

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)**

**Board of Trustees (Regular meeting)**

**Monday, June 13, 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 Administration of Oath of Allegiance to Luis Mejia, June 2016 Interim Student Trustee

1.4 Approval of Additions or Corrections to Agenda

Action

1.5 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.

1.6 Approval of Minutes – Regular meeting of May 31, 2016

Action

1.7 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.

- 1.8 Presentation by The Solis Group on the Progress of the Community and Student Workforce Project Agreement (CSWPA)
- 1.9 Public Hearing – 2016-2017 Tentative Budget

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

- 2.1 Report from the Chancellor
- 2.2 Reports from College Presidents
  - Enrollment
  - Facilities
  - College activities
  - Upcoming events
- 2.3 Report from Student Trustee
- 2.4 Reports from Student Presidents
  - Student activities
- 2.5 Report from Classified Representative
- 2.6 Reports from Academic Senate Presidents
  - Senate meetings
- 2.7 Informational Presentation on the Tentative Budget
- 2.8 Reports from Board Committee Chairpersons
  - Board Facilities Committee

## **3.0 INSTRUCTION**

- \*3.1 Approval of Renewal of On-site Associate Degree Nursing Program Agreement with St. Joseph Hospital of Orange Action

The administration recommends approval of the agreement renewal with St. Joseph Hospital of Orange in California.
- \*3.2 Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Citizenship Preparation Action

The administration recommends approval of the instructional agreement with SER, Jobs for Progress, Inc. for the program year 2016-2017.
- \*3.3 Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Vocational Training Action

The administration recommends approval of the instructional agreement with SER, Jobs for Progress, Inc. for the program year 2016-2017.
- \*3.4 Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Basic Skills Training Action

The administration recommends approval of the instructional agreement with SER, Jobs for Progress, Inc. for the program year 2016-2017.

\* Item is included on the Consent Calendar, Item 1.7.

- \*3.5 Approval of Memorandum of Understanding (MOU) for Workforce Innovation and Opportunity Act between County of Orange in Partnership with Orange County Development Board and Rancho Santiago Community College District (America's Job Center of California [AJCC] Partner) Action  
The administration recommends approval of the MOU with the County of Orange in partnership with the Orange County Development Board.
- \*3.6 Approval of MOU for Workforce Innovation and Opportunity Act with Santa Ana Workforce Development Board and Rancho Santiago Community College District (AJCC Partner) Action  
The administration recommends approval of the MOU with the Santa Ana Development Board.
- \*3.7 Approval of Proposed Revisions for 2016-2017 Santa Ana College (SAC) Catalog Action  
The administration recommends approval of the proposed revisions for the 2016-2017 SAC catalog.
- \*3.8 Approval of Proposed Revisions for 2017-2018 Santa Ana College Catalog Action  
The administration recommends approval of the proposed revisions for the 2017-2018 SAC catalog.
- \*3.9 Approval of Proposed Revisions for 2017-2018 Santiago Canyon College (SCC) Catalog Action  
The administration recommends approval of the proposed revisions for the 2017-2018 SCC catalog.
- \*3.10 Approval of California/Nevada Training Trust Master Cost Agreement Action  
The administration recommends approval of the master cost agreement with the California/Nevada Training Trust for 2016-2017 as presented.

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

- \*4.1 Approval of Payment of Bills Action  
The administration recommends payment of bills as submitted.
- \*4.2 Approval of Budget Increases/Decreases and Budget Transfers Action  
The administration recommends approval of budget increases, decreases and transfers from May 14, 2016 to May 30, 2016.
- 4.3 Approval of 2016-2017 Tentative Budget Action  
The administration recommends approval of the 2016-2017 proposed Tentative Budget as presented.

\* Item is included on the Consent Calendar, Item 1.7.

- \*4.4 Approval of Additional Consulting Services – The Dolinka Group Action  
The administration recommends approval of the redevelopment early termination analysis consulting services of The Dolinka Group as presented.
- \*4.5 Approval of Agreement with PENCO Engineering, Inc. for On-Call Districtwide Land Surveying Services Action  
The administration recommends approval of the agreement with PENCO Engineering, Inc. for on-call districtwide land surveying services as presented.
- 4.6 Approval of Five Year Construction Plan (2018-2022), Final Project Proposals (FPPs) and Initial Project Proposals (IPPs) for Santa Ana College and Santiago Canyon College Action  
The administration recommends approval of the Five Year Construction Plan (2018-2022), FPPs, and IPPs for SAC and SCC as presented.
- \*4.7 Approval of Amendment to Agreement with Donald Krotee Partnership, Inc. for Site Improvements at Orange County Sheriff’s Regional Training Academy Action  
The administration recommends approval of the amendment with Donald Krotee Partnership, Inc. for site improvements at the Orange County Sheriff’s Regional Training Academy as presented.
- \*4.8 Approval of Amendment to Agreement with The Solis Group for Labor Compliance and Community Student Workforce Project Agreement Coordinator Consulting Services for Various Projects at Santa Ana College Action  
The administration recommends approval of the amendment with The Solis Group for labor compliance and CSWPA coordinator consulting services for various projects at SAC as presented.
- \*4.9 Approval of Agreement with Lionakis for Architectural Services for Americans with Disabilities Act (ADA) Paper Towel Dispenser Replacement Project at Santiago Canyon College Action  
The administration recommends approval of the agreement with Lionakis Architectural Services for the ADA paper towel replacement project at SCC as presented.
- \*4.10 Approval of Amendment to Agreement with Leland Saylor Associates for Cost Estimating Consulting Services for Orange Education Center (OEC) Division of the State Architect (DSA) Certification Project for Santiago Canyon College Action  
The administration recommends approval of the amendment with Leland Saylor Associates for cost estimating consulting services for the OEC building certification project for SCC as presented.

\* Item is included on the Consent Calendar, Item 1.7.

- \*4.11 Ratification of Award of Bid #1291 for Building G Aquatics Bleachers at Santiago Canyon College Action  
The administration recommends ratification of the award of Bid #1291 for Building G aquatics bleachers at SCC as presented.
- \*4.12 Approval of Lease between RSCCD and St. Peter Evangelical Lutheran Church Action  
The administration recommends approval of the lease with St. Peter Evangelical Lutheran Church in Santa Ana for facilities to provide child care services as presented.
- \*4.13 Approval of Surplus Property Action  
The administration recommends declaration of the list of equipment as surplus property and utilization of The Liquidation Company to conduct an auction as presented.
- \*4.14 Approval of Donation of Surplus Items Action  
The administration recommends approval of the donations to Garden Grove Unified School District as presented.
- \*4.15 Approval of Award of Bid #1292 - Audio Video Integration Services Action  
The administration recommends acceptance of the bids and approval of the award of Bid #1292 – Audio Video Integration Services to Digital Networks Group, Inc. as presented.
- \*4.16 Approval of Rejection of Award to Praxair Distribution and Award to Sims Orange Welding Supply Inc. for Bid #1285 – Purchase of Lincoln Electric System 5 – 100iC/12 Robot Arm & Fanuc Arcmate 100iC/12 Robot Arm and Miscellaneous Accessories Action  
The administration recommends approval of the rejection of the award to Praxair Distribution and award to Sims Orange Welding Supply Inc. for Bid #1285 – Purchase of Lincoln Electric System 5 – 100iC/12 Robot Arm & Fanuc Arcmate 100iC/12 Robot Arm and Miscellaneous Accessories as presented.
- \*4.17 Approval of 2016-2017 Contract Listing Action  
The administration recommends approval of the 2016-2017 contract listing as presented.
- 4.18 Approval of Request for Proposal (RFP) #1278 Integrated Waste Management Services Action  
The administration recommends acceptance of the proposals and approval of awarding RFP #1278 – Integrated Waste Management Services including renewals to Waste Management, Inc. as presented.

\* Item is included on the Consent Calendar, Item 1.7.

- \*4.19 Approval of Purchase Orders Action  
The administration recommends approval of the purchase order listing for the period May 8, 2016, through May 28, 2016.

## 5.0 GENERAL

- \*5.1 Approval of Resource Development Items Action  
The administration recommends approval of budgets, acceptance of grants, and authorization for the Vice Chancellor of Business Operations/Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:
- |   |             |
|---|-------------|
| - Basic Skills Initiative (SAC) - <i>Adjustment</i>   | -\$ 8,794   |
| - Basic Skills Initiative (SCC) - <i>Adjustment</i>   | -\$ 2,840   |
| - Assessment, Remediation & Retention for Associate Degree Nursing Program (SAC)                    | \$ 114,000  |
| - College Assistance Migrant Program (CAMP) – Year 5 (SCC)  | \$ 425,000  |
| - Community Colleges Basic Skills and Student Outcomes Transformation Program (SAC)                 | \$1,500,000 |
| - Community Colleges Basic Skills and Student Outcomes Transformation Program (SCC)                 | \$1,500,000 |
| - Deputy Sector Navigator – Global Trade & Logistics (District)                                     | \$ 200,000  |
| - Deputy Sector Navigator – Information & Communication Technologies (ICT)/Digital Media (District) | \$ 200,000  |
| - Deputy Sector Navigator – Retail Hospitality/Tourism/ Learn and Earn (District)                   | \$ 200,000  |
| - Deputy Sector Navigator – Small Business (District)   | \$ 200,000  |
| - Enrollment Growth for Associate Degree Nursing Program (SAC)                                      | \$ 97,000   |
| - Los Angeles/Orange County Regional Consortium (District)  | \$ 370,000  |
- \*5.2 Approval of Sub-Agreements between RSCCD and Butte-Glenn Community College District, Cabrillo Community College District, Grossmont-Cuyamaca Community College District, Riverside Community College District, Santa Barbara Community College District, and State Center Community College District for Career Technical Education Data Unlocked Initiative Grant Action  
The administration recommends approval of the sub-agreements and authorization be given to the Vice Chancellor, Business Operations/ Fiscal Services or his designee to sign and enter into related contractual agreements on behalf of the district.

\* Item is included on the Consent Calendar, Item 1.7.

- \*5.3 Approval of Sub-Agreement between RSCCD and San Joaquin Delta Community College District Action  
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/ Fiscal Services or his designee to sign and enter into related contractual agreements on behalf of the district.
- \*5.4 Adoption of Resolution No. 16-16 – California Department of Education (CSPP-6333) Action  
The administration recommends adoption of the resolution with the California Department of Education and authorization be given to the chancellor or his designee to sign and enter into a related contractual agreement on behalf of the district.
- \*5.5 Adoption of Resolution No. 16-17 – California Department of Education (CTTR-6160) Action  
The administration recommends adoption of the resolution with the California Department of Education and authorization be given to the chancellor or his designee to sign and enter into a related contractual agreement on behalf of the district.
- 5.6 Approval of Board Legislative Committee Recommendations Action  
It is recommended that the board review and approve the Board Legislative Committee’s recommendations on the following bills:
- Support
- |                         |  |
|-------------------------|--|
| AB 1721 (Medina)        | Student Financial Aid: Cal Grant Program   |
| AB 1741 (Rodriguez)     | California College Promise Innovation Grant Program  |
| AB 1846 (Lopez)         | Adult Education Block Grant Program  |
| AB 1936 (Chavez)        | Public Postsecondary Education: Residency: Dependents of Armed Forces Members                                |
| AB 2155 (Ridley-Thomas) | Teachers: Retirement: Full Time  |
| AB 2222 (Holden)        | Greenhouse Gas Reduction Fund: Transit Pass Program  |
| SB 1314 (Block)         | Cal Grant Program: Middle Class Scholarship Program: Community College Baccalaureate Degree Program Students |
- Letter be sent with request to put community colleges back in AB 2120  
AB 2120 (Weber) – Public Utilities Commission: Proceedings: Intervenor Fees: Customers
- 5.7 Board Member Comments Information

## **RECESS TO CLOSED SESSION**

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

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

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

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

## **RECONVENE**

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

#### **Public Comment**

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**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 2016-2017 Interim Chancellor Salary Schedule
- Approval of 2016-2017 Interim Cabinet Salary Schedule
- Approval of 2016-2017 Interim Management Salary Schedule
- Approval of 2016-2017 Administrator/Academic Supervisory Step Increases

6.1 Management/Academic Personnel (contd.)

- Approval of 2016-2017 Management/Classified Supervisory/Confidential Step Increases
- Approval of Revised Job Descriptions and Title Changes
- Approval of Employment Agreements
- Approval of Appointments
- Approval of Interim Assignments
- Approval of Extensions of Interim Assignment
- Approval of 2016-2017 Interim Faculty Association of RSCCD (FARSCCD) Salary Schedules
- Approval of 2016-2017 Interim Continuing Education Faculty Association (CEFA) Salary Schedules
- Approval of 2015-2016 Permanent California School Employees Association (CSEA) Chapter 888 Child Development Teachers Salary Schedules
- Approval of 2016-2017 Interim CSEA Chapter 888 Child Development Teachers Salary Schedules
- Approval of 2016-2017 FARSCCD 12 Month/192 & 225 Day Faculty Step Increases
- Approval of 2016-2017 CSEA Chapter 888 Child Development Teachers Step Increases
- Approval of Rescinded Acceptances of Offer of Appointment
- Approval of Rehiring of Temporary Employees per E.C. 87470
- Approval of Hiring of Temporary Long-term Substitute per E.C. 87481 & 87482
- Approval of Request to Withdraw Banked Lecture Hour Equivalent (LHE)
- Approval of CSEA Chapter 888 Child Development Teacher Column Changes
- Approval of CSEA Chapter 888 Child Development Teacher Voluntary Workload Reductions
- Approval of 2015-2016 Contract Extension Days
- Approval of 2015-2016 Additional Contract Extension Days
- Approval of 2016-2017 Contract Extension Days
- Approval of Contract Stipends
- Approval of Beyond Contract/Overload Stipends
- Approval of Leaves of Absence
- Approval of Part-time Hourly New Hires/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Intern Services

6.2 Classified Personnel

Action

- Approval of 2016-2017 CSEA Interim Salary Schedule
- Approval of 2016-2017 Miscellaneous Salary Schedule
- Approval of 2016-2017 CSEA Step Increases
- Approval of Longevity Increment Adjustments
- Approval of Out of Class Assignments
- Approval of Voluntary Furloughs

6.2 Classified Personnel (contd.)

- Ratification of Resignations/Retirements
- Approval of Leaves of Absence
- Approval of Temporary Assignments
- Approval of Additional Hours for Ongoing Assignments
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Community Service Presenters and Stipends

6.3 Public Disclosure of Collective Bargaining Agreement between Rancho Santiago Community College District and California School Employees Association Chapter 888 (Child Development Teachers) Action

It is recommended that the board approve the collective bargaining agreement with CSEA Chapter 888 for the period of July 1, 2016, through June 30, 2018.

6.4 Approval of RSCCD Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Action

It is recommended that the board approve the Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form and authorize its transmission to the State Chancellor's Office.

6.5 Authorization for Board Travel/Conferences Action

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

**7.0 ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on July 18, 2016.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)**

**2323 North Broadway, #107**

**Santa Ana, CA 92706**

**Board of Trustees**

**(Regular meeting)**

**Tuesday, May 31, 2016**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:32 p.m. by Ms. Claudia Alvarez. Other members present were Ms. Arianna Barrios, Mr. John Hanna, Mr. Larry Labrado, Ms. Nelida Mendoza Yanez, Mr. Phillip Yarbrough, and Ms. Raquel Manriquez. Mr. Jose Solorio arrived at the time noted.

Administrators present during the regular meeting were Mr. John Didion, 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 Ms. Raquel Manriquez, Student Trustee, Rancho Santiago Community College District.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza Yanez to approve a revised page and addendum for Item 6.1 (Management/Academic Personnel). The motion carried with the following vote: Aye –Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, and Mr. Yarbrough. Student Trustee Manriquez's advisory vote was aye.

1.4 Public Comment

Mr. Daniel Rebolledo and Ms. McKenna Dice spoke regarding Administrative Regulation (AR) 2105 Selection and Regulations of Student Trustee.

Mr. Jose Solorio arrived during public comments.

(NOTE: There was an additional public comment heard after Item 2. 6 Reports from Academic Senate Presidents.)

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the minutes of the meeting held May 16, 2016. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

1.6 Approval of Consent Calendar

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

3.1 Approval of New Speech-Language Pathology Assistant Agreement - Speech and Motion, Inc.

The board approved the new agreement with Speech and Motion, Inc. in Irvine, California.

3.2 Approval of New Occupational Therapy Assistant (OTA) Agreement - Child Development Institute

The board approved the new agreement with Child Development Institute in Woodland Hills, California.

3.3 Approval of OTA Agreement Renewal – Advanced Therapy Center

The board approved the agreement renewal with Advanced Therapy Center in Torrance, California.

3.4 Approval of OTA Agreement Renewal – Desert OT for Kids, Inc.

The board approved the agreement renewal with Desert OT for Kids, Inc. in Palm Desert, California.

3.5 Approval of OTA Agreement Renewal – Eisenhower Medical Center

The board approved the agreement renewal with Eisenhower Medical Center in Rancho Mirage, California.

3.6 Approval of OTA Agreement Renewal – Irvine Unified School District

The board approved the agreement renewal with Irvine Unified School District in Irvine, California.

3.7 Approval of OTA Agreement Renewal – Providence Speech and Hearing Center

The board approved the agreement renewal with Providence Speech and Hearing Center in Orange, California.

1.6 Approval of Consent Calendar (contd.)

- 3.8 Approval of OTA Agreement Renewal – Upland Rehabilitation & Care Center  
The board approved the agreement renewal with Upland Rehabilitation & Care Center in Upland, California.
- 3.9 Approval of Pharmacy Technology Agreement Renewal – University of California (UCI), Irvine Medical Center  
The board approved the agreement renewal with UCI Medical Center in Orange, California.
- 3.10 Approval of Pharmacy Technology Agreement Renewal – Anaheim Regional Medical Center  
The board approved the agreement renewal with Anaheim Regional Medical Center in Anaheim, California.
- 3.11 Approval of Criminal Justice Academies Agreement Renewal: Orange County Law Enforcement Explorers Advisors Association  
The board approved the agreement renewal with Orange County Law Enforcement Explorers Advisors Association in Tustin, California.
- 3.12 Approval of JTS Services Master Cost Agreement  
The board approved the Master Cost Agreement with JTS Services for 2016-2017 as presented.
- 3.13 Approval of Metropolitan Water District of Southern California Master Cost Agreement  
The board approved the Master Cost Agreement with Metropolitan Water District of Southern California for 2016-2017 as presented.
- 3.14 Approval of Operating Engineers Training Trust Joint Apprenticeship and Training Committee Master Cost Agreement  
The board approved the Master Cost Agreement with Electrical Training Trust Joint Apprenticeship and Training Committee for 2016-2017 as presented.
- 3.15 Approval of Orange County Electrical Training Trust Master Cost Agreement  
The board approved the Master Cost Agreement with Orange County Electrical Training Trust for 2016-2017 as presented.
- 3.16 Approval of Southern California Surveyors Master Cost Agreement  
The board approved the Master Cost Agreement with Southern California Surveyors Joint Apprenticeship Training Committee for 2016-2017 as presented.

1.6 Approval of Consent Calendar (contd.)

3.18 Approval of Five-Year Renewal of Continuing Education Component for Inmate Education Program with County of Orange

The board approved a five-year agreement of the continuing education component for the Inmate Education Program with the County of Orange effective July 1, 2016, through June 30, 2021.

3.19 Approval of Second One-Year Extension/Amendment of Vocational Education Component/Agreement for Inmate Education Program with County of Orange

The board approved a second one-year extension of the vocational education components for the Inmate Education Program with the County of Orange through June 30, 2017.

3.20 Approval of Designated Representative to Serve as Official RSCCD Representative on Rancho Santiago Adult Education Consortium for 2016-2017 Fiscal Year

The board approved Dr. Lori Fasbinder, Dean of Instruction and Student Services (Continuing Education), to serve as an official district representative on the Rancho Santiago Adult Education Consortium from July 1, 2016, through June 30, 2017.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

4.2 Approval of Budget Increases/Decreases and Budget Transfers

The board approved budget increases, decreases and transfers from May 1 to May 15, 2016.

4.3 Approval of Public Hearing – 2016-2017 Tentative Budget

The board approved holding a public hearing on the 2016-2017 Tentative Budget at the June 13, 2016, board meeting.

4.4 Approval of Agreement for General Counsel Services – AlvaradoSmith

The board approved the agreement with AlvaradoSmith for the period of June 1, 2016, through June 1, 2018, as presented.

4.8 Approval of Agreement with Lentz Morrissey Architecture, Inc. for Architectural Services for Emergency Blue Phone and Americans with Disabilities (ADA) Path of Travel Upgrade Project at Various Sites

The board approved the agreement with Lentz Morrissey Architecture, Inc. for architectural services for the Emergency Blue Phone & ADA Path of Travel Upgrade Project at various sites as presented.

1.6 Approval of Consent Calendar (contd.)

4.9 Approval of Agreement with Marx/Okubo Associates, Inc. for Districtwide Access Compliance Consulting Services for Various Sites

The board approved the agreement with Marx/Okubo Architects, Inc. for districtwide access compliance consulting services for various sites as presented.

4.10 Approval of Agreement with Sillman Wright Architects for Districtwide Access Compliance Consulting Services for Various Sites

The board approved the agreement with Sillman Wright Architects for districtwide access compliance consulting services for various sites as presented.

4.11 Approval of Agreement with Bernards for Constructability Review Services for Science Center at Santa Ana College (SAC)

The board approved the agreement with Bernards for constructability review for the Science Center at SAC as presented.

4.12 Approval of Agreement with Bernards for Pre-Construction Services for Orange Education Center (OEC) Building Certification Project of Santiago Canyon College (SCC)

The board approved the agreement with Bernards for pre-construction services for the OEC building certification project of SCC as presented.

4.13 Approval of Amendment to Agreement with WLC Architects, Inc. for Architectural and Engineering Services for U Portable Certification and Renovation Project at Santiago Canyon College

The board approved the amendment with WLC Architects, Inc. for architectural and engineering services for the U portable certification and renovation project at SCC as presented.

4.14 Acceptance of Completion of Chiller Replacement Project at Building D at Santiago Canyon College Resolution No. 15-17 and Approval of Recording of Notice of Completion

The board accepted the project as complete and approved the filing of a Notice of Completion with the County as presented.

4.15 Approval of California Multiple Award Schedule (CMAS) Contract #4-14-72-0057A to KYA Services, LLC

The board approved the district's participation in CMAS contract #4-14-72-0057A including renewals, extensions and supplements awarded to KYA Services, LLC as presented.

4.16 Approval of Purchase Orders

The board approved the purchase order listing for the period April 10, 2016, through May 7, 2016.

1.6 Approval of Consent Calendar (contd.)

5.1 Approval of Resource Development Items

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

- California State Preschool Program (CSPP) Quality Rating and Improvement System (QRIS) Block Grant II (District) \$ 165,200
- Career Technical Education Data Unlocked Initiative (District) \$15,000,000
- Sector Navigator – Information Communications Technology (ICT)/Digital Media (District) \$ 372,500

5.2 Approval of Sub-Agreement between RSCCD and North Orange County Community College District/Cypress College for Deputy Sector Navigator ICT/Digital Media Grant

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

5.3 Approval of Sub-Agreement between RSCCD and Coast Community College District/Coastline Community College for Sector Navigator ICT/Digital Media Grant

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

5.4 Approval of Sub-Agreement between RSCCD and Stephen A. Wright, LLC for Sector Navigator ICT/Digital Media Grant

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

1.7 Recognition of Classified Staff by Board of Trustees

The board recognized Ms. Candi Easter, Accountant, RSCCD; Ms. Ashley Jensen, Science Lab Coordinator, Microbiology and Organic Chemistry, SCC; and Ms. Vanessa Orozco, Student Services Coordinator, Transfer Center, SAC; for their professional achievements, dedication, and service to the campus community and the Rancho Santiago Community College District.

1.8 Recognition of Santiago Canyon College 2016 California Community College Athletic Association (CCCAA) State Softball Champions

The board recognized SCC Softball team members Ms. Krista Carranza, Ms. Ashley Clark-Johnson, Ms. Jessica Daniel, Ms. Lauren Hammond, Ms. Jordean Hicks, Ms. Brittney Howe, Ms. Kaitlyn Lanksbury, Ms. Riley Nahrwold, Ms. Emili Olague, Ms. Dalinda Ramos, Ms. Alyssa Sojka, Ms. Shannon Thornton, Ms. Manoa Weijertse,

1.8 Recognition of SCC 2016 CCCCAA State Softball Champions  
(contd.)

and Ms. Chrissy Woodling; and Head Coach Lisa Camarco, and Assistant Coaches Brandice Cutspec, Keely Starr, and Marc Kendrick, as the California Community College Athletic Association 2016 State Champions. In addition, the board recognized the coaching staff as the 2016 National Fastpitch Coaches Association and California Junior College National Coaching Staff of the Year. (The softball team players were recognized in absentia since they were studying for final exams.)

1.9 Recognition of Faculty Member – Art Department, Santa Ana College

The board recognized Mr. Darren Hostetter, Art Instructor, SAC, for his professional achievements, dedication, and service to his campus community and the Rancho Santiago Community College District.

1.10 Presentation to 2015-2016 Student Trustee

On behalf of the board, Ms. Claudia Alvarez presented outgoing Student Trustee Manriquez with a plaque. Board members thanked Ms. Manriquez for her service to the students of the Rancho Santiago Community College District.

It was moved by Mr. Yarbrough and seconded by Mr. Solorio to suspend the rules and hear Item 2.4 (Reports from Student Presidents) at this time since Mr. Cortes needed to leave the meeting to study for final exams. 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.

2.4 Reports from Student Presidents

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

Mr. Oscar Cortés, Student President, Santa Ana College  
Mr. Nathan Underwood, Student President, Santiago Canyon College

Mr. Underwood’s report included the sharing of Resolution No. XXVI that was approved by the SCC ASG which states that the SCC ASG supports the current eligibility requirement stated in AR 2105 (Selection and Regulations of Student Trustee) for the student trustee position to remain as “Cumulative GPA of 3.0 or higher at the time of application.”

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from the Chancellor

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

2.2 Reports from College Presidents

The following college representatives provided reports to the board.

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

2.3 Report from Student Trustee

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

2.4 Reports from Student Presidents

This item was heard after Item 1.8 (Recognition of SCC 2016 CCCCAA State Softball Champions).

2.5 Report from Classified Representative

There was no representation from classified staff.

2.6 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

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

It was moved by Mr. Yarbrough and seconded by Mr. Solorio to suspend the rules and hear an additional public comment under Item 1.4 Public Comment.

1.4 Public Comment

Ms. Erika Hernandez spoke regarding evening child care classes at Centennial Education Center.

2.7 Informational Presentation on the Budget

Mr. Hardash provided a presentation on the budget to the board. Board members received clarification on items related to the budget from Mr. Hardash.

2.8 Reports from Board Committee Chairpersons

Mr. Yarbrough provided a report on the May 26, 2016, Board Facilities Committee meeting.

On behalf of Ms. Mendoza Yanez, Ms. Chelsea Vengehr, Townsend Public Affairs, provided a report on the May 18, 2016, Board Legislative Committee meeting.

### **3.0 INSTRUCTION**

Items 3.1 through 3.16, 3.18, 3.19, and 3.20 were approved as part of Item 1.6 (Consent Calendar).

#### **3.17 Approval of Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee Master Cost Agreement**

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza Yanez to approve the Master Cost Agreement with Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee for 2016-2017 as presented. Mr. Hanna recused himself due to his employment with Southwest Regional Council of Carpenters. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough, and a vote of abstention from Mr. Hanna. Student Trustee Manriquez's advisory vote was aye.

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

Items 4.1, 4.2, 4.3, 4.4, and 4.8 through 4.16 were approved as part of Item 1.6 (Consent Calendar).

4.5 This item was deleted.

4.6 This item was deleted.

4.7 This item was deleted.

Mr. Solorio left the meeting briefly at this time.

### **5.0 GENERAL**

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

#### **5.5 Adoption of Board Policies**

It was moved by Mr. Hanna and seconded by Ms. Barrios to adopt the following new and revised policies:

- BP 2010 Board Membership
- BP 2710 Conflict of Interest
- BP 4020 Program, Curriculum, and Course Development
- BP 4106 Nursing Programs
- BP 5140 Disabled Students Programs and Services
- BP 7700 Whistleblower Protection

5.5 Adoption of Board Policies (contd.)

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

5.6 Approval of Board Legislative Committee Recommendations

Since there was no back-up provided to the bills, it was moved by Ms. Mendoza Yanez and seconded by Ms. Barrios to postpone action on the Board Legislative Committee’s recommendations on the following bills (with the exception of AB 1892) until the next board meeting:

AB 1721 (Medina)	Student Financial Aid: Cal Grant Program
AB 1741 (Rodriguez)	California College Promise Innovation Grant Program
AB 1846 (Lopez)	Adult Education Block Grant Program
AB 1892 (Medina)	Student Financial Aid: Cal Grant C Awards
AB 1936 (Chavez)	Public Postsecondary Education: Residency: Dependents of Armed Forces Members
AB 2155 (Ridley-Thomas)	Teachers: Retirement: Full Time
AB 2222 (Holden)	Greenhouse Gas Reduction Fund: Transit Pass Program
SB 1314 (Block)	Cal Grant Program: Middle Class Scholarship Program: Community College Baccalaureate Degree Program Students

Ms. Vongehr indicated that AB 1892 (Medina) should be removed from the list of bills since the bill failed to pass the California State Appropriations Committee last week. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

Mr. Solorio returned to the meeting at this time.

5.7 Board Member Comments

Ms. Manriquez expressed thanks and appreciation for board members’ encouragement and assistance during her 2015-2016 term of office.

Board members thanked Dr. Martinez for a job well done as president of Santa Ana College and her involvement in the community. They also congratulated and wished her well on her retirement.

Mr. Labrado asked that staff explore the possibility of expanding a SAC field to be able to hold future commencements on campus.

5.7 Board Member Comments (contd.)

Mr. Hanna thanked the Academic Senate and student presidents for the valuable information provided at board meetings. He expressed hope that classified staff will provide representation at future board meetings so the board will be able to hear from them also.

Mr. Hanna expressed support for the SCC student representatives who support the current eligibility requirement for the student trustee position to remain as “Cumulative GPA of 3.0 or higher at the time of application.” (Administrative Regulation 2105, 3C)

Ms. Mendoza Yanez asked that the board meeting be closed in memory of our brothers and sisters in arms and for the sacrifice they have given in securing freedom for our country.

Ms. Alvarez thanked Ms. Mendoza Yanez for her service (in the Army).

Ms. Alvarez reported she attended a ribbon-cutting ceremony for Nappify which included a celebration honoring 25 years of service for the Small Business Development Center (SBDC) earlier today at Santa Ana College.

Ms. Alvarez asked that the meeting also be closed in memory of Mr. Amin David, Orange County Latino-rights activist, who recently passed away.

**RECESS TO CLOSED SESSION**

The board convened into closed session at 6:55 p.m. to consider the following items:

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

**RECONVENE**

The board reconvened at 8:28 p.m.

### Closed Session Report

Ms. Mendoza Yanez reported the board discussed public employment, anticipated litigation, and labor negotiations during closed session. Ms. Mendoza Yanez reported that the board took action at a previous meeting during closed session to suspend a Science Laboratory Coordinator for thirty (30) days with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Mr. Hanna was absent; therefore, did not vote on this action.

### Public Comment

There were no public comments.

## **6.0 HUMAN RESOURCES**

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

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

- Approve 2015-2016 Chancellor Salary Schedule
- Approve Appointments
- Approve Interim Assignments
- Ratify Resignations/Retirements
- Approve 2015-2016 Permanent Faculty Association of RSCCD (FARSCCD) Salary Schedules
- Approve Part-time New Hires/Rehires

### **6.2 Classified Personnel**

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

- Approve Temporary to Contract Assignments
- Approve Out of Class Assignments
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve New Appointments
- Approve Temporary to Hourly Ongoing Assignments
- Approve Temporary Assignments

6.2 Classified Personnel (contd.)

- 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

6.3 Adoption of Resolution No. 16-15 authorizing payment to Trustee Absent from Board Meetings

It was moved by Mr. Yarbrough and seconded by Mr. Solorio to authorize payment to Raquel Manriquez for her absence from the May 16, 2016, board meeting due to illness. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Manriquez’s advisory vote was aye.

**7.0 ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on Monday, June 13, 2016.

There being no further business, Ms. Alvarez declared the meeting adjourned at 8:29 p.m., in honor of Mr. Amin David, Orange County Latino-rights activist, and in memory of the many veterans and their sacrifice given in securing freedom for our country.

Respectfully submitted,

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Raúl Rodríguez, Ph.D.  
Chancellor

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

Minutes approved: June 13, 2016

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Science, Math, and Health Sciences Division**

To:	Board of Trustees	Date: June 13, 2016
Re:	Approval of Renewal of On-site Associate Degree Nursing Program Agreement with St. Joseph Hospital of Orange	
Action:	Request for Approval	

**BACKGROUND**

This request for Board approval is for a continuation of the partnership with St. Joseph Hospital of Orange for the Extended Campus Program of the Associate Degree Nursing Program of Santa Ana College. This program began in July, 2002 with the fourteenth cohort of students being admitted July, 2015. The proposed agreement extends the program to July, 2018.

**ANALYSIS**

This program has been extremely successful and has been recognized as a model collaborative project to increase nursing graduates. The instructional costs of the program will be split between the hospital and the college. The agreement has been reviewed and approved by college staff.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this agreement renewal with St. Joseph Hospital of Orange.

Fiscal Impact:	Shared costs for off-site program	Board Date: June 13, 2016
Prepared by:	Carlos Lopez, Vice President of Academic Affairs	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



## Hospital On-Site Associate Degree Nursing Program Agreement

This Agreement is entered into on July 1, 2016, ("Effective Date"), by and between St. Joseph Hospital of Orange ("Hospital") and Rancho Santiago Community College District ("District").

### ARTICLE I

#### RECITALS

**1.1 Hospital.** Hospital is an acute care health facility licensed by the State of California and accredited by the Joint Commission on Accreditation of Healthcare Organizations. Hospital has determined that, in light of the nursing shortage in Hospital's service area and in furtherance of its charitable purpose of assuring access to high quality medical and nursing care to patients in Hospital's service area, it is necessary for Hospital to participate in the support and funding of the herein described Program in accordance with the terms of this Agreement.

**1.2 District.** District is the legal entity which operates Santa Ana College, an educational institution authorized pursuant to California law to offer the Associate Degree Nursing Program described herein at hospitals for the purpose of providing education and clinical training of students ("College"). Pursuant to the terms hereof, District shall arrange for College to create an off-site campus at Hospital so that College may offer its pre-licensure Associate Degree Nursing curriculum at Hospital. Such Hospital campus designation shall occur in accordance with the terms of this Agreement and the Program Plan of Action, which is attached hereto as Attachment A and incorporated herein by reference.

**1.3 Intent.** District desires to offer an Associate Degree in Nursing Program ("Program") on-site at Hospital for qualified Hospital and non-Hospital personnel ("students") who successfully enroll in such Program at College. Hospital desires to support the Program as described herein.

**1.4 Purpose of This Agreement.** The purpose of this Agreement is to set forth the terms and conditions pursuant to which the parties will establish a campus and institute the Program at Hospital.

## ARTICLE II

### RESPONSIBILITIES OF DISTRICT

**2.1 Program Curriculum.** District shall require the Department of Nursing of College to make all final decisions regarding the Associate Degree Nursing curriculum in consultation with College faculty and in accordance with District policy for curricular approval. Any curriculum modifications will be reviewed and modified as needed to maintain Program outcomes and the accreditation standards of the College's Associate Degree Nursing Program. The parties agree that it is their intent that all components of the Program, didactic and clinical, be conducted at Hospital. However, to the extent necessary to fulfill the Program curriculum, District shall require that College provide a site at College's main campus and all necessary resources (equipment/supplies, etc.) for completion of any Program components which can not be completed at Hospital for any reason.

**2.2 Number/Qualification of Students.** District shall require College to designate and notify Hospital of the students who are enrolled and in good standing in the Program to be assigned for education and clinical training at Hospital in such numbers as are mutually agreed upon between Hospital and District. The parties agree to give preferential placement in the Program to current employees of Hospital who otherwise meet all requirements for Program admission. District and Hospital will also mutually agree to the dates and length of the Program semesters. Students shall be admitted to the Program in accordance with District's usual and customary process. All applicants must meet academic admission requirements, maintain academic standards, and comply with all student policies throughout the Program.

**2.3 Orientation/Instruction and Faculty.** District shall require College to provide Program orientation to all students. District or College shall employ all faculty and instructors who will be providing instruction to students of the Program at Hospital and shall require that all instructors conduct classes in accordance with Hospital policy and procedure. The faculty and instructors for the Program shall be defined as Hospital-based District or College employees; however, control over the selection of Faculty shall be with District and College. From among its Faculty, District shall designate a Distance Program Director who shall manage the Program, and who agrees to collaborate with Hospital's Education Program Director to run the Program. District shall ensure that Faculty receive orientation related to the AD curriculum and any other necessary training.

**2.4 Discipline.** District shall require that College, through its instructors and faculty, apprise students of regulations, standards and responsibilities; and shall require that students conduct themselves in a professional manner. District will require College to maintain counseling and disciplinary actions including but not limited to removal from the Program.

**2.5 Advising and Documentation.** District shall require that College provide students with a Student Handbook and apprise them of their rights and

responsibilities as students of College. Students shall receive academic and administrative advisement and support from District and College over the Internet, phone, and fax and as District deems appropriate. District shall require that College maintain all attendance and academic records of students participating in the Program. District shall further require College to implement and maintain an evaluation process of the students' progress throughout the Program. The students' academic records shall remain under the control of the College's Nursing School Department and the District in compliance with applicable law.

**2.6 Health Clearance.** District shall require that College affirm that each student complies with Hospital's requirements for immunizations and tests; including but not limited to an annual health examination, rubella, DT, tuberculin skin test and follow up chest x-ray as appropriate. District shall also require College to ensure that students follow Hospital's policies and procedures regarding blood-borne pathogens, including but not limited to, universal precautions. Also, District shall require College to affirm that all students are free from any mental or physical impairment that would prevent the student from meeting his/her training obligations at Hospital.

**2.7 Hospital Policies and Procedures.** District shall require College to affirm that all students are aware of and understand all applicable Hospital policies and procedures; and College shall require every student to conform to all such Hospital policies, procedures, regulations, standards for health, safety, cooperation, ethical behavior, and any additional requirements and restrictions agreed upon by representatives of Hospital and District.

**2.8 Supplies and Equipment.** Except for the supplies and equipment described in Section 3.4 herein below, District shall, or shall require that College, provide and be responsible for the provision, care and control of all educational supplies, materials, and equipment needed for adequate instruction during the Program.

**2.9 Confidentiality.** District shall require College to instruct students regarding confidentiality of patient information. No student shall have access to or have the right to review any medical record or quality assurance or peer review information, except where necessary in the regular course of the Program. District shall require that College ensure that all students maintain the confidentiality of any and all patient and other information received in the course of the Program. Further, District shall require that College instruct students not to discuss, transmit, or narrate in any form any patient information of a personal nature, medical or otherwise, except as a necessary part of the patient's treatment plan or the Program.

**2.10 Accreditation.** District shall require that College, at all times during the course of this Agreement, be licensed or qualified by the state of California to offer the Program to students.

**2.11 Financial Assistance.** District and/or College agrees to pay all costs associated with the Program at Hospital except those costs specifically agreed to by Hospital which are set forth in the Program Plan of Action in Attachment A hereto.

## ARTICLE III

### RESPONSIBILITIES OF HOSPITAL

**3.1 Access.** Hospital shall permit access to the Program to those students designated by District as eligible for participation in the Program at Hospital. Hospital agrees to provide qualified students with access to class room sites, clinical areas, training areas and patient care opportunities as appropriate to the level of understanding and education of such students and as appropriate to the provision of quality care and privacy of Hospital patients.

**3.2 Implementation of Program.** Hospital agrees to cooperate with and assist in the planning and implementation of the Program at Hospital for the benefit of students from College.

**3.3 Accreditation.** Hospital shall maintain Hospital so that it conforms to the requirements of the CA Department of Health Services and the Joint Commission on Accreditation of Healthcare Organizations.

**3.4 Supplies and Equipment.** Hospital shall supply all needed audio-visual equipment for the Program. Hospital shall also supply a Mini-Skills Lab for student training and shall expand its computer training capabilities to accommodate students' training needs. Such Mini-Skills Lab and computer training center shall be developed within the budget allotted for such as set forth in Attachment A hereto.

**3.5 Space and Storage.** In addition to clinical care opportunities, Hospital agrees to provide College with classroom space within Hospital for didactic instruction and an acceptable amount of storage space for College's instructional materials for use in the Program.

**3.6 Patient Care.** Pursuant to the California Code of Regulations ("CCR"), Title 22, Section 70713, District understands and agrees that Hospital, with its Medical Staff, retains professional and administrative responsibility for Services rendered to Hospital patients. Further, District and students shall conduct their respective activities hereunder consistent with relevant law and regulation, the Medical Staff Bylaws, the Medical Staff Rules and Regulations, Hospital policy and procedures, Emergency Medical Treatment and Active Labor Act ("EMTALA"), Title 22, the standards and requirements under the Joint Commission, professional standards, Hospital philosophy and values and the Ethical and Religious Directives for Catholic Health Facilities. The parties understand and agree that this provision is intended to fulfill requirements of the Joint Commission and state law and is not intended to modify the independent contractor relationship nor indemnification requirements between the parties herein.

**3.7 Removal of Students.** Hospital shall have the absolute right to determine who will administer care to its patients. In the event that any student, in the sole discretion of Hospital, fails to perform satisfactorily, fails to follow Hospital policies,

procedures and regulations, or fails to meet Hospital standards for health, safety, security, cooperation or ethical behavior, Hospital shall have the right to request that District withdraw the student from the Hospital. District shall comply with Hospital's request within five (5) days of receipt of notice from Hospital. Notwithstanding the foregoing, in the event of any emergency or if any student represents a threat to patient safety or personnel, Hospital may immediately exclude any student from Hospital until final resolution of the matter with District.

**3.8 Documentation.** Hospital agrees to make available to instructors and qualified students of College a copy of its policies and procedures, rules and regulations, and other relevant information in order that students obtain the benefit of such documentation and in order that students comply with such policies and rules. Such copy is available at Hospital's facility for review.

**3.9 First Aid.** Hospital shall be available to provide necessary emergency health care or first aid, within its capacity, to students participating in the Program. Any emergency health care or first aid provided by Hospital shall be billed to the student or College at Hospital's normal billing rate for private-pay patients. Except as herein provided, Hospital shall have no obligation to furnish medical or surgical care to any student.

**3.10 Statement of Adequate Staffing.** Hospital acknowledges that it has adequate staffing and that students participating in the Program shall not be substituted for nursing staff necessary for reasonable staffing coverage.

**3.11 Authority.** Hospital shall maintain at all times full authority over and responsibility for care of its patients and may intervene and/or redirect students when appropriate or necessary.

**3.12 Financial Assistance.** Hospital agrees to provide financial assistance to support the Program in accordance with "Hospital's Costs" as set forth in the Program Plan of Action in Attachment A hereto. In no event shall Hospital's costs exceed those set forth in Attachment A. College will bill Hospital for each year of operation of the Program in advance as specified in Attachment A hereto; unless this Agreement is otherwise terminated as described herein.

## ARTICLE IV

### TERM AND TERMINATION

**4.1 Term.** This Agreement shall commence as of the Effective Date and shall remain in full force and effect until June 30, 2018, unless otherwise terminated as provided herein.

**4.2 Termination.** Either party may terminate this Agreement without cause upon sixty (60) days written notice to the other party. Either party may terminate this Agreement for cause based upon a material breach by giving written notice to the

other party. The notice for termination of cause shall not be effective if the breaching party cures the breach to the reasonable satisfaction of the other party within seven (7) days from receipt of notice for termination.

## ARTICLE V

### INDEMNIFICATION

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

## ARTICLE VI

### INSURANCE

**6.1 District Requirements.** The District shall maintain, to the extent required by California law, Worker's Compensation insurance to cover all of College's and District's employees who are participating in the Program. Further, District shall maintain auto liability insurance as required by CA law, and comprehensive general liability and professional liability insurance in minimum limits of \$1 million per occurrence and \$3 million annual aggregate covering District, College and students of the Program. Alternatively with regard to students only, District may require students to maintain, at their own expense, professional liability insurance of not less than \$1 million per occurrence and \$3,000,000 annual aggregate as well as auto insurance as required by CA law. Finally, with respect to District's insurance responsibilities hereunder, District shall advise Hospital if District elects to be self-insured for its professional or general liability, vehicle liability, Workers' Compensation, and/or property exposures through an annual appropriation from the General Fund, as consistent with California Government Code Section 810.2. District shall provide Hospital with proof of the foregoing insurance prior to commencement of the Program at Hospital and upon request. District acknowledges and agrees that any students of the Program who are also employees of the Hospital are participating in the Program voluntarily and outside of the scope of their employment. Thus, Hospital is not responsible for any actions or negligence of any students of the Program while said students are fulfilling their Program obligations. Further, none of Hospital's insurance coverages shall extend to any student.

**6.2 Hospital's Requirements.** Hospital shall maintain in full force and effect a self-insurance program to cover its obligations and liability under this Agreement.

## ARTICLE VII

### GENERAL PROVISIONS

**7.1 Amendments.** This Agreement may be amended, but only in writing, dated and executed by the parties' authorized representatives and attached hereto. The parties agree to amend this Agreement to the extent reasonably necessary for Hospital to comply with its tax-exempt bond obligations and covenants, to maintain its tax-exempt status, and to qualify for tax-exempt financing.

**7.2 Assignment.** Neither party shall assign its rights or delegate its duties under this Agreement without the prior written consent of the other party.

**7.3 Compliance** District acknowledges that Hospital's Corporate Responsibility Program ("CRP") applies to the Program and obligations described herein and that all policies and procedures relating to this CRP are available and should be reviewed by District and students of District who are training at Hospital. Hospital acknowledges that policies, procedures and handbooks are available for review by District and District's students by contacting the Compliance Officer at the Hospital. This CRP is intended to prevent compliance violations and to promote education related to fraud, abuse, false claims including but not limited to the Deficit Reduction Act provisions, excess private benefit, and inappropriate referrals. This CRP requires, and District hereby agrees, that any regulatory compliance concerns be promptly reported either to an appropriate Hospital manager or through the Hospital's Corporate Responsibility Hotline (877-808-8133). Further, District represents and warrants that students receiving training hereunder shall not at any time have been sanctioned by a health care regulatory agency and that any investigations of District shall be promptly reported to a Hospital manager or via the hotline (as above). Failure to abide by these compliance requirements shall give Hospital the right to terminate this Agreement immediately at its sole discretion.

**7.4 Entire Agreement.** This Agreement contains the full and complete agreement between the parties hereto regarding the subject matter hereof and supersedes any and all previous and contemporaneous agreements whether oral or written between the parties hereto.

**7.5 Jurisdiction.** This Agreement is made and entered into in the State of California and shall in all respects be interpreted, enforced and governed by and under the laws of the State of California. Further, any action arising out of this Agreement shall be instituted and prosecuted only in a Court of proper jurisdiction in Orange County, California.

**7.6 Non-Discrimination.** Neither party shall discriminate against any student on the basis of race, age, religion, sex, color, creed, national origin, handicap, disability or sexual preference.

**7.61 -** The Rancho Santiago Community College District complies with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are

interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator.

**7.7 Notices.** Any and all notices required or permitted by this Agreement shall be deemed to have been duly given if written and mailed by United States registered or certified mail and addressed as follows:

**If to Hospital:**

St. Joseph Hospital of Orange  
P. O. Box 5600  
Orange, California 92863-5600  
Attn: President & CEO

**If to District:**

Rancho Santiago Community College District  
Santa Ana College  
1530 W. 17<sup>th</sup> Street  
Santa Ana, CA 92706  
Attn: Rebecca Miller

**7.8 Publicity.** Neither District nor Hospital shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identifies the other party or its facilities with respect to the Program without the prior written consent of the other party.

**7.9 Relationship of Parties.** In the performance of the obligations under this Agreement, it is mutually understood and agreed that District is at all times acting and performing as an independent contractor. Nothing in this Agreement is intended nor shall be construed to create between Hospital and District an employer/employee relationship, a joint venture relationship, or a lease or landlord/tenant relationship. Also, Students shall maintain the status of learners and neither this Agreement nor any acts pursuant to it shall be deemed to create an employment or agency relationship between Hospital and any Student.

**7.10 Severability.** Any term or provision of this Agreement which is invalid or unenforceable by virtue of any statute, ordinance, court order, final administrative action or otherwise, shall be ineffective to the extent of such invalidity or unenforceability without rendering invalid or unenforceable the remaining terms and provisions of this Agreement.

**7.11 Waiver.** No assent or waiver, express or implied, of any breach of any one or more of the terms of this Agreement shall be deemed to be taken to be a waiver of any other term or condition or assent to continuation of such breach.

**7.12 HIPAA Compliance.** District shall, and shall require that College, fully comply with all applicable regulations relating to the Health Insurance Portability and Accountability Act ("HIPAA"), as it may be amended and interpreted from time to time, in accordance with Hospital's written notification and guidance given to District, which in turn School shall notify its residents of, regarding the interpretation of such applicable regulations. Notwithstanding the foregoing, if any amendments, changes or modifications to any regulations relating to HIPAA result in any changes, such changes shall be implemented and incorporated into this Agreement by way of amendment, as provided for herein.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year first written above.

**HOSPITAL**

**DISTRICT**

By: \_\_\_\_\_  
Katie Skelton, RN, CNA, BC  
Vice President of Patient Care Services  
Chief Nursing Officer

By: \_\_\_\_\_  
Peter J. Hardash  
Vice Chancellor  
Business Operations/Fiscal Services

**ATTACHMENT A**  
**PROGRAM PLAN OF ACTION**

**BUDGET**

**Year One**

<b><u>Faculty</u></b>	<b><u>Hospital Costs</u></b>	<b><u>College Costs</u></b>
<i>Two (2) full-time faculty are necessary to implement this project; one (1) to be funded by Santa Ana College (SAC) and one (1) to be funded for the first year by St. Joseph Hospital (SJH), with ongoing costs of this position supported by SAC.</i>	\$83,895	\$83,895*
<i>Faculty/Hourly (Skills Lab)</i>	\$6,741	-0-
<b>Total</b>	<b><u>\$90,636</u></b>	<b><u>\$83,895</u></b>

<b><u>Classified</u></b>	<b><u>Hospital Costs</u></b>	<b><u>College Costs</u></b>
<i>Senior Clerk</i>	<b><u>\$14,932</u></b>	<b><u>\$14,932</u></b>

**Year Two**

<b><u>Faculty</u></b>	<b><u>Hospital Costs</u></b>	<b><u>College Costs</u></b>
<i>Ongoing Faculty Costs</i>	-0-	\$167,788
<i>Faculty/Hourly (Skills Lab)</i>	\$6,741	-0-
<b>Total</b>	<b><u>\$6,741</u></b>	<b><u>\$167,788</u></b>

<b><u>Classified</u></b>	<b><u>Hospital Costs</u></b>	<b><u>College Costs</u></b>
<i>Senior Clerk</i>	<b><u>\$14,932</u></b>	<b><u>\$14,932</u></b>

**TOTAL COST OVER TWO YEARS**

<b>St. Joseph Hospital</b>	<b><u>\$127,241</u></b>
<b>Santa Ana College</b>	<b><u>\$281,547</u></b>

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

To: Board of Trustees	Date: June 13, 2016
Re: Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Citizenship Preparation	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District contracts with SER, Jobs for Progress, Inc. to offer Citizenship Preparation courses. The District collects state funding on the attendance generated under this Agreement and pays SER an hourly rate per hour of attendance to provide the services. The SER, Jobs for Progress, Citizenship Preparation Agreement SAC-16-041, is effective July 1, 2016, to June 30, 2017.

**ANALYSIS**

For 2016-2017, Santa Ana College proposes to contract with SER to provide 20,000 student attendance hours in Citizenship Preparation at the rate of \$2.28 per attendance hour.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Instructional Agreement with SER, Jobs for Progress, Inc. for program year 2016-2017.

Fiscal Impact:	\$45,600.00	Board Date: June 13, 2016
Prepared by:	James Kennedy, Vice President, SAC School of Continuing Education Nilo Lipiz, Dean of Instruction and Student Services	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D. Chancellor, RSCCD	

**SER, JOBS FOR PROGRESS, INC.**

**CITIZENSHIP PREPARATION AGREEMENT**

THIS AGREEMENT, made and entered into on the 1st day of July 2016, between Rancho Santiago Community College District, hereinafter called the "DISTRICT" and SER, JOBS FOR PROGRESS, INC., 1560 Brookhollow Drive, Santa Ana, California 92705, a private, nonprofit community based organization herein referred to as "SER."

**W I T N E S S E T H**

WHEREAS, the Governing Board of the DISTRICT has approved the contracting out of this education program pursuant to Education Code 78015; and

WHEREAS, the DISTRICT is authorized under Section 78021 of the California Education Code to establish contract education programs by agreement with any public or private agency, corporation, or association to provide specific educational programs or training to meet the specific needs of these organizations; and

WHEREAS, the DISTRICT wishes to offer educational programs and services in SER's facilities located at 1560 Brookhollow Drive, Santa Ana, CA 92705; and

WHEREAS, SER, as a private nonprofit organization in the State of California, can enter into agreement with the DISTRICT for the provision of educational programs and services for participants in the facilities which it operates; and

WHEREAS, the District is authorized under Section 78021 of the California Education Code to claim state apportionment for units of full time equivalency students (FTES) generated in contract education classes if all statutory and regulatory conditions for generating FTES are met; and

WHEREAS, SER operates on the basis of sound administrative policies and adheres to nondiscriminatory practices and does not and shall not discriminate on the basis of race, ethnic or national origin, sex, age, disability, sexual orientation, prior educational status, or any other unreasonable basis for discrimination; and

WHEREAS, SER represents that its physical facilities meet requirements of state and local safety and health regulations and are adequate and suitable for the courses offered and the number of students in attendance; and

WHEREAS, SER represents that it maintains current, accurate records of both student attendance and progress, and SER consents to inspection of these records by authorized representatives of the DISTRICT, the California Community College Board of Governors, and other regulatory and administrative agencies.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

All the above recitals are true and correct.

TABLE OF CONTENTS

<u>PARAGRAPH</u>	<u>PAGE</u>
A. Term.....	4
B. Optional Termination.....	4
C. District Responsibilities.....	4
D. SER Responsibilities.....	6
E. Responsibilities of District and SER.....	8
F. Payment.....	9
G. Certification by District.....	9
H. Insurance.....	9
I. Indemnification.....	10
Signature Page.....	11
Appendix A: Individual Instructor Services Agreements.....	12

**A. TERM**

The term of this Agreement shall be for one (1) year commencing July 1, 2016, and terminating June 30, 2017, unless earlier terminated by either party in the manner set forth herein.

**B. OPTIONAL TERMINATION**

SER or DISTRICT may terminate this Agreement, without cause, upon thirty (30) days written notice to the other party.

**C. DISTRICT RESPONSIBILITIES**

1. DISTRICT shall pay SER to provide instruction and training in SER'S facility at 1560 Brookhollow Drive, Santa Ana, CA 92705, and DISTRICT is responsible for this education program that is conducted at this site.
2. DISTRICT shall pay SER to provide instruction in the following subject area:  
Subject
  - a. Citizenship  
TOTAL STUDENT ATTENDANCE HOURS NOT TO EXCEED 20,000 HOURS.
3. In the event a DISTRICT student withdraws from the program of instruction, or because of failure to attend scheduled instruction is dropped from the program, the DISTRICT shall be responsible to SER for payment for only the actual hours of authorized attendance of such student prior to the drop or withdrawal date.
4. The curriculum shall be as described in the Rancho Santiago Community College District's Catalog and the program and course outlines on file in the Instruction Office as approved by the Curriculum Council, the Chancellor, the Board of Trustees of the DISTRICT, and the Chancellor's Office of the California Community Colleges. The DISTRICT's policy on open enrollment is published in the DISTRICT's Catalog, together with the schedule of classes, (Title 5, Section 51006), along with descriptions of the courses. These courses offered by SER are all noncredit.
5. The DISTRICT shall collect state apportionment on the full time equivalent students (FTES) generated by this instructional program.

6. Instruction to be claimed for apportionment under this contract is under the immediate supervision and control of an employee of DISTRICT (Title 5, Section 58058) who has met the minimum qualifications for instruction in noncredit subjects in a California community college.
7. DISTRICT shall use selected SER staff as instructors to provide the instruction and training covered by this Agreement. In order to meet the Education Code requirement in Section 58050 (a) (7) of Title V of the California Code of Regulations, which states that students be under the immediate supervision of an "employee" of the DISTRICT, the DISTRICT will invoke the provisions of Title V Section 58058 (b). Accordingly, the SER staff who are used as instructors are required to enter into individual instructor services agreements with the District regarding their responsibilities for delivering the curriculum called for by this Agreement. DISTRICT has the primary right to control and direct the instructional activities of the instructors while they are teaching the classes that are the subject of this Agreement. DISTRICT will demonstrate its control and direction through such actions, where appropriate, as providing the instructor with an orientation, an instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its hourly instructors on campus.
8. DISTRICT has minimum qualifications for instructors teaching these courses and those qualifications are consistent with requirements in other similar courses given at the DISTRICT.
9. DISTRICT uses procedures to assure that instructors teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course and those procedures are applied to courses and instructors covered under the Agreement and the students are held to a comparable level of learning outcomes.
10. DISTRICT shall reimburse SER for use of its staff as instructors in the instructional program and for use of the facilities for instructional purposes according to the terms stated below in Section "E."

11. DISTRICT shall provide the normal administrative functions including admissions, counseling, registration, achievement records, awarding of completion certificates comparable to those maintained for any student of the DISTRICT.
12. Procedures, Terms, and Conditions. The enrollment period for these classes, the student enrollment fees, the number of class hours sufficient to meet the stated performance objectives, the supervision and evaluation of students, and the withdrawal of students prior to completion of a course are determined by DISTRICT.

**D. SER RESPONSIBILITIES**

SER will provide staff and facilities for the DISTRICT to utilize in the operation of its instructional program.

1. SER staff who are used as instructors shall meet appropriate state and local minimum qualifications to teach in the subject areas covered by this Agreement.
2. Pursuant to Section 58058 (b) of Title V of the California Code of Regulations, SER staff who are used as instructors under this Agreement shall be required to enter into an individual agreement with the DISTRICT regarding his/her responsibility as an instructor for the DISTRICT specifically for delivery of the curriculum covered by this Agreement. These instructor agreements are included herein as APPENDIX A, and by this reference are incorporated into this Agreement.
3. The THOUSAND (20,000) hours of approved instruction and training shall be given under the direct supervision of California licensed instructors holding valid California teaching credentials authorizing services in the areas to be taught under this Agreement in vocational programs in a community college or possessing equivalent qualifications as established by the DISTRICT, and all DISTRICT students while engaged in such instruction and training shall be under the immediate supervision and control of such instructors.

4. SER shall maintain accurate records of attendance and progress for each student and evaluations of each student at the request of the DISTRICT, and shall submit to the DISTRICT, on a schedule developed by the DISTRICT, such information from such records as is requested by the authorized representatives of the DISTRICT. Records will be open for review at all times by officials of the DISTRICT.
5. DISTRICT shall not be obligated to make any payment to SER staff for services under the terms of this Agreement. It is agreed and understood that any and all salary and benefits payable or owing to SER staff who are used as instructors under the terms of this Agreement are the sole responsibility and liability of SER.
6. Except as noted in this Agreement, SER shall not charge students receiving instruction and training under this contract additional cost for tuition, supplies, and/or equipment for any instruction and/or training to be provided in accordance with this contract.
7. Costs per student shall not exceed the total direct and indirect costs to provide the same training in public schools or the tuition the private post secondary school charges its private students, whichever is lower.
8. SER agrees to accept new students during each enrollment period established by the DISTRICT.
9. Should it become necessary for one or more DISTRICT student(s) to transfer to SER from schools or colleges, both public and private, that are accredited and hold valid certificates of course approval and licenses as private, post-secondary, vocational schools for instruction and training, SER agrees to accredit each of such students with one hour for each and every hour of approved instruction and/or training received by, or credited to, such student in the former program.
10. SER staff who shall conduct the classes governed by this Agreement shall do so according to the following schedule:
  - a. Citizenship  
Monday – Saturday

11. SER shall not be reimbursed for more than the total hours called for in the curriculum in any one subject area for any one student.
12. SER shall submit and certify statements and billings at least once a month to:

Rancho Santiago Community College District  
Santa Ana College  
School of Continuing Education  
Centennial Education Center  
2900 West Edinger Avenue  
Santa Ana, CA 92704-3902  
Attention: Dean of Instruction and Student Services

Billings shall include evidence of positive attendance in accordance with State regulations. All billings shall be accompanied by attendance sheets verifying the number of enrollees and number of actual hours of instruction given. Records of enrollees' attendance shall be maintained by the SER for a period of five (5) years and shall be available for review by the DISTRICT, the Office of Private Postsecondary Education, and the Chancellor's Office of the California Community Colleges.

13. SER shall provide those administrative functions essential for the operation of its facilities.
14. SER will deliver a report regarding the accomplishment of the performance objectives for each instructional area at the end of the contract period.
15. SER's courses are held at facilities which are clearly identified as being open to the general public. (Title 5, Section 58051.5) Enrollment in the courses are open to any person who has been registered in the college's noncredit program and has met any applicable prerequisites. (Title 5, Sections 51006 and 58106)

**E. RESPONSIBILITIES OF DISTRICT AND SER**

The DISTRICT and SER shall make available ancillary and support services as relating to counseling, guidance, and placement assistance for the students.

**F. PAYMENT**

The DISTRICT shall reimburse SER for the use of staff and facilities at the rate of TWO DOLLARS AND TWENTY-EIGHT CENTS (\$2.28) per student attendance hour, up to a maximum of 20,000 hours. The hours claimed under this Agreement must be certified to the DISTRICT for actual attendance during the preceding month for all properly enrolled students. Such payment is considered full payment to cover all of SER's contract cost of operating the instructional programs covered by this Agreement.

1. SER states that 69% of the above hourly rate represents actual costs of instructors including salaries and related benefits, 5% of the above hourly rate represents equipment costs, 20% represents facilities costs, and 6% represents other costs of operation.

**G. CERTIFICATION BY DISTRICT**

DISTRICT hereby certifies that on all student attendance from classes offered through this Agreement which it reports for State apportionment, it does not, and will not, receive full compensation for the direct education costs of the courses from any public or private agency, individual, or group.

**H. INSURANCE**

SER, at its sole cost and expense, shall insure its activities in connection with the work under this Agreement and obtain, keep in force, and maintain insurance as follows:

1. General Liability Insurance with limits of \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate.

Such insurance shall be endorsed as follows:

*Rancho Santiago Community College District, its officers, agents, employees, and representatives are named as additional insured for claims arising out of Contractor's performance of this Agreement. Such insurance as is afforded by this policy shall be primary and non-contributing with any other valid and collectible insurance or self-insurance available to the District.*

2. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

**I. INDEMNIFICATION**

Each party 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, including reasonable attorney fees, arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

IN WITNESS WHEREOF, the parties have executed the Agreement in the County of Orange, State of California.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Signature:

Date:

\_\_\_\_\_  
Peter J. Hardash, Vice Chancellor  
Business Operations/Fiscal Services  
Rancho Santiago Community College District  
2323 N. Broadway  
Santa Ana, CA 92706  
(714) 480-7340

\_\_\_\_\_

**SER, JOBS FOR PROGRESS, INC.**

Signature:

Date:

\_\_\_\_\_  
Zeke Hernandez, Interim Executive Director  
SER, Jobs for Progress, Inc.  
1560 Brookhollow Drive  
Santa Ana, CA 92705  
(714) 556-8741

\_\_\_\_\_

## APPENDIX A

### **INDIVIDUAL INSTRUCTOR SERVICES AGREEMENTS**

- Jasmin Franco
- Esmeralda Godoy
- Ana C. Guillen
- Ryan A. Saucedo

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

To:	Board of Trustees	Date: June 13, 2016
Re:	Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Vocational Training	
Action:	Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District contracts with SER, Jobs for Progress, Inc. to operate Career Technical Education training. The District collects state funding on the attendance generated under this agreement and pays SER an hourly rate per hour of attendance to provide the services. The SER, Jobs for Progress, Vocational Training Agreement SAC-16-040, is effective July 1, 2016, to June 30, 2017.

**ANALYSIS**

For 2016-2017, Santa Ana College proposes to contract with SER to provide 32,000 student attendance hours in Career Technical Education/Vocational Training at the rate of \$2.28 per attendance hour.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the instructional agreement with SER, Jobs for Progress, Inc. for program year 2016-2017.

Fiscal Impact:	\$72,960.00	Board Date: June 13, 2016
Prepared by:	James Kennedy, Vice President, SAC School of Continuing Education Nilo Lipiz, Dean of Instruction and Student Services	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

**SER, JOBS FOR PROGRESS, INC.**  
**VOCATIONAL TRAINING AGREEMENT**

THIS AGREEMENT, made and entered into on the 1st day of July 2016, between Rancho Santiago Community College District, County of Orange, State of California, hereinafter called the "DISTRICT" and SER, JOBS FOR PROGRESS, INC., 1560 Brookhollow Drive, Santa Ana, California 92705, herein referred to as "SER."

W I T N E S S E T H

WHEREAS, the Governing Board of the District has approved the contracting out of the Vocational Education Program for Clerical/Office occupations pursuant to Education Code 78015; and

WHEREAS, through this Agreement with SER, the DISTRICT intends to provide a Vocational Education Program for the benefit of eligible students of the DISTRICT, under the State Plan for Vocational Education and the Federal Carl D. Perkins Vocational and Technology Education Act of 1998, in order to prepare such students for a vocation in Clerical/Office occupations; and

WHEREAS, the DISTRICT also intends to limit the hours of instruction to a maximum of 32,000 student attendance hours for the Agreement. Other students may attend as private enrollees of SER, JOBS FOR PROGRESS, INC. but such enrollment shall not exceed a number at which the DISTRICT funded program may operate effectively; and

WHEREAS, SER represents that it is a non-public vocational school with extensive capabilities and experience in vocational instruction and training and holds Course Approval under the provisions of Section 94312 of the Education Code of the State of California; and

WHEREAS, DISTRICT represents that it has minimum qualifications for instructors teaching these courses and the qualifications are consistent with requirements in other similar courses given at the DISTRICT,

WHEREAS, SER represents that each instructor of SER in this program possesses valid minimum teaching qualifications to teach in the specific vocational subject area as determined by the DISTRICT; and

WHEREAS, SER represents that its financial resources are adequate to insure operation for the duration of the student training period and that SER operates on the basis of sound administrative policies and adheres to nondiscriminatory practices and does not and shall not discriminate on the basis of race, ethnic or national origin, sex, age, disability, sexual orientation, or prior educational status or any other unreasonable basis for discrimination; and

WHEREAS, SER represents that its physical facilities meet requirements of state and local safety and health regulations and its equipment and instructional materials are adequate and suitable for the courses offered and the number of students in attendance; and

WHEREAS, SER represents that it maintains current, accurate records of both student attendance (class attendance sheets) and progress (grade sheets). SER consents to inspection of these records by authorized representatives of the DISTRICT, California Community College Board of Governors, and other regulatory and administrative agencies, and such records shall be submitted by SER on a schedule developed by DISTRICT; and

WHEREAS, SER represents that it is free of any pending or existing proceedings against it or that of any of its instructors; or in the alternative, that it can show to the satisfaction to the DISTRICT by way of written evidence that such proceedings are without merit and will be disposed of in favor of SER;

NOW, THEREFORE, in consideration of the conditions, covenants, terms, agreements, and recitals contained herein, it is mutually agreed as follows:

All the above recitals are true and correct.

## TABLE OF CONTENTS

PARAGRAPH	PAGE
1. SER Responsibilities _____	4
2. Curriculum _____	5
3. District Responsibilities _____	5
4. Responsibilities of SER and District _____	6
5. Payment _____	6
6. Costs Per Student _____	7
7. Reimbursement Per Student _____	7
8. New Students _____	7
9. Supervision _____	7
10. Billing _____	7
11. Attendance _____	8
12. Records _____	8
13. Report _____	8
14. Transfer Students _____	8
15. Certification By District _____	8
16. Insurance _____	9
17. Indemnification _____	9
18. Effective Date _____	9
19. Termination _____	10
20. Notice _____	10
21. Expiration Date _____	10
22. Approval _____	10
Signature Page _____	11
Appendix A: Individual Instructor Services Agreements _____	12

**1. SER RESPONSIBILITIES**

SER shall provide vocational instruction, training, facility, equipment, supervision, and other services for all enrolled students not to exceed a maximum of 32,000 student hours during the 2016/2017 school year (7/1/2016 through 6/30/2017). The vocational instructional program will be Business Skills. Instruction time shall be provided by SER for all students who wish such instruction during school holidays (excluding legal holidays) and Christmas recess provided such instructional time does not exceed total hours stipulated within this Agreement.

- A. All students shall be under the direct supervision of instructors with a valid credential for community college services or meet minimum qualifications in the area to be taught, such credential to be registered with the Orange County Department of Education and the DISTRICT.
- B. Instruction to be claimed for apportionment under this contract is under the immediate supervision and control of an employee of DISTRICT (Title 5, Section 58058) who has met the minimum qualifications for instruction in vocational subjects in a California community college.
- C. Where the instructor is not a paid employee of DISTRICT, DISTRICT shall enter into a written agreement with each instructor who is conducting instruction for which FTES are to be reported. Instructors paid by SER shall enter into individual instructor services agreements with DISTRICT. These instructor agreements are included herein as APPENDIX A, and by this reference are incorporated into this Agreement.
- D. SER shall provide all necessary instructional supplies and equipment for the students covered by the Agreement. All material and equipment supplied by SER shall remain the property of SER and shall not be removed from the premises without permission of SER.
- E. Except as noted in this Agreement, SER shall not charge students receiving instruction and training under this Agreement additional cost for tuition, supplies, and/or equipment for any instruction and/or training to be provided in accordance with this contract.
- F. SER will provide those administrative functions essential for the operation of its facilities at its own expense.

- G. SER shall provide all students who complete the program job placement services. Record of such placement services shall be kept and reported to the DISTRICT annually.
- H. SER shall be in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Higher Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, the U.S. Presidential Executive Order 11246, and subsequent amendments (if applicable) and the intent of the Board of Governors of the California Community Colleges affirmative action resolution adopted April 12, 1973, and all applicable local, state, and federal health and safety regulations.
- I. SER's courses shall be held at facilities that are clearly identified as being open to the general public. Enrollment in the courses is open to any person who has been admitted to the college and has met any applicable prerequisites.

**2. CURRICULUM**

The curriculum shall be as described in the Rancho Santiago Community College District's catalog and the program and course outlines on file in the Instruction office as approved by the Curriculum Council, the Chancellor, the Board of Trustees of the DISTRICT, and Chancellor's Office of the California Community Colleges.

**3. DISTRICT RESPONSIBILITIES**

- A. DISTRICT is responsible for the education program conducted at this site.
- B. DISTRICT shall provide the normal administrative functions including admissions, counseling, registration, achievement records, and awarding of completion Certificates comparable to those maintained for any student of the DISTRICT.
- C. Procedures, Terms, and Conditions. The enrollment period for these vocational classes, the student enrollment fees, the number of class hours sufficient to meet the stated performance objectives, the supervision and evaluation of students, and the withdrawal of students prior to completion of a course are determined by DISTRICT.
- D. Instruction to be claimed for apportionment under this contract is under the immediate supervision and control of an employee of DISTRICT who has met the minimum qualifications for instruction in a vocational subject in a California community college.

- E. DISTRICT shall demonstrate control and direction of SER instructors through such actions as providing the instructors, as appropriate, with an instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services that DISTRICT would provide to its hourly instructors on campus.
- F. DISTRICT's policy on open enrollment shall be published in the college catalogue, schedule of classes, and any addenda to the schedule of classes, along with a description of the course. These courses offered by SER are all noncredit.
- G. The courses of instruction specified in this Agreement and the outlines of record for such courses have been approved by college's curriculum committee as meeting Title 5 course standards and the courses have been approved by the DISTRICT's Board of Trustees.
- H. DISTRICT uses procedures to assure that instructors teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course and those procedures are applied to courses and instructors covered under the Agreement and the students are held to a comparable level of rigor.

**4. RESPONSIBILITIES OF SER AND DISTRICT**

SER and the DISTRICT shall make available ancillary and support services as relating to counseling, guidance, and placement assistance for the students.

**5. PAYMENT**

The DISTRICT shall pay to SER on a monthly basis TWO DOLLARS AND TWENTY-EIGHT CENTS (\$2.28) per hour for each student positive attendance hour certified to the DISTRICT for actual attendance during the preceding month at SER's place of instruction for all properly enrolled students who are in good standing with the DISTRICT. Such payment to be considered in full payment to cover all contract cost of operating said instructional program. Total hours shall not exceed a maximum of 32,000 actual student hours of attendance under this contract.

- A. SER states that 69% of the above hourly rate represents actual costs of instructors including all salary and related benefits, 5% of the above hourly rate represents rental of equipment, 20% of the above hourly rate represents rental of facilities, and 6% of the above hourly rate represents other costs of operations.

- B. DISTRICT shall pay to SER for each student trainee throughout his or her enrollment the hourly rate in force at the time of the trainee's entry into the program or an amount not to exceed the rate charged.
- C. In the event a DISTRICT student withdraws from the program of instruction, or because of failure to attend scheduled instruction, is dropped from the program, the DISTRICT shall be responsible to SER for payment for only the actual hours of authorized attendance of such students prior to the drop or withdrawal date.

**6. COSTS PER STUDENT**

Costs per student shall not exceed the total direct and indirect costs to provide the same training in public schools or the tuition the private post secondary school charges its private students, whichever is lower.

**7. REIMBURSEMENT PER STUDENT**

SER shall not be reimbursed for more than 780 hours of instruction for any one student in Business Skills. Exceptions to these limits will only be allowed with the prior consultation and approval of the District.

**8. NEW STUDENTS**

SER agrees to accept new students in programs during each enrollment period established by the DISTRICT and according to College enrollment procedures provided that 32,000 student attendance hours are not exceeded.

**9. SUPERVISION**

The seven hundred and eighty (780) hours of approved instruction and training shall be given under the direct supervision of California licensed instructors holding valid California teaching credentials authorizing services in the area of clerical/office occupations in vocational programs in a community college or possessing equivalent qualifications established by the DISTRICT, and all DISTRICT students while engaged in such instruction and training shall be under the immediate supervision and control of such instructors.

**10. BILLING**

SER shall submit and certify statements and billings every two weeks to: Rancho Santiago Community College District, Santa Ana College School of Continuing Education, Centennial Education Center, 2900 W. Edinger, Santa Ana, CA 92704-3902, Attention: Dean of Instruction and Student Services at the end of each month on

the forms provided by the DISTRICT. Billings shall include evidence of positive attendance in accordance with State Regulations. All billings shall be accompanied by attendance sheets verifying the number of enrollees and number of actual hours of instruction given.

**11. ATTENDANCE**

Records of enrollee attendance shall be maintained by SER for a period of five (5) years and shall be available for review by the DISTRICT, its staff, its auditor, the Office of Private Post Secondary Education, and the staff of the Vocational Support Unit of the Chancellor's Office, California Community Colleges.

**12. RECORDS**

SER shall maintain accurate records of attendance and progress for each student and evaluations of each student at the request of the DISTRICT, and shall submit to the DISTRICT such information from such records as is requested by the authorized representative(s) of the DISTRICT.

**13. REPORT**

A report will be delivered regarding the accomplishment of the performance objectives for each instructional area at the end of the contract period.

**14. TRANSFER STUDENTS**

Should it become necessary for one or more DISTRICT students to transfer to the SER from schools and colleges, both public and private, that are accredited and hold valid certificates of course approval and licenses as private, post-secondary, vocational schools for instruction and training in the clerical office occupations, SER agrees to accredit each of such students with one hour for each and every hour of approved instruction and/or training received by, or credited to, such student in the former program.

**15. CERTIFICATION BY DISTRICT**

DISTRICT hereby certifies that on all student attendance from classes offered through this Agreement which it reports for state apportionment, it does not, and will not, receive full compensation for the direct education costs of the courses from any public or private agency, individual, or group.

**16. INSURANCE**

SER, at its sole cost and expense, shall insure its activities in connection with the work under this Agreement and obtain, keep in force, and maintain insurance as follows:

- A. General Liability Insurance with limits of \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate.

Such insurance shall be endorsed as follows:

*Rancho Santiago Community College District, its officers, agents, employees, and representatives are named as additional insured for claims arising out of Contractor's performance of this Agreement. Such insurance as is afforded by this policy shall be primary and non-contributing with any other valid and collectible insurance or self-insurance available to the District.*

- B. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

**17. INDEMNIFICATION**

Each party 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, including reasonable attorney fees, arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

**18. EFFECTIVE DATE**

This Agreement shall become effective July 1, 2016, and shall be reviewed periodically by the parties hereto. Any amendment or adjustments reasonably necessary shall be made from time to time by mutual agreement. SER shall notify the DISTRICT of any change in facility location during the period of this Agreement. The DISTRICT reserves the right to terminate this Agreement due to a facility change that the DISTRICT determines to be inadequate for instructional purposes.

**19. TERMINATION**

The DISTRICT and SER reserve the right to terminate this Agreement at the end of any semester or summer session by giving thirty (30) days prior written notice. In addition, the DISTRICT may terminate this Agreement due to budgetary restraints identified by the Board of Trustees, thirty (30) days after giving written notice.

- A. Should the DISTRICT exercise its right to terminate this Agreement, students currently enrolled shall have the option to complete the current training course at a cost not to exceed the rate per student instructional hour as set forth herein. Such fees shall to be paid directly to SER by the student.

**20. NOTICE**

Any notice given under this Agreement shall be deemed given when personally served upon the Chancellor of the DISTRICT or upon the Chair of the Board of Directors of SER, JOBS FOR PROGRESS, INC. or when a certified notice is deposited in the mail in Orange County in a sealed envelope with postage thereon fully prepaid from one party to the other addressed as follows, respectively:

TO DISTRICT:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
2323 North Broadway  
Santa Ana, CA 92706  
Attention: Vice Chancellor  
Business Operations/Fiscal Services

TO CONTRACTOR:

SER, JOBS FOR PROGRESS, INC.  
1560 Brookhollow Drive  
Santa Ana, CA 92705

**21. EXPIRATION DATE**

This Agreement shall expire June 30, 2017.

**22. APPROVAL**

This Agreement is subject to the approval of the California Community Colleges Chancellor's Office.

IN WITNESS WHEREOF, said parties to this Agreement have executed these presentations and here unto set their hands on the day and year first written.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Signature:

Date:

\_\_\_\_\_  
Peter J. Hardash, Vice Chancellor  
Business Operations/Fiscal Services  
Rancho Santiago Community College District  
2323 N. Broadway  
Santa Ana, CA 92706  
(714) 480-7340

**SER, JOBS FOR PROGRESS, INC.**

Signature:

Date:

\_\_\_\_\_  
Zeke Hernandez, Interim Executive Director  
SER, Jobs for Progress, Inc.  
1560 Brookhollow Drive  
Santa Ana, CA 92705  
(714) 556-8741

## **APPENDIX A**

### **INDIVIDUAL INSTRUCTOR SERVICES AGREEMENTS**

- Jasmin Franco
- Esmeralda Godoy
- Ana C. Guillen
- Ryan A. Saucedo

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

To:	Board of Trustees	Date: June 13, 2016
Re:	Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Basic Skills Training	
Action:	Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District contracts with SER, Jobs for Progress, Inc. to operate Basic Skills/ESL training. The District collects state funding on the attendance generated under this Agreement and pays SER an hourly rate per hour of attendance to provide the services. The SER, Jobs for Progress, Basic Skills Training Agreement SAC-16-039, is effective July 1, 2016, to June 30, 2017.

**ANALYSIS**

For 2016-2017, Santa Ana College proposes to contract with SER to provide 172,500 student attendance hours in Basic Skills, ESL, and GED Preparation at the rate of \$2.28 per attendance hour.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Instructional Agreement with SER, Jobs for Progress, Inc. for program year 2016-2017.

Fiscal Impact:	\$393,300.00	Board Date: June 13, 2016
Prepared by:	James Kennedy, Vice President, SAC School of Continuing Education Nilo Lipiz, Dean of Instruction and Student Services	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodriguez, Ph.D. Chancellor, RSCCD	

**SER, JOBS FOR PROGRESS, INC.**

**BASIC SKILLS TRAINING AGREEMENT**

THIS AGREEMENT, made and entered into on the 1st day of July 2016, between Rancho Santiago Community College District, hereinafter called the "DISTRICT" and SER, JOBS FOR PROGRESS, INC., 1560 Brookhollow Drive, Santa Ana, California 92705, a private, nonprofit community based organization herein referred to as "SER."

**W I T N E S S E T H**

WHEREAS, the Governing Board of the DISTRICT has approved the contracting out of this education program pursuant to Education Code 78015; and

WHEREAS, the DISTRICT is authorized under Section 78021 of the California Education Code to establish contract education programs by agreement with any public or private agency, corporation, or association to provide specific educational programs or training to meet the specific needs of these organizations; and

WHEREAS, the DISTRICT wishes to offer educational programs and services in SER's facilities located at 1560 Brookhollow Drive, Santa Ana, CA 92705; and

WHEREAS, SER, as a private nonprofit organization in the State of California, can enter into agreement with the DISTRICT for the provision of educational programs and services for participants in the facilities which it operates; and

WHEREAS, the District is authorized under Section 78021 of the California Education Code to claim state apportionment for units of full time equivalency students (FTES) generated in contract education classes if all statutory and regulatory conditions for generating FTES are met; and

WHEREAS, SER operates on the basis of sound administrative policies and adheres to nondiscriminatory practices and does not and shall not discriminate on the basis of race, ethnic or national origin, sex, age, disability, sexual orientation, prior educational status, or any other unreasonable basis for discrimination; and

WHEREAS, SER represents that its physical facilities meet requirements of state and local safety and health regulations and are adequate and suitable for the courses offered and the number of students in attendance; and

WHEREAS, SER represents that it maintains current, accurate records of both student attendance and progress, and SER consents to inspection of these records by authorized representatives of the DISTRICT, the California Community College Board of Governors, and other regulatory and administrative agencies.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

All the above recitals are true and correct.

TABLE OF CONTENTS

<u>PARAGRAPH</u>	<u>PAGE</u>
A. Term.....	4
B. Optional Termination.....	4
C. District Responsibilities.....	4
D. SER Responsibilities.....	6
E. Responsibilities of District and SER.....	8
F. Payment.....	9
G. Certification by District.....	9
H. Insurance.....	9
I. Indemnification.....	10
Signature Page.....	11
Appendix A: Individual Instructor Services Agreements.....	12

**A. TERM**

The term of this Agreement shall be for one (1) year commencing July 1, 2016, and terminating June 30, 2017, unless earlier terminated by either party in the manner set forth herein.

**B. OPTIONAL TERMINATION**

SER or DISTRICT may terminate this Agreement, without cause, upon thirty (30) days written notice to the other party.

**C. DISTRICT RESPONSIBILITIES**

1. DISTRICT shall pay SER to provide instruction and training in SER'S facility at 1560 Brookhollow Drive, Santa Ana, CA 92705 and DISTRICT is responsible for this education program that is conducted at this site.

2. DISTRICT shall pay SER to provide instruction in the following subject areas:

Subject

- a) Basic Education
- b) English as a Second Language
- c) Preparation for GED Test (also includes)
  - English 083 Composition
  - English 084 Composition II
  - Mathematics 156 Essential Math I
  - Mathematics 157 Essential Math II

TOTAL STUDENT ATTENDANCE HOURS NOT TO EXCEED 172,500 HOURS.

3. In the event a DISTRICT student withdraws from the program of instruction, or because of failure to attend scheduled instruction is dropped from the program, the DISTRICT shall be responsible to SER for payment for only the actual hours of authorized attendance of such student prior to the drop or withdrawal date.

4. The curriculum shall be as described in the Rancho Santiago Community College District's Catalog and the program and course outlines on file in the Instruction Office as approved by the Curriculum Council, the Chancellor, the Board of Trustees of the DISTRICT, and the Chancellor's Office of the California Community Colleges. The DISTRICT's policy on open enrollment is published in the DISTRICT's Catalog,

together with the schedule of classes, (Title 5, Section 51006), along with descriptions of the courses. These courses offered by SER are all noncredit.

5. The DISTRICT shall collect state apportionment on the full time equivalent students (FTES) generated by this instructional program.
6. Instruction to be claimed for apportionment under this contract is under the immediate supervision and control of an employee of DISTRICT (Title 5, Section 58058) who has met the minimum qualifications for instruction in noncredit subjects in a California community college.
7. DISTRICT shall use selected SER staff as instructors to provide the instruction and training covered by this Agreement. In order to meet the Education Code requirement in Section 58050 (a) (7) of Title V of the California Code of Regulations, which states that students be under the immediate supervision of an "employee" of the DISTRICT, the DISTRICT will invoke the provisions of Title V Section 58058 (b). Accordingly, the SER staff who are used as instructors are required to enter into individual instructor services agreements with the District regarding their responsibilities for delivering the curriculum called for by this Agreement. DISTRICT has the primary right to control and direct the instructional activities of the instructors while they are teaching the classes that are the subject of this Agreement. DISTRICT will demonstrate its control and direction through such actions, where appropriate, as providing the instructor with an orientation, an instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its hourly instructors on campus.
8. DISTRICT has minimum qualifications for instructors teaching these courses and those qualifications are consistent with requirements in other similar courses given at the DISTRICT.
9. DISTRICT uses procedures to assure that instructors teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course and those procedures are applied to courses and instructors covered under the Agreement and the students are held to a comparable level of learning outcomes.

10. DISTRICT shall reimburse SER for use of its staff as instructors in the instructional program and for use of the facilities for instructional purposes according to the terms stated below in Section "E."
11. DISTRICT shall provide the normal administrative functions including admissions, counseling, registration, achievement records, awarding of completion certificates comparable to those maintained for any student of the DISTRICT.
12. Procedures, Terms, and Conditions. The enrollment period for these classes, the student enrollment fees, the number of class hours sufficient to meet the stated performance objectives, the supervision and evaluation of students, and the withdrawal of students prior to completion of a course are determined by DISTRICT.

**D. SER RESPONSIBILITIES**

SER will provide staff and facilities for the DISTRICT to utilize in the operation of its instructional program.

1. SER staff who are used as instructors shall meet appropriate state and local minimum qualifications to teach in the subject areas covered by this Agreement.
2. Pursuant to Section 58058 (b) of Title V of the California Code of Regulations, SER staff who are used as instructors under this Agreement shall be required to enter into an individual agreement with the DISTRICT regarding his/her responsibility as an instructor for the DISTRICT specifically for delivery of the curriculum covered by this Agreement. These instructor agreements are included herein as APPENDIX A, and by this reference are incorporated into this Agreement.
3. The ONE HUNDRED AND SEVENTY-TWO THOUSAND FIVE HUNDRED (172,500) hours of approved instruction and training shall be given under the direct supervision of California licensed instructors holding valid California teaching credentials authorizing services in the areas to be taught under this Agreement in vocational programs in a community college or possessing equivalent qualifications as established by the DISTRICT, and all DISTRICT students while engaged in such instruction and training shall be under the immediate supervision and control of such instructors.

4. SER shall maintain accurate records of attendance and progress for each student and evaluations of each student at the request of the DISTRICT, and shall submit to the DISTRICT, on a schedule developed by the DISTRICT, such information from such records as is requested by the authorized representatives of the DISTRICT. Records will be open for review at all times by officials of the DISTRICT.
5. DISTRICT shall not be obligated to make any payment to SER staff for services under the terms of this Agreement. It is agreed and understood that any and all salary and benefits payable or owing to SER staff who are used as instructors under the terms of this Agreement are the sole responsibility and liability of SER.
6. Except as noted in this Agreement, SER shall not charge students receiving instruction and training under this contract additional cost for tuition, supplies, and/or equipment for any instruction and/or training to be provided in accordance with this contract.
7. Costs per student shall not exceed the total direct and indirect costs to provide the same training in public schools or the tuition the private post secondary school charges its private students, whichever is lower.
8. SER agrees to accept new students during each enrollment period established by the DISTRICT.
9. Should it become necessary for one or more DISTRICT student(s) to transfer to SER from schools or colleges, both public and private, that are accredited and hold valid certificates of course approval and licenses as private, post-secondary, vocational schools for instruction and training, SER agrees to accredit each of such students with one hour for each and every hour of approved instruction and/or training received by, or credited to, such student in the former program.
10. SER staff who shall conduct the classes governed by this Agreement shall do so according to the following schedule:
  - a. Basic Skills  
Monday – Saturday
  - b. ESL  
Monday – Saturday

11. SER shall not be reimbursed for more than the total hours called for in the curriculum in any one subject area for any one student.
12. SER shall submit and certify statements and billings at least once a month to:

Rancho Santiago Community College District  
Santa Ana College  
School of Continuing Education  
Centennial Education Center  
2900 West Edinger Avenue  
Santa Ana, CA 92704-3902  
Attention: Dean of Instruction and Student Services

Billings shall include evidence of positive attendance in accordance with State regulations. All billings shall be accompanied by attendance sheets verifying the number of enrollees and number of actual hours of instruction given. Records of enrollees' attendance shall be maintained by the SER for a period of five (5) years and shall be available for review by the DISTRICT, the Office of Private Postsecondary Education, and the Chancellor's Office of the California Community Colleges.

13. SER shall provide those administrative functions essential for the operation of its facilities.
14. SER will deliver a report regarding the accomplishment of the performance objectives for each instructional area at the end of the contract period.
15. SER's courses are held at facilities which are clearly identified as being open to the general public. (Title 5, Section 58051.5) Enrollment in the courses are open to any person who has been registered in the college's noncredit program and has met any applicable prerequisites. (Title 5, Sections 51006 and 58106)

**E. RESPONSIBILITIES OF DISTRICT AND SER**

The DISTRICT and SER shall make available ancillary and support services as relating to counseling, guidance, and placement assistance for the students.

**F. PAYMENT**

The DISTRICT shall reimburse SER for the use of staff and facilities at the rate of TWO DOLLARS AND TWENTY-EIGHT CENTS (\$2.28) per student attendance hour, up to a maximum of 172,500 hours. The hours claimed under this Agreement must be certified to the DISTRICT for actual attendance during the preceding month for all properly enrolled students. Such payment is considered full payment to cover all of SER's contract cost of operating the instructional programs covered by this Agreement.

1. SER states that 69% of the above hourly rate represents actual costs of instructors including salaries and related benefits, 5% of the above hourly rate represents equipment costs, 20% represents facilities costs, and 6% represents other costs of operation.

**G. CERTIFICATION BY DISTRICT**

DISTRICT hereby certifies that on all student attendance from classes offered through this Agreement which it reports for State apportionment, it does not, and will not, receive full compensation for the direct education costs of the courses from any public or private agency, individual, or group.

**H. INSURANCE**

SER, at its sole cost and expense, shall insure its activities in connection with the work under this Agreement and obtain, keep in force, and maintain insurance as follows:

1. General Liability Insurance with limits of \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate.

Such insurance shall be endorsed as follows:

*Rancho Santiago Community College District, its officers, agents, employees, and representatives are named as additional insured for claims arising out of Contractor's performance of this Agreement. Such insurance as is afforded by this policy shall be primary and non-contributing with any other valid and collectible insurance or self-insurance available to the District.*

2. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

**I. INDEMNIFICATION**

Each party 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, including reasonable attorney fees, arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

IN WITNESS WHEREOF, the parties have executed the Agreement in the County of Orange, State of California.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Signature:

Date:

---

Peter J. Hardash, Vice Chancellor  
Business Operations/Fiscal Services  
Rancho Santiago Community College District  
2323 N. Broadway  
Santa Ana, CA 92706  
(714) 480-7340

---

**SER, JOBS FOR PROGRESS, INC.**

Signature:

Date:

---

Zeke Hernandez, Interim Executive Director  
SER, Jobs for Progress, Inc.  
1560 Brookhollow Drive  
Santa Ana, CA 92705  
(714) 556-8741

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## APPENDIX A

### **INDIVIDUAL INSTRUCTOR SERVICES AGREEMENTS**

- Jasmin Franco
- Esmeralda Godoy
- Ana C. Guillen
- Ryan A. Saucedo

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

To:	Board of Trustees	Date: June 13, 2016
Re:	Approval of MOU for the Workforce Innovation and Opportunity Act (WIOA) between the County of Orange in Partnership with the Orange County Development Board and Rancho Santiago Community College District (AJCC Partner)	
Action:	Request for Approval	

**BACKGROUND**

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the Orange County Development Board and Rancho Santiago Community College District to establish an agreement concerning the operations of the AJCC delivery system. The AJCC is a collaboration of local, state, private, and public entities that provide comprehensive and innovative employment services and resources to meet the needs of the California workforce. The purpose of the MOU is to establish a cooperative working relationship between the parties and to define their respective roles and responsibilities in achieving the policy objectives. The MOU also serves to establish the framework for providing services to employers, employees, job seekers, and others needing workforce services.

**ANALYSIS**

Santa Ana College proposes this Memorandum of Understanding with no fiscal impact to the college district.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Memorandum of Understanding with the County of Orange in partnership with the Orange County Development Board.

Fiscal Impact:	No fiscal impact.	Board Date: June 13, 2016
Prepared by:	James Kennedy, Vice President, SAC School of Continuing Education Nilo Lipiz, Dean of Instruction and Student Services	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE COUNTY OF ORANGE  
IN PARTNERSHIP WITH THE  
ORANGE COUNTY DEVELOPMENT BOARD  
AND  
PARTNER AGENCY**

**I. PREAMBLE**

The Workforce Innovation and Opportunity Act (WIOA) requires that a MOU be developed and executed between the Local Board and the America’s Job Center of California (AJCC) partners to establish an agreement concerning the operations of the AJCC delivery system. The AJCC is a collaboration of local, state, private, and public entities that provide comprehensive and innovative employment services and resources to meet the needs of the California workforce. The purpose of the MOU, is to establish a cooperative working relationship between the parties and to define their respective roles and responsibilities in achieving the policy objectives. The MOU also serves to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

California’s one-stop delivery system, the AJCC, is a locally-driven system which develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, which includes the following:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate, and integrate programs and services

These objectives will be accomplished by ensuring access to high-quality AJCCs that provide the full range of services available in the community for all customers seeking the following:

- Looking to find a job.
- Building basic educational or occupational skills.
- Earning a postsecondary certificate or degree.
- Obtaining guidance on how to make career choices.
- Seeking to identify and hire skilled workers.

**II. PURPOSE**

WIOA promotes the integration of both core programs and other partners into the workforce development system. Core programs includes: Adult, Dislocated Worker and Youth formula

programs; Adult Education and Literacy Programs; Wagner-Peyser Act employment services program; and Vocational Rehabilitation Act programs. Other mandated AJCC partners are listed in Section V below. While each of these entities may have their own missions and visions, all partners will share in the overarching mission to work together to continually improve the workforce system by being responsive to the needs of all of the customers that we serve.

### **III. REGIONAL VISION STATEMENT**

In order to achieve sustainable economic growth, meet the demands of global competition in the changing economy, and improve the quality of life for Californians, the state shall have a collaborative, inclusive and flexible workforce development system that fully engages the public and private sectors, integrates education and workforce preparation, and offers Californians lifelong opportunities to maximize their employment potential.

This MOU structure provides the most efficient way to achieve uniform delivery systems, improved customer service and innovation in the region. The MOU is designed to promote system to system agreement / partnership.

### **IV. ONE-STOP SYSTEM SERVICES**

Implementing innovative programs and strategies designed to meet the needs of our customers. Services include the three types of “career services” authorized under WIOA (basic career services, individualized career services, and follow-up services) as well as training services as well as services provided to employers, young adults, veterans, older adults and other special populations. Services provided by each AJCC signatory are attached as Exhibit 1.

### **V. AJCC PARTNERS**

This MOU is entered into between the Local Board and the AJCC Partners named below, with agreement of the Chief Local Elected Official.

Required AJCC Partners under this MOU include local/regional representatives of the following programs:

- **WIOA Title I-Adults, Dislocated Workers and Youth:** ProPath, Inc. Orange County Asian and Pacific Islander Alliance (OCAPICA); City of La Habra, KRA Corporation, Saddleback College;
- **WIOA Title II California Department of Education Adult Education/Literacy** (services provided by each agency/school/district will vary as appropriate to the agency and their funding sources): Rancho Santiago Community College District, Saddleback College - South Orange County Community College District, School of Continuing Education - North Orange County Community College District, Coast Community College District, Garden Grove Unified School District, Huntington Beach Union High School District, Boat People, SOS;
- **WIOA Title III-California Employment Development Department on behalf of Wagner-**

- **Peyser, Veterans, Trade Adjustment Act Assistance and Unemployment Insurance;**
- **WIOA Title IV-California Department of Vocational Rehabilitation;**
- **WIOA Title V-Older Americans Act:** ProPath, Inc.
- **Temporary Assistance for Needy Families/CalWORKs:** Orange County Social Services Agency;
- **Community Services Block Grant:** Community Action Partnership of Orange County;
- **Housing & Urban Development:** Orange County Housing Authority;
- **Job Corps:** Long Beach Job Corps Center;
- **Native American Programs:** Southern California Indian Center; and
- **Second Chance:** Orange County Sheriff's Department

**VI. RESPONSIBILITY OF AJCC PARTNERS**

All AJCC partners shall commit to the following goals to share responsibility for planning, implementing and operating the Orange County One-Stop Centers:

1. The AJCC partner agrees to participate in joint planning, plan development, and modification of activities to accomplish the following:
  - Continuous partnership building.
  - Continuous planning in response to state and federal requirements.
  - Responsiveness to local and economic conditions, including employer needs.
  - Adherence to common data collection and reporting needs.
  - Performance management to measure the success of the local One-Stop system overall and to enhance performance in a spirit of quality management and continuous improvement.
2. Make the services(s) applicable to the partner program available to customers through the one-stop delivery system.
3. Participate in the operation of the one-stop system, consistent with the terms of the MOU and applicable laws.
4. Participate in staff development activities in order to ensure that all partners and staff are adequately cross-trained.

**VII. FUNDING OF SERVICES AND OPERATING COSTS**

All AJCC Partners who are co-located in one or more comprehensive centers or affiliates agree to share in the operating costs of their respective AJCC, either in cash or through in-kind services. The cost of services, operating cost, and infrastructure costs of the system will be funded by all AJCC partners through a separately negotiated cost sharing agreement based on an agreed upon formula or plan.

AJCC partners will ensure that the shared costs are supported by accurate data, the shared costs are consistently applied over time, and the methodology used in determining the shared costs are reflected in a separate Cost Sharing Agreement developed specifically to support the local region as well as the Orange County Development Board. The Cost Sharing Agreements will be

incorporated as an amendment to this MOU and specific to the Orange County Development Board and its One-Stop Centers / Affiliate Centers. These Amendments (to be referenced as Phase II) will be negotiated and implemented no later than December 31, 2017.

#### **VIII. METHODS OF REFERRING CUSTOMERS**

All AJCC partners shall make a commitment to mutually implement processes for the referral of customers to services not provided on-site.

The referral process should do the following:

- Ensure that intake and referral processes are customer-centered and provided by staff trained in customer service.
- Ensure that general information regarding AJCC programs, services, activities and resources shall be made available to all customers as appropriate.
- Describe how customer referrals are made electronically, through traditional correspondence, verbally or through other means determined in cooperation with partners and operators.
- Describe how each AJCC partner will provide a direct link or access to other AJCC partner staff that can provide meaningful information or service, through the use of co-location, cross training of AJCC staff, or real-time technology (two way communication and interaction with AJCC partners that results in services needed by the customer).

#### **IX. ACCESS FOR INDIVIDUALS WITH BARRIERS TO EMPLOYMENT**

Each AJCC partner shall make a commitment to ensure access for individuals with barriers to employment is provided throughout the System. This includes a commitment to offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA adult funds.

The AJCC will ensure access for all individuals that qualify as an “individual with a barrier to employment.” The term defined under WIOA means, an individual, of one or more of the following populations:

- Displaced homemakers
- Low-income individuals
- Individuals on TANF/CalWorks
- Indians, Alaska Natives, and Native Hawaiians, defined in section 166 in WIOA Law
- Individuals with disabilities, including youth
- Older individuals
- Ex-offenders

- Homeless individuals, defined in section 41403(6) in the Violence Against Women Act of 1994, or homeless children and youths, defined in section 725(2) of the McKinney-Vento Homeless Assistance Act
- Youth who are in or have aged out of foster care
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farm workers
- Individuals within 2 years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act
- Single parents, including pregnant women
- Long-term unemployed individuals
- Such other groups as the Governor involved determines to have barriers to employment

Assurance that their policies, procedures, programs, and services are in compliance with the *Americans with Disabilities Act of 1990* and its amendments, in order to provide equal access to all customers with disabilities.

#### **X. SHARED TECHNOLOGY AND SYSTEM SECURITY**

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting, and data collection. To support the use of these tools, each AJCC partner agrees to the following:

- Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- The principles of common reporting and shared information through electronic mechanisms, including shared technology.
- Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements.
- Develop technological enhancements that allow interfaces of common information needs, as appropriate.
- Understand that system security provisions shall be agreed upon by all AJCC partners.

#### **XI. CONFIDENTIALITY**

Each AJCC partner agrees to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other appropriate statute or requirement to assure the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
- No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- The AJCC partner agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other AJCC partners must adhere, and shall share information necessary for the administration of the program as allowed under law and regulation. The AJCC partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.
- Client information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

## **XII. NON-DISCRIMINATION AND EQUAL OPPORTUNITY**

The AJCC partner shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. The AJCC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations.

The AJCC partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

## **XIII. GRIEVANCES AND COMPLAINTS PROCEDURE**

The AJCC partner agrees to establish and maintain a procedure for grievance and complaints. The process for handling grievances and complaints is applicable to customers and partners. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The AJCC Partner further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

**XIV. AMERICAN'S WITH DISABILITIES ACT AND AMENDMENTS COMPLIANCE**

This section should include language on how each AJCC partner will ensure that the policies and procedures of the AJCC system and the services being provided are in compliance with the Americans with Disabilities Act of 1990 and its amendments.

The AJCC partner agrees to ensure that the policies and procedures as well as the programs and services provided at the AJCC are in compliance with the Americans with Disabilities Act and its amendments. Additionally, partners agree to fully comply with the provisions of WIOA, Title VII of the civil Rights act of 1964, the Age Decimation Act of 1975, Title IX of the Education Amendments of 1972, 29 CRF Part 37 and all other regulations implementing the aforementioned laws.

**XV. EFFECTIVE DATES AND TERM OF THIS MOU**

The term of this MOU shall be three years, commencing on the date of execution. The MOU will be reviewed not less than once every year to identify any substantial changes that have occurred.

**XVI. MODIFICATIONS AND REVISIONS**

This MOU and all attachments and exhibits shall constitute the entire agreement between the signatories and no oral understanding not incorporated herein shall be binding on any of the signatories hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the signatories, by the issuance of a written amendment, signed and dated by the signatories.

**XVII. TERMINATION**

The signatories understand that implementation of the AJCC system is dependent on the good faith effort of every AJCC partner to work together to improve services to the community. The signatories also agree that this is a project where different ways of working together and providing services are being tested. In the event that it becomes necessary for one or more signatories to cease being a part of this this MOU, said entity shall notify the other signatories, in writing, 30 days in advance of that intention.

## **XVIII. ADMINISTRATIVE AND OPERATIONS MANAGEMENT**

### **i. License for Use**

During the term of this MOU, all AJCC partners to this MOU shall have a license to use all of the space of the AJCCs for the sole purpose of conducting acceptable AJCC services as outlined herein.

### **ii. Supervision/Day to Day Operations**

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the original employer.

The office hours for the staff at the AJCCs will be established by the site supervisor(s) and the primary employer. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action.

Each AJCC partner shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each party shall be solely responsive and save all other signatories AJCC partners harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

### **iii. Dispute Resolution**

The AJCC partners agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the operator, for discussion and resolution.

### **iv. Press Releases and Communications**

All AJCC Partners shall be included when communicating with the press, television, radio or any other form of media regarding its duties or

performance under this MOU. Participation of each AJCC partner in press/media presentations will be determined by each partner's public relations policies. Unless otherwise directed by the other AJCC partners, in all communications, each AJCC partner shall make specific reference to all other AJCC partners.

The AJCC partners agree to utilize the AJCC logo developed by the State of California and the Local Board on buildings identified for AJCC usage. This also includes letterhead, envelopes, business cards, any written correspondence and fax transmittals.

v. **Hold Harmless/Indemnification/Liability**

In accordance with provisions of Section 895.4 of the California Government Code, each signatory hereby agrees to indemnify, defend and hold harmless all other signatories identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any negligent acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney's fees under the indemnification policy of the State of California, all signatories to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any negligent acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

**IN WITNESS WHEREOF**, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have duly authorized and caused this MOU to be executed as of the date stated below written. There are no oral understandings of the Parties or terms and conditions other than as are stated herein.

**\*Partner Agency**

**\*Orange County Development Board**

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

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

Name: ON FOLLOWING PAGES  
(Print)

Name: Bob Bunyan  
(Print)

Title: \_\_\_\_\_

Title: Chair

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\*\*\*\*\*

**COUNTY OF ORANGE**

A Political Subdivision of the State of California

By: \_\_\_\_\_  
Lisa A. Bartlett, Chair  
Orange County Board of Supervisors

Dated: \_\_\_\_\_

SIGNED AND CERTIFIED THAT A COPY OF THIS AGREEMENT HAS BEEN DELIVERED TO THE CHAIR OF THE BOARD

By: \_\_\_\_\_  
Robin Stieler  
Clerk of the Board of Supervisors  
Orange County, California

Dated: \_\_\_\_\_

**APPROVED AS TO FORM  
DEPUTY COUNTY COUNSEL**

By: \_\_\_\_\_  
DEPUTY COUNTY COUNSEL

Dated: \_\_\_\_\_

**IN WITNESS WHEREOF**, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have duly authorized and caused this MOU to be executed as of the date stated below written. There are no oral understandings of the Parties or terms and conditions other than as are stated herein.

**\*Partner Agency**

**Rancho Santiago Community College District**

(Print)

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

Name: Peter J. Hardash

(Print)

Title: Vice Chancellor

Business Operations/Fiscal Services

Dated: \_\_\_\_\_

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**SERVICES MATRIX FOR  
ADULT EDUCATION/FAMILY LITERACY PROVIDERS**

<b>Programs Represented</b>	<b>Services Provided</b> (Includes activities and services outlined in Title II, services provided by each agency/school/district will vary as appropriate to the agency and their funding sources)	<b>Access Methodology</b> (check all that apply)	<b>Referral Methodology</b> (check all that apply)	<b>Contribution to One Stop System Performance</b>
<ul style="list-style-type: none"> <li>◆ Title II Adult Education and Family Literacy</li> </ul>	<ul style="list-style-type: none"> <li>◆ Adult education and literacy programs, activities, and services</li> <li>◆ Information on how to access services: Outreach, intake, pre-assessment and orientation</li> <li>◆ Determination of eligibility for Adult Education programs, activities, and services, including financial aid information/assistance</li> <li>◆ English language acquisition programs</li> <li>◆ Literacy programs, activities, and services</li> <li>◆ English literacy and civics education services</li> <li>◆ Family literacy activities</li> <li>◆ Workplace adult education and literacy activities</li> <li>◆ Workforce preparation activities</li> <li>◆ Integrated education and training programs</li> <li>◆ Corrections education and the education of other institutionalized individuals</li> <li>◆ Employment services and coordination with other agencies on job development</li> <li>◆ Specialized support services such as child care assistance, mental health, drug and alcohol treatment, emergency assistance, such as but not limited to transportation, food, shelter, etc., (funding and eligibility permitting)</li> <li>◆ Pre-vocational skills training</li> <li>◆ Coordination with One-Stop System</li> <li>◆ Fostering demand-driven skills attainment</li> <li>◆ Other activities and services appropriate to the agency and their funding sources</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> co-location of staff</li> <li><input type="checkbox"/> co-location of services</li> <li><input checked="" type="checkbox"/> cross training of staff</li> <li><input checked="" type="checkbox"/> on-line</li> <li><input type="checkbox"/> direct access through real-time technology</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> in person</li> <li><input checked="" type="checkbox"/> by phone</li> <li><input checked="" type="checkbox"/> on-line</li> <li><input checked="" type="checkbox"/> referral form</li> </ul>	<ol style="list-style-type: none"> <li>1. Ensuring a high quality customer service and customer centered focus</li> <li>2. Referrals</li> <li>3. Promoting capacity building and professional development for staff</li> <li>4. Integrated education and training programs</li> <li>5. Workforce preparation activities</li> <li>6. Leverage of resources and services for shared customers</li> <li>7. Alignment and integration of programs and services for the Orange County Region</li> </ol>

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

To:	Board of Trustees	Date: June 13, 2016
Re:	Approval of MOU for the Workforce Innovation and Opportunity Act (WIOA) with Santa Ana Workforce Development Board (WDB) and Rancho Santiago Community College District (AJCC Partner)	
Action:	Request for Approval	

**BACKGROUND**

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between Santa Ana Workforce Development Board (WDB) and Rancho Santiago Community College District (AJCC Partner) to establish an agreement concerning the operations of the AJCC delivery system. The purpose of the MOU is to establish a cooperative working relationship between the parties and to define their respective roles and responsibilities in achieving the policy objectives. It serves to establish the framework for providing services to employers, job seekers, and others needing workforce services.

**ANALYSIS**

Santa Ana College proposes this Memorandum of Understanding with no fiscal impact to the college district for 2016-17.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Memorandum of Understanding with the Santa Ana Development Board.

Fiscal Impact:	No fiscal impact.	Board Date: June 13, 2016
Prepared by:	James Kennedy, Vice President, SAC School of Continuing Education Nilo Lipiz, Dean of Instruction and Student Services	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor, RSCCD	

# **Memorandum of Understanding**

**For**

**Santa Ana Workforce Development Board  
AJCC Partner:  
Rancho Santiago Community College  
District**

# **Memorandum of Understanding (MOU)**

## **Pursuant to the**

### **Workforce Innovation Opportunity Act of 2014 (WIOA)**

#### **A. PARTIES**

The parties to this Memorandum of Understanding (MOU) are the Mayor and City Council of the City of Santa Ana, the Santa Ana Workforce Development Board (WDB), and Rancho Santiago Community College District (AJCC Partner).

#### **B. PURPOSE**

The Workforce Innovation and Opportunity Act (WIOA) requires that a MOU be developed and executed between the Local Board and the American's Job Center of California (AJCC) partners to establish an agreement concerning the operations of the AJCC delivery system. The purpose of the MOU, is to establish a cooperative working relationship between the parties and to define their respective roles and responsibilities in achieving the policy objectives. It serves to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

California's one-stop delivery system, the AJCC, is a locally-driven system which develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, which includes the following:

1. Foster demand-driven skills attainment
2. Enable upward mobility for all Californians
3. Align, coordinate, and integrate programs and services

These objectives will be accomplished by ensuring access to high-quality AJCC that provide the full range of services available in the community for all customers seeking the following:

1. Looking to find a job.
2. Building basic educational or occupational skills.
3. Earning a postsecondary certificate or degree.
4. Obtaining guidance on how to make career choices.
5. Seeking to identify and hire skilled workers.

#### **C. LOCAL/REGIONAL VISION STATEMENT, MISSION STATEMENT, AND GOALS**

Santa Ana's vision rests on integrating current and future resources through its WDB partners. Integration suggests more than partnering or assembling multiple funding sources. It means making certain that all elements of the workforce support system work together to create synergy for its target populations by offering inviting and seamless services, wherever a client enters the system.

Santa Ana's vision also embraces the future, as all visions should. It spawns new industries and clusters and changes old ones. It generates fresh workforce opportunities in the process. The Santa Ana WDB's strategic plan rests not only on strengths of its current industrial base, but also the demands of emerging business and economic trends.

Finally, Santa Ana's vision is sensitive to the needs of its unique demographics and regional mix. As a major supplier of workforce for surrounding communities, Santa Ana is firmly embedded in its regional and cluster matrix.

Santa Ana's implementation of the vision entails enhancing business and supports social and educational services and access to them, mostly though not exclusively through its WORK Center and WDB. An effective efficient administration is necessary to deliver the services that make each of these strategies effective. The Santa Ana WDB's overall strategies:

1. **Identify regional clusters** most likely to create new jobs in which Santa Ana's workforce can participate and the foundational requirements of such jobs;
2. **Expand small business development support** as a creator of new jobs and method for growing the local tax base;
3. **Educate Santa Ana's current and future workforce** through classroom pre-training and training activities, plus on-the-job training and workforce skill enhancement activities;
4. **Offer career pathway programs for both unemployed and employed adults and youth;**
5. **Increase access** to jobs for disconnected and underserved populations, especially youth;
6. **Organize, integrate and support social and other services** through the WDB's network of partnerships, volunteer organizations, and established institutional resources; and
7. **Assure funding** from all public, private, and other sources in support of its programs.

#### **D. ONE-STOP SYSTEM, SERVICES**

The AJCC, currently located at the Santa Ana Regional Transportation Center (hereinafter referred to as the Santa Ana W/O/R/K Center), 1000 E. Santa Ana Blvd., shall provide and/or coordinate WIOA services to individuals, providing them with the necessary skills to participate in building a world-class workforce in Santa Ana. In January of 1996, the Santa Ana W/O/R/K Center opened its doors as the first universal access One-Stop in the County of Orange designed to meet the employment placement assistance and training needs of the community through workforce and economic development. The W/O/R/K Center offers the community a variety of informational, employment and training services based on individual needs. Those needs are met by the combined efforts of the W/O/R/K Center partners which include the Employment Development Department (EDD), Orange County Social Services Agency (SSA), Rancho Santiago Community College District (RSCCD), State Department of Rehabilitation, Boys & Girls Club of Santa Ana, City of Santa Ana Economic Development Department, and several other agencies.

The W/O/R/K Center is located in the city of Santa Ana which ranks as the fourth densest city in the entire nation. Santa Ana's workforce faces unique challenges based on its population base, its industrial growth, and its economic position. Santa Ana is the second oldest and second most populous incorporated city in Orange County compared to Anaheim, and its median household income ranks nearly the same, near the bottom of incorporated Orange County cities. However, fruitful comparison ends here. Many of Santa Ana's residents speak Spanish at home as their primary or additional language. Santa Ana also is a particularly young population, with almost a quarter of its population under 18 than the state norm. Add to this an exceptionally high drop-out rate for local schools. These issues create a unique flavor for Santa Ana the city. They impact almost every element of work and work preparedness, including their underlying education, youth culture, industry

distribution, and other drivers. The AJCC, through its central location at the Santa Ana Regional Transportation Center, 1000 E. Santa Ana Blvd., shall provide and/or coordinate WIOA services to individuals, providing them with the necessary skills to participate in building a world-class workforce in Santa Ana.

Services and referrals provided at the Santa Ana W/O/R/K Center may include, but are not limited to, the following:

**Basic Career Services:**

1. Eligibility Determination
2. Outreach, intake, and orientation to information and services
3. Initial assessment of skill levels including literacy, numeracy, and English proficiency; and aptitudes, abilities and support service needs
4. Labor exchange services - Job Search and placement assistance and career counseling including Info on in-demand industry sectors and occupations Info on nontraditional employment.
5. Recruitment and other business services on behalf of employers
6. Provision of referrals to coordination of activities with other services including those within the one stop and other workforce development programs
7. Provision of workforce and labor market employment statistics info including:
  - a) Job vacancy listings in labor market areas
  - b) Info on job skills needed to obtain the vacant jobs
  - c) Info relating to in-demand occupations including earnings, and opportunities for advancement
8. Provision of performance and program cost info on the ETPL eligible programs by program and type of provider
9. Provision of info in understandable formats and languages about performance against performance accountability measures
10. Provision of regarding support services
11. Provision of info and assistance in filing UI claims
12. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not funded through WIOA

**Individualized Career Services:**

1. Comprehensive and specialized assessment of skill levels and service needs including:
  1. Diagnostic testing and other assessment tools
  2. In-depth interview and evaluation to determine barriers and goals
  2. Development of IEP to identify goals, objectives, and services
  3. Group Counseling
  4. Individual Counseling
  5. Career Planning
  6. Short-term pre-vocational services including development of learning skills, communication skills and other soft skills to prepare individuals for employment or training
  7. Internships and work experiences that are linked to careers
  8. Workforce preparation activities including basic academic and obtaining other skills necessary for successful transition into postsecondary education, training or employment
  9. Financial literacy services
  10. Out-of-area job search assistance and relocation assistance
  11. English language acquisition and integrated education and training program

**Training Services:**

1. Occupational skills training
2. On-the-Job training
3. Incumbent worker training
4. Programs that combine workplace training with related instruction, which may include cooperative education programs
5. Training programs operated by the private sector
6. Skill upgrading and retraining
7. Entrepreneurial training programs
8. Transitional jobs
9. Job readiness training provided in combination with any of the aforementioned training Services.
10. Adult education and literacy activities, including activities of English language acquisition, and integrated education and training programs provided concurrently or in combination with any of the aforementioned training services.
11. Customized training

The AJCC Partner Service Matrix is attached hereto as Exhibit A and incorporated herein by this reference.

**E. RESPONSIBILITY OF AJCC PARTNERS**

The AJCC partner agrees to the responsibilities required of all partners under WIOA Section 121(b). In addition, to participate in joint planning, plan development, and modification of activities to accomplish the following:

1. Continuous partnership building.
2. Continuous planning in response to state and federal requirements.
3. Responsiveness to local and economic conditions, including employer needs.
4. Adherence to common data collection and reporting needs utilizing the State of California CalJOBS<sup>SM</sup> system.

Make the applicable service(s) applicable to the partner program available to customers through the one-stop delivery system.

Partners agree to the co-enrollment of mutual customers in case management to better leverage the resources available for the benefit of the participant and enhance successful outcomes.

Participate in capacity building and staff development activities in order to ensure that all partners and staff are adequately cross-trained

Participate in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws. All partners agree to inform each other immediately when a customer violates an established policy that would require them to be banned from the center or involves police authorities. The Santa Ana AJCC Partner Services is attached hereto as Exhibit B and incorporated herein by this reference.

**F. CROSS REFERRALS**

The America's Job Center of California Partners agreed upon referral process will ensure the following:

1. Intake and referral processes are customer-centered with the intent to provide high quality customer service.
2. Ensure that general information regarding AJCC programs, services, activities and resources shall be made available to all customers as appropriate.
3. Will be made electronically, through traditional correspondence, verbally or through other means determined in cooperation with partners and operators.
4. Will provide a direct link or access to other AJCC partner staff that can provide meaningful information or service, through the use of co-location, cross training of AJCC staff, or real-time technology (two way communication and interaction with AJCC partners that results in services needed by the customer).

Referral process will include specific staff name, the activity required, desired outcome and a method for communicating back to the referring agency that the service was addressed.

### **G. ACCESS FOR INDIVIDUALS WITH BARRIERS TO EMPLOYMENT**

All parties' commitment to offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA adult funds.

WIOA provides a focus on serving "individuals with barriers to employment," defined in WIOA section 3(24) and seeks to ensure access to these populations on a priority basis. Individuals with barriers to employment" is defined as a member of 1 or more of the following populations:

- 1) Displace homemakers.
- 2) Low-income individuals.
- 3) Indians, Alaska Natives, and Native Hawaiians
- 4) Individuals with disabilities, including youth who are individuals with disabilities.
- 5) Older individuals.
- 6) Ex-offenders.
- 7) Homeless individuals, or homeless children and youths.
- 8) Youth who are in or have aged out of the foster care system.
- 9) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
- 10) Eligible migrant and seasonal farmworkers.
- 11) Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act.
- 12) Single parents including single pregnant women.
- 13) Long-term unemployed individuals.
- 14) Such other groups as the Governor involved determines to have barriers to employment.

Section 134(c)(3)(E) of WIOA establishes a priority requirement with respect to funds allocated to a local areas for adult employment and training activities. Under this section, one-stop center staff responsible for these funds must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the provision of individualized career services. Priority must be provided in the following order:

- 1) To veterans and eligible spouses who are also included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who are also

recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.

- 2) To non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
- 3) To veterans and eligible spouses who are not included in WIOA's priority groups.
- 4) To non-covered persons outside the groups given priority under WIOA.

See AJCC System Map that identifies the location of the AJCC and its affiliates. The AJCC System Map is attached hereto as Exhibit C and incorporated herein by this reference.

## **H. SHARED TECHNOLOGY AND SYSTEM SECURITY**

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting, and data collection, utilizing the State of California CalJOBS<sup>SM</sup> system. To support the use of these tools, each AJCC Partner agrees to the following:

1. Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
2. The principles of common reporting and shared information through electronic mechanisms, including shared technology.
3. Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements.
4. Maintain all records of the AJCC customers or partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence, and use them solely for purposes directly related to such services.
5. Develop technological enhancements that allow interfaces of common information needs, as appropriate.
6. Understand that system security provisions shall be agreed upon by all partners.

## **I. CONFIDENTIALITY:**

The WDB agrees that when any individual applies for or receives services from the partner agency through the America's Job Center of California Center, all information regarding such application for or receipt of services shall be confidential information subject to the WIOA provisions.

The parties agree to honor the confidentiality provisions as described in the local WIOA plan, including modifications thereto, and incorporated into this MOU by reference. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the parties collecting, receiving or sharing information.

The AJCC Partner agrees to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other appropriate statute or requirement to assure the following:

1. All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.

2. No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
3. The AJCC partner agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other AJCC partners must adhere, and shall share information necessary for the administration of the program as allowed under law and regulation. The AJCC partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.
4. Client information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

#### **J. FUNDING OF SERVICES AND OPERATION COST**

It is expressly understood that this MOU does not constitute a binding financial commitment, but rather an intent to commit specific resources in the future as the parties' allocations and budgets are known and the America's Job Center of California system evolves. For those partners that will require a cost sharing agreement, cost will be based on proportionate use and agreed upon methodology as applicable. This is to be determined during phase II of the MOU which should be completed by December 31, 2017. AJCC partners with shared costs will be reviewed yearly and may be modified as needed by any partner as long as it is identified as a revision, and it is signed and dated by the applicable parties.

#### **K. NON-DISCRIMINATION AND EQUAL OPPORTUNITY**

The AJCC partner shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. The AJCC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations. The AJCC partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

#### **L. GRIEVANCES AND COMPLAINTS PROCEDURE**

The AJCC partner agrees to establish and maintain a procedure for grievance and complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to customers and partners. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The partner further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible. All partners agree to inform each other immediately when a customer violates an established policy that would require them to be banned from the center or involves police authorities.

**M. AMERICAN'S WITH DISABILITIES ACT AND AMENDMENTS COMPLIANCE**

The AJCC partner agrees to ensure that the policies and procedures as well as the programs and services provided at the AJCC are in compliance with the Americans with Disabilities Act and its amendments. Additionally, partners agree to fully comply with the provisions of WIOA, Title VII of the civil Rights act of 1964, the Age Decimation Act of 1975, Title IX of the Education Amendments of 1972, 29 CRF Part 37 and all other regulations implementing the aforementioned laws. The WDB and the America's Job Center of California partners will ensure that policies and procedures established by the WDB and the America's Job Center of California partners are in compliance with the Americans with Disabilities Act (ADA).

**N. DURATION**

This MOU shall become effective July 1, 2016 and terminate June 30, 2019. The term of this MOU shall be three years. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred. This MOU will remain in effect until (i) terminated by the repeal of the Workforce Investment Act or otherwise by action of law, or (ii) with respect to the America's Job Center of California Partner, the date on which such America's Job Center of California partner withdraws from the MOU pursuant to Section 3 (c) hereof. Should any America's Job Center of California Partner withdraw, this MOU shall remain in effect with respect to other remaining America's Job Center of California Partners.

This MOU is of no force or effect until signed by authorized representatives of the participating agencies, and approved by the Chief Local Elected Official or his/her designee. The MOU, once signed, becomes part of the local WIOA Plan.

Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 30 calendar days in advance of the effective withdrawal date. If agreed to by all parties, the timeframes for notice may be reduced or extended. Notice of withdrawal shall be given to the WDB at the address listed in the signed attachments of this MOU, and to the contact person so listed, considering any information updates received by the parties pursuant to Section 1. Courtesy notification shall be made to all parties of this MOU in a timely manner.

**O. MODIFICATIONS AND REVISIONS**

This MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the parties. Assignment of responsibilities under this MOU by any of the parties shall be effective upon written notice to the WDB. Any assignee shall also commit in writing to the terms of this MOU.

**P. TERMINATION**

The parties understand that implementation of the AJCC system is dependent on the good faith effort of every partner to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being tried. In the event that it becomes necessary for one or more parties to cease being a part of this this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.

## **Q. ADMINISTRATIVE AND OPERATIONS MANAGEMENT SECTIONS**

### **1. License for Use**

During the term of this MOU, all partners to this MOU shall have a license to use all of the space of the AJCCs for the sole purpose of conducting acceptable AJCC services as outlined herein.

### **2. Supervision/Day to Day Operations**

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the original employer.

The office hours for the staff at the AJCCs will be established by the site supervisor(s) and the primary employer. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action.

Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each party shall be solely responsive and save all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters. All partners agree to inform each other immediately when a customer violates an established policy that would require them to be banned from the center or involves local police authorities.

### **3. Disputes**

The parties shall first attempt to resolve all disputes informally. Any party may call a meeting of all parties to discuss and resolve disputes.

Should informal resolution efforts fail, the dispute shall be referred to the Chair of the WDB, who shall place the dispute upon the agenda of its next regular or special meeting of the Board's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute.

Finally, if the Executive Committee's resolution efforts fail, any party may file a grievance in accordance with the State of California's WIOA grievance procedures. The parties agree to be bound by the final determination resulting from that procedure. Each party shall be responsible for its own costs and legal fees associated with any dispute resolution procedure, including but not limited to informal, formal, mediation and litigation.

### **4. Press Releases and Communications**

All parties shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless

otherwise directed by the other parties, in all communications, each party shall make specific reference to all other parties.

The parties agree to utilize the AJCC logo developed by the State of California and the Local Board on buildings identified for AJCC usage. This also includes letterhead, envelopes, business cards, any written correspondence and fax transmittals.

The SAWC shall provide wall signage listing the names of current participating partners. Where practical, the Santa Ana WORK Center will list partner agencies on forms and marketing materials distributed to the public.

**5. Hold Harmless/Indemnification/Liability**

In accordance with provisions of Section 895.4 of the California Government Code, each signatory hereby agrees to indemnify, defend and hold harmless all other signatories identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any negligent acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney's fees under the indemnification policy of the State of California, all signatories to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any negligent acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

**R. SEVERABILITY**

If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in force.

**S. JURISDICTION:** Jurisdiction over any disputes under this MOU shall reside in Orange County, California.

**T. INSURANCE:** The America's Job Center of California Partners agree that their current in force insurance or self-insurance coverage programs shall apply to their operations performed under the Workforce Investment Act and at the WORK Center, including commercial general liability, property damage liability, business personal property, workers' compensation and employee dishonesty/crime coverages. The City of Santa Ana shall be named as additional insured for such insurance and the coverage shall be primary and non-contributory with regard to the City.

**U. AUTHORITY AND SIGNATURES:** The individuals signing this MOU and its attachments, which are incorporated herein by reference, have the authority to commit the party they represent to the terms of this MOU, and do so commit by signing.

THIS MEMORANDUM OF UNDERSTANDING is hereby signed and agreed to on the date first written above.

**FOR THE CITY OF SANTA ANA**

\_\_\_\_\_  
Miguel A. Pulido, Mayor, City of Santa Ana

\_\_\_\_\_  
Date

20 Civic Center Plaza, Santa Ana, CA 92701

**Attest:**

**City Of Santa Ana:**

\_\_\_\_\_  
Maria D. Huizar, Clerk of the Council

\_\_\_\_\_  
David Cavazos, City Manager

**Recommended For Approval:**

**Approved as to Form:**

Sonia R. Carvalho, City Attorney

\_\_\_\_\_  
Robert Cortez,  
Special Assistant to the City Manager

\_\_\_\_\_  
Ryan Hodge, Assistant City Attorney

**FOR SANTA ANA WORKFORCE DEVELOPMENT BOARD**

\_\_\_\_\_  
Lee McMurtray, Interim Chair

**FOR AMERICA’S JOB CENTER OF CALIFORNIA PARTNER**

Rancho Santiago Community College District  
AJCC Partner

\_\_\_\_\_  
Peter J. Hardash, Vice Chancellor  
Business Operations/Fiscal Services

\_\_\_\_\_  
Date

2323 N. Broadway, Santa Ana, CA 92706  
Address

# Santa Ana AJCC Partner Service Matrix

**Exhibit A**

Partner Name	Entity/Program	Services (Enter Number from Attachment A)			Service Delivery Method (Attachment A)
		Career	Training	Employer	
<b>Title I Adult, DW, Youth</b>	Santa Ana WORK Center				
<b>Adult Education/ Literacy</b>	Rancho Santiago Community College District	2, 3, 12, 14-15, 17	1, 8		B, P, O
<b>Wagner-Peyser</b>	Employment Development Department (EDD)				
<b>Veterans</b>	Employment Development Department (EDD)				
<b>Trade Act</b>	Employment Development Department (EDD)				
<b>Unemployment Compensation</b>	Employment Development Department (EDD)				
<b>Vocational Rehabilitation</b>	State Department of Rehabilitation				
<b>TANF</b>	Social Service Agency-Family Self-				
Carl Perkins Career Technical Education	Santa Ana Unified				
Title V Older Americans Act	Senior Aid Program Regions II & III SER-Jobs for Progress, Inc.				
Job Corps	Long Beach Job Corps				
Native American Programs (Section 166)	Southern California Indian Center				
Community Services Block Grant	Community Action Partnership of Orange County				
Housing & Urban Development	Housing Authority				
Migrant seasonal Farmworkers (section 167)	N/A				
Youth Build	N/A				
Second Chance	OC Sheriff's Dept				

3.6 (14)

Career Services: Career services include self. Help service services requiring minimal staff assistance and services requiring more staff involvement generally provided to individuals unable to find employment through basic career services, and deemed to be in need of more concentrated services to obtain employment; or who are employed but deemed to be in need of more concentrated services to obtain or retain employment that allows for self-sufficiency.

1. **Eligibility Determination:** This is the process of obtaining and documenting information about an individual's circumstances and comparing that information with the criteria set by an agency or program to decide if the individual qualifies for participation
2. **Outreach, Intake and Orientation:** Outreach activities involve the collection, publication, and dissemination of information on program services available and directed toward jobless, economically disadvantaged, and other individuals. Intake is the process of collecting basic information, e.g., name, address, phone number, SSN, and all other required information to determine eligibility or ineligibility for an individual's program. Orientation, whether offered in a group setting, one-on-one, or electronically, is the process of providing broad information to customers in order to acquaint them with the services, programs, staff, and other resources at the Santa Ana Work Center, or its partner agencies.
3. **Initial Assessment:** For individuals new to the workforce system, initial assessment involves the gathering of basic information about skill levels, aptitudes, abilities, barriers, and supportive service needs in order to recommend next steps and determine potential referrals to partners or community resources.
4. **Job Search, Placement Assistance, and Career Counseling:** Job Search helps an individual seek, locate, apply for, and obtain a job. It may include but is not limited to: job finding skills, orientation to the labor market, resume preparation assistance, development of a job search plan, job development, referrals to job openings, placement services, job finding clubs, job search workshops, vocational exploration, relocation assistance, and re-employment services such as orientation, skills determination, and pre-layoff assistance. Placement Assistance is a service that helps people to identify and secure paid employment that matches their aptitude, qualifications, experiences, and interests. Career Counseling is a facilitated exploration of occupational and industrial information that will lead to a first, new, or a better job for the individual.
5. **Employment statistics-Labor Market Information:** Collect and report data about employment levels, unemployment rates, wages and earnings, employment projections, jobs, training resources and careers; (LMI)

- 6. Eligible Provider performance and program Cost Information:** Collect and provide information on:
- A. Eligible training service providers (described in WIOA Section 122)
  - B. Eligible youth activity providers (described in WIOA Section 123)
  - C. Eligible adult education providers (described in WIOA Title II).
  - D. Eligible postsecondary vocational educational activities and vocational educational activities available to school dropouts under the Carl Perkins Act (20 USC 2301).
  - E. Eligible vocational rehabilitation program activities (described in Title I of the Rehabilitation Act of 1973).
- 7. Local Performance Information:** Collect and provide information on the local area's recent performance measure outcomes.
- 8. Supportive Services' Information:** Collect and provide information on services such as transportation, child care, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in employment and training activities.
- 9. Unemployment Compensation:** Collect and provide information on filing claims for state benefit payments that protect individuals from economic insecurity while they look for work. Claims may be filed on-line or via telephone available in the Santa Ana Work Center.
- 10. Eligibility Assistance:** Provide guidance to individuals on eligibility for other programs and on financial aid assistance for training and education programs that are available in the local area.
- 11. Follow-Up Services:** Services provided to participants who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment. These services assist those individuals to maintain employment or qualify for promotions with that employment.
- 12. Comprehensive and Specialized Assessments:** A closer look at the skills levels and service needs that may include:
- A. Diagnostic Testing and use of other assessment tools; and
  - B. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.

**13. Individual Employment Plan Development:** Working with individuals to identify their employment goals, the appropriate achievement objectives, and the appropriate combination of services that will help the individual achieve those goals.

**14. Group Counseling**

**15. Individual Counseling and Career Planning**

**16. Case Management:** For participants who receive training services under WIOA Section 134(d)(4).

**17. Short-Term Prevocational Services:** Can include development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

**Training Services:** Services offered through a training provider to help individuals upgrade their skills, earn degrees and certifications, or otherwise enhance their employability through learning and education. Types of training services include:

1. **Occupational Skills Training:** An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels.
2. **On-the-Job Training (OJT):** Training by an employer that is provided to a paid participant while engaged in productive work that is limited in duration, provides knowledge or skills essential to the full and adequate performance of the job, and reimburses the employer for the costs associated with training the OJT trainee often calculated based on a percentage of the trainee's wages.
3. **Workplace and cooperative education:** Programs that combine workplace training with related instruction which may include cooperative education programs
4. **Training programs operated by the private sector**
5. **Skills upgrading and retraining:** Courses that prepare persons for entrance into a new occupation through instruction in new and different skills demanded by technological changes. These courses train incumbent workers in specific skills needed by that business or industry and that lead to potential career growth and increased wages. This includes courses that develop professional competencies that are particularly relevant to a vocational/occupational goal. It must be demonstrated that the training will result in the workers' acquisition of transferable skills or an industry-recognized certification or credential.

6. **Entrepreneurial training**
7. **Job-readiness training**
8. **Adult Education and Literacy programs:** Services or instruction below the postsecondary level for individuals who are not enrolled or required to be enrolled in secondary school under state law and lack basic educational skills to enable the individuals to function effectively in society and on a job, Services include, but are not limited to, one-on-one instruction, coursework, or workshops that provide direction for the development and ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function in society or on the job,
9. **Customized training:** Training that is designed to meet the special requirements of an employer or group of employers and that is conducted with a commitment by the employer to employ an individual upon successful completion of the training and for which the employer pays for a portion of the cost of training.

**Employer Services:** Santa Ana Work Center services offered to employers include:

1. **Employer needs assessment:** Evaluation of employer needs, particularly future hiring and talent needs.
2. **Job posting:** Receiving and filling of job openings; searching resumes; providing access to a diverse labor pool.
3. **Applicant pre-screening:** Assessing candidates according to the employer's requirements and hiring needs; referring candidates based on their knowledge, skills, and abilities relative to the employer requirements.
4. **Recruitment assistance:** Raising awareness of employers and job openings and attracting individuals to apply for employment at a hiring organization. Specific activities may include posting of employer announcements, provision of job applications, and hosting job fairs and mass recruitment.
5. **Training assistance:** Providing training resources to enable employers to upgrade employee skills, introduce workers to new technology, or to help employees transition into new positions.
6. **Labor Market Information:** Access to information on labor market trends, statistics, and other data related to the economy, wages, industries, etc.
7. **Employer information and referral:** Provision of information on topics of interest to employers such as services available in the community, local training providers, federal laws and requirements, tax information, apprenticeship programs, human resource practices, alien labor certification, incentive programs such as WOTC or the federal

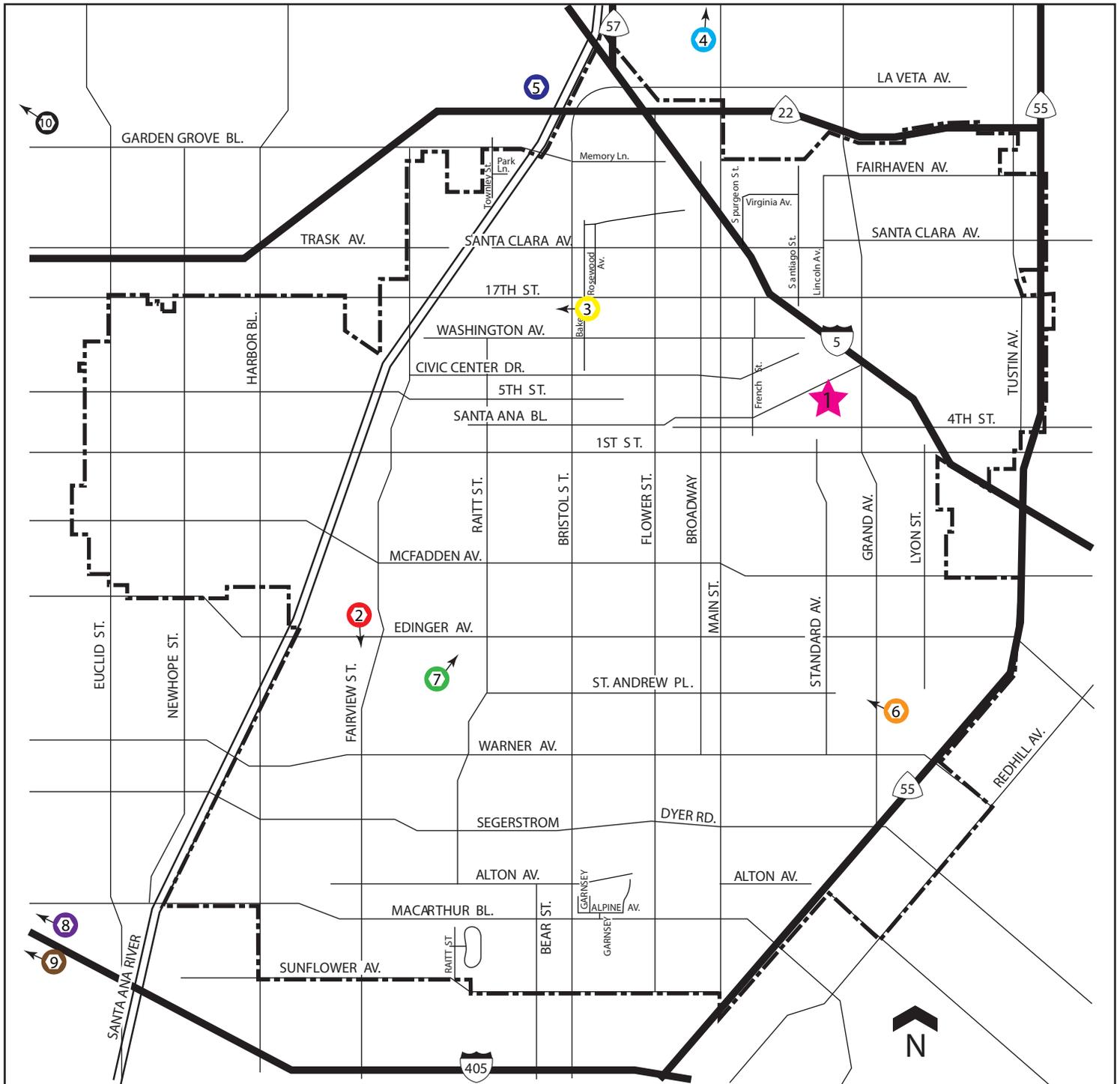
bonding program, etc.

8. **Rapid Response and Layoff Aversion:** Provision of services to prevent downsizing or closure, or to assist during layoff events, Strategies may include incumbent worker training to avert lay-offs, financing options, employee ownership options, placement assistance, worker assessments, establishment of transition centers, labor-management committees, peer counseling, etc.

**Service Delivery Codes:**

<b>Code</b>	<b>Method Description</b>
<b>FT</b>	On-Site Staff Full Time
<b>PT</b>	On-Site Staff Part Time
<b>T</b>	Access Via Telephone
<b>A</b>	Access Via Automated System
<b>B</b>	Brochure/Handout
<b>P</b>	Posting at One-Stop Center
<b>O</b>	Other
<b>NA</b>	Not Applicable

# SANTA ANA WORK CENTER AMERICA'S JOB CENTER OF CALIFORNIA AND ITS PARTNERS



- |  |  |   |   |
|--|--|---|---|
| <p><b>1</b> Santa Ana WORK Center<br/>America's Job Center of California<br/>1000 E. Santa Ana Blvd., #200<br/>Santa Ana, CA 92701</p>   | <p><b>2</b> Centennial Adult Education<br/>2900 W. Edinger Ave.<br/>Santa Ana, CA 92704</p>          | <p><b>5</b> State Department of Rehabilitation<br/>709 The City Drive, Suite 110<br/>Orange, CA 92868</p> | <p><b>8</b> Long Beach Job Corps<br/>1903 Santa Fe Ave.<br/>Long Beach, CA 90810</p>                        |
| <p>Partners:<br/>Employment Development Department<br/>State Department of Rehabilitation<br/>O.C. Social Services Agency<br/>Goodwill Industries<br/>SER/Senior Aid Program</p> | <p><b>3</b> Santa Ana College<br/>1530 W. 17th St.<br/>Santa Ana, CA 92706</p>                       | <p><b>6</b> Social Services Agency<br/>1928 S. Grand Ave.<br/>Santa Ana, CA 92706</p>                     | <p><b>9</b> Southern California Indian Center<br/>10175 Slater Ave., #150<br/>Fountain Valley, CA 92708</p> |
|  | <p><b>4</b> College &amp; Workforce Preparation Center<br/>1572 N. Main St.<br/>Orange, CA 92867</p> | <p><b>7</b> CTE/ROP Valley High School<br/>1801 S. Greenville<br/>Santa Ana, CA 92704</p>                 | <p><b>10</b> Community Action Partnership of O.C.<br/>11870 Monarch St.<br/>Garden Grove, CA 92841</p>      |

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

To:	Board of Trustees	Date: June 13, 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 2016. 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: June 13, 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: June 13, 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 PROGRAM/CERTIFICATE**

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

\* (See Attachment #2)

**REVISED COURSE**

**CATALOG 2016 – 2017**

**SANTA ANA COLLEGE**

1 ENGL N60 Basics of Effective Writing

**REVISED PROGRAM/CERTIFICATE**

**CATALOG 2016 – 2017**

**SANTA ANA COLLEGE**

1. American Sign Language Certificate of Achievement

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

To:	Board of Trustees	Date: June 13, 2016
Re:	Approval of Proposed Revisions for the 2017 – 2018 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 2016. 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 revision sfor the 2017 – 2018 Santa Ana College Catalog.

Fiscal Impact:	None	Board Date: June 13, 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: June 13, 2016

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

FROM: Monica Porter, Chair of Curriculum and Instruction Council

RE: Approval of Proposed Revisions for the 2017 – 2018 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 COURSES**

Twenty-eight (28) course revisions were updated to reflect changes in title, units, hours, or content.

\* (See Attachment #1)

### **REVISED PROGRAM/CERTIFICATE**

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

\* (See Attachment #2)

**REVISED COURSES****CATALOG 2017 – 2018****SANTA ANA COLLEGE**

1	CHEM	249	Organic Chemistry I
2	ERTH	110	Introduction to Earth Science
3	FDM	005	Fashion Laboratory
4	FDM	005A	Computer Fashion Laboratory
5	FDM	052	Knit and Swim Suit Sewing
6	FDM	056	Basic Sewing and Alternations
7	FDM	057	Patterns for Dressmakers
8	FDM	058	Decorative Apparel
9	FDM	059	Fashion Modeling
10	FDM	101	Buying and Merchandising
11	FDM	102	Promotion and Coordination
12	FDM	104	Textile Fibers and Fabrics
13	FDM	105B	Intermediate Sewing
14	FDM	107	Custom Tailoring
15	FDM	109	Flat Pattern Techniques
16	FDM	111B	Fashion Illustration
17	FDM	111C	Fashion Portfolio Development
18	FDM	113	Fashion Draping
19	FDM	125	Display Merchandising
20	FDM	212	Advanced Draping
21	PHAR	052	Body Systems II
22	TELV	115A	Single-Camera Production and Editing

**CONTINUING EDUCATION**

23	HSENG	070	The Short Story
24	HSRDG	089	Reading Proficiency Development
25	HSRDG	093	Building Reading Skills 1
26	HSRDG	094	Building Reading Skills 2
27	SAFE	875	First Aid
28	VHLTH	895	Paraprofessional Mental Health Worker I

**REVISED PROGRAM/CERTIFICATE**

**CATALOG 2017 – 2018**

**SANTA ANA COLLEGE**

1 Associate in Science in Nutrition for Transfer

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

To:	Board of Trustees	Date: June 13, 2016
Re:	Approval of Proposed Revisions for the 2017-2018 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 spring 2016. It includes new courses, course revisions, course deletions and other curricula changes that will be 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 2017-2018 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	

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**CURRICULUM AND INSTRUCTION COUNCIL**

DATE: May 31, 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 2017-2018 CATALOG**

The following changes to the 2017-2018 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 2017-2018 catalog are:

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

The following options within the local general education requirements were revised:

Area E2: Communication and Analytical Thinking

Social Science 219, 219H removed

Area F2: Lifelong Understanding and Self-Development

Kinesiology 127C, 128A, 242 added

Kinesiology 250, 251 removed

Area G1: Mathematics Proficiency

Social Science 219, 219H removed

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

The following options within the CSU general education requirements were revised:

Area B4: Area B4: Mathematics/Quantitative Reasoning

Social Science 219, 219H removed

Area C2: Humanities

History 124, 127, 133 added

Area E2: Lifelong Understanding and Self-Development

Kinesiology 127C, 128A, 242, 247, 248 added

Kinesiology 250, 251 removed

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

The following options within the UC and CSU general education requirements were revised:

Area 2A: Mathematical Concepts and Quantitative Reasoning

Social Science 219, 219H removed

Area 3B: Humanities

History 124, 127, 133, 162 added

**NEW PROGRAMS, DEGREES AND CERTIFICATES**

(See Attachment #1)

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

**REVISED PROGRAMS, DEGREES AND CERTIFICATES**

(See Attachment #2)

A total of sixteen (16) programs, degrees and certificates were revised because of changes in required or restricted elective courses, advisory committee recommendations, changes in requirements for four year schools, and recommendations from state agencies.

**NEW COURSES:**

(See Attachment #3)

Eight (8) new courses were approved due to new and/or expanded programs or major changes in the discipline.

**REVISED COURSES**

(See Attachment #4)

Forty-nine (49) course revisions were approved which reflected changes in title, units, hours, or content because of changes in requirements for four year schools and recommendations from advisory committees or state agencies.

**DEACTIVATED COURSES**

(See Attachment #5)

Eight (8) courses were deactivated because they were outdated and/or had not been offered in three (3) or more years.

**DISTANCE EDUCATION OFFERINGS**

(See Attachment #6)

Fifteen (15) courses were separately reviewed and approved in accordance with California Code of Regulations §55206. This course was designed with portions of the instruction which the instructor and student are separated by distance and interact through the assistance of communication technology in lieu of face-to-face interaction.

**STAND ALONE**

(See Attachment #7)

Eight (8) nondegree-applicable courses, which are not part of an approved educational program, as permissible by California Education Code §70900-70902 and California Code of Regulations §55002, were approved as stand alone.

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

**NEW PROGRAMS, DEGREES AND CERTIFICATES**

**Credit**

Nutrition and Dietetics, Associate in Science for Transfer Degree

**Non-Credit**

None

**REVISED PROGRAMS, DEGREES AND CERTIFICATES****Credit**

Anthropology, Associate in Arts in for Transfer Degree (32043)  
Business Administration, Associate in Science in for Transfer Degree (31365)  
Economics, Associate in Arts in for Transfer Degree (32968)  
Economics, Associate of Arts Degree (11943)  
Elementary Teacher Education, Associate in Arts in for Transfer Degree (31735)  
Kinesiology, Associate in Arts for Transfer Degree (32434)  
Liberal Arts: Mathematics and Sciences, Associate of Science Degree (18318)  
Liberal Arts: Social and Behavioral Sciences, Associate of Arts Degree (18320)  
Mathematics, Associate in Science in for Transfer Degree (31040)  
Psychology, Associate in Arts in for Transfer Degree (31041)  
Sociology, Associate in Arts in for Transfer Degree (30600)  
Sociology, Associate of Arts Degree (11947)

**Non-Credit**

First-Line Supervisor/Manager, Office & Administrative Support Workers, Certificate of Completion (24187)  
Multi-Media Artists and Animators, Certificate of Completion (33161)  
Web Associate, Certificate of Completion (24420)

**NEW COURSES**

**Credit**

Apprenticeship Modular Furnishings Installation 098, Basic Framing and Retro-Fits  
Apprenticeship Modular Furnishings Installation 098, Solid Surface and Stone Countertops  
Kinesiology 127C, Advanced Yoga  
Kinesiology 128A, Basic Tai Chi  
Kinesiology 242, Basketball Team Off-season Men  
Kinesiology 247, Volleyball Team Off-Season - Men  
Kinesiology 248, Volleyball Team Off-Season - Women  
Special Services N98, Transition to College

**Non-Credit**

None

**REVISED COURSES****Credit**

Art 129, Introduction to Web Design  
Art 195, Introduction to Digital Media Arts  
Art 229, Multimedia Applications for the Web  
Biology 109, Fundamentals of Biology  
Biology 109H, Honors Fundamentals of Biology  
Biology 194, Quality and Regulatory Compliance in Biosciences  
Biology 249, Human Physiology  
Business 105, Legal Environment of Business  
English 061, Introduction to Composition  
English 246, Survey of Chicano Literature  
English 278, Survey of Literature by Women  
History 124, Mexican-American History in the United States  
History 127, Women in U.S. History  
History 133, History of California  
History 152, Latin American History  
History 162, Asian Civilizations  
Kinesiology 100, Introduction to Kinesiology  
Kinesiology 101, First Aid and CPR  
Kinesiology 104, Healthful Living  
Kinesiology 109, Sport in US Society  
Kinesiology 127A, Basic Yoga  
Kinesiology 127B, Intermediate Yoga  
Kinesiology 160A, Basic Basketball  
Kinesiology 160B, Intermediate Basketball  
Kinesiology 163A, Basic Indoor Soccer  
Kinesiology 185A, Basic Swimming  
Kinesiology 185B, Intermediate Swimming  
Kinesiology 185C, Advanced Swimming  
Kinesiology 189A, Basic Aqua Aerobics  
Kinesiology 200, Conditioning for Athletes-Men  
Kinesiology 201, Conditioning for Athletes-Co-Ed  
Kinesiology 202, Conditioning for Athletes-Women  
Kinesiology 203, Speed and Agility-Men  
Kinesiology 204, Speed and Agility-Women  
Kinesiology 240, Basketball Team- Men  
Kinesiology 241, Basketball Team- Women  
Kinesiology 255, Cross Country Team-Men  
Kinesiology 256, Cross Country Team-Women  
Kinesiology 270, Soccer Team-Men  
Kinesiology 271, Soccer Team-Women  
Kinesiology 272, Soccer Team Off Season-Men  
Kinesiology 273, Soccer Team Off Season-Women

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

**Credit**

Kinesiology 274, Theory of Soccer  
Spanish 194, Beginning Conversational Spanish  
Spanish N51, Spanish for Public Personnel  
Water Utility Science 056, Treatment Exam Preparation  
Water Utility Science 057, Water Distribution Test Preparation

**Non-Credit**

Adult Basic Education 010, Money Matters: Financial Literacy  
Vocational: Business 120, Introduction to Animations using Adobe Animate

**DEACTIVATED COURSES**

**Credit**

English 211, Creative Writing I/Fiction  
English 212, Creative Writing II/Fiction  
English 214, Creative Writing I/Poetry  
English 215, Creative Writing II/Poetry  
Kinesiology 250, Track and Field Team-Men  
Kinesiology 251, Track and Field Team-Women  
Social Science 219, Statistics and Probability  
Social Science 219H, Honors Statistics and Probability

**Non-Credit**

None

## **DISTANCE EDUCATION OFFERINGS**

### **Credit**

Art 129, Introduction to Web Design  
Art 195, Introduction to Digital Media Arts  
Art 229, Multimedia Applications for the Web  
Biology 109, Fundamentals of Biology  
Biology 194, Quality and Regulatory Compliance in Biosciences  
Biology 249, Human Physiology  
History 127, Women in U.S. History  
History 133, History of California  
History 162, Asian Civilizations  
Kinesiology 100, Introduction to Kinesiology  
Kinesiology 104, Healthful Living  
Kinesiology 109, Sport in US Society  
Social Science 219, Statistics and Probability  
Water Utility Science 056, Treatment Exam Preparation  
Water Utility Science 057, Water Distribution Test Preparation

### **Non-Credit**

None

**STAND ALONE**

**Credit**

Apprenticeship Modular Furnishings Installation 098, Basic Framing and Retro-Fits  
Apprenticeship Modular Furnishings Installation 098, Solid Surface and Stone Countertops  
English 061, Introduction to Composition  
Kinesiology 274, Theory of Soccer  
Spanish N51, Spanish for Public Personnel  
Special Services N98, Transition to College  
Water Utility Science 056, Treatment Exam Preparation  
Water Utility Science 057, Water Distribution Test Preparation

**Non-Credit**

None

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Santiago Canyon College-Business &amp; Career Technical Education

To: Board of Trustees	Date: June 13, 2016
Re: Approval of California/Nevada Training Trust Master Cost Agreement	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) has a long standing, on-going relationship with California/Nevada Training Trust Joint Apprenticeship and Training Committee. The California/Nevada Training Trust is a formal training program for students. The purpose for these programs is to provide entry to journey level skills training to the California/Nevada Training Trust Joint Apprenticeship and Training Committee workforce in the technical, vocational and trades occupations. At the conclusion of the apprenticeship program, students are eligible to apply and receive Certificates of Achievement and Associate of Science Degree in Power Lineman.

**ANALYSIS**

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) receives \$5.46 per student hour of positive attendance. The student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement attached outlines the allocation of funds from the California Budget Act and Section 8150 of the California Education Code with respect to the Related and Supplement Instruction (RSI) formula.

**RECOMMENDATION**

It is recommended that the Board approve the Master Cost Agreement with the California/Nevada Training Trust for 2016-2017 as presented.

Fiscal Impact: Approximately, \$50,307 to RSCCD-SCC	Board Date: June 13, 2016
The RSCCD-SCC shall pay California/Nevada Training Trust an amount equal to eighty-five percent (85%) for each clock hour of teaching time per apprentice. The amount shall not exceed \$316,749	
Prepared by: Aracely Mora, Ed.D., Vice President, Academic Affairs Von Lawson, Dean, Business & Career Technical Education	
Submitted by: John Weispfenning, Ph.D., President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**MASTER COST AGREEMENT**

**BETWEEN**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
CALIFORNIA/NEVADA TRAINING TRUST**

This Agreement, made and entered into this 1st day of July, 2016, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD,  
and the CALIFORNIA/NEVADA TRAINING TRUST, hereinafter referred to as CAL/NEVA:

**WITNESSETH:**

It is the intent of RSCCD and CAL/NEVA to enter into an agreement whereby RSCCD will reimburse CAL/NEVA for all instructional materials and curriculum development used by and for RSCCD indentured power linemen apprentices.

**ARTICLE I - RECITALS**

Whereas, RSCCD provides vocational education and supplemental instruction for the apprentice power lineman in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, CAL/NEVA is a "joint apprenticeship training council" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

Whereas, RSCCD and CAL/NEVA desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements

of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

#### ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for apprentice power linemen duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and CAL/NEVA's Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the CAL/NEVA under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by CAL/NEVA.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

#### ARTICLE III - RESPONSIBILITIES OF CAL/NEVA

##### A. Instruction and Curriculum

1. CAL/NEVA shall provide instructor manuals, instructional supplies, and other teaching aids necessary to instruct classes.
2. CAL/NEVA shall monitor the students, maintain records of work experience and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California.
3. CAL/NEVA shall provide clerical support to maintain training records.
4. CAL/NEVA instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses.

5. CAL/NEVA shall provide funds for and administer one (1) instructor workshop annually.
6. CAL/NEVA shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors.

**B. Facilities, Equipment and Supplies**

1. CAL/NEVA shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, CAL/NEVA will be responsible for the maintenance of these facilities.
2. CAL/NEVA shall provide, install and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. CAL/NEVA shall provide instructional supplies and materials.

**ARTICLE IV - GENERAL PROVISIONS**

1. This Agreement shall commence with the beginning of the fiscal year (July 1, 2016) and will continue until the end of the fiscal year (June 30, 2017), unless earlier terminated by either party in the manner set forth herein.
2. All persons employed by CAL/NEVA and performing services for their training committee shall be solely employees of CAL/NEVA. CAL/NEVA will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay CAL/NEVA an amount equal to eighty-five percent (85%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the California/Nevada Training Trust, 9846 Limonite Ave., Riverside, CA 92509, within sixty (60) days of receipt of positive attendance hours.
4. 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 sent by U.S. certified mail, postage pre-paid with return receipt requested. 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. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

**To the College:** Santiago Canyon College  
Business & Career Technical Education Office  
8045 E. Chapman Avenue  
Orange, CA 92869

**With a Copy to:** Rancho Santiago Community College District  
2323 North Broadway  
Santa Ana, CA 92706  
ATTN: Vice Chancellor  
Business Operations/Fiscal Services  
c/o Contracts Specialist

**To CAL/NEVA:** California/Nevada Training Trust  
9846 Limonite Ave.  
Riverside, CA 92509  
ATTN: Director

5. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
6. Each party shall maintain and secure comprehensive general liability and property damage insurance 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.
7. This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.

8. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
  - a. Emergency conditions resulting from acts of God.
  - b. Non-performance of the terms of this Agreement.
9. RSCCD agrees to provide CAL/NEVA with records indicating attendance, income and expenditure data.
10. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

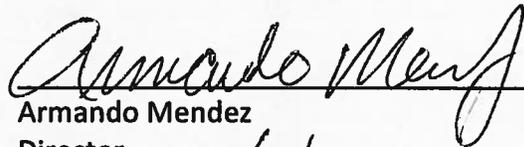
IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT



\_\_\_\_\_  
Peter J. Hardash  
Vice Chancellor  
Business Operations/Fiscal Services

CALIFORNIA/NEVADA TRAINING TRUST



\_\_\_\_\_  
Armando Mendez  
Director

Date: 4/5/16

Approved by Governing Board,

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

Rancho Santiago Comm Coll District  
Bank Code: 92 District Funds

Board Meeting of 06/13/16  
Check Registers Submitted for Approval  
Checks Written for Period 05/18/16 Thru 05/31/16

AP0020  
Page: 1

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63975	General Fund Unrestricted	133,110.55	0.00	133,110.55	92*0468953	92*0468971
63976	General Fund Unrestricted	72,643.28	0.00	72,643.28	92*0468980	92*0468993
63980	General Fund Unrestricted	2,857.65	0.00	2,857.65	92*0469015	92*0469032
63981	General Fund Unrestricted	52,934.37	0.00	52,934.37	92*0469039	92*0469074
63986	General Fund Unrestricted	1,336.37	0.00	1,336.37	92*0469085	92*0469106
63987	General Fund Unrestricted	20,327.92	0.00	20,327.92	92*0469112	92*0469148
63988	General Fund Unrestricted	2,717.20	0.00	2,717.20	92*0469150	92*0469169
63992	General Fund Unrestricted	17,969.84	0.00	17,969.84	92*0469186	92*0469193
63993	General Fund Unrestricted	31,441.81	0.00	31,441.81	92*0469196	92*0469231
63997	General Fund Unrestricted	1,649.56	0.00	1,649.56	92*0469254	92*0469271
63998	General Fund Unrestricted	25,439.34	0.00	25,439.34	92*0469282	92*0469307
63999	General Fund Unrestricted	31,285.28	0.00	31,285.28	92*0469309	92*0469323
64004	General Fund Unrestricted	847.86	0.00	847.86	92*0469336	92*0469366
<b>Total Fund 11 General Fund Unrestricted</b>		<b>\$394,561.03</b>	<b>\$0.00</b>	<b>\$394,561.03</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63788	General Fund Restricted	0.00	754.50	-754.50	92*0465932	92*0465932
63881	General Fund Restricted	0.00	495.00	-495.00	92*0467275	92*0467275
63975	General Fund Restricted	47,856.85	0.00	47,856.85	92*0468949	92*0468972
63976	General Fund Restricted	5,641.32	0.00	5,641.32	92*0468973	92*0468990
63980	General Fund Restricted	46,158.33	0.00	46,158.33	92*0469012	92*0469038
63981	General Fund Restricted	72,434.35	0.00	72,434.35	92*0469043	92*0469077
63986	General Fund Restricted	71,137.39	0.00	71,137.39	92*0469086	92*0469110
63987	General Fund Restricted	7,630.71	0.00	7,630.71	92*0469111	92*0469149
63992	General Fund Restricted	177,564.96	0.00	177,564.96	92*0469176	92*0469195
63993	General Fund Restricted	17,142.00	0.00	17,142.00	92*0469202	92*0469236
63997	General Fund Restricted	52,690.16	0.00	52,690.16	92*0469245	92*0469278
63998	General Fund Restricted	37,815.84	0.00	37,815.84	92*0469279	92*0469306
63999	General Fund Restricted	4,760.63	0.00	4,760.63	92*0469308	92*0469324
64004	General Fund Restricted	66,576.64	0.00	66,576.64	92*0469335	92*0469371
<b>Total Fund 12 General Fund Restricted</b>		<b>\$607,409.18</b>	<b>\$1,249.50</b>	<b>\$606,159.68</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63975	GF Unrestricted One-Time Func	508.03	0.00	508.03	92*0468959	92*0468959
63976	GF Unrestricted One-Time Func	86.36	0.00	86.36	92*0468977	92*0468977
63981	GF Unrestricted One-Time Func	5,865.28	0.00	5,865.28	92*0469046	92*0469069
63986	GF Unrestricted One-Time Func	12,836.00	0.00	12,836.00	92*0469099	92*0469099
63987	GF Unrestricted One-Time Func	2,558.00	0.00	2,558.00	92*0469140	92*0469140
63997	GF Unrestricted One-Time Func	2,248.72	0.00	2,248.72	92*0469248	92*0469265
63998	General Fund Unrestricted	3,747.25	0.00	3,747.25	92*0469294	92*0469305
<b>Total Fund 13 General Fund Unrestricted</b>		<b>\$27,849.64</b>	<b>\$0.00</b>	<b>\$27,849.64</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63974	Child Development Fund	119.00	0.00	119.00	92*0468948	92*0468948
63979	Child Development Fund	8,140.82	0.00	8,140.82	92*0468998	92*0469011
63985	Child Development Fund	2,799.00	0.00	2,799.00	92*0469084	92*0469084
63991	Child Development Fund	3,963.00	0.00	3,963.00	92*0469174	92*0469175
64003	Child Development Fund	256.84	0.00	256.84	92*0469332	92*0469334
<b>Total Fund 33 Child Development Fund</b>		<b>\$15,278.66</b>	<b>\$0.00</b>	<b>\$15,278.66</b>		

Checks Written for Period 05/18/16 Thru 05/31/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63984	Capital Outlay Projects Fund	8,023.72	0.00	8,023.72	92*0469081	92*0469083
63996	Capital Outlay Projects Fund	13,470.00	0.00	13,470.00	92*0469241	92*0469244
64002	Capital Outlay Projects Fund	37,774.47	0.00	37,774.47	92*0469328	92*0469331
<b>Total Fund 41 Capital Outlay Projects Fun</b>		<b><u>\$59,268.19</u></b>	<b><u>\$0.00</u></b>	<b><u>\$59,268.19</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63978	Bond Fund, Measure E	135.00	0.00	135.00	92*0468997	92*0468997
63990	Bond Fund, Measure E	165,988.55	0.00	165,988.55	92*0469172	92*0469173
64001	Bond Fund, Measure E	17,395.00	0.00	17,395.00	92*0469326	92*0469327
<b>Total Fund 42 Bond Fund, Measure E</b>		<b>\$183,518.55</b>	<b>\$0.00</b>	<b>\$183,518.55</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63977	Bond Fund, Measure Q	8,061.00	0.00	8,061.00	92*0468994	92*0468996
63983	Bond Fund, Measure Q	3,924.60	0.00	3,924.60	92*0469079	92*0469080
63989	Bond Fund, Measure Q	2,377,969.41	0.00	2,377,969.41	92*0469170	92*0469171
63995	Bond Fund, Measure Q	324,842.10	0.00	324,842.10	92*0469238	92*0469240
64000	Bond Fund, Measure Q	7,907.80	0.00	7,907.80	92*0469325	92*0469325
<b>Total Fund 43 Bond Fund, Measure Q</b>		<b><u>\$2,722,704.91</u></b>	<b><u>\$0.00</u></b>	<b><u>\$2,722,704.91</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
63982	Property and Liability Fund	3,054.15	0.00	3,054.15	92*0469078	92*0469078
63994	Property and Liability Fund	4,626.61	0.00	4,626.61	92*0469237	92*0469237
<b>Total Fund 61 Property and Liability Fund</b>		<u><u>\$7,680.76</u></u>	<u><u>\$0.00</u></u>	<u><u>\$7,680.76</u></u>		

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**SUMMARY**

Total Fund 11 General Fund Unrestricted	394,561.03
Total Fund 12 General Fund Restricted	606,159.68
Total Fund 13 General Fund Unrestricted	27,849.64
Total Fund 33 Child Development Fund	15,278.66
Total Fund 41 Capital Outlay Projects Fund	59,268.19
Total Fund 42 Bond Fund, Measure E	183,518.55
Total Fund 43 Bond Fund, Measure Q	2,722,704.91
Total Fund 61 Property and Liability Fund	7,680.76
Grand Total:	<u><u>\$4,017,021.42</u></u>

Checks Written for Period 05/13/16 Thru 05/25/16

<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>
311605321	Bookstore Fund	40,624.78	0.00	40,624.78	31*0106858	31*0106870
311605425	Bookstore Fund	10,228.34	0.00	10,228.34	31*0106871	31*0106882
<b>Total Fund 31 Bookstore Fund</b>		<b><u><u>\$50,853.12</u></u></b>	<b><u><u>\$0.00</u></u></b>	<b><u><u>\$50,853.12</u></u></b>		

Checks Written for Period 05/13/16 Thru 05/25/16

<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>
711605321	Associated Students Fund	9,622.05	0.00	9,622.05	71*0007693	71*0007711
711605425	Associated Students Fund	248.00	0.00	248.00	71*0007712	71*0007713
<b>Total Fund 71 Associated Students Fund</b>		<b><u><u>\$9,870.05</u></u></b>	<b><u><u>\$0.00</u></u></b>	<b><u><u>\$9,870.05</u></u></b>		

Checks Written for Period 05/13/16 Thru 05/25/16

<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>
721605321	Representation Fee Trust Fund	28,066.00	0.00	28,066.00	72*0000073	72*0000073
<b>Total Fund 72 Representation Fee Trust Fun</b>		<b><u>\$28,066.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$28,066.00</u></b>		

Checks Written for Period 05/13/16 Thru 05/25/16

<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>
761605321	Community Education Fund	460.00	0.00	460.00	76*0006928	76*0006928
<b>Total Fund 76 Community Education Fund</b>		<b><u>460.00</u></b>	<b><u>0.00</u></b>	<b><u>460.00</u></b>		

Checks Written for Period 05/13/16 Thru 05/25/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
791605214	Diversified Trust Fund	2,254.86	0.00	2,254.86	79*0020007	79*0020013
791605321	Diversified Trust Fund	36,597.64	1,968.75	34,628.89	79*0020014	79*0020032
791605425	Diversified Trust Fund	10,620.31	0.00	10,620.31	79*0020033	79*0020036
<b>Total Fund 79 Diversified Trust Fund</b>		<b>\$49,472.81</b>	<b>\$1,968.75</b>	<b>\$47,504.06</b>		

Checks Written for Period 05/13/16 Thru 05/25/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
811605214	Diversified Agency Fund	2,489.36	0.00	2,489.36	81*0046641	81*0046642
811605321	Diversified Agency Fund	6,629.31	0.00	6,629.31	81*0046643	81*0046668
811605425	Diversified Agency Fund	3,467.27	0.00	3,467.27	81*0046669	81*0046672
<b>Total Fund 81 Diversified Agency Fund</b>		<b>\$12,585.94</b>	<b>\$0.00</b>	<b>\$12,585.94</b>		

**SUMMARY**

Total Fund 31 Bookstore Fund	50,853.12
Total Fund 71 Associated Students Fund	9,870.05
Total Fund 72 Representation Fee Trust Fund	28,066.00
Total Fund 76 Community Education Fund	460.00
Total Fund 79 Diversified Trust Fund	47,504.06
Total Fund 81 Diversified Agency Fund	12,585.94
<b>Grand Total:</b>	<b><u><u>\$149,339.17</u></u></b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 05/14/2016 To 05/30/2016  
Board Meeting on 06/13/2016**

**BACKGROUND**

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

**ANALYSIS**

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

<b>BUDGET TRANSFERS</b>	<b>From</b>	<b>To</b>
<b><u>Fund 11: General Fund Unrestricted</u></b>		
1000 ACADEMIC SALARIES		303
2000 CLASSIFIED SALARIES		4,569
3000 EMPLOYEE BENEFITS	748	
4000 SUPPLIES & MATERIALS		31
5000 OTHER OPERATING EXP & SERVICES	15,724	
6000 CAPITAL OUTLAY		11,569
	<hr/>	<hr/>
<b>Total Transfer Fund 11</b>	<b>\$16,472</b>	<b>\$16,472</b>
<b><u>Fund 12: General Fund Restricted</u></b>		
1000 ACADEMIC SALARIES	58,532	
2000 CLASSIFIED SALARIES	30,983	
3000 EMPLOYEE BENEFITS	73,271	
4000 SUPPLIES & MATERIALS		18,868
5000 OTHER OPERATING EXP & SERVICES	87,988	
6000 CAPITAL OUTLAY		238,162
7000 OTHER OUTGO	6,256	
	<hr/>	<hr/>
<b>Total Transfer Fund 12</b>	<b>\$257,030</b>	<b>\$257,030</b>
<b><u>Fund 13: GF Unrestricted One-Time Funds</u></b>		
4000 SUPPLIES & MATERIALS	2,496	
5000 OTHER OPERATING EXP & SERVICES		28,096
7900 RESERVE FOR CONTINGENCIES	25,600	
	<hr/>	<hr/>
<b>Total Transfer Fund 13</b>	<b>\$28,096</b>	<b>\$28,096</b>
<b><u>Fund 31: Bookstore Fund</u></b>		
4000 SUPPLIES & MATERIALS		3,000
7900 RESERVE FOR CONTINGENCIES	3,000	
	<hr/>	<hr/>
<b>Total Transfer Fund 31</b>	<b>\$3,000</b>	<b>\$3,000</b>
<b><u>Fund 41: Capital Outlay Projects Fund</u></b>		
5000 OTHER OPERATING EXP & SERVICES		30,000
6000 CAPITAL OUTLAY		1,018,150
7900 RESERVE FOR CONTINGENCIES	1,048,150	
	<hr/>	<hr/>
<b>Total Transfer Fund 41</b>	<b>\$1,048,150</b>	<b>\$1,048,150</b>

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

From 05/14/2016 To 05/30/2016

Board Meeting on 06/13/2016

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b>Fund 79: Diversified Trust Fund</b>			
4000	SUPPLIES & MATERIALS		74
5000	OTHER OPERATING EXP & SERVICES		80
7900	RESERVE FOR CONTINGENCIES	154	
<b>Total Transfer Fund 79</b>		<b>\$154</b>	<b>\$154</b>
<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b>Fund 12: General Fund Restricted</b>			
8100	FEDERAL REVENUES	8,738	
8600	STATE REVENUES	10,000	
8800	LOCAL REVENUES	12,000	
1000	ACADEMIC SALARIES		4,276
2000	CLASSIFIED SALARIES		(12,995)
3000	EMPLOYEE BENEFITS		1,770
4000	SUPPLIES & MATERIALS		9,255
5000	OTHER OPERATING EXP & SERVICES		5,407
6000	CAPITAL OUTLAY		20,025
7000	OTHER OUTGO		3,000
<b>Total Transfer Fund 12</b>		<b>\$30,738</b>	<b>\$30,738</b>
<b>Fund 13: GF Unrestricted One-Time Funds</b>			
8600	STATE REVENUES	350,000	
1000	ACADEMIC SALARIES		89,174
2000	CLASSIFIED SALARIES		37,664
3000	EMPLOYEE BENEFITS		37,241
4000	SUPPLIES & MATERIALS		7,420
5000	OTHER OPERATING EXP & SERVICES		135,000
6000	CAPITAL OUTLAY		43,501
<b>Total Transfer Fund 13</b>		<b>\$350,000</b>	<b>\$350,000</b>
<b>Fund 79: Diversified Trust Fund</b>			
8900	OTHER FINANCING SOURCES	2,000	
4000	SUPPLIES & MATERIALS		1,720
5000	OTHER OPERATING EXP & SERVICES		280
<b>Total Transfer Fund 79</b>		<b>\$2,000</b>	<b>\$2,000</b>

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 05/14/2016 To 05/30/2016

Board Meeting on 06/13/2016

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**

**Fund 12: General Fund Restricted**

		<b>From</b>	<b>To</b>
<b>B018729</b>	<b>05/23/16</b>		
1000	ACADEMIC SALARIES	22,747	
2000	CLASSIFIED SALARIES	4,183	
6000	CAPITAL OUTLAY		26,930

<b>Total Reference B018729</b>	<b>\$26,930</b>	<b>\$26,930</b>
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**Reason:** Special Project Adjustment  
**Description:** PR#44761 Golden Star Tech-32 laptops

<b>B018796</b>	<b>05/26/16</b>		
1000	ACADEMIC SALARIES	43,393	
2000	CLASSIFIED SALARIES	28,083	
3000	EMPLOYEE BENEFITS	49,820	
4000	SUPPLIES & MATERIALS	2,000	
6000	CAPITAL OUTLAY		123,296

<b>Total Reference B018796</b>	<b>\$123,296</b>	<b>\$123,296</b>
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**Reason:** Special Project Adjustment  
**Description:** Buy tablets for laptop

<b>B018807</b>	<b>05/30/16</b>		
5000	OTHER OPERATING EXP & SERVICES	61,527	
6000	CAPITAL OUTLAY		61,527

<b>Total Reference B018807</b>	<b>\$61,527</b>	<b>\$61,527</b>
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**Reason:** Special Project Adjustment  
**Description:** Fund acct which will be charged with Utelogy software

**Fund 13: GF Unrestricted One-Time Funds**

<b>B018787</b>	<b>05/26/16</b>		
4000	SUPPLIES & MATERIALS		5,320
5000	OTHER OPERATING EXP & SERVICES		2,680
7900	RESERVE FOR CONTINGENCIES	8,000	

<b>Total Reference B018787</b>	<b>\$8,000</b>	<b>\$8,000</b>
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**Reason:** Adjustment  
**Description:** Plants & trees for Centennial Garden & Pyrocomm exp

<b>B018798</b>	<b>05/26/16</b>		
4000	SUPPLIES & MATERIALS		5,600
7900	RESERVE FOR CONTINGENCIES	5,600	

<b>Total Reference B018798</b>	<b>\$5,600</b>	<b>\$5,600</b>
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**Reason:** Adjustment  
**Description:** Funds needed for custodial supplies for year-end

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

From 05/14/2016 To 05/30/2016

Board Meeting on 06/13/2016

<b>BUDGET TRANSFERS</b>	<b>From</b>	<b>To</b>
<b>B018809 05/30/16</b>		
4000 SUPPLIES & MATERIALS		800
5000 OTHER OPERATING EXP & SERVICES		11,200
7900 RESERVE FOR CONTINGENCIES	12,000	
	<b>\$12,000</b>	<b>\$12,000</b>

**Total Reference B018809**  
**Reason:** Adjustment  
**Description:** To allocate funds for commencement expenses

**Fund 31: Bookstore Fund**

<b>B018786 05/26/16</b>		
4000 SUPPLIES & MATERIALS		3,000
7900 RESERVE FOR CONTINGENCIES	3,000	
	<b>\$3,000</b>	<b>\$3,000</b>

**Total Reference B018786**  
**Reason:** Adjustment  
**Description:** Adjust budgets to cover 15/16 expenses

**Fund 41: Capital Outlay Projects Fund**

<b>B018709 05/20/16</b>		
5000 OTHER OPERATING EXP & SERVICES		30,000
7900 RESERVE FOR CONTINGENCIES	30,000	
	<b>\$30,000</b>	<b>\$30,000</b>

**Total Reference B018709**  
**Reason:** Special Project Adjustment  
**Description:** Pay for roofing repairs & fund any emergency work needed this FY

<b>B018725 05/23/16</b>		
6000 CAPITAL OUTLAY		650,000
7900 RESERVE FOR CONTINGENCIES	650,000	
	<b>\$650,000</b>	<b>\$650,000</b>

**Total Reference B018725**  
**Reason:** New Budget  
**Description:** DO Districtwide ADA- Consultants for transition/ADA planning

<b>B018734 05/23/16</b>		
6000 CAPITAL OUTLAY		108,150
7900 RESERVE FOR CONTINGENCIES	108,150	
	<b>\$108,150</b>	<b>\$108,150</b>

**Total Reference B018734**  
**Reason:** Special Project Adjustment  
**Description:** Fund 3070 contractor svcs & contingency;3624 AE fees

<b>B018738 05/24/16</b>		
6000 CAPITAL OUTLAY		50,000
7900 RESERVE FOR CONTINGENCIES	50,000	
	<b>\$50,000</b>	<b>\$50,000</b>

**Total Reference B018738**  
**Reason:** New Budget  
**Description:** SCC Prkg Lot 6 Re-slurry/stripe

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 05/14/2016 To 05/30/2016  
Board Meeting on 06/13/2016**

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b>B018762</b>	<b>05/25/16</b>		
6000	CAPITAL OUTLAY		150,000
7900	RESERVE FOR CONTINGENCIES	150,000	
<b>Total Reference B018762</b>		<b>\$150,000</b>	<b>\$150,000</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> Districtwide on-call survey & title work			
<b>B018790</b>	<b>05/26/16</b>		
6000	CAPITAL OUTLAY		60,000
7900	RESERVE FOR CONTINGENCIES	60,000	
<b>Total Reference B018790</b>		<b>\$60,000</b>	<b>\$60,000</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> Allocate funds to contractor services			
 <b><u>Fund 79: Diversified Trust Fund</u></b>			
<b>B018693</b>	<b>05/18/16</b>		
4000	SUPPLIES & MATERIALS		74
5000	OTHER OPERATING EXP & SERVICES		80
7900	RESERVE FOR CONTINGENCIES	154	
<b>Total Reference B018693</b>		<b>\$154</b>	<b>\$154</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> To allocate add'l funds for Excellence Awards expenses			
 <b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b><u>Fund 12: General Fund Restricted</u></b>			
<b>B018746</b>	<b>05/24/16</b>		
8600	STATE REVENUES	(44,025)	
5000	OTHER OPERATING EXP & SERVICES		(44,025)
<b>Total Reference B018746</b>		<b>\$(44,025)</b>	<b>\$(44,025)</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> Purchase a one-year contract of educational software			
<b>B018748</b>	<b>05/24/16</b>		
8600	STATE REVENUES	44,025	
5000	OTHER OPERATING EXP & SERVICES		44,025
<b>Total Reference B018748</b>		<b>\$44,025</b>	<b>\$44,025</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> Purchase a one-year contract of educational software			

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 05/14/2016 To 05/30/2016  
Board Meeting on 06/13/2016**

**BUDGET INCREASES AND DECREASES**

**Revenue    Appropriation**

**Fund 13: GF Unrestricted One-Time Funds**

<b>B018714</b>	<b>05/20/16</b>		
8600	STATE REVENUES	350,000	
1000	ACADEMIC SALARIES		89,174
2000	CLASSIFIED SALARIES		37,664
3000	EMPLOYEE BENEFITS		37,241
4000	SUPPLIES & MATERIALS		7,420
5000	OTHER OPERATING EXP & SERVICES		135,000
6000	CAPITAL OUTLAY		43,501
<b>Total Reference B018714</b>		<b>\$350,000</b>	<b>\$350,000</b>

**Reason:** Special Project Adjustment

**Description:** Allocate OTA Baccalaureate Degree Pilot budget

**RECOMMENDATION**

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

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

To:	Board of Trustees	Date: June 13, 2016
Re:	Approval of the 2016-17 Tentative Budget	
Action:	Request for Approval	

**BACKGROUND**

In accordance with the California Code of Regulations, Title 5, Section 58305, the governing board of each community college district shall adopt a tentative budget by July 1<sup>st</sup> of each year.

**ANALYSIS**

A bound copy of the proposed Tentative Budget has been provided for review. The electronic version is available on the website at <http://www.rscgd.edu/Departments/Business-Operations/Pages/Budget.aspx>. The Tentative Budget contains budgets for all of the funds under the District's purview including the following: General Fund (restricted and unrestricted), Bond Interest and Redemption Funds, Bookstore Fund, Child Development Fund, Capital Outlay Projects Fund, General Obligation Bond Funds, Self-Insurance Funds, Retiree Health Benefits Fund, Associated Students Fund, Representation Fee Trust Fund, Student Financial Aid Fund, Community Education Fund, and the Diversified Trust Fund.

The Tentative Budget is considered a placeholder budget for operational purposes and was prepared based on the best available information. The Tentative Budget was reviewed and recommended to District Council by the Fiscal Resources Committee (FRC) at the May 18, 2016 meeting, and was reviewed and recommended to the Chancellor by District Council at the May 23, 2016 meeting. The proposed Adopted Budget is scheduled to be presented for approval at the September 12, 2016 Board meeting.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2016-17 proposed Tentative Budget as presented.

Fiscal Impact:	As identified in the Tentative Budget	Board Date: June 13, 2016
Prepared by:	Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

To: Board of Trustees	Date: June 13, 2016
Re: Approval of Additional Consulting Services – The Dolinka Group	
Action: Request for Approval	

**BACKGROUND**

The Dolinka Group has provided redevelopment agency consulting services to the district since 2010. Their services have included identifying and evaluating all RDA agreements that fall within the district boundaries, calculating historical and future pass-through payments owed to the district, working with the various agencies to understand and correct any significant discrepancies, and they continue to provide annual audits of the funds to ensure appropriate funding is being received and accounted for.

**ANALYSIS**

The Dolinka Group specializes in this complex RDA process. For planning and budgeting purposes, The Dolinka Group can provide additional consulting services to determine the potential impact of future payments by providing a debt analysis that identifies any impacts of AB 1484, the bill that addressed numerous issues related to the dissolution of RDAs. The services will include confirming termination dates for all project area pass-through payments based on the redevelopment plan and any contractual tax sharing agreement, researching and verifying outstanding Successor Agency debt service obligations, analyzing the debt service to confirm the latest maturity dates, comparing termination dates to determine any risk for early termination, and creating a revenue stream of future RDA collections which will highlight the projected pass-through payment amounts at risk of early termination.

This agreement is funded by Redevelopment Funds Reserve.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the redevelopment early termination analysis consulting services of The Dolinka Group as presented.

Fiscal Impact: \$16,200 plus reimbursable expenses	Board Date: June 13, 2016
Prepared by: Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

## **AGREEMENT FOR CONSULTING SERVICES**

THIS AGREEMENT FOR CONSULTING SERVICES ("Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2016 ("Effective Date"), by and between Rancho Santiago Community College District at 2323 N. Broadway, Santa Ana, CA 92706, hereinafter called "Client", and Dolinka Group, LLC at 8955 Research Drive, Irvine, CA 92618, hereinafter called "Consultant". The Client and the Consultant in consideration of the mutual promises and conditions herein contained agree as follows:

### **ARTICLE I.**

#### **SERVICES TO BE PERFORMED BY CONSULTANT**

**Section 1.1 Consulting Services, Statement of Work.** Client hereby retains Consultant to perform the services ("Consulting Services") set forth in the statement of work (the "Statement of Work" or "SOW") as attached as Exhibit A to this Agreement. The Consulting Services and the Statement of Work are governed by this Agreement. In the event of any conflict between the terms of this Agreement and the terms of the SOW, the terms of this Agreement shall control. This Agreement along with the SOW shall be referred to hereinafter as the "Agreement". Consultant may subcontract any portion of the Consulting Services, provided that Consultant shall notify Client in writing of the name and address of any proposed subcontractor and Client either consents or fails to respond to the notification with respect to the use of any particular proposed subcontractor within ten (10) business days of delivery thereof.

**Section 1.2 No Agency.** The relationship of Client and Consultant hereunder is that of independent contractors. In all matters relating to this Agreement, each of Client and Consultant shall be solely responsible and liable for the acts of its employees and agents, and the employees or agents of either party shall not be considered employees or agents of the other party. Neither party shall have any right, power or authority to create any obligation, express or implied, on behalf of the other party, nor shall Client or Consultant act or represent or hold itself out as having authority to act as an agent or partner of the other, or in any way to bind or commit the other to any obligations. Nothing in this Agreement is intended to create or constitute, nor does it create or constitute, an employment, joint venture, partnership, agency, trust or other relationship or association of any kind between the parties.

### **ARTICLE II.**

#### **OWNERSHIP; USE**

**Section 2.1 Consultant Materials.** As between Client and Consultant, Consultant owns any and all, including all intellectual property rights therein, (collectively, "Consultant Materials") (a) computer software (including without limitation financial models, compilations of formulas and spreadsheet models), inventions, designs, programs, improvements, techniques, ideas, concepts, trade secrets and know-how, proprietary models, processes and methods used by Consultant in the performance of the Consulting Services, and (b) reports, drawings, templates, specifications, computer files, field data, notes, other documents and instruments and other works of authorship and developments made, conceived, created, discovered, invented or reduced to practice in the performance of the Consulting Services or otherwise under this Agreement.

**Section 2.2 Client's Rights and Obligations.** Client acknowledges and agrees that the consideration paid by Client herein only entitles Client to a right to use the hard copy or electronically transmitted reports portion of the Consultant Materials generated pursuant to the Consulting Services (each a "Report"). Client shall not reuse (for any purpose other than the purpose for which the Report was intended) or make any modification to the Reports without the

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prior written authorization of the Consultant. As Consultant is performing the Consulting Services solely for the benefit of Client, Client shall, to the fullest extent permitted by law, indemnify and hold harmless Consultant, its shareholders, officers, directors, employees and subcontractors against any damages, losses, liabilities and costs and expenses, including reasonable attorneys' fees and costs, arising from or allegedly arising from or in any way connected with the unauthorized use of the Consultant Materials or the unauthorized use, reuse or modification of the Reports by or through Client.

**Section 2.3 Rights.** Consultant reserves all rights in the Consultant Materials, including without limitation the Reports, not granted hereunder. Nothing in this Agreement shall prohibit Consultant from using the Consultant Materials for any purpose either during the term of this Agreement or thereafter. Without limiting the generality of the foregoing, Client acknowledges that Consultant may have used reports and analyses that Consultant authored for other clients as base works or templates for the Reports, and Client acknowledges and agrees that Consultant has the right to use the Reports as base works or templates for reports and analyses that Consultant authors for Consultant's other clients, provided, however that Consultant shall not use any Confidential Information (defined below) provided by Client in such future reports and analyses. Client further acknowledges and agrees that Consultant has spent and will spend substantial time and effort in collection and compiling data and information (including without limitation Client Data, as defined below) (the "Data Compilations") in connection with the Consulting Services and that such Data Compilations may be used by Consultant for its own purposes, including, without limitation, sale or distribution to third parties; provided, however, that Consultant will not sell or distribute any of Client's Confidential Information that may be contained in such Data Compilations, unless such information is used only on an aggregated and anonymous basis.

### **ARTICLE III.** **COMPENSATION**

**Section 3.1 Fees.** Client shall pay Consultant a professional fee computed according to the fee schedule attached as Exhibit B hereto (the "Fee Schedule") for the Consulting Services rendered hereunder. Consultant may adjust its rates in the event of an amendment of the Statement of Work, any other agreed-to expansion of the Consulting Services to be rendered hereunder or upon agreement of the parties. Rates are exclusive of taxes, levies, duties, governmental charges or expenses. If Consultant is required to pay any of the foregoing based on Consultant Services provided under this Agreement, such taxes, levies, duties, governmental charges and expenses (with the exception of any Consultant's income taxes) will be billed and paid by Client.

**Section 3.2 Reimbursement.** Client agrees that it shall reimburse Consultant for Consultant's out-of-pocket expenses incurred in performance of the Consulting Services plus a 15% administrative charge calculated thereon. Expenses of Consultant in the performance of any Consulting Services may include, without limitation, the following:

- (a) Cost of clerical assistance @ \$50.00 per hour;
- (b) Transportation costs, including mileage for the use of personal automobiles at the prevailing IRS standard rate, rental vehicles, travel, lodging and regularly scheduled commercial airline ticket costs;
- (c) Third-party photographic reproduction and data purchases; and
- (d) Cost of photocopies, facsimile, postage, overnight deliveries, conference call hosting, and phone calls at 5% of Consulting Services billed.

**Section 3.3 Invoices.** On or about the fifteenth (15) day following each month during which Consulting Services are rendered hereunder, or as soon as is reasonably practicable thereafter, Consultant shall deliver to Client an invoice covering the Consulting Services performed and the reimbursable expenses incurred in the prior month. Client shall pay all invoices within forty-five (45) days of the date of each invoice. A monthly charge of 1.2% may be imposed against past due accounts. Payment of invoices shall not be subject to any discounts or set-offs by Client, unless agreed to in writing by Consultant.

**Section 3.4 Records.** Consultant shall maintain records of its fees relating to the Consulting Services performed and any reimbursable expenses incurred under this Agreement for review by an authorized representative of Client for a period of three (3) years from the date of each invoice delivered by Consultant in relation thereto, provided, however, that (a) Client shall be entitled to no more than one such review per year, (b) any such reviews shall take place during normal business hours, and (c) all authorized representatives of Client performing a review under this Section 3.4 shall first sign a nondisclosure agreement in form and substance reasonably satisfactory to Consultant protecting Consultant's confidential information before conducting such review.

#### **ARTICLE IV. OTHER AGREEMENTS OF CONSULTANT**

**Section 4.1 Performance.** Consultant shall perform the Consulting Services in accordance with the Statement of Work and the applicable generally accepted industry standards and practices. Client shall provide prompt written notice to Consultant if Client becomes aware of any fault or defect in the Consulting Services, including any errors, omissions or inconsistencies in the Reports. Subject to Section 5.2, should any errors in the Reports caused by Consultant's negligence be detected within thirty (30) days after the applicable Consulting Services were performed, Client's sole remedy and Consultant's exclusive liability shall be for Consultant, at Consultant's option, to (a) correct the error at no additional charge to Client by revising the Reports to eliminate the errors; or (b) refund to Client the amount paid by Client for the deficient portion of the Consulting Service(s) that resulted in the error.

**Section 4.2 Necessary tools.** Consultant shall supply all tools and instrumentalities required to perform the Consulting Services under the Agreement.

**Section 4.3 Workers' Compensation.** Consultant shall maintain workers' compensation insurance for Consultant's employees and agents performing Consulting Services as required by law. Consultant agrees that it shall comply with all federal, state, and local laws and ordinances as it relates to the work to be performed under this Agreement.

**Section 4.4 Liability Insurance.** Consultant shall, at its sole cost and expense, carry and maintain throughout the term of this Agreement professional liability insurance covering errors and omissions, with limits of not less than \$1,000,000 per occurrence or \$2,000,000 aggregate. Evidence of such insurance shall be provided to Client upon request.

#### **ARTICLE V. OTHER AGREEMENTS OF CLIENT**

**Section 5.1 Client's Assistance.** Client shall provide all information, data and documents as specified in the SOW, or reasonably requested by Consultant and which is reasonably necessary to the performance of the Consulting Services. Client shall also satisfy any assumptions and perform any Client obligations identified in the Statement of Work, and shall comply with all applicable laws and regulations in performing hereunder.

## **Section 5.2** Client Responsibility.

(a) Client acknowledges that, in performing the Consulting Services and preparing the Reports, Consultant will be using and relying upon various data, reports, studies, computer printouts and other information, documents and representations as to facts, the source of which may be Client, public agencies or other third-parties, (all of which shall be referred to herein as the "Client Data"). Client agrees that Consultant is entitled to use and rely upon such Client Data in preparing the Reports and performing the other Consulting Services hereunder, and that Consultant shall not be obligated to establish or verify the accuracy of the Client Data, nor shall Consultant be responsible for the impact or effect of Client Data on its work products (including without limitation the Reports) in the event that such Client Data is in error and therefore introduces error into the work products (including without limitation the Reports).

(b) Client represents and warrants to Consultant that Client has the right to deliver to Consultant the Client Data delivered to Consultant hereunder and neither the Client Data, nor its use as contemplated hereunder, shall (i) infringe any intellectual property rights of any third party, (ii) violate any laws or privacy rights of any third party, or (iii) violate any third parties' privacy policies, and Client shall use commercially reasonable efforts to ensure that the Client Data does not contain any viruses or other damaging or disabling code.

(c) Client shall defend, indemnify and hold Consultant harmless from and against all obligations, losses, liabilities, damages, claims, attachments, executions, demands, actions and/or proceedings (collectively, "Claims") and all costs and expenses in connection therewith, including reasonable attorneys' fees and expenses, arising out of or connected with the performance of the Consulting Services under this Agreement when such Claims arise from, relate to, or in any way result from (i) errors contained in Client Data furnished to Consultant, or (ii) Client's breach of its warranties or covenants hereunder. Client's obligations under this subsection shall be reduced to the extent that they arise out of Consultant's gross negligence or willful misconduct.

**Section 5.3** Testimony. In the event that court appearances, testimony or depositions are required of Consultant by Client in connection with the Consulting Services rendered hereunder, and the parties do not separately contract for such additional services, Client shall compensate Consultant for such appearances at a rate of \$300 per hour and shall reimburse Consultant for out-of-pocket expenses on a cost basis. In the event Consultant is subpoenaed by a third-party in relation to services provided under this Agreement, fulfilling such obligations will be considered out of scope services and be billed based on time and materials expended.

**Section 5.4** Non-Solicitation. Client shall not solicit the employment of or hire any of Consultant's employees during the term, and for one year following the termination of, this Agreement; provided, however, that the foregoing restrictions shall not prohibit Client from generalized solicitation or advertising, including the use of an independent employment agency or search firm whose efforts are not specifically directed at such employees. Notwithstanding the foregoing, such employees shall not include any individual (a) whose employment with Consultant has terminated for any reason (other than through breach of this Section 5.4), or (b) whose employment or solicitation thereof has been agreed upon in writing by Consultant.

## **ARTICLE VI.** **TERM; TERMINATION**

**Section 6.1** Term. This Agreement shall become effective on the Effective Date and will continue in effect until the earlier of (a) completion of performance under the SOW, or (b) termination as provided herein.

**Section 6.2 Convenience.** Either party may terminate this Agreement (and the Statement of Work) for convenience upon thirty (30) prior written days' notice to the other party.

**Section 6.3 Breach.** Either party may terminate this Agreement (and the Statement of Work) with written notice to the other party if the other party is in material breach of any of its obligations under this Agreement, which breach is not cured within three (3) days' written notice from the other party. Without limiting the generality of the foregoing, if Client fails to make payments when due hereunder, Consultant may suspend performance of the Consulting Services upon notice to Client. Consultant shall have no liability to Client for any costs or damages arising as a result of such suspension. Upon payment in full by Client (provided that Consultant has not terminated the Agreement in the interim), Consultant shall resume Consulting Services under this Agreement, and the Statement of Work shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for the Consultant to resume performance.

**Section 6.4 Fees.** Upon expiration or termination of this Agreement, Client shall pay all of Consultant's fees, expenses and other costs payable by Client pursuant to Article III, which have accrued through the date of expiration or termination.

**Section 6.5 Survival.** Sections 1,2, 3.1, 3.2, 3.3, 5.2, 5.4, 6.4, 6.5 and Articles II, VII and VIII shall survive the expiration or termination of this Agreement.

## **ARTICLE VII. CONFIDENTIALITY**

**Section 7.1 Definition.** "Confidential Information" means all information that is disclosed by a party to the other party and that: (a) is designated as confidential, regardless of the form in which it is disclosed; or (b) relates to a party's markets, customers, patents, trade secrets, inventions, procedures, methods, designs, strategies, distributors or business in general. The term Confidential Information shall not include any item of information which: (i) the receiving party can prove was in its possession without a duty of confidentiality prior to disclosure thereof by the disclosing party whether prior to or during the term of this Agreement; (ii) is or becomes generally available to the public other than as a result of any action or omission by the receiving party; (iii) is rightfully disclosed to the receiving party by a third party without the imposition on the third party of any confidentiality obligation or restrictions on use; or (iv) is independently developed by the receiving party without reference to the disclosing party's Confidential Information, as evidenced by the receiving party's written records. The Consultant Materials are Consultant's Confidential Information (subject to the rights set forth in Section 2.2).

**Section 7.2 Obligation.** Each party, as a receiving party, shall (a) hold all Confidential Information of the disclosing party in confidence and not disclose the other party's Confidential Information to anyone except its employees who have a need to know and who are at all times informed of, and understand that they are bound to observe, the same confidentiality and nondisclosure restrictions and obligations as are set forth in this Agreement; (b) use the other party's Confidential Information only as necessary for its performance hereunder; and (c) hold and protect the other party's Confidential Information with the same degree of care that it uses with its own information of like importance, but in no event less than a reasonable standard of care.

**Section 7.3 Compelled Disclosure.** If either receiving party is requested or required by law or legal process to disclose any of the disclosing party's Confidential Information, the person required to disclose such Confidential Information shall provide the disclosing party with prompt oral and written notice, so that the disclosing party may seek a protective order or other appropriate remedy. In the event that such a protective order or other remedy is not promptly

obtained, the receiving party shall furnish only that portion of the disclosing party's Confidential Information which is legally required and shall exercise its best efforts to obtain a protective order or other reliable assurance that confidential treatment shall be accorded to the disclosing party's Confidential Information.

**Section 7.4 Injunctive Relief.** Each party, as a receiving party, agrees that remedies at law are inadequate to protect against its breach or threatened breach of this Article VII. Accordingly, each party agrees that the other party may obtain injunctive relief against it in the event of any such breach or threat thereof, in addition to any other legal or equitable remedies that may be available.

## **ARTICLE VIII. GENERAL PROVISIONS**

**Section 8.1 Notice.** Any notices to be given hereunder by either party to the other may be effected either by personal delivery in writing, by mail or by electronic mail (reader receipt requested). Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Agreement, or at the following email addresses (Consultant: [bdolinka@dolinkagroup.com](mailto:bdolinka@dolinkagroup.com); Client: \_\_\_\_\_), but each party may change the address by written notice in accordance with the first sentence of this Section 8.1. Notices delivered personally or by electronic mail (reader receipt requested) will be deemed communicated as of actual receipt. Mailed notices will be deemed communicated as of two (2) days after mailing.

**Section 8.2 Assignment.** Neither party may assign this Agreement, in whole or in part without the express written consent of the other party, with the exception of an assignment carried out as part of a merger, restructuring or reorganization, or as a sale or transfer of all or substantially all of a party's equity or assets. Any such attempted assignment or delegation without proper consent shall be void. This Agreement shall inure to the benefit of and shall be binding upon the party's respective successors and permitted assigns.

**Section 8.3 Not Public Official.** Neither this Agreement, nor any duties or obligations under this Agreement, nor the intentions or expectations of Client will cause Consultant to be a "public official" as that term is used in Section 87100 of Title 9 of the California Government Code. Client and Consultant agree that Consultant is not a "public official" or "participating in governmental decision" as those terms are used in Section 87100. Client and Consultant also agree that no actions and opinions necessary for the performance of duties under this Agreement will cause Consultant to be a "public official" or "participating in a governmental decision" as those terms are used in Section 87100.

**Section 8.4 Entire Agreement.** This Agreement and Exhibits A and B hereto supersede any and all agreements, either oral or written, between the parties hereto with respect to the rendering of service by Consultant for Client and contains all of the covenants and agreements between the parties with respect to the rendering of the Consulting Services. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding. Any reference to any statute herein shall be construed as including all statutory provisions consolidating, amending or replacing such statute.

**Section 8.5 Amendment.** This Agreement and any exhibit hereto (including the Statement of Work) may not be amended or modified except as expressly provided herein or in writing by the parties and signed by authorized representatives of both parties.

**Section 8.6 Severability.** If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

**Section 8.7 Dispute Resolution.**

(a) Except as set forth in Section 7.4, the parties agree to first try in good faith to settle any dispute hereunder by mediation pursuant to the Mediation Rules of the American Arbitration Association. If the dispute is not settled by mediation, the dispute may be resolved by final and binding arbitration.

(b) Except as set forth in Section 7.4, on the written request of one party served on the other, the dispute shall be submitted to binding arbitration in accordance with the commercial rules and regulations of the American Arbitration Association and the provisions of the California Arbitration Act (Sections 1280 through 1294.2 of the California Code of Civil Procedure). The arbitration shall take place in Orange County, California, or such other location mutually agreed to by the parties. Consultant shall select the arbitrator. If Consultant and Client do not agree on such arbitrator, however, Client shall select a second arbitrator. The Client-selected arbitrator and the Consultant-selected arbitrator shall then select a third arbitrator, which arbitrator shall conduct the arbitration. The parties may select arbitrators from JAMS, ADR, ARC or any independent arbitrator/neutral for dispute resolution. The parties are not required to hire an AAA arbitrator for resolution of a dispute hereunder. No arbitration shall include by way of consolidation or joinder any parties or entities not a party to this Agreement without the express written consent of Client, Consultant and any party or entity sought to be joined with an express reference to this provision. Any party or entity joined in the arbitration, after mutual consent, shall be bound by this provision. The decree or judgment of an award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

(c) The prevailing party in any arbitration brought by one party against the other and arising out of this Agreement shall be entitled, in addition to any other rights and remedies it may have, to reimbursement for its expenses, including court costs and reasonable attorneys' fees. The non-prevailing party shall be liable, to the extent allowable under law, for all fees and expenses of the arbitrator(s) and all costs of the arbitration.

**Section 8.8 Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the State of California, excluding its choice of law rules.

**Section 8.9 Third Parties.** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either Client or Consultant. The Consulting Services are being performed solely for Client's benefit, and no other party or entity shall have any claim against Consultant because of this Agreement or the performance or nonperformance of services hereunder.

**Section 8.10 DISCLAIMER OF CONSEQUENTIAL DAMAGES.** EXCEPT FOR DAMAGES ARISING FROM BREACH OF SECTION 2.2 or ARTICLE VII, NEITHER CONSULTANT NOR CLIENT, NOR THEIR RESPECTIVE OFFICERS, DIRECTORS, PARTNERS, EMPLOYEES, CONTRACTORS OR SUBCONTRACTORS, WILL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, TREBLE, PUNITIVE OR SPECIAL DAMAGES (INCLUDING DAMAGES FOR LOST PROFITS, LOST BUSINESS OPPORTUNITY, LOSS OF USE, LOSS OF INCOME, LOSS OF REPUTATION, PERSONAL INJURY OR THE LIKE) RESULTING FROM OR RELATING TO THIS AGREEMENT, INCLUDING WITHOUT LIMITATION, LIABILITY ARISING OUT OF CONTRACT, TORT, NEGLIGENCE, AND STRICT LIABILITY, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

**Section 8.11 Force Majeure.** Neither party will be liable for any failure to perform (except for payment of monies due hereunder) due to unforeseen circumstances or causes beyond its reasonable control, including, but not limited to, acts of God, war, acts of terrorism, embargoes, acts of civil or military authorities, fire, flood, accident, strikes, inability to secure transportation, facilities, fuel, energy, labor or materials. In the event of force majeure, time for delivery or other performance will be extended for a period equal to the duration of the delay caused thereby.

**Section 8.12 Limitation.** The parties intend that the Consulting Services shall not subject the Consultant's individual shareholders, officers, directors, members, managers or employees to any personal legal exposure for the risks associated with the Consulting Services. Therefore, and notwithstanding anything to the contrary contained herein, Client agrees that Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of the individual shareholders, officers, directors, members, managers or employees.

**Section 8.13 DISCLAIMER.** EXCEPT AS MAY BE SPECIFIED IN THIS AGREEMENT, CONSULTANT EXPRESSLY DISCLAIMS ALL WARRANTIES UNDER THIS AGREEMENT, EXPRESS AND IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON- INFRINGEMENT AND WARRANTIES ARISING UNDER COURSE OF DEALING OR TRADE USAGE.

**Section 8.14 Limitation of Liability.** In recognition of the relative risks and benefits of the Consulting Services to both Client and Consultant, the risks have been allocated such that Client agrees, to the fullest extent permitted by law, that, except for breach of Article VII by Consultant, Consultant's total aggregate liability under or relating to this Agreement for any cause of action, including contract, tort and otherwise, shall not exceed the sum of amounts actually paid to Consultant under this Agreement. The limitations of liability set forth in this Article VIII and exclusion of certain damages shall apply regardless of the success or effectiveness of any of the exclusive remedies provided for under this Agreement. Any action against Consultant must be brought within eighteen (18) months after the cause of action arises.

IN WITNESS WHEREOF, this Agreement has been executed on the Effective Date.

CONSULTANT:

CLIENT:

**Dolinka Group, LLC**

**Rancho Santiago Community College District**

By:   
Benjamin E. Dolinka  
President/CEO

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

Date: 5/17/16

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

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## **EXHIBIT A**

### **STATEMENT OF WORK RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT REDEVELOPMENT EARLY TERMINATION ANALYSIS SERVICES**

Dolinka Group, LLC shall provide redevelopment consulting services to Rancho Santiago Community College District ("District" or "Client"). Dolinka Group shall provide a debt analysis for the client to identify any impacts of Assembly Bill 1484 ("AB 1484") upon receipt of redevelopment pass-through payments owed to the Client. According to AB 1484, redevelopment pass-through payments may terminate early if the Successor Agency, formerly known as the redevelopment agencies pays off its debt before the project area's date of termination. The specific tasks to be performed under the Statement of Work include the following:

#### **ACTIVITY I. VERIFY DATA**

##### **Task 1**      **Confirm Termination Dates**

This task involves confirming the expected termination dates for the redevelopment project area's pass-through payments based on the redevelopment plan and any contractual tax sharing agreement.

##### **Task 2**      **Outstanding Successor Agency Debt**

This task involves researching and verifying outstanding Successor Agency debt service obligations tied to each individual project area. Dolinka Group will catalog the debt service obligations listed on the latest Recognized Obligation Payment Schedules.

##### **Task 3**      **Final Maturity Dates**

This task involves analyzing the Successor Agencies debt service to confirm latest maturity dates listed on the latest Recognized Obligation Payment Schedules.

##### **Task 4**      **Comparisons**

This task involves comparing the project area's termination date against the latest maturity date of the debt service obligations of the Successor Agencies to determine any risk for early termination.

#### **ACTIVITY II. CREATE REVENUE STREAM AND PRESENT FINDINGS**

##### **Task 5**      **Redevelopment Revenue Stream**

This task involves creating a redevelopment revenue stream of future redevelopment collections and will highlight the projected pass-through payment amount at risk of early termination.

**Task 6**

**Meeting with Staff**

This task involves meeting with the staff of the District to review and discuss findings and updates from Tasks 1 through 5.

## **EXHIBIT B**

### **FEE SCHEDULE**

#### **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT REDEVELOPMENT EARLY TERMINATION ANALYSIS SERVICES**

The proposed budget for services performed by Dolinka Group for Rancho Santiago Community College District ("District" or "Client") under the Statement of Work shall be a flat fee of \$16,200 (plus expenses). This fee shall be payable in two equal installments. The first installment of \$8,100 shall be payable to Dolinka Group at the commencement of work, and the second installment of \$8,100 shall be payable to Dolinka Group upon delivery of the completed Audit per fiscal year.

In addition to fees for services, the Client shall reimburse Dolinka Group for out of pocket expenses. Payments are due upon presentation of invoice. Dolinka Group may stop work if payments are not made within 45 days of presentation of invoice.

In addition to fees for services, the Client shall reimburse Dolinka Group for out of pocket expenses as outlined in Section 3.3 of the Agreement.

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

To:	Board of Trustees	Date: June 13, 2016
Re:	Approval of Agreement with PENCO Engineering, Inc. for On-Call District-Wide Land Surveying Services	
Action:	Request for Approval	

**BACKGROUND:**

This is a new agreement for on-call district-wide land surveying services. The District is in need of a land surveying consultant that can be utilized on an as-needed basis. This on-call agreement will allow the District to work with a surveyor to assist in a variety of tasks including, but not limited to; writing and reviewing of legal descriptions; research and assistance to correct property title encumbrances, assist with preparing documents to be used for vacations, easements, dedications; developing exhibits for submittal to County, City, or other agencies as needed. The surveyor will assist in other specific topographic survey work when time is of the essence.

**ANALYSIS:**

Based on RFQ #1314-38, the District established a list of five pre-qualified firms for land survey services. A selection committee convened on May 25, 2016 to review qualifications for consideration of an on-call district-wide land surveying consultant. The selection committee recommends PENCO Engineering Inc. by consensus based upon a thorough review and the culmination of their RFQ response, experience, team members, approach to the project, fee, schedule and familiarity with similar project types. At this time, The District recommends PENCO Engineering, Inc. for on-call land surveying services.

The services covered by this agreement shall commence June 14, 2016 and end June 30, 2018. The contract is a not to exceed fee of \$100,000 which includes \$2,000 of reimbursable expenses. Hourly rates average \$139 per hour with the highest hourly rate being \$195 and the lowest \$85. The District has reviewed the consultant fees. The fee is reasonable and within industry standards.

This project is funded by Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the agreement with PENCO Engineering, Inc. for On-Call District-Wide Land Surveying Services as presented.

Fiscal Impact:	\$100,000	Board Date: June 13, 2016
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

# Board Agreement Summary

**Board Date: 6/13/16**

Project: On-Call District-Wide

Site: **District-Wide**

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Consultants: **PENCO Engineering, Inc.**

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Type of Service: Land Surveying Consulting

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Agreement Summary	No.	Amount	Reimbursables	Start	Duration	
						End
Original Contract Amount		\$98,000.00	\$ 2,000.00	6/14/2016		6/30/2018
<b>Total Agreement Amount</b>		<b>\$100,000.00</b>				

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**DESCRIPTION:**

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Agreement for on-call district-wide land surveying consulting services

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**Total Proposed Amount:** **\$100,000.00**

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**Contract End Date:** **6/30/2018**

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

To:	Board of Trustees	Date: June 13, 2016
Re:	Approval of Five Year Construction Plan (2018-2022), Final Project Proposals (FPPs) and Initial Project Proposals (IPPs) for Santa Ana College and Santiago Canyon College	
Action:	Request for Approval	

**BACKGROUND:**

Education Code Sections 81820-81823 require the governing board of each community college district to annually prepare and submit to the Facilities Planning and Utilization Unit of the Chancellor's Office (FPU) a five-year plan for capital construction. California Code of Regulations, Title 5, Section 57014 requires districts to receive approval of their five-year capital outlay plans from the FPU prior to receiving state funding for projects. Districts are also required to complete district and campus master plans before preparing their five-year capital outlay plans. The District's five year capital outlay plans are submitted to the FPU on July 1 of each year.

All potential projects (in excess of \$400,000) are to be included in the Five Year Construction Plan, regardless of funding source (i.e. state funding, special grants, district resources, local bonds, etc.).

**ANALYSIS:**

The District is resubmitting projects for State funding in its Five Year Construction Plan 2018-2022. A detailed summary is attached showing the projects outlined in the Five Year Construction Plan.

For the next two year period of 2018-2019 and 2019-2020 the State Chancellor's Office has approved the district's previously Board approved Final Project Proposal (FPP): Russell Hall Replacement (for the Health Sciences Building) at Santa Ana College. Due to a re-prioritization of projects by the College, the FPP for the Fine and Performing Arts Center project at Santiago Canyon College has been withdrawn by the District, and the State Chancellor's office has been notified of the withdrawal of this FPP.

The District and the Colleges have been working with consultants and staff for the last year on updating the College's project priorities. As a result, for 2018-2019, the District is submitting Initial Project Proposals (IPPs) for the following projects as attached: Santa Ana College – Visual and Performing Arts Center, Vocational Technology Center, and Learning Commons, Santiago Canyon College – Student Services & Student Life Building. These IPPs need to be approved along with the Five Year Construction Plan covering the period of 2018-2022.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the Five Year Construction Plan (2018-2022); Final Project Proposal (FPP), and Initial Project Proposals (IPPs) for Santa Ana College and Santiago Canyon College as presented.

Fiscal Impact:	Varies with each project	Board Date: June 13, 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	

No.	Project	Occupancy	Source	Schedule of Funds							
				2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	
1	DUNLAP HALL RENOVATION		Santa Ana College								
0		2015/2016									
		\$18,785,000	NonState								
2	CENTRAL PLANT AND INFRASTRUCTU		Santa Ana College								
		2017/2018									
		\$68,169,000	NonState								
3	17TH AND BRISTOL PARKING LOT		Santa Ana College								
		2016/2017		(C)							
		\$1,800,000	NonState	\$1,485,000							
4	OEC RENOVATION		Orange Education Center								
		2018/2019		(W)	(C)	(E)					
		\$34,667,295	NonState	\$1,400,000	\$30,000,000	\$2,385,600					
5	JOHNSON STUDENT CENTER		Santa Ana College								
-10,065		2020/2021			(C)	(E)					
		\$40,700,488	NonState		\$32,326,736	\$2,301,000					
6	SCIENCE CENTER		Santa Ana College								
17,466		2019/2020			(C)	(E)					
		\$73,380,000	NonState		\$57,673,000	\$6,662,000					
7	RUSSELL HALL REPLACEMENT		Santa Ana College								
-10,825		2021/2022			(P)(W)	(C)(E)					
		\$20,734,000	State		\$1,535,000	\$19,199,000					
		\$20,218,000	NonState		\$1,534,000	\$18,684,000					
8	STUDENT SERVICES AND STUDENT LI		Santiago Canyon College								
15,565		2022/2023				(P)(W)	(C)(E)				
		\$16,172,000	State			\$1,211,000	\$14,961,000				
		\$20,530,000	NonState			\$1,475,000	\$19,055,000				
9	LEARNING COMMONS		Santa Ana College								
19,317		2023/2024				(P)(W)	(C)(E)				
		\$26,631,000	State			\$1,794,000	\$24,837,000				
		\$25,871,000	NonState			\$1,794,000	\$24,077,000				
10	VISUAL AND PERFORMING ARTS CEN		Santa Ana College								
5,415		2023/2024				(P)(W)	(C)(E)				
		\$15,935,000	State			\$1,189,000	\$14,746,000				
		\$15,934,000	NonState			\$1,189,000	\$14,745,000				
11	VOCATIONAL TECHNOLOGY CENTER		Santa Ana College								
7,523		2023/2024				(P)(W)	(C)(E)				
		\$18,621,000	State			\$1,332,000	\$17,289,000				
		\$18,619,000	NonState			\$1,332,000	\$17,287,000				
12	PARKING STRUCTURE		Santa Ana College								
		2023/2024					(P)	(W)	(C)		
		\$20,841,975	NonState				\$838,700	\$945,775	\$19,057,500		
13	SECONDARY EFFECTS - MODERNIZAT		Santiago Canyon College								
-8,745		2023/2024					(P)	(W)	(C)		
		\$4,495,000	State				\$183,000	\$220,000	\$3,966,000		
		\$4,490,000	NonState				\$183,000	\$220,000	\$3,961,000		

No.	Project	Occupancy	Source	Schedule of Funds						
				2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
14	CENTRAL PLANT AND INFRASTRUCTU	2024/2025	Santiago Canyon College						(P)	(W)
	ASF	Total Cost	NonState						\$2,100,000	\$2,500,000
		\$64,600,000								
15	FINE AND PERFORMING ARTS CENTE	2025/2026	Santiago Canyon College							(P)(W)
	5,086	Total Cost	NonState							\$3,397,000
		\$48,081,000								
16	Fine and Performing Arts Center (to be	2025/2026	Santiago Canyon College							
		Total Cost	NonState							
		\$48,081,000								

District: Rancho Santiago Community College District  
 College / Center: Santa Ana College  
 Project Name: VISUAL AND PERFORMING ARTS CENTER  
 Project Type: New Construction, Reconstruction

**Project Funding**

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2019
Prelim. Plans:	\$587,000	\$587,000	Const. Cost Index: 6108
Working Draw. :	\$602,000	\$602,000	5 yr. Plan Priority: 10
Construction:	\$14,460,000	\$14,459,000	Net ASF: 5,415
Equipment:	\$286,000	\$286,000	Total GSF: 52,685
	<hr/>	<hr/>	
<b>Total Cost:</b>	<b>\$15,935,000</b>	<b>\$15,934,000</b>	
	<b>\$31,869,000</b>		

**Project Description:** Phillips Hall (#14), Music Building (#25) and Art Building (#29) are aging facilities that are beyond their useful lives, no longer support the instructional programs that are housed in this complex and are in need of replacement. This project involves the replacement of 33,490 ASF that is currently housed in the building complex that was constructed in 1955, 1970 and 1972. FACILITIES PROBLEMS INCLUDE: - Inefficient configuration of labs, services and support spaces are not adequate to support instruction. - There is insufficient technology infrastructure throughout the building to support current instructional methods. The existing projectors are used for transparencies; there are no capabilities for powerpoint presentations or internet access. - Current instructional programs are not adequately supported by old and failing mechanical, electrical and plumbing systems, including: insufficient electrical capacity; inoperable ventilation, cooling and heating systems. - Hazardous material, including asbestos, is present in the building. - The instructional spaces within the complex do not comply with current ADA requirements for access for students and instructors with disabilities. - The restroom capacity in the existing building does not meet current codes. PROPOSED PROJECT: - Replace space in Phillips Hall (# 14), Music Building (#25) and Art Building (#29) to adequately serve instructional and support functions. - Replace mechanical, electrical and plumbing systems to meet current codes and to exceed Title 24 Energy Codes by at least 15%. - Construct new building to meet current code requirements for structural, ADA, fire and life safety.

**Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:**

This project supports Santa Ana College's 2010 Educational and 2013 Facilities Master Plan which recommends the replacement of these aging facilities in order to address the infrastructure and code deficiencies and support the instructional programs that are housed there.

**Provide the CEQA Status of the project. Check all that apply.**

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Negative Declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Type of Project and Qualifying Information:**

Please answer all questions. Unanswered questions will be considered not applicable

Yes	No	N/A	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Life Safety Project</b> - Required Supporting report is attached to establish imminent danger
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Project Design</b> - Constuction and equipment design conform with State design and cost guidelines
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Infrastructure</b>
			Check type of project: <input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Replacement
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	- Loss or failure of infrastructure is imminent.
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<b>Master Planning or Project Planning</b> - District's general fund's ending balance is less than 5% of the total general fund
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Instructional Space</b>
			Check type of space: <input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Academic Support, Student Services or Adminstrative Space</b>
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Other Facility Projects</b>
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check primary ASF of request space: <input type="checkbox"/> Physical Educ. <input type="checkbox"/> Performing Arts
			<input type="checkbox"/> Child Develop. <input type="checkbox"/> Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Cafeteria
			<input type="checkbox"/> Other facilities (to complete a balance campus)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility building in use for this proposed project.
			<b>Supplemental Information and Alternatives Explored</b>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility in use for this proposed project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Cost to reconstruct existing building is more than 50% of cost of a new building.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Usage in the new building will be the same as usage in the building replaced.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Replaced building will be demolished and costs are include in the project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Alternative instructional delivery system, distance learning, other such means.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- District or private funding sources
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Other: The District intends to provide a local contribution of 50%.
			- Total construction period in number of Months: <input type="text" value="24"/>

4.6 (6)

Yes No N/A

**Additional Forms/Pages enclosed:**

- District Five-Year Construction Plan or project related pages of said document
- Critical Life-safety third party justification
- Engineering test or other related documents
- JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
- Other FPP related forms:

District Contact:  Phone No. : --  
 Date: 5/14/2016 FAX No. : --  
 Prepared by: Eric Mittlestead E-mail Address: fpacs2004@aol.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

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Name / Title
Signature / Date

District: Rancho Santiago Community College District  
 College / Center: Santa Ana College  
 Project Name: VOCATIONAL TECHNOLOGY CENTER  
 Project Type: New Construction

**Project Funding**

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2019
Prelim. Plans:	\$644,000	\$644,000	Const. Cost Index: 6108
Working Draw. :	\$688,000	\$688,000	5 yr. Plan Priority: 11
Construction:	\$16,788,000	\$16,786,000	Net ASF: 7,523
Equipment:	\$501,000	\$501,000	Total GSF: 78,000
	\$18,621,000	\$18,619,000	
<b>Total Cost:</b>	<b>\$37,240,000</b>		

**Project Description:** The current diesel technology, automotive technology, manufacturing, and industrial technology programs are housed in 1950's era facilities with inadequate space and are spread throughout the campus. This prevents interdisciplinary collaboration and natural synergies that occur within these areas. In addition, outdated building systems and aged infrastructure do not support the current program needs. This project will consolidate and expand the vocational programs (the aforementioned programs as well as fashion, nutrition and fire technology) and provide state of the art facilities for students to learn in. As part of this project the Auto Diesel (Bldg 18), Diesel (Bldg 19), Technical Building (Bldg 24) and Hammond Hall (Bldg 9) will be demolished.

**Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:**

The 2013 Facilities Master Plan supports teaching and educational goals along with standards of the District. The Facilities Master Plan lists replacement of the oldest facilities on campus as a priority. The Auto Diesel Building, Diesel Building, Technical Building and Hammond Hall meet this criteria.

**Provide the CEQA Status of the project. Check all that apply.**

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Negative Declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Type of Project and Qualifying Information:**

Please answer all questions. Unanswered questions will be considered not applicable

Yes	No	N/A	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Life Safety Project</b> - Required Supporting report is attached to establish imminent danger
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Project Design</b> - Constuction and equipment design conform with State design and cost guidelines
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Infrastructure</b>
			Check type of project: <input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Replacement
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- Loss or failure of infrastructure is imminent.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Master Planning or Project Planning</b> - District's general fund's ending balance is less than 5% of the total general fund
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Instructional Space</b>
			Check type of space: <input checked="" type="checkbox"/> New Construction <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Academic Support, Student Services or Adminstrative Space</b>
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Other Facility Projects</b>
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check primary ASF of request space: <input type="checkbox"/> Physical Educ. <input type="checkbox"/> Performing Arts
			<input type="checkbox"/> Child Develop. <input type="checkbox"/> Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Cafeteria
			<input type="checkbox"/> Other facilities (to complete a balance campus)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility building in use for this proposed project.
			<b>Supplemental Information and Alternatives Explored</b>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility in use for this proposed project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Cost to reconstruct existing building is more than 50% of cost of a new building.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Usage in the new building will be the same as usage in the building replaced.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Replaced building will be demolished and costs are include in the project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Alternative instructional delivery system, distance learning, other such means.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- District or private funding sources
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Other: The District intends to pay for 50% of the State supportable costs for this project.
			- Total construction period in number of Months: <input type="text" value="24"/>

Yes No N/A

**Additional Forms/Pages enclosed:**

- District Five-Year Construction Plan or project related pages of said document
- Critical Life-safety third party justification
- Engineering test or other related documents
- JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
- Other FPP related forms:

District Contact:  Phone No. : --  
 Date: 5/14/2016 FAX No. : --  
 Prepared by: Eric Mittlestead E-mail Address: fpacs2004@aol.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

---

Name / Title
Signature / Date

District: Rancho Santiago Community College District  
 College / Center: Santa Ana College  
 Project Name: LEARNING COMMONS  
 Project Type: New Construction

**Project Funding**

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2019
Prelim. Plans:	\$864,000	\$864,000	Const. Cost Index: 6108
Working Draw. :	\$930,000	\$930,000	5 yr. Plan Priority: 9
Construction:	\$23,547,000	\$22,787,000	Net ASF: 19,317
Equipment:	\$1,290,000	\$1,290,000	Total GSF: 94,000
	<u>\$26,631,000</u>	<u>\$25,871,000</u>	
<b>Total Cost:</b>	<b>\$52,502,000</b>		

**Project Description:** The current Library at Santa Ana College is too small which causes constant overcrowding and long waits for students doing research in the electronic computer area. Although there was a minor renovation in 1994, the facility has never had major modifications, so mechanical and electrical systems have outlived their usefulness. The current facility was constructed before the computer was invented, which has caused major issues to get data and electrical infrastructure installed throughout the building. In addition, this added heat load has overtaxed the HVAC system. This project will demolish the existing 57 year old undersized facility and construct a real "Learning Commons" with combined library and tutorial services in a central location to improve student's access to support services which will lead to increased student success. The Academic Computing Center located in Cesar Chavez (#1) and the Humanities Tutoring located in Dunlap Hall (#30) will also be relocated here for increased access and operational efficiencies.

**Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:**

The 2013 Facilities Master Plan supports teaching and educational goals along with standards of the District. The Facilities Master Plan lists replacement of the oldest facilities on campus as a priority. The existing Library Building meets this criteria.

**Provide the CEQA Status of the project. Check all that apply.**

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Negative Declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Type of Project and Qualifying Information:**

Please answer all questions. Unanswered questions will be considered not applicable

Yes	No	N/A	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Life Safety Project</b> - Required Supporting report is attached to establish imminent danger
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Project Design</b> - Constuction and equipment design conform with State design and cost guidelines
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Infrastructure</b>
			Check type of project: <input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Replacement
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- Loss or failure of infrastructure is imminent.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Master Planning or Project Planning</b> - District's general fund's ending balance is less than 5% of the total general fund
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Instructional Space</b>
			Check type of space: <input checked="" type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input checked="" type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Academic Support, Student Services or Adminstrative Space</b>
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Other Facility Projects</b>
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check primary ASF of request space: <input type="checkbox"/> Physical Educ. <input type="checkbox"/> Performing Arts
			<input type="checkbox"/> Child Develop. <input type="checkbox"/> Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Cafeteria
			<input type="checkbox"/> Other facilities (to complete a balance campus)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility building in use for this proposed project.
			<b>Supplemental Information and Alternatives Explored</b>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility in use for this proposed project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Cost to reconstruct existing building is more than 50% of cost of a new building.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Usage in the new building will be the same as usage in the building replaced.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Replaced building will be demolished and costs are include in the project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Alternative instructional delivery system, distance learning, other such means.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- District or private funding sources
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Other:
			- Total construction period in number of Months: <input type="text" value="24"/>

Yes No N/A

**Additional Forms/Pages enclosed:**

- District Five-Year Construction Plan or project related pages of said document
- Critical Life-safety third party justification
- Engineering test or other related documents
- JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
- Other FPP related forms:

District Contact:  Phone No. : --  
 Date: 5/14/2016 FAX No. : --  
 Prepared by: Eric Mittlestead E-mail Address: fpacs2004@aol.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

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Name / Title
Signature / Date

District: Rancho Santiago Community College District  
 College / Center: Santiago Canyon College  
 Project Name: STUDENT SERVICES AND STUDENT LIFE BUILDING  
 Project Type: New Construction

**Project Funding**

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2019
Prelim. Plans:	\$599,000	\$726,000	Const. Cost Index: 6108
Working Draw. :	\$612,000	\$749,000	5 yr. Plan Priority: 8
Construction:	\$13,826,000	\$17,620,000	Net ASF: 15,565
Equipment:	\$1,135,000	\$1,435,000	Total GSF: 63,600
	<u>\$16,172,000</u>	<u>\$20,530,000</u>	
<b>Total Cost:</b>	<b>\$36,702,000</b>		

**Project Description:** Santiago Canyon College's student services programs are scattered throughout campus making it difficult for students to cohesively access the programs to ensure student success and accountability. The campus student groups and support spaces are also scattered throughout campus and located in temporary buildings at the edge of campus. This Category E project constructs a new 63,600 gross square feet (gsf) building for the consolidation of the college's student services programs and student life programs. The new 39,814 assignable square feet (asf) facility plans for 13,672 asf office, 12,670 asf library, and 13,472 asf other (student health center, meeting rooms, testing/assessment center, bookstore and food services) spaces. The building includes 7,294 ASF of non-state supportable spaces (522 ASF in the Office category and 6,772 in the Other category) that will be fully funded by the District. The proposed building's associated site development and utilities are also a part of the project scope. The project includes demolishing Building T and vacating numerous spaces in Buildings A, D and E. Specifically: vacating 8,804 ASF from Building A (student groups such as CAMP, TRIO, International Students, the Bookstore and Student Government); vacating 4,682 ASF from Building D (Counselling and Tutoring Center); vacating 7,315 ASF from Building E (Admissions and Records, Financial Aid, DSPS, EOPS/CalWorks, and Student Assessment Center); vacating 3,449 ASF from Building T (Food Services and Health Center). A separate secondary effects project will move the balance of Building A and all of the Building B occupants into the spaces vacated by this project in Buildings D and E. That project will allow for the demolition of Buildings A and B.

**Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:**

This project supports Santiago Canyon College's 2010 Educational and the 2011 Facilities Master Plan which recommends the replacement of these aging facilities in order to address the infrastructure and code deficiencies and support the instructional programs that are housed there.

**Provide the CEQA Status of the project. Check all that apply.**

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Negative Declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Type of Project and Qualifying Information:**

Please answer all questions. Unanswered questions will be considered not applicable

Yes	No	N/A	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Life Safety Project</b> - Required Supporting report is attached to establish imminent danger
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Project Design</b> - Constuction and equipment design conform with State design and cost guidelines
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Infrastructure</b>
			Check type of project: <input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Replacement
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- Loss or failure of infrastructure is imminent.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Master Planning or Project Planning</b> - District's general fund's ending balance is less than 5% of the total general fund
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Instructional Space</b>
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Academic Support, Student Services or Adminstrative Space</b>
			Check type of space: <input checked="" type="checkbox"/> New Construction <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input checked="" type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Other Facility Projects</b>
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check primary ASF of request space: <input type="checkbox"/> Physical Educ. <input type="checkbox"/> Performing Arts
			<input type="checkbox"/> Child Develop. <input type="checkbox"/> Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Cafeteria
			<input type="checkbox"/> Other facilities (to complete a balance campus)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility building in use for this proposed project.
			<b>Supplemental Information and Alternatives Explored</b>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility in use for this proposed project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Cost to reconstruct existing building is more than 50% of cost of a new building.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Usage in the new building will be the same as usage in the building replaced.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Replaced building will be demolished and costs are include in the project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Alternative instructional delivery system, distance learning, other such means.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- District or private funding sources
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Other: The District will supply a 50% local contribution for this project, and 100% contribution to non-State supportable components.
			- Total construction period in number of Months: <input type="text" value="23"/>

Yes No N/A

**Additional Forms/Pages enclosed:**

- District Five-Year Construction Plan or project related pages of said document
- Critical Life-safety third party justification
- Engineering test or other related documents
- JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
- Other FPP related forms:

District Contact:  Phone No. :  -  -

Date: 5/8/2016 FAX No. :  -  -

Prepared by: Suniya Malhotra E-mail Address: [smalhotra@steinberg.us.com](mailto:smalhotra@steinberg.us.com)

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

---

Name / Title
Signature / Date

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

To:	Board of Trustees	Date: June 13, 2016
Re:	Approval of Amendment to Agreement with Donald Krotee Partnership, Inc. for Site Improvements at the Orange County Sheriff's Regional Training Academy	
Action:	Request for Approval	

**BACKGROUND:**

This is an amendment to an existing agreement to extend time only. On April 13, 2015 the Board of Trustees approved an agreement with Donald Krotee Partnership for architectural services for site improvements at the Orange County Sheriff's Regional Training Academy. As part of a 2014 site safety assessment for the Orange County Sheriff's Regional Training Academy, it was requested by the Orange County Sheriff's Department that a permanent masonry wall along Warner Avenue be constructed for security and screening purposes as an added safety measure to secure the regional training facility located at 15991 Armstrong Ave., Tustin, CA 92782. This project is to install a permanent 8 foot high masonry wall along the property line adjacent Warner Avenue to match existing site walls in order to minimize public viewing and reduce distractions for the training of recruits. The project includes the demolition of existing steel fencing, finish grading work, irrigation system repairs, landscaping, a new concrete masonry wall, plaster and painting. Due to additional plancheck time and reviews required by Division of the State Architect (DSA), the District is in need of extending the architect's current contract.

**ANALYSIS:**

The amendment to this agreement is to extend the contract duration. The services covered by this agreement commenced April 14, 2015 and the new end date has been revised from June 26, 2016 to June 31, 2017. There are no additional costs for this amendment.

This agreement is funded by Santa Ana College Redevelopment Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amendment with Donald Krotee Partnership, Inc. for Site Improvements at the Orange County Sheriff's Regional Training Academy as presented.

Fiscal Impact:	N/A	Board Date: June 13, 2016
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

# Board Agreement Summary

**Board Date: 6/13/16**

Project: Site Improvements

Site: **Orange County Sheriff's  
Regional Training Academy**

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

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Type of Service: Professional Design Services

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Agreement Summary	No.	Amount	Reimbursables	Duration	
				Start	End
Original Contract Amount		\$37,500.00		4/14/2015	6/30/2016
Amendment #1		N/A		4/14/2015	6/30/2017
<b>Total Agreement Amount</b>		<b>\$37,500.00</b>			

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**DESCRIPTION:**

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Amendment #1 for time extension only

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N/A

**Total Proposed Amount:**

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**Contract End Date:**

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**6/30/2017**

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

To:	Board of Trustees	Date: June 13, 2016
Re:	Approval of Amendment to Agreement with The Solís Group for Labor Compliance and Community Student Workforce Project Agreement Coordinator Consulting Services for Various Projects at Santa Ana College.	
Action:	Request for Approval	

**BACKGROUND:**

This is an amendment to an existing agreement to extend for time and clarify scope only. There are no additional costs for this amendment. On September 8, 2014, the Board of Trustees approved an agreement with The Solís Group for Labor Compliance Program and Community Student Workforce Project Agreement (CSWPA) Coordinator Consulting Services. Due to changes in project schedules for Measure Q projects such as the Johnson Student Center and Science Center, the contract now needs to be amended and clarified to reflect these adjustments to align with current project schedules. The scope has also been clarified to include revisions to project square footage, updated construction costs and project schedules for Measure Q projects listed in the CSWPA.

**ANALYSIS:**

The services covered by this agreement commenced on September 9, 2014 and the new end date has been revised from December 19, 2019 to August 31, 2020. There are no additional costs for this amendment. The agreement remains based on a not-to-exceed fee in the amount of \$441,169. The amendment to this agreement is to extend the contract duration and clarify the scope only.

This agreement is funded by Measure Q.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amendment with The Solís Group for Labor Compliance and Community Student Workforce Project Agreement Coordinator Consulting Services for Various Projects at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: June 13, 2016
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

# Board Agreement Summary

**Board Date: 6/13/16**

Project: Labor Compliance

Site: **Santa Ana College**

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**Consultants: The Solis Group**

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Type of Service: Labor Compliance and Community Student Workforce Project Agreement  
Coordinator Consulting Services for Various Projects

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Agreement Summary	No.	Amount	Reimbursables	Duration	
				Start	End
Original Contract Amount		\$441,169.00		9/9/2014	12/19/2019
Amendment #1		N/A		9/9/2014	8/31/2020
<b>Total Agreement Amount</b>		<b>\$441,169.00</b>			

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**DESCRIPTION:**

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Amendment #1 to extend for time and scope clarification

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**Total Proposed Amount:** **N/A**

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**Contract End Date:** **8/31/2020**

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

To:	Board of Trustees	Date: June 13, 2016
Re:	Approval of Agreement with Lionakis for Architectural Services for the ADA Paper Towel Dispenser Replacement Project at Santiago Canyon College	
Action:	Request for Approval	

**BACKGROUND:**

This agreement was previously approved by the Board of Trustees on May 16, 2016. The District is requesting a re-approval of this agreement to correct the fiscal impact as noted on the Board docket. The contract is a total not-to-exceed fee of \$78,150 including \$5,000 in reimbursable expenses. This is an increase of \$4,200 to correct the fiscal impact of \$73,950 which was previously submitted to the Board on May 16, 2016.

This is a new agreement for architectural services related to the Americans with Disabilities Act (ADA) paper towel dispenser replacement project at Santiago Canyon College. The District is in need of professional services for the design and related work to replace non-ADA compliant paper towel dispensers campus wide as well as to install hand dryers in all restrooms. This upgrade will ensure paper towel dispensers on campus are accessible and compliant; allow for a single paper product to be ordered campus-wide; to ensure the dispenser holds a larger paper towel roll to reduce staff time needed to change rolls; and to reduce paper usage with the installation of automatic hand dryers. This project will require DSA review and approval for access compliance.

**ANALYSIS:**

A Request for Proposal (RFP) #1516-134 was issued on February 5, 2016 to three pre-qualified firms with a response deadline of February 18, 2016. The District received a response from two firms; NAC (Los Angeles) and Lionakis (Newport Beach). A selection committee convened to review the proposals on March 16, 2016. The selection committee recommends Lionakis by consensus based upon a thorough review and the culmination of their RFP response, experience, team members, approach to the project, fee, schedule and familiarity with similar project types. It is recommended that the District enter into an agreement with Lionakis for architectural design services.

The services covered by this agreement shall commence June 14, 2016 and end June 30, 2017. The contract is a total not-to-exceed fee of \$78,150 including \$5,000 in reimbursable expenses. This is an increase of \$4,200 to correct the fiscal impact of \$73,950 which was previously submitted to the Board on May 16, 2016. The District has reviewed the consultant fees. The fee is reasonable and within industry standards.

This agreement is funded by Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the agreement with Lionakis Architectural Services for the ADA Paper Towel Replacement Project at Santiago Canyon College as presented.

Fiscal Impact:	\$78,150	Board Date: June 13, 2016
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

# Board Agreement Summary

**Board Date: 6/13/16**

Project: Paper Towel Dispenser Replacement

Site: **Santiago Canyon College**

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Consultants: **Lionakis**

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Type of Service: Architectural Services

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Agreement Summary	No.	Amount	Reimbursables	Start	Duration	
						End
Original Contract Amount		\$73,150.00	\$ 5,000.00	6/14/2016		6/30/2017
<b>Total Agreement Amount</b>		<b>\$78,150.00</b>				

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**DESCRIPTION:**

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Agreement for architectural design services for the paper towel dispenser replacement project at Santiago Canyon College

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**Total Proposed Amount:** **\$78,150.00**

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**Contract End Date:** **6/30/2017**

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

To:	Board of Trustees	Date: June 13, 2016
Re:	Approval of Amendment to Agreement with Leland Saylor Associates for Cost Estimating Consulting Services for the Orange Education Center DSA Certification Project for Santiago Canyon College	
Action:	Request for Approval	

**BACKGROUND:**

This is an amendment to an existing agreement to extend time only. There are no additional costs for this amendment. On May 11, 2015 the Board of Trustees approved an agreement with Leland Saylor for cost estimating services for the Orange Education Center (OEC) DSA Certification project of the Santiago Canyon College located on North Batavia Street in the City of Orange. After updating the project schedule, the District needs additional time for the consultant to complete its third-party estimate for the construction document phase, which is now anticipated to be completed by December 2016. Leland Saylor Associates is the District's independent cost estimator who will not only provide their independent estimate but will also review the architect's cost estimate for the project and reconcile any discrepancies between the estimates so that the District has a verification of construction costs. Therefore, the contract duration needs to be extended to align with the current project design and construction schedule.

**ANALYSIS:**

The amendment to this agreement is to extend the contract duration. The services covered by this agreement commenced on May 12, 2015 and the new end date has been revised from June 30, 2016 to June 30, 2017. There are no additional costs for this amendment.

This project is funded by Measure E, Redevelopment and Budget Stabilization Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amendment with Leland Saylor Associates for Cost Estimating Consulting Services for the Orange Education Center Building Certification Project for Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: June 13, 2016
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

# Board Agreement Summary

**Board Date: 6/13/16**

Project: Orange Education Center

Site: **Santiago Canyon College**

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**Consultants: Leland Saylor Associates**

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Type of Service: Cost Estimate Services

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Agreement Summary	No.	Amount	Reimbursables	Duration	
				Start	End
Original Contract Amount		\$58,590.00	\$ 1,000.00	5/12/2015	6/30/2016
Amendment #1		N/A	N/A	5/12/2015	6/30/2017
<b>Total Agreement Amount</b>		<b>\$59,590.00</b>			

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**DESCRIPTION:**

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Amendment for time extension only

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N/A

**Total Proposed Amount:**

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**Contract End Date:**

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**6/30/2017**

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

To:	Board of Trustees	Date: June 13, 2016
Re:	Ratification of Award of Bid #1291 for Building G Aquatics Bleachers at Santiago Canyon College	
Action:	Request for Ratification	

**BACKGROUND:**

This is a ratification of award of bid for the aquatics bleachers at Santiago Canyon College. As part of the close-out work for the Measure E projects, the bleachers are the last scope of work to be completed for the Aquatics Center. The bleachers required DSA approval prior to bid and was never completed with the original project, even though a deferred approval was noted in the plan. However, DSA no longer allows deferred approvals and a new plan submittal was required and has been completed.

**ANALYSIS:**

In accordance with the California Uniform Public Construction Cost Accounting Act, Bid #1291 for Building G Aquatics Bleachers at Santiago Canyon College was posted on April 25, 2016 and a Notice Calling for Bids was advertised on April 25, 2016.

A mandatory job walk was conducted on May 11, 2016. Bids were opened on May 23, 2016 as noted on the attached bid result form. The District received one (1) bid for the project. Herk Edwards, Inc. (Torrance) submitted the lowest responsive bid for the amount of \$28,690. District staff conducted a due diligence review to ensure compliance with license requirements. After review of the bids received, the District recommends approval of award of Bid #1291 to Herk Edwards, Inc. The Vice Chancellor of Business Operations/Fiscal Services authorized the award of the contract, under the authority of CUPCCAA, to Herk Edwards, Inc.

The anticipated construction start will be July 18, 2016 with an estimated construction duration of 70 days.

The project is funded by Measure E.

**RECOMMENDATION:**

It is recommended that the Board ratify the award of Bid #1291 for Building G Aquatics Bleachers at Santiago Canyon College as presented.

Fiscal Impact:	\$28,690	Board Date: June 13, 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 Rodriguez, Ph.D, Chancellor	



**RANCHO SANTIAGO**

Community College District

**Facility Planning**

2323 North Broadway, Rm 112

Santa Ana, CA 92706-1640

**BID RESULTS**

<b>BID #1291</b> Addendums Issued: 1	<b>PROJECT:</b> Building G Aquatics Bleachers at Santiago Canyon College	<b>DUE DATE:</b> May 23, 2016 At 10:00 A.M.
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<b>BIDDER</b>	<b>TOTAL BID AMOUNT</b>
Herk Edwards, Incorporated 23822 Hawthorne Boulevard, Suite 201 Torrance, CA 90505	\$28,690

**1 TOTAL BIDDER**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

(BUSINESS OPERATIONS/FISCAL SERVICES)

To:	Board of Trustees	Date: June 13, 2016
Re:	Approval of Lease between RSCCD and St. Peter Evangelical Lutheran Church	
Action:	Request for Approval	

**BACKGROUND**

Child Development Services has provided child care services for children and families within the Rancho Santiago Community College District at St. Peter Lutheran Church, 1510N Parton, Santa Ana, since January 2009. The space provides educational child care for 225 children under the district's contract with the California Department of Education, Child Development Division. Due to the closure of the Orange Education Center's CDC, the lease provides for a third session which increases the enrollment at St Peter Lutheran by 75 children.

**ANALYSIS**

The attached lease provides the district's use of three children's classrooms with bathrooms, two offices, a teacher's conference room, a teacher's work room, and the shared use of playgrounds, kitchen, pantry, and adult bathrooms. This lease is for the period of July 1, 2016 through June 30, 2017. The new lease provides the District with an early termination option and there is a 1% increase in the monthly lease payment.

The lease costs are paid for by Child Development Services funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the lease with St. Peter Evangelical Lutheran Church in Santa Ana for facilities to provide child care services as presented.

Fiscal Impact: \$6,726.60 per month	Board Date: June 13, 2016
Prepared by: Janneth Linnell, Executive Director, Child Development Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

## LEASE

1. **PARTIES.** This Lease ("Lease"), dated July 1, 2015 for reference purposes only, is made by and between **ST. PETER EVANGELICAL LUTHERAN CHURCH** ("Landlord"), and **RANCHO SANTIAGO COMMUNITY DISTRICT**, a community college district of the State of California ("Tenant" or "District") (Landlord and Tenant may be collectively referred to as the "Parties").

2. **PREMISES.** Landlord does hereby lease to Tenant and Tenant hereby leases from Landlord, subject to the provisions of this Lease, that certain space described in Exhibit "A" attached hereto (herein called the "Premises") located at 1510 N. Parton Street, Santa Ana, California (collectively with any common areas and other improvements, the "Project").

3. **TERM.** The term of this Lease ("Term") shall be for twelve (12) months commencing July 1, 2016 (the "Commencement Date") and ending on June 30, 2017 (the "Termination Date"), unless sooner terminated as provided herein.

4. **POSSESSION.** Possession of the Premises shall be deemed tendered to Tenant ("Tender of Possession") on the date Tenant actually takes possession of the Premises.

5. **RENT.** Tenant hereby covenants and agrees to pay to Landlord six thousand six hundred (\$6,726.60) per month for the Premises in advance on or before the twenty-fifth (25<sup>th</sup>) day of each month and every successive calendar month thereafter during the Term hereof. Rent for any period during the Term hereof which is for less than one (1) month shall be a prorated portion thereof.

6. **EARLY TERMINATION OPTION.** Tenant has the option of terminating this Lease prior to the Termination Date specified in Section 3. To exercise the Early Termination Option, Tenant must deliver to Landlord (1) a written notice stating that Tenant has elected to exercise the Early Termination Option and identifying the date of such early termination ("Early Termination Date"), and (2) all Rent and additional Rent due through the Early Termination Date. When Landlord acknowledges receiving the written notice and payment from Tenant, the Termination Date of this Lease shall be deemed amended to be the Early Termination Date.

7. **SECURITY DEPOSIT.** Landlord hereby agrees that it previously received and currently holds Tenant's deposit in the sum of two thousand seven hundred and thirty dollars (\$2,730.00). Said sum shall be held by Landlord as security for the faithful performance by Tenant of all the terms, covenants, and conditions of this Lease to be kept and performed by Tenant during the Term hereof. If Tenant defaults with respect to any provision of this Lease, including, but not limited to, the payment of any Rent, Landlord may (but shall not be required to) use, apply or retain all or any part of the Security Deposit for the payment of any Rent or any other sum in which Landlord may spend or become obligated to spend by reason of Tenant's default, or to compensate Landlord for any other loss or damage which Landlord may suffer by reason of Tenant's default.

Initials: \_\_\_\_\_  
Landlord                      Tenant

Landlord shall keep this Security Deposit separate from its general funds. If Tenant shall fully and faithfully perform every material provision of this Lease to be performed by it, the Security Deposit or any balance thereof shall be returned to the Tenant within twenty (20) days following the expiration of the Lease Term.

## 8. OPERATING EXPENSES.

8.1 Landlord shall be responsible for all Operating Expenses as defined herein.

8.2 The term "Operating Expenses" shall mean any and all expenses incurred by Landlord in connection with the operation, maintenance and repair of the common areas of the Building and Project including, but not limited to the following: charges or fees for, and taxes on, the furnishing of electricity, fuel, water, sewer, gas, oil and other utilities; (at Landlord's sole discretion) security; pest control; cleaning of windows and exterior curtain walls; janitorial services; trash and snow removal; landscaping and repair and maintenance of grounds; salaries, wages, and benefits for employees of Landlord engaged in the operation, maintenance or repair of the Project including benefits, payroll taxes and worker's compensation insurance (or only a pro rata portion if such employees are not dedicated exclusively to the Project); license fees and governmental permits; casualty and liability insurance; costs of repairing casualties or losses to the building (s), for which Landlord does not receive insurance proceeds covering the entire loss; costs for code compliance; cleaning supplies; uniforms and dry cleaning service; supplies, repairs, replacements and other expenses for maintaining and operating the Project at the time it was constructed or the installation of any device or other equipment which improves the operating efficiency of any system within the Project and thereby reduces the cost of operating said system(s); Landlord's accounting fees and costs for the system within the Project and thereby reduces Operating Expenses; Landlord's accounting fees and costs for the preparation of statements of operating expenses or incurred in order to reduce operating expenses; legal fees and costs relating to the operation, repair or maintenance of the Project or incurred in order to reduce operating expenses; service or management contracts with independent contractors and general overhead; administrative expenses; management fees; telephone, stationery; and the costs of any other items which, under generally accepted accounting principles constitute operating and maintenance costs attributable to any or all of the Project.

8.3 Tenant shall have no responsibility for any of the following expenses: (1) the construction costs for any expansion of the Building or Project; (2) ground rent or debt service (including, but without limitation, interest and principal) required to be made on debt incurred by Landlord and relating to any portion of the Building or Project; (3) costs for which Landlord has a right to receive reimbursement from others; (4) depreciation of the Project or other said improvements; (5) costs occasioned by Landlord's fraud or willful misconduct; (6) environmental pollution assessment and remediation related costs not caused by Tenant or its agents; (7) leasing commissions; (8) expenses paid from reserve amounts previously included in Operating Expenses; (9) costs of any items to the extent Landlord receives reimbursement from insurance proceeds or from a third party (such proceeds or reimbursement to be credited to Operating Expenses in the year in which received, except that any commercially reasonable deductible amount under any insurance policy shall be included within Operating Expenses charges when incurred by

Initials: \_\_\_\_\_  
Landlord                      Tenant

Landlord); (10) costs arising from Landlord's charitable or political contributions; (11) cost of the initial construction and installation of the Project (including the Common Area) and of correcting any defects in or inadequacy of the initial design or construction of the Project or of making any repairs of such initial construction to the extent covered by construction warranty; whether for the Project or pursuant to any work letter with a tenant, (12) tax penalties incurred or interest charged as a result of Landlord's failure to make payments for such items to the extent required by this Lease, except to the extent not caused by Tenant's failure to make such payments when due under this Lease; (13) repairs or other work occasioned by fire, storm, flood or other insured casualty or by the exercise of eminent domain, to the extent Landlord is reimbursed by warranty or insurance or by the condemning authority, or would have been reimbursed if Landlord had maintained in force the insurance required to be carried by Landlord under this Lease; (14) attorneys' and other professional fees, costs and disbursements and other expenses incurred in connection with procuring new tenants and/or negotiations or disputes with present or prospective tenants or other occupants of the Project, except to the extent incurred as a result of Tenant's acts or omissions; (15) repairs, alterations, additions, improvements or replacements made to rectify or correct any condition with respect to the Project that is in violation of applicable Laws on the date of execution of this Lease; (16) salaries, wages or other compensation paid to officers or executives of Landlord; (17) overhead and profit increment paid to a subsidiary, affiliate or other entity related to Landlord for services to the extent they are in excess of the amount that would be paid in the absence of such affiliation; (18) specific costs incurred for the account of, separately billed to and paid by specific tenants in the Project; (19) cost of capital improvements which are defined as any expenditures of the type which do not normally recur more frequently than every five (5) years in the normal course of operation and maintenance of the Project; (20) any increase in real property taxes resulting from a change in ownership of the Building or Project that occurs during the Term of this Lease or any extensions or renewals thereof; and (21) income, excess profits, or franchise taxes or other such taxes imposed on or measured by the income of Landlord from the operation of the Project. For purposes of this Lease, "change in ownership" has the same definition as in California Revenue and Taxation Code Sections 60 through 68, inclusive, and/or any amendments or successor statutes to such sections.

9. **USE.** Tenant shall use the Premises for a State Pre-School Program for underprivileged children and any incidental uses and shall not use or permit the Premises to be used for any other purpose without the prior written consent of Landlord.

Tenant shall not do or permit anything to be done in or about the Premises nor bring or keep anything therein which will in any way increase the existing rate of or affect any fire or other insurance upon the Project or any of its contents, or cause cancellation of any insurance policy covering said Project or any part thereof or any of its contents. Tenant shall not do or permit anything to be done in or about the Premises which will (a) in any way obstruct or interfere with the rights of other Tenants or occupants of the Project or injure them, (b) allow the Premises to be used for any improper, immoral, or unlawful purpose, nor shall Tenant cause, maintain or permit any nuisance in, on or about the Premises or (c) violate any codes, laws or regulations of city, state or federal authorities. Tenant shall not commit nor suffer to be committed any waste in or upon the Premises.

Initials: \_\_\_\_\_  
Landlord                      Tenant

9.1 **Condition of Premises.**

Landlord shall deliver the Premises to Tenant in a clean condition on the Lease Commencement Date. Landlord represents and warrants that as of the Commencement Date, but without regard to any alterations or improvements made by Tenant, the Premises does not violate any covenants or restrictions of record, any applicable building code, or any regulations or ordinances in effect on the Commencement Date. In the event that it is determined that this warranty has been violated, then it shall be the obligation of the Landlord, after written notice from Tenant, to promptly, at Landlord's sole cost and expense, to rectify any such violation. Except as otherwise provided in this Lease, Tenant hereby accepts the Premises and the Project in their as is condition existing as of the Lease Commencement Date or the date that Tenant takes possession of the Premises, whichever is earlier.

10. **MAINTENANCE, REPAIRS, ALTERATIONS AND COMMON AREA SERVICES.**

10.1 **Landlord's Obligations.** Landlord represents and warrants that to its actual knowledge, the Premises and the structural elements, roof and building systems of the Building are seismically and otherwise in sound condition and in compliance with all applicable federal, state and local laws, statutes, applicable building codes, ordinances and governmental rules, regulations or requirements now in force, including, without limitation, handicapped accessibility standards set forth in the ADA. Landlord has disclosed all known conditions, including, but not limited to, environmental contamination, restrictions on utilities, or exclusive use restrictions, that would adversely affect Tenant's use of the Premises. Landlord shall (i) maintain, repair and replace the structural portions of the Project, including but not limited to the foundation, floor/ceiling slabs, roof, curtain wall, exterior glass, columns, beams, shafts, stairs, stairwells and elevator cabs and common areas, and (ii) maintain, repair and replace (as reasonably determined by Landlord to be appropriate) the basic mechanical, electrical, life safety, plumbing, sprinkler systems and heating, ventilating and air-conditioning systems (provided, however, that Landlord's obligation with respect to any such systems shall be to repair, maintain and replace those portions of the systems located in the core of the Project or in other areas outside of the Premises, but Tenant shall be responsible to repair and maintain any distribution of such systems in the Premises).

A. HVAC Warranty. Landlord warrants and represents that the heating and air-conditioning ("HVAC") systems and equipment within the Premises are in good working order as of the date hereof and will remain so for the term of this Lease, ordinary wear and tear and negligence of Tenant excepted. In the event that any such systems and/or equipment fail, the cost to repair or replace shall be the sole responsibility of Landlord and no portion of such cost will be passed through to Tenant.

10.2 **Tenant's Obligations.**

A. Notwithstanding Landlord's obligation to keep the Premises in good condition and repair, Tenant shall be responsible for payment of the cost thereof to Landlord as additional Rent for (i) that portion of the cost of any maintenance and repair of the Premises, or

Initials: \_\_\_\_\_  
Landlord                      Tenant

any equipment, (wherever located) that serves only Tenant or the Premises, to the extent such cost is attributable to causes beyond normal wear and tear and (ii) for any other costs which are incurred in on or about the Premises because of Tenant's particular use or actions. Tenant shall be responsible for the cost of painting, replacing, repairing and/or maintaining wall coverings or any Premises improvements that are not ordinarily a part of the Premises or that are above then Project standards, including but not limited to all telephone or computer related wire or cabling. Landlord may, at its option, upon reasonable notice, elect to have Tenant perform any particular such maintenance or repairs the cost of which is otherwise Tenant's responsibility hereunder.

B. On the last day of the Term hereof, or on any sooner termination, Tenant shall surrender the Premises to Landlord in good condition, ordinary wear and tear excepted, clean and free of debris. Tenant shall repair any damage to the Premises occasioned by the installation or removal of Tenant's trade fixtures, alterations, furnishings and equipment.

### 10.3 Alterations and Additions.

A. Tenant shall not, without Landlord's prior written consent, make any alterations, improvements, additions, utility installations or repairs in, on or about the Premises, except for non-structural modifications, installation of trade fixtures (for purposes of this Lease, "trade fixtures" is defined as removable personal property that Tenant attaches to the Premises for business purposes), installations or repairs.

B. Any alterations, improvements, additions or utility installations in or about the Premises that Tenant shall desire to make or are required to be made by the city or other governing authority because of Tenant's use or alteration, improvement, addition or utility installation, shall be presented to Landlord in written form, with proposed detailed plans and the cost thereof, including the cost of alterations or improvements to the common areas of the Project all of which shall be borne by Tenant unless otherwise agreed to in writing. If Landlord shall give its consent to Tenant's making such alteration, improvement, addition or utility installation, the consent shall be deemed conditioned upon Tenant acquiring a permit to do so from the applicable governmental agencies, furnishing a copy thereof to Landlord prior to the commencement of the work and compliance by Tenant with all conditions of said permit in a prompt and expeditious manner. In the event Tenant utilizes any common areas for any utility installations, including but not limited to, phones or telecommunications equipment, Tenant shall do so at its sole risk and shall provide its own security for such installations.

C. With the exception of trade fixtures, all alterations, improvements, additions and utility installations (whether or not such utility installations constitute trade fixtures of Tenant), which may be made to the Premises by Tenant, including but not limited to, floor coverings, panelings, doors, drapes, built-ins, moldings, sound attenuation, lighting and telephone or communication systems, conduit, wiring and outlets shall be made and done in a good and workmanlike manner and of good and sufficient quality and materials and shall be the property of Landlord and remain upon and be surrendered with the Premises at the expiration of the Lease Term.

Initials: \_\_\_\_\_  
Landlord                      Tenant

10.4 **Utility Additions.** Landlord reserves the right to install new or additional utility facilities throughout the Project, at Landlord's sole cost and expense, for the benefit of Landlord or Tenant, or any other tenant of the Project, including, but not by way of limitation, such utilities as plumbing, electrical systems, communication systems, and fire protection and detection systems, so long as such installations do not unreasonably interfere with Tenant's use of the Premises.

11. **LIENS.** Tenant shall promptly pay and discharge all claims for work or labor done, supplies furnished or services rendered and shall keep the Premises free and clear of all mechanic and materialman liens in connection therewith.

12. **ASSIGNMENT AND SUBLETTING.** Tenant shall not assign, transfer, mortgage or encumber this Lease or sublet all or a portion of the Premises without obtaining the prior written consent of Landlord, nor shall any assignment or transfer of this Lease be effective by operation of law or otherwise without the prior written consent of Landlord, which consent shall not be unreasonably withheld. Any request for consent shall be in writing and provide sufficient information for Landlord to determine the financial strength of such assignee or subtenant. A consent to one assignment or subletting shall not be deemed to be a consent to any subsequent assignment or subletting. Consent to any such assignment or subletting shall in no way relieve Tenant of any liability under the terms of the Lease, unless agreed to in writing by Landlord. Landlord shall respond to any request for assignment or subletting within ten (10) days of written request by Tenant.

13. **INSURANCE AND INDEMNITY.**

13.1 **Self-Insurance - Tenant.** The insurance requirements set forth under this Section 12 may be satisfied by a self-insurance program approved by the District's governing Board of Education. As of the execution of this Lease, the Tenant is self-insured.

13.2 **Liability Insurance - Tenant.** Tenant shall, at Tenant's expense, obtain and keep in force during the Term of this Lease a policy of liability insurance in an amount not less than \$1,000,000 per occurrence and aggregate insuring Tenant, with Landlord as an additional insured, against all liability arising out of the use, occupancy or maintenance of the Premises.

13.3 **Liability Insurance - Landlord.** Landlord shall, at Landlord's expense, obtain and keep in force during the Term of this Lease a policy of liability insurance in an amount not less than \$1,000,000 per occurrence and aggregate insuring Landlord, but not Tenant, against all liability arising out of the ownership, use, occupancy or maintenance of the Buildings and Project of which the Premises are a part.

13.4 **Property Insurance - Tenant.** Tenant shall, at Tenant's expense, obtain and keep in force during the Term of this Lease for the benefit of Tenant, replacement cost and fire and extended coverage insurance, with vandalism and malicious mischief, in an amount sufficient to cover not less than the full replacement cost, as the same may exist from time to time, of Tenant's personal property, fixtures, equipment and tenant improvements.

Initials: \_\_\_\_\_  
Landlord      Tenant

**13.5 Property Insurance - Landlord.** Landlord shall, at Landlord's expense, obtain and keep in force during the Term of this Lease a policy or policies of insurance covering loss or damage to the Building and Project improvements, but not Tenant's personal property, fixtures, equipment or tenant improvements, in the amount of the full replacement cost thereof, as the same may exist from time to time, providing protection against all perils included with the classification of fire, extended coverage, vandalism, malicious mischief, plate glass and such other perils as Landlord deems advisable or may be required by a lender having a lien on the Building or Project. In addition, Landlord shall obtain and keep in force, during the Term of the Lease, a policy of rental value insurance covering a period of one year, with loss payable to Landlord, which insurance shall also cover all Operating Expenses for said period. Tenant will not be named in any such policies carried by Landlord and shall have not right to any proceeds therefrom. The policies required by Section 12.3 and 12.5 shall contain such deductibles as Landlord or its lender may require. If the Premises shall suffer an insured loss as defined in Section \_\_\_ hereof, the deductible amounts under the applicable insurance policies shall be deemed an Operating Expense. Tenant shall not do or permit anything to be done which shall invalidate the insurance policies carried by Landlord. Tenant shall pay the entirety of any increase in the property insurance premium for the Building over what it was immediately prior to the commencement of the Term if the increase is specified by Landlord's insurance carrier as being caused by the nature of Tenant's occupancy.

**13.6 Insurance Policies.** Subject to Section 12.1 above, Tenant shall deliver to Landlord copies of liability insurance policies required under this Section 12 or certificates evidencing the existence and amounts of such insurance within seven (7) days after the Commencement Date of this Lease. No such policy shall be cancelable or subject to reduction of coverage or other modification except after thirty (30) days prior written notice to Landlord. Tenant shall, at least thirty (30) days prior to the expiration of such policies, furnish Landlord with renewals thereof. All policies shall name Landlord as additional insured.

**13.7 Waiver of Subrogation.** As long as their respective insurers so permit, Landlord and Tenant hereby mutually waive their respective rights of recovery against each other for any loss insured by fire, extended coverage or other property insurance policies existing for the benefit of the respective parties. Each party shall apply to their insurers to obtain said waivers. Each party shall obtain any special endorsement, if required by their insurer to evidence compliance with this waiver.

**13.8 Indemnity.** Tenant shall indemnify and hold harmless Landlord (including all officers, directors, shareholders, agents and employees of the same), from and against any and all claims, losses, damages, or liability because of injuries or death of persons or damage to, destruction, loss or theft of property caused by the active negligence or willful misconduct of Tenant, its employees, agents, or contractors during the course of Tenant's use of the Premises under this Agreement but only to the extent that such claims, losses, damages, or liability could have been brought directly against the Tenant.

Landlord shall indemnify and hold harmless Tenant (including all officers, directors,

Initials: \_\_\_\_\_  
Landlord      Tenant

shareholders, agents and employees of the same), from and against any and all claims, losses, damages, or liability because of injuries or death of persons or damage to, destruction, loss or theft of property arising from Landlord's ownership, management, use or operation of the Project, unless caused by the active negligence or willful misconduct of Tenant, its employees, agents, or contractors relating to the Premises, Building or Project.

14. **SERVICES AND UTILITIES.** Landlord shall furnish to the Premises Monday through Friday, 6:30 a.m. to 6:30 p.m., during generally recognized business days, subject to the rules and regulations of the Project of which the Premises are a part in such reasonable quantities as in the judgment of Landlord is reasonably necessary for the comfortable occupancy of the Premises for general office purposes: (a) electricity for normal lighting; (b) the electricity for fractional horsepower office machines 24 hours per day, 365 days per year; and (c) heat and air conditioning. Landlord shall also maintain and keep lighted the common stairs, common entries and toilet rooms in the Project of which the Premises are a part.

15. **REAL PROPERTY TAXES.**

15.1 **Payment of Taxes.** Landlord shall pay the Real Property Tax, as defined in Section 14.3, applicable to the Project. The Tenant, as a public entity, is exempt from payment of Real Property Taxes and shall not be responsible for any Real Property Taxes with respect to Property. Tenant makes no representation or warranty with respect to any tax or business matters related to Landlord's disposition of the Property, and Landlord expressly acknowledges that it has consulted its own legal counsel and consultants regarding all necessary tax and business related matters associated with the disposition of the Property.

15.2 **Additional Improvements.** Tenant shall not be responsible for paying any increase in Real Property Tax specified in the tax assessor's records and work sheets as being caused by additional improvements placed upon the Project by other tenants or by Landlord for the exclusive enjoyment of any other tenant.

16. **OPTION TO EXTEND TERM.** Provided that Tenant is not in default under this Lease at the time the option is exercised, Tenant shall have the option to extend the Lease Term (the "Option") for two (2) consecutive one (1) year periods (each, an "Option Period") commencing on the expiration of the initial Lease Term. Tenant shall provide Landlord not more than sixty (60) days written notice of its intent to exercise the Option. The Option shall apply to the entire Premises.

17. **LANDLORD'S ACCESS.**

17.1 Upon prior notice, Lessee shall make the premises available during normal business hours to Lessor, authorized agent or representative, for the purpose of entering to (a) make necessary or agreed upon repairs, decorations, alterations or improvements or supply necessary or agreed upon service, or (b) inspect the premises as deemed necessary. In an emergency, Lessor, authorized agent or representative may enter the premises, at any time, without prior permission from Lessee. Church members or representatives may not walk through leased spaces during

Initials: \_\_\_\_\_  
Landlord                      Tenant

school hours without prior authorization and or notice. This is in order to comply with licensing regulations.

17.2 In the event that Landlord's entry onto the Premises may take place at a time or under circumstances that could result in contact with any under age pupils (younger than 18 years of age), Landlord's right to enter the Premises is conditioned on compliance with requirements of state law regarding fingerprinting and background checks as set forth in Education Code Section 45125.2.

## 18. DAMAGE OR DESTRUCTION.

18.1 **Definitions.** The following Definitions "A" through "G" shall have the same meaning throughout the Lease as they do in this Section 17.

A. "Premises Damage" shall mean if the Premises are damaged or destroyed to any extent.

B. "Premises Project Partial Damage" shall mean if the Project of which the Premises are a part is damaged or destroyed to the extent that the cost to repair is less than fifty percent (50%) of the then Replacement Cost of the Project.

C. "Premises Project Total Destruction" shall mean if the Project of which the Premises are a part is damaged or destroyed to the extent that the cost to repair is fifty percent (50%) or more of the then Replacement Cost of the Project.

D. "Project" shall mean the site and all of the buildings located thereon.

E. "Project Total Destruction" shall mean if the Project buildings are damaged or destroyed to the extent that the cost of repair is fifty percent (50%) or more of the then Replacement Cost of the Project buildings.

F. "Insured Loss" shall mean damage or destruction which was caused by an event required to be covered by the insurance described in Section 12. The fact that an Insured Loss has a deductible amount shall not make the loss an uninsured loss.

G. "Replacement Cost" shall mean the amount of money necessary to be spent in order to repair or rebuild the damaged area to the condition that existed immediately prior to the damage occurring, excluding all improvements made by Tenants, other than those installed by Landlord at Tenant's expense.

### 18.2 Premises Damage; Premises Project Partial Damage.

A. Insured Loss: Subject to the provisions of Sections 17.4 and 17.5, if at any time during the Term of this Lease there is damage which is an Insured Loss and which falls into the classification of either Premises Damage or Premises Project Partial Damage, then Landlord

Initials: \_\_\_\_\_  
Landlord      Tenant

shall, as soon as reasonably possible and to the extent the required materials and labor are readily available through usual commercial channels, at Landlord's expense, repair such damage (but not Tenant's fixtures, equipment or Tenant improvements originally paid for by Tenant) to its condition existing at the time of the damage, and this Lease shall continue in full force and effect.

B. Uninsured Loss: Subject to the provisions of Sections 17.4 and 17.5, if at any time during the Term of this Lease there is damage which is not an Insured Loss and which falls within the classification of Premises Damage or Premises Project Partial Damage, unless caused by a negligent or willful act of Tenant (in which event Tenant shall make the repairs at Tenant's expense), which damage prevents Tenant from making any substantial use of the Premises, Landlord may at Landlord's option either (i) repair such damage as soon as reasonably possible at Landlord's expense, in which event this Lease shall continue in full force and effect, or (ii) give written notice to Tenant within thirty (30) days after the date of the occurrence of such damage of Landlord's intention to cancel and terminate this Lease, in which case this Lease shall terminate as of the date of the occurrence of such damage.

**18.3 Premises Project Total Destruction: Project Total Destruction.** Subject to the provisions of Sections 17.4 and 17.5, if at any time during the Term of this Lease there is damage, whether or not it is an Insured Loss, which falls into the classifications of either (i) Premises Project Total Destruction, or (ii) Project Total Destruction, then Landlord may at Landlord's option either (i) repair such damage or destruction as soon as reasonably possible at Landlord's expense (to the extent the required materials are readily available through usual commercial channels) to its condition existing at the time of the damage, but not Tenant's fixtures, equipment or Tenant improvements, and this Lease shall continue in full force and effect, or (ii) give written notice to Tenant within thirty (30) days after the date of the occurrence of such damage of Landlord's intention to cancel and terminate this Lease, in which case this Lease shall terminate as of the date of the occurrence of such damage.

#### **18.4 Damage Near End of Term.**

A. If at any time during the last twelve (12) months of the Term of this Lease there is substantial damage to the Premises, Landlord may at Landlord's option cancel and terminate this Lease as of the date of occurrence of such damage by giving written notice to Tenant of Landlord's election to do so within thirty (30) days after the date of the occurrence of such damage.

B. Notwithstanding Section 17.3, in the event that Tenant has an option to extend or renew this Lease, and the time within which said option may be exercised has not yet expired, Tenant shall exercise such option, if it is to be exercised at all, no later than twenty (20) days after the occurrence of an Insured Loss falling within the classification of Premises Damage during the last twelve (12) months of the term of this Lease. If Tenant duly exercises such option during said twenty (20) day period, Landlord shall, at Landlord's expense, repair such damage, but not Tenant's fixtures, equipment or Tenant improvements, as soon as reasonably possible and this Lease shall continue in full force and effect. If Tenant fails to exercise such option during said twenty (20) day period, then Landlord may at Landlord's option terminate and cancel this Lease

Initials: \_\_\_\_\_  
Landlord      Tenant

as of the expiration of said twenty (20) day period, notwithstanding any term or provision in the grant of option to the contrary.

#### 18.5 **Abatement of Rent; Tenant's Remedies.**

A. In the event Landlord repairs or restores the Project or Premises pursuant to the provisions of this Section 17 and any part of the Premises are not usable (including loss of use due to loss of access or essential services), the Rent payable hereunder (including Tenant's Pro Rata Share of Excess Expenses) for the period during which such damage, repair or restoration continues shall be abated, provided (i) the damage was not the result of the negligence of Tenant, and (ii) such abatement shall only be to the extent the operation and profitability of Tenant's business as operated from the Premises is adversely affected. Except for said abatement of Rent, if any, Tenant shall have no claim against Landlord for any damage suffered by reason of any such damage, destruction, repair or restoration.

B. If Landlord shall be obligated to repair or restore the Premises or the Project under the provisions of this Section 17 and shall not commence such repair or restoration within ninety (90) days after such occurrence, or if Landlord shall not complete the restoration and repair within six (6) months after such occurrence, Tenant may at Tenant's option cancel and terminate this Lease by giving Landlord written notice of Tenant's election to do so at any time prior to the commencement or completion, respectively, of such repair or restoration. In such event this Lease shall terminate as of the date of such notice.

C. Tenant agrees to cooperate with Landlord in connection with any such restoration and repair, including but not limited to the approval and/or execution of plans and specifications required.

18.6 **Waiver.** Landlord and Tenant waive the provisions of any statute which relate to termination of leases when leased property is destroyed and agree that such event shall be governed by the terms of this Lease.

#### 19. **DEFAULT; REMEDIES.**

19.1 **Default.** The occurrence of any one or more of the following events shall constitute a material default of this Lease by Tenant:

A. The vacation or abandonment of the Premises by Tenant. Vacation or abandonment of the Premises shall include the failure to occupy the Premises for a continuous period of sixty (60) days or more, whether or not the Rent is paid;

B. The failure by Tenant to make any payment of Rent or any other monetary payment required to be made by Tenant hereunder within ten (10) days of the due date;

C. The failure by Tenant to observe or perform any of the covenants, conditions or provisions of this Lease to be observed or performed by Tenant, where such failure

Initials: \_\_\_\_\_  
Landlord                      Tenant

shall continue for a period of thirty (30) days after written notice thereof from Landlord to Tenant; provided, however, that if the nature of Tenant's noncompliance is such that more than thirty (30) days are reasonably required for its cure, then Tenant shall not be deemed to be in default if Tenant commenced such cure within thirty (30) days from receipt of the notice and thereafter diligently pursues such cure to completion;

D. (i) The making by Tenant of any general arrangement or general assignment for the benefit of creditors; (ii) Tenant becoming a "debtor" as defined in 11 U.S.C. Section 101 or any successor statute thereto (unless, in the case of a petition filed against Tenant, the same is dismissed within ninety (90) days; (iii) the appointment of a trustee or receiver to take possession of substantially all of Tenant's assets located at the Premises or of Tenant's interest in this Lease, where possession is not restored to Tenant within sixty (60) days; or (iv) the attachment, execution of other judicial seizure of substantially all of Tenant's assets located at the Premises or of Tenant's interest in this Lease, where such seizure is not discharged within sixty (60) days. In the event that any provision of this Section 18.1 (D) is contrary to any applicable law, such provision shall be of no force or effect; or

**19.2 Remedies.** In the event of any material default or breach of this Lease by Tenant, Landlord may at any time thereafter, with or without notice or demand and without limiting Landlord in the exercise of any right or remedy which Landlord may have by reason of such default;

A. Terminate Tenant's right to possession of the Premises by a lawful means, in which case this Lease and the Term hereof shall terminate and Tenant shall immediately surrender possession of the Premises to Landlord. In such event Landlord shall be entitled to recover from Tenant all damages incurred by Landlord by reason of Tenant's default including, but not limited to, the cost of recovering possession of the Premises; expenses of reletting, including necessary renovation and alteration of the Premises, reasonable attorney's fees, and any real estate commission actually paid; the worth at the time of award by the court having jurisdiction thereof of the amount by which the unpaid Rent for the balance of the term after the time of such award exceeds the amount of such Rent loss for the same period that Tenant proves could be reasonably avoided; the leasing commission paid by Landlord to release the Premises and which is applicable to the unexpired Term of this Lease.

B. Maintain Tenant's right to possession in which case this Lease shall continue in effect whether or not Tenant shall have vacated or abandoned the Premises. In such event Landlord shall be entitled to enforce all of Landlord's rights and remedies under this Lease, including the right to recover the Rent as it becomes due hereunder.

C. Pursue any other remedy now or hereafter available to Landlord under the laws or judicial decisions of that state wherein the Premises are located. Unpaid installments of Rent and other unpaid monetary obligations of Tenant under the terms of this Lease shall bear interest from the date due in accordance with Section 28 herein.

**19.3 Default by Landlord.** Landlord shall not be in default unless Landlord fails to

Initials: \_\_\_\_\_  
Landlord                  Tenant

perform obligations required of Landlord within a reasonable time, but in no event later than thirty (30) days after written notice by Tenant to Landlord specifying wherein Landlord has failed to perform such obligation; provided, however, that if the nature of Landlord's obligation is such that more than thirty (30) days are required for performance then Landlord shall not be in default if Landlord commences performance within such 30-day period and thereafter diligently pursues the same to completion.

**19.4 Late Charges.** Tenant hereby acknowledges that late payment by Tenant to Landlord of Base Rent due hereunder will cause Landlord to incur costs not contemplated by this Lease, the exact amount of which will be extremely difficult to ascertain. Such costs include, but are not limited to, processing and accounting charges and late charges which may be imposed on Landlord by the terms of any mortgage or trust deed covering the Project. Accordingly, if any installment of Base Rent due from Tenant shall not be received by Landlord or Landlord's designee by the tenth (10th) day of any month in which Rent is due, then, without any requirement for notice to Tenant, Tenant shall pay to Landlord a late charge equal to five percent (5%) of such overdue amount. The Parties hereby agree that such late charge represents a fair and reasonable estimate of the costs Landlord will incur by reason of late payment by Tenant. Acceptance of such late charge by Landlord shall in no event constitute a waiver of Tenant's default with respect to such overdue amount, nor prevent Landlord from exercising any of the other rights and remedies granted hereunder.

**20. ESTOPPEL CERTIFICATE.**

20.1. Each Party (as "responding party") shall at any time upon not less than ten (10) days prior written notice from the other Party ("requesting party") execute, acknowledge and deliver to the requesting Party a statement in writing (i) certifying that this Lease is unmodified and in full force and effect (or, if modified, stating the nature of such modification and certifying that this Lease, as so modified, is in full force and effect) and the date to which the Rent and other charges are paid in advance, if any, and (ii) acknowledging that there are not, to the responding Party's knowledge, any uncured defaults on the part of the requesting Party, or specifying such defaults if any are claimed. Any such statement may be conclusively relied upon by any prospective purchaser or encumbrancer of the Project or of the business of Tenant.

20.2. At the requesting Party's option, the failure to deliver such statement within such time shall be a material default of this Lease by the Party who is to respond, without any further notice to such Party, or it shall be conclusive upon such Party that (i) this Lease is in full force and effect, without modification except as may be represented by the requesting Party, (ii) there are no uncured defaults in the requesting Party's performance, and (iii) if Landlord is the requesting Party, not more than one month's Base Rent has been paid in advance.

**21. PARKING.** Tenant shall be entitled to use non-reserved parking spaces at no cost to Tenant.

**22. LANDLORD AND OWNER(S) LIABILITY.** Landlord's liability under this Lease is limited to its actual ownership interest in the Project. Tenant expressly agrees that the obligations

Initials: \_\_\_\_\_  
Landlord      Tenant

and liability of Landlord under this Lease and all executed documents related thereto shall not constitute personal obligations of Landlord and its agents, partners and lenders, affiliates, subsidiaries or any other entities or persons involved in the management or ownership of the Project (including all officers, directors and shareholders of the same).

23. **SEVERABILITY.** The invalidity of any provision of this Lease as determined by a court of competent jurisdiction shall in no way affect the validity of any other provision hereof.

24. **TIME OF ESSENCE.** Time is of the essence with respect to the obligations to be performed under this Lease.

25. **NOTICES.** Any notice required or permitted to be given hereunder must be in writing and must be given by either certified or registered mail, return receipt requested, or by personal delivery, and shall be deemed sufficiently given if delivered or addressed (if mailed) to Tenant or to Landlord at the address below the signature of the respective Parties or to the Premises, if the notice is to Tenant, and no address is below Tenant's signature on the signature page of this Lease. However, any notice from Tenant whereby Tenant is exercising an Option, if any, or a notice describing a Landlord default must be sent via certified or registered mail, return receipt requested or by personal delivery with a written verification of receipt from the Property Manager or an officer of Landlord. Mailed notices shall be deemed given upon actual receipt at the address required, or three (3) working days following deposit in the U.S. mail, postage prepaid, whichever first occurs. Either Party may, by notice to the other, specify a different address for notice purposes. A copy of all notices required or permitted to be given to Landlord hereunder must be concurrently transmitted to such Party or Parties at such addresses as Landlord may from time to time designate either in writing or under Landlord's signature block on the signature page of this Lease.

26. **WAIVERS.** No waiver by Landlord of any provision hereof shall be deemed a waiver of any other provision hereof or of any subsequent breach by Tenant of the same or any other provision. Landlord's consent to, or approval of, any act shall not be deemed to render unnecessary the obtaining of Landlord's consent to or approval of any subsequent act by Tenant. The acceptance of Rent hereunder by Landlord shall not be a waiver of any preceding breach by Tenant of any provision hereof, other than the failure of Tenant to pay the particular Rent so accepted, regardless of Landlord's knowledge of such preceding breach at the time of acceptance of such Rent.

27. **CUMULATIVE REMEDIES.** No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.

28. **COVENANTS AND CONDITIONS.** Each provision of this Lease performable by Tenant shall be deemed both a covenant and a condition.

29. **BINDING EFFECT; CHOICE OF LAW.** Subject to any provisions hereof restricting assignment or subletting by Tenant and subject to the provisions of Section 23, this Lease shall bind the parties, their personal representatives, successors and assigns. This Lease shall be

Initials: \_\_\_\_\_  
Landlord      Tenant

governed by the laws of the State where the Project is located and any litigation concerning this Lease between the Parties hereto shall be initiated in the county in which the Project is located.

30. **ATTORNEY'S FEES.** In the event that it becomes necessary for either party to initiate legal proceedings to enforce any provision of this Lease, each party shall bear its own litigation costs and expenses, including attorney's fees.

31. **MERGER.** The voluntary or other surrender of this Lease by Tenant, or a mutual cancellation thereof, or a termination by Landlord, shall not work a merger, and shall, at the option of Landlord, terminate all or any existing subtenancies or may, at the option of Landlord, operate as an assignment to Landlord of any or all of such subtenancies.

32. **CONSENTS.** Except when Landlord has its "sole discretion", wherever in this Lease the consent of one Party is required to an act of the other Party, such consent shall not be unreasonably withheld or delayed.

33. **QUIET POSSESSION.** Upon Tenant paying the Rent for the Premises and observing and performing all of the covenants, conditions and provisions on Tenant's part to be observed and performed hereunder, Tenant's shall have quiet possession of the Premises for the entire Term hereof subject to all of the provisions of this Lease.

34. **HOLDING OVER.** If Tenant remains in possession of the Premises or any part thereof after the expiration of the Term hereof, such occupancy shall be a tenancy from month to month subject to all conditions, provisions, and obligations of this Lease in effect on the last day of the Term.

35. **RULES AND REGULATIONS.** Tenant shall faithfully observe and comply with the rules and regulations that Landlord shall from time to time promulgate. Landlord reserves the right from time to time to make all reasonable modifications to said rules. The additions and modifications to those rules shall be binding upon Tenant upon delivery of a copy of them to Tenant. Landlord shall not be responsible to Tenant for the nonperformance of any said rules by any other Tenants or occupants.

36. **PERFORMANCE UNDER PROTEST.** If at any time a dispute shall arise as to any amount or sum of money to be paid by one Party to the other under the provisions hereof, the party against whom the obligation to pay the money is asserted shall have the right to make payment "under protest" and such payment shall not be regarded as a voluntary payment, and there shall survive the right on the part of said Party to institute suit for recovery of such sum. If it shall be adjudged that there was no legal obligation on the part of said Party to pay such sum or any part thereof, said Party shall be entitled to recover such sum or so much thereof as it was not legally required to pay under the provisions of this Lease.

37. **AUTHORITY.** Tenant, and each individual executing this Lease on behalf of Tenant, represents and warrant that such individual is duly authorized to execute and deliver this Lease on behalf of said entity.

Initials: \_\_\_\_\_  
Landlord      Tenant

38. **CONFLICT.** Any conflict between this Lease and its Exhibit(s) or Addenda(s), if any, the Exhibit(s) or Addenda(s) shall control and prevail. In the event of a conflict between any typewritten or handwritten provisions the handwritten provisions, if any, shall control and prevail.

39. **BINDING EFFECT.** This Lease shall become binding upon Landlord and Tenant only when fully executed by both Parties.

40. **MULTIPLE PARTIES.** If more than one person or entity is named as either Landlord or Tenant herein, except as otherwise expressly provided herein, the obligations of the Landlord or Tenant herein shall be the joint and several responsibility of all persons or entities named herein as such Landlord or Tenant, respectively.

41. **COUNTERPARTS.** This Lease may be executed in counterparts, each of which shall be deemed an original, and when taken together shall constitute the original executed Lease.

42. **ENVIRONMENTAL CONDITIONS.** Landlord shall be responsible for the environmental condition of the Premises and Project and all matters caused by the Landlord, its agents, employees, tenants (excluding Tenant), contractors, guests and invitees. Tenant shall be responsible only for its actions or work.

LANDLORD AND TENANT HAVE CAREFULLY READ AND REVIEWED THIS LEASE AND EACH TERM AND PROVISION CONTAINED HEREIN AND, BY EXECUTION OF THIS LEASE, SHOW THEIR INFORMED AND VOLUNTARY CONSENT THERETO. THE PARTIES HEREBY AGREE THAT, AT THE TIME THIS LEASE IS EXECUTED, THE TERMS OF THIS LEASE ARE COMMERCIALY REASONABLE AND EFFECTUATE THE INTENT AND PURPOSE OF LANDLORD AND TENANT WITH RESPECT TO THE PREMISES. IF THIS LEASE HAS BEEN FILLED IN IT HAS BEEN PREPARED FOR SUBMISSION TO YOUR ATTORNEY FOR HIS APPROVAL. NO REPRESENTATION OR RECOMMENDATION IS MADE BY LANDLORD OR TENANT AS TO THE LEGAL SUFFICIENCY, LEGAL EFFECT, OR TAX CONSEQUENCES OF THIS LEASE OR THE TRANSACTION RELATING THERETO; LANDLORD AND TENANT SHALL RELY SOLELY UPON THE ADVICE OF THEIR OWN LEGAL COUNSEL AS TO THE LEGAL AND TAX CONSEQUENCES OF THIS LEASE.

Initials: \_\_\_\_\_  
Landlord                      Tenant

IN WITNESS WHEREOF, the Parties have executed this Lease effective as of the date first written above.

**LANDLORD:**

ST, PETER EVANGELICAL LUTHERAN  
CHURCH  
a Nonprofit Organization

By: Rod Flippen

Its: Church Executive Counsel, Treasurer

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

Signature: \_\_\_\_\_

**TENANT:**

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT  
a Community College District

By: Peter J. Hardash

Its: Vice Chancellor, Business Operations and  
Fiscal Services

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

Signature: \_\_\_\_\_

Initials: \_\_\_\_\_  
Landlord      Tenant

\*

**EXHIBIT "A"**

**“PREMISES”**

Use of 100% of the Fellowship Hall, 2235 sq. ft.; office (Rm. 8), 130 sp. ft.; shared storage space (Rm. 6), 130 sq. ft.; (cannot share during school hours)– 2 restrooms/hallway, 375 sq. ft.; (not during school hours)of kitchen, 205 sq. ft.; office (Rms. 14/15, 350 sq. ft.; upstairs classrooms/restroom, 1345 sq. ft.; upstairs offices (Rms. 22/23) 190 sq. ft.; (Total sq. ft. 4960), shared use of three refrigerators and one freezer; two outside storage sheds; plus two outside play areas; non-exclusive use of parking lot; occasional use of Memorial Room, Nursery Room, and small playground, subject to availability, with advance notice; all facilities located on St. Peter Lutheran Church property to be used for a State Pre-School Program for underprivileged children. Any additional charges for space, equipment and/or services shall be an additional cost beyond what is hereby agreed. Lessor retains first priority on use of all facilities (after school hours) but will provide Lessee with a **minimum of seven (7) days notice in writing** for any church entity or organization requiring use of any of the above mentioned facilities.

Initials: \_\_\_\_\_  
Landlord                      Tenant

**EXHIBIT “B”**

**FLOOR PLAN**

Floor Plan Showing Premises

Deemed to be approximately 2235 sq. ft.; office (Rm. 8), 130 sp. ft.; shared storage space (Rm. 6), 130 sq. ft.; shared use – 2 restrooms/hallway, 375 sq. ft.; shared use of kitchen, 205 sq. ft.; office (Rms. 14/15, 350 sq. ft.; upstairs classrooms/restroom, 1345 sq. ft.; upstairs offices (Rms. 22/23) 190 sq. ft.; Total sq. ft. 4960.

*[See attached ]*

Initials: \_\_\_\_\_  
Landlord      Tenant

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**DISTRICT OFFICE – BUSINESS OPERATIONS/FISCAL SERVICES**

To:	Board of Trustees	Date: June 13, 2016
Re:	Approval of Surplus Property	
Action:	Request for Approval	

**BACKGROUND**

The time has come to prepare for the demolition of the Johnson Center – Santa Ana College and before work can begin, the salvage and surplus items must be removed. The items consist of abandoned furniture and partition systems. Legally, in order to dispose of District property, the Board must take action to declare the remaining items as surplus prior to the auction.

**ANALYSIS**

An open house was held on May 20, 2016 for District staff to select usable items for their divisions or departments. The same day, an open house was held for non-profit organizations and school districts to select from the remaining items per District Board Policy BP6550. Two (2) school districts attended the preview. Attached is a listing of all the surplus property as of May 27, 2016. Also, there are non-inventoried, miscellaneous items not listed but will be sold or disposed.

It is recommended that The Liquidation Company (TLC) auction off the District’s surplus property in accordance with the terms and conditions of the current contract. The auctioneer’s commission fee is 35.00% of the gross sales which is competitive for off-site auctions. The fee from TLC includes advertising, transportation, labor and other related functions. The advantages of using TLC are that they take the majority of our surplus property which is rare among auctioneers and they are licensed e-waste collectors. Their performance and service have been very satisfactory. The contract is good through June 30, 2018.

Following the auction, District staff shall discard any remaining surplus property. This is in accordance with Board Policy BP6550 and AR6550.

**RECOMMENDATION**

It is recommended that the Board of Trustees declare the attached list of equipment as surplus property and utilize The Liquidation Company to conduct an auction as presented.

Fiscal Impact:	Revenue to be Determined	Board Date: June 13, 2016
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Equipment Report For U - Johnson Center  
All Other Equipment/Vehicles

Property Tag	Description Size	Department Location	Manufacturer Model Number Serial Number	Acquisition Date Acquisition Method Acquisition Cost
05 314188	WORKSTATION-PE-SPECIAL	SAC Financial Aid Office	PLEION 72 X 24	06/05/2002 Purchase 1,658.54 *
05 315169	WORKSTATION, L SHAPED	SAC Financial Aid Office 1FAO	MCDOWELL L SHAPE	05/03/2004 Purchase 1,958.34 *
05 315570	WORKSTATION,	SAC Financial Aid Office 1FAO	MCDOWELL L SHAPE	09/27/2004 Purchase 2,921.92 *
05 315571	WORKSTATION, MCDOWELL	SAC Financial Aid Office 1FAO	MCDOWELL U SHAPE	09/27/2004 Purchase 3,404.73 *
05 315572	WORKSTATION, TWO PERSON	SAC Financial Aid Office 1FAO	MCDOWELL TWO PERSON FRONT OFF.	09/27/2004 Purchase 5,700.97 *
Total For: All Other Equipment/Vehic				15,644.50 **
Total For: U - Johnson Center				15,644.50 ***

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

To: Board of Trustees	Date: June 13, 2016
Re: Approval of Donation of Surplus Items	
Action: Request for Approval	

**BACKGROUND**

Board Policy BP6550 allows the District to make available to non-profit organizations and school districts the opportunity to select items of interest prior to auction. Education Code 81452 allows the District to donate items having no monetary value.

**ANALYSIS**

Notices were emailed to thirty (30) non-profit organizations within the District's boundaries and thirty-five (35) school districts and community colleges in Orange County. One school district, Garden Grove Unified School District selected items of interest and submitted a request for donation. Below are the items selected to be donated.

**Garden Grove Unified School District**

Item Description	Barcode/Tag Number
Office Desk, Brown	n/a
Table, 5 ft.	n/a
Table, Round	n/a
(8) ea. Cafeteria Dining Tables	n/a
(32) ea. Cafeteria Dining Chairs	n/a

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the donations to Garden Grove Unified School District as presented.

Fiscal Impact: None	Board Date: June 13, 2016
Prepared by: Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

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

To:	Board of Trustees	Date: June 13, 2016
Re:	Approval of Bid #1292-Audio Video Integration Services	
Action:	Request for Approval	

**BACKGROUND:**

The District issued Bid #1292-Audio Video Integration Services for a fully functional integrated AV system for ten (10) classrooms in Building D at the Santiago Canyon College. The project is isolated to the second floor math classrooms, room numbers D-204, D-205, D-206, D-207, D-215, D-216, D-217, D-220, D-221 and D-222.

The AV systems currently comprise a mixture of different divergent components not fully integrated into a seamless system causing inefficient operations, constant maintenance, and costly replacements. Currently, the District is moving toward an open-based software driven AV system to more efficiently control multiple AV equipment, integrate different components and platforms, eliminate proprietary programming costs, add new AV technologies as they emerge, access software tool suites for easy provisioning and configuration, and provide customized user interface for end-user efficiency and management.

As part of the scope of services, the contractor will provide all labor, equipment and materials for a complete audio video system integration. The system will be coordinated with the District's software driven AV system called Utelogy. The Utelogy software license purchase, software installation, programming, customization and commissioning will be done by Utelogy as a direct vendor to the District providing turnkey services. The contractor will be responsible to provide commissioning support, coordinate, install and integrate Owner Furnished Contractor Installed equipment (OFCI) and contractor furnished equipment into the Utelogy software. The contractor is required to work closely with the Utelogy vendor during the commissioning process to ensure the system is fully functional and performs as required per the specifications.

**ANALYSIS:**

The bid was advertised and sent to twenty-six (26) audio video integrators including other interested parties via the District's website. A mandatory pre-bid conference and site walk was held on May 20, 2016 and was attended by twelve (12) potential bidders. Three (3) companies provided bids for the project. Bid submissions were reviewed in detail by the District's consultant, Facilities Planning & Program Services, Inc. (FPPS) and the Purchasing Department ensuring the submittals met project requirements and specifications. Digital Networks Group, Inc. is the lowest responsible and responsive bidder.

Refer to the attached Bid Recap for detail pricing from the three bidders.

**RECOMMENDATION:**

It is recommended that the Board of Trustees accept the bids and approve the award of Bid #1292-Audio Video Integration Services to Digital Networks Group, Inc. as presented.

<b>Fiscal Impact:</b>	<b>\$110,933.44</b>	<b>Board Date: June 13, 2016</b>
<b>Prepared by:</b>	<b>Tracey Conner-Crabbe, Director of Purchasing Services</b>	
<b>Submitted by:</b>	<b>Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services</b>	
<b>Recommended by:</b>	<b>Raúl Rodríguez, Ph.D., Chancellor</b>	

**BID 1292 - AUDIO VIDEO INTEGRATION SERVICES  
 BID RECAP**

Line #	Qty	U/M	Description	Brand	Model #	Pricing					
						DIGITAL NETWORKS*		GOLDEN STAR TECHNOLOGIES		ON TARGET	
						Unit Price	Extended	Unit Price	Extension	Unit Price	Extension
<b>Displays/Screens</b>											
1	10	Ea	Interactive Projector Wall Mount (55" Extension)	Chief or equal	WM230AUSI	\$ 837.00	\$ 8,370.00	\$ 920.27	\$ 9,202.70	\$ 941.63	\$ 9,416.30
2	10	Ea	5'x8' Whiteboard made for video projection	Balt or equal	2G2KJ-25	\$ 406.32	\$ 4,063.20	\$ 501.55	\$ 5,015.50	\$ 507.83	\$ 5,078.30
3	20	Ea	48"x60" Melamine white marker boards	AARCO or equal	WAC4860	\$ 78.95	\$ 1,579.00	\$ 150.28	\$ 3,005.60	\$ 227.91	\$ 4,558.20
<b>Video Systems</b>											
4	10	Ea	IN1608 Eight Input HDCP-Compliant Scaling Presentation Switcher with 100 Watt 70 V Mono Power Amplifier, DTP Print-friendly Feedback	Extron or equal	60-1238-53	\$ 2,100.00	\$ 21,000.00	\$ 2,267.05	\$ 22,670.50	\$ 2,585.52	\$ 25,855.20
5	10	Ea	DTP HDMI 4K 230 Rx DTP Receiver for HDMI	Extron or equal	60-1271-13	\$ 247.37	\$ 2,473.70	\$ 267.05	\$ 2,670.50	\$ 304.56	\$ 3,045.60
6	40	Ea	HDMI Ultra/6 6' (1.8 m) 4K/UHD Ready	Extron or equal	26-663-06	\$ 36.84	\$ 1,473.60	\$ 39.77	\$ 1,590.80	\$ 37.80	\$ 1,512.00
7	10	Ea	HDMI Ultra/12 12' (3.6 m) 4K/UHD Ready	Extron or equal	26-663-12	\$ 47.37	\$ 473.70	\$ 51.14	\$ 511.40	\$ 48.60	\$ 486.00
8	10	Ea	MVGA-A M-M/12 12' (3.6 m) VGA with Audio	Extron or equal	26-566-03	\$ 34.74	\$ 347.40	\$ 37.50	\$ 375.00	\$ 35.64	\$ 356.40
<b>Audio</b>											
9	40	Ea	In-ceiling speaker "Bose Virtually Invisible 591 In-ceiling Speakers" with the "Bose Virtual Invisible 591 Speaker Rough-Kit mount	Bose or equal	591	\$ 392.63	\$ 15,705.20	\$ 199.30	\$ 7,971.80	\$ 161.00	\$ 6,440.00
10	10	Ea	Microphone Feedback Limiter	Shure or equal	DFR22	\$ 533.33	\$ 5,333.30	\$ 545.45	\$ 5,454.50	\$ 652.57	\$ 6,525.70
<b>Control System</b>											
11	10	Ea	Power input, Network connection, Two serial ports, Three relay connections, Six independent IR outputs or sensor inputs	Global Cache or equal	GC-100-18R	\$ 315.75	\$ 3,157.50	\$ 317.92	\$ 3,179.20	\$ 371.09	\$ 3,710.90
12	10	Ea	IR Emitter and Shield Kit IR Emitter Kit	Extron or equal	70-283-01	\$ 20.00	\$ 200.00	\$ 21.59	\$ 215.90	\$ 20.52	\$ 205.20
13	10	Ea	Netgear ProSafe Plus Switch 8-port	Netgear or equal	GS108PE	\$ 114.73	\$ 1,147.30	\$ 113.53	\$ 1,135.30	\$ 121.53	\$ 1,215.30
14	10	Ea	49ft 15M USB 2.0 A Male to B Male Active Cable	Monoprice or equal	7643	\$ 14.63	\$ 146.30	\$ 15.80	\$ 158.00	\$ 13.40	\$ 134.00
<b>Rack Equipment</b>											
15	10	Ea	Split Security Door, 12 RU, Solid	Middle Atlantic or equal	SSDR-12	\$ 83.39	\$ 833.90	\$ 87.50	\$ 875.00	\$ 77.85	\$ 778.50
16	10	Ea	1 Space rack shelf	Middle Atlantic or equal	U1	\$ 30.32	\$ 303.20	\$ 31.82	\$ 318.20	\$ 28.85	\$ 288.50
17	10	Ea	3 Space clamping rack shelf	Middle Atlantic or equal	RC3	\$ 52.53	\$ 525.30	\$ 55.11	\$ 551.10	\$ 46.99	\$ 469.90
18	10	Ea	1 Space Vent	Middle Atlantic or equal	VT1	\$ 9.87	\$ 98.70	\$ 10.72	\$ 107.20	\$ 14.14	\$ 141.40
19	70	Ea	1 Space Blank	Middle Atlantic or equal	SB1	\$ 9.25	\$ 647.50	\$ 10.05	\$ 703.50	\$ 8.83	\$ 618.10
20	10	Ea	Rackmount Power, 9 Outlet, 15A, Basic Surge	Middle Atlantic or equal	PD-915R	\$ 77.43	\$ 774.30	\$ 84.12	\$ 841.20	\$ 72.87	\$ 728.70
21	10	Ea	Custom Rack Plate with single XLR labeled for ALS	Liberty or equal	X1-N	\$ 13.68	\$ 136.80	\$ 116.47	\$ 1,164.70	\$ 64.00	\$ 640.00
<b>Additions</b>											
22	1	Lt	Misc. Material			\$ 3,110.53	\$ 3,110.53	\$ 3,480.00	\$ 3,480.00	\$ 6,243.05	\$ 6,243.05
23	1	Lt	Payment & Performance Bonding (Non-Taxable)			\$ 1,130.00	\$ 1,130.00				
24	1	Lt	Shipping and Handling (Non-Taxable)			\$ 1,438.00	\$ 1,438.00				
25					<b>Equipment Grand Total:</b>		\$ 71,900.43		\$ 71,197.60		\$ 78,447.25
26					<b>CA Sales Tax (8%):</b>		\$ 5,752.03		\$ 5,695.81		\$ 6,275.78
27					<b>Bonding</b>		\$ 1,130.00				
28					<b>Shipping and Handling</b>		\$ 1,438.00				
29					<b>Installation:</b>		\$ 29,917.50		\$ 36,201.60		\$ 39,609.58
30					<b>Programming:</b>						\$ 9,000.00
31					<b>Testing &amp; Commissioning:</b>		\$ 795.48				\$ 9,375.00
32					<b>Sub-Contractor Labor:</b>						
33					<b>Grand Total</b>		\$ 110,933.44		\$ 113,095.01		\$ 142,707.61

\* Recommend Award

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

To:	Board of Trustees	Date: June 13, 2016
Re:	Approval of Rejection of Award to Praxair Distribution and Award to Sims Orange Welding Supply Inc. for Bid #1285 – Purchase of Lincoln Electric System 5 – 100iC/12 Robot Arm & Fanuc Arcmate 100iC/12 Robot Arm and Miscellaneous Accessories	
Action:	Request for Approval	

**BACKGROUND**

On May 16, 2016, the Board approved the award for a Lincoln Electric System 5 - 100iC/12 Robot Arm & Fanuc Arcmate 100iC/12 Robot Arm and Miscellaneous Accessories Bid #1285 to Praxair Distribution. Upon receipt of our purchase order, Praxair Distribution informed us that they made an error and omitted pricing for a component in one of the robotic cells and therefore, could not honor their original bid price of \$195,596.00. The vendor requested that their bid be withdrawn.

The bid allows the District to award the contract either to the next lowest responsive and responsible bidder or reject all bidders.

**ANALYSIS**

The next low bidder meeting specifications is Sims Orange Welding Supply Inc. in the amount of \$200,966.92. The District contacted the vendor regarding completeness of their bid submission and confirmed that their pricing included all components. To avoid delay in installation and training that would affect Fall classes, it is in the best interest of the District to rescind the contract (purchase order) with Praxair Distribution and award to the next lowest responsive and responsible bidder, Sims Orange Welding Supply Inc.

The department's evaluation committee had already evaluated both bids and finds Sims Orange Welding Supply Inc.'s bid to be acceptable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the rejection of the award to Praxair Distribution and award to Sims Orange Welding Supply Inc. for Bid #1285 - Purchase of Lincoln Electric System 5 – 100iC/12 Robot Arm & Fanuc Arcmate 100iC/12 Robot Arm and Miscellaneous Accessories as presented.

Fiscal Impact:	\$200,966.92	Board Date: June 13, 2016
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor of 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: June 13, 2016
Re:	Approval of the 2016-2017 Contract Listing	
Action:	Request for Approval	

**BACKGROUND**

As per Board Policy No. 6330 and Administrative Regulation No. 6330, all contracts over \$15,000.00 require Board of Trustees approval in advance.

**ANALYSIS**

Contract and contract renewals are solicited in the spring of each year for departments throughout the District. The attached list of contracts are those renewals that have been requested this year and exceed the \$15,000 limit. Multi-year contracts that do not expire on June 30, 2016, are not included in this listing.

It is the desire of the District to have all contracts run concurrently with the fiscal year. Other contracts that expire mid-fiscal year along with new contracts will be brought to the Board of Trustees for approval at a later date.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2016-2017 contract listing as presented.

Fiscal Impact:	Estimated: \$423,434.80	Date: June 13, 2016
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

**District Contract Renewals For 2016-2017  
15,000 Above**

Vendor	Department	Service	<u>Estimated</u>	Term	<u>Period</u>	
			Cost for 16-17		From	To
Case Systems Inc	Environmental Safety & Emergency Services - DO	Maintenance plan for District emergency call boxes at SAC, SCC and CEC plus repair allowance	17,000.00	1	07-01-16	06-30-17
Community College League of California	Library - SCC	Electronic (online) library resources (i.e. subscriptions, magazine, periodicals, books)	40,408.00	1	07-01-16	06-30-17
Community College League of California	Library - SAC	Electronic (online) library resources (i.e. subscriptions, magazine, periodicals, books)	19,468.89	1	07-01-16	06-30-17
Foundation for California Community Colleges	ITS	Blackboard licenses, software upgrade & support for ASP hosting	124,381.00	1	07-01-16	06-30-17
Foundation for California Community Colleges	Facility Planning	Fusion license	17,355.16	1	07-01-16	06-30-17
Greentree Systems Inc	Human Resources	Applicant tracking software hosting	18,667.00	1	07-01-16	06-30-17
Lexmark Enterprise Software LLC (Formerly Perceptive Software)	ITS	ImageNow licenses for document management solutions and services	34,154.75	1	07-01-16	06-30-17
SectorPoint Inc	ITS	Software support - School Web Services (SWS) Dynamic Web Suite for SAC, SCC & District websites and District intranet	60,000.00	1	07-01-16	06-30-17
SectorPoint Inc	ITS	Remote service provision (RSP) for District websites	72,000.00	1	07-01-16	06-30-17
Taskstream LLC	Academic Affairs - SCC	License Subscription for The Accountability Management System (AMS)	20,000.00	1	07-01-16	06-30-17
		<b>Grand Total</b>	<b>\$423,434.80</b>			

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

To:	Board of Trustees	Date: June 13, 2016
Re:	Accept and Award of Request for Proposal (RFP) #1278 Integrated Waste Management Services	
Action:	Request for Approval	

**BACKGROUND**

The District has an existing contract for solid waste services that expires on June 30, 2016. The existing service contract provides mixed waste collection and processing of municipal solid waste (MSW) from all seven locations. Some of the facilities also have collection of source separated green waste. In addition, a separate company provides mixed paper recycling at some of the locations.

The District adopted a Sustainability Plan in 2015, which established goals to improve existing landfill diversion programs, to expand recycling and waste reduction, and to strive to meet the statewide recycling goal of 75% by 2020. As part of the Sustainability Plan, the waste management subcommittee identified expanding recycling options through the rebid of the waste contract to include additional services for on-campus recycling, and green waste and food waste composting.

In 2011, AB 341 was passed by the legislature, establishing a 75% Recycling Goal by 2020. Regulations to implement AB 341 include methods to increase the amount of commercial waste recycled in California by requiring businesses, multi-family residences with 5 or more units, and public entities that generate more than four cubic yards of solid waste per week to recycle. The regulations went into effect in July 2012. AB 1826 implements mandatory organics recycling for commercial generators. Beginning April 1, 2016, businesses that generate eight cubic yards of organic waste per week must arrange for recycling services for the organic waste. On or after January 1, 2017, businesses that generate four cubic yards or more of organic waste will be included in the requirement. The bill will require all businesses that generate four cubic yards or more of commercial solid waste per week to arrange for organic waste recycling services on or after January 1, 2019.

**ANALYSIS**

The District issued a Request for Proposal (RFP) #1278 Integrated Waste Management Services and advertised in compliance with Education Code §81641. A total of eleven (11) bidders were sent the RFP including other interested parties via the District's website.

Three bidders responded to the RFP. The proposed costs from all three bidders are included in Table 1.

**Table 1. Bid Results**

**Ware Disposal**

Sites	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year	Five-Year Total
Centennial Education Center	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$30,900.00
Digital Media Center	\$2,196.00	\$2,196.00	\$2,196.00	\$2,196.00	\$2,196.00	\$10,980.00
SCC-Orange Education Center	\$3,540.00	\$3,540.00	\$3,540.00	\$3,540.00	\$3,540.00	\$17,700.00
OC-Sheriff's Regional Training Academy	\$6,060.00	\$6,060.00	\$6,060.00	\$6,060.00	\$6,060.00	\$30,300.00
RSCCD-District Office	\$4,800.00	\$4,800.00	\$4,800.00	\$4,800.00	\$4,800.00	\$24,000.00
Santa Ana College	\$29,760.00	\$29,760.00	\$29,760.00	\$29,760.00	\$29,760.00	\$148,800.00
Santiago Canyon College	\$11,820.00	\$11,820.00	\$11,820.00	\$11,820.00	\$11,820.00	\$59,100.00
<b>Annual Total for All Sites</b>	<b>\$64,356.00</b>	<b>\$64,356.00</b>	<b>\$64,356.00</b>	<b>\$64,356.00</b>	<b>\$64,356.00</b>	<b>\$321,780.00</b>

**Unit Prices for additives or deductives as needed.**

Waste	Recycling	Organics
<b>3-cy container</b>		
\$65.00 - Weekly Rate	\$55.00 - Weekly Rate	\$60.00 - Weekly Rate
\$245.00 - Monthly Rate	\$239.00 - Monthly Rate	\$260.00 - Monthly Rate
<b>4-cy container</b>		
\$85.00 - Weekly Rate	\$75.00 - Weekly Rate	\$80.00 - Weekly Rate
\$368.00 - Monthly Rate	\$325.00 - Monthly Rate	\$347.00 - Monthly Rate
<b>40-cy container</b>		
\$459.00 up to 5 tons - Weekly Rate	\$459.00 per load - Weekly Rate	
\$68.00 per ton over 4 tons - Monthly Rate		

**Waste Management**

Sites	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year	Five-Year Total
Centennial Education Center	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00	\$21,000.00
Digital Media Center	\$1,752.00	\$1,752.00	\$1,752.00	\$1,752.00	\$1,752.00	\$8,760.00
SCC-Orange Education Center	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	\$10,500.00
OC-Sheriff's Regional Training Academy	\$7,800.00	\$7,800.00	\$7,800.00	\$7,800.00	\$7,800.00	\$39,000.00
RSCCD-District Office	\$3,924.00	\$3,924.00	\$3,924.00	\$3,924.00	\$3,924.00	\$19,620.00
Santa Ana College	\$36,000.00	\$36,000.00	\$36,000.00	\$36,000.00	\$36,000.00	\$180,000.00
Santiago Canyon College	\$9,156.00	\$9,156.00	\$9,156.00	\$9,156.00	\$9,156.00	\$45,780.00
<b>Annual Total for All Sites</b>	<b>\$64,932.00</b>	<b>\$64,932.00</b>	<b>\$64,932.00</b>	<b>\$64,932.00</b>	<b>\$64,932.00</b>	<b>\$324,660.00</b>

**Unit Prices for additives or deductives as needed.**

Waste	Recycling	Organics
<b>3-cy container</b>		
\$11.55 - Weekly Rate	\$4.62 - Weekly Rate	\$13.86 - Weekly Rate
\$50.00 - Monthly Rate	\$20.00 - Monthly Rate	\$60.00 - Monthly Rate
<b>4-cy container</b>		
\$15.01 - Weekly Rate	\$5.77 - Weekly Rate	\$18.48 - Weekly Rate
\$65.00 - Monthly Rate	\$25.00 - Monthly Rate	\$80.00 - Monthly Rate
<b>40-cy container</b>		
\$195.00 - Weekly Rate	\$75.00 - Weekly Rate	
Per Haul - Including 4 Tons - Monthly Rate	Per Haul - Monthly Rate	

**Table 1. Bid Results**

**CR & R**

Sites	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year	Five-Year Total
Centennial Education Center	\$5,417.28	\$5,958.96	\$6,557.28	\$7,210.32	\$7,931.28	<b>\$33,075.12</b>
Digital Media Center	\$1,625.16	\$1,787.64	\$1,966.32	\$2,162.88	\$2,378.76	<b>\$9,920.76</b>
SCC-Orange Education Center	\$3,250.32	\$3,575.28	\$3,932.64	\$4,325.76	\$4,757.52	<b>\$19,841.52</b>
OC-Sheriff's Regional Training Academy	\$5,417.28	\$5,958.96	\$6,554.88	\$7,210.32	\$7,931.28	<b>\$33,072.72</b>
RSCCD-District Office	\$5,417.28	\$5,958.96	\$6,557.28	\$7,210.32	\$7,931.28	<b>\$33,075.12</b>
Santa Ana College	\$32,503.68	\$35,753.86	\$39,343.68	\$43,261.92	\$47,587.68	<b>\$198,450.82</b>
Santiago Canyon College	\$10,834.56	\$11,917.92	\$13,114.56	\$14,420.64	\$15,862.56	<b>\$66,150.24</b>
<b>Annual Total for All Sites</b>	<b>\$64,465.56</b>	<b>\$70,911.58</b>	<b>\$78,026.64</b>	<b>\$85,802.16</b>	<b>\$94,380.36</b>	<b>\$393,586.30</b>

**Unit Prices for additives or deductives as needed.**

Waste	Recycling	Organics
<b>3-cy container</b>		
\$48.00 - Weekly Rate	\$48.00 - Weekly Rate	\$75.00 - Weekly Rate
<b>4-cy container</b>		
\$48.00 - Weekly Rate	\$48.00 - Weekly Rate	\$75.00 - Weekly Rate
<b>40-cy container</b>		
\$255.00/Haul + Processing - Weekly Rate	\$255.00/Haul + Processing - Weekly Rate	

A committee consisting of the Director of Purchasing Services, managers from Facility Planning, and the District’s Solid Waste Consultant participated in the review of those responses. Two of the proposals were not considered as those proposals did not provide the requested information or required services. However, all three proposals were scored and ranked in accordance with the criteria established in the RFP (Table 2).

**Table 2. Proposal Scoring Criteria**

Criteria	Weight
Qualifications and Experience	25%
Proposed Services	35%
Proposed Costs	35%
Environmental Stewardship	5%
<b>TOTAL</b>	<b>100%</b>

The results of the scoring are included in **Table 3**. As indicated, the proposal scoring the highest was Waste Management, Inc. (WM) which scored a total of 388 points.

**Table 3. Scoring Results**

Criteria	WARE	WM	CR&R
Qualifications and Experience	83	100	95
Proposed Services	80	140	88
Proposed Costs	135	128	82
Environmental Stewardship	17	20	16
<b>TOTAL</b>	<b>315</b>	<b>388</b>	<b>281</b>

On April 22, the review committee interviewed representatives from WM to obtain clarification on the proposed services and other aspects of their proposal. Based on the details in the proposals, as well as information in the interview, the committee unanimously agreed to select WM as the preferred service provider as the lowest responsible and responsive bidder for integrated waste management services for the District. This determination was made largely based on the services proposed by WM, their understanding of the District’s goals and objectives established in its sustainability plan, and their commitment to implement an integrated waste management program that will enable the District to meet its waste reduction and diversion goals and State mandates. WM will work closely with the District to raise awareness of waste reduction and recycling through promotional activities, to implement waste reduction, recycling, and organics management at special events, and implement a reporting system that tracks the progress and efficacy of the program, and to modify the program as may be necessary.

Although the WM costs are not the lowest, the company has offered, prior to beginning services, to conduct an in-depth evaluation of the existing and proposed services at each facility, and provide a customized service arrangement for each facility that will maximize diversion and minimize the level of service. The company has indicated this “right-sizing” of services will most likely result in reduced costs, and has guaranteed it will not increase the costs included in their proposal.

While there will be a higher cost associated with the new integrated waste management services overall, in the long run, it will more than pay for itself in increased recycling and organics diversion, which will reduce waste collection and disposal costs, ensure compliance with State recycling mandates, and help the District to meet its Sustainability Plan goals and objectives. The agreement is for one year with the option to renew for four additional one-year terms.

Attached is the Agreement and Exhibit “1” - Request for Proposal, including revisions for review.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the proposals and award RFP #1278-Integrated Waste Management Services including renewals to Waste Management, Inc. as presented.

Fiscal Impact:	\$64,932.00 (1 <sup>st</sup> Year)	Board Date: June 13, 2016
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

**AGREEMENT**

THIS AGREEMENT is hereby entered into between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the DISTRICT, and

---

Vendor

Taxpayer ID # or SSN

---

Mailing Address, City, State, Zip Code

hereinafter referred to as SERVICE PROVIDER.

WHEREAS, the DISTRICT is authorized to contract with a SERVICE PROVIDER to provide Integrated Waste Management Services pursuant to Public Resources Code section 40059.

WHEREAS, the SERVICE PROVIDER is specially experienced, and competent to provide Integrated Waste Management Services in accordance with all of the terms, conditions and pricing as listed in RFP #1278.

IT IS THEREFORE AGREED AS FOLLOWS:

The DISTRICT hereby retains and employs the SERVICE PROVIDER upon the terms and conditions hereinafter set forth, and the SERVICE PROVIDER hereby accepts said conditions and agrees to provide Integrated Waste Management Services as hereinafter mentioned as the successful bidder in accordance with the said terms and conditions of that RFP (“Services”).

1. The SERVICE PROVIDER shall commence providing Integrated Waste Management Services under this AGREEMENT and the RFP Documents on July 1, 2016, and will diligently perform as required through June 30, 2017 with an option to renew for up to four (4) additional twelve-month increment not to exceed five (5) years, or as otherwise terminated or changed in accordance with this AGREEMENT or the RFP Documents.
2. After evaluation of the responses to the RFP and negotiations, the DISTRICT and the SERVICE PROVIDER have mutually agreed to make changes to the requirements set forth in the original RFP #1278. Attached hereto as Exhibit “1” to this AGREEMENT is the RFP with the mutually agreed upon revisions and clarification. Any references to “RFP” or “RFP Documents” shall mean the document attached hereto as Exhibit “1” which is incorporated herein by reference.
3. This AGREEMENT entered into by the parties also consists of the following “RFP Documents”: Notice Calling for Proposals, Information for SERVICE PROVIDERS, RFP Form, General/Special Conditions, Specifications, Requirements, Insurance Requirements, Workers’ Compensation Certification, Non-Collusion Declaration, Bid Security, Subcontractor List, RFP

Checklist, Performance Bond, Drug-Free Workplace Certification, Business Enterprises, W-9 certification and all modifications, addenda, and amendments, if any.

4. The DISTRICT shall pay the SERVICE PROVIDER monthly payments in accordance with the other conditions & services of the RFP.
5. The SERVICE PROVIDER shall assume all expenses incurred by him/her in connection with the performance of this AGREEMENT, and the DISTRICT shall not be responsible for payment of any expenses incurred in connection with the Services.
6. While engaged in carrying out and complying with any of the terms and conditions of this AGREEMENT, SERVICE PROVIDER shall be and act as an independent contractor. SERVICE PROVIDER understands and agrees that SERVICE PROVIDER and all of SERVICE PROVIDER'S employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. SERVICE PROVIDER assumes the full responsibility for the acts and/or omissions of SERVICE PROVIDER'S employees or agents as they relate to the Services to be provided under this AGREEMENT. SERVICE PROVIDER shall assume full responsibility for payment of any applicable prevailing wages and all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective SERVICE PROVIDER'S employees.
7. SERVICE PROVIDER shall defend, indemnify and hold harmless DISTRICT and its Board of Trustees, officers, employees, agents and independent contractors from all liabilities, claims, actions, liens, judgments, demands, damages, losses, costs or expenses of any kind arising from death, personal injury, property damage or other cause based or asserted upon any act, omission, or breach connected with or arising from the progress of work or performance of Services under this AGREEMENT or the RFP Documents. As part of this indemnity, SERVICE PROVIDER shall protect and defend, at its own expense, DISTRICT and its Board of Trustees, officers, employees, agents and independent contractors from any legal action including attorneys' fees or other proceeding based upon such act, omission, or breach or as otherwise required by this Section.

Furthermore, SERVICE PROVIDER agrees to and does hereby defend, indemnify and hold harmless the DISTRICT and its Board of Trustees, officers, employees, agents and independent contractors from every claim or demand made, and every liability, loss, damage, expense or attorneys' fees of any nature whatsoever, which may be incurred by reason of:

- a. Liability for (1) death or bodily injury to persons; (2) damage or injury to, loss (including theft), or loss of use of, any property; (3) any failure or alleged failure to comply with any provision of law, this AGREEMENT or the RFP Documents; or (4) any other loss, damage or expense, sustained by any person, firm or corporation or in connection with the work or Services called for in this AGREEMENT or the RFP Documents, except for liability resulting from the sole negligence, unlawful acts or the willful misconduct of the DISTRICT;

- b. Any bodily injury to or death of persons or damage to property caused by any act, omission or breach of SERVICE PROVIDER or any person, firm or corporation employed by SERVICE PROVIDER, either directly or by independent contract, including all damages or injury to, loss (including theft), or loss of use of, any property, sustained by any person, firm or corporation, including the DISTRICT, arising out of or in any way connected with work or Services covered by this AGREEMENT or the RFP Documents, whether said injury or damage occurs either on or off DISTRICT property, but not for any loss, injury, death or damages caused by the sole negligence, unlawful acts or the willful misconduct of the DISTRICT.
- c. Any dispute between SERVICE PROVIDER and SERVICE PROVIDER'S subcontractors/ supplies/ sureties, including, but not limited to, any failure or alleged failure of the SERVICE PROVIDER (or any person hired or employed directly or indirectly by the SERVICE PROVIDER) to pay any subcontractor of any tier or any other person employed in connection with the work or Services and/or filing of any stop notice or mechanic's lien claims.

SERVICE PROVIDER, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its Board of Trustees, officers, agents or employees, on account of or founded upon any cause, damage, or injury identified in this Section and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

- 8. The SERVICE PROVIDER shall comply with all insurance requirements set forth in the RFP under Information for SERVICE PROVIDERS, Sections 3.13 & 3.14.
- 9. The SERVICE PROVIDER shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances including workers' compensation.
- 10. This AGREEMENT may not be assigned without the written consent of the DISTRICT.
- 11. This AGREEMENT may be terminated by either party upon fourteen (14) days written notice to the other party in the event of a substantial failure of performance by such other party, including insolvency of SERVICE PROVIDER. In the event termination is for a substantial failure of performance, all damages and costs associated with the termination, including replacement Service Provider costs shall be deducted from payments owed to the SERVICE PROVIDER.

In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for convenience in accordance with the Paragraph below, and SERVICE PROVIDER shall have no greater rights than it would have had if a termination for convenience had been effected in the first instance. No other loss, cost, damage, expense or liability may be claimed, requested or recovered by SERVICE PROVIDER.

This AGREEMENT may be terminated without cause by DISTRICT upon twenty (20) days written notice to the SERVICE PROVIDER. In the event of a termination without cause or for convenience, the DISTRICT shall pay to the SERVICE PROVIDER for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence up until the date of the notice of termination for convenience plus any sums due the SERVICE

PROVIDER for approved extra services. In addition, SERVICE PROVIDER will be paid for reasonable termination for convenience costs through the payment of 50% of the average of SERVICE PROVIDER's approved monthly compensation for the three full months prior to the date of the notice of termination for convenience. This payment is agreed to compensate the SERVICE PROVIDER for the unpaid profit SERVICE PROVIDER would have made under this AGREEMENT on the date of termination and is consideration for entry into this termination for convenience clause. In the event the DISTRICT terminates the AGREEMENT for convenience, the DISTRICT and SERVICE PROVIDER mutually agree to negotiate in good faith a reasonable payment to the SERVICE PROVIDER for the reasonable costs of acquiring and providing containers.

12. After a reasonable time after SERVICE PROVIDER commences services under this AGREEMENT, the DISTRICT and SERVICE PROVIDER shall review and evaluate whether locations are not generating the volume of waste as originally anticipated by the parties or as set forth in the RFP. Adjustments based on actual usage are referred to as "right-sizing". The DISTRICT and SERVICE PROVIDER mutually agree to "right-size" the service levels based on actual volumes and material types at each of the locations identified in the AGREEMENT. Any adjustments based on right-sizing shall be approved in writing by the parties.

IN WITNESS WHEREOF, said parties have executed this AGREEMENT as of the date and year first above written.

ENTERED INTO THIS AGREEMENT:

FOR THE SERVICE PROVIDER:

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT  
Santa Ana, California

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

By: \_\_\_\_\_  
Peter J. Hardash  
Vice Chancellor of Business  
Operations/Fiscal Services

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date

Purchase Order List

05/08/2016 thru 05/28/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount	
16-P0040743	5/9/2016	1	12	DSPS Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,071.27
16-P0040744	5/9/2016	1	11	Accounts Payable	Non-Instructional Supplies	IMAGE PRINTING SOLUTIONS	637.20
16-P0040745	5/9/2016	1	12	EOPS	Supplies Paid for Students	OFFICE DEPOT BUSINESS SVCS	3,250.04
16-P0040746	5/9/2016	1	41	Facility Planning Office	Bldg Impr-Blueprint/Reprod/Adv	FREEDOM COMMUNICATIONS, INC	1,240.88
16-P0040747	5/9/2016	1	42	Facility Planning Office	Bldg Impr - Relocation/Moving	AMERICAN RELOCATION & LOGISTICS INC	642.00
16-P0040748	5/9/2016	1	12	DSPS	Equip-All Other >\$1,000-<\$5,000	SPINLIFE.COM LLC	2,878.15
16-P0040749	5/9/2016	1	41	Facility Planning Office	Bldg Impr-Blueprint/Reprod/Adv	IMAGE PRINTING SOLUTIONS	1,532.00
16-P0040750	5/9/2016	1	12	Small Business Dev Ctr Office	Food and Food Service Supplies	R VISHNY LLC	240.00
16-P0040751	5/9/2016	1	12	Upward Bound	Food and Food Service Supplies	SANTIAGO HILLS AUTO SPA INC	300.00
16-P0040752	5/9/2016	1	41	Facility Planning Office	Non-Instructional Supplies	BARTWOOD CONSTRUCTION INC	1,092.80
16-P0040753	5/9/2016	1	43	Facility Planning Office	Bldgs - Blueprint/Reprod/Adver	C2 REPROGRAPHICS	349.08
16-P0040754	5/9/2016	1	43	Facility Planning Office	Bldgs - Blueprint/Reprod/Adver	C2 REPROGRAPHICS	200.00
16-P0040755	5/9/2016	1	12	DSPS	Instructional Supplies	AMERICAN THERMOFORM CORP	238.67
16-P0040756	5/9/2016	1	12	Biology	Equip-All Other >\$1,000-<\$5,000	FISHER SCIENTIFIC	2,558.29
16-P0040757	5/9/2016	1	12	Orange Educ Ctr-Instruction	Instructional Supplies	BLICK ART MATERIALS	305.65
16-P0040758	5/9/2016	1	12	Orange Educ Ctr-Instruction	Instructional Supplies	NASCO	44.91
16-P0040759	5/9/2016	1	12	Reading	Instructional Supplies	ICARUS FILMS	548.84
16-P0040760	5/9/2016	1	12	DSPS	Instructional Supplies	LIVESCRIIBE INC	276.16
16-P0040761	5/9/2016	1	41	Facility Planning Office	Bldg Impr - Materials OFIBO	CLARK SECURITY PRODUCTS INC	9,184.69
16-P0040762	5/9/2016	1	12	Transfer Center	Transportation - Student	GOLD COAST TOURS	4,341.08
16-P0040763	5/9/2016	1	12	Safety & Parking - DO	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	194.39
16-P0040764	5/9/2016	1	12	School & Community Partnership	Food and Food Service Supplies	SOMBRERO STREET, INC.	1,742.60
16-P0040765	5/9/2016	1	12	Academic Computing	Instructional Supplies	SIGNS DIRECT, INC.	557.82
16-P0040766	5/9/2016	1	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	408.24
16-P0040767	5/9/2016	1	11	Graphic Communications	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	97.20
16-P0040768	5/9/2016	1	12	Sci, Math, Health Sci Office	Instructional Supplies	MICROTECH SCIENTIFIC	611.87
16-P0040769	5/9/2016	1	13	Human Svcs & Technology Office	Non-Instructional Supplies	MICHELLE R. PAROLISE	33.09
16-P0040770	5/9/2016	1	12	Ctr for Intl Trade Dev Office	Non-Instructional Supplies	ULTIMATE GIFTS	643.68
16-P0040771	5/9/2016	1	12	Center for Teacher Education	Food and Food Service Supplies	HAVE KITCHEN WILL TRAVEL, INC.	6,480.00
16-P0040772	5/9/2016	1	12	Student Services Office	Food and Food Service Supplies	MARY W. HUEBSCH	293.06
16-P0040773	5/9/2016	1	11	Board of Trustees	Non-Instructional Supplies	HERFF JONES INC.	203.69
16-P0040774	5/9/2016	1	12	Academic Affairs Office	Instructional Supplies	SUSAN BLACKWOOD LEEDY	374.22
16-P0040775	5/9/2016	1	12	Orientation/Coord/Training	Food and Food Service Supplies	R VISHNY LLC	600.00
16-P0040776	5/9/2016	1	12	DSPS	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	823.60
16-P0040777	5/9/2016	1	13	Chancellor's Office	District Business/Sponsorships	NCCHC NATIONAL COMMUNITY COLLEGE	5,000.00
16-P0040778	5/9/2016	1	12	Foster Youth	Food and Food Service Supplies	R VISHNY LLC	500.00
16-P0040779	5/9/2016	1	12	Sign Language	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	4,055.40

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Legend: \* = Multiple Funds for this P.O.

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Rancho Santiago Community College District

AP Types: ('0011', '0012', '0013', '0033', '0041', '0042', '0043', '0061', '0062')

Board Meeting of 06/13/2016

PU0010

Purchase Order List

Page: 2

05/08/2016 thru 05/28/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
16-P0040780	5/9/2016	11	Safety & Security Office	Non-Instructional Supplies	BEEGA'S BOYS	61.54
16-P0040781	5/9/2016	12	Continuing Education Division	Books, Mags & Subscrip-Non-Lib	CAMBRIDGE UNIV PRESS	2,786.40
16-P0040782	5/9/2016	12	Orange Educ Ctr-Instruction	Instructional Supplies	GARY GRIMM & ASSOCIATES	299.61
16-P0040783	5/9/2016	11	Chancellor's Office	Conference Expenses	WELLS FARGO BANK	597.96
16-P0040784	5/9/2016	12	Orange Educ Ctr-Instruction	Instructional Supplies	MEDCO/PATTERSON MEDICAL	184.20
16-P0040785	5/9/2016	12	Upward Bound	Awards & Incentives	MICHAEL J MACKENZIE	322.28
16-P0040786	5/9/2016	12	Outreach	Food and Food Service Supplies	JAY'S CATERING	2,593.20
16-P0040787	5/9/2016	11	Public Affairs/Gov Rel Office	Books, Mags & Subscrip-Non-Lib	MCCOMBS, JOHN	708.00
16-P0040788	5/9/2016	12	Inmate Education Program	Books, Mags & Subscrip-Non-Lib	PEARSON ED	523.25
16-P0040789	5/9/2016	12	Outreach	Food and Food Service Supplies	JAY'S CATERING	2,593.20
16-P0040790	5/9/2016	11	Admissions & Records	Non-Instructional Supplies	IMAGE PRINTING SOLUTIONS	452.52
16-P0040791	5/9/2016	11	Human Resources Office	Inst Dues & Memberships	SOUTHERN 30	300.00
16-P0040792	5/9/2016	11	Maintenance	Non-Instructional Supplies	APCO GRAPHICS INC	978.74
16-P0040793	5/9/2016	12	Inmate Education Program	Books, Mags & Subscrip-Non-Lib	PEARSON ED	741.96
16-P0040794	5/9/2016	12	Outreach	Food and Food Service Supplies	JAY'S CATERING	2,593.20
16-P0040795	5/9/2016	12	Student Equity	Transportation - Student	MICHELANGELO LEASING INC	1,522.50
16-P0040796	5/9/2016	12	Digital Media Center	District Business/Sponsorships	SANTA CLARITA COMMUNITY	5,000.00
16-P0040797	5/9/2016	12	EOPS	Other Exp Paid for Students	RSCCD	2,990.00
16-P0040798	5/9/2016	12	Outreach	Food and Food Service Supplies	JAY'S CATERING	2,593.20
16-P0040799	5/9/2016	12	Biology	Non-Instructional Supplies	FISHER SCIENTIFIC	1,568.32
16-P0040800	5/9/2016	12	Sci, Math, Health Sci Office	Instructional Supplies	MICROTECH SCIENTIFIC	175.50
16-P0040801	5/9/2016	12	Student Equity	Transportation - Student	MICHELANGELO LEASING INC	3,990.00
16-P0040802	5/9/2016	11	Admissions & Records	Non-Instructional Supplies	SUSAN BLACKWOOD LEEDY	168.48
16-P0040803	5/9/2016	12	Outreach	Non-Instructional Supplies	JOHN A TORRENCE III	987.28
16-P0040804	5/9/2016	12	Foster Youth	Food and Food Service Supplies	SMART & FINAL	940.00
16-P0040805	5/10/2016	11	Purchasing	Software License and Fees	WELLS FARGO BANK	585.00
16-P0040806	5/10/2016	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	WELLS FARGO BANK	199.30
16-P0040807	5/10/2016	33	CDC Santiago Canyon College	Non-Instructional Supplies	HOME DEPOT	300.00
16-P0040808	5/10/2016	12	Media Systems	Instructional Supplies	HOME DEPOT	1,500.00
16-P0040809	5/10/2016	33	CDC Santa Ana College - East	Non-Instructional Supplies	TEAM ONE MANAGEMENT	1,800.00
16-P0040810	5/10/2016	11	Warehouse	Non-Instructional Supplies	WELLS FARGO BANK	680.12
16-P0040811	5/10/2016	12	A&R Office - Credit	Non-Instructional Supplies	CDW GOVERNMENT INC.	96.66
16-P0040812	5/10/2016	12	A&R Office - Credit	Non-Instructional Supplies	BUSINESS MACHINES SECURITY	221.79
16-P0040813	5/10/2016	12	Distance Education	Instructional Supplies	B & H PHOTO VIDEO INC	1,935.90
16-P0040814	5/10/2016	33	CDC Administration	Non-Instructional Supplies	CM SCHOOL SUPPLY CO	268.60
16-P0040815	5/10/2016	33	CDC Administration	Equip-All Other >\$200 < \$1,000	LAKESHORE LEARNING MATERIALS	12,440.23
16-P0040816	5/10/2016	33	CDC Administration	Equip-All Other >\$200 < \$1,000	DISCOUNT SCHOOL SUPPLY	535.03

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Purchase Order List

05/08/2016 thru 05/28/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
16-P0040817	5/10/2016	33	CDC Administration	Non-Instructional Supplies	ENVIRONMENTS INC	846.29
16-P0040818	5/10/2016	33	CDC Administration	Equip-All Other >\$200 < \$1,000	LAKESHORE LEARNING MATERIALS	376.92
16-P0040819	5/10/2016	33	CDC Administration	Instructional Supplies	LAKESHORE LEARNING MATERIALS	7,850.00
16-P0040820	5/10/2016	33	CDC Administration	Instructional Supplies	DISCOUNT SCHOOL SUPPLY	8,734.80
16-P0040821	5/10/2016	33	CDC Administration	Instructional Supplies	LAKESHORE LEARNING MATERIALS	6,000.00
16-P0040822	5/10/2016	33	CDC Administration	Instructional Supplies	DISCOUNT SCHOOL SUPPLY	2,694.76
16-P0040823	5/10/2016	33	CDC Administration	Instructional Supplies	LAKESHORE LEARNING MATERIALS	3,000.00
16-P0040824	5/10/2016	12	Health & Wellness	Equip-All Other >\$200 < \$1,000	COMPULOCKS BRANDS INC	302.30
16-P0040825	5/10/2016	11	Fire Academy	Equip-All Other >\$1,000<\$5,000	SAIDICO DIRECT INC	4,846.76
16-P0040826	5/10/2016	13	Publications	Reproduction/Printing Expenses	WELLS FARGO BANK	176.10
16-P0040827	5/10/2016	12	Nursing	Instructional Supplies	MEDICAL SHIPMENT LLC	2,198.65
16-P0040828	5/10/2016	11	Graphic Communications	Conference Expenses	THE COOPER UNION FOR THE ADVANCEMENT	308.99
16-P0040829	5/10/2016	12	Student Services Office	Conference Expenses	JANICE M. LOVE	400.00
16-P0040830	5/10/2016	12	Student Services Office	Conference Expenses	GEORGE F. SWEENEY	400.00
16-P0040831	5/10/2016	11	Information Tech Svcs Office	Conference Expenses	KEIR ASSOCIATES INC	1,298.75
16-P0040832	5/10/2016	11	Safety & Security Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	708.46
16-P0040833	5/10/2016	12	Continuing Education Division	Non-Instructional Supplies	DATA RECOGNITION CORP	376.52
16-P0040834	5/10/2016	12	DSPS Office	Non-Instructional Supplies	MAYER EDUCATIONAL PRODUCTS	471.20
16-P0040835	5/10/2016	12	Learning Disabled	Non-Instructional Supplies	DON BOOKSTORE	3,144.96
16-P0040836	5/10/2016	12	Learning Disabled	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,689.16
16-P0040837	5/10/2016	12	Learning Disabled	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,750.00
16-P0040838	5/10/2016	12	Student Services Office	Food and Food Service Supplies	JAY'S CATERING	288.84
16-P0040839	5/10/2016	12	Foster Youth	Non-Instructional Supplies	NEWPORT AQUATIC CENTER	500.00
16-P0040840	5/10/2016	12	Student Equity	Food and Food Service Supplies	ORANGE TREE DELI & CATERING	233.39
16-P0040841	5/10/2016	12	Biology	Instructional Supplies	SIGMA ALDRICH INC	113.37
16-P0040842	5/10/2016	12	Student Equity	Supplies Paid for Students	DON BOOKSTORE	500.00
16-P0040843	5/10/2016	12	Upward Bound	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	445.50
16-P0040844	5/10/2016	12	Library Services	Library Books - Databases	EBSCO SUBSCRIPTION SVCS	211.94
16-P0040845	5/10/2016	12	Digital Media Center	Transportation - Student	PLACENTIA YORBA LINDA	1,176.00
16-P0040846	5/10/2016	12	Outreach	Transportation - Student	ANAHEIM UNION HIGH	419.56
16-P0040847	5/10/2016	12	Math Study Center	Non-Instructional Supplies	HICKORY RIDGE DESIGNS INC	2,148.73
16-P0040848	5/10/2016	12	Learning Disabled	Non-Instructional Supplies	SIMS ORANGE WELDING SUPPLY	405.68
16-P0040849	5/10/2016	12	Academic Affairs Office	Equip-All Other >\$200 < \$1,000	KLOPFENSTEIN ART EQUIPMENT	1,493.49
16-P0040850	5/10/2016	12	Outreach	Transportation - Student	FIRST STUDENT, INC.	532.50
16-P0040851	5/10/2016	12	Corporate Training Institute	Contracted Services	EDUCATIONAL TESTING SVC	3,537.50
16-P0040852	5/10/2016	11	Facility Planning Office	Reproduction/Printing Expenses	SKYCREST SIGNS & GRAPHICS INC	2,089.80
16-P0040853	5/12/2016	33	EHS Administration	Conference Expenses	FRED PRYOR SEMINARS	119.00

Legend: \* = Multiple Funds for this P.O.

Printed: 5/31/2016 3:24:46PM

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Purchase Order List

05/08/2016 thru 05/28/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
16-P0040854	5/12/2016	12	Continuing Education Division	Conference Expenses	TOWN AND COUNTRY RESORTYAND CONVENTION CENTER	565.60
16-P0040855	5/12/2016	12	Academic Affairs Office	Conference Expenses	NIDZARA PECENKOVIC	420.48
16-P0040856	5/12/2016	12	Academic Affairs Office	Conference Expenses	NIDZARA PECENKOVIC	500.00
16-P0040857	5/12/2016	12	EOPS	Supplies Paid for Students	DON BOOKSTORE	1,500.00
16-P0040858	5/12/2016	12	Student Equity	Food and Food Service Supplies	WISE GUYS PIZZERIA	278.22
16-P0040859	5/12/2016	12	Student Equity	Food and Food Service Supplies	ORANGE TREE DELI & CATERING	225.72
16-P0040860	5/12/2016	12	Student Equity	Non-Instructional Supplies	DON BOOKSTORE	1,957.49
16-P0040861	5/12/2016	12	Center for Teacher Education	Books Paid for Students	DON BOOKSTORE	3,033.45
16-P0040862	5/12/2016	42	Facility Planning Office	Bldg Impr - Relocation/Moving	KC DIGITAL SOLUTIONS INC	135.00
16-P0040863	5/12/2016	11	Graphic Communications	Non-Instructional Supplies	MONOTYPE IMAGING	274.60
16-P0040864	5/12/2016	11	Facility Planning Office	Non-Instructional Supplies	KULI IMAGE INCYKUSTOM IMPRINTS	449.75
16-P0040865	5/12/2016	13	Distance Education	Non-Instructional Supplies	DON BOOKSTORE	264.60
16-P0040866	5/12/2016	11	Environ Safety & Emer Services	Non-Instructional Supplies	SCHOOL HEALTH SUPPLY CO INC	440.95
16-P0040867	5/12/2016	11	Educational Services Office	Conference Expenses	JETZAMINA J. TORRES	1,500.00
16-P0040868	5/12/2016	12	EOPS	Other Exp Paid for Students	ALPHA GAMMA SIGMA HONOR SCHOLARSHIP SOCIETY	430.00
16-P0040869	5/12/2016	11	Safety & Parking - DO	Equip-Vehicles >\$5,000	CLUB CAR LLC	11,291.33
16-P0040870	5/12/2016	12	Biology	Instructional Supplies	INSTANTLABS MEDICAL DIGNOSTICS CORP	2,315.96
16-P0040871	5/12/2016	11	Maintenance & Operations	Non-Instructional Supplies	HOME DEPOT	1,025.00
16-P0040872	5/12/2016	43	Facility Planning Office	Bldg Impr-Blueprint/Reprod/Adv	G2 REPROGRAPHICS	268.12
16-P0040873	5/12/2016	11	Athletics	Contracted Repair Services	ORANGE COUNTY MONSTER CARTS INC	925.02
16-P0040874	5/12/2016	12	Student Equity	Non-Instructional Supplies	DOING GOOD WORKS	511.36
16-P0040875	5/12/2016	12	Upward Bound	Non-Instructional Supplies	JOHN A TORRENCE III	745.20
16-P0040876	5/12/2016	12	Counseling	Reproduction/Printing Expenses	WE DO GRAPHICS INC	2,397.60
16-P0040877	5/12/2016	12	Student Equity	Non-Instructional Supplies	DOING GOOD WORKS	985.15
16-P0040878	5/12/2016	12	Upward Bound	Other Exp Paid for Students	MUSEUM OF TOLERANCE	357.00
16-P0040879	5/12/2016	12	A&R Office - Veterans Services	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	787.17
16-P0040880	5/12/2016	11	Human Resources Office	Non-Instructional Supplies	SCHICK RECORDS MGMT	189.00
16-P0040881	5/12/2016	12	Counseling	Supplies Paid for Students	SVM LP	960.95
16-P0040882	5/12/2016	33	CDC Santa Ana College	Contracted Services	ALLEYCAT DEVELOPMENT INC	17,380.00
16-P0040883	5/12/2016	11	Maintenance & Operations	Contracted Repair Services	GMS ELEVATOR	2,084.00
16-P0040884	5/12/2016	41	Facility Planning Office	Bldg Impr - Contractor Svcs	IRVINE VALLEY AIR CONDITIONING INC	7,765.76
16-P0040885	5/12/2016	12	SAC Continuing Ed-Instruction	Maint Contract - Office Equip	ACCO BRANDS USA LLC	472.16
16-P0040886	5/12/2016	12	EOPS	Books Paid for Students	DON BOOKSTORE	6,000.00
16-P0040887	5/12/2016	12	Talent Search	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	650.00
16-P0040888	5/12/2016	12	EOPS	Supplies Paid for Students	DON BOOKSTORE	2,000.00
16-P0040889	5/12/2016	12	Student Equity	Books Paid for Students	DON BOOKSTORE	7,565.00
16-P0040890	5/12/2016	12	EOPS	Supplies Paid for Students	OFFICE DEPOT BUSINESS SVCS	3,000.00

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Legend: \* = Multiple Funds for this P.O.

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Rancho Santiago Community College District

AP Types: ('0011', '0012', '0013', '0033', '0041', '0042', '0043', '0061', '0062')

Board Meeting of 06/13/2016

Purchase Order List

05/08/2016 thru 05/28/2016

PU0010

Page: 5

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
16-P0040891	5/12/2016	11	Maintenance & Operations	Contracted Repair Services	SUNBELT CONTROLS INC	1,155.00
16-P0040892	5/12/2016	12	Fine & Performing Arts Office	Instructional Supplies	METAL ART OF CALIFORNIA, INC	1,100.00
16-P0040893	5/12/2016	11	Maintenance & Operations	Contracted Repair Services	SIMPLEXGRINNELL	13,996.00
16-P0040894	5/12/2016	41	Facility Planning Office	Bldg Impr - Contractor Svcs	TEAM ONE MANAGEMENT	650.00
16-P0040895	5/12/2016	11	Maintenance & Operations	Contracted Services	SIMPLEXGRINNELL	212.00
16-P0040896	5/12/2016	11	Maintenance & Operations	Contracted Repair Services	PRO-LINE INSPECTION LLC	1,075.00
16-P0040898	5/12/2016	11	Maintenance	Contracted Repair Services	KNORR SYSTEMS INC	354.80
16-P0040899	5/12/2016	12	Veterans Resource Center	Non-Instructional Supplies	DON BOOKSTORE	250.00
16-P0040900	5/12/2016	11	Maintenance	Contracted Repair Services	HOFFMAN SOUTHWEST CORP	725.80
16-P0040901	5/12/2016	12	EOPS	Supplies Paid for Students	OFFICE DEPOT BUSINESS SVCS	1,000.00
16-P0040902	5/12/2016	13	Sci, Math, Health Sci Office	Contracted Services	DAVID PUF AHL	4,750.00
16-P0040903	5/12/2016	11	Admin Services Office	Public Agencies' Assess & Fees	CITY OF ORANGE	58,042.78
16-P0040904	5/12/2016	11	Environ Safety & Emer Services	Non-Instructional Supplies	WELLS FARGO BANK	894.08
16-P0040905	5/12/2016	12	Inmate Education Program	Books, Mags & Subscrip-Non-Lib	OXFORD UNIV PRESS	1,342.76
16-P0040906	5/12/2016	11	Educational Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	429.27
16-P0040907	5/12/2016	12	Sign Language	Instructional Supplies	WELLS FARGO BANK	280.67
16-P0040908	5/12/2016	12	Health & Wellness Center	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	842.78
16-P0040909	5/13/2016	11	Purchasing	Contracted Services	SCS ENGINEERS	3,000.00
16-P0040910	5/13/2016	12	DSPS	Instructional Supplies	COMFORT AUDIO INC	1,225.46
16-P0040911	5/13/2016	33	CDC Administration	Equip-All Other >\$200 < \$1,000	LAKESHORE LEARNING MATERIALS	1,151.28
16-P0040912	5/13/2016	11	Custodial	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	3,000.00
16-P0040913	5/13/2016	33	EHS Santa Ana College	Non-Instructional Supplies	WAXIE SANITARY SUPPLY	800.00
16-P0040914	5/13/2016	11	Custodial	Non-Instructional Supplies	AMERICAN CHEMICAL & SANITARY	3,000.00
16-P0040915	5/13/2016	11	Safety & Parking - DO	Equip-Vehicles >\$5,000	DAVID WILSON'S FORD OF ORANGE	57,388.38
16-P0040916	5/13/2016	12	A&R Office - Credit	Non-Instructional Supplies	CDW GOVERNMENT INC.	4,429.73
16-P0040917	5/13/2016	12	Kinesiology - Intercol Athlet	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	194.66
16-P0040918	5/13/2016	12	EOPS	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	318.55
16-P0040919	5/13/2016	12	Health & Wellness	Non-Instructional Supplies	MAG-TEK INC	212.33
16-P0040920	5/13/2016	11	Application Systems	Contracted Services	SARS SOFTWARE PRODUCTS INC	400.00
16-P0040921	5/13/2016	12	EOPS	Non-Instructional Supplies	CDW GOVERNMENT INC.	282.96
16-P0040922	5/13/2016	11	Admin Services Office	Other Licenses & Fees	SCAQMD	122.53
16-P0040923	5/13/2016	11	Accreditation	Other Licenses & Fees	ACCJC ACCREDITING COMMISSION	33,943.00
16-P0040924	5/13/2016	12	Library Services	Library Books	YANKEE BOOK PEDDLER INC	72.72
16-P0040925	5/13/2016	12	Library Services	Library Books	SALEM PRESS INC	173.16
16-P0040926	5/13/2016	12	MESA	Awards & Incentives	DON BOOKSTORE	599.98
16-P0040927	5/13/2016	11	Distance Education	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	334.54
16-P0040928	5/13/2016	12	DSPS Office	Equip-All Other >\$200 < \$1,000	OFFICE DEPOT BUSINESS SVCS	1,284.65

4.19 (5)

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Purchase Order List

05/08/2016 thru 05/28/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
16-P0040929	5/13/2016	12	Distance Education	Instructional Supplies	LUMEN LEARNING LLC	7,405.00
16-P0040930	5/13/2016	12	Student Equity	Food and Food Service Supplies	KOGI GROUP CORP	2,088.00
16-P0040931	5/13/2016	12	Health & Wellness Center	Inst Dues & Memberships	PENNSYLVANIA STATE UNIV	300.00
16-P0040932	5/13/2016	11	Business Operations' Office	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	475.00
16-P0040933	5/13/2016	12	Outreach	Transportation - Student	ORANGE UNIFIED SCHOOL DISTRICT	1,350.00
16-P0040934	5/13/2016	12	Outreach	Transportation - Student	PLACENTIA YORBA LINDA	3,056.00
16-P0040935	5/13/2016	12	DSPS	Instructional Supplies	HOUGHTON MIFFLIN HARCOURT PUBL	981.64
16-P0040936	5/13/2016	12	DSPS	Instructional Supplies	DON BOOKSTORE	189.00
16-P0040937	5/13/2016	12	Outreach	Transportation - Student	TUSTIN UNIFIED SCHOOL DISTRICT	327.45
16-P0040938	5/13/2016	12	DSPS	Books, Mags & Subscrip-Non-Lib	JOHN WILEY & SONS	184.00
16-P0040939	5/13/2016	12	Ctr for Intl Trade Dev Office	Contracted Services	GOLDSTEIN PERRY ALLEN	5,000.00
16-P0040940	5/13/2016	12	Student Equity	Books Paid for Students	DON BOOKSTORE	19,500.00
16-P0040941	5/13/2016	11	Maintenance	Contracted Repair Services	TROPICAL PLAZA NURSERY	6,000.00
16-P0040942	5/13/2016	13	Chancellor's Office	Food and Food Service Supplies	TOP HAT PRODUCTIONS	914.76
16-P0040943	5/13/2016	13	Chancellor's Office	Food and Food Service Supplies	EVERHARVEST INVESTMENTS INC	1,425.60
16-P0040944	5/13/2016	12	LA/OC Regional Consortia	Conference Expenses	BRAMMER ROBYN	614.78
16-P0040945	5/13/2016	12	Foster Youth	Food and Food Service Supplies	LASCARIS RESTAURANT GROUP INC	525.00
16-P0040946	5/13/2016	11	Family & Consumer Studies	Repair & Replacement Parts	MAQUINSAL SEWING MACHINE CO	90.75
16-P0040947	5/13/2016	12	SAC Continuing Ed-Instruction	Equip-Fed Prgm >\$1,000< \$5,000	GRAINGER	1,235.03
16-P0040948	5/13/2016	12	Continuing Education Division	Non-Instructional Supplies	AAMES LOCK & SAFE CO	400.00
16-P0040949	5/13/2016	11	District Wide Technology	Equip-All Other > \$5,000	NTH GENERATION COMPUTING INC	13,927.72
16-P0040950	5/13/2016	12	Continuing Education Division	Repair & Replacement Parts	AAMES LOCK & SAFE CO	550.00
16-P0040951	5/13/2016	11	Mailroom	Postage	RESERVE ACCOUNT	59,931.74
16-P0040952	5/16/2016	11	Fiscal Services Office	Equip-All Other >\$200 < \$1,000	BATCHELOR JOHN B	940.30
16-P0040954	5/17/2016	11	Accounts Payable	Equip-All Other >\$200 < \$1,000	OFFICE DEPOT BUSINESS SVCS	285.11
16-P0040955	5/17/2016	12	Student Equity	Food and Food Service Supplies	HART COMMUNITY HOMES INC	1,011.20
16-P0040956	5/17/2016	12	Student Equity	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	874.41
16-P0040957	5/17/2016	12	Student Equity	Non-Instructional Supplies	AMAZON COM	238.90
16-P0040958	5/17/2016	11	Academic Affairs Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,250.11
16-P0040959	5/17/2016	11	Mailroom	Contracted Repair Services	ALLURA PRINTING INC	621.00
16-P0040960	5/17/2016	13	Santa Ana College	Contracted Services	DE LA TORRE-REED LILIAN	100.00
16-P0040961	5/17/2016	11	Digital Media Center	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	964.00
16-P0040962	5/17/2016	12	EOPS	Food and Food Service Supplies	HAVE KITCHEN WILL TRAVEL, INC.	1,323.86
16-P0040963	5/17/2016	12	Student Equity	Non-Instructional Supplies	DOING GOOD WORKS	587.14
16-P0040964	5/17/2016	12	Talent Search	Non-Instructional Supplies	MICHAEL J MACKENZIE	313.20
16-P0040965	5/17/2016	12	Human Development	Food and Food Service Supplies	REGINA R. LAMOURELLE	165.13
16-P0040966	5/17/2016	33	CDC Centennial Education Ctr	Food and Food Service Supplies	SANTA ANA UNIFIED SCHOOL DIST	4,495.00

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Rancho Santiago Community College District

AP Types: ('0011', '0012', '0013', '0033', '0041', '0042', '0043', '0061', '0062')

Board Meeting of 06/13/2016

Purchase Order List

05/08/2016 thru 05/28/2016

PU0010

Page: 7

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
16-P0040967	5/17/2016	11	Educational Services Office	Conference Expenses	ENRIQUE PEREZ	1,030.00
16-P0040968	5/17/2016	11	Educational Services Office	Conference Expenses	ENRIQUE PEREZ	671.29
16-P0040969	5/17/2016	33	CDC Administration	Conference Expenses	CCDAA CALIF CHILD DEV ADMIN ASSOC	40.00
16-P0040970	5/17/2016	12	Student Services Office	Contracted Services	PAUL GALLAGHER	7,550.00
16-P0040971	5/17/2016	12	Pathways to Teaching	Other Participant Travel Exp	SAN FRANCISCO STATE UNIV	62.02
16-P0040972	5/17/2016	11	Board of Trustees	Conference Expenses	NALEO	600.00
16-P0040973	5/17/2016	12	A&R Office - Veterans Services	Conference Expenses	WESTERN ASSOC. OF VETERAN EDUC. SPECIALISTS	425.00
16-P0040974	5/17/2016	12	Honors Program	Conference Expenses	HONORS TRANSFER COUNCIL OF CALIF	300.00
16-P0040975	5/17/2016	12	Safety & Parking - DO	Contracted Services	EMPIRE PARKING LOT SERVICES	12,175.00
16-P0040976	5/17/2016	12	Engineering	Equip-Fed Prgm >\$1,000< \$5,000	WELLS FARGO BANK	829.32
16-P0040977	5/17/2016	11	District Wide Technology	Contracted Services	D4 SOLUTIONS INC.	1,541.52
16-P0040978	5/17/2016	41	Facility Planning Office	Bldg Impr - Contractor Svcs	IRVINE VALLEY AIR CONDITIONING INC	1,473.72
16-P0040979	5/17/2016	12	Honors Program	Other Participant Travel Exp	HONORS TRANSFER COUNCIL OF CALIF	600.00
16-P0040980	5/17/2016	42	Facility Planning Office	Bldg Impr - Contractor Svcs	D4 SOLUTIONS INC.	243.35
16-P0040981	5/17/2016	12	Fire Academy	Instructional Agreements	DEPT OF FORESTRY & FIRE PROTECTION	3,376.00
16-P0040982	5/17/2016	12	Talent Search	Food and Food Service Supplies	MARCO A. RAMIREZ	798.00
16-P0040983	5/17/2016	12	Talent Search	Fees Paid for Students	SAN DIEGO WILD ANIMAL PARK	684.00
16-P0040984	5/17/2016	12	Inmate Education Program	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	209.79
16-P0040985	5/17/2016	11	Student Activities	Non-Instructional Supplies	ALADDIN GIFT FLOWERS	556.36
16-P0040986	5/17/2016	11	Student Activities	Rental - Other (Short-term)	BAKER PARTY RENTALS	2,417.50
16-P0040987	5/17/2016	11	Student Activities	Non-Instructional Supplies	MICHAEL J MACKENZIE	223.40
16-P0040988	5/17/2016	11	Digital Media Center	Contracted Repair Services	CONTROL AIR CONDITIONING CORP	1,517.00
16-P0040989	5/17/2016	12	Ctr for Intl Trade Dev Office	District Business/Sponsorships	ORANGE COUNTY DEPARTMENT OF ED	10,000.00
16-P0040990	5/17/2016	11	Chancellor's Office	Reproduction/Printing Expenses	WE DO GRAPHICS INC	577.80
16-P0040991	5/17/2016	11	Student Activities	Rental - Other (Short-term)	VILLAGE NURSERIES	761.23
16-P0040992	5/17/2016	12	Resource Development	Conference Expenses	SUPERINTENDENT OF SCHOOLS NAPA	175.00
16-P0040993	5/17/2016	12	LA/OC Regional Consortia	Conference Expenses	CHABOT COLLEGE	50.00
16-P0040994	5/17/2016	12	Career Education Office	Conference Expenses	ACADEMIC SENATE FOR	1,485.00
16-P0040995	5/17/2016	12	Center for Teacher Education	Other Participant Prog Svc/Exp	RSCCD	185.00
16-P0040996	5/17/2016	12	Internal Audit	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	157.33
16-P0040997	5/17/2016	41	Facility Planning Office	Bldg Impr-Blueprint/Reprod/Adv	IMAGE PRINTING SOLUTIONS	2,550.72
16-P0040998	5/17/2016	12	A&R Office - Veterans Services	Conference Expenses	AMERICAN EXPRESS	450.97
16-P0040999	5/17/2016	12	Veterans Resource Center	Conference Expenses	AMERICAN EXPRESS	450.97
16-P0041000	5/18/2016	11	District Wide Technology	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,385.39
16-P0041001	5/18/2016	12	Admin Services Office	Instructional Supplies	SAM ASH MUSIC	258.98
16-P0041002	5/18/2016	12	Sign Language	Equip-Fed Prgm >\$1,000< \$5,000	CDW GOVERNMENT INC.	7,274.98
16-P0041003	5/18/2016	12	SAC Continuing Ed-Instruction	Equip-All Other >\$200 < \$1,000	GOLDEN STAR TECHNOLOGY, INC.	631.18

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4.19 (7)

Rancho Santiago Community College District

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Board Meeting of 06/13/2016

Purchase Order List

05/08/2016 thru 05/28/2016

PU0010

Page: 8

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
16-P0041004	5/18/2016	12	Orange Educ Ctr-Instruction	Equip-Tablet/Laptop>\$200<\$1000	APPLE COMPUTER INC	21,005.95
16-P0041005	5/18/2016	12	Transfer Center	Other Participant Travel Exp	RLJ LODGING TRUST MASTER TRS INC	12,549.60
16-P0041006	5/18/2016	12	Nursing	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	3,598.88
16-P0041007	5/18/2016	12	Academic Affairs Office	Software License and Fees	PERKIN ELMER INFORMATICS INC	1,069.20
16-P0041008	5/18/2016	12	Human Development	Equip-Tablet/Laptop>\$200<\$1000	APPLE COMPUTER INC	20,998.75
16-P0041009	5/18/2016	41	Continuing Education Division	Buildings - Relocation/Moving	BOYD & ASSOCIATES	125.00
16-P0041010	5/18/2016	12	Business Division Office	Software License and Fees	CERTIPORT INC	5,022.00
16-P0041011	5/18/2016	12	School & Community Partnership	Conference Expenses	AMERICAN EXPRESS	2,451.00
16-P0041012	5/18/2016	12	Business Division Office	Software License and Fees	LEXIS NEXIS	3,600.00
16-P0041013	5/18/2016	12	Safety & Parking - DO	Software License and Fees	SINGLEWIRE SOFTWARE LLC	995.00
16-P0041014	5/19/2016	41	Facility Planning Office	Bldg Impr - Contractor Svcs	DANNY LETNER INC	114,000.00
16-P0041015	5/19/2016	11	District Wide Technology	Software License and Fees	SHI INTERNATIONAL CORP	390.00
16-P0041016	5/19/2016	11	Networking	Equip-All Other >\$1,000<\$5,000	COMPUTERLAND OF SILICON VALLEY	9,644.88
16-P0041017	5/19/2016	13	Publications	Non-Instructional Supplies	KELLY PAPER	847.50
16-P0041018	5/19/2016	11	District Wide Technology	Software License and Fees	COMPUTERLAND OF SILICON VALLEY	40,475.00
16-P0041019	5/19/2016	12	DSPS Office	Equip-All Other >\$1,000<\$5,000	OFFICE DEPOT BUSINESS SVCS	5,872.63
16-P0041020	5/19/2016	12	Manufacturing Technology	Instructional Supplies	WALLY MACHINERY & TOOL SUPPLY	3,000.00
16-P0041021	5/19/2016	12	Manufacturing Technology	Instructional Supplies	US SHOP TOOLS	2,500.00
16-P0041022	5/19/2016	12	Manufacturing Technology	Instructional Supplies	OC METCALF METALS INC	1,000.00
16-P0041023	5/19/2016	12	Manufacturing Technology	Instructional Supplies	DAN'S MACHINE REPAIR	2,420.00
16-P0041024	5/19/2016	12	Student Equity	Conference Expenses	SAN DIEGO STATE UNIVERSITY	200.00
16-P0041025	5/19/2016	12	Student Equity	Conference Expenses	FRANK J. RIVERA	499.00
16-P0041026	5/19/2016	12	Veterans Resource Center	Conference Expenses	WESTERN ASSOC. OF VETERAN EDUC. SPECIALISTS	325.00
16-P0041027	5/19/2016	12	A&R Office - Veterans Services	Conference Expenses	ABQ HOTEL INVESTMENTS LLC	629.28
16-P0041028	5/19/2016	12	LA/OC Regional Consortia	Conference Expenses	CHABOT COLLEGE	50.00
16-P0041029	5/19/2016	11	Grounds	Contracted Repair Services	HEID JARED STEPHEN	6,900.00
16-P0041030	5/19/2016	11	Distance Education	Non-Instructional Supplies	NANCY C. PUN	334.80
16-P0041031	5/19/2016	11	Chancellor's Office	Conference Expenses	WELLS FARGO BANK	1,134.96
16-P0041032	5/19/2016	12	Human Development	Food and Food Service Supplies	JULIE A. PEEKEN	242.95
16-P0041033	5/19/2016	12	Student Services Office	Food and Food Service Supplies	RACHEL A. SOSTA	121.36
16-P0041034	5/19/2016	41	Facility Planning Office	Bldg Impr - Contractor Svcs	NEW HORIZON CONTRACTING INC	2,495.00
16-P0041035	5/19/2016	11	Safety & Parking - DO	Non-Instructional Supplies	ALLURA PRINTING INC	1,670.70
16-P0041036	5/19/2016	12	Student Services Office	Food and Food Service Supplies	LYNN M. MARECEK	215.24
16-P0041037	5/19/2016	12	Student Services Office	Non-Instructional Supplies	JESSICA J. ALABI	116.78
16-P0041038	5/19/2016	41	Facility Planning Office	Bldg Impr - Contractor Svcs	C.I. SERVICES INC	255,000.00
16-P0041039	5/19/2016	12	Family & Consumer Studies	Equip-All Other >\$1,000<\$5,000	INDUSTRIAL SEWING MACHINES MAN LLC	3,447.12
16-P0041040	5/19/2016	41	Admin Services Office	Site Improv - Contractor Svcs	HEID JARED STEPHEN	21,055.00

Legend: \* = Multiple Funds for this P.O.

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Environment: Colleague

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419 (8)

Rancho Santiago Community College District

AP Types: ('0011', '0012', '0013', '0033', '0041', '0042', '0043', '0061', '0062')

Board Meeting of 06/13/2016

PU0010

Purchase Order List

Page: 9

05/08/2016 thru 05/28/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
16-P0041041	5/19/2016	12	Student Support Services	Rental - Other (Short-term)	WESTFIELD MAINPLACE	14,283.87
16-P0041042	5/19/2016	11	Networking	Equip-All Other >\$200 < \$1,000	GOLDEN STAR TECHNOLOGY, INC.	38,764.44
16-P0041043	5/19/2016	12	Geology	Transportation - Student	MICHELANGELO LEASING INC	1,638.00
16-P0041044	5/19/2016	12	Survey/Mapping Sciences	Equip-Fed Prgm >\$1,000< \$5,000	CDW GOVERNMENT INC.	3,843.72
16-P0041045	5/19/2016	12	DSPS Office	Non-Instructional Supplies	DON BOOKSTORE	3,000.00
16-P0041046	5/19/2016	12	DSPS Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,837.16
16-P0041047	5/19/2016	12	DSPS Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	362.75
16-P0041048	5/19/2016	12	DSPS Office	Non-Instructional Supplies	CELLULAR ACCESSORIES FOR LESS	281.91
16-P0041049	5/19/2016	12	School & Community Partnership	Non-Instructional Supplies	4 IMPRINT	6,692.04
16-P0041050	5/19/2016	12	EOPS	Rental - Other (Short-term)	CLASSIC PARTY RENTALS	5,905.40
16-P0041051	5/19/2016	12	School & Community Partnership	Conference Expenses	NCCEP NAT'L COUNCIL FOR	6,265.00
16-P0041052	5/19/2016	12	Pathways to Teaching	Conference Expenses	HYATT CORPORATION LLC	1,078.11
16-P0041053	5/19/2016	12	Pathways to Teaching	Conference Expenses	PHI DELTA KAPPA INTERNATIONAL INC	199.00
16-P0041054	5/19/2016	12	School & Community Partnership	Conference Expenses	CJUF II DESTINATIONS HOTEL LLC	3,604.46
16-P0041055	5/19/2016	13	Human Svcs & Technology Office	Equip-All Other >\$200 < \$1,000	SEHI COMPUTER PRODUCTS	785.16
16-P0041056	5/19/2016	12	Upward Bound	Food and Food Service Supplies	LITTLE CAESARS PIZZA	300.00
16-P0041057	5/19/2016	43	Facility Planning Office	Bldg Impr-Blueprint/Reprod/Adv	C2 REPROGRAPHICS	75.04
16-P0041058	5/20/2016	43	Facility Planning Office	Bldg Impr - Construction Mgmt	LINIK CORP	1,724,870.00
16-P0041059	5/20/2016	11	Networking	Non-Instructional Supplies	CDW GOVERNMENT INC.	1,794.19
16-P0041060	5/20/2016	33	CDC Administration	Other Licenses & Fees	DEPT OF SOCIAL SERVICES	2,783.00
16-P0041061	5/20/2016	12	Learning Support Center	Instructional Supplies	CDW GOVERNMENT INC.	417.09
* 16-P0041062	5/20/2016	11	Internal Audit	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	300.00
* 16-P0041062	5/20/2016	12	Internal Audit	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	400.00
PO Amt Total for *16-P0041062 :						700.00
16-P0041063	5/20/2016	11	Safety & Parking - DO	Ammunition/Firearm Supplies	DOOLEY ENTERPRISES	1,647.00
16-P0041064	5/20/2016	12	Manufacturing Technology	Equip-All Other > \$5,000	ELLISON TECHNOLOGIES	263,394.76
16-P0041065	5/20/2016	12	Financial Aid Office	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	6,109.48
16-P0041066	5/20/2016	12	DSPS	Software License and Fees	KURZWEIL INTELLITOOLS INC	9,720.00
16-P0041067	5/23/2016	11	Safety & Parking - DO	Equip-All Other >\$1,000<\$5,000	BICYCLE PATROL OUTFITTERS LLC	4,989.60
16-P0041068	5/23/2016	11	Application Systems	Contracted Services	THE AMERGROUP INC	9,180.00
16-P0041069	5/23/2016	11	Student Activities	Rental - Other (Short-term)	WHITE DOVE RELEASE	425.00
16-P0041070	5/23/2016	11	Fire Academy	Instructional Agrmt - Salary	CITY OF CORONA	8,988.00
16-P0041071	5/23/2016	11	Maintenance	Contracted Repair Services	WEATHERITE CORP	2,950.00
16-P0041072	5/23/2016	11	Maintenance & Operations	Contracted Services	ORKIN PEST CONTROL	400.00
16-P0041073	5/23/2016	13	Chancellor's Office	Contracted Services	COMMUNITY COLLEGE SEARCH	22,000.00

Legend: \* = Multiple Funds for this P.O.

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Purchase Order List

05/08/2016 thru 05/28/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
16-P0041074	5/23/2016	12	Financial Aid Office	Maint Contract - Office Equip	FORMAX	2,310.00
16-P0041075	5/23/2016	11	Maintenance & Operations	Contracted Repair Services	SIMPLEXGRINNELL	1,778.63
16-P0041077	5/23/2016	11	District Wide Technology	Equip-All Other > \$5,000	NTH GENERATION COMPUTING INC	77,280.84
16-P0041078	5/23/2016	11	Educational Multimedia Service	Non-Instructional Software	CREATION ENGINE INC	320.85
* 16-P0041079	5/23/2016	11	Educational Multimedia Service	Non-Instructional Software	B & H PHOTO VIDEO INC	61.78
* 16-P0041079	5/23/2016	12	Business Division Office	Instructional Supplies	B & H PHOTO VIDEO INC	52.49
PO Amt Total for *16-P0041079 :						114.27
16-P0041080	5/24/2016	12	Veterans Resource Center	Conference Expenses	AMERICAN EXPRESS	315.95
16-P0041081	5/24/2016	12	Pathways to Teaching	Conference Expenses	JANIS D. PERRY	852.20
16-P0041082	5/24/2016	11	Environ Safety & Emer Services	Conference Expenses	ASCIP	540.00
16-P0041083	5/24/2016	61	Risk Management	Legal Expenses	THE FELDHAKKE LAW FIRM	1,150.00
16-P0041084	5/24/2016	12	Ctr for Intl Trade Dev Office	Conference Expenses	LYNN A. STEWART	875.00
16-P0041085	5/24/2016	12	School & Community Partnership	Food and Food Service Supplies	EL POLLO NORTENO	2,425.00
16-P0041086	5/24/2016	12	Library Services	Library Books	AMAZON COM	2,119.00
16-P0041087	5/24/2016	12	Library Services	Library Books	YANKEE BOOK PEDDLER INC	429.61
16-P0041088	5/24/2016	12	Student Services Office	Food and Food Service Supplies	CRAVE RESTAURANT GROUP, LLC	258.11
16-P0041089	5/24/2016	12	Student Services Office	Reproduction/Printing Expenses	IMAGE PRINTING SOLUTIONS	161.20
16-P0041090	5/24/2016	11	Safety & Security Office	Contracted Services	DUCK WORKS CRIMINAL LLC	300.00
16-P0041091	5/24/2016	12	Pathways to Teaching	Non-Instructional Supplies	RSCCD	337.50
16-P0041092	5/24/2016	12	Manufacturing Technology	Equip-All Other > \$5,000	HEXAGON METROLOGY INC	55,824.04
16-P0041093	5/24/2016	12	Math Study Center	Books, Mags & Subscrip-Non-Lib	MARY W. HUEBSCH	371.98
16-P0041094	5/24/2016	12	School & Community Partnership	Food and Food Service Supplies	OLD MEXICO RESTAURANT	1,060.00
16-P0041095	5/24/2016	12	School & Community Partnership	Non-Instructional Supplies	IMAGE PRINTING SOLUTIONS	259.76
16-P0041096	5/24/2016	13	Human Svcs & Technology Office	Non-Instructional Supplies	BENNER METALS CORP	236.84
16-P0041097	5/24/2016	12	School & Community Partnership	Non-Instructional Supplies	IMAGE PRINTING SOLUTIONS	3,321.84
16-P0041098	5/24/2016	12	EOPS	Supplies Paid for Students	CYNTHIA C FAGREY	5,807.23
16-P0041099	5/24/2016	11	Maintenance	Contracted Repair Services	WEATHERITE CORP	2,300.00
16-P0041100	5/24/2016	12	DSPS Office	Non-Instructional Supplies	CN SCHOOL AND OFFICE SOLUTIONS INC	1,182.60
16-P0041101	5/24/2016	12	EOPS	Food and Food Service Supplies	JAY'S CATERING	4,365.00
16-P0041102	5/24/2016	13	Pharmacy Technology	Books, Mags & Subscrip-Non-Lib	TRUVEN HEALTH ANALYTICS INC	3,334.05
16-P0041103	5/24/2016	12	Corporate Training Institute	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	768.92
16-P0041104	5/24/2016	12	Educational Services Office	Inst Dues & Memberships	INTERNET OF THINGS TALENT CONSORTIUM INC	2,500.00
16-P0041105	5/24/2016	12	School & Community Partnership	Food and Food Service Supplies	SMART & FINAL	2,000.00
16-P0041106	5/24/2016	12	Gemology	Equip-All Other >\$200 < \$1,000	WELLS FARGO BANK	375.51
16-P0041107	5/24/2016	12	Pathways to Teaching	Transportation - Student	MICHELANGELO LEASING INC	404.28

Legend: \* = Multiple Funds for this P.O.

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Rancho Santiago Community College District

AP Types: ('0011', '0012', '0013', '0033', '0041', '0042', '0043', '0061', '0062')

Board Meeting of 06/13/2016

PU0010

Purchase Order List

Page: 11

05/08/2016 thru 05/28/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
16-P0041108	5/24/2016	12	School & Community Partnership	Non-Instructional Supplies	4 IMPRINT	1,398.19
16-P0041110	5/25/2016	12	Diesel	Equip-Fed Prgm >\$1,000< \$5,000	GOLDEN STAR TECHNOLOGY, INC.	2,141.36
16-P0041111	5/25/2016	11	District Wide Technology	Equip-Tablet/Laptop>\$200<\$1000	WELLS FARGO BANK	699.84
16-P0041112	5/25/2016	11	District Wide Technology	Equip-All Other > \$5,000	SIDEPATH INC	53,446.12
16-P0041113	5/25/2016	11	District Wide Technology	Equip-All Other > \$5,000	SIDEPATH INC	53,446.12
16-P0041114	5/25/2016	11	District Wide Technology	Equip-All Other >\$200 < \$1,000	CDW GOVERNMENT INC.	1,382.58
16-P0041115	5/25/2016	12	EOPS	Equip-All Other >\$1,000<\$5,000	CDW GOVERNMENT INC.	3,142.82
16-P0041116	5/25/2016	13	Human Svcs & Technology Office	Equip-All Other >\$200 < \$1,000	WELLS FARGO BANK	475.19
16-P0041117	5/25/2016	11	Application Systems	Contracted Services	LEXMARK ENTERPRISE SOFTWARE LLC	13,500.00
16-P0041118	5/25/2016	12	Student Equity	Contracted Services	CSU LONG BEACH	500.00
16-P0041119	5/25/2016	11	District Wide Technology	Books, Mags & Subscrip-Non-Lib	O'REILLY MEDIA INC	9,700.00
16-P0041120	5/26/2016	12	Student Equity	Food and Food Service Supplies	SUBWAY SANDWICHES & SALADS	192.00
16-P0041122	5/26/2016	12	LA/OC Regional Consortia	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	50.00
16-P0041123	5/26/2016	11	Admin Services Office	Non-Instructional Supplies	DON BOOKSTORE	171.18
16-P0041124	5/26/2016	12	EOPS	Supplies Paid for Students	CYNTHIA C FAGREY	2,916.00
16-P0041125	5/26/2016	12	Pathways to Teaching	Other Exp Paid for Students	CHARLES W BOWERS MUSEUM CORP.	351.00
16-P0041126	5/26/2016	13	Chancellor's Office	Food and Food Service Supplies	ELVIA GARCIA	300.00
16-P0041127	5/26/2016	12	Student Equity	Books Paid for Students	DON BOOKSTORE	10,000.00
16-P0041128	5/26/2016	12	Student Services Office	Books, Mags & Subscrip-Non-Lib	MARY W. HUEBSCH	630.00
16-P0041129	5/26/2016	12	Counseling	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,230.00
16-P0041130	5/26/2016	11	Purchasing	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	241.83
16-P0041131	5/26/2016	12	Student Equity	Other Exp Paid for Students	RSCCD	828.00
16-P0041132	5/26/2016	12	Student Equity	Conference Expenses	COMMUNITY COLLEGE OF BALTIMORE	425.00
16-P0041133	5/26/2016	11	Admissions & Records	Contracted Repair Services	SANDY BOYD INC	359.00
16-P0041134	5/26/2016	11	Maintenance	Contracted Repair Services	VORTEX INDUSTRIES	579.00
16-P0041135	5/26/2016	13	Student Activities	Rental - Other (Short-term)	NAT'L CONSTRUCTION RENTAL	2,797.20
16-P0041136	5/27/2016	13	Sci, Math, Health Sci Office	Contracted Services	D4 SOLUTIONS INC.	769.21
16-P0041137	5/27/2016	11	Facility Planning Office	Rental-Equipment (Short-term)	AMERICAN REPROGRAPHICS CO LLC	1,231.20
16-P0041138	5/27/2016	41	Continuing Education Division	Site Improv - Land Survey	PENCO ENGINEERING INC	2,865.00
16-P0041139	5/27/2016	41	Facility Planning Office	Bldg Impr - Contractor Svcs	PROFESSIONAL PLUMBING &	225.00
16-P0041140	5/27/2016	41	Facility Planning Office	Bldgs - Blueprint/Reprod/Adver	NATASIA MELENDEZ	14,857.50
16-P0041141	5/27/2016	42	Facility Planning Office	Bldg Impr - Relocation/Moving	AMERICAN RELOCATION & LOGISTICS INC	2,216.00
16-P0041142	5/27/2016	41	Facility Planning Office	Bldg Impr - Relocation/Moving	QUALITY OFFICE FURNISHINGS INC	14,690.00
16-P0041144	5/27/2016	41	Administrative Services Office	Contracted Repair Services	ALLEYCAT DEVELOPMENT INC	14,968.00
16-P0041145	5/27/2016	41	Administrative Services Office	Contracted Services	BEST CONTRACTING SVCS	14,000.00
16-P0041147	5/27/2016	12	Upward Bound	Contracted Services	GUZMAN JULIO	1,360.00
16-P0041148	5/27/2016	12	Upward Bound	Contracted Services	PEREZ MARIA ELIZABETH	2,480.00

Legend: \* = Multiple Funds for this P.O.

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4.19 (11)

Purchase Order List

05/08/2016 thru 05/28/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
16-P0041149	5/27/2016	12	Digital Media Center	Contracted Services	ONE ZERO DIGITAL MEDIA LLC	3,000.00
16-P0041150	5/27/2016	33	CDC Administration	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	1,048.39
16-P0041151	5/27/2016	41	Facility Planning Office	Bldg Impr - Contractor Svcs	BISHOP INC	456,789.00
16-P0041152	5/27/2016	41	Facility Planning Office	Bldg Impr - Engineering Costs	JENSEN HUGHES INC	13,200.00
16-P0041153	5/27/2016	41	Facility Planning Office	Site Improv - Other Services	CREATIVE DESIGN ASSOCIATES INC	107,440.00
16-P0041154	5/27/2016	41	Facility Planning Office	Bldg Impr - Contractor Svcs	ACADEMY ELECTRIC INC	1,168.00
* 16-P0041155	5/27/2016	11	Safety & Parking - DO	Equip-Vehicles >\$5,000	OREMOR OF TUSTIN INC	52,065.58
* 16-P0041155	5/27/2016	12	Continuing Education Division	Equip-Vehicles >\$5,000	OREMOR OF TUSTIN INC	26,032.79
PO Amt Total for *16-P0041155 :						78,098.37
16-P0041156	5/27/2016	12	Human Development	Equip-Fed Prgm > \$5,000	GOLDEN STAR TECHNOLOGY, INC.	13,874.48
16-P0041157	5/27/2016	11	Publications	Equip-All Other >\$200 < \$1,000	GOLDEN STAR TECHNOLOGY, INC.	376.51
16-P0169348	5/10/2016	11	Business Operations' Office	Lease Agreement - Equipment	KONICA MINOLTA BUSINESS	201.60
16-P0169349	5/10/2016	11	Business Operations' Office	Lease Agreement - Equipment	KONICA MINOLTA BUSINESS	201.60
16-P0169350	5/10/2016	11	Business Operations' Office	Excess/Copies Useage	KONICA MINOLTA BUSINESS	131.66
16-P0169351	5/10/2016	11	Business Operations' Office	Excess/Copies Useage	KONICA MINOLTA BUSINESS	33.48
16-P0169352	5/12/2016	11	Safety & Parking - DO	Software License and Fees	BLACKBOARD INC	36,100.00
16-P0169353	5/17/2016	11	C/J/Academies	Instructional Agrmt - Salary	COUNTY OF ORANGE	15,000.00
16-P0169354	5/26/2016	12	Upward Bound	Contracted Services	CHAPMAN UNIVERSITY	43,980.00
16-P0169355	5/26/2016	11	Safety & Parking - DO	Software License and Fees	LIVESAFE INC	42,000.00

**Grand Total :**

**4,572,792.02**

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Legend: \* = Multiple Funds for this P.O.

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Legend for All Funds at RSCCD	
Fund	Description
11	General Fund Unrestricted
12	General Fund Restricted
13	GF Unrestricted One-Time Funds
21	Bond Int & Red Fund, Series A
22	Bond Int & Red Fund, Series B
23	Bond Int & Red Fund, Series C
24	Bond Interest & Redemp Fund
31	Bookstore Fund
33	Child Development Fund
41	Capital Outlay Projects Fund
42	Bond Fund, Measure E
43	Bond Fund, Measure Q
51	Fixed Assets
52	Cash Flow Fund
61	Property and Liability Fund
62	Workers' Compensation Fund
63	Retiree Benefits Fund
71	Associated Students Fund
72	Representation Fee Trust Fund
74	Student Financial Aid Fund
76	Community Education Fund
79	Diversified Trust Fund
81	Diversified Agency Fund
91	Foundation Gen Op Fund Uninvst
92	Foundation Gen Op Fund Invest
93	Foundation Trust Fund Uninvest
94	Foundation Trust Fund Invested
95	Foundation Scholar Fund Uninvst
96	Foundation Scholar Fund Invest
97	Foundation Rest Rev Fund Uninv
98	Foundation Rest Rev Fund Invst
99	Foundation Endowment Fund

4.19 (13)

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM MAY 8, 2016 THROUGH MAY 28, 2016  
BOARD MEETING OF JUNE 13, 2016**

P.O. #	Amount	Description	Department	Comment
16-P0040882	\$17,380.00	Installation of new safety surface for playground at Santa Ana College - Child Development Center	DO-Child Development Services	Received Quotations: 1) *Alley Cat Development, Inc. 2) De La Torre Commercial Interiors, Inc. *Successful Bidder
16-P0040903	\$58,042.78	Annual maintenance cost estimate for parkway landscaping at Santiago Canyon College	SCC-Administrative Services	Board approved: June 25, 2007
16-P0040915	\$57,388.38	Two 2017 Ford Police Interceptor Utility SUV	DO-Safety & Security	Received Quotations: 1) *David Wilson's Ford of Orange 2) Folsom Lake Ford *Successful Bidder
16-P0040923	\$33,943.00	Annual dues for the Accrediting Commission for Community and Junior Colleges for 2016-2017	SCC-President's Office	
16-P0040940	\$19,500.00	Blanket PO for books, magazines and non-instructional supplies	SCC-Veterans Program	
16-P0040951	\$59,931.74	Metered postage for the District Office	DO-Purchasing	
16-P0041004	\$21,005.95	Apple iPad Air 2 tablets and related accessories	OEC	Sole Source Board approved: July 25, 2005
16-P0041008	\$20,998.75	Apple iPad Air 2 tablets and related accessories	SCC-Child Development Center	Sole Source Board approved: July 25, 2005
16-P0041014	\$114,000.00	Building 'T' Roof Replacement project at Santiago Canyon College	DO-Facility Planning	Bid #1290 Board approved: May 16, 2016

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM MAY 8, 2016 THROUGH MAY 28, 2016  
BOARD MEETING OF JUNE 13, 2016**

P.O. #	Amount	Description	Department	Comment
16-P0041018	\$40,475.00	VMWare AirWatch Orange Management Suite software licenses, support and deployment fee	DO-ITS	Received Quotations: 1) *Computerland of Silicon Valley 2) SHI Int'l Corp *Successful Bidder
16-P0041038	\$255,000.00	Building 'W' Roof Replacement project at Santa Ana College	DO-Facility Planning	Bid #1280 Board approved: April 26, 2016
16-P0041040	\$21,055.00	Replacement of two backflow devices at Santiago Canyon College	SCC-Administrative Services	During the course of inspection, internal damages of backflow devices were discovered and not repairable. Immediate replacement of devices were necessary.
16-P0041042	\$38,764.44	Sony HD mini dome & vandal resistant video cameras	DO-ITS	Received Quotations: 1) *Golden Star Technology, Inc. 2) American Security Group *Successful Bidder
16-P0041058	\$1,724,870.00	Consultant to provide construction management services	DO-Facility Planning	Board approved: May 16, 2016
16-P0041064	\$263,394.76	Doosan live tooling lathe and Doosan vertical milling machines, related equipment, accessories and training	SAC-Manufacturing Technology	Bid #1284 Board approved: May 16, 2016
16-P0041073	\$22,000.00	Professional services to conduct a comprehensive search for the Santa Ana College President	DO-Human Resources	Board approved: November 9, 2015
16-P0041077	\$77,280.84	Brocade switches, blade servers, transceivers, modules and cablings	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNNVP-134 Board approved: November 9, 2015

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM MAY 8, 2016 THROUGH MAY 28, 2016  
BOARD MEETING OF JUNE 13, 2016**

P.O. #	Amount	Description	Department	Comment
16-P0041092	\$55,824.04	Hexagon coordinate measuring machine, related components, software support and service	SAC-Manufacturing Technology	Received Quotations: 1) *Hexagon Metrology, Inc. 2) Ellison Technologies 3) Hartwig *Successful Bidder
16-P0041112	\$53,446.12	Dell compellent data storage, related components and hardware support	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNWNC-108 Board approved: November 9, 2015
16-P0041113	\$53,446.12	Dell compellent data storage, related components and hardware support	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNWNC-108 Board approved: November 9, 2015
16-P0041151	\$456,789.00	Building 'D' Renovation Phase 3 project at Santiago Canyon College	DO-Facility Planning	Bid #1289 Board approved: May 16, 2016
16-P0041153	\$107,440.00	Consultant services related to District's ADA Transition Plan project for various sites	DO-Facility Planning	Board approved: May 16, 2016
16-P0041155	\$78,098.37	Two 2016 Toyota Prius V	DO-Safety & Security	Received Quotations: 1) *Oremor of Tustin, Inc. 2) Toyota of Orange 3) Auto Nation *Successful Bidder
16-P0169352	\$36,100.00	Annual renewal of Blackboard Connect - A Single Sign-on Emergency Mass Communication software	DO-Safety & Security	Board approved: April 28, 2014

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM MAY 8, 2016 THROUGH MAY 28, 2016  
BOARD MEETING OF JUNE 13, 2016**

P.O. #	Amount	Description	Department	Comment
16-P0169353	\$15,000.00	Law enforcement training	CJTC	Board approved: March 14, 2016
16-P0169354	\$43,980.00	Upward Bound 2015 Summer Residential program for (35) students and (5) SAC staff members	SAC-Upward Bound	Board approved: April 11, 2016
16-P0169355	\$42,000.00	Annual license fee for web-based and mobile app devices to enable two-way communication between user and safety officials	DO-Safety & Security	Board approved: May 16, 2016

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
16-B0001055	5/13/2016	79	Auxiliary Services Office	Equip-All Other >\$1,000<\$5,000	ROGERS ATHLETIC COMPANY	4,541.00
16-B0001056	5/17/2016	79	Auxiliary Services Office	Instructional Supplies	EDUCATIONAL TESTING SVC	265.00
16-B0001057	5/17/2016	79	Auxiliary Services Office	Non-Instructional Supplies	EDUCATIONAL TESTING SVC	1,106.00
16-B0001058	5/20/2016	79	A&R Office - Credit	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	300.00
16-B0001059	5/20/2016	79	A&R Office - Credit	Non-Instructional Supplies	FUJITSU COMPUTER PRODUCTS OF AMERICA INC	100.00
<b>Grand Total :</b>						<b>6,312.00</b>

4.19 (18)

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-DON002405	5/25/2016	31	SAC Bookstore	General Merchandise	SCHOOL DATEBOOKS	\$463.50
GM-DONCS0015	5/19/2016	31	SAC Bookstore	General Merchandise	LXG	\$515.64
GM-HAWK001974	5/16/2016	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$638.14
GM-HAWK001975	5/17/2016	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$144.04
GM-HAWK001976	5/18/2016	31	SCC Bookstore	General Merchandise	LENNY & LARRY'S,INC	\$117.60
GM-HAWK001977	5/18/2016	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$829.19
GM-HAWK001978	5/18/2016	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$478.66
GM-HAWK001979	5/19/2016	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$463.43
GM-HAWK001980	5/23/2016	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$415.46
GM-HAWK001981	5/23/2016	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$1,194.86
GM-HAWK001982	5/23/2016	31	SCC Bookstore	General Merchandise	LENNY & LARRY'S,INC	\$118.80
GM-HAWK001983	5/25/2016	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,412.31
TX-CEC000350	5/19/2016	31	CEC Bookstore	Textbook	OXFORD UNIVERSITY PRESS,	\$1,414.50
TX-CEC000351	5/19/2016	31	CEC Bookstore	Textbook	CENGAGE LEARNING	\$2,635.95
TX-CEC000352	5/19/2016	31	CEC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$4,302.60
TX-CEC000353	5/19/2016	31	CEC Bookstore	Textbook	PEARSON EDUCATION	\$3,049.87
TX-DON003678	5/13/2016	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$49.90
TX-HAWK002838	5/23/2016	31	SCC Bookstore	Textbook	AMAZON	\$10.24
<b>Grand Total:</b>						<b>\$18,254.69</b>

Legend for All Funds at RSCCD	
Fund	Description
11	General Fund Unrestricted
12	General Fund Restricted
13	GF Unrestricted One-Time Funds
21	Bond Int & Red Fund, Series A
22	Bond Int & Red Fund, Series B
23	Bond Int & Red Fund, Series C
24	Bond Interest & Redemp Fund
31	Bookstore Fund
33	Child Development Fund
41	Capital Outlay Projects Fund
42	Bond Fund, Measure E
43	Bond Fund, Measure Q
51	Fixed Assets
52	Cash Flow Fund
61	Property and Liability Fund
62	Workers' Compensation Fund
63	Retiree Benefits Fund
71	Associated Students Fund
72	Representation Fee Trust Fund
74	Student Financial Aid Fund
76	Community Education Fund
79	Diversified Trust Fund
81	Diversified Agency Fund
91	Foundation Gen Op Fund Uninvst
92	Foundation Gen Op Fund Invest
93	Foundation Trust Fund Uninvest
94	Foundation Trust Fund Invested
95	Foundation Scholar Fund Uninvt
96	Foundation Scholar Fund Invest
97	Foundation Rest Rev Fund Uninv
98	Foundation Rest Rev Fund Invst
99	Foundation Endowment Fund

**Legend:** \* = Multiple Funds for this P.O.

Printed: 5/27/2016 12:06:00PM

Environment: Colleague

LoginID: KWHITE

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To:	Board of Trustees	Board Date: June 13, 2016
Re:	Approval of Resource Development Items	
Action:	Request for Approval	

**ANALYSIS**

Items for the following categorical program were developed:

	<b><u>Project Title</u></b>	<b><u>Award Date</u></b>	<b><u>Amount</u></b>
<b><u>Fiscal Year 2015/2016</u></b>			
1.	<b>Basic Skills Initiative (SAC) - <i>Adjustment</i></b> First Principal (P1) apportionment adjustment for the Basic Skills Initiative funding from the California Community Colleges Chancellor's Office to implement program and curriculum development, professional development, articulation, assessment, counseling, tutoring, coordination, research and purchase of instructional materials directly related to the enhancement of basic skills in educational programs. (15/16, 16/17). <i>No match required.</i> SAC – Advance Apportionment \$550,382 SAC – P1 Apportionment (March) \$545,397 SAC – P1 Apportionment (April) \$536,603 <i>Decreased by \$8,794</i>	04/22/2016	-\$8,794
2.	<b>Basic Skills Initiative (SCC) – <i>Adjustment</i></b> First Principal (P1) apportionment adjustment for the Basic Skills Initiative funding from the California Community Colleges Chancellor's Office to implement program and curriculum development, professional development, articulation, assessment, counseling, tutoring, coordination, research and purchase of instructional materials directly related to the enhancement of basic skills in educational programs. (15/16, 16/17). <i>No match required.</i> SCC – Advance Apportionment \$177,839 SCC – P1 Apportionment (March) \$176,126 SCC – P1 Apportionment (April) \$173,286 <i>Decreased by \$2,840</i>	04/22/2016	-\$2,840
<b><u>Fiscal Year 2016/2017</u></b>			
3.	<b>Assessment, Remediation &amp; Retention for Associate Degree Nursing Program (SAC)</b> Grant award from the California Community Colleges Chancellor's Office to Santa Ana College's Nursing Program to provide pre-nursing preparation for students who do not achieve the diagnostic assessment; to provide support to	7/1/2016	\$114,000

Fiscal Impact: \$4,794,366.00	Board Date: June 13, 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>
students to increase the program retention and completion rates; and to increase the number of students who complete the ADN program and pass the national licensure exam. (16/17). <i>No match is required.</i>		
4. College Assistance Migrant Program (CAMP) – Year 5 (SCC) Final year of a five-year grant from the U.S. Department of Education to assist migrant students to complete their first academic year of college and to continue in post-secondary education. (16/17). <i>No match required.</i>	05/16/2016	\$425,000
5. Community Colleges Basic Skills and Student Outcomes Transformation Program (SAC) Grant award from the California Community Colleges Chancellor’s Office for the Community Colleges Basic Skills and Student Outcomes Transformation Program. The purpose of program is to improve the progression rate of basic skills students from remedial education to college level instruction in a shorter period. SAC will need to implement or expand evidence-based practices and principles that are innovative, sustainable and redesign in the areas of academic assessment, placement, remediation, student services, and instruction in order to accelerate the progress of basic skills students toward accomplishing educational and career goals. (16/17). <i>No match required.</i>	07/01/2016	\$1,500,000
6. Community Colleges Basic Skills and Student Outcomes Transformation Program (SCC) Grant award from the California Community Colleges Chancellor’s Office for the Community Colleges Basic Skills and Student Outcomes Transformation Program. The purpose of program is to improve the progression rate of basic skills students from remedial education to college level instruction in a shorter period. SCC will need to implement or expand evidence-based practices and principles that are innovative, sustainable and redesign in the areas of academic assessment, placement, remediation, student services, and instruction in order to accelerate the progress of basic skills students toward accomplishing educational and career goals. (16/17). <i>No match required.</i>	07/01/2016	\$1,500,000
7. Deputy Sector Navigator - Global Trade & Logistics (District) Grant award from the California Community Colleges Chancellor’s Office Workforce & Economic Development Division to support the Global Trade and Logistics Deputy Sector Navigator; to provide in-region investments within education and industry partners to develop faculty collaboratives, certificate programs, and articulation within educational systems in sector career pathways; and provide work-based learning, internship opportunities and professional development opportunities. (16/17). <i>The match required is \$200,000 that consists of district funded staff at \$128,606, unclaimed indirect at \$56,490 and third party in-kind contributions at \$14,904.</i>	07/01/2016	\$200,000
8. Deputy Sector Navigator – Information & Communication Technologies (ICT)/Digital Media (District)	07/01/2016	\$200,000

Fiscal Impact: \$4,794,366.00	Board Date: June 13, 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>
Grant award from the California Community Colleges Chancellor's Office Workforce & Economic Development Division to support the ICT/Digital Media Deputy Sector Navigator to improve workforce training within that sector; provide in-region investments within education and industry partners to develop faculty collaboratives, certificate programs, articulation of curriculum between secondary and post-secondary educational systems in ICT/Digital Media career pathways; and provide work-based learning, internship opportunities and professional development opportunities. (16/17). <i>The match required is \$200,000 that consists of district-funded staff at \$161,475 and in-kind contributions from industry partners at \$39,000.</i>		
9. Deputy Sector Navigator – Retail Hospitality/Tourism/Learn and Earn (District) Grant award from the California Community Colleges Chancellor's Office Workforce & Economic Development Division to support the Retail Hospitality/Tourism/Learn and Earn Deputy Sector Navigator; to improve workforce training within that sector; provide in-region investments within education and industry partners to develop faculty collaboratives, certificate programs, articulation of curriculum between secondary and post-secondary educational systems in Hospitality/Tourism career pathways; and provide work-based learning, internship opportunities and professional development opportunities. (16/17). <i>The match required is \$200,000 that consists of district-funded staff at \$72,153, unclaimed indirect at \$45,200 and in-kind contributions from contract education and industry partners at \$82,647.</i>	07/01/2016	\$200,000
10. Deputy Sector Navigator – Small Business (District) Grant award from the California Community Colleges Chancellor's Office Workforce & Economic Development Division to support the Small Business Deputy Sector Navigator; to focus on business development and job creation within that sector; to provide in-region investments within education and industry partners, to develop curriculum and programs that meet the needs of entrepreneurs through entrepreneurial studies, informational workshops/ seminars, and one-on-one consulting and support services with subject matter business experts, all within a fully braided model leveraging resources and capabilities of the Orange County SBDC. (16/17). <i>The match required is \$200,000. We proposed a fully integrated Small Business DSN project with the Orange County SBDC, as they will each serve as match to the other. Therefore, the match for the Small Business DSN consists of district-funded staff at \$36,682, unclaimed indirect at \$38,105 and leveraged resources from the Orange County SBDC (SBA/CSUF federal-funds) at \$125,213.</i>	07/01/2016	\$200,000
11. Enrollment Growth for Associate Degree Nursing Program (SAC) Grant award from the California Community Colleges Chancellor's Office to Santa Ana College's Nursing Program to increase enrollment capacity, retention and program completion rates, and the number of students who pass the state licensing exam. (16/17). <i>No match is required.</i>	07/01/2016	\$97,000

Fiscal Impact: \$4,794,366.00	Board Date: June 13, 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>
12. Los Angeles/Orange County Regional Consortium (District) Grant award from the California Community Colleges Chancellor's Office to operate the regional consortium for community college Career Technical Education leaders in Los Angeles and Orange County. (16/17) <i>No match required.</i>	07/01/2016	\$370,000

**RECOMMENDATION**

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

Fiscal Impact: \$4,794,366.00	Board Date: June 13, 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 #2034, #2035, #2036, #2037, #2038, and #2039**  
**NAME: BASIC SKILLS INITIATIVE 15/16 - SANTA ANA COLLEGE (CREDIT)**  
**FISCAL YEAR: 2015/2016 and 2016/2017**

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

**PRJ. ADMIN. Carlos Lopez**

**CONTRACT INCOME:**

**PRJ. DIR. Mary Huebsch**

**Adv. Apportionment \$220,153**

**Revised Date: 6/2/2016**

**P1 Adjustment (March) (\$1,994)**

**P1 Adjustment (April) (\$3,518)**

**Revised Amount \$214,641**

**CFDA #: N/A**

**PRIME SPONSOR: California Community Colleges Chancellor's Office**

**FISCAL AGENT: Rancho Santiago CCD**

**PRIME AWARD #: N/A**

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

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2034-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		70,747		70,747	0	
12-2034-499900-15051-5999	Special Project Holding Acct : Academic Affairs Off	70,747		70,747			0
	<b>Total 2034 - BSI 16-Prog/Curr Plan &amp; Dev</b>	<b>70,747</b>	<b>70,747</b>	<b>70,747</b>	<b>70,747</b>	<b>0</b>	<b>0</b>
12-2035-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		0		0	0	
12-2035-499900-15051-5999	Special Project Holding Acct : Academic Affairs Off	0		0			0
	<b>Total 2035 - BSI 16-Student Assessment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
12-2036-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		17,840		17,840	0	
12-2036-499900-15051-5999	Special Project Holding Acct : Academic Affairs Off	17,840		17,840			0
	<b>Total 2036 - BSI 16-Advisement/Counseling</b>	<b>17,840</b>	<b>17,840</b>	<b>17,840</b>	<b>17,840</b>	<b>0</b>	<b>0</b>
12-2037-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		67,322		67,322	0	
12-2037-499900-15051-5999	Special Project Holding Acct : Academic Affairs Off	67,322		67,322			0
	<b>Total 2037 - BSI 16-Suppl Instr &amp; Tutoring</b>	<b>67,322</b>	<b>67,322</b>	<b>67,322</b>	<b>67,322</b>	<b>0</b>	<b>0</b>
12-2038-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		8,000		8,000	0	
12-2038-499900-15051-5999	Special Project Holding Acct : Academic Affairs Off	8,000		8,000			0
	<b>Total 2038 - BSI 16-Coordination/Research</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>0</b>	<b>0</b>
12-2039-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		54,250		50,732	3,518	
12-2039-499900-15051-5999	Special Project Holding Acct : Academic Affairs Off	54,250		50,732			3,518
	<b>Total 2039 - BSI 16-Staff Development</b>	<b>54,250</b>	<b>54,250</b>	<b>50,732</b>	<b>50,732</b>	<b>3,518</b>	<b>3,518</b>
	<b>Total - Basic Skills Initiative-15/16 (SAC - credit)</b>	<b>218,159</b>	<b>218,159</b>	<b>214,641</b>	<b>214,641</b>	<b>3,518</b>	<b>3,518</b>

5.1 (5)

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

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

PRJ. ADMIN. James Kennedy

CONTRACT INCOME:

PRJ. DIR. Sergio Sotelo

Adv. Apportionment \$330,229

Revised Date: 6/2/2016

P1 Adjustment (March) (\$2,991)

P1 Adjustment (April) (\$5,276)

Revised Amount \$321,962

CFDA #: N/A

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: N/A

SUB-AWARD #: N/A

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2034-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		33,397		33,397	0	
12-2034-499900-18200-5999	Special Project Holding Acct : SAC Continuing Ed-In	33,397		33,397			0
	<b>Total 2034 - BSI 16-Prog/Curr Plan &amp; Dev</b>	<b>33,397</b>	<b>33,397</b>	<b>33,397</b>	<b>33,397</b>	<b>0</b>	<b>0</b>
12-2035-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		9,500		9,500	0	
12-2035-499900-18200-5999	Special Project Holding Acct : SAC Continuing Ed-In	9,500		9,500			0
	<b>Total 2035 - BSI 16-Student Assessment</b>	<b>9,500</b>	<b>9,500</b>	<b>9,500</b>	<b>9,500</b>	<b>0</b>	<b>0</b>
12-2036-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		66,434		66,434	0	
12-2036-499900-18200-5999	Special Project Holding Acct : SAC Continuing Ed-In	66,434		66,434			0
	<b>Total 2036 - BSI 16-Advisement/Counseling</b>	<b>66,434</b>	<b>66,434</b>	<b>66,434</b>	<b>66,434</b>	<b>0</b>	<b>0</b>
12-2037-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		62,000		62,000	0	
12-2037-499900-18200-5999	Special Project Holding Acct : SAC Continuing Ed-In	62,000		62,000			0
	<b>Total 2037 - BSI 16-Suppl Instr &amp; Tutoring</b>	<b>62,000</b>	<b>62,000</b>	<b>62,000</b>	<b>62,000</b>	<b>0</b>	<b>0</b>
12-2038-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		134,443		134,443	0	
12-2038-499900-18200-5999	Special Project Holding Acct : SAC Continuing Ed-In	134,443		134,443			0
	<b>Total 2038 - BSI 16-Coordination/Research</b>	<b>134,443</b>	<b>134,443</b>	<b>134,443</b>	<b>134,443</b>	<b>0</b>	<b>0</b>
12-2039-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		21,464		16,188	5,276	
12-2039-499900-18200-5999	Special Project Holding Acct : SAC Continuing Ed-In	21,464		16,188			5,276
	<b>Total 2039 - BSI 16-Staff Development</b>	<b>21,464</b>	<b>21,464</b>	<b>16,188</b>	<b>16,188</b>	<b>5,276</b>	<b>5,276</b>
	<b>Total - Basic Skills Initiative-15/16 (SAC - non-credit)</b>	<b>327,238</b>	<b>327,238</b>	<b>321,962</b>	<b>321,962</b>	<b>5,276</b>	<b>5,276</b>

5.1 (6)

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

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

PRJ. ADMIN. Aracely Mora

**CONTRACT INCOME:**

PRJ. DIR. Marilyn Flores

Adv. Apportionment \$177,839

Revised Date: 5/25/2016

P1 Adjustment (March) **(\$1,713)**

P1 Adjustment (April) **(\$2,840)**

Revised Amount \$173,286

CFDA #: N/A

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: N/A

SUB-AWARD #: N/A

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2034-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyon Coll		86,205		86,205	0	
12-2034-499900-25051-5999	Special Project Holding Acct : Academic Affairs Off	86,205		86,205			0
	<b>Total 2034 - BSI 16-Prog/Curr Plan &amp; Dev</b>	<b>86,205</b>	<b>86,205</b>	<b>86,205</b>	<b>86,205</b>	<b>0</b>	<b>0</b>
12-2035-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyon Coll		1,000		1,000	0	
12-2035-499900-25051-5999	Special Project Holding Acct : Academic Affairs Off	1,000		1,000			0
	<b>Total 2035 - BSI 16-Student Assessment</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
12-2036-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyon Coll		0		0	0	
12-2036-499900-25051-5999	Special Project Holding Acct : Academic Affairs Off	0		0			0
	<b>Total 2036 - BSI 16-Advisement/Counseling</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
12-2037-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyon Coll		72,239		72,239	0	
12-2037-499900-25051-5999	Special Project Holding Acct : Academic Affairs Off	72,239		72,239			0
	<b>Total 2037 - BSI 16-Suppl Instr &amp; Tutoring</b>	<b>72,239</b>	<b>72,239</b>	<b>72,239</b>	<b>72,239</b>	<b>0</b>	<b>0</b>
12-2038-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyon Coll		0		0	0	
12-2038-499900-25051-5999	Special Project Holding Acct : Academic Affairs Off	0		0			0
	<b>Total 2038 - BSI 16-Coordination/Research</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
12-2039-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyon Coll		16,682		13,842	2,840	
12-2039-499900-25051-5999	Special Project Holding Acct : Academic Affairs Off	16,682		13,842			2,840
	<b>Total 2039 - BSI 16-Staff Development</b>	<b>16,682</b>	<b>16,682</b>	<b>13,842</b>	<b>13,842</b>	<b>2,840</b>	<b>2,840</b>
	<b>Total - Basic Skills Initiative-15/16 (SCC)</b>	<b>176,126</b>	<b>176,126</b>	<b>173,286</b>	<b>173,286</b>	<b>2,840</b>	<b>2,840</b>

5.1 (7)

**SPECIAL PROJECT DETAILED BUDGET #2212**

**NAME: Assessment, Remediation & Retention for Associate Degree Nursing (ADN) Program - Santa Ana College  
FISCAL YEAR 2016/2017**

**CONTRACT TERM: 07/01/2016 - 06/30/2017**

**CONTRACT AWARD: \$114,000**

**PRIME SPONSOR: California Community Colleges Chancellor's Office**

**FISCAL AGENT: Rancho Santiago CCD**

**PRIME AWARD #: 16-200-xxx**

**CFDA #: N/A**

**PROJ ADM.: Cheryl Carrera**

**PROJ. DIR.: Rebecca Miller**

**Date: 05/25/2016**

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2212-000000-10000-8659	Other Reimb Categorical Allow : Santa Ana College		91,200		114,000		22,800
12-2212-679000-10000-5865	Indirect Costs : Santa Ana College (4%)	3,508		4,385		877	
<b>12-2212-123010-16640-1310</b>	<b>Part-Time Instructors : Nursing</b> - Simulation Lab: \$56.35/hr. lab x 50 hrs. x 2 semesters	849		5,635		4,786	
<b>12-2212-123010-16640-2420</b>	<b>Inst Assistant - Hourly : Nursing</b> - Learning Facilitators: \$18.33/hr. 6 hrs/wk x 32 wks	6,416		3,519			2,897
12-2212-123010-16640-3111	STRS - Instructional : Nursing	76		707		631	
12-2212-123010-16640-3321	Medicare - Instructional : Nursing	105		133		28	
12-2212-123010-16640-3331	PARS - Instructional : Nursing	83		46			37
12-2212-123010-16640-3431	H & W - Retiree Fund Inst : Nursing	73		92		19	
12-2212-123010-16640-3511	SUI - Instructional : Nursing	4		5		1	
12-2212-123010-16640-3611	WCI - Instructional : Nursing	174		220		46	
12-2212-619000-16640-4210	Books, Mags & Subscrip-Non-Lib : Nursing - On-line subscription of NCLEX-RN Program Report	0		335		335	
12-2212-123010-16640-4310	Instructional Supplies : Nursing - DVDs, disposable lab items	0		2,397		2,397	
12-2212-123010-16640-6421	Equip-Tablet/Laptop>\$200<\$1000 : Nursing - (2) laptops for instruction to students, \$1,090/each	0		2,180		2,180	
<b>12-2212-649000-16640-2130</b>	<b>Classified Employees : Nursing</b> - Elva Negrete, Student Services Coord. (16-6 +5%L, 30%) - Dawn Williams, Intermediate Clerk, (5-6 +2.5%L, 100%)	58,081		68,652		10,571	
12-2212-649000-16640-3215	PERS - Non-Instructional : Nursing	6,837		8,960		2,123	
12-2212-649000-16640-3315	OASDHI - Non-Instructional : Nursing	3,693		4,377		684	
12-2212-649000-16640-3325	Medicare - Non-Instructional : Nursing	864		1,024		160	

5.1 (8)

**SPECIAL PROJECT DETAILED BUDGET #2212**

**NAME: Assessment, Remediation & Retention for Associate Degree Nursing (ADN) Program - Santa Ana College  
FISCAL YEAR 2016/2017**

**CONTRACT TERM: 07/01/2016 - 06/30/2017**

**CONTRACT AWARD: \$114,000**

**PRIME SPONSOR: California Community Colleges Chancellor's Office**

**FISCAL AGENT: Rancho Santiago CCD**

**PRIME AWARD #: 16-200-xxx**

**CFDA #: N/A**

**PROJ ADM.: Cheryl Carrera**

**PROJ. DIR.: Rebecca Miller**

**Date: 05/25/2016**

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2212-649000-16640-3415	H & W - Non-Instructional : Nursing	6,896		6,948		52	
12-2212-649000-16640-3435	H & W - Retiree Fund Non-Inst : Nursing	596		706		110	
12-2212-649000-16640-3515	SUI - Non-Instructional : Nursing	30		35		5	
12-2212-649000-16640-3615	WCI - Non-Instructional : Nursing	1,430		1,694		264	
12-2212-649000-16640-3915	Other Benefits - Non-Instruct : Nursing	1,485		1,950		465	
	<b>Total #2212 -Nursing ARR ADN Program (SAC)</b>	<b>91,200</b>	<b>91,200</b>	<b>114,000</b>	<b>114,000</b>	<b>25,734</b>	<b>25,734</b>

5.1 (9)

**SPECIAL PROJECT DETAILED BUDGET # 1255**

**NAME: CAMP II (College Assistance Migrant Program) - Santiago Canyon College (Yr. 5)**

**FISCAL YEAR: 2016/17**

CONTRACT PERIOD: 07/01/16 - 06/30/17  
 CONTRACT INCOME: \$425,000

PROJ. ADM. John Hernandez  
 PROJ. DIR. Deisy Covarrubias

**Prime Sponsor: US Dept. of Education**

Date: 06/02/16

**Fiscal Agent: Rancho Santiago CCD**

**CFDA #: 84.149A; Award # S149A120017**

<b>GL Accounts</b>	<b>Description</b>	<b>Debit</b>	<b>Credit</b>
12-1255-000000-20000-8199	Other Federal Revenues : Santiago Canyon Coll		425,000
12-1255-679000-20000-5865	Indirect Costs : Santiago Canyon College	29,411	
12-1255-493010-29325-1315	Int/Sum-Instructors,Part-Time : Counseling - 3 LHE Counseling @ \$57.09/hr x 18 hrs/LHE x 3 LHE	3,083	
12-1255-493010-29325-3111	STRS - Instructional : Counseling	388	
12-1255-493010-29325-3321	Medicare - Instructional : Counseling	45	
12-1255-493010-29325-3431	H & W - Retiree Fund Inst : Counseling	31	
12-1255-493010-29325-3511	SUI - Instructional : Counseling	2	
12-1255-493010-29325-3611	WCI - Instructional : Counseling	74	
12-1255-631000-29325-1430	Part-Time Counselors : Counseling - \$48.53/hr x 20 hrs/wk x 32 weeks	31,060	
12-1255-631000-29325-1435	Int/Sum - Counselors,Part-Time : Counseling - Intersession - \$48.53/hr x 12 hrs/wk x 4 weeks - Summer - \$48.53/hr x 12 hrs/wk x 6 weeks	6,406	
12-1255-631000-29325-3115	STRS - Non-Instructional : Counseling	4,713	
12-1255-631000-29325-3325	Medicare - Non-Instructional : Counseling	543	
12-1255-631000-29325-3435	H & W - Retiree Fund Non-Inst : Counseling	375	
12-1255-631000-29325-3515	SUI - Non-Instructional : Counseling	19	
12-1255-631000-29325-3615	WCI - Non-Instructional : Counseling	899	
12-1255-499900-29905-4310	Instructional Supplies : Student Development	1,000	
12-1255-649000-29905-2110	Classified Management : Student Development	97,768	
12-1255-649000-29905-2130	Classified Employees : Student Development	49,687	
12-1255-649000-29905-2310	Classified Employees - Ongoing : Student Deve	20,618	
12-1255-649000-29905-2320	Classified Employees - Hourly : Student Devel	5,598	
12-1255-649000-29905-3215	PERS - Non-Instructional : Student Developmen	24,119	
12-1255-649000-29905-3315	OASDHI - Non-Instructional : Student Developm	11,066	
12-1255-649000-29905-3325	Medicare - Non-Instructional : Student Develo	2,588	
12-1255-649000-29905-3415	H & W - Non-Instructional : Student Developme	30,289	
12-1255-649000-29905-3435	H & W - Retiree Fund Non-Inst : Student Devel	1,785	
12-1255-649000-29905-3515	SUI - Non-Instructional : Student Development	89	
12-1255-649000-29905-3615	WCI - Non-Instructional : Student Development	4,284	
12-1255-649000-29905-3915	Other Benefits - Non-Instruct : Student Devel	4,812	
12-1255-649000-29905-4610	Non-Instructional Supplies : Student Development - Office Supplies - Recruitment supplies	6,000	
12-1255-649000-29905-4710	Food and Food Service Supplies : Student Deve - End of year banquet - MaPa Parent Group	4,000	
12-1255-649000-29905-5100	Contracted Services : Student Development - Project Evaluator	3,000	
12-1255-649000-29905-5220	Mileage/Parking Expenses : Student Developmen	2,000	

**SPECIAL PROJECT DETAILED BUDGET # 1255**

**NAME: CAMP II (College Assistance Migrant Program) - Santiago Canyon College (Yr. 5)**

**FISCAL YEAR: 2016/17**

CONTRACT PERIOD: 07/01/16 - 06/30/17

CONTRACT INCOME: \$425,000

PROJ. ADM. John Hernandez

PROJ. DIR. Deisy Covarrubias

*Prime Sponsor: US Dept. of Education*

*Fiscal Agent: Rancho Santiago CCD*

*CFDA #: 84.149A; Award # S149A120017*

Date: 06/02/16

<b>GL Accounts</b>	<b>Description</b>	<b>Debit</b>	<b>Credit</b>
12-1255-649000-29905-5300	Inst Dues & Memberships : Student Development	1,200	
12-1255-649000-29905-5905	Other Participant Travel Exp : Student Develo <i>- Statewide Leadership</i>	5,000	
12-1255-649000-29905-5925	Postage : Student Development	200	
12-1255-649000-29905-5940	Reproduction/Printing Expenses : Student Deve	500	
12-1255-649000-29905-5966	Transportation - Student : Student Developmen	5,000	
12-1255-675000-29905-5210	Conference Expenses : Student Development <i>- Conferences &amp; Staff Professional Development</i>	12,665	
12-1255-732000-29905-7610	Books Paid for Students : Student Development <i>- \$325/voucher x 43 students (excluded from indirect cost)</i>	27,950	
12-1255-732000-29905-7630	Supplies Paid for Students : Student Developm <i>- CAMP Planning Summer Bridge</i>	10,000	
12-1255-732000-29905-7650	Stipends Paid to Students : Student Developme <i>- Student Internships (10 students x 130 hrs x /\$10.75/hr)</i>	13,975	
12-1255-732000-29905-7670	Other Exp Paid for Students : Student Develop <i>- Cultural Activities</i>	2,758	
<b>Total Project 1255 CAMP II - SCC Yr 5</b>		<b>425,000</b>	<b>425,000</b>

**SPECIAL PROJECT DETAILED BUDGET #2058**

NAME: Community Colleges Basic Skills and Student Outcomes Transformation Program (Santa Ana College)

FISCAL YEAR: 2016/2017

CONTRACT PERIOD: 07/01/2016 - 6/30/2017  
(With a 3-year implementation cycle up to 6/30/19)

PROJ. ADM. Carlos Lopez

PROJ. DIR. Raymond Hicks

CONTRACT AWARD: \$1,500,000

DATE: 6/1/2016

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: 15-068-035

CFDA #: N/A

GL Account String	Description	Year 1	Year 2	Year 3	New Budget	
					Debit	Credit
12-2058-000000-10000-8659	Other Reimb Categorical Allow : Santa Ana College					1,500,000
12-2058-679000-10000-5865	Indirect Costs : Santa Ana College (4%)				57,692	
<b>1000 - CERTIFICATED/INSTRUCTIONAL SALARIES</b>						
<b>PROJECT COORDINATION</b>						
12-2058-619000-1xxxx-1250	Contract Coordinator : Academic Affairs Office <i>Project Coordinator (credit), Ray Hicks (40%): <u>Fall and Spring</u> : \$108,481.58 x 40%</i>	43,392	45,562	47,841	136,795	
12-2058-619000-1xxxx-1454	Int/Sum Beyond Contr-Coordinat : Academic Affairs <i>Project Coordinator (credit), Ray Hicks: <u>Summer</u>: 3 LHE x \$53.07/LHE x 18</i>	2,866	3,009	3,159	9,034	
12-2058-619000-18100-1250	Contract Coordinator : Continuing Education <i>Project Coordinator (non-credit), Julia Vercelli (40%): <u>Fall and Spring</u> : \$105,000.23 x 40%</i>	42,000	44,100	46,305	132,405	
12-2058-619000-18100-1454	Int/Sum Beyond Contr-Coordinat : Continuing Ed <i>Project Coordinator (non-credit), Julia Vercelli: <u>Summer</u> : 3 LHE x \$53.07/LHE x 18</i>	2,866	3,009	3,159	9,034	
12-2058-679000-1xxxx-1483	Beyond Contr - Reassigned Time : Academic Affairs <i>Project Research, Faculty Lead, George Sweeney Yr. 1: \$3,000 stipend x 2 semesters Yrs. 2 &amp; 3: \$6,000 stipend x 2 semesters</i>	6,000	12,000	12,000	30,000	
<b>MULTIPLE MEASURES</b>						
12-2058-619000-1xxxx-1483	Beyond Contr - Reassigned Time : 2 Leads (1 Faculty, 1 Assessment Coordinator): \$1,000/semester x 2 semesters x 2 faculty in Yr. 1; \$1,500/semester x 2 semesters x 2 faculty in Yr. 2	4,000	6,000	0	10,000	
12-2058-632000-1xxxx-1483	Beyond Contr - Reassigned Time : English (2), Reading (1), ESL (1) and math (1) faculty and (1) counselor: \$500 stipend x 2 semesters x 6 faculty	6,000	0	0	6,000	
<b>DIRECT PLACEMENT</b>						
12-2058-649000-1xxxx-1483	Beyond Contr - Reassigned Time : 3 Leads from Math, English and ESL faculty: 36 hrs./semester (=1 LHE) x \$34.51/hr. x 2 semesters x 3 faculty	7,454	7,454	0	14,908	
12-2058-649000-1xxxx-1483	Beyond Contr - Reassigned Time : <i>Direct Placement FIGs</i> with Math (2), English (2), ESL-credit (1), ESL non-credit (2) faculty and (1) counselor: \$500/stipend x 2 semesters x 8 faculty	8,000	0	0	8,000	
<b>CONTEXTUALIZE BASIC SKILLS INSTRUCTION IN CTE</b>						
12-2058-602000-1xxxx-1483	Beyond Contr - Reassigned Time : Math (1), Reading (1), ESL (2), Learning Center (1) faculty attend CTE classes, review CTE curriculum and develop content for contextualized instruction in CTE courses, DLAs, and workshops: \$3,000 stipend/yr. x 5 faculty	15,000	15,000	15,000	45,000	
12-2058-4xxxxx-1xxxx-1310	Part-Time Instructors : Pilot contextualized Pharmacy Technology course sections: Yrs. 2 & 3: 3 LHE x \$69.02/LHE x 18 x 2 sections	0	7,454	7,454	14,908	

**SPECIAL PROJECT DETAILED BUDGET #2058**

**NAME: Community Colleges Basic Skills and Student Outcomes Transformation Program (Santa Ana College)**

**FISCAL YEAR: 2016/2017**

**CONTRACT PERIOD: 07/01/2016 - 6/30/2017**  
 (With a 3-year implementation cycle up to 6/30/19)

**PROJ. ADM. Carlos Lopez**

**PROJ. DIR. Raymond Hicks**

**CONTRACT AWARD: \$1,500,000**

**DATE: 6/1/2016**

**PRIME SPONSOR: California Community Colleges Chancellor's Office**

**FISCAL AGENT: Rancho Santiago CCD**

**PRIME AWARD #: 15-068-035**

**CFDA #: N/A**

GL Account String	Description	Year 1	Year 2	Year 3	New Budget	
					Debit	Credit
12-2058-602000-1xxxx-1483	Beyond Contr - Reassigned Time : Pharmacy Technology faculty (1) develop contextualized instruction with basic skills faculty, flip Pharmacy Tech curriculum: Yr. 1 \$3,800 stipend; Yrs. 2 & 3 \$3,000 stipend	3,800	3,000	3,000	9,800	
12-2058-4xxxx-1xxxx-1310	Part-Time Instructors : Pilot contextualized Fashion Design & Merchandizing course sections: Yrs. 2 & 3: 3 LHE x \$69.02/LHE x 18 x 2	0	7,454	7,454	14,908	
12-2058-602000-1xxxx-1483	Beyond Contr - Reassigned Time : Fashion Design & Merchandizing faculty (1) develop contextualized instruction with basic skills faculty, flip Pharmacy Tech curriculum: Yr. 1 \$3,800 stipend; Yrs. 2 & 3 \$3,000 stipend	3,800	3,000	3,000	9,800	
12-2058-602000-1xxxx-1483	CTE faculty (2) develop contextualized instruction with basic skills faculty: Yr. 2 \$3,800 stipend; Yr. 3 \$3,000 stipend x 2 faculty	0	7,600	6,000	13,600	
12-2058-4xxxx-1xxxx-1310	Part-Time Instructors : Pilot contextualized course sections for 2 additional CTE programs: Yr. 3: 3 LHE x \$69.02/LHE x 18 x 2 sections x 2 CTE areas	0	0	14,908	14,908	
<b>ENGLISH REDESIGN</b>						
12-2058-619000-1xxxx-1483	Beyond Contr - Reassigned Time : <i>Lead for English Redesign, Pilots, and Training FIGs</i> : 108 hrs./semester (=3 LHE) X \$34.51/hr. x 2 semesters for Yrs. 1 & 2	7,454	7,454	0	14,908	
12-2058-4xxxx-1xxxx-1310	Part-Time Instructors : <i>Pilot Redesigned English N60/061</i> : Yr. 1: 6 LHE x \$69.02 x 18 weeks for 1 section Yr. 2: 6 LHE x \$69.02 x 18 weeks for 6 sections in fall 2017, and 10 sections in spring 2018	7,454	119,267	0	126,721	
12-2058-619000-1xxxx-1483	<i>Beyond Contr - Reassigned Time</i> : <i>English Redesign FIGs (planning, piloting, and training)</i> : \$500 stipend x 2 semesters x 7 faculty in Yrs. 1 & 2	7,000	7,000	0	14,000	
<b>PROACTIVE SUPPORT SERVICES</b>						
12-2058-631000-18100-1430	Part-Time Counselor dedicated to Career and Transition Center: 300 hrs. x \$55/hr.	16,500	16,500	16,500	49,500	
12-2058-631000-1xxxx-1430	Counselor for Embedded Counseling (development and delivery): 800 hrs. x \$55/hr.	44,000	44,000	44,000	132,000	
<b>2000 - CLASSIFIED/NON-INSTRUCTIONAL SALARIES</b>						
<b>PROJECT COORDINATION</b>						
12-2058-601000-1xxxx-2130	Administrative Clerk (47.5%): \$1,821 x 12 months	21,848	21,848	21,848	65,544	
<b>PROACTIVE SUPPORT SERVICES</b>						
12-2058-649000-18100-2130	(2) PT staff for Career and Transition Center: \$25,000/person x 2 people	50,000	50,000	50,000	150,000	
<b>3000 - EMPLOYEE BENEFITS</b>						
12-2058-xxxxx-1xxxx-3xxx	Faculty rate of 15.63% includes STRS 10.73%, Medicare 1.45%, Retiree Fund 1.0%, SUI 0.05% and WCI 2.4%	33,540	54,215	34,039	121,794	

**SPECIAL PROJECT DETAILED BUDGET #2058**

NAME: Community Colleges Basic Skills and Student Outcomes Transformation Program (Santa Ana College)

FISCAL YEAR: 2016/2017

CONTRACT PERIOD: 07/01/2016 - 6/30/2017

(With a 3-year implementation cycle up to 6/30/19)

CONTRACT AWARD: \$1,500,000

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: 15-068-035

CFDA #: N/A

PROJ. ADM. Carlos Lopez

PROJ. DIR. Raymond Hicks

DATE: 6/1/2016

GL Account String	Description	Year 1	Year 2	Year 3	New Budget	
					Debit	Credit
12-2058-xxxxxx-1xxxx-3xxx	Classified rate of 22.947% includes PERS 11.847%, OASDHI 6.2%, Medicare 1.45%, Retiree Fund 1.0%, SUI 0.05% and WCI 2.4%	16,487	16,487	16,487	49,461	
12-2058-xxxxxx-1xxxx-3xxx	Health & Fringe for Project Coordinators and Administrative Clerk	21,415	21,415	21,415	64,245	
<b>4000 - SUPPLIES AND MATERIALS</b>						
	<b>MULTIPLE MEASURES &amp; DIRECT PLACEMENT</b>					
12-2058-619000-1xxxx-4610	Supplies and materials	2,000	1,535	0	3,535	
	<b>CONTEXTUALIZE BASIC SKILLS INSTRUCTION IN CTE</b>					
12-2058-4xxxxx-1xxxx-4310	Course and instructional materials	0	5,000	5,000	10,000	
	<b>ENGLISH REDESIGN</b>					
12-2058-4xxxxx-1xxxx-4310	Course and instructional materials	5,000	7,500	0	12,500	
	<b>PROJECT DIRECTOR MEETINGS</b>					
12-2058-675000-1xxxx-5210	Travel - Project Coordinators (Credit and Non-Credit) attend directors meetings: \$1,000 x 2 people in Years 1, 2, and 3	2,000	2,000	2,000	6,000	
<b>5000 - OTHER OPERATING EXPENSES AND SERVICES</b>						
	<b>PROFESSIONAL DEVELOPMENT</b>					
12-2058-675000-1XXXX-5210	Multiple Measures	4,000	4,000	0	8,000	
12-2058-675000-1XXXX-5210	Direct Placement/Accelerated Programs	4,000	0	0	4,000	
12-2058-675000-1XXXX-5210	Contextualized Basic Skills	3,500	3,500	0	7,000	
12-2058-675000-1XXXX-5210	English Redesign	5,000	5,000	3,500	13,500	
12-2058-675000-1XXXX-5210	Integrated Support Services	3,500	3,500	3,500	10,500	
<b>6000 - CAPITAL OUTLAY/EQUIPMENT</b>						
	<b>PROACTIVE SUPPORT SERVICES</b>					
12-2058-4xxxxx-18200-64xx	Equipment: Furniture, computers, mediation (projector, screens), and software for the Career and Transition Center.	100,000	0	0	100,000	
	<b>Total 2058 - Basic Skills SOTP (SAC)</b>	<b>499,876</b>	<b>554,863</b>	<b>387,569</b>	<b>1,500,000</b>	<b>1,500,000</b>

**SPECIAL PROJECT DETAILED BUDGET #2058**

**NAME: Community Colleges Basic Skills and Student Outcomes Transformation Program (Santiago Canyon College)**

**FISCAL YEAR: 2016/2017**

**CONTRACT PERIOD: 07/01/2016 - 6/30/2017**  
*(With a 3-year implementation cycle up to 6/30/19)*

**PROJ. ADM. Aracely Mora**

**PROJ. DIR. Marilyn Flores**

**CONTRACT AWARD: \$1,500,000**

**DATE: 6/1/2016**

**PRIME SPONSOR: California Community Colleges Chancellor's Office**

**FISCAL AGENT: Rancho Santiago CCD**

**PRIME AWARD #: 15-068-038**

**CFDA #: N/A**

GL Account String	Description	Year 1	Year 2	Year 3	New Budget	
					Debit	Credit
12-2058-000000-20000-8659	Other Reimb Categorical Allow : Santiago Canyon					1,500,000
12-2058-679000-20000-5865	Indirect Costs : Santiago Canyon College (4%)				57,692	
<b>1000 - CERTIFICATED/INSTRUCTIONAL SALARIES</b>						
12-2058-619000-2xxxx-1453	Beyond Contract - Coordinators : Math & English Acceleration Coordinators: Years 1 & 2: \$3,027/LHE x 14 LHE (6 FA, 6 SP, 2 SU) x 2 faculty Year 3: \$3,027/LHE x 5 LHE (2 FA, 2 SP, 1 SU) x 2 faculty	84,756	84,756	30,270	199,782	
12-2058-602000-2xxxx-1483	Beyond Contr - Reassigned Time : Curriculum development, assessment and articulation for Math and English: Years 1 & 2: \$3,027/LHE x 12 LHE (6 FA, 6 SP) x 2 faculty Year 3: \$3,027/LHE x 4 LHE (2 fall, 2 spring) x 2 faculty	72,648	72,648	24,216	169,512	
12-2058-619000-2xxxx-1483	Beyond Contr - Reassigned Time : Reading, Counseling and Continuing Education Acceleration Coordinators: Yrs 1 & 2: \$3,027/LHE x 8 LHE (3 FA, 3 SP, 2 SU) x 3 faculty Year 3: \$3,027/LHE x 5 LHE (2 FA, 2 SP, 1 SU) x 3 faculty	72,648	72,648	45,405	190,701	
12-2058-602000-2xxxx-1483	Beyond Contr - Reassigned Time : Curriculum development, assessment and articulation for Reading, Counseling and Continuing Education: Years 1 & 2: \$3,027/LHE x6 LHE (3 FA, 3 SP) x 3 faculty Year 3: \$3,027/LHE x 2 LHE (1 FA, 1 SP) x 3 faculty	54,486	54,486	18,162	127,134	
12-2058-675000-2xxxx-1483	Beyond Contr - Reassigned Time : Faculty Training compensation/ professional development sessions	73,510	73,510	47,566	194,586	
<b>2000 - CLASSIFIED/NON-INSTRUCTIONAL SALARIES</b>						
	N/A	0	0	0	0	
<b>3000 - EMPLOYEE BENEFITS</b>						
12-2058-xxxxxx-2xxxx-3xxx	Faculty rate of 15.63% includes STRS 10.73%, Medicare 1.45%, Retiree Fund 1.0%, SUI 0.05% and WCI 2.4%	55,964	55,963	25,886	137,813	
<b>4000 - SUPPLIES AND MATERIALS</b>						
12-2058-4xxxxxx-2xxxx-4310	Instructional materials & supplies	50,000	45,500	25,000	120,500	
<b>5000 - OTHER OPERATING EXPENSES AND SERVICES</b>						
12-2058-675000-2xxxx-5100	Contracted Services - Professional Development consultant fees	15,500	15,500	20,000	51,000	
12-2058-679000-2xxxx-5100	Contracted Services - Research, assessment, and evaluation consultant fees	50,000	50,000	30,000	130,000	
12-2058-675000-2xxxx-5210	Travel - Conference fees for professional development	15,000	15,000	0	30,000	
<b>6000 - CAPITAL OUTLAY/EQUIPMENT</b>						
12-2058-4xxxxxx-2xxxx-64xx	Computers, software and video equipment for supplemental instructional materials	71,280	20,000	0	91,280	
<b>Total 2058 - Basic Skills SOTP (SCC)</b>		<b>615,792</b>	<b>560,011</b>	<b>266,505</b>	<b>1,500,000</b>	<b>1,500,000</b>

**SPECIAL PROJECT DETAILED BUDGET #2337**  
**NAME: Deputy Sector Navigator - Global Trade & Logistics (District)**  
**FISCAL YEAR 2016/2017**

**CONTRACT PERIOD: 07/01/2016 - 06/30/2017**

**PROJ ADM: Enrique Perez**

**CONTRACT AWARD: \$200,000**

**PROJ DIR: Lynn Stewart**

**PRIME SPONSOR: California Community Colleges Chancellor's Office**

**Revised Date: 5/27/2016**

**FISCAL AGENT: Rancho Santiago CCD**

**PRIME AWARD #: 16-157-008**

**CFDA #: N/A**

GL Account String	Description	New Budget	
		Debit	Credit
12-2337-000000-50000-8659	Other Reimb Categorical Allow : District Operations		200,000
12-2337-672000-50000-5865	Indirect Costs : District Operations (4%)	7,692	
12-2337-675000-53210-5210	Conference Expenses : Ctr for Intl Trade Dev Office <u>(Out-of-State travel)</u> - Select USA Investment Summit, Washington, D.C., dates TBD, One attendee at \$2,800 - ASBDC Conference, Orlando, FL, Sept. 18 – 23, 2016 One attendee at \$2,500 - NASBITE Conference, Spokane, WA, 3/27-31/17 Two attendees x \$2,000/each = \$4,000	9,300	
12-2337-684000-53210-2110	Classified Management : Ctr for Intl Trade Dev Offi <b>Deputy Sector Navigator, Global Trade &amp; Logistics Lynn Stewart (80%): \$105,349 x 80%</b>	84,279	
12-2337-684000-53210-2130	Classified Employees : Ctr for Intl Trade Dev Offic <b>Business Services Coordinator (full-time) Alejandra Landa (70%): \$54,242 x 70%</b>	37,970	
12-2337-684000-53210-3215	PERS - Non-Instructional : Ctr for Intl Trade Dev O	15,954	
12-2337-684000-53210-3315	OASDHI - Non-Instructional : Ctr for Intl Trade Dev	7,822	
12-2337-684000-53210-3325	Medicare - Non-Instructional : Ctr for Intl Trade D	1,829	
12-2337-684000-53210-3415	H & W - Non-Instructional : Ctr for Intl Trade Dev	8,460	
12-2337-684000-53210-3435	H & W - Retiree Fund Non-Inst : Ctr for Intl Trade	1,262	
12-2337-684000-53210-3515	SUI - Non-Instructional : Ctr for Intl Trade Dev Of	63	
12-2337-684000-53210-3615	WCI - Non-Instructional : Ctr for Intl Trade Dev Of	3,028	
12-2337-684000-53210-3915	Other Benefits - Non-Instruct : Ctr for Intl Trade	3,916	
12-2337-684000-53210-4610	Non-Instructional Supplies : Ctr for Intl Trade Dev	1,000	
12-2337-684000-53210-4710	Food and Food Service Supplies : Ctr for Intl Trade <b>(4) DSN meeting x \$250/meeting + (2) faculty trainings/workshops x \$500/each</b>	2,000	
12-2337-684000-53210-5100	Contracted Services : Ctr for Intl Trade Dev Office <b>Speakers/business professional experts for training/workshops, outreach and specialized services.</b>	7,500	
12-2337-684000-53210-5220	Mileage/Parking Expenses : Ctr for Intl Trade Dev <b>Mileage at 2016 IRS rate at \$0.54 per mile x 963 miles</b>	520	
12-2337-684000-53210-5895	Other Licenses & Fees : Ctr for Intl Trade Dev Offi <b>CGBP exam fee for 3 participants x \$395/each = \$1,185 Subscriptions/software license fee at \$5,500</b>	6,685	
12-2337-684000-53210-5940	Reproduction/Printing Expenses : Ctr for Intl Trade	720	
	<b>Total #2337 - GTL DSN Yr. 4 (FY 16-17) (Funded)</b>	<b>200,000</b>	<b>200,000</b>

**SPECIAL PROJECT DETAILED BUDGET #2337**

NAME: Deputy Sector Navigator - Global Trade & Logistics (District)

FISCAL YEAR 2016/2017

CONTRACT PERIOD: 07/01/2016 - 06/30/2017

PROJ ADM: Enrique Perez

CONTRACT AWARD: \$200,000

PROJ DIR: Lynn Stewart

PRIME SPONSOR: California Community Colleges Chancellor's Office

Revised Date: 5/27/2016

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: 16-157-008

CFDA #: N/A

GL Account String	Description	New Budget	
		Debit	Credit
11-0000-000004-50000-2130	Classified Employees : District Operations		105,704
11-0000-000004-50000-3415	H & W - Non-Instructional : District Operations		22,902
11-0000-672000-50000-5865	Indirect Costs : District Operations		56,490
11-2337-672000-50000-5865	Indirect Costs : District Operations RSCCD is applying the maximum indirect rate at 20% allowed for this grant as listed below: -Unclaimed indirect costs on grant-funded direct costs @ 16%: \$192,308 grant direct costs x 16% indirect rate = \$30,769 -Unclaimed indirect costs on district-funded direct costs (cash-match) @ 20%: \$128,606 district direct costs x 20% indirect rate = \$25,721	56,490	
11-2337-684000-53210-2110	Classified Management : Ctr for Intl Trade Dev Offi Deputy Sector Navigator, Global Trade & Logistics Lynn Stewart (20%): \$105,349 x 20%	21,070	
11-2337-684000-53210-2130	Classified Employees : Ctr for Intl Trade Dev Offic Business Services Coordinator (full-time) Alejandra Landa (30%): \$54,242 x 30%	16,273	
11-2337-684000-53210-2320	Classified Employees - Hourly : Ctr for Intl Trade Marketing Specialist (Hourly) \$21.94/hour x 19 hours/week x 39 weeks Research Assistant (Hourly) \$21.94/hour x 13 hours/week x 39 weeks	27,382	
11-2337-684000-53210-3215	PERS - Non-Instructional : Ctr for Intl Trade Dev O	4,873	
11-2337-684000-53210-3315	OASDHI - Non-Instructional : Ctr for Intl Trade Dev	2,390	
11-2337-684000-53210-3325	Medicare - Non-Instructional : Ctr for Intl Trade D	956	
11-2337-684000-53210-3335	PARS - Non-Instructional : Ctr for Intl Trade Dev O	356	
11-2337-684000-53210-3415	H & W - Non-Instructional : Ctr for Intl Trade Dev	3,557	
11-2337-684000-53210-3435	H & W - Retiree Fund Non-Inst : Ctr for Intl Trade	659	
11-2337-684000-53210-3515	SUI - Non-Instructional : Ctr for Intl Trade Dev Of	33	
11-2337-684000-53210-3615	WCI - Non-Instructional : Ctr for Intl Trade Dev Of	1,582	
11-2337-684000-53210-3915	Other Benefits - Non-Instruct : Ctr for Intl Trade	1,204	
11-2337-679000-53345-2130	Classified Employees : Resource Development Resource Development Coordinator Maria Gil (20%): \$78,893/year x 20%	15,779	
11-2337-679000-53345-3215	PERS - Non-Instructional : Resource Development	2,059	
11-2337-679000-53345-3315	OASDHI - Non-Instructional : Resource Development	1,001	
11-2337-679000-53345-3325	Medicare - Non-Instructional : Resource Development	234	
11-2337-679000-53345-3415	H & W - Non-Instructional : Resource Development	1,519	
11-2337-679000-53345-3435	H & W - Retiree Fund Non-Inst : Resource Developmen	161	
11-2337-679000-53345-3515	SUI - Non-Instructional : Resource Development	8	

**SPECIAL PROJECT DETAILED BUDGET #2337**  
**NAME: Deputy Sector Navigator - Global Trade & Logistics (District)**  
**FISCAL YEAR 2016/2017**

CONTRACT PERIOD: 07/01/2016 - 06/30/2017

PROJ ADM: Enrique Perez

CONTRACT AWARD: \$200,000

PROJ DIR: Lynn Stewart

PRIME SPONSOR: California Community Colleges Chancellor's Office

Revised Date: 5/27/2016

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: 16-157-008

CFDA #: N/A

GL Account String	Description	New Budget	
		Debit	Credit
11-2337-679000-53345-3615	WCI - Non-Instructional : Resource Development	387	
11-2337-679000-53345-3915	Other Benefits - Non-Instruct : Resource Developmen	360	
<b>11-2337-684000-53410-2345</b>	<b>Professional Experts : Small Business Dev Ctr Offic Business Experts/International Trade (Hourly) \$45/hour x 560 hours</b>	25,200	
11-2337-684000-53410-3325	Medicare - Non-Instructional : Small Business Dev C	365	
11-2337-684000-53410-3335	PARS - Non-Instructional : Small Business Dev Ctr O	328	
11-2337-684000-53410-3435	H & W - Retiree Fund Non-Inst : Small Business Dev	252	
11-2337-684000-53410-3515	SUI - Non-Instructional : Small Business Dev Ctr Of	13	
11-2337-684000-53410-3615	WCI - Non-Instructional : Small Business Dev Ctr Of	605	
	<b>Total #2337 - GTL DSN Yr. 4 (FY 16-17) (Match)</b>	<b>185,096</b>	<b>185,096</b>

**Match required is 1:1 at \$200,000 that consists of District funded staff at \$128,606 (equal to the current fiscal year 2015/16 match allocation), unclaimed indirect in-kind match at \$56,490 and third-party in-kind match at \$14,904. Please refer to match summary below.**

District (cash-match)	Staff salary and benefits as listed above - Match Budget	128,606
District (in-kind match)	Unclaimed indirect costs as listed above - Match Budget	56,490
	<b>Sub-Total District Match</b>	<b>185,096</b>
In-kind (third-party)	Source of Funds: CITD STEP (federal funds) CFDA #59.061: Center for International Trade Development (CITD) State Trade Export Program (STEP) federal grant from Los Rios CCD to partner on a trade mission to the Hong Kong Food Expo to support travel and conference costs and project costs at \$4,000.	4,000
	Source of Funds: Global Trade & Logistics Advisory Industry Partners: The DSN Global Trade & Logistics Advisory Committee comprised of ten businesses/industry leaders engaged in international business participate in meetings to support DSN and other educators; members provide information on industry trends, share their expertise about work skills, knowledge, and abilities required for positions in the sector, work together with educators and other stakeholders to identify workforce skill gaps, challenges, and help us find solutions. We anticipate having at least four meeting in FY 2016/17. Ten members x 4 GTL Advisory Committee Meetings x \$272.60/average = \$10,904	10,904
	<b>Sub-Total In-kind Match</b>	<b>14,904</b>
	<b>Total Match - DSN Global Trade &amp; Logistics Yr. 4 (FY 16/17)</b>	<b>200,000</b>

**SPECIAL PROJECT DETAILED BUDGET # 2338**

**NAME: Deputy Sector Navigator - Information & Communication Technologies (ICT)/Digital Media Sector Grant**  
**FISCAL YEAR: 2016/17**

**CONTRACT PERIOD: 07/01/16 - 06/30/17**

**CONTRACT AWARD: \$200,000**

**PRIME SPONSOR: California Community Colleges Chancellor's Office**

**FISCAL AGENT: Rancho Santiago CCD**

**PRIME AWARD: 16-158-006**

**CFDA #: N/A**

**PROJ ADM: Enrique Perez**

**PROJ DIR: Gustavo Chamorro**

**Date: 06/02/2016**

GL Accounts	Description	New Budget	
		Debit	Credit
12-2338-000000-50000-8659	Other Reimb Categorical Allow : District Oper		200,000
12-2338-672000-50000-5865	Indirect Costs : District Operations	7,692	
12-2338-675000-53330-5210	Conference Expenses : Digital Media Center	7,700	
12-2338-684000-53330-2110	Classified Management : Digital Media Center - <b>Gustavo Chamorro (80%)</b>	104,993	
12-2338-684000-53330-2130	Classified Employees: Digital Medi - <b>Business Services Coordinator - Marbella Gonzalez (10%)</b>	5,424	
12-2338-684000-53330-2310	Classified Employees - Ongoing : Digital Medi - <b>Administrative Clerk - Maria Lepe (19 hrs/wk)</b>	20,202	
12-2338-684000-53330-3215	PERS - Non-Instructional : Digital Media Cent	14,322	
12-2338-684000-53330-3315	OASDHI - Non-Instructional : Digital Media Ce	7,021	
12-2338-684000-53330-3325	Medicare - Non-Instructional : Digital Media	1,935	
12-2338-684000-53330-3415	H & W - Non-Instructional : Digital Media Cen	21,983	
12-2338-684000-53330-3435	H & W - Retiree Fund Non-Inst : Digital Media	1,334	
12-2338-684000-53330-3515	SUI - Non-Instructional : Digital Media Cente	67	
12-2338-684000-53330-3615	WCI - Non-Instructional : Digital Media Cente	3,203	
12-2338-684000-53330-3915	Other Benefits - Non-Instruct : Digital Media	2,820	
12-2338-684000-53330-4610	Non-Instructional Supplies : Digital Media Ce	215	
12-2338-684000-53330-5220	Mileage/Parking Expenses : Digital Media Cent	500	
12-2338-684000-53330-5300	Inst Dues & Memberships:	589	
<b>Total Project 2338 Econ Dev-DSN ICT/Digital Media</b>		<b>200,000</b>	<b>200,000</b>

**SPECIAL PROJECT DETAILED BUDGET # 2338**

**NAME: Deputy Sector Navigator - Information & Communication Technologies (ICT)/Digital Media Sector Grant**  
**FISCAL YEAR: 2016/17**

**CONTRACT PERIOD: 07/01/16 - 06/30/17**

**PROJ ADM: Enrique Perez**

**CONTRACT AWARD: \$200,000**

**PROJ DIR: Gustavo Chamorro**

**PRIME SPONSOR: California Community Colleges Chancellor's Office**

**Date: 06/02/2016**

**FISCAL AGENT: Rancho Santiago CCD**

**PRIME AWARD: 16-158-006**

**CFDA #: N/A**

		New Budget	
GL Accounts	Description	Debit	Credit
11-0000-000004-50000-2130	<i>Classified Employees : District Operations</i>		100,413
11-0000-000004-50000-3415	<i>H &amp; W - Non-Instructional : District Operations</i>		61,062
11-2338-679000-53345-2130	Classified Employees : Resource Development <i>- Francisco Villasenor (40%)</i>	25,347	
11-2338-679000-53345-3215	PERS - Non-Instructional : Resource Developme	3,003	
11-2338-679000-53345-3315	OASDHI - Non-Instructional : Resource Develop	1,616	
11-2338-679000-53345-3325	Medicare - Non-Instructional : Resource Devel	378	
11-2338-679000-53345-3415	H & W - Non-Instructional : Resource Developm	9,098	
11-2338-679000-53345-3435	H & W - Retiree Fund Non-Inst : Resource Deve	261	
11-2338-679000-53345-3515	SUI - Non-Instructional : Resource Developmen	13	
11-2338-679000-53345-3615	WCI - Non-Instructional : Resource Developmen	626	
11-2338-679000-53345-3915	Other Benefits - Non-Instruct : Resource Deve	720	
11-2338-684000-53330-2110	Classified Management : Digital Media Center <i>- Gustavo Chamorro (20%)</i>	26,248	
11-2338-684000-53330-2130	Classified Employees : Digital Media Center <i>- Business Services Coordinator - Marbella Gonzalez (90%)</i>	48,818	
11-2338-684000-53330-3215	PERS - Non-Instructional : Digital Media Cent	8,893	
11-2338-684000-53330-3315	OASDHI - Non-Instructional : Digital Media Ce	4,795	
11-2338-684000-53330-3325	Medicare - Non-Instructional : Digital Media	1,122	
11-2338-684000-53330-3415	H & W - Non-Instructional : Digital Media Cen	25,589	
11-2338-684000-53330-3435	H & W - Retiree Fund Non-Inst : Digital Media	773	
11-2338-684000-53330-3515	SUI - Non-Instructional : Digital Media Cente	39	
11-2338-684000-53330-3615	WCI - Non-Instructional : Digital Media Cente	1,856	
11-2338-684000-53330-3915	Other Benefits - Non-Instruct : Digital Media	2,280	
<b>TOTAL RSCCD Contribution - Direct Costs (Match)</b>		<b>161,475</b>	<b>161,475</b>
<b>Source of Funds: In-Kind Contributions from Industry</b>			
5000	<b>IEEE Region 6</b> - Volunteer my personal time and to ask several of my IEEE colleagues to volunteer their time to support you and your ICT/DM programs.	32,000	
5000	<b>Nueva Vista Media, Inc.</b> - will be providing 45 hours of consulting and project oversight using the DMC's "Mobile Studio".	7,200	
<b>TOTAL In-Kind Industry Contribution (Match)</b>		<b>39,200</b>	
<b>TOTAL Match Contribution</b>		<b>200,675</b>	

**SPECIAL PROJECT DETAILED BUDGET # 2347**

**NAME: Deputy Sector Navigator - Retail Hospitality/Tourism/Learn and Earn (District)**

**FISCAL YEAR: 2016/2017**

**CONTRACT PERIOD: 07/01/2016 - 6/30/2017**

**PROJ. ADM. Enrique Perez**

**CONTRACT AWARD: \$200,000**

**PROJ. DIR. Ruth Cossio-Muñiz**

**PRIME SPONSOR: California Community Colleges Chancellor's Office**

**DATE: 5/27/2016**

**FISCAL AGENT: Rancho Santiago CCD**

**PRIME AWARD #: 16-161-002**

**CFDA #: N/A**

GL Account String	Description	New Budget	
		Debit	Credit
12-2347-000000-50000-8659	Other Reimb Categorical Allow : District Operations		200,000
12-2347-672000-50000-5865	Indirect Costs : District Operations (4%)	7,692	
12-2347-675000-53360-5210	Conference Expenses : Corporate Training Institute <u>(Out-of-State travel)</u> - NRF Big Show Conference New York, NY, 01/14-17/17: (1) attendee = \$3,245 - ICHR&IE Conference Dallas, TX, 7/19-22/16: (1) attendee = \$2,225 <u>(In-State travel)</u> - CCCAOE Conference, (1) attendee = \$850 - SHRM Conference, (1) attendee = \$1,100 - PHRA Conference, (1) attendee = \$1,080	8,500	
12-2347-684000-53360-2110	Classified Management : Corporate Training Institut <b>Deputy Sector Navigator, RHT</b> <b>Ruth Cossio-Muñiz (80%): \$121,950 x 80%</b>	97,560	
12-2347-684000-53360-2320	Classified Employees - Hourly : Corporate Training <b>Intermediate Clerk (Hourly)</b> <b>\$16.35/hour x 25 hours/week x 39 weeks</b>	15,941	
12-2347-684000-53360-3215	PERS - Non-Instructional : Corporate Training Insti	12,732	
12-2347-684000-53360-3315	OASDHI - Non-Instructional : Corporate Training Ins	6,174	
12-2347-684000-53360-3325	Medicare - Non-Instructional : Corporate Training I	1,675	
12-2347-684000-53360-3335	PARS - Non-Instructional : Corporate Training Insti	207	
12-2347-684000-53360-3415	H & W - Non-Instructional : Corporate Training Inst	17,849	
12-2347-684000-53360-3435	H & W - Retiree Fund Non-Inst : Corporate Training	1,155	
12-2347-684000-53360-3515	SUI - Non-Instructional : Corporate Training Instit	58	
12-2347-684000-53360-3615	WCI - Non-Instructional : Corporate Training Instit	2,773	
12-2347-684000-53360-3915	Other Benefits - Non-Instruct : Corporate Training	2,024	
12-2347-684000-53360-4210	Books, Mags & Subscrip-Non-Lib : Corporate Training <u>Reference books, manuals and training materials for RHT workshops/trainings</u>	5,000	
12-2347-684000-53360-4610	Non-Instructional Supplies : Corporate Training Ins	1,500	
12-2347-684000-53360-4710	Food and Food Service Supplies : Corporate Training <u>DSN advisory meetings, faculty trainings and workshops.</u> <u>Four meeting x \$250/meeting</u>	1,000	
12-2347-684000-53360-5220	Mileage/Parking Expenses : Corporate Training Insti <u>Mileage (2016 IRS rate), \$0.54 per mile x 1,852 miles</u>	1,000	
12-2347-684000-53360-5940	Reproduction/Printing Expenses : Corporate Training	1,000	

**SPECIAL PROJECT DETAILED BUDGET # 2347**

**NAME: Deputy Sector Navigator - Retail Hospitality/Tourism/Learn and Earn (District)**

**FISCAL YEAR: 2016/2017**

**CONTRACT PERIOD: 07/01/2016 - 6/30/2017**

**PROJ. ADM. Enrique Perez**

**CONTRACT AWARD: \$200,000**

**PROJ. DIR. Ruth Cossio-Muñiz**

**PRIME SPONSOR: California Community Colleges Chancellor's Office**

**DATE: 5/27/2016**

**FISCAL AGENT: Rancho Santiago CCD**

**PRIME AWARD #: 16-161-002**

**CFDA #: N/A**

GL Account String	Description	New Budget	
		Debit	Credit
12-2347-684000-53360-5300	Inst Dues & Memberships : Corporate Training Instit Institutional memberships for networking opportunities with RHT industries/ leadership	2,500	
12-2347-684000-53360-5100	Contracted Services : Corporate Training Institute Speakers/professional experts for training/workshops, outreach and specialized services. \$7,500 Website developer to design, launch and maintain website portal. \$2,500 Video and online content development for multiple audiences. \$2,000	12,000	
12-2347-684000-53360-6409	Equip-All Other >\$200 < \$1,000 : Corporate Training Projector \$500, portable projection screen \$360, digital camera \$800	1,660	
	<b>Total #2347 RHT DSN Yr. 4 FY 16/17 (Funded)</b>	<b>200,000</b>	<b>200,000</b>

**SPECIAL PROJECT DETAILED BUDGET # 2347**

**NAME: Deputy Sector Navigator - Retail Hospitality/Tourism/Learn and Earn (District)**

**FISCAL YEAR: 2016/2017**

**CONTRACT PERIOD: 07/01/2016 - 6/30/2017**

**CONTRACT AWARD: \$200,000**

**PRIME SPONSOR: California Community Colleges Chancellor's Office**

**FISCAL AGENT: Rancho Santiago CCD**

**PRIME AWARD #: 16-161-002**

**CFDA #: N/A**

**PROJ. ADM. Enrique Perez**

**PROJ. DIR. Ruth Cossio-Muñiz**

**DATE: 5/27/2016**

GL Account String	Description	New Budget	
		Debit	Credit
11-0000-000004-50000-2130	Classified Employees : District Operations		58,892
11-0000-000004-50000-3415	H & W - Non-Instructional : District Operations		13,261
11-0000-672000-50000-5865	Indirect Costs : District Operations		45,200
11-2347-672000-50000-5865	Indirect Costs : District Operations RSCCD is applying the maximum indirect rate at 20% allowed for this grant as listed below: -Unclaimed indirect costs on grant-funded direct costs @ 16%: \$192,308 grant direct costs x 16% indirect rate = \$30,769 -Unclaimed indirect costs on district-funded direct costs (cash-match) @ 20%: \$72,153 district direct costs x 20% indirect rate = \$14,431	45,200	
11-2347-684000-53360-2110	Classified Management : Corporate Training Institut Deputy Sector Navigator, RHT Ruth Cossio-Muñiz (20%): \$121,950 x 20%	24,390	
11-2347-684000-53360-2320	Classified Employees - Hourly : Corporate Training Business Services Coordinator (Hourly) \$23.10/hour x 25 hours/week x 39 weeks Marketing Specialist (Hourly) \$23.10/hour x 14 hours/week x 39 weeks	34,502	
11-2347-684000-53360-3215	PERS - Non-Instructional : Corporate Training Insti	3,183	
11-2347-684000-53360-3315	OASDHI - Non-Instructional : Corporate Training Ins	1,544	
11-2347-684000-53360-3325	Medicare - Non-Instructional : Corporate Training I	861	
11-2347-684000-53360-3335	PARS - Non-Instructional : Corporate Training Insti	449	
11-2347-684000-53360-3415	H & W - Non-Instructional : Corporate Training Inst	4,668	
11-2347-684000-53360-3435	H & W - Retiree Fund Non-Inst : Corporate Training	594	
11-2347-684000-53360-3515	SUI - Non-Instructional : Corporate Training Instit	30	
11-2347-684000-53360-3615	WCI - Non-Instructional : Corporate Training Instit	1,426	
11-2347-684000-53360-3915	Other Benefits - Non-Instruct : Corporate Training	506	
	<b>Total #2347 RHT DSN Yr. 4 FY 16/17 (Match)</b>	<b>117,353</b>	<b>117,353</b>

**SPECIAL PROJECT DETAILED BUDGET # 2347**

**NAME: Deputy Sector Navigator - Retail Hospitality/Tourism/Learn and Earn (District)**

**FISCAL YEAR: 2016/2017**

**CONTRACT PERIOD: 07/01/2016 - 6/30/2017**

**PROJ. ADM. Enrique Perez**

**CONTRACT AWARD: \$200,000**

**PROJ. DIR. Ruth Cossio-Muñiz**

**PRIME SPONSOR: California Community Colleges Chancellor's Office**

**DATE: 5/27/2016**

**FISCAL AGENT: Rancho Santiago CCD**

**PRIME AWARD #: 16-161-002**

**CFDA #: N/A**

		<b>New Budget</b>	
<b>GL Account String</b>	<b>Description</b>	<b>Debit</b>	<b>Credit</b>
<b>Match required is 1:1 at \$200,000 that consists of District funded staff at \$72,153 (equal to the current fiscal year 2015/16 match allocation), unclaimed indirect in-kind match at \$45,200 and third-party in-kind match at \$82,647. Please refer to match summary below.</b>			
District (cash match)	Staff salary and benefits as listed above - Match Budget	72,153	
District (in-kind match)	Unclaimed indirect costs as listed above - Match Budget	45,200	
	<b>Sub-Total District Match</b>	<b>117,353</b>	
Third-Party (in-kind)	RSCCD's Corporate Training Institute (CTi) will waive KeyTrain assessment fees of \$100/participant for 500 incumbent employees and students in RHT businesses and programs.	50,000	
	Orange County Hispanic Chamber of Commerce outreach, facility space, and hospitality for DSN to conduct informational and research activities with businesses in the region related to DSN work and RHT sector development.	9,600	
	The DSN RHT Advisory Committee comprised of twelve businesses/industry leaders participate in meetings to support DSN and other educators; members provide information on industry trends, share their expertise about work skills, knowledge, and abilities required for positions in the sector, work together with educators and other stakeholders to identify workforce skill gaps, challenges, and help identify solutions. (12) members x (4) RHT meetings x \$250/hr.	12,000	
	Hosting facilities provide facility space for four Job Shadow events (including use of equipment AV system, projector and screen, staff, parking, etc.). \$2,762/each event x 4 events	11,047	
	<b>Sub-Total In-kind Match</b>	<b>82,647</b>	
	<b>Total Match - Small Business DSN, Yr. 4 (FY 16/17)</b>	<b>200,000</b>	

**SPECIAL PROJECT DETAILED BUDGET #2348**  
**NAME: Deputy Sector Navigator - Small Business (District)**  
**FISCAL YEAR 2016/2017**

**CONTRACT PERIOD: 07/01/2016 - 06/30/2017**

**PROJ ADM: Enrique Perez**

**CONTRACT AWARD: \$200,000**

**PROJ DIR: Elizabeth Arteaga**

**PRIME SPONSOR: California Community Colleges Chancellor's Office**

**Revised Date: 5/27/2016**

**FISCAL AGENT: Rancho Santiago CCD**

**PRIME AWARD #: 16-159-006**

**CFDA #: N/A**

GL Account String	Description	New Budget	
		Debit	Credit
12-2348-000000-10000-8659	Other Reimb Categorical Allow : Santa Ana College		3,172
<b>12-2348-602000-15170-1483</b>	<b>Beyond Contr - Reassigned Time : Marketing Faculty Advisor/Liaison stipend to integrate instructional component for Small Business Sector. Stipend at \$2,700.</b>	2,700	
12-2348-602000-15170-3115	STRS - Non-Instructional : Marketing	340	
12-2348-602000-15170-3325	Medicare - Non-Instructional : Marketing	39	
12-2348-602000-15170-3435	H & W - Retiree Fund Non-Inst : Marketing	27	
12-2348-602000-15170-3515	SUI - Non-Instructional : Marketing	1	
12-2348-602000-15170-3615	WCI - Non-Instructional : Marketing	65	
12-2348-000000-50000-8659	Other Reimb Categorical Allow : District Operations		196,828
12-2348-672000-50000-5865	Indirect Costs : District Operations (4%)	7,692	
12-2348-675000-53410-5210	Conference Expenses : Small Business Dev Ctr Office <u>(IN-STATE Travel)</u> - NACCE, Hyatt Hotel, Sacramento, CA, 10/8-11/16 One attendee at \$1,800. - CCCAOE Conference: (2) conferences x (1) attendee at \$1,100 = \$2,200 Fall 2016, Rancho Mirage, CA, 9/27 – 29/16 Spring 2017 (TBD) CA - DSN Small Business Retreat, Sacramento, CA (2) conferences x (1) attendee @ \$900/each = \$1,800 - CECC, San Diego, CA, 9/14-16/16, (1) attendee @ \$600	6,400	
<b>12-2348-684000-53410-2110</b>	<b>Classified Management : Small Business Dev Ctr Offi Deputy Sector Navigator, Small Business Elizabeth Arteaga (100%): \$95,558/year x 100%</b>	95,558	
<b>12-2348-684000-53410-2310</b>	<b>Classified Employees - Ongoing : Small Business Dev Business Services Coord. (Part-Time, Ongoing) - TBD \$1,948/month x 12 months x 100% = \$23,376</b>	23,376	
12-2348-684000-53410-3215	PERS - Non-Instructional : Small Business Dev Ctr O	12,470	
12-2348-684000-53410-3315	OASDHI - Non-Instructional : Small Business Dev Ctr	6,081	
12-2348-684000-53410-3325	Medicare - Non-Instructional : Small Business Dev C	1,761	
12-2348-684000-53410-3335	PARS - Non-Instructional : Small Business Dev Ctr O	304	
12-2348-684000-53410-3415	H & W - Non-Instructional : Small Business Dev Ctr	22,251	
12-2348-684000-53410-3435	H & W - Retiree Fund Non-Inst : Small Business Dev	1,215	
12-2348-684000-53410-3515	SUI - Non-Instructional : Small Business Dev Ctr Of	61	
12-2348-684000-53410-3615	WCI - Non-Instructional : Small Business Dev Ctr Of	2,915	
12-2348-684000-53410-3915	Other Benefits - Non-Instruct : Small Business Dev	2,530	
12-2348-684000-53410-4610	Non-Instructional Supplies : Small Business Dev Ctr	500	

**SPECIAL PROJECT DETAILED BUDGET #2348**  
**NAME: Deputy Sector Navigator - Small Business (District)**  
**FISCAL YEAR 2016/2017**

**CONTRACT PERIOD: 07/01/2016 - 06/30/2017**

**CONTRACT AWARD: \$200,000**

**PRIME SPONSOR: California Community Colleges Chancellor's Office**

**FISCAL AGENT: Rancho Santiago CCD**

**PRIME AWARD #: 16-159-006**

**CFDA #: N/A**

**PROJ ADM: Enrique Perez**

**PROJ DIR: Elizabeth Arteaga**

**Revised Date: 5/27/2016**

GL Account String	Description	New Budget	
		Debit	Credit
12-2348-684000-53410-4710	Food and Food Service Supplies : Small Business Dev DSN meetings, faculty trainings and workshops estimated at four meeting x \$125/meeting	500	
12-2348-684000-53410-5100	Contracted Services : Small Business Dev Ctr Office Speakers/professional experts for training/workshops, outreach and specialized services.	3,400	
12-2348-684000-53410-5220	Mileage/Parking Expenses : Small Business Dev Ctr \$0.54/mile x 200.5 miles/month x 12 months	1,300	
12-2348-684000-53410-5300	Inst Dues & Memberships : Small Business Dev Ctr Membership fee for NACCE	700	
12-2348-684000-53410-5940	Reproduction/Printing Expenses : Small Business Dev	514	
12-2348-684000-53410-5950	Software License and Fees : Small Business Dev Ctr Software license fee for market research services	4,500	
12-2348-684000-53410-6409	Equip-All Other >\$200 < \$1,000 : Small Business Dev (1) scanner \$500, (1) wireless remote \$100	600	
12-2348-684000-53410-6410	Equip-All Other >\$1,000<\$5,000 : Small Business Dev (1) laptop \$1,200, (1) projector \$1,000	2,200	
	<b>Total #2348 - Small Biz DSN Yr. 4 FY 16/17 (Funded)</b>	<b>200,000</b>	<b>200,000</b>

**SPECIAL PROJECT DETAILED BUDGET #2348**  
**NAME: Deputy Sector Navigator - Small Business (District)**  
**FISCAL YEAR 2016/2017**

**CONTRACT PERIOD: 07/01/2016 - 06/30/2017**

**CONTRACT AWARD: \$200,000**

**PRIME SPONSOR: California Community Colleges Chancellor's Office**

**FISCAL AGENT: Rancho Santiago CCD**

**PRIME AWARD #: 16-159-006**

**CFDA #: N/A**

**PROJ ADM: Enrique Perez**

**PROJ DIR: Elizabeth Arteaga**

**Revised Date: 5/27/2016**

GL Account String	Description	New Budget	
		Debit	Credit
11-0000-000004-50000-2130	Classified Employees : District Operations		34,538
11-0000-000004-50000-3415	H & W - Non-Instructional : District Operations		2,144
11-0000-672000-50000-5865	Indirect Costs : District Operations		38,105
11-2348-672000-50000-5865	Indirect Costs : District Operations RSCCD is applying the maximum indirect rate at 20% allowed for this grant as listed below: -Unclaimed indirect costs on grant-funded direct costs @ 16%: \$192,308 grant direct costs x 16% indirect rate = \$30,769 -Unclaimed indirect costs on district-funded direct costs (cash-match) @ 20%: \$36,682 district direct costs x 20% indirect rate = \$7,336	38,105	
<b>11-2348-684000-53410-2345</b>	<b>Professional Experts : Small Business Dev Ctr Offic Business Experts (Hourly), \$45/hour x 767.5 hours</b>	34,538	
11-2348-684000-53410-3215	PERS - Non-Instructional : Small Business Dev Ctr O		
11-2348-684000-53410-3315	OASDHI - Non-Instructional : Small Business Dev Ctr		
11-2348-684000-53410-3325	Medicare - Non-Instructional : Small Business Dev C	501	
11-2348-684000-53410-3335	PARS - Non-Instructional : Small Business Dev Ctr O	452	
11-2348-684000-53410-3435	H & W - Retiree Fund Non-Inst : Small Business Dev	345	
11-2348-684000-53410-3515	SUI - Non-Instructional : Small Business Dev Ctr Of	17	
11-2348-684000-53410-3615	WCI - Non-Instructional : Small Business Dev Ctr Of	829	
	<b>Total #2348 - Small Biz DSN Yr. 4 FY 16/17 (Funded)</b>	<b>74,787</b>	<b>74,787</b>

**Match required is 1:1 at \$200,000. We proposed a fully-integrated Small Business DSN project with the Orange County SBDC, as they will each serve as match to the other. Therefore, the match for the Small Business DSN consists of \$36,682 of District funded staff (equal to the current fiscal year 2015/16 match allocation), unclaimed indirect in-kind match at \$38,105 and SBDC federally funded staff at \$125,213. Please refer to match summary below.**

District (cash match)	Staff salary and benefits as listed above - Match Budget	36,682
District (in-kind match)	Unclaimed indirect costs as listed above - Match Budget	38,105
	<b>Sub-Total District Match</b>	<b>74,787</b>
12-1322 (in-kind)	Sources of Braided Funds: SBA/CSUF SBDC (federal funds) CFDA #59.037: Orange County SBDC, Business Services Coordinator David Calderon, Salary and Benefits (100%) = \$84,065 Orange County SBDC, Administrative Clerk Luis Kings, Salary and Benefits (50%) = \$41,148	125,213
	<b>Sub-Total In-kind Match</b>	<b>125,213</b>
	<b>Total Match - Small Business DSN, Yr. 4 (FY 16/17)</b>	<b>200,000</b>

**SPECIAL PROJECT DETAILED BUDGET #2213**  
**NAME: Enrollment Growth for Associate Degree Nursing (ADN) Program - Santa Ana College**  
**FISCAL YEAR 2016/2017**

**CONTRACT TERM: 07/01/2016 - 06/30/2017**  
**CONTRACT AWARD: \$97,000**  
**PRIME SPONSOR: California Community Colleges Chancellor's Office**  
**FISCAL AGENT: Rancho Santiago CCD**  
**PRIME AWARD #: 16-199-xxx**  
**CFDA #: N/A**

**PROJ ADM.: Cheryl Carrera**  
**PROJ. DIR.: Rebecca Miller**  
**Date: 05/25/2016**

GL Account String	Description	Existing Budget		Revised Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2213-000000-10000-8659	Other Reimb Categorical Allow : Santa Ana College		101,087		97,000	4,087	
12-2213-679000-10000-5865	Indirect Costs : Santa Ana College (4%)	3,888		3,730			158
<b>12-2213-123010-16640-1310</b>	<b>Part-Time Instructors : Nursing</b> - Maria Duralde (simulation lab) \$53.67/hr. lab x 63 hrs. x 2 semesters - (Fall 2016) 15.18 LHE x \$56.35/hr. LAB rate (IV-1) (Spring 2017) 14.94 LHE x \$56.35/hr. LAB rate (IV-1)	15,948		37,313		21,365	
<b>12-2213-123010-16640-2420</b>	<b>Inst Assistant - Hourly : Nursing</b> - Learning Facilitators: \$18.33/hr. 200 hrs. x 2 sem.	0		7,332		7,332	
12-2213-123010-16640-3111	STRS - Instructional : Nursing	1,558		4,696		3,138	
12-2213-123010-16640-3321	Medicare - Instructional : Nursing	254		647		393	
12-2213-123010-16640-3331	PARS - Instructional : Nursing	0		95		95	
12-2213-123010-16640-3431	H & W - Retiree Fund Inst : Nursing	176		446		270	
12-2213-123010-16640-3511	SUI - Instructional : Nursing	9		22		13	
12-2213-123010-16640-3611	WCI - Instructional : Nursing	421		1,071		650	
12-2213-123010-16640-4310	Instructional Supplies : Nursing - DVDs, disposable lab items	92		1,428		1,336	
12-2213-123010-16640-4610	Non-Instructional Supplies : Nursing - TEAS tests x100 at \$55/test	4,884		5,500		616	
12-2213-123010-16640-6419	Equip-Software > \$5,000 : Nursing	250		0			250
12-2213-123010-16640-6421	Equip-Tablet/Laptop>\$200<\$1000 : Nursing - (4) laptops for instruction to students, \$1,090/each	0		4,360		4,360	
12-2213-619000-16640-4210	Books, Mags & Subscrip-Non-Lib : Nursing	700		0			700

5.1 (28)

**SPECIAL PROJECT DETAILED BUDGET #2213**

NAME: Enrollment Growth for Associate Degree Nursing (ADN) Program - Santa Ana College  
FISCAL YEAR 2016/2017

CONTRACT TERM: 07/01/2016 - 06/30/2017

CONTRACT AWARD: \$97,000

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: 16-199-xxx

CFDA #: N/A

PROJ ADM.: Cheryl Carrera

PROJ. DIR.: Rebecca Miller

Date: 05/25/2016

GL Account String	Description	Existing Budget		Revised Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2213-649000-16640-2130	Classified Employees : Nursing - Elva Negrete, Student Services Coord. Grade 16-6 +5%L (22.5%)	47,899		17,445			30,454
12-2213-649000-16640-3215	PERS - Non-Instructional : Nursing	5,638		2,277			3,361
12-2213-649000-16640-3315	OASDHI - Non-Instructional : Nursing	3,029		1,103			1,926
12-2213-649000-16640-3325	Medicare - Non-Instructional : Nursing	708		258			450
12-2213-649000-16640-3415	H & W - Non-Instructional : Nursing	11,388		5,123			6,265
12-2213-649000-16640-3435	H & W - Retiree Fund Non-Inst : Nursing	489		178			311
12-2213-649000-16640-3515	SUI - Non-Instructional : Nursing	24		9			15
12-2213-649000-16640-3615	WCI - Non-Instructional : Nursing	1,173		427			746
12-2213-649000-16640-3915	Other Benefits - Non-Instruct : Nursing	959		338			621
12-2213-675000-16640-5210	Conference Expenses : Nursing - Travel - Conference expenses (in-state)	500		1,327		827	
12-2213-732000-16640-7610	Books Paid for Students : Nursing - Books for for Lending Library - ATI review books for students 15 @ \$125/book	1,100		1,875		775	
	<b>Total #2213 - Enrollment Growth ADN Prg. (SAC)</b>	<b>101,087</b>	<b>101,087</b>	<b>97,000</b>	<b>97,000</b>	<b>45,257</b>	<b>45,257</b>

5.1 (29)

**SPECIAL PROJECT DETAILED BUDGET: #1591**

**NAME: LA/OC Regional Consortium**

**FISCAL YEAR: 2015/2016**

CONTRACT PERIOD: 7/1/16 - 6/30/17  
 CONTRACT INCOME: \$370,000

PROJ ADM: Enriquez Perez  
 PROJ DIR: Steve Glycer

**Prime Sponsor: US Dept. of Education**  
**Fiscal Agent: CCC Chancellor's Office**

Date: 05/25/16

**CFDA #: 84.048A; Grant Agreement # 16-150-003**

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1591-000000-20000-8170	VTEA : Santiago Canyon College		142,929		-	142,929	
12-1591-675000-25205-5210	Conference Expenses : Career Education Office	6,176		-			6,176
12-1591-679000-25205-2130	Classified Employees : Career Education Offic	14,087		-			14,087
12-1591-679000-25205-2320	Classified Employees - Hourly : Career Educat	74,006		-			74,006
12-1591-679000-25205-3215	PERS - Non-Instructional : Career Education O	8,694		-			8,694
12-1591-679000-25205-3315	OASDHI - Non-Instructional : Career Education	4,581		-			4,581
12-1591-679000-25205-3325	Medicare - Non-Instructional : Career Educati	1,285		-			1,285
12-1591-679000-25205-3335	PARS - Non-Instructional : Career Education O	191		-			191
12-1591-679000-25205-3415	H & W - Non-Instructional : Career Education	3,028		-			3,028
12-1591-679000-25205-3435	H & W - Retiree Fund Non-Inst : Career Educat	887		-			887
12-1591-679000-25205-3515	SUI - Non-Instructional : Career Education Of	44		-			44
12-1591-679000-25205-3615	WCI - Non-Instructional : Career Education Of	2,074		-			2,074
12-1591-679000-25205-3915	Other Benefits - Non-Instruct : Career Educat	563		-			563
12-1591-679000-25205-4610	Non-Instructional Supplies : Career Education	3,403		-			3,403
12-1591-679000-25205-4710	Food and Food Service Supplies : Career Educa	1,056		-			1,056
12-1591-679000-25205-5100	Contracted Services : Career Education Office	20,235		-			20,235
12-1591-679000-25205-5220	Mileage/Parking Expenses : Career Education O	607		-			607
12-1591-679000-25205-5300	Inst Dues & Memberships : Career Education Of	2,004		-			2,004
12-1591-679000-25205-5940	Reproduction/Printing Expenses : Career Educa	8		-			8
<b>Sub-Total Project 1591 LA/OC Regional Consortium (SCC)</b>		<b>142,929</b>	<b>142,929</b>	<b>-</b>	<b>-</b>	<b>142,929</b>	<b>142,929</b>
12-1591-000000-50000-8170	VTEA : District Operations		267,071		370,000		102,929
12-1591-675000-53306-5210	Conference Expenses : LA/OC Regional Consorti	22,326		20,000			2,326
12-1591-679000-50000-5865	Indirect Costs : District Operations	15,768		14,230			1,538
12-1591-679000-53306-1410	Part-Time Academic Management : LA/OC Regiona	27,706		-			27,706
12-1591-679000-53306-2130	Classified Employees : LA/OC Regional Consort	-		46,540		46,540	
	<b>- Consortia Secretary (100%)</b>						

5.1 (30)

**SPECIAL PROJECT DETAILED BUDGET: #1591**

**NAME: LA/OC Regional Consortium**

**FISCAL YEAR: 2015/2016**

CONTRACT PERIOD: 7/1/16 - 6/30/17  
 CONTRACT INCOME: \$370,000

PROJ ADM: Enriquez Perez  
 PROJ DIR: Steve Glycer

**Prime Sponsor: US Dept. of Education**

**Fiscal Agent: CCC Chancellor's Office**

**CFDA #: 84.048A; Grant Agreement # 16-150-003**

Date: 05/25/16

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1591-679000-53306-2320	Classified Employees - Hourly : LA/OC Regiona <i>- Administrative Support</i>	105,055		20,442			84,613
12-1591-679000-53306-2345	Professional Experts : LA/OC Regional Consort <i>- Co-Chairs</i>	-		127,060		127,060	
12-1591-679000-53306-3115	STRS - Non-Instructional : LA/OC Regional Con	2,973		-			2,973
12-1591-679000-53306-3215	PERS - Non-Instructional : LA/OC Regional Con	8,501		15,164		6,663	
12-1591-679000-53306-3315	OASDHI - Non-Instructional : LA/OC Regional C	445		7,298		6,853	
12-1591-679000-53306-3325	Medicare - Non-Instructional : LA/OC Regional	1,924		2,835		911	
12-1591-679000-53306-3335	PARS - Non-Instructional : LA/OC Regional Con	524		1,092		568	
12-1591-679000-53306-3415	H & W - Non-Instructional : LA/OC Regional Co	-		25,633		25,633	
12-1591-679000-53306-3435	H & W - Retiree Fund Non-Inst : LA/OC Regiona	1,328		1,955		627	
12-1591-679000-53306-3515	SUI - Non-Instructional : LA/OC Regional Cons	67		98		31	
12-1591-679000-53306-3615	WCI - Non-Instructional : LA/OC Regional Cons	3,186		4,693		1,507	
12-1591-679000-53306-3915	Other Benefits - Non-Instruct : LA/OC Regiona	-		1,500		1,500	
12-1591-679000-53306-4610	Non-Instructional Supplies : LA/OC Regional C	2,000		3,460		1,460	
12-1591-679000-53306-4710	Food and Food Service Supplies : LA/OC Region	1,720		5,000		3,280	
12-1591-679000-53306-5100	Contracted Services : LA/OC Regional Consorti <i>- LA/OC Consortium monthly meetings</i> <i>- Special Project Lead - Program approval liaison</i> <i>- Special Project Lead - Outreach/Marketing</i> <i>- Website Maintenance</i>	62,384		70,000		7,616	
12-1591-679000-53306-5220	Mileage/Parking Expenses : LA/OC Regional Con	2,075		3,000		925	
12-1591-679000-53306-5540	Mobile Phones : LA/OC Regional Consortia	600		-			600
12-1591-679000-53345-2130	Classified Employees : Resource Development	6,366		-			6,366
12-1591-679000-53345-3215	PERS - Non-Instructional : Resource Developme	563		-			563
12-1591-679000-53345-3315	OASDHI - Non-Instructional : Resource Develop	407		-			407
12-1591-679000-53345-3325	Medicare - Non-Instructional : Resource Devel	95		-			95

5.1 (31)

**SPECIAL PROJECT DETAILED BUDGET: #1591**

**NAME: LA/OC Regional Consortium**

**FISCAL YEAR: 2015/2016**

CONTRACT PERIOD: 7/1/16 - 6/30/17  
 CONTRACT INCOME: \$370,000

PROJ ADM: Enriquez Perez

PROJ DIR: Steve Glycer

*Prime Sponsor: US Dept. of Education*

*Fiscal Agent: CCC Chancellor's Office*

*CFDA #: 84.048A; Grant Agreement # 16-150-003*

Date: 05/25/16

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1591-679000-53345-3415	H & W - Non-Instructional : Resource Developm	606		-			606
12-1591-679000-53345-3435	H & W - Retiree Fund Non-Inst : Resource Deve	66		-			66
12-1591-679000-53345-3515	SUI - Non-Instructional : Resource Developmen	3		-			3
12-1591-679000-53345-3615	WCI - Non-Instructional : Resource Developmen	158		-			158
12-1591-679000-53345-3915	Other Benefits - Non-Instruct : Resource Deve	225		-			225
<b>Sub-Total Project 1591 LA/OC Regional Consortium (DO)</b>		<b>267,071</b>	<b>267,071</b>	<b>370,000</b>	<b>370,000</b>	<b>231,174</b>	<b>231,174</b>
<b>Total Project 1591 LA/OC Regional Consortium</b>		<b>410,000</b>	<b>410,000</b>	<b>370,000</b>	<b>370,000</b>	<b>374,103</b>	<b>374,103</b>

5.1 (32)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Educational Services

To:	Board of Trustees	Date: June 13, 2016
Re:	Approval of Sub-Agreements between RSCCD and Butte-Glenn Community College District, Cabrillo Community College District, Grossmont-Cuyamaca Community College District, Riverside Community College District, Santa Barbara Community College District, and State Center Community College District for the Career Technical Education Data Unlocked Initiative Grant	
Action:	Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the California Community College Chancellor’s Office’s CTE Data Unlocked Initiative to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges. As the Fiscal Agent, RSCCD will develop sub-agreements with CTE Data Unlocked Initiative implementation partners.

**ANALYSIS**

The Regional Consortia throughout the state have been tasked with roll-out, training and convening work for the CTE Data Unlocked Initiative. The Chancellor’s Office has awarded funds each Regional Consortium/a to implement the work related to that project. Sub-agreements will be developed with the host districts on behalf of the Regional Consortia.

Regional Consortia	Host District	Amount	Sub-agreement No.
North Far North Regional Consortium	Butte-Glenn CCD	\$200,000	16-2220-01
Bay Area Regional Consortia	Cabrillo CCD	\$200,000	16-2220-02
San Diego/Imperial Regional Consortium	Grossmont-Cuyamaca CCD	\$100,000	16-2220-03
Desert Regional Consortium	Riverside CCD	\$100,000	16-2220-04
South Central Regional Consortia	Santa Barbara CCD	\$100,000	16-2220-05
Central Regional Consortium	State Center CCD	\$200,000	16-2220-06
Los Angeles/Orange County Regional Consortia	Rancho Santiago CCD	\$200,000	N/A

*NOTE: A sub-agreement will not be developed for the Los Angeles/Orange County Regional Consortia (LAOCRC) since it is hosted by RSCCD. Like the other Regional Consortia, the LAOCRC will submit a Scope of Work and Project Budget Plan that will be used to develop a budget in RSCCD’s Datatel system and to monitor compliance with project implementation and grant terms and conditions*

**Project Administrator:** Enrique Perez

**RECOMMENDATION**

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

Fiscal Impact: \$1,100,000 (grant-funded)	Board Date: June 13, 2016
Prepared by: Sarah Santoyo, Director of Grants	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
SUBCONTRACTOR/LEGAL ENTITY NAME**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 13<sup>th</sup> day of June, 2016, between Rancho Santiago Community College District (hereinafter “RSCCD”) and NAME (hereinafter “SUBCONTRACTOR”), on behalf of the NAME OF REGIONAL CONSORTIUM/A. RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the “CTE Data Unlocked Initiative,” Prime Award #15-197-001 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges.

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

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

NOW, THEREFORE, the Parties hereby agree as follows:

**ARTICLE I**

1. Statement of Work

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

2. Period of Performance

The period of performance for this Agreement shall be from June 1, 2016 through December 31, 2017.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$XXX,XXX.00 USD.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Project Budget (*Exhibit B*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected.

5. Payment

Forty percent (40%) of the total cost will be issued to SUBCONTRACTOR upon RSCCD's receipt of the fully executed Agreement and an invoice for that disbursement. Thereafter, RSCCD shall reimburse SUBCONTRACTOR for the cost of the work performed through an invoicing process (see I.6 "Invoices"), up to but not exceeding the amount listed above under Article I.3. "Total Costs".

6. Invoices

Invoices must be itemized, include the Agreement number (refer to footer), and be submitted no more frequently than monthly, and, preferably, at least on a quarterly basis. RSCCD may request back-up documentation for expenditure, if required to adhere to compliance terms and standards. Final payment is contingent upon completion of the Scope of Work (*Exhibit A*), upon receipt of a final invoice requesting payment, and upon RSCCD's approval of a final report, if required by the PRIME SPONSOR. Invoices should be submitted to the following:

Rancho Santiago Community College District  
ATTN: Sarah Santoyo, Director of Grants  
2323 North Broadway, Suite 350  
Santa Ana, CA 92706  
Santoyo\_Sarah@rsccd.edu

7. Reporting

Through this Agreement, SUBCONTRACTOR agrees to provide data and submit reports, according to the schedule provided by, and as requested and required by the PRIME SPONSOR. SUBCONTRACTOR will provide this information to RSCCD in a timely manner.

8. Expenditure of Grant Funds

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

9. Modifications

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the PRIME SPONSOR and/or RSCCD.

10. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

11. Independent Contractor

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

12. Subcontract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement.

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

13. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

14. Audit

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

15. Mutual Indemnification

Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and

expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying Party or any of its agents or employees.

#### 16. Termination

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

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

#### 17. Disputes

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

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

#### 18. Notices

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

**RSCCD: Primary Contact:**  
Rancho Santiago Community College District  
Sarah Santoyo, Director of Grants  
2323 N. Broadway, Suite 350  
Santa Ana, CA 92706  
(714) 480-7466; [santoyo\\_sarah@rsccd.edu](mailto:santoyo_sarah@rsccd.edu)

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

**SUBCONTRACTOR:**

**Primary Contact:**  
Name, Title  
Address  
City, State Zip  
Phone, Email

Additional organizational contacts are listed in the Contact Sheet (*Exhibit C*).

19. Total Agreement

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

20. Amendments

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

**ARTICLE II**

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/16 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

By signing this Agreement the Parties certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 5/14) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

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: Name

By: \_\_\_\_\_  
Name: Peter J. Hardash  
\_\_\_\_\_  
Vice Chancellor  
Title: Business Operations/Fiscal Services  
\_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Board Approval Date: June 13, 2016

XX-XXXXXXX  
Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Work Plan/Scope of Work

Exhibit B: Budget Summary and Budget Justification

Exhibit C: Contact Sheet

Exhibit D: Articles I, Rev. 01/16 and Article II, Rev. 05/14

EXHIBIT A

Project: CTE Data Unlocked

Regional Consortium:

**PROJECT COMPONENT 1:** Conduct trainings for college leaders and Chancellor's Office technical assistance providers on using CTE outcomes and labor market data.

#	Activities	Timelines	Responsible Party	Performance Outcomes

EXHIBIT A

Project: CTE Data Unlocked

Regional Consortium:

**PROJECT COMPONENT 2:** Conduct trainings for college leaders and Chancellor's Office technical assistance providers on using CTE outcomes and labor market data

#	Activities	Timelines	Responsible Party	Performance Outcomes

EXHIBIT A

Project: CTE Data Unlocked

Regional Consortium:

**PROJECT COMPONENT 3:** Train a team of trainers (e.g., LaunchBoard Fellows) to help support local CTE data technical assistance and usage.

#	Activities	Timelines	Responsible Party	Performance Outcomes

EXHIBIT A

Project: CTE Data Unlocked

Regional Consortium:

**PROJECT COMPONENT 4: Develep a suite of tools to support the integration of data sources into college processes.**

#	Activities	Timelines	Responsible Party	Performance Outcomes

EXHIBIT A

Project: CTE Data Unlocked

Regional Consortium:

**PROJECT COMPONENT 5: Provide "super-user" trainings to develop college-based practitioners with deeper knowledge of CTE data tools and labor market information.**

#	Activities	Timelines	Responsible Party	Performance Outcomes

EXHIBIT A

Project: CTE Data Unlocked

Regional Consortium:

**PROJECT COMPONENT 6: Convene regional meetings of colleges, employers, and other educational partners to discuss regional planning.**

#	Activities	Timelines	Responsible Party	Performance Outcomes

**EXIBIT B**

PROJECT CTE Data Unlocked

REGIONAL CONSORNIUM/A

**Award Amount:**

**\$100,000.00**

**BUDGET SUMMARY**

Object of ExpenditureS	Classification	Line	Total Program Funds Requested
1000	INSTRUCTIONAL SALARIES	1	0
2000	NONINSTRUCTIONAL SALARIES	2	0
3000	EMPLOYEE BENEFITS	3	0
4000	SUPPLIES AND MATERIALS	4	0
5000	OTHER OPERATING EXPENSES AND SERVICES	5	0
6000	CAPITAL OUTLAY	6	0
TOTAL DIRECT COSTS		7	0
TOTAL INDIRECT COSTS (Not to Exceed 4% of Direct Costs)		8	0
TOTAL COSTS		9	0

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations.

**Chair/Co-Chair**

Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**District Chief Business Officer (or authorized designee)**

Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

**EXHIBIT B**

PROJECT CTE Data Unlocked

REGIONAL CONSORTIUM/A

Award Amount

\$100,000.00

**BUDGET DETAIL**

Object of Expenditures	Detailed Description of Costs	Amount
1000 <i>(instructional salaries)</i>		
	Subtotal 1000	0
2000 <i>(non-instructional salaries)</i>		
	Subtotal 2000	0
3000 <i>(employee benefits)</i>		
Subtotal 3000		0
4000 <i>(supplies and materials)</i>		
	Subtotal 4000	
5000 <i>(other operating expenses and services)</i>		
	Subtotal 5000	
6000 <i>(capital outlay)</i>		
	Subtotal 6000	
TOTAL DIRECT COSTS		0
TOTAL INDIRECT COSTS (Not to Exceed 4% of Direct Costs)		0
TOTAL COSTS		0

**EXHIBIT C**

**PROJECT:** CTE DATA UNLOCKED

**Regional Consortium/a:** \_\_\_\_\_

**CONTACT PAGE**

**Legal entity/host of the Regional Consortium/a**

District Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State CA ZIP \_\_\_\_\_

**Responsible Administrator**

*(should not be same as Chair)*

Name \_\_\_\_\_ Phone \_\_\_\_\_

Title \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Chair/Co-Chair**

Name \_\_\_\_\_ Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Co-Chair**

Name \_\_\_\_\_ Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

**District Chief Business Officer (or authorized designee)**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Title \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Person Responsible for Budget Certification**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Title \_\_\_\_\_

E-mail Address \_\_\_\_\_

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To:	Board of Trustees	Date: June 13, 2016
Re:	Approval of Sub-Agreement between RSCCD and San Joaquin Delta Community College District	
Action:	Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the California Community College Chancellor's Office's CTE Data Unlocked Initiative to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges. As the Fiscal Agent, RSCCD will develop sub-agreements with CTE Data Unlocked Initiative implementation partners.

**ANALYSIS**

The California Community Colleges Chancellor's Office approved a scope of work for San Joaquin Delta Community College District to implement activities for the CTE Data Unlocked initiative: provide training support for regional workshops; train power-users; provide technical assistance to the colleges; and tool development. A sub-agreement for \$130,000 has been developed for San Joaquin CCD to perform this work.

**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 related contractual agreements on behalf of the district.

Fiscal Impact: \$130,000 (grant-funded)	Board Date: June 13, 2016
Prepared by: Sarah Santoyo, Director of Grants	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
SAN JOAQUIN DELTA COMMUNITY COLLEGE DISTRICT**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 13<sup>th</sup> day of June, 2016, between Rancho Santiago Community College District (hereinafter “RSCCD”) and SAN JOAQUIN DELTA COMMUNITY COLLEGE DISTRICT (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the “CTE Data Unlocked Initiative,” Prime Award #15-197-001 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges.

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

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

NOW, THEREFORE, the Parties hereby agree as follows:

**ARTICLE I**

1. Statement of Work

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

2. Period of Performance

The period of performance for this Agreement shall be from June 1, 2016 through December 31, 2017.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$130,000.00 USD.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Project Budget (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected.

5. Payment

Forty percent (40%) of the total cost will be issued to SUBCONTRACTOR upon RSCCD's receipt of the fully executed Agreement and an invoice for that disbursement. Thereafter, RSCCD shall reimburse SUBCONTRACTOR for the cost of the work performed through an invoicing process (see I.6 "Invoices"), up to but not exceeding the amount listed above under Article I.3. "Total Costs".

6. Invoices

Invoices must be itemized, include the Agreement number (refer to footer), and be submitted no more frequently than monthly, and, preferably, at least on a quarterly basis. RSCCD may request back-up documentation for expenditure, if required to adhere to compliance terms and standards. Final payment is contingent upon completion of the Scope of Work (*Exhibit A*), upon receipt of a final invoice requesting payment, and upon RSCCD's approval of a final report, if required by the PRIME SPONSOR. Invoices should be submitted to the following:

Rancho Santiago Community College District  
ATTN: Sarah Santoyo, Director of Grants  
2323 North Broadway, Suite 350  
Santa Ana, CA 92706  
Santoyo\_Sarah@rsccd.edu

7. Reporting

Through this Agreement, SUBCONTRACTOR agrees to provide data and submit reports, according to the schedule provided by, and as requested and required by the PRIME SPONSOR. SUBCONTRACTOR will provide this information to RSCCD in a timely manner.

8. Expenditure of Grant Funds

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

9. Modifications

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the PRIME SPONSOR and/or RSCCD.

10. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

11. Independent Contractor

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

12. Subcontract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement.

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

13. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

14. Audit

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

15. Mutual Indemnification

Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and

expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying Party or any of its agents or employees.

16. Termination

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

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

17. Disputes

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

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

18. Notices

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

**RSCCD: Primary Contact:**  
Rancho Santiago Community College District  
Sarah Santoyo, Director of Grants  
2323 N. Broadway, Suite 350  
Santa Ana, CA 92706  
(714) 480-7466; [santoyo\\_sarah@rsccd.edu](mailto:santoyo_sarah@rsccd.edu)

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

**SUBCONTRACTOR:**

**Primary Contact:**  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Additional organizational contacts are listed in the Contact Sheet (*Exhibit B*).

19. Total Agreement

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

20. Amendments

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

**ARTICLE II**

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/16 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

By signing this Agreement the Parties certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 5/14) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

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: Name

By: \_\_\_\_\_  
Name: Peter J. Hardash  
\_\_\_\_\_  
Vice Chancellor  
Title: Business Operations/Fiscal Services  
\_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Board Approval Date: June 13, 2016

XX-XXXXXXX  
Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work and Budget

Exhibit B: Contact Sheet

Exhibit C: Articles I, Rev. 01/16 and Article II, Rev. 05/14

**EXHIBIT A**

<b>Objective</b>	<b>Tasks</b>	<b>Responsible</b>	<b>Phase 1</b>	<b>Phase 2</b>	<b>TOTALS</b>
<b>Training Support for Regional Workshops</b>	Attend Monthly Executive Meetings	EVP (1); Assistant (1)	EVP (2 hours x 2 and 6 hours x 2); Assistant (1.5 hour)	EVP (2 hours x 6 and 6 hours x 6); Assistant (3.5 hours)	
	Attend IEPI Workshops	EVP (2); VP of Technology (1); Help Desk/Data Analyst (1); Senior Research and Data Analyst (1); Sr. Director of Data Science (1); Research and Data Analyst (1); Outreach Specialist (1); Outreach and Data Recruit Specialist (2); Assistant (1)	10 Trainings; EVP (6 hours x 3); EVP (6 hours x 2); Outreach Specialist ( 10 hours x 6); VP of Technology (6 hours x 1); Help Desk/Data Analyst (22); Senior Research and Data Analyst (6 hours x 2); Research and Data Analyst (6 hours x 2); Sr. Director of Data Science (6 hours x 1); Outreach and Data Recruit Specialist (8 hours x 5); Assistant (10.5 hours) Travel = \$5,967		
	Present LaunchBoard at event(s)	EVP (1); Outreach Specialist (1); Outreach and Data Recruit Specialist (2)	1 Event - EVP (3 hours); Outreach Specialist (3 hours x 1); Outreach and Data Recruit Specialist (3 hours x 2)	1 Event - EVP (3 hours); Outreach Specialist (3 hours x 1); Outreach and Data Recruit Specialist (3 hours x 2)	
		<b>Category Total</b>	<b>\$43,000</b>	<b>\$4,859</b>	<b>\$47,859</b>
<b>Train LaunchBoard Fellows</b>	TA Fellows training	Outreach Specialist (1); EVP (2)	1 Training; Outreach Specialist (6 hours x 1); EVP (6 hours x 1)		
	IEPI Teams and Key Talent training	Outreach Specialist (1); EVP(2)		2 Training; Outreach Specialist (6 hours x 2); EVP (6 hours x 2) Travel = \$995	
	Technical assistance to TA Fellows, IEPI Teams, and Key Talent as needed	President (1); EVP (2); VP of Technology (1); Help Desk/Data Analyst (1); Senior Research and Data Analyst (1); Sr. Director of Data Science (1); Outreach Specialist (1); Outreach and Data Recruit Specialist (2)	President (1 hour); EVP (1 hour x 2); VP of Technology (2 hours); Help Desk/Data Analyst (4 hours); Senior Research and Data Analyst (1 hour); Sr. Director of Data Science (1 hour); Outreach Specialist (4 hours); Outreach and Data Recruit Specialist (4 hours x 2)	President (1 hour); EVP (1 hour x 2); VP of Technology (2 hours); Help Desk/Data Analyst (8 hours); Senior Research and Data Analyst (1 hour); Sr. Director of Data Science (1 hour); Outreach Specialist (4 hours); Outreach and Data Recruit Specialist (4 hours x 2)	
		<b>Category Total</b>	<b>\$4,500</b>	<b>\$9,668</b>	<b>\$14,168</b>
<b>Train Power-Users</b>	Power-Users training	President (1); EVP (2); VP of Technology (1); Help Desk/Data Analyst (1); Senior Research and Data Analyst (1); Sr. Director of Data Science (1); Research and Data Analyst (1); Outreach Specialist (1); Outreach and Data Recruit Specialist (2)		10 Trainings; President (1 hour); EVP (6 hours x 3); EVP (6 hours x 2); Outreach Specialist ( 10 hours x 6); VP of Technology (6 hours x 1); Help Desk/Data Analyst (18); Senior Research and Data Analyst (6 hours x 2); Research and Data Analyst (6 hours x 2); Sr. Director of Data Science (6 hours x 1); Outreach and Data Recruit Specialist (8 hours x 5); Assistant (10.5 hours) Travel = \$1,989	

**EXHIBIT A**

<b>Tr</b>	Technical assistance to Power-users as needed	EVP (2); VP Leadership (1); VP of Technology (1); Help Desk/Data Analyst (1); Senior Research and Data Analyst (1); Sr. Director of Data Science (1); Outreach Specialist (1); Outreach and Data Recruit Specialist (2)	EVP (1 hour x 2); VP Leadership (5); VP of Technology (2 hours); Help Desk/Data Analyst (4 hours); Senior Research and Data Analyst (1 hour); Sr. Director of Data Science (1 hour); Outreach Specialist (4 hours); Outreach and Data Recruit Specialist (4 hours x 2)	EVP (1 hour x 2); VP Leadership (5); VP of Technology (2 hours); Help Desk/Data Analyst (8 hours); Senior Research and Data Analyst (1 hour); Sr. Director of Data Science (1 hour); Outreach Specialist (4 hours); Outreach and Data Recruit Specialist (4 hours x 2)						
<b>Technical Assistance</b>	<b>Category Total</b>					<b>\$3,500</b>	<b>\$9,463</b>	<b>\$12,963</b>		
	Review applications for CTE Data Unlocked TA Fellows	EVP (1)	Review 28 Applications (7 hours); 1 Meeting (1 hour)							
	Technical Assistance of IEPI trainings	Help Desk/Data Analyst(1)	1 hour x 10 trainings Travel = \$995							
	Technical Assistance for Power-User trainings	Help Desk/Data Analyst(1)		1 hour x 10 trainings Travel = \$1,989						
	Technical Assistance to Colleges as needed	President (1); EVP (2); VP of Technology (1); VP Leadership (1); Help Desk/Data Analyst (1); Senior Research and Data Analyst (1); Sr. Director of Data Science (1); Research and Data Analyst (1); Outreach Specialist (1); Outreach and Data Recruit Specialist (2)		President (2 hours); EVP - 4 x 2; VP Leadership (10); VP of Technology (10); Help Desk/Data Analyst (40); Senior Research and Data Analyst (10); Sr. Director of Data Science (10 hours); Research and Data Analyst (10); Outreach Specialist (20 hours); Outreach and Data Recruit Specialist (31.5 hours x 2)						
<b>Category Total</b>					<b>\$4,400</b>	<b>\$18,415</b>	<b>\$22,815</b>			
<b>Tool Development</b>	Determine feasibility of implementing requested modifications to the LaunchBoard tool from the field	ERP EVP (2), VP of Technology (1), Sr. Director of Data Science (1), Sr. Data Analyst (1), Programmer (1); IT Technician (1); Research and Data Analyst (1)	1 meeting; ERP EVP (1 hour x 2), Sr. Director of Data Science (1 hour), and VP of Technology (1 hour); Sr. Data Analyst (1), Programmer (1); IT Technician (1); Research and Data Analyst (1)	3 meetings; ERP EVP (1 hour x 2 x 3), Sr. Director of Data Science (1 hour x 3); VP of Technology (1 hour x 3); Sr. Data Analyst (1 hour x 3), Programmer (1 hour x 3); IT Technician (1 hour x 3); Research and Data Analyst (1 hour x 3)						
	Integrate feasible requested modifications to improve usability and data integration	VP of Technology (1), Sr. Director of Data Science (1), Sr. Data Analyst (1), Programmer (1); IT Technician (1); Research and Data Analyst (1)	Analysis and Programming: VP of Technology (20), Sr. Director of Data Science (10), Sr. Data Analyst (40), Programmer (30); IT Technician (10); Research and Data Analyst (5)	Analysis and Programming: VP of Technology (10), Sr. Director of Data Science (10), Sr. Data Analyst (25), Programmer (10); IT Technician (10); Research and Data Analyst (5)						
<b>Category Total</b>					<b>\$3,600</b>	<b>\$18,355</b>	<b>\$21,955</b>			
<b>Project Implementation Total</b>					<b>\$59,000</b>	<b>\$60,760</b>	<b>\$119,760</b>			
<b>Other Operation &amp; Implementation Costs</b>										<b>\$10,240</b>
<b>TOTAL PROJECT</b>										<b>\$130,000</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To:	Board of Trustees	Date: June 13, 2016
Re:	Adoption of Resolution No. 16-16 – California Department of Education (CSPP-6333)	
Action:	Request for Adoption of Resolution No. 16-16	

**BACKGROUND**

Rancho Santiago Community College District received funding from the California Department of Education for the purpose of providing preschool program services during the performance period of July 1, 2016 through June 30, 2017, in accordance with the funding terms and conditions of Contract No. CSPP-6333.

**ANALYSIS**

As part of the acceptance process, the California Department of Education requires that the Board of Trustees adopts a resolution designating and approving an authorized representative of the district to sign any related contractual and amendment documents related to contract agreement #CSPP-6333.

The project administrator is Enrique Perez and the project director is Janneth Linnell.

**RECOMMENDATION**

It is recommended that the Board adopt this resolution with the California Department of Education and that the Chancellor or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: none	Board Date: June 13, 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	

**RESOLUTION**

This resolution is adopted in order to certify the approval of the Board of Trustees to **enter into this contract agreement** with the California Department of Education for the purpose of providing preschool program services in the Child Development Centers **and to authorize the designated personnel to sign related contract and amendment documents for the fiscal year 2016/2017.**

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RESOLUTION NO. 16-16

BE IT RESOLVED that the Board of Trustees of the Rancho Santiago Community College District authorizes entering into the contract agreement number **CSPP-6333** with the California Department of Education and authorizes the person(s) listed below to sign the contract agreement and related documents on behalf of the Board of Trustees.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Raúl Rodríguez, Ph.D.</u>	<u>Chancellor</u>	_____
<u>Peter J. Hardash</u>	<u>Vice Chancellor</u>	_____

PASSED AND ADOPTED THIS 13<sup>th</sup> day of June, 2016, by the Board of Trustees of the Rancho Santiago Community College District of Orange County, California.

I, Nelida Mendoza Yanez, Clerk of the Board of Trustees of the Rancho Santiago Community College District, of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

\_\_\_\_\_  
(Clerk's Signature)

\_\_\_\_\_  
(Date)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To:	Board of Trustees	Date: June 13, 2016
Re:	Adoption of Resolution No. 16-17 – California Department of Education (CCTR-6160)	
Action:	Request for Adoption of Resolution No. 16-17	

**BACKGROUND**

Rancho Santiago Community College District received funding from the California Department of Education for the purpose of providing child care and development services during the performance period of July 1, 2016 through June 30, 2017, in accordance with the funding terms and conditions of Contract No. CCTR-6160.

**ANALYSIS**

As part of the acceptance process, the California Department of Education requires that the Board of Trustees adopts a resolution designating and approving an authorized representative of the district to sign any related contractual and amendment documents related to contract agreement #CCTR-6160.

The project administrator is Enrique Perez and the project director is Janneth Linnell.

**RECOMMENDATION**

It is recommended that the Board adopt this resolution with the California Department of Education and that the Chancellor or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: none	Board Date: June 13, 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	

**RESOLUTION**

This resolution is adopted in order to certify the approval of the Board of Trustees to **enter into this contract agreement** with the California Department of Education for the purpose of providing child care and development services in the Child Development Centers **and to authorize the designated personnel to sign related contract and amendment documents for the fiscal year 2016/2017.**

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RESOLUTION NO. 16-17

BE IT RESOLVED that the Board of Trustees of the Rancho Santiago Community College District authorizes entering into the contract agreement number **CCTR-6160** with the California Department of Education and authorizes the person(s) listed below to sign the contract agreement and related documents on behalf of the Board of Trustees.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Raúl Rodríguez, Ph.D.</u>	<u>Chancellor</u>	_____
<u>Peter J. Hardash</u>	<u>Vice Chancellor</u>	_____

PASSED AND ADOPTED THIS 13<sup>th</sup> day of June, 2016, by the Board of Trustees of the Rancho Santiago Community College District of Orange County, California.

I, Nelida Mendoza Yanez, Clerk of the Board of Trustees of the Rancho Santiago Community College District, of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

\_\_\_\_\_  
(Clerk's Signature)

\_\_\_\_\_  
(Date)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

(Board of Trustees Office)

To: Board of Trustees	Date: June 13, 2016
Re: Approval of Board Legislative Committee Recommendations	
Action: Request for Action	

**BACKGROUND**

The Board Legislative Committee met on May 18, 2016, to review legislative bills and recommend positions on each bill to the full board.

**ANALYSIS**

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

**Support**

AB 1721 (Medina)	Student Financial Aid: Cal Grant Program
AB 1741 (Rodriguez)	California College Promise Innovation Grant Program
AB 1846 (Lopez)	Adult Education Block Grant Program
AB 1936 (Chavez)	Public Postsecondary Education: Residency: Dependents of Armed Forces Members
AB 2155 (Ridley-Thomas)	Teachers: Retirement: Full Time
AB 2222 (Holden)	Greenhouse Gas Reduction Fund: Transit Pass Program
SB 1314 (Block)	Cal Grant Program: Middle Class Scholarship Program: Community College Baccalaureate Degree Program Students

**Letter be sent with request to put community colleges back in AB 2120**

AB 2120 (Weber) – Public Utilities Commission: Proceedings: Intervenor Fees: Customers

**RECOMMENDATION**

It is recommended that the board review and approve the Board Legislative Committee's recommendations on the abovementioned bills.

Fiscal Impact: None	Board Date: June 13, 2016
Prepared by: Anita Lucarelli, Exec. Assistant to the Board of Trustees	
Submitted by: Board Legislative Committee	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**MEMO**

**To:** Rancho Santiago Community College District

**From:** Townsend Public Affairs, Inc.  
Christopher Townsend, President  
Casey Elliott, State Capitol Director  
Chelsea Vongehr, Associate

**Date:** June 13, 2016

**Subject:** Legislative Committee Update

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**AB 1721 (Medina) Student Financial Aid: Cal Grant Program**

**Bill Summary:** The bill would increase the aid available to needy students through the expansion of the Cal Grant Program. Specifically, the bill would increase the number of Cal Grant awards from 25,750 to 34,000. Additionally, the bill provides that 19,000 awards will be reserved for California community college (CCC) students.

**State Fiscal Impact:** \$14 million - \$50 million in general fund costs throughout fiscal years 2016 – 2020

**California Community Colleges Chancellor's Office Position:** Sponsor

**Community College League of California Position:** Sponsor

**Support:**

- California Chamber of Commerce
- California State University
- Student Senate for California Community Colleges
- California Community College Association of Student Trustees
- Orange County Community College Legislative Task Force

**Opposition:** None on file

**Status:** Passed the Assembly Floor on June 2<sup>nd</sup>



5.6 (2)

## **AB 1741 (Rodriguez) California College Promise Innovation Grant Program**

**Bill Summary:** The bill would create the California College Promise Innovation Grant Program, which would provide grants to community college districts for the establishment of regional California college promise programs. To establish these regional programs, community colleges will need to partner with K-12 school districts, the California State University (CSU), and the University of California (UC) systems to achieve the following: (1) increase college prepared high school students; (2) increase the number of graduates placed in college level math and English; (3) increase the number of students who receive a CTE degree or certificate; (4) increase the number of students who transfer from CCC to CSU or UC; (5) increase the number of students who obtain a bachelor's degree; and (6) reduce achievement gaps.

**State Fiscal Impact:** Funding for the program will be dependent upon state budget appropriation. The Assembly included \$15 million in one-time funds for the program in their version of the budget which is currently in conference committee.

**California Community Colleges Chancellor's Office Position:** Neutral

**Community College League of California Position:** No position

**Support (based on previous version of bill):**

- California Primary Care Association

**Opposition:** None on file

**Status:** Passed the Assembly Floor on June 1<sup>st</sup>



## **AB 1846 (Lopez) Adult Education Block Grant Program**

**Bill Summary:** The bill would require that the annual reports submitted by a regional adult education consortium to the Department of Finance, State Board of Education, and the Legislature include a summary of the extent to which funds provided by the State were insufficient for the consortium's needs.

**State Fiscal Impact:** Minor fiscal impact to the State

**California Community Colleges Chancellor's Office Position:** Neutral

**Community College League of California Position:** Watch

**Support (based on previous version of bill):**

- California Federation of Teachers
- California Adult Education Administrators Association
- Orange County Community College Legislative Task Force

**Opposition:** None on file

**Status:** Passed the Assembly Floor on June 1<sup>st</sup>



## **AB 1936 (Chavez) Public Postsecondary Education: Residency: Dependents of Armed Forces Members**

**Bill Summary:** The bill would specify the point at which in-state tuition is granted to a nonresident dependent to be at the time of admission or attendance rather than just attendance. Therefore, by applying a dependent's in-state residence classification at the time of admittance rather than just attendance, it will eliminate the issues that often arise when a member of the Armed Forces is deployed before their dependent attends an institution.

**State Fiscal Impact:** Minor fiscal impact to the State

**California Community Colleges Chancellor's Office Position:** Support

**Community College League of California Position:** Watch

**Support:**

- Vietnam Veterans of America, California State Council
- National Association of Social Workers, California Chapter (NASW-CA)
- AMVETS California
- American Legion, Department of California
- American GI Forum of California
- Veterans of Foreign Wars of the United States, Department of California
- Military Officers Association – California Council of Chapters

**Opposition:** None on file.

**Status:** Set to be heard in the Senate Education Committee on June 8<sup>th</sup>



## **AB 2120 (Weber) Public Utilities Commission: Proceedings: Intervenor Fees: Customers**

**Bill Summary:** The bill would expand the intervenor compensation program at the California Public Utilities Commission (PUC) to include county offices of education and consortiums of K-12 public school districts or agencies that participate or intervene in a proceeding related to gas or electricity rates. On April 26th, the bill was amended to remove community colleges in the definition of customers eligible for the IC program.

**State Fiscal Impact:** \$187,000 - \$250,000 per year to the PUC

**California Community Colleges Chancellor's Office Position:** No position

**Community College League of California Position:** No position

### **Support:**

- California Association of School Business Officials
- San Diego County Office of Education (sponsor)
- San Diego Schools Coalition for Electricity Cost Reduction (sponsor)

**Opposition:** None on file.

**Status:** Passed the Assembly Floor on June 2<sup>nd</sup>



## **AB 2155 (Ridley-Thomas) Teachers: Retirement: Full Time**

**Bill Summary:** The bill would authorize community colleges to establish, through bargaining, a lower instructional hour requirement for Career Development and College Preparation (CDCP) courses for the purposes of determining California State Teachers' Retirement System (CalSTRS) service credit. This would apply to agreements entered into, extended, renewed, or amended on or after January 1, 2017.

**State Fiscal Impact:** Minor fiscal impact to the State

**California Community Colleges Chancellor's Office Position:** Neutral

**Community College League of California Position:** No position

**Support:**

- Los Angeles College Faculty Guild (sponsor)

**Opposition:** Department of Finance

**Status:** Set to be heard in the Senate Public Employment and Retirement Committee on June 13<sup>th</sup>



## **AB 2222 (Holden) Greenhouse Gas Reduction Fund: Transit Pass Program**

**Bill Summary:** The bill would establish the Transit Pass Program to support local transit pass programs that provide free or reduced-fare transit passes to specified students from K-12 public schools, community colleges, the California State University (CSU), and the University of California (UC). The Program will be administered by the Department of Transportation, using money from a future appropriation from the Greenhouse Gas Reduction Fund.

**State Fiscal Impact:** Up to \$700,000 in administrative costs with total General Fund costs unknown, as funding will be dependent upon appropriation

**California Community Colleges Chancellor's Office Position:** Neutral

**Community College League of California Position:** Support

**Support (based on previous version of bill):**

- California Federation of Teachers
- California State University
- Coalition for Clean Air
- Honorable Mark Ridley-Thomas,
- Honorable Mike Eng, Forty-Ninth Assembly District (retired)
- TransForm (Sponsor)

**Opposition:** California Chamber of Commerce and Department of Finance (based on previous version of bill)

**Status:** Passed the Assembly Floor on June 2<sup>nd</sup>



**SB 1314 (Block) Cal Grant Program: Middle Class Scholarship Program: community college baccalaureate degree program students**

**Bill Summary:** The bill would clarify that community college students who participate in the baccalaureate degree pilot program are eligible to receive an award from the Cal Grant Program and the Middle Class Scholarship.

**State Fiscal Impact:** \$1.4 million - \$3.1 million throughout fiscal years 2016 – 2019 for the awards and \$90,000 in administrative costs to the General Fund

**California Community Colleges Chancellor’s Office Position:** Support

**Community College League of California Position:** Support

**Support:**

- Foothill-De Anza County Community College District
- Kern County Community College District
- San Diego County Community College District

**Opposition:** None on file

**Status:** Awaiting referral to policy committee in the Assembly



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET  
MANAGEMENT/ACADEMIC

June 13, 2016

MANAGEMENT

2016/2017 Interim Chancellor Salary Schedule/Attachment #1

2016/2017 Interim Cabinet Salary Schedule/Attachment #2

2016/2017 Interim Management Salary Schedule/Attachment #3

2016/2017 Administrator/Academic Supervisory Step Increases/Attachment #4

2016/2017 Management/Classified Supervisory/Confidential Step Increases/Attachment #5

Revised Job Description and Title Change/Attachment #6

From: Employment Services Manager/Grade H  
To: Director of Employment Services, Equity  
and Diversity/Grade F

Employment Agreement/Attachment #7

Linda Rose  
President  
Santa Ana College

Appointment

Winter, Alistair  
Assistant Vice Chancellor  
Human Resources  
District Office

Effective: July 1, 2016  
Salary Placement: A-1 \$134,038.67/Year

Interim Assignment

Collins, Michael  
Interim President  
Santa Ana College

Effective: July 1 – July 15, 2016  
Salary Placement: 3-2 \$181,541.21/Year

Extension of Interim Assignment

Grant, Madeline  
Interim Dean, Business Division  
Santa Ana College

Effective: July 1, 2016 – June 30, 2017  
Salary Placement: B-6 \$152,639.24/Year

**FACULTY**

2016/2017 Interim FARSCCD Salary Schedules/Attachments #8-13

2016/2017 Interim CEFA Salary Schedule/Attachment #14

2015/2016 Permanent CSEA Chapter 888 Child Development Teachers Salary Schedules/Attachments #15-16

2016/2017 Interim CSEA Chapter 888 Child Development Teachers Salary Schedules/Attachments #17-18

2016/2017 FARSCCD 12 Month/192 & 225 Day Faculty Step Increases/Attachment #19

2016/2017 CSEA Chapter 888 Child Development Teachers Step Increases/Attachment #20

Appointment

Muir, Shannon  
Assistant Professor/Counselor  
Counseling Division  
Santa Ana College  
Effective: July 28, 2016  
Tentative Placement: II-3 \$64,006.80/Year  
(Requisition #AC16-0535#01)

Pham, Elaine  
Assistant Professor/Coordinator, Adult Basic  
Education/High School Subjects  
Continuing Education Division  
Santiago Canyon College  
Effective: August 22, 2016  
Tentative Placement: II-3 \$58,339.29/Year  
(Requisition #AC16-0539)

Pineda, Maribel  
Assistant Professor/Counselor  
Counseling Division  
Santa Ana College  
Effective: July 28, 2016  
Tentative Placement: II-3 \$64,006.80/Year  
(Requisition #AC16-0535)

Salcido, Denise  
Assistant Professor/Coordinator, Adult Basic  
Education/High School Subjects  
Continuing Education Division  
Santiago Canyon College  
Effective: August 22, 2016  
Tentative Placement: II-3 \$58,339.29/Year  
(Requisition #AC16-0493)

Rescinded Acceptance of Offer of Appointment

Krebs, Yvette  
Assistant Professor/Counselor  
Centennial Education Center  
Continuing Education Division  
Santa Ana College  
Effective: July 28, 2016  
(Requisition #AC16-0523#01)

**FACULTY (CONT'D)**

Rehiring of Temporary Employee per E.C. 87470

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

Effective: July 28, 2016 – June 30, 2017  
Salary Placement: II-8 \$77,727.82/Year

Janio, Jaroslaw  
Assistant Professor/Coordinator, ESL  
CASAS/EL Civics  
CEC/Continuing Education Division  
Santa Ana College

Effective: August 22, 2016 – May 27, 2017  
Salary Placement: VII-16 \$104,341.94/Year

Hiring of Temporary Long-term Substitute per E.C. 87481 & 87482

Fitzpatrick, Denise  
Long-term Substitute Instructor, Biology  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: August 15, 2016 – June 10, 2017  
Placement: II-5 \$62.60/Lecture Hour

Habicht, George  
Long-term Substitute Instructor, Computer  
Information Science/Computer Science  
Business Division  
Santa Ana College

Effective: August 15, 2016 – June 10, 2017  
Placement: II-5 \$62.60/Lecture Hour

Request to Withdraw Banked LHE

Jaros, Bonita  
Professor/Coordinator, Institutional  
Effectiveness & Assessment  
Academic

Effective: July 1, 2016 – June 30, 2017  
Banked LHE Withdrawal: 21 LHE

CSEA Chapter 888 Child Development Teacher Column Change

Paz-Lugo, Artemisa  
Master Teacher  
CEC Child Development Center  
Child Development Services  
District Office

Effective: July 1, 2016  
From: MT/AA-6 \$41,096.36/Year  
To: MT/BA-6 \$42,944.55/Year

**FACULTY (CONT'D)**

CSEA Chapter 888 Child Development Teacher Column Change

Perez Zuniga, Elvia  
Teacher  
CEC Child Development Center  
Child Development Services  
District Office

Effective: July 1, 2016  
From: T/AT-6 \$26,913.92/Year  
To: T/P-6 \$34,380.94/Year

CSEA Chapter 888 Child Development Teacher Voluntary Workload Reduction

Camson, Marian  
Master Teacher  
CEC Child Development Center  
Child Development Services  
District Office

Effective: July 1, 2016 – June 30, 2017  
From: 100%/212 Days  
To: 92.5%/196 Days

2015/2016 Contract Extension Days

Castellanos, Mary  
Professor/Counselor  
Counseling Division  
Santa Ana College

Effective: July 1, 2015 – June 30, 2016  
Contract Extension: 3 Days  
Contract Extension Rate: \$576.47/Day

Gallego, Robert  
Professor/Counselor  
Counseling Division  
Santa Ana College

Effective: July 1, 2015 – June 30, 2016  
Contract Extension: 4 Days  
Contract Extension Rate: \$479.82/Day

2015/2016 Additional Contract Extension Days

Morris-Pfyll, Sandra  
Professor/Career Specialist/Job Developer  
Counseling Division  
Santa Ana College

Effective: July 1, 2015 – June 30, 2016  
Contract Extension: 8 Days  
Contract Extension Rate: \$494.40/Day

2016/2017 Contract Extension Days

Gaer, Susan  
Professor/Coordinator, ESL  
CEC/Continuing Education Division  
Santa Ana College

Effective: July 1, 2016 – June 30, 2017  
Contract Extension: 40 Days  
Contract Extension Rate: \$564.08/Day

Garnett, Susan  
Assistant Professor/Coordinator, ESL  
CEC Continuing Education Division  
Santa Ana College

Effective: July 1, 2016 – June 30, 2017  
Contract Extension: 40 Days  
Contract Extension Rate: \$455.17/Day

**FACULTY (CONT'D)**

2016/2017 Contract Extension Days

Hoffman, Elizabeth  
Coordinator, Health & Wellness Center  
Enrollment & Support Services Division  
Santiago Canyon College

Effective: July 1, 2016 – June 30, 2017  
Contract Extension: 14 Days  
Contract Extension Rate: \$543.90/Day

Janio, Jaroslaw  
Assistant Professor/Coordinator, ESL  
CASAS/EL Civics  
CEC/Continuing Education Division  
Santa Ana College

Effective: July 1, 2016 – June 30, 2017  
Contract Extension: 40 Days  
Contract Extension Rate: \$521.71/Day

Jenkins, Robert  
Professor/Coordinator, ESL/Staff Development  
CEC/Continuing Education Division  
Santa Ana College

Effective: July 1, 2016 – June 30, 2017  
Contract Extension: 40 Days  
Contract Extension Rate: \$455.17/Day

Kim, Henry  
Professor/Coordinator, ESL  
CEC/Continuing Education Division  
Santa Ana College

Effective: July 1, 2016 – June 30, 2017  
Contract Extension: 40 Days  
Contract Extension Rate: \$455.17/Day

Contract Stipends

Hoffman, Elizabeth  
Coordinator, Health & Wellness Center  
Enrollment & Support Services Division  
Santiago Canyon College

Effective: July 1, 2016 – June 30, 2017  
Amount: \$1,000.00/Year  
Reason: Coordinator Duties

Kubicka-Miller, Jared  
Professor, Communication  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Effective: July 1, 2016 – June 30, 2017  
Amount: \$6,000.00/Year  
Reason: Coach, Forensics

Rabii-Rakin, Narges  
Professor, History  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Effective: July 1, 2016 – June 30, 2017  
Amount: \$6,000.00/Year  
Reason: Coach, Model United Nations

**FACULTY (CONT'D)**

Beyond Contract/Overload Stipends

Hager, Benjamin  
Assistant Professor, Math  
Science, Math & Health  
Sciences Division  
Santa Ana College  
Effective: February 1, 2016  
Amount: \$1,000.00  
Reason: Staff Development  
(Project #2549)

Lechuga, Janet  
Assistant Professor, Math  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: March 4, 2016  
Amount: \$250.00  
Reason: Staff Development  
(Project #2549)

Lui, Rachel  
Assistant Professor, Math  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 8, 2016  
Amount: \$750.00  
Reason: Staff Development  
(Project #2549)

Lui, Rachel  
Assistant Professor, Math  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: March 4, 2016  
Amount: \$250.00  
Reason: Staff Development  
(Project #2549)

Marecek, Lynn  
Professor, Math  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: March 4, 2016  
Amount: \$250.00  
Reason: Staff Development  
(Project #2549)

Martin, Linda  
Assistant Professor, Library & Information Science  
Institutional Effectiveness, Library &  
Learning Support Services Division  
Santiago Canyon College  
Effective: April 29, 2016  
Amount: \$300.00  
Reason: Staff Development  
(Project #2549)

McKowan-Bourguignon, Lisa  
Associate Professor, Math  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: March 4, 2016  
Amount: \$250.00  
Reason: Staff Development  
(Project #2549)

Mishal, Amit  
Assistant Professor, Math  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: March 4, 2016  
Amount: \$250.00  
Reason: Staff Development  
(Project #2549)

**FACULTY (CONT'D)**

*Beyond Contract/Overload Stipends (cont'd)*

Ro, Kelly  
Assistant Professor, Math  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: March 4, 2016  
Amount: \$250.00  
Reason: Staff Development  
(Project #2549)

Rogers, Neal  
Professor, Math  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: March 4, 2016  
Amount: \$250.00  
Reason: Staff Development  
(Project #2549)

Romero, Martin  
Assistant Professor, Math  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 8, 2016  
Amount: \$1,000.00  
Reason: Staff Development  
(Project #2549)

Romero, Martin  
Assistant Professor, Math  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: March 4, 2016  
Amount: \$250.00  
Reason: Staff Development  
(Project #2549)

Zarske, John  
Professor, Math  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: March 4, 2016  
Amount: \$250.00  
Reason: Staff Development  
(Project #2549)

*Leave of Absence*

Foley, Denise  
Professor, Biology  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: August 15, 2016 – June 10, 2017  
Reason: Banked Leave (3 LHE/Semester)  
(Concurrent with Sabbatical Leave)

Sandoval-Truong, Michelle  
Instructor, Vocational/Office Technology  
Continuing Education Division (OEC)  
Santiago Canyon College  
Effective: April 04, 2016 – July 01, 2016  
Reason: Maternity Leave

*Part-time Hourly New Hires/Rehires*

Gregg, Kimberly A  
Instructor, Dance  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: August 15, 2016  
Hourly Lecture/Lab Rates: II-3 \$57.09/\$51.38

**FACULTY (CONT'D)**

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

Heneks, Kasara  
Instructor, Mathematics  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: June 13, 2016  
Hourly Lecture/Lab Rates: II-5 \$62.92/\$56.65

Imboden, Cody T  
Instructor, Criminal Justice (equivalency)  
Human Services & Technology Division  
Santa Ana College  
Effective: June 13, 2016  
Hourly Lecture/Lab Rates: I-3 \$54.37/\$48.93

Lierly, Michael J  
Instructor, Art  
Fine & Performing Arts Division  
Santa Ana College  
Effective: June 13, 2016  
Hourly Lecture/Lab Rates: II-3 \$57.09/\$51.38

Mendieta, Edward A  
Instructor, Engineering Technology  
Business Division  
Santa Ana College  
Effective: August 15, 2016  
Hourly Lecture/Lab Rates: I-3 \$54.37/\$48.93

Morgan, Adam J  
Instructor, Business Applications  
Business Division  
Santa Ana College  
Effective: August 15, 2016  
Hourly Lecture/Lab Rates: I-3 \$54.37/\$48.93

Nobles, Stephanie  
Instructor, Chemistry  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: August 15, 2016  
Hourly Lecture/Lab Rates: II-3 \$57.09/\$51.38

Schlierkamp, Roger W  
Instructor, Public Works  
Business & Career Technical Education Division  
Santiago Canyon College  
Effective: June 13, 2016  
Hourly Lecture Rate: II-3 \$57.09

Wertheim, Carolyn S  
Instructor, Child Development  
Business & Career Technical Education Division  
Santiago Canyon College  
Effective: August 15, 2016  
Hourly Lecture Rate: IV-3 \$62.94

**FACULTY (CONT'D)**

*Non-paid Instructors of Record*

Anderson, Blake W Effective: May 23, 2016  
Instructor, Fire Technology (equivalency)  
San Clemente Lifeguards  
Human Services & Technology Division  
Santa Ana College

Burton, Ian J Effective: May 23, 2016  
Instructor, Fire Technology (equivalency)  
San Clemente Lifeguards  
Human Services & Technology Division  
Santa Ana College

Chambers, Norris L Effective: June 1, 2016  
Instructor, Apprenticeship/  
Operating Engineers (equivalency)  
Business & Career Technical Education Division  
Santiago Canyon College

Conniff, Scott C Effective: May 23, 2016  
Instructor, Fire Technology (equivalency)  
Orange City Fire Department  
Human Services & Technology Division  
Santa Ana College

Diersing, Michael P Effective: May 23, 2016  
Instructor, Fire Technology (equivalency)  
Orange City Fire Department  
Human Services & Technology Division  
Santa Ana College

Fieldhouse, Casey J Effective: May 23, 2016  
Instructor, Fire Technology (equivalency)  
Orange City Fire Department  
Human Services & Technology Division  
Santa Ana College

Fournier, James C Effective: May 23, 2016  
Instructor, Fire Technology (equivalency)  
Orange City Fire Department  
Human Services & Technology Division  
Santa Ana College

**FACULTY (CONT'D)**

Non-paid Instructors of Record (cont'd)

Gerard, Joshua Effective: May 23, 2016  
Instructor, Fire Technology (equivalency)  
Orange City Fire Department  
Human Services & Technology Division  
Santa Ana College

Grant, Joseph S Effective: May 23, 2016  
Instructor, Fire Technology (equivalency)  
Orange City Fire Department  
Human Services & Technology Division  
Santa Ana College

Guigni, Nicolas P Effective: May 23, 2016  
Instructor, Fire Technology (equivalency)  
San Clemente Lifeguards  
Human Services & Technology Division  
Santa Ana College

Hopfner, Reiner Effective: June 1, 2016  
Instructor, Apprenticeship/Carpentry (equivalency)  
Business & Career Technical Education Division  
Santiago Canyon College

Humphreys, William J Effective: May 23, 2016  
Instructor, Fire Technology (equivalency)  
San Clemente Lifeguards  
Human Services & Technology Division  
Santa Ana College

Lewin, Gregory P Effective: May 23, 2016  
Instrucctor, Fire Technology (equivalency)  
Orange City Fire Department  
Human Services & Technology Division  
Santa Ana College

Mellott, Rod T Effective: May 23, 2016  
Instructor, Fire Technology (equivalency)  
San Clemente Lifeguards  
Human Services & Technology Division  
Santa Ana College

**FACULTY (CONT'D)**

*Non-paid Instructors of Record (cont'd)*

Nelson, Matthew A  
Instructor, Fire Technology (equivalency)  
Orange City Fire Department  
Human Services & Technology Division  
Santa Ana College  
Effective: May 23, 2016

Nogle, Erik Larry  
Instructor, Fire Technology (equivalency)  
Orange City Fire Department  
Human Services & Technology Division  
Santa Ana College  
Effective: May 23, 2016

O'Connor, Ryan P  
Instructor, Fire Technology (equivalency)  
Orange City Fire Department  
Human Services & Technology Division  
Santa Ana College  
Effective: May 23, 2016

Rundle, Kent P  
Instructor, Fire Technology (equivalency)  
Orange City Fire Department  
Human Services & Technology Division  
Santa Ana College  
Effective: May 23, 2016

Serrano, III, Michael  
Instructor, Apprenticeship/Surveyor  
Business & Career Technical Education Division  
Santiago Canyon College  
Effective: June 1, 2016

Stein, Charles J  
Instructor, Fire Technology (equivalency)  
Orange City Fire Department  
Human Services & Technology Division  
Santa Ana College  
Effective: May 23, 2016

Velasco, Alan B  
Instructor, Fire Technology (equivalency)  
Orange City Fire Department  
Human Services & Technology Division  
Santa Ana College  
Effective: May 23, 2016

**FACULTY (CONT'D)**

Non-paid Instructors of Record (cont'd)

Wenglein, Steven T Effective: May 23, 2016  
Instructor, Fire Technology (equivalency)  
Orange City Fire Department  
Human Services & Technology Division  
Santa Ana College

Wiegand, John C Effective: May 23, 2016  
Instructor, Fire Technology (equivalency)  
Orange City Fire Department  
Human Services & Technology Division  
Santa Ana College

Yates, Douglas J Effective: May 23, 2016  
Instructor, Fire Technology (equivalency)  
Orange City Fire Department  
Human Services & Technology Division  
Santa Ana College

Non-paid Intern Service

Dang, David Effective: August 1, 2016 – June 1, 2017  
Athletic Training Intern College Affiliation: CSU, Long Beach  
Kinesiology, Health & Athletics Division Discipline: Athletic Training  
Santa Ana College

Guzman, Jade Effective: August 1, 2016 – June 1, 2017  
Athletic Training Intern College Affiliation: CSU, Long Beach  
Kinesiology, Health & Athletics Division Discipline: Athletic Training  
Santa Ana College

McKeehan, Brittny Effective: July 1, 2016 – June 30, 2017  
Counseling Intern College Affiliation: California Baptist University  
Counseling & Student Support Discipline: School Counseling  
Services Division  
Santiago Canyon College

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**2016/2017 Interim Chancellor Salary Schedule**  
 Effective July 1, 2016

TITLE	Annual Base Salary
Chancellor	\$262,763.42

ADDITIONAL COMPENSATION			
Housing Allowance:	\$31,203.02	Annually	
Professional Expense Allowance:	\$6,240.63	Annually	
Cell Phone:	\$1,248.15	Annually	
Tax Sheltered Annuity:	\$6,552.61	Annually	

## RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**2016/2017 INTERIM CABINET SALARY SCHEDULE**

Effective July 1, 2016

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
<b>Exec. Vice Chancellor, HR &amp; Educational Services</b>	\$174,725.24	\$181,541.21	\$188,624.71	\$196,013.96	\$203,696.24	\$211,684.31	\$219,990.85
<b>Vice Chancellor, Human Resources</b>	\$174,725.24	\$181,541.21	\$188,624.71	\$196,013.96	\$203,696.24	\$211,684.31	\$219,990.85
<b>Vice Chancellor, Business Operations &amp; Fiscal Services</b>	\$174,725.24	\$181,541.21	\$188,624.71	\$196,013.96	\$203,696.24	\$211,684.31	\$219,990.85
<b>Vice Chancellor, Educational Services</b>	\$174,725.24	\$181,541.21	\$188,624.71	\$196,013.96	\$203,696.24	\$211,684.31	\$219,990.85
<b>President, Santa Ana College</b>	\$174,725.24	\$181,541.21	\$188,624.71	\$196,013.96	\$203,696.24	\$211,684.31	\$219,990.85
<b>President, Santiago Canyon College</b>	\$174,725.24	\$181,541.21	\$188,624.71	\$196,013.96	\$203,696.24	\$211,684.31	\$219,990.85

**ADDITIONAL COMPENSATION**

**Tax Sheltered Annuity:** \$557.88 per month

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
2016/2017 INTERIM MANAGEMENT SALARY SCHEDULE  
Effective JULY 1, 2016**

<b>GRADE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>
R	\$50,858.50	\$53,406.54	\$56,069.22	\$58,872.04	\$61,789.54	\$64,898.12	\$68,134.09
Q	\$52,756.79	\$55,381.25	\$58,145.85	\$61,076.08	\$64,133.71	\$67,331.47	\$70,707.60
P	\$54,744.24	\$57,483.37	\$60,362.63	\$63,369.30	\$66,541.59	\$69,879.49	\$73,383.03
O	\$56,948.29	\$59,789.33	\$62,783.25	\$65,904.58	\$69,204.27	\$72,682.31	\$76,313.25
N	\$59,470.83	\$62,452.00	\$65,560.59	\$68,847.54	\$72,287.37	\$75,905.56	\$79,702.12
M	\$62,095.29	\$65,216.62	\$68,465.33	\$71,892.43	\$75,485.13	\$79,256.21	\$83,218.38
L	\$65,127.43	\$68,376.15	\$71,803.24	\$75,383.23	\$79,141.55	\$83,103.73	\$87,269.74
K	\$68,427.13	\$71,854.21	\$75,421.44	\$79,192.51	\$83,154.68	\$87,333.44	\$91,703.31
J	\$72,096.28	\$75,688.98	\$79,485.53	\$83,447.71	\$87,626.45	\$92,009.06	\$96,608.24
I	\$76,007.48	\$79,804.04	\$83,804.43	\$87,983.19	\$92,378.53	\$97,015.91	\$101,857.17
H	\$80,428.30	\$84,454.19	\$88,683.89	\$93,117.46	\$97,767.60	\$102,659.79	\$107,794.06
G	\$85,282.28	\$89,550.21	\$94,022.01	\$98,723.09	\$103,653.51	\$108,851.50	\$114,291.52
F	\$90,569.42	\$95,117.64	\$99,869.71	\$104,863.83	\$110,112.75	\$115,616.48	\$121,387.75
E	\$97,474.56	\$102,354.03	\$107,475.55	\$112,851.88	\$118,483.02	\$124,419.89	\$130,637.08
D	\$108,252.71	\$112,584.34	\$117,094.33	\$121,769.97	\$126,649.40	\$131,707.23	\$136,981.65
C	\$116,890.49	\$121,553.38	\$126,407.35	\$131,465.18	\$136,726.84	\$142,192.34	\$147,887.18
B	\$125,477.33	\$130,484.18	\$135,707.63	\$141,122.18	\$146,766.05	\$152,639.24	\$158,754.50
A	\$134,038.67	\$139,389.52	\$144,982.43	\$150,779.17	\$156,792.50	\$163,073.38	\$169,596.31

Board Approved: June 13, 2016

Title	Grade	Position	Designation	Title	Grade	Position	Designation
Accounting Manager - Accounts Payable	G	Classified	Supervisory	Dean, Science, Mathematics & Health Science	B	Academic	Administrative
Accounting Manager - Payroll	G	Classified	Supervisory	Dean, Student Affairs	B	Academic	Administrative
Assistant Dean, Admissions & Records	E	Academic	Administrative	Director I, Child Development Center	L	Academic	Supervisory
Assistant Dean, Financial Aid, Scholarship & Veterans	E	Academic	Administrative	Director II, Child Development Center	J	Academic	Supervisory
Assistant Dean, Criminal Justice Academies	F	Academic	Administrative	Director of Grants	F	Classified	Supervisory
Assistant Dean, Fire Technology	F	Academic	Administrative	Director, Academic Support	D	Classified	Supervisory
Assistant Dean, Student Services	E	Academic	Administrative	Director, ACT/Corporate Training	F	Classified	Supervisory
Assistant Director, Athletics & Sports Information	I	Classified	Supervisory	Director, Auxiliary Services	F	Classified	Supervisory
Assistant Director, OC Small Business Development Center	L	Classified	Supervisory	Director, Business & Career Technical Education	H	Classified	Supervisory
Assistant Director, Small Business Initiative	L	Classified	Supervisory	Director, College Advancement	G	Classified	Supervisory
Assistant to the Executive Vice Chancellor	M	Classified	Confidential	Director, College Research	F	Classified	Supervisory
Assistant to the President	M	Classified	Confidential	Director, Continuing Education Support Services	H	Classified	Supervisory
Assistant to the Vice Chancellor	M	Classified	Confidential	Director, Digital Media Center	E	Classified	Supervisory
Assistant Vice Chancellor, Educational Services	A	Classified	Administrative	Director, Facility Planning, District Construction & Support Services	C	Classified	Administrative
Assistant Vice Chancellor, Facility Planning, District Construction & Support Services	A	Classified	Administrative	Director, Fire Instruction	H	Academic	Supervisory
Assistant Vice Chancellor, Fiscal Services	A	Classified	Administrative	Director, Global Trade & Logistics Initiative	F	Classified	Supervisory
Assistant Vice Chancellor, Human Resources	A	Academic	Administrative	Director, Information Systems	D	Classified	Supervisory
Assistant Vice Chancellor, Information Technologies Services	A	Classified	Administrative	Director, Network & Communications	D	Classified	Supervisory
Associate Dean, Business & Career Technical Education	D	Academic	Administrative	Director, Public Affairs & Publications	E	Classified	Supervisory
Associate Dean, Disabled Student Programs & Services	D	Academic	Administrative	Director, Purchasing Services	F	Classified	Supervisory
Associate Dean, EOPS	D	Academic	Administrative	Director, District Research, Planning & Institutional Effectiveness	F	Classified	Supervisory
Associate Dean, Financial Aid	D	Academic	Administrative	Director, Small Business Development Center	E	Classified	Supervisory
Associate Dean, Health Science & Nursing	D	Academic	Administrative	Director, Small Business Initiative	F	Classified	Supervisory
Associate Dean, Instructional & Student Services	D	Academic	Administrative	Director, Special Programs	H	Classified	Supervisory
Associate Dean, Student Development	D	Academic	Administrative	District Support Services Supervisor	I	Classified	Supervisory
Associate Director I, Child Development Center	Q	Academic	Supervisory	Director, Workforce Education	C	Academic	Administrative
Associate Director II, Child Development Center	O	Academic	Supervisory	Employment Services Manager	H	Classified	Supervisory
Associate Registrar	K	Classified	Supervisory	Enrollment Reporting Manager	G	Classified	Supervisory
Benefits Analyst	L	Classified	Confidential	Executive Assistant to the Board of Trustees	K	Classified	Confidential
Bookstore Manager	J	Classified	Supervisory	Executive Assistant to the Chancellor	J	Classified	Confidential
Budget Analyst	K	Classified	Confidential	Executive Director, Child Development Services	E	Academic	Administrative
Campus Budget Manager	H	Classified	Supervisory	Executive Director, College Advancement	C	Classified	Supervisory
Chief District Safety & Security	D	Classified	Supervisory	Facilities Manager	I	Classified	Supervisory
Custodial Supervisor	O	Classified	Supervisory	Facilities Project Manager	E	Classified	Supervisory
Dean, Arts, Humanities & Social Sciences	B	Academic	Administrative	Graphic Communications Manager	H	Classified	Supervisory
Dean, Business	B	Academic	Administrative	Human Resources Analyst	L	Classified	Confidential
Dean, Business & Career Technical Education	B	Academic	Administrative	Internal Audit Manager	G	Classified	Supervisory
Dean, Counseling	B	Academic	Administrative	Inventory, Delivery & Storage Supervisor	L	Classified	Supervisory
Dean, Counseling & Student Support Services	B	Academic	Administrative	Lieutenant District Safety & Security	H	Classified	Supervisory
Dean, Enrollment & Support Services	B	Academic	Administrative	Maintenance Supervisor	O	Classified	Supervisory
Dean, Kinesiology, Health & Athletics	B	Academic	Administrative	Manager, Fiscal Services	E	Classified	Supervisory
Dean, Fine & Performing Arts	B	Academic	Administrative	Project Manager	E	Classified	Supervisory
Dean, Human Services & Technology	B	Academic	Administrative	Publications and Electronic Media Manager	H	Classified	Supervisory
Dean, Humanities & Social Sciences	B	Academic	Administrative	Registrar	G	Classified	Supervisory
Dean, Institutional Effectiveness, Library & Learning Support Services	B	Academic	Administrative	Risk Manager	H	Classified	Supervisory
Dean, Instruction & Student Services	B	Academic	Administrative	Sergeant District Safety & Security	K	Classified	Supervisory
Dean, Mathematics & Sciences	B	Academic	Administrative	Vice President, Academic Affairs	A	Academic	Administrative
				Vice President, Administrative Services	A	Classified	Administrative
				Vice President, Continuing Education	A	Academic	Administrative
				Vice President, Student Services	A	Academic	Administrative

Position List Revised: June 13, 2016

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**                      **ATTACHMENT #4**  
**16/17 ADMINISTRATOR AND ACADEMIC SUPERVISOR STEP INCREASES**  
**Effective July 1, 2016**

LAST NAME	FIRST NAME	TITLE	ASSIGNMENT	SITE	GRADE	STEP	SALARY
Becerra	Rosio	Associate Dean	Student Development	SAC	D	2	\$112,584.34
Castellon	Maria	Director I	SAC Early Childhood Education Center	SAC	L	6	\$83,103.73
Cowan	Jerelyn	Director II	SAC Child Development Center	SAC	J	2	\$75,688.98
Dominguez	Gary	Director	Fire Instruction	SAC	H	5	\$97,767.60
Gonzalez	Zeferina	Director I	SAC East Child Development Center	SAC	L	7	\$87,269.74
Irwin	Kari	Assoc Dean	Business & Career Technical Education	SCC	D	4	\$121,769.97
Isais	Enriqueta	Director I	SCC Child Development Center	SCC	L	7	\$87,269.74
Kikawa	Eve	Dean	Fine & Performing Arts	SAC	B	4	\$141,122.18
Kosko	Christine	Dean	Instructional & Student Services	CEC	B	4	\$141,122.18
Lawson	Cassell Avon	Dean	Business & Career Technical Education	SCC	B	2	\$130,484.18
Liang	Mark	Dean	Enrollment & Support Services	SAC	B	4	\$141,122.18
Linnell	Janneth	Executive Director	Child Development Services	DO	E	5	\$118,483.02
Nguyen	Tuyen	Asst Dean	Admissions & Records	SCC	E	3	\$107,475.55
Pham	My Le	Director II	Early Head Start	DO	J	3	\$79,485.53
Pruznick	Jennifer	Assoc Director II	Early Head Start	DO	O	4	\$65,904.58
Rizvi	Syed	Dean	Enrollment & Support Services	SCC	B	6	\$152,639.24
Satele	Arleen	Vice President	Administrative Svcs	SCC	A	7	\$169,596.31
Taylor	Darryl	Director	Facility Planning & District Construction & Support Svc	DO	C	7	\$147,887.18
Van	Connie	Assoc Director II	Early Head Start	DO	O	6	\$72,682.31
Voelcker	Aaron	Dean	Institutional Effectiveness, Library & Learning Support Svcs	SCC	B	3	\$135,707.63

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT						
MANAGEMENT/CLASSIFIED SUPERVISORY/CONFIDENTIAL - STEP INCREASES						
EFFECTIVE JULY 1, 2016						
Note: A Management/Supervisory/Confidential employee must be employed or receive a promotion before January 1st of a fiscal year to receive a step increment on July 1st of the next fiscal year. (Reference, Section 7131 of the Board Policy)						
	NAME	Grade	STEP	CURRENT RATE	NEW STEP	NEW RATE
1	ABEJAR, ESMERALDA	H	3	88,683.89	4	93,117.46
2	ALONZO, JOSEPH	H	1	80,428.30	2	84,454.19
3	BHANDARI, ARCHANA	D	3	117,094.33	4	121,769.97
4	COBURN, ALLISON	E	2	102,354.03	3	102,354.03
5	COLVER, MICHAEL	H	2	84,454.19	3	88,683.89
6	COSSIO MUNIZ, RUTH	F	6	115,616.48	7	121,387.75
7	COVARUBIAS, DEISY	H	4	93,117.46	5	97,767.60
8	DAVIS, STUART	D	2	112,584.34	3	117,094.33
9	GOULDSMITH, KENNETH R.	K	1	68,427.13	2	71,854.21
10	HARSEN, ERIC A.	H	3	88,683.89	4	93,117.46
11	HONDA, LINDA	L	6	83,103.73	7	87,269.74
12	HOPKINS, DEAN A.	H	3	88,683.89	4	93,117.46
13	MANJARREZ, JANETH	H	1	80,428.30	2	84,454.19
14	MARSHALL, STEVEN	E	4	112,851.88	5	118,483.02
15	MATHEWS, KIMBERLY	H	3	88,683.89	4	93,117.46
16	NGUYEN, PHUONG T.	G	4	98,723.09	5	103,653.51
17	PACHECO, MANUEL	H	1	80,428.30	2	84,454.19
18	ROMERO, CHRISTINA R.	C	3	126,407.35	4	131,465.18
19	SANTOYO, SARAH	F	6	115,616.48	7	121,387.75
20	STEWART, LYNN	F	3	99,869.71	4	104,863.83
21	WHEELER, MARK	I	4	87,983.19	5	92,378.53
22	WINTER, ALISTAIR	D	1	108,252.71	2	112,584.34
Board Approved: June 13, 2016						

### **DIRECTOR OF EMPLOYMENT SERVICES, EQUITY AND DIVERSITY**

The Director of Employment Services, Equity, and Diversity manages the recruitment and employment services for the District; implements activities to promote broad outreach to potential applicants; provides cultural competency and inclusiveness training for faculty and staff; develops trainings and activities focused on increasing the diversity of the District workforce; analyzes applicant information; researches advertising sources and implements outreach efforts; prepares marketing materials for employment opportunities; develops and maintains procedures, guidelines and forms; provides procedural trainings to screening/interview committees; plans recruitment timelines; reviews and creates job announcements, interview questions and candidate assessment exercises for recruitments; determines salary placements and makes job offers; may conduct salary surveys. The manager of Employment Services, Equity and Diversity reports to the Assistant Vice Chancellor of Human Resources.

#### **Representative Duties**

1. Plans, organizes, and coordinates recruitment activities; confers with individuals, departments and committees to define position, selection criteria, timeliness, etc. for all open positions.
2. Gives group presentations regarding recruitment guidelines and committee responsibilities related to selection procedures, development of interview questions/skills tests and writing exercises, and Equal Employment Opportunity and inclusiveness guidelines.
3. Plans and conducts screening committee, diversity, and EEO trainings.
4. Reviews recruitment paperwork for completeness and accuracy such as job announcements, interview questions, record sheets, etc.
5. Designs and researches costs and submission requirements for advertisements and confirms placement of advertisements in various sources to ensure that applicant pools are large and diverse; researches new methods for outreach to candidates for recruitments and maintains recruitment budget.
6. Responds to applicants' inquiries both orally and in writing.
7. Reviews application materials to verify minimum qualifications for positions/pools are met.
8. Reviews interview questions and other assessment exercises; offers suggestions to clarify ambiguous inquiries.
9. Determines salary placements for classified and management employees and makes job offers.
10. Assists in developing and implementing new initiatives to streamline recruitment processes; may maintain and update department website.
11. Establishes and maintains the Applicant Tracking System, personnel requisition management and hiring management programs.
12. Develops and implements trainings for faculty and staff on cultural competency, inclusiveness and diversity and other related topics.

### **DIRECTOR OF EMPLOYMENT SERVICES, EQUITY AND DIVERSITY CONT'D**

13. Plans, organizes and provides leadership for programs and activities designed to foster a District climate of respect, equity, inclusion and diversity.
14. Collects, analyzes and manages data reports, plans and other forms of recruitment statistics. Analyzes recruitment and employment data to ensure that adverse impact is not affecting applicants for recruitment.
15. Coordinates recruitment activities, fairs, workshops and informational sessions for potential applicants.
16. Serves as a member of the Human Resources Committee (HRC) and implements recommendations for improving outreach to candidates and inclusiveness and diversity for faculty and staff.
17. Prepares reports regarding applicant and employee demographics and serves as a resource for District staff and the general public for recruitment, employment, and faculty and staff diversity and inclusiveness issues.
18. Coordinates hiring committee EEO monitor assignments, and serves as a resource for EEO monitors and screening/interviewing committees.
19. Trains, supervises and evaluates specific classified staff in the recruitment area; coordinates and provides direction to other staff in the Human Resources Department.
20. Serves on District-wide committees or chairs ad hoc or college committees as appropriate.
21. Performs other duties as assigned and serves as a backup to the Assistant Vice-Chancellor of Human Resources.

### **Knowledge and Abilities**

#### Thorough Knowledge of:

1. Principles and practices of Human Resources management.
2. Federal, state and local laws, governing recruitment, employment and equal opportunity for faculty, management and staff.
3. Recruitment, selection and retention strategies.
4. Issues of cultural diversity and Equal Opportunity principles and legal requirements.
5. Research techniques and statistics in personnel matters, classification, job analysis, recruitment selection, and benefit administration.
6. Software packages for recruitment, personnel, spreadsheets and databases.

#### Ability to:

1. Gather and analyze data, reason logically and draw valid conclusions.
2. Analyze situations and make appropriate decisions and/or recommendations.
3. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.

**DIRECTOR OF EMPLOYMENT SERVICES, EQUITY AND DIVERSITY cont'd**

4. Clearly communicate ideas and recommendations.
5. Write clear and concise reports.
6. Work with and provide direction to other employees in the completion of the day-to-day work.
7. Establish and maintain cooperative working relationships.
8. Use computerized records, statistical packages and spreadsheets.
9. Maintain confidentiality of non-public information.
10. Successfully work with the many constituencies involved in recruitment and employment.

**Minimum Qualifications**

Education:

- Bachelor's Degree from an accredited college or university in Human Resources Management or Personnel services, Public Administration, Business Administration or a related area and a minimum of three (3) years of work experience in a Human Resources Department.

Experience:

- At least one (1) year of supervisory or work coordination experience
- Three (3) years of full-cycle recruitment experience

Preferred Experience:

- Experience in a public sector Human Resources environment.
- Experience implementing and maintaining an EEO Plan.
- Experience in developing and implementing equity, diversity and inclusion programs, trainings, or workshops

06/2016

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and Linda Rose (“Administrator”), on the other hand, hereby enter into this Educational Administrator Employment Agreement (“Agreement”) pursuant to sub-section “a” of Section 72411 of the *Education Code*. District and Administrator are referred to herein individually as “Party” and collectively as “Parties.”
2. **Position.** District hereby employs Administrator in the position of President of Santa Ana College (“Position”). Administrator is an “academic employee” as defined in sub-section “a” of Section 87001 of the *Education Code*, is an “educational administrator” as defined in sub-section “b” of Section 87002 of the *Education Code*, and is a “management employee” as defined in sub-section “g” of Section 3540.1 of the *Government Code*.
3. **Term.** District agrees to employ Administrator, and Administrator agrees to serve in the Position, for the period commencing July 18, 2016 and ending June 30, 2019. If, prior to June 30 of any other year other than the last year of this Agreement the District does not send or deliver a written notice to Administrator that this Agreement shall not be extended for an additional year, then this Agreement automatically shall be extended for one more year. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement. If notice of non-reemployment is not given by the District at least six (6) months in advance of the date of termination of this Agreement, then the Agreement shall be extended for one (1) additional year pursuant to Education Code Section 72411(c).
4. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are incorporated into this Agreement.
5. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job description for the Position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or any supervising administrators. Administrator is expected to devote full efforts and energies to the Position. At any time during the term of this Agreement, the Board of Trustees may adopt or amend the job description for the Position. Administrator may undertake outside professional activities, including consulting, speaking, and writing, either with or without compensation, provided that such activities do not impair the effectiveness of Administrator or interfere with Administrator’s duties. In those cases in which Administrator engages in outside professional activities which generate compensation for services provided, Administrator shall utilize vacation days.

6. **Transfer, Reassignment, or Title Change.** The Chancellor, with the approval of the Board of Trustees, may transfer or reassign Administrator to any position within the District for which Administrator is qualified, and may change the title of the Position, during the term of this Agreement, but there shall be no loss of compensation by Administrator due to such discretionary transfer, reassignment, or title change.

7. **Salary.** District shall pay an annual salary to Administrator in the amount of \$219,990.85 per academic year (July 1 through June 30), pro-rated if less than a full academic year, paid on a monthly basis. District reserves the right to increase the salary of Administrator during the term of this Agreement, but any such increase shall not be construed as an indication that this Agreement will be renewed or extended. Administrator agrees that District also reserves the right to decrease the salary of Administrator during the term of this Agreement as long as such decrease, on a percentage basis, is no more than what is implemented on a general basis for regular, full-time faculty of the District. Administrator is an exempt employee and is not eligible for overtime pay or compensatory time off.

8. **Work Year.** Administrator is a full-time employee of the District with a work year of 12 months per year. Administrator is entitled to be absent during District-designated holidays.

9. **Health and Welfare Benefits.** District shall provide Administrator with the same health and welfare benefits as currently approved or as subsequently modified by the Board of Trustees for all District administrators.

10. **Vacation.** Administrator shall accrue two and one-quarter vacation days for each month of service. Administrator may not accumulate more than 54 days of unused vacation as of July 1 of any academic year.

11. **Leaves.** Administrator shall be entitled to leaves of absence as provided by law or Board Policy, as may be amended from time-to-time.

12. **Teaching Assignments.** Subject to Board approval, and presuming that Administrator meets minimum qualifications, Administrator may serve as an instructor in no more than one class per semester for additional compensation, provided that such teaching does not impair Administrator's service in the Position.

13. **Professional Meetings and Activities.** Prior approval by the Chancellor shall be obtained for Administrator to attend any meeting or activity related to Administrator's employment in the Position. The reasonable and necessary expenses of attendance by Administrator at such a meeting or activity shall be paid by District only if approved by the Chancellor and the Board of Trustees.

14. **Tax-Sheltered Annuity.** During each academic year (July 1 through June 30) during the term of this Agreement, District shall contribute \$557.88 per month to a tax-sheltered annuity selected by Administrator.

15. **Evaluation.** Administrator shall be evaluated in writing at any time by Administrator's immediate supervisor, pursuant to Board Policy and procedures, utilizing

established goals and objectives, self-assessments, the job description for the Position, and input from other employees.

16. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Section 87458 of the *Education Code*. Administrator has the responsibility to present the necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

17. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 20 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement.

18. **Dismissal or Imposition of Penalties During the Term of this Agreement.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be dishonesty, insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, persistent or serious violation of law or of Board Policy or procedures, or any material and substantial breach of this Agreement. Administrator shall be entitled to due process protections as required by law.

19. **Dismissal or Imposition of Penalties During the Term of this Agreement If Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

20. **Resignation.** Administrator may resign from District employment at any time during the term of this Agreement upon 90 days prior written notice to the Board of Trustees, or upon a shorter period of time as may be approved by the Board of Trustees.

21. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 19 or 20 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18. Any cash settlement shall not include any other non-cash items except health benefits which may be continued for the same duration of time as covered in the settlement or until Administrator finds other employment, whichever comes first. If the unexpired term is greater than 18 months, then the maximum time for continued health benefits paid for by District shall be 18 months.

22. **Medical Examination.** Upon request of the Board of Trustees or the Chancellor, Administrator agrees to undergo a comprehensive physical and/or psychiatric examination to determine if Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position. The costs of any such examination shall be paid for by District. A confidential written report regarding any such examination shall be filed with the Board of Trustees or the Chancellor indicating whether Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position.

23. **Severability.** If any provision of this Agreement is ruled to be contrary to law, all other provisions of this Agreement shall continue to remain in full force and effect.

24. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

25. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

26. **Mandatory Mediation and Arbitration.** Except as otherwise prohibited by law, the Parties agree that any dispute, claim, or controversy arising out of the Parties' employment relationship, including, but not limited to, alleged violations of federal, state, or local statutes, including those prohibiting harassment and discrimination, and any other claims, including alleged violations of any provisions of the *Education Code*, which cannot be resolved through informal and confidential discussions, shall be submitted to mediation, and if mediation if unsuccessful, to binding arbitration before a neutral Arbitrator. The mediator and any necessary Arbitrator shall be selected through Judicial Arbitration & Mediation Services/Endispute (JAMS). Attachment "A" to this Agreement sets forth the procedures to be utilized and is hereby incorporated by reference into this Agreement as if fully set forth within. The Parties agree that they have carefully read Attachment "A," knowingly agree to all of its contents, and knowingly agree to the covenant to mediate and arbitrate all employment disputes contained in Attachment "A".

27. **Ratification.** The Parties agree that this Agreement is not binding or enforceable unless and until it is duly ratified by the Board of Trustees.

The Parties have duly executed this Agreement on the dates indicated below.

\_\_\_\_\_  
For District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2016/2017 FARSCCD INTERIM SALARY SCHEDULE**  
**175 Day Contract Faculty**  
 EFFECTIVE JULY 1, 2016

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$54,298.49	\$58,339.29	\$61,015.47	\$63,690.61	\$66,365.75	\$69,040.89	\$71,830.45
4	\$56,803.06	\$60,843.85	\$63,522.11	\$66,193.10	\$68,870.31	\$71,534.01	\$74,326.69
5	\$59,298.26	\$63,346.33	\$66,019.40	\$68,697.66	\$71,359.28	\$74,038.58	\$76,830.20
6	\$61,799.71	\$65,846.73	\$68,520.84	\$71,191.81	\$73,865.92	\$76,542.10	\$79,330.63
7	\$64,298.03	\$68,348.18	\$71,026.45	\$73,706.79	\$76,371.53	\$79,048.75	\$81,831.03
8	\$66,802.60	\$70,845.47	\$73,523.73	\$76,193.67	\$78,870.89	\$81,548.11	\$84,331.43
9	\$69,305.08	\$73,351.07	\$76,032.45	\$78,696.16	\$81,375.46	\$84,044.35	\$86,830.78
10	\$71,806.53	\$75,855.64	\$78,529.74	\$81,196.56	\$83,872.73	\$86,545.80	\$89,333.27
11	\$74,307.97	\$78,356.04	\$81,023.90	\$83,703.20	\$86,376.26	\$89,048.28	\$91,836.79
12	\$76,810.45	\$80,858.52	\$83,529.51	\$86,201.53	\$88,871.46	\$91,548.69	\$94,336.16
13		\$83,357.89	\$86,028.86	\$88,706.09	\$91,379.15	\$94,052.22	\$96,837.61
14		\$85,859.33	\$88,531.36	\$91,207.54	\$93,881.64	\$96,556.77	\$99,340.09
15		\$88,360.78	\$91,033.84	\$93,711.06	\$96,381.00	\$99,056.14	\$101,840.49
16				\$96,213.54	\$98,879.32	\$101,556.54	\$104,341.94
A						\$105,304.04	\$108,092.54
B						\$109,060.87	\$111,843.15
C						\$112,814.60	\$115,595.31

**CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES**

- CLASS I**
- a) Bachelor's degree
  - b) CTE placement - appropriate minimum qualifications
- CLASS II**
- a) Master's degree
  - b) Bachelor's degree plus 45 approved semester units earned after award of the degree
  - c) CTE placement - appropriate minimum qualifications plus one of the following:
    1. Associate degree or 65 approved semester units plus six years approved work experience credit
    2. Bachelor's degree plus three years approved work experience credit
- CLASS III**
- a) Master's degree plus 15 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 49 approved semester units including a master's degree
  - c) CTE placement - appropriate minimum qualifications plus one of the following:
    1. Associate degree plus 30 approved semester units or 95 approved semester units plus nine years approved work experience credit
    2. Bachelor's degree plus six years approved work experience credit
    3. Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2016/2017 FARSCCD INTERIM SALARY SCHEDULE**  
**175 Day Contract Faculty**  
EFFECTIVE JULY 1, 2016

- CLASS IV*    a) Master's degree plus 30 approved semester units earned after award of the degree  
              b) Bachelor's degree plus 64 approved semester units including a master's degree  
              c) CTE placement - appropriate minimum qualifications plus one of the following:  
                  1. Bachelor's degree plus nine years approved work experience credit  
                  2. Completion of 15 approved semester units after initial placement on  
                      Class III
- CLASS V*    a) Master's degree plus 45 approved semester units earned after award of the degree  
              b) Bachelor's degree plus 79 approved semester units including a master's degree  
              c) CTE placement - appropriate minimum qualifications plus one of the following:  
                  1. Bachelor's degree plus 45 approved semester units plus nine years  
                      approved work experience credit  
                  2. Master's degree plus nine years approved work experience credit  
                  3. Completion of 15 approved semester units after initial placement on  
                      Class IV
- CLASS VI*    a) Master's degree plus 60 approved semester units earned after award of the degree  
              b) Bachelor's degree plus 94 approved semester units including a master's degree  
              c) CTE placement - appropriate minimum qualifications plus one of the following:  
                  1. Master's degree plus 15 approved semester units plus nine years  
                  2. Completion of 15 approved semester units or nine years approved  
                      work experience credit after placement on Class V
- CLASS VII*    a) Doctorate degree

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2016/2017 FARSCCD INTERIM SALARY SCHEDULE**  
**192 Day Contract Faculty**  
 EFFECTIVE JULY 1, 2016

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$59,573.88	\$64,006.80	\$66,943.01	\$69,878.18	\$72,813.35	\$75,748.50	\$78,808.48
4	\$62,321.84	\$66,754.75	\$69,693.03	\$72,624.04	\$75,561.28	\$78,483.98	\$81,547.08
5	\$65,059.38	\$69,500.61	\$72,433.70	\$75,371.99	\$78,291.55	\$81,231.92	\$84,293.98
6	\$67,803.17	\$72,243.37	\$75,177.50	\$78,108.49	\$81,041.58	\$83,977.79	\$87,037.77
7	\$70,544.88	\$74,988.19	\$77,926.48	\$80,867.88	\$83,790.58	\$86,727.82	\$89,780.51
8	\$73,292.83	\$77,727.82	\$80,666.11	\$83,596.07	\$86,533.31	\$89,470.56	\$92,524.31
9	\$76,037.65	\$80,476.80	\$83,419.25	\$86,341.95	\$89,281.27	\$92,209.15	\$95,266.01
10	\$78,782.48	\$83,224.75	\$86,158.88	\$89,084.69	\$92,020.90	\$94,953.98	\$98,011.87
11	\$81,527.31	\$85,968.54	\$88,895.39	\$91,834.71	\$94,767.79	\$97,698.81	\$100,758.78
12	\$84,272.13	\$88,713.37	\$91,644.38	\$94,576.43	\$97,505.34	\$100,442.59	\$103,500.50
13		\$91,456.12	\$94,386.08	\$97,323.34	\$100,256.42	\$103,189.51	\$106,245.33
14		\$94,200.94	\$97,131.95	\$100,068.16	\$103,002.28	\$105,937.45	\$108,991.19
15		\$96,944.73	\$99,877.81	\$102,815.07	\$105,743.98	\$108,679.15	\$111,733.93
16				\$105,560.93	\$108,485.70	\$111,422.94	\$114,478.76
A						\$115,533.95	\$118,592.88
B						\$119,655.88	\$122,708.57
C						\$123,774.68	\$126,824.25

CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES

CLASS I a) Bachelor's degree  
 b) CTE placement - appropriate minimum qualifications

CLASS II a) Master's degree  
 b) Bachelor's degree plus 45 approved semester units earned after award of the degree  
 c) CTE placement - appropriate minimum qualifications plus one of the following:  
 1. Associate degree or 65 approved semester units plus six years approved work experience credit  
 2. Bachelor's degree plus three years approved work experience credit

CLASS III a) Master's degree plus 15 approved semester units earned after award of the degree  
 b) Bachelor's degree plus 49 approved semester units including a master's degree  
 c) CTE placement - appropriate minimum qualifications plus one of the following:  
 1. Associate degree plus 30 approved semester units, or 95 approved semester units plus nine years approved work experience credit  
 2. Bachelor's degree plus six years approved work experience credit  
 3. Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2016/2017 FARSCCD INTERIM SALARY SCHEDULE**  
**192 Day Contract Faculty**  
EFFECTIVE JULY 1, 2016

- CLASS IV* a) Master's degree plus 30 approved semester units earned after award of the degree  
b) Bachelor's degree plus 64 approved semester units including a master's degree  
c) CTE placement - appropriate minimum qualifications plus one of the following:  
    1. Bachelor's degree plus nine years approved work experience credit  
    2. Completion of 15 approved semester units after initial placement on Class III
- CLASS V* a) Master's degree plus 45 approved semester units earned after award of the degree  
b) Bachelor's degree plus 79 approved semester units including a master's degree  
c) CTE placement - appropriate minimum qualifications plus one of the following:  
    1. Bachelor's degree plus 45 approved semester units plus nine years approved work experience credit  
    2. Master's degree plus nine years approved work experience credit  
    3. Completion of 15 approved semester units after initial placement on Class IV
- CLASS VI* a) Master's degree plus 60 approved semester units earned after award of the degree  
b) Bachelor's degree plus 94 approved semester units including a master's degree  
c) CTE placement - appropriate minimum qualifications plus one of the following:  
    1. Master's degree plus 15 approved semester units plus nine years  
    2. Completion of 15 approved semester units or nine years approved work experience credit after placement on Class V
- CLASS VII* a) Doctorate degree

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2016/2017 FARSCCD INTERIM SALARY SCHEDULE**  
**225 Day Contract Faculty**  
 EFFECTIVE JULY 1, 2016

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$69,812.65	\$75,007.95	\$78,448.61	\$81,888.23	\$85,327.84	\$88,767.46	\$92,353.73
4	\$73,032.80	\$78,228.11	\$81,671.88	\$85,106.30	\$88,547.99	\$91,973.05	\$95,563.49
5	\$76,241.52	\$81,446.18	\$84,882.68	\$88,326.45	\$91,748.38	\$95,193.20	\$98,782.59
6	\$79,457.51	\$84,660.10	\$88,098.67	\$91,533.09	\$94,970.62	\$98,411.27	\$101,996.51
7	\$82,669.35	\$87,877.13	\$91,319.87	\$94,766.77	\$98,192.85	\$101,634.55	\$105,211.45
8	\$85,889.49	\$91,087.92	\$94,530.66	\$97,964.03	\$101,405.72	\$104,848.47	\$108,426.41
9	\$89,106.53	\$94,309.12	\$97,756.01	\$101,181.07	\$104,625.88	\$108,057.18	\$111,640.33
10	\$92,323.56	\$97,529.28	\$100,966.80	\$104,396.01	\$107,836.68	\$111,273.17	\$114,857.36
11	\$95,539.55	\$100,744.23	\$104,174.49	\$107,619.29	\$111,055.80	\$114,491.25	\$118,076.47
12	\$98,756.59	\$103,961.25	\$107,395.67	\$110,831.12	\$114,263.47	\$117,706.19	\$121,289.34
13		\$107,175.17	\$110,608.55	\$114,051.28	\$117,487.78	\$120,924.28	\$124,506.38
14		\$110,391.16	\$113,826.63	\$117,267.27	\$120,705.86	\$124,144.43	\$127,723.41
15		\$113,607.16	\$117,043.65	\$120,486.39	\$123,918.72	\$127,358.34	\$130,938.37
16				\$123,703.43	\$127,130.56	\$130,573.29	\$134,154.37
A						\$135,391.04	\$138,976.79
B						\$140,221.27	\$143,799.22
C						\$145,048.38	\$148,623.21

CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES

- CLASS I**
- a) Bachelor's degree
  - b) Vocational placement - appropriate minimum qualifications
- CLASS II**
- a) Master's degree
  - b) Bachelor's degree plus 45 approved semester units earned after award of the degree
  - c) Vocational placement - appropriate minimum qualifications plus one of the following:
    - 1. Associate degree or 65 approved semester units plus six years approved work experience credit
    - 2. Bachelor's degree plus three years approved work experience credit
- CLASS III**
- a) Master's degree plus 15 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 49 approved semester units including a master's degree
  - c) Vocational placement - appropriate minimum qualifications plus one of the following:
    - 1. Associate degree plus 30 approved semester units, or 95 approved semester units plus nine years approved work experience credit
    - 2. Bachelor's degree plus six years approved work experience credit
    - 3. Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2016/2017 FARSCCD INTERIM SALARY SCHEDULE**  
**225 Day Contract Faculty**  
EFFECTIVE JULY 1, 2016

- CLASS IV    a) Master's degree plus 30 approved semester units earned after award of the degree  
              b) Bachelor's degree plus 64 approved semester units including a master's degree  
              c) Vocational placement - appropriate minimum qualifications plus one of the following:  
                  1. Bachelor's degree plus nine years approved work experience credit  
                  2. Completion of 15 approved semester units after initial placement on  
                      Class III
- CLASS V     a) Master's degree plus 45 approved semester units earned after award of the degree  
              b) Bachelor's degree plus 79 approved semester units including a master's degree  
              c) Vocational placement - appropriate minimum qualifications plus one of the following:  
                  1. Bachelor's degree plus 45 approved semester units plus nine years  
                      approved work experience credit  
                  2. Master's degree plus nine years approved work experience credit  
                  3. Completion of 15 approved semester units after initial placement on  
                      Class IV
- CLASS VI    a) Master's degree plus 60 approved semester units earned after award of the degree  
              b) Bachelor's degree plus 94 approved semester units including a master's degree  
              c) Vocational placement - appropriate minimum qualifications plus one of the following:  
                  1. Master's degree plus 15 approved semester units plus nine years  
                  2. Completion of 15 approved semester units or nine years approved  
                      work experience credit after placement on Class V
- CLASS VII   a) Doctorate degree

**2016/2017 FARSCCD INTERIM CREDIT SUMMER SALARY SCHEDULE "A"**

EFFECTIVE JULY 1, 2016

**TEACHING** (Lecture Hour Equivalent [LHE] = 18 times the hourly rate)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$75.42	\$81.02	\$84.75	\$88.46	\$92.17	\$95.89	\$99.77
4	\$78.89	\$84.51	\$88.22	\$91.93	\$95.66	\$99.35	\$103.23
5	\$82.36	\$87.98	\$91.70	\$95.41	\$99.11	\$102.83	\$106.70

**LAB** (Equivalent to 0.90 of a lecture hour)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$67.88	\$72.93	\$76.28	\$79.62	\$82.96	\$86.30	\$89.79
4	\$71.00	\$76.06	\$79.41	\$82.74	\$86.09	\$89.42	\$92.91
5	\$74.12	\$79.19	\$82.54	\$85.87	\$89.21	\$92.56	\$96.04

**COUNSELING/  
LIBRARIAN/NURSING** (Equivalent to .085 of a lecture hour)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$64.10	\$68.88	\$72.04	\$75.19	\$78.35	\$81.50	\$84.80
4	\$67.06	\$71.83	\$74.99	\$78.14	\$81.30	\$84.45	\$87.74
5	\$70.00	\$74.78	\$77.95	\$81.10	\$84.25	\$87.41	\$90.70

**NON-TEACHING** (Equivalent to 0.5 of a lecture hour)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$37.71	\$40.51	\$42.37	\$44.24	\$46.09	\$47.95	\$49.88
4	\$39.45	\$42.26	\$44.11	\$45.97	\$47.83	\$49.68	\$51.62
5	\$41.18	\$44.00	\$45.85	\$47.71	\$49.56	\$51.42	\$53.36

Schedule A applies to all academic college credit faculty who were employed on contract during the preceding academic year. All laboratory classes will be compensated at 0.90 of a lecture hour. Compensation for health services faculty, counselors, and librarian assignments will be computed at .85 of a lecture hour.

Placement on Schedule A is according to class and step placement as of the spring semester immediately preceding summer school.

A maximum assignment of 1.5 LHE per week will be allowed for all instructors, up to a maximum of 12 LHE for the summer program. This is a weekly assigned maximum, not an average or aggregate of total weeks taught during a summer session.

A maximum of twenty seven (27) hours per week will be allowed for all counselors. Combined counseling and instructional assignments shall be subject to the 27 hour limit. Assignments during the summer session shall be 100% student contact unless modified by mutual agreement with the appropriate administrator.

**2016/2017 FARSCCD INTERIM NON-CREDIT SUMMER SALARY SCHEDULE "C"**

EFFECTIVE JULY 1, 2016

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$84.84	\$91.15	\$95.34	\$99.52	\$103.70	\$107.88	\$112.24
4	\$88.75	\$95.05	\$99.26	\$103.43	\$107.61	\$111.77	\$116.14
5	\$92.65	\$98.98	\$103.16	\$107.34	\$111.50	\$115.69	\$120.05

Schedule C applies to all college non-credit full-time employees who were employed on contract during the preceding academic year and are continuing on contract for the ensuing academic year.

Placement on Schedule C is according to class and step placement as of the spring semester immediately preceding summer school.

Full-time instructors assigned to teach the course, Learning Disabilities Laboratory, shall be paid at 0.85 of the appropriate rate on this schedule.

A summer session assignment shall not exceed a total of 170 hours.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2016/2017 FARSCCD INTERIM SALARY SCHEDULE "B"**  
*PART-TIME/BEYOND CONTRACT (Overload)*  
 EFFECTIVE JULY 1, 2016

ATTACHMENT #13

<b>TEACHING</b>	(Lecture Hour Equivalent [LHE] = 18 times the hourly rate)			
	<b>Column I</b>	<b>Column II</b>	<b>Column III</b>	<b>Column IV</b>
<b>STEP</b>	<b>LESS THAN MASTER'S</b>	<b>MASTER'S</b>	<b>MASTER'S + 15</b>	<b>MASTER'S + 30</b>
1				
2				
3	\$54.37	\$57.09	\$59.94	\$62.94
4	\$57.09	\$59.94	\$62.94	\$66.08
5	\$59.94	\$62.94	\$66.08	\$69.39

<b>LAB</b>	(Equivalent to 0.90 of a lecture hour)			
	<b>LESS THAN MASTER'S</b>	<b>MASTER'S</b>	<b>MASTER'S + 15</b>	<b>MASTER'S + 30</b>
1				
2				
3	\$48.93	\$51.38	\$53.95	\$56.65
4	\$51.38	\$53.95	\$56.65	\$59.48
5	\$53.95	\$56.65	\$59.48	\$62.45

<b>COUNSELING/ LIBRARIAN/NURSING</b>	(equivalent to 0.85 of a lecture hour)			
	<b>LESS THAN MASTER'S</b>	<b>MASTER'S</b>	<b>MASTER'S + 15</b>	<b>MASTER'S + 30</b>
1				
2				
3	\$46.22	\$48.53	\$50.96	\$53.50
4	\$48.53	\$50.96	\$53.50	\$56.17
5	\$50.96	\$53.50	\$56.17	\$58.98

<b>NON-TEACHING</b>	(equivalent to 0.5 of a lecture hour)			
	<b>LESS THAN MASTER'S</b>	<b>MASTER'S</b>	<b>MASTER'S + 15</b>	<b>MASTER'S + 30</b>
1				
2				
3	\$27.19	\$28.55	\$29.98	\$31.47
4	\$28.55	\$29.98	\$31.47	\$33.04
5	\$29.98	\$31.47	\$33.04	\$34.69

Schedule B applies to all non-contract college credit academic employees. Extra pay assignments beyond the regular contract load during the fall and spring semesters shall be paid at the established lecture hour equivalent (LHE) or fraction thereof. Part-time laboratory assignments shall be paid at 0.90 of the LHE rate. Part-time assignments in library, health services, and counseling shall be paid at 0.85 of the LHE rate.

The hourly pay rate for **part-time psychologists** who are college counselors assigned specifically to provide psychological services through the Health Centers will be **\$72.57**.

Initial placement for faculty is at step 3, with advancement occurring every two (2) semesters of part-time/beyond contract work.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2016/2017 CEFA INTERIM SALARY SCHEDULE**  
 EFFECTIVE JULY 1, 2016

ATTACHMENT #14

<b>INSTRUCTION</b>	<b>Column I</b>	<b>Column II</b>	<b>Column III</b>
<b>STEP</b>	<b>LESS THAN MASTER'S</b>	<b>MASTER'S</b>	<b>MASTER'S + 30</b>
1			
2			
3	\$46.10	\$47.25	\$48.44
4	\$47.25	\$48.44	\$49.65
5	\$48.44	\$49.65	\$50.89

Non-credit counselor's salary paid by the district during 2008-2009 shall continue at that same rate until the schedule below increases to the 2008-2009 rate of pay. If any of the non-credit counselors leave the unit and return at a later date, their rate of pay will continue at what is was as of 2008-2009, or the schedule below, whichever is greater.

<b>COUNSELING</b>	<b>Column I</b>	<b>Column II</b>	<b>Column III</b>
<b>STEP</b>	<b>LESS THAN MASTER'S</b>	<b>MASTER'S</b>	<b>MASTER'S + 30</b>
1			
2			
3	\$39.18	\$40.16	\$41.17
4	\$40.16	\$41.17	\$42.20
5	\$41.17	\$42.20	\$43.26

<b>NON-INSTRUCTION</b>	<b>Column I</b>	<b>Column II</b>	<b>Column III</b>
<b>STEP</b>	<b>LESS THAN MASTER'S</b>	<b>MASTER'S</b>	<b>MASTER'S + 30</b>
1			
2			
3	\$23.05	\$23.63	\$24.22
4	\$23.63	\$24.22	\$24.83
5	\$24.22	\$24.83	\$25.45

<b>COORDINATION OR CURRICULUM DEVELOPMENT</b>	<b>Column I</b>	<b>Column II</b>
<b>STEP</b>	<b>LESS THAN MASTER'S</b>	<b>MASTER'S OR GREATER</b>
1	\$37.49	\$38.43

Placement on Salary Schedules

New unit members shall be placed on Step 3 of the appropriate class. Advancement to the next step shall occur upon completion of three (3) semesters of service. A semester of service means that a unit member teaches at least 75% of the semester length. Continuing unit members shall receive a step advancement upon completion of three (3) semesters of service subsequent to their last step advancement.

Time worked as a substitute, summer school unit member, site administrator or in the credit program shall not count toward step placement.

**Rancho Santiago Community College District**  
**2015/2016 CSEA CHAPTER 888**  
**PERMANENT ANNUAL SALARY SCHEDULE**  
**Effective January 1, 2016**

**TEACHER**

STEP	ASSOCIATE TEACHER	PERMIT	AA	BA
1	\$23,627.28	\$30,895.83	\$32,442.52	\$34,064.60
2	\$24,368.25	\$31,699.43	\$33,244.02	\$34,866.09
3	\$25,109.23	\$32,503.04	\$34,048.67	\$35,670.75
4	\$25,848.07	\$33,307.70	\$34,851.22	\$36,473.29
5	\$26,590.12	\$34,109.18	\$35,653.77	\$37,276.89
6	\$27,331.09	\$34,913.84	\$36,458.42	\$38,080.50
7	\$28,069.92	\$35,717.45	\$37,260.97	\$38,884.10
8	\$28,811.96	\$36,520.00	\$38,065.63	\$39,687.71
9	\$29,550.81	\$37,323.61	\$38,867.13	\$40,490.26
10	\$30,291.79	\$38,126.15	\$39,670.73	\$41,293.87
11	\$31,030.64	\$38,930.82	\$40,476.46	\$42,097.47
12	\$31,772.67	\$39,733.37	\$41,279.00	\$42,898.95

**MASTER TEACHER**

STEP	AA	BA	MA
1	\$37,541.22	\$39,418.07	\$41,390.46
2	\$38,379.86	\$40,256.72	\$42,225.91
3	\$39,217.43	\$41,095.36	\$43,064.55
4	\$40,055.02	\$41,932.93	\$43,903.19
5	\$40,894.71	\$42,771.56	\$44,742.89
6	\$41,733.35	\$43,610.19	\$45,580.46
7	\$42,570.93	\$44,447.76	\$46,419.11
8	\$43,408.50	\$45,284.29	\$47,257.74
9	\$44,247.14	\$46,125.05	\$48,095.32
10	\$45,084.72	\$46,963.70	\$48,933.95
11	\$45,925.48	\$47,801.27	\$49,772.59
12	\$46,765.18	\$48,639.90	\$50,609.11

The annual rate will be paid in 12 equal monthly payments. A \$300/month stipend will be paid to the employee who serves in the capacity of Assistant Director. A \$500/month stipend will be paid to the employee who serves in the capacity of Site Supervisor.

**Rancho Santiago Community College District  
2015/2016 CSEA CHAPTER 888  
PERMANENT HOURLY SALARY SCHEDULE  
Effective January 1, 2016**

**TEACHER**

STEP	ASSOCIATE TEACHER	PERMIT	AA	BA
1	\$14.27	\$18.66	\$19.60	\$20.57
2	\$14.71	\$19.14	\$20.07	\$21.05
3	\$15.16	\$19.63	\$20.56	\$21.54
4	\$15.61	\$20.12	\$21.05	\$22.03
5	\$16.06	\$20.59	\$21.53	\$22.52
6	\$16.51	\$21.08	\$22.02	\$22.99
7	\$16.95	\$21.57	\$22.51	\$23.48
8	\$17.40	\$22.05	\$22.98	\$23.97
9	\$17.84	\$22.54	\$23.47	\$24.45
10	\$18.29	\$23.03	\$23.96	\$24.94
11	\$18.74	\$23.51	\$24.45	\$25.42
12	\$19.18	\$23.99	\$24.93	\$25.90

**MASTER TEACHER**

STEP	AA	BA	MA
1	\$22.68	\$23.80	\$25.00
2	\$23.17	\$24.31	\$25.50
3	\$23.68	\$24.82	\$26.01
4	\$24.19	\$25.32	\$26.51
5	\$24.69	\$25.83	\$27.02
6	\$25.20	\$26.34	\$27.53
7	\$25.71	\$26.84	\$28.04
8	\$26.21	\$27.35	\$28.53
9	\$26.72	\$27.86	\$29.04
10	\$27.23	\$28.37	\$29.55
11	\$27.73	\$28.86	\$30.05
12	\$28.24	\$29.37	\$30.56

**Rancho Santiago Community College District**  
**2016/2017 CSEA CHAPTER 888**  
**INTERIM ANNUAL SALARY SCHEDULE**  
 Effective July 1, 2016

**TEACHER**

STEP	ASSOCIATE TEACHER	PERMIT	AA	BA
1	\$23,627.28	\$30,895.83	\$32,442.52	\$34,064.60
2	\$24,368.25	\$31,699.43	\$33,244.02	\$34,866.09
3	\$25,109.23	\$32,503.04	\$34,048.67	\$35,670.75
4	\$25,848.07	\$33,307.70	\$34,851.22	\$36,473.29
5	\$26,590.12	\$34,109.18	\$35,653.77	\$37,276.89
6	\$27,331.09	\$34,913.84	\$36,458.42	\$38,080.50
7	\$28,069.92	\$35,717.45	\$37,260.97	\$38,884.10
8	\$28,811.96	\$36,520.00	\$38,065.63	\$39,687.71
9	\$29,550.81	\$37,323.61	\$38,867.13	\$40,490.26
10	\$30,291.79	\$38,126.15	\$39,670.73	\$41,293.87
11	\$31,030.64	\$38,930.82	\$40,476.46	\$42,097.47
12	\$31,772.67	\$39,733.37	\$41,279.00	\$42,898.95

**MASTER TEACHER**

STEP	AA	BA	MA
1	\$37,541.22	\$39,418.07	\$41,390.46
2	\$38,379.86	\$40,256.72	\$42,225.91
3	\$39,217.43	\$41,095.36	\$43,064.55
4	\$40,055.02	\$41,932.93	\$43,903.19
5	\$40,894.71	\$42,771.56	\$44,742.89
6	\$41,733.35	\$43,610.19	\$45,580.46
7	\$42,570.93	\$44,447.76	\$46,419.11
8	\$43,408.50	\$45,284.29	\$47,257.74
9	\$44,247.14	\$46,125.05	\$48,095.32
10	\$45,084.72	\$46,963.70	\$48,933.95
11	\$45,925.48	\$47,801.27	\$49,772.59
12	\$46,765.18	\$48,639.90	\$50,609.11

The annual rate will be paid in 12 equal monthly payments. A \$300/month stipend will be paid to the employee who serves in the capacity of Assistant Director. A \$500/month stipend will be paid to the employee who serves in the capacity of Site Supervisor.

**Rancho Santiago Community College District**  
**2016/2017 CSEA CHAPTER 888**  
**INTERIM HOURLY SALARY SCHEDULE**  
 Effective July 1, 2016

**TEACHER**

STEP	ASSOCIATE TEACHER	PERMIT	AA	BA
1	\$14.27	\$18.66	\$19.60	\$20.57
2	\$14.71	\$19.14	\$20.07	\$21.05
3	\$15.16	\$19.63	\$20.56	\$21.54
4	\$15.61	\$20.12	\$21.05	\$22.03
5	\$16.06	\$20.59	\$21.53	\$22.52
6	\$16.51	\$21.08	\$22.02	\$22.99
7	\$16.95	\$21.57	\$22.51	\$23.48
8	\$17.40	\$22.05	\$22.98	\$23.97
9	\$17.84	\$22.54	\$23.47	\$24.45
10	\$18.29	\$23.03	\$23.96	\$24.94
11	\$18.74	\$23.51	\$24.45	\$25.42
12	\$19.18	\$23.99	\$24.93	\$25.90

**MASTER TEACHER**

STEP	AA	BA	MA
1	\$22.68	\$23.80	\$25.00
2	\$23.17	\$24.31	\$25.50
3	\$23.68	\$24.82	\$26.01
4	\$24.19	\$25.32	\$26.51
5	\$24.69	\$25.83	\$27.02
6	\$25.20	\$26.34	\$27.53
7	\$25.71	\$26.84	\$28.04
8	\$26.21	\$27.35	\$28.53
9	\$26.72	\$27.86	\$29.04
10	\$27.23	\$28.37	\$29.55
11	\$27.73	\$28.86	\$30.05
12	\$28.24	\$29.37	\$30.56

**16/17 FARSCCD 12 MONTH/192 AND 225 DAY FACULTY STEP INCREASE LIST**

**Effective July 1, 2016**

LAST NAME	FIRST NAME	DIVISION	LOC	DUTY DAYS	PAY FREQ	CONT CLASS	NEW STEP 16/17	NEW SALARY 16/17
Aguilar Beltran	Maria	Counseling	SAC	192	12	V	14	\$103,002.28
Brown	Angela	Counseling	SAC	192	12	VI	A(1)	\$115,533.95
Campitelli-Smith	Melissa	Enrollment & Support Services	SCC	192	12	VII	15	\$111,733.93
Carrion	Rodolfo	Counseling & Student Support Svcs	SCC	192	12	VI	A(1)	\$115,533.95
Chaidez	Maria	Counseling & Student Support Svcs	SCC	192	12	II	8	\$77,727.82
Coto	Jennifer	Counseling & Student Support Svcs	SCC	192	12	VII	A(1)	\$118,592.88
Crabill	Phillip	Counseling & Student Support Svcs	SCC	192	12	VII	12	\$103,500.50
Escobar	Dora	Counseling & Student Support Svcs	SCC	192	12	V	12	\$97,505.34
Gonzalez	Haydee	Counseling	SAC	192	12	III	8	\$80,666.11
Graham	Song	Counseling & Student Support Svcs	SCC	192	12	V	11	\$94,767.79
Hedenberg	Lacy	Counseling & Student Support Svcs	SCC	192	12	III	10	\$86,158.88
James	Scott	Academic Affairs	SCC	192	12	II	11	\$85,968.54
Le	Phi Loan	Student Services	SAC	192	12	VII	A(1)	\$118,592.88
Macintyre	Michelle	Counseling	SAC	192	12	VI	12	\$100,442.59
Meckes	Ana	Counseling	SAC	192	12	II	12	\$88,713.37
Nguyen	Thu T.	Counseling	SAC	192	12	IV	13	\$97,323.34
Pastrana	Leo	Counseling	SAC	192	12	II	9	\$80,476.80
Robledo	Joanna	Counseling	SAC	192	12	VI	14	\$105,937.45
Robledo	Reymundo	Counseling	SAC	192	12	VI	14	\$105,937.45
Salgado	Susana	Student Svcs	SAC	192	12	VII	15	\$111,733.93
Vu	Vivien	Student Services	SCC	192	12	IV	11	\$91,834.71

**16/17 CSEA CHAPTER 888**  
**Child Development Teachers**  
 Effective July 1, 2016

NAME	POSITION	CTR/SITE	LOC	GRADE	STEP	SALARY	HOURLY
Arreguin Lopez, Marybel	Master Teacher	CEC	DO	MT/BA (2)	5	\$42,118.72	\$25.43
Benavente, Nicole	Master Teacher	SAC ECEC	DO	MT/BA (2)	2	\$39,642.26	\$23.94
Cahill, Mary	Teacher	CEC	DO	T/AA (3)	8	\$37,484.62	\$22.63
Camson, Marian	Master Teacher	CEC	DO	MT/BA (2)	11	\$47,071.66	\$28.42
Candela, Catherine	Master Teacher	DO	DO	MT/BA (2)	5	\$42,118.72	\$25.43
Castaneda, Daisy	Master Teacher	DO	DO	MT/BA (2)	9	\$45,421.02	\$27.43
Cervantes, Isela	Master Teacher	DO	DO	MT/BA (2)	5	\$42,118.72	\$25.43
Chavez, Erika	Master Teacher (57.5%)	CEC	DO	MT/AA (1)	2	\$21,731.58	\$22.82
Cordoba, Luz	Master Teacher	SAC ECEC	DO	MT/BA (2)	7	\$43,769.34	\$26.43
Daniels, Alisa	Master Teacher	SAC ECEC	DO	MT/BA (2)	7	\$43,769.34	\$26.43
Escalera, Juana	Master Teacher	SAC ECEC	DO	MT/BA (2)	4	\$41,292.89	\$24.93
Gasca, Yolanda	Master Teacher	CEC	DO	MT/BA (2)	10	\$46,246.87	\$27.93
Guerra, Maria	Master Teacher	SAC E	DO	MT/BA (2)	7	\$43,769.34	\$26.43
Gutierrez, Violet	Master Teacher	SAC ECEC	DO	MT/AA (1)	2	\$37,794.05	\$22.82
Iniguez, Imelda	Master Teacher	SAC ECEC	DO	MT/AA (1)	7	\$41,921.15	\$25.32
Jorquera, Paz	Master Teacher	SAC ECEC	DO	MT/AA (1)	6	\$41,096.36	\$24.82
Lemus Vallejo, Cristina	Teacher	SAC E	DO	T/P (2)	6	\$34,380.94	\$20.76
Mangali, Colleen	Master Teacher	SCC	DO	MT/BA (2)	6	\$42,944.55	\$25.94
McCann, Kathleen	Master Teacher	SCC	DO	MT/AA (1)	12(M)	\$46,051.38	\$27.81
Nichols, Teresa	Teacher	SAC E	DO	T/AA (3)	8	\$37,484.62	\$22.63
Ortiz, Consuelo	Master Teacher	CEC	DO	MT/MA (3)	2	\$41,581.40	\$25.11
Paz-Lugo, Artemisa	Master Teacher	CEC	DO	MT/AA (1)	6	\$41,096.36	\$24.82
Perez Zuniga, Elvia	Associate Teacher	CEC	DO	T/AT (1)	6	\$26,913.92	\$16.26
Racca, Lyn	Master Teacher	SAC ECEC	DO	MT/BA (2)	10	\$46,246.87	\$27.93
Ramirez, Alicia	Master Teacher	DO	DO	MT/BA (2)	7	\$43,769.34	\$26.43
Ramirez, Lilia	Master Teacher (57.5%)	SAC ECEC	DO	MT/BA (2)	2	\$22,794.30	\$23.94
Salinas, Keo	Master Teacher	SAC ECEC	DO	MT/MA (3)	7	\$45,710.60	\$27.61
Santamaria, Sandra	Master Teacher	DO	DO	MT/AA (1)	5	\$40,270.52	\$24.32

## RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

## HUMAN RESOURCES DOCKET

CLASSIFIED

JUNE 13, 2016

**CLASSIFIED**2016-2017 CSEA Interim Salary Schedule Attachment #12016-2017 Miscellaneous Salary Schedule Attachment #22016-2017 CSEA Step Increases Attachment #3Longevity Increment Adjustments Attachment #4Out of Class Assignment

Bergara, Elizabeth Student Services Coordinator/ Financial Aid/ SCC	Effective: 07/01/16 – 06/30/17 Grade 15, Step 3 \$60,120.57
Briceno, Yasmina Information Systems Specialist/ Auxiliary Services/ SAC	Effective: 07/01/16 – 06/30/17 Grade 11, Step 6 + 5%L \$59,300.74
Bustamante, Karen Director College Advancement/ Foundation/ SCC	Effective: 07/01/16 – 06/30/17 Grade G, Step 1 \$85,282.28 <i>Supervisory</i>
Duenez, Patricia Executive Secretary/ Ed. Services/ District	Effective: 07/01/16 – 06/30/17 Grade 14, Step 1 + 2.5%Bil \$52,913.49
Goss, Gloria Administrative Secretary/ OEC	Effective: 05/16/16 – 12/31/16 Grade 12, Step 6 + 2.5%L \$60,944.54
Prajapati, Jitesh Financial Aid Analyst/ Financial Aid/ SCC	Effective: 07/01/16 – 06/30/17 Grade 11, Step 5 + 1PG (500) \$54,288.73
Qinonez, Raul Bookstore Buyer/ Bookstore/ SAC	Effective: 07/01/16 – 06/30/17 Grade 10, Step 6 + 2.5%L \$55,394.63
Vega, Alexandria Student Services Specialist/ Financial Aid/ SCC	Effective: 07/01/16 – 06/30/17 Grade 10, Step 3 \$46,705.24

Out of Class Assignment cont'd

Verduzco, Maria Administrative Secretary/ OEC	Effective: 05/02/16 – 05/27/16 Grade 12, Step 4 + 7.5%L \$57,959.85
Wild, Christopher Bookstore Operations Specialist/ Bookstore/ SAC	Effective: 07/01/16 – 06/30/17 Grade 13, Step 5 + 2.5%L \$61,049.00
Xu, Xiaofei Sr. Accountant/ Fiscal Services/ District	Effective: 07/01/16 – 07/31/16 Grade 15, Step 5 \$66,299.54

Voluntary Furlough

Gonzalez, Araceli General Office Clerk/ School of Continuing Education/ SAC	Effective: 07/01/16 – 08/04/16 Grade 3, Step 6 + 2.5%L + 2PG @ 80% VF \$34,867.31
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Ratification of Resignation/Retirement

Collins, Terrance Custodian/ OEC/ SCC	Effective: July 1, 2016 Reason: Resignation
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**CLASSIFIED HOURLY**

Leave of Absence

Bellis, Barbara Library Tech/ SCC	Effective: 07/04/16 – 07/15/16 08/15/16 – 08/19/16 11/21/16 – 11/25/16 12/19/16 – 12/30/16 01/02/17 – 01/06/17 04/10/17 – 04/14/17 05/22/17 – 05/26/17 Reason: Non Work Days 10 Month Contract
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**TEMPORARY ASSIGNMENT**

Aguilar, Patricia Instructional Assistant/ School of Continuing Education/ SAC	Effective: 07/05/16 - 04/22/17
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**TEMPORARY ASSIGNMENT cont'd**

Aguirre, Marysol Instructional Assistant/ School of Continuing Education/ SAC	Effective: 07/04/16 – 04/22/17
Allenegui, Jeanell Student Services Coord./ Counseling/ SAC	Effective: 07/01/16 – 07/13/16
Arroyo, Judy Administrative Secretary/ School of Continuing Education/ SAC	Effective: 07/04/16 – 04/22/17
Barajas, Yesenia Counseling Assistant/ School of Continuing Education/ SAC	Effective: 07/05/16 – 04/22/17
Bianzon, Felipe Custodian/ School of Continuing Education/ SAC	Effective: 07/05/16 – 04/22/17
Bustamante, David Student Services Spec./ Financial Aid/ SCC	Effective: 07/05/16 – 04/21/17
Caudillo, Margaret Instructional Assistant/ School of Continuing Education/ SAC	Effective: 07/05/16 – 04/22/17
Ceron, Jessica Counseling Assistant/ Counseling/ SCC	Effective: 07/11/16 – 06/30/17
Clarke, Kate Financial Aid Tech./ Financial Aid/ SCC	Effective: 07/05/16 – 06/30/17
Colon, Alejandra Student Services Specialist/ Student Affairs/ SAC	Effective: 06/14/16 – 06/30/16 07/01/16 - 08/31/16
Dela Torre, Ivan Tech Specialist I/ ITS/ SAC	Effective: 07/01/16 – 12/31/16
Dorantes, Andrea Instructional Assistant/ School of Continuing Education/ SAC	Effective: 07/05/16 – 12/31/16

**TEMPORARY ASSIGNMENT cont'd**

Flores, Edgar Student Program Spec./ Student Affairs/ SAC	Effective: 07/05/16 – 08/05/16
Gonzalez, Jaime District Safety Officer/ District	Effective: 07/01/16 – 06/30/17
Guzman, Jonathan Student Program Spec./ Student Affairs/ SAC	Effective: 07/05/16 – 08/06/16
Harris, Courtney District Safety Officer/ District	Effective: 07/01/16 – 06/30/17
Lee, Alfred Instructional Assistant/ Counseling/ SAC	Effective: 06/14/16 – 06/30/16 07/01/16 – 08/05/16
Lee, Patrick District Safety Officer/ District	Effective: 07/01/16 – 06/30/17
Lopez Sotelo, Eduardo District Safety Officer/ District	Effective: 07/01/16 – 06/30/17
Lopez, Christian Electronic Comp., Tech I/ ITS/ SAC	Effective: 07/01/16 – 06/30/17
Martes, David District Safety Officer/ District	Effective: 07/01/16 – 06/30/17
Martinez Mendoza, Elvira Counseling Assistant/ EOPS/ SCC	Effective: 07/11/16 – 01/13/17
Martinez, Daniel District Safety Officer/ District	Effective: 07/01/16 – 06/30/17
Montanez, Jesse District Safety Officer/ District	Effective: 07/01/16 – 06/30/17
Morales, Adriana Intermediate Account Clerk/ School of Continuing Education/ SAC	Effective: 07/04/16 – 04/22/17

**TEMPORARY ASSIGNMENT cont'd**

Pita, Lazaro Effective: 07/01/16 – 06/30/17  
District Safety Officer/ District

Rivera, Elke Effective: 07/01/16 – 06/30/17  
Senior Clerk/ Humanities & Soc. Sci./ SAC

Salas, Elizabeth Effective: 06/14/16 – 06/30/16  
Administrative Clerk/ OEC/ SCC

Smith, Samuel Effective: 07/01/16 – 12/31/16  
Electronic Comp. Tech I/ ITS/ SAC

Tinoco, Rebecca Effective: 07/05/16 – 08/05/16  
Instructional Assistant/ Student Affairs/  
SAC

Vasquez, Liliana Effective: 06/14/16 – 6/30/16  
Administrative Clerk/ OEC/ SCC

Zambrano Reynoso, Ivan Effective: 07/11/16 – 12/16/16  
Financial Aid Tech./ Financial Aid/ SCC

*Additional Hours for Ongoing Assignment*

Cabrera, Juan Effective: 07/01/16 – 06/30/17  
Learning Facilitator / Humanities & Soc.  
Sci./ SAC Not to exceed 19 consecutive days in any  
given period.

Chang, Timothy Effective: 07/01/16 – 06/30/17  
Counseling Assistant/ OEC/ SCC Not to exceed 19 consecutive days in any  
given period.

Flores, Maria Effective: 05/16/16 – 06/30/16  
Intermediate Clerk/ OEC/ SCC Not to exceed 19 consecutive days in any  
given period.

Gamboa, Dillon Effective: 06/13/16 – 06/25/16  
Senior Account Clerk/ OEC/ SCC Not to exceed 19 consecutive days in any  
given period.

*Additional Hours for Ongoing Assignment cont'd*

Gilbert, Jessica Administrative Clerk/ Academic Affairs/ SCC	Effective: 05/20/16 – 06/30/16 Not to exceed 19 consecutive days in any given period.
Hernandez, Louis Cashier/ Bookstore/ SAC	Effective: 07/01/16 – 06/30/17 Not to exceed 19 consecutive days in any given period.
Hollister, Deborah Cashier/ Bookstore/ SAC	Effective: 07/01/16 – 06/30/17 Not to exceed 19 consecutive days in any given period.
Macias, Jazmin Senior Cashier/ Bookstore/ SCC	Effective: 07/01/16 – 06/30/17 Not to exceed 19 consecutive days in any given period.
McMinimy, Tawny Auxiliary Services Spec./ Auxiliary Services/ SAC	Effective: 07/01/16 – 06/30/17 Not to exceed 19 consecutive days in any given period.
Ramirez, Liliana Student Program Spec./ Student Affairs/ SAC	Effective: 07/05/16 – 08/05/16 Not to exceed 19 consecutive days in any given period.
Siegel, Sue Cashier/ Bookstore/ SAC	Effective: 07/01/16 – 06/30/17 Not to exceed 19 consecutive days in any given period.
Velazquez, Kimberly Counseling Assistant/ Counseling/ SAC	Effective: 07/01/16 – 06/30/17 Not to exceed 19 consecutive days in any given period.
Zamora, Cristina Auxiliary Services Spec./ Auxiliary Services/ SAC	Effective: 07/01/16 – 06/30/17 Not to exceed 19 consecutive days in any given period.

*Substitute Assignments*

Cloyd, Shiloh Custodian/ Admin. Services/ SCC	Effective: 05/16/16 – 06/30/16
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*Substitute Assignments cont'd*

Gonzalez, Jaime District Safety Officer/ District	Effective: 07/01/16 – 06/30/17
Harris, Courtney District Safety Officer/ District	Effective: 07/01/16 – 06/30/17
Khadige, Rita Administrative Secretary/ Educ. Services/ District	Effective: 05/01/16 – 06/30/16
Lee, Patrick District Safety Officer/ District	Effective: 07/01/16 – 06/30/17
Lopez Sotelo, Eduardo District Safety Officer/ District	Effective: 07/01/16 – 06/30/17
Martes, David District Safety Officer/ District	Effective: 07/01/16 – 06/30/17
Martinez, Daniel District Safety Officer/ District	Effective: 07/01/16 – 06/30/17
Mercado, Cindy Custodian/ Admin. Services/ SCC	Effective: 05/16/16 – 06/30/16
Montanez, Jesse District Safety Officer/ District	Effective: 07/01/16 – 06/30/17
Pita, Lazaro District Safety Officer/ District	Effective: 07/01/16 – 06/30/17
Rodriguez, Bobby Custodian/ Admin. Services/ SCC	Effective: 05/13/16 – 06/30/16
Tran, Ngoc Accountant/ Fiscal Services/ District	Effective: 05/13/16 – 06/30/16 07/01/16 – 10/31/16

**MISCELLANEOUS POSITIONS**

Ando, Lucyna Presenter II/ Student Services/ SCC	Effective: 07/01/16
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**MISCELLANEOUS POSITIONS cont'd**

Arriaga, Sergio Residential Assistant II/ Student Services/ SCC	Effective: 07/17/16 – 07/28/16
Bonfiglio, Steve Presenter II/ Student Services/ SCC	Effective: 07/01/16 – 06/30/17
Equihua Bernal, Gabriel Child Dev. Intern I/ Child Dev. Serv./ SAC	Effective: 05/16/16 – 06/30/16
Flores, Ruby Residential Assistant III/ Student Affairs/ SAC	Effective: 07/01/16 – 08/12/16
Gold, Bary Community Services Presenter/ SCC	Effective: 06/20/16
Morrison, Gloria Facility Planner II/ District Safety/ District	Effective: 07/01/16 – 09/30/16

**COMMUNITY SERVICE PRESENTERS**

Stipends Effective April 11 – May 10, 2016

Bradley, Sabrina	Amount: \$ 198.36
Diebolt Price, Julie	Amount: \$ 180.09
Eyre, John	Amount: \$ 24.36
Famolaro, Felix	Amount: \$ 1,476.00
Figueroa, Miguel	Amount: \$ 1,009.92
Fischermilitaru, Mariana	Amount: \$ 820.00
Friebert, Martin	Amount: \$ 660.00
Gorman, Ron	Amount: \$ 139.20
Hardy, Kamilia	Amount: \$ 563.76

**COMMUNITY SERVICE PRESENTERS cont'd**  
*Stipends Effective April 11 – May 10, 2016*

Jackson, Michelle	Amount: \$ 195.52
Kibbe, Joseph	Amount: \$ 1,170.00
McCampbell, Semora	Amount: \$ 82.72
Nolasco, Jeffrey	Amount: \$ 240.00
Rudd, James	Amount: \$ 2,412.61
Tran, Chi	Amount: \$ 430.52

*Attachment #1*

**Rancho Santiago Community College District  
CALIFORNIA SCHOOL EMPLOYEE'S ASSOCIATION  
INTERIM CONTRACT SALARY SCHEDULE  
Effective: July 1, 2016**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1	\$30,741.89	\$32,308.90	\$33,926.91	\$35,634.08	\$37,417.70	\$39,303.24
2	\$31,620.95	\$33,187.98	\$34,856.94	\$36,615.06	\$38,462.39	\$40,411.62
3	\$32,512.76	\$34,092.53	\$35,837.92	\$37,659.77	\$39,558.03	\$41,545.50
4	\$33,582.92	\$35,239.14	\$36,997.27	\$38,870.07	\$40,832.04	\$42,870.46
5	\$34,678.57	\$36,423.96	\$38,245.80	\$40,156.82	\$42,169.75	\$44,284.61
6	\$35,901.62	\$37,723.45	\$39,634.48	\$41,621.93	\$43,724.06	\$45,902.61
7	\$37,354.00	\$39,239.54	\$41,201.52	\$43,290.88	\$45,482.19	\$47,737.17
8	\$38,870.07	\$40,832.04	\$42,870.46	\$45,061.77	\$47,316.77	\$49,686.41
9	\$40,500.81	\$42,551.96	\$44,705.04	\$46,960.03	\$49,304.21	\$51,775.81
10	\$42,335.37	\$44,475.72	\$46,705.24	\$49,036.68	\$51,470.03	\$54,043.54
11	\$44,220.92	\$46,424.95	\$48,743.64	\$51,215.24	\$53,788.73	\$56,476.89
12	\$46,539.62	\$48,909.27	\$51,355.37	\$53,916.14	\$56,655.25	\$59,458.09
13	\$48,985.72	\$51,419.07	\$53,992.58	\$56,731.71	\$59,560.00	\$62,566.67
14	\$51,622.92	\$54,209.16	\$56,935.54	\$59,776.58	\$62,808.73	\$65,955.54
15	\$54,527.66	\$57,241.32	\$60,120.57	\$63,101.76	\$66,299.54	\$69,599.20
16	\$57,852.83	\$60,757.58	\$63,764.23	\$66,974.74	\$70,338.14	\$73,841.66
17	\$61,279.92	\$64,350.29	\$67,573.52	\$70,962.41	\$74,529.63	\$78,287.96
18	\$65,050.98	\$68,325.21	\$71,765.04	\$75,357.74	\$79,141.55	\$83,090.98
19	\$69,331.67	\$72,796.97	\$76,466.12	\$80,313.64	\$84,314.03	\$88,556.48
20	\$74,058.25	\$77,765.61	\$81,651.35	\$85,715.44	\$90,059.82	\$94,544.35
21	\$79,179.77	\$83,141.95	\$87,320.70	\$91,716.05	\$96,264.27	\$101,092.76
22	\$85,919.29	\$90,199.97	\$94,722.70	\$99,487.51	\$104,443.40	\$109,679.59

Based on 12 Month/Year

Service Recognition:  
 10 Years 2.5%  
 15 Years 5.0%  
 20 Years 7.5%  
 25 Years 10 %  
 30 Year 12.5%

Differential Pay:  
 Bilingual Requirement 2.5%  
 Swing Shift 5%  
 Graveyard Shift 7.5%

Board Approved: June 13, 2016





				<u>Attachment #2</u>
<b>RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT</b>				
<b>MISCELLANEOUS PAY SCHEDULE 2016 - 2017</b>				
<b>PROFESSIONAL EXPERTS:</b>				
<b>CHILD DEVELOPMENT</b>				
Child Care Associate I			(Effect: 7/1/09)	\$10.00
Child Care Associate II			(Effect: 7/1/09)	\$12.00
Child Care Associate III			(Effect: 7/1/09)	\$15.00
Child Development Intern I			(Effect: 1/1/16)	\$10.25
Child Development Intern II			(Effect: 1/1/16)	\$11.25
Child Development Intern III			(Effect: 1/1/16)	\$12.25
Child Development Center Associate Substitute Teacher			(Effect: 1/1/08)	\$13.00
Child Development Center Substitute Teacher			(Effect: 1/1/08)	\$17.50
EdUPlay Coordinator			(Effect: 7/1/09)	\$25.00
<b>COMMUNITY SERVICES</b>				
Community Services Presenter I			(Effect: 1/24/00)	\$38.50
Community Services Presenter II			(Effect: 1/24/00)	\$42.00
Community Services Presenter III			(Effect: 8/27/96)	\$100/stipend unit
<b>CONTRACT EDUCATION</b>				
Presenter I			(Effect: 1/1/07)	\$29.50
Presenter II			(Effect: 1/1/07)	\$39.00
Presenter III			(Effect: 1/1/07)	\$52.20
Presenter IV			(Effect: 1/1/07)	\$63.00
Presenter V			(Effect: 1/1/07)	\$68.25
<b>INSTRUCTIONAL SUPPORT</b>				
Coaching Assistant			(Effect: 8/19/14)	\$18.00
Instructional Associate Assistant				
Exercise Science/ Fine & Perf. Arts/ Real Est.			(Effect: 1/1/07)	\$22.00
Criminal Justice/Fire Technology/Basic Skills/OTA			(Effect: 7/1/12)	\$25.00
Instructional Associate				
Exercise Science/ Fine & Perf. Arts/ Real Est.			(Effect: 1/1/07)	\$30.00
Criminal Justice/Fire Technology/Nursing			(Effect: 1/1/07)	\$35.00
Real Time Captionist I			(Effect: 8/1/10)	\$27.00
Real Time Captionist II			(Effect: 8/1/10)	\$32.00
Real Time Captionist III			(Effect: 8/1/10)	\$40.00
Sign Language Interpreter I			(Effect: 8/1/10)	\$18.00
Sign Language Interpreter II			(Effect: 8/1/10)	\$20.00
Sign Language Interpreter III			(Effect: 8/1/10)	\$25.00
Sign Language Interpreter IV			(Effect: 8/1/10)	\$30.00
Sign Language Interpreter V			(Effect: 8/1/10)	\$36.00
Sign Language Interpreter VI			(Effect: 8/1/10)	\$40.00
Sign Language Interpreter VII			(Effect: 8/1/10)	\$45.00
<b>SMALL BUSINESS DEVELOPMENT CENTER</b>				
Business Expert Professional			(Effect: 7/1/04)	\$40.00
Business Expert Professional II			(Effect: 04/17/07)	\$45.00
<b>MISCELLANEOUS</b>				
Clerical Assistant			(Effect: 1/1/16)	\$10.00
Facility Planner I			(Effect: 1/1/07)	\$75.00
Facility Planner II			(Effect: 7/1/08)	\$115.00
Health Educator			(Effect: 1/1/07)	\$23.00
Model			(Effect: 1/1/07)	\$22.00
Physician/Psychiatrist			(Effect: 1/1/16)	\$90.00
Pre-Employment Articulation Testing			(Effect: 7/1/96)	\$24.50
Scorekeeper			(Effect: 1/1/07)	\$15.00
Regional Consortia Chair			(Effect: 7/1/13)	\$68.00
Residential Assistant I			(Effect: 1/1/16)	\$10.00
Residential Assistant II			(Effect: 1/1/16)	\$11.00
Residential Assistant III			(Effect: 6/18/13)	\$12.00
<b>Site Director I</b>			<b>(Effect: 02/01/16)</b>	<b>\$45.55</b>
<b>Site Director II</b>			<b>(Effect: 02/01/16)</b>	<b>\$51.06</b>
Sports Information Assistant			(Effect: 1/1/07)	\$20.00
Stage Assistant			(Effect: 1/1/07)	\$18.00
Translator			(Effect: 1/1/07)	\$35.00
<b>STUDENT WORKERS</b>				
Student Assistant I			(Effect: 1/1/16)	\$10.00
Student Assistant II			(Effect: 1/1/16)	\$10.75
Student Assistant III			(Effect: 1/1/16)	\$11.50
Student Assistant IV			(Effect: 1/1/16)	\$12.25
Student Assistant V			(Effect: 1/1/16)	\$13.00
Student Assistant VI			(Effect: 1/1/16)	\$14.25
Board approved: 06/13/2016				

## CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

EFFECTIVE JULY 1, 2016

Note: A classified employee must have completed 60% of assigned work year (hired or promoted before November 24, 2015) in the same classification to be eligible for a step increase in that classification effective July 1, 2016. This 60% requirement applied to new hires and promotional appointments. For further clarification see Article 14.15 of the CSEA Agreement.

	NAME	GRADE	STEP	CURRENT	Longevity %	Bilingual	Shift %	Professional Growth	NEW STEP	NEW BASE	NEW TOTAL	EFFECTIVE 7/1/16 OR RETRO TO:
1	ANDRADE, JOSE	7	5	45,482.19		2.5		3000.00	6	47,737.17	51,930.60	
2	ARVIZU ALVAREZ, GLORIA	8	5	47,316.77	2.5			2000.00	6	49,686.41	52,928.57	
3	AVALOS, JESSICA	10	3	46,705.24		2.5		1500	4	49,036.68	51,762.60	
4	BARKER, HILLARY	10	1	42,335.37					2	44,475.72	44,475.72	
5	BENNETT, LAURA	14	5	62,808.73					6	65,955.54	65,955.54	
6	BLANCAS, CRYSTAL	4	2	35,239.14			7.5		3	36,997.27	39,772.07	
7	BORBOA, KENNETH	13	3	53,992.58					4	56,731.71	56,731.71	
8	CALDERON, DAVID	13	4	56,731.71					5	59,560.00	59,560.00	
9	CAMPBELL, AMANDA	11	3	48,743.64				1000.00	4	51,215.24	52,215.24	
10	CARDENAS, RAUL	13	4	56,731.71					5	59,560.00	59,560.00	
11	CARPENTER, AMANDA	10	2	44,475.72					3	46,705.24	46,705.24	
12	CARROLL, RYAN	19	5	84,314.03					6	88,556.48	88,556.48	
13	CEJA, DANIEL	4	5	40,832.04			7.5		6	42,870.46	46,085.75	
14	DAO, QUYN-GIAO	10	3	46,705.24	2.5				4	49,036.68	50,262.60	
15	DIAZ, ANA	11	1	44,220.92				750.00	2	46,424.95	47,174.95	
16	DUENEZ, PATRICIA	5	2	36,423.96		2.5			3	38,245.80	39,201.95	
17	DULALAS, LUMINACION	15	3	60,120.57	7.5			2500.00	4	63,101.76	70,334.39	
18	DUONG, LINDA	13	4	56,731.71	2.5			2000.00	5	59,560.00	63,049.00	
19	EASTER, CANDI	13	5	59,560.00	2.5			1000.00	6	62,566.67	65,130.84	6/1/2016
20	EDISS, MICHAEL	11	4	51,215.24				3500.00	5	53,788.73	57,288.73	
21	FLORES, ALBERT	9	5	49,304.21					6	51,775.81	51,775.81	
22	FLORES, RODRIGO	4	2	35,239.14			7.5		3	36,997.27	39,772.07	
23	FORD, MICHELLE	8	1	38,870.07					2	40,832.04	40,832.04	
24	GALLEGOS, NICOLE	7	1	37,354.00				1000.00	2	40,239.54	40,239.54	
25	GARBIS, TIFFANY	13	4	56,731.71	2.5			2000.00	5	59,560.00	63,049.00	
26	GARCIA, ANAISABELLE	10	1	42,335.37		2.5		500.00	2	44,475.72	46,087.61	
27	GAYOTIN, NEORAY	8	3	42,870.46					4	45,061.77	45,061.77	
28	GIL, MARIA	16	5	70,338.14	5			1000.00	6	73,841.66	78,533.74	
29	GITONGA, KANANA	16	4	66,974.74	5			2500.00	5	70,338.14	76,355.05	
30	GODOY, GIOVANNI	4	1	33,582.92			5		2	35,239.14	37,001.01	3/1/2016
31	GONZALEZ, MARBELLA	13	2	51,419.07					3	53,992.58	53,992.58	
32	GREENHALGH, SCOTT	9	2	42,551.96			5		3	44,705.04	46,940.29	
33	GUTIERREZ LUCERO, MARIAL DEL PILAR	10	5	51,470.03	2.5				6	54,043.54	55,394.63	
34	GUZMAN, NOEMI	15	5	66,299.54					6	69,599.20	69,599.20	
35	HARRISON, ROSA	10	1	42,335.37	2.5				2	44,475.72	45,587.61	
36	HEIDT, DAVID C.	22	5	104,443.40	5				6	109,679.59	115,163.57	
37	HERMEN, LISA A.	8	1	38,870.07	2.5			500	2	40,832.04	21,176.42	6/1/2016
38	HERNANDEZ, GUADALUPE	4	5	40,832.04			5		6	42,870.46	45,013.98	
39	HERRERA, MELVEN	4	2	35,239.14	7.5		7.5		3	36,997.27	42,546.86	
40	HURTADO, VERONICA	15	5	66,299.54	7.5			2750.00	6	69,599.20	77,569.14	4/1/2016
41	JENSEN, ASHLEY	13	2	51,419.07					3	53,992.58	53,992.58	
42	KAY, TREVOR	10	5	51,470.03	5			1750.00	6	54,043.54	58,495.72	
43	KRZEMINSKI, IAN	8	4	45,061.77					5	47,316.77	47,316.77	
44	LANDA, ALEJANDRA	13	2	51,419.07					3	53,992.58	53,992.58	
45	LE, HANG MY	15	4	63,101.76					5	66,299.54	66,299.54	6/1/2016
46	LORDANICH, JOSEPH	9	3	44,705.04					4	46,960.03	46,960.03	
47	LOZANO ARRIAGA, ERICK	13	2	51,419.07					3	53,992.58	53,992.58	
48	LUNA, MIGUEL	11	2	46,424.95					3	48,743.64	48,743.64	
49	LUZADER, CHRISTOPHER	9	1	40,500.81					2	42,551.96	42,551.96	4/1/2016
50	MARQUEZ, JUAN	4	3	36,997.27			7.5		4	38,870.07	41,785.33	
51	MARTHELL, MONIQUE	5	1	34,678.57	2.5				2	36,423.96	37,334.56	3/1/2016
52	MCCOY, KAREN	12	3	51,355.37					4	53,916.14	53,916.14	
53	MEADE, ESTHER	8	2	40,832.04					3	42,870.46	42,870.46	
54	MEDRANO, MIRANDA	14	4	59,776.58					5	62,808.73	62,808.73	
55	MEJIA, JOANNE	10	3	46,705.24					4	49,036.68	49,036.68	
56	MELGOZA HURTADO, ANGELIC	13	2	51,419.07		2.5			3	53,992.58	55,207.41	
57	MORALES, MICHELLE	13	4	56,731.71					5	59,560.00	59,560.00	
58	MORIN, MARTHA	12	3	51,355.37					4	53,916.14	53,916.14	
59	NAGUIB ESTAFANOUS, NANCY	8	1	38,870.07					2	40,832.04	40,832.04	
60	NAKAGAWA, PHYLLIS	11	1	44,220.92	5			2000.00	2	46,424.95	50,746.20	
61	NGUYEN, DAO	11	2	46,424.95				1000.00	3	48,743.64	49,743.64	
62	NGUYEN, JIMMY	12	3	51,355.37	2.5			2000.00	4	53,916.14	57,264.04	
63	NGUYEN, QUYEN	12	3	51,355.37				1500.00	4	53,916.14	55,416.14	
64	OROZCO, VANESSA	15	3	60,120.57					4	63,101.76	63,101.76	
65	PACKARD, ROXANNE	10	3	46,705.24					4	49,036.68	49,036.68	
66	PADRON, BALTIMORE	11	2	46,424.95					3	48,743.64	48,743.64	
67	PAZ, BLYTHE	12	4	53,916.14					5	56,655.25	56,655.25	
68	PECH, MANUEL	4	2	35,239.14			7.5		3	36,997.27	39,772.07	
69	PHAM, ELAINE	12	4	53,916.14					5	56,655.25	56,655.25	
70	PLEITEZ, ROXANA	10	1	42,335.37					2	44,475.72	44,475.72	
71	POV, TINA	15	1	54,527.66				1500.00	2	57,241.32	58,741.32	6/1/2016
72	PRAJAPATI, JITESH	8	5	47,316.77				500.00	6	49,686.41	50,186.41	
73	PUN, NANCY	12	1	46,539.62					2	48,909.27	48,909.27	
74	QUINONEZ TAPIA, EDGAR	9	3	44,705.04			5		4	46,960.03	49,308.03	
75	RABIOLA, ANTHONY	9	4	46,960.03			7.5		5	49,304.21	53,002.03	
76	REYES, JOHNNY	13	1	48,985.72					2	51,419.07	51,419.07	
77	RIVERA, FRANK	13	1	48,985.72					2	51,419.07	51,419.07	4/1/2016
78	ROCHA, MARGARITA	8	5	47,316.77					6	49,686.41	49,686.41	5/1/2016
79	RODRIGUEZ, HECTOR	10	3	46,705.24					4	49,036.68	49,036.68	
80	ROMERO, ISADORA	5	2	36,423.96	2.5				3	38,245.80	39,201.95	
81	SALINAS, JOSE	7	2	39,239.54					3	41,201.52	41,201.52	
82	SANCHEZ, MARISOL	8	2	40,832.04					3	42,870.46	42,870.46	
83	SCHUMACHER, LEISA A.	14	5	62,808.73	2.5				6	65,955.54	67,604.43	1/1/2016
84	SEHM KELLETT, MARY	12	2	48,909.27					3	51,355.37	51,355.37	
85	SERRANO ARRIOLA, RAUL	4	2	35,239.14			7.5		3	36,997.27	39,772.07	
86	SMALL, ERIC	19	1	69,331.67					2	72,796.97	72,796.97	
87	STEWART, REUBEN	4	2	35,239.14			7.5		3	36,997.27	39,772.07	

## CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

EFFECTIVE JULY 1, 2016

Note: A classified employee must have completed 60% of assigned work year (hired or promoted before November 24, 2015) in the same classification to be eligible for a step increase in that classification effective July 1, 2016. This 60% requirement applied to new hires and promotional appointments. For further clarification see Article 14.15 of the CSEA Agreement.

	NAME	GRADE	STEP	CURRENT	Longevity %	Bilingual	Shift %	Professional Growth	NEW STEP	NEW BASE	NEW TOTAL	EFFECTIVE 7/1/16 OR RETRO TO:
88	SUAREZ, FRANCISCO X.	15	2	57,241.32	5			2500.00	3	60,120.57	65,626.60	
89	SURA, ALMA	7	5	45,482.19				1250.00	6	47,737.17	48,987.17	
90	TJIPTAHADI, RUDY	16	4	66,974.74	2.5			3000.00	5	70,338.14	75,096.59	6/1/2016
91	TRAN, ANH-PHUONG T.	13	5	59,560.00	2.5			2500.00	6	62,566.67	66,630.84	
92	TRAN, MELISSA P.	15	5	66,299.54	7.5			1500.00	6	69,599.20	76,319.14	
93	TRAN, PHILIP	13	2	51,419.07					3	53,992.58	53,992.58	
94	TRAN, TRINI THUNHI	22	5	104,443.40					6	109,679.59	109,679.59	
95	TRASLAVINA, PILAR	15	4	63,101.76					5	66,299.54	66,299.54	6/1/2016
96	TRUJILLO ZUNIGA, BEATRICE	8	2	40,832.04					3	42,870.46	42,870.46	
97	TRUONG, KEVIN	13	5	59,560.00	2.5				6	62,566.67	64,130.84	
98	URBINA, THOMAS	9	4	46,960.03			5		5	49,304.21	51,769.42	
99	VANCHEZWARAN, ASHA	19	4	80,313.64					5	84,314.03	84,314.03	
100	VASQUEZ, PILAR	10	2	44,475.72					3	46,705.24	46,705.24	
101	VEGA, ALEXANDRIA	8	2	40,832.04					3	42,870.46	42,870.46	
102	VELA SAAVEDRA, MARIO	4	2	35,239.14			7.5		3	36,997.27	39,772.07	
103	WICKMAN, ANNETTE	19	3	76,466.12					4	80,313.64	80,313.64	
104	XU, XIAOFEI	13	5	59,560.00					6	62,566.67	62,566.67	
105	YAMOTO, SEC STEPHANIE	17	2	64,350.29					3	67,573.52	67,573.52	
106	ZAMBRANO, WENDY	8	1	38,870.07		2.5			2	40,832.04	41,852.84	

**Attachment #4**

CHANGE IN SALARY PLACEMENT											
LONGEVITY ADJUSTMENT FOR 25 & 30 YEAR INCREMENTS											
ID	LAST NAME	FIRST NAME	LONG TITLE	GRADE	STEP	New BASE RATE	BILING UAL	SHIFT	PROF. GROWTH	ADJUSTED LONGEVITY RATE	EFFECTIVE 7/1/16
1026489	Adame	Patricia	Administrative Secretary	12	6	\$59,458.09				12.5	\$66,890.35
1027919	Agula	Victor	Admissions/Records Specialist I	6	6	\$45,902.61	2.5	5	3000	10	\$56,935.57
1029544	Albujar	Susana	Senior Clerk	8	6	\$49,686.41	2.5			12.5	\$57,139.37
1027183	Banh	Tai	Financial Aid Analyst	11	6	\$56,476.89	2.5			12.5	\$64,948.42
1029574	Boster	Toinette	Administrative Clerk	10	6	\$54,043.54			1500	10	\$60,947.89
1028562	Cain	Beatrice	Admissions/Records Technology Specialist	15	6	\$69,599.20				10	\$76,559.12
1024944	Campbell	Loretta	Counseling Assistant	5	A	\$16.60				12.5	18.68
1027450	Carpenter	Patricia	Administrative Secretary	12	6	\$59,458.09			1500	10	\$66,903.90
1029654	Chambers	John	Learning Facilitator	8	A	\$18.61				10	20.47
1027191	Chamness	Gregory	Skilled Maintenance Worker	11	6	\$56,476.89				10	\$62,124.58
1029129	Clarke	Roger	District Safety Officer	9	6	\$51,775.81		5		10	\$59,542.18
1027579	Dillon	Victoria	Intermediate Clerk	5	6	\$44,284.61		5		12.5	\$52,034.42
1026995	Dulalas	Luminacion	Admissions/Records Technology Specialist	15	5	\$63,101.76			2500	10	\$71,911.94
1025565	Fangrat	Gary	District Safety Officer/Senior	11	6	\$56,476.89		5		12.5	\$66,360.35
1026333	Flores	Juan	Instructional Assistant	5	A	\$16.60				12.5	18.68
1028445	Garibay	Maria	Administrative Secretary	12	6	\$59,458.09	2.5		1500	12.5	\$69,876.80
1027511	Godinez	Marisela	Career Guidance Coordinator	13	6	\$62,566.67	2.5			10	\$70,387.50
1029802	Gordon	Sylwia	Admissions/Records Specialist I	6	6	\$45,902.61				12.5	\$51,640.44
1027141	Grijalva	Teresa	Administrative Secretary	12	6	\$59,458.09				10	\$65,403.90
1026361	Hernandez	Pamela	Administrative Secretary	12	6	\$59,458.09				12.5	\$66,890.35
1027257	Huerta	Alfonso	Media Systems Electronic Technician	13	6	\$62,566.67				12.5	\$70,387.50
1026075	Kinney	Gary	Athletic Trainer/Therapist	17	6	\$78,287.96				12.5	\$88,073.96
1028787	Knepper	Maria	Instructional Assistant	5	A	\$16.60				10	18.26
1028463	Lehman	Kathleen	Learning Facilitator	8	A	\$18.61				10	20.47
1026316	Ly	Anh	High School & Community Outreach Specialis	13	6	\$62,566.67	2.5		3500	12.5	\$75,451.67
1029725	McCabe	Caroline	Art Gallery Coordinator	11	6	\$56,476.89				10	\$62,124.58
1028181	Miller	Lisa	Financial Aid Senior Account Clerk	11	6	\$56,476.89			1500	12.5	\$65,036.50
1027714	Monzon	Julietta	Intermediate Account Clerk	6	6	\$45,902.61				12.5	\$51,640.44
1028660	Morrow	Maritza	Administrative Clerk	10	6	\$54,043.54				12.5	\$60,798.98
1027128	Myers	Jacqueline	Job Placement Coordinator	13	6	\$62,566.67				12.5	\$70,387.50
1030027	Nguyen	Cang	Instructional Center Technician	7	6	\$47,737.17				12.5	\$53,704.32
1026315	Nguyen	Thuy	Library Technician II	12	6	\$59,458.09				10	\$65,403.90
1030049	Nguyen	Michael	Technical Specialist I	13	6	\$62,566.67		5		10	\$71,951.67
1030979	Nguyen	Thuy-Huong	Financial Aid Coordinator	15	6	\$69,599.20			3000	10	\$79,559.12
1025853	Nguyen	Huong	Resource Development Coordinator	16	6	\$73,841.66			2750	10	\$83,975.83
1027294	Peeken	Julie	Administrative Secretary	12	6	\$59,458.09				10	\$65,403.90
1027618	Pinon	Elizabeth	Administrative Secretary	12	6	\$59,458.09				10	\$65,403.90
1026214	Puente	Raydene	Admissions Assistant	3	A	\$15.57				10	17.14
1029434	Quimzon	John	Administrative Clerk	10	6	\$54,043.54				10	\$59,447.89
1028336	Ramirez	Ascencion	Admissions/Records Specialist III	10	6	\$54,043.54	2.5			10	\$60,798.98
1026677	Razo	Felix	Senior Custodian/Utility Worker	7	6	\$47,737.17		7.5		10	\$56,091.18
1025907	Reimer	Lillian	Admissions/Records Specialist I	6	6	\$45,902.61				10	\$50,492.87
1026617	Restivo	Julie	Executive Secretary	14	6	\$65,955.54				10	\$72,551.09
1027161	Rinaldi	Michael	DSPS Specialist	11	6	\$56,476.89			500	12.5	\$64,036.50
1028999	Saavedra	Lupe	Test Proctor	5	6	\$44,284.61				12.5	\$49,820.19
1028137	Salas	Sarah	Admissions/Records Specialist III	10	6	\$54,043.54			3000	12.5	\$63,798.98
1026974	Sanchez	Raymonde	Lead Publications Assistant	6	6	\$45,902.61			500	12.5	\$52,140.44
1030296	Sanchez	Salvador	Senior Custodian/Utility Worker	7	6	\$47,737.17		5		10	\$54,897.75
1029088	Sanchez	Maria	High School & Community Outreach Specialis	13	6	\$62,566.67	2.5			10	\$70,387.50
1027021	Smith	Kaye	Administrative Secretary	12	6	\$59,458.09			1300	12.5	\$68,190.35
1026339	Steward	Christie	Admissions/Records Specialist I	6	6	\$45,902.61			2300	12.5	\$53,940.44
1026553	Taylor	Maria	Facilities Coordinator	11	6	\$56,476.89			3400	12.5	\$66,936.50
1027337	Torres-Carranza	Maria	High School & Community Outreach Specialis	13	6	\$62,566.67	2.5		1000	10	\$71,387.50
1030000	Tran	John	Media Systems Electronic Technician, Lead	15	6	\$69,599.20				12.5	\$78,299.10
1028019	Vanloon-Kupfrian	Anna	Instructional Coordinator/Analyst	13	6	\$62,566.67				12.5	\$70,387.50
1026793	Vasquez	Cynthia	Administrative Clerk	10	6	\$54,043.54			2600	12.5	\$63,398.98
1027336	Vazquez	Reyes	Administrative Secretary	12	6	\$59,458.09			3500	10	\$68,903.90
1028739	Villalobos	David	Instructional Assistant	5	A	\$16.60				10	18.26
1027124	Villegas Villalpando	Jose Javier	Senior Custodian/Utility Worker	7	6	\$47,737.17			2500	12.5	\$56,204.32
1029271	Vink	Eileen	Desktop Publishing Tech	12	6	\$59,458.09				12.5	\$66,890.35
1030020	Vu	Giang	Administrative Clerk	10	3	\$46,705.24			3000	12.5	\$55,543.40
1027640	Withey	Tonimarie	Administrative Secretary	12	6	\$59,458.09				10	\$65,403.90
1026845	Witmer	Virginia	Administrative Secretary	12	6	\$59,458.09			500	10	\$65,903.90
1028334	Yang	Bea	Senior Mail Clerk	9	6	\$51,775.81				10	\$56,953.39
1028171	Yoder	Brian	Instructional Media Producer	15	6	\$69,599.20				10	\$76,559.12
1028174	Zamudio	Arturo	Instructional Assistant	5	A	\$16.60	2.5			12.5	19.09

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Human Resources and Educational Services

To:	Board of Trustees	Date: June 13, 2016
Re:	Public Disclosure of Collective Bargaining Agreement between the Rancho Santiago Community College District and CSEA Chapter 888 (Child Development Teachers)	
Action:	Request for Approval	

**BACKGROUND**

Negotiations between the District and CSEA Chapter 888 have been completed. The proposed agreement is now presented to the Board of Trustees for approval.

**ANALYSIS**

The fiscal implications of the proposed contract are presented on the attached disclosure form.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the collective bargaining agreement with CSEA Chapter 888 for the period of July 1, 2015 through June 30, 2018.

Fiscal Impact: Presented on Attached Disclosure Form	Board Date: June 13, 2016
Item Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT**

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213) and Gov. Code 3547.5

**Rancho Santiago Community College District**

Name of Bargaining Unit: CSEA Chapter 888

The proposed agreement covers the period beginning July 1, 2015 and ending June 30, 2016  
and will be acted upon by the Governing Board at its meeting on June 13, 2015.

**A. Proposed Change in Compensation**

Compensation		Fiscal Impact of Proposed Agreement		
		Current Year 2015-16	Year 2 2016-17	Year 3 2017-18
1.	Step and Column - Increase (Decrease) Due to movement plus any changes due to settlement	Cost (+/-) \$20,188	\$0	\$
2.	Salary Schedule Increase (Decrease)	Cost (+/-) \$10,893 1.55%	\$0 %	\$ %
3.	Other Compensation - Increase (Decrease) (Stipends, Bonuses, etc.) FRINGE BENEFITS	Cost (+/-) \$0	\$0 %	\$ %
4.	Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	Cost (+/-) \$4,879	\$0 %	\$ %
5.	Health/Welfare Plan - Increase (Decrease)	Cost (+/-) \$0	 %	\$ %
6.	Total Compensation - Increase (Decrease) (Total Lines 1 - 5)	Cost (+/-) \$35,960	 %	\$ %
7.	Total Number of Represented Employees	35		
8.	Total Compensation Cost for Average Employee - Increase (Decrease)	Cost (+/-) \$1,027		\$ %

Please include comments and explanations as necessary: 1.55% salary schedule increase  
retroactive to 1/1/2016.

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**B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development days, teacher prep time, etc.)**

Maintain 212 work-day calendar

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Clarify language regarding leaves, association rights, work schedules, transfers, job openings, workload, and seniority.

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**C. What are the specific impacts on instructional and support programs to accommodate settlement? Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations?**

None

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**D. What contingency language is included in the proposed agreement (reopeners, etc.)?**

None

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**E. Source of Funding for Proposed Agreement**

1. Current Year

Child development allocation, federal grant funds and fees.

2. How will the ongoing cost of the proposed agreement be funded in future years?

Child development allocation, federal grant funds and fees.

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations)

NA

**F. Impact of Proposed Agreement on Current Year Unrestricted Reserves**

**1. State Reserve Standard**

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	N/A
b. State Standard Minimum Reserve Percentage for this District	N/A
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$50,000 for a district with less than 1,001 ADA)	N/A

**2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)**

a. General Fund Budgeted Unrestricted Designated for Economic Uncertainties	N/A
b. General Fund Budgeted Unrestricted Unappropriated Amount	N/A
c. Special Reserve Fund (J-207) Budgeted Designated for Economic Uncertainties	N/A
d. Special Reserve Fund (J-207) Budgeted Unappropriated Amount	N/A
e. Article XIII B Fund (J-241) Budgeted Designated for Uncertainties	N/A
f. Article XIII B Fund (J-241) Budgeted Unappropriated Amount	N/A
g. Total District Budgeted Unrestricted Reserves	N/A

**3. Do unrestricted reserves meet the standard minimum reserve amount? Yes  No**

**G. Certification**

<p>The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and GC 3547.5</p>	
<p>_____</p> <p>District Chancellor</p>	<p>_____</p> <p>Date</p>

**TENTATIVE AGREEMENT BETWEEN  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 888  
TO THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Article 3  
LEAVES

3.1 Bereavement Leave

3.1.1 Members ~~may~~ **shall** be granted, without loss of salary or other benefits, a leave of absence ~~not to exceed three (3) working days,~~ of five (5) working days ~~if out-of-state travel is required, or exceeds one way four-hundred (400) land miles calculated from the teacher's worksite, per occurrence due to on account of, at the time of,~~ the death of ~~any member of the member's immediate family~~ **the member's spouse, parent, or child.**

**3.1.2 Members shall be granted, without loss of salary or other benefits, a leave of absence not to exceed three (3) working days or five (5) working days if two hundred (200) miles' travel in one direction is required, upon the death of any member of the member's immediate family except as noted in 3.1.1.**

~~3.1.2~~

**3.1.3** "Members of the immediate family", as used in this section, means the blood, step, and foster relatives limited to the ~~mother, father, parent, grandmother, grandfather, grandparent, or grandchild, of the member or of the member's spouse, and the~~ spouse, **son, child,** son-in-law, ~~daughter,~~ daughter-in-law, **brother, sibling,** brother-in-law, ~~sister,~~ sister-in-law, **mother-in-law, father-in-law,** or any relative living in the immediate household of the member.

3.3 Personal Necessity Leave

3.3.1 A unit member may be granted a maximum seven (7) days leave of absence in any school year without loss of pay, in cases of personal necessity. Such leaves shall be deducted from the employee's accumulated sick leave. An Employee Absence **Card Request** must be filed.

~~3.3.2 Personal necessity leave can be used for matters of compelling personal importance, or family business which cannot be accomplished other than during the employee's regular assigned working hours or deferred to a more convenient date or time to accommodate the regular work schedule.~~

**3.3.2 Personal necessity leave specifically does not include any recreational use nor any use related to present or prospective employment. Leave must meet one of the following qualifications:**

**3.3.2.1 Personal necessity leave request on matters of compelling personal importance which cannot be accomplished other than during the employee's regular assigned working hours, or deferred to a more convenient date or time to accommodate the regular work schedule.**

**3.3.2.2 Personal necessity leave request due to serious illness or death of a member of the immediate family; an accident involving his/her person or property, or of a member of his/her immediate family; or appearance in court as a litigant or a witness under official order except as a witness adverse to the District or as a litigant in an action adverse to the District.**

~~**3.3.3 Personal necessity leave may not be used for vacation or recreational use, outside employment (present or prospective), or appearance in court as a witness or litigant in an action adverse to the District.**~~

**3.3.3 Personal necessity leave must be requested at least five (5) work days in advance and approved by the supervisor, who also reserves the right to verify such request by an appropriate means. The requirement for five (5) work days notification and approval shall not be mandatory if the nature of the personal necessity precludes advance notice or permission or in the case of death or serious illness of a member of the member's immediate family, or an accident involving his/her person or property, or the person or property of a member of the unit employee's immediate family.**

### 3.6 Sick Leave

3.6.6 Sick leave may be used for visits to medical doctors, **osteopathic doctors, registered nurses, physician assistants,** dentists, optometrists, ~~oculists,~~ **chiropractors,** chiropractors, **psychiatrists, and psychologists,** and ~~Christian Science practitioners.~~ Such leave shall be reasonably scheduled so as to interfere as little as possible with the operations of the District and shall be of reasonable duration.

**3.6.12 Members utilizing their sick leave shall be required to make one (1) phone call to their immediate supervisor and leave a message if the supervisor is unavailable at the time of the phone call.**

Article 6  
ASSOCIATION RIGHTS

6.8 – Association Rights

6.8.1 The District shall provide one (1) copy of all appropriate District-to Association communication.

1. The Association President
2. Association representative at each of the Child Development Centers.

**6.8.2 The Chapter President or designee shall be given ten (10) minutes after the District's in-service to address employees regarding New Employee Orientation and update.**

Article 8  
WAGES AND HOURS

8.1 Salary

8.1.1 **District shall increase the salary/wage amounts as shown in Appendices "C" and "D" by 1.55% effective January 1, 2016.**

8.2 Calendar

8.2.1 The instructional calendar shall consist of 212 days for 2014-15 and 2015-16 school years only.

8.3 Hours

8.3.2 Each unit member shall have 3.5 hours per week of time without children for each caseload of 6 – 30 children. If circumstances prevent a unit member from receiving this allotted time, management will make every effort to provide an alternative time to complete planning and assessment activities.

**8.7 Work Schedules**

**8.7.1** District shall provide member with a **seven (7) ~~twenty (20)~~ work calendar** day notice before altering their **regular** assigned work hours or days. By mutual agreement, notice time can be less than **seven (7) ~~twenty (20)~~ days**.

CSEA reserves the right to meet and confer over any work schedule change of an employee prior to implementation.

~~8.7.2 District must provide rationale when a member's hours are changed due to administrative or District operation requirements, and must articulate the specific requirements in writing.~~

## Article 9 TRANSFERS/SENIORITY

### 9.1 Definition

9.1.1 A "transfer" is a movement from one Center to another.

### 9.2. Voluntary Transfers

~~At the end of each fiscal year By June 30<sup>th</sup> of each year, the District will distribute transfer request to all a unit member s interested in transferring to another site for the following school year will submit a transfer request to the Executive Director of Child Development Services. As vacancies become available, the District will first review the submitted transfer request on file for members fulfilling the position requirements. If none are found, the District will post open position.~~

9.2.1 District agrees it shall seek voluntary transfers prior to requiring an involuntary transfer. If there are no volunteers, involuntary transfers will be assigned beginning with the least senior employee who meets the position requirements.

9.2.2 A unit member may only transfer from one site to another one time during the academic year.

### 9.3 Voluntary Transfers

~~9.3.1 Transfer opportunities, vacancies within the bargaining unit, shall be posted for a period of five (5) calendar days prior to any permanent filling of the vacancy. shall be sent through district email with the subject heading listed as "Job Posting," for five (5) work days prior to the closing of the position. The notice email shall state the position, site of the vacancy, number of hours regularly assigned, and position requirements.~~

~~9.3.2 Request from members seeking transfers shall be considered by the selecting administrator.~~

~~9.4.3 9.3.3 A unit member may only transfer from one site to another one time during the academic year.~~

~~9.4.4 9.3.4 All requests for transfer must be received at least five (5) days prior the position closing date.~~

## **9.5 9.3 Involuntary Transfers**

**9.5.1 9.3.1** Employees may be transferred to fulfill District needs or requirements because of vacancies, surplus of staff, lack of work, lack of funds, or administrative requirements, beginning with the least senior employee who meets the position requirements.

**9.5.1.1 9.3.1.1** When an employee is transferred due to administrative requirements, the District must articulate the specific administrative requirements in writing.

**9.5.2 9.3.2** Except in case of emergency, no transfer shall be made without five (5) work days notice to the employee. CSEA reserves the right to meet and confer with the District over any involuntary transfer prior to implementation

**9.5.3 9.3.3** Employees shall have the right to meet with the Executive Director, Child Development Services before the employee begins any new assignments. The employee shall have the right to union representation during the meeting.

**9.5.4 9.3.4** All temporary transfers shall be identified with a specific start and end date.

## **9.3.Open Positions**

~~**9.3.1 Open positions will be posted for ten (10) calendar days.**~~

~~**9.3.2 Temporary openings which occur as a result of granting semester- or year-long leaves of absences will be posted for ten (10) calendar days. In the case of a temporary master teacher opening, other master teachers will have first opportunity to apply. If no master teacher requests to be considered for the temporary assignment, the position will be opened to teachers. Interviews will be conducted for all applicants.**~~

Article 19  
JOB OPENINGS / OPEN POSITIONS

- 19.1 Employees shall be given consideration for open positions when their training and ability demonstrate that they are qualified. Released time will be granted for the interview if the applicant is a full-time employee. When job openings occur, ~~notices shall be published and shall be distributed to the California School Employees Association and to all centers and shall be posted on appropriate bulletin boards~~ members will be notified through district email with the subject heading listed as "Job Opportunity Listing Posting" for a minimum of five (5) work days before the deadline. The email shall state the position, with a statement of the site of the vacancy, number of hours regularly assigned, and position requirements necessary, a description of the job, and the deadline for applying. Openings shall be announced for a minimum of ~~ten (10) calendar~~ five (5) work days before the deadline date.
- 19.2 A permanent employee member who acquires probationary status as a result of job opening change shall retain permanent status in his/her former position until completion of the probationary period in the new position. In the event that the probationary period in the new position is not successful, the employee shall revert to his former position with all the previous rights and privileges.
- 19.3 Unit applicants shall be furnished notification of the time and date of scheduled interviews prior to such interviews.
- ~~19.4 Temporary openings which occur as a result of granting semester or year-long leaves of absence will be posted, emailed ten (10) five (5) calendar work days prior to closing. The District will first review the submitted transfer request on file for members fulfilling the position requirements. If none are found, the District will post open position.~~
- ~~19.5 In the case of a temporary master teacher opening, other master teachers will have first opportunity to apply. If no master teacher requests to be considered for the temporary assignment, the position will be opened to teachers. Interviews will be conducted for all applicants.~~
- ~~19.6 In the case of a temporary teacher opening, other teachers will have first opportunity to apply. Interviews will be conducted for all applicants.~~
- ~~19.7 Teachers must document that they meet the appropriate qualifications and/or licensure requirements in order to transfer from one site and/or position to another.~~

## 9.6 Seniority

~~9.6.1 District Seniority shall mean the length of service from the last continuous date of hire with the District.~~

~~9.6.2 Length of Service shall mean all hours in a paid probationary or permanent status, excluding overtime, commencing or continuing after July 1, 1971.~~

~~9.6.3 Position Seniority shall mean the length of service within the position included within the recognized unit.~~

~~9.6.4 Pre July 1, 1971 Employees — unit members employed prior to July 1, 1971 shall, for purposes of determining total length of service, be credited from the last continuous date of hire with the District, or its direct predecessor, for all paid status prior to July 1, 1971.~~

### Article 21

#### PROFESSIONAL RESPONSIBILITY AND WORKLOAD

#### 21.1 Mandatory Assigned Events and Professional Responsibility

21.1.1 The Association and the District agree to meet on or before the final week of July of each year in order to negotiate two (2) **mandatory** assigned events that members **must** work outside of the traditional work day for each contract year. If members are assigned to work additional **mandatory assigned** events, they shall be paid their regular hourly rate of pay for each additional event. **Members will be required to work up to 4 hours for each of these two events.**

**21.1.2 Members who do not work their selected event will be required to work an alternate event selected by their administrator.**

### Article 22 SENIORITY

#### 22.1 Seniority

**22.1.1 District Seniority shall mean the length of service from the first date of paid service within the bargaining unit.**

**22.1.2** ~~Length of Service shall mean all hours in a paid probationary or permanent status, excluding overtime.~~

**22.1.3** ~~Position Seniority shall mean the length of service from the first date of paid service within the position included within the recognized bargaining unit.~~

Article ~~21-23~~

**DURATION OF AGREEMENT**

Except as otherwise indicated in ~~21.1~~ **23.1** below, the provisions of this Agreement and its subsequent amendments shall be in effect from July 1, 2014, ~~5~~ until June 30, 2015 ~~8~~. The Association agrees to submit its initial proposal for a successor agreement or reopens no later than March 1 of each year. The District agrees to present its initial proposal no later than 30 days following the public hearing for the association's proposal. The Association and the District agree to begin negotiations following the public hearing of the District's proposal.

**21.1** **23.1** The Association and the District agree to the following limited reopener for ~~2013/14~~ **2016-17** and ~~2014/15~~ **2017-18**:

1. Wages, Article 8  
8.1.1, Salary
2. Health and Welfare, Article 11
3. No more than two articles to be specified by the Association.
4. No more than two articles to be specified by the District.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
(Human Resources)

To:	Board of Trustees	Date: June 13, 2016
Re:	Approval of RSCCD Equal Employment Opportunity Fund Multiple Method Allocation Model Certification	
Action:	Request for Action	

**BACKGROUND**

The Chancellor's Office has implemented a new procedure for the allocation of equal employment opportunity funds. This process requires each district to certify its activities with respect to nine various methods to improve diversity of the workforce.

**ANALYSIS**

The attached certification form was reviewed and approved through the District's participatory governance process. The Human Resources Committee, which also serves at the District's Equal Employment Opportunity Advisory Committee, approved this certification form on June 1, 2016.

**RECOMMENDATION**

It is recommended that the Board approve the Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form and authorize its transmission to the state Chancellor's Office.

Fiscal Impact: None	Board Date: June 13, 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	

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model  
Certification Form, Fiscal Year 2015-16**

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District Name: Rancho Santiago

The district met Multiple Method #1 (District's EEO Advisory Committee and EEO Plan).

- Yes  
 No

The district met at least 5 of the remaining 8 Multiple Methods? (Please mark your answers.)

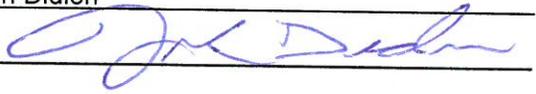
- Yes
- Method 2 (Board policies and adopted resolutions)
  - Method 3 (Incentives for hard-to-hire areas/disciplines)
  - Method 4 (Focused outreach and publications)
  - Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
  - Method 6 (Consistent and ongoing training for hiring committees)
  - Method 7 (Professional development focused on diversity)
  - Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
  - Method 9 (Grow-Your-Own programs)
- No
- 

**I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda of when District's EEO Advisory Committee certified this report form.**

**Chair, Equal Employment Opportunity Advisory Committee.**

Name: John Didion Title: Executive Vice Chancellor, HR & Ed. Services  
Signature:  Date: 6-1-2016

**Chief Human Resources Officer**

Name: John Didion Title: Executive Vice Chancellor, HR & Ed. Services  
Signature:  Date: 6-1-2016

**Chief Executive Officer (Chancellor or President/Superintendent)**

Name: Raul Rodriguez Title: Chancellor  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**President/Chair, District Board of Trustees**

**Date of governing board's approval/certification:** June 13, 2016

Name: Claudia Alvarez Title: President/Chair, Board of Trustees  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Date Due at the Chancellor's Office: June 1, 2016**

Return to: Javier Gonzalez ([jgonzalez@cccco.edu](mailto:jgonzalez@cccco.edu))

Chancellor's Office California Community Colleges: 1102 Q Street, Ste. 4500, Sacramento, CA 95811

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# Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2015-16

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 *Multiple Methods*. The Chancellor's Office will select some of the practices reported and highlight them in an "EEO and Diversity Best Practices Handbook".

When providing explanation(s) and evidence of your district's success in implementing the *Multiple Methods*, please write a response suitable for publication in the best-practices handbook. Please keep narrative to no more than one page per *Multiple Method*.

## Nine (9) Multiple Methods

### ***Pre-Hiring***

1. District's EEO Advisory Committee and EEO Plan
2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

### ***Hiring***

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

### ***Post-Hiring***

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

## Does district meet **Multiple Method #1 (District's EEO Advisory Committee and EEO Plan)**?

- Yes**  
 **No**

Under the *Multiple Method* allocation model, districts must minimally have an operational District EEO Advisory Committee and an updated EEO Plan.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor's Office. (Title 5, Section 53003).
- EEO Plans are considered active for three years from the date of when the District's Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, Section 53005).

Please provide an explanation and evidence of meeting this *Multiple Method*, #1.

- The District's EEO Plan was approved by the RSCCD Board of Trustees on January 12, 2015 and submitted to the Chancellor's Office on January 28, 2015. A copy of the minutes of the January 12, 2015 board meeting is attached. Page 4 of the EEO Plan designates the District's Human Resources committee as the EEO Advisory Committee.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model  
Certification Form, Fiscal Year 2015-16**

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To receive funding for that year's allocation amount, districts are also required to meet 5 of the remaining 8 Multiple Methods.

**Does the District meet Method #2 (Board policies and adopted resolutions)?**

- Yes**  
 **No**

Please provide an explanation and evidence of meeting this Multiple Method, #2.

The District subscribes to CCLC's Policy/Procedure service and maintains updated policies and administrative regulations on EEO and Diversity. Those polices and regulations were reproduced on pages 1 – 3 of the EEO Plan. They can also be viewed on the RSCCD website:

<https://www.rscdd.edu/Trustees/Pages/Board-Policies.aspx>

<https://www.rscdd.edu/Trustees/Pages/Administrative-Regulations.aspx>

**Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?**

- Yes**  
 **No**

Please provide an explanation and evidence of meeting this Multiple Method, #3.

Certain academic disciplines can be hard-to-fill due to industry demands or shortages within the local labor market. The District provides travel reimbursement for candidates for faculty and administrative positions in order to encourage applicants from a wider geographic area. Last year, we provided travel reimbursement to 27 applicants for faculty and administrative positions.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model  
Certification Form, Fiscal Year 2015-16**

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**Does the District meet Method #4 (Focused outreach and publications)?**

- Yes**  
 **No**

Please provide an explanation and evidence of meeting this Multiple Method, #4.

We advertised faculty and administrative positions in discipline related publications, subscribed to CareerBuilder Network and Monster Board that expanded our job postings nationally and globally through countless websites associated with the network. Two years ago, we purchased an unlimited recruiting package through Orange County Community College Legislative Task Force (OCCCLTF) with Inside Higher Ed, considered as higher education's most innovative recruiting site and one year unlimited posting in the Chronicle of Higher Education-Chronicle Vitae.com. This Fiscal year, we continued our unlimited posting contract with Chronicle of Higher Education website, we also purchased unlimited advertising for one year in ccjn.org, CCJobs.Com, CommunityColleges.AcademicKeys.com, CCJobsNow.com. From the data we collected, we have also received hundreds of applications through our postings in the CCC Registry.

**Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?**

- Yes**  
 **No**

Please provide an explanation and evidence of meeting this Multiple Method, #5.

The District provides an EEO/Diversity orientation to all hiring committees and maintains a roster of trained EEO monitors who are assigned to serve on hiring committees. The specific procedures used are identified in the District's Administrative Regulations for faculty, classified and management hiring. Those regulations are reviewed and revised as necessary by the Human Resources (EEO Advisory) Committee and are maintained on the District website:

<https://www.rscdd.edu/Trustees/Pages/AR7120.aspx>

<https://www.rscdd.edu/Trustees/Documents/ARs/AR%2071201.pdf>

<https://www.rscdd.edu/Trustees/Administrative-Regulations/Pages/7000/AR-7120.2.aspx>

<https://www.rscdd.edu/Trustees/Administrative-Regulations/Pages/7000/AR-7120.3.aspx>

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model  
Certification Form, Fiscal Year 2015-16**

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**Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?**

- Yes**  
 **No**

Please provide an explanation and evidence of meeting this Multiple Method, #6.

As stated in our recruitment regulations (AR 7120.1, AR 7120.2 and AR 7120.3):

"The District EEO Officer or designee shall orient the screening committee before screening begins. The purpose of this orientation is to familiarize the members with:

- The role of the Human Resources Department in the recruitment, selection and placement process.
- resources available to the committee
- the role of the EEO Monitor
- the charge of the committee, as well as the legal obligations and liabilities
- any other items of interest to the membership"

**Does the District meet Method #7 (Professional development focused on diversity)?**

- Yes**  
 **No**

Please provide an explanation and evidence of meeting this Multiple Method, #7.

The District belongs to a management training consortium operated by the law firm of Liebert Cassidy Whitmore. Within the last two years, the consortium has conducted two different diversity training sessions for managers. Each college organizes Flex Day activities each semester and sessions on topics of diversity and cultural competency are periodically offered.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model  
Certification Form, Fiscal Year 2015-16**

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**Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?**

- Yes**  
 **No**

Please provide an explanation and evidence of meeting this Multiple Method, #8.

Currently the evaluation criteria for the District's management employees includes equal employment opportunity and cultural diversity. The evaluation criteria for faculty and classified staff must be collectively bargained and the district will introduce this during the next cycle of bargaining.

**Does the District meet Method #9 (Grow-Your-Own programs)?**

- Yes**  
 **No**

Please provide an explanation and evidence of meeting this Multiple Method, #9.

The District currently does not offer a program of this nature but it is addressed in our EEO plan and the Assistant Vice Chancellor of Human Resources has been reviewing the diversity efforts at neighboring districts to identify best practices that can be implemented at RSCCD. The EEO Advisory Committee is also interested in explore an internship program to assist faculty who want to explore opportunities in administration.

Board of Trustees  
June 13, 2016

Conference Docket  
No. 6.5

AUTHORIZATION FOR BOARD TRAVEL/CONFERENCES (with actual and necessary expenses and cash advances as requested)

BOARD MEMBERS (to be approved)

NATIONAL ASSOCIATION OF LATINO ELECTED  
AND APPOINTED OFFICIALS 33<sup>rd</sup> ANNUAL  
CONFERENCE  
Washington, D.C. – June 22-26, 2016

1 Board Member  
(Lawrence Labrado)