections to Agenda

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

1.4 Public Comment

Mr. Nathan Underwood read a letter from a student regarding Administrative Regulation (AR) 2105 Selection and Regulations of Student Trustee (Item 6.7 Proposed Administrative Regulations).

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 25, 2016. Mr. Hanna asked that the motion be amended to attach the Board Policy Committee minutes to the January 25, 2016, board minutes. The motion was amended to include Mr. Hanna's request. The amended motion carried with the following vote: Aye –Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez's advisory vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar. Ms. Alvarez asked that a vote of abstention be recorded for her on Item 5.11 (Agreement with Lentz Morrissey Architects for Professional Design Services for Americans with Disabilities [ADA] Act Upgrades to District Office). The motion carried with the following vote: Aye –Ms. Alvarez (with the exception of a vote of abstention on Item 5.11), Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez's advisory vote was aye.

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

The board approved 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 board approved the CCN CSC ASP agreement for the online career management system as presented.

4.3 Approval of Facility Use Agreement with Delhi Center

The board approved 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 board approved 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 board approved the agreement renewal with the United States Adaptive Recreation Center in Big Bear Lake, California.

1.6 Approval of Consent Calendar (contd.)

4.6 Approval of Amendment #3 to Criminal Justice Academies (CJA) Agreement (MA-060-11010909) – County of Orange

The board approved 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 board approved 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 board approved 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.

5.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

5.2 Approval of Budget Increases/Decreases and Budget Transfers

The board approved 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 board adopted Resolution No. 16-03 – Intent to Dedicate Easement to SCE at SAC. (**NOTE:** After Item No. 2.1 [Board Planning Session] this item was removed from the Consent Calendar and voted on again.)

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 board approved 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. (**NOTE:** After Item No. 2.1 (Board Planning Session) this item was removed from the Consent Calendar and voted on again.)

5.5 Approval of Agreement with 3QC, Inc. for Commissioning Consulting Services for Johnson Student Center Project at Santa Ana College

The board approved the agreement with 3QC, Inc. for commissioning consulting services for the Johnson student center project at SAC as presented.

1.6 Approval of Consent Calendar (contd.)

- 5.6 Approval of Agreement with 3QC, Inc. for Commissioning Consulting Services for Science Center Project at Santa Ana College
The board approved 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 board approved 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 board approved 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
The board approved the agreement with Sindoni Consulting & Management Services, Inc. for commissioning consulting services for the OEC project of SCC as presented.
- 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 board approved 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 board approved (with a vote of abstention from Ms. Alvarez) 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 board approved the lease agreement with Latin Digital Audio and authorized the Vice Chancellor of Business Operations and Fiscal Services to execute the agreement on behalf of the district as presented.

1.6 Approval of Consent Calendar (contd.)

5.13 Approval of Agreement with Innovation Protocol, Inc. for Strategic Brand Development

The board approved 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 board approved 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 board declared the list of equipment as surplus property and approved utilization of The Liquidation Company to conduct an auction as presented.

5.16 Approval of Donation of Surplus Items

The board approved donations to Orange Unified School District and Boys & Girls Clubs of Fullerton as presented.

5.17 Approval of Purchase Orders

The board approved the purchase order listing for the period January 10, 2016, through January 30, 2016.

6.1 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:

- 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

1.6 Approval of Consent Calendar (contd.)

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 board approved the amendment to the sub-agreement with Opportunity Development Enterprises, LLC, and authorized 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 board approved the sub-agreements and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreements on behalf of the district.

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 board approved the sub-agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

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

The board adopted Resolution No. 16-04 with the Children and Families Commission of Orange County and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

1.7 Recognition of Child Development Teachers for Completion of Degrees

The board recognized Ms. Imelda Iniguez, Ms. Teresa Nichols, Ms. Teresa Paz-Lugo, and Ms. Amber Springfield for their professional achievement of completing a Bachelor's degree and teaching the children in the Child Development Centers within the Rancho Santiago Community College District.

2.0 BOARD PLANNING SESSION

2.1 Board of Trustee's Annual Planning Session

Dr. Raúl Rodríguez indicated the planning session included the following documents and activities:

- A review of the Board's Planning Design, as adopted on February 19, 2013

2.1 Board of Trustee's Annual Planning Session (contd.)

- An Annual Progress Report on the Rancho Santiago Community College District Goals
- Enrollment and Marketing Trends/Activities
- International Student Recruitment

Dr. Bonita Jaros, Professor/Coordinator, Institutional Effectiveness & Assessment, SAC, presented an overview of the District Planning Process.

Mr. Aaron Voelcker, Dean of Institutional Effectiveness, Library and Learning Support Services, SCC, presented an environmental scan of RSCCD's community growth projections, Orange County (OC) population shifts by age, Grades 9-12 enrollment projections, high school yields, market share of top 15 degree/certificate programs in OC by Taxonomy of Programs (TOP) code, RSCCD employment rate, and top OC occupations by growth 2014-2019.

Dr. Erlinda Martinez, President, SAC, presented enrollment trends and marketing updates on SAC credit enrollment strategies, credit enrollment, FTES distribution by division, non-credit enrollment, adult education block grant which identifies areas of need in the SAC service area, non-credit enrollment strategies, marketing plan goals, marketing strategies, and internal/external marketing efforts.

Dr. John Weispfenning, President, SCC, presented enrollment trends and marketing updates on SCC enrollment trends, enrollment headwinds, credit enrollment strategies, credit FTES distribution by division, non-credit strategies, non-credit FTES distribution by discipline, adult education block grant which identifies areas of need in the SCC service area, marketing updates, and growth update for post-2020.

Mr. Enrique Perez, Assistant Vice Chancellor Educational Services, RSCCD, presented updates on the district/colleges collaborative plan regarding international student enrollment, international student data for California, and international student recruitment strategies.

Mr. Syed Rizvi, Dean of Enrollment and Student Support Services, Financial Aid, SCC, presented an update on SCC's international student program. Mr. Mark Liang, Associate Dean of Admissions & Records, SAC, presented an update on SAC's international student program.

Dr. Rodriguez concluded the board planning session presentation with the following strategies for the next steps in the district's planning process: continue to evaluate the various district and college plans for integration, hold a RSCCD Governance Summit in Spring 2016, and create a RSCCD 2016-2019 strategic plan to support RSCCD goals during Spring 2016.

2.1 Board of Trustee's Annual Planning Session (contd.)

Board members received clarification on data presented in the report from Dr. Jaros, Mr. Liang, Dr. Martinez, Mr. Perez, Mr. Rizvi, Dr. Rodríguez, Mr. Voelcker, and Dr. Weispfenning. Board members expressed several ideas they would prefer be included in future planning sessions. Ms. Alvarez asked that the board have planning discussions more than once a year.

It was moved by Mr. Hanna and seconded by Mr. Labrado to reconsider Item 5.3 (Resolution No. 16-03 – Intent to Dedicate Easement to SCE at SAC) and 5.4 (Contract with SCE for Extension of Electrical Distribution Line Rule 15 for New Central, Plant Mechanical Upgrades and Infrastructure Project at SAC) since Ms. Barrios expressed her intention to abstain from the vote on both items due to her business relationship with Southern California Edison. The motion carried with the following vote: Aye –Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez's advisory vote was aye.

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

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to adopt Resolution No. 16-03 – Intent to Dedicate Easement to SCE at SAC. The motion carried with the following vote: Aye –Ms. Alvarez, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, Mr. Yarbrough, and a vote of abstention from Ms. Barrios. Student Trustee Manriquez's advisory vote was aye.

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

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve 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. The motion carried with the following vote: Aye –Ms. Alvarez, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, Mr. Yarbrough, and a vote of abstention from Ms. Barrios. Student Trustee Manriquez's advisory vote was aye.

3.0 INFORMATIONAL ITEMS AND ORAL REPORTS

3.1 Report from the Chancellor

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

3.2 Reports from College Presidents

The following college representatives provided reports to the board.

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

3.3 Report from Student Trustee

Ms. Raquel Manriquez, Student Trustee, provided a report to the board, which included a report on the Association of Community College Trustees (ACCT) Legislative Summit she attended in Washington, D.C., on February 8-12, 2016.

3.4 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

3.5 Report from Classified Representative

Ms. Zina Edwards, Counseling Assistant, Santiago Canyon College, advised the board that the classified representative was not in attendance due to illness; therefore, there was no report provided on behalf of classified staff.

3.6 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

3.7 Reports from Board Committee Chairpersons

Mr. Yarbrough provided a report on the February 18, 2016, Board Facilities Committee meeting.

Mr. Hanna provided a report on the February 16, 2016, Board Policy Committee meeting.

4.0 INSTRUCTION

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

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

All items were approved as part of Item 1.6 (Consent Calendar), although Items 5.3 and 5.4 were reconsidered and approved with a vote of abstention after Item 2.1.

6.0 GENERAL

Items 6.1 through 6.5 were approved as part of Item 1.6 (Consent Calendar).

6.6 First Reading of Board Policies (BP)

The following board policies were 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 were presented to the board as an information item for review and comment. Ms. Manriquez addressed the changes made in AR 2105 Selection and Regulations of Student Trustee. Mr. Hanna explained the committee's recommendations on AR 2365 Recording.

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

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza Yanez to adopt Resolution No. 16-05 in honor of Dr. Juan Francisco Lara. Discussion ensued. The motion carried with the following vote: Aye –Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez's advisory vote was aye.

6.9 Appointments to Measure Q Citizens' Bond Oversight Committee

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

6.10 Board Member Comments

Mr. Solorio asked that information on the KinderCaminata event at SAC and the installation celebration for the Chavez sculpture at SCC be forwarded to board members.

Mr. Hanna, Ms. Mendoza Yanez, and Mr. Solorio provided a report on the Community College League of California (CCLC) Legislative Conference held in Sacramento on January 31 and February 1. They reported they met with legislators to address ADA issues and risk-sharing for defaults on student loans. Mr. Hanna reported on the importance of meeting with legislators and attending conferences. He explained that the district's bill which addresses legislation to protect the district and colleges while still complying with legal and ethical responsibilities to provide access to the disabled did not have an author. Mr. Hanna indicated that after meeting with Senator Tony Mendoza, his staff attended a Senate Judiciary Committee meeting. As a result, Mr. Hanna stated that Senator Mendoza agreed to co-sponsor the bill.

In addition, Ms. Mendoza Yanez shared a folder of information from the "I Can Afford College" campaign and asked if the colleges had something similar in the financial aid offices.

Ms. Mendoza Yanez asked the colleges to consider offering a "Courts to College" program. She explained this type of partnership between the college and the superior court allows a judge to make it part of a released inmate's parole to enroll in college within 5 days. She stated that she spoke with Dr. Jose Fierro, President, Cerritos College, who has offered to assist the colleges in implementing such a program.

Ms. Mendoza Yanez provided a report on the Association of Community College Trustees (ACCT) Legislative Summit held in Washington, D.C. on February 8-11. She reported that she attended meetings with legislators that addressed ADA issues and risk-sharing for defaults on student loans. Ms. Mendoza Yanez distributed information to fellow board members regarding Pell grants, Federal funding, community colleges and students, the Higher Education Reauthorization Act, and America's College Promise proposal.

Ms. Mendoza Yanez reported that she attended a series entitled "Latinos in the History of the City of Orange" regarding desegregation in California at Leatherby Libraries at Chapman University on February 18. She explained that the Ramirez family was in attendance and expressed their thankfulness for the district's continued support and the naming of the SCC library to the Lorenzo A. Ramirez Library.

Ms. Barrios reminded those that live within the Orange boundaries to vote in the upcoming special election for a member for the Orange Unified School District board of education.

6.10 Board Member Comments (contd.)

As a member of the CCLC Advisory Committee on Legislation (ACL), Mr. Hanna provided a report on the January 30th meeting prior to the CCLC legislative conference.

Mr. Hanna provided a report on the ACCT Legislative Summit held in Washington, D.C. on February 8-11. Mr. Hanna indicated he plans to share information relating to Title IX issues with Mr. John Didion and Ms. Chitlik. Mr. Hanna reported that he attended meetings with legislators addressing many issues. He thanked the chancellor for attending the conference, and met with Ms. Alvarez and Ms. Mendoza Yanez at the conference.

Ms. Alvarez provided a report on the pre-summit ACCT/ National Association of Latino Elected and Appointed Officials (NALEO) Education Prep Academy she attending in Washington, D.C. on February 8 that pertained to higher education and the impact of Latino communities. Ms. Alvarez indicated that Dr. Rodríguez served on a panel relating to a report on student success at this pre-summit academy.

RECESS TO CLOSED SESSION

The board convened into closed session at 8:13 p.m. to consider the following items:

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

Closed Session (contd.)

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

Ms. Manriquez left the meeting at this time.

RECONVENE

The board reconvened at 10:30 p.m.

Closed Session Report

Ms. Mendoza Yanez reported the board discussed public employment, existing litigation, anticipated/potential litigation, labor negotiations, public employee discipline/dismissal/release, liability claims, the chancellor's evaluation, and took no action during closed session.

Public Comment

There were no public comments.

7.0 HUMAN RESOURCES

7.1 Management/Academic Personnel

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

- Approve Faculty Association of RSCCD (FARSCCD) Beyond Contract/Overload Step Increases Spring 2016
- Approve FARSCCD Part-time/Hourly Step Increases Effective Spring 2016
- Ratify Resignations/Retirements
- Approve Changes of Assignment
- Approve Changes of Location
- Approve Extension of Interim Assignments
- Approve End of Voluntary Reduced Workload
- Approve Adjustments of Final Salary Placement
- Approve Adjustments of Contract Step Increase
- Approve 2015-16 Contract Extension Days
- Approve Leaves of Absence
- Approve Beyond Contract/Overload Stipends

7.1 Management/Academic Personnel (contd.)

- Approve Column Changes
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Instructors of Record
- Approve Non-paid Intern Services

7.2 Classified Personnel

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

- Approve New Appointments
- Approve Temporary to Contract Assignments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Position
- Approve Longevity Increments
- Ratify Resignations/Retirements
- Approve Temporary to Hourly Ongoing Assignments
- Approve Leaves of Absence
- Approve Temporary Assignments
- Approve Changes in 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 Volunteers
- Approve Student Assistant Lists

7.3 Rejection of Claim

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to authorize the chancellor or his designee to reject claim #EMP1501939 MH. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

7.4 Adoption of Resolution No. 16-02 authorizing payment to Trustee Absent from Board Meetings

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to authorize payment to Lawrence "Larry" R. Labrado for his absence from the January 25, 2016, board meeting due to illness. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Ms. Mendoza Yanez, Mr. Solorio, Mr. Yarbrough, and a vote of abstention from Mr. Labrado.

8.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, March 14, 2016.

There being no further business, Ms. Alvarez declared the meeting adjourned at 10:31 p.m., in memory of Dr. Juan Francisco Lara.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: March 14, 2016

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Human Services and Technology Division

To:	Board of Trustees	Date: March 14, 2016
Re:	Approval of New Pharmacy Technology Agreement – Blue Coast Pharmacy and Compounding Center	
Action:	Request for Approval	

BACKGROUND

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

ANALYSIS

This new clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement will continue for five (5) years from the date of signature by both parties. The agreement has been reviewed by Dean Simon B. Hoffman and college staff. The agreement carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this new agreement with Blue Coast Pharmacy and Compounding Center in Huntington Beach, California.

Fiscal Impact:	None	Board Date: March 14, 2016
Prepared by:	Carlos L. Lopez, Vice President of Academic Affairs Simon B. Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

**STANDARD CLINICAL AFFILIATION AGREEMENT
PHARMACY TECHNICIAN**

This standard Clinical Affiliation Agreement (the “Agreement”) is made and entered into this 14th day of March, 2016 by and between the Rancho Santiago Community College District, a public educational agency (“District”) located at 2323 North Broadway, Santa Ana, CA 92706-1640 and Blue Coast Pharmacy and Compounding Center (“Clinical Facility”), located at 18700 Main St., Suite 107, Huntington Beach, CA 92648.

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

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

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

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

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

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

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

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

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

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

“Clinical Facility” shall refer to Blue Coast Pharmacy and Compounding Center, its parents, subsidiaries, related companies, and each of their officers, directors, employees, agents representatives, successors, and assigns;

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

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Standard Clinical Agreement_07/2015
Pharmacy Tech

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

TERMS

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

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

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

10. Confidentiality of Patient Records.

The Clinical Facility is a covered entity for purposes of the Health Insurance Portability and Accountability Act (“HIPAA”) and subject to 45 C.F.R. Parts 160 and 164 (the HIPAA Privacy Regulation”). Clinical Facility shall direct Students, and Instructors, to comply with the policies and procedures of the Clinical Facility, including those governing the use and disclosure of individually identifiable health information under federal law, specifically the HIPAA Privacy Regulation. Solely for the purposes of defining the Students’ and Instructors’ role in relation to the use and disclosure of Clinical Facility’s protected health information, the Students and Instructors are defined as members of the Clinical Facility’s workforce, as that term is defined by 45 C.F.R. 160.103, when engaged in activities pursuant to this Agreement. However, the Students and Instructors are not and shall not be considered to be employees of the Clinical Facility. The District and/or College will never access or request to access any Protected Health Information held or collected by or on behalf of the Clinical Facility by a Student or Instructor who is acting as part of the Facilities workforce. No services are being provided to the Clinical Facility by the District pursuant to this Agreement and, therefore, this Agreement does not create a “business associate” relationship as that term is defined in 45 C.F.R. § 160.103.

11. Clinical Instructor (College). College agrees to designate a coordinator for each program. The coordinator, who is an academic instructor, shall be responsible for all teaching activities.
12. Clinical Advisor (Clinical Facility). Although the Instructor of record assigns the grade for the student, Clinical Facility via a Clinical Advisor may provide input to the clinical performance and evaluation of student(s), be a resource person for College’s faculty and students, and shall communicate with the clinical coordinator designated

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

19. Access to Clinical Facility's Services/Facilities. Clinical Facility agrees to provide students with access to the medical library, parking, lockers, food services and first aid where the Clinical Facility has those types of services/facilities available during its normal business hours.
20. No Payments or Other Remuneration. College agrees that no fees or monetary payments of any kind shall be exchanged between Clinical Facility, its agents and employees, and College, its agents, employees and students under the terms of this Agreement. Further, neither College, its staff members nor other representatives, shall attempt to bill or collect from any patient or from any other source fees for services provided to patients by said student.

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

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

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

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

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

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

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

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

31. Effective Date Termination.

The term of this Agreement shall become effective on March 14, 2016, and shall remain in effect for a period of five (5) years commencing on the Effective Date unless terminated in accordance with the provisions of this Agreement.

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

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

32. Arbitration. If a dispute concerning the terms of this Agreement cannot resolved within a reasonable time through good faith negotiations, the dispute shall be resolved through arbitration at the option of either Party. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by a single arbitrator in an arbitration at Los Angeles, California, administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on any award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The discovery provisions of the California code of civil procedures relating to arbitration, including the provisions of §1283.05, shall be applicable to the arbitration proceeding. The costs of any such proceeding shall be paid by the Party instigating the arbitration unless such Party is declared by the arbitrator to be substantially successful in securing the award of the determination sought by such Party in such proceedings, in which event the costs of such proceedings shall be paid

by the unsuccessful Party or Parties. Notwithstanding the above, in the event any Party wishes to obtain injunctive relief or a temporary restraining order, such Party may initiate an action for such relief in a court of law and the decision of the court of law with respect to the injunctive relief or temporary restraining order shall be subject to appeal only through the courts of law. Should the Parties, prior to submitting a dispute to arbitration, desire to utilize other impartial dispute settlement techniques such as mediation or fact-finding, a joint request for such service may be made to the American Arbitration Association, or the Parties may initiate such other procedures as they may mutually agree at such time. The provisions of Section 12.2 shall survive the termination or expiration of this Agreement.

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

To Clinical Facility:

Blue Coast Pharmacy and Compounding Center
18700 Main St., Suite 107
Huntington Beach, CA 92648
ATTN: Pharmacist In Charge

To College:

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

With a copy to:

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

34. Accreditation. The Clinical Facility shall be accredited by the appropriate organization, i.e., the Joint Commission on Accreditation of Healthcare Organizations, the American Osteopathic Association, or the National Committee on Quality Assurance.
35. Adequate Facilities. The Agency shall have adequate facilities to carry out services that meet, when applicable for pharmacy technician extern training, the intent of the “American Society of Health-System Pharmacist (ASHP) Guidelines: Minimum Standard for Pharmacies in Institutions” or “ASHP Guidelines on Pharmaceutical Services for Ambulatory Patients”.

36. Entire Agreement. This Agreement and all attachments hereto, constitute the entire agreement of the parties. There are no representations, covenants or warranties other than those expressly stated herein. No waivers or modification of any of the terms hereof shall be valid unless in writing and signed by both parties.

Clinical Facility:
**Blue Coast Pharmacy and Compounding
Center**

By: _____

Printed Name: Ayni A. Sheth, PharmD

Title: Pharmacist In Charge (PIC)

Date: _____

District:
**Rancho Santiago Community College
District**

By: _____

Printed Name: Peter J. Hardash

Title: Vice Chancellor

Business Operations & Fiscal Services

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Human Services and Technology Division

To:	Board of Trustees	Date: March 14, 2016
Re:	Approval of New Pharmacy Technology Agreement – Chapman Medical Outpatient Pharmacy	
Action:	Request for Approval	

BACKGROUND

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

ANALYSIS

This new clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement will continue for five (5) years from the date of signature by both parties. The agreement has been reviewed by Dean Simon B. Hoffman and college staff. The agreement carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this new agreement with Chapman Medical Outpatient Pharmacy in Orange, California.

Fiscal Impact:	None	Board Date: March 14, 2016
Prepared by:	Carlos L. Lopez, Vice President of Academic Affairs Simon B. Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

**STANDARD CLINICAL AFFILIATION AGREEMENT
PHARMACY TECHNICIAN**

This standard Clinical Affiliation Agreement (the “Agreement”) is made and entered into this 14th day of March, 2016 by and between the Rancho Santiago Community College District, a public educational agency (“District”) located at 2323 North Broadway, Santa Ana, CA 92706-1640 and Chapman Medical Outpatient Pharmacy (“Clinical Facility”), located at 2617 East Chapman Avenue, Suite 111, Orange, CA 92869.

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

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

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

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

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

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

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

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

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

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

“Clinical Facility” shall refer to Chapman Medical Outpatient Pharmacy, its parents, subsidiaries, related companies, and each of their officers, directors, employees, agents representatives, successors, and assigns;

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

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

TERMS

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

SAC-16-015

Standard Clinical Agreement_07/2015

Pharmacy Tech

8. Orientation. Clinical Facility and College shall provide an orientation for assigned students participating in each rotation.
9. Compliance with Clinical Facility Rules. Clinical Facility shall make available all applicable governing instruments, policies and procedures, rules and regulations of Clinical Facility to each student participating in a rotation, and student shall comply with these rules.

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

10. Confidentiality of Patient Records.

The Clinical Facility is a covered entity for purposes of the Health Insurance Portability and Accountability Act (“HIPAA”) and subject to 45 C.F.R. Parts 160 and 164 (the HIPAA Privacy Regulation”). Clinical Facility shall direct Students, and Instructors, to comply with the policies and procedures of the Clinical Facility, including those governing the use and disclosure of individually identifiable health information under federal law, specifically the HIPAA Privacy Regulation. Solely for the purposes of defining the Students’ and Instructors’ role in relation to the use and disclosure of Clinical Facility’s protected health information, the Students and Instructors are defined as members of the Clinical Facility’s workforce, as that term is defined by 45 C.F.R. 160.103, when engaged in activities pursuant to this Agreement. However, the Students and Instructors are not and shall not be considered to be employees of the Clinical Facility. The District and/or College will never access or request to access any Protected Health Information held or collected by or on behalf of the Clinical Facility by a Student or Instructor who is acting as part of the Facilities workforce. No services are being provided to the Clinical Facility by the District pursuant to this Agreement and, therefore, this Agreement does not create a “business associate” relationship as that term is defined in 45 C.F.R. § 160.103.

11. Clinical Instructor (College). College agrees to designate a coordinator for each program. The coordinator, who is an academic instructor, shall be responsible for all teaching activities.
12. Clinical Advisor (Clinical Facility). Although the Instructor of record assigns the grade for the student, Clinical Facility via a Clinical Advisor may provide input to the clinical performance and evaluation of student(s), be a resource person for College’s faculty and students, and shall communicate with the clinical coordinator designated by College regarding the clinical rotation and shall arrange formal orientation to the facility for the faculty and students.

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

19. Access to Clinical Facility's Services/Facilities. Clinical Facility agrees to provide students with access to the medical library, parking, lockers, food services and first aid where the Clinical Facility has those types of services/facilities available during its normal business hours.
20. No Payments or Other Remuneration. College agrees that no fees or monetary payments of any kind shall be exchanged between Clinical Facility, its agents and employees, and College, its agents, employees and students under the terms of this Agreement. Further, neither College, its staff members nor other representatives, shall attempt to bill or collect from any patient or from any other source fees for services provided to patients by said student.

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

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

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

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

24. Student Health Records. Any student participating in a rotation shall provide verification of annual T.B. screening. This record shall be maintained in the Department of Pharmacy Technology at the College.
25. Student Medical Care. To the extent that any first aid or emergency care is required in connection with an injury or illness incurred by a student during performance of his/her clinical training during a rotation, the student shall be treated by Clinical Facility as appropriate.
26. Confidentiality of Student Records. Clinical Facility shall keep confidential and shall not disclose to any person or entity (i) student application; (ii) student health records or reports; and/or (iii) any student records as defined in California Education Code Section 76210 and the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. paragraph 1232(g), concerning any student participating in the rotation, unless disclosure is authorized by (i) the student in writing, or (ii) disclosure is ordered by a court of competent jurisdiction. Clinical Facility shall adopt and enforce whatever policies and procedures are necessary to protect the confidentiality of student records as defined herein.
27. Verification. College warrants and represents that it has obtained all necessary approvals and consents from any and all agencies to enable Clinical Facility to offer the rotation to College's students participating in the Program. If requested by Clinical Facility, College will provide Clinical Facility with verification that the Program is duly licensed, duly accredited and/or certified, as applicable, by appropriate agencies. District covenants and agrees that at all times during the term hereof it shall retain such licensure, accreditation and/or certification, and its Program and faculty members shall continue to meet any and all federal, state and local requirements.

28. Indemnification. The District hereby agrees to defend, indemnify and hold harmless the Clinical Facility, its parents, subsidiaries, directors, officers, attorneys, agents and their employees from and against claims, losses, liabilities, expenses (including reasonable attorneys' fees), judgments or settlements arising from injury to person or property, including death arising from any negligence on the part of District, its Instructors, agents or employees in connection with or arising out of the acts or omissions in services performed under this agreement or any breach or default in performance of any of the District's obligations hereunder.

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

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

29. Governing Law. This Agreement shall be governed by and constructed in accordance with the laws of the State of California.
30. Assignment. Neither party hereto may assign this Agreement or delegate its duties hereunder without the prior written consent of the other party which can and may be withheld by either party in its sole and absolute discretion.
31. Effective Date Termination.
The term of this Agreement shall become effective on March 14, 2016, and shall remain in effect for a period of five (5) years commencing on the Effective Date unless terminated in accordance with the provisions of this Agreement.

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

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

32. Arbitration. If a dispute concerning the terms of this Agreement cannot resolved within a reasonable time through good faith negotiations, the dispute shall be resolved through arbitration at the option of either Party. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by a single arbitrator in an arbitration at Los Angeles, California, administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on any award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The discovery provisions of the California code of civil procedures relating to arbitration, including the provisions of §1283.05, shall be applicable to the arbitration proceeding. The costs of any such proceeding shall be paid by the Party instigating the arbitration unless such Party is declared by the arbitrator to be substantially successful in securing the award of the determination sought by such Party in such proceedings, in which event the costs of such proceedings shall be paid by the unsuccessful Party or Parties. Notwithstanding the above, in the event any Party wishes to obtain injunctive relief or a temporary restraining order, such Party may initiate an action for such relief in a court of law and the decision of the court of law with respect to the injunctive relief or temporary restraining order shall be subject to appeal only through the courts of law. Should the Parties, prior to submitting a dispute to arbitration, desire to utilize other impartial dispute settlement techniques such as mediation or fact-finding, a joint request for such service may be made to the American Arbitration Association, or the Parties may initiate such other procedures as they may mutually agree at such time. The provisions of Section 12.2 shall survive the termination or expiration of this Agreement.
33. Notices. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or by U.S. mail. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of ten (10) days after mailing.

To Clinical Facility:

Chapman Medical Outpatient Pharmacy
2617 East Chapman Avenue, Suite 111
Orange, CA 92869
ATTN: Pharmacist In Charge

To College:

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

With a copy to:

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

SAC-16-015

Standard Clinical Agreement_07/2015
Pharmacy Tech

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

Clinical Facility:
Chapman Medical Outpatient Pharmacy

District:
**Rancho Santiago Community College
 District**

By: _____

By: _____

Printed Name: **Loanne K. Do, Pharm.D, MBA**

Printed Name: Peter J. Hardash

Title: Owner/Chief Executive Officer

Title: Vice Chancellor

Business Operations & Fiscal Services

Date: _____

Date: _____

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

To: Board of Trustees	Date: March 14, 2016
Re: Approval of Pharmacy Technology Agreement Renewal – Grove Harbor Pharmacy	
Action: Request for Approval	

BACKGROUND

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

ANALYSIS

This clinical affiliation agreement renewal covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement will continue for five (5) years from the date of signature by both parties. The agreement has been reviewed by Dean Simon B. Hoffman and college staff. The agreement carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this agreement renewal with Grove Harbor Pharmacy in Garden Grove, California.

Fiscal Impact:	None	Board Date: March 14, 2016
Prepared by:	Carlos L. Lopez, Vice President of Academic Affairs Simon B. Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

**STANDARD CLINICAL AFFILIATION AGREEMENT
PHARMACY TECHNICIAN**

This standard Clinical Affiliation Agreement (the “Agreement”) is made and entered into this ***14th*** day of ***March, 2016*** by and between the Rancho Santiago Community College District, a public educational agency (“District”) located at 2323 North Broadway, Santa Ana, CA 92706-1640 and **Grove Harbor Pharmacy** (“Clinical Facility”), located at ***12555 Garden Grove Blvd, Garden Grove, CA 92843.***

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

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

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

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

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

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

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

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

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

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

“Clinical Facility” shall refer to **Grove Harbor Pharmacy**, its parents, subsidiaries, related companies, and each of their officers, directors, employees, agents representatives, successors, and assigns;

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

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

TERMS

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

SAC-16-016

Standard Clinical Agreement_07/2015
Pharmacy Tech

8. Orientation. Clinical Facility and College shall provide an orientation for assigned students participating in each rotation.
9. Compliance with Clinical Facility Rules. Clinical Facility shall make available all applicable governing instruments, policies and procedures, rules and regulations of Clinical Facility to each student participating in a rotation, and student shall comply with these rules.

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

10. Confidentiality of Patient Records.

The Clinical Facility is a covered entity for purposes of the Health Insurance Portability and Accountability Act (“HIPAA”) and subject to 45 C.F.R. Parts 160 and 164 (the HIPAA Privacy Regulation”). Clinical Facility shall direct Students, and Instructors, to comply with the policies and procedures of the Clinical Facility, including those governing the use and disclosure of individually identifiable health information under federal law, specifically the HIPAA Privacy Regulation. Solely for the purposes of defining the Students’ and Instructors’ role in relation to the use and disclosure of Clinical Facility’s protected health information, the Students and Instructors are defined as members of the Clinical Facility’s workforce, as that term is defined by 45 C.F.R. 160.103, when engaged in activities pursuant to this Agreement. However, the Students and Instructors are not and shall not be considered to be employees of the Clinical Facility. The District and/or College will never access or request to access any Protected Health Information held or collected by or on behalf of the Clinical Facility by a Student or Instructor who is acting as part of the Facilities workforce. No services are being provided to the Clinical Facility by the District pursuant to this Agreement and, therefore, this Agreement does not create a “business associate” relationship as that term is defined in 45 C.F.R. § 160.103.

11. Clinical Instructor (College). College agrees to designate a coordinator for each program. The coordinator, who is an academic instructor, shall be responsible for all teaching activities.
12. Clinical Advisor (Clinical Facility). Although the Instructor of record assigns the grade for the student, Clinical Facility via a Clinical Advisor may provide input to the clinical performance and evaluation of student(s), be a resource person for College’s faculty and students, and shall communicate with the clinical coordinator designated by College regarding the clinical rotation and shall arrange formal orientation to the facility for the faculty and students.

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

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

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

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

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

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

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

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

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

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

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

31. Effective Date Termination.

The term of this Agreement shall become effective on March 14, 2016, and shall remain in effect for a period of five (5) years commencing on the Effective Date unless terminated in accordance with the provisions of this Agreement.

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

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

32. Arbitration. If a dispute concerning the terms of this Agreement cannot resolved within a reasonable time through good faith negotiations, the dispute shall be resolved through arbitration at the option of either Party. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by a single arbitrator in an arbitration at Los Angeles, California, administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on any award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The discovery provisions of the California code of civil procedures relating to arbitration, including the provisions of §1283.05, shall be applicable to the arbitration proceeding. The costs of any such proceeding shall be paid by the Party instigating the arbitration unless such Party is declared by the arbitrator to be substantially successful in securing the award of the determination sought by such Party in such proceedings, in which event the costs of such proceedings shall be paid by the unsuccessful Party or Parties. Notwithstanding the above, in the event any Party wishes to obtain injunctive relief or a temporary restraining order, such Party may initiate an action for such relief in a court of law and the decision of the court of law with respect to the injunctive relief or temporary restraining order shall be subject to appeal only through the courts of law. Should the Parties, prior to submitting a dispute to arbitration, desire to utilize other impartial dispute settlement techniques such as mediation or fact-finding, a joint request for such service may be made to the American Arbitration Association, or the Parties may initiate such other procedures as they may mutually agree at such time. The provisions of Section 12.2 shall survive the termination or expiration of this Agreement.

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

To Clinical Facility:

Grove Harbor Pharmacy
12555 Garden Grove Blvd
Garden Grove, CA 92843
ATTN: Pharmacist In Charge

To College:

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

With a copy to:

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

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

Clinical Facility:
Grove Harbor Pharmacy

District:
**Rancho Santiago Community College
District**

By: _____

By: _____

Printed Name: _____

Printed Name: Peter J. Hardash

Title: _____

Title: Vice Chancellor

Business Operations & Fiscal Services

Date: _____

Date: _____

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

To: Board of Trustees	Date: March 14, 2016
Re: Approval of OTA Agreement Renewal – Aviara Healthcare 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 Aviara Healthcare Center in Encinitas, California.

Fiscal Impact: None	Board Date: March 14, 2016
Prepared by: Carlos L. Lopez, Vice President of Academic Affairs Simon B. Hoffman, Dean of Human Services & Technology	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

EDUCATIONAL AFFILIATION AGREEMENT

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into by and between Aviara Healthcare 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 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**

Agency: Aviara Healthcare Center

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

**Aviara Healthcare Center
944 Regal Road
Encinitas, CA 92024**

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services



Bill Adams
Administrator

Shannon Dolphin

Shannon Dolphin
Rehab Director

Date: _____

Date: 01/06/2016

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

To: Board of Trustees	Date: March 14, 2016
Re: Approval of OTA Agreement Renewal – MaXum	
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 MaXum in Placentia, California.

Fiscal Impact: None	Board Date: March 14, 2016
Prepared by: Carlos L. Lopez, Vice President of Academic Affairs Simon B. Hoffman, Dean of Human Services & Technology	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

EDUCATIONAL AFFILIATION AGREEMENT

Occupational Therapy Assistant Program

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

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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

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

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

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

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGE

A. For the Program in General

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

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

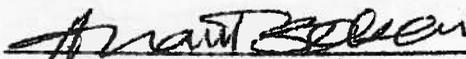
**District: Rancho Santiago Community
College District**

Agency: MaXum

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

**MaXum
740 South Placentia Avenue, Suite 100
Placentia, CA 92870**

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services



Anant B. Desai, PT, M.Ed
President

Date: _____

Date: 02/12/2016

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College – Community Services Program**

To:	Board of Trustees	Date: March 14, 2016
Re:	Approval of Amendments to Agreements with Associates Adults and Adolescents Alternative Program for Name Change to Diversified Education Services	
Action:	Request For Approval	

BACKGROUND

On January 13, 2015, the Board of Trustees approved Associates Adults and Adolescents Alternative Program as an education provider of instruction for Deferred Entry of Judgment - Deferred Dismissal Drug Program (SAC-15-004) as well as the Drug and Alcohol Awareness Program (SAC-15-005). As of January 1, 2016 the company changed its name to Diversified Education Services.

ANALYSIS

In order to avoid interruption of services and ensure business continuity, it is necessary to seek Board approval to change the vendor name to Diversified Education Services. The name change does not alter the scope and obligations currently provided by Associates Adults and Adolescents Alternative Program.

RECOMMENDATION

It is recommended that the Board of Trustees approve the amendments to agreements with Associates Adults and Adolescents Alternative Program for a name change to Diversified Education Services.

Fiscal Impact:	N/A	Board Date: March 14, 2016
Prepared by:	Michael T. Collins, Ed.D., Vice President of Administrative Services	
Submitted by:	Erlinda J. Martinez, Ed. D., President, Santa Ana College	
Recommended by:	Raul Rodriguez, Ph.D., Chancellor, RSCCD	

AMENDMENT No. 1

This AMENDMENT No. 1 (“Amendment”) is made and entered into as of 14th day of March in the year 2016 by and between Diversified Education Services, hereinafter referred to as (“Contractor”) and Rancho Santiago Community College District, Santa Ana College, hereinafter referred to as (“District”).

RECITALS

The CONTRACTOR and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT No. SAC-15-004 entered into on January 13, 2015 to provide instructional classes for the Santa Ana College Community Services, Deferred Entry of Judgment - Deferred Dismissal Drug Program
- B. To amend the AGREEMENT to reflect the name change of vendor from Associate Adults and Adolescents Alternative Program to Diversified Education Services.
- C. Except as amended herein, the terms and conditions of AGREEMENT No. SAC-15-004, effective January 13, 2015, shall remain in full force and effect.

Diversified Education Services

Rancho Santiago Community College
District of Orange County

By: _____

By: _____

Print Name: _____

Peter J. Hardash

Title: _____

Vice Chancellor, Business Operations and
Fiscal Services

March 14, 2016

Date: _____

Date: _____

AMENDMENT No. 2

This AMENDMENT No. 2 (“Amendment”) is made and entered into as of 14th day of March in the year 2016 by and between Diversified Education Services, hereinafter referred to as (“Contractor”) and Rancho Santiago Community College District, Santa Ana College, hereinafter referred to as (“District”).

RECITALS

The CONTRACTOR and DISTRICT do mutually agree as follows:

- D. To amend that certain AGREEMENT No. SAC-15-005 entered into on January 13, 2015 to provide instructional classes for the Santa Ana College Community Services, Drug and Alcohol Awareness Program.
- E. To amend the AGREEMENT to reflect the name change of vendor from Associate Adults and Adolescents Alternative Program to Diversified Education Services.
- F. Except as amended herein, the terms and conditions of AGREEMENT No. SAC-15-005, effective January 13, 2015, shall remain in full force and effect.

Diversified Education Services

Rancho Santiago Community College
District of Orange County

By: _____

By: _____

Print Name: _____

Peter J. Hardash

Title: _____

Vice Chancellor, Business Operations and
Fiscal Services

March 14, 2016
Date: _____

Date: _____

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

To:	Board of Trustees	Date: March 14, 2016
Re:	Approval of Amendment #4 to CJA Agreement (MA-060-11010909) – 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. 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 sixth year of the agreement, which expired 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 finalize of the agreement. The proposed amendment will extend the current agreement for just over six (6) months, from its termination date of March 31, 2016 until September 30, 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 six (6) month costs of the two positions during the term of the contract extension, approximately \$72,198.

ANALYSIS

This amendment #4 to an existing agreement shall remain in effect for an additional six (6) month term (April 1, 2016-September 30, 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 #4 of CJA agreement MA-060-11010909 with the County of Orange in Santa Ana, California.

Fiscal Impact:	\$72,198 for the six (6) month extension	Board Date: March 14, 2016
Prepared by:	Michael T. Collins, Ed.D., Vice President, Santa Ana College	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raul Rodriguez, Ph.D., Chancellor, RSCCD	

**AMENDMENT NUMBER FOUR
TO
CONTRACT MA-060-11010909
BETWEEN THE
COUNTY OF ORANGE
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

This AMENDMENT NUMBER FOUR to CONTRACT number MA-060-11010909 (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 “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 extended the ORIGINAL CONTRACT, MA-060-11010909 on February 23, 2016, to continue providing services for an additional one (1) month term of March 1, 2016 through and including March 31, 2016 (hereinafter “AMENDMENT NUMBER THREE);

WHEREAS, COUNTY and DISTRICT desire to extend the ORIGINAL CONTRACT, MA-060-11010909 to continue providing services for an additional six (6) month term of April 1, 2016 through and including September 30, 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 9/30/16, unless otherwise terminated by COUNTY. The period of 1/1/11 through and including 9/30/16 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. A true and correct copy of the AMENDMENT NUMBER TWO (Contract MA-060-11010909) is attached hereto as Exhibit C and incorporated by this reference.
5. A true and correct copy of the AMENDMENT NUMBER THREE (Contract MA-060-11010909) is attached hereto as Exhibit D and incorporated by this reference.
6. All other provisions of the ORIGINAL CONTRACT and AMENDMENT NUMBER ONE through AMENDMENT NUMBER 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 March 31, 2016 are hereby extended to September 30, 2016.

(Signature page follows)

IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER FOUR 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



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 MA-060-11010909)

Exhibit B

AMENDMENT NUMBER ONE (Contract number MA-060-11010909)

Exhibit C

AMENDMENT NUMBER TWO (Contract number MA-060-11010909)

Exhibit D

AMENDMENT NUMBER THREE (Contract number MA-060-11010909)

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

To: Board of Trustees	Date: March 14, 2016
Re: Approval of Amendment #9 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 six (6) months, from its termination date of March 31, 2016 until September 30, 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 (6) months 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 #9 to CJA agreement Z1000000068 with the County of Orange in Santa Ana, California.

Fiscal Impact: None	Board Date: March 14, 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 NINE
TO
CONTRACT Z1000000068
BETWEEN THE
COUNTY OF ORANGE
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

This AMENDMENT NUMBER NINE to CONTRACT number Z1000000068 (hereinafter “AMENDMENT NUMBER NINE”) 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) month term of January 1, 2016 through and including February 29, 2016 (hereinafter “AMENDMENT NUMBER SEVEN”);

WHEREAS, COUNTY and DISTRICT extended CONTRACT number MA-060-14010056 on February 23, 2016 to continue providing services to DISTRICT for an additional one (1) month term of March 1, 2016 through and including March 31, 2016 (hereinafter “AMENDMENT NUMBER EIGHT”);

WHEREAS, COUNTY and DISTRICT desire to extend the ORIGINAL CONTRACT to continue providing services to DISTRICT for an additional six (6) month term of April 1, 2016 through and including September 30, 2016 and the DISTRICT has agreed to continue to 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 9/30/16, 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 9/30/16 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.

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. A true and correct copy of AMENDMENT NUMBER EIGHT (Contract Number MA-060-14010056) is attached hereto as Exhibit I and incorporated by this reference.
11. All other provisions of the ORIGINAL CONTRACT, AMENDMENT NUMBER'S ONE through EIGHT, to the extent they are not inconsistent with this AMENDMENT NUMBER NINE, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on March 31, 2016 are hereby extended to September 30, 2016.

(Signature page follows)

IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER NINE 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 Z100000068)

Exhibit B

AMENDMENT NUMBER ONE (Contract number MA-060-11010253)

Exhibit C

AMENDMENT NUMBER TWO (Contract number MA-060-11012581)

Exhibit D

AMENDMENT NUMBER THREE (Contract number MA-060-13010020)

Exhibit E

AMENDMENT NUMBER FOUR (Contract number MA-060-14010056)

Exhibit F

AMENDMENT NUMBER FIVE (Contract number MA-060-14010056)

Exhibit G

AMENDMENT NUMBER SIX (Contract number MA-060-14010056)

Exhibit H

AMENDMENT NUMBER SEVEN (Contract number MA-060-14010056)

Exhibit I

AMENDMENT NUMBER EIGHT (Contract number MA-060-14010056)

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

To:	Board of Trustees	Date: March 14, 2016
Re:	Approval of Proposed Revisions for the 2016 – 2017 Santa Ana College Catalog	
Action:	Request for Approval	

BACKGROUND

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

ANALYSIS

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

RECOMMENDATION

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

Fiscal Impact:	None	Board Date: March 14, 2016
Prepared by:	Carlos L. Lopez, Vice President, Academic Affairs	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

SANTA ANA COLLEGE

CURRICULUM & INSTRUCTION COUNCIL

DATE: March 14, 2016

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

FROM: Monica Porter, Chair of Curriculum and Instruction Council

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

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

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

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

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

REVISED COURSE

One (1) course revision was updated to reflect changes in title, units, hours, or content.

* (See Attachment #1)

REVISED COURSE

CATALOG 2016 – 2017

CONTINUING EDUCATION

1 HSSOC 232 Modern World History 2

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

To:	Board of Trustees	Date: March 14, 2016
Re:	Approval of Proposed Revisions for the 2016-2017 Santiago Canyon College Catalog	
Action:	Request for Approval	

BACKGROUND

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

ANALYSIS

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

RECOMMENDATION

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

Fiscal Impact:	None	Board Date: March 14, 2016
Prepared by:	Aracely Mora, Ed.D., Vice President, Academic Affairs, SCC Joyce Wagner, Ph.D., Chair, Curriculum and Instruction Council, SCC	
Submitted by:	John Weispfenning, Ph.D., President, SCC	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

CURRICULUM AND INSTRUCTION COUNCIL

DATE: February 29, 2016

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

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

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

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

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

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

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

The following options were added to the CSU general education requirements:

Area C2: Humanities

History 118 and 126 added.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (Plan C)

The following options were added to the UC and CSU general education requirements:

Area 3B: Humanities

History 118 and 126 added.

NEW COURSES:

(See Attachment #1)

Three (3) new courses were approved due to new and/or expanded programs or major changes in the discipline.

STAND ALONE

(See Attachment #2)

Three (3) nondegree-applicable courses, which are not part of an approved educational program, as permissible by California Education Code §70900-70902 and California Code of Regulations §55002, are approved as stand alone.

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

NEW COURSES

Credit

Apprenticeship Carpentry 098, Reinforced Substrate Installations
Kinesiology 198, Volleyball Team Off-Season-Men
Kinesiology 198, Volleyball Team Off Season-Women

Non-Credit

None

STAND ALONE

Credit

Apprenticeship Carpentry 098, Reinforced Substrate Installations

Kinesiology 198, Volleyball Team Off-Season-Men

Kinesiology 198, Volleyball Team Off Season-Women

Non-Credit

None

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College – Community Services Program**

To:	Board of Trustees	Date: March 14, 2016
Re:	Approval of Community Services Program – Summer 2016	
Action:	Request For Approval	

BACKGROUND

The Santa Ana College Community Services Program offers classes that are of special interest or those designed for a specific audience or need. They are noncredit, usually shorter in duration than credit classes, and do not require lengthy preparation or rigorous testing. From creative arts and financial management to computer software and travel tours, these programs are offered to the general public for a fee. The flexibility of the program allows for classes to be added or replaced that have the most cost-effective impact on the program and the community.

ANALYSIS

The proposed Summer 2016 schedule supports the mission of Santa Ana College as a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of this diverse community. Adults and children in the Santa Ana College service area will be given access to 200 academic and professional development courses, personal enrichment and recreational activities. This summer, the College for Kids Program will feature 50 academic and recreational activities. This comprehensive fee-based menu provides educational opportunities for students to discover, prepare, develop and pursue lifelong learning.

RECOMMENDATION

It is recommended that the Board of Trustees review and approve the attached proposed Santa Ana College Community Services Program for Summer 2016.

Fiscal Impact:	\$35,000 (estimated net income after expenses)	Board Date: March 14, 2016
Prepared by:	Michael T. Collins, Ed. D. Vice President of Administrative Services	
Submitted by:	Erlinda J. Martinez, Ed. D., President, Santa Ana College	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor, RSCCD	

COMMUNITY SERVICES – SUMMER 2016 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Active Adult			
Clay Sculpting	Semora McCampbell	\$39	60/40
Film Matinee	Kathryn Kramer	\$44	60/40
Elder Care-Gov't Grants & Subsidies	Carl Leiter	\$25	60/40
Aqua Aerobics	David Hall	\$49	60/40
Brain Fitness	Debbi Harper	\$29	60/40
Genealogy	Leslie Urchin	\$29	60/40
Tai Chi	John Bishop	\$29	60/40
Creative Greeting Cards	Brigitte Burns	\$29	60/40
Online Dating for Adults Over 50	Bob Cohen	\$39	60/40
Mixed Media	Semora McCampbell	\$44	60/40
Animal Care			
Basic Dog Manners	Jill Goldman/Dog Services	\$80	50/50
Dog Obedience	Dog Services Unlimited	\$92	50/50
Frisbee Dogs-CatchThe Fun!	Dog Services Unlimited	\$34	50/50
Arts & Crafts			
Candlemaking	Quayum Abdul	\$29	60/40
Soapmaking	Quayum Abdul	\$29	60/40
Mosaic Adventures	Semora McCampbell	\$89	60/40
Beads, Crystals, Semi-Precious Stones	Brigitte Burns	\$29	60/40
Wire Wrapping	Brigitte Burns	\$29	60/40
Creative Greeting Cards	Brigitte Burns	\$29	60/40
Multi-Strand Design	Brigitte Burns	\$29	60/40
Watercolor Designs	Noeleen Harstein	\$79	60/40
Wedding Floral Designs	Mina Asadirad	\$65	60/40
Auto Upholstery	Paul Dominguez	\$89	60/40
Film Salon	Kit Fisher	\$65	60/40
Canvas Painting	Semora McCampbell	\$89	60/40
Around the Home & Garden			
Electrical Repairs	Phil Famolaro	\$99	60/40
Plumbing Repairs	Phil Famolaro	\$99	60/40
Succulent Container Gardening	Anne, the Barefoot Gardener	\$12	70/30
Miniature Gardens	Anne, the Barefoot Gardener	\$12	70/30
Windchimes	Beth Davidson	\$12	70/30
Automotive			
BAR Update	James Rudd	\$350	60/40
CCDET Smoke Opacity	James Rudd	\$175	60/40
SSA Marine Certification	James Rudd	\$150	60/40
DEAM Certification	James Rudd	\$175	60/40
Electrical I & II	Glen Hammond	\$200	60/40
EPA Certification	James Rudd	\$215	60/40
Auto Wholesale Business	Ronald Williams	\$85	60/40
HVAC I & II	Glen Hammond	\$200	60/40
Transit Vehicle Safety	Noemi English	\$100	60/40
Business & Careers			
Construction for Home Improvement	Phil Famolaro	\$99	\$40/hr
Contractor License	Phil Famolaro	\$99	\$40/hr
Become A Notary Public	Notary Public Seminars, Inc.	\$85	60/40
Renewing Notaries	Notary Public Seminars, Inc	\$49	60/40
Loan Signing	Notary Public Seminars, Inc.	\$89	60/40
Build Your Own Website	Michael Rounds	\$39	60/40

COMMUNITY SERVICES – SUMMER 2016 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
E-Commerce for the Home Base Business	Michael Rounds	\$39	60/40
Market Your Small Business	Michael Rounds	\$39	60/40
Make Money Using Your Computer	Nancy Miller	\$39	60/40
How to Sell on eBay	Francis Greenspan	\$79	60/40
Voice Overs-Now is Your Time!	Such A Voice	\$29	60/40
Building the Image	Diogba G'Bye	\$79	60/40
Effective Supervision	Silvia Gonzalez	\$99	60/40
Become a Floral Designer	Mina Asadirad	\$65	60/40
Home Based Business	LeeAnne Krusemark	\$29	60/40
Typing/Word Processing Business	LeeAnne Krusemark	\$15	60/40
Getting Published	LeeAnne Krusemark	\$29	60/40
Meet the Publisher	LeeAnne Krusemark	\$15	60/40
Job Hunt	Richard Reilley	\$65	50/50
Become A Mystery Shopper	Elaine Moran	\$39	60/40
Make-Up 101	Michelle Jackson	\$65	60/40
Make-Up Artist Certificate	Michelle Jackson	\$125	60/40
Facebook & Social Media Marketing	Robert Cohen	\$39	60/40
Launch An Internship Program	Alina Tubman	\$75	60/40
College For Kids			
Early Reader	Alpine Tutoring	\$89	\$35/hr
Reading Development & Comprehension	Alpine Tutoring	\$89	\$35/hr
Basic Math	Alpine Tutoring	\$89	\$35/hr
Study Skills & Test Taking	Alpine Tutoring	\$89	\$35/hr
Writing Academy	Alpine Tutoring	\$92	60/40
English Composition	Phyllis Neal	\$59	\$30/hr
Seriously Awesome Sitters	Sabrina Bradley	\$39	60/40
Cooking Around the World	Melissa Pritchard	\$79	\$35/hr
Manners for Kids	Kimberly Banks	\$69	60/40
Young Dance Camp	Amberly Romero	\$89	\$25/hr.
Acting Workshop	Mark Correy	\$89	60/40
SAT Prep	Angela Barber	\$115	\$35/hr
Teen Make-Up & Skin Care	Michelle Jackson	\$39	60/40
Creative Artist Workshop	Semora McCampbell	\$79	60/40
Robotic Engineering Camps	Beri Padilla	\$125	60/40
Comic Book Creators	Freshi Media	\$180	60/40
Video Game Design	Freshi Media	\$180	60/40
Computer Animation	Freshi Media	\$180	60/40
Teen Swing	Diana Krivosheya	\$59	60/40
Engineering Camp	Humberto Gallegos	\$125	60/40
Online Driver's Ed	Erika Vieyra	\$55	60/40
Spanish For Kids	Sonia Maldonado	\$69	60/40
Science for Kids	Eden Perez	\$79	60/40
Forensic Science Camp	Discovery Science	\$69	60/40
Game Making Camp	Patricia Waterman	\$125	60/40
Game Design Application/Programming	Joseph Vales	\$99	60/40
Basketball Camp	Rob Wakefield	\$79	60/40
Keyboarding	Nancy Haugen	\$79	\$35/hr
Computers	Debra Crowley	\$79	\$35/hr
Digital Photography	Debra Crowley	\$79	\$35/hr
Pre-Algebra	Maria Lopez-Sheldon	\$99	\$35/hr
Algebra	Maria Lopez-Sheldon	\$99	\$35/hr
Fractions, Decimals & Percents	Maria Lopez-Sheldon	\$99	\$35/hr
Geometry	Maria Lopez-Sheldon	\$99	\$35/hr
Aquatics Camp	David Hall	\$34	60/40

COMMUNITY SERVICES – SUMMER 2016 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Zumba	Atosa Doust	\$59	60/40
Research Writing Skills	Phyllis Neal	\$59	\$30/hr
Beginning Guitar	Jaime Baeza-Pina	\$69	\$25/hr.
Jedi Engineering	Bob Lund	\$140	60/40
Minecraft, LEGO	Bob Lund	\$140	60/40
Ninjaneering, LEGO	Bob Lund	\$140	60/40
Martial Arts for Kids	John Bishop	\$65	60/40
Drones, Drones, Drones	Nicholas Quach	\$140	60/40
Golf for Kids	Joshua Sanchez	\$125	60/40
Santa Ana Community Orchestra	Omar Avalos	\$200	60/40
Kids Piano	Omar Avalos	\$69	60/40
College Planning & Funding A-Z	Michael Alimo	\$10	60/40
Art Innovations	Marissa Timothy	\$69	60/40
Computers			
MS Applications	Debra Crowley	\$79	\$35/hr
Photoshop Fundamentals	Debra Crowley	\$79	\$35/hr
Digital Photography	Debra Crowley	\$79	\$35/hr
Computer Basics	Dori Dumon	\$44	\$35/hr.
Email/Outlook	Dori Dumon	\$44	\$35/hr.
Intro to MS Word	Dori Dumon	\$44	\$35/hr.
Intro to MS Excel	Dori Dumon	\$44	\$35/hr.
iPhones, iPads, I'm Lost	Robert Cohen	\$39	60/40
What is iCloud?	Robert Cohen	\$39	60/40
Court Mandated			
Alcohol & Drug Awareness	Pat Verwiel	\$50	50/50
V.C. 14601.1 Suspended License Program	Berry Reed	\$260	50/50
DEJ Deferred Dismissal Drug Program	Diego Fuentes	\$260	50/50
Petty Theft	Lori Thomas	\$65	50/50
Anger Management	Richard Reilley	\$65	50/50
Life Skills	Katherine Boelts	\$65	50/50
Behavior Modifications	Diego Fuentes	\$65	50/50
Domestic Violence Education	Pat Verwiel	\$65	50/50
Culinary Arts			
Summer Cooking with Tarla	Tarla Fallgatter	\$29	60/40
Vegan Cooking	Carol Cymerint	\$29	60/40
Dance			
Salsa	Salomon Rivera	\$59	60/40
Belly Dance	JoEllen Larsen	\$59	60/40
Caribbean & Latin Dance	Miguel Figueroa	\$64	60/40
Advance Salsa	Miguel Figueroa	\$64	60/40
Ballroom	Diana Krivosheya	\$59	60/40
West Coast Swing	Diana Krivosheya	\$59	60/40
Country Line Dancing	Diana Krivosheya	\$59	60/40
Night Club Dance	Diana Krivosheya	\$59	60/40
Health, Fitness & Beauty			
Yoga	Quynh Nguyen	\$59	60/40
Basic First Aid & CPR	Sabrina Bradley	\$25	60/40
Open Court Badminton	Jeff Kamphuis	\$29/\$44	60/40
Martial Arts	John Bishop	\$59	60/40
Women's Self-Defense	John Bishop	\$59	60/40

COMMUNITY SERVICES – SUMMER 2016 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Language			
Conversational Spanish	Alpine Tutoring	\$69	\$35/hr.
Conversational Italian	Alpine Tutoring	\$69	\$35/hr.
Conversational French	Alpine Tutoring	\$69	\$35/hr.
Conversational English	Alpine Tutoring	\$69	\$35/hr.
English Language Academy	TBD	\$862-\$3,450	TBD
Medical Billing			
Medical Insurance Billing Certificate	Kris Patterson	\$150	60/40
Start A Medical Billing Service	Kris Patterson	\$25	60/40
Medical Front Office	Kris Patterson	\$25	60/40
Money Matters			
Investment Bootcamp	Jalon O'Connell	\$39/\$59	60/40
Master Your Money	Jalon O'Connell	\$44/\$66	60/40
Maximize Your Social Security Benefits	Jalon O'Connell	\$39/\$59	60/40
Financial Planning	Katherine Boelts	\$65	50/50
You're Retired, Now What?	Elaine Moran	\$29	60/40
Accumulation & Distribution Strategies	Ronald Gable	\$49/\$69	60/40
Surviving & Thriving Through Bankruptcy	Frances Greenspan	\$39	60/40
Online Workshops			
Internet & Basic Computer Literacy	Education To Go	\$89	\$52
Web Page Design, Graphics & Multimedia	Education To Go	\$89	\$52
Computer Troubleshooting & Networking	Education To Go	\$89	\$52
Computer Programming	Education To Go	\$89	\$52
Digital Photography & Digital Video	Education To Go	\$89	\$52
Languages (various)	Education To Go	\$89	\$52
Writing Courses	Education To Go	\$89	\$52
Entertainment Industry	Education To Go	\$89	\$52
Business Planning & Sales	Education To Go	\$89	\$52
Business Marketing & Accounting	Education To Go	\$89	\$52
Finance, Wealth & Career Building	Education To Go	\$89	\$52
Family, Parenting & Child Care	Education To Go	\$89	\$52
Personal Enrichment	Education To Go	\$89	\$52
Online Career Training Programs			
Business & Professional	Gatlin Education	\$1795	\$300
Healthcare & Fitness	Gatlin Education	\$1795	\$300
Hospitality & Gaming	Gatlin Education	\$1795	\$300
IT & Software Development	Gatlin Education	\$1795	\$300
Management & Corporate	Gatlin Education	\$1795	\$300
Media & Design	Gatlin Education	\$1795	\$300
Skilled Trades & Industrial	Gatlin Education	\$1795	\$300
Sustainable Energy & Going Green	Gatlin Education	\$1795	\$300
Real Estate			
Smart Home Buying	Sandy Flores	\$25	60/40

COMMUNITY SERVICES – SUMMER 2016 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Travel			
Newport Bay Kayak Tour	Newport Bay Conservancy	\$25	50/50
Hollywood Bowl	Good Times Travel Tours	\$99	70/30
Anacapa Island Cruise	Good Times Travel Tours	\$89	70/30
Del Mar Races	Good Times Travel Tours	\$79	70/30
Naples Gondola Cruise	Good Times Travel Tours	\$109	70/30
Rose Parade	Good Times Travel Tours	\$189	70/30
Vancouver, Victoria, Seattle	Good Times Travel Tours	\$300/deposit	65/35
Huell Howser's California Gold	Good Times Travel Tours	\$100/deposit	65/35

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santiago Canyon College
Community Services Program**

To: Board of Trustees	Date: March 14, 2016
Re: Approval of Santiago Canyon College Community Services Program, Summer 2016	
Action: Request for Approval	

BACKGROUND

The Summer 2016 Community Services Program reflects a comprehensive effort to meet the needs of the community by maintaining quality in community education programming through the development of new courses and promoting on-going revenue generating courses.

ANALYSIS

Santiago Canyon College (SCC) maintains a comprehensive educational Community Services Program that supports RSCCD's vision of "providing comprehensive educational opportunities" and responds to the diverse needs of the community. Community Services continues to expand its educational program by offering more than 120 cost effective classes in the SCC service area.

RECOMMENDATION

It is recommended that the Board of Trustees review and approve the proposed Community Services Program for Summer 2016.

Fiscal Impact: \$25,000 revenue	Board Date: March 14, 2016
Prepared by: Jose Vargas, Vice President of Continuing Education	
Submitted by: John Weispfenning, Ph.D., President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2016

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<i>Active Adults</i>			
Online Courses	Education To Go	Varied	Varied
Retired – Now What?	Elaine Moran	\$29	60/40
Total Fitness	Jeff Nolasco	\$24	\$35/hour
Meditation for Everyday	Mariana Fischer-Militaru	\$16	\$35/hour
Yoga for Every Body	Mariana Fischer-Militaru	\$24	\$35/hour
Senior Safety	Mike Rounds	\$39	60/40
<i>Animal Care</i>			
Basic Dog Manners “Crash Course”	Dog Services Unlimited	\$88	50/50
Frisbee Dogs! Catch the FUN!	Dog Services Unlimited	\$34	50/50
Online Courses	Education To Go	Varied	Varied
How to Help Your Dog Help Others	Kim Pagonos	\$78	60/40
S.T.A.R. Puppy	Kim Pagonos	\$78	60/40
<i>Around the Home & Garden</i>			
Online Courses	Education To Go	Varied	Varied
Basic Electrical Repairs	Rick Longobart	\$59	50/50
Basic Home Repairs	Rick Longobart	\$89	50/50
Basic Plumbing Repairs	Rick Longobart	\$59	50/50
<i>Arts & Crafts</i>			
Drawing	Alice Burger	TBD	TBD
Mixed Media Painting	Alice Burger	TBD	TBD
Scrapbooking	Alice Burger	TBD	TBD
Sculpture	Alice Burger	TBD	TBD
Silk Painting	Alice Burger	TBD	TBD
Still Life Painting & Drawing	Alice Burger	TBD	TBD
Watercolor Painting	Alice Burger	TBD	TBD
Creating Vision Boards	Bonnie Henderson	\$25	60/40
Printmaking for Fun	Deborah Goldman	\$120	60/40
Online Courses	Education To Go	Varied	Varied
Cake Decorating	Elizabeth Perreault	\$40	60/40
Beach Sunset Art Workshop	Jennifer Lee	\$30	60/40
Whimsical Still Life Workshop	Jennifer Lee	\$30	60/40
Painting & Drawing with Pastels	Kamillia Hardy	\$60	60/40
Become a Floral Designer	Mina Wholesale Flowers	\$65	50/50
Wedding Floral Design Part I & Part II	Mina Wholesale Flowers	\$65	50/50
<i>Business & Careers</i>			
Workforce Transition/Readiness Workshop	Barry Gold	\$169	50/50
Online Courses	Education To Go	Varied	Varied
How to Become a Mystery Shopper	Elaine Moran	\$45	60/40
How to Sell on EBay	Frances Greenspan	\$59	60/40
Backflow Prevention Device Repair	Gary Blackmore	\$250	\$55/hour
Accounting for the Non-Accountants	Joseph Kibbe	\$120	\$40/hour

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2016

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<i>Business & Careers Continued</i>			
Intro/Advanced QuickBooks	Joseph Kibbe	\$99	\$40/hour
Beginner's Guide to Getting Published	LeeAnne Krusemark	\$39	60/40
Make Money with a Typing/WP Business	LeeAnne Krusemark	\$19	60/40
Meet the Publisher	LeeAnne Krusemark	\$19	60/40
Self-Publishing vs. Traditional Publishing	LeeAnne Krusemark	\$39	60/40
Successful Home-Based Business	LeeAnne Krusemark	\$39	60/40
Creating a Team That You Want	Mike Brady	\$55	60/40
Expert Delegation and How to Train Your Team	Mike Brady	\$55	60/40
Improving Efficiency	Mike Brady	\$55	60/40
Making Better Decisions	Mike Brady	\$55	60/40
Management and Supervisory Series	Mike Brady	\$220	60/40
Problem Solving Principles	Mike Brady	\$55	60/40
Become a Notary Public	Notary Public Seminars	\$85	60/40
Certified Loan Signing Agent	Notary Public Seminars	\$89	60/40
Renew Your Notary Commission	Notary Public Seminars	\$50	60/40
Wholesale Auto Dealer	Ronald Williams	\$89	60/40
BLS/CPR for Healthcare Professionals	Tanya Narm	\$40	60/40
Nurse Assistant Training Program	Teddine Smith	\$1,500	\$40/hour
Introduction to Voiceovers	Voices for All	\$29	60/40
<i>College For Kids</i>			
Photography Camp	Alice Burger	TBD	TBD
Algebra (Grades 7-10)	Alpine Tutoring	\$99	\$38/hour
Algebra I (Grades 8-10)	Alpine Tutoring	\$84	\$38/hour
Basic Math Review (Grades 3-4)	Alpine Tutoring	\$99	\$38/hour
Basic Math Review (Grades 5-6)	Alpine Tutoring	\$99	\$38/hour
Basic Math Review (Grades 6-7)	Alpine Tutoring	\$84	\$38/hour
Pre-Algebra (Entering Grades 6-8)	Alpine Tutoring	\$99	\$38/hour
Pre-Algebra Weekly (Grades 6-8)	Alpine Tutoring	\$84	\$38/hour
Study Skills for Struggling Students	Alpine Tutoring	\$39	\$38/hour
Writing Academy (Grades 7-8)	Alpine Tutoring	\$84	\$38/hour
Writing Academy (Grades 9-12)	Alpine Tutoring	\$84	\$38/hour
Basic Math Skills (Grades 4-5)	Amanda Robins	\$84	\$35/hour
Creative Writing (Grades 4-5)	Amanda Robins	\$84	\$35/hour
Language Arts Development (Grades 4-5)	Amanda Robins	\$84	\$35/hour
Reading Comprehension & Development (4-5)	Amanda Robins	\$84	\$35/hour
Summer Art Workshops (Ages 5-12)	Art Innovators	\$48	\$45/hour
Ready, Set, Go! Getting Employed (Ages 15-19)	Barry Gold	\$169	50/50
Brick Olympics Camp! (Ages 6-12)	Bricks 4 Kidz	\$135	\$94/Person
CHI Challenge Camp! (Ages 6-12)	Bricks 4 Kidz	\$135	\$94/Person
Classic Arcade Adventures! (Ages 6-12)	Bricks 4 Kidz	\$135	\$94/Person
Jurassic Brick World! (Ages 6-12)	Bricks 4 Kidz	\$135	\$94/Person
Mining & Crafting with LEGO! ®	Bricks 4 Kidz	\$135	\$94/Person
Remote Control Mania! (Ages 7-12)	Bricks 4 Kidz	\$135	\$94/Person
Chinese Mandarin for Kids (Ages 6-9)	Charlene Chiu	TBD	TBD

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2016

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
<i>College For Kids Continued</i>			
Chinese Mandarin for Kids (Ages 10-14)	Charlene Chiu	TBD	TBD
Coding I (Grades 7-12)	codeCampus Academy	\$135	\$80/Person
Coding for Kids, Jr. –Pixar Edition (Grades 2-3)	codeCampus Academy	\$135	\$80/Person
Coding for Kids, Nintendo Edition (Grades 4-6)	codeCampus Academy	\$135	\$80/Person
DIY Devices (Grades 4-6)	codeCampus Academy	\$135	\$80/Person
Mobile App Development for Kids (Grades 4-6)	codeCampus Academy	\$135	\$80/Person
Web Development I (Grades 7-12)	codeCampus Academy	\$135	\$80/Person
Web Development II (Grades 7-12)	codeCampus Academy	\$135	\$80/Person
Basic Math Skills (Grades 2-3)	Courtney Depsky	\$84	\$35/hour
Creative Writing (Grades 2-3)	Courtney Depsky	\$84	\$35/hour
First Grade Prep	Courtney Depsky	\$84	\$35/hour
Language Arts Development (Grades 2-3)	Courtney Depsky	\$84	\$35/hour
Reading Comprehension & Development (2-3)	Courtney Depsky	\$84	\$35/hour
Natural A's (Ages 10-17)	Curtis Adney	\$49	60/40
Exploring Photoshop (Ages 13-17)	Dori Dumon	\$85	\$35/hour
Comic Book Creators (8-12)	FRESHi Media	\$169	\$104/Person
Computer Animation Fundamental w/PC (8-12)	FRESHi Media	\$169	\$104/Person
Intro. to Video Game Design! (Ages 8-12)	FRESHi Media	\$169	\$104/Person
Video Game Design: Platform Games! (8-12)	FRESHi Media	\$169	\$104/Person
Action Movie Flix (Ages 7-13)	IncrediFlix	\$140	\$95.20/Person
Full Day Action & Minecraft Flix Camp (7-13)	IncrediFlix	\$252	\$171.36/Person
Minecraft Flix (Ages 7-13)	IncrediFlix	\$140	\$95.20/Person
Debate Camp (Grades 7-12)	Jared Kubicka-Miller	\$400	\$35/hour
Writing a College Application Essay (10-12)	Jayne Munoz	\$59	\$40/hour
Writing Workshop-Grammar & Composition	Jayne Munoz	TBD	\$40/hour
Premium Hoops Basketball Camp	Jeff Bonds	\$150	\$95/person
Sports Camp	Jeff Bonds	\$150	\$95/person
Kids Mixed Media Studio (Ages 7-12)	Jennifer Lee	\$120	60/40
Teen Mixed Media Studio (Ages 13-16)	Jennifer Lee	\$120	60/40
Photography Study Hall (Ages 6-13)	Julie Diebolt-Price	\$39	50/50
Crazy Chemworks (Ages 5-12)	Mad Science	\$135	\$89/Person
Galaxy Defenders (Ages 5-12)	Mad Science	\$135	\$89/Person
Little Scientists Preschool Lab (Ages 3-5)	Mad Science	\$135	\$89/Person
Robots 101 (Ages 5-12)	Mad Science	\$119	\$89/Person
Science in Action (Ages 5-12)	Mad Science	\$135	\$89/Person
Keyboarding for Kids (Ages 8-12)	Nancy Haugen	\$79	\$35/hour
Swim Lessons	North Irvine Club	\$60	25/75
Swim Camp (Ages 5-13)	North Irvine Club	\$125	25/75
Water Polo Camp (Ages 7-14)	North Irvine Club	\$125	25/75
Composition & Writing Skills (Grades 4-6)	Phyllis Neal	\$59	\$35/hour
Research & Writing Skills (Grades 4-6)	Phyllis Neal	\$59	\$35/hour
Pre-Engineering –Mine, Craft, Build (Ages 5-6)	Play-Well TEKnologies	\$145	\$96/Person
Engineering FUNdamentals – (Ages 7-11)	Play-Well TEKnologies	\$145	\$96/Person
Recreational Swimming (Ages 13+)	Premier Swim School	\$63	25/75
Reading Development (Grades 3-6)	Readwrite Education Solutions	\$89	\$35/hour

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2016

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<i>College For Kids Continued</i>			
Speed Reading & Vocabulary Building (6-10)	Readwrite Education Solutions	\$69	\$35/hour
Study Skills & Test Taking Techniques (6-10)	Readwrite Education Solutions	\$59	\$35/hour
Beginning Guitar for Kids (Ages 8-16)	Ron Gorman	\$99	50/50
Seriously Awesome Sitters	Sabrina Bradley	\$39	60/40
Zumba for Kids	Salomon Rivera	\$59	60/40
Spanish Jump Start (Ages 10-14)	Sonia Maldonado	\$79	\$35/hour
Spanish for Kids (Ages 6-9)	Sonia Maldonado	\$79	\$35/hour
Identify Career Possibilities (Grades 6-8)	Sue Montelone	\$39	60/40
Identify Career Possibilities (Grades -9-12)	Sue Montelone	\$39	60/40
Acting Fundamentals (Ages 8-16)	Tara Meyer	\$59	\$35/hour
Modeling and Style (Ages 11-16)	Tara Meyer	\$59	\$35/hour
Once Upon a Time Dance Camp (Ages 4-6)	Val Weaver Dance Center	\$150	50/50
Pop Star Dance Camp (Ages 6-9)	Val Weaver Dance Center	\$150	50/50
Ocean Life-Pastel Drawing (Ages 6-12)	Young Rembrandts	\$79	60/40
Yoga for Kids	TBD	\$89	TBD
Family Yoga	TBD	\$89	TBD
<i>Computers</i>			
Computer Basic	Dori Dumon	\$44	\$35/hour
Introduction to Microsoft Windows	Dori Dumon	\$44	\$35/hour
Managing Your Computer Files	Dori Dumon	\$44	\$35/hour
Managing Your Email/Calendar w/MS Office	Dori Dumon	\$44	\$35/hour
Microsoft Word - Part I/ Pat II	Dori Dumon	\$44	\$35/hour
Photoshop Fundamentals	Dori Dumon	\$89	\$35/hour
Online Courses	Education To Go	Varied	Varied
MS Excel – Part I/ Part II	Joseph Kibbe	\$89	\$40/hour
How to Create a Website in 24 Hours for Free!	Mike Rounds	\$39	60/40
Blogging for Fun and Profit	Robert Cohen	\$39	50/50
iCloud for iPhones & iPads	Robert Cohen	\$39	50/50
iPhones, iPads...and I'm Lost!	Robert Cohen	\$39	50/50
Marketing w/Facebook & Social Media	Robert Cohen	\$39	50/50
Online Dating for Singles over 40	Robert Cohen	\$39	50/50
Programming for Non-Programmers	Robert Cohen	\$39	50/50
<i>Dance</i>			
Online Courses	Education To Go	Varied	Varied
Belly Dance	Jo Ellen Larsen	\$79	60/40
Latin Dance Bootcamp	Salomon Rivera	\$59	60/40
Sizzling Salsa	Salomon Rivera	\$49	60/40
Beginner Line Dance	Val Weaver Dance	\$60	50/50
Intermediate Line Dance	Val Weaver Dance	\$60	50/50
Swing Dance	Val Weaver Dance	\$72	50/50

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2016

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<i>Gemology</i>			
Color Me Purple	John Eyre	\$35	60/40
Deceivers and Destroyers in the Gem World	John Eyre	\$35	60/40
Gemstone Buyers Beware	John Eyre	\$35	60/40
Everything You Wanted to Know About Gems	Lothar Vallot	\$35	60/40
Jewelry Appraising Explained	Lothar Vallot	\$35	60/40
Jewelry Bench Explained	Lothar Vallot	\$35	60/40
<i>Health, Beauty & Fitness</i>			
Yoga for Relaxation/Renewal	Dana Conley	\$89	60/40
Online Courses	Education To Go	Varied	Varied
Buddy Personal Training Package	Jonathan Tam	\$500	\$40/hour
Fat Blast Circuit Training	Jonathan Tam	\$179	\$40/hour
Personal Training Package	Jonathan Tam	\$400	\$30/hour
Personal Training Session	Jonathan Tam	\$45	\$35/hour
Total Body Strength Training	Jonathan Tam	\$179	\$40/hour
Tai Chi Chuan	Karen Mack	\$59	60/40
Chair Yoga	Mariana Fischer-Militaru	\$89	60/40
Hatha Yoga	Mariana Fischer-Militaru	\$89	60/40
Makeup 101	Michelle Jackson	\$69	60/40
Makeup Artist Business 411	Michelle Jackson	\$125	60/40
Makeup and Skin Care	Michelle Jackson	\$59	60/40
Adult Water Aerobics	Premier Swim	\$99	50/50
Family Yoga	TBD	\$89	TBD
<i>Language</i>			
Conversational Spanish	Alpine Tutoring	\$69	\$38/hour
Italian for Travelers Part I & Part II	Alpine Tutoring	\$69	\$38/hour
Chinese Mandarin Made Easy	Charlene Chiu	TBD	TBD
Online Courses	Education To Go	Varied	Varied
Fast Fun French	Katherine Watson	\$59	60/40
English Language Program (ELP)	TBD	\$862-\$3,450	TBD
<i>Money Matters</i>			
ABC's of Medicare & Social Security	Chuck Rowan	\$15	60/40
Retirement Course	Chuck Rowan	\$39	60/40
Online Courses	Education To Go	Varied	Varied
Estate Planning for Everyone	Jalon O'Connell	\$29	No Charge
Investment Bootcamp	Jalon O'Connell	\$29	No Charge
Master Your Investments	Jalon O'Connell	\$49	No Charge
Mutual Funds and Annuities Explained	Jalon O'Connell	\$45	No Charge
Understanding Stocks and Bonds	Jalon O'Connell	\$45	No Charge
College Funding & Planning A-Z	Michael Alimo/Jose Mata	TBD	No Charge
Modern Retirement Planning	Pinnacle Financial	\$39/\$59	60/40
Savvy Social Security Planning	Pinnacle Financial	\$29	60/40

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2016

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<i>Music</i>			
Online Courses	Education To Go	Varied	Varied
Beginning/Intermediate Guitar	Ron Gorman	\$105	50/50
Beginning Ukulele	Ron Gorman	\$105	50/50
Fingerstyle Guitar	Ron Gorman	\$99	50/50
Group Piano & Keyboard	Ron Gorman	\$105	50/50
<i>Personal Enrichment</i>			
Creating Balance	Bonnie Henderson	\$25	60/40
Journaling for Success	Bonnie Henderson	\$25	60/40
Meaningful Goals for Powerful Results	Bonnie Henderson	\$25	60/40
Stress Management	Bonnie Henderson	\$25	60/40
EFT: Emotional Freedom Techniques	Dana Conley	\$66	60/40
MPowered: Mindset, Meditation & Manifestation	Dana Conley	\$80	60/40
Online Courses	Education To Go	Varied	Varied
Identify Your Perfect Career	Sue Montelone	\$39	60/40
<i>Real Estate</i>			
How to Sell Residential Real Estate	TBD	\$49	50/50
Online Courses	Education To Go	Varied	Varied
<i>Special Interest</i>			
Online Courses	Education To Go	Varied	Varied
Basic Digital Cameras	Julie Diebolt Price	\$69	50/50
The Creative Photographer	Julie Diebolt Price	\$79	50/50
Introduction to Digital Photography	Julie Diebolt Price	\$159	50/50
Introduction to Lightroom/Photoshop	Julie Diebolt Price	\$99	50/50
Night Photography Series	Julie Diebolt Price	\$69	50/50
The Novice Photographer	Julie Diebolt Price	\$99	50/50
Personal Projects in Photography	Julie Diebolt Price	\$129	50/50
Photography Study Hall	Julie Diebolt Price	\$39	50/50
Save Money with Extreme Couponing	LeeAnne Krusemark	\$19	60/40
Basic First Aid	Sabrina Bradley	\$25	60/40
CPR	Sabrina Bradley	\$25	60/40
<i>Test Preparation</i>			
Math Tutoring	Alicia Frost	\$10	50/50
Online Courses	Education To Go	Varied	Varied
NEW SAT Preparation	Jayne Munoz/Alpine Tutor	\$99	\$40/Hour
Online Driver's Education	Safety Drivers Ed	\$45	50/50
<i>Travel</i>			
All Aboard for Avocados!	Good Times Travel	\$89	TBD
Anacapa Island Cruise	Good Times Travel	\$89	TBD
Del Mar Races	Good Times Travel	\$79	TBD

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2016

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<i>Travel Continued</i>			
Getty Villa	Good Times Travel	\$59	\$71-\$47/pp
Hollywood Bowl- Fireworks Spectacular	Good Times Travel	\$99	TBD
Rose Parade	Good Times Travel	\$189	TBD
Summer Breezes & Stinking Roses by Rail	Good Times Travel	\$1,139/\$150	65/35
Multi-Day Tours TBA	Good Times Travel	TBD	TBD

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICTSantiago Canyon College
Student Development

To: Board of Trustees	Date: March 14, 2016
Re: Approval of Upward Bound Math and Science Summer Residential Program Contract with California State University, Fullerton	
Action: Request for Approval	

BACKGROUND

Under the auspices of Santiago Canyon College's federally funded Upward Bound Math & Science (UBMS) program, a partnership has been cultivated between SCC and the Orange Unified School District to provide educational services to its academically at-risk students in an effort to promote higher education, and enhance the learning experience by assisting with current educational needs. In the inaugural year of funding, and throughout the grant term, UBMS has included a summer residential component that will be coordinated between SCC and California State University, Fullerton (CSUF). Students reside in the dormitories for a two-week period, and are provided with meals and classroom facilities. In this fourth year, 35 students will be invited to participate.

ANALYSIS

CSUF will provide accommodations within their residence facility which is to include meals, housekeeping services, use of recreational areas, classrooms, meeting rooms and labs throughout our agreed upon contracted stay of two weeks.

RECOMMENDATION

It is recommended that the RSCCD Board of Trustees approve the Upward Bound Math and Science Summer Residential Program Contract with California State University, Fullerton.

Fiscal Impact: Not to exceed \$23,000 (grant funded)	Board Date: March 14, 2016
Prepared by: Loretta M. Jordan, Associate Dean of Student Development, Santiago Canyon College John Hernández, PH.D, Vice President of Student Services, Santiago Canyon College	
Submitted by: John Weispfenning, PH.D, President, Santiago Canyon College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



GRANT OF LICENSE BY CAMPUS PRESIDENT

**HOUSING AND RESIDENCE LIFE
CONFERENCE SERVICES – SUMMER 2016**

Agreement No. 16-0018

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

This license agreement made and entered into between the Trustees of the California State University, hereinafter called "TRUSTEES", through the President of California State University, Fullerton, hereinafter called "CAMPUS" and Click here to enter text. represented by Click here to enter text., herein- after referred to as "LICENSEE" for the period from Beginning Date through End Date. "CAMPUS" and "LICENSEE" are collectively referred to as "the Parties".

The use of Housing Facilities is subject to Articles 5 and 6 of Subchapter 5 of Chapter 1 of Part V (Sections 42000 through 42103) of Title 5 of the California Administrative Code.

WITNESSETH:

WHEREAS, the President of CAMPUS finds that the property of CAMPUS hereinafter described is not needed for CAMPUS purposes at the time or times covered by this License and that this License will not interfere with requirements of CAMPUS; and WHEREAS, LICENSEE desires to utilize that property of CAMPUS.

NOW, THEREFORE, it is mutually agreed between the Parties hereto as follows:

GENERAL TERMS

TRUSTEES, for and in consideration of the agreements of LICENSEE hereinafter expressed, hereby grant to LICENSEE permission to enter and have limited use of the facilities and property of CAMPUS described in this License, for the terms and at the times therein specified. LICENSEE shall use the said property only for the purpose specified on its *Summer Conference Inquiry Form*. All provisions of General Terms apply unless specifically excluded. No estate in real property is conveyed by this License.

Governing Law

This License shall be construed in accordance with and governed by the laws of the State of California. The Parties agree that all actions or proceedings arising in connection with this Agreement shall be tried and litigated exclusively in the state courts located in the County of Orange, State of California.

SCC 16-001

Amendments

The Parties agree that modifications or changes may be required after execution of the License. All such changes must be authorized via written Amendment signed by LICENSEE and CAMPUS, thereby becoming a part of the License. No oral agreements shall be binding.

Conduct and Supervision

LICENSEE will maintain order and provide protection for persons and property, shall not permit a breach of peace or any act which might endanger life, limb, health or property, and, upon determination of necessity by CAMPUS at any time, shall provide or increase the number of police/security personnel, at LICENSEE's sole expense.

LICENSEE is responsible to supervise all personnel whom LICENSEE hires, and all media representatives. LICENSEE shall ensure that all participants are properly notified of campus parking requirements, rates, and available parking lots. CAMPUS reserves the right to eject or cause to be ejected any objectionable person or persons. Neither CAMPUS nor its officers or employees shall be liable to LICENSEE for consequential damages.

Nondiscrimination

LICENSEE covenants that during the term of this License, LICENSEE will not deny its benefits to any person on the basis of race, religion, color, national origin, ancestry, ethnic group identification, sex, age (over 40), physical or mental disability, medical condition or marital status, nor will it discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, ethnic group identification, sex, age (over 40), physical or mental disability, medical condition or marital status. LICENSEE will insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. (Reference Government Code Section 12900 et seq.)

Right of Entry

It is understood and agreed that CAMPUS and their agents have the right to enter the said licensed areas or any part thereof at any time for the purpose of examination or supervision, or for the purpose of making repairs and alterations thereto as may be determined necessary by CAMPUS.

Declaration of Civil Defense

It is agreed that this License is subject to a declaration of Civil Defense need, state or national emergency, or prior CAMPUS need, and that nothing in this License may prevent CAMPUS from using any portion of its real property not specified in this License. LICENSEE'S right to the use of any property will cease upon written notice by CAMPUS to LICENSEE that the property is needed for the exclusive use of CAMPUS to meet unanticipated demands of its educational objectives.

Quiet Possession

LICENSEE agrees to so organize its activities as to cause as little disruption as possible to other uses of adjacent areas, and to not interfere in any way with the regular operations of CAMPUS.

Use of University Name

It is expressly understood by LICENSEE that the name "California State University, Fullerton" may not be used without prior written approval of CAMPUS. It is further understood that CAMPUS is not sponsoring the activities of LICENSEE in any way but is only providing facilities and services as outlined in this License. LICENSEE will provide CAMPUS with a copy of its proposed advertising materials no less than 20 business days before LICENSEE distributes or otherwise uses such materials. CAMPUS will make best efforts to promptly respond to any requests for approval to use such materials. However, any request to which CAMPUS fails to respond shall be deemed denied.

Assignment

It is mutually understood and agreed that this License is not assignable by LICENSEE, either in whole or in part, nor shall LICENSEE license or sublet any part of the said property.

Termination

This License may be terminated (a) by mutual consent in writing, (b) upon the determination by CAMPUS of a misrepresentation by LICENSEE, (c) due to LICENSEE'S failure to perform promptly any act required by this License, (d) upon the determination by CAMPUS of an academic or administrative necessity, or (e) by either party for any reason upon ninety (90) days written notice to the other Party. CAMPUS has final authority over use of its licensed facilities.

If LICENSEE terminates this License ninety (90) days or more before the check-in date indicated on Page 4 of this License, all deposits to date will be refunded less a \$1,000 liquidated damages fee. In the event the deposit to date is less than \$1,000, the entire fee will be forfeited.

If LICENSEE terminates this License less than ninety (90) days before the check-in date indicated on Page 4 of this License, all deposits will be forfeited as a liquidated damages fee. In the event that CAMPUS is unable to provide part or all of the facilities of services specified in this License, CAMPUS will give prompt notice to LICENSEE.

Insurance

CAMPUS requires evidence of insurance at all times during the term of this License and any extension thereof. Evidence of Insurance with policy endorsements must be provided *prior* to commencement of this License. LICENSEE is responsible for payment of all policy premiums and assessments.

The specific requirements are set forth below:

- General Liability: comprehensive or commercial form minimum limits each occurrence \$1,000,000, General Aggregate \$2,000,000, Products/Completed Operations Aggregate \$1,000,000.
- Sexual Assault and Molestation: \$1,000,000.
- Business Automobile Liability: minimum limits for Owned, Scheduled, Non-Owned, or Hired Automobiles with a combined single limit of not less than \$1,000,000 per occurrence.
- Workers' Compensation: as required under California State Law with Employer's Liability \$1,000,000 (*Note: WC certificate or waiver is required for Sole Proprietors*).

All certificates of insurance issued to CAMPUS require the following:

- Provide written notice that should any of the above described policies be cancelled before the expiration thereof, notice will be delivered in accordance with the policy provisions.
- Provide for Acceptability of Insurers rating, A.M. Best: A VII or equivalent unless otherwise agreed to by CAMPUS.

All policy endorsements must name the State of California, the Trustees of the California State University, California State University, Fullerton, and the officers, employees, volunteers and agents of each of them as additional insureds, except for workers' compensation insurance.

Background Checks

LICENSEE shall submit an attestation to CAMPUS stating that all officers, employees, volunteers, representatives and agents participating in the event described in this License have passed a criminal record check within the past 12 months, including a search of state and federal sexual offender registries.

Possessory Interest

The Orange County Assessor may value the possessory interest created by this License. Under California Revenue and Taxation Code section 107, a property interest tax may be levied on that possessory interest. LICENSEE is obligated to pay this property tax, and failure to do so may be considered a material breach of this License.

Taxes

LICENSEE shall bear in connection with the holding of an event on CAMPUS, including, but not limited to, all costs arising from the use of patented, trademarked, or copyrighted materials, equipment, devices, processes or dramatic rights used on or incorporated at the conduct of an event.

The sale of event-related merchandise must be arranged with CSUF Housing and Residence Life administrators. All sales are subject to the current California Sales Tax Rate for Orange County which shall be deducted from the gross sales, yielding adjusted gross sales. LICENSEE shall collect and pay all federal, state, local and county taxes, and all payroll taxes where applicable.

Indemnification

LICENSEE, to the fullest extent permitted by law, agrees to indemnify, defend and hold harmless the State of California, TRUSTEES, CAMPUS and their respective officers, employees, representatives, volunteers and agents (collectively "Released Parties") from any and all claims, causes of action, complaints, losses, costs or expenses, including reasonable attorney's fees and costs, damages and/or liabilities (collectively "Liabilities") caused by, arising out of or in any way connected with the performance of this License, or the use by LICENSEE of the said property, including any Liabilities arising out of either the active or passive, sole or contributory negligence of the Released Parties.

Limitation of Liability

CAMPUS assumes no responsibility for loss or theft of personal property, or damage to personal property of LICENSEE or any of its participants. CAMPUS assumes no liability whatsoever for any property placed by LICENSEE or any of its guests/participants in CAMPUS buildings or property.

LODGING

Housing

Beginning the night of Beginning Date through the night of End Date

With linen Without linen With dining Without dining

Room assignments will be made by LICENSEE.

Final room assignment lists shall be provided to CAMPUS by LICENSEE 10 business days prior to arrival. This list shall include all conference participants, staff and chaperone assignments.

Keys will be checked out and in from CAMPUS to LICENSEE.

Check-in time: (2 p.m.) on July 17, 2016

Check-out time: (11 a.m.) on July 21, 2016

Check-in time: (2 p.m.) on July 24, 2016

Check-out time: (11 a.m.) on July 28, 2016

LICENSEE will be charged an additional night of lodging for each person not checked out at agreed time.

Amenities

1. CSUF Housing and Residence Life will provide staff to assist guests during their stay, including after hour services such as lock outs.
2. Wireless connections are provided by CAMPUS. For guests visiting CAMPUS who are not students, faculty or staff members, visit wireless.fullerton.edu to obtain a temporary guest user account.

SPECIAL REQUESTS

Parking

Additional parking permits beyond what has already been arranged must be purchased by LICENSEE directly from Parking and Transportation Services.

Other

Any special request other than classrooms and facilities must be submitted seven (7) business days prior to the need.

FINANCIAL AGREEMENTS

Charges

The charges for facilities and services listed above are subject to guaranteed head count numbers and shall be as follows:

Description				AMOUNT
Conference Dates: Sunday, July 17-Thursday, July 21, 2016 & Sunday, July 24-Thursday, July 28, 2016				
Expected Attendance: 35				
Room Plan	# of people	# of nights	Rate	Total
July 17 - July 21: Residence Hall Room	35	4	\$32.00	\$4,480.00
July 24 - July 28: Residence Hall Room	35	4	\$32.00	\$4,480.00
Subtotal Room Plan				\$8,960.00
Linen				
July 17 - July 21	35	4	\$7.00	\$980.00
July 24 - July 28	35	4	\$7.00	\$980.00
Subtotal Linen				\$1,960.00
Meal Plan	# of people	# of days	Rate	Total
July 17: Dinner	35	1	\$16.00	\$560.00
July 18 - 21: Breakfast, Lunch, Dinner	35	4	\$35.00	\$4,900.00
July 24: Dinner	35	1	\$16.00	\$560.00
July 25 - 28: Breakfast, Lunch, Dinner	35	4	\$35.00	\$4,900.00
Subtotal Meal Plan				\$10,920.00
Meeting Rooms	# of meeting rooms	# of days	Rate	Total
July 18 - July 21: 9 a.m. - 5 p.m.	1	4	\$80.00	\$320.00
July 25 - July 28: 9 a.m. - 5 p.m.	1	4	\$80.00	\$320.00
Subtotal Meeting Rooms				\$640.00
Parking Permits	# of vehicles	# of days	Rate/Day	Total
July 18 - July 21: 7 Vehicles	7	4	\$8.00	\$224.00
July 25 - July 28: 7 Vehicles	7	4	\$8.00	\$224.00
Subtotal Parking Permits				\$448.00
Total				\$22,928.00
Deposit= 25% of overall conference to secure facility due by: April 17, 2016				\$5,082.00
Total Amount Due by September 28, 2016				\$16,846.00

2. There shall be a \$50.00 charge for each metal key or card key not returned to CAMPUS, payable by LICENSEE to CAMPUS. Keys not turned into the Housing and Residence Life Office within 72 hours after checkout will be considered lost.

Payment

MAKE CHECKS PAYABLE TO:

California State University, Fullerton
Account # 504802 THOPR 10388

Deposit (25%) Due Date: April 17, 2016
90 Days from Conference Start Date

Final Payment Due Date: September 28, 2016

Mail deposit to:
CSUF Housing and Residence Life
Attn: Conference Services
1509 East Campus Drive
Fullerton, CA 92834

Final Billing

CAMPUS will provide LICENSEE with a final invoice listing all charges and credits for the conference within (30) days of departure. LICENSEE will pay CAMPUS for all unpaid charges within thirty (30) days after receipt of the invoice. If payment is not received as stated above, service charges of **one and one-half (1-1/2) percent per month will be charged on the unpaid balance.** California State University campuses and the Chancellor's Office agree to process payment by Cash Posting Order.

On-Site Additions or Deletions

The parties agree that modifications or changes may be required upon arrival or at any time thereafter. On-Site changes such as additional rooms, linens, accommodations, and/or services not specified in the original executed License must be authorized via the License Change Order Form signed by LICENSEE (Official Signatory or authorized On-Site Designee) and CAMPUS, thereby becoming a part of the License. No oral agreements shall be binding. All such charges will be included in the final invoice presented to LICENSEE by CAMPUS.

Damages

Prior to check-in and just after checkout, LICENSEE or its designee may make an inspection of the assigned residence halls and/or apartments in order to confirm conditions with a CAMPUS Housing Office staff member. A written report of each of these inspections will be made as a reference for any damages/repairs that may be billed after the conference. LICENSEE agrees that all participants are under the direct and complete supervision and control of LICENSEE. As such, LICENSEE is liable for all damages resulting from participant utilization of the facilities and services provided by CAMPUS. LICENSEE will also reimburse CAMPUS for all damages to facilities and services of CAMPUS resulting from the use of those facilities and services by LICENSEE and/or its participants. In addition, the terms and conditions of this License do not require CAMPUS to relinquish its control of its facilities and services to LICENSEE. CAMPUS retains the right to require LICENSEE, or any of its participants, to leave CAMPUS licensed facilities if CAMPUS determines that circumstances require it.

Guarantee

LICENSEE will provide CAMPUS with guaranteed numbers for lodging and meal counts no later than **forty-five (45)** days before the first date appearing on Page 4 hereof. The charges for which LICENSEE will be liable will be based on said guaranteed numbers or actual head counts subject to the following:

1. Amounts of charges shall be no less than 95% of the amount computed using the guaranteed numbers for lodging and meal counts; and
2. CAMPUS does not guarantee availability of lodging and meal counts in excess of that required for 105% of said guaranteed numbers for lodging and meal counts.

CAMPUS Regulations

LICENSEE is required to adhere to CAMPUS policies, regulations, guidelines, and all **applicable** local, state and federal laws concerning health, safety and public order. Failure to comply with these regulations may result in forfeiture of the privilege to use CAMPUS licensed facilities and services, or termination of this License. CAMPUS regulations include, but are not limited to, the following in CAMPUS buildings and property:

- A. Shared rooms are reserved for married couples or occupants of the same sex.
- B. All individuals will abide by California law, federal law and CAMPUS regulations regarding intoxicants, narcotics and drugs. Alcohol is allowed only inside suites and in accordance with California Law.
- C. Firearms, weapons, ammunition, fireworks, explosives and highly flammable materials are not allowed within the residential buildings or on the grounds.
- D. Bicycles are not allowed in rooms, study rooms or stairwells.
- E. Remodeling or renovating of rooms or furniture, tampering with the electrical or mechanical fixtures in the rooms, placement of antennas for radios, television, etc. out of the windows, removal of or addition of furniture without prior written approval of the Director of Housing and Residence Life, or designee, is not permitted.
- F. Attaching any object to any CAMPUS premise by nail, screw, or alteration of the premises in any manner whatsoever without the prior written approval of the Director of Housing and Residence Life, or designee, is not permitted.
- G. Parking in the service or fire lanes adjacent to the residential buildings is not allowed.
- H. Tampering with or removal of windows or window screens from any part of any building is not allowed.
- I. Tampering with the fire system or with firefighting equipment is a misdemeanor and is punishable by a \$1,000 fine or six (6) months in jail.
- J. Removal of lounge or common area furniture into individual rooms and vice versa is not allowed.
- K. Gambling or solicitation in any form is not permitted.
- L. As of August 1, 2013, California State University, Fullerton is a "Non-Smoking" campus; smoking is not permitted anywhere on campus including parking lots.
- M. No pets allowed. Seeing Eye, Signal Dogs for the hearing impaired, or Canine Companion trained dogs for the physically disabled are an exception to this rule.
- N. No participant or guest of a participant, under the age of 16 should be left unattended in a suite.

Campus Authority

CAMPUS may exercise the following rights at its sole reasonable discretion:

- A. Enter any room for the purpose of inspection, repair (upon prior notice), or emergency.
- B. Reassign residents within a residential building, after timely notification, in order to accomplish necessary repairs and renovation to the building.
- C. Revoke the campus privilege including residency in or utilization of any buildings by any occupant whose conduct becomes injurious or potentially injurious to the academic community.

Parental Release and Supervision of Youth

Upon arrival LICENSEE agrees that every minor child, unaccompanied by a parent, shall have on file a medical release for hospital treatment or treatment by a physician, signed by one or both of the child's parents, to allow for treatment should accident or injury occur. One live-in chaperone is required per five (5) participants under 16 years old and one (1) per 10 participants for ages 16-18.

LICENSEE further agrees that each of its employees or agents participating in the activity(ies) covered by this License, as well as each participant, will sign CAMPUS' Release of Liability. If any participant is a minor, parental signature on the Release of Liability is required.

Curtailment

In the event that CAMPUS housing buildings, property or facilities are destroyed or substantially damaged by fire or other casualty, or in the event other circumstances render the fulfillment of this License impractical or impossible, LICENSEE is obligated to pay only for those services, activities and events which occurred prior to said casualty or circumstance. LICENSEE hereby waives any claim for

damages or compensation resulting from fire, casualty, or other circumstances causing curtailment of this License.

Execution of License

The above rooms are being held on a first option basis until April 17, 2016 If the signed License and fully compliant insurance is not received by this date, CAMPUS reserves the right to release the space and guest rooms for sale to another group.

IN WITNESS WHEREOF, this License is executed by the authorized parties, hereto, upon the dates indicated below.

**CALIFORNIA STATE UNIVERSITY,
FULLERTON**

The Rancho Santiago Community College District

Licensee Name

Larry Martin
Director
Housing and Residence Life

Peter J. Hardash
Vice Chancellor, Business Operations & Fiscal Services

Date

Date

SCC 16-001

Housing and Residence Life

California State University, Fullerton

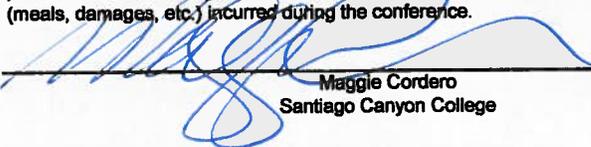
1509 East Campus Drive
Fullerton, CA 92834
Phone (657) 278-2168 Fax (657) 278-3994

Date: January 11, 2016
QUOTE #: 16-0018

Bill To:
Santiago Canyon College
Upward Bound Math & Science
8045 E. Chapman Ave.
Orange, CA 92869
Attn: Maggie Cordero
Email: cordero_maggie@sccollege.edu

Description				AMOUNT
Conference Dates: Sunday, July 17-Thursday, July 21, 2016 & Sunday, July 24-Thursday, July 28, 2016				
Expected Attendance: 35				
Room Plan	# of people	# of nights	Rate	Total
July 17 - July 21: Residence Hall Room	35	4	\$32.00	\$4,480.00
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Subtotal Room Plan				\$8,960.00
Linen				
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July 18 - July 21: 7 Vehicles	7	4	\$8.00	\$224.00
July 25 - July 28: 7 Vehicles	7	4	\$8.00	\$224.00
Subtotal Parking Permits				\$448.00
Total				\$22,928.00
Deposit= 25% of overall conference to secure facility due by: April 17, 2016				\$6,082.00
Total Amount Due by September 28, 2016				\$16,846.00

By signing below, Santiago Canyon College - Upward Bound Math & Science agrees to adhere by Housing and Residence Life's policies and acknowledges their financial obligation to Housing and Residence Life as outlined above, including additional charges (meals, damages, etc.) incurred during the conference.


Maggie Cordero
Santiago Canyon College

01/13/16
Date

If you have any questions concerning this quote, contact Katrina Eberly, keberly@fullerton.edu, 657-278-3409.

Please make deposits payable to:
California State University Fullerton

Thank you for your business!

Rancho Santiago Comm Coll District

Board Meeting of 03/14/16

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 02/10/16 Thru 03/01/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63291	General Fund Unrestricted	0.00	1,157.00	-1,157.00	92*0454425	92*0454425
63302	General Fund Unrestricted	0.00	1,444.00	-1,444.00	92*0455590	92*0455590
63596	General Fund Unrestricted	14,573.75	0.00	14,573.75	92*0462540	92*0462557
63600	General Fund Unrestricted	1,930,683.62	0.00	1,930,683.62	92*0462570	92*0462594
63602	General Fund Unrestricted	109,095.98	0.00	109,095.98	92*0462597	92*0462608
63603	General Fund Unrestricted	29,204.86	0.00	29,204.86	92*0462611	92*0462622
63613	General Fund Unrestricted	51,277.28	350.00	50,927.28	92*0462660	92*0462673
63614	General Fund Unrestricted	61,482.92	0.00	61,482.92	92*0462683	92*0462703
63616	General Fund Unrestricted	18,134.00	0.00	18,134.00	92*0462735	92*0462795
63619	General Fund Unrestricted	16,270.37	0.00	16,270.37	92*0462801	92*0462809
63623	General Fund Unrestricted	17,660.00	0.00	17,660.00	92*0462841	92*0462856
63624	General Fund Unrestricted	278.00	0.00	278.00	92*0462858	92*0462858
63627	General Fund Unrestricted	5,330.09	0.00	5,330.09	92*0462881	92*0462889
63628	General Fund Unrestricted	93.73	0.00	93.73	92*0462891	92*0462893
63633	General Fund Unrestricted	78,490.13	0.00	78,490.13	92*0462950	92*0462964
63635	General Fund Unrestricted	35.00	0.00	35.00	92*0462987	92*0462987
63636	General Fund Unrestricted	35,811.00	0.00	35,811.00	92*0462989	92*0463032
63637	General Fund Unrestricted	3,555.90	0.00	3,555.90	92*0463033	92*0463076
63638	General Fund Unrestricted	3,259.50	0.00	3,259.50	92*0463077	92*0463123
63639	General Fund Unrestricted	1,475.40	0.00	1,475.40	92*0463124	92*0463149
63640	General Fund Unrestricted	2,701.48	0.00	2,701.48	92*0463150	92*0463197
63641	General Fund Unrestricted	1,688.15	0.00	1,688.15	92*0463198	92*0463250
63642	General Fund Unrestricted	2,373.70	0.00	2,373.70	92*0463251	92*0463296
63643	General Fund Unrestricted	1,946.20	0.00	1,946.20	92*0463297	92*0463326
63646	General Fund Unrestricted	26,869.63	0.00	26,869.63	92*0463332	92*0463345
63648	General Fund Unrestricted	4,091.29	0.00	4,091.29	92*0463349	92*0463350
63649	General Fund Unrestricted	5,730.29	0.00	5,730.29	92*0463351	92*0463364
63651	General Fund Unrestricted	20,499.92	0.00	20,499.92	92*0463377	92*0463388
63657	General Fund Unrestricted	4,490.71	0.00	4,490.71	92*0463401	92*0463405
63659	General Fund Unrestricted	165.60	0.00	165.60	92*0463424	92*0463433
63664	General Fund Unrestricted	4,362.14	0.00	4,362.14	92*0463444	92*0463456
63665	General Fund Unrestricted	661.95	0.00	661.95	92*0463462	92*0463462
63668	General Fund Unrestricted	4,200.00	0.00	4,200.00	92*0463466	92*0463466
63671	General Fund Unrestricted	674,982.45	0.00	674,982.45	92*0463473	92*0463511
63672	General Fund Unrestricted	16,296.91	0.00	16,296.91	92*0463515	92*0463528
63675	General Fund Unrestricted	14,372.90	0.00	14,372.90	92*0463553	92*0463599
63676	General Fund Unrestricted	8,731.10	0.00	8,731.10	92*0463600	92*0463647
63677	General Fund Unrestricted	7,645.50	0.00	7,645.50	92*0463648	92*0463690
63678	General Fund Unrestricted	8,193.04	0.00	8,193.04	92*0463691	92*0463737
63679	General Fund Unrestricted	3,187.70	0.00	3,187.70	92*0463738	92*0463756
63680	General Fund Unrestricted	5,785.80	0.00	5,785.80	92*0463757	92*0463809

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63681	General Fund Unrestricted	1,274.83	0.00	1,274.83	92*0463810	92*0463877
63682	General Fund Unrestricted	854.30	0.00	854.30	92*0463878	92*0463917
Total Fund 11 General Fund Unrestricted		<u><u>\$3,197,817.12</u></u>	<u><u>\$2,951.00</u></u>	<u><u>\$3,194,866.12</u></u>		

Checks Written for Period 02/10/16 Thru 03/01/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62878	General Fund Restricted	0.00	2,392.80	-2,392.80	92*0442081	92*0442081
62962	General Fund Restricted	0.00	811.20	-811.20	92*0445468	92*0445468
63531	General Fund Restricted	0.00	190.00	-190.00	92*0461359	92*0461359
63557	General Fund Restricted	0.00	14,083.58	-14,083.58	92*0461879	92*0461879
63570	General Fund Restricted	0.00	425.00	-425.00	92*0462045	92*0462045
63596	General Fund Restricted	1,656.74	0.00	1,656.74	92*0462545	92*0462560
63601	General Fund Restricted	187,380.62	0.00	187,380.62	92*0462595	92*0462596
63603	General Fund Restricted	15,397.89	0.00	15,397.89	92*0462609	92*0462624
63604	General Fund Restricted	3,818.08	0.00	3,818.08	92*0462625	92*0462627
63605	General Fund Restricted	21,575.15	0.00	21,575.15	92*0462628	92*0462645
63606	General Fund Restricted	2,140.00	0.00	2,140.00	92*0462646	92*0462646
63614	General Fund Restricted	4,622.22	0.00	4,622.22	92*0462674	92*0462702
63615	General Fund Restricted	36,970.95	0.00	36,970.95	92*0462704	92*0462734
63620	General Fund Restricted	24,268.83	0.00	24,268.83	92*0462811	92*0462828
63621	General Fund Restricted	35,188.04	0.00	35,188.04	92*0462829	92*0462833
63623	General Fund Restricted	3,187.90	0.00	3,187.90	92*0462844	92*0462853
63624	General Fund Restricted	5,178.29	0.00	5,178.29	92*0462857	92*0462864
63626	General Fund Restricted	1,405.78	0.00	1,405.78	92*0462877	92*0462880
63627	General Fund Restricted	113.75	0.00	113.75	92*0462883	92*0462885
63628	General Fund Restricted	458.90	0.00	458.90	92*0462890	92*0462896
63632	General Fund Restricted	12,695.21	0.00	12,695.21	92*0462922	92*0462949
63634	General Fund Restricted	30,728.79	0.00	30,728.79	92*0462965	92*0462986
63635	General Fund Restricted	1,071.24	0.00	1,071.24	92*0462988	92*0462988
63644	General Fund Restricted	2,052.06	0.00	2,052.06	92*0463327	92*0463327
63647	General Fund Restricted	8,695.39	0.00	8,695.39	92*0463346	92*0463348
63649	General Fund Restricted	9,782.74	0.00	9,782.74	92*0463353	92*0463366
63650	General Fund Restricted	117,781.02	0.00	117,781.02	92*0463367	92*0463376
63652	General Fund Unrestricted	730.00	0.00	730.00	92*0463389	92*0463389
63658	General Fund Restricted	80,224.29	0.00	80,224.29	92*0463406	92*0463419
63659	General Fund Restricted	2,526.36	0.00	2,526.36	92*0463420	92*0463432
63660	General Fund Restricted	99.95	0.00	99.95	92*0463434	92*0463434
63664	General Fund Restricted	57,056.39	0.00	57,056.39	92*0463443	92*0463460
63665	General Fund Restricted	750.00	0.00	750.00	92*0463463	92*0463463
63672	General Fund Restricted	7,272.15	0.00	7,272.15	92*0463512	92*0463527
63673	General Fund Restricted	69,094.84	0.00	69,094.84	92*0463529	92*0463551
63674	General Fund Restricted	310.00	0.00	310.00	92*0463552	92*0463552
Total Fund 12 General Fund Restricted		\$744,233.57	\$17,902.58	\$726,330.99		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63620	GF Unrestricted One-Time Func	84.24	0.00	84.24	92*0462810	92*0462810
63659	GF Unrestricted One-Time Func	49.23	0.00	49.23	92*0463431	92*0463431
63665	GF Unrestricted One-Time Func	28,500.00	0.00	28,500.00	92*0463461	92*0463461
Total Fund 13 GF Unrestricted One-Time		<u>\$28,633.47</u>	<u>\$0.00</u>	<u>\$28,633.47</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63595	Child Development Fund	5,648.22	0.00	5,648.22	92*0462539	92*0462539
63599	Child Development Fund	3,727.93	0.00	3,727.93	92*0462568	92*0462569
63607	Child Development Fund	958.85	0.00	958.85	92*0462647	92*0462648
63612	Child Development Fund	1,621.02	0.00	1,621.02	92*0462655	92*0462659
63618	Child Development Fund	10,784.31	0.00	10,784.31	92*0462797	92*0462800
63622	Child Development Fund	10,421.38	0.00	10,421.38	92*0462834	92*0462840
63625	Child Development Fund	2,162.84	0.00	2,162.84	92*0462865	92*0462876
63631	Child Development Fund	9,935.48	4,967.74	4,967.74	92*0462902	92*0462921
63645	Child Development Fund	2,687.49	0.00	2,687.49	92*0463328	92*0463331
63653	Child Development Fund	1,981.45	0.00	1,981.45	92*0463390	92*0463392
63661	Child Development Fund	2,850.28	0.00	2,850.28	92*0463435	92*0463438
Total Fund 33 Child Development Fund		\$52,779.25	\$4,967.74	\$47,811.51		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63446	Capital Outlay Projects Fund	0.00	2,405.15	-2,405.15	92*0458807	92*0458807
63594	Capital Outlay Projects Fund	87,545.15	0.00	87,545.15	92*0462537	92*0462538
63598	Capital Outlay Projects Fund	78,615.70	0.00	78,615.70	92*0462562	92*0462567
63608	Capital Outlay Projects Fund	400.00	0.00	400.00	92*0462649	92*0462649
63611	Capital Outlay Projects Fund	55,494.50	0.00	55,494.50	92*0462652	92*0462654
63656	Capital Outlay Projects Fund	4,611.92	0.00	4,611.92	92*0463399	92*0463400
63666	Capital Outlay Projects Fund	32,149.99	0.00	32,149.99	92*0463464	92*0463464
63669	Capital Outlay Projects Fund	48,077.71	0.00	48,077.71	92*0463467	92*0463471
Total Fund 41 Capital Outlay Projects Fun		<u>\$306,894.97</u>	<u>\$2,405.15</u>	<u>\$304,489.82</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63609	Bond Fund, Measure E	3,650.00	0.00	3,650.00	92*0462650	92*0462650
63617	Bond Fund, Measure E	101.62	0.00	101.62	92*0462796	92*0462796
63662	Bond Fund, Measure E	7,661.04	0.00	7,661.04	92*0463439	92*0463441
Total Fund 42 Bond Fund, Measure E		\$11,412.66	\$0.00	\$11,412.66		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63610	Bond Fund, Measure Q	49,506.15	0.00	49,506.15	92*0462651	92*0462651
63654	Bond Fund, Measure Q	1,298,136.76	0.00	1,298,136.76	92*0463393	92*0463397
63655	Bond Fund, Measure Q	4,652.00	0.00	4,652.00	92*0463398	92*0463398
63663	Bond Fund, Measure Q	20,500.00	0.00	20,500.00	92*0463442	92*0463442
63667	Bond Fund, Measure Q	16,398.17	0.00	16,398.17	92*0463465	92*0463465
63670	Bond Fund, Measure Q	1,287,468.22	0.00	1,287,468.22	92*0463472	92*0463472
Total Fund 43 Bond Fund, Measure Q		\$2,676,661.30	\$0.00	\$2,676,661.30		

Checks Written for Period 02/10/16 Thru 03/01/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63597	Property and Liability Fund	85,185.55	0.00	85,185.55	92*0462561	92*0462561
63630	Property and Liability Fund	7,598.81	0.00	7,598.81	92*0462900	92*0462901
Total Fund 61 Property and Liability Fund		<u><u>\$92,784.36</u></u>	<u><u>\$0.00</u></u>	<u><u>\$92,784.36</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63593	Workers' Compensation Fund	405.00	0.00	405.00	92*0462536	92*0462536
Total Fund 62 Workers' Compensation Fu		<u>405.00</u>	<u>0.00</u>	<u>405.00</u>		

Checks Written for Period 02/10/16 Thru 03/01/16

63629	Student Financial Aid Fund	2,791.16	0.00	2,791.16	92*0462897	92*0462899
Total Fund 74 Student Financial Aid Fund		<u><u>\$2,791.16</u></u>	<u><u>\$0.00</u></u>	<u><u>\$2,791.16</u></u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	3,194,866.12
Total Fund 12 General Fund Restricted	726,330.99
Total Fund 13 GF Unrestricted One-Time Fund	28,633.47
Total Fund 33 Child Development Fund	47,811.51
Total Fund 41 Capital Outlay Projects Fund	304,489.82
Total Fund 42 Bond Fund, Measure E	11,412.66
Total Fund 43 Bond Fund, Measure Q	2,676,661.30
Total Fund 61 Property and Liability Fund	92,784.36
Total Fund 62 Workers' Compensation Fund	405.00
Total Fund 74 Student Financial Aid Fund	2,791.16
Grand Total:	<u><u>\$7,086,186.39</u></u>

Checks Written for Period 02/06/16 Thru 02/25/16

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
311602213	Bookstore Fund	114,557.93	0.00	114,557.93	31*0106601	31*0106629
311602320	Bookstore Fund	6,693.54	0.00	6,693.54	31*0106630	31*0106637
311602425	Bookstore Fund	19,500.94	0.00	19,500.94	31*0106638	31*0106650
Total Fund 31 Bookstore Fund		<u>\$140,752.41</u>	<u>\$0.00</u>	<u>\$140,752.41</u>		

Checks Written for Period 02/06/16 Thru 02/25/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
711602213	Associated Students Fund	5,120.24	2,560.12	2,560.12	71*0007628	71*0007635
711602320	Associated Students Fund	856.00	0.00	856.00	71*0007636	71*0007638
711602425	Associated Students Fund	84.78	0.00	84.78	71*0007639	71*0007639
Total Fund 71 Associated Students Fund		<u>\$6,061.02</u>	<u>\$2,560.12</u>	<u>\$3,500.90</u>		

Checks Written for Period 02/06/16 Thru 02/25/16

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
721602320	Representation Fee Trust Fund	450.00	0.00	450.00	72*0000063	72*0000064
Total Fund 72 Representation Fee Trust Fun		<u>450.00</u>	<u>\$0.00</u>	<u>\$450.00</u>		

Checks Written for Period 02/06/16 Thru 02/25/16

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
761602425	Community Education Fund	20,592.35	0.00	20,592.35	76*0006899	76*0006901
Total Fund 76 Community Education Fund		<u>20,592.35</u>	<u>0.00</u>	<u>20,592.35</u>		

Checks Written for Period 02/06/16 Thru 02/25/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
791602213	Diversified Trust Fund	1,381.94	0.00	1,381.94	79*0019863	79*0019864
791602425	Diversified Trust Fund	15,001.58	0.00	15,001.58	79*0019865	79*0019876
Total Fund 79 Diversified Trust Fund		<u>\$16,383.52</u>	<u>\$0.00</u>	<u>\$16,383.52</u>		

Checks Written for Period 02/06/16 Thru 02/25/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
811602213	Diversified Agency Fund	10,188.28	694.45	9,493.83	81*0046418	81*0046433
811602320	Diversified Agency Fund	11,180.03	0.00	11,180.03	81*0046434	81*0046443
811602425	Diversified Agency Fund	5,535.43	0.00	5,535.43	81*0046444	81*0046450
Total Fund 81 Diversified Agency Fund		<u>\$26,903.74</u>	<u>\$694.45</u>	<u>\$26,209.29</u>		

SUMMARY

Total Fund 31 Bookstore Fund	140,752.41
Total Fund 71 Associated Students Fund	3,500.90
Total Fund 72 Representation Fee Trust Fund	450.00
Total Fund 76 Community Education Fund	20,592.35
Total Fund 79 Diversified Trust Fund	16,383.52
Total Fund 81 Diversified Agency Fund	26,209.29
Grand Total:	<u><u>\$207,888.47</u></u>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 02/01/2016 To 02/26/2016
Board Meeting on 03/14/2016
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT**

BU0070

BACKGROUND

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

ANALYSIS

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

BUDGET TRANSFERS		From	To
<u>Fund 11: General Fund Unrestricted</u>			
1000	ACADEMIC SALARIES		52,460
2000	CLASSIFIED SALARIES	61,873	
3000	EMPLOYEE BENEFITS		9,413
4000	SUPPLIES & MATERIALS	3,910	
5000	OTHER OPERATING EXP & SERVICES		9,273
6000	CAPITAL OUTLAY	5,363	
Total Transfer Fund 11		\$71,146	\$71,146
<u>Fund 12: General Fund Restricted</u>			
1000	ACADEMIC SALARIES		43,372
2000	CLASSIFIED SALARIES	71,145	
3000	EMPLOYEE BENEFITS	43,296	
4000	SUPPLIES & MATERIALS		41,618
5000	OTHER OPERATING EXP & SERVICES	374,260	
6000	CAPITAL OUTLAY		447,255
7000	OTHER OUTGO	33,544	
7900	RESERVE FOR CONTINGENCIES	10,000	
Total Transfer Fund 12		\$532,245	\$532,245
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
1000	ACADEMIC SALARIES		36,257
2000	CLASSIFIED SALARIES		435
3000	EMPLOYEE BENEFITS		1,792
4000	SUPPLIES & MATERIALS	5,450	
5000	OTHER OPERATING EXP & SERVICES		112,685
6000	CAPITAL OUTLAY		10,315
7900	RESERVE FOR CONTINGENCIES	156,034	
Total Transfer Fund 13		\$161,484	\$161,484
<u>Fund 33: Child Development Fund</u>			
2000	CLASSIFIED SALARIES	44,217	
4000	SUPPLIES & MATERIALS	383	
5000	OTHER OPERATING EXP & SERVICES		13,036
6000	CAPITAL OUTLAY		31,564
Total Transfer Fund 33		\$44,600	\$44,600

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
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From 02/01/2016 To 02/26/2016
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BUDGET TRANSFERS		From	To
<u>Fund 41: Capital Outlay Projects Fund</u>			
4000	SUPPLIES & MATERIALS		31,429
5000	OTHER OPERATING EXP & SERVICES		57,000
6000	CAPITAL OUTLAY		332,117
7900	RESERVE FOR CONTINGENCIES	420,546	
Total Transfer Fund 41		\$420,546	\$420,546
<u>Fund 76: Community Education Fund</u>			
5000	OTHER OPERATING EXP & SERVICES		62,000
7900	RESERVE FOR CONTINGENCIES	62,000	
Total Transfer Fund 76		\$62,000	\$62,000
<u>Fund 79: Diversified Trust Fund</u>			
2000	CLASSIFIED SALARIES	5,185	
3000	EMPLOYEE BENEFITS	3,610	
4000	SUPPLIES & MATERIALS		13,576
5000	OTHER OPERATING EXP & SERVICES		67,510
6000	CAPITAL OUTLAY		22,855
7000	OTHER OUTGO		261,429
7900	RESERVE FOR CONTINGENCIES	356,575	
Total Transfer Fund 79		\$365,370	\$365,370
BUDGET INCREASES AND DECREASES		Revenue	Appropriation
<u>Fund 11: General Fund Unrestricted</u>			
8800	LOCAL REVENUES	76,488	
2000	CLASSIFIED SALARIES		24,000
3000	EMPLOYEE BENEFITS		1,488
5000	OTHER OPERATING EXP & SERVICES		51,000
Total Transfer Fund 11		\$76,488	\$76,488
<u>Fund 12: General Fund Restricted</u>			
8100	FEDERAL REVENUES	29,068	
8600	STATE REVENUES	430,759	
8800	LOCAL REVENUES	(1,900)	
1000	ACADEMIC SALARIES		(169,652)
2000	CLASSIFIED SALARIES		162,898
3000	EMPLOYEE BENEFITS		(64,771)
4000	SUPPLIES & MATERIALS		14,504
5000	OTHER OPERATING EXP & SERVICES		475,690
6000	CAPITAL OUTLAY		37,930
7000	OTHER OUTGO		1,328
Total Transfer Fund 12		\$457,927	\$457,927

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 02/01/2016 To 02/26/2016
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BUDGET INCREASES AND DECREASES		Revenue	Appropriation
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
8800	LOCAL REVENUES	114,532	
1000	ACADEMIC SALARIES		17,989
2000	CLASSIFIED SALARIES		19,507
3000	EMPLOYEE BENEFITS		3,036
4000	SUPPLIES & MATERIALS		35,000
5000	OTHER OPERATING EXP & SERVICES		39,000
Total Transfer Fund 13		\$114,532	\$114,532
<u>Fund 33: Child Development Fund</u>			
8600	STATE REVENUES	44,000	
2000	CLASSIFIED SALARIES		34,253
3000	EMPLOYEE BENEFITS		1,747
4000	SUPPLIES & MATERIALS		8,000
Total Transfer Fund 33		\$44,000	\$44,000
<u>Fund 41: Capital Outlay Projects Fund</u>			
8900	OTHER FINANCING SOURCES	125,000	
6000	CAPITAL OUTLAY		125,000
Total Transfer Fund 41		\$125,000	\$125,000
<u>Fund 74: Student Financial Aid Fund</u>			
8100	FEDERAL REVENUES	9,230	
7000	OTHER OUTGO		9,230
Total Transfer Fund 74		\$9,230	\$9,230
<u>Fund 79: Diversified Trust Fund</u>			
8800	LOCAL REVENUES	11,550	
6000	CAPITAL OUTLAY		11,550
Total Transfer Fund 79		\$11,550	\$11,550

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

RECOMMENDATION

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 02/01/2016 To 02/26/2016
Board Meeting on 03/14/2016**

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

BUDGET TRANSFERS		From	To
<u>Fund 11: General Fund Unrestricted</u>			
B017871	02/18/16		
1000	ACADEMIC SALARIES		52,372
2000	CLASSIFIED SALARIES	56,173	
3000	EMPLOYEE BENEFITS		3,801
		\$56,173	\$56,173
Total Reference B017871			
Reason: Adjustment			
Description: Move funds for Monica Collins			
 <u>Fund 12: General Fund Restricted</u>			
B017776	02/03/16		
2000	CLASSIFIED SALARIES	34,722	
3000	EMPLOYEE BENEFITS	10,321	
6000	CAPITAL OUTLAY		45,043
		\$45,043	\$45,043
Total Reference B017776			
Reason: Special Project Adjustment			
Description: Move funds to equipment- Medical Devices Program			
B017777	02/03/16		
5000	OTHER OPERATING EXP & SERVICES	160,000	
6000	CAPITAL OUTLAY		160,000
		\$160,000	\$160,000
Total Reference B017777			
Reason: Special Project Adjustment			
Description: Fund RSAEC classes & offices			
B017823	02/10/16		
5000	OTHER OPERATING EXP & SERVICES	80,000	
6000	CAPITAL OUTLAY		80,000
		\$80,000	\$80,000
Total Reference B017823			
Reason: Special Project Adjustment			
Description: To acquire furniture for new site			
B017881	02/18/16		
1000	ACADEMIC SALARIES		21,913
2000	CLASSIFIED SALARIES		8,175
6000	CAPITAL OUTLAY	1,162	
7000	OTHER OUTGO	28,926	
		\$30,088	\$30,088
Total Reference B017881			
Reason: Special Project Adjustment			
Description: To fund computers, food and salaries			

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From 02/01/2016 To 02/26/2016
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BUDGET TRANSFERS	From	To
B017889 02/19/16		
5000 OTHER OPERATING EXP & SERVICES	106,800	
6000 CAPITAL OUTLAY		106,800
	<hr/>	<hr/>
Total Reference B017889	\$106,800	\$106,800
Reason: Special Project Adjustment		
Description: Cover estimated quotes for instructional equipment		
B017907 02/22/16		
4000 SUPPLIES & MATERIALS		38,500
5000 OTHER OPERATING EXP & SERVICES	52,765	
6000 CAPITAL OUTLAY		14,265
	<hr/>	<hr/>
Total Reference B017907	\$52,765	\$52,765
Reason: Special Project Adjustment		
Description: Equipment & supplies for new site		
B017922 02/23/16		
4000 SUPPLIES & MATERIALS		512
5000 OTHER OPERATING EXP & SERVICES	512	
6000 CAPITAL OUTLAY		10,000
7900 RESERVE FOR CONTINGENCIES	10,000	
	<hr/>	<hr/>
Total Reference B017922	\$10,512	\$10,512
Reason: Special Project Adjustment		
Description: Hardware purchase for EMR & move labor for MD to Nursing		
<u>Fund 13: GF Unrestricted One-Time Funds</u>		
B017846 02/16/16		
1000 ACADEMIC SALARIES		36,257
3000 EMPLOYEE BENEFITS		1,777
7900 RESERVE FOR CONTINGENCIES	38,034	
	<hr/>	<hr/>
Total Reference B017846	\$38,034	\$38,034
Reason: Adjustment		
Description: Move funds for Sherry DeRosa to cover a one-time expense		
B017883 02/18/16		
5000 OTHER OPERATING EXP & SERVICES		118,000
7900 RESERVE FOR CONTINGENCIES	118,000	
	<hr/>	<hr/>
Total Reference B017883	\$118,000	\$118,000
Reason: Adjustment		
Description: Cover negative balance		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 02/01/2016 To 02/26/2016
Board Meeting on 03/14/2016**

BUDGET TRANSFERS		From	To
Fund 41: Capital Outlay Projects Fund			
B017774	02/03/16		
6000	CAPITAL OUTLAY	4,500	
7900	RESERVE FOR CONTINGENCIES		4,500
Total Reference B017774		\$4,500	\$4,500
Reason: Special Project Adjustment			
Description: Allocate funds to correct Budget in SP 3593			
B017781	02/03/16		
6000	CAPITAL OUTLAY		50,000
7900	RESERVE FOR CONTINGENCIES	50,000	
Total Reference B017781		\$50,000	\$50,000
Reason: New Budget			
Description: SCC Other Repairs/Mods			
B017782	02/03/16		
6000	CAPITAL OUTLAY		50,000
7900	RESERVE FOR CONTINGENCIES	50,000	
Total Reference B017782		\$50,000	\$50,000
Reason: New Budget			
Description: SAC Other Repairs/Mods			
B017792	02/05/16		
6000	CAPITAL OUTLAY		5,000
7900	RESERVE FOR CONTINGENCIES	5,000	
Total Reference B017792		\$5,000	\$5,000
Reason: Special Project Adjustment			
Description: Cover PO's for future PR's			
B017807	02/09/16		
6000	CAPITAL OUTLAY		90,000
7900	RESERVE FOR CONTINGENCIES	90,000	
Total Reference B017807		\$90,000	\$90,000
Reason: New Budget			
Description: DO SM16 Boiler Replacement			
B017815	02/10/16		
6000	CAPITAL OUTLAY		34,158
7900	RESERVE FOR CONTINGENCIES	34,158	
Total Reference B017815		\$34,158	\$34,158
Reason: New Budget			
Description: SCC Bldg D Inter Renov Phase 3			

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 02/01/2016 To 02/26/2016
Board Meeting on 03/14/2016**

BUDGET TRANSFERS	From	To
B017816 02/10/16		
5000 OTHER OPERATING EXP & SERVICES		20,000
7900 RESERVE FOR CONTINGENCIES	20,000	
	<hr/>	<hr/>
Total Reference B017816	\$20,000	\$20,000
Reason: Special Project Adjustment		
Description: Cover PR42917 & for future PR's		
B017817 02/10/16		
5000 OTHER OPERATING EXP & SERVICES		37,000
7900 RESERVE FOR CONTINGENCIES	37,000	
	<hr/>	<hr/>
Total Reference B017817	\$37,000	\$37,000
Reason: Special Project Adjustment		
Description: To fund H building chiller & back flow device replacements		
B017818 02/10/16		
6000 CAPITAL OUTLAY		113,500
7900 RESERVE FOR CONTINGENCIES	113,500	
	<hr/>	<hr/>
Total Reference B017818	\$113,500	\$113,500
Reason: New Budget		
Description: SAC cleanroom H 210		
B017959 02/26/16		
4000 SUPPLIES & MATERIALS		29,229
6000 CAPITAL OUTLAY	3,841	
7900 RESERVE FOR CONTINGENCIES	25,388	
	<hr/>	<hr/>
Total Reference B017959	\$29,229	\$29,229
Reason: Special Project Adjustment		
Description: Allocate funds to non-instructional supplies		
 <u>Fund 76: Community Education Fund</u>		
B017869 02/18/16		
5000 OTHER OPERATING EXP & SERVICES		62,000
7900 RESERVE FOR CONTINGENCIES	62,000	
	<hr/>	<hr/>
Total Reference B017869	\$62,000	\$62,000
Reason: Adjustment		
Description: Adjust budgets to cover 15/16 expenses		
 <u>Fund 79: Diversified Trust Fund</u>		
B017752 02/01/16		
5000 OTHER OPERATING EXP & SERVICES		5,200
7000 OTHER OUTGO		125,000
7900 RESERVE FOR CONTINGENCIES	130,200	
	<hr/>	<hr/>
Total Reference B017752	\$130,200	\$130,200
Reason: Special Project Adjustment		
Description: Adjust budget to cover 15/16 expenses		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 02/01/2016 To 02/26/2016
Board Meeting on 03/14/2016**

BUDGET TRANSFERS	From	To
B017761 02/02/16		
2000 CLASSIFIED SALARIES	5,185	
3000 EMPLOYEE BENEFITS	3,610	
4000 SUPPLIES & MATERIALS		10,000
5000 OTHER OPERATING EXP & SERVICES	88	
6000 CAPITAL OUTLAY		22,855
7000 OTHER OUTGO		136,429
7900 RESERVE FOR CONTINGENCIES	160,401	

Total Reference B017761	\$169,284	\$169,284
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Reason: Special Project Adjustment
Description: Cover exp related to Bookstore Contribution

B017772 02/03/16		
4000 SUPPLIES & MATERIALS		3,576
5000 OTHER OPERATING EXP & SERVICES		62,398
7900 RESERVE FOR CONTINGENCIES	65,974	

Total Reference B017772	\$65,974	\$65,974
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Reason: Special Project Adjustment
Description: To fund athletic's account

BUDGET INCREASES AND DECREASES	Revenue	Appropriation
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Fund 11: General Fund Unrestricted

B017799 02/08/16		
8800 LOCAL REVENUES	76,488	
2000 CLASSIFIED SALARIES		24,000
3000 EMPLOYEE BENEFITS		1,488
5000 OTHER OPERATING EXP & SERVICES		51,000

Total Reference B017799	\$76,488	\$76,488
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Reason: Adjustment
Description: Increase Int'l Students' budget & fund GF acct

Fund 12: General Fund Restricted

B017762 02/02/16		
8600 STATE REVENUES	187,804	
1000 ACADEMIC SALARIES		16,564
2000 CLASSIFIED SALARIES		3,275
3000 EMPLOYEE BENEFITS		5,939
4000 SUPPLIES & MATERIALS		7,500
5000 OTHER OPERATING EXP & SERVICES		134,526
6000 CAPITAL OUTLAY		20,000

Total Reference B017762	\$187,804	\$187,804
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Reason: New Budget
Description: Prop. 39 Clean Energy Workforce Prog. PIF II (SCC)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 02/01/2016 To 02/26/2016
Board Meeting on 03/14/2016**

BUDGET INCREASES AND DECREASES

		Revenue	Appropriation
B017928	02/24/16		
8600	STATE REVENUES	27,997	
2000	CLASSIFIED SALARIES		715
3000	EMPLOYEE BENEFITS		12,258
4000	SUPPLIES & MATERIALS		4,127
5000	OTHER OPERATING EXP & SERVICES		10,897
Total Reference B017928		\$27,997	\$27,997
Reason:	Special Project Adjustment		
Description:	Relocation of the LAOCRC		
B017929	02/24/16		
8600	STATE REVENUES	(27,997)	
2000	CLASSIFIED SALARIES		(715)
3000	EMPLOYEE BENEFITS		(12,258)
4000	SUPPLIES & MATERIALS		(4,127)
5000	OTHER OPERATING EXP & SERVICES		(10,897)
Total Reference B017929		\$(27,997)	\$(27,997)
Reason:	Special Project Adjustment		
Description:	Relocation of the LAOCRC		
B017930	02/24/16		
8600	STATE REVENUES	100,000	
2000	CLASSIFIED SALARIES		15,401
3000	EMPLOYEE BENEFITS		3,278
4000	SUPPLIES & MATERIALS		7,000
5000	OTHER OPERATING EXP & SERVICES		70,321
6000	CAPITAL OUTLAY		4,000
Total Reference B017930		\$100,000	\$100,000
Reason:	New Budget		
Description:	GTL DSN FY 15/16 In-region Investment Funds (DO)		
B017934	02/24/16		
8100	FEDERAL REVENUES	212,071	
2000	CLASSIFIED SALARIES		111,421
3000	EMPLOYEE BENEFITS		16,741
4000	SUPPLIES & MATERIALS		3,720
5000	OTHER OPERATING EXP & SERVICES		80,189
Total Reference B017934		\$212,071	\$212,071
Reason:	Special Project Adjustment		
Description:	Relocation of Regional Consortia		

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

From 02/01/2016 To 02/26/2016

Board Meeting on 03/14/2016

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B017935	02/24/16		
8100	FEDERAL REVENUES	(212,071)	
1000	ACADEMIC SALARIES		(65,723)
2000	CLASSIFIED SALARIES		(47,599)
3000	EMPLOYEE BENEFITS		(40,189)
4000	SUPPLIES & MATERIALS		(16,281)
5000	OTHER OPERATING EXP & SERVICES		(40,279)
6000	CAPITAL OUTLAY		(2,000)
Total Reference B017935		\$(212,071)	\$(212,071)
Reason:	Special Project Adjustment		
Description:	Relocation of Regional Consortia		
B017944	02/25/16		
8600	STATE REVENUES	(56,106)	
1000	ACADEMIC SALARIES		(142,950)
2000	CLASSIFIED SALARIES		86,594
3000	EMPLOYEE BENEFITS		(54,997)
4000	SUPPLIES & MATERIALS		4,325
5000	OTHER OPERATING EXP & SERVICES		34,992
6000	CAPITAL OUTLAY		15,930
Total Reference B017944		\$(56,106)	\$(56,106)
Reason:	Special Project Adjustment		
Description:	DSPS-SCC Budget FY 15-16		
B017953	02/25/16		
8600	STATE REVENUES	100,000	
1000	ACADEMIC SALARIES		2,700
3000	EMPLOYEE BENEFITS		422
4000	SUPPLIES & MATERIALS		5,552
5000	OTHER OPERATING EXP & SERVICES		91,326
Total Reference B017953		\$100,000	\$100,000
Reason:	New Budget		
Description:	Small Business DSN FY 15/16 In-region Investment Funds (DO)		
B017954	02/25/16		
8600	STATE REVENUES	100,000	
4000	SUPPLIES & MATERIALS		500
5000	OTHER OPERATING EXP & SERVICES		99,500
Total Reference B017954		\$100,000	\$100,000
Reason:	New Budget		
Description:	ED-In-Reg ICT/Dig Med Yr3 - funded FY 15/16		
B017962	02/26/16		
8100	FEDERAL REVENUES	40,000	
1000	ACADEMIC SALARIES		27,706
3000	EMPLOYEE BENEFITS		4,330
5000	OTHER OPERATING EXP & SERVICES		7,964
Total Reference B017962		\$40,000	\$40,000
Reason:	Special Project Adjustment		
Description:	Augmentation to SP 1591- LAOC-RC		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 02/01/2016 To 02/26/2016
Board Meeting on 03/14/2016**

BUDGET INCREASES AND DECREASES **Revenue** **Appropriation**

Fund 13: GF Unrestricted One-Time Funds

B017804	02/08/16		
8800	LOCAL REVENUES	94,717	
2000	CLASSIFIED SALARIES		19,507
3000	EMPLOYEE BENEFITS		1,210
4000	SUPPLIES & MATERIALS		35,000
5000	OTHER OPERATING EXP & SERVICES		39,000

Total Reference B017804 **\$94,717** **\$94,717**

Reason: Adjustment
Description: To fund accounts from facilities rental fees

Fund 33: Child Development Fund

B017923	02/23/16		
8600	STATE REVENUES	44,000	
2000	CLASSIFIED SALARIES		34,253
3000	EMPLOYEE BENEFITS		1,747
4000	SUPPLIES & MATERIALS		8,000

Total Reference B017923 **\$44,000** **\$44,000**

Reason: New Budget
Description: NEWB- First 5 California Signature Program

Fund 41: Capital Outlay Projects Fund

B017805	02/09/16		
8900	OTHER FINANCING SOURCES	125,000	
6000	CAPITAL OUTLAY		125,000

Total Reference B017805 **\$125,000** **\$125,000**

Reason: Special Project Adjustment
Description: Allocate funds to fire alarm all call project

RECOMMENDATION

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD REPORT - INTRAFUND AND INTERFUND TRANSFERS
From 02/01/2016 To 02/26/2016
Board Meeting on 03/14/2016**

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

<u>Date</u>	<u>Reference#</u>	<u>Description</u>	<u>Amount</u>
02/23/16	J035523	To close overspent amount in VTEA to General Fund 11 due to benefits accrual adjustment in 1B for Weiss.	0.25

INTERFUND TRANSFERS

<u>Date</u>	<u>Reference#</u>	<u>Description</u>	<u>Amount</u>
02/03/16	V0456989	Diversified Trust Fund/RSCCD from Fund 79 to Fund 41- Fire Alarm All Call system expansion	125,000.00

RECOMMENDATION

It is recommended the Board approve the intrafund and interfund transfers as presented.

4.2 (12)

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

To:	Board of Trustees	Date:	March 14, 2016
Re:	Approval of Lease Agreement Renewal with Replay Collective		
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

Replay Collective goal is to use our network of highly skilled, low cost labor to create web-based content for businesses and niche YouTube audiences. Replay Collective is a recently formed venture that brings together four Chapman University graduate students. Its three lines of product include (1) small business commercials, (2) business commercials and (3) web-series.

As a start-up, Replay Collective 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: March 15, 2016 to March 14, 2016. The square footage for the rentable area included in this lease agreement is 504 square feet.

RECOMMENDATION

It is recommended that the Board of Trustees approve the renewal of the lease agreement with Replay Collective and authorize the Vice Chancellor of Business Operations and Fiscal Services to execute the agreement on behalf of the District as presented.

Fiscal Impact:	\$10,281.60	Board Date:	March 14, 2016
Prepared by:	Enrique Perez, Assistant Vice Chancellor, Educational Services		
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

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

To:	Board of Trustees	Date:	March 14, 2016
Re:	Approval of Lease Agreement with Xentaurs		
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

Xentaurs is a next generation systems integrator and solutions provider specializing on making digital business transformation a reality. It has been designed from the ground up to architect and build digital solutions so that they can be better consumed by businesses. Our offerings include advanced analytics, big data, and hybrid cloud solutions.

As a start-up, Xentaurs 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: March 15, 2016 to March 14, 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 Xentaurs and authorize the Vice Chancellor of Business Operations and Fiscal Services to execute the agreement on behalf of the District as presented.

Fiscal Impact:	\$4,018.80	Board Date:	March 14, 2016
Prepared by:	Enrique Perez, Assistant Vice Chancellor, Educational Services		
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

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

To:	Board of Trustees	Date: March 14, 2016
Re:	Adoption of Resolution No. 16-06 –Dedication of 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, given that the Board of Trustees has already acknowledged the intent to dedicate an easement to SCE at the last Board meeting on February 22, 2016, the Board of Trustees is required to conduct a public hearing prior to the adoption and approval of Resolution 16-06 for the dedication of easement.

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.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No. 16-06 which adopts the Resolution to Dedicate Easement to Southern California Edison (SCE) at Santa Ana College.

Fiscal Impact:	N/A	Board Date: March 14, 2016
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction & Support Services	
Submitted by:	Peter J Hardash, Vice Chancellor of Business and Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

**BEFORE THE GOVERNING BOARD OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**DEDICATION OF EASEMENT
TO SOUTHERN CALIFORNIA EDISON (SCE)**

RESOLUTION NO. 16-06

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, pursuant to Education Code section 81311, in a regular open meeting on February 22, 2016, the District's governing board adopted, by two-thirds (2/3) vote of all of its members, a resolution declaring its intention to dedicate an easement to SCE and set a hearing date at the Board's regular open meeting scheduled for March 14, 2016;

WHEREAS, the Resolution of Intent to Dedicate Easement to SCE was thereafter timely and properly posted and published in accordance with Education Code § 81312;

WHEREAS, on March 14, 2016, the Board conducted a public hearing regarding the dedication of an easement to SCE;

WHEREAS, since no petition protesting the proposed dedication was presented in accordance with Education Code § 81314, the governing board, upon completion of a public hearing, took action to approve the proposed dedication of easement to SCE;

BE IT RESOLVED that the Board of Trustees of the Rancho Santiago Community College District hereby approves the dedication of 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 the Board of Trustees authorizes and directs Peter Hardash, Vice Chancellor, Business Operations and Fiscal Services, to finalize and execute, on behalf of the District, and deliver to SCE the Dedication of Easement in a form and content similar to Dedication of Easement attached as Exhibit 1.

APPROVED, PASSED AND ADOPTED by the Governing Board of the Rancho Santiago Community College District this 14th day of March, 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, Nelinda 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 March 14, 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 14th day of March, 2016.

Clerk of the Board of Trustees
Rancho Santiago Community College District

EXHIBIT 1

<p>RECORDING REQUESTED BY</p>  <p>SOUTHERN CALIFORNIA EDISON An EDISON INTERNATIONAL Company</p>
<p>WHEN RECORDED MAIL TO</p> <p>SOUTHERN CALIFORNIA EDISON COMPANY</p> <p>Real Properties 2131 Walnut Grove Avenue, 2nd Floor Rosemead, CA 91770</p> <p>Attn: Distribution/TRES</p>

SPACE ABOVE THIS LINE FOR RECORDER'S USE

GRANT OF EASEMENT

<p>DOCUMENTARY TRANSFER TAX \$ NONE (VALUE AND CONSIDERATION LESS THAN \$100.00)</p> <p align="right">SCE Company</p> <p>SIG. OF DECLARANT OR AGENT DETERMINING TAX FIRM NAME</p>	<p align="center">DISTRICT</p> <p align="center">Central OC</p>	<p align="center">WORK ORDER</p> <p align="center">TD1024967</p>	<p align="center">IDENTITY</p>	<p align="center">MAP SIZE</p>
	<p>FIM: 45-14A-4</p> <p>APN 004-070-53</p>	<p align="center">APPROVED:</p> <p align="center">Real Properties</p>	<p align="center">BY</p> <p align="center">SLS/BT</p>	<p align="center">DATE</p> <p align="center">10/26/2015</p>

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 CENTERLINES 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 #3 (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.

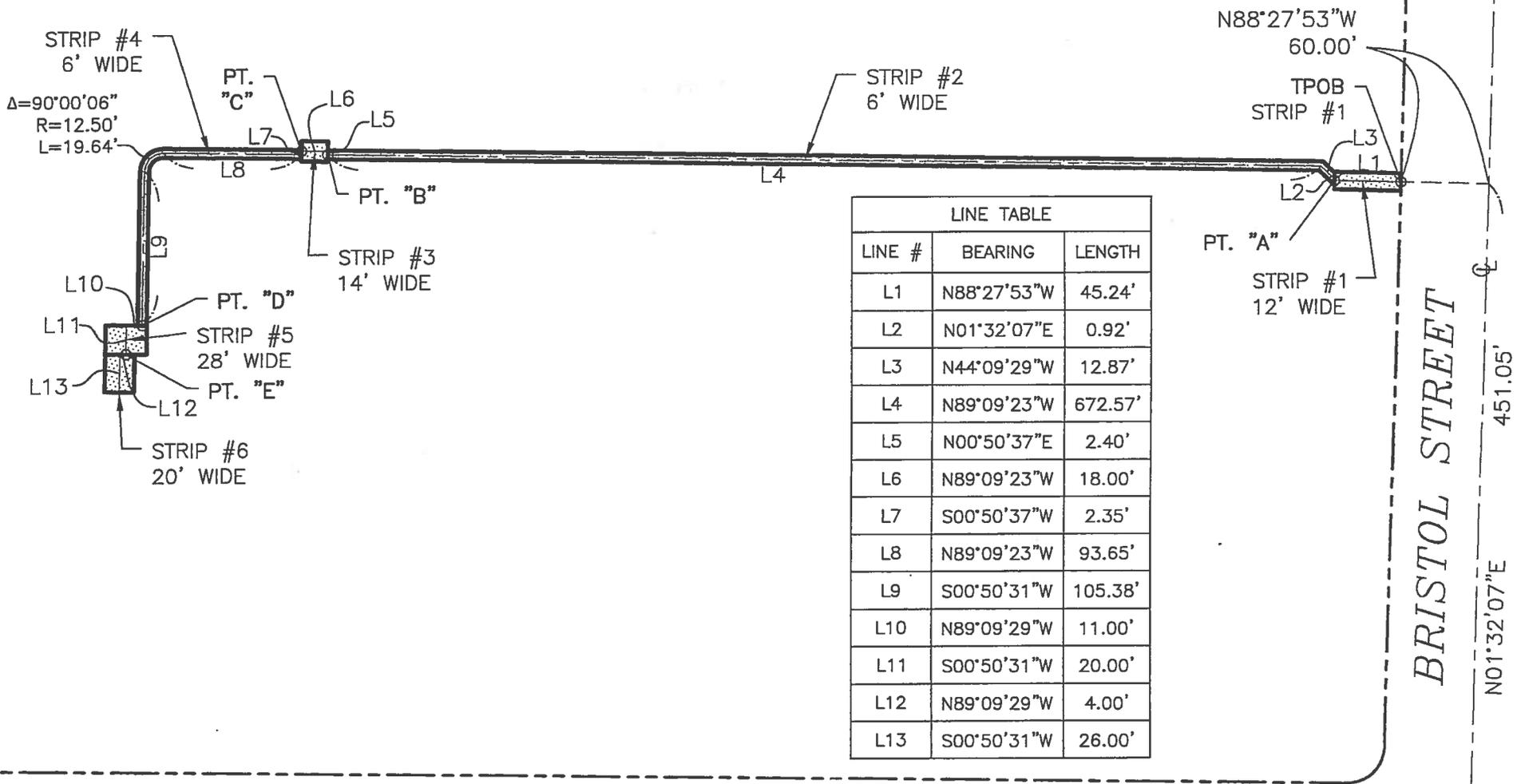
This legal description was prepared pursuant to Sec. 8730(c) of the Business & Professions Code.

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.



SCALE: 1"=100'

PARCEL 1
LOT MERGER NO. 2011-10
REC. 05/17/2012
DOC. # 2012000284155, O.R.
ORANGE CO.



LINE TABLE		
LINE #	BEARING	LENGTH
L1	N88°27'53"W	45.24'
L2	N01°32'07"E	0.92'
L3	N44°09'29"W	12.87'
L4	N89°09'23"W	672.57'
L5	N00°50'37"E	2.40'
L6	N89°09'23"W	18.00'
L7	S00°50'37"W	2.35'
L8	N89°09'23"W	93.65'
L9	S00°50'31"W	105.38'
L10	N89°09'29"W	11.00'
L11	S00°50'31"W	20.00'
L12	N89°09'29"W	4.00'
L13	S00°50'31"W	26.00'

WASHINGTON AVENUE

BRISTOL STREET

SCE EASEMENT	
DSE801430578	TD1024967
SLS/BT	02/11/16

POC STRIP #1

4.5(8)

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

To:	Board of Trustees	Date: March 14, 2016
Re:	Approval of Change Order #1 for C.I. Services, Inc. for the Roof Repairs (U Portables) Project Bid #1273 at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On December 7, 2015, the Board of Trustees approved a contract with C.I. Services, Inc. for the roof repair at the "U" Portable Village at Santiago Canyon College. The roof restoration project scope of work consisted of a three course liquid coating application designed to restore the existing metal roofing system, which adds approximately fifteen years to the expected useful life of the roof.

ANALYSIS:

The project was completed on February 16, 2016 and Change Order #1 decreases the contract by \$15,000 which is a credit back to the District. The revised contract amount is \$81,425.00. Pursuant to Administrative Regulation 6600, staff is recommending approval of this change order. A Notice of Completion has been scheduled for approval by the Board of Trustees on March 14, 2016.

This project is funded by Scheduled Maintenance.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1 for C.I. Services, Inc. for the Roof Repairs (U Portables) Project Bid #1273 at Santiago Canyon College as presented.

Fiscal Impact:	(\$15,000)	Board Date: March 14, 2016
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



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

Board Date: March 14, 2016
 Project No. Bid #1273
 Site: Santiago Canyon College
 Change Order (CO) No. : 1

Project Name: SCC - Roof Repairs (U Portables)
 Contractor: CI Services, Inc.
 Contract #: PO#16-P0038823

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date
12/14/2015	66	2/18/2016	0	0	2/18/2016

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$96,425.00	
Previous Change Orders			0.0%
Previous Change Orders			0.0%
Previous Change Orders			0.0%
Previous Change Orders			0.0%
This Change Order	1	-\$15,000.00	-15.6%
Total Change Order (s)		-\$15,000.00	-15.6%
Revised Contract Amount		\$81,425.00	

Items in Change Order							
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	Net
1	Credit of Allowance	District	2	0	\$ (15,000.00)	\$ -	\$ (15,000.00)
Subtotal					\$ (15,000.00)	\$ -	\$ (15,000.00)
Grand Total							\$ (15,000.00)

1- CODE REQUIREMENT

2 - FIELD CONDITION

3 - INSPECTION REQUIREMENT

4 - DESIGN REQUIREMENT

5 - OWNER REQUIREMENT

4.6 (2)

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

To:	Board of Trustees	Date: March 14, 2016
Re:	Accept the Completion of the Roof Repairs (U Portables) Project Bid #1273 at Santiago Canyon College and Approve a Recording of a Notice of Completion	
Action:	Request for Acceptance and Approval	

BACKGROUND:

On December 7, 2015, the Board of Trustees approved a contract with C.I. Services, Inc. Bid #1273 for the Roof Repairs (U Portables) at Santiago Canyon College (“Project”).

ANALYSIS:

The Project was completed on February 18, 2016. The District, upon approval by the Board of Trustees may record a Notice of Completion with the office of The Orange County Clerk-Recorder, as outlined under California Civil Code §9204. Total cost of the project is \$81,425.00

This project was funded by Scheduled Maintenance.

RECOMMENDATION:

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

Fiscal Impact:	N/A	Board Date: March 14, 2016
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

NO FEES CHARGED PER GOVERNMENT CODE §6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

2323 N. Broadway
Santa Ana, CA 92706-1640

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §9204 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located at 8045 E. Chapman Ave., Orange, California, caused improvements to be made to the property to with: Bid #1273 Roof Repairs (U Portables) Project at Santiago Canyon College, the contract for the doing of which was heretofore entered into on the 7th day of December, 2015, which contract was made with C. I. Services, Inc. PO 16-0038823 as contractor; that said improvements were completed on the 18th day of February, 2016 and accepted by formal action of the governing Board of said District on the 14th day of March, 2016; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Philadelphia Indemnity Insurance Company.

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

Executed on March 14, 2016 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by _____

Raúl Rodríguez, Chancellor

Rancho Santiago Community College District

State of California
County of Orange

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

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

WITNESS my hand and official seal.

Signature _____ (Seal)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Board Date: March 14, 2016
Re:	Approval of Resource Development Items	
Action:	Request for Approval	

ANALYSIS

Items for the following categorical programs have been developed:

	<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
1.	Board Financial Assistance Program (BFAP) (SAC) - <i>Augmentation</i> Augmentation award from the California Community Colleges Chancellor's Office to assist students in need of financial aid by supporting financial aid staff and equipment costs. (15/16). <i>No match required.</i>	02/18/2016	\$19,873
2.	Board Financial Assistance Program (BFAP) (SCC) - <i>Augmentation</i> Augmentation award from the California Community Colleges Chancellor's Office to assist students in need of financial aid by supporting financial aid staff and equipment costs. (15/16). <i>No match required.</i>	02/18/2016	\$5,000
3.	California Early Childhood Mentor Program (SAC/SCC) Sub-award from the Chabot-Las Positas Community College District to support the ongoing development of regional mentoring programs for prospective teachers and facilitation of the program components at both colleges. (15/16, 16/17). <i>No match required.</i>	08/01/2015	\$1,150
4.	Center for International Trade Development (CITD) State Trade Export Program (STEP) (District) Sub-award from the Los Rios Community College District to promote international trade development through its CITD STEP federal grant to support travel and conference costs and project costs related to the STEP export promotion activity, entitled Centralia, a business-to-business (B2B) global matchmaker, hosted by the World Trade Center in Manitoba Canada. (15/16, 16/17). <i>No match required.</i>	03/02/2016	\$15,000

Fiscal Impact: \$1,307,876.00	Board Date: March 14, 2016
Item Prepared by: Maria N. Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
5. Disabled Students Programs & Services (DSPS) (SAC) Annual allocation from the California Community Colleges Chancellor's Office to provide services for disabled students. (15/16). <i>The match required is \$683,809 that consists of DSPS staff salary and benefits.</i>	12/14/2015	\$1,265,742
6. Equality Employment Opportunity (EEO) – Diversity Allocation Funds (District) - <i>Augmentation</i> Augmentation award from the California Community Colleges Chancellor's Office for the Human Resource Department to broadly disseminate information about job openings. (15/16). <i>No match required.</i>	02/18/2016	\$1,111

RECOMMENDATION

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

Fiscal Impact: \$1,307,876.00	Board Date: March 14, 2016
Item Prepared by: Maria N. Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

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

CONTRACT PERIOD: 7/1/15 - 06/30/16
 CONTRACT INCOME: \$694,628 - Advance Allocation
 \$19,873 - Augmentation (P1 Allocation)
\$714,501 - TOTAL

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

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

Date: 02/29/16

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2550-000000-10000-8629	Other Gen Categorical Apport : Santa Ana Coll		694,628		714,501		19,873
12-2550-646000-19405-2130	Classified Employees : Financial Aid Office	445,660		445,660		-	-
12-2550-646000-19405-3215	PERS - Non-Instructional : Financial Aid Offi	50,944		50,944		-	-
12-2550-646000-19405-3315	OASDHI - Non-Instructional : Financial Aid Of	27,658		27,658		-	-
12-2550-646000-19405-3325	Medicare - Non-Instructional : Financial Aid	6,468		6,468		-	-
12-2550-646000-19405-3415	H & W - Non-Instructional : Financial Aid Off	134,884		134,884		-	-
12-2550-646000-19405-3435	H & W - Retiree Fund Non-Inst : Financial Aid	4,548		4,548		-	-
12-2550-646000-19405-3515	SUI - Non-Instructional : Financial Aid Office	227		227		-	-
12-2550-646000-19405-3615	WCI - Non-Instructional : Financial Aid Offic	10,916		10,916		-	-
12-2550-646000-19405-3915	Other Benefits - Non-Instruct : Financial Aid	10,323		10,323		-	-
12-2550-646000-19405-4610	Non-Instructional Supplies : Financial Aid	3,000		5,000		2,000	
12-2550-646000-19405-6410	Equip-All Other > \$1,000 <\$5,000 : Financial Aid	-		16,373		16,373	
12-2550-675000-19405-5210	Conference Expenses : Financial Aid Office	-		1,500		1,500	
Total Project 2550 Student Fin Aid Admin - BFAP		694,628	694,628	714,501	714,501	19,873	19,873

5.1 (3)

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

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

PROJ. ADM. John Hernandez

CONTRACT INCOME: \$320,769 - Advance Allocation
 \$5,000 - Augmentation (P1 Allocation)
\$325,769 - TOTAL

PROJ. DIR. Syed Rizvi

Date: 02/29/16

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: RSCCD

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

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2550-000000-20000-8629	Other Gen Categorical Appor		320,769		325,769		5,000
12-2550-646000-29500-2130	Classified Employees : Fina	136,206		136,206		-	-
12-2550-646000-29500-2320	Classified Employees - Hourly	48,201		48,201		-	-
12-2550-646000-29500-2350	Overtime - Classified Emplo	9,385		9,385		-	-
12-2550-646000-29500-3215	PERS - Non-Instructional :	16,136		16,136		-	-
12-2550-646000-29500-3315	OASDHI - Non-Instructional	9,377		9,377		-	-
12-2550-646000-29500-3325	Medicare - Non-Instructiona	2,892		2,892		-	-
12-2550-646000-29500-3335	PARS - Non-Instructional :	627		627		-	-
12-2550-646000-29500-3415	H & W - Non-Instructional :	44,170		44,170		-	-
12-2550-646000-29500-3435	H & W - Retiree Fund Non-In	1,994		1,994		-	-
12-2550-646000-29500-3515	SUI - Non-Instructional : F	100		100		-	-
12-2550-646000-29500-3615	WCI - Non-Instructional : F	4,787		4,787		-	-
12-2550-646000-29500-3915	Other Benefits - Non-Instru	3,645		3,645		-	-
12-2550-646000-29500-4610	Non-Instructional Supplies	2,100		7,100		5,000	
12-2550-646000-29500-4710	Food and Food Service Suppl	3,275		3,275		-	-
12-2550-646000-29500-5100	Contracted Services : Finan	3,600		3,600		-	-
12-2550-646000-29500-5300	Inst Dues & Memberships : F	3,326		3,326		-	-
12-2550-646000-29500-5940	Reproduction/Printing Expen	116		116		-	-
12-2550-646000-29500-5950	Software License and Fees :	7,013		7,013		-	-
12-2550-646000-29500-6409	Equip-All Other >\$200 < \$1,000	2,000		2,000		-	-
12-2550-646000-29500-6410	Equip-All Other >\$1,000 < \$5,000	6,535		6,535		-	-
12-2550-675000-29500-5210	Conference Expenses : Finan	15,284		15,284		-	-
Totals for PROJECT: 2550	Student Fin Aid Admin - BFAP	320,769	320,769	325,769	325,769	5,000	5,000

5.1 (4)

SPECIAL PROJECT DETAILED BUDGET #1214

NAME: California Early Childhood Mentor Program (Santa Ana College/Santiago Canyon College)

FISCAL YEAR: 2015/2016 - 2016/2017

CONTRACT TERM: 8/1/2015 - 07/31/2016

PROJ ADM: Bart Hoffman/Von Lawson

CONTRACT AWARD: \$1,150

PROJ DIR: Susanne Valdez

CFDA #: 93.575

Date: 02/25/2016

**PRIME SPONSOR: Department of Health and Human Services Administration for Children and Families/
Child Care and Development Block Grant**

FISCAL AGENT: Chabot-Las Positas Community College District

PRIME AWARD #: CN150142

SUB AWARD #: N/A

GL Account String	Description	New Budget	
		Debit	Credit
12-1214-000000-10000-8199	Other Federal Revenues : Santa Ana College		1,150
12-1214-619000-15717-1483	Beyond Contr - Reassigned Time : Human Development Program facilitation for California Early Childhood Mentor Program - Susie Valdez, \$865 stipend	865	
12-1214-619000-15717-3115	STRS - Non-Instructional : Human Development	93	
12-1214-619000-15717-3325	Medicare - Non-Instructional : Human Development	12	
12-1214-619000-15717-3435	H & W - Retiree Fund Non-Inst : Human Development	8	
12-1214-619000-15717-3515	SUI - Non-Instructional : Human Development	1	
12-1214-619000-15717-3615	WCI - Non-Instructional : Human Development	21	
12-1214-619000-15717-5940	Reproduction/Printing Expenses : Human Development	150	
	Total 1214 - CA ECMP FY 15/16	1,150	1,150

SPECIAL PROJECT DETAILED BUDGET #1246

NAME: Center for International Trade Development (CITD) State Trade Export Program (STEP) (District)

FISCAL YEAR: 2015/2016 - 2016/2017

CONTRACT TERM: 10/1/2015 - 09/30/2016

CONTRACT AWARD: \$15,000

CFDA #: 59.061

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Los Rios Community College District

PRIME AWARD #: F15-0073

SUB AWARD #: TBD

PROJ ADM: Enrique Perez

PROJ DIR: Lynn Stewart

Date: 03/03/2016

GL Account String	Description	New Budget	
		Debit	Credit
12-1246-000000-50000-8659	Other Reimb Categorical Allow : District Operations		15,000
12-1246-675000-53210-5210	Conference Expenses : Ctr for Intl Trade Dev Office - Travel/conference expenses for two attendees to attend export promotion activity, entitled Centralia, a B2B global matchmaker, hosted by the World Trade Center in Manitoba Canada, in May 1016. Costs include roundtrip airfare, lodging, registration, per diem, and other related travel costs.	9,000	
12-1246-684000-53210-5830	Courier/Delivery Services : Ctr for Intl Trade Dev - shipping costs of marketing materials	500	
12-1246-684000-53210-5895	Other Licenses & Fees : Ctr for Intl Trade Dev - exhibit booth	2,500	
12-1246-684000-53210-5940	Reproduction/Printing Expenses : Ctr for Intl Trade - marketing materials	3,000	
	Total 1246 - CITD STEP LRCCD	15,000	15,000

SPECIAL PROJECT DETAILED BUDGET #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/01/15 - 6/30/16
 CONTRACT INCOME: \$1,265,742 - SAC P1 Allocations

PROJ. ADM. S. Lundquist
 PROJ. DIR. TBD

Date: 03/03/16

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
19521 DSPS Office							
11-2230-642000-19521-1210	Academic Management : DSPS Office - Sherry DeRosa (50%) - Sherry's replacement (50% for 3 months)	57,654		85,814		28,160	
11-2230-642000-19521-3115	STRS - Non-Instructional : DSPS Office	6,186		3,609			2,577
11-2230-642000-19521-3325	Medicare - Non-Instructional : DSPS Office	836		1,240		404	
11-2230-642000-19521-3415	H & W - Non-Instructional : DSPS Office	15,477		9,030			6,447
11-2230-642000-19521-3435	H & W - Retiree Fund Non-Inst : DSPS Office	577		858		281	
11-2230-642000-19521-3515	SUI - Non-Instructional : DSPS Office	29		43		14	
11-2230-642000-19521-3615	WCI - Non-Instructional : DSPS Office	1,384		2,060		676	
19523 Deaf & Hard of Hearing							
11-2230-499900-19523-2420	Inst Assistant - Hourly : Deaf & Hard of Hear - interpreters	72,873		102,978		30,105	
11-2230-499900-19523-3211	PERS - Instructional : Deaf & Hard of Hearing	617		2,439		1,822	
11-2230-499900-19523-3311	OASDHI - Instructional : Deaf & Hard of Heari	323		1,277		954	
11-2230-499900-19523-3321	Medicare - Instructional : Deaf & Hard of Hea	1,057		1,493		436	
11-2230-499900-19523-3331	PARS - Instructional : Deaf & Hard of Hearing	880		1,339		459	
11-2230-499900-19523-3431	H & W - Retiree Fund Inst : Deaf & Hard of He	729		1,030		301	
11-2230-499900-19523-3511	SUI - Instructional : Deaf & Hard of Hearing	37		51		14	
11-2230-499900-19523-3611	WCI - Instructional : Deaf & Hard of Hearing	1,749		2,471		722	
11-2230-642000-19523-2130	Classified Employees : Deaf & Hard of Hearing - Ruth Rodriguez (81.5%)	80,067		81,568		1,501	
11-2230-642000-19523-3215	PERS - Non-Instructional : Deaf & Hard of Hea	9,486		9,663		177	
11-2230-642000-19523-3315	OASDHI - Non-Instructional : Deaf & Hard of H	5,031		5,125		94	
11-2230-642000-19523-3325	Medicare - Non-Instructional : Deaf & Hard of	1,177		1,199		22	
11-2230-642000-19523-3415	H & W - Non-Instructional : Deaf & Hard of He	17,244		17,568		324	
11-2230-642000-19523-3435	H & W - Retiree Fund Non-Inst : Deaf & Hard o	811		827		16	

5.1 (7)

SPECIAL PROJECT DETAILED BUDGET #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/01/15 - 6/30/16
 CONTRACT INCOME: \$1,265,742 - SAC P1 Allocations

PROJ. ADM. S. Lundquist
 PROJ. DIR. TBD

Date: 03/03/16

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-2230-642000-19523-3515	SUI - Non-Instructional : Deaf & Hard of Hear	41		41		-	
11-2230-642000-19523-3615	WCI - Non-Instructional : Deaf & Hard of Hear	1,948		1,984		36	
11-2230-642000-19523-3915	Other Benefits - Non-Instruct : Deaf & Hard o	1,080		1,100		20	
19524 High Tech Center DSPS							
11-2230-493031-19524-1110	Contract Instructors : High Tech Center DSPS - Don Dutton's replacement (VII-10 @ 100% for next FY)	70,591		93,507		22,916	
11-2230-493031-19524-3111	STRS - Instructional : High Tech Center DSPS	7,575		10,033		2,458	
11-2230-493031-19524-3321	Medicare - Instructional : High Tech Center D	1,038		1,374		336	
11-2230-493031-19524-3411	H & W - Instructional : High Tech Center DSPS	17,664		28,723		11,059	
11-2230-493031-19524-3431	H & W - Retiree Fund Inst : High Tech Center	716		948		232	
11-2230-493031-19524-3511	SUI - Instructional : High Tech Center DSPS	36		47		11	
11-2230-493031-19524-3611	WCI - Instructional : High Tech Center DSPS	1,719		2,274		555	
11-2230-493031-19524-3911	Other Benefits - Instructional : High Tech Ce	1,025		1,250		225	
19525 Learning Disabled							
11-2230-493031-19525-1110	Contract Instructors : Learning Disabled - Louise Janus (50%) & Mark Turner (50%)	88,317		88,317		-	-
11-2230-493031-19525-3111	STRS - Instructional : Learning Disabled	4,591		4,591		-	-
11-2230-493031-19525-3211	PERS - Instructional : Learning Disabled	5,394		5,394		-	-
11-2230-493031-19525-3311	OASDHI - Instructional : Learning Disabled	2,862		2,862		-	-
11-2230-493031-19525-3321	Medicare - Instructional : Learning Disabled	1,299		1,299		-	-
11-2230-493031-19525-3411	H & W - Instructional : Learning Disabled	18,925		18,925		-	-
11-2230-493031-19525-3431	H & W - Retiree Fund Inst : Learning Disabled	896		896		-	-
11-2230-493031-19525-3511	SUI - Instructional : Learning Disabled	45		45		-	-
11-2230-493031-19525-3611	WCI - Instructional : Learning Disabled	2,150		2,150		-	-
11-2230-493031-19525-3911	Other Benefits - Instructional : Learning Dis	1,250		1,250		-	-
11-2230-642000-19525-1480	Part-Time Reassigned Time : Learning Disabled	545		-			545

5.1 (8)

SPECIAL PROJECT DETAILED BUDGET #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/01/15 - 6/30/16
 CONTRACT INCOME: \$1,265,742 - SAC P1 Allocations

PROJ. ADM. S. Lundquist
 PROJ. DIR. TBD

Date: 03/03/16

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-2230-642000-19525-1485	Int/Sum - Reassigned Time, PT : Learning Disa	1,956		-			1,956
11-2230-642000-19525-3115	STRS - Non-Instructional : Learning Disabled	268		-			268
11-2230-642000-19525-3325	Medicare - Non-Instructional : Learning Disab	36		-			36
11-2230-642000-19525-3435	H & W - Retiree Fund Non-Inst : Learning Disa	25		-			25
11-2230-642000-19525-3515	SUI - Non-Instructional : Learning Disabled	1		-			1
11-2230-642000-19525-3615	WCI - Non-Instructional : Learning Disabled	60		-			60
19526 Physically Disabled						-	-
11-2230-642000-19526-1250	Contract Coordinator : Physically Disabled	66,115		-			66,115
11-2230-642000-19526-2130	Classified Employees : Physically Disabled <i>- Amy Treat (100%)</i>	55,615		55,615		-	-
11-2230-642000-19526-3115	STRS - Non-Instructional : Physically Disable	7,094		-			7,094
11-2230-642000-19526-3215	PERS - Non-Instructional : Physically Disable	6,589		6,588			1
11-2230-642000-19526-3315	OASDHI - Non-Instructional : Physically Disab	3,532		3,532		-	-
11-2230-642000-19526-3325	Medicare - Non-Instructional : Physically Dis	1,797		826			971
11-2230-642000-19526-3415	H & W - Non-Instructional : Physically Disabl	30,289		15,241			15,048
11-2230-642000-19526-3435	H & W - Retiree Fund Non-Inst : Physically Di	1,239		570			669
11-2230-642000-19526-3515	SUI - Non-Instructional : Physically Disabled	62		28			34
11-2230-642000-19526-3615	WCI - Non-Instructional : Physically Disabled	2,975		1,367			1,608
11-2230-642000-19526-3915	Other Benefits - Non-Instruct : Physically Di	2,225		1,350			875
Total Fund 11 - #2230 DSPS (Match)		683,809	-	683,809	-	104,330	104,330

5.1 (9)

SPECIAL PROJECT DETAILED BUDGET #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/01/15 - 6/30/16
 CONTRACT INCOME: \$1,265,742 - SAC P1 Allocations

PROJ. ADM. S. Lundquist
 PROJ. DIR. TBD

Date: 03/03/16

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-000000-10000-8623	DSPS : Santa Ana College		1,265,742		1,265,742	-	
19521 DSPS Office							
12-2230-642000-19521-1210	Academic Management : DSPS Office - Sherry DeRosa (50%) & her 's replacement (50% for 3 mos.)	55,433		49,557			5,876
12-2230-642000-19521-1250	Contract Coordinator : DSPS Office - Renee Miller (60% contract + \$1,000 coordinator stipend)	-		60,012		60,012	
12-2230-642000-19521-1430	Part-Time Counselors : DSPS Office - Kathleen Dumain	-		15,000		15,000	
12-2230-642000-19521-1454	Int/Sum Beyond Contr-Coordinat : DSPS Office - Renee Miller (intersession - 2 LHE)	3,700		3,550			150
12-2230-642000-19521-2130	Classified Employees : DSPS Office - Mary Sehm Kellett (100%) last date (2/8/16) - Marisol Sanchez (12-1 @ 100% for 4 months)	45,829		47,385		1,556	
12-2230-642000-19521-2320	Classified Employees - Hourly : DSPS Office	3,050		3,050		-	-
12-2230-642000-19521-2340	Student Assistants - Hourly : DSPS Office	1,300		1,300		-	-
12-2230-642000-19521-3115	STRS - Non-Instructional : DSPS Office	4,922		12,119		7,197	
12-2230-642000-19521-3215	PERS - Non-Instructional : DSPS Office	5,754		5,975		221	
12-2230-642000-19521-3315	OASDHI - Non-Instructional : DSPS Office	3,114		3,211		97	
12-2230-642000-19521-3325	Medicare - Non-Instructional : DSPS Office	1,532		2,615		1,083	
12-2230-642000-19521-3415	H & W - Non-Instructional : DSPS Office	21,265		19,049			2,216
12-2230-642000-19521-3435	H & W - Retiree Fund Non-Inst : DSPS Office	1,070		1,820		750	
12-2230-642000-19521-3515	SUI - Non-Instructional : DSPS Office	53		90		37	
12-2230-642000-19521-3615	WCI - Non-Instructional : DSPS Office	2,567		4,367		1,800	
12-2230-642000-19521-3915	Other Benefits - Non-Instruct : DSPS Office	1,350		2,100		750	
12-2230-642000-19521-4310	Instructional Supplies : DSPS Office	11,514		-			11,514
12-2230-642000-19521-4520	Repair & Replacement Parts : DSPS Office	337		337		-	-

5.1 (10)

SPECIAL PROJECT DETAILED BUDGET #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/01/15 - 6/30/16
 CONTRACT INCOME: \$1,265,742 - SAC P1 Allocations

PROJ. ADM. S. Lundquist
 PROJ. DIR. TBD

Date: 03/03/16

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-642000-19521-4610	Non-Instructional Supplies : DSPS Office - Olympus Ws-852 Digital Voice Recorder & Braille paper	-		20,000		20,000	
12-2230-642000-19521-4710	Food and Food Service Supplies : DSPS Office	676		676		-	-
12-2230-642000-19521-5100	Contracted Services : DSPS Office	1,321		-			1,321
12-2230-642000-19521-5610	Lease Agreement - Equipment : DSPS Office	2,000		2,000		-	-
12-2230-642000-19521-5630	Maint Contract - Office Equip : DSPS Office	1,476		1,476		-	-
12-2230-642000-19521-5845	Excess/Copies Usage : DSPS Office	1,884		1,884		-	-
12-2230-642000-19521-5850	Fingerprinting : DSPS Office	64		-			64
12-2230-642000-19521-5925	Postage : DSPS Office	32		-			32
12-2230-642000-19521-5940	Reproduction/Printing Expenses : DSPS Office	99		50			49
12-2230-642000-19521-5955	TB/Hep Tests & Physicals Exp : DSPS Office	10		-			10
12-2230-642000-19521-6410	Equip-All Other >\$1,000<\$5,000 : DSPS Office - VisioBooks (\$3,000/each)	38,115		38,115		-	-
12-2230-642000-19521-6411	Equip-All Other >\$5,000 : DSPS Office	-		151,975		151,975	
12-2230-642000-19521-6418	Equip-Software >\$200<\$5,000 : DSPS Office	4,305		25,350		21,045	
12-2230-642000-19521-6419	Equip-Software > \$5,000 : DSPS Office	12,905		12,905		-	-
12-2230-642000-19521-6421	Equip-Tablet/Laptop ≥ \$200 < \$1,000 : DSPS Off	-		12,000		12,000	
12-2230-675000-19521-5210	Conference Expenses : DSPS Office	1,142		1,142		-	-
19523 Deaf & Hard of Hearing						-	-
12-2230-499900-19523-2420	Inst Assistant - Hourly : Deaf & Hard of Hear - interpreters	262,966		165,000			97,966
12-2230-499900-19523-3211	PERS - Instructional : Deaf & Hard of Hearing	20,570		7,819			12,751
12-2230-499900-19523-3311	OASDHI - Instructional : Deaf & Hard of Heari	10,835		4,092			6,743
12-2230-499900-19523-3321	Medicare - Instructional : Deaf & Hard of Hea	4,223		2,393			1,830
12-2230-499900-19523-3331	PARS - Instructional : Deaf & Hard of Hearing	1,515		1,287			228
12-2230-499900-19523-3431	H & W - Retiree Fund Inst : Deaf & Hard of He	2,913		1,650			1,263

5.1 (11)

SPECIAL PROJECT DETAILED BUDGET #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/01/15 - 6/30/16
 CONTRACT INCOME: \$1,265,742 - SAC P1 Allocations

PROJ. ADM. S. Lundquist
 PROJ. DIR. TBD

Date: 03/03/16

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-499900-19523-3511	SUI - Instructional : Deaf & Hard of Hearing	146		83			63
12-2230-499900-19523-3611	WCI - Instructional : Deaf & Hard of Hearing	6,990		3,960			3,030
12-2230-642000-19523-1250	Contract Coordinator : Deaf & Hard of Hearing	22,762		-			22,762
12-2230-642000-19523-2350	Overtime - Classified Employee : Deaf & Hard	5,000		-			5,000
12-2230-642000-19523-3215	PERS - Non-Instructional : Deaf & Hard of Hea	2,679		-			2,679
12-2230-642000-19523-3315	OASDHI - Non-Instructional : Deaf & Hard of H	1,739		-			1,739
12-2230-642000-19523-3325	Medicare - Non-Instructional : Deaf & Hard of	407		-			407
12-2230-642000-19523-3415	H & W - Non-Instructional : Deaf & Hard of He	1,769		-			1,769
12-2230-642000-19523-3435	H & W - Retiree Fund Non-Inst : Deaf & Hard o	280		-			280
12-2230-642000-19523-3515	SUI - Non-Instructional : Deaf & Hard of Hear	15		-			15
12-2230-642000-19523-3615	WCI - Non-Instructional : Deaf & Hard of Hear	673		-			673
12-2230-642000-19523-3915	Other Benefits - Non-Instruct : Deaf & Hard o	281		-			281
12-2230-642000-19523-5100	Contracted Services : Deaf & Hard of Hearing	106,804		106,804		-	-
19524 High Tech Center DSPS						-	-
12-2230-493030-19524-5950	Software License and Fees : High Tech Center	5,280		5,280		-	-
12-2230-493031-19524-1110	Contract Instructors : High Tech Center DSPS	49,177		-			49,177
12-2230-493031-19524-3111	STRS - Instructional : High Tech Center DSPS	4,422		-			4,422
12-2230-493031-19524-3411	H & W - Instructional : High Tech Center DSPS	10,576		-			10,576
12-2230-493031-19524-3431	H & W - Retiree Fund Inst : High Tech Center	498		-			498
12-2230-493031-19524-3511	SUI - Instructional : High Tech Center DSPS	25		-			25
12-2230-493031-19524-3611	WCI - Instructional : High Tech Center DSPS	1,195		-			1,195
12-2230-493031-19524-3911	Other Benefits - Instructional : High Tech Ce	625		-			625
12-2230-642000-19524-2130	Classified Employees : High Tech Center DSPS - Angela Tran (100%)	66,652		66,652		-	-
12-2230-642000-19524-2340	Student Assistants - Hourly : High Tech Cente - Ana Cruz (CalWORKs student work study)	1,552		700			852

5.1 (12)

SPECIAL PROJECT DETAILED BUDGET #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/01/15 - 6/30/16
 CONTRACT INCOME: \$1,265,742 - SAC P1 Allocations

PROJ. ADM. S. Lundquist
 PROJ. DIR. TBD

Date: 03/03/16

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-642000-19524-3215	PERS - Non-Instructional : High Tech Center D	7,846		7,896		50	
12-2230-642000-19524-3315	OASDHI - Non-Instructional : High Tech Center	4,220		4,216			4
12-2230-642000-19524-3325	Medicare - Non-Instructional : High Tech Cent	987		986			1
12-2230-642000-19524-3415	H & W - Non-Instructional : High Tech Center	7,249		7,387		138	
12-2230-642000-19524-3435	H & W - Retiree Fund Non-Inst : High Tech Cen	687		687		-	
12-2230-642000-19524-3515	SUI - Non-Instructional : High Tech Center DS	34		34		-	
12-2230-642000-19524-3615	WCI - Non-Instructional : High Tech Center DS	1,649		1,649		-	
12-2230-642000-19524-3915	Other Benefits - Non-Instruct : High Tech Cen	1,350		1,350		-	
12-2230-642000-19524-5605	Contracted Repair Services : High Tech Center	1,321		1,321		-	-
19525 Learning Disabled						-	-
12-2230-493031-19525-1110	Contract Instructors : Learning Disabled - Louise Janus (50%) & Mark Turner (50%)	85,468		88,317		2,849	
12-2230-493031-19525-2420	Inst Assistant - Hourly : Learning Disabled	6,000		6,000		-	-
12-2230-493031-19525-3111	STRS - Instructional : Learning Disabled	3,729		4,591		862	
12-2230-493031-19525-3211	PERS - Instructional : Learning Disabled	5,191		5,394		203	
12-2230-493031-19525-3311	OASDHI - Instructional : Learning Disabled	2,773		2,862		89	
12-2230-493031-19525-3321	Medicare - Instructional : Learning Disabled	1,257		1,386		129	
12-2230-493031-19525-3331	PARS - Instructional : Learning Disabled	-		78		78	
12-2230-493031-19525-3411	H & W - Instructional : Learning Disabled	17,235		18,925		1,690	
12-2230-493031-19525-3431	H & W - Retiree Fund Inst : Learning Disabled	867		956		89	
12-2230-493031-19525-3511	SUI - Instructional : Learning Disabled	43		48		5	
12-2230-493031-19525-3611	WCI - Instructional : Learning Disabled	2,081		2,294		213	
12-2230-493031-19525-3911	Other Benefits - Instructional : Learning Dis	1,250		1,250		-	-
12-2230-493031-19525-5215	Online Training Courses : Learning Disabled	-		900		900	
12-2230-493031-19525-5950	Software License and Fees : Learning Disabled	-		4,950		4,950	
12-2230-493031-19525-6414	Equip-Mod Furn>\$1,000 < \$5,000 : Learning Dis	40,628		17,450			23,178

5.1 (13)

SPECIAL PROJECT DETAILED BUDGET #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/01/15 - 6/30/16
 CONTRACT INCOME: \$1,265,742 - SAC P1 Allocations

PROJ. ADM. S. Lundquist
 PROJ. DIR. TBD

Date: 03/03/16

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-493031-19525-6418	Equip-Software >\$1,000 <\$5,000 : Learning Disabled	-		11,600		11,600	
12-2230-642000-19525-1484	Int/Sum Beynd Contr-Reassigned : Learning Dis	2,000		-			2,000
12-2230-642000-19525-2130	Classified Employees : Learning Disabled - Robert Norris (100%)	29,893		59,786		29,893	
12-2230-642000-19525-2320	Classified Employees - Hourly : Learning Disa	639		-			639
12-2230-642000-19525-3215	PERS - Non-Instructional : Learning Disabled	4,087		7,083		2,996	
12-2230-642000-19525-3315	OASDHI - Non-Instructional : Learning Disable	2,200		3,790		1,590	
12-2230-642000-19525-3325	Medicare - Non-Instructional : Learning Disab	515		886		371	
12-2230-642000-19525-3415	H & W - Non-Instructional : Learning Disabled	4,076		7,289		3,213	
12-2230-642000-19525-3435	H & W - Retiree Fund Non-Inst : Learning Disa	355		611		256	
12-2230-642000-19525-3515	SUI - Non-Instructional : Learning Disabled	18		31		13	
12-2230-642000-19525-3615	WCI - Non-Instructional : Learning Disabled	852		1,467		615	
12-2230-642000-19525-3915	Other Benefits - Non-Instruct : Learning Disa	770		1,350		580	
12-2230-642000-19525-4610	Non-Instructional Supplies : Learning Disable	7,334		7,334		-	-
12-2230-642000-19525-5100	Contracted Services : Learning Disabled	128		-			128
12-2230-642000-19525-5220	Mileage/Parking Expenses : Learning Disabled	75		75		-	-
19526 Physically Disabled						-	-
12-2230-642000-19526-1250	Contract Coordinator : Physically Disabled	28,973		-			28,973
12-2230-642000-19526-3115	STRS - Non-Instructional : Physically Disable	2,606		-			2,606
12-2230-642000-19526-3325	Medicare - Non-Instructional : Physically Dis	426		-			426
12-2230-642000-19526-3415	H & W - Non-Instructional : Physically Disabl	6,356		-			6,356
12-2230-642000-19526-3435	H & W - Retiree Fund Non-Inst : Physically Di	293		-			293
12-2230-642000-19526-3515	SUI - Non-Instructional : Physically Disabled	15		-			15
12-2230-642000-19526-3615	WCI - Non-Instructional : Physically Disabled	704		-			704
12-2230-642000-19526-3915	Other Benefits - Non-Instruct : Physically Di	375		-			375

5.1 (14)

SPECIAL PROJECT DETAILED BUDGET #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/01/15 - 6/30/16
 CONTRACT INCOME: \$1,265,742 - SAC P1 Allocations

PROJ. ADM. S. Lundquist
 PROJ. DIR. TBD

Date: 03/03/16

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
19527 Speech/Acquired Brain Injury						-	-
12-2230-642000-19527-1250	Contract Coordinator : Speech/Acquired Brain - Renee Miller (40% of Contract)	59,847		39,342			20,505
12-2230-642000-19527-1453	Beyond Contract - Coordinators : Speech/Acqui	652		-			652
12-2230-642000-19527-1454	Int/Sum Beyond Contr-Coordinat : Speech/Acqui	1,200		1,085			115
12-2230-642000-19527-2130	Classified Employees : Speech/Acquired Brain - Ian Krzeminski (100%)	38,698		44,374		5,676	
12-2230-642000-19527-3115	STRS - Non-Instructional : Speech/Acquired Br	5,439		4,391			1,048
12-2230-642000-19527-3215	PERS - Non-Instructional : Speech/Acquired Br	4,555		5,257		702	
12-2230-642000-19527-3315	OASDHI - Non-Instructional : Speech/Acquired	2,483		2,835		352	
12-2230-642000-19527-3325	Medicare - Non-Instructional : Speech/Acquire	1,469		1,256			213
12-2230-642000-19527-3415	H & W - Non-Instructional : Speech/Acquired B	15,041		15,303		262	
12-2230-642000-19527-3435	H & W - Retiree Fund Non-Inst : Speech/Acquir	1,013		867			146
12-2230-642000-19527-3515	SUI - Non-Instructional : Speech/Acquired Bra	51		43			8
12-2230-642000-19527-3615	WCI - Non-Instructional : Speech/Acquired Bra	2,431		2,080			351
12-2230-642000-19527-3915	Other Benefits - Non-Instruct : Speech/Acquir	2,100		1,850			250
19528 Psychological Disabilities						-	-
12-2230-642000-19528-1250	Contract Coordinator : Psychological Disabili	22,047		-			22,047
12-2230-642000-19528-3115	STRS - Non-Instructional : Psychological Disa	1,980		-			1,980
12-2230-642000-19528-3325	Medicare - Non-Instructional : Psychological	323		-			323
12-2230-642000-19528-3415	H & W - Non-Instructional : Psychological Dis	1,451		-			1,451
12-2230-642000-19528-3435	H & W - Retiree Fund Non-Inst : Psychological	223		-			223
12-2230-642000-19528-3515	SUI - Non-Instructional : Psychological Disab	11		-			11
12-2230-642000-19528-3615	WCI - Non-Instructional : Psychological Disab	535		-			535
12-2230-642000-19528-3915	Other Benefits - Non-Instruct : Psychological	250		-			250
Total Fund 12 - #2230 DSPS (Funded)		1,265,742	1,265,742	1,265,742	1,265,742	363,887	363,887

5.1 (15)

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

CONTRACT PERIOD: 7/1/15 to 6/30/16
 CONTRACT INCOME: \$3,559 Carryover from 2014/15
 \$11,670 FY 2015/16 Advance Allocation
 \$1,111 Augmentation (P1 Allocation)
\$16,340 TOTAL

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

Date: 02/29/16

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: RSCCD

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

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2330-000000-50000-8629	Other Gen Categorical Appor		11,670		12,781		1,111
12-2330-000009-50000-8629	Other Gen Categorical Appor		3,559		3,559		-
12-2330-676000-53110-4620	Non-Instructional Software	200		200		-	
12-2330-676000-53110-5100	Contracted Services : Human	200		200		-	
12-2330-676000-53110-5240	Applicant Travel Reimburse	4,000		4,000		-	
12-2330-676000-53110-5300	Inst Dues & Memberships : H	450		450		-	-
12-2330-676000-53110-5660	Software Support Service :	1,000		1,000		-	
12-2330-676000-53110-5920	Personnel Recruiting : Huma	9,000		10,111		1,111	
12-2330-676000-53110-6419	Equip-Software > \$5,000 : H	379		379		-	
Totals for PROJECT: 2330	Equal Employmnt Opportuni	15,229	15,229	16,340	16,340	1,111	1,111

5.1 (16)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: March 14, 2016
Re: Approval of First Amendment to Sub-Agreement between RSCCD and The Regents of the University of California (UCI) for Gaining Early Awareness & Readiness for Undergraduate Programs (GEAR UP) 2009 - Year 6 (DO-14-1517-02.01)	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District (RSCCD) received a United States Department of Education renewal grant (year 6) called Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP), 2009. The GEAR UP program is a discretionary grant program designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. GEAR UP is unique from other initiatives. This program uses partnerships committed to serving students beginning no later than the seventh grade through high school graduation. GEAR UP supplements existing reform efforts, offers services that promote academic preparation and the understanding of necessary costs to attend college, provides professional development, and continuously builds capacity so that projects can be sustained beyond the term of grant.

Project Administrator is Dr. Sara Lundquist. Project Director is Dr. Lilia Tanakeyowma.

ANALYSIS

RSCCD's GEAR UP collaborative partner The Regents of the University of California on behalf of its Irvine campus (UCI) agrees that the performance in the funding period of July 31, 2014 through July 30, 2015, be extended through July 30, 2016.

RSCCD and UCI also agree to amend the Total Cost of the sub-agreement from \$315,696.00 to \$478,196.00 (increased by \$162,500.00).

RECOMMENDATION

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

Fiscal Impact: \$162,500.00 (grant-funded)	Board Date: March 14, 2016
Prepared by: Huong Nguyen, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**AMENDMENT ONE TO GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT/
SANTA ANA COLLEGE
AND
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA**

GEAR UP Partnership (Grant Award No. P334A090134)

This **FIRST AMENDMENT** is entered into on this 14th day of March 2016, between Rancho Santiago Community College District (hereinafter "RSCCD") and The Regents of the University of California on behalf of its Irvine campus (hereinafter "UCI"), to amend that certain Agreement between the parties which commenced on July 31, 2014, and

WHEREAS, RSCCD received funding of a grant entitled Gaining Early Awareness & Readiness for Undergraduate Programs (GEAR UP) 2009 (Grant No. P334A090134; CFDA No. 84.334A) from the U.S. Department of Education to significantly increase the number of low-income students who are prepared to enter and succeed in postsecondary education, and

WHEREAS, UCI agreed to participate in the purpose of this grant; and RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees;

WHEREAS, the parties desire to amend the following:

NOW THEREFORE, it is mutually agreed by RSCCD and UCI to modify the agreement term by extending the performance ending date of July 30, 2015 through July 30, 2016, and thereby increase the contract amount to **\$478,196.00**.

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 the day that both parties have signed the Amendment.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

THE REGENTS OF THE
UNIVERSITY OF CALIFORNIA

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Board
Approval

Date: March 14, 2016

95-2226406
Employer/Taxpayer Identification Number (EIN)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: March 14, 2016
Re: Approval of Sub-Agreement between RSCCD and THINK Together 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 Agreement (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 with a three-year implementation plan cycle.

ANALYSIS

AEBG funds were allocated to RSCCD’s Child Development Services (CDS) to provide an evening childcare pilot program, and CDS has designated THINK Together as a third tier sub-contractor to operate the RSCCD School-Age Learning Center. The enclosed sub-agreement (#DO-16-2218-04) outlines the terms of the project. THINK Together will provide child care services to about 50 children/youth focusing on educational activities and skills development thereby increasing adult students’ participation in adult education programs. The performance period is March 15, 2016 through June 2, 2016, with a total cost not to exceed \$24,567.00.

Overseeing the RSCCD’s School-Age Learning Center are project director Janneth Linnell and project administrator Enrique Perez.

RECOMMENDATION

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

Fiscal Impact: \$24,567.00 (grant-funded)	Board Date: March 14, 2016
Prepared by: Maria N. Gil, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
THINK TOGETHER**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 14th day of March 2016, between Rancho Santiago Community College District (hereinafter “RSCCD”) and THINK Together (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 March 15, 2016 through June 2, 2016.

3. Total Cost

The total cost to RSCCD for the performance of this Agreement shall not exceed \$24,567.00 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 **June 17, 2016**, and the Project Director's certification of the final report. Invoice(s) should be submitted to the following address:

Janneth Linnell, Executive Director of Child Development Services
Rancho Santiago Community College District
2323 N. Broadway, Suite 350-2
Santa Ana, CA 92706

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 a final expenditure report and a final performance report summarizing completion of the project activities consistent with the SUBCONTRACTOR'S Scope of Work (**Exhibit A**). The final reports are due **June 17, 2016**.

Reports related to this Agreement should be submitted to Janneth Linnell, Executive Director of Child Development Services via email at linnell_janneth@rsccd.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

RSCCD will not be requesting a time extension for program activities from the PRIME SPONSOR. As a result, SUBCONTRACTOR will not be granted an extension. Therefore, SUBCONTRACTOR must spend all funds allocated through this Agreement within the timeframe of the Agreement 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 2, 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. Insurance

SUBCONTRACTOR shall secure and maintain comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate with coverage for incidental contracts. A certificate of insurance must be provided that includes a thirty (30) day notice of cancellation, modification, or reduction in said insurance. Within thirty (30) days of the execution of this Agreement, SUBCONTRACTOR shall deliver certificate(s) of insurance under SUBCONTRACTOR'S comprehensive general liability insurance policy on or before the date of execution of Agreement.

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

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'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.

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 to this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD: Janneth Linnell, Executive Director of Child Development Services
Rancho Santiago Community College District
2323 N. Broadway, Suite 350-2
Santa Ana, CA 92706
(714) 480-7546; linnell_janneth@rsccd.edu

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

SUBCONTRACTOR: THINK Together
2101 E. Fourth Street, Bldg. B, 2nd Floor

Santa Ana, CA 92705

Tia Dwyer, Chief Program and Operations Officer
(714) 543-3807; tdwyer@thinktogether.org

Natalia Flores, General Manager
(714) 543-3807; naflores@thinktogether.org

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 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

SUBCONTRACTOR: THINK Together

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: Tia Dwyer

Title: Business Operations/Fiscal Services

Title: Chief Program and Operations Officer

Date: _____

Date: _____

Board Approval Date: March 14, 2016

33-0781751
Employer/Taxpayer Identification Number (EIN)

SCOPE OF WORK



THINK Together School-Age Learning Center

Background

Rancho Santiago Community College District (RSCCD) offers adult education classes for local residents. RSCCD has determined that a common deterrent for participation is the difficulty many parents face in finding supervision for their children while they attend classes. RSCCD has identified funding to solve this problem by offering on-site educational activities for school-age children and youth. THINK Together, a non-profit youth services agency, specializes in the delivery of academically-oriented expanded learning programs, and has built a strong track record for offering high-quality activities that positively impact student achievement. THINK Together submitted a proposal to operate RSCCD's on-site program.

Proposal

THINK Together will operate the RSCCD School-Age Learning Center, beginning March 15, 2016, and continuing for 12 weeks until June 2, 2016. The program will operate four days per week, three hours per day from 6:00pm to 9:00pm, serving approximately 50 children and youth per day. The program will consist of age-appropriate educational activities which support learning in a way that is fun and engaging. Youth will participate in games and other hands-on activities that reinforce math and literacy skills, while fostering creativity and collaborative communication. THINK Together is California's largest non-profit provider of expanded learning programs, partnering with over 40 local education agencies to serve over 100,000 students annually at nearly 350 locations. THINK Together has developed the infrastructure to deliver high-quality programs with well-trained staff that are supported by experts in the fields of youth development and education.

PROJECT BUDGET



THINK Together School-Age Learning Center

THINK Together shall deliver the program at a cost not to exceed **\$24,567** (TWENTY-FOUR THOUSAND, FIVE HUNDRED SIXTY-SEVEN DOLLARS). The approximate cost per student, per hour is \$3.84.

DESCRIPTION	AMOUNT
Site Coordinator @\$35/hour x 20 hours per week x 12 weeks*	\$8,400
2 Program Leaders @ \$25/hour x 15 hours per week x 12 weeks*	\$4,500
Administrative Oversight and Processing @ 15% of personnel expense	\$1,935
Training and Curriculum	\$1,232
Start-Up Materials and Equipment	\$2,500
Consumable Supplies @ \$500/week X 12 weeks	\$6,000
TOTAL	\$24,567

** includes orientation and training hours*

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
(Business Operations and Fiscal Services)

To: Board of Trustees	Date: March 14, 2016
Re: Approval of Reimbursement for Litigation Expenses – RSCCD Foundation	
Action: Request for Approval	

BACKGROUND

The District indemnifies the district and college foundations and foundation board members from liabilities that arise as a result of foundation activities. The foundations are covered by the District’s property and liability coverage through ASCIP. Liabilities that are not covered by insurance are covered through the District’s Self-Insurance Fund.

ANALYSIS

Litigation expenses of \$85,185.55 related to activities of the RSCCD Foundation were incorrectly charged to foundation accounts and should be reimbursed from the District’s Self-Insurance Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Vice Chancellor of Business Operations and Fiscal Services to provide reimbursement to the Rancho Santiago Community College District Foundation for litigation expenses in the amount of \$85,185.55.

Fiscal Impact: \$85,185.55	Board Date: March 14, 2016
Prepared by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services	
Submitted by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
EDUCATIONAL SERVICES**

To:	Board of Trustees	Date: March 14, 2016
Re:	Adoption of Board Policies	
Action:	Request for Approval	

BACKGROUND

The Board Policy Committee met on February 16, 2016 and recommended new and revised policies. These policies were presented to the Board for First Reading on February 22, 2016 and are now presented for adoption.

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board adopt these revised policies.

Fiscal Impact: None	Board Date: March 14, 2016
Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

BP 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: March 14, 2016 (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: March 14, 2016 (Previously BP9002)

References Updated: March 16, 2015

BP 3510 Workplace Violence

References: Cal/OSHA; Labor Code §§ 6300 et seq; 8 Cal. Code Regs. § 3203; "Workplace Violence Safety Act of 1994" (Code of Civil Procedure § 527.8 and Penal Code §§ 273.6)

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: March 14, 2016

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 \$2 fee per semester at Santa Ana College and \$1 per semester at Santiago Canyon College, 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: March 14, 2016 (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 three (3) years.

The Vice Chancellor of Business and Fiscal Services shall review audit proposals and meet with the Board Fiscal Audit Committee for evaluation and recommendation to the Governing Board.

The Governing Board selects the independent auditor.

The Board Fiscal Audit Committee shall meet each year with the independent auditor to discuss the 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: March 14, 2016 (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 March 14, 2016 (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: March 14, 2016 (Previously BP4130)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources and Educational Services

To:	Board of Trustees	Date March 14, 2016
Re:	Review of Proposed Board Policy	
Action:	Information	

BACKGROUND

The Board Policy Committee met on February 16, 2016 and reviewed a draft policy regarding Gifts to Employees and Officials. That draft policy was presented to the Board of Trustees for First Reading at the February 22, 2016 meeting.

ANALYSIS

Trustees had a number of questions regarding the draft policy and requested that staff consider the comments and concerns and bring the draft policy to the March 14, 2016 meeting for further review.

RECOMMENDATION

The draft policy is presented to the Board of Trustees as an information item for review and comment.

Fiscal Impact: None	Board Date: March 14, 2016
Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

BP 3821 Gifts to Employees and Officials

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: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

(Board of Trustees Office)

To:	Board of Trustees	Date: March 14, 2016
Re:	Approval of Board Legislative Committee Recommendation	
Action:	Request for Action	

BACKGROUND

The Board Legislative Committee met on March 7, 2016, to review legislative bills and recommend positions on bills to the full board.

ANALYSIS

After review of several bills, Chairperson Nelida Mendoza Yanez and committee members John Hanna and Larry Labrado recommend the following action:

Support

SB 1406 (Mendoza) Construction-related Accessibility: Public Entities

RECOMMENDATION

It is recommended that the board review and approve the Board Legislative Committee's recommendation on Senate Bill 1406 (Mendoza) and authorize the chancellor to send a letter of support on behalf of the district.

Fiscal Impact:	None	Board Date: March 14, 2016
Prepared by:	Anita Lucarelli, Executive Assistant to the Board of Trustees	
Submitted by:	Board Legislative Committee	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



Building the future through quality education

2323 North Broadway • Santa Ana, CA 92706 -1640 • (714) 480-7300 • www.rscdd.edu

Santa Ana College • Santiago Canyon College

March 15, 2016

The Honorable Tony Mendoza
California State Senate
State Capitol, Room 5061
Sacramento, CA 95814

**RE: Senate Bill 1406 (Mendoza) Construction-Related Accessibility: Public Entities—
SUPPORT**

Dear Senator Mendoza,

On behalf of the Rancho Santiago Community College District (RSCCD), I would like to provide strong support for Senate Bill (SB) 1406 Construction-Related Accessibility: Public Entities. The bill would seek to collect data and track the number of disability access lawsuits that impact community colleges and K-12 school districts in California.

In recent years, there has been an increase in the number of lawsuits against community colleges citing construction-related accessibility violations. These lawsuits can result in facility modifications and upgrades that are not in alignment with existing facilities transition plans. They also tend to ignore the availability of funding for repairs. Ultimately, these lawsuits can place a strain on a district's general fund and divert funding from key student services.

Public entities, such as RSCCD, receive funding from the State, local tax revenue, and fees paid by the students. Therefore, the cost is ultimately burdened by the classroom, students, and day-to-day teaching necessities.

With the ability to track and collect data on these types of lawsuits, the State, interested stakeholders, and other public education facilities will be able to better understand the problem of construction-related accessibility claims and the final outcomes. For these reasons, the Rancho Santiago Community College District supports SB 1406.

Sincerely,

Raúl Rodríguez, Ph.D.
Chancellor

BOARD OF TRUSTEES:

Claudia C. Alvarez • Arianna P. Barrios • John R. Hanna • Lawrence R. "Larry" Labrado • Jose Solorio • Nelida Mendoza Yanez • Phillip E. Yarbrough

CHANCELLOR:

Raúl Rodríguez, Ph.D.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC
March 14, 2016

MANAGEMENT

Appointments

Love, Janice M.
Director, College Research
Student Services
Santa Ana College

Effective: March 7, 2016
Salary Placement: F-1 \$89,187.02/Year
(Requisition #CL15-0748)

Steffens, John D.
Project Manager
Student Services
Santa Ana College

Effective: February 29, 2016
Salary Placement: E-1 \$95,986.77/Year
(Requisition #CL15-0751)

Ratification of Resignation/Retirement

Didion, John M.
Executive Vice Chancellor, Human Resources &
Educational Services
District

Effective: August 19, 2016 (Last Day)
Reason: Retirement

Walker, Mary K.
Interim Dean, Instruction &
Student Services Division
Continuing Education Division/CEC
Santa Ana College

Effective: June 30, 2016 (Last Day)
Reason: Retirement

FACULTY

16/17 Institutional Tenure Review Recommendations/Attachment #1

Appointment

Estrada, Maria
Assistant Professor/EOPS Counselor
Student Services
Santa Ana College

Effective: March 21, 2016
Tentative Placement: II-3 \$63,666.82/Year
(Requisition #AC15-0487)

FACULTY (CONT'D)

Ratification of Resignation/Retirement

Barcellona, Rosie
Master Teacher, SCC Child Development Center
Child Development Services
District

Effective: February 29, 2016 (Last Day)
Reason: Resignation

Approval of Additional Faculty Service Area (FSA)

Aguilar Beltran, Maria
Associate Professor/Counselor/
Coordinator, Assessment Center
Counseling Division
Santa Ana College

Effective: September 22, 2008
FSA: Learning Assistance or
Learning Skills Coordinator or Instructors, &
Tutoring Coordinators

Approval of Contract Extension Days for 15/16

Aguilera, Leonor
Associate Professor/Counselor/
Articulation Officer
Counseling & Student Support
Services Division
Santiago Canyon College

Effective June 6 – June 9, 2016
Contract Extension: 4 Days
Contract Extension Rate: III-15 \$451.58/Day
(Project #2410)

Baldizon-Rios, Nena
Professor/Counselor
Counseling & Student Support
Services Division
Santiago Canyon College

Effective June 6 – June 9, 2016
Contract Extension: 4 Days
Contract Extension Rate: VII-C \$573.40/Day
(Project #2250)

Chaidez, Maria
Assistant Professor/Counselor
Counseling & Student Support
Services Division
Santiago Canyon College

Effective: June 7 – June 9, 2016
Contract Extension: 3 Days
Contract Extension Rate: II-7 \$339.04/Day
(Temporary Employee per E.C. 87470)
(Project #2501)

Mathis, Jane
Associate Professor/EOPS Counselor
Student Services
Santa Ana College

June 6 – June 9, 2016
Contract Extension: 4 Days
Contract Extension Rate: III-15 \$451.58/Day
(Project #2250)

FACULTY (CONT'D)

Leaves of Absence

Colunga, Molly
Professor, Reading
Humanities & Social Sciences Division
Santa Ana College

Effective: February 8 – June 4, 2016
Reason: Banking Leave/Withdrawal: 0.5 LHE

Kossler, Wenona
Professor, Reading
Humanities & Social Sciences Division
Santa Ana College

Effective: February 1 – June 4, 2016
Reason: Banking Leave/Withdrawal: 2.0 LHE

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

Effective: February 1 – June 4, 2016
Reason: Banking Leave/Withdrawal: 9.0 LHE

Adjusted Leaves of Absence

Baez, Elizabeth
Professor, Spanish
Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: February 1 – June 4, 2016
From: Banking Leave/Withdrawal: 1.0 LHE
To: Banking Leave/Withdrawal: 4.2 LHE

Galvan, Javier
Professor, Spanish
Humanities & Social Sciences Division
Santa Ana College

Effective: February 1 – June 4, 2016
From: Banking Leave/Withdrawal: 2.0 LHE
To: Banking Leave/Withdrawal: 0.0 LHE

Beyond Contract/Overload Stipend

Sweeney, George
Mathematics
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: August 24, 2015 – June 4, 2016
Amount: \$8,000.00
Reason: BSI Coordination/Research
(Project #2105)

Adjusted CEFA Step Increase

Rodriguez-Hernandez, Susana
Instructor, ESL
Continuing Education Division (CEC)
Santa Ana College

Effective: January 15, 2013
From: I-3 \$42.84
To: I-4 \$43.96

FACULTY (CONT'D)

Adjusted CEFA Step Increase (cont'd)

Rodriguez-Hernandez, Susana
Instructor, ESL
Continuing Education Division (CEC)
Santa Ana College

Effective: January 11, 2016
From: I-3 \$46.10
To: I-5 \$48.44

Column Change

Simin, Jalali
Instructor, ESL
Continuing Education Division (OEC)
Santiago Canyon College

Effective: January 6, 2016
From: II-4 \$48.44
To: II-5 \$49.65

Part-time New Hires/Rehires

Albor, Natalie M
Instructor, High School Subjects/Math
Continuing Education Division (CEC)
Santa Ana College

Effective: February 29, 2016
Hourly Lecture Rate: II-3 \$47.25

Calvillo, Afrodita P
Instructor, Counseling
Counseling & Student Support Services Division
Santiago Canyon College

Effective: February 22, 2016
Hourly Lecture Rate: II-3 \$56.79

Campins, Daniela C
Instructor, Art
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: February 22, 2016
Hourly Lecture/Lab Rates: II-3 \$56.79/\$51.11

Cruz Santoyo, Maria E
Instructor, ESL
Continuing Education Division (CEC)
Santa Ana College

Effective: March 7, 2016
Hourly Lecture Rate: II-3 \$47.25

Dang, Steve
Instructor, Health & Safety (equivalency)
Continuing Education Division (OEC)
Santiago Canyon College

Effective: March 1, 2016
Hourly Lecture Rate: I-3 \$46.10

Frausto, Jesus A
Instructor, ABE/HSS
Continuing Education Division (OEC)
Santiago Canyon College

Effective: March 1, 2016
Hourly Lecture Rate: I-3 \$46.10

HUMAN RESOURCES MANAGEMENT/ACADEMIC DOCKET
March 14, 2016

Page 5

FACULTY (CONT'D)

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

Gonzales, Yvette
Instructor, ESL
Continuing Education Division (CEC)
Santa Ana College

Effective: March 7, 2016
Hourly Lecture Rate: III-3 \$48.44

Guth, John
Instructor, Accounting
Business Division
Santa Ana College

Effective: February 26, 2016
Hourly Lecture Rate: II-3 \$56.79

Merasia, Nora
Instructor, Vocational/Business Skills
Continuing Education Division (CEC)
Santa Ana College

Effective: March 7, 2016
Hourly Lecture Rate: II-3 \$47.25

Nagel, Anastasia N
Instructor, Biology
Mathematics & Sciences Division
Santiago Canyon College

Effective: February 18, 2016
Hourly Lecture/Lab Rates: IV-3 \$62.60/\$56.35

Ried, Silenia
Instructor, ESL
Continuing Education Division (CEC)
Santa Ana College

Effective: March 7, 2016
Hourly Lecture Rate: II-3 \$47.25

Salcedo Daniel, Jorge
Instructor, Inmate Education/Vocational
Continuing Education Division (OEC)
Santiago Canyon College

Effective: February 22, 2016
Hourly Lecture Rate: I-3 \$46.10

Tan, Jeremy Andrew
Instructor, Health & Safety (equivalency)
Continuing Education Division (OEC)
Santiago Canyon College

Effective: March 7, 2016
Hourly Lecture Rate: II-3 \$47.25

Younis, Olga V
Instructor, High School Subjects/Reading
Continuing Education Division (CEC)
Santa Ana College

Effective: March 14, 2016
Hourly Lecture Rate: II-3 \$47.25

Non-paid Instructors of Record

Ersking, Bernell G
Instructor, Apprenticeship/Electrical
Business/Career Technical Education Division
Santiago Canyon College

Effective: March 7, 2016

INSTITUTIONAL TENURE REVIEW RECOMMENDATIONS

NAME	DIVISION	LOCATION	RECOMMENDATION
Alduenda, Leann	Fine & Performing Arts	SAC	Contract II
Arreguin Lopez, Marybel	Child Development Services	DO	Tenure
Axtell, Christina	Humanities & Social Sciences	SAC	Contract III
Baquero, Jaymie	Kinesiology, Health & Athletics	SAC	Contract III
Barnard, Rebecca	Health & Wellness	SAC	Tenure
Beltran, Jennie	Science, Mathematics & Health Sciences	SAC	Contract III
Benavente, Nicole	Child Development Services	DO	Contract II
Bootman, Ashly	Humanities & Social Sciences	SAC	Contract II
Bradley, Kyle	Science, Mathematics & Health Sciences	SAC	Contract III
Breeden, Emma	Arts, Humanities & Social Sciences	SCC	Contract II
Buechler, Michael	Human Services & Technology	SAC	Contract III
Chavez, Erika	Child Development Services	DO	Contract II
Clark, Stephanie	Fine & Performing Arts	SAC	Contract III
Corp, Richard	Science, Mathematics & Health Sciences	SAC	Contract II
Danova, Veselka	Mathematics & Sciences	SCC	Contract II
Deluna, Daniel	Humanities & Social Sciences	SAC	Contract III
Dibb, Patrick	Science, Mathematics & Health Sciences	SAC	Contract II
Diller, Jeffrey	Humanities & Social Sciences	SAC	Contract III
English, Noemi	Human Services & Technology	SAC	Contract III
Engstrom, Vanessa	Arts, Humanities & Social Sciences	SCC	Contract II
Escobar, Dora	Counseling & Student Support Services	SCC	Contract II
Fosmire, Edward	Fine & Performing Arts	SAC	Contract II
Funaoka, Marygrace	Human Services & Technology	SAC	Contract III
Gonzalez, Adrianna	Continuing Education/CEC	SAC	Contract III
Gonzalez, Haydee	Counseling	SAC	Contract II
Gonzalez, Nancy	Child Development Services	DO	Contract I
Graham, Song	Counseling & Student Support Services	SCC	Contract II
Gutierrez, Violet	Child Development Services	DO	Contract II
Hardy, Michele	Human Services & Technology	SAC	Contract III
Hedenberg, Lacy	Counseling & Student Support Services	SCC	Contract II
Higgins, Conor	Humanities & Social Sciences	SAC	Contract II
Hoang, Susan	Fine & Performing Arts	SAC	Contract II
Hostetter, Darren	Fine & Performing Arts	SAC	Contract II
James, Scott	Institutional Effectiveness, Library & Learning Support Services	SCC	Contract III
Jang, Charles	Science, Mathematics & Health Sciences	SAC	Contract III
Johnson, Kimberly	Mathematics & Sciences	SCC	Contract II
Jones, Louise	Science, Mathematics & Health Sciences	SAC	Contract III
Jones, Vanessa	Mathematics & Sciences	SCC	Contract II
Kirchen, DeAnna	Business & Career Technical Education	SCC	Contract II
Knight, Annie	Fine & Performing Arts	SAC	Contract III
Lastra, Stacey	Science, Mathematics & Health Sciences	SAC	Contract III
Lemus Vallejo, Cristina	Child Development Services	DO	Tenure
Lui, Rachel	Science, Mathematics & Health Sciences	SAC	Contract II
MacIntyre, Michelle	Counseling	SAC	Contract II
Malone, Charlie	Arts, Humanities & Social Sciences	SCC	Contract III
Mandir, Joshua	Science, Mathematics & Health Sciences	SAC	Contract III
Marr, John	Fine & Performing Arts	SAC	Contract III
Martin, Linda	Institutional Effectiveness, Library & Learning Support Services	SCC	Contract II
Mathot, Sarah	Human Services & Technology	SAC	Contract II
McCallick, Mark	Business	SAC	Contract III
McLean, Stephen	Business & Career Technical Education	SCC	Contract III
Meckes, Ana	Counseling	SAC	Contract II
Medina, Moises	Humanities & Social Sciences	SAC	Contract III
Meloni, Jennifer	Human Services & Technology	SAC	Contract II
Mishal, Amit	Science, Mathematics & Health Sciences	SAC	Contract II
Moore, George	Human Services & Technology	SAC	Contract III
Nguyen, Thu Thi	Counseling	SAC	Contract III
Nilles, Thomas	Kinesiology, Health & Athletics	SAC	Contract II
Ortiz, Consuelo	Child Development Services	DO	Contract II
Pastrana, Leo	Counseling	SAC	Contract III
Pecenkovic, Nidzara	Arts, Humanities & Social Sciences	SCC	Contract II
Pierce, Cathryn	Fine & Performing Arts	SAC	Contract III
Quach, Nguyen	Business	SAC	Contract II
Ramirez, Lilia	Child Development Services	DO	Contract II
Ro, Kelly	Science, Mathematics & Health Sciences	SAC	Contract II
Rocke, Brandon	Humanities & Social Sciences	SAC	Contract III
Romero, Martin	Science, Mathematics & Health Sciences	SAC	Contract III
Rudd, James	Human Services & Technology	SAC	Contract III
Strong, John	Business	SAC	Contract II
Taylor, Michael	Fine & Performing Arts	SAC	Contract II
Torneo, Nicole	Mathematics & Sciences	SCC	Contract II
Turner, Mark	Disabled Students Programs & Services	SAC	Contract III
Vu, Vivien	Enrollment & Student Support Services	SCC	Contract II
Walczak, Katharine	Humanities & Social Sciences	SAC	Contract III

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
MARCH 14, 2016**

CLASSIFIED

New Appointment

Bustamante, Monica
Support Services Assistant (CL15-0743)
Student Services/ SAC

Effective: March 14, 2016
Grade 11, Step 6 \$55,614.86

Garcia Carmona, Javier
High School Comm. Outreach Specialist
(CL15-0739) Student Affairs/ SAC

Effective: February 22, 2016
Grade 13, Step 1 + 2.5%Bil \$49,443.98

Hourly Ongoing to Contract

Quinlan, Liliana
From: Intermediate Clerk
To: Senior Clerk (CL15-691)
Financial Aid/ SAC

Effective: February 29, 2016
Grade 8, Step 1 \$38,276.78

Temporary to Contract

Lopez De La Luz, Basti
High School & Comm. Outreach Spec.
(CL15-0688) Student Services/ SAC

Effective: February 29, 2016
Grade 13, Step 1 \$48,238.03

Out of Class Assignment

Sanchez Moreno, Marisol
Administrative Secretary/ DSPS/ SAC

Effective: 02/22/16 – 06/30/16
Grade 12, Step 1 \$45,829.27

Professional Growth Increments

Dinh, Anh Ngoc
Applications Specialist III/ ITS/ District

Effective: April 1, 2016
Grade 19, Step 6 + 2.5%L + 2PG (1000)
\$90,384.93

Garbis, Tiffany
Curriculum Specialist/ Academic Affairs/
SCC

Effective: April 1, 2016
Grade 13, Step 4 + 2.5%L + 7PG (2000)
\$59,262.44

Professional Growth Increments cont'd

Ortiz, Brenda Library Tech./ Library/ SAC	Effective: April 1, 2016 Grade 9, Step 2 + 1PG (500) \$42,402.47
Satterfield, Kalonji Student Services Coord./ Counseling/ SAC	Effective: April 1, 2016 Grade 15, Step 6 + 2.5%L + 1PG (500) \$70,750.30

Longevity Increments

Adame, Patricia Administrative Secretary/ School of Continuing Education/ SAC	Effective: February 1, 2016 Grade 12, Step 6 + 10%L \$64,405.62
Atwood, Lee Skilled Maintenance Worker/ Admin. Services/ SAC	Effective: January 1, 2016 Grade 11, Step 6 + 2.5%L \$57,005.23
Belmares, David Technology Spec. I/ ITS/ SAC	Effective: January 1, 2016 Grade 13, Step 6 + 2PG (1000) + 5%L \$65,692.28
Castillo, Norma Administrative Secretary/ Human Services & Tech./ SAC	Effective: March 1, 2016 Grade 12, Step 6 + 5PG (2500) + 7.5%L \$65,441.85
Fuentes, Guadalupe Instructional Center Tech./ Testing Center/ SAC	Effective: January 1, 2016 Grade 7, Step 6 + 7.5%L \$50,534.18
Gonzalez, Araceli General Office Clerk/ School of Continuing Education/ SAC	Effective: February 1, 2016 Grade 3, Step 6 + 2PG (1000) + 2.5%L \$42,934.15
Hall, Patricia Administrative Secretary/ Continuing Ed./ SCC	Effective: February 1, 2016 Grade 12, Step 6 + 4PG (2000) + 5%L \$63,478.09
Hawn, Theresa Senior Clerk/ Community Services/ SAC	Effective: January 1, 2016 Grade 8, Step 6 + 7.5%L @ 75% FTE \$39,448.22

Longevity Increments cont'd

Ishikawa, Junko International Student Prog. Spec./ Student Services/ SAC	Effective: February 1, 2016 Grade 11, Step 6 + 7PG (2250) + 2.5%Bil + 5%L \$62,035.98
Meza, Renise Administrative Clerk/ Fine & Performing Arts/ SAC	Effective: November 1, 2015 Grade 10, Step 6 + 5%L + 4PG (2000) \$57, 879.58
Paguirigan, Dolores Sr. Accountant/ Fiscal Services/ District	Effective: March 1, 2016 Grade 15, Step 6 + 2.5% L \$70,250.30
Ralston, Lance HVAC Mechanic/ Admin. Services/ SAC	Effective: February 1, 2016 Grade 13, Step 6 + 2.5%L \$63,151.98
Sanchez, Raymonde Lead Publications Assistant/ Admin. Services/ SCC	Effective: January 1, 2016 Grade 6, Step 6 + 2PG (500) + 10%L \$50,222.18
Serratos, Julio High School & Comm. Outreach Spec./ School of Continuing Education/ SAC	Effective: January 1, 2016 Grade 13, Step 6 + 2.5%Bil + 7.5%L \$67,772.86
Wild, Christopher Bookstore Buyer/ Auxiliary Services/ SAC	Effective: March 1, 2016 Grade 10, Step 6 + 2.5%L \$54,549.12
Williams, Dawn Intermediate Clerk/ Health Science & Math/ SAC	Effective: January 1, 2016 Grade 5, Step 6 + 2.5%L \$44,698.90
Wilson, Gina Graduation Specialist/ Admissions/ SAC	Effective: January 1, 2016 Grade 15, Step 6 + 6PG(2000) + 5%L \$73,963.72

Ratification of Resignation/Retirement

Hall, Patricia Administrative Secretary/ Continuing Educ./ SCC	Effective: April 29, 2016 Reason: Retirement
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CLASSIFIED HOURLY

Temporary to Hourly Ongoing

Lara, Renee
Custodian (Reinstate Ed. Code 88128)
Admin. Services/ SCC
Effective: February 16, 2016
19 Hours/Week 12 Months/Year
Grade 4, Step A \$15.84/Hour

Lopez, Jacqueline
Student Services Specialist (CL15-0756)
Student Development/ SAC
Effective: March 1, 2016
19 Hours/Week 12 Months/Year
Grade 10, Step A \$19.97/Hour

Longevity Increments

Beaver, Hilda
Instructional Assistant/ Humanities &
Soc. Sci./ SAC
Effective: January 1, 2016
Grade 5, Step A + 2.5%L \$16.76/Hour

Garcia, Jorge
Publications Assistant/ School of
Continuing Education/ SAC
Effective: January 1, 2016
Grade 5, Step A + 2PG (500) + 2.5%L
\$16.76/Hour + \$41.67/Mo. PG

Leysack, Elsa
Instructional Assistant/ Continuing
Ed./SCC
Effective: March 1, 2016
Grade 5, Step A + 2.5%L \$16.76/Hour

Zamudio, Arturo
Instructional Assistant/ School of
Continuing Education/ SAC
Effective: February 1, 2016
Grade 5, Step A + 2.5%Bil + 10%L
\$18.39/Hour

Change in Position

Gomez, Lisa
From: Intermediate Clerk/
Counseling/SAC
To: Alternate Media Specialist
(CL15-0709) DSPS/ SAC
Effective: February 22, 2016
19 Hours/Week 12 Months/Year
Grade 13, Step A \$23.10/Hour

Gonzales, Malorie
From: HS Comm.Outreach
To: Intermediate Clerk/ Counseling/ SAC
Effective: February 12, 2016
19 Hours/Week 12 Months/Year
Grade 5, Step A \$16.35/Hour

Ratification of Resignation/Retirement

Aguirre, Marysol Instructional Assistant/ School of Continuing Education/ SAC	Effective: February 10, 2016 Reason: Resignation
Donelan, Cynthia Learning Facilitator / Humanities/ SAC	Effective: January 28, 2016 Reason: Resignation
Sandoval, Juan C Instructional Assistant/ Business Div./ SAC	Effective: February 1, 2016 Reason: Resignation

TEMPORARY ASSIGNMENT

Brean, Corey Learning Facilitator /Science & Math / SAC	Effective: 03/15/16 – 06/10/16
Bustamante, David Student Services Specialist/ Financial Aid/ SCC	Effective: 03/15/16 – 06/30/16
Cruz Lopez, Norelly Instructional Assistant/ Counseling/ SAC	Effective: 03/15/16 – 06/03/16
Dang, Luan Instructional Assistant/ Counseling/ SAC	Effective: 03/15/16 – 06/03/16
Macias, Anthony Instructional Assistant/ Counseling/ SAC	Effective: 03/15/16 – 06/03/16
Pena, Alfredo Counseling Assistant/ School of Continuing Education/ SAC	Effective: 04/25/16 – 06/30/16
Snyder, John Video Technician/ Fine & Performing Arts/ SAC	Effective: 03/15/16 – 06/30/16

Change in Temporary Assignment

Arriaga, Sergio
Instructional Assistant/ Student Services/
SCC

Effective: 09/14/15 – 06/30/16

Additional Hours for Ongoing Assignment

Alvarez, Juan
Counseling Assistant/ EOPS/ SAC

Effective: 02/24/16 – 06/04/16
Not to exceed 19 consecutive days in any
given period.

Cardenas, Maria
Intermediate Clerk/ School of Continuing
Education/ SAC

Effective: 01/11/16 – 06/30/16
Not to exceed 19 consecutive days in any
given period.

Steward, Christie
Admissions & Records Spec. I/
Admissions/ SAC

Effective: 01/04/16 – 05/06/16
Not to exceed 19 consecutive days in any
given period.

Taylor, Katherine
Admissions & Records Spec. I/
Admissions/ SAC

Effective: 01/04/16 – 05/06/16
Not to exceed 19 consecutive days in any
given period.

Villalovos, David
Instructional Assistant/ Continuing Ed./
SCC

Effective: 02/16/16 – 05/12/16
Not to exceed 19 consecutive days in any
given period.

Substitute Assignments

Palencia, Debora
Instructional Assistant/ Science & Math
/SAC

Effective: 02/08/16 – 06/30/16

Rosales, Irma
Custodian/ Administrative Services/ SAC

Effective: 01/01/16 – 06/30/16

MISCELLANEOUS POSITIONS

Brown, Michael
Presenter II/ CTI District

Effective: 02/23/16 – 06/30/16

MISCELLANEOUS POSITIONS cont'd

Keeler, Jeremiah Coaching Assistant/ Kinesiology/ SAC	Effective: 02/18/16
Latimore, Eric Coaching Assistant/ Kinesiology/ SAC	Effective: 02/23/16
Requena, Joselyn Child Dev. Services Intern I/ School of Continuing Education/ SAC	Effective: 02/23/16 – 06/30/16
Story, Forrest Presenter III/ CTI/ District	Effective: 02/23/16 – 06/30/16

COMMUNITY SERVICE PRESENTERS

Stipends Effective January 11- February 10, 2016

Burns, Brigitte	Amount: \$ 65.80
Cohen, Robert	Amount: \$ 254.48
Fischermilitaru, Mariana	Amount: \$ 503.75
Friebert, Martin	Amount: \$ 55.00
Hammonds, Elvin	Amount: \$ 1,250.00
Kibbe, Joseph	Amount: \$ 540.00
Miller, Nancy	Amount: \$ 175.96
Nolasco, Jeffrey	Amount: \$ 120.00
Rounds, Michael	Amount: \$ 498.46
Rudd, James	Amount: \$ 1,036.35

VOLUNTEERS

Crabill, Dahiana Student Volunteer/ Counseling/ SAC	Effective: 03/15/16 – 06/30/16
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VOLUNTEERS cont'd

Johnson, LeSauna
Volunteer/ Kinesiology/ SAC

Effective: 03/15/16 – 06/30/16

**SANTA ANA COLLEGE
STUDENT ASSISTANT LIST**

Nguyen, My T.	Effective: 02/17/16-06/30/16
Gonzalez, Lilian	Effective: 02/17/16-06/30/16
Rodriguez, Juana S.	Effective: 02/18/16-06/30/16
Vera, Stephanie	Effective: 02/18/16-06/30/16
Morales Esquivel, Maria C.	Effective: 02/18/16-06/30/16
Corona, Jacqueline	Effective: 02/19/16-06/30/16
Morales, Citlali	Effective: 02/23/16-06/30/16
Leopo, Deborah A.	Effective: 02/23/16-06/30/16
Huezo de Chavez, Julia J.	Effective: 02/23/16-06/30/16
Perez, Ivan	Effective: 02/23/16-06/30/16
Suarez Jacuinde, Tomas	Effective: 02/24/16-06/30/16
Munoz, Laura V.	Effective: 02/24/16-06/30/16
Villagrana, Tomas J.	Effective: 02/24/16-06/30/16
Cui, Huilian	Effective: 02/25/16-06/30/16
Barajas, Brianna	Effective: 02/25/16-06/30/16
Heng, Piseth	Effective: 02/29/16-06/30/16
Wellington, Noah K.	Effective: 02/29/16-06/30/16
Nguyen, Kimanh T.	Effective: 02/29/16-06/30/16
Hernandez Lopez, Adrian	Effective: 03/01/16-06/30/16
Ortiz Lopez, Edwin I.	Effective: 03/01/16-06/30/16

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

DeRosas Carrera, Iris	Effective: 02/25/2016 – 06/30/2016
DeRosas, Lisset	Effective: 02/10/2016 – 06/30/2016
Flores Sainz, Jaime	Effective: 02/08/2016 – 06/30/2016
Espinoza Garcia, Alexis	Effective: 02/23/2016 – 06/30/2016
Lee, Erika	Effective: 02/22/2016 – 06/30/2016
Lo, Mei Chun	Effective: 02/18/2016 – 06/30/2016
Nguyen, Theresa	Effective: 02/10/2016 – 06/30/2016
Nicholson, Kenneth	Effective: 02/22/2016 – 06/30/2016

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Human Resources and Educational Services

To:	Board of Trustees	Date: March 14, 2016
Re:	Discussion and/action on Claim #20160203	
Action:	Request for Authorization	

The district's legal counsel recommends that the Board of Trustees provide direction on the appropriate response to the claim submitted by John P. Johns, dated February 22, 2016.

Board of Trustees
March 14, 2016

Conference Docket
No. 6.4

AUTHORIZATION FOR BOARD TRAVEL/CONFERENCES (NOTE: The travel requested below is at no expense to the district.)

BOARD MEMBER (to be approved)

**MEETING TO DISCUSS PRESIDENT OBAMA'S
AMERICA'S COLLEGE PROMISE PROPOSAL**
Washington, D.C. – March 16, 2016

1 Board Member