

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
Board of Trustees (Regular meeting)
Monday, October 10, 2016
Santa Ana College
1530 W. 17th Street, Phillips Hall
Santa Ana, California

District Mission

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

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

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

Americans with Disabilities Acts (ADA)

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

A G E N D A

1.0 PROCEDURAL MATTERS

4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Approval of Additions or Corrections to Agenda

Action

1.4 Public Comment

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

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

1.5 Approval of Minutes – Regular meeting of September 26, 2016

Action

1.6 Approval of Consent Calendar

Action

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

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

- 1.7 Recognition of Students by Board of Trustees
- 1.8 Recognition of Faculty by Board of Trustees
- 1.9 Presentation on Santa Ana College (SAC) Enrollment Plan

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

3.0 INSTRUCTION

- *3.1 Approval of New Occupational Therapy Assistant (OTA) Agreement - Orange County Speech Services Action

The administration recommends approval of the new agreement with Orange County Speech Services in Huntington Beach, California.
- *3.2 Approval of OTA Agreement Renewal – Centre for Neuro Skills Action

The administration recommends approval of the agreement renewal with Centre for Neuro Skills in Bakersfield, California.
- *3.3 Approval of Scope of Work for Educational Master Plan and College Planning Design Assistance with Collaborative Brain Trust through December 2016 Action

The administration recommends approval of the scope of work for the Educational Master Plan and college planning design assistance with Collaborative Brain Trust through December 2016 as presented.
- *3.4 Approval of Amendment to Agreement between the Regents of University of California, Irvine (UCI) and RSCCD for Research Evaluation of Santa Ana College’s ENGAGE in STEM Grant-Funded Project Action

The administration recommends approval of the amendment to the agreement between the Regents of UCI and RSCCD for research evaluation of SAC’s ENGAGE in STEM grant-funded project as presented.

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

- *3.5 Approval of Student Field Placement Agreement with California State University, Long Beach (CSULB) Action
The administration recommends approval of the Student Field Placement agreement with CSULB as presented.
- *3.6 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.
- *3.7 Approval of Proposed Revisions for 2017-2018 Santiago Canyon College Catalog Action
The administration recommends approval of the proposed revisions for the 2017-2018 SCC catalog.
- *3.8 Approval of Contract Agreement with National Student Clearinghouse - StudentTracker Action
The administration recommends approval of the contract agreement with National Student Clearinghouse-StudentTracker.
- *3.9 Approval of Client Research Services Agreement with Hanover Research Action
The administration recommends approval of the Client Research Services agreement with Hanover Research.
- 3.10 Approval of Amended Apprenticeship Cost Agreements and Hourly Rate Increases Action
The administration recommends approval of the amended apprenticeship cost agreements and hourly rate increases 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 July 1, 2016 to September 25, 2016.
- *4.3 Approval of Intrafund and Interfund Budget Transfers Action
The administration recommends approval of the intrafund and interfund budget transfers from July 1, 2016, to September 25, 2016.
- 4.4 Adoption of Resolution No. 16-22 – Conflict of Interest Action
The administration recommends adoption of Resolution No. 16-22 – Conflict of Interest Code as presented.

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

- 4.5 Adoption of Resolution No. 16-24 – Separate Bank and Investment Accounts Action
The administration recommends adoption of Resolution No. 16-24 – Separate Bank and Investment Accounts as presented.
- *4.6 Approval of Agreement with RPI Consultants Action
The administration recommends approval of the agreement with RPI Consultants as presented.
- *4.7 Approval of Agreement with Lentz Morrissey Architects, Inc. for On-Call Architectural Design Services for Various Projects District-wide Action
The administration recommends approval of the agreement with Lentz Morrissey Architects, Inc. for on-call architectural design services for various projects district-wide as presented.
- *4.8 Ratification of Award of Bid #1301 for Storm Water Improvements at Santa Ana College Orange County Sheriff's Regional Training Academy Action
The administration recommends ratification of the award of Bid #1301 for storm water improvements at SAC Orange County Sheriff's Regional Training Academy as presented.
- *4.9 Acceptance of Completion of Bid #1291 for Building G (Gym & Fitness Center) Aquatics Bleachers at Santiago Canyon College and Approval of Recording of Notice of Completion Action
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.
- *4.10 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: 2 Degree Shift to provide training for Career Technical Education (CTE) Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Cerro Coso College, Merced College, Porterville College, West Hills College-Coalinga and West Hills College-Lemore. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$17,400.
- *4.11 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: Arineh Arzoumanian to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Citrus College, El Camino College, Glendale Community College, Irvine Valley College, Los Angeles (LA) City College and Long Beach City College. Dates of service are from October 11, 2016, through June 30, 2017. The fee is estimated at \$17,800.

- *4.12 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: Karen Beltramo to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Chabot College, College of the Redwoods, Evergreen Valley College, Gavilan College, Lake Tahoe Community College, Laney College, Los Medanos College and Napa Valley College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$24,600.
- *4.13 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: Alison Bolton to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Butte College, Las Positas College, Mendocino College, Mission College, Santa Rosa Junior College, and Woodland Community College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$18,400.
- *4.14 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: Jeremy Brown to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for College of the Siskiyous, Consumnes River College, Folsom Lake College, Lassen College, Sacramento City College, and Shasta College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$19,600.
- *4.15 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: Jason Cantus to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Antelope Valley College, LA Harbor College, LA Trade-Tech College, Moorpark College, Santa Monica College, and Ventura College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$17,800.
- *4.16 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: Josh Friedman to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Hartnell College, Merritt College, Monterey Peninsula College, San Jose City College, and West Valley College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$18,000.

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

- *4.17 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: Matthew Leyden to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Moreno Valley College, Riverside City College, San Bernardino Valley College, and Southwestern College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$15,000.
- *4.18 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: Hannah Lawler to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Grossmont College, Imperial Valley College, Mt. San Jacinto College, Oxnard College, Palo Verde College, San Diego Mesa College, and Victor Valley College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$24,200.
- *4.19 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: Daniel Martinez to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Allan Hancock College, College of Marin, Cuesta College, Santa Barbara City College, and Skyline College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$18,000.
- *4.20 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: Nathan Pellegrin to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Bakersfield College, Clovis Community College, College of the Sequoias, Feather River College, Fresno City College, Reedley College, and Taft College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$24,800.
- *4.21 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: Don Petrilli to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Cabrillo College, Contra Costa College, Diablo Valley College, Solano Community College, and Yuba College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$15,000.

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

- *4.22 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: Gabrielle Stanco to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Barstow Community College, Chaffey College, College of the Canyons, College of the Desert, Copper Mountain College, and Norco College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$19,000.
- *4.23 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: Nathan Tharp to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for American River College, Columbus College, Modesto Junior College, San Joaquin Delta College, and Sierra College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$17,400.
- *4.24 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: Bryan Ventura to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Coastline Community College, Cypress College, Mt. San Antonio College, Orange Coast College, and West Los Angeles College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$15,000.
- *4.25 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: Marie Vicario-Fisher to provide training for CTE Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Cuyamaca College, Mira Costa College, Palomar College, San Diego City College, and San Diego Miramar College. Dates of service are October 11, 2016, through June 30, 2017. The fee is estimated at \$15,000.

5.0 GENERAL

- *5.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization for the Vice Chancellor of Business Operations/ Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:
- | | |
|---|-----------|
| - Board Financial Assistance Program (BFAP) (SAC) | \$722,255 |
| - Board Financial Assistance Program (BFAP) (SCC) | \$315,685 |

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

- *5.1 Approval of Resource Development Items (contd.)
- Regular Student Support Services Program Grant – Year 2 (SCC) \$226,600
 - Talent Search IV – Year 4 (SAC) – *Augmentation* \$ 51,648
 - Upward Bound Math & Science Program – Year 5 (SCC) \$257,500
 - Veterans Student Support Services Program Grant – Year 2 (SAC) \$226,600
 - Veterans Upward Bound Program – Year 5 (SAC) \$218,580
- *5.2 Approval of Sub-Agreements between RSCCD and Garden Grove Unified School District and Orange Unified School District for Assembly Bill (AB) 104 Adult Education Block 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.
- *5.3 Approval of Sub-Agreement between RSCCD and Orange County Superintendent of Schools for AB 104 Adult Education Block Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.4 Approval of Sub-Agreements between RSCCD and Los Angeles, Rio Hondo and San Jose-Evergreen Community College Districts for Career Technical Education Data Unlocked 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.
- 5.5 First Reading of Board Policies Information
The following board policies are presented for a first reading:
- BP 2715 Code of Ethics/Standards of Practice
 - BP 2735 Board Member Travel
 - BP 2745 Board Self-Evaluation
 - BP 3600 Auxiliary Organizations
 - BP 7400 Travel
- 5.6 Board Member Comments Information

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

RECESS TO CLOSED SESSION

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)
California School Employees Association (CSEA), Chapter 579
3. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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

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

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

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

Action

- Approval of FARSCCD Part-time Hourly Step Increases Effective Fall 2016
- Approval of Interim Assignments/Changes of Location
- Approval of Final Salary Placements
- Approval of Contract Extension Days
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of Beyond Contracts/Overload Stipends
- Approval of Part-time Hourly New Hires/Rehires
- Approval of Non-paid Instructors of Record

6.2 Classified Personnel Action

- Approval of Revised Job Descriptions
- Approval of New Appointments
- Approval of Professional Growth Increments
- Approval of Out of Class Assignments
- Approval of Changes in Position
- Approval of Longevity Increments
- Ratification of Resignations/Retirements
- Approval of Temporary Assignments
- Approval of Changes in Temporary Assignment
- Approval of Additional Hours for Ongoing Assignments
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants
- Approval of Community Service Presenters and Stipends
- Approval of Student Assistant Lists

6.3 Public Disclosure of Collective Bargaining Agreement between RSCCD and California School Employees Association (CSEA), Chapter 579 Action

It is recommended that the board approve the collective bargaining agreement with CSEA, Chapter 579 for the period of July 1, 2016, through June 30, 2017.

7.0 **ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on October 24, 2016, at Santiago Canyon College.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
2323 North Broadway, #107
Santa Ana, CA 92706**

**Board of Trustees
(Regular meeting)**

Monday, September 26, 2016

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:31 p.m. by Ms. Claudia Alvarez. Other members present were Mr. John Hanna, Mr. Larry Labrado, Ms. Nelida Mendoza Yanez, Mr. Phillip Yarbrough, and Mr. Luis Mejia. Ms. Arianna Barrios arrived at the time noted.

Administrators present during the regular meeting were Ms. Judy Chitlik, Dr. John Hernandez, Mr. Enrique Perez, and Dr. Raúl Rodríguez. Dr. Linda Rose arrived at the time noted. 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 Dr. Hernandez, Interim President, Santiago Canyon College (SCC).

1.3 Approval of Additions or Corrections to Agenda

There were no additions or corrections to the agenda.

Ms. Barrios and Dr. Rose arrived at this time.

1.4 Public Comment

Ms. Kristen Guzmán introduced herself as the chief negotiator for the Faculty Association of Rancho Santiago Community College District (FARSCCD) and indicated the faculty would like to move forward in settling its contract.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the minutes of the meeting held September 12, 2016. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, and Mr. Yarbrough. Student Trustee Mejia'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, and Mr. Yarbrough. Student Trustee Mejia’s advisory vote was aye.

3.1 Approval of Occupational Therapy Assistant (OTA) Agreement Renewal – West Anaheim Extended Care

The board approved the OTA agreement renewal with West Anaheim Extended Care in Anaheim, California.

3.2 Approval of Agreements between Santa Ana College (SAC) and Santiago Canyon College with Extended Stay America

The board approved the agreements between SAC and SCC with Extended Stay America in Anaheim, California.

3.3 Confirmation of Santa Ana College Associate Degrees and Certificates for Intersession and Spring 2016

The board confirmed the list of recipients of the SAC associate degrees and certificates for Intersession and Spring 2016 as presented.

3.4 Confirmation of Santiago Canyon College Associate Degrees and Certificates for Intersession and Spring 2016

The board confirmed the list of recipients of the SCC associate degrees and certificates for Intersession and Spring 2016 as presented.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

4.3 Approval of 2015-2016 CCFS-311 Annual Budget and Financial Report, including Gann Appropriation Limit

The board approved the 2015-2016 CCFS-311 Annual Budget and Financial Report as presented pending any audit adjustments and established the district’s 2016-2017 Gann Limit in the amount of \$254,675,700.

4.4 Approval to Accept Resignation and make Appointment to the Measure E Citizens’ Bond Oversight Committee

The board approved accepting the resignation and making an appointment to the Measure E Citizens’ Bond Oversight Committee for the remainder of the 2016 calendar year as presented.

1.6 Approval of Consent Calendar (contd.)

4.5 Approval of Amendment to Agreement with Westberg+White, Inc. for Architectural and Engineering Services for Central Plant, Infrastructure, and Mechanical Upgrades Project at Santa Ana College

The board approved the amendment with Westberg+White, Inc. for architectural and engineering services for the Central Plant, infrastructure, and mechanical upgrades project at SAC as presented.

4.6 Acceptance of Completion of Bid #1289 for Building D Renovations Phase 3 at Santiago Canyon College and Approval of Recording of Notice of Completion

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

4.7 Approval of Santa Ana Unified School District (SAUSD) Bid 15-16 to Communications USA

The board approved the use of SAUSD Bid No. 15-16 including renewals with Communications USA (Comm USA), for the purchase of handheld radios and accessories on an as needed basis as presented.

4.8 Approval of Purchase Orders

The board approved the purchase order listing for the period July 31, 2016, through September 7, 2016.

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:

- Student Support Services V – Year 1 (SAC)	\$301,110
- Talent Search IV – Year 4 (SAC)	\$320,832
- Upward Bound IV – Year 5 (SAC)	\$300,413

5.2 Approval of Sub-Agreement between RSCCD and South Orange County Community College District/Irvine Valley College for Global Trade and Logistics Deputy Sector Navigator Grant

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

5.3 Approval of Sub-Agreement between RSCCD and productOps for Career Technical Education Data Unlocked 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.

1.6 Approval of Consent Calendar (contd.)

5.4 Approval of Sub-Agreement between RSCCD and IDMLOCO for Career Technical Education Data Unlocked 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.

5.5 Approval of Sub-Agreements between RSCCD and Copper Mountain, Foothill-DeAnza, Los Angeles, Long Beach, Peralta, Monterey Peninsula, San Bernardino and San Diego Community College Districts for Career Technical Education Data Unlocked Grant

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

5.6 Approval of First Amendment to Sub-Agreement between RSCCD and WestEd for Career Technical Education Data Unlocked Grant

The board approved the amendment to 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.

5.7 Approval of Second Amendment to Sub-award Agreements between RSCCD and California State University (CSU), Fullerton Auxiliary Services Corporation (DO-14-1668-01.02) and North Orange County Community College District (NOCCCD) – Fullerton College (DO-14-1668-02.02) for ENGAGE in STEM Project – Year 4

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

5.8 Approval of First Amendment to Sub-award Agreements between RSCCD and CSU, Fullerton Auxiliary Services Corporation (DO-15-1669-01.01) and NOCCCD – Fullerton College (DO-15-1669-02.01) for ENGAGE in STEM Project – Year 5

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

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. John Hernandez, Interim President, Santiago Canyon College
Dr. Linda Rose, President, Santa Ana College

2.3 Report from Student Trustee

Mr. Mejia provided a report to the board.

2.4 Reports from Student Presidents

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

Ms. Esther Chian, Student President, Santiago Canyon College
Mr. Luis Mejia, Student President, Santa Ana College

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:

Mr. Michael DeCarbo, Academic Senate Vice President, Santiago Canyon College
Dr. Elliott Jones, Academic Senate President, Santa Ana College

2.7 Reports from Board Committee Chairpersons

Mr. Hanna provided a report on the September 19, 2016, Board Policy Committee meeting.

3.0 INSTRUCTION

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

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

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

4.2 Adoption of Resolution No. 16-22 – Conflict of Interest Code

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to postpone action on Resolution No. 16-22 – Conflict of Interest Code until the October 10, 2016, board meeting. Mr. Hanna explained that the board would like to receive clarification on the language in the resolution before it votes on it. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, and Mr. Yarbrough. Student Trustee Mejia’s advisory vote was aye.

5.0 GENERAL

Items 5.1 through 5.8 were approved as part of Item 1.6 (Consent Calendar).

5.9 Adoption of Resolution No. 16-23 in Support of Proposition 55 – Children’s Education and Health Care Protection Act of 2016

It was moved by Mr. Labrado and seconded by Mr. Hanna to adopt Resolution No. 16-23 in support of Proposition 55 – Children’s Education and Health Care Protection Act of 2016. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Labrado, and Ms. Mendoza Yanez; Nay - Mr. Yarbrough; and a vote of abstention from Ms. Barrios. Student Trustee Mejia’s advisory vote was aye.

5.10 Board Member Comments

Mr. Yarbrough reported that he gave a presentation on behalf of the board at a recent SCC academic senate meeting. He indicated he enjoys working with the academic senate in supporting student success.

In reference to an article in *The Press Enterprise* regarding the enrollment at Inland community colleges, Mr. Yarbrough indicated that the Inland community colleges realized where the demand for classes was and increased the offering of those classes. He stated that was something he and Mr. Solorio had discussed with the Board Facilities Committee in the past.

Mr. Yarbrough left the meeting at this time due to a prior commitment.

Board members expressed gratitude and appreciation for the informative reports provided by staff/students at the board meeting. They also thanked Ms. Guzmán for introducing herself during public comments.

Mr. Hanna encouraged staff to work together to ensure the priority of funds are expended on students in a fiscally responsible manner.

Mr. Hanna indicated he is looking forward to SAC and SCC presentations on enrollment at the October board meetings.

5.10 Board Member Comments (contd.)

Ms. Barrios reported she was invited to attend a meeting earlier this week in the city of Orange with a group of citizens interested in bring a Performing Arts Center to the city of Orange. Mr. Michael Short, Director of Choral Music at Orange High School (OHS), is hopeful this will take place before he retires. Since those in attendance agreed to discuss/bring others to the next meeting, she asked if a representative from SCC would be willing to attend the next meeting with her.

Ms. Barrios indicated that the chancellor and board members should soon be receiving an invitation to the Mayor's prayer breakfast on October 20 for the city of Orange.

Ms. Barrios reported that the Community Foundation of Orange is hosting a tribute to members of the military by displaying flags at the 2016 Orange Field of Valor at Handy Park in November.

Ms. Alvarez reported she attended the Continuing Education Faculty Association (CEFA) candidate interviews recently and heard concerns from CEFA that their organization was not being represented in the budget process; therefore, Ms. Alvarez asked the chancellor to ensure that CEFA's concerns were addressed.

In reference to Mr. Hanna's earlier comments, Ms. Alvarez asked not only what other community colleges are doing to increase student enrollment, but what is RSCCD doing that may turn students away? She encouraged candidates to represent the district in a way that would bring additional students and staff to RSCCD.

RECESS TO CLOSED SESSION

The board convened into closed session at 5:42 p.m. to consider the following items:

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

2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources
Employee Organization: California School Employees Association (CSEA), Chapter 579

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

Mr. Mejia left the meeting at this time.

RECONVENE

The board reconvened at 5:56 p.m.

Closed Session Report

Ms. Mendoza Yanez reported during closed session the board discussed public employment and labor negotiations, and Ms. Mendoza Yanez reported that at a previous meeting the board took action to terminate the employment of a Test Proctor with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Mr. Labrado was not in attendance at the January 25, 2016, board meeting; therefore, he 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 Ms. Barrios and seconded by Mr. Labrado to approve the following action on the management/academic personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, and Ms. Mendoza Yanez.

- Approve Employment Agreements
- Approve Faculty Association of Rancho Community College District (FARSCCD) Hourly Beyond Contract/Overload Hourly Step Increases Effective Fall 2016
- Approve FARSCCD Hourly Part-time Step Increases Effective Fall 2016
- Approve CEFA Hourly Part-time Step Increases Effective Fall 2016
- Approve Changes of Assignment
- Approve Changes of Classification
- Approve Adjusted Final Salary Placements
- Approve Adjusted FARSCCD Beyond Contract/Overload Hourly Rates
- Approve Adjusted FARSCCD Part-time Hourly Rates
- Ratify Resignations/Retirements
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Instructors of Record
- Approve Non-paid Interns

6.2 Classified Personnel

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

- Approve New Appointments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Salary Placement
- Approve Temporary to Hourly Ongoing Assignments
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Temporary Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, October 10, 2016, at Santa Ana College.

There being no further business, Ms. Alvarez declared the meeting adjourned at 5:57 p.m.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: October 10, 2016

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

To:	Board of Trustees	Date: October 10, 2016
Re:	Approval of a new Occupational Therapy Assistant Agreement – Orange County Speech Services	
Action:	Request for Approval	

BACKGROUND

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

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve this new agreement with Orange County Speech Services in Huntington Beach, California.

Fiscal Impact:	None	Board Date: October 10, 2016
Prepared by:	Carlos L. Lopez, Vice President of Academic Affairs Simon B. Hoffman, Dean of Human Services & Technology	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

EDUCATIONAL AFFILIATION AGREEMENT

Occupational Therapy Assistant Program

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

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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

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

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

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

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGE

A. For the Program in General

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

B. For Program Planning

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

C. For Occupational Therapy Assistant Program Students

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

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

A. For the Program in General

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

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

B. For Services and Facilities

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

C. For the Control of District Personnel

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

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

A. For publications

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

B. Insurance:

Insurance Carried by the District. District agrees to maintain in full force and effect coverage of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate for bodily injury, contractual liability and general liability insurance, including errors and omissions coverage which protects and insures against any and all liability attributable to the District, its employees, students, agents, officers, Board Members, and others arising from the activities required under this agreement and said policy shall remain in full force and effect during the term hereof. District shall provide workers' compensation coverage for its staff and students participating in this program. Proof of insurance is to be provided to Clinical Facility.

Insurance Carried by Clinical Facility. Clinical Facility agrees to maintain in full force and effect coverage of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate for bodily injury, contractual liability and general liability insurance, including errors and omissions coverage which protects and insures against any and all liability attributable to the Clinical Facility, its employees, agents, officers, Board Members, and others arising from the activities required under this agreement and said policy shall remain in full force and effect during the term hereof. Proof of insurance is to be provided to District.

C. Indemnification

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

PART V. STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS

- A. Occupational Therapy Assistant Program students shall have the status as learners and shall not be considered to be Agency employees nor shall they replace Agency staff. Any service rendered by the student during the experience is to be considered in addition to planned patient care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for patient care in areas where students are obtaining clinical experience.
- B. Occupational Therapy Assistant Program students are subject to the authority, policies, and regulations of the district. They are also subject, during clinical assignment, to applicable agency regulations and must conform to the same standards as are for Agency employees in matters relating to the welfare of patients and general Agency operations.

- C. The District will be responsible for assuring that health care students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI. PERIOD OF AGREEMENT, TERMINATION

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

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

**District: Rancho Santiago Community
College District**

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

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

Agency: Orange County Speech Services

**Orange County Speech Services
7812 Edinger Avenue, Suite 400
Huntington Beach, CA 92647**


Elizabeth Nideffer, MS/SLP
Director
Orange County Speech Services

Date: _____

Date: 09/16/2016

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

To:	Board of Trustees	Date: October 10, 2016
Re:	Approval of an Occupational Therapy Assistant Agreement Renewal – Centre for Neuro Skills	
Action:	Request for Approval	

BACKGROUND

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

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve this agreement renewal with Centre for Neuro Skills in Bakersfield, California.

Fiscal Impact:	None	Board Date: October 10, 2016
Prepared by:	Carlos L. Lopez, Vice President of Academic Affairs Simon B. Hoffman, Dean of Human Services & Technology	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

EDUCATIONAL AFFILIATION AGREEMENT

Occupational Therapy Assistant Program

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

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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

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

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

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

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGE

A. For the Program in General

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

B. For Program Planning

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

C. For Occupational Therapy Assistant Program Students

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

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

A. For the Program in General

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

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

B. For Services and Facilities

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

C. For the Control of District Personnel

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

PART IV.

JOINT RESPONSIBILITIES AND PRIVILEGES

A. For publications

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

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Insurance Carried by the District. District agrees to maintain in full force and effect coverage of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate for bodily injury, contractual liability and general liability insurance, including errors and omissions coverage which protects and insures against any and all liability attributable to the District, its employees, students, agents, officers, Board Members, and others arising from the activities required under this agreement and said policy shall remain in full force and effect during the term hereof. District shall provide workers' compensation coverage for its staff and students participating in this program. Proof of insurance is to be provided to Clinical Facility.

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C. Indemnification

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

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- A. Occupational Therapy Assistant Program students shall have the status as learners and shall not be considered to be Agency employees nor shall they replace Agency staff. Any service rendered by the student during the experience is to be considered in addition to planned patient care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for patient care in areas where students are obtaining clinical experience.
- B. Occupational Therapy Assistant Program students are subject to the authority, policies, and regulations of the district. They are also subject, during clinical assignment, to applicable agency regulations and must conform to the same standards as are for Agency employees in matters relating to the welfare of patients and general Agency operations.

- C. The District will be responsible for assuring that health care students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI. PERIOD OF AGREEMENT, TERMINATION

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

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

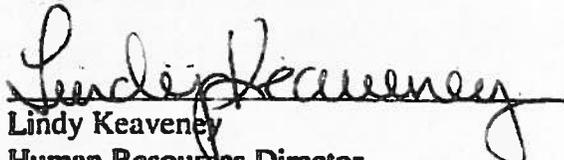
PH
**District: Rancho Santiago Community
College District**

Agency: Centre for Neuro Skills

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

**Centre for Neuro Skills
5215 Ashe Road
Bakersfield, CA 93313**

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


**Lindy Keaveney
Human Resources Director**

Date: _____

Date: 06/24/2016

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Academic Affairs Division

To: Board of Trustees	Date: October 10, 2016
Re: Approval of the Scope of Work for Educational Master Plan and College Planning Design Assistance with Collaborative Brain Trust Through December 2016	
Action: Request for Approval	

BACKGROUND

Santa Ana College is developing a new Educational Master Plan (EMP). Before development of the EMP can begin, the College’s integrated planning design needs to be reviewed and updated. A new plan-to-plan will be created and activated, which will be a component of the EMP.

ANALYSIS

This submission by Santa Ana College is seeking approval to extend the end date of October 31, 2016 in the previously approved Scope of Work for Educational Master Plan and College Planning Design Assistance with Collaborative Brain Trust (CBT) to December 31, 2016. This change has no fiscal impact to Santa Ana College or Rancho Santiago Community College District. All other items in the Scope of Work remain as originally approved.

In conjunction with field experts throughout the State and California Community College system, the company of CBT was selected as the consulting group to provide the required capacity, scope of work, and framework from which a foundation can be developed and built to support the strategic activities and strategies necessary for a new EMP, as well as an updated integrated planning design for the College. CBT is highly qualified for the Scope of Work due to their unique expertise, depth and breadth of work experience, and capacity with integrated planning and educational master planning.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Scope of Work for Educational Master Plan and College Planning Design Assistance with Collaborative Brain Trust through December 2016 as presented.

Fiscal Impact: None	Board Date: October 10, 2016
Prepared by: Carlos L. Lopez, Vice President of Academic Affairs	
Submitted by: Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

Scope of Work

Educational Master Plan and College Planning Design Assistance July-December 31, 2016

Overview:

Santa Ana College would like to develop a new Educational Master Plan (EMP) and has requested a proposal for services to facilitate planning for that effort. In advance of development of the Plan, the College's integrated planning design needs to be reviewed and updated, and a "plan-to-plan" needs to be created and activated for the EMP.

The following is an approximation and estimate of how the consultant process will unfold. As the process progresses, the activities will be refined and customized.

Activities to Facilitate During July-December 31, 2016:

1. With college leadership, review and compile the planning documents, structures, elements and data that currently exist and may need to be considered in EMP development. (2 days)
2. Participate in the development of an integrated planning design/structure for the College, particularly as related to the EMP and its contents and relationship to other planning and institutional effectiveness processes. (3 days)
3. Facilitate development of framework of data (internal and external; quantitative and qualitative; trends, current, and projections) that will be used in the EMP, as well as the process and identification of responsibilities for that activity. (3 days)
4. Review status and updating of college mission and values, if needed (1-2 days)
5. Facilitate the "plan-to-plan" for the EMP: (3 days)
 - a. Table of contents
 - b. Calendar/timelines
 - c. Responsibilities and assignments
 - d. Communication strategies with constituents
6. Facilitate first "kick-off meeting" to initiate EMP (1 planning day, 1 on-site day)



Cost Proposal:

A maximum of fifteen consultant days are required to complete the above activities.

Total contract(s) days: 15, some on-site and some completed virtually, TBD

Daily consultant rate: \$1,872.00

Total consulting fees: \$ 28,080

Travel Expenses (mileage for 10 round trips) not to exceed: \$350

Total contract for July-December 31, 2016: \$28,430

Invoices will be sent at the end of each month and payable within 30 days.

Agreed:

Peter J. Hardash
Vice Chancellor of Business Operations/Fiscal Services
Rancho Santiago Community College District

Date

Patrick McCallum
President
Collaborative Brain Trust

Date

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College - Counseling Division**

To:	Board of Trustees	Date: October 10, 2016
Re:	Approval of Amendment to the Agreement between The Regents of the University of California, Irvine and RSCCD for Research Evaluation of Santa Ana College's ENGAGE in STEM Grant-Funded Project	
Action:	Request for Approval	

BACKGROUND

The Counseling Division's Center for Teacher Education has been approved for a one year no-cost extension of the HSI STEM Collaborative grant originally awarded by the U.S. Department of Education, which was scheduled to end on September 30, 2016. The University of California, Irvine Center for Educational Partnerships (CFEP) has served as lead evaluation agency for the project, which required external evaluation of the project outcomes, from April 3, 2012 – September 30, 2016. Both parties desire to extend the term of the agreement by one year from October 11, 2016 to September 30, 2017, and amend the total cost for the external evaluation from \$150,000 to \$180,000. The fiscal impact is entirely covered by the grant funding.

ANALYSIS

The research activities of the lead evaluation agency, as specified in the original agreement and the grant proposal, would continue during this extension year, and will be completely funded by the grant in the amount of no more than \$30,000 per year for a total of \$180,000 over the six years of the grant.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Amendment to the Agreement between the Regents of the University of California, Irvine and RSCCD for Research Evaluation of Santa Ana College's ENGAGE in STEM grant-funded project as presented.

Fiscal Impact: \$30,000	Board Date: October 10, 2016
Prepared by: Micki Bryant, Ph.D., Dean of Counseling Sara Lundquist, Ph.D., Vice President of Student Services	
Submitted by: Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor	

FIRST AMENDMENT (Year 5) TO AGREEMENT
BETWEEN THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

THIS FIRST AMENDMENT is entered into the 11th day of October, 2016 by and between Rancho Santiago Community College District, hereinafter referred to as “Sponsor” (Contract number SAC-12-018) and The Regents of the University of California, on behalf of its Irvine campus (“University”) thereafter referred to as “UCI” to amend that certain agreement (“Agreement”) between the parties which commenced on April 3, 2012 through September 30, 2016.

WHEREAS, the parties desire to extend the term of the agreement by one-year and amend the total cost from \$150,000 to \$180,000.

NOW, THEREFORE, in consideration of the mutually agreed as follows:

The Section titled “Period of Performance” is amended to add the following:

The period of performance of this Agreement will be extended one year beginning October 11, 2016 through September 20, 2017.

The Section titled “Total Estimated Cost” is amended and replaced with the following:

The total cost to the Sponsor for performance of this Agreement will not exceed \$30,000 per year. The total cost of the evaluation services over the six years will not exceed \$180,000.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this First Amendment to Agreement to be executed as of the 11th day of October, 2016.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

REGENTS OF UNIVERSITY OF CALIFORNIA
IRVINE

By: _____

By: _____

Name: Peter J. Hardash

Name: Snehal Bhatt

Vice Chancellor

Director

Title: Business Operations/Fiscal Services

Title: Purchasing and Risk Services

Date: _____

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santa Ana College

To:	Board of Trustees	Date: October 10, 2016
Re:	Approval of Student Field Placement Agreement with California State University, Long Beach	
Action:	Request For Approval	

BACKGROUND

The Counseling Division is developing a more formalized internship program for students who are in their master's programs and need field placements to complete their degree requirements. SAC has had this agreement in place for several years for social work interns from the Graduate/Undergraduate Social Work Program at California State University, Long Beach (CSULB) but we had not utilized their interns in the last year. We are seeking to renew the previous agreement, which expired on April 30, 2016, when interns worked primarily in Disabled Students Program and Services (DSPS), in order to reactivate and expand our intern placement program and our agreement with California State University, Long Beach.

ANALYSIS

Santa Ana College will be working primarily with graduate level interns in their master's program, rather than those in the undergraduate program. Interns benefit our students by bringing their current educational knowledge and enthusiasm to their experience of supervised work with students, and students often engage even more readily with graduate students who are not far removed from their own age. Faculty derive a rewarding professional development experience from training and mentoring interns, while the interns gain invaluable knowledge and field experience necessary to complete their degrees. Santa Ana College counselors are well known and highly regarded for the quality of their training and mentoring practices that further the overall professional development of the field of counseling. There is no fiscal impact, as the interns are gaining required field placement hours, and are not financially compensated.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Student Field Placement Agreement with California State University, Long Beach as presented.

Fiscal Impact:	\$0	Board Date: October 10, 2016
Prepared by:	Sara Lundquist, Ph.D., Vice President of Student Services Micki Bryant, Ph.D., Dean of Counseling	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor	



STUDENT FIELD PLACEMENT AGREEMENT

This agreement (“Agreement”) is between the Trustees of the California State University (CSU) on behalf of California State University Long Beach (“University”) and Rancho Santiago Community College District on behalf of Santa Ana College (“Facility”).

University offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. For this Agreement, the Facility shall provide practical experience pursuant to the terms of this agreement and serve as a learning site offering facilities, resources and supervision to students. In consideration the mutual promises and conditions set forth below, the University and the Facility (“Party or Parties”) agree as follows:

- I. **EDUCATIONAL PROGRAMS** – The following University educational programs are included in this Agreement and are governed by the corresponding Exhibit(s), incorporated as if fully stated herein:

Exhibit A – Social Work Program Protocol, consisting of two (2) pages

II. **GENERAL PROVISIONS**

- A. Term of Agreement** - The term of this Agreement shall be operative from date of full execution until June 30, 2021. Either Party may terminate this agreement upon forty-five (45) days written notice. If either Party sends a Notice of Termination prior to the completion of an academic semester, all students enrolled at that time shall be allowed to continue their education experience until that student completes their placement work.
- B. Relationship of Parties** – Facility (including its employees and agents) shall act in an independent capacity and not as officers, employees or agents of CSU or University. Nothing in this Agreement shall be construed to constitute a partnership, joint venture or any other relationship other than that of independent contractors.
- C. Indemnification** - University shall be responsible for damages caused by the negligence of its directors, officers, agents and employees, as defined by law, and agrees to indemnify and hold harmless Facility (including its officers, agents and employees) from any and all liability arising out of the negligent acts, omissions or willful misconduct of University directors, officers, agents or employees in the performance of this Agreement.

Facility shall be responsible for damages caused by the negligence of its directors, officers, agents and employees, and agrees to indemnify and hold harmless CSU and University (including its officers, agents and employees) from any and all liability arising out of the negligent acts, omissions or willful misconduct of Facility’s directors, officers, agents or employees in the performance of this Agreement.

D. Insurance

1. Each party shall maintain general and professional liability insurance (or a program of self-insurance), comprehensive or commercial form, with minimum limits of \$1,000,000 each occurrence and \$3,000,000 general aggregate.
2. Students shall maintain general and professional liability, through the Student Professional Liability Insurance (SPLIP) program, in the amount of \$2,000,000 for each occurrence and \$4,000,000 general aggregate.
3. University understands and agrees that University and all University’s employees, interns, agents, representatives and assignees are not employees of the Facility and are not entitled to benefits of any kind or nature normally provided to employees of the Facility or to which Facility’s employees are usually entitled including, but not limited to, state employment compensation or workmen’s compensation.

- E. Confidentiality of Student Records** - Student records shall remain confidential as required by the Family Educational Rights and Privacy Act (FERPA). Neither Party shall release any protected student information without written consent of the student, unless required to do so by law or as dictated by the terms of this Agreement.

- F. Confidentiality of Medical Records (HIPAA)** - All of Facility’s medical records and charts created in connection with Clinical Training shall be and shall remain the property of Facility. Solely for the purposes of this Agreement and patient confidentiality under the Health Insurance Portability and Accountability Act of 1996 and regulations promulgated thereunder (“HIPAA”), Students shall be considered to be members of Facility’s “Workforce,” as defined at 45 Code of Federal Regulations (C.F.R.) § 160.103.

In the course of Clinical Training at Facility, Students will have access to Protected Health Information, as defined at 45 C.F.R. § 160.103, and shall be subject to Facility’s HIPAA Privacy and Security policies and procedures. Students will be required to participate in training related to the HIPAA Privacy and Security Rules and Facility’s HIPAA Privacy and Security policies and procedures.

The Parties agree that University is not a “business associate” of Facility under HIPAA. University will not be performing or assisting in the performance of covered HIPAA functions on behalf of Facility. There will be no exchange of individually identifiable protected health information between School and Facility.

- G. Governing Law** – This agreement shall be construed in accordance with and governed by the laws of the State of California, except where superseded by federal law. All actions or proceedings arising in connection with this Agreement shall be subject to the exclusive jurisdiction of the state courts of the County of Los Angeles, State of California.
- H. Services Responsibility**- Facility retains professional and administrative responsibility for services rendered at the Facility.
- I. Student Safety and Personal Risk**- Facility shall inform the participating student of any potential health or safety risks associated with their field placement.
- J. Assignments** - This Agreement is not assignable in whole or in part.
- K. Renewal** - This agreement may be renewed by mutual written consent of authorized representatives of the parties. Nothing herein guarantees any such renewal(s).
- L. Endorsement** - Nothing contained in this Agreement shall be construed as conferring on any party hereto any right to use the other party’s name as an endorsement of product/service or to advertise, promote or otherwise market any product or service without the prior written consent of the other parties. Furthermore, nothing in this Agreement shall be construed as endorsement of any commercial product or service by University its officers or employees.
- M. Fair Labor Standards Act and Displacement of Organization Employees** – It is not the intention of this Agreement for students to perform services that would displace or replace regular employees of the Facility.
- N. Nondiscrimination** - During the performance of this Agreement, the Parties may not deny placement under this Agreement to any student on the basis of religion, color, ethnic group identification, sex, age, sexual orientation/gender identity, physical or mental disability, nor may they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40) or sex. The parties will insure that the evaluation and treatment of students are free of such discrimination.
- O. Survival** - Upon termination of this contract for any reason, the terms, provisions, representations and warranties contained in this agreement shall survive expiration or earlier termination of this agreement.
- P. Severability** - If any provision of this agreement is held invalid by any law, rule, order of regulation of any government, or by the final determination of any state or federal court, such invalidity shall not affect the enforceability of any other provision not held to be invalid.
- Q. Authority** - Each party represents and warrants that the person(s) signing below on its behalf has the authority to enter into this Agreement and that this Agreement does not violate any of its existing agreements or obligations.
- R. Entire Agreement** – This document contains the entire agreement and understanding of the Parties, and supersedes all prior agreements, arrangements, and understandings with respect to the subject matter of this document. No amendment, alternation or variation of the terms of the Agreement shall be valid unless made in writing and signed by the Parties hereto.

University:

California State University, Long Beach
1250 Bellflower Blvd., BH-346
Long Beach, CA 90840-0123

Facility: Rancho Santiago Community College District on
behalf of Santa Ana College
1530 West 17th Street
Santa Ana, CA 92706
(714) 564-6078

Authorized Signature *Date*

Name and Title

Authorized Signature *Date*

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

Print Name and Title

SPECIFIC PROTOCOL
SOCIAL WORK
Student Field Placement Agreement
Exhibit A

The California State University Long Beach (University) Graduate/Undergraduate Social Work Major is approved by the California State University (CSU) Trustees and accredited by the Council on Social Work Education.

Both parties (University and Facility as identified on the signature page of this Agreement) agree to the mutual benefit hereto that students of the University's School of Social Work use the Facility for fieldwork experience.

At all times during operation of this contract the intern will be in a student-educational institutional relationship and not considered to be an employee or agent of either University or Facility.

I. FACILITY SHALL:

- A. Permit each student designated by the University pursuant to Paragraph "II. A" below to receive social work field education experience at the Facility and shall permit such students and University social work instructors free access to appropriate social work facilities for such clinical social work fieldwork experience.
- B. Furnish appropriate facilities, in such a manner that there will be no conflict in the use thereof between the University's students and students from other educational institutions, if any.
- C. Maintain the facilities and provide opportunities in such a manner that the minimum essentials (adequate supervision, safe environment and access to facility and supplies) for an approved fieldwork experience shall be met at all times.
- D. Assure that staff is adequate in number and quality to ensure safe and continuous client services to individuals. Facility shall maintain sole responsibility and accountability for services to children and families.
- E. Permit the Facility's social work director and other designated personnel to attend University social work faculty meetings, or any committee thereof, to coordinate the fieldwork experience program provided for under this Agreement.
- F. Have the right, after consultation with University, to refuse to accept for further fieldwork experience any University student who in the Facility's judgment is not participating satisfactorily in said program.
- G. Notify University social work instructors of any change in the Facility's social work director/management appointments.

H. Provide emergency first aid or treatment as required in connection with any injury or illness incurred by a student during performance of his/her training.

II. UNIVERSITY SHALL:

- A. Designate enrolled University social work students for social work experience at the Facility, in such numbers as are mutually agreed to by both parties.
- B. Work with Facility to establish a rotation plan for the various types of social work experience.
- C. Keep all academic records of students participating in said program.
- D. Be responsible for student professional activities and conduct while in the Facility.
- E. Require every student to conform to all applicable Facility policies, procedures, and regulations, and all requirements and restrictions specified jointly by representatives of University and Facility.
- F. Require University's social work instructors to notify Facility's director in advance of:
 - 1. Student social work schedules.
 - 2. Placement of students in fieldwork assignments.
 - 3. Changes in fieldwork assignments.
- G. In consultation and coordination with the Facility's social work director and social work staff, plan for the fieldwork experience to be provided to students under this Agreement.
- H. In consultation and coordination with the Facility's social work director arrange for periodic conferences between appropriate representatives of University and Facility to evaluate the fieldwork experience program provided under this Agreement.
- I. Provide for orientation of students and faculty assigned to Facility.

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

To:	Board of Trustees	Date: October 10, 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 revisions for the 2017 – 2018 Santa Ana College Catalog.

Fiscal Impact:	None	Board Date: October 10, 2016
Prepared by:	Carlos L. Lopez, Vice President, Academic Affairs	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

SANTA ANA COLLEGE

CURRICULUM & INSTRUCTION COUNCIL

DATE: October 10, 2016
TO: Linda D. Rose, 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:

NEW COURSES

Four (4) new courses were approved because of new and/or expanded programs or major changes in the discipline.

* (See Attachment #1)

REVISED COURSES

Forty-nine (49) course revisions were updated to reflect changes in title, units, hours, or content.

* (See Attachment #2)

DELETED COURSES

Two (2) courses previously offered at SAC and CEC were removed from the catalog because they were outdated and/or had not been offered for three to five semesters.

* (See Attachment #3)

DISTANCE EDUCATION OFFERINGS

Fourteen (14) 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.

* (See Attachment #4)

NEW PROGRAMS/CERTIFICATES

Six (6) new programs/certificates were approved.

* (See Attachment #5)

REVISED PROGRAMS/CERTIFICATES

Thirteen (13) program/certificate revisions were updated to reflect changes in title, units, hours, or content.

* (See Attachment #6)

NEW COURSES

CATALOG 2017 – 2018

SANTA ANA COLLEGE

- 1 FDM 080 Embroidery
- 2 FDM 081 Fabric Printing
- 3 FDM 110 Corset Construction

CONTINUING EDUCATION

- 4 VHLTH 799 Introduction to Pharmacy Technology

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

1	ACCT	205	Intermediate Accounting I
2	FDM	055	Children's Clothing
3	FDM	106	Advanced Sewing
4	FDM	111A	Fashion Illustration Techniques
5	FDM	112	Advanced Flat Pattern Making
6	FDM	213	Apparel Line Production
7	FREN	211	Intermediate Conversation and Composition I
8	FREN	214	Intermediate Conversation and Composition II
9	MUS	009A	Music Laboratory
10	MUS	136	Collegiate Choir
11	MUS	140	Instrumental Methods for Winds and Percussion
12	MUS	146	Digital Recording Studio Techniques I
13	MUS	148	Digital Music Synchronization to Multimedia
14	MUS	162	Class Piano II
15	MUS	173	Beginning Rhythms in Percussion and Drums
16	MUS	180A	String Methods
17	MUS	009B	Music laboratory II
18	MUS	009C	Music laboratory III
19	MUS	009D	Music laboratory IV
20	MUS	102	World Music
21	MUS	102H	Honors World Music
22	MUS	103	Jazz in America
23	MUS	144	Projects in Electronic Music
24	MUS	169	Harmonization at the Keyboard
25	MUS	180B	Intermediate String Methods

26	MUS	268	Intermediate Keyboard Repertoire
27	NUTR	118	Cultural Foods
28	OTA	101	Foundations of Occupation and Occupational Therapy
29	OTA	101L	Exploration of Occupation Through Activity
30	OTA	115	Human Disease and Occupation
31	THEA	132	Stage Makeup
32	THEA	167	Setup for Intelligent Lighting
33	THEA	168A	Computer Applications for Entertainment Lighting
34	THEA	100	Introduction to Theatre
35	THEA	110	Acting Fundamentals

CONTINUING EDUCATION

36	ESL	120	ESL Civics
37	ESL	392	Writing and Computers: Developing a School Publication
38	ESL	394	ESL Writing A
39	ESL	395	ESL Writing B
40	ESL	398	ESL Community Learning Center
41	ESL	510	VESL: English for Work 1
42	ESL	520	VESL: English for Work 2
43	ESL	530	American English Pronunciation
44	ESL	570	Conversation 1
45	ESL	580	Conversation 2
46	HSOTH	740	Spanish 1
47	HSOTH	742	Spanish 2
48	HSOTH	743	Spanish 3
49	HSOTH	744	Spanish 4

COURSE DELETIONS

CATALOG 2017 – 2018

SANTA ANA COLLEGE

1 PHAR 054 Pharmacy Calculations

CONTINUING EDUCATION

2 HSSCI 180 Introduction to Biology

DISTANCE EDUCATION OFFERINGS**CATALOG 2017 – 2018****SANTA ANA COLLEGE**

1	ACCT	205	Intermediate Accounting I
2	CHNS	101	Elementary Chinese I
3	FDM	111A	Fashion Illustration Techniques
4	FREN	211	Intermediate Conversation and Composition I
5	FREN	214	Intermediate Conversation and Composition II
6	JAPN	101	Elementary Japanese I
7	JAPN	102	Elementary Japanese II
8	MUS	102	World Music
9	MUS	102H	Honors World Music
10	MUS	103	Jazz in America
11	OTA	101	Foundations of Occupation and Occupational Therapy
12	OTA	115	Human Disease and Occupation
13	THEA	100	Introduction to Theatre
14	THEA	110	Acting Fundamentals

CONTINUING EDUCATION

None

NEW PROGRAMS/CERTIFICATES

CATALOG 2017 – 2018

SANTA ANA COLLEGE

- 1 Fashion Assistant Certificate of Proficiency
- 2 Quinceañera Dress Design Certificate of Proficiency
- 3 Screen Printing and Embroidery Certificate of Proficiency
- 4 Swimwear Design Certificate of Proficiency
- 5 Visual Merchandising Certificate of Proficiency

CONTINUING EDUCATION

- 6 Pharmacy Technology Certificate of Competency

REVISED PROGRAMS/CERTIFICATES

CATALOG 2017 – 2018

SANTA ANA COLLEGE

- 1 Apparel Product Development and Technical Design Certificate of Achievement
- 2 Apparel Product Development and Technical Design Degree
- 3 Associate in Arts in Geography for Transfer
- 4 Dressmaking and Alterations Option Certificate of Achievement
- 5 Fashion Design Certificate of Achievement
- 6 Fashion Design Degree
- 7 Fashion Merchandising Certificate of Achievement
- 8 Fashion Merchandising Degree
- 9 Geography Degree

CONTINUING EDUCATION

- 10 Academic ESL Int C Certificate of Completion
- 11 Academic ESL Int D Certificate of Completion
- 12 Communication ESL Int B Certificate of Competency
- 13 Communication ESL Int C Certificate of Completion

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

To:	Board of Trustees	Date: October 10, 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) to date this semester. 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: October 10, 2016
Prepared by:	Marilyn Flores, Ed.D., Vice President, Academic Affairs, SCC Joyce Wagner, Ph.D., Chair, Curriculum and Instruction Council, SCC	
Submitted by:	John Hernandez, Ph.D., President, SCC	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

CURRICULUM AND INSTRUCTION COUNCIL

DATE: September 26, 2016

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

FROM: Joyce Wagner, Ph.D., Chair of the Curriculum and Instruction Council
Marilyn Flores, Ph.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 option within the local general education requirements was revised:

Area F2: Lifelong Understanding and Self-Development
Kinesiology 247, 248 added

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

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

None

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (Plan C)

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

None

NEW PROGRAMS, DEGREES AND CERTIFICATES

No new program control numbers 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 #1)

Two (2) 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 #2)

Six (6) new courses were approved due to new and/or expanded programs or major changes in the discipline.

REVISED COURSES

(See Attachment #3)

Fifty-eight (58) 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 #4)

Thirty-one (31) courses were deactivated because they were outdated and/or had not been offered in three (3) or more years.

DISTANCE EDUCATION OFFERINGS

(See Attachment #5)

One (1) course was 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 #6)

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: Michael DeCarbo, Academic Senate President, Santiago Canyon College

Marilyn Flores, Vice-President of Academic Affairs, Santiago Canyon College
Ruth Babeshoff, Interim 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
Jennifer Coto, Interim Dean of Counseling and Student Support Services, Santiago Canyon College
Aaron Voelcker, Dean of Institutional Effectiveness, Library & Learning Support, Santiago Canyon College
Carolyn Breeden, Interim Dean of Arts, Humanities and Social Sciences, Santiago Canyon College
Martin Stringer, Dean of Mathematics and Sciences and Athletics Director, Santiago Canyon College
Monica Zarske, Chair of the Curriculum and Instruction Council, Santa Ana College
Linda Rose, President of Santa Ana College
Elliot Jones, Academic Senate President, Santa Ana College
Carlos Lopez, Vice-President of Academic Affairs, Santa Ana College

REVISED PROGRAMS, DEGREES AND CERTIFICATES

Credit

Child Development, Preschool, Certificate of Proficiency
Child Development, The School-Age Child, Certificate of Proficiency

Non-Credit

None

NEW COURSES

Credit

Child Development 230, Child Guidance and Classroom Management

Kinesiology 198, Basic Tai Chi

Kinesiology 198, Volleyball Team Off-Season- Men

Kinesiology 198, Volleyball Team Off Season-Women

Special Services N98, Transition to College

Theatre Arts 198, Advanced Acting

Non-Credit

None

REVISED COURSES**Credit**

American College English N80, Writing Review
 Apprenticeship Carpentry 030A, Standard First Aid
 Apprenticeship Carpentry 072C, Advanced Lathing
 Apprenticeship Carpentry 095, Water Treatment Facilities
 Apprenticeship Electrician 21, Sound and Communication Apprentice 1
 Apprenticeship Electrician 51, Inside Wireman 1
 Apprenticeship Electrician 52, Inside Wireman 2
 Apprenticeship Electrician 53, Inside Wireman 3
 Apprenticeship Electrician 54, Inside Wireman 4
 Apprenticeship Electrician 55, Inside Wireman 5
 Apprenticeship Insulator 021, Orientation
 Apprenticeship Insulator 022, Safety and Health Certifications
 Apprenticeship Insulator 023, Insulation Basics
 Apprenticeship Insulator 024, Construction Methods
 Apprenticeship Insulator 025A, Print Reading
 Apprenticeship Insulator 025B, Advanced Print Reading
 Apprenticeship Insulator 026, Sound Control and Weatherstripping
 Apprenticeship Insulator 027, Flexible Foam Insulation
 Apprenticeship Insulator 031, Green Building and Weatherization
 Apprenticeship Insulator 032, Specialty Installations
 Apprenticeship Insulator 033, Energy Audit
 Apprenticeship Insulator 034, Firestop/Fireproofing Procedures
 Apprenticeship Insulator 035, Infiltration and Moisture Control
 Apprenticeship Insulator 036, Loose Fill and Spray Insulation
 Apprenticeship Insulator 037, Rigid Foam and Cellular Glass Insulation Installations
 Apprenticeship Insulator 041, Supervisory Training
 Apprenticeship Millwright 021, Orientation
 Apprenticeship Millwright 022, Safety and Health Certifications
 Apprenticeship Millwright 023A, Millwright General Skills - A
 Apprenticeship Millwright 023B, Millwright General Skills - B
 Apprenticeship Millwright 024, Printreading
 Apprenticeship Millwright 025, Welding Fabrication
 Apprenticeship Millwright 026, Cutting and Burning
 Apprenticeship Millwright 027, Optics and Machinery Alignment
 Apprenticeship Millwright 028, Machinery Shaft Alignment
 Apprenticeship Millwright 029A, Structural Welding - AWS A
 Apprenticeship Millwright 029B, Structural Welding - AWS B
 Apprenticeship Millwright 030, Rigging Hardware and Procedures
 Apprenticeship Millwright 031, Turbine Familiarization
 Apprenticeship Millwright 032, Pumps
 Apprenticeship Millwright 033, Conveyor Systems
 Apprenticeship Millwright 034, Drives, Pulleys and Belts
 Apprenticeship Millwright 036A, Machinery Installation and Erection - A
 Apprenticeship Millwright 036B, Machinery Installation and Erection - B

Apprenticeship Millwright 037, Turbine Maintenance

Attachment #3b

REVISED COURSES (*con't*)

Apprenticeship Millwright 038, Concentrated Photovoltaic Installations

Apprenticeship Millwright 039, Compressor Theory and Maintenance

Apprenticeship Millwright 040, Wind Turbine Installations

Apprenticeship Millwright 051, Solar Installer Level 1

Electrician 41, General Electrician 1

Electrician 42, General Electrician 2

Electrician 43, General Electrician 3

Electrician 44, General Electrician 4

Electrician 45, General Electrician 5

Electrician 46, General Electrician 6

Electrician 47, General Electrician 7

Electrician 48, General Electrician 8

Electrician 49, General Electrician 9

Electrician 50, General Electrician 10

Non-Credit

None

DEACTIVATED COURSES**Credit**

Apprenticeship Carpentry 030AJ, First Aid/CPR - Journeyworker
 Apprenticeship Carpentry 030BJ, OSHA 10 Construction Safety - Journeyworker
 Apprenticeship Carpentry 030CJ, OSHA 30 Construction Safety - Journeyworker
 Apprenticeship Carpentry 030DJ, Construction Fall Protection - Journeyworker
 Apprenticeship Carpentry 040AJ, Scaffold Erector, Welded Frame/Mobile Tower - Journeyworker
 Apprenticeship Carpentry 040BJ, Scaffold Erector, Qualification Studies - Journeyworker
 Apprenticeship Carpentry 040DJ, Scaffold Erector, Tube and Clamp - Journeyworker
 Apprenticeship Carpentry 041CJ, Aerial Lifts - Journeyworker
 Apprenticeship Carpentry 075CJ, Welding Certification Studies - Journeyworker
 Apprenticeship Carpentry 090J, Mine Safety and Health Administration - New Miner - Journeyworker
 Apprenticeship Carpentry 091J, Mine Safety and Health Administration - New Miner Qualification Studies - Journeyworker
 Apprenticeship Carpentry 092J, Safety and Health Certifications - Journeyworker
 Apprenticeship Carpentry 093J, Infection Control Risk Assessment (ICRA) Best Practices in Health-Care Construction - Journeyworker
 Apprenticeship Carpentry 095J, Water Treatment Facilities - Journeyworker
 Apprenticeship Insulator 031J, Green Building and Weatherization - Journeyworker
 Apprenticeship Millwright 041J, Millwright 16 Hour Safety - Journeyworker
 Apprenticeship Millwright 042J, Human Performance - Journeyworker
 Apprenticeship Millwright 051J, Solar Installer Level 1 - Journeyworker
 Apprenticeship Operating Engineers 047J, Operating Engineers Hazmat 40 – Journeyworker
 Apprenticeship-Operating Engineers-048J-Disaster Site Worker Journeyworker
 Apprenticeship Operating Engineers 049J, OSHA Construction Training Journeyworker
 Apprenticeship-Operating Engineers 051J, Operating Engineers Hazmat 8 Journeyworker
 Apprenticeship Operating Engineers 052J, Mobile Cranes Journeyworker
 Apprenticeship Operating Engineers 053J, Special Inspector Education Journeyworker
 Apprenticeship Operating Engineers 061J, Concrete Transportation Construction Inspector Journeyworker
 Apprenticeship Operating Engineers 062J, Asphalt Inspection Journeyworker
 Apprenticeship Operating Engineers 063AJ, ACI Laboratory Testing Technician Journeyworker I
 Apprenticeship Operating Engineers 064AJ, ACI Laboratory Testing Technician Journeyworker II
 Apprenticeship Operating Engineers 075AJ, Soils Inspection and Testing Journeyworker
 Apprenticeship Operating Engineers 076AJ, Structural Plan Reading for Inspectors Journeyworker
 Child Development 298C, Practicum in School-Age Programs

Non-Credit

None

DISTANCE EDUCATION OFFERINGS

Credit

Child Development 230, Child Guidance and Classroom Management (stand alone)

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 - Student Services Division

To: Board of Trustees	Date: October 10, 2016
Re: Approval of Contract Agreement with National Student Clearinghouse-StudentTracker	
Action: Request for Approval	

BACKGROUND

The National Clearinghouse is a data warehouse that provides enrollment verification and data reporting to 3,600 colleges and universities nation-wide, and provides data in regards to enrollment, degree and certificate completion and transfer.

The acquisition of a free independent license with the National Student Clearinghouse will allow SCC to have real-time access to data regarding student enrollment, transfer, and degree completion for SCC students that have graduated and/or transferred. These data will make searches more complete so that we can gather a more comprehensive look at our students' educational trajectory and success, identify bottlenecks in program pathways, provide much needed direct access for academic and student service program managers, and allow our Office of Institutional Effectiveness and Research to run at full capacity.

ANALYSIS

The agreement will have no fiscal impact as this is a no-cost service.

RECOMMENDATION

It is recommended that the Board of Trustees approve the contract agreement with National Student Clearinghouse-StudentTracker.

Fiscal Impact: N/A	Board Date: October 10, 2016
Prepared by:	Aaron Voelcker, Dean, Institutional Effectiveness, Library & Learning Support Services Ruth Babeshoff, Interim Vice President, Student Services
Submitted by:	John Hernandez, Ph.D., Interim President
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor

SCC 15-020



StudentTracker Agreement For Postsecondary Educational Institutions

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, National Student Clearinghouse, a not-for-profit corporation organized under the laws of Virginia ("Clearinghouse") and the undersigned educational institution or entity representing one or more educational institutions ("Institutional Requestor") agree as follows:

1. The Clearinghouse provides a central repository for student enrollment data for postsecondary educational institutions that have appointed the Clearinghouse as their agent for purposes of reporting the enrollment status of their students under Federal student loan programs in accordance with the Core Service Agreement. Postsecondary educational institutions that have entered into the Core Service Agreement with the Clearinghouse are eligible to enter into this StudentTracker Agreement ("Agreement") as "Institutional Requestors." The Clearinghouse also acts as a central repository for the verification of degrees awarded by educational institutions that have appointed the Clearinghouse as their agent for purposes of reporting academic achievements of their alumni to eligible third parties.
2. The Institutional Requestor may submit lists of its current or former students, or applicants for admission who did not enroll and attend as students ("StudentTracker Request Files"), in order to obtain data on the enrollment and academic achievements of these individuals at other postsecondary institutions prior to, concurrently with, or subsequent to the individual's enrollment or application with the Institutional Requestor. The Institutional Requestor agrees that it will submit its StudentTracker Request Files electronically and that they will contain the data elements and configuration reasonably required by the Clearinghouse. Alternatively, the Institutional Requestor may query StudentTracker on-line for these purposes following procedures reasonably required by the Clearinghouse.
3. The Clearinghouse will promptly compare a StudentTracker Request File with its enrollment database and report to the Institutional Requestor, subject to the eligibility requirements outlined in this Agreement, data on the enrollment and academic achievements of students that were provided to the Clearinghouse by other postsecondary institutions.
4. In consideration of the services provided by the Clearinghouse under this Agreement, Institutional Requestor agrees to pay the Clearinghouse a fee in accordance with the Clearinghouse's published Schedule of Fees for Schools. The Clearinghouse agrees to provide the Institutional Requestor with ninety (90) days prior written or electronic notice of any increase in the fee for this service. The Institutional Requestor agrees to submit payment of applicable fees within thirty (30) days of receipt of a bill from the Clearinghouse.
5. The Clearinghouse uses its best efforts to review, interpret, and follow publicly disseminated guidance on FERPA in the development and operation of StudentTracker and provides for the release of only unblocked directory information unless FERPA authorizes release without consent. The Institutional Requestor is solely responsible for its compliance with FERPA, and the Clearinghouse is not liable for any errors or omissions by the Institutional Requestor in using StudentTracker that may give rise to FERPA violations. Both the Clearinghouse and the Institutional Requestor agree to comply with all applicable Federal, State, and local statutes, regulations, and other requirements pertaining to the security, confidentiality, and privacy of information maintained by the Clearinghouse.

6. In the event the Institutional Requestor is required to disclose any data provided hereunder (specifically including, but not limited to, information which could potentially identify individuals or specific postsecondary institutions) pursuant to any applicable statute, law, rule or regulation of any governmental authority or pursuant to any order of any court of competent jurisdiction, the Institutional Requestor must provide the Clearinghouse prompt notice of such request for disclosure and reasonably cooperate with the Clearinghouse's efforts to obtain a protective order. The parties further agree that any exclusion effected pursuant to this provision is authorized only to the minimum extent necessary to allow the Institutional Requestor to comply with a legal rule or order compelling the disclosure of information and shall not constitute a general waiver of the obligations of confidentiality under this Agreement.
7. If the Institutional Requestor at any time elects to use the Clearinghouse Secure Web Service rather than a batch process to submit files, the Institutional requestor will appoint an individual to act as the Institutional Requestor's User Administrator. Such User Administrator will have the authority to authorize additional users on behalf of the Institutional Requestor and to obtain a user name and password for users on behalf of the Institutional Requestor ("Authorized Personnel"). All Authorized Personnel will be required to agree to terms of use on initial log in to ensure the security and integrity of the system.
 - a. The Institutional Requestor agrees to take reasonable steps to ensure that Authorized Personnel do not share their user names and passwords with other individuals or entities. The Institutional Requestor agrees further to contact the Clearinghouse immediately to cancel the user names and passwords assigned to personnel who are no longer authorized to obtain access to the Clearinghouse's secure Web site.
 - b. The Institutional Requestor agrees to designate appropriate access types for Authorized Personnel in accordance with their official and actual institutional responsibilities and to ensure that they use the Clearinghouse's secure Web site only for the purposes specified by the access type selected for use.
 - c. The Institutional Requestor understands and agrees that the Clearinghouse monitors the use of its secure Web site to help ensure that Authorized Personnel use access types solely for their specified purposes. The Institutional Requestor agrees further that the Clearinghouse may send a copy of any completed Secure Web Service Agreement to the primary contact designated in this Agreement and/or the signatory to its Core Service Agreement.
8. If the Institutional Requestor represents one or more educational institutions ("Affiliates"), all representations, conditions and terms outlined in this Agreement apply to each Affiliate. The Institutional Requestor agrees to submit a listing of Affiliates, if any, attached to this Agreement upon execution and return of the Agreement to the Clearinghouse.
9. The Institutional Requestor and each of its Affiliates, if any, agree to adhere to the following requirements as a condition of their eligibility to use StudentTracker:
 - a. Execution of Core Service Agreement;
 - b. Programming data block indicators ("DBIs") for all current data submissions and submission of historical DBIs for all students for whom the Institutional Requestor submitted enrollment data to the Clearinghouse prior to programming DBIs for current data submissions; and
 - c. Remaining in active status for purposes of data submissions under the Core Service Agreement.

If the Institutional Requestor, or any of its Affiliates, ceases to fulfill each of the eligibility requirements above, this Agreement is suspended with respect to StudentTracker requests related to that Institutional Requestor or Affiliate, until the requirements are met.

To be eligible to receive information on the degrees and academic achievements of students at other institutions, the Institutional Requestor and its Affiliates, if any, must be participants in the Clearinghouse's degree verification service. If the Institutional Requestor, or any of its Affiliates, is not or ceases to be a

participant in the Clearinghouse's degree verification service, no degree data will be included in StudentTracker response files with respect to the non-participating Institutional Requestor or Affiliate.

10. The Institutional Requestor agrees to acknowledge in all internal and external reports, presentations, publications, press releases, and/or research announcements that utilize StudentTracker data that the source of the data is the StudentTracker service from the National Student Clearinghouse.

11. The Institutional Requestor agrees to provide all notices to the Clearinghouse under this Agreement to:
 National Student Clearinghouse
 2300 Dulles Station Boulevard, Suite 300
 Herndon, VA 20171
 Attn: Contract Administrator
 Electronically: contracts@studentclearinghouse.org
 Fax: 703-742-4234

12. The Clearinghouse agrees to provide all notices under this Agreement to the Institutional Requestor to the signatory and address below unless otherwise instructed in writing by the Institutional Requestor. The Clearinghouse considers the signatory to this Agreement as its primary contact for all operational and systems issues related to StudentTracker unless otherwise instructed in writing by the Institutional Requestor.

13. This Agreement may be modified by written, mutual agreement of the parties and remains in effect until terminated by either party by providing thirty (30) days written notice to the other party.

Rancho Santiago Community College District

NATIONAL STUDENT CLEARINGHOUSE

(On Behalf of Santiago Canyon College)

Signature

Ricardo D. Torres

Print Name

President

Title

Date

www.studentclearinghouse.org

Institution

00699100

OPEID (leave blank if unknown)

Signature

Peter J. Hardash

Date

Print Name

Vice Chancellor, Business Operational/Fiscal Services

Title

2323 North Broadway (404-1)

Street Address

Santa Ana, CA 92706

City/State/Zip

(714) 480-7340

Telephone

hardash_peter@rsccd.edu

Email

Your Service Implementation Contact

If we should contact someone else at your institution other than the contract signee to initiate your service, please provide his/her name and contact information below.

Aaron Voelcker Dean, Institutional Effectiveness, Library & Learning Support Services

Name (please print or type)

(714) 628-4990

Title

voelcker_aaron@sccollege.edu

Telephone

Email

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santiago Canyon College - Academic Affairs

To:	Board of Trustees	Date:	October 10, 2016
Re:	Approval of Client Research Services Agreement with Hanover Research		
Action:	Request for Approval		

BACKGROUND

Santiago Canyon College received the Basic Skills Initiative Transformation (BSIT) grant to explore, create, train and pilot evidence-based practices and programs that will support student completion and decrease time in remediation. As part of the grant, SCC budgeted contracted services to assist with research analysis. Hanover Research will provide research services to the BSIT grant that will include, but not limited to custom research reports, survey design, data analysis and benchmarking.

ANALYSIS

The contract with Hanover Research will provide for client research services to assess the measurable outcomes of the BSIT work plan. The agreement covers from the period of October 11, 2016 through June 30, 2017. The fiscal impact of the agreement, to be paid through the Basic Skills Initiative Transformation grant, is for \$33,750.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Client Research Services Agreement with Hanover Research.

Fiscal Impact:	\$33,750	Board Date:	October 10, 2016
Prepared by:	Aaron Voelcker, Dean, Institutional Effectiveness, Library & Learning Support Services Marilyn Flores, Ph.D., Vice President, Academic Affairs		
Submitted by:	John Hernandez, Ph.D., Interim President		
Recommended by:	Raul Rodriguez, Ph.D., Chancellor		

Client Research Services Agreement

Date of Agreement: September 20, 2016

The Hanover Research Council LLC (“Hanover”) is pleased to provide Santiago Canyon College (“Client”) the Research Services as described below:

1. Agreement Term

Effective Date: 10/11/2016

End Date: 6/30/2017

2. Term & Renewal Terms

This agreement (“Agreement”) with Hanover runs for a subscription period from the Effective Date to the End Date (the “Term”). During the Term of this Agreement, Client will be able to access the research services provided by Hanover (the “Research Services”) in accordance with the terms and conditions set forth below. Client will have the authority to request Research Services on any topic throughout the Term within the confines of one (1) sequential queue(s), i.e., Hanover will work on one (1) Research Services project at a time. The only exception to this is that either party may terminate this Agreement should the other party materially breach the terms and conditions of this Agreement, and such breach goes uncured for a period of thirty (30) or more days after the non-breaching party has notified the breaching party in writing.

3. Research Services

All Research Services are available to Client on a subscription basis in an unlimited amount within the confines of a sequential research workflow, in that Hanover will perform one (1) Research Services project at a time. Client shall, in its discretion, prioritize the research projects that form the basis of the Research Services as it deems appropriate. Although work is completed in a sequential fashion, Client may submit requests at any time. Individual Research Services projects will generally be commenced by the submission of a project request that will describe the project, the expected Deliverables (as defined below), any information or materials to be provided by Client and any other information anticipated to be relevant to the proposed project. The parties will negotiate in good faith and agree upon the proposed Deliverables, approach and timetable for the project, subject to assumptions regarding the availability of information and any third party participants and materials. If Hanover anticipates that it will not be able to provide the Research Services on the agreed upon schedule, Hanover shall keep Client regularly informed of the status of the Research Services and any substantial delay in delivery or any proposed revised schedule of delivery. Hanover will not be responsible for any delay in timelines due to (i) Client’s modification of a project’s goals or proposed Deliverables, (ii) Client’s delay in providing relevant materials or responses or (iii) in the provision of any third party materials with respect to the Research Services.

Research Services may include, but are not limited to: custom research reports, survey design, administration and analysis, interviews with industry/issue experts; secondary research; data analysis; and benchmarking (product/service comparison, key performance and efficiency metrics). Client also has full access to phone based consultations with a Hanover account team member. Client agrees to designate a primary point of contact who will, to the best of his/her ability, conduct periodic calls with the assigned Hanover account team member to review performance against our shared objectives, prioritize projects within the queue, and discuss current and future projects.

The Research Services may also include Client's membership in Hanover's research library and client portal (the "Client Portal"). The Client Portal uses Hanover's extensive research capabilities to provide an archive of redacted and/or anonymized reports to supplement the research commissioned by Client as well to assist in idea generation for new research. If Client's partnership with Hanover includes access to the Client Portal, then Client understands and agrees that any reports provided by Hanover to Client under this Agreement may be used by Hanover for distribution on the Client Portal, so long as Hanover appropriately deidentifies and/or anonymizes any Confidential Information of Client.

4. Intellectual Property Rights

Hanover acknowledges and agrees that Client owns the Deliverables provided to Client as part of the Research Services under this Agreement, except as may otherwise be set forth in this Section 4. Hanover Deliverables are defined as publications, surveys, data, reports, and other Hanover information and services that are custom commissioned by and for Client. Client acknowledges and agrees that Hanover owns all intellectual property rights in the methodologies, processes or trade secrets used by Hanover to create the Deliverables and Research Services ("Hanover IP"). Hanover grants Client a non-exclusive, royalty-free, worldwide, irrevocable, non-transferable license to use, reproduce, and distribute the Hanover IP for its internal business purposes solely to the extent contained within the Deliverables. Client may not modify, reverse engineer or use the Hanover IP in any way to provide services that would be in competition with the Research Services. Deliverables may also contain third party materials, which Hanover or its third party may transfer or sublicense to Client, subject to any restrictions conveyed by Hanover or such third party provider to Client, and Client agrees to comply with any such restrictions. Client also acknowledges and agrees that it will not own any publicly sourced information contained within the Deliverables, but that it may use such information in accordance with applicable law, including fair use under Section 107 of the Copyright Act. Client may distribute the Deliverables on an ad-hoc basis, so long as it is in compliance with the terms of this Agreement and that such Deliverables are attributed to Hanover if Client distributes a Research Services project in its entirety. Client may not modify any of the disclaimer language included in any Deliverables, and Client agrees not to resell or commercially utilize the Deliverables in any way.

If Client's partnership with Hanover includes syndicated materials and information provided by Hanover (including any materials on the Client Portal) ("Syndicated Materials"), Client agrees that it will not distribute the Syndicated Materials and that such Syndicated Materials are for its internal use only. Syndicated Materials may not be published or reproduced without Hanover's prior written consent. Hanover retains a non-exclusive, royalty-free, worldwide license to use, reproduce, and distribute the data or information created or developed by Hanover in the service of this Agreement, so long as Hanover does not repurpose or use any Confidential Information of Client.

5. Service Fees, Invoicing & Additional Services

The fee payable by Client for the Term is \$33,750.00 (the "Service Fee"). Client agrees to pay the Service Fee in accordance with the below invoicing schedule and net 30 days from receipt of an accurate invoice. Failure to pay promptly may result in project postponement.

Fees, Invoicing & Incidental Costs

Year One	
10/11/2016	\$33,750.00

Client understands and agrees that there may from time to time be incidental costs not included in the Service Fee set forth above ("Additional Services"). Such Additional Services may include purchased database access, panel costs, survey incentives, translation costs, postage/printing for mass mailings, etc. In the event such incidental costs are required to complete a project for Client, Hanover will discuss the details with Client and obtain written approval prior to engaging in those Additional Services. Client agrees to pay for all such Additional Services to either Hanover or directly to such third party vendor if requested. If Additional Services are estimated to cost more than \$5,000, Client shall either (1) contract directly with the third party vendor(s) for such Additional Services, or (2) pre-pay to Hanover the estimated costs for the Additional Services prior to the project kick-off.

6. Warranties; Liabilities

Hanover hereby warrants that the Research Services shall be performed in a competent and professional manner in accordance with industry standards by qualified personnel. Hanover agrees to indemnify and hold Client harmless against any and all claims that the Deliverables infringe the intellectual property right of a third party, provided that the relevant claim: (i) does not arise from any modification of the Deliverable, (ii) does not arise from the combination of the Deliverable with any other information, services, products or technology not supplied by Hanover, (iii) if the relevant claim is based on the content or materials contained in the Deliverables that are provided by a third party, then only to the extent that such third party has agreed to indemnify Hanover and its licensees. Client must provide prompt notice of such claim to Hanover. Client agrees to indemnify and hold Hanover harmless against any and all claims that any materials provided by Client infringe the intellectual property or privacy rights of a third party, provided that Hanover provides prompt notice of such claim to Client. EXCEPT AS OTHERWISE PROVIDED IN THE AGREEMENT, THE RESEARCH SERVICES ARE PROVIDED ON AN "AS IS" BASIS AND THERE ARE NO EXPRESS OR IMPLIED WARRANTIES, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IN PARTICULAR, HANOVER DOES NOT WARRANT THE ACCURACY OR COMPLETENESS OF THE DATA PROVIDED AS PART OF THE RESEARCH SERVICES. CLIENT'S SOLE AND EXCLUSIVE REMEDY FOR ANY MATERIAL BREACH OF PERFORMANCE UNDER THIS AGREEMENT SHALL BE, AT HANOVER'S OPTION EITHER: (1) REPERFORMANCE OF THE DEFECTIVE RESEARCH SERVICES OR (2) A REFUND OF MONIES PAID FOR THE DEFECTIVE RESEARCH SERVICES. CLIENT AND HANOVER BOTH AGREE THAT NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY LOST PROFITS, LOSS OF BUSINESS OR OTHER CONSEQUENTIAL, SPECIAL OR INCIDENTAL, PUNITIVE, OR INDIRECT DAMAGES UNDER THIS AGREEMENT. CLIENT AND HANOVER ALSO AGREE THAT NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY IN ANY EVENT FOR AN AMOUNT GREATER THAN THE CURRENT YEAR'S SERVICE FEE UNDER THIS AGREEMENT.

7. Confidentiality & Non-Disclosure; FERPA

The parties acknowledge and agree that as part of this Agreement, certain Confidential Information of the parties will be exchanged. "Confidential Information" means, with respect to the disclosing party, any non-public, commercially proprietary or sensitive information or materials of that party, including any proprietary intellectual property of that party. Confidential Information shall not include information which (i) is already in the public domain at the time of disclosure or becomes so at any time thereafter though no act of the receiving party, (ii) is already lawfully in the receiving party's possession at the time of disclosure, (iii) is received independently by the receiving party from a third party free to make sure disclosure, or (iv) is independently developed by the receiving party. Each party under this Agreement shall hold the Confidential Information of the other party in strict confidence using at least the same degree of care as the receiving party uses to protect its own Confidential Information.

If Hanover has access to student records in connection with the Research Services, Hanover agrees to comply with the Family Educational Rights and Privacy Act of 1974 ("[FERPA](#)"), and all requirements imposed by FERPA or pursuant to regulation of the Department of Education [and any applicable local regulation] with respect to the privacy of student information. The provisions of FERPA include, but are not limited to, ensuring that: (i) no identification of students or their parent/guardians by persons other than representatives of Hanover is permitted; (ii) the individual student data will be destroyed when no longer needed for the purpose(s) for which they were obtained; (iii) no access to individual student data shall be granted by Hanover to any other person, persons, agency or organization without the written consent of Client, except for sharing with other representatives of either Client or Hanover so long as those persons have a legitimate interest in the information. Hanover recognizes and agrees that such access will be extended by Client in reliance on representations made in this assurance, and that Client shall have a right of revocation of such access (including return of all physical forms of such data and destruction of all such electronic data) immediately upon evidence of noncompliance by Hanover.

Upon written request by the disclosing party, the receiving party shall return or destroy, at the disclosing party's option, all tangible materials that disclose or embody the Confidential Information; provided, however, that the receiving party may retain one copy of the disclosing party's Confidential Information for archival purposes. Hanover may use the name of Client to be referenced as a client of Hanover, but Hanover may not use Client's logo without Client's prior written consent.

Notwithstanding the foregoing, the receiving party may disclose Confidential Information as required by law, including any governmental, judicial, or administrative order, subpoena, discovery request, regulatory request or similar method, provided that the receiving party makes reasonable efforts to promptly notify the disclosing party in writing of such demand so that the disclosing party may seek, at its sole expense, to make such disclosure subject to a protective order or other appropriate remedy to preserve its confidentiality.

8. Records and Audit

Hanover will maintain complete records of its operations and its arrangements with any subcontractors for Additional Services, and will provide such records to Client upon reasonable request for audit and review in accordance with applicable law.

9. Governing Law

This Agreement shall be governed by the laws of the State of California.

10. Confirmation

Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Services Agreement.

Both parties understand and agree that the contractual obligations of payment and services being rendered shall apply to any entity that acquires all or substantially all of either Hanover or Client's assets as a successor to the business.

Signature:

Sidney L. Phillips
Chief Development Officer

THE HANOVER RESEARCH COUNCIL LLC
4401 Wilson Boulevard, 4th Floor
Arlington, VA 22203

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

Rancho Santiago Community College District
on behalf of Santiago Canyon College
8045 E. Chapman Ave.
Orange, CA 92869

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santiago Canyon College-Business & Career Technical Education

To:	Board of Trustees	Date: October 10, 2016
Re:	Approval of Amended Apprenticeship Cost Agreements and hourly rate increase	
Action:	Request for Approval	

BACKGROUND

This is a request to modify the Cost Agreements originally approved at the June 13, 2016 RSCCD Board meeting between the Santiago Canyon College and seven Joint Apprenticeship Training Centers (JATC) listed below for contracts beginning July 1, 2016 through June 30, 2017.

1. California/Nevada Training Trust, Agreement SCC #16-009
2. JTS Services, Agreement SCC #16-005
3. Metropolitan Water District of Southern California, Agreement SCC #16-007
4. Operating Engineers Training Trust, Agreement SCC #16-008
5. Orange County Electrical Training Trust, Agreement SCC #16-006
6. Southern California Surveyors, SCC #16-010
7. Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee, Agreement SCC #16-004

ANALYSIS

This modification represents an adjustment in the apprenticeship budget amount received by Santiago Canyon College and a change in the amount *not-to-exceed*, based on the percentage of funding payable to Santiago Canyon College from the State Chancellor's Office for the three programs below. In addition, it adjusts the reimbursable hourly rate for all previously approved contracts (listed above) from \$5.46 to \$5.71 as established by the State Chancellor's Office.

Master Cost Agreements Board Approved June 13, 2016	Original Fiscal Impact to RSCCD-SCC	Amended Fiscal Impact to RSCCD-SCC	Original Not to Exceed	Amended Not to Exceed
Operating Engineers Training Trust JATC	\$ 43,599	\$ 56,076	\$ 274,516	\$ 317,764
Orange County Electrical Training Trust	\$ 38,196	\$ 52,071	\$ 240,494	\$ 295,067
Southern California Surveyors	\$ 18,632	\$ 24,033	\$ 117,314	\$ 136,185
Total:	\$ 100,427	\$ 132,180	\$ 632,324	\$ 749,016

RECOMMENDATION

It is recommended that the Board approve the Amended Apprenticeship Cost Agreements and hourly rate increase as indicated in the chart above for 2016-2017.

Fiscal Impact: Approximately, \$132,180 to RSCCD-SCC Board Date: October 10, 2016
RSCCD-SCC shall pay the above listed Apprenticeship Training Trusts an amount equal to the Amended Not To Exceed Total of \$749,016.

Prepared by: Marilyn Flores, Ph.D., Vice President, Academic Affairs
Von Lawson, Dean, Business & Career Technical Education
Kari Irwin, Associate Dean, Business & Career Technical Education

Submitted by: John C. Hernandez, Ph.D., Interim President

Recommended by: Raúl Rodríguez, Ph.D., Chancellor

Rancho Santiago Comm Coll District

Board Meeting of 10/10/16

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 09/14/16 Thru 09/27/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64319	General Fund Unrestricted	5,543.57	0.00	5,543.57	92*0474970	92*0474986
64320	General Fund Unrestricted	9,383.83	0.00	9,383.83	92*0474987	92*0475025
64321	General Fund Unrestricted	7,528.51	0.00	7,528.51	92*0475027	92*0475047
64322	General Fund Unrestricted	4,127.08	0.00	4,127.08	92*0475055	92*0475067
64326	General Fund Unrestricted	17,453.79	0.00	17,453.79	92*0475104	92*0475128
64327	General Fund Unrestricted	1,644.76	0.00	1,644.76	92*0475129	92*0475135
64328	General Fund Unrestricted	2,062,487.12	0.00	2,062,487.12	92*0475137	92*0475166
64329	General Fund Unrestricted	679.80	0.00	679.80	92*0475167	92*0475172
64330	General Fund Unrestricted	11,058.80	0.00	11,058.80	92*0475173	92*0475240
64331	General Fund Unrestricted	9,436.50	0.00	9,436.50	92*0475241	92*0475319
64332	General Fund Unrestricted	2,918.50	0.00	2,918.50	92*0475320	92*0475406
64333	General Fund Unrestricted	3,833.54	0.00	3,833.54	92*0475407	92*0475496
64337	General Fund Unrestricted	12,039.39	0.00	12,039.39	92*0475533	92*0475555
64338	General Fund Unrestricted	18,693.52	0.00	18,693.52	92*0475556	92*0475569
64341	General Fund Unrestricted	2,016.69	0.00	2,016.69	92*0475578	92*0475595
64342	General Fund Unrestricted	950.64	0.00	950.64	92*0475597	92*0475598
64343	General Fund Unrestricted	717.80	0.00	717.80	92*0475622	92*0475653
64347	General Fund Unrestricted	37,857.78	0.00	37,857.78	92*0475674	92*0475690
64348	General Fund Unrestricted	104,982.13	0.00	104,982.13	92*0475692	92*0475708
64352	General Fund Unrestricted	21,705.56	0.00	21,705.56	92*0475714	92*0475730
64353	General Fund Unrestricted	6,896.84	0.00	6,896.84	92*0475735	92*0475742
64354	General Fund Unrestricted	32,347.21	0.00	32,347.21	92*0475743	92*0475769
64355	General Fund Unrestricted	1,853.66	0.00	1,853.66	92*0475783	92*0475783
64359	General Fund Unrestricted	547.72	0.00	547.72	92*0475808	92*0475808
64360	General Fund Unrestricted	6,169.37	0.00	6,169.37	92*0475817	92*0475836
64361	General Fund Unrestricted	149,459.40	0.00	149,459.40	92*0475839	92*0475857
64362	General Fund Unrestricted	3,004.50	0.00	3,004.50	92*0475863	92*0475946
64363	General Fund Unrestricted	2,705.70	0.00	2,705.70	92*0475947	92*0476033
64364	General Fund Unrestricted	7,152.80	0.00	7,152.80	92*0476034	92*0476121
64365	General Fund Unrestricted	3,981.10	0.00	3,981.10	92*0476122	92*0476204
64366	General Fund Unrestricted	5,805.69	0.00	5,805.69	92*0476205	92*0476288
64367	General Fund Unrestricted	10,273.70	0.00	10,273.70	92*0476289	92*0476376
64368	General Fund Unrestricted	8,870.80	0.00	8,870.80	92*0476377	92*0476462
64369	General Fund Unrestricted	6,869.24	0.00	6,869.24	92*0476463	92*0476572
64372	General Fund Unrestricted	25,725.27	0.00	25,725.27	92*0476586	92*0476603
64373	General Fund Unrestricted	6,449.55	0.00	6,449.55	92*0476605	92*0476615
Total Fund 11 General Fund Unrestricted		\$2,613,171.86	\$0.00	\$2,613,171.86		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64319	General Fund Restricted	101,431.06	0.00	101,431.06	92*0474971	92*0474984
64320	General Fund Restricted	15,128.74	0.00	15,128.74	92*0474988	92*0475014
64321	General Fund Restricted	11,986.34	0.00	11,986.34	92*0475026	92*0475035
64322	General Fund Restricted	8,658.93	0.00	8,658.93	92*0475048	92*0475076
64326	General Fund Restricted	15,267.16	0.00	15,267.16	92*0475103	92*0475126
64327	General Fund Unrestricted	4,107.62	0.00	4,107.62	92*0475131	92*0475134
64328	General Fund Restricted	1,228.26	0.00	1,228.26	92*0475151	92*0475159
64336	General Fund Restricted	57,959.67	0.00	57,959.67	92*0475507	92*0475531
64337	General Fund Restricted	68,441.50	0.00	68,441.50	92*0475532	92*0475551
64338	General Fund Restricted	15,204.33	0.00	15,204.33	92*0475557	92*0475568
64341	General Fund Restricted	306,712.24	0.00	306,712.24	92*0475574	92*0475594
64342	General Fund Restricted	27,103.88	0.00	27,103.88	92*0475596	92*0475621
64347	General Fund Restricted	37,632.62	0.00	37,632.62	92*0475673	92*0475691
64348	General Fund Restricted	1,548.59	0.00	1,548.59	92*0475700	92*0475700
64352	General Fund Restricted	532.65	0.00	532.65	92*0475713	92*0475731
64353	General Fund Restricted	457.04	0.00	457.04	92*0475732	92*0475741
64354	General Fund Restricted	2,459.92	0.00	2,459.92	92*0475754	92*0475767
64355	General Fund Restricted	51,726.20	0.00	51,726.20	92*0475770	92*0475792
64359	General Fund Restricted	1,305.02	0.00	1,305.02	92*0475805	92*0475813
64360	General Fund Restricted	13,387.89	0.00	13,387.89	92*0475815	92*0475832
64361	General Fund Restricted	14,596.86	0.00	14,596.86	92*0475837	92*0475862
64372	General Fund Restricted	2,769.38	0.00	2,769.38	92*0476585	92*0476602
64373	General Fund Restricted	28,125.97	0.00	28,125.97	92*0476604	92*0476625
Total Fund 12 General Fund Restricted		\$787,771.87	\$0.00	\$787,771.87		

Checks Written for Period 09/14/16 Thru 09/27/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64320	GF Unrestricted One-Time Func	1,343.59	0.00	1,343.59	92*0475016	92*0475023
64322	GF Unrestricted One-Time Func	1,992.13	0.00	1,992.13	92*0475049	92*0475049
64326	GF Unrestricted One-Time Func	16,510.00	0.00	16,510.00	92*0475118	92*0475119
64327	General Fund Unrestricted	4,386.23	0.00	4,386.23	92*0475132	92*0475136
64338	General Fund Restricted	80,159.16	0.00	80,159.16	92*0475567	92*0475567
64341	GF Unrestricted One-Time Func	51.38	0.00	51.38	92*0475583	92*0475583
64348	GF Unrestricted One-Time Func	18,693.36	0.00	18,693.36	92*0475693	92*0475698
64354	GF Unrestricted One-Time Func	178.68	0.00	178.68	92*0475768	92*0475768
64360	GF Unrestricted One-Time Func	11,784.84	0.00	11,784.84	92*0475814	92*0475828
Total Fund 13 GF Unrestricted One-Time		\$135,099.37	\$0.00	\$135,099.37		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64318	Child Development Fund	4,873.93	0.00	4,873.93	92*0474962	92*0474969
64325	Child Development Fund	1,928.37	0.00	1,928.37	92*0475085	92*0475102
64335	Child Development Fund	914.35	0.00	914.35	92*0475502	92*0475506
64340	Child Development Fund	1,038.41	0.00	1,038.41	92*0475571	92*0475573
64346	Child Development Fund	8,523.53	0.00	8,523.53	92*0475656	92*0475672
64351	Child Development Fund	8,199.30	0.00	8,199.30	92*0475712	92*0475712
64358	Child Development Fund	5,035.26	0.00	5,035.26	92*0475797	92*0475804
64371	Child Development Fund	1,138.46	0.00	1,138.46	92*0476578	92*0476584
Total Fund 33 Child Development Fund		<u>\$31,651.61</u>	<u>\$0.00</u>	<u>\$31,651.61</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64317	Capital Outlay Projects Fund	50,623.38	0.00	50,623.38	92*0474959	92*0474961
64324	Capital Outlay Projects Fund	43,289.50	0.00	43,289.50	92*0475081	92*0475084
64334	Capital Outlay Projects Fund	59,810.81	0.00	59,810.81	92*0475497	92*0475501
64339	Capital Outlay Projects Fund	1,476.96	0.00	1,476.96	92*0475570	92*0475570
64350	Capital Outlay Projects Fund	497.93	0.00	497.93	92*0475711	92*0475711
64357	Capital Outlay Projects Fund	19,526.81	0.00	19,526.81	92*0475794	92*0475796
64370	Capital Outlay Projects Fund	125,359.92	0.00	125,359.92	92*0476573	92*0476577
Total Fund 41 Capital Outlay Projects Fun		\$300,585.31	\$0.00	\$300,585.31		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64316	Bond Fund, Measure E	26.00	0.00	26.00	92*0474958	92*0474958
Total Fund 42 Bond Fund, Measure E		<u><u>\$26.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$26.00</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64315	Bond Fund, Measure Q	89,947.93	0.00	89,947.93	92*0474956	92*0474957
64323	Bond Fund, Measure Q	1,345,949.27	0.00	1,345,949.27	92*0475077	92*0475080
64345	Bond Fund, Measure Q	132.78	0.00	132.78	92*0475655	92*0475655
Total Fund 43 Bond Fund, Measure Q		<u>\$1,436,029.98</u>	<u>\$0.00</u>	<u>\$1,436,029.98</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64344	Property and Liability Fund	3,054.15	0.00	3,054.15	92*0475654	92*0475654
64356	Property and Liability Fund	5,035.86	0.00	5,035.86	92*0475793	92*0475793
Total Fund 61 Property and Liability Fund		<u>\$8,090.01</u>	<u>\$0.00</u>	<u>\$8,090.01</u>		

Checks Written for Period 09/14/16 Thru 09/27/16

64349	Student Financial Aid Fund	179.27	0.00	179.27	92*0475709	92*0475710
Total Fund 74 Student Financial Aid Fund		<u><u>\$179.27</u></u>	<u><u>\$0.00</u></u>	<u><u>\$179.27</u></u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	2,613,171.86
Total Fund 12 General Fund Restricted	787,771.87
Total Fund 13 GF Unrestricted One-Time Fund	135,099.37
Total Fund 33 Child Development Fund	31,651.61
Total Fund 41 Capital Outlay Projects Fund	300,585.31
Total Fund 42 Bond Fund, Measure E	26.00
Total Fund 43 Bond Fund, Measure Q	1,436,029.98
Total Fund 61 Property and Liability Fund	8,090.01
Total Fund 74 Student Financial Aid Fund	179.27
Grand Total:	<u><u>\$5,312,605.28</u></u>

Checks Written for Period 09/09/16 Thru 09/21/16

<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>
311609317	Bookstore Fund	247,366.28	80,284.30	167,081.98	31*0107208	31*0107241
311609421	Bookstore Fund	257,012.47	54,244.23	202,768.24	31*0107242	31*0107250
Total Fund 31 Bookstore Fund		<u><u>\$504,378.75</u></u>	<u><u>\$134,528.53</u></u>	<u><u>\$369,850.22</u></u>		

Checks Written for Period 09/09/16 Thru 09/21/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
711609317	Associated Students Fund	915.32	0.00	915.32	71*0007813	71*0007816
711609421	Associated Students Fund	6,334.78	0.00	6,334.78	71*0007817	71*0007823
Total Fund 71 Associated Students Fund		<u>\$7,250.10</u>	<u>\$0.00</u>	<u>\$7,250.10</u>		

Checks Written for Period 09/09/16 Thru 09/21/16

<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>
721609421	Representation Fee Trust Fund	507.04	0.00	507.04	72*0000077	72*0000078
Total Fund 72 Representation Fee Trust Fun		<u>507.04</u>	<u>0.00</u>	<u>507.04</u>		

Checks Written for Period 09/09/16 Thru 09/21/16

<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>
761609317	Community Education Fund	1,616.45	0.00	1,616.45	76*0007043	76*0007045
Total Fund 76 Community Education Fund		<u>\$1,616.45</u>	<u>\$0.00</u>	<u>\$1,616.45</u>		

Checks Written for Period 09/09/16 Thru 09/21/16

<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>
791609317	Diversified Trust Fund	274.83	0.00	274.83	79*0020248	79*0020249
791609421	Diversified Trust Fund	13,199.01	0.00	13,199.01	79*0020250	79*0020267
Total Fund 79 Diversified Trust Fund		<u><u>\$13,473.84</u></u>	<u><u>\$0.00</u></u>	<u><u>\$13,473.84</u></u>		

Checks Written for Period 09/09/16 Thru 09/21/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
811609317	Diversified Agency Fund	14,988.99	0.00	14,988.99	81*0046986	81*0047003
811609421	Diversified Agency Fund	10,465.67	0.00	10,465.67	81*0047004	81*0047022
Total Fund 81 Diversified Agency Fund		<u>\$25,454.66</u>	<u>\$0.00</u>	<u>\$25,454.66</u>		

SUMMARY

Total Fund 31 Bookstore Fund	369,850.22
Total Fund 71 Associated Students Fund	7,250.10
Total Fund 72 Representation Fee Trust Fund	507.04
Total Fund 76 Community Education Fund	1,616.45
Total Fund 79 Diversified Trust Fund	13,473.84
Total Fund 81 Diversified Agency Fund	25,454.66
Grand Total:	<u><u>\$418,152.31</u></u>

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

From 07/01/2016 To 09/25/2016

Board Meeting on 10/10/2016

BACKGROUND

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

ANALYSIS

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

BUDGET TRANSFERS		From	To
<u>Fund 11: General Fund Unrestricted</u>			
1000	ACADEMIC SALARIES		147,300
2000	CLASSIFIED SALARIES		291,305
3000	EMPLOYEE BENEFITS		236,520
4000	SUPPLIES & MATERIALS		18,325
5000	OTHER OPERATING EXP & SERVICES	644,422	
6000	CAPITAL OUTLAY		3,700
7900	RESERVE FOR CONTINGENCIES	52,728	
Total Transfer Fund 11		\$697,150	\$697,150
<u>Fund 12: General Fund Restricted</u>			
1000	ACADEMIC SALARIES		103,740
2000	CLASSIFIED SALARIES		103,048
3000	EMPLOYEE BENEFITS		84,246
4000	SUPPLIES & MATERIALS		35,706
5000	OTHER OPERATING EXP & SERVICES	302,786	
6000	CAPITAL OUTLAY	28,659	
7000	OTHER OUTGO		4,705
Total Transfer Fund 12		\$331,445	\$331,445
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
4000	SUPPLIES & MATERIALS	10,624	
5000	OTHER OPERATING EXP & SERVICES		49
6000	CAPITAL OUTLAY		10,575
Total Transfer Fund 13		\$10,624	\$10,624
<u>Fund 33: Child Development Fund</u>			
1000	ACADEMIC SALARIES		44,425
2000	CLASSIFIED SALARIES	98,540	
3000	EMPLOYEE BENEFITS		24,977
4000	SUPPLIES & MATERIALS		15,725
5000	OTHER OPERATING EXP & SERVICES		15,389
6000	CAPITAL OUTLAY	1,976	
Total Transfer Fund 33		\$100,516	\$100,516
<u>Fund 41: Capital Outlay Projects Fund</u>			
4000	SUPPLIES & MATERIALS		2,711
6000	CAPITAL OUTLAY	454,711	
7900	RESERVE FOR CONTINGENCIES		452,000
Total Transfer Fund 41		\$454,711	\$454,711

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

From 07/01/2016 To 09/25/2016

Board Meeting on 10/10/2016

BUDGET TRANSFERS	From	To
Fund 79: Diversified Trust Fund		
7900 RESERVE FOR CONTINGENCIES		174,871
Total Transfer Fund 79	\$0	\$174,871
BUDGET INCREASES AND DECREASES		
	Revenue	Appropriation
Fund 12: General Fund Restricted		
1000 ACADEMIC SALARIES		(58,422)
2000 CLASSIFIED SALARIES		1,113
3000 EMPLOYEE BENEFITS		(24,726)
4000 SUPPLIES & MATERIALS		8,483
5000 OTHER OPERATING EXP & SERVICES		(35,586)
6000 CAPITAL OUTLAY		109,138
Total Transfer Fund 12	\$0	\$0
Fund 13: GF Unrestricted One-Time Funds		
8800 LOCAL REVENUES	254,819	
1000 ACADEMIC SALARIES		76,628
2000 CLASSIFIED SALARIES		210,365
3000 EMPLOYEE BENEFITS		54,758
4000 SUPPLIES & MATERIALS		16,862
5000 OTHER OPERATING EXP & SERVICES		650,109
6000 CAPITAL OUTLAY		67,953
7900 RESERVE FOR CONTINGENCIES		(821,856)
Total Transfer Fund 13	\$254,819	\$254,819
Fund 33: Child Development Fund		
8600 STATE REVENUES	133,478	
5000 OTHER OPERATING EXP & SERVICES		133,478
Total Transfer Fund 33	\$133,478	\$133,478
Fund 41: Capital Outlay Projects Fund		
8900 OTHER FINANCING SOURCES	500,000	
7900 RESERVE FOR CONTINGENCIES		500,000
Total Transfer Fund 41	\$500,000	\$500,000
Fund 74: Student Financial Aid Fund		
8100 FEDERAL REVENUES	(8,200)	
7000 OTHER OUTGO		(8,200)
Total Transfer Fund 74	\$(8,200)	\$(8,200)

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 07/01/2016 To 09/25/2016
Board Meeting on 10/10/2016**

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

BUDGET TRANSFERS	From	To
<u>Fund 11: General Fund Unrestricted</u>		
B019308 09/13/16		
2000 CLASSIFIED SALARIES		13,081
3000 EMPLOYEE BENEFITS		15,824
5000 OTHER OPERATING EXP & SERVICES	28,905	
	\$28,905	\$28,905
Total Reference B019308		
Reason: Adjustment		
Description: Cover add'l sal % for vacancy # CL16-0832		
B019309 09/13/16		
1000 ACADEMIC SALARIES		68,063
3000 EMPLOYEE BENEFITS		32,012
5000 OTHER OPERATING EXP & SERVICES	100,075	
	\$100,075	\$100,075
Total Reference B019309		
Reason: Special Project Adjustment		
Description: Adjust allocate budget for EOPS Match for adopted		
B019311 09/13/16		
1000 ACADEMIC SALARIES		74,942
3000 EMPLOYEE BENEFITS		12,988
5000 OTHER OPERATING EXP & SERVICES	87,930	
	\$87,930	\$87,930
Total Reference B019311		
Reason: Adjustment		
Description: Cover backfill cost sabbatical absences for K. Takahashi & S. Roy		
B019331 09/14/16		
2000 CLASSIFIED SALARIES		39,240
3000 EMPLOYEE BENEFITS		13,488
7900 RESERVE FOR CONTINGENCIES	52,728	
	\$52,728	\$52,728
Total Reference B019331		
Reason: Adjustment		
Description: Fund Facilities Manager position		
B019345 09/14/16		
2000 CLASSIFIED SALARIES		87,983
3000 EMPLOYEE BENEFITS		53,522
5000 OTHER OPERATING EXP & SERVICES	141,505	
	\$141,505	\$141,505
Total Reference B019345		
Reason: Adjustment		
Description: Allocate funds for Public Information Officer		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 07/01/2016 To 09/25/2016
Board Meeting on 10/10/2016**

BUDGET TRANSFERS	From	To
B019376 09/16/16		
2000 CLASSIFIED SALARIES		31,882
3000 EMPLOYEE BENEFITS		21,901
5000 OTHER OPERATING EXP & SERVICES	53,783	
	<hr/>	<hr/>
Total Reference B019376	\$53,783	\$53,783
Reason: Adjustment		
Description: Cover 50% of Research Analyst position under GF		
B019385 09/16/16		
2000 CLASSIFIED SALARIES		42,870
3000 EMPLOYEE BENEFITS		38,582
5000 OTHER OPERATING EXP & SERVICES	81,452	
	<hr/>	<hr/>
Total Reference B019385	\$81,452	\$81,452
Reason: Adjustment		
Description: Cover 100% salary for new Gardener/Utility worker position		
B019386 09/16/16		
2000 CLASSIFIED SALARIES		41,202
3000 EMPLOYEE BENEFITS		38,167
5000 OTHER OPERATING EXP & SERVICES	79,369	
	<hr/>	<hr/>
Total Reference B019386	\$79,369	\$79,369
Reason: Adjustment		
Description: Cover 100% salary for new Senior Custodian position		
 <u>Fund 12: General Fund Restricted</u>		
B019367 09/15/16		
1000 ACADEMIC SALARIES	27,621	
2000 CLASSIFIED SALARIES		25,965
3000 EMPLOYEE BENEFITS		1,656
	<hr/>	<hr/>
Total Reference B019367	\$27,621	\$27,621
Reason: Special Project Adjustment		
Description: Fund Instructional Ctr Technician 50%		
B019368 09/15/16		
1000 ACADEMIC SALARIES	27,621	
2000 CLASSIFIED SALARIES		25,965
3000 EMPLOYEE BENEFITS		1,656
	<hr/>	<hr/>
Total Reference B019368	\$27,621	\$27,621
Reason: Special Project Adjustment		
Description: Fund Instructional Ctr Technician 50%		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 07/01/2016 To 09/25/2016
Board Meeting on 10/10/2016**

BUDGET TRANSFERS	From	To
B019382 09/16/16		
1000 ACADEMIC SALARIES		184,575
2000 CLASSIFIED SALARIES		23,499
3000 EMPLOYEE BENEFITS		59,490
4000 SUPPLIES & MATERIALS		7,874
5000 OTHER OPERATING EXP & SERVICES	275,438	
	\$275,438	\$275,438

Total Reference B019382
Reason: Special Project Adjustment
Description: Make adjustment to exiting 16-17 COB Equity budget

Fund 33: Child Development Fund

B019299 09/13/16		
1000 ACADEMIC SALARIES		40,023
2000 CLASSIFIED SALARIES	65,000	
3000 EMPLOYEE BENEFITS		24,977
	\$65,000	\$65,000

Total Reference B019299
Reason: Special Project Adjustment
Description: Fund vacant teacher position at SCC CDC

B019428 09/22/16		
2000 CLASSIFIED SALARIES	28,000	
5000 OTHER OPERATING EXP & SERVICES		28,000
	\$28,000	\$28,000

Total Reference B019428
Reason: Special Project Adjustment
Description: Contract with OCDE to provide technical training

Fund 41: Capital Outlay Projects Fund

B019336 09/14/16		
6000 CAPITAL OUTLAY	452,000	
7900 RESERVE FOR CONTINGENCIES		452,000
	\$452,000	\$452,000

Total Reference B019336
Reason: Special Project Adjustment
Description: Reallocate funds to contingency

Fund 79: Diversified Trust Fund

B019356 09/14/16		
7900 RESERVE FOR CONTINGENCIES		174,871
	\$0	\$174,871

Total Reference B019356
Reason: Special Project Adjustment
Description: Increase Fund 79 balance after Board adopt budget

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

From 07/01/2016 To 09/25/2016

Board Meeting on 10/10/2016

BUDGET INCREASES AND DECREASES Revenue Appropriation

Fund 12: General Fund Restricted

B019433	09/22/16			
8600	STATE REVENUES		109,138	
6000	CAPITAL OUTLAY			109,138

Total Reference B019433	\$109,138	\$109,138
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Reason: Special Project Adjustment
Description: Transfer funds for 300 tablets for the Laptop Loan Program

B019435	09/22/16			
8600	STATE REVENUES		(169,065)	
1000	ACADEMIC SALARIES			(142,877)
3000	EMPLOYEE BENEFITS			(26,769)
4000	SUPPLIES & MATERIALS			581

Total Reference B019435	\$(169,065)	\$(169,065)
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Reason: Special Project Adjustment
Description: Cover negative balances & transfer income to SP 2431

B019436	09/22/16			
8600	STATE REVENUES		82,889	
1000	ACADEMIC SALARIES			73,926
2000	CLASSIFIED SALARIES			284
3000	EMPLOYEE BENEFITS			4
4000	SUPPLIES & MATERIALS			7,902
5000	OTHER OPERATING EXP & SERVICES			773

Total Reference B019436	\$82,889	\$82,889
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Reason: Special Project Adjustment
Description: Cover negative balances & transfer income from SP 2437

Fund 13: GF Unrestricted One-Time Funds

B019312	09/13/16			
8800	LOCAL REVENUES		291,104	
1000	ACADEMIC SALARIES			52,278
2000	CLASSIFIED SALARIES			189,540
3000	EMPLOYEE BENEFITS			49,286

Total Reference B019312	\$291,104	\$291,104
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Reason: Special Project Adjustment
Description: To cover salaries & benefits ELA program

B019327	09/14/16			
8800	LOCAL REVENUES		(36,285)	
1000	ACADEMIC SALARIES			24,350
2000	CLASSIFIED SALARIES			20,825
3000	EMPLOYEE BENEFITS			5,472
4000	SUPPLIES & MATERIALS			16,862
5000	OTHER OPERATING EXP & SERVICES			650,109
6000	CAPITAL OUTLAY			67,953
7900	RESERVE FOR CONTINGENCIES			(821,856)

Total Reference B019327	\$(36,285)	\$(36,285)
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Reason: Adjustment
Description: Allocate COB funds to various projects & accounts

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 07/01/2016 To 09/25/2016
Board Meeting on 10/10/2016**

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

Fund 33: Child Development Fund

B019399	09/19/16			
8600	STATE REVENUES		133,478	
5000	OTHER OPERATING EXP & SERVICES			133,478

Total Reference B019399	\$133,478		\$133,478
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Reason: New Budget
Description: Per CDE-Establish reserve fund

Fund 41: Capital Outlay Projects Fund

B019301	09/13/16			
8900	OTHER FINANCING SOURCES		500,000	
7900	RESERVE FOR CONTINGENCIES			500,000

Total Reference B019301	\$500,000		\$500,000
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Reason: Special Project Adjustment
Description: Allocate funds to 41...7920 for payment

RECOMMENDATION

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD REPORT - INTRAFUND AND INTERFUND TRANSFERS
From 07/01/2016 To 09/25/2016
Board Meeting on 10/10/2016**

BACKGROUND

Intrafund transfers are the transfers of monies within a fund of the district. Interfund transfers are the transfers of monies between funds of the district.

ANALYSIS

This listing provides details on each intrafund and interfund transfer for the period and funds indicated.

INTERFUND TRANSFERS

<u>Date</u>	<u>Reference#</u>	<u>Description</u>	<u>Amount</u>
08/15/16	J037974	Correct C000911065	16,506.64
08/25/16	V0497708	Record interfund transfer from Fund 79 to Fund 41	500,000.00
08/30/16	V0498042	Record interfund transfer from Fund 31 to Fund 79	49,537.00
08/30/16	V0498052	Record interfund transfer from Fund 31 to Fund 79	361,157.00
08/30/16	V0498053	Record interfund transfer from Fund 31 to Fund 79	35,893.00
08/30/16	V0498054	Record interfund transfer from Fund 31 to Fund 79	2,620.00
08/30/16	V0498057	Record interfund transfer from Fund 31 to Fund 79	167,727.00

RECOMMENDATION

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

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

To:	Board of Trustees	Date: October 10, 2016
Re:	Adoption of Resolution No. 16-22 – Conflict of Interest Code	
Action:	Request for Adoption	

BACKGROUND

On September 14, 2015 the Rancho Santiago Community College District (RSCCD) Board of Trustees approved amendments to its' Conflict of Interest Code as required by Government Code Section 87300 of the Political Reform Act of 1974. Pursuant to Government Code Section 87306.5(b), the Orange County Board of Supervisors, as the code reviewing body for the District, has requested that the RSCCD conduct a review of its' Conflict of Interest Code and, if a change in the Code is necessitated by changed circumstances, submit an amended Code to the County. Also, the County requested that districts use their disclosure category definitions. The amended Code will become effective upon approval by the County Board of Supervisors.

ANALYSIS

Consistent with the advisory opinions issued by the Fair Political Practices Commission (FPPC), the District's existing Conflict of Interest Code (Exhibit A) is revised to reflect officials or employees in the positions listed in Exhibit B. Those listed in Exhibit B shall file Statements of Economic Interest with the Orange County Clerk of the Board of Supervisors by electronic submission. Exhibit B includes updated, deleted and new job titles identified as positions required to file. The attached Resolution and Conflict of Interest Code have been reviewed and accepted, as is, by the Office of the Clerk of the Board. The attached Code is not in conflict with the District's current Board Policy 3821 – Gift Ban Policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 16-22 - Conflict of Interest Code as presented.

Fiscal Impact:	None	Board Date: October 10, 2016
Prepared by:	Peter J. Hardash, Vice Chancellor & Ruben Smith, General Counsel	
Submitted by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor	

Resolution Number 16-22

RESOLUTION OF THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
ADOPTING A CONFLICT OF INTEREST CODE
WHICH SUPERCEDES ALL PRIOR CONFLICT OF
INTEREST CODES AND AMENDMENTS
PREVIOUSLY ADOPTED

WHEREAS, the Political Reform Act of 1974, Government Code Section 81000 et. seq. (“the Act”), requires a local government agency to adopt a Conflict of Interest Code pursuant to the Act; and

WHEREAS, the Rancho Santiago Community College District has previously adopted a Conflict of Interest Code and that Code requires biennial updating; and

WHEREAS, amendments to the Act have in the past and foreseeably will in the future require conforming amendments to be made to the Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, Title 2, California Code of Regulations, Section 18730, which contains terms for a standard model Conflict of Interest Code, which, together with amendments thereto, may be adopted by public agencies and incorporated by reference to save public agencies time and money by minimizing the actions required of such agencies to keep their codes in conformity with the Political Reform Act.

THEREFORE, BE IT RESOLVED:

Section 1. The terms of Title 2, California Code of Regulations, Section 18730 (Attachment A) and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, together with Exhibits A and B in which members and employees are designated and disclosure categories are set forth, constitute the “Conflict of Interest Code” of Rancho Santiago Community College District (the “District”).

Section 2. The provisions of the Conflict of Interest Code and Amendments thereto previously adopted by the District are hereby replaced and superseded by the Conflict of Interest Code. To the extent there is any conflict between the District’s Conflict of Interest Code and the District’s Board Policy 2710 Conflict of Interest, Administrative Regulations

2710 Conflict of Interest Board Policy 3821 Gift Ban Policy or any other Board policy or Administrative Regulations the Conflict of Interest Code shall prevail.

Section 3. The Filing Officer, the Vice Chancellor of Business Operations/Fiscal Services, or his designee, is hereby authorized to forward a copy of this Resolution to the Clerk of the Orange County Board of Supervisors for review and approval by the Orange County Board of Supervisors as required by California Government Code Section 87303.

NOW THEREFORE, BE IT RESOLVED, that the Rancho Santiago Community College District hereby adopts Resolution 16-22 adopting a Conflict of Interest Code which supersedes all prior Conflict of Interest Codes and Amendments previously adopted.

DATED the _____ day of _____, 2016.

Ayes:

Noes:

Absent:

Abstain:

Raúl Rodríguez, Ph.D.
Secretary to the Board of Trustees

ATTACHMENT A

CONFLICT OF INTEREST CODE FOR THE

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) which contains the terms of a standard Conflict of Interest Code, which may be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Rancho Santiago Community College District.

Designated officials in the positions listed in Exhibit B shall file Statements of Economic Interest with either the County of Orange Clerk of the Board of Supervisors or the agency/district's Political Reform Act Filing Officer, as specified in Exhibit B. The Statements of Economic Interest shall be maintained as public records and shall be made available for public inspection and reproduction (Government Code Section 82008).

EXHIBIT A

Rancho Santiago Community College District

**LIST OF DESIGNATED POSITIONS
CONFLICT OF INTEREST CODE**

Designated Positions	Disclosure Category	Files With
Accounting Manager – Accounts Payable (Delete position)	OC-02	COB
Accounting Manager - Payroll	OC-02	COB
Assistant Dean, Admissions & Records	OC-02	COB
Assistant Dean, Financial Aid, Scholarships & Veterans	OC-02	COB
Assistant Dean, Criminal Justice Academies	OC-02	COB
Assistant Dean, Fire Technology	OC-02	COB
Assistant Dean, Student Services	OC-02	COB
Assistant Director, Athletics & Sports Information	OC-02	COB
Assistant Director, OC Small Business Development Center	OC-02	COB
Assistant Director, Small Business Initiative	OC-02	COB
Assistant Vice Chancellor, Educational Services (Delete position)	OC-02	COB
Assistant Vice Chancellor, Facility Planning, District Construction & Support Services	OC-02	COB
Assistant Vice Chancellor, Fiscal Services	OC-02	COB
Assistant Vice Chancellor, Human Resources	OC-02	COB
Assistant Vice Chancellor, Information Technology Services	OC-02	COB
Associate Dean, Business & Career Technical Education	OC-02	COB
Associate Dean, Disabled Student Programs & Services	OC-02	COB

Associate Dean, EOPS	OC-02	COB
Associate Dean, Financial Aid	OC-02	COB
Associate Dean, Health Sciences & Nursing	OC-02	COB
Associate Dean, Instruction & Student Services	OC-02	COB
Associate Dean, Student Development	OC-02	COB
Associate Director I, Child Development Center	OC-02	COB
Associate Director II, Child Development Center	OC-02	COB
Associate Registrar	OC-02	COB
Benefits Analyst	OC-02	COB
Board of Trustees	OC-01	COB
Bookstore Coordinator (Delete position)	OC-02	COB
Bookstore Operations Specialist (Add position)	OC-02	COB
Bookstore Manager	OC-02	COB
Buyer	OC-02	COB
Campus Budget Manager	OC-02	COB
Chancellor	OC-01	COB
Chief, District Safety & Security	OC-02	COB
Consultants	OC-30	Agency
Custodial Supervisor	OC-02	COB
Dean, Arts, Humanities & Social Services	OC-02	COB
Dean, Business	OC-02	COB
Dean, Business & Career Technical Education	OC-02	COB
Dean, Counseling	OC-02	COB
Dean, Counseling & Student Support Services	OC-02	COB

Dean, Enrollment & Support Services	OC-02	COB
Dean, Kinesiology, Health & Athletics	OC-02	COB
Dean, Fine & Performing Arts	OC-02	COB
Dean, Human Services & Technology	OC-02	COB
Dean, Humanities & Social Services	OC-02	COB
Dean, Institutional Effectiveness, Library & Learning Support Services	OC-02	COB
Dean, Instruction & Student Services	OC-02	COB
Dean, Mathematics & Sciences	OC-02	COB
Dean, Science, Mathematics & Health Science	OC-02	COB
Dean, Student Affairs	OC-02	COB
Director I, Child Development Center	OC-02	COB
Director II, Child Development Center	OC-02	COB
Director of Grants	OC-02	COB
Director, Academic Support	OC-02	COB
Director, ACT/Corporate Training	OC-02	COB
Director, Auxiliary Services	OC-02	COB
Director, Business & Career Technical Education	OC-02	COB
Director, Continuing Education Support Services	OC-02	COB
Director, Digital Media Center	OC-02	COB
Director of Employment Services, Equity and Diversity (Add position)	OC-02	COB
Director, Facility Planning, District Construction & Support Services	OC-02	COB
Director, Fire Instruction	OC-02	COB
Director, Global Trade & Logistics Initiative	OC-02	COB
Director, Information Systems	OC-02	COB

Director, Network & Communications	OC-02	COB
Director, Public Affairs & Publications	OC-02	COB
Director, Purchasing Services	OC-02	COB
Director, Research	OC-02	COB
Director, Small Business Development Center	OC-02	COB
Director, Special Programs	OC-02	COB
District Support Services Supervisor	OC-02	COB
Director, Workforce Education	OC-02	COB
Employment Services Manager (Delete position)	OC-02	COB
Enrollment Reporting Manager	OC-02	COB
Executive Director, Child Development Services	OC-02	COB
Executive Director, College Advancement	OC-02	COB
Executive Vice Chancellor, Human Resources and Educational Services (Delete position)	OC-01	COB
Facilities Manager	OC-02	COB
Facilities Project Manager	OC-02	COB
Graphic Communications Manager	OC-02	COB
Internal Audit Manager	OC-02	COB
Inventory, Delivery & Storage Supervisor	OC-02	COB
Lieutenant, District Safety & Security	OC-02	COB
Maintenance Supervisor	OC-02	COB
Manager, Fiscal Services	OC-02	COB
President, Santa Ana College	OC-01	COB
President, Santiago Canyon College	OC-01	COB
Project Manager	OC-02	COB

Publications and Electronic Media Manager	OC-02	COB
Registrar	OC-02	COB
Risk Manager	OC-02	COB
Sergeant, District Safety & Security	OC-02	COB
Vice Chancellor, Business Operations/Fiscal Services	OC-01	COB
Vice Chancellor, Educational Services (Add position)	OC-01	COB
Vice Chancellor, Human Resources (Add position)	OC-01	COB
Vice President, Academic Affairs	OC-02	COB
Vice President, Administrative Services	OC-02	COB
Vice President, Continuing Education	OC-02	COB
Vice President, Student Services	OC-02	COB

EXHIBIT B

Rancho Santiago Community College District

**LIST OF DISCLOSURE CATEGORIES, DISCLOSURE DESCRIPTIONS AND
FILING DISIGNATION**

Disclosure Category	Disclosure Description
OC-01	All interests in real property in Orange County, the authority or the District as applicable, as well as investments, business positions and sources of income (including gifts, loans and travel payments).
OC-02	All investments, business positions and sources of income (including gifts, loans and travel payments).
OC-30	Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation: The Chancellor or designee may determine that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure required. The determination of disclosure is a public record and shall be filed with the Form 700 and retained by the Filing Officer for public inspection.
Files With	
COB	Files electronically to the County of Orange Clerk of the Board of Supervisors
Agency	Files original form with the Office of the Vice Chancellor, Business Operations/Fiscal Services

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

To:	Board of Trustees	Date: October 10, 2016
Re:	Adoption of Resolution No. 16-24 – Separate Bank and Investment Accounts	
Action:	Request for Adoption	

BACKGROUND

Pursuant to Education Code §84030 and §84040 and in accordance with §58311 of Title 5 of the California Code of Regulations, it is the intent of the Legislature, Board of Governors, and the State Chancellor's Office to encourage sound fiscal management practices among community college districts to facilitate the most efficient and effective use of monies under district control. To that end, the Board of Governors has recognized districts need to maintain authorized bank accounts for certain types of district/college functions and activities. Accordingly, the governing board of any community college district may, for the purpose of expediting business service transactions and in accordance with sound business practices, establish separate bank accounts.

In addition, the governing board of any community college district may establish clearing accounts for the deposit and subsequent withdrawal of any miscellaneous receipts. All monies in any such account shall be paid into the appropriate county treasury within a reasonable time period. Also, pursuant to Education Code §42800, the governing board of a community college district may establish a revolving cash fund account for the payment of services, material purchases, and supplemental salary payments when it has been determined that an error has been made in calculating or reporting employee payrolls.

ANALYSIS

In order to adequately safeguard and manage District assets and due to the number of leadership changes this fiscal year, the District has verified and updated all bank and investment accounts and prepared the attached resolution to establish and maintain these accounts with the most current information as required. The accounts within the attached resolution are the only recognized and authorized District and Foundation accounts. This resolution will be kept on file with the Orange County Auditor-Controller and will be brought to the Board for any updates on a regular basis.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 16-24, Separate Bank and Investment Accounts as presented.

Fiscal Impact:	Not applicable	Board Date: October 10, 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
BOARD OF TRUSTEES**

Resolution Regarding Separate Bank and Investment Accounts

Resolution No. 16-24

WHEREAS, the Board of Trustees finds there is a need to establish and maintain separate bank, investment, clearing and revolving accounts; and,

WHEREAS, pursuant to the California Community College Budget and Accounting Manual as authorized by Education Code §84030 and §84040 and in accordance with §58311 of Title 5 of the California Code of Regulations, the Board of Trustees is authorized to establish such accounts; and,

WHEREAS, Education Code §42800 requires the governing board to adopt a resolution setting forth the need for a revolving fund and the officers authorized to sign checks from the revolving fund; and

WHEREAS, the Board of Trustees hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of §16429.1 of the Government Code for the purpose of investment as stated therein is in the best interest of the district.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees authorizes a general revolving cash fund in the amount of \$100,000; and

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the deposit and withdrawal of monies in the Local Agency Investment Fund in the State Treasury in accordance with provisions of §16429.1 of the Government Code for the purpose of investment as stated therein; and

BE IT FURTHER RESOLVED that the accounts and custodians/account signers listed are duly authorized and approved.

Rancho Santiago Community College District

Bank Name:	Wells Fargo Bank
Account #:	9600058619
Account Name:	County of Orange – Department of Education_Accounts Payable
Purpose of Account:	This is the OCDE commercial checking account used to issue our Accounts Payable checks under Fiscal Accountability

Authorized Signatures: Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal
(Disbursing Officer)

1. Bank Name/Address: **City National Bank**
Torrance Office
3424 Carson St.
Torrance, CA 90503
(213) 427-5050

Account #: 0014225544

Account Name: Rancho Santiago Community College District – Federal Funds

Type: Checking Account

Purpose of Account: Serves as depository for all Perkins loan collections. It is the lock box used by Xerox Educational Services, our loan servicer.

Authorized Signatures R. Raul Rodriguez - Chancellor
Judyanne Chitlik - Vice Chancellor
Enrique Perez - Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal

Signatures Required: 2 live signatures

2. Bank Name/Address: **Bank of the West**
103 E Memory Lane
Santa Ana, CA 92705
(714) 285-4500

Account #: 748-009156

Account Name: Rancho Santiago Community College District

Type: Business Interest Checking Account Depository Account

Purpose of Account: Serves as depository clearing account for all cash received for the general, capital outlay projects, child development, student financial, self-insurance and retiree benefit fund. A check is written to the OC Treasurer to transfer funds to the commingle investment fund.

Authorized Signatures R. Raul Rodriguez - Chancellor

Judyanne Chitlik - Vice Chancellor
Enrique Perez - Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal

Signatures Required: 2 live signatures

3. Bank Name/Address: **Bank of the West**
103 E Memory Lane
Santa Ana, CA 92705
(714) 285-4500

Account #: 030-791640

Account Name: Rancho Santiago Community College District - Santiago Canyon College Veterans Payment

Type: Business Checking Account

Purpose of Account: This account was set up for the Department of Veteran Affairs (VA) to deposit payments to our school for the Post 9/11 GI Bill Program for our VA students. Title 31 section 3332 of the United States Code requires all federal payments be made by electronic funds transfer (EFT) and there are no exceptions at this point. An individual checking account was set up for each of the colleges and this account will be reconciled by the Accounting department as well as Cashiering.

Authorized Signatures: R. Raul Rodriguez - Chancellor
Judyanne Chitlik - Vice Chancellor
Enrique Perez - Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal

Signatures Required: 1 live signature

4. Bank Name/Address: **Bank of the West**
103 E Memory Lane
Santa Ana, CA 92705
(714) 285-4500

Account #: 030-791624

Account Name: Rancho Santiago Community College District - Santa Ana College Veterans Payment

Type: Business Checking Account

Purpose of Account: This account was set up for the Department of Veteran Affairs (VA) to deposit payments to our school for the Post 9/11 GI Bill Program for our VA students. Title 31 section 3332 of the United States Code requires all federal payments be made by electronic funds transfer (EFT) and there are no exceptions at this point. An individual checking account was set up for each of the colleges and this account will be reconciled by the Accounting department as well as Cashiering.

Authorized Signatures: R. Raul Rodriguez - Chancellor
 Judyanne Chitlik - Vice Chancellor
 Enrique Perez - Vice Chancellor
 Peter J. Hardash - Vice Chancellor
 Adam M. O'Connor - Asst Vice Chancellor Fiscal

Signatures Required: 1 live signature

5. Bank Name/Address: **Bank of the West**
 103 E Memory Lane
 Santa Ana, CA 92705
 (714) 285-4500

Account #: 748-009149

Account Name: Rancho Santiago Community College District – Don Bookstore

Type: Business Interest Checking Account

Purpose of Account: Bookstore Fund Income/Expenses.

Authorized Signatures: R. Raul Rodriguez - Chancellor
 Judyanne Chitlik - Vice Chancellor
 Enrique Perez - Vice Chancellor
 Peter J. Hardash - Vice Chancellor
 Adam M. O'Connor - Asst Vice Chancellor Fiscal
 Rhonda Langston - Director of Auxiliary Svcs

Signatures Required: 1 Facsimile and 1 live signature

6. Bank Name/Address: **Bank of the West**
 103 E Memory Lane
 Santa Ana, CA 92705
 (714) 285-4500

Account #: 748-003738

Account Name: Rancho Santiago Community College District - Emergency Loan Fund

Type: Business Interest Checking Account

Purpose of Account: Serves as a depository for temporary loans to students for books. The account was funded by donations to assist students in purchasing textbooks at the beginning of the semester. The students must qualify for financial aid, and loans are repaid as the financial aid checks are processed.

Authorized Signatures: R. Raul Rodriguez - Chancellor
Judyanne Chitlik - Vice Chancellor
Enrique Perez - Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal
Rhonda Langston - Director of Auxiliary Svcs

Signatures Required: 1 live signature

7. Bank Name/Address: **Bank of the West**
103 E Memory Lane
Santa Ana, CA 92705
(714) 285-4500

Account #: 030-928010

Account Name: Rancho Santiago Community College District - Student Representation Fee Fund

Type: Business Checking Account

Purpose of Account: The \$1 mandatory Student Representation Fee is used by the Associated Student Government (ASG) to represent the view of students with governmental agencies.

Authorized Signatures: R. Raul Rodriguez - Chancellor
Judyanne Chitlik - Vice Chancellor
Enrique Perez - Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal
Rhonda Langston - Director of Auxiliary Svcs

Signatures Required: 1 live signature

8. Bank Name/Address: **Bank of the West**
103 E Memory Lane

Santa Ana, CA 92705
(714) 285-4500

Account #: 748-009222

Account Name: Rancho Santiago Community College District - Associated Students Fund

Type: Business Interest Checking Account

Purpose of Account: Associated Student Government Fund Income/Expenses.

Authorized Signatures: R. Raul Rodriguez - Chancellor
Judyanne Chitlik - Vice Chancellor
Enrique Perez - Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal
Rhonda Langston - Director of Auxiliary Svcs

Signatures Required: 1 Facsimile and 1 live signature

9. Bank Name/Address: **Bank of the West**
103 E Memory Lane
Santa Ana, CA 92705
(714) 285-4500

Account #: 748-009255

Account Name: Rancho Santiago Community College District - Community Education Fund

Type: Business Interest Checking Account

Purpose of Account: Community Education Fund Income/Expenses.

Authorized Signatures: R. Raul Rodriguez - Chancellor
Judyanne Chitlik - Vice Chancellor
Enrique Perez - Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal
Rhonda Langston - Director of Auxiliary Svcs

Signatures Required: 1 Facsimile and 1 live signature

10. Bank Name/Address: **Bank of the West**
103 E Memory Lane
Santa Ana, CA 92705
(714) 285-4500

Account #: 748-004009

Account Name: Rancho Santiago Community College District - Diversified Agency Fund

Type: Business Interest Checking Account

Purpose of Account: Serves as a depository for clubs, organizations, and affiliates where the district acts as the fiscal agent for the organizations. The fund includes pass-through activities in which the district collects fees and makes payments on behalf of the students and the organizations.

Authorized Signatures: R. Raul Rodriguez - Chancellor
Judyanne Chitlik - Vice Chancellor
Enrique Perez - Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal
Rhonda Langston - Director of Auxiliary Svcs

Signatures Required: 1 Facsimile and 1 live signature

11. Bank Name/Address: **Bank of the West**
103 E Memory Lane
Santa Ana, CA 92705
(714) 285-4500

Account #: 748-009180

Account Name: Rancho Santiago Community College District - Diversified Trust Fund

Type: Business Interest Checking Account

Purpose of Account: Serves as a depository for Auxiliary sales and commission revenues; entertainment ticket sales, bus pass sales and funding for athletic teams, college and district programs.

Authorized Signatures: R. Raul Rodriguez - Chancellor
Judyanne Chitlik - Vice Chancellor
Enrique Perez - Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal
Rhonda Langston - Director of Auxiliary Svcs

Signatures Required: 1 Facsimile and 1 live signature

12. Bank Name/Address: **Wells Fargo Bank**
2700 N Main St
Santa Ana, CA 92705
(714) 973-3636

Account #: 034-4063961

Account Name: Rancho Santiago Community College District Federal Programs

Type: Basic Business Checking Public Funds

Purpose of Account: Serves as depository for all electronic fund transfers for all federal programs.

Authorized Signatures: R. Raul Rodriguez - Chancellor
Judyanne Chitlik - Vice Chancellor
Enrique Perez - Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal

Signatures Required: 2 live signatures

13. Bank Name/Address: **Wells Fargo Bank**
2700 N Main St
Santa Ana, CA 92705
(714) 973-3636

Account #: 034-4059183

Account Name: Rancho Santiago Community College District

Type: Basic Business Checking Public Funds – Revolving Fund

Purpose of Account: A special \$100,000 fund established to meet the district's emergency cash needs for payroll and other purposes. Replenishment of fund is usually done once a month.

Authorized Signatures: R. Raul Rodriguez - Chancellor
Judyanne Chitlik - Vice Chancellor
Enrique Perez - Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal

Signatures Required: 1 live signature

14. Bank Name/Address: **Wells Fargo Bank**
1300 SW 5th Avenue, Suite 2500

Portland, OR 97201
(800) 289-3557

Account #: 4123-586257

Account Name: Rancho Santiago Community College District
Alliance of Schools for Cooperative Insurance Program

Type: Business Checking Account

Purpose of Account: Property and Liability Fund \$25,000 imprest account maintained on our behalf by ASCIP, and used to pay claims.

Authorized Signatures: Fritz Heirich, Chief Executive Officer
Russell O'Donnell, Chief Operating Officer
Lynn Truong, Chief Financial Officer
Joan Weeks, Liability Claims Manager

Signatures Required: 1 live signature

15. Bank Name/Address: **Wells Fargo Bank**
1300 SW 5th Ave, Portland, OR 97201
(503) 886-3341

Account #: 4126026483

Account Name: Rancho Santiago Community College District – CorVel Corp as Agent

Type: Wholesale Checking Account

Purpose of Account: Workers' Compensation Fund \$10,000 imprest account maintained on our behalf by Corvel Corporation, and used to pay claims.

Authorized Signatures: Richard Schweppe, Chief Financial Officer

Signatures Required: 1 live signature

16. Investment Name: **Local Agency Investment Fund**
State of California
State Treasurer's Office

Investment Address: PO Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

Account #: 75-30-010

Account Name: Rancho Santiago Community College District

Type: Investment Fund

Purpose of Account: Retiree Benefit fund (part) and short term investment pool.

Authorized Signatures: R. Raul Rodriguez - Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal

Signatures Required: 2 (typically phone in and must provide password)

District Foundation Accounts

17. Bank Name/Address: **SchoolsFirst Federal Credit Union**
P. O. Box 11547
Santa Ana, CA 92711-1547
(714) 258-4000

Account #: 103478-01

Account Name: Rancho Santiago Community College District Foundation

Type: Savings Account

Purpose of Account: This serves as a depository for all donations received for fundraising events, programs and grants for the District Foundation. This earns higher interest rate and withdrawals are made only for immediate need of the District Foundation.

Authorized Signatures: R. Raul Rodriguez - Chancellor
Enrique Perez - Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal

Signatures Required: 2

18. Bank Name/Address: **SchoolsFirst Federal Credit Union**
P. O. Box 11547
Santa Ana, CA 92711-1547
(714) 258-4000

Account #: 103478-06

Account Name: Rancho Santiago Community College District Foundation

Type: Money Market Account

Purpose of Account: This serves as a depository related to upcoming investments or sale of investments of the District Foundation. This usually yields a higher rate of return and withdrawals are made only for immediate need of the District Foundation.

Authorized Signatures: R. Raul Rodriguez - Chancellor
 Enrique Perez - Vice Chancellor
 Peter J. Hardash - Vice Chancellor
 Adam M. O'Connor - Asst Vice Chancellor Fiscal

Signatures Required: 2

19. Bank Name/Address: **SchoolsFirst Federal Credit Union**
 P. O. Box 11547
 Santa Ana, CA 92711-1547
 (714) 258-4000

Account #: 103478-75

Account Name: Rancho Santiago Community College District Foundation

Type: Checking Account

Purpose of Account: This serves as a depository for all donations received by the District Foundation for fundraising events, programs and grants. Disbursements of expenditures are made for operating expenses and distribution of proceeds of the fundraising events to affiliated Foundations.

Authorized Signatures: R. Raul Rodriguez - Chancellor
 Enrique Perez - Vice Chancellor
 Peter J. Hardash - Vice Chancellor
 Adam M. O'Connor - Asst Vice Chancellor Fiscal

Signatures Required: 2

20. Bank Name/Address: **Morgan Stanley Smith Barney (Citigroup)**
 660 Newport Center Dr.
 Suite #110
 Newport Beach, CA 92660
 (949) 717-5300

Account #: 714-212540-037

Account Name: RSCCD Foundation
Type: Investment Account
Purpose of Account: Long Term investment accounts that hold unrestricted funds and programmatic funds.
Authorized Signatures: Peter J. Hardash - Vice Chancellor
Signatures Required: Phone call and password

Santa Ana College Foundation Accounts

21. Bank Name/Address: **Citizens Business Bank**
2000 E. 4th Street, Suite 100
Santa Ana, CA 92706
(888) 222-5432, (714) 967-7222
- Account #: 030424670
- Account Name: Santa Ana College Foundation
- Type: Checking Account
- Purpose of Account: Serves as a depository account for all donor contributions and for disbursements for the expenses incurred. Any amount above \$200,000 in any given month gets transferred to interest account # 7006
- Authorized Signatures: Linda D. Rose - President
Sara Lundquist - Vice President Student Svcs
Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director
- Signatures Required: 2
22. Bank Name/Address: **Citizens Business Bank**
2000 E. 4th Street, Suite 100
Santa Ana, CA 92706
(888) 222-5432, (714) 967-7222
- Account #: 7006
- Account Name: Santa Ana College Foundation
- Type: Interest Account/Sweep Account
- Purpose of Account: Excess funds of \$200,000 in checking account #030424670

get transferred to this account for interest purposes.

- Authorized Signatures: Linda D. Rose - President
Sara Lundquist - Vice President Student Svcs
Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director
- Signatures Required: Phone call and password
23. Bank Name/Address: **Payden & Rygel**
333 South Grand Ave
Los Angeles, CA 90071
(213) 625-1900
- Manager Address: Gerard Tamparong
333 South Grand Ave
Los Angeles, CA 90071
- Account #: 3417-0467
- Account Name: Santa Ana College Foundation/Title V
- Type: Investment Account
- Purpose of Account: Long Term investment account that holds Title V
Endowment Funds. Investment firm follows Foundation
Investment Policy
- Authorized Signatures: Linda D. Rose - President
Sara Lundquist - Vice President Student Svcs
Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director
- Signatures Required: (phone call and password)
24. Bank Name/Address: **Payden & Rygel**
333 South Grand Ave
Los Angeles, CA 90071
(213) 625-1900
- Manager Address: Gerard Tamparong
333 South Grand Ave
Los Angeles, CA 90071
- Account #: 4761-8718
- Account Name: Santa Ana College Foundation/Restricted

Type: Investment Account

Purpose of Account: Long Term investment account that holds Planetarium, Athletic Hall of Fame & Comi Roger Funds. Investment firm follows Foundation Investment Policy.

Authorized Signatures: Linda D. Rose - President
Sara Lundquist - Vice President Student Svcs
Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director

Signatures Required: (phone call and password)

25. Bank Name/Address: **Payden & Rygel**
333 South Grand Ave
Los Angeles, CA 90071
(213) 625-1900

Manager Address: Gerard Tamparong
333 South Grand Ave
Los Angeles, CA 90071

Account #: 7095-5099

Account Name: Santa Ana College Foundation/General Scholarship

Type: Investment Account

Purpose of Account: Long Term investment account that holds invested and endowed scholarship funds. Investment firm follows Foundation Investment Policy.

Authorized Signatures: Linda D. Rose - President
Sara Lundquist - Vice President Student Svcs
Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director

Signatures Required: (phone call and password)

26. Bank Name/Address: **Payden & Rygel**
333 South Grand Ave
Los Angeles, CA 90071
(213) 625-1900

Manager Address: Gerard Tamparong
333 South Grand Ave
Los Angeles, CA 90071

Account #: 4855-5996

Account Name: Santa Ana College Foundation/Unrestricted

Type: Investment Account

Purpose of Account: Long Term investment account that holds unrestricted funds inclusive of but not limited to funds raised via President's Circle and Pageant of the Trees. Investment firm follows Foundation Investment Policy.

Authorized Signatures: Linda D. Rose - President
Sara Lundquist - Vice President Student Svcs
Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director

Signatures Required: (phone call and password)

27. Bank Name/Address: **Payden & Rygel**
333 South Grand Ave
Los Angeles, CA 90071
(213) 625-1900

Manager Address: Gerard Tamparong
333 South Grand Ave
Los Angeles, CA 90071

Account #: 5725-8530

Account Name: Santa Ana College Foundation/Centennial Scholarship Endowment

Type: Investment Account

Purpose of Account: Long Term investment account that holds all endowed scholarship funds established along with the Centennial Scholarship Campaign. Investment firm follows Foundation Investment Policy.

Authorized Signatures: Linda D. Rose - President
Sara Lundquist - Vice President Student Svcs
Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director

Signatures Required: (phone call and password)

28. Bank Name/Address: **Payden & Rygel**
333 South Grand Ave

Los Angeles, CA 90071
(213) 625-1900

Manager Address: Gerard Tamparong
333 South Grand Ave
Los Angeles, CA 90071

Account #: 3707-5476

Account Name: Santa Ana College Foundation/Unrestricted Special
Projects

Type: Investment Account

Purpose of Account: Long Term investment account that holds unrestricted
funds received from the maturing of the RSCCD
endowment. These funds are to be used for capacity
building/growth. Investment firm follows Foundation
Investment Policy.

Authorized Signatures: Linda D. Rose - President
Sara Lundquist - Vice President Student Svcs
Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director

Signatures Required: (phone call and password)

29. Bank Name/Address: **Payden & Rygel**
333 South Grand Ave
Los Angeles, CA 90071
(213) 625-1900

Manager Address: Gerard Tamparong
333 South Grand Ave
Los Angeles, CA 90071

Account #: 7770-5757

Account Name: Santa Ana College Foundation/Early College Endowment
Funds

Type: Investment Account

Purpose of Account: Long Term investment account that holds Early College
Endowment Funds received from the State Award for
Innovation grant. Investment firm follows Foundation
Investment Policy.

Authorized Signatures: Linda D. Rose - President
Sara Lundquist - Vice President Student Svcs
Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director

Signatures Required: (phone call and password)

30. Bank Name/Address: **Payden & Rygel**
333 South Grand Ave
Los Angeles, CA 90071
(213) 625-1900

Manager Address: Gerard Tamparong
333 South Grand Ave
Los Angeles, CA 90071

Account #: 4101-6112

Account Name: Santa Ana College Foundation/Parent Education Program

Type: Investment Account

Purpose of Account: Long Term investment account that holds Parent Education Endowment Funds received from the State Award for Innovation grant. Investment firm follows Foundation Investment Policy.

Authorized Signatures: Linda D. Rose - President
Sara Lundquist - Vice President Student Svcs
Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director

Signatures Required: (phone call and password)

31. Bank Name/Address: **Payden & Rygel**
333 South Grand Ave
Los Angeles, CA 90071
(213) 625-1900

Manager Address: Gerard Tamparong
333 South Grand Ave
Los Angeles, CA 90071

Account #: 5871-0867

Account Name: Santa Ana College Foundation/Innovation Awards Scholarship Fund

Type: Investment Account

Purpose of Account: Long Term investment account that holds Innovation Awards Scholarship Funds received from the State Award for Innovation grant. Investment firm follows Foundation Investment Policy.

Authorized Signatures: Linda D. Rose - President
Sara Lundquist - Vice President Student Svcs
Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director

Signatures Required: (phone call and password)

32. Bank Name/Address: **SchoolsFirst Federal Credit Union**
P. O. Box 11547
Santa Ana, CA 92711-1547
(714) 258-4000

Account #: 66102-01

Account Name: Santa Ana College Foundation

Type: Savings/Regular Share Account

Purpose of Account: Deposited \$5.00 into this account when the checking account was opened. It is the credit union requirement to have this account open at all times.

Authorized Signatures: Linda D. Rose - President
Sara Lundquist - Vice President Student Svcs
Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director

Signatures Required: Phone call and password

33. Bank Name/Address: **SchoolsFirst Federal Credit Union**
P. O. Box 11547
Santa Ana, CA 92711-1547
(714) 258-4000

Account #: 66102-06

Account Name: Santa Ana College Foundation

Type: Liquid Advantage Money Market

Purpose of Account: To hold General Operating Unrestricted Funds for short-term investment.

Authorized Signatures: Linda D. Rose - President
 Sara Lundquist - Vice President Student Svcs
 Michael T. Collins - Vice President Admin Svcs
 Christina Romero - Foundation Director

Signatures Required: Phone call and password

34. Bank Name/Address: **SchoolsFirst Federal Credit Union**
 P. O. Box 11547
 Santa Ana, CA 92711-1547
 (714) 258-4000

Account #: 66102-75

Account Name: Santa Ana College Foundation

Type: Investment Checking

Purpose of Account: Serves as a secondary depository account for donor contributions and disbursements. The primary checking account is held with Citizens Business Bank.

Authorized Signatures: Linda D. Rose - President
 Sara Lundquist - Vice President Student Svcs
 Michael T. Collins - Vice President Admin Svcs
 Christina Romero - Foundation Director

Signatures Required: 2

35. Bank Name/Address: **Comunidad Latina Federal Credit Union**
 1317 W. Warner
 Santa Ana, CA 92704
 (714) 754-7675

Account #: 11538-01

Account Name: Santa Ana College Foundation

Type: Regular Savings Share

Purpose of Account: Deposited \$1.00 to this account when the cd account was opened. It is the credit union requirement to have this account open at all times.

- Authorized Signatures: Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director
- Signatures Required: Phone call and password
36. Bank Name/Address: **Comunidad Latina Federal Credit Union**
1317 W. Warner
Santa Ana, CA 92704
(714) 754-7675
- Account #: 11538-41
- Account Name: Santa Ana College Foundation
- Type: 24 Month CD (maturity date: 9/9/2017)
- Purpose of Account: To hold General Operating Unrestricted Funds for short-term investment.
- Authorized Signatures: Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director
- Signatures Required: Phone call and password
37. Bank Name/Address: **Comunidad Latina Federal Credit Union**
1317 W. Warner
Santa Ana, CA 92704
(714) 754-7675
- Account #: 11538-42
- Account Name: Santa Ana College Foundation
- Type: 12 Month CD (maturity date: 11/29/2016)
- Purpose of Account: To hold General Operating Unrestricted Funds for short-term investment.
- Authorized Signatures: Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director
- Signatures Required: Phone call and password

Santiago Canyon College Foundation

38. Bank Name/Address: **SchoolsFirst Federal Credit Union**
P.O Box 11547.

Santa Ana, CA 92711-1547
(714) 258-4000

Account #: 285452

Account Name: Santiago Canyon College Foundation

Type: Checking and Savings

Purpose of Account: Serves as a depository account for donor contributions to temporary restricted programs (Scholarships) and unrestricted programs; Also disbursements for Scholarship payments to students and other Foundation operational expenditures are handled through this account. (Funds from any account in SFFCU get transferred to this account before a check is issued).

Authorized Signatures John Hernandez - Interim President
 Ruth Babeshoff - Interim Vice President
 Arleen Satele - Vice President Admin Svcs
 Karen Bustamante - Interim Director

Signatures Required: Phone call and password

39. Bank Name/Address: **Grandpoint Bank (Orange Community Bank)**
1045 West Katella Ave., #100
Orange, CA 92867
(714) 532-0700

Account #: 201-20001266

Account Name: Santiago Canyon College Foundation

Type: Merchant Account

Purpose of Account: To accept credit card payments for fundraising events, make scholarship payments and payments for restricted accounts.

Authorized Signatures John Hernandez - Interim President
 Ruth Babeshoff - Interim Vice President
 Arleen Satele - Vice President Admin Svcs
 Karen Bustamante - Interim Director

Signatures Required: Phone call and password

40. Bank Name/Address: **Morgan Stanley Smith Barney (Citigroup)**
660 Newport Center Dr.

Suite #1100
Newport Beach, CA 92660
(949) 717-5484

- Account #: 714-010480-034
- Account Name: Santiago Canyon College Foundation Short Term Pool
- Type: Short Term Pool
- Purpose of Account: Liquid funds for short term needs
- Authorized Signatures: John Hernandez - Vice President Student Svcs
- Signatures Required: Phone call and password
41. Bank Name/Address: **Morgan Stanley Smith Barney (Citigroup)**
660 Newport Center Dr.
Suite #1100
Newport Beach, CA 92660
(949) 717-5484
- Account #: 714-212490-034
- Account Name: Santiago Canyon College Foundation – Select Unified
Managed Account
- Type: Investment Account
- Purpose of Account: Long Term Investment account that holds unrestricted
funds and programmatic program funds
- Authorized Signatures: John Hernandez - Vice President Student Svcs
- Signatures Required: Phone call and password
42. Bank Name/Address: **Morgan Stanley Smith Barney (Citigroup)**
660 Newport Center Dr.
Suite #1100
Newport Beach, CA 92660
(949) 717-5484
- Account #: 714-010481-034
- Account Name: Santiago Canyon College Foundation Consulting Group
Advisor

Type: Investment Account

Purpose of Account: Long Term Investment account that holds unrestricted funds and programmatic program funds

Authorized Signatures: John Hernandez - Vice President Student Svcs

Signatures Required: Phone call and password

43. Bank Name/Address: **Morgan Stanley Smith Barney (Citigroup)**
660 Newport Center Dr.
Suite #1100
Newport Beach, CA 92660
(949) 717-5484

Account #: 714-212530-034

Account Name: Santiago Canyon College Foundation

Type: Investment Account

Purpose of Account: Long Term Investment account that holds unrestricted funds and programmatic program funds

Authorized Signatures: John Hernandez - Vice President Student Svcs

Signatures Required: Phone call and password

44. Bank Name/Address: **Morgan Stanley Smith Barney (Citigroup)**
660 Newport Center Dr.
Suite #1100
Newport Beach, CA 92660
(949) 717-5484

Account #: 714-212487-034

Account Name: Santiago Canyon College Scholarship 2000

Type: Investment Account

Purpose of Account: Long Term Investment account that holds Invested Restricted Scholarship funds

Authorized Signatures: John Hernandez - Vice President Student Svcs

Signatures Required: Phone call and password

45. Bank Name/Address: **Morgan Stanley Smith Barney (Citigroup)**
660 Newport Center Dr.
Suite #1100
Newport Beach, CA 92660
(949) 717-5484
- Account #: 714-219041-034
- Account Name: Santiago Canyon College Sherrie Underwood Memorial
- Type: Investment Account
- Purpose of Account: Long Term Investment account that holds Invested
Restricted Scholarship funds
- Authorized Signatures: John Hernandez - Vice President Student Svcs
- Signatures Required: Phone call and password
46. Bank Name/Address: **Morgan Stanley Smith Barney (Citigroup)**
660 Newport Center Dr.
Suite #1100
Newport Beach, CA 92660
(949) 717-5484
- Account #: 714-010371-034
- Account Name: Santiago Canyon College Pirtle Memorial
- Type: Investment Account
- Purpose of Account: Long Term Investment account that holds Invested
Restricted Scholarship funds
- Authorized Signatures: John Hernandez - Vice President Student Svcs
- Signatures Required: Phone call and password
47. Bank Name/Address: **Morgan Stanley Smith Barney (Citigroup)**
660 Newport Center Dr.
Suite #1100
Newport Beach, CA 92660
(949) 717-5484
- Account #: 714-010370-034
- Account Name: Santiago Canyon College Grace Alberts Memorial

Type: Investment Account

Purpose of Account: Long Term Investment account that holds Invested Restricted Scholarship funds

Authorized Signatures: John Hernandez - Vice President Student Svcs

Signatures Required: Phone call and password

ADOPTED, SIGNED AND APPROVED this 10th day of October, 2016.

President of the Board of Trustees of
Rancho Santiago Community College District

I, Nelida Mendoza Yanez, Clerk of the Board of Trustees of Rancho Santiago Community College District, do hereby certify that the foregoing Resolution was adopted by the Board of said District at a meeting of said Board held on the 10th day of October, 2016, and that it was so adopted by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Clerk of the Board of Trustees of Rancho Santiago
Community College District

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

To: Board of Trustees	Date: October 10, 2016
Re: Approval of Agreement with RPI Consultants	
Action: Request for Approval	

BACKGROUND

In an effort to streamline the process for creating, submitting and approving budget changes district-wide, Fiscal Services, in consultation with Information Technology Services and the college's Administrative Services Vice Presidents, recommends an electronic form be created. These e-forms would be generated by end-users to submit budget changes which are currently submitted on paper.

ANALYSIS

RPI Consultants submitted a proposal to create the form in ImageNow, a software application that the district already utilizes for electronic absence forms and status change forms. The new budget change form will validate account information, include workflow for approvals and upload the information directly into Datatel. This will help increase accuracy, substantially reduce the amount of paper records and will allow the source document to be accessible online. It will also help to expedite the process of updating budget information to allow for faster processing of purchase orders and be a much more efficient process for all users.

RPI Consultants estimates the project will take approximately 154 hours to complete and will charge \$175 per hour. This project will be funded with the Fiscal Services contracted services account.

RECOMMENDATION

It is recommended that the Board of Trustees approve the agreement with RPI Consultants as presented.

Fiscal Impact: Not to exceed \$32,000	Board Date: October 10, 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	



Perceptive Content Budget Change eForm and Workflow

Statement of Work



101 N Haven St
Suite 201
Baltimore, Maryland 21224
Phone 410.276.6090
Fax 800.375.6872
www.rpic.com

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Scope of Work

RPI Consultants (hereinafter referred to as “RPI”) and Rancho Santiago Community College District (hereinafter referred to as “Client”) will engage in a project to develop and implement a custom eForm and workflow process (referred to as the “Budget Change Form”) for use within Client’s ImageNow/Perceptive Content environment. RPI is committed to working with the Client to ensure that this engagement meets and exceeds any expectations.

The following components will be designed, developed, and delivered by RPI Consultants:

- 1 Custom eForm (Budget Change Form)
 - 10 static fields (7 editable at time of submission, 3 editable post submission)
 - 1 field driven by fiscal year dropdown menu (options hardcoded into form)
 - 1 Date picker
 - 1 Section of repeating line fields
 - 12 fields per line (6 debit / 6 credit)
 - Sum of repeating fields in “Total” column
 - Form validation button
 - Validate that the budget is in fact available
 - Validate that credits and debits balance
 - Validate that up to 10 pieces of additional logic are met
 - Display reason for failed validation
 - Restrict submission until successful validation
 - Comments section – will allow approvers to enter and save time stamped comments
 - Supported in Forms Server
- 1 Custom iScript – Validate Button (see above “Form validation button”)
 - Used to query Colleague tables to determine budget availability and to determine accuracy of data input
- Workflow
 - 3 super queues for approvers
 - Up to 8 ancillary queues for tasks such as routing and archiving
 - Routing logic will be based off of routing rules
- 1 Document Type
 - Up to 10 custom properties
- 1 View
- ImageNow Security
 - Up to 5 security groups
- Annotations
 - 1 Approval annotation
 - 1 Rejection annotation

Upon final approval of a Budget Change Form, the approved form will be sent to a queue for manual entry into Colleague.

No security will be built around the form. Any person with access to the form will be able to submit a Budget Change Form with any criteria so long as the form validates.

The validate button will be available throughout the process for additional validation once in workflow.

Approach

Design

RPI will work with Client to design the form functionality, approval workflow, ImageNow security, and document properties. It will be at Client's discretion whether this design work is performed onsite or off-site.

Develop

RPI will perform the development of the form, adding in all logic, field lookups, calculations, and user actions required. Here the required iScript will also be created and tested.

Implement

RPI will finalize all unit testing and build the workflow, security, document properties, and view. RPI will work with Client staff to test the form submission and workflow. Any changes identified in this phase will be considered based on the scope of the project.

Since this is a new workflow, form, and document type it is likely safe to implement directly into Production; however, should Client prefer, RPI will first implement into Client's Test environment.

Go Live

RPI will work with the Client team to identify a good time to roll the project out to production. RPI will provide support for the items discussed in this document for a period of 1 week after the go-live.

Project Resources

Resource	Detail
RPI Project Manager	The Project Manager will be assigned as the primary point of contact and to manage the overall engagement. Meeting schedules, meeting minutes, status reports, burn reports, and issue tracking will be produced and distributed by the Project Manager.
RPI Consultants	All RPI Consultants assigned to the project are seasoned with years of Perceptive Content experience. They bring their solution expertise and technical ability to drive the design and implementation activities needed to complete the project in a timely manner.
RPI Engagement Manager	The Engagement Manager is responsible for project oversight and ensuring that RPI is delivering the finest and most complete solutions to our Clients. This seasoned individual will serve as the QA and escalation point for the Client and the RPI team.
Client Project Manager	The Client Project Manager is the corresponding resource to RPI's Project Manager. This individual will be the primary contact for RPI to ensure the project's success.
Client System Administrator	The Client System Administrator is responsible for all of the technical tasks outside of RPI's control. As dictated by the Client, this can include all work related to the production environments, databases, networking, and/or cutover activities. This individual will be working closely with the RPI Consultants throughout the course of the engagement.

Assumptions

1. RPI will not be performing any end-user training for this engagement. They will work with the Client's administrators to transfer product knowledge.
2. RPI will not be building any job-aids or user guides.
3. Any services not explicitly defined in this Statement of Work as services in scope will be considered out of scope.
4. All servers, user stations, and scan stations meet the technical requirements set by Lexmark to run the Perceptive Content 7 product suite with Forms Server.
5. Client owns all necessary software licenses required.
6. Client will be responsible for configuration of any new hardware or servers.
7. RPI will be given all necessary access to the servers. This usually means VPN and RDP access. Should the Client prefer certain items to be done via screen sharing (e.g. GoToMeeting, WebEx, or Join.me) additional hours may be required.
8. Approvals will be done via the "stamping" of an annotation and routing appropriately
9. All rejected items will be processed manually
10. Client will provide validation logic and SQL queries

About RPI

Background

For over 15 years, RPI has been helping organizations optimize their use of the ImageNow application including advanced Lawson integrations. Our role in projects includes upgrades, system migration, back scanning, project management, installation, configuration, script development, security design, workflow design, and training. We bring leadership, experience, and best practices combined with hands-on completion of tasks to get the job done. Our team is made up of dedicated, passionate professionals that will not only focus on your business objectives and project goals, but will also ensure the highest industry standards are met.

Our system implementation approach focuses on leveraging the system as a tool to improve and automate business processes. Rather than delivering a “cookie-cutter” approach to the implementation, we will work with your team to create the optimal software configuration. We review each business process and recommend best practices based on experiences at other organizations.

The strength of RPI is the depth and experience of our design and implementation resource pool not only in ImageNow but in related technologies and best practices. RPI resources can support services above and beyond a “standard” ImageNow implementation in several ways, including:

- Business process optimization, redesign and change management. RPI is recognized for its thought leadership in process improvement and automation in the content management and process automation industry.
- Custom on-site training for super users that leaves them feeling strong and that they have the tools they need to carry the knowledge to the end-users.

RPI will provide leadership to help ensure a successful implementation and that the timeline is met; however, we will not force a timeline that is not optimal based on other activities and availability of other resources. RPI will modify our approach and resource mix to meet the best schedule for your team.

Since the founding of RPI in 1999, RPI has established an excellent reputation for our approach to consulting, a low overhead model designed to achieve the maximum results for a minimal cost. We have been helping organizations design, implement, optimize and administer their ImageNow solutions for over 13 years. This makes RPI the only firm with over a decade of ImageNow consulting experience in the country outside of Perceptive Software.

RPI Consulting Principles

1. Focus on business operations and objectives – The primary goal of imaging systems should be to automate and streamline business processes, increasing controls and visibility of data while also reducing the time required to complete tasks. RPI uses technology as a tool, but always remains focused on the entire process. Business objectives will be documented at the beginning of the project and all tasks will be completed with those objectives in mind. When testing and/or training are required, all testing and training will be process-based, demonstrating how each process will be completed in the future state.
2. Do it Right the First Time – RPI is able to avoid unnecessary re-work and ensure a successful outcome from day one by doing it right from the beginning. We accomplish this through informed design sessions combining understanding of your business processes with best practices and experience at other organizations.
3. Deliver Value with Every Hour – Our consultants make every hour they spend on the project count to deliver the best possible value for our client’s investment. Our consultants will be on-site when it is of value, such as during testing, design sessions, and training. We will complete work off-site where there is no value to being on-site, such as with system configuration and data cleansing. This allows us to minimize travel costs and complete projects more rapidly. Rather than “park” consultants on-site waiting for the next task to start, RPI will tailor our schedule to the changing needs of the project, scaling up and down as project phases and schedule require. This allows us to complete the project in fewer hours and prevent a burden on your resources.
4. Build Strong Internal Resources – From the beginning of the project, RPI will make a point of transitioning knowledge to internal staff to ensure that your staff are able to maintain the recommended changes after the project is over without outside assistance. Effective documentation will be provided for all functions. When RPI leaves at the end of the project, your staff will be able to maintain the day to day operations and troubleshoot common issues.
5. Put The Client First – RPI strives to maintain timelines as set forth at the beginning of projects but understands that clients have an organization to run and core business comes first. RPI is able to assist our clients by playing interim roles where needed or taking on more of the workload. When a client needs to push a timeline back, however, our agile approach allows RPI to be flexible and temporarily allocate resources to other projects if needed.

Commitment to Client Satisfaction

At RPI, we seek to form true partnerships with our clients. We stand behind our consulting services and commit ourselves to the highest ethical and professional standards. If we cannot do a job the right way, we will not do it at all. Our "Focus on Results" methodology assures confidence in the implementation process by maximizing client participation and ownership. We solve specific business problems through strategic intervention when and where it's needed, without requiring long-term commitments from our clients.

We partner with our clients, invest in their goals, build personal relationships, and help position them for maximum success. We strive to create the opportunity for innovation, creativity, and productivity within our clients' business operations. Our culture of delivering on-time, on-budget, and high-quality implementations has resulted in a customer satisfaction rating of 95% and an RPI staff turnover rate of less than 5%.

RPI Consultants is justifiably proud of its relationships with its clients – many of them longstanding. RPI retains a close working relationship with its clients and is commonly called back for upgrade assistance, new module implementations, and new employee training.

As a consulting partner, we're on your side. We listen carefully. We're focused on your long-term business goals and approach problems from a business process angle, not a sales perspective. We pride ourselves in providing clients the most "bang for the buck." We're up to a challenge but will always be realistic about what is feasible. We're easy to work with and can quickly staff up and down as project needs change. Our refreshing approach delivers results on time, under budget, and right the first time.

RPI understands the complex challenges of implementing enterprise software. We understand that business processes must be optimized for efficiency within a context of complex requirements and constraints. We also recognize that the day to day business must go on uninterrupted even as critical business processes evolve, and that these circumstances require that every software and process change must be flawlessly designed, tested thoroughly, and communicated to each impacted staff member in a timely and efficient manner.

Level of Effort and Cost

Based upon our current understandings and responsibilities, we estimate the project can be completed in time and cost allotted below.

Task	Hours
eForm, Workflow, Security, Document Properties Design	32
eForm Initial Build	28
Data Validation iScript (SQL Query + Logic) via Validation Button on Form	36
Approval Workflow, Security, Properties Implementation	24
UAT / Go-Live Support	8
Total	128 Hours

RPI will charge for consultant time at \$175 per hour, for a total estimate of \$22,400 in consulting fees

RPI only charges for actual hours worked.

No travel is required for this project. Should the Client prefer RPI to perform design work on-site, RPI will charge all reasonable out-of-pocket expenses. Out-of-pocket expenses include such items as travel, lodging, airport parking, and/or mileage at the rate published by the IRS. All expenses shall be reimbursed for actual out-of-pocket amounts, with the exception of meals. Meals shall be reimbursed based on current GSA standard per diem rates.

RPI invoices are submitted semi-monthly and due within thirty days of receipt. RPI will be due a 1.5% finance charge for invoices not paid within thirty days of receipt.

Additional Optional Automation

Task	Hours
CSV Export for Post to Colleague	14
Scheduled iScript to Pull Data from Colleague	12
Total	26 Hours

Should Client desire, RPI will develop and implement the above optional iScripts. These iScripts would have an additional estimated cost of \$4,550. Client may communicate Client's desire for RPI to implement this portion by including them on a PO or an e-mail approval.

Acceptance and Signatures

RPI Consultants is excited to be afforded this opportunity to present this proposal to Rancho Santiago Community College District. Should you have any questions, or desire additional information, please feel free to contact Geoff Lilienfeld at (816) 806-2289.

IN WITNESS WHEREOF, the parties hereto each acting with proper authority have executed this Statement of Work. By signing below, Client hereby acknowledges and agrees to the work required as documented herein and to the payment of the fees required herein.

CLIENT

RPI CONSULTANTS, LLC

Signature: _____

Signature: _____

Name: Peter J. Hardash

Name: _____

Title: Vice Chancellor, Business Operations/Fiscal Svcs Title: _____

Date: ___/___/___

Date: ___/___/___

Contact/Address for Project Invoices

Name: Adam O'Connor

Email: oconnor_adam@rscdd.edu

Address: 2323 N. Broadway

☒ Please check for invoicing via email.

 Santa Ana, CA 92706

PO# or other special instructions: _____

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

To:	Board of Trustees	Date: October 10, 2016
Re:	Approval of Agreement with Lentz Morrissey Architects, Inc. for On-Call Architectural Design Services for Various Projects District-wide	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement for on-call architectural design services for various facility improvement projects throughout the District. In order for the District to be able to timely evaluate and assess scope of work that is urgent due to fire life safety or other imminent investigations that are required, District staff is in need of having assistance from a licensed architect. The District has had to undertake and address a variety of projects, campus requests, and requests from other entities which requires District staff to evaluate, investigate and develop project scope of work in a proper manner to determine the necessary requirements should the project proceed. In order to streamline the planning and design process, the District has previously utilized architectural firms on an on-call basis and is in need of adding additional on-call contracts.

ANALYSIS:

A Request for Qualifications (RFQ) #1314-03 and #1414-03.01 for Architectural and Engineering services was released and advertised in August 2013 and April 2015. Sixty firms responded to the RFQs. A panel of six committee members convened in October 2013, July 2015 and August 2015 to review the qualifications. A total of twenty-one firms were deemed qualified for the short list.

A panel convened on July 28, 2016 and reviewed all the statements of qualifications for recommendation of an additional on-call architectural design services consultant. A solicitation was sent to three pre-qualified architectural firms, HMC Architects (Ontario), Steinberg Architects (Los Angeles) and Lentz Morrissey Architects, Inc. (Santa Ana). A selection committee convened on September 22, 2016 and the committee recommends Lentz Morrissey Architects, Inc. by consensus based upon a thorough review and the culmination of their RFQ response, experience, team members, availability, reference checks, and hourly rates. It is recommended that the District enter into an agreement with Lentz Morrissey Architects, Inc. for architectural design services in order for the District to respond quickly on an as-needed basis for design assistance on various projects.

The services covered by this agreement shall commence October 11, 2016 and end December 31, 2019. The contract is a not-to-exceed fee of \$82,500.

This project is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the contract with Lentz Morrissey Architects, Inc. for On-Call Architectural Design Services for Various Projects District-wide as presented.

Fiscal Impact:	\$82,500	Board Date: October 10, 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: 10/10/16

Project: Various Facility Improvement projects

Site: **District-wide**

Consultants: **Lentz Morrissey Architects**

Type of Service: Architectural Design Services

Agreement Summary	No.	Amount	Reimbursables	Start	Duration	
						End
Original Contract Amount		\$ 82,500.00		10/11/2016		12/31/2019
Total Agreement Amount		\$ 82,500.00				

AGREEMENT No: 0212.00/DESCRIPTION:

On-Call Architectural Design Consulting Services

Total Proposed Amount: \$ **82,500.00**

Contract End Date: **12/31/2019**

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

To:	Board of Trustees	Date:	October 10, 2016
Re:	Ratification of Award of Bid #1301 for Storm Water Improvements at SAC Orange County Sheriff's Regional Training Academy		
Action:	Request for Ratification		

BACKGROUND:

The District has undertaken a storm water improvement maintenance repair project to assist the Santa Ana College and Orange County Sheriff's Regional Training Academy in response to a City of Tustin inspection of the storm water system. As a result of the inspection, the storm water system at the undeveloped property adjacent the parking lot requires repairs and improvements to comply with the existing water quality management plan and city storm water runoff requirements. As part of the erosion control measures, a four-inch layer of pervious gravel base will be installed on the undeveloped property to provide stabilization to reduce water runoff.

ANALYSIS:

In accordance with the California Uniform Public Construction Cost Accounting Act, Bid #1301 for Storm Water Improvements at Orange County Sheriff's Regional Training Academy was advertised on August 26, 2016, and a Notice Calling for Bids was sent to one hundred two (102) contractors from the District's qualified contractors list on August 26, 2016.

A mandatory job walk was conducted on September 8, 2016. Bids were opened on September 20, 2016, as noted on the attached bid result form. The District received five (5) bids for the project. Kana Subsurface Engineering (Riverside) submitted the lowest responsive bid in the amount of \$95,317.48. 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 #1301 to Kana Subsurface Engineering. The Vice Chancellor of Business Operations/Fiscal Services has authorized the award of the contract, under the authority of CUPCCAA, to Kana Subsurface Engineering.

The construction is anticipated to start on October 21, 2016, with an estimated construction duration of forty five (45) days.

The project is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board ratify the award of Bid #1301 for Storm Water Improvements at SAC Orange County Sheriff's Regional Training Academy as presented.

Fiscal Impact:	\$95,317.48	Board Date:	October 10, 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		



Facility Planning
2323 North Broadway, Rm 112
Santa Ana, CA 92706-1640

BID RESULTS

BID #1301 Addendum Issued: 1	PROJECT: Storm Water Improvements at Orange County Sheriff's Regional Training Academy	DUE DATE: At 10:00 A.M. September 20, 2016
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BIDDER	TOTAL BASE BID AMOUNT
Kana Subsurface Engineering 12620 Magnolia Avenue Riverside, CA 92503	\$95,317.48
STL Landscape, Incorporated 8122 Compton Avenue Los Angeles, CA 90001	\$128,000.00
GCI Construction, Incorporated 1031 Calle Recodo, Suite D San Clemente, CA 92673	\$128,890.44
Humphrey Constructors 21314 Hideout Drive Diamond Bar, CA 91765	\$132,700.00
Bali Construction, Incorporated 9852 East Joe Vargas Way South El Monte, CA 91733	\$209,227.00

5 TOTAL BIDDERS

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

To:	Board of Trustees	Date: October 10, 2016
Re:	Accept the Completion of Bid #1291 for Building G (Gym & Fitness Center) Aquatics Bleachers at Santiago Canyon College and Approve a Recording of a Notice of Completion	
Action:	Request for Acceptance and Approval	

BACKGROUND:

On June 13, 2016, the Board of Trustees approved a contract with Herk Edwards, Inc. for Bid #1291 for Building G (Gym & Fitness Center) Aquatics Bleachers at Santiago Canyon College. The project was completed on September 30, 2016.

ANALYSIS:

The Project was completed on September 30, 2016. The District, upon approval by the Board of Trustees may record a Notice of Completion with the office of The Orange County Clerk-Recorder, as outlined under California Civil Code §9204. Total cost of the project was \$28,690.

This project was funded by Measure E.

RECOMMENDATION:

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

Fiscal Impact:	N/A	Board Date: October 10, 2016
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

NO FEES CHARGED PER GOVERNMENT CODE §6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

2323 N. Broadway
Santa Ana, CA 92706-1640

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §9204 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located at 8045 E. Chapman Avenue, Orange, California, caused improvements to be made to the property to with: Bid #1291 Building G Aquatics Bleachers, the contract for the doing of which was heretofore entered into on the 13th day of June, 2016, which contract was made with Herk Edwards, Inc. PO 16-0041953 as contractor; that said improvements were completed on the 30th day of September, 2016 and accepted by formal action of the governing Board of said District on the 10th day of October, 2016; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Philadelphia Indemnity Insurance Company.

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

Executed on _____, 2016 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by _____

Peter J. Hardash, Vice Chancellor
Rancho Santiago Community College District

State of California
County of Orange

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

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

WITNESS my hand and official seal.

Signature _____ (Seal)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: October 10, 2016

INDEPENDENT CONTRACTORS

2 Degree Shift

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To provide training for the Career Technical Education (CTE) Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Cerro Coso College, Merced College, Porterville College, West Hills College-Coalinga & West Hills College-Lemore.

Date(s) of Service: October 11, 2016 through June 30, 2017

Fee: Estimated at \$17,400

Requested by: Sarah Santoyo/Enrique Perez

Funded by: Resource Development - DO
12-2220-679000-53345-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **11th** of **October, 2016** by and between **2 Degree Shift** herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

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

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

TO PROVIDE TRAINING FOR THE CAREER TECHNICAL EDUCATION (CTE) DATA UNLOCKED INITIATIVE TO INCLUDE SUPPORT TO FACILITATE CAPACITY DEVELOPMENT AND PROJECT IMPLEMENTATION RELATED TO INITIATIVE FOR CERRO COSO COLLEGE, MERCED COLLEGE, PORTERVILLE COLLEGE, WEST HILLS COLLEGE, COALINGA & WEST HILLS COLLEGE, LEMORE

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

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at **Seventeen Thousand Four Hundred Dollars & No Cents (\$17,400.00)**.

The contracted services are to commenced on or about **October 11, 2016** and completed on or about, but not later than **June 30, 2017**.

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

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

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

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

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

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

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

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

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash

Printed Name

Title

Vice Chancellor of Business
Operations/Fiscal Services

Title

Address City/State

Date

Date

CTE Data Unlocked
Technical Assistance Expert
Scope of Work

Experts will complete training for the CTE Data Unlocked Initiative. Each expert will work with up to 5 California community colleges to provide support to facilitate capacity development and project implementation related to the initiative.

Expert: Kelly Cooper

Deliverables	Cost
Coordination and training to support the CTE Data Unlocked Initiative	\$1,000.00
Provide technical assistance to colleges: \$2,800 x 5 colleges	\$14,000.00
Travel	\$2,400.00
Total Cost to Perform the Work	\$17,400.00

KELLY COOPER

46 W. Julian Street Unit 204 | San Jose, CA 95110 | 408-306-0330 Mobile
<https://www.linkedin.com/in/kelly2ds> | kellycooper.2ds@gmail.com

West Valley College

Project Director, Instructor, Department Chair and Interim Dean

1996 – present

- Co-author and project director Title III: Strengthening Institutions. Lead all information and data elements of the project. Budget administrator, hiring manager and staff director. Author and lead on several campus wide, collaborative initiatives.
- Research, write and project direct numerous Career Technical Education (CTE), Workforce Education. Emphases on support services for distance learning students, tech entrepreneurship, preparing underrepresented students transitioning to technology and engineering career paths, managing technology, developing curriculum and building partnerships with businesses.
- Teach Computer Information Systems and Business courses to include: Interface Design, Web Development and Design, iOS Development, Web Analytics, Dreamweaver, Social Media Marketing, Web and Mobile SEO, Internet Legal Issues, Java for Non-Programmers, Database and Systems Analysis, Systems Analysis, Introduction to Computing, Small Business Startup, The Entrepreneurial Mindset, Business Communications, Strategic Management, Organizational Development and others.
- Design, build and teach online learning courses since 1999. Wrote and led 60 courses, 5 degrees and 9 certificates through local, regional and state approval processes.
- As Interim Dean, oversaw two divisions (14 departments), the Career Programs Center, Contract Education and Community Education. Directed budgets of three major initiatives: the Center for International Trade and Development (CITD), Small Business Development Center (SBDC) and the Center for Excellence. Led and directed budgets for all college Economic Development Grants to include VTEA, CalWORKS, Foster-Kinship, Title IV and Child Studies grants.

Professional Development Activities

- 2016 *Co-Author*
ASCCC and RP Group paper in-progress: Disaggregated Outcomes Data.
- 2016 *Follow up Site Team Member*
Accreditation visit to Clovis Community College: Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges.
- 2016 *Co-Presenter*
Student Success Conference: Quick Connect: Short Animations Address Common Student Questions.
- 2016 *Co-Presenter*
ASCCC Accreditation Institute: Data Visualization: Making Sense of the Numbers; Designing Data Metrics in Program Review: What Are the Questions to Ask?
- 2016 *Adjunct Professor*
UMUC Orientation to Graduate Studies courses.
- 2015-2016 *Ambassador*
Student Learning and Program Effectiveness Committee (Program Review).
- 2015-2016 *Lead*
Created and proctor faculty and staff online "book club" and collaborative inquiry group designed to assess recent research for relevance, fit and implementation at West Valley College.
- 2015- present *Member*
National Association for Community College Entrepreneurship (NACCE) 2016 Organizing Committee.

- 2015 *Member*
Academic Senate for California Community College Accreditation and Assessment Committee.
- 2015 *Site Team Member*
Accreditation visit to Southwestern College: Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges. Standards II.A and III.C.
- 2015 *Site Team Member*
Accreditation visit to Clovis Community College: Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges. Standard I.A-C.
- 2015 *Co-Writer and Project Director*
Title III Strengthening Institutions define, develop and implement "comparable" online student support services for distance education students.
- 2015 and 2016 *Designer and Instructor*
Community Education Cohort of high school students from Denmark on technology and entrepreneurship.
- 2015 *Grant Review Panelist*
CCCCO for TAP CTE Pathways.
- 2014-2015 *Member*
Student Learning and Program Effectiveness Committee (Program Review).
- 2014 *Site Team Member*
Accreditation visit to Cerritos College: Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges. Standard III.A-D.
- 2014 *Committee Chair*
Vice President of Administrative Services hiring committee.
- 2014 *Curriculum Designer*
Contract education program on Retail Management.
- 2013 *Writer*
Three ebooks for Hyperink. Quicklet on Stephen Key's One Simple Idea: Turn Your Dreams Into a Licensing Goldmine While Letting Others Do The Work; Quicklet on Lisa Petrilli's The Introvert's Guide to Success in Business and Leadership; How to Build a Huge Following on Pinterest.
- 2012 *Writer and Manager*
VTEA: Curriculum development and implementation for computer information students and area engineers; emphasis on current training in iOS, Mac application development.
- 2011 *Presenter*
Digital Image and Translation. Society for Ricoeur Studies Conference. Philadelphia, PA. October.
- 2011-2012 *Write and Mentor Project Director*
CTE Transitions: Technology bridge curriculum for underrepresented students, women returning to the workforce and high school students transitioning to college; emphasis on web and mobile development and working in small companies, start-ups and as entrepreneurs.
- 2011 *Presenter*
Self and Other in Public Space Disclosed Through Technology. Strangers, Aliens, and Foreigners. Mansfield College, Oxford University, U.K. September.
- 2011 *Presenter*
Refiguring Identity in Conversations with Avatars. International Conference on Ricoeur Studies: New Perspectives on Hermeneutics in the Social Sciences and Practical Philosophy. Higher School of Economics, National Research University. Moscow, Russia. September.

- 2009-2011 *Tech Prep Budget Administrator*
Workforce training for underserved students in technology sectors; emphasis on preparing students for computer science and engineering coursework.
- 2010-present *Manager and Originator*
West Valley College Alumni and Friends LinkedIn Group.
- 2010-2011 *CMS and Content Developer*
CCCCO System-Wide Emergency Prevention, Preparedness, Response and Recovery website.
- 2010 *Author*
A Loving Conflict. Sufism: An Inquiry. Volume XV: Number 1. Summer 10.
- 2009 *Presenter*
Critical Hermeneutic Field Inquiry in International Development: Research Narratives from Southeastern Europe. Nashville, Tennessee, September.
- 2007 *Author*
Emerging from Isolationism: Slovenia in Conversation. High Plains Applied Anthropologist. Spring.
- 2007 *Presenter*
New Borders, New Boundaries: Reconfiguring Space and Identities Online. Kuala Lumpur, Malaysia.
- 2006-2008 *Writer and Project Director*
Community College State Chancellor's Office-Career Technical Education/Economic and Workforce Development Pathways Strengthening Career Programs. AME (Arts, Media, Entertainment) Apprentice, \$249,985; emphasis on preparing students for education and career paths in digital gaming, arts, media and entertainment.
- 2005-2007 *Writer and Project Director*
Community College State Chancellor's Office-Career Technical Education/Economic and Workforce Development Pathways (SB70 Quick-Start). Learningbytes in the Multimedia/Entertainment Industry, \$479,951; emphasis on curriculum development and developing outreach projects for underrepresented college and high school students.
- 2005 *Co-Author*
eLearning and Economic Development. Co-Author. The Turkish Online Journal of Distance Education (TODJE), Volume 6: Number 1. January.
- 2005-2007 *Writer and Project Director*
Community College State Chancellor's Office-Career Technical Education/ Economic and Workforce Development Pathways. Career Exploration and Development for 7th and 8th Graders. Cool2Explore, \$149,994; emphasis on preparing middle school students for technology and engineering education opportunities in college.
- 2004 *Co-Author*
Monitoring Air Pollution in Real Time Using XML. Co-Author. XML Journal, Volume 5: Issue 1, January.
- 2004 *Member*
West Valley College Academic Senate.
- 2003-2004 *Webmaster*
Led redesign and usability compliance of the West Valley site. Developed searchable schedule, updated content and improved site interface.
- 2003 *Co-Author*
Design Concepts with Code: A Developer Approach. Co-Author. APress! Publishers.
- 2002 *Pre-Conference Presenter*
Moving Away from Purchased Portals: Developing E-Learning. Online Educa. Berlin, Germany.

- 2002 *Co-Presenter*
Creating Interactive Digital Case Studies. Online Educa. Berlin, November.
- 2002 *Co-Presenter*
Innovation and Enterprise. Moray Science Festival. Elgin, Scotland.
- 2002 *Co-Author*
XML: Content and Data. Co-Author. Prentice Hall.
- 2002 *Presenter*
West Valley College/Southeastern Europe Online Learning Program at NCWE (National Council for Workforce Education). Portland, Oregon, October.
- 2001 *Co-Presenter*
Creating an On-Campus Start-Up Company. EDEN Conference. Stockholm, Sweden.
- 2001-2002 *Co-Writer and Co-Project and Budget Director*
PHARE, two grants, Slovenian job centres, 275,000€ (Euro) and new curriculum for process control and e-commerce 75,000€; emphasis on job training and career counseling for unemployed citizens with emphasis on 40+ who are deemed unemployable.
- 2001-2002 *Co-Writer and Co-Project and Budget Director*
European Union Leonardo Program, Learning Portals (partner) 70,000€; emphasis on developing and delivering entrepreneurship and technology seminars and courses.
- 2001-2002 *Co-Writer and Co-Project and Budget Director*
European Union Minerva Program, Online Case Studies in Science and Engineering, 200,000€; emphasis on creating case studies to be used for entrepreneurship learning models.
- 2001 *Presenter*
Transitioning to XHTML. User Analysis, Interface Design, and Documentation. Commercial Website Development. Institute for Symbolic Analysis. Velenje, Slovenia, April.
- 2000-2003 *Co-Writer and Co-Project and Budget Director*
Dynamic Learning Centres, Slovene government, \$200,000; emphasis on creating and delivering summer in-person transnational learning programs.
- 2000 *Presenter*
Linguistic and Descriptive Domains in Slovenia and Bosnia: Transforming Through Narrative Online. The Society for Applied Anthropology, San Francisco, California, March.
- 1999-2000 *Writer and Project Director*
Industry Driven Regional Collaborative for Internet Internships (funded West Valley Design Group students and studio), \$500,000; emphasis on building industry partnerships and freelance opportunities for students studying digital design, production and development.
- 1999 *Presenter*
XML. Learning Center Presentation. League for Innovation, Chicago, Illinois, October.
- 1999 *Co-Author*
E-Commerce, E-Business, Education. Co-Author. Education West Magazine, April.
- 1998 *Writer and Project Director*
Industry Driven Regional Collaborative for Java Programming, \$84,000; emphasis on creating curriculum, partnering with industry and implementing new coursework in Java.
- 1999 *Presenter*
User Interface Design in Adult Online Learning. Paper presented to California Business Education Association (CBEA) State Conference, San Francisco, California, March.

- 1998 *Writer and Project Director*

VTEA IIa funding for Multimedia Development, \$118,000; emphasis on designing curriculum, certificates and degrees targeting workforce emerging technologies.

Adjunct Faculty positions

University of Maryland University College (UMUC Online) 2011-present
Adjunct Professor Graduate School of Management Technology

- Teach Organizational Behavior

University of San Francisco 2009-2011
Adjunct Professor School of Education

- Taught graduate courses in Organizational Theory, Anthropological Research, Dissertation Proposal and Anthropology of Education.

University of San Francisco 1997-1999
Adjunct Professor Information and Management Systems

- Taught undergraduate courses in Information Systems Management, Multimedia Engineering, New Software Paradigms, Information Technology, SPSS, Principles of Management, Advanced Expository Writing, Autobiographical Literature Across Cultures.

Education

Ed.D. Organizational Leadership and Development, May 2000, University of San Francisco

Studies emphasized the philosophy and anthropology of higher education, international adult learning, digital media, socio-cultural foundations of policy and organizations, legitimation of power in societies and organizations, research methods and statistics, and participatory and interpretive analysis.

Dissertation: *Refiguring Language, Space, and Identity: Modes of Being and Transformation Online*.
 Research Area: Transnational Online Learning.

M.H.R.O.D. Human Resources and Organizational Development, August 1996, University of San Francisco

Studies emphasized strategic planning, organizational structures and diagnosis, system dynamics, leadership and diversity, and organizational research and statistics.

B.S. Organizational Development, December 1992, University of San Francisco

Studies emphasized organizational communication, research in organizations, leadership, organizational change, social ethics, assessment strategies, and conflict resolution.

Technical Summary

- Project Management, Agile, Scrum, Technical Writing.
- LMS/CMS Selection, Development and Support over multiple brands.
- Open Source Developer (Moodle, WordPress, MediaWiki, phpBB).
- Networks, Cyber Security, Data Science, R, SPSS.
- HTML, CSS, JS Frameworks, Databases, MySQL.
- Interface Design, Usability Requirements, Site Development.
- Hardware and Software Specifications and Acquisition.
- Technology Planning, Testing, Analysis and Evaluation.
- Social Media and Marketing.
- Section 508, videos, fillable forms and additional device and code needs for distance learning.

Additional Experience 1984-1995 Construction Project Management

- Developed budget/business plans and vendor policies.
- P/L responsibility.
- Contracts responsibility.
- Managed permits, building materials, purchasing, and scheduling.
- Advised on building codes.
- Led and developed takeoffs, materials lists pulled from blueprints.
- Participated in negotiations for two union and one non-union crew.
- Set goals and managed ROI, inventories, gross margin, and all aspects of budgets.
- Networked computers and trained employees.
- Purchased and managed contracts and materials for large-scale projects.

Community Involvement

- 2014-2016 *Volunteer*
Hospice
- 2014-2015 *Volunteer*
Promote California's food artisans (developer and blogger).
- Spring 2015 *Volunteer*
Girls Who Code - taught programming at Independence High School in San Jose.
- 2012 *Author*
Cookies for Grown-ups. Red Rock Press. Community baking events and classes in CA, OR, WA, CO, NV, AZ, NM. Press and television interviews. Fund raisers for communities and small businesses.
- 2012 *Winner*
LinkedIn DevelopHer Hack Day 2012
- 2010-present *Mentor*
Work with several previous students who have created startups.
- 1997-present *Volunteer*
Assist, support, and travel with an educator-developed non-profit that serves in Cambodia, Thailand and Burma.
- 1997-2005 *Advisor and Presenter*
IPAK (Institute for Symbolic Analysis and Development of Information Technologies) in Velenje, Slovenia. Developed for-credit certificates, curriculum, online courses and seminars in web design and development, entrepreneurship and process control. Co-coordinated funding program for centre to include bidding and developing commercial projects, developing grant programs and bringing in contract business from the US.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: October 10, 2016

INDEPENDENT CONTRACTORS

Arineh Arzoumanian

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To provide training for the Career Technical Educational (CTE) Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Citrus College, El Camino College, Glendale Community College, Irvine Valley College, LA City College & Long beach City College

Date(s) of Service: October 11, 2016 through June 30, 2017

Fee: Estimated at \$17,800

Requested by: Sarah Santoyo/Enrique Perez

Funded by: Resource Development - DO
12-2220-679000-53345-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **11th** of **October, 2016** by and between **Arineh Arzoumanian** herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

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

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

TO PROVIDE TRAINING FOR THE CAREER TECHNICAL EDUCATIONAL (CTE) DATA UNLOCKED INITIATIVE TO INCLUDE SUPPORT TO FACILITATE CAPACITY DEVELOPMENT AND PROJECT IMPLEMENTATION RELATED TO INITIATIVE FOR CITRUS COLLEGE, EL CAMINO COLLEGE, GLENDALE COMMUNITY COLLEGE, IRVINE VALLEY COLLEGE, LA CITY COLLEGE & LONG BEACH CITY COLLEGE

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

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at **Seventeen Thousand Eight Hundred Dollars & No Cents (\$17,800.00)**.

The contracted services are to commenced on or about **October 11, 2016** and completed on or about, but not later than **June 30, 2017**.

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

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

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

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

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

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

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

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

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash

Printed Name

Title

Vice Chancellor of Business
Operations/Fiscal Services

Title

Address City/State

Date

Date

CTE Data Unlocked

Technical Assistance Expert

Scope of Work

Experts will complete training for the CTE Data Unlocked Initiative. Each expert will work with up to 6 California community colleges to provide support to facilitate capacity development and project implementation related to the initiative.

Expert: Arineh Arzoumanian

Deliverables	Cost
Coordination and training to support the CTE Data Unlocked Initiative	\$1,000.00
Provide technical assistance to colleges: \$2,800 x 6 colleges	\$16,800.00
Travel	\$0.0
Total Cost to Perform the Work	\$17,800.00

Arineh Arzoumanian
Engineering Technology Instructor
School of Business, Engineering, and Technology (BET)
Pasadena City College
1570 E. Colorado Blvd. Pasadena, CA 91106
626. 585. 7149
axarzoumanian@pasadena.edu

EDUCATION

Doctor of Education
Community College Leadership and Policy Studies
California State University, Northridge
Dissertation: Perception of community college leaders: Instructional innovation at program level
Expected graduation date: 2016

Master of Science June 2012
Structural Engineering
University of California, Los Angeles
Educate leaders with adequate quantitative skills who can work in a multi-disciplinary environment to anticipate, improve, and economize infrastructure and society.

Bachelor of Science June 2011
Civil & Environmental Engineering
University of California, Los Angeles
Prepare engineering students for professional licensing and research in environmental and societal issues.

PROFESSIONAL EXPERIENCE

ENA Group – Structural Engineers, August 2011 – June 2012
Granada Hills, CA

- Structural Engineering Intern**
- Analyzed structural loads on concrete and steel foundations
 - Produced and analyzed data to design structural members to support structural loads utilizing structural software
 - Produced engineering drawings for different type of structures using CAD programs

City of Glendale – Public Works Department June 2010 – August 2011
Glendale, CA

- Civil Engineering Assistant**
- Modified engineering drawings based on client requests and project modifications which include curb and gutter, catch basin, and drainage
 - Analyzed and produced engineering sewer repair drawings using AutoCAD
 - Performed financial analysis on different type of projects

PROFESSIONAL MEMBERSHIP/HONORS/SKILLS

- Plaque of Recognition for dedication and support, presented by Pasadena Police Academy League, 2014
- Certified Engineer in training (EIT) in the state of California, 2010

- Tau Beta Pi - The Engineering Honor Society, 2010
- American Society of Civil Engineers Membership, 2010
- Society of Women Engineers Membership, 2010
- Dean's honor - University of California, Los Angeles, 2009
- Chi Epsilon - National Civil Engineering Honor Society, 2009
- Proficient in: SolidWorks, AutoCAD, SAP2000, programing softwares such as C++ & MATLAB.

ACADEMIC EXPERIENCE

Pasadena City College
Pasadena, CA

August 2012 – Present

Full-time faculty

Teaching experience:

- Instruction in introductory and intermediate level transfer engineering and certificate design technology courses
- Curriculum development, 2012 – Present
Responsible for C&I process for:
 - Development of new courses: MATLAB programming (Engineering) and Robotics (Technology)
 - Alignment of Engineering transfer courses with C-ID descriptors for Engineering Associate Degree-Transfer
- Served on Learning and Assessment Committee representing engineering department, 2013

Grant work/experience:

- Curriculum sub-committee member of \$15 M Advanced Manufacturing & Engineering Technology Linked Learning (AMETLL) regional consortia Grant, 2014 – Present
Tasked with mapping a regional instructional program of study for advanced manufacturing and engineering technology in coordination with consortia activities
- Activity director of \$100K Linked Learning Pathways to Baccalaureate grant, 2014 – Present
Tasked with developing competency-based math curriculum with introducing engineering concepts with inter-segmental team.

Community service:

- Launched Society of Women Engineers (SWE) chapter in collaboration with California Institute of Technology and California State Polytechnic University, Pomona, 2013
- Developed, executed, and managing robotics program in collaboration with Pasadena Foundation and Pasadena Police League, 2014 – Present

Johns Hopkins University
Pasadena, CA

July 2012 – Present

- University Lecturer of for Whiting School of Engineering – Introduction to Engineering course targeted to high school students

Citrus College
Azusa, CA

January 2014 – Present

- Developed, launched and instructed engineering curricula
- Developed and facilitated an engineering workshop for Secrets of science summer camp (S3C), Summer 2014

California State Polytechnic University, Pomona
Pomona, CA

January 2014 – June 2014

- **University Lecturer for introductory engineering courses for Maximizing Engineering Potential (MEP) program**

RESEARCH EXPERIENCE

Doctoral Dissertation, 2013 – Present

**Department of Educational Leadership and Policy Studies Department
Michael D. Eisner College of Education, California State University, Northridge**
Doctoral dissertation research conducted under Dr. Julie Gainsburg. Explored and discovered the implication of successful competency-based education practices.

Field Based Inquiry, January 2014 – May 2014

**Department of Educational Leadership and Policy Studies
Michael D. Eisner College of Education, California State University, Northridge**
Action research conducted under Dr. Rita Karam. Designed and conducted action research to discover student of quality of campus services and facilities

Independent Researcher, September 2009 – December 2010

**Department of Civil and Environmental Engineering
University of California, Los Angeles**
Analyze environmental impact of recycled steel on fiber reinforced concrete
Sustainability of infrastructure

CONFERENCE ATTENDANCE

California Community College Success Network (3csn), Academic Impressions Conference, Engineering Liaison Council (ELC), Summer Engineering Teaching Institute (SETI), Joint Engineering Program (JEP), ASEE Zone IV Conference, 2014

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: October 10, 2016

INDEPENDENT CONTRACTORS

Karen Beltramo

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To provide training for the Career Technical Educational (CTE) Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Chabot College, College of the Redwoods, Evergreen Valley College, Gavilan College, Lake Tahoe Community College, Laney College, Los Medanos College and Napa Valley College

Date(s) of Service: October 11, 2016 through June 30, 2017

Fee: Estimated at \$24,600.00

Requested by: Sarah Santoyo/Enrique Perez

Funded by: Resource Development - DO
12-2220-679000-53345-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **11th** of **October, 2016** by and between **Karen Beltramo** herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

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

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

TO PROVIDE TRAINING FOR THE CAREER TECHNICAL EDUCATIONAL (CTE) DATA UNLOCKED INITIATIVE TO INCLUDE SUPPORT TO FACILITATE CAPACITY DEVELOPMENT AND PROJECT IMPLEMENTATION RELATED TO INITIATIVE FOR CHABOT COLLEGE, COLLEGE OF THE REDWOODS, EVERGREEN VALLEY COLLEGE, GAVILAN COLLEGE, LAKE TAHOE COMMUNITY COLLEGE, LANEY COLLEGE, LOS MEDANOS COLLEGE AND NAPA VALLEY COLLEGE

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

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at **Twenty Four Thousand Six Hundred Dollars & No Cents (\$24,600.00)**.

The contracted services are to commenced on or about **October 11, 2016** and completed on or about, but not later than **June 30, 2017**.

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

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

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

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

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

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

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

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

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash

Printed Name

Title

Vice Chancellor of Business
Operations/Fiscal Services

Title

Address City/State

Date

Date

Attachment "B"

**CTE Data Unlocked
Technical Assistance Expert
Scope of Work**

Experts will complete training for the CTE Data Unlocked Initiative. Each expert will work with up to 5 California community colleges to provide support to facilitate capacity development and project implementation related to the initiative.

Expert: Karen Beltramo

Deliverables	Cost
Coordination and training to support the CTE Data Unlocked Initiative	\$1,000.00
Provide technical assistance to colleges: \$2,800 x 8 colleges	\$22,400.00
Travel	\$1,200.00
Total Cost to Perform the Work	\$24,600.00

Attachment "C"

Karen E. Beltramo
(831) 332-1253 • kabeltra@cabrillo.edu

Summary of Qualifications:

- Collaboration skills around gathering and interpreting data for determining Career Technical Ed (CTE) pathways, program review, new program development and regional planning
- Strong research and data mining skills in healthcare, ICT/Digital Media, and other Doing What Matters (DWM) strategic industries for CA Community College CTE programs
- Strong analytical, Excel, graphic, and presentation skills having worked nearly a decade in high-tech and retail managing the annual budget process, forecasts, and monthly financial variance reporting

Professional Experience:

Research Analyst

Bay Area CA Community College Regional Consortium (BACCC) housed at Cabrillo College, Aptos, CA (June 2013– Present)

- Develop industry sector templates in the Bay Region for the ten DWM priority industry sectors in conjunction with Deputy Sector Navigators in preparation for a newly defined regional planning process and for communicating with college CIOs and CEOs including creating graphics in Tableau
- In collaboration with WestEd and Bay Regional Chair, create templates (MA Example) and processes for adding Employment Outcome Survey (EOS) and labor market information (LMI) to the bi-annual CTE program review process at Cabrillo with the intention of sharing with other Community Colleges
- Gap analysis in terms of annual openings for occupations and the supply of students from Community Colleges and other educational institutions
- Provide labor market research to ICT/DM Sector Navigator to help define several career pathways: Business Information Worker in the state; Software Development in the Bay Region; Digital Media in the state
- Support BACCC with research and data for any type of interaction with Bay Region employers and regional or statewide convenings around CTE programs and workforce development issues

Centers of Excellence (COE) housed at San Francisco City College in San Francisco, CA and at Las Rios Community College District, Sacramento, CA (November 2013 – Present)

- Created labor market (LMI) demand and supply pivot tables and instructional videos in collaboration with COE directors for distribution statewide to help colleges with LMI for grant applications, program review, etc.
- In conjunction with COE Directors, crosswalked CDE capstone and noncapstone course, career pathways and industry codes to TOP06 Community College codes and DWM industry sectors
- Collaborated with Bay Region COE Director and Bay Region Health DSNs to create Healthcare profiles for 10 identified Healthcare occupations from HWI and CHA survey data
- Offer technical assistance to the Bay Region colleges under the Director of the Center of Excellence from online tools such as EMSI (Economic Modeling Specialists International) and Burning Glass as well as data from the Chancellor's website and IPEDS

Program Coordinator and Accounting Specialist

Cabrillo College, Aptos, CA (November 2011 – May 2013)

- Research and determine department fund balances back to 2004, research expenditures and revenues, set up an accounting fund balance structure for the Balance Sheet, and allocate funds into appropriate accounts
- Define, document and improve the process for creating Professional Services contracts with outside vendors and the process for creating contracts in Extension and Contract Ed
- Evaluate CTE programs by looking at industry research in terms of cost, at student success and at % attainment of Perkins Core Indicators
- Collaborate across CEED to define and improve the quarterly review and grant tracking processes

Attachment "C"

Senior Manager, Financial Planning & Analysis, Finance

Voxeo Corp, Scotts Valley, CA (Oct. 2000 – May 2002)

- Prepared monthly financial analyses and reporting, including Income Statement, Cash Flow and Balance Sheet for Board meetings working closely with VPs for this Voice over IP Telco start-up
- Constructed one and three year operating budgets, quarterly forecasts and monthly projections
- Analyzed cost structure and proposed various solutions for reducing monthly burn from \$2.5M to under \$1.2M

Manager Financial Planning and Analysis, Finance/Business Development

Aveva Insights (formerly OnRadlo), Scotts Valley, CA (Mar 2000 to Sept. 2000)

- Created from scratch and implemented forecasting processes and models for determining funding needs, cash flow, and budgets for an early stage start-up professional services company
- Generated monthly income statements, budget vs. actuals reports, cash flows, and other analyses

Senior Financial Analyst, Financial Planning and Analysis Department

West Marine Products, Watsonville, CA (1996 – 1999)

- Developed and integrated the entire annual budget for this nearly \$500M publicly traded retail company including 3 profit centers and all support departments
- Provided numerous monthly, quarterly and year end variance analyses to VPs and other managers for construction of the annual budget as well as quarterly and monthly closes, revisions and forecasts
- Constructed various forecasting models such as models for projecting sales in over 200 stores

Other Work Experiences and Volunteer Work:

Volunteer Treasurer and Board Member, DeLaveaga Elementary School Parent Teacher Club, Santa Cruz, CA (06/09 – 05/12) and Santa Cruz Parent Education Nursery School, Santa Cruz, CA (08/04 – 09/07)

- Prepared, processed and booked all check requests, deposits, bank reconciliations in QuickBooks
- Prepared and filed 1999-2006 Federal and State back taxes
- Created Excel spreadsheets to automate invoicing; created budgets; reported financials to Board

Portfolio Analyst at Hitachi Data Systems Credit Corp, Hitachi Data Systems, Santa Clara, CA (1994-96)

- Managed a portfolio of 200 HDSCC owned and broker owned leases from cradle to grave: initial structuring, early termination, upgrade options, extension and buy-outs

Financial Analyst for Holding Company's Planning and Budget Group, Groupe Pernod Ricard, Paris, FR (1993-94)

- Managed and analyzed international subsidiaries' preliminary budgets and consolidated monthly and year-end financial reports

Graphic Image Consultant, Milelec Communications, Paris, FR (1989-91)

- Consulted with clients (Eurodisney, Procter & Gamble, Air France) and created dynamic graphic marketing, sales or financial presentations

Education:

1993 MBA from L'Ecole HEC Paris, Graduate School of Business, Jouy-en-Josas, France, Major in Strategic Management. Summer Intern at the European Bank for Reconstruction and Development (EBRD) in London. Thesis in conjunction with Groupe Pernod Ricard.

1989 BA from University of California Berkeley, Double Major in Economics and French, Honors. Published thesis on debt-for-nature swaps in "Futures" (09/92).

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: October 10, 2016

INDEPENDENT CONTRACTORS

Alison Bolton

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To provide training for the Career Technical Educational (CTE) Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Butte College, Las Positas College, Mendocino College, Mission College, Santa Rosa Jr. College & Woodland Community College.

Date(s) of Service: October 11, 2016 through June 30, 2017

Fee: Estimated at \$18,400

Requested by: Sarah Santoyo/Enrique Perez

Funded by: Resource Development - DO
12-2220-679000-53345-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **11th** of **October, 2016** by and between **Alison Bolton** herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

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

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

TO PROVIDE TRAINING FOR THE CAREER TECHNICAL EDUCATIONAL (CTE) DATA UNLOCKED INITIATIVE TO INCLUDE SUPPORT TO FACILITATE CAPACITY DEVELOPMENT AND PROJECT IMPLEMENTATION RELATED TO INITIATIVE FOR BUTTE COLLEGE, LAS POSITAS COLLEGE, MENDOCINO COLLEGE, MISSION COLLEGE, SANTA ROSA JR. COLLEGE & WOODLAND COMMUNITY COLLEGE

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

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at **Eighteen Thousand Four Hundred Dollars & No Cents (\$18,400.00).**

The contracted services are to commenced on or about **October 11, 2016** and completed on or about, but not later than **June 30, 2017.**

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

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

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

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

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

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

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

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

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash

Printed Name

Title

Vice Chancellor of Business
Operations/Fiscal Services

Title

Address City/State

Date

Date

CTE Data Unlocked
Technical Assistance Expert
Scope of Work

Experts will complete training for the CTE Data Unlocked Initiative. Each expert will work with up to 6 California community colleges to provide support to facilitate capacity development and project implementation related to the initiative.

Expert: Alison Bolton

Deliverables	Cost
Coordination and training to support the CTE Data Unlocked Initiative	\$1,000.00
Provide technical assistance to colleges: \$2,800 x 6 colleges	\$16,800.00
Travel	\$600.00
Total Cost to Perform the Work	\$18,400.00

Alison Bolton

4160 Sulsun Valley Road, #E431, Fairfield, CA 94534
Mobile (925) 457-8999 allyinfo@comcast.net

OBJECTIVE

To obtain a position as a CTE Data Unlocked Technical Assistance Team Member.

Accomplished Teacher and Educator who started teaching years prior to becoming a College Adjunct Professor. I am a network engineer systems analyst with over 20 years' experience in IT, and have owned by own business for the last 20 plus years. As an IT person, you are required to learn all kinds of IT skills, applications, programs and be able to teach and show others how they work. Yes, as a trainer, also. Making me a competent and dependable teaching professional.

- Ability to design and develop curriculum for daily lessons, for all courses presented.
- Excellent communicator with strong speaking, writing, research and analytical skills.
- Talented in prioritizing and completing tasks in a timely manner.
- Highly competent in assessing and evaluating student's performances and tracking weak and strong areas to see where improvements can be made both for them and myself in pedagogy.
- Full command on contemporary teaching methods and classroom aids.
- Proficient in using numbers computer programs for both PC and Mac applications, and operating systems for both.
- Experience in supervising research projects.
- Ability to teach students how to implement new skills incorporating applications designed for graphics arts, website development and design, networking, programing and movie making.

EDUCATION

SOLANO COMMUNITY COLLEGE, Fairfield, CA: AS/CJ - Computer/Digital/Data Forensics & Security 2012
UNIVERSITY OF PHOENIX, Fairfield, CA: MBA 2010
TOURO UNIVERSITY, Mare Island, CA: Single Subject Teaching Credential
DIABLO VALLEY COLLEGE, Pleasant Hill, CA: AA - Physical/Life Sciences & Computer Sciences 1989 & 2000
ADVANCED CAREERS TECHNOLOGIES (AcTech), Concord and Sacramento, CA 1996
Certificates in Networking, Systems Analyst and Security: Hardware & Software (PC & MAC)
CALIFORNIA STATE UNIVERISTY, Hayward, CA: BA - Geology/Physical & Computer Sciences 1994

CERTIFICATIONS

CISSP (In progress) - CRISC - Yellow Belt Lean Six Sigma - WIN NT 3.5 & Novell Networking/LAN & Analyst Specialist - Computer/ Network Security - Computer HW/SW Systems Support Specialist - Security Clearances: (Chevron, CDCR, CDVA, Clorox R&D, Solano County, Travis Air Force Base) TWIC Card) - Bat Card -CERT-FEMA

EXPERIENCE

Westcoast Information Services, Fairfield, CA June 2012 - Present
Adjunct College Instructor June 2013 - Present
Solano Community College, Fairfield, CA (January 2014 to Present). Teach Business, Management, Principles, Communications, and Law courses.
ITT, Concord, CA (June - August 2013): Taught four courses: Juniors: Access Control, Authentication, & PKI and Security Issues in Legal Context; and Seniors: Cyber Crime Forensics, and Auditing of IT Infrastructures for Compliance.
Network Engineer - Systems Analyst August 2013 - December 2015
Technical Concierge October - November 2013
Co-Director/Presenter February - September 2013

Project Manager - Systems Analyst June 2012 – February 2013
INTERNATIONAL SYSTEM SECURITY ASSOCIATION (ISSA), Sacramento Chapter, CA
Director of Operation 2013 – 2014 and 2016 to Present
Vice-President 2014 - 2016
Security Forum Manager 2012 - Present

VACAVILLE UNIFIED SCHOOL DISTRICT, Vacaville, CA
8th Grade Physical Science Teacher August 2007 – June 2008
 Vaca Pena Middle School, Vacaville, CA Designed and taught physical, earth and atmospheric courses and labs.

TRAVIS UNIFIED SCHOOL DISTRICT, Vacaville and Travis Air Force Base, CA 2006 - 2007
K-12 Substitute at: Cambridge Elementary School, Golden West Middle School, Vanden High School, and Travis Education Center.

FAIRFIELD UNIFIED SCHOOL DISTRICT, Fairfield, CA 2006 - 2007
K-12 Substitute at: Armijo High School, B Gale Wilson, Crystal, David Weir, and Fairfield High School.

SOLANO COUNTY OFFICE OF EDUCATION/UNIFIED SCHOOL DISTRICT, Fairfield, CA 2006 - 2007
K-12 Para-educator: Anna Kyle Elementary School, Fairfield High School, and Grange Middle School.

WESTCOAST INFORMATION SERVICES, Fairfield, CA 1997 - 2009
Website Development/Design and Application Developer
Project Manager, Financial/Accounting and Office Manager Accomplishments
Security, Forensics, Hardware, Software, and Networking

TOOLS

AccessData, Advanced Basic, Adobe CS5.5 (Acrobat Pro, After Effects, Content Manager, Premier, Photoshop, Illustrator, Dreamweaver), Agile, Arc Logics, Basic, C+, CheckPoint, CICS, Cobal (I & II), Corel PhotoShop, Crystal Reports, Documentum, DOS, Drupal 6 & 8, EnCase 6 - 12, ERP, Fast Block, FileMaker 1 - 12, FileZilla Pro, Fortran, FRED UltraBlock, FTK Toolkit, Ghost Helix, Guidance, HTTP/S, Igloo FTP Pro, Java, JD Edwards, McAfee, Metasploit, MS Office Suite Pro 1997 – 1016 and 365 (Word, Excel, Project, Access, One Note, Outlook, Power Point, Publisher, Groove, Front Page, SharePoint, Visio), Nessus, NetWitness, Nexpose Enter., OPAC Virtual World Library/SPAC, OSX, Palsade, PHP, QuickBooks, Quicken, Remedy, Safe Back, SMTP, SpyBot, Sony Vegas, SQL, Symantec, TCP/IP, UNIX/LINUX, WIN NT/98/2000/XP/Vista/7/8, VMware, Vipre, Virtual Box, Wireless (Netgear, Linksys, D-Link), Wireshark, and X/HTML,

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: October 10, 2016

INDEPENDENT CONTRACTORS

Jeremy Brown

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To provide training for the Career Technical Educational (CTE) Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for College of the Siskiyous, Consumnes River College, Folsom Lake College, Lassen College, Sacramento City College & Shasta College

Date(s) of Service: October 11, 2016 through June 30, 2017

Fee: Estimated at \$19,600.00

Requested by: Sarah Santoyo/Enrique Perez

Funded by: Resource Development - DO
12-2220-679000-53345-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **11th** of **October, 2016** by and between **Jeremy Brown** herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

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

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

TO PROVIDE TRAINING FOR THE CAREER TECHNICAL EDUCATIONAL (CTE) DATA UNLOCKED INITIATIVE TO INCLUDE SUPPORT TO FACILITATE CAPACITY DEVELOPMENT AND PROJECT IMPLEMENTATION RELATED TO INITIATIVE FOR COLLEGE OF THE SISKIYOU, CONSUMNES RIVER COLLEGE, FOLSOM LAKE COLLEGE, LASSEN COLLEGE, SACRAMENTO CITY COLLEGE & SHASTA COLLEGE

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

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at **Nineteen Thousand Six Hundred Dollars & No Cents (\$19,600.00).**

The contracted services are to commenced on or about **October 11, 2016** and completed on or about, but not later than **June 30, 2017.**

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

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

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

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

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

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

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

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

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash

Printed Name

Title

Vice Chancellor of Business
Operations/Fiscal Services

Title

Address City/State

Date

Date

CTE Data Unlocked
Technical Assistance Expert
Scope of Work

Experts will complete training for the CTE Data Unlocked Initiative. Each expert will work with up to 5 California community colleges to provide support to facilitate capacity development and project implementation related to the initiative.

Expert: Jeremy Brown

Deliverables	Cost
Coordination and training to support the CTE Data Unlocked Initiative	\$1,000.00
Provide technical assistance to colleges: \$2,800 x 6 colleges	\$16,800.00
Travel	\$1,800.00
Total Cost to Perform the Work	\$19,600.00

Jeremy Brown, MA
 555 Tahoe Keys Blvd. Apt 8, South Lake Tahoe, CA 96150
 626.318.6819
 jjbrown@ltcc.edu
<https://www.linkedin.com/in/ibrown82>

EDUCATION

<i>University of Southern California, Los Angeles, CA</i> Ed.D. in Higher Education Administration	Anticipated in August 2016
<i>University of La Verne, La Verne, CA</i> Certificate in New Learning Technology	2011
<i>Azusa Pacific University, Azusa, CA</i> M.A. in Organizational Leadership	2010
<i>Azusa Pacific University</i> B.A. Psychology Areas of Concentration: Counseling and Child and Family Development	2004

WORK EXPERIENCE

Lake Tahoe Community College, South Lake Tahoe, CA
Director of Institutional Effectiveness **2015-Present**
 Lead an integrated, cooperative, and collaborative resource development program. Assist college faculty, staff, and administration in identifying and using relevant data elements, trends, and projections important to the college's planning and decision-making process. Work directly with the faculty leadership to improve and expand the implementation of effective and engaging student learning outcomes assessment practices at the course, program, and institutional level. Collect, analyze, interpret, and publish or present data related to institutional effectiveness with a strong focus on data disaggregation. Organize and evaluate data and research projects related to short and long range college and district planning. Plan, organize, and conduct meetings, seminars, and training programs related to educational and institutional effectiveness and outcomes. Lead the development and implementation of a comprehensive research and evaluation program related to federal, state, and accreditation requirements.

Western University of Health Sciences, Pomona, CA
Adjunct Assistant Professor – College of Graduate Nursing **2014-2015**
 Responsible for redesigning and delivering the Introduction to Distance Learning course for all incoming Masters and Doctoral level nursing students. Taught two face-to-face course sessions reviewing course requirements and navigation, supported student entry into a distance learning format, counseled students on information and time management skills, and identified at-risk students in terms of writing ability or potential fit with the program design.
Major Accomplishment – Led a team of 8 faculty through a redesign of the existing online course format in an effort to increase student engagement, make better use of existing resources, reduce faculty workload, and strengthen the accuracy and availability of student learning outcome data.

Western University of Health Sciences, Pomona, CA
Director of Assessment – College of Graduate Nursing **2012-2015**
 Responsible for conducting all program, student, and faculty evaluations within the college and conducting annual program reviews. Designed surveys and other assessment and evaluation measures to aid in the accreditation and program review process. Led the strategic planning process for the college including identifying goals, forming workgroups, and developing a format and structure for measuring progress towards reaching designated benchmarks. Directed the review, adoption, and implementation of major operational and academic technology initiatives. Provided faculty development on curriculum design, enhanced pedagogy, online instruction, effective use of educational technology, and all aspects of course- and program-level assessment.
Major Accomplishments – Developed a system for determining the cost of degree programs, tracks, and courses in to support a strategic redesign of the doctoral curriculum that would maximize available resources and maintain overall program quality and effectiveness. Led the design and implementation of detailed curriculum maps, standardized rubrics for key assignment types (discussion boards, presentations, and written projects), and a student-centered syllabus template.

University of La Verne, La Verne, CA

Credential Analyst/Academic Advisor – Regional Campus Administration 2010-2012

Responsible for tracking credential candidate progress with special focus on School Counseling fieldwork hours. Created database to assist with this as well as the tracking of credential recommendations. Analyzed student files to ensure state requirements have been met before submitting recommendations for credentialing.

Major Accomplishment – Developed an interactive and detailed Access database to streamline credentialing processes across 9 regional campuses covering approximately 700 students in various educational programs.

Azusa Pacific University, Azusa, CA

Assessment Project Manager – Teacher Education and Special Education Depts. 2007-2009

Responsible for the evaluation of all teaching credential programs, faculty, staff, candidates, etc. Created, distributed, and analyzed surveys and other assessment materials for the purposes of program review and improvement. Utilized SPSS software to analyze survey results and present findings.

Assisted in the creation of measurable goals and Student Learning Outcomes. Managed the budget of the Office of Assessment including contracted employee payroll, purchasing. Assisted with the preparation for an accreditation visit including the writing, formatting, and reviewing of all program documents.

Major Accomplishment – Led the selection and implementation of an assessment management system to support student teaching portfolio assessment and outcomes reporting. This included providing training and ongoing support to students, staff, faculty, and administration.

Azusa Pacific University, Azusa, CA

Administrative Assistant – Teacher Education and Special Education Depts. 2005-2007

Responsible for maintaining detailed files for approximately 400 students, staff, and faculty within the departments. Managed calendars for the department chair and various faculty, scheduling advising sessions and department meetings. Worked with the program chairs and department chairs to write program review reports for state and university approval. Worked with the assessment manager on survey materials and delivery methods as well as preparation for program improvement meetings.

Major Accomplishments – Assisted a faculty in writing and editing an initial accreditation report for the National Council for the Accreditation of Teacher Education (NCATE) and facilitated the site visit leading to the maximum 10-year accreditation. Served on an educational technology strategic planning team to create goals related to enhanced technology use within the School of Education.

TEACHING EXPERIENCE

College of Graduate Nursing, Western University of Health Sciences

Lead Instructor/Course Developer – CGN 5000:Information and Communication Management 2014

Redesigned the Introduction to distance learning course to align with current standards and best practices and served as lead instructor for the new course.

University of La Verne, La Verne, CA

Instructional Designer – “Reading Instruction Competence Assessment.” 2011

Developed online course preparing teaching credential candidates for the RICA exam.

Azusa Pacific University, Azusa, CA

Teaching Assistant – to Dr. Charity Plaxton-Hennings 2003-2004

Graded papers, proctored exams, and tracked student progress for: Human Growth and Development, Psychology of the Exceptional Child, Intervention Strategies for Children, Health Psychology, and Physiological Psychology.

SERVICE

American Educational Research Association, Division D – Measurement and Research Methodology

Affirmative Action Committee Member 2014-Present

National Council for Measurement in Education

Graduate Student Issues Committee Member 2014-Present

Student Affairs Assessment Leaders

Professional Development Committee 2013-2014

Governance and Bylaws Committee 2014-2015

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: October 10, 2016

INDEPENDENT CONTRACTORS

Jason Cantus

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To provide training for the Career Technical Educational (CTE) Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Antelope Valley College, LA Harbor College, LA Trade-Tech College, Moorpark College, Santa Monica College & Ventura College

Date(s) of Service: October 11, 2016 through June 30, 2017

Fee: Estimated at \$17,800.00

Requested by: Sarah Santoyo/Enrique Perez

Funded by: Resource Development - DO
12-2220-679000-53345-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **11th** of **October, 2016** by and between **Jason Cantus** herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

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

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

TO PROVIDE TRAINING FOR THE CAREER TECHNICAL EDUCATIONAL (CTE) DATA UNLOCKED INITIATIVE TO INCLUDE SUPPORT TO FACILITATE CAPACITY DEVELOPMENT AND PROJECT IMPLEMENTATION RELATED TO INITIATIVE FOR ANTELOPE VALLEY COLLEGE, LA HARBOR COLLEGE, LA TRADE-TECH COLLEGE, MOORPARK COLLEGE, SANTA MONICA COLLEGE & VENTURA COLLEGE

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

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at **Seventeen Thousand Eight Hundred Dollars & No Cents (\$17,800.00)**.

The contracted services are to commenced on or about **October 11, 2016** and completed on or about, but not later than **June 30, 2017**.

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

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

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

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

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

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

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

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

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash

Printed Name

Title

Vice Chancellor of Business
Operations/Fiscal Services

Title

Address City/State

Date

Date

CTE Data Unlocked
Technical Assistance Expert
Scope of Work

Experts will complete training for the CTE Data Unlocked Initiative. Each expert will work with up to 6 California community colleges to provide support to facilitate capacity development and project implementation related to the initiative.

Expert: Sable Cantus

Deliverables	Cost
Coordination and training to support the CTE Data Unlocked Initiative	\$1,000.00
Provide technical assistance to colleges: \$2,800 x 6 colleges	\$16,800.00
Travel	\$0.00
Total Cost to Perform the Work	\$17,800.00

Jason Sable Cantus

10096 Brenda Avenue Buena Park, CA 90620 | 323.271.0763 | sable@cantus.us

QUALIFICATIONS

A vibrant and dedicated professional seeking a tenure track teaching position. Brings professional experience teaching in the classroom, performing live music around the world, recording music in studio, and working in with ethnically diverse colleagues and students.

Dependable and professional, with five years of honorable, active duty military experience, understands the dedication required to perform successfully within an education environment. Creatively approaches problems and issues in order to achieve optimal results.

RELATED EXPERIENCE

Technology Systems Trainer (7/2011 – present) Rio Hondo College, Whittier, CA

- Planned, developed, and conducted an advanced training curriculum providing 61 technology workshops for staff and faculty based on the assessed training needs
- Delivered high-quality training and training materials to more than 450 faculty and staff in classroom workshops and Flex-day lectures
- Planned, developed, and delivered Banner Navigation Training on an as-requested basis to 120 staff members
- Worked one-on-one with staff and faculty to address individual training needs in Microsoft Office software, other campus software, and Microsoft Windows including the migration from Windows XP to Windows 7 and from Office 2003 to Office 2010
- Leads the SARS Software Integration on campus through 12 Student Services locations including end-user training and support for 187 staff and faculty across the campus
- Lead the implementation, training, and support of SARS Messaging software for email and text notifications, eSARS (online appointments) and the upgrade to SARS Anywhere
- As a member of the Staff Development and Flex committee, planned staff development activities, planned Flex activities, worked with the team to assess Flex activities for credit, worked within an annual budget of \$50,000 to grant training and flex-pay grants to faculty and staff as requested
- As Chair of the iTunes U Task Force (as assigned by the Instructional Technology Committee), organized campus faculty, staff, and management to begin a realistic discussion of delivering high-quality online content in the future to include an assessment of need, a realistic plan to get started, and ongoing training and support

Part-time Faculty, Career and Technical Education, Digital Arts (9/2009 – present) Golden West College, Huntington Beach, CA

- Provides classroom instruction in accordance with established curriculum and course outlines
- Brings real-world technology experience into the classroom giving students greater opportunities
- Integrates teamwork and collaboration through technology and social media to aid in instruction

Operating System Analyst (10/2005 – 6/2011) California State University, Los Angeles

- Lead support and primary contact for Apple hardware and software including: 450 desktops (including labs), classrooms, and faculty; 4 multi-use Open Access Labs with 22 Macintoshes
- Built and maintained licenses and software for all Macintosh images, including all backups
- Negotiated support contracts, ADC memberships, and Server Support
- Maintained university licensing with Apple OS maintenance and other software ensuring licensing compliance
- Lead Desktop Support Group in research and implementation of projects including: Aruba Networks Wireless deployment; McAfee Virus Scan Education Contract; Lyris ListServe; Software Virtualization: Softgrid, Altiris SVS; Secure Flash Drive; and Desktop Encryption Software – Utimaco, PGP, FileVault, Truecrypt
- Managed and maintained \$350,000 of Aruba Wireless controllers, licenses, and access points to assist 27,000 unique users of the Campus Wireless system which includes: Six Aruba controllers; WIP, PEF, ESI licenses; and Airwave Management Platform with daily reporting
- Responsible for resolving issues and trouble tickets with vendor support as needed
- Assists Security group with desktop forensic software SSN_Find, CCN_Find, Spider, and Encase suite.
- Built and maintained ADA Section 508 compliant web sites for wireless and Macintosh

Jason Sable Cantus

10096 Brenda Avenue Buena Park, CA 90620 | 323.271.0763 | sable@cantus.us

- **Worked with faculty and staff outside of ITS for various projects on an ongoing basis, facilitating communication and camaraderie such as ITRP2**
- **Provided training to help desk staff on a recurring basis including training documentation**
- **Worked with CSU on Route/Switch/Wireless Project, which included: Participating in wireless "bakeoff"; attending Tech Summit South (2007); and attending weekly conference calls with NTA-CMG Groups.**

EDUCATION

**Master of Arts, Music, California State University, Los Angeles
Awarded December 2004, Grade Point Average – 3.918**

**Bachelor of Science, Business Management, University of Phoenix, Arizona
Awarded April 2002, Grade Point Average – 3.6**

TRAINING AND CERTIFICATES

Avid Certified Instructor | Pro Tools v12 – December 2015

On Course Workshop I – August 2015

Adobe Certified Associate: Visual Communication Using Adobe Photoshop – March 2015

Certificate, MPICT Cloud Computing Week (Five Days) – June 2013

Certificate, CTA Unconscious Bias Training (Two Days) – January 2013

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: October 10, 2016

INDEPENDENT CONTRACTORS

Josh Friedman

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To provide training for the Career Technical Education (CTE) Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Hartnell College, Merritt College, Monterey Peninsula College, San Jose City College & West Valley College.

Date(s) of Service: October 11, 2016 through June 30, 2017

Fee: Estimated at \$18,000

Requested by: Sarah Santoyo/Enrique Perez

Funded by: Resource Development - DO
12-2220-679000-53345-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **11th** of **October, 2016** by and between **Josh Friedman** herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

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

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

TO PROVIDE TRAINING FOR THE CAREER TECHNICAL EDUCATION (CTE) DATA UNLOCKED INITIATIVE TO INCLUDE SUPPORT TO FACILITATE CAPACITY DEVELOPMENT AND PROJECT IMPLEMENTATION RELATED TO INITIATIVE FOR HARTNELL COLLEGE, MERRITT COLLEGE, MONTEREY PENINSULA COLLEGE, SAN JOSE CITY COLLEGE & WEST VALLEY COLLEGE

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

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at **Eighteen Thousand Dollars & No Cents (\$18,000.00)**.

The contracted services are to commenced on or about **October 11, 2016** and completed on or about, but not later than **June 30, 2017**.

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

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

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

WHEREAS the INDEPENDENT CONTRACTOR shall indemnify and hold harmless the DISTRICT, its officers, agents, and employees from every claim or demand made, and every

liability, loss, damages, or expense, of any nature whatsoever, which may be incurred by reason of:

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

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

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

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

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash

Printed Name

Title

Vice Chancellor of Business

Operations/Fiscal Services

Title

Address

City/State

Date

Date

CTE Data Unlocked
Technical Assistance Expert
Scope of Work

Experts will complete training for the CTE Data Unlocked Initiative. Each expert will work with up to 5 California community colleges to provide support to facilitate capacity development and project implementation related to the initiative.

Expert: Josh Friedman

Deliverables	Cost
Coordination and training to support the CTE Data Unlocked Initiative	\$1,000.00
Provide technical assistance to colleges: \$2,800 x 5 colleges	\$14,000.00
Travel	\$3,000.00
Total Cost to Perform the Work	\$18,000.00

Josh Friedman

PROFESSIONAL SKILLS

- **Professional Film Maker/Video Producer/Photographer**
Specializes in creating industrial and promotional videos and photography for corporate and non-profit organizations. Films, edits, scores, and sound designs original productions and motion graphics for promotional and informational videos.
- **Professional Educator**
Proficient in teaching classes in Film Making (Adobe Premiere Pro and After Effects), Logic Pro sequencing, Sound Design, Photography, Music Theory or History, & Basic MAC and PC skillsets.
- **Professional Musician**
Performs and teaches professionally on trumpet, guitar, and piano.
- **Professional Sound Designer and Recording Engineer**
Records, creates and edits professional audio for films, video games, and original musical projects.

WORK EXPERIENCE

Spring 2016 - Present: **Adjunct College Teacher**

College of The Extended University, Cal Poly Pomona (CA)

- Teaches UAS210 | Aerial Cinematography and Photography

2013 - Present: **Adjunct College Teacher & Pathway Coordinator**

Golden West College, Huntington Beach

- Teaches DM100, DM160, DM163 | Video Production and Motion Graphics
- Has taught CS130 and CS101 | Intro to Computer Science
- Works with K-12 digital media programs to promote pathways and develop dual enrollment programs while sharing data and promoting DM careers.

2008 - Present: **Owner, Film Maker, Composer, Photographer:**

One Zero Digital Media, LLC

- Creates original & professional videos, photography, music, and sound designs.
- Completes all stages of film production including: booking, lighting, filming, editing, scoring, sound designing, and marketing original videos.
- Creates original musical compositions for artists, film scores, and video games.

2004 - 2008: **Department Chair of Fine Arts and Educator:**

Tarbut V'Torah Community Day School, Irvine, CA

- Developed a complete fine arts program while overseeing and mentoring eight teachers. Created programs in Film, Music, Theater, Digital Photography, Show Choir, Musical Theater, and Art.
- Taught middle school and high school Film Making, Instrumental music, composition, and AP music theory, and Basic Computer Skillsets including Microsoft Suite.

AVAILABLE FOR SERVICES UTILIZING THE FOLLOWING SOFTWARE

- Film Making (Adobe Premiere Pro CC, Adobe After Effects CC)
- Photography (Adobe Photoshop and basic to advanced skills)
- Audio Recording, Video Game, Film and Computer Music (Logic Pro)
- Microsoft Suite (Word, Excel, Outlook, PowerPoint, basic MAC and PC Skills)
- Instrumental Music (Guitar, Piano, Trumpet, Music Theory)

ACA Certified in Adobe Premiere Pro & Adobe Photoshop
Certified in UAV (Drone) Operations from Cal Poly Pomona

EDUCATION

Master of Music, December 2009

Bob Cole Conservatory of Music at Cal State University, Long Beach, CA (2007-2009)

Bachelors of Music, December 2003

Bachelors of Music Education, December 2003

The Ohio State University, Columbus, OH (2001-2003)

Cincinnati Conservatory of Music at University of Cincinnati, Cincinnati, OH (1998-2001)

226 Jet Stream
Tustin, CA 92782

Phone (home): 949-748-7791

Phone (cell): 858-922-4100

E-mail: josh@joshfriedman.com

Web Site: www.joshfriedman.com
www.onezerodm.com

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: October 10, 2016

INDEPENDENT CONTRACTORS

Matthew Leyden

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To provide training for the Career Technical Educational (CTE) Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Moreno Valley College, Riverside City College, San Bernardino Valley College & Southwestern College

Date(s) of Service: October 11, 2016 through June 30, 2017

Fee: Estimated at \$15,000

Requested by: Sarah Santoyo/Enrique Perez

Funded by: Resource Development - DO
12-2220-679000-53345-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **11th** of **October, 2016** by and between **Matthew Leyden** herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

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

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

TO PROVIDE TRAINING FOR THE CAREER TECHNICAL EDUCATIONAL (CTE) DATA UNLOCKED INITIATIVE TO INCLUDE SUPPORT TO FACILITATE CAPACITY DEVELOPMENT AND PROJECT IMPLEMENTATION RELATED TO INITIATIVE FOR MORENO VALLEY COLLEGE, RIVERSIDE CITY COLLEGE, SAN BERNARDINO VALLEY COLLEGE & SOUTHWESTERN COLLEGE

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

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at **Fifteen Thousand Dollars & No Cents (\$15,000.00)**.

The contracted services are to commenced on or about **October 11, 2016** and completed on or about, but not later than **June 30, 2017**.

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

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

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

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

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

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

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

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

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash

Printed Name

Title

Vice Chancellor of Business
Operations/Fiscal Services

Title

Address City/State

Date

Date

CTE Data Unlocked
Technical Assistance Expert
Scope of Work

Experts will complete training for the CTE Data Unlocked Initiative. Each expert will work with up to 5 California community colleges to provide support to facilitate capacity development and project implementation related to the initiative.

Expert: Matthew Leyden

Deliverables	Cost
Coordination and training to support the CTE Data Unlocked Initiative	\$1,000.00
Provide technical assistance to colleges: \$2,800 x 5 colleges	\$14,000.00
Travel	\$0.00
Total Cost to Perform the Work	\$15,000.00

Application for CTE Data Unlocked Experts

#12



COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, April 06, 2016 11:49:08 AM
Last Modified: Wednesday, April 06, 2016 12:19:47 PM
Time Spent: 00:30:38
IP Address: 207.233.7.121

PAGE 1

Q1: Contact Information

Name	Matthew Leyden
Organization	Mt. San Jacinto College
Address	28237 La Piedra Rd
City/Town	Menifee
State	CA
ZIP/Postal Code	92584
Job Title	CTE Coordinator
Email Address	mleyden@msjc.edu
Phone Number	951-639-5437

Q2: In which of the following areas do you have expertise? Please check all that apply. (Note: applicants are not expected to have expertise in all areas.)

CTE program data such as enrollments, FTES, demographics, progress, and completion

Employment outcomes for students,

Labor market information, Program review,

Advising, Program development,

Communications about community college programs,

College planning, Regional planning,

Developing training, Providing training,

Pulling data for reports from statewide data tools

Q3: Do you have a preference for working in a particular region? Please select all that apply.

Northern Inland/Northern Coastal/Greater Sacramento

South Central Coast, San Diego/Imperial,

Inland Empire/Desert

Application for CTE Data Unlocked Experts

Q4: Which LaunchBoard trainings have you participated in? Please check all that apply.

Webinar,

Demo at a conference breakout or plenary session ,

Regional spring workshops offered through CTE Data Unlocked

I'm registered to attend an upcoming regional spring workshop

Q5: Are you available to attend training on June 28-29 in Sacramento?

No

Q6: What do you think are the biggest barriers to practitioners using data to drive program improvement? (up to 200 words)

Not being familiar with the tools available, not having enough training to use the tools effectively, and not understanding how to use the data to improve programs.

Q7: What interests you most related to helping colleges use data? (up to 200 words)

Data is what is driving decisions and without data it is very hard to justify making changes, improvements, etc to various CTE programs. Also, data tells us where to invest as a college to meet community and industry needs and helps administrators make decisions about which direction to move their respective college.

Q8: What support will you need to be effective in helping practitioners use data tools? (up to 200 words)

I need to become more familiar with the tools and have signed up to attend a Spring workshop. I use Salary Surfer and Data Mart regularly, but have not used LaunchBoard although I just requested a password to get familiar with the tools.

Q9: Have you sent your resume to Kathy Booth at kbooth@wested.org?

Yes

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: October 10, 2016

INDEPENDENT CONTRACTORS

Hannah Lawler

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To provide training for the Career Technical Education (CTE) Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Grossmont College, Imperial Valley College, Mt. San Jacinto College, Oxnard College, PaloVerde College, San Diego Mesa College, & Victor Valley College.

Date(s) of Service: October 11, 2016 through June 30, 2017

Fee: Estimated at \$24,200

Requested by: Sarah Santoyo/Enrique Perez

Funded by: Resource Development - DO
12-2220-679000-53345-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **11th** of **October, 2016** by and between **Hannah Lawler** herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

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

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

TO PROVIDE TRAINING FOR THE CAREER TECHNICAL EDUCATION (CTE) DATA UNLOCKED INITIATIVE TO INCLUDE SUPPORT TO FACILITATE CAPACITY DEVELOPMENT AND PROJECT IMPLEMENTATION RELATED TO INITIATIVE FOR GROSSMONT COLLEGE, IMPERIAL VALLEY COLLEGE, MT. SAN JACINTO COLLEGE, OXNARD COLLEGE, PALOVERDE COLLEGE, SAN DIEGO MESA COLLEGE, & VICTOR VALLEY COLLEGE

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

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at **Twenty Four Thousand Two Hundred Dollars & No Cents (\$24,200.00)**.

The contracted services are to commenced on or about **October 11, 2016** and completed on or about, but not later than **June 30, 2017**.

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

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

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

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

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

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

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

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

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash

Printed Name

Title

Vice Chancellor of Business
Operations/Fiscal Services

Title

Address City/State

Date

Date

CTE Data Unlocked
Technical Assistance Expert
Scope of Work

Experts will complete training for the CTE Data Unlocked Initiative. Each expert will work with up to 7 California community colleges to provide support to facilitate capacity development and project implementation related to the initiative.

Expert: Hannah Lawler

Deliverables	Cost
Coordination and training to support the CTE Data Unlocked Initiative	\$1,000.00
Provide technical assistance to colleges: \$2,800 x 7 colleges	\$19,600.00
Travel	\$3,600.00
Total Cost to Perform the Work	\$24,200.00

Hannah S. Lawler

formerly Hannah S. Oh/Alford

Work:

1900 Pico Blvd
Santa Monica, CA 90405
Phone: 310-434-3472
lawler_hannah@smc.edu

Home:

1196 Forest Avenue
Pasadena, CA 91103
Phone: 562-787-1315
hannahsunoh@gmail.com

Education

Ed.D. University of Southern California, Los Angeles, CA
Educational Leadership, Higher Education Administration, GPA: 4.0

Dissertation: The moderating effects of racial identity and cultural mistrust on the relationship between student-faculty interaction and first-year persistence for Black community college students. *Chair: Patricia Tobey, Ph.D.*

M.A. California State University Long Beach, Long Beach, CA (ABD)
Psychology, Research, *Honors*

B.A. Pepperdine University, Malibu, CA
Psychology, *Magna cum Laude*

Professional Positions

Dean, Institutional Research

Santa Monica College, Santa Monica, CA, 10/2013-current

Duties: As the Chief Research Officer, plan, design, organize, and direct operations and activities in the research, review, analysis, interpretation, and reporting of various data and information used in assessing institutional effectiveness, assessment of student learning outcomes, program review, and development and evaluation of grants. *Supervisor: Teresita Rodriguez, M.B.A.*

Director, Institutional Research

Santa Monica College, Santa Monica, CA, 11/2009-09/2013

Duties: Under the direction of the Vice President of Enrollment Development, plan, design, organize, and direct operations and activities in the research, review, analysis, interpretation, and reporting of various data and information used in assessing institutional effectiveness, assessment of student learning outcomes, program review, and development and evaluation of grants. *Supervisor: Teresita Rodriguez, M.B.A.*

Research Analyst I, Research Analyst II

Long Beach City College, Long Beach, CA, 07/2005-11/2009

Duties: Under the direction of the Associate Dean of Institutional Effectiveness, design and implement research studies for programs/departments, design and maintain the data warehouse, provide data and research support for various campus groups. *Supervisor: Eva Bagg, Ph.D.*

Research Intern

Long Beach City College, Long Beach, CA, 02/2005-06/2005

Duties: Under the direction of the Dean of Academic Affairs/Institutional Research, design and implement survey studies for vocational programs. *Supervisor: Fred Trapp, Ph.D.*

Graduate Assistant

Center for Behavioral Research & Services, Long Beach, CA, 02/2005-06/2005

Duties: Under the direction of the Center Director, collect and maintain both quantitative and qualitative data. *Supervisor: Dennis Fisher, Ph.D.*

Research Assistant

California State University, Long Beach, CA, 01/2004-12/2004

Duties: Design and conduct experimental research on the reliability of prospective memory, including the development of experiment materials and administration of experiment. Analyze and interpret data. Manuscript preparation. *Supervisor: William Kelemen, Ph.D.*

Research Assistant

University of Oregon, Eugene, OR, 07/2003-09/2003

Duties: Assist in research on memory for trauma words. Run participants in the lab. Data entry using SPSS. Manuscript preparation. *Supervisor: Jennifer Freyd, Ph.D.*

Research Assistant

Pepperdine University, Malibu, CA, 01/2003-09/2003

Duties: Assist in research on jury-decision making processes and eyewitness memory. Develop testing materials, run participants in the lab, collect and analyze data using SPSS. *Supervisor: Danielle Polage, Ph.D.*

Teaching/Lecture Experience

Guest Speaker, University of Southern California, Los Angeles, CA, Summers 2012 - 2014

Course: EDUC 710, Assessment, Organizational Learning and Performance

Topic: Educational assessment

Professor: Patricia Tobey, Ed.D.

Guest Speaker, University of Southern California, Los Angeles, CA, 10/2008

Course: EDUC 522, Challenges in Urban Education: Accountability

Topic: Student equity scorecard

Professor: Margaret Reed, Ed.D.

Teaching Assistant

Pepperdine University, Malibu, CA, 01/2003-04/2003

Course: PSYC 342, Cognitive Processes

Duties: Develop quiz and exam question items. Grade research papers and exams. Plan in-class demonstrations and activities. Lecture on selected topics in cognitive psychology.

Supervisor: Danielle Polage, Ph.D.

Consulting Positions

Research Consultant, Center for Urban Education at the University of Southern California, Los Angeles, CA, 12/2005-5/2008

Duties: Prepare and analyze data for CUE projects. Assist faculty and professionals in the center and help prepare materials, PowerPoint presentations, and reports.

Supervisor: Estela M. Bensimon, Ed.D.

Publications

Kelemen, W. L., Weinberg, B., Alford, H. S., Mulvey, E., & Kaeochinda, K. (2006). Improving the reliability of event-based laboratory tests of prospective memory. *Psychonomic Bulletin & Review*, 13, 1028-1032.

DePrince, A. P., Allard, C. B., Oh, H., & Freyd, J. J. (2004). What's in a name for memory errors? Implications and ethical issues arising from the use of the label "false memory" for errors in memory for details. *Ethics & Behavior*, 14, 201-233.

Conference Key Notes, Presentations and Workshops

Benson, B., Lawler, H., & Markle, R. (2015, February). *Non-cognitive assessment: Tying the FYE classroom to student success*. Presented at the annual First Year Experience Conference, Dallas, Texas.

Lawler, H., Nakao, P., & Oifer, E. (2013, October). *Measuring and fostering students' non-cognitive skills (GRIT) to advance student success and completion*. Presented at the annual Strengthening Student Success Conference, San Francisco, California.

Hansen, D., & Lawler, H. (2013, October). *Learning to read stories in numerical data*. Presented at the Institute for Equity Effectiveness and Excellence at Hispanic Service Institutions, Los Angeles, California.

DeSailles, A., Graziadei, K., & Lawler, H. (2012, November). *Digital Learning Studio: Lessons learned in technology, content, and pedagogy*. Presented at the annual Directors of Educational Technology/California Higher Education Conference, Marina Del Rey, California.

Alford, H., & Smith, B. (2010, October). *Closing the equity gap*. Facilitated Communities of Practice workshop at the Strengthening Student Success Conference, Costa Mesa, California.

Alford, H., Gabriner, B., & Hasson, K. (2010, July). *Connecting research and planning*. Workshop conducted at the Research and Planning Group Summer Institute, Pomona, California.

Macias, E., & Alford, H. (2009, April). *Creating a culture of evidence to move toward equity in student outcomes*. Presented at the 52nd annual Council for the Study of Community Colleges Conference, Phoenix, Arizona.

Macias, E., Alford, H., Washington, V. (2008, May). *The Equity Scorecard: Using communities of practice to address disparities in educational outcomes*. Workshop conducted at the National Conference on Race and Ethnicity, Orlando, Florida.

Bensimon, E. M., Dowd, A., Bordoloi, & Trapp, F., & Alford, H. (2008, May). *Studying the choice gap in the transfer student experience: A collaborative project by Long Beach City College and University of Southern California Center for Urban Education*. Paper presented at the 2nd annual SERU/UCUES Research Symposium, Los Angeles, California.

Alford, H., Blouin, L., Page, R., & Tuitasi, M. (2008, April). *Closing the transfer gap: Creating a transfer identity*. Presented at the California Community Colleges Student Affairs Conference, Los Angeles, California.

- Arias, P., Alford, H., Neu, H., & Tomson, J. (2008, February). *Assessing student learning outcomes in non-credit instruction*. Keynote address at the Association of Community and Continuing Education Conference, Palm Springs, California.
- Alford, H., Bell, L., & Hartford, K. (2007, October). *Math faculty as ethnographers: Learning from student's math histories*. Presented at the Strengthening Student Success Conference, San Jose, California.
- Alford, H., Macias, E., & Rivas, S. (2007, October). *Fostering institutional change in higher education using institutional data*. Presented at the Tomas Rivera Policy Institute Education Conference, Long Beach, California.
- Alford, H., Tuitasi, M., Galicia, B., Malcom, L., & Marquez, A. (2007, October). *The Transfer gap project: Inquiry into "transfer-ready" community college students who do not transfer*. Presented at the Strengthening Student Success Conference, San Jose, California.
- Macias, E. & Alford, H. (2007, October). *Communities of practice: Moving towards equity in student outcomes*. Workshop conducted at the Tomas Rivera Policy Institute Education Conference, Long Beach, California.
- Alford, H., Harris III, F., Macias, E., Martin, R., & Washington, V. (2007, May). *Communities of practice: moving toward equity in student outcomes*. Workshop conducted at the National Conference on Race and Ethnicity, San Francisco, California.
- Harris III, F., Macias, E., & Alford, H. (2007, March). *Communities of practice: Moving towards equity in student outcomes*. Workshop conducted at the American Association of Hispanics in Higher Education Conference, Costa Mesa, California.
- Alford, H. & Harris III, F. (2006, November). *Equity for all. An action research process for organizational learning*. Presented at the Community College League of California Convention, Costa Mesa, California.
- Harris III, F., Alford, H., Villareal, L., & Russell, C. (2006, October). *Equity for all project: A preliminary report*. Presented at the Academic Senate for California Community Colleges Plenary Session, Newport Beach, California.
- Alford, H. & DuRoss, D. (2006, October). *Equity for all: An action research process for organizational learning*. Presented at the 13th annual California Association for Institutional Researchers Conference, Pasadena, California.
- Malcom, L., & Oh, H. (2006, April). *Understanding before action: Using data-driven inquiry to bring about student success*. Presented at the 48th annual Council for the Study of Community Colleges Conference, Long Beach, California.
- Bustillos, L. T., Oh, H., Plotquin, H., & Trotter, A. (2005, November). *Accounting for equitable educational outcomes in the community colleges*. Presented at the Community College League of California Convention, San Francisco, California.
- Oh, H., Sanford, E., Kaeochinda, K., & Kelemen, W. (2005, April). *Reliability of event based prospective memory tasks in college students*. Paper was presented at the 85th annual meeting of the Western Psychological Association, Portland, Oregon.
- Oh, H. (2003, August). *Methodological issues in measuring dissociation*. Paper presented at the meeting of the University of Oregon Undergraduate Training in Clinical Psychology, Eugene, Oregon.

Professional Activities

Partnership Resource Team Member, California State Institutional Effectiveness Partnership Initiative, 09/2015-current

Committee Member, California State Common Assessment Initiative Request for Proposal, 11/2014-2/2015

Honors and Awards

- Special Commendation for Excellence in Planning, Research & Planning Group of California, 2014
- Emery Stoops & Joyce King-Stoops Dean's Merit Scholarship, 2008-2009
- Award for Achievement in Research, Research & Planning Group of California, 2008
- Award for Excellence in Planning, Research & Planning Group of California, 2007
- Scholarship, Long Beach City College Alumni Association, 2006-2007, 2008-2009
- Psych Day Poster Presentation Award, California State University, Long Beach, 2005
- The Chancellor's List, 2004-2007
- Scholarship, University of Oregon, Research Training for Minority Students, 2003
- Who's Who Among Students in American Colleges & Universities, 2001-2003
- Psi Chi Honors Society in Psychology, 2002-2007
- National Dean's List, 2002-2004
- Alpha Chi Honors Society, 2001-2003
- Scholarship, Ray & Kristine Dewey Foundation, 2001-2003
- Scholarship, Lakewood Elks Student of the Year, 2000

Professional Affiliations

- California Association of Institutional Research, 2006-current
- Research and Planning Group of California, 2005-current
- Western Psychological Association, student member, 2004-2005
- American Psychological Association, student member, 2001-2005

References

Teresita Rodriguez, M.B.A., Vice President of Enrollment Development,
Santa Monica College, Santa Monica, CA.
Email: Rodriguez_teresita@smc.edu
Voice: 310-434-4774

Eva Bagg, Ph.D., Associate Dean of Institutional Effectiveness,
Long Beach City College, Long Beach, CA.
Email: ebagg@lbcc.edu
Voice: 562-938-4736

Patricia Tobey, Ph.D., Associate Dean of Students,
University of Southern California, Los Angeles, CA.
Email: tobey@usc.edu
Voice: 213-740-0776

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: October 10, 2016

INDEPENDENT CONTRACTORS

Daniel Martinez

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To provide training for the Career Technical Educational (CTE) Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Allan Hancock College, College of Marin, Cuesta College, Santa Barbara City College & Skyline College

Date(s) of Service: October 11, 2016 through June 30, 2017

Fee: Estimated at \$18,000

Requested by: Sarah Santoyo/Enrique Perez

Funded by: Resource Development - DO
12-2220-679000-53345-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **11th** of **October, 2016** by and between **Daniel Martinez** herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

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

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

TO PROVIDE TRAINING FOR THE CAREER TECHNICAL EDUCATIONAL (CTE) DATA UNLOCKED INITIATIVE TO INCLUDE SUPPORT TO FACILITATE CAPACITY DEVELOPMENT AND PROJECT IMPLEMENTATION RELATED TO INITIATIVE FOR ALLAN HANCOCK COLLEGE, COLLEGE OF MARIN, CUESTA COLLEGE, SANTA BARBARA CITY COLLEGE & SKYLINE COLLEGE

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

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at **Eighteen Thousand Dollars & No Cents (\$18,000.00)**.

The contracted services are to commenced on or about **October 11, 2016** and completed on or about, but not later than **June 30, 2017**.

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

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

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

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

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

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

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

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

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash

Printed Name

Title

Vice Chancellor of Business
Operations/Fiscal Services

Title

Address City/State

Date

Date

Attachment "B"

CTE Data Unlocked

Technical Assistance Expert

Scope of Work

Experts will complete training for the CTE Data Unlocked Initiative. Each expert will work with up to 5 California community colleges to provide support to facilitate capacity development and project implementation related to the initiative.

Expert: Daniel Martinez

Deliverables	Cost
Coordination and training to support the CTE Data Unlocked Initiative	\$1,000.00
Provide technical assistance to colleges: \$2,800 x 5 colleges	\$14,000.00
Travel	\$3,000.00
Total Cost to Perform the Work	\$18,000.00

Daniel Martinez, Ph.D.

103 S. Buena Vista Street
Redlands, CA 92373
909-648-5460
dilmatz@yahoo.com

Education Doctor of Philosophy, Education, 1999
Claremont Graduate University
Award for Excellence in the Study of Higher Education, 1997
Aubrey A. Douglass Fellow, 1995-96
Ross Barrett Fellow, 1994-1995

Master of Arts, Psychology, 1987
California State University, San Bernardino

Bachelor of Science, Psychology, 1985
Loma Linda University, Riverside, CA

Profile Director, Institutional Research (December, 2013 to present)
College of the Desert, Palm Desert, CA

- Provide data and information to the college to inform decision making
- Participate in college committees such as Enrollment Management (chair), Educational Master Plan, Outcomes and Assessment, and Strategic Planning
- Chair Standard I committee for accreditation team
- Support accreditation efforts by providing disaggregated data as well as create benchmarks based on CCSSE and other surveys
- Prepare for and participate in a team visit for accreditation including training with ACCJC staff and writing a portion of the report
- Work with standing college committees to help establish college goals for both accreditation and Institutional Effectiveness Partnership Initiative (IEPI)
- Participate as a Peer Review Team member for an IEPI on a college visit
- Develop assessment tools and processes for planning, including a committee assessment, an evaluation of the planning process, and an evaluation of the prioritization process
- Develop skills of each member of the research team and build cohesion among the employees
- Provide leadership and training for department staff of four regarding state reporting tools including file structure and data elements
- Provide leadership regarding program evaluation and research projects
- Develop a research request process which includes project tracking and public accountability
- Spearhead creation of interactive electronic Fact Book
- Report data for state allocation funding (CCFS-320)
- Develop an electronic process to collect and report Student Learning Outcomes
- Develop and produce a tool that ties majors to labor market information
- Work with community agency (CVEP) to coordinate intersegmental cooperation and data reporting
- Respond in a timely manner to state and federal reports, such as IPEDS
- Develop a data warehouse to increase efficiency in reporting student outcomes for various measures including student success, retention, degree/certificate completion and transfer
- Provide data for program review in an easily understood format using EXCEL
- Develop SharePoint website for sharing data with the college community
- Analyze surveys for various college committees and present findings
- Provide leadership to the college regarding data integrity and appropriate use
- Make presentations to the board of trustees on a regular basis
- Oversee budget for the office and monitor spending
- Evaluate staff on a regular basis regarding job performance

Associate Dean, Institutional Research (July, 2011 to December, 2013)

Riverside City College, Riverside, CA

- Provide data for accreditation including disaggregated data for 5 years
- Co-chair the Standard I committee in preparation for an accreditation visit
- Create benchmarks based on existing surveys for accreditation
- Provide data for program review in an easily understood format using EXCEL
- Develop SharePoint website for sharing data with the college community
- Analyze surveys for various college committees and present findings
- Provide leadership regarding data collection efforts for CTE programs
- Evaluate effectiveness of pilot projects
- Assist district assessment coordinators in the collection and reporting of data for program level outcomes
- Develop a data warehouse to increase efficiency in reporting student outcomes for various measures including student success, retention, degree/certificate completion and transfer
- Utilize data from state MIS files and National Student Clearinghouse data as well as develop and extract data from DATATEL for various projects
- Provide leadership in the area of student placement including cut score validation, content validation, and use of EAP scores on a pilot basis

Associate Dean, Institutional Research (October, 2000 to June, 2011)

Riverside Community College District, Riverside, CA

- Design, conceptualize and execute evaluation of academic, student services, and administrative programs and special projects
- Conceptualize, operationalize, and execute complex research design methodology using appropriate statistical techniques
- Oversee implementation of new assessment instruments
- Perform research studies regarding placement including cut-score validation
- Utilize MIS files for research
- Program mainframe computer (DATATEL) to access data
- Develop research reports and disseminate to the college community
- Consult with administration and faculty regarding various research requests
- Develop applications with ACCESS to assist in processing data
- Champion data-sharing agreements with local districts and colleges
- Assist Director of Institutional Research in management of office
- Oversee research specialists, secretary, and student workers
- Assist various committees with research as needed

Regional Coordinator, Riverside (June, 2007 to June, 2009)

California Partnership for Achieving Student Success (CalPASS), Riverside, CA

- Make contact with potential districts and colleges to invite participation and provide information
- Create Professional Learning Councils (PLCs) in English and math including members from secondary and postsecondary institutions, including community colleges, CSU, and UC
- Assist PLC with direction, collaboration, and logistics
- Facilitate use of CalPASS data with both PLCs
- Represent CalPASS in the region

Research Analyst (July 2002 to November, 2004)

Pathways Through Algebra (National Science Foundation/Lumina funded grant)

- Assist with data processing and analysis for grant investigating innovative techniques for teaching algebra
- Assist team members with writing results

Matriculation Coordinator (August, 1995 to September, 2000)

San Bernardino Valley College, San Bernardino, CA

- Coordinate assessment efforts for new students in conjunction with the Dean of Counseling and Student Development and other departments
- Assist departmental faculty with locally-developed assessment instruments
- Participate on the curriculum committee to assist divisions and departments with co- and prerequisites
- Produce Student Guide, a resource for new and continuing students
- Produce matriculation newsletter
- Submit state reports in a timely fashion
- Administer budget of approximately \$500,000
- Maintain program to meet state regulations and guidelines
- Develop Early Alert system campus-wide and coordinate programming and mailing
- Coordinate training and/or consulting services with vendors
- Coordinate internship for graduate students to do research for program

Research Analyst (July, 1990 to September, 2000)

San Bernardino Valley College, San Bernardino, CA

- Direct research efforts of the matriculation process such as verifying placement exams, piloting new exams, and working with the English, math, reading and counseling departments in developing multiple measures
- Assist other departments on campus to provide research information as needed including program review
- Coordinate the collection of data for various state agencies in developing transfer rate figures
- Participate on various committees including research priorities and student equity
- Participate in statewide organizations to keep abreast of developments for transfer, accountability, and matriculation
- Track students of various populations (such as ethnicity and age) to evaluate various aspects of student success: persistence, completion of degrees and certificates, transfer, progression from remedial to degree-applicable courses
- Prepare data for and assist with writing grants
- Streamline the collection and dissemination of strategic information
- Work with various departments to clarify research questions to accurately reflect goals of project

Instructor, Psychology

Crafton Hills College, Yucaipa, CA (Fall 1995)

Chaffey College, Rancho Cucamonga, CA (June, 1987 to March, 1993)

- Teach Introductory Psychology and Personal and Social Awareness

Research Assistant/Teaching Assistant

RA with Dr. David Drew, Claremont Graduate School, Claremont, CA (Spring 1995)

Project: Multicollinearity

RA with Dr. Daryl Smith, Claremont Graduate School, Claremont, CA (Fall 1994 to Summer 1995)

Project: The pipeline for achieving faculty diversity: Debunking the myths

TA for Dr. David Drew, Claremont Graduate School, Claremont, CA (Fall 1995)

Class: Education 466 -- Statistical Analysis on Computers

Training Director (July, 1989 to July, 1990)

Arrowhead Credit Union, San Bernardino, CA

- Oversee training programs for all aspects of the credit union
- Develop Teller Training Program including mock teller station, computer simulation, and teller transactions
- Write training manuals for various positions with the Credit Union
- Develop new programs as needs arise
- Oversee budget for department
- Implement and develop factors necessary to organizational change and development

Marketing Research Specialist (July, 1988 to July, 1989)

Arrowhead Credit Union, San Bernardino, CA

- Develop and streamline database for member contacts
- Coordinate data transfers with computer departments
- Analyze data and present information to both staff and members in a clear and concise manner
- Develop questionnaires for marketing purposes

Publications and Presentations

"Cultural Capital and the Persistence of First-Generation College Students."

Doctoral Dissertation, Claremont Graduate School, May 1999

"First-generation students: Who they are and why we should care."

Joint presentation made to the RP Group Annual Research Conference, April 2016, San Diego, CA

"SSSP & MIS: Comparisons & Implications."

Presentation made to the California Association of Community College Registrars and Admissions Officers, April 2015, Cabazon, CA

"Pivot tables as change agents: How to create and use them to improve IR presence on campus."

Presentation made to the California Association of Institutional Research, November 2014, San Diego, CA

"Pinpointing areas to improve: New accreditation expectations for disaggregating data."

Joint presentation made to Strengthening Student Success Conference, October 2012, Costa Mesa, CA

"What's in YOUR toolbox: Investigating milestones and completions at a local institution based on Adelman's study, 'The Toolbox Revisited.'"

Presentation made to California Association of Institutional Research, November 2010, San Diego, CA, and the RP Group Annual Research Conference, April 2011, Pomona, CA

Excellence in Research: College or District Award received from the RP Group, April 15, 2011.

"Matriculation outcomes: A statewide study."

Research supported by and provided to the California Community College Chancellor's Office, 2008 and 2011.

"Basic skills students: A closer look."

iJournal, Issue 22, Summer 2011 (http://www.ijournalccc.com/articles/issue_22/martinez)

"Assessment 101"

Presentation made to the California Community Colleges Assessment Association Conference, April 2008, Los Angeles, CA

Attachment "C"

Daniel Martinez, pg. 5

"English articulation project: A collaborative effort."

Presentation made to the California K-16 Partnerships and Student Success Conference, June 2005, Long Beach, CA

"Matriculation outcomes: A regional investigation."

iJournal, Issue 5, May 2003 (<http://www.ijournalccc.com/>)

"Predicting student outcomes using discriminant function analysis."

Presentation made to the RP Group Annual Research Conference, May 2001, Lake Arrowhead, CA

"Matriculation as a 'cooling-out' process."

Presentation made to the RP Group Annual Research Conference, April 1997, Long Beach, CA

"Predicting academic persistence for first-time college students."

Presentation made to the RP Group Annual Research Conference, March 1995, San Diego, CA

"Beyond student equity: A researcher's role, responsibility, and relationship to diversity."

Presentation made to the RP Group Annual Research Conference, March 1994, Lake Tahoe, CA

"Swimming in muddy waters: One college's attempt to pilot a new assessment instrument."

Presentation made to the RP Group Annual Research Conference, March 1993, Lake Tahoe, CA

Professional Organizations

Research and Planning Group

- Vice-president (South), 1999-2000
- Board Member, 1994-1996, 1998-2000, 2008-2012

California Community College Matriculation Professionals Association

- Vice-president, Research, 2008 to present

References Available upon request

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: October 10, 2016

INDEPENDENT CONTRACTORS

Nathan Pellegrin

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To provide training for the Career Technical Education (CTE) Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Bakersfield College, Clovis Community College, College of the Sequoias, Feather River College, Fresno City College, Reedley College & Taft College.

Date(s) of Service: October 11, 2016 through June 30, 2017

Fee: Estimated at \$24,800

Requested by: Sarah Santoyo/Enrique Perez

Funded by: Resource Development - DO
12-2220-679000-53345-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **11th** of **October, 2016** by and between **Nathan Pelligrin** herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

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

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

TO PROVIDE TRAINING FOR THE CAREER TECHNICAL EDUCATION (CTE) DATA UNLOCKED INITIATIVE TO INCLUDE SUPPORT TO FACILITATE CAPACITY DEVELOPMENT AND PROJECT IMPLEMENTATION RELATED TO INITIATIVE FOR BAKERSFIELD COLLEGE, CLOVIS COMMUNITY COLLEGE, COLLEGE OF THE SEQUOIAS, FEATHER RIVER COLLEGE, FRESNO CITY COLLEGE, REEDLEY COLLEGE & TAFT COLLEGE

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

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at **Twenty Four Thousand Eight Hundred Dollars & No Cents (\$24,800.00)**.

The contracted services are to commenced on or about **October 11, 2016** and completed on or about, but not later than **June 30, 2017**.

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

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

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

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

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

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

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

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

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash

Printed Name

Title

Vice Chancellor of Business
Operations/Fiscal Services

Title

Address City/State

Date

Date

CTE Data Unlocked
Technical Assistance Expert
Scope of Work

Experts will complete training for the CTE Data Unlocked Initiative. Each expert will work with up to 7 California community colleges to provide support to facilitate capacity development and project implementation related to the initiative.

Expert: Nathan Pellegrin

Deliverables	Cost
Coordination and training to support the CTE Data Unlocked Initiative	\$1,000.00
Provide technical assistance to colleges: \$2,800 x 7 colleges	\$19,600.00
Travel	\$4,200.00
Total Cost to Perform the Work	\$24,800.00

NATHAN M. PELLEGRIN, M.S.
4421 Worden Way ~ Oakland, California 94619
650-388-8903
npellegrin@alembicanalytics.com

SUMMARY

Database and decision support systems professional • Experienced in community college institutional research processes including accreditation, program review, student equity planning, state and federal reporting • Management experience • Passionate about developing solutions and tools that are relevant in real-world decision-making environments

PROFESSIONAL EXPERIENCE

PERALTA COMMUNITY COLLEGE DISTRICT

Director of Institutional Research

May, 2014-Present

- Oversee department providing several key services to colleges within the district, including state and federal reporting (MIS, SF-320, Perkins, faculty obligation numbers, IPEDS, gainful employment), data warehouse and business intelligence system, validation of locally developed assessment instruments, enrollment management, accreditation, program review, student equity planning, consequential validity survey, strategic planning, dual enrollment, record linkage, data sharing, and other duties as assigned.

Research and Technology Systems Analyst

Jul. 2013-May 2014

- Conducted MIS data submission. Developed spreadsheet for tracking faculty evaluations. Supported colleges with ad-hoc data requests.

OAKLAND UNIFIED SCHOOL DISTRICT

Consultant

Apr. 2012-Apr. 2015

- Designed data extraction and transformation processes integrating human resources management system and student information system and performed analyses of teacher retention patterns. Developed data processing for tracking chronic absence and discipline, and analysis of these trends over time.

Multiple Positions

Dec. 2000-Sep. 2006

- As a database administrator in the department of technology, oversaw the testing, updating and data quality of student information system (Aeries). Contributed to data warehouse design.
- As an analyst and data processor in the department of research and assessment conducted a wide range of data analyses supporting schools and departments across the district. Developed and maintained database applications for processing and reporting district-wide student assessments and surveys.

THE RESEARCH & PLANNING GROUP FOR CALIFORNIA COMMUNITY COLLEGES

Senior Researcher

Jun. 2012-May 2014

- Performed data analysis for a variety of projects, including surveys, data integration and reporting.

KELVIN INC.

Consultant

Oct. 2013-Jan. 2014

- Integrated geo-coded US Census data for use in application delivering personalized insights on one's health risks and opportunities.

CAREER LADDERS PROJECT

Consultant

Sep. 2012-Jan. 2014

- Supported projects with data management and data security; conducted data analysis and reporting

INSTITUTE FOR EVIDENCE BASED CHANGE

Consultant

Jul. 2012-Jan 2014

- Developed analytical data models and reports on student pathways to and through college.

CALIFORNIA PARTNERSHIP FOR ACHIEVING STUDENT SUCCESS

Research Analyst

Sep. 2007-Jun. 2012

- Investigated student educational pathways through secondary and post-secondary institutions.
- Assessed effectiveness of educational programs using quasi-experimental methods.
- Developed models facilitating the analysis course-taking pathways and identified loss points having high influence on student transition and goal completion.
- Developed record linkage algorithm which improved data quality.
- Developed analytical data model and load process (using SQL and MDX) unifying longitudinal student data from three levels of education (K-12, community college and university).

SELECTED PUBLICATIONS AND PRESENTATIONS

- Pellegrin, N. (2016). *Cohorts and Student Equity: 2016 ARCC Score Cards for the Peralta Colleges*. Presented to the Peralta CCD Board of Trustees in Oakland, CA.
- Pellegrin, N. (2015). *2015 ARCC Score Cards for the Peralta Colleges*. Presented to the Peralta CCD Board of Trustees in Oakland, CA.
- Willett, T. & Pellegrin, N. (2014). *Clash of Causal Inference Methods: Propensity Score Matching versus Regression*. Presented at the Conference of the Research & Planning Group for California Community Colleges in Pomona, CA.
- Booth, K., Cooper, D., Karandjeff, K., Large, M., Pellegrin, N., Purnell, R., Rodriguez-Kino, D., Schiorring, E., & Willett, T. (2013). *Using Student Voices to Redefine Support*. Research & Planning Group for California Community Colleges.
- Frerer, K., Sosenko, L., & Pellegrin, N. (2013). *Ready to Succeed. An exploration of secondary and post secondary educational outcomes for foster children in California*. Stuart Foundation.
- Pellegrin, N. & Manchik, V. (2010). *Hierarchical Propensity Score Matching For Evaluation of Programs with Multi-Year Student Participation Using R*. Presented at the CERA Annual Conference in San Diego, CA.

- McCloskey, L., Pellegrin, N., Thompson, K. and Hakuta, K. (2009). Proposition 227 in California: A Long-Term Appraisal of Its Impact on Language Minority Student Achievement. In P. Gandara (Ed.), *Forbidden Language*. New York: Teachers College Press.
- Pellegrin, N. (2009). *Cal-PASS Program Review Support Tool*. Presented at the Research and Planning Group RP/CISOA Annual Conference in Lake Tahoe, CA.
- Pellegrin, N. (2008). *Open Source Analytics*. Presented at the RP/CISOA Annual Conference in Monterey, CA.

EDUCATION AND PROFESSIONAL TRAINING

CALIFORNIA STATE UNIVERSITY, EAST BAY
M.S., Statistics, 2004

UNIVERSITY OF CALIFORNIA AT BERKELEY
B.A., Philosophy, 1998

THE EVALUATOR'S INSTITUTE (evaluatorsinstitute.com)
Program Evaluation courses, 2002

AMERICAN EDUCATION RESEARCH ASSOCIATION, Washington, DC
Longitudinal Analysis using R, Hierarchical Linear Modeling, 2006

SOFTWARE AND PROGRAMMING LANGUAGES

SQL Server, Tableau, R, SPSS, SAS, PostgreSQL, MySQL, WinBugs, MS Access, Excel, Python, Visual Basic, PostGIS, Quantum GIS

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: October 10, 2016

INDEPENDENT CONTRACTORS

Don Petrilli

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To provide training for the Career Technical Education (CTE) Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Cabrillo College, Contra Costa College, Diablo Valley College, Solano Community College & Yuba College.

Date(s) of Service: October 11, 2016 through June 30, 2017

Fee: Estimated at \$15,000

Requested by: Sarah Santoyo/Enrique Perez

Funded by: Resource Development - DO
12-2220-679000-53345-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this 11th of October, 2016 by and between Don Petrilli herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

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

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

TO PROVIDE TRAINING FOR THE CAREER TECHNICAL EDUCATION (CTE) DATA UNLOCKED INITIATIVE TO INCLUDE SUPPORT TO FACILITATE CAPACITY DEVELOPMENT AND PROJECT IMPLEMENTATION RELATED TO INITIATIVE FOR CABRILLO COLLEGE, CONTRA COSTA COLLEGE, DIABLO VALLEY COLLEGE, SOLANO COMMUNITY COLLEGE & YUBA COLLEGE

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

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at Fifteen Thousand Dollars & No Cents (\$15,000.00).

The contracted services are to commenced on or about October 11, 2016 and completed on or about, but not later than June 30, 2017.

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

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

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

WHEREAS the INDEPENDENT CONTRACTOR shall indemnify and hold harmless the DISTRICT, its officers, agents, and employees from every claim or demand made, and every

liability, loss, damages, or expense, of any nature whatsoever, which may be incurred by reason of:

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

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

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

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

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash

Printed Name

Title

Vice Chancellor of Business

Operations/Fiscal Services

Title

Address

City/State

Date

Date

CTE Data Unlocked
Technical Assistance Expert
Scope of Work

Experts will complete training for the CTE Data Unlocked Initiative. Each expert will work with up to 5 California community colleges to provide support to facilitate capacity development and project implementation related to the initiative.

Expert: Donald Petrillo

Deliverables	Cost
Coordination and training to support the CTE Data Unlocked Initiative	\$1,000.00
Provide technical assistance to colleges: \$2,800 x 5 colleges	\$14,000.00
Travel	\$0.00
Total Cost to Perform the Work	\$15,000.00



Don Petrilli, educator, mentor, consultant, graphic designer

1435 Laguna Street, Livermore, CA 94550
Telephone: 925•321•6277 Email: donaldpetrilli@gmail.com

Objective My objective is to provide leadership directed toward well-planned strategies and project completion for development of Career Technical Education projects, pathways development, curriculum development, data driven accountability, and facilities planning.

Experience **Educational (Community College)**

Peralta Community College District: 1993-2015

- CTE Advisory Committee Member, Laney College Faculty Representative. Founding member.
- District Facilities Committee member and co-chair. District Education Committee member.
- Peralta District Academic Senate representative.

Laney College:

- Graphic Arts Department, Faculty Member and Department Chair. Curriculum developer for current program in AA/Certificate of Achievement in Applied Graphic Design/Digital Imaging.
- Laney College CTE Advisory Committee, faculty representative and committee chair.
- Facilities Committee member and chair.
- Budget Advisory Committee member.
- Technology Committee member.
- Student Equity Committee member.
- Curriculum Committee member.
- Laney Academic Senate CTE senator, DAS representative and parliamentarian.

Educational (High School) 1972-1980

Livermore High School:

- Teacher, Graphic Arts and Photography

Credentials (State of California) Life Credentials

Standard Secondary Teaching Credential:

- Major-Industrial Arts with major in Graphic Arts and minor in Photography, Academic Minor German

8.1 Vocational Designated Subject Areas Credential:

- Area-Graphic Arts

Vocational Administration Credential:

- Vocational Administration Program, U.C. Berkeley



Education

High School

Graduate: David Starr Jordan High School, Long Beach, CA

1964

Higher Education

Associates of Arts Degree: Long Beach City College (Emphasis-Architecture)

1966

Bachelor of Arts Degree:

California State University, Long Beach, Major-Industrial Arts Education,
Major emphasis area – Graphic Arts, Minor emphasis areas - Photography and Drafting,
Academic teaching minor-German

Graduated Cum Laude

1972

Graduate Work

San Jose State University, University of Santa Clara, University of California, Berkeley

Received a California life credential in Vocational Administration for work completed at UC Berkeley

Business Experience

Printing Companies

1980-2001

Accelerated Printing: Livermore, CA, Owner

Chromagraphics: Pleasanton, CA, Owner/Partner

Select Imaging: Dublin, CA, Owner/Partner

Other Administrative Experience

National Junior Development Director: USA Junior Olympic Volleyball, Fort Collins, CO

Club Director: Bay Club, Girls Junior Olympic Volleyball Development, Fremont, CA

Owner, General Manager: San Jose Storm, Women's Professional Indoor Volleyball of the NVA and PVL national professional leagues.

References Provided Upon Request

Contact Me

Donald R. Petrilli
1435 Laguna Street
Livermore, CA 94550
(925) 321-6277

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: October 10, 2016

INDEPENDENT CONTRACTORS

Gabrielle Stanco

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To provide training for the Career Technical Educational (CTE) Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Barstow Community College, Chaffey College, College of the Canyons, College of the Desert, Copper Mountain College & Norco College

Date(s) of Service: October 11, 2016 through June 30, 2017

Fee: Estimated at \$19,000

Requested by: Sarah Santoyo/Enrique Perez

Funded by: Resource Development - DO
12-2220-679000-53345-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **11th** of **October, 2016** by and between **Gabrielle Stanco** herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

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

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

TO PROVIDE TRAINING FOR THE CAREER TECHNICAL EDUCATIONAL (CTE) DATA UNLOCKED INITIATIVE TO INCLUDE SUPPORT TO FACILITATE CAPACITY DEVELOPMENT AND PROJECT IMPLEMENTATION RELATED TO INITIATIVE FOR BARSTOW COMMUNITY COLLEGE, CHAFFEY COLLEGE, COLLEGE OF THE CANYONS, COLLEGE OF THE DESERT, COPPER MOUNTAIN COLLEGE & NORCO COLLEGE

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

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at **Nineteen Thousand Dollars & No Cents (\$19,000.00)**.

The contracted services are to commenced on or about **October 11, 2016** and completed on or about, but not later than **June 30, 2017**.

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

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

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

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

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

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

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

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

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash

Printed Name

Title

Vice Chancellor of Business
Operations/Fiscal Services

Title

Address City/State

Date

Date

CTE Data Unlocked
Technical Assistance Expert
Scope of Work

Experts will complete training for the CTE Data Unlocked Initiative. Each expert will work with up to 6 California community colleges to provide support to facilitate capacity development and project implementation related to the initiative.

Expert: Gabrielle Stanco

Deliverables	Cost
Coordination and training to support the CTE Data Unlocked Initiative	\$1,000.00
Provide technical assistance to colleges: \$2,800 x 6 colleges	\$16,800.00
Travel	\$1,200.00
Total Cost to Perform the Work	\$19,000.00

Gabrielle Stanco, PhD

524 Nebraska Ave, #202

Long Beach, CA 90802

E-mail: gstanco@gmail.com Telephone: 214-695-6862

OBJECTIVE

Accomplished senior research analyst offering eleven years of experience in the areas of statistical analysis; project management; social science research, implementation, and analysis; survey construction; and data quality control, looking for new opportunities to grow professionally and personally, contribute to the higher education community, and expand my current expertise.

EDUCATION

Ph.D., Boston College <i>Educational Research, Measurement, and Evaluation</i> Dissertation: "Using TIMSS 2007 Data to Examine STEM School Effectiveness in an International Context"	Chestnut Hill, MA	2012
M.A., New York University <i>International Education</i>	New York, NY	2007
Fulbright Award, University of Munich <i>Art Pedagogy</i>	Munich, Germany	2002
B.A., Austin College <i>Psychology, German</i>	Sherman, Texas	2001

RESEARCH & TECHNICAL SKILLS

Research Skills: Assessment design, program evaluation, survey design, and research methods, including quantitative analysis methods (e.g., Item Response Theory, Hierarchical Linear Modeling, regression and prediction modeling, factor analysis) and qualitative analysis methods (interviews and observations).

Computer and Statistical Software Applications: Expert in Excel, SPSS (e.g., regression analysis, factor analysis, correlations, t-tests, etc.), HLM, Argos Reporting, Class Climate Surveys, Survey Monkey; Basic proficiency in SQL.

PROFESSIONAL EXPERIENCE

ORANGE COAST COLLEGE <i>Senior Research Analyst</i>	Costa Mesa, CA	Feb 2013—present
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- Design and implement all phases of research to evaluate institutional planning issues (e.g., student success, retention, matriculation, grant projects, etc.), including selecting appropriate research designs, collecting and analyzing data, preparing narrative and statistical reports, and presenting research results to various audiences
- Provide technical and analytical support related to the College's strategic and master planning efforts, student learning outcomes assessment, and program review process
- Collaborate with faculty coordinators on program review and SLO assessment processes, providing technical assistance and guidance from the research perspective
- Coordinate and deliver training for faculty and staff related to outcomes assessment, program review, and planning processes and use of integrated database (TracDat) for capturing information
- Consult with faculty and other campus constituents to interpret, clarify, and advise on research and data results and methodologies
- Extract and analyze data from relational databases and student information systems using SQL and SPSS
- Conduct survey research, including design and administration of surveys

ORANGE COAST COLLEGE <i>Adjunct Faculty, Psychology Department</i>	Costa Mesa, CA	Spring 2015
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- Instructor for PSYC A160: Statistics for the Behavioral Sciences, undergraduate-level course for psychology majors, delivering lecture and SPSS lab content

TIMSS & PIRLS INTERNATIONAL STUDY CENTER, BOSTON COLLEGE Chestnut Hill, MA Nov 2011—Jan 2013
Assistant Research Director, TIMSS Science

- Coordinated the TIMSS science assessment (Trends in International Mathematics & Science Study), including developing assessment framework, science achievement items, scoring rubrics, test booklets, and test administration procedures; data analysis; and report writing
- Communicated extensively with international researchers to ensure high-quality data standards were met
- Presented TIMSS methods and procedures to more than 100 international researchers
- Assisted in preparing reports and technical documentation, including developing conceptual models, conducting preliminary analyses, drafting data tables, and documenting methods and procedures
- Managed the process of editing chapters for the two-volume *TIMSS 2011 Encyclopedia*, including developing review timelines, editing text, and working with country representatives to clarify content
- Managed 2 graduate students for 20 hours/week

Research Associate Jun 2009—Oct 2011

- Coordinated the development of the TIMSS science achievement items, including item analyses
- Managed development of scoring rubrics and scoring training materials for constructed-response science items
- Facilitated subject-matter-expert assessment item review committee meetings
- Assembled and coordinated production of final test booklets

Graduate Research Assistant Sep 2007—May 2009

- Coordinated the editing of the two-volume *TIMSS 2007 Encyclopedia*, including communicating with production staff and national research coordinators to finalize content and layout
- Communicated with international researchers to identify and correct data quality issues in survey data
- Reviewed international curricula from participating countries and revised assessment frameworks accordingly

BOSTON COLLEGE, BIOLOGY DEPARTMENT Chestnut Hill, MA Sep 2008—May 2009
Program Evaluation Consultant

- Conducted classroom observations and student interviews in an inquiry-based laboratory
- Created interview coding scheme and analyzed survey results from pre-post student surveys
- Composed *Course, Curriculum, and Laboratory Improvement Program Evaluation Report* based on analysis results

INSTITUTE OF INTERNATIONAL EDUCATION New York, NY Aug 2006—Aug 2007
Program Officer, Europe

- Directed Fulbright Commission Officers and U.S. Embassy staff on implementation of Fulbright program policies overseas
- Reviewed Fulbright applications for new nominees and for fellows seeking grant renewal
- Managed grant funds and structures for six countries

BIG THOUGHT Dallas, TX Aug 2002—Jul 2005
Manager, Program Accountability

Managed the assessment and evaluation of four programs. Responsibilities included:

- Conducted interviews and observations for a quasi-experimental study
- Managed 15-20 contract researchers to collect and process data and conducted quality control of output
- Created, collected, and analyzed pre-post-surveys for over 1,300 students
- Designed data collection tools, including surveys and interview protocols

Program Coordinator

Facilitated professional development for Dallas Independent School District teachers

- Lead arts and cultural curriculum integration workshops
- Facilitated large trainings for implementation of program in all 156 Dallas ISD schools

OTHER EXPERIENCE

Accreditation Evaluation Team Member (fall 2015). Evaluated peer institution (Napa Valley College) as part of its efforts to reaffirm accreditation with the Accrediting Commission for Community and Junior Colleges.

Dissertation Consultant (2011—present). Direct graduate students on appropriate statistical methods and procedures for dissertation analyses (students from Boston University, Brandman University)

PUBLICATIONS

- Martin, M. O., Mullis, I. V. S., Foy, P., & Stanco, G. M. (2012). *TIMSS 2011 international results in science*. Chestnut Hill, MA: TIMSS & PIRLS International Study Center, Boston College.
- Mullis, J. V. S., Martin, M. O., Minnich, C. A., Stanco, G. M., Arora, A., Centurino, V. A. S., & Castle, C. E. (Eds.). (2012). *TIMSS 2011 encyclopedia: Education policy and curriculum in mathematics and science* (Vols. 1-2). Chestnut Hill, MA: TIMSS & PIRLS International Study Center, Boston College.
- Martin, M. O., Mullis, I. V. S., Foy, P., Brossman B., & Stanco, G. M. (2012). Estimating Linking Error in PIRLS. *IERI Monograph Series, 5*, 35-47.
- Mullis, I. V. S., Drucker, K. T., Preuschoff, C., Arora, A., & Stanco, G. M. (2011). Assessment framework and instrument development. In M. O. Martin and I. V. S. Mullis (Eds.), *TIMSS and PIRLS Methods and Procedures*. Retrieved from <http://timssandpirls.bc.edu/methods/t-instrument.html>
- Mullis, I. V. S., Martin, M. O., Olson, J. F., Berger, D. R., Milne, D., & Stanco, G. M. (Eds.). (2008). *TIMSS 2007 encyclopedia: A guide to mathematics and science education around the world* (Vols. 1-2). Chestnut Hill, MA: TIMSS & PIRLS International Study Center, Boston College.
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RELEVANT GRADUATE COURSEWORK

Research & Evaluation Methods

- Interpretation and Evaluation of Research
- Survey Methods in Educational and Social Research
- Design of Experiments
- Comparative Education I: Qualitative Analysis
- Comparative Education II: Quantitative Analysis

Measurement

- Assessment and Test Construction
- Large Scale Assessment: Methods and Practice
- Psychometric Theory I
- Psychometric Theory II

Statistics

- Introductory Statistics
- Intermediate Statistics
- General Linear Models
- Multivariate Statistical Analysis
- Multilevel Regression Models

Education Policy

- Seminar in Evaluation and Public Policy
 - Seminar on Issues of Testing and Assessment
 - International Education
 - Comparative Studies of Socialization
 - Bilingual Education Policy
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RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: October 10, 2016

INDEPENDENT CONTRACTORS

Nathan Tharp

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To provide training for the Career Technical Educational (CTE) Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for American River College, Columbus College, Modesto Junior College, San Joaquin Delta College & Sierra College

Date(s) of Service: October 11, 2016 through June 30, 2017

Fee: Estimated at \$17,400

Requested by: Sarah Santoyo/Enrique Perez

Funded by: Resource Development - DO
12-2220-679000-53345-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **11th** of **October, 2016** by and between **Nathan Tharp** herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

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

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

TO PROVIDE TRAINING FOR THE CAREER TECHNICAL EDUCATIONAL (CTE) DATA UNLOCKED INITIATIVE TO INCLUDE SUPPORT TO FACILITATE CAPACITY DEVELOPMENT AND PROJECT IMPLEMENTATION RELATED TO INITIATIVE FOR AMERICAN RIVER COLLEGE, COLUMBUS COLLEGE, MODESTO JUNIOR COLLEGE, SAN JOAQUIN DELTA COLLEGE & SIERRA COLLEGE

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

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at **Seventeen Thousand Four Hundred Dollars & No Cents (\$17,400.00)**.

The contracted services are to commenced on or about **October 11, 2016** and completed on or about, but not later than **June 30, 2017**.

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

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

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

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

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

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

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

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

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash

Printed Name

Title

Vice Chancellor of Business
Operations/Fiscal Services

Title

Address City/State

Date

Date

CTE Data Unlocked
Technical Assistance Expert
Scope of Work

Experts will complete training for the CTE Data Unlocked Initiative. Each expert will work with up to 5 California community colleges to provide support to facilitate capacity development and project implementation related to the initiative.

Expert: Nathan Tharp

Deliverables	Cost
Coordination and training to support the CTE Data Unlocked Initiative	\$1,000.00
Provide technical assistance to colleges: \$2,800 x 5 colleges	\$14,000.00
Travel	\$2,400.00
Total Cost to Perform the Work	\$17,400.00

NATHAN M. THARP, Ed.D.

2466 San Jose Way, Sacramento, CA 95817 | ntharp@gmail.com | 530-394-7078

EDUCATION

Doctorate of Education, Leadership and Administration (2012) California State University, Sacramento

I researched the influence of culture on institutional effectiveness and accreditation in the California community colleges by conducting a review of accreditation policy and a case study of four colleges. I identified findings under the themes of division of labor, motivation, and integration, and provided 12 recommendations for education leaders. I also completed significant coursework in education policy, leadership theory and practice, and diversity.

Master of Music, Commercial Music (2005) California State University, Los Angeles.

Bachelor of Music, Music Production and Engineering (2000) Berklee College of Music.

PROFESSIONAL EXPERIENCE

Professor and Program Coordinator, Information and Communication Technologies
Feather River College (2012-present)

I am the program coordinator and full-time professor for the Information and Communication Technologies Program. My coordinator duties include program review, curriculum development, faculty hiring and evaluation, advising, articulation, and recruitment. I teach Computer Information Systems, Computer Science, and Multimedia courses. Accomplishments:

- Taught 15 different courses (listed at bottom)
- Developed an Information and Communication Technologies academic program from the ground up including 25 courses, three degrees, and four certificates in Web Development, Office Technology, Multimedia, and Mobile Application Development
- Leveraged technology to enhance learning by developing our first fully online degrees, designing all program courses for simultaneous in-person and online delivery, establishing lecture capture methods, and graduating the first online students at the college.
- Completed a four-year comprehensive program review and developed an associated framework for analysis that has been recommended as a campus template
- Oversaw faculty professional development and training and streamlined reporting and approval processes so that data was accessible, transparent, and documentable.
- In the third year of the program, graduated the second most students of any career and technical education program, half with honors. Grew the program by 30% in 2016
- Collaborated with local high schools to develop innovative concurrent enrollment courses using web technologies
- Elected as our faculty Professional Development Coordinator and Union Secretary and served on the Strategic Technology, Professional Development, and Academic Policies Committees
- Analyzed and evaluated regional college curricula and provided recommendations for alignments as a member of the North Far North Regional Curriculum Alignment Committee
- Developed articulations with CSU Chico, CSU Sacramento, and University of Nevada Reno and aligned courses with C-ID.org descriptors

Learning Space Designer (Director of Classroom and Lab Services) (2009-2012) California State University, Sacramento

I directed learning space modernization and support services and managed large-scale projects, both on-ground and online. My department supported 400 classrooms, labs, and formal/informal learning spaces; virtualization, streaming, and lecture capture services; and integration with our online course management system. We resolved approximately six thousand service incidents per year. I led the development of data-driven web applications and associated processes for resource planning, incident tracking, integrated system control, virtualization, and streaming. I managed the departmental and project budgets and supervised six staff and 15 student employees. Accomplishments:

- Led ~\$15 million worth of space renovations projects, including two buildings and 50+ learning spaces
- Developed a transparent space planning and resource allocation system that served instructional and administrative needs
- Established collaborative design processes with faculty and faculty groups which led to improved student-learning outcomes
- Created a classroom, lab, lecture-capture, virtualization, and streaming services department
- Reengineered operations and developed associated web-based tools, including those for incident, space, inventory, and control management
- Wrote a five-year learning space plan and lab plan
- Led campus-wide virtualization and streaming projects

Director of College Technology Services (2008-2009) Oxnard College

I directed the technology operations for Oxnard College, which included instructional technology, online learning, data, web, help-desk, lab, classroom, media, publications, and mailroom services. I led the development of data-driven web applications and associated processes for budgeting and planning and positive attendance tracking. I managed the technology budget and supervised five staff, two contractors, and ten student employees.

Accomplishments:

- Rebuilt and refined the technology budget to realize significant savings
- Played a leadership role in a district-wide technology personnel reorganization
- Created and filled an instructional designer position for online course management
- Developed a technology training program for staff, faculty, and students
- Developed a web-facilitated budget and planning system and process
- Led campus portal, Exchange email, active directory, and web CMS rollouts
- Partnered with the Dean of Institutional Research to secure a \$5 million STEM grant
- Wrote a five year technology plan
- Designed instructional and administrative technology systems for two new buildings
- Played a lead role in district-wide implementation of a positive attendance tracking system

Manager of Technology Services: Enrollment (2006-2008) Pepperdine University

I managed the technology operations for Enrollment Management, which included recruitment, admissions, financial aid, and enrollment. I led the development of data-driven web applications and associated processes for supplemental admissions materials, document management, and incident tracking. I managed a departmental rollout of OmniUpdate Web CMS.

Lead Information Technology Consultant (2003-2006) California State University, LA
I managed the academic technology operations for the College of Arts and Letters, which included eight departments. This included instructional support services for classrooms, labs, media, and online learning. I developed data-driven web applications and associated processes for incident management, resource planning, and inventory management. I also developed a technology training program for personnel and students.

Part-Time Professor (2004-2005) California State University, Los Angeles

I taught the following courses:

- Audio Production
- Techniques of Electronic Music
- Music Notation and Calligraphy

Media Systems Specialist/Project Manager (2001-2003) Cleveland State University
I designed and managed college integrated systems, distance/online learning, media, and production services and large-scale capital projects. I developed data-driven web applications and associated processes for equipment inventory and reservations, automated media production, and streaming.

Media Center Supervisor (1998-2001) Harvard University

I supervised the Graduate School of Education media center during its evening and weekend operations. I developed online applications for equipment inventory and checkout.

RELATED PROFESSIONAL ACTIVITIES

Keynote presentations and facilitations on institutional effectiveness and accreditation in the California Community College System:

- Hartnell College, Salinas, CA (2013)
- Los Angeles County Community College Summit 2013 - Pierce College, Los Angeles, CA (2013)
- ACCJC Commission Development Workshop - Sonoma, CA (2013)
- Academic Senate for California Community Colleges Accreditation Institute - San Jose, CA (2013)
- California Community College Chief Instructional Officers Conference - San Diego, CA (2012)
- Yuba Community College District Convocation - Marysville, CA. (2012)

Faculty Flex Coordinator - Feather River College (2013-present)

Faculty Union Secretary - Feather River College (2014-present)

Member of Strategic Technology, Sustainability, Professional Development, and Academic Policies committees - Feather River College (2012-present)

ICT/DM Curriculum Alignment Committee Member- North Far North Regional Consortium (2013-present)

Primary Investigator, Feather River College and Plumas County Schools Course Alignment Project (2016)

- Primary Investigator ICT/DM and NFN regional Mini-Grants (2014)**
- Co-Primary Investigator, \$15k NSF Grant - CSU Sacramento. (2012) Integrating interdisciplinary research and technology across the biology curriculum**
- Chair, Learning Space Advisory Workgroup - CSU Sacramento. (2010-2012)**
- Chair, Lab Advisory Group - CSU Sacramento. (2010-2012)**
- Member, Extron Technical Advisory Council for Education - (2010-2012)**
- Teaching Assistant, Ethnic Studies 115: Multiracial Identity - CSUS. (2010)**
- Chair, Technology Committee - Oxnard College. (2008-2009)**
- Technical Writer, \$5 million STEM Grant - Oxnard College. (2008-2009)**
- Chair, Technology Committee – CSU LA, College of Arts and Letters. (2004-2005)**
- Teaching Assistant, California State University Summer Arts - CSU Fresno. (2004 & 2005)**
The art of sound recording with Bruce Swedien.
- Presenter, Lab Manager Conference - University of Michigan, Ann Arbor, MI. (2003)**
University lab management and multimedia development,
- Technical Writer and Co-investigator, \$250k FIPSE Grant - Cleveland State. (2001)**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: October 10, 2016

INDEPENDENT CONTRACTORS

Bryan Ventura

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To provide training for the Career Technical Education (CTE) Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Coastline Community College, Cypress College, Mt. San Antonio College, Orange Coast College & West Los Angeles College.

Date(s) of Service: October 11, 2016 through June 30, 2017

Fee: Estimated at \$15,000

Requested by: Sarah Santoyo/Enrique Perez

Funded by: Resource Development - DO
12-2220-679000-53345-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **11th** of **October, 2016** by and between **Bryan Ventura** herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

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

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

TO PROVIDE TRAINING FOR THE CAREER TECHNICAL EDUCATION (CTE) DATA UNLOCKED INITIATIVE TO INCLUDE SUPPORT TO FACILITATE CAPACITY DEVELOPMENT AND PROJECT IMPLEMENTATION RELATED TO INITIATIVE FOR COASTLINE COMMUNITY COLLEGE, CYPRESS COLLEGE, MT. SAN ANTONIO COLLEGE, ORANGE COAST COLLEGE & WEST LOS ANGELES COLLEGE

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

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at **Fifteen Thousand Dollars & No Cents (\$15,000.00)**.

The contracted services are to commenced on or about **October 11, 2016** and completed on or about, but not later than **June 30, 2017**.

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

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

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

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

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

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

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

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

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash

Printed Name

Title

Vice Chancellor of Business
Operations/Fiscal Services

Title

Address City/State

Date

Date

CTE Data Unlocked
Technical Assistance Expert
Scope of Work

Experts will complete training for the CTE Data Unlocked Initiative. Each expert will work with up to 5 California community colleges to provide support to facilitate capacity development and project implementation related to the initiative.

Expert: Bryan Ventura

Deliverables	Cost
Coordination and training to support the CTE Data Unlocked Initiative	\$1,000.00
Provide technical assistance to colleges: \$2,800 x 5 colleges	\$14,000.00
Travel	\$0.0
Total Cost to Perform the Work	\$15,000.00

Bryan C. Ventura

6033 East Carson Street Lakewood, CA

Mobile: 951.830.3181

E-mail: bcventura@gmail.com

EDUCATION:

UNIVERSITY OF CALIFORNIA, LOS ANGELES, September 2007 - Present
Doctorate of Philosophy - Education, Urban Schooling
Expected Completion Date: June 2016

UNIVERSITY OF CALIFORNIA, LOS ANGELES, September 2006 – June 2007
Master of Arts in Education - Social Science and Comparative Education, emphasis in Race/Ethnic Studies

UNIVERSITY OF CALIFORNIA IRVINE, June 2005
Bachelor of Arts in Social Science with an emphasis in Secondary Education
Magna Cum Laude

EXPERIENCE:

East Los Angeles College

September 2014 – Present

Office of Institutional Effectiveness

- Responsible for overseeing the data analysis, reporting, and visualization of major office research and planning projects, including College Profile, Facts in Brief, Annual Update Plans, College Plans, Institutional-set Standards, Student Equity, 3SP, and enrollment management
- Develop college-wide data planning and reporting tools, including Daily Enrollment Updates for the college administration, Annual Update Data Packs, Hiring Prioritization Data Packs, Student Learning Outcome Rubric Dashboards, Student Equity and 3SP data, and Department Chair annual comparisons
- Collaborate and support faculty and staff from all programs, departments, and divisions to develop data collection tools, research processes, and evaluation plans that measure the necessary learning and service outcomes that are linked to college student success and support goals
- Supervise and evaluate two Assistant Research Analysts with responsibilities in research, database development, project management, data analysis and visualization, data presentation, survey development, Student Equity, Student Success and Support Program (3SP), and grant research requests
- Managed the analyses and reporting of Student Achievement Data and Institutional-set Standards section of the college Accreditation report

Los Angeles Trade Technical College

October 2013 – September 2014

Office of Institutional Effectiveness

Research Analyst

- Collaborate and support the college administrative leadership team with the planning and coordination of major college-wide processes such as the program review and the monthly Day of Dialogue events, a college development meeting designed to improve the college culture as it relates to Accreditation, assessment, and interdepartmental relations
- Train faculty, administrators, and staff on program review processes including data analysis, the analytical write-up of program/service area data, student learning outcomes, program/service area goals, and the college mission
- Work with college faculty to develop and refine student and program learning outcomes; facilitate timelines for assessment of learning outcomes; determine the appropriate assessment tools for learning outcomes; data analysis and presentation
- Produce and manage the dissemination of college planning and research data, including semester student profiles, college fact book, Enrollment Management reports, program review data packs, and other required state and federal data analysis and reporting
- Utilize appropriate and reliable research methodologies to evaluate and support the college community in evaluating learning outcomes and progress; longitudinal analysis of student completions; creation of analytic models for strategic planning; visualization of research data; focus groups for program evaluation
- Train and supervise two student workers including the delegation of tasks and projects and communicating work

performance to the Dean of Institutional Effectiveness

East Los Angeles College

February 2013 – October 2013

Office of Institutional Effectiveness

Assistant Research Analyst

- Utilize appropriate and reliable research methodologies to evaluate and support the college community in evaluating learning outcomes and progress; longitudinal analysis of student completions; creation of analytic models for strategic planning; visualization of research data; focus groups for program evaluation
- Collaborate with college academic departments and administrative units to develop, execute, and analyze surveys for evaluative and planning purposes; presentation and analysis of survey data to plan and implement action items for student service improvement
- Support the college's integrated planning efforts through participation in college administrative committees, including the analysis and reporting of annual outcome data to identify institutional needs
- Assist academic departments and administrative units with program review processes and procedures; guided inquiry of program related data to assess program and create 6-year planning schedule; collection of additional data to create more comprehensive program reviews

University of California, Los Angeles

Oct 2010 – February 2013

Institute for Democracy, Education, and Access (IDEA) at the Graduate School of Education & Information Studies

Graduate Student Researcher

- Provided direct support to IDEA's Director of Research & Policy, Sophie Fanelli, on projects aimed at engaging and supporting a network of community organizations with their education advocacy efforts
- Produced strategic plans for the Communities for Public Education Reform network in Los Angeles; perform data analysis and content research to support education advocacy campaigns
- Planned and lead conference presentations and activities designed to train parent district advisory councils and community organizations to understand, gather, and use data for educational partnering and advocacy purposes within their respective districts
- Coordinated IDEA data team to provide qualitative and quantitative research and data analysis, including the coding of interviews and the mining, analyzing, and quality checking of quantitative data from multiple sources used in IDEA's annual Education Opportunity Report and searchable statewide database for schools, districts, and legislative districts
- Lead and executed quantitative research and data analysis for multiple evaluation reports, including UCLA's Principal Leadership Institute's Biennial Report and IDEA's collaborative report with the United Way of Greater Los Angeles and the Alliance for a Better Community report on A-G coursework implementation in LAUSD

University of California, Los Angeles

Jan 2008 – Sept 2010

Dean Aimée Dorr, Graduate School of Education & Information Studies

Graduate Student Researcher/Project Coordinator

- Provided direct support to Dean Aimée Dorr on the Building Education Success Through (BEST) Collaboration in Los Angeles County project to increase college access and preparedness by facilitating and strengthening partnerships between institutions of higher education and K-12 schools and districts
- Managed working professional relationships with BEST partners from the Los Angeles County Office of Education (LACOE), University of Southern California (USC) and Los Angeles Unified School District, Local District 7 through meetings, email, and telephone conferences for collective contribution to successfully executed conferences
- Lead conference planning efforts through the design of activity concepts, timeline, structure
- Execution and analysis of conference evaluation tools used to create grant reports on the success of conferences and document activity for project funding purposes
- Coordinated the creation and dissemination of a web-based survey questionnaire to institutions of higher education and analyzed the questionnaire data for the grant report identifying future activities and collaborative goals between institutions of higher education and K-12 districts

Public Counsel, Los Angeles

Sept 2009 – July 2010

School Discipline Report Data Analyst

- Supported supervising attorneys through research of school district policy mandates and Positive Behavior Support (PBS) intervention research evaluating implementation of discipline policy initiated by the Los Angeles Unified School District in 2007
- Designed and conducted a case study consisting of school site visits, focus groups, and interviews to determine the practices used to successfully implement the PBS discipline policy and reduce use of disciplinary suspensions 4.24 (6)

- Performed quantitative and qualitative analysis of school administration documents related to the district-wide discipline policy and school disciplinary action, including the creation of an evaluative rubric and database that assessed the implementation progress of each school in Los Angeles Unified School District's Local District 7
- Worked with a team comprised of a, community organization directors, and graduate students to produce a policy report inclusive of findings and recommendations as well as present findings at the United States Human Rights Fund (USHRF) national convening on June 15th, 2009

TECHNICAL SKILLS AND ABILITIES

- Advanced skills in SPSS: Manipulation and creation of variables, data aggregation and merging, syntax creation, importing and exporting data, descriptive and inferential statistical analysis
- Advanced skills in Microsoft Excel: Manipulation of multiple workbooks and worksheets, importing and exporting data in multiple forms, creation of formulas and functions, Pivot tables, ability to develop creative data visualization with charts, graphs, and interactive dashboards
- Advanced skills in Microsoft Powerpoint: Ability to develop cohesive, creative, and succinct presentations related to research and statistics
- Proficiency R Statistical Package: Statistical analysis, database creation, syntax and script development
- Proficiency in Microsoft Access: Create and modify tables, queries and reports
- Proficiency in Microsoft Word
- Proficiency in Hyperion Brio Query
- Proficiency in Dedoose: Create qualitative data analysis structures, coding qualitative data sources, analysis of coding frequencies within and across cases
- Strong written and communication skills utilized in various forms and for multiple audiences
- Proactive project manager and researcher

COMMUNITY INVOLVEMENT

- Fountain of Life Community Church Family Center Board Member
- Crosswalk Pre-School Volunteer Teacher
- Fix-Your-Bike High School Outreach Mentor

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: October 10, 2016

INDEPENDENT CONTRACTORS

Marie Vicario-Fisher

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To provide training for the Career Technical Education (CTE) Data Unlocked Initiative to include support to facilitate capacity development and project implementation related to initiative for Cuyamaca College, Mira Costa College, Palomar College, San Diego City College & San Diego Miramar College.

Date(s) of Service: October 11, 2016 through June 30, 2017

Fee: Estimated at \$15,000

Requested by: Sarah Santoyo/Enrique Perez

Funded by: Resource Development - DO
12-2220-679000-53345-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **11th** of **October, 2016** by and between **Marie Vicario-Fisher** herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

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

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

TO PROVIDE TRAINING FOR THE CAREER TECHNICAL EDUCATION (CTE) DATA UNLOCKED INITIATIVE TO INCLUDE SUPPORT TO FACILITATE CAPACITY DEVELOPMENT AND PROJECT IMPLEMENTATION RELATED TO INITIATIVE FOR CUYAMACA COLLEGE, MIRA COSTA COLLEGE, PALOMAR COLLEGE, SAN DIEGO CITY COLLEGE, SAN DIEGO MIRAMAR COLLEGE

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

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at **Fifteen Thousand Dollars & No Cents (\$15,000.00)**.

The contracted services are to commenced on or about **October 11, 2016** and completed on or about, but not later than **June 30, 2017**.

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

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

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

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

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

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

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

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

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash
Printed Name

Title

Vice Chancellor of Business
Operations/Fiscal Services
Title

Address City/State

Date

Date

CTE Data Unlocked

Technical Assistance Expert

Scope of Work

Experts will complete training for the CTE Data Unlocked Initiative. Each expert will work with up to 5 California community colleges to provide support to facilitate capacity development and project implementation related to the initiative.

Expert: Marie Vicario Fisher

Deliverables	Cost
Coordination and training to support the CTE Data Unlocked Initiative	\$1,000.00
Provide technical assistance to colleges: \$2,800 x 5 colleges	\$14,000.00
Travel	\$0.00
Total Cost to Perform the Work	\$15,000.00

Marie Vicario-Fisher, M.S./M.P.H

Professor of Environmental Technology
Professor of Health Sciences
Program Coordinator for Environmental Technology at Southwestern College

Professional Summary

I have over 20 years of combined experience in the fields of environmental engineering and environmental education. As a tenured professor at Southwestern College, I oversee the Environmental and Hazardous Materials Technology Program. I manage all materials for the Program (academic and administrative), support students in the Program through mentoring and internship placement, support community outreach in the area of environmental technology and recycling, and ensure that satisfactory technical skills, certificates and degrees are attained by students in the program. My work also includes analyses of various sources of data. I teach course work offered under the Program's two areas of study (Environmental Management and Occupational Safety and Health), and also teach courses in health.

My expertise is in the areas of toxicology, fate and transport, and risk assessment. Significant professional projects include preparation of numerous human and ecological risk assessments under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) for Naval Facility Engineering Command-Southwest Division. This work included computer modeling and data analyses. My professional activities have included project management of high profile military base closures, interfacing with clients, regulatory personnel, and community advisory board members. I have also performed technical review of environmental documents required under the CERCLA program and has provided technical support in the area of environmental toxicology, and have a strong working knowledge of various types of media sampling (soil, groundwater, surface water, sediment, concrete, and biological media; small mammals and fish). I have designed and conducted innovative sampling protocols for mammal trapping for ecological risk assessments and have been involved in human subject studies using dermal dosimetry and urine sampling for pesticide exposure studies.

Education

School of Public Health, San Diego State University. MS in Toxicology; MPH in Environmental Health
University of California, Davis, BS in Environmental Toxicology

Past Memberships

Society of Toxicology
Air & Waste Management Association
American Conference of Governmental Industrial Hygienists
Society of Risk Analysis
American Society of Safety Engineers

Employment History

2002 - Present	Professor, Southwestern College, Chula Vista, CA
2001 - 2002	Senior Environmental Engineer, Anteon Corporation, San Diego, CA
2000 - 2001	Toxicologist, AMEC Earth & Environmental, Inc., San Diego, CA
1996 - 2002	Adjunct Professor, Southwestern College, Chula Vista, CA
1993 - 1996	Risk Assessor/Environmental Toxicologist, Bechtel, San Diego, CA

1991 - 1993 Environmental Toxicologist, Ogden Environmental and Energy Services Co., Inc., San Diego, CA
1989 - 1991 Environmental Scientist, Cal. Department of Food and Agriculture - Worker Health and Safety Unit, Sacramento, CA

Publications

Marie Vicario-Fisher. Supplemental Guide for Studies in Environmental Health and Safety: A California Focus. ISBN 9781483416137. 2014

Coe, M.F., J. Surico-Bennett, **M. Vicario-Fisher**, D. Crane, R.M. Gersberg, Gerads, R, and S.H. Hurlbert Contaminants in tilapia (*Oreochromis mossambicus*) from the Salton Sea, California, in relation to human health, piscivorous birds and fish meal production. *Submission to Hydrobiologia 2004.*

Coe, M.F., J. Surico-Bennett, **M. Vicario-Fisher**, D. Crane, R.M. Gersberg, R. Ishma, and S.H. Hurlbert 2002. Contaminant levels and nutritional characteristics of tilapia from the Salton Sea, California, in relation to human health, wildlife, and fish meal production. Report to the Salton Sea Authority.

M. Vicario-Fisher. Total Arsenic Concentrations in Muscle Tissue of *Tilapia mossambica* and *Bairdiella icistia*: A Human Health Risk Assessment for Fish Consumed from the Salton Sea. 1999. Masters of Science Thesis.

A. dePeyster, **M. Vicario**, M Dizon. Cutaneous Diskeratosi in Desert Tortoise: Literature Review to Identify Possible Chemical Causes. 1996. Report to National Biological Service, Riverside Field Station, U.S. Dept. of the Interior.

D. Meinders, J. Ross, **M. Vicario**, J. Leva, T. Formoli, D. Guirka, and D. Miller. Comparison of Spot Urinary Metabolites and Limited Dermal Dosimetry Monitoring Predicting the Exposure of Aerial Application Flaggers to Chlorpyrifos. 1991. H.S. Report 1639.

M. Reeve, L. O'Connell, **M. Vicario**, and J. Ross. Characterization of Methomyl Dissipation on Grape Foliage. 1991. H.S. Report.

Grants/Awards

San Diego/Imperial Counties Regional Consortium Vocational Education And Economic Development **Mini-Grants 2004-2005- Awarded October 2004.**

Submission of Title V grant in conjunction with CTECS, 2004.

Letter of support for Brown and Caldwell (Environmental Engineering Company) in the Unrestricted Competition bid for the USACE Hazardous Toxic Radiological Waste (HTRW) Solicitation # W91238-04-R-0001, 2004.

Collaboration with the Bonita Vista High School for San Diego County Fish and Wildlife Advisory Commission Grant – **Awarded June 2004.**

Collaboration with Inner City Business Association, County of San Diego- Dept of Environmental Health, REBRAC/Cuyamaca College for the Negocio Verde Project - US EPA Grant for Environmental Education– **Awarded June 2004.**

Submission of Goodrich Emergency Response Team contract for customized training – **Received June 2003.**

San Diego Regional Environmental Business Resource and Assistance Center (REBRAC) funding – **Awarded 2002, 2003, 2004.**

Perkins Grant (formerly Vocational Technical Education Act (VTEA) grant – **Awarded 2002-Present.**

Presentations

Analysis of Potential Health Risks Incurred by Anglers of the Salton Sea, California. M.F.* Coe, M. Vicario-Fisher, R.M. Gersberg, S. H. Hurlbert; San Diego State University and Southwestern College. Society for Risk Analysis' Annual Meeting, Palm Springs, CA. December 2004.

Defining Environmental Technology. M. Vicario-Fisher. Presented to the SWC Counselors during a scheduled monthly meeting. March 2004.

Invited Speaker for **Pioneering Women in Technology** - Hosted by the Center for Technical Education & Career Success, March 25th, 2003.

Careers in Environmental Technology. M. Vicario-Fisher. Presented to students in Environmental Biology 140. Fall 2002, Spring 2003, *anticipated 2004*

Academic Activities

Developed, produced, and chaired the **First Regional Environmental Symposium**, April 28, 2005, to increase visibility of this type of technical education and professional opportunity while promoting professional development activities focusing on industries which support environmental careers. Special focus was placed on the access and success for special student populations, in addition to outreach and linkages to regional businesses.

Committee Member: Student Services Committee (SSC) 2003-2006, Subcommittee 1 for SSC 2005, Institutional Planning /Strategic Planning Task Force, Group 3: Community, Workforce & Economic Development 2005, Subcommittee III 2003, 2004; San Diego Green Business Association 2003-2005; Academic Senate – 2005-Present; Environmental Technology Advisory Committee Chair 2002-Present; CTE Liason for Southwestern College 2016; Adult Education Block Grant (AEBG) faculty facilitator 2016.

Host annual Environmental Technology Advisory Committee meetings at SWC. 2002-Present

Student mentor for Negocio Verde Project - activities including a mailing to 650 businesses for September Automotive Industry Pollution Prevention Workshop held at Martin Luther King Community Center, National City. 2004-2005.

Collaboration with Dr. K. Marchetti - UCSD on a preliminary pipefish contaminant study - students in the program assisted in the collection and analysis of water quality parameters using Hach field instrumentation. Spring 2004-2005.

Preparation of Program Review documentation for the Environmental Technology Program. 2003-Present.

Program Redevelopment: Program redesigned to enhance enrollment. This included development of an articulation agreement with Cuyamaca College, and adjustment of course offering schedules to complement Cuyamaca College's program for improved student service. 2003, 2004.

Course Modifications and New Course Development. 2002-Present.

Attended numerous ASCCC **CTE Faculty Leadership Seminars** since 2005

Attended a scientific conference on the "Salton Sea for a 21st Century" as a coauthor, March 2005.

Attended *Measurement Outcomes workshop for Pollution Prevention hosted by US EPA*, June 2004. Received Certificate of Completion.

Attended *Science and Technology* 3-day workshop hosted by SWC Chemistry Department under ACS educational grant, June 2004.

Attended *Chemical Mechanisms in Toxicology* 3-day short course hosted by ACS, May 2004. Received Certificate of completion.

Attended *Role of Homeland Security for Community Colleges* hosted by the California Community College System, May 2004.

Attended the one-day *Institutional Planning Forum* for SWC. April 2004.

Attended *4MAT Level 1 instructional methods workshop* for teaching enhancement. 2003.

Attended Excel gradebook session. 2003.

Attended a 3-day My Web Basics course. 2003.

Prepared Program Review Document for Environmental Technology Program. 2003.

Attended the two-day "*Vocational Education Faculty Leadership Seminar*: hosted by the Academic Senate for California Community Colleges, March 14&15, 2003, Santa Cruz, CA. 2003.

Reader for Student of Distinction Award. 2004-2006.

Reader for the Pioneer Equity Scholarship selection for Women's Resource Center. 2003.

Environmental Technology Program Promotion: Creation of a web page to advertise the Environmental Technology program. Attendance of numerous meetings annually for the purpose of promoting the Program (e.g., border 2010 Public Meeting, San Diego Dialogue's Forum Fronterizo, IBWC meeting, green business association meetings, Negocio Verde meeting, EPA meetings, IEA annual meeting), Participation in expositions to promote the Program (e.g., EnviroFair, MESA Science Day SWC campus, SWC campus presentations, Sweetwater High School Environmental Fair, local high school presentations and communication with high school instructors).

Student Mentoring: Initiation of contacts with local employers has resulted in future placement of three students in coveted internship positions (e.g., International wastewater treatment facility, County of San Diego). 2002-Present

Representative Professional Projects

Remedial Project Manager for Alameda/Treasure Island Team under the Base Realignment and Closure Act (BRAC) SWDIV Navy: Responsible for oversight of contractor work associated with numerous sediment installation restoration (IR) sites at former Naval station Alameda. Responsibilities included project management, technical review of deliverables, interfacing with regulatory personnel, budgetary planning, development of cost-estimates for work needed, preparations of contractor evaluations, and preparation of monthly status reports. Work performed for former Naval Station Treasure Island, included risk assessment technical guidance for proposed projects, technical review of documents, and community relations work on a high-profile IR housing site at the former base.

Development of Bioaccumulation Factors for The Boeing Company's Santa Susana Field Laboratory, California: Developed bioaccumulation factors using tissue data and co-located soil and sediment samples using statistical correlation analyses.

Development of Toxicity-Based Ecological Soil Screening Levels for The Boeing Company's Santa Susana Field Laboratory, California: Toxicity-based ecological soil screening level methods were developed to ensure that contaminants of potential ecological concern could be identified with current sample quantitation limits (SQLs).

Human Health and Ecological Risk Assessments to Support a Remedial Investigation/Feasibility Study (RI/FS) for Pacific Division Naval Facilities Engineering Command – Comprehensive Long-Term Environmental Action Navy (CLEAN): Assisted in design and conduct of multidisciplinary studies for Navy sites on Pearl Harbor, Hawaii and Agana, Guam to assess potential human and ecological risks associated with exposures to complex mixtures of chemicals (dioxins, PCBs, chlorinated pesticides, and trace metals) in soil, groundwater, and sediment. Site-specific target receptors were determined for both human and ecological assessments. In addition, receptor-specific toxicity endpoints, bioassay measurements, and site- and scenario-specific exposure characteristics were used for the ecological assessments.

Chevron Agricultural Chemical Technical Research Center, Richmond, California: Prepared an exposure and human health risk assessment performed to assess the risks involved in leaving chemical constituents in situ at a former tank farm site in Richmond, CA. Contaminants of concern included heavy metals and organics. Transport and exposure potentials of the heavy metals and organics were assessed for the vadose zone, saturated zone, surface water, and air. Modeling activities were performed for both vapor-phase and dissolved-phase migration through the vadose zone by the AMEC team. Compounds modeled included arsenic, mercury, and nickel. Results of the fate and transport modeling were used as input concentrations for exposure assessment and risk analysis.

Convair Lagoon, San Diego Bay Site Inspection – Teledyne Ryan Aeronautical: Assisted in performing sediment sampling to define the vertical and horizontal distribution of PCBs and a variety of heavy metals, (e.g., chromium, cadmium, mercury, zinc, lead, etc.) in Convair Lagoon sediments from contaminated storm drains. Data were analyzed and presented in a site inspection report. Treatment Facility Impact/Feasibility Study – City of San Diego: Performed a preliminary assessment of priority pollutant concentrations that could be altered in the San Diego River as a result of a tertiary treatment facility. An analysis was performed to assess the potential for adverse effects to biota.

Developers Consortium, Environmental Fate and Effects of Contaminants Potentially Present for a Proposed Golf Course: Determined the theoretical fate and potential toxicological effects of pesticides on a proposed golf course. This was performed using data on the physical and chemical properties of pesticides to assess transport and breakdown potentials in various soil types. In addition, soil loading and runoff calculations were performed and then compared to toxicological data on the pesticides of interest to determine the potential for adverse effects to the biota.

EI Centro Naval Air Facility Assessment: Assisted in the development of work plans, health and safety plans, and site characterization reports for multiple sites on NAF EI Centro. In addition to report preparations, field sampling was performed for surface water, groundwater, and soil. Fifteen sites were delineated for environmental contamination.

Worker Health and Safety, Characterization of Methomyl Dissipation on Foliage – Department of Food and Agriculture: Experimentation conducted to determine the chemical dissipation rate of the pesticide methomyl on grape foliage. Results of the study were used to modify farm worker reentry intervals.

Worker Health and Safety, Human Pesticide Exposure Study – Department of Food and Agriculture: Conducted worker exposure studies on individuals working as airplane flaggers for areal pesticide

applicators to assess the potential health risks associated with this occupation. The study included correlation of dosimetry data with urinary metabolite data.

Avian Organophosphate Research – University of California, Davis: Assisted in the determination of surrogate avian test species required for the assessment/evaluation of organophosphate poisonings in raptors.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Board Date: October 10, 2016
Re:	Approval of Resource Development Items	
Action:	Request for Approval	

ANALYSIS

Items for the following categorical program were developed:

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
1. Board Financial Assistance Program (BFAP) (SAC) Annual allocation from the California Community Colleges Chancellor's Office to assist students in need of financial aid by supporting financial aid staff and equipment costs. (16/17). <i>No match required.</i>	7/11/2016	\$722,255
2. Board Financial Assistance Program (BFAP) (SCC) Annual allocation from the California Community Colleges Chancellor's Office to assist students in need of financial aid by supporting financial aid staff and equipment costs. (16/17). <i>No match required.</i>	7/11/2016	\$315,685
3. Regular Student Support Services Program Grant – Year 2 (SCC) Second year of a five-year federal grant award from the U.S. Department of Education to provide low-income, first-generation students with comprehensive services that include early outreach, advisement, educational planning, college and placement preparation, targeted academic skill development, and financial aid and scholarship workshops to improve student persistence and academic achievement. (16/17). <i>No match required.</i>	8/30/2016	\$226,600
4. Talent Search IV – Year 4 (SAC) - <i>Augmentation</i> Augmentation award from the U.S. Department of Education to increase retention, graduation, and college-going rates of the city of Santa Ana's 8 th – 12 th grade students. (16/17). <i>No match required.</i>	9/16/2016	\$51,648
5. Upward Bound Math & Science Program – Year 5 (SCC) Fifth year of a five-year federal grant award from the U.S. Department of Education to increase the number of low-income and potentially first-generation college students that enroll in and complete college STEM degree programs, by providing comprehensive educational and support services for disadvantaged high schools students from local high schools in the Orange Unified School District. (16/17). <i>No match required.</i>	8/18/2016	\$257,500

Fiscal Impact: \$2,018,868	Board Date: October 10, 2016
Item Prepared by: Maria N. Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Interim Vice Chancellor of Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
6. Veterans Student Support Services Program Grant – Year 2 (SAC) Second year of a five-year federal grant award from the U.S. Department of Education to provide comprehensive services to low-income, first-generation and/or disabled SAC veteran students through early outreach, advisement, educational planning, college and placement preparation, targeted academic skill development and veterans’ benefits and financial aid workshops to increase student persistence and academic achievement. (16/17). <i>No match required.</i>	8/31/2016	\$226,600
7. Veterans Upward Bound Program – Year 5 (SAC) Fifth year of a five-year federal grant award from the U.S. Department of Education to identify veterans who have not yet enrolled in college, and recruit them to participate in a college preparation program featuring comprehensive assessment, targeted academic skill development, career exploration and preparation, tutors and mentors, referrals to veterans assistance services, and college and financial aid advisement and application completion assistance, in order to increase the number of veterans who enroll in college and complete a certificate or degree and successfully enter employment. (16/17). <i>No match required.</i>	8/19/2016	\$218,580

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: \$2,018,868	Board Date: October 10, 2016
Item Prepared by: Maria N. Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Interim Vice Chancellor of Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

SPECIAL PROJECT DETAILED BUDGET # 2550
NAME: Board Financial Aid Admin (BFAP) - SAC
FISCAL YEAR: 2016/2017

CONTRACT PERIOD: 7/1/16 - 06/30/17
 CONTRACT INCOME: \$722,255 - Advance Allocation

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

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: RSCCD

Date: 09/26/16

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

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2550-000000-10000-8629	Other Gen Categorical Appor		722,256		722,255	1	
12-2550-646000-19405-2130	Classified Employees : Fina - Alejandra Hurtado (resigned 8/4/16) - Hurtado's replacement (100% for 8 mos) - Sonia Lopez (100% for 4 mos) - Reorg - Inter. clerk to FA Tech. (100% for 8 mos) - Michael Martinez (100%) - Chi Pham (82.5%) - Margarita Mocha (100%) - Denise Scolaro (64%) - Dorothy Swayne (85%) - Ruby Vu (19%) - Glenda Welch (100%)	453,415		408,271			45,144
12-2550-646000-19405-3215	PERS - Non-Instructional :	50,944		56,316		5,372	
12-2550-646000-19405-3315	OASDHI - Non-Instructional	27,658		24,677			2,981
12-2550-646000-19405-3325	Medicare - Non-Instructiona	6,468		5,771			697
12-2550-646000-19405-3415	H & W - Non-Instructional :	133,684		145,878		12,194	
12-2550-646000-19405-3435	H & W - Retiree Fund Non-In	4,548		4,193			355
12-2550-646000-19405-3515	SUI - Non-Instructional : F	227		208			19
12-2550-646000-19405-3615	WCI - Non-Instructional : F	10,916		9,434			1,482
12-2550-646000-19405-3915	Other Benefits - Non-Instru	10,323		11,008		685	
12-2550-646000-19405-4610	Non-Instructional Supplies	5,000		5,000		-	-
12-2550-646000-19405-5300	Inst Dues & Memberships : F	4,300		4,300		-	-
12-2550-646000-19405-6410	Equip-All Other >\$1,000<\$5,	12,073		12,073		-	-
12-2550-675000-19405-5210	Conference Expenses : Finan	2,700		2,700		-	-
Totals for PROJECT: 2550	Student Fin Aid Admin - BFAP	722,256	722,256	689,829	722,255	18,252	50,678

5.1 (3)

SPECIAL PROJECT DETAILED BUDGET # 2550
NAME: Board Financial Aid Admin (BFAP) - SCC
FISCAL YEAR: 2016/2017

CONTRACT PERIOD: 7/1/16 - 06/30/17

CONTRACT INCOME: \$315,685 - Advance Allocation

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: RSCCD

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

PROJ. ADM. Ruth Babeshoff

PROJ. DIR. Syed Rizvi

Date: 09/26/16

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2550-000000-20000-8629	Other Gen Categorical Appor		325,769		315,685	10,084	
12-2550-646000-29500-2130	Classified Employees : Fina - Susan Denim (100%) - Elizabeth Bergara (12% & 100% OOC) - Jitesh Prajapati (100% & 100% OOC) - New S.S. Coordinator (12%) - New F.A. Analyst (100%) - New F.A. Technician (100%)	119,532		148,834		29,302	
12-2550-646000-29500-2320	Classified Employees - Hourly - Kate Clarke - Ivan Zambrano - Ivan Sifuentes - F.A. Technician	48,201		51,571		3,370	
12-2550-646000-29500-2340	Student Assistants - Hourly	20,000		-			20,000
12-2550-646000-29500-2350	Overtime - Classified Emplo	9,385		-			9,385
12-2550-646000-29500-3215	PERS - Non-Instructional :	16,136		18,530		2,394	
12-2550-646000-29500-3315	OASDHI - Non-Instructional	9,377		8,516			861
12-2550-646000-29500-3325	Medicare - Non-Instructiona	2,892		2,739			153
12-2550-646000-29500-3335	PARS - Non-Instructional :	627		670		43	
12-2550-646000-29500-3415	H & W - Non-Instructional :	44,170		53,716		9,546	
12-2550-646000-29500-3435	H & W - Retiree Fund Non-In	1,994		1,889			105
12-2550-646000-29500-3515	SUI - Non-Instructional : F	100		94			6
12-2550-646000-29500-3615	WCI - Non-Instructional : F	4,787		4,251			536
12-2550-646000-29500-3915	Other Benefits - Non-Instru	3,645		3,930		285	
12-2550-646000-29500-4610	Non-Instructional Supplies	7,100		150			6,950

5.1 (4)

SPECIAL PROJECT DETAILED BUDGET # 2550
NAME: Board Financial Aid Admin (BFAP) - SCC
FISCAL YEAR: 2016/2017

CONTRACT PERIOD: 7/1/16 - 06/30/17
 CONTRACT INCOME: \$315,685 - Advance Allocation
Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: RSCCD
CFDA #: N/A; Award #: N/A

PROJ. ADM. Ruth Babeshoff
 PROJ. DIR. Syed Rizvi

Date: 09/26/16

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2550-646000-29500-4710	Food and Food Service Suppl	3,275		366			2,909
12-2550-646000-29500-5100	Contracted Services : Finan	3,600		3,600			-
12-2550-646000-29500-5940	Reproduction/Printing Expen	116		-			116
12-2550-646000-29500-5950	Software License and Fees :	7,013		6,994			19
12-2550-646000-29500-6409	Equip-All Other >\$200 < \$1,	2,000		-			2,000
12-2550-646000-29500-6410	Equip-All Other >\$1,000<\$5,	6,535		2,035			4,500
12-2550-675000-29500-5210	Conference Expenses : Finan	15,284		7,800			7,484
Totals for PROJECT: 2550	Student Fin Aid Admin - BFAP	325,769	325,769	315,685	315,685	55,024	55,024

5.1 (5)

SPECIAL PROJECT DETAILED BUDGET # 1646

NAME: Regular Student Support Services Program - Year 2 of 5 (SCC)

FISCAL YEAR: 2016/2017 and 2017/2018

CONTRACT PERIOD: 9/1/2016 - 8/31/2017

CONTRACT AMOUNT: \$226,600

CFDA #: 84.042A

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: P042A151192-16

PROJ. ADM. Loretta Jordan

PROJ. DIR. Maggie Cordero

Date: 9/27/2016

GL Account String	Description	New Budget	
		Debit	Credit
12-1646-000000-20000-8120	Higher Education Act : Santiago Canyon College		226,600
12-1646-679000-20000-5865	Indirect Costs : Santiago Canyon College (8%)	16,785	
12-1646-170100-29905-2420	Inst Assistant - Hourly : Student Development \$16.60 hr. x 10 hrs./wk. x 39 wks.	6,474	
12-1646-170100-29905-3321	Medicare - Instructional : Student Development	94	
12-1646-170100-29905-3331	PARS - Instructional : Student Development	84	
12-1646-170100-29905-3431	H & W - Retiree Fund Inst : Student Development	65	
12-1646-170100-29905-3511	SUI - Instructional : Student Development	3	
12-1646-170100-29905-3611	WCI - Instructional : Student Development	146	
12-1646-619000-29905-1485	Int/Sum - Reassigned Time, PT : Student Development Reassigned time (3) x \$34.69/hr. x 13 hrs./wk. x 4 wks.	5,412	
12-1646-619000-29905-3115	STRS - Non-Instructional : Student Development	681	
12-1646-619000-29905-3325	Medicare - Non-Instructional : Student Development	78	
12-1646-619000-29905-3435	H & W - Retiree Fund Non-Inst : Student Development	54	
12-1646-619000-29905-3515	SUI - Non-Instructional : Student Development	3	
12-1646-619000-29905-3615	WCI - Non-Instructional : Student Development	122	
12-1646-649000-29905-2110	Classified Management : Student Development Maggie Cordero, Project Director (50%) (H-7)	54,436	
12-1646-649000-29905-2130	Classified Employees : Student Development Helen Kang, Student Services Coordinator (75%) (15-1)	42,333	
12-1646-649000-29905-2310	Classified Employees - Ongoing : Student Development Janet Rodriguez, Administrative Clerk (28%) (0.475 FTE)	5,688	
12-1646-649000-29905-2320	Classified Employees - Hourly : Student Development Gustavo Lucatero, Student Program Specialist (S/T) \$20.28/hr. x 12 hrs./wk. x 39 wks.	9,491	
12-1646-649000-29905-2340	Student Assistants - Hourly : Student Development (4) SA x \$11.50/hr. x 10 hrs./wk. x 32 wks.	14,720	
12-1646-649000-29905-3215	PERS - Non-Instructional : Student Development	13,439	
12-1646-649000-29905-3315	OASDHI - Non-Instructional : Student Development	7,085	
12-1646-649000-29905-3325	Medicare - Non-Instructional : Student Development	1,877	
12-1646-649000-29905-3335	PARS - Non-Instructional : Student Development	197	
12-1646-649000-29905-3415	H & W - Non-Instructional : Student Development	12,367	
12-1646-649000-29905-3435	H & W - Retiree Fund Non-Inst : Student Development	1,295	
12-1646-649000-29905-3515	SUI - Non-Instructional : Student Development	57	
12-1646-649000-29905-3615	WCI - Non-Instructional : Student Development	2,913	
12-1646-649000-29905-3915	Other Benefits - Non-Instruct : Student Development	2,785	

SPECIAL PROJECT DETAILED BUDGET # 1646

NAME: Regular Student Support Services Program - Year 2 of 5 (SCC)

FISCAL YEAR: 2016/2017 and 2017/2018

CONTRACT PERIOD: 9/1/2016 - 8/31/2017

CONTRACT AMOUNT: \$226,600

CFDA #: 84.042A

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: P042A151192-16

PROJ. ADM. Loretta Jordan

PROJ. DIR. Maggie Cordero

Date: 9/27/2016

GL Account String	Description	New Budget	
		Debit	Credit
12-1646-649000-29905-4210	Books, Mags & Subscrip-Non-Lib : Student Development Textbooks/reference materials for the SSS textbook lending library. \$107.15/textbook x 80 units	8,572	
12-1646-649000-29905-4310	Instructional Supplies : Student Development School year activities and Summer Bridge Program: materials for tutoring and financial literacy workshops	3,287	
12-1646-649000-29905-4610	Non-Instructional Supplies : Student Development General office/program supplies	1,440	
12-1646-649000-29905-5966	Transportation - Student : Student Development Student travel/fieldtrips: one (1) bus at \$600/bus for two campus tours and one fieldtrip	1,800	
12-1646-675000-29905-5210	Conference Expenses : Student Development (Out-of-State) Project Director, National Conference, \$2,007 Project Director and Coordinator, State Regional Conference @ \$850 x 2 attendees TRIO Professional Development, \$55 x 2 attendees	3,817	
12-1646-732000-29905-7670	Other Exp Paid for Students : Student Development Entrance fees/tickets to cultural events/educational sites/museums, \$25/student x 40 students x 1 site Bus passes for 40 students x 6 months x \$33/each	9,000	
Total 1646 - Regular SSS Yr. 2 (SCC)		226,600	226,600

SPECIAL PROJECT DETAILED BUDGET # 1738

NAME: Talent Search IV - Year 4

FISCAL YEAR: 2016/17 & 2017/18

CONTRACT PERIOD: 09/01/16 to 08/31/17
 CONTRACT INCOME: \$320,832
 Augmentation: \$51,648
TOTAL \$372,480

PROJ. ADM. Lilia Tanakeyowma
 PROJ. DIR. Marco Ramirez

Prime Sponsor: U.S. Department of Education

1st Rev. Date: 09/27/16

Fiscal Agent: RSCCD

CFDA #: 84.044A; Prime Award #: P044A130589

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1738-000000-10000-8120	Higher Education Act : Santa Ana College		320,832		372,480		51,648
12-1738-499900-19565-1314	Int/Sum-Beyond Contract : Talent Search <i>- Tutors & Mentors' trainer</i>	600		6,000		5,400	
12-1738-499900-19565-2420	Inst Assistant - Hourly : Talent Search (Tutors)	-		19,175		19,175	
12-1738-499900-19565-3111	STRS - Instructional : Talent Search	75		755		680	
12-1738-499900-19565-3321	Medicare - Instructional : Talent Search	9		365		356	
12-1738-499900-19565-3331	PARS - Instructional : Talent Search	-		249		249	
12-1738-499900-19565-3431	H & W - Retiree Fund Inst : Talent Search	6		252		246	
12-1738-499900-19565-3511	SUI - Instructional : Talent Search	-		13		13	
12-1738-499900-19565-3611	WCI - Instructional : Talent Search	14		566		552	
12-1738-649000-19565-1250	Contract Coordinator : Talent Search <i>- Project Coordinator (100%)</i>	90,244		90,442		198	
12-1738-649000-19565-1252	Contract Extension-Coordinator : Talent Search <i>- Coordinator (\$441.80/day x 35 days)</i>	15,618		15,618		-	-
12-1738-649000-19565-2310	Classified Employees - Ongoing : Talent Search <i>- Student Services Specialist (Elizabeth L. @ 10 mos)</i>	17,355		17,355		-	-
12-1738-649000-19565-2320	Classified Employees - Hourly : Talent Search <i>- Student Services Coordinator (19 hrs/wk x 12 mos)</i> <i>- (3) Student Services Specialists (10 hrs/wk x 10 mos)</i> <i>- Administrative Clerk (12 hrs/wk x 12 months)</i> <i>- (2) S.S. Specialists for Summer Senior Academy Prog.</i>	92,647		98,543		5,896	
12-1738-649000-19565-2340	Student Assistants - Hourly : Talent Search	-		6,125		6,125	
12-1738-649000-19565-3115	STRS - Non-Instructional : Talent Search	13,317		13,342		25	

5.1(8)

SPECIAL PROJECT DETAILED BUDGET # 1738

NAME: Talent Search IV - Year 4

FISCAL YEAR: 2016/17 & 2017/18

CONTRACT PERIOD: 09/01/16 to 08/31/17
 CONTRACT INCOME: \$320,832
 Augmentation: \$51,648
TOTAL \$372,480

PROJ. ADM. Lilia Tanakeyowma
 PROJ. DIR. Marco Ramirez

Prime Sponsor: U.S. Department of Education

1st Rev. Date: 09/27/16

Fiscal Agent: RSCCD

CFDA #: 84.044A; Prime Award #: P044A130589

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1738-649000-19565-3215	PERS - Non-Instructional : Talent Search	15,276		4,117			11,159
12-1738-649000-19565-3315	OASDHI - Non-Instructional : Talent Search	6,820		1,718			5,102
12-1738-649000-19565-3325	Medicare - Non-Instructional : Talent Search	3,148		3,237		89	
12-1738-649000-19565-3335	PARS - Non-Instructional : Talent Search	-		1,249		1,249	
12-1738-649000-19565-3415	H & W - Non-Instructional : Talent Search	11,507		11,507		-	-
12-1738-649000-19565-3435	H & W - Retiree Fund Non-Inst : Talent Search	2,171		2,293		122	
12-1738-649000-19565-3515	SUI - Non-Instructional : Talent Search	109		112		3	
12-1738-649000-19565-3615	WCI - Non-Instructional : Talent Search	4,885		5,160		275	
12-1738-649000-19565-3915	Other Benefits - Non-Instruct : Talent Search	1,250		1,250		-	-
12-1738-649000-19565-4210	Books, Mags & Subscrip-Non-Lib : Talent Search <i>- Student Access data base</i>	-		349		349	
12-1738-649000-19565-4610	Non-Instructional Supplies : Talent Search <i>- General Office supplies & Calculators (to be loaned out)</i> <i>- Tutors & Mentors' materials</i>	1,200		3,100		1,900	
12-1738-649000-19565-4710	Food and Food Service Supplies : Talent Search <i>- 2 wks Senior Summer Academy Program</i> <i>- S. California universities fieldtrips & cultural events</i>	300		5,423		5,123	
12-1738-649000-19565-5100	Contracted Services : Talent Search <i>- Study Smart Tutors & UC 2 nights dorm stay</i> <i>- Mentors/Mentees team building program</i>	13,840		15,170		1,330	
12-1738-649000-19565-5220	Mileage/Parking Expenses : Talent Search	76		243		167	
12-1738-649000-19565-5630	Maint Contract - Office Equip : Talent Search	200		250		50	
12-1738-649000-19565-5805	Awards & Incentives : Talent Search	200		200		-	-

5.1 (9)

SPECIAL PROJECT DETAILED BUDGET # 1738

NAME: Talent Search IV - Year 4

FISCAL YEAR: 2016/17 & 2017/18

CONTRACT PERIOD: 09/01/16 to 08/31/17
 CONTRACT INCOME: \$320,832
 Augmentation: \$51,648
TOTAL \$372,480

PROJ. ADM. Lilia Tanakeyowma
 PROJ. DIR. Marco Ramirez

Prime Sponsor: U.S. Department of Education

1st Rev. Date: 09/27/16

Fiscal Agent: RSCCD

CFDA #: 84.044A; Prime Award #: P044A130589

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1738-649000-19565-5845	Excess/Copies Usage : Talent Search	100		200		100	
12-1738-649000-19565-5850	Fingerprinting : Talent Search	-		1,800		1,800	
12-1738-649000-19565-5880	Internet Services : Talent Search	100		100		-	-
12-1738-649000-19565-5905	Other Participant Travel Exp : Talent Search	1,000		-			1,000
12-1738-649000-19565-5940	Reproduction/Printing Expenses : Talent Search	200		300		100	
12-1738-649000-19565-5950	Software License and Fees : Talent Search <i>- Princeton Review</i>	500		200			300
12-1738-649000-19565-5966	Transportation - Student : Talent Search <i>- Southern California university field trips - Buses to cultural events & Senior Sum. Academy Prog.</i>	2,000		4,950		2,950	
12-1738-649000-19565-6409	Equip-All Other >\$200 < \$1,000 : Talent Search <i>- HP printers</i>	-		800		800	
12-1738-649000-19565-6412	Equip-Fed Prgm >\$1,000< \$5,000 : Talent Search <i>- HP Elite Desktops</i>	-		4,400		4,400	
12-1738-649000-19565-6421	Equip-Tablet/Laptop>\$200<\$1000 : Talent Search <i>- Dell Latitude laptops</i>	-		2,725		2,725	
12-1738-675000-19565-5210	Conference Expenses : Talent Search	2,000		4,256		2,256	
12-1738-679000-10000-5865	Indirect Costs : Santa Ana College	23,765		27,591		3,826	
12-1738-732000-19565-7620	Fees Paid for Students : Talent Search	-		980		980	
12-1738-732000-19565-7670	Other Exp Paid for Students : Talent Search	300		-			300
TOTALs for PROJECT 1838 - Talent Search (Yr. 4)		320,832	320,832	372,480	372,480	69,509	69,509

5.1 (10)

SPECIAL PROJECT DETAILED BUDGET # 1729
NAME: Upward Bound Math and Science - Year 5 of 5 (SCC)
FISCAL YEAR: 2016/2017 and 2017/2018

CONTRACT PERIOD: 10/1/16 - 9/30/17

CONTRACT AMOUNT: \$257,500

CFDA #: 84.047M

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: P047M120539-16

PROJ. ADM. Loretta Jordan

PROJ. DIR. Maggie Cordero

Date: 9/27/2016

GL Account String	Description	New Budget	
		Debit	Credit
12-1729-000000-20000-8120	Higher Education Act : Santiago Canyon College		257,500
12-1729-679000-20000-5865	Indirect Costs : Santiago Canyon College (8%) Modified Direct Costs - exclude Summer Program @ \$25,000 and nonresidential meals @ \$2,000	17,074	
12-1729-619000-29920-1480	Part-Time Reassigned Time : Upward Bound \$34.69/hr. x 13 hrs./wk. x 4 wks.	1,804	
12-1729-619000-29920-3115	STRS - Non-Instructional : Upward Bound	227	
12-1729-619000-29920-3325	Medicare - Non-Instructional : Upward Bound	26	
12-1729-619000-29920-3435	H & W - Retiree Fund Non-Inst : Upward Bound	18	
12-1729-619000-29920-3515	SUI - Non-Instructional : Upward Bound	1	
12-1729-619000-29920-3615	WCI - Non-Instructional : Upward Bound	41	
12-1729-649000-29920-2110	Classified Management : Upward Bound Maggie Cordero, Project Director (50%) (H-7)	54,436	
12-1729-649000-29920-2130	Classified Employees : Upward Bound Helen Kang, Student Services Coordinator (75%) (15-1)	14,111	
12-1729-649000-29920-2310	Classified Employees - Ongoing : Upward Bound Diana Diaz, Student Services Specialist (0.475 FTE) Manuel Teposte, Student Services Specialist (0.475 FTE) Janet Rodriguez, Administrative Clerk (72%) (0.475 FTE)	56,271	
12-1729-649000-29920-2320	Classified Employees - Hourly : Upward Bound Gustavo Lucatero, Student Program Specialist (S/T) \$20.28/hr. x 12 hrs./wk. x 39 wks.	9,491	
12-1729-649000-29920-2340	Student Assistants - Hourly : Upward Bound (2) SAs x \$11.50/hr. x 10 hrs./wk. x 32 wks.	7,360	
12-1729-649000-29920-3215	PERS - Non-Instructional : Upward Bound	9,520	
12-1729-649000-29920-3315	OASDHI - Non-Instructional : Upward Bound	4,832	
12-1729-649000-29920-3325	Medicare - Non-Instructional : Upward Bound	2,084	
12-1729-649000-29920-3335	PARS - Non-Instructional : Upward Bound	855	
12-1729-649000-29920-3415	H & W - Non-Instructional : Upward Bound	6,597	
12-1729-649000-29920-3435	H & W - Retiree Fund Non-Inst : Upward Bound	1,437	
12-1729-649000-29920-3515	SUI - Non-Instructional : Upward Bound	68	
12-1729-649000-29920-3615	WCI - Non-Instructional : Upward Bound	3,233	
12-1729-649000-29920-3915	Other Benefits - Non-Instruct : Upward Bound	2,035	

SPECIAL PROJECT DETAILED BUDGET # 1729

NAME: Upward Bound Math and Science - Year 5 of 5 (SCC)

FISCAL YEAR: 2016/2017 and 2017/2018

CONTRACT PERIOD: 10/1/16 - 9/30/17

CONTRACT AMOUNT: \$257,500

CFDA #: 84.047M

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: P047M120539-16

PROJ. ADM. Loretta Jordan

PROJ. DIR. Maggie Cordero

Date: 9/27/2016

GL Account String	Description	New Budget	
		Debit	Credit
12-1729-649000-29920-4310	Instructional Supplies : Upward Bound Science Saturday and summer bridge program: materials include textbooks for summer program, PH paper, circuits and other supplies for intensive hands-on STEM educational activities for science labs.	5,800	
12-1729-649000-29920-4610	Non-Instructional Supplies : Upward Bound General office/program supplies: paper reams, folders, binders, pens and other supplies as needed.	5,304	
12-1729-649000-29920-4710	Food and Food Service Supplies : Upward Bound Summer Program non-residential meals, \$2,000. End-of-the-Year banquet, \$5,000.	7,000	
12-1729-649000-29920-5100	Contracted Services : Upward Bound Summer Program room and board at CSU/UC to provide a two-week residence facility for 59-62 UBMS students and four staff. \$25,000 Summer program presenters/instructors, \$3,375. Princeton Review to provide an in-person SAT prep course to 25 UBMS students, \$5,000.	33,375	
12-1729-649000-29920-5966	Transportation - Student : Upward Bound Students Travel/Cultural Event: 1 bus x \$800/bus for 8 campus tour and 2 field trip	8,000	
12-1729-675000-29920-5210	Conference Expenses : Upward Bound (Out-of-State) Travel: National Conference, Director and Coordinator. \$1,500/each x 2 attendees	3,000	
12-1729-732000-29920-7670	Other Exp Paid for Students : Upward Bound Entrance fees for cultural/educational sites: \$25/student x 25 students x 4 sites, \$2,500. Bus passes for 25 UBMS students, \$1,000.	3,500	
Total 1729 - Upward Bound Math & Science Yr. 5 (SCC)		257,500	257,500

SPECIAL PROJECT DETAILED BUDGET # 1636

NAME: Veterans Student Support Services Program - Year 2 of 5 (SAC)

FISCAL YEAR: 2016/2017 and 2017/2018

CONTRACT PERIOD: 9/1/2016 - 8/31/2017

PROJ. ADM.: Lilia Tanakeyowma

CONTRACT AMOUNT: \$226,600

PROJ. DIR.: Brenda Estrada

CFDA #: 84.042A

Date: 9/27/2016

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: P042A151188-16

GL Account String	Description	New Budget	
		Debit	Credit
12-1636-000000-10000-8120	Higher Education Act : Santa Ana College		216,600
12-1636-679000-10000-5865	Indirect Costs : Santa Ana College (8%) Modified Direct Costs – exclude bridge program, equipment (> \$1,000/unit), and grant aid to students	15,267	
12-1636-499900-18200-1310	Part-Time Instructors : SAC Continuing Ed-Instructi \$50.38/hr. x 6 hrs./wk. x 18 wks.	5,441	
12-1636-499900-18200-3111	STRS - Instructional : SAC Continuing Ed-Instructio	684	
12-1636-499900-18200-3321	Medicare - Instructional : SAC Continuing Ed-Instru	79	
12-1636-499900-18200-3431	H & W - Retiree Fund Inst : SAC Continuing Ed-Instr	54	
12-1636-499900-18200-3511	SUI - Instructional : SAC Continuing Ed-Instruction	3	
12-1636-499900-18200-3611	WCI - Instructional : SAC Continuing Ed-Instruction	123	
12-1636-499900-19725-2420	Inst Assistant - Hourly : Veterans Resource Center (3) IAs x \$16.60/hr. x 19 hrs./wk. x 44 wks.	41,633	
12-1636-499900-19725-3321	Medicare - Instructional : Veterans Resource Center	604	
12-1636-499900-19725-3331	PARS - Instructional : Veterans Resource Center	541	
12-1636-499900-19725-3431	H & W - Retiree Fund Inst : Veterans Resource Cente	416	
12-1636-499900-19725-3511	SUI - Instructional : Veterans Resource Center	21	
12-1636-499900-19725-3611	WCI - Instructional : Veterans Resource Center	937	
12-1636-631000-19725-1430	Part-Time Counselors : Veterans Resource Center \$56.17/hr. x 10 hrs./wk. x 44 wks.	24,715	
12-1636-631000-19725-3115	STRS - Non-Instructional : Veterans Resource Center	3,109	
12-1636-631000-19725-3325	Medicare - Non-Instructional : Veterans Resource Ce	358	
12-1636-631000-19725-3435	H & W - Retiree Fund Non-Inst : Veterans Resource C	247	
12-1636-631000-19725-3515	SUI - Non-Instructional : Veterans Resource Center	12	
12-1636-631000-19725-3615	WCI - Non-Instructional : Veterans Resource Center	557	
12-1636-648000-19725-2110	Classified Management : Veterans Resource Center Brenda Estrada, Director of Special Programs (H-1) (50%)	40,616	
12-1636-648000-19725-2310	Classified Employees - Ongoing : Veterans Resource Senior Clerk, TBD (0.475 FTE) (100%) Student Program Specialist, TBD (0.475 FTE) (100%)	38,958	
12-1636-648000-19725-3215	PERS - Non-Instructional : Veterans Resource Center	5,641	
12-1636-648000-19725-3315	OASDHI - Non-Instructional : Veterans Resource Cent	2,597	
12-1636-648000-19725-3325	Medicare - Non-Instructional : Veterans Resource Ce	1,172	
12-1636-648000-19725-3335	PARS - Non-Instructional : Veterans Resource Center	506	
12-1636-648000-19725-3415	H & W - Non-Instructional : Veterans Resource Cente	10,486	
12-1636-648000-19725-3435	H & W - Retiree Fund Non-Inst : Veterans Resource C	808	

SPECIAL PROJECT DETAILED BUDGET # 1636

NAME: Veterans Student Support Services Program - Year 2 of 5 (SAC)

FISCAL YEAR: 2016/2017 and 2017/2018

CONTRACT PERIOD: 9/1/2016 - 8/31/2017

PROJ. ADM.: Lilia Tanakeyowma

CONTRACT AMOUNT: \$226,600

PROJ. DIR.: Brenda Estrada

CFDA #: 84.042A

Date: 9/27/2016

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: P042A151188-16

GL Account String	Description	New Budget	
		Debit	Credit
12-1636-648000-19725-3515	SUI - Non-Instructional : Veterans Resource Center	40	
12-1636-648000-19725-3615	WCI - Non-Instructional : Veterans Resource Center	1,819	
12-1636-648000-19725-3915	Other Benefits - Non-Instruct : Veterans Resource C	1,265	
12-1636-648000-19725-4310	Instructional Supplies : Veterans Resource Center For school year activities, materials used for tutoring and financial literacy workshops, etc.; binders, inserts, sheet protectors, paper, etc.	1,400	
12-1636-648000-19725-4610	Non-Instructional Supplies : Veterans Resource Cent SSS-Vets program supplies: paper reams, colored paper, pens, toner, USB disks, labels, folders, clipboards, binders, hanging folders, table tents, markers, flip charts, easels, program banner, recruitment materials, poster board, etc.	3,491	
12-1636-648000-19725-5100	Contracted Services : Veterans Resource Center Bridge Program designed to assist Vets-SSS program participants with time management, test taking, note taking, soft skills development, and personal development. This is a one-week residential program at a CSU/UC, and the institution will provide accommodations within their residence facility.	8,000	
12-1636-648000-19725-6412	Equip-Fed Prgm >\$1,000< \$5,000 : Veterans Resource (1) laser printer for Vets-SSS Director's office for usage of confidentiality materials, resources, reporting and program data (\$1,000/unit) and (1) desktop computer (\$1,500/unit)	2,500	
12-1636-675000-19725-5210	Conference Expenses : Veterans Resource Center	2,500	
	Sub-Total (12 Fund)	216,600	216,600
Grant Aid to Students			
74-1636-000000-10000-8120	Higher Education Act : Santa Ana College		10,000
74-1636-732000-19725-7509	SSS Grant : Veterans Resource Center	10,000	
	Sub-Total (74 Fund)	10,000	10,000
	Total 1636 - SSS Veterans Yr. 2 (SAC)	226,600	226,600

SPECIAL PROJECT DETAILED BUDGET # 1734
NAME: Veterans Upward Bound Program - Year 5 of 5 (SAC)
FISCAL YEAR: 2016/2017 and 2017/2018

CONTRACT PERIOD: 10/1/2016 - 9/30/2017

PROJ. ADM.: Lilia Tanakeyowma

CONTRACT INCOME: \$218,580

PROJ. DIR.: Brenda Estrada

CFDA #: 84.047V

Date: 9/27/2016

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: P047V120138-16

GL Account String	Description	New Budget	
		Debit	Credit
12-1734-000000-10000-8120	Higher Education Act : Santa Ana College		218,580
12-1734-679000-10000-5865	Indirect Costs : Santa Ana College (8%)	16,191	
12-1734-499900-18200-1310	Part-Time Instructors : SAC Continuing Ed-Instructi \$50.38/hr. x 6 hrs./wk. x 18 wks.	5,441	
12-1734-499900-18200-1315	Int/Sum-Instructors,Part-Time : SAC Continuing Ed-I		
12-1734-499900-18200-3111	STRS - Instructional : SAC Continuing Ed-Instructio	684	
12-1734-499900-18200-3321	Medicare - Instructional : SAC Continuing Ed-Instru	79	
12-1734-499900-18200-3431	H & W - Retiree Fund Inst : SAC Continuing Ed-Instr	55	
12-1734-499900-18200-3511	SUI - Instructional : SAC Continuing Ed-Instruction	3	
12-1734-499900-18200-3611	WCI - Instructional : SAC Continuing Ed-Instruction	122	
12-1734-499900-19725-2420	Inst Assistant - Hourly : Veterans Resource Center (2) IAs x \$16.60/hr. x 10 hrs./wk. x 44 wks.	13,944	
12-1734-499900-19725-3321	Medicare - Instructional : Veterans Resource Center	202	
12-1734-499900-19725-3331	PARS - Instructional : Veterans Resource Center	181	
12-1734-499900-19725-3431	H & W - Retiree Fund Inst : Veterans Resource Cente	140	
12-1734-499900-19725-3511	SUI - Instructional : Veterans Resource Center	7	
12-1734-499900-19725-3611	WCI - Instructional : Veterans Resource Center	314	
12-1734-631000-19725-1430	Part-Time Counselors : Veterans Resource Center \$56.17/hr. x 10 hrs./wk. x 44 wks.	23,591	
12-1734-631000-19725-3115	STRS - Non-Instructional : Veterans Resource Center	2,968	
12-1734-631000-19725-3325	Medicare - Non-Instructional : Veterans Resource Ce	342	
12-1734-631000-19725-3435	H & W - Retiree Fund Non-Inst : Veterans Resource C	236	
12-1734-631000-19725-3515	SUI - Non-Instructional : Veterans Resource Center	11	
12-1734-631000-19725-3615	WCI - Non-Instructional : Veterans Resource Center	531	
12-1734-648000-19725-2110	Classified Management : Veterans Resource Center Brenda Estrada, Director Special Programs (H-1) (50%)	40,616	
12-1734-648000-19725-2130	Classified Employees : Veterans Resource Center A. Arredondo, Student Prg. Specialist (10-6 +5%L) (100%)	57,313	
12-1734-648000-19725-3215	PERS - Non-Instructional : Veterans Resource Center	13,600	
12-1734-648000-19725-3315	OASDHI - Non-Instructional : Veterans Resource Cent	6,243	
12-1734-648000-19725-3325	Medicare - Non-Instructional : Veterans Resource Ce	1,460	
12-1734-648000-19725-3415	H & W - Non-Instructional : Veterans Resource Cente	25,527	
12-1734-648000-19725-3435	H & W - Retiree Fund Non-Inst : Veterans Resource C	1,007	
12-1734-648000-19725-3515	SUI - Non-Instructional : Veterans Resource Center	50	
12-1734-648000-19725-3615	WCI - Non-Instructional : Veterans Resource Center	2,266	
12-1734-648000-19725-3915	Other Benefits - Non-Instruct : Veterans Resource C	2,765	

SPECIAL PROJECT DETAILED BUDGET # 1734

NAME: Veterans Upward Bound Program - Year 5 of 5 (SAC)

FISCAL YEAR: 2016/2017 and 2017/2018

CONTRACT PERIOD: 10/1/2016 - 9/30/2017

CONTRACT INCOME: \$218,580

CFDA #: 84.047V

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: P047V120138-16

PROJ. ADM.: Lilia Tanakeyowma

PROJ. DIR.: Brenda Estrada

Date: 9/27/2016

GL Account String	Description	New Budget	
		Debit	Credit
12-1734-648000-19725-4610	Non-Instructional Supplies : Veterans Resource Cent Program supplies paper, toner, folders, binders, pens and other supplies as needed.	250	
12-1734-648000-19725-5220	Mileage/Parking Expenses : Veterans Resource Center Mileage travel to local outreach sites and events \$0.54/mile x 390 miles	211	
12-1734-648000-19725-5940	Reproduction/Printing Expenses : Veterans Resource Program brochures, flyers and outreach media.	230	
12-1734-675000-19725-5210	Conference Expenses : Veterans Resource Center (Out-of-State) Travel - National Association of Veterans Upward Bound, Dallas, TX, March 2017, Director @ 2,000.	2,000	
	Total 1734 - VUBP Yr. 5 (SAC)	218,580	218,580

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: October 10, 2016
Re: Approval of Sub-Agreements between RSCCD and Garden Grove Unified School District and Orange Unified School District for the AB 104 Adult Education Block Grant	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District is the Fiscal Agent of the Adult Education Block Grant (AEBG) – Regional Consortium Funding Appropriation (Assembly Bill No. 104) received from the California Community Colleges Chancellor’s Office. The appropriation amount in fiscal year 2016/17 is \$4,403,130. The term of this appropriation is from July 1, 2016 through December 31, 2018 that includes a 2.5-year implementation plan cycle (fiscal years 16/17, 17/18 and 18/19). Funding was awarded to the Rancho Santiago Adult Education Consortium that includes RSCCD, three school districts (Santa Ana, Orange, and Garden Grove), the Orange County Department of Education, and the Orange County Sheriff’s Department. As the Fiscal Agent, RSCCD will disburse funds to members of the Consortium and provide administrative oversight.

The Chancellor’s Office has apportioned AEBG funds to regions throughout the state to expand and improve opportunities for educational and workforce services for adult learners. Funding will support Rancho Santiago Adult Education Consortium’s AB 86 Regional Comprehensive Plan seven program areas: (1) elementary and secondary basic skills, including high school diploma or GED; (2) citizenship, English as a second language, and workforce preparation; (3) adults’/older adults’ entry or re-entry into the workforce; (4) family literacy; (5) adults with disabilities; (6) career technical education; and (7) pre-apprenticeship training activities.

ANALYSIS

The enclosed sub-agreements are to implement AB 104 Adult Education Block Grant activities within that district. The performance period is July 1, 2016 through June 30, 2018.

<u>District</u>	<u>Agreement No.</u>	<u>Amount</u>
Garden Grove USD	DO-16-2221-02	\$1,456,911.00
Orange USD	DO-16-2221-03	\$21,731.00

Leading the implementation of the Rancho Santiago Adult Education Consortium plan are project administrators Jose Vargas and Jim Kennedy, and project director Christine Gascon.

RECOMMENDATION

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

Fiscal Impact: \$1,478,642.00 (grant-funded)	Board Date: October 10, 2016
Prepared by: Maria N. Gil, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Interim Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
GARDEN GROVE UNIFIED SCHOOL DISTRICT**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 10th day of October 2016, between Rancho Santiago Community College District (hereinafter “RSCCD”) and the Orange Unified School District (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD received apportionment funding entitled “AB 104 Adult Education Block Grant,” (hereinafter “Grant”) from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), to disseminate implementation funds to regional consortia of community college districts, K-12 school districts, and other partner agencies, to implement regional strategies to better serve educational and workforce needs of adults;

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

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

NOW, THEREFORE the Parties agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR will provide services as described in the attached Statement of Work (**Exhibit A**), related to the *Rancho Santiago Adult Education Consortium – AB 86 Regional Comprehensive Plan*, which by this reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work, and to provide all services as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. Period of Performance

The period of performance for this Agreement shall be from July 1, 2016, through June 30, 2018.

3. Total Cost

The total cost to RSCCD for the performance of this Agreement shall not exceed \$1,456,911.00 USD.

4. Payment

Disbursement of funds will begin upon RSCCD’s receipt of the fully executed Agreement and a detailed invoice for the disbursement. RSCCD shall make reimbursement payments as

long as the total payments under this Agreement do not exceed the amount listed above under Article I.3. "Total Costs".

5. Budget

SUBCONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with the Project Budget (**Exhibit B**), which by this reference is incorporated into this Agreement. SUBCONTRACTOR must submit a budget revision request to RSCCD if expenditures exceed ten (10) percent of the authorized project budget by budget categories; and/or adding or deleting budget categories.

6. Invoices

Invoices must be itemized, include the Agreement number (refer to footer), and include back-up documentation for expenditures submitted for payment. Final payment is contingent upon successful completion of the Statement of Work (**Exhibit A**), upon receipt of a final invoice requesting payment due **July 16, 2018**, and the Project Director's certification of the final report. Invoice(s) should be submitted to the following address:

Christine Gascon, Director of Special Programs
Adult Education Block Grant
College and Workforce Preparation Center
Santiago Canyon College, Division of Continuing Education
1572 N. Main Street
Orange, CA 92867

7. Reporting

- (a) Progress Reports. SUBCONTRACTOR agrees to submit progress reports as requested by RSCCD and/or the PRIME SPONSOR, for the duration of the Grant.
- (b) Final Reports. SUBCONTRACTOR agrees to submit an annual expenditure report and an annual performance report summarizing completion of the project activities consistent with the SUBCONTRACTOR'S Scope of Work (**Exhibit A**) as requested by RSCCD and/or PRIME SPONSOR, for the duration of the Grant.

Reports related to this Agreement should be submitted to Christine Gascon, Director, via email at Gascon_Christine@sccollege.edu 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 appropriation funds received and for any misappropriation or disallowment of Grant appropriation funds.

9. Time Extensions

RSCCD will not be requesting a time extension for program activities from the PRIME SPONSOR. As a result, SUBCONTRACTOR will not be granted an extension. Therefore, SUBCONTRACTOR must spend all funds allocated through this Agreement within the timeframe of the Agreement listed above under Article I.2. "Period of Performance". Under

this Agreement, SUBCONTRACTOR will only be reimbursed for expenses that are incurred on or prior to **June 30, 2018**.

10. Independent Contractor

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

11. Subcontract Assignment

Unless specifically noted in the Scope of Work (**Exhibit A**), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with SUBCONTRACTOR guidelines.

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

12. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

13. Audit

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

14. Insurance

SUBCONTRACTOR shall secure and maintain comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate with coverage for incidental contracts. A certificate of insurance must be

provided that includes a thirty (30) day notice of cancellation, modification, or reduction in said insurance. Within thirty (30) days of the execution of this Agreement, SUBCONTRACTOR shall deliver certificate(s) of insurance under SUBCONTRACTOR'S comprehensive general liability insurance policy on or before the date of execution of Agreement.

15. Workers' Compensation Insurance

SUBCONTRACTOR shall provide workers' compensation coverage for each of its employees. SUBCONTRACTOR hereby warrants that it carries Workers' Compensation Insurance for all of its employees who will be engaged in the performance of this Agreement, or is self-insured in accordance with the provisions of Labor Code section 3700, and agrees to furnish satisfactory evidence thereof at any time RSCCD may request.

16. 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.

17. Termination

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

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

18. 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.

19. Notices

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

RSCCD: Christine Gascon, Director of Special Programs
Adult Education Block Grant
College and Workforce Preparation Center
Santiago Canyon College, Division of Continuing Education
1572 N. Main Street
Orange, CA 92867
(714) 628-5969; gascon_christine@sccollege.edu

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

SUBCONTRACTOR: Garden Grove Unified School District
Attn: Rick Nakano
10331 Standard Avenue
Garden Grove, CA 92840
(714) 663-6000; rnakano@ggusd.us

20. 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.

21. 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 funding appropriation, the provisions of AB 104 Section 39 Article 9, the Program Guidance, the Allowable Uses Guidance, and the Legal Terms and Conditions (**Exhibit C**) as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

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: Garden Grove
Unified School District

By: _____

By: _____

Name: Peter J. Hardash

Name: Rick Nakano

Vice Chancellor

Assistant Superintendent Business

Title: Business Operations/Fiscal Services

Title: Services

Date: _____

Date: _____

Board Approval Date: October 10, 2016

95-2378800
Employer/Taxpayer Identification Number (EIN)

List of Exhibits

- Exhibit A: Scope of Work
- Exhibit B: Project Budget
- Exhibit C: Grant Guidance and Regulations

Exhibit A

Garden Grove Unified School District Adult Education Block Grant Rancho Santiago Adult Education Consortium

Scope of Work 2016-2017

Summary:

Garden Grove Adult Education continues to be an integral part and viable service to the Garden Grove community. Identifying the needs of the population served and identifying the gaps in services allows for GGAE's creative offerings of programs and courses. Collaboration with RSAEC and the focus of "redesigning an educational system that creates seamless transitions for students across adult schools and community colleges to accelerate academic and career success in order to earn a living wage" is of great importance. Plans to employ approaches to accelerate a student's progress, collaborate in ongoing professional development and meet the WIOA guidelines and objectives for career ready options (CTE) will be addressed. The Maintenance of Effort funding together with AEBG consortium funding allocation allow for the provision of existing adult education program services as well as meeting new AEBG objectives/program areas. The funding also allows for current and future collaboration and linkages with stakeholders.

Our goal is to increase the number of adult education students continuing their education at a community college or vocational program. To assist in reaching this goal we have hired a Teacher on Special Assignment (TOSA). This person will work closely with the colleges and adult education classes to promote the mindset of adults continuing their education. We will coordinate with the community colleges to ensure that we are closing the gap regarding the transition of students from adult education to community colleges. The focus will be on the coordination of our English as a Second Language (ESL) classes with the community colleges. We will also have our teachers attend professional development activities focusing on transition of adults to community colleges or vocational programs. To accelerate learning, we would like to continue to explore the I-BEST model of team-teaching. The TOSA will coordinate with the community colleges to provide information to students on transitioning and expectations while focusing on the benefits of continuing education. Community Liaisons will assist in the registration and accuracy of data collection as well as communicating consortium and GGAE school mission and objectives. Support and enhance student curriculum, digital literacy, internet accessibility and opportunities for all students to access the latest technology.

Directions: Use this template to outline the major components of your proposed project, expected completion timelines, and expected outcomes. Begin with the project's key objective.

Objective 1: Increase the number of adult education students transitioning to community college.		
Activities	Timeline	Performance Outcomes
Implementation of a TOSA	July 1, 2016 - June 30, 2018	Better coordination with the community colleges in the transition of students from adult education to higher education.
Objective 2: Coordinate English as a Second Language (ESL) programs at the adult education level with the community colleges.		
Activities	Timeline	Performance Outcomes

Exhibit A

Professional development and in-state conferences and AEBG approved conferences	July 1, 2016 - June 30, 2018	Increase student knowledge about higher education and increased enrollment in post-secondary education programs.
Objective 3: Implement a team-teaching approach with community college teachers and adult education teachers in English as a second language classes, computer classes and integrate math concepts. (I-BEST model)		
Activities	Timeline	Performance Outcomes
Implement team teaching a computer class	July 1, 2016 - June 30, 2018	Coordination of expectations of teachers and students in the transition to higher education.
Objective 4: Increase enrollment and support data collection		
Activities	Timeline	Performance Outcomes
Implementation of two Community Liaisons	July 1, 2016 - June 30, 2018	Coordination of registration process and enrollment for data collection and accuracy. Communicate RSAEC course offerings, class descriptions, career pathways and consortium planned activities.
Objective 5: Accelerate career and educational pathways		
Activities	Timeline	Performance Outcomes
Implementation and use of chromebooks in adult education program and classrooms.	July 1, 2016 - June 30, 2018	Support and enhance student curriculum, digital literacy, Internet accessibility and opportunities for all students to access the latest technology.
Objective 6: Curriculum Revision		
Activities	Timeline	Performance Outcomes
Revision and/or new curriculum to include all seven AEBG Program Areas as stated in AB104	July 1, 2016 - June 30, 2018	Create and develop new curriculum that incorporates math, career readiness skills, contextualized based learning methods and WIOA objectives.
Objective 7: To address the gap in services due to loss of funding		
Activities	Timeline	Performance Outcomes
Continue offering Adult Ed classes at LEC to serve students in the area	July 1, 2016 - June 30, 2018	Maintain services at GGUSD Adult Education facilities. The previous GGUSD MOE allocation will be used to fund maintenance of ongoing programs at Lincoln Education Center and Clinton Corner - including but not limited to programs in the seven AEBG Program Areas, materials, staffing, facilities, maintenance, computers, IT, etc.

Exhibit A

Objective 8: To strengthen career and educational pathways		
Activities	Timeline	Performance Outcomes
Purchase of classroom materials including but not limited to computer software, textbooks, and supporting materials to align with the newly revised curriculum and articulation agreements	July 1, 2016 - June 30, 2018	Align coursework with the classroom learning materials.
Objective 9: Professional Development Collaboration		
Activities	Timeline	Performance Outcomes
Professional Learning Community	July 1, 2016 - June 30, 2018	Collaborate with existing PLC at SAC-SCE.
Objective 10: Collaboration with local community agencies (WIBs, Libraries, Industry Employer, Boys and Girls Club, Law Enforcement Agencies, etc.)		
Activities	Timeline	Performance Outcomes
Outreach, participation and expanding utilization of existing regional resources for Adult Education students that could address a gap or need	July 1, 2016 - June 30, 2018	Create opportunities and pathways for students to accelerate learning in multiple settings in preparation for academic and career ready options.

Exhibit B

**Garden Grove Unified School District
Adult Education Block Grant
Rancho Santiago Adult Education Consortium**

BUDGET DETAIL SHEET

Contact	Name	Email	Phone No.
GGUSD	Connie Van Luit, Director AD-ED	cvanluit@ggusd.us	(714) 663-6305
GGUSD	Karen Duong, Budget Tech II	kduong@ggusd.us	(714) 663-6170

Object Code	Description	TOTAL COSTS
1000	Teacher On Special Assignment	78,000
	Admin/Tchr Support/Professional Development/Extra Duty	102,408
	Certificated Salaries to maintain existing Adult Ed Program	268,000
2000	Classified Support	25,000
	Classified Salaries to maintain existing Adult Ed Program	560,000
3000	Certificated & Classified Benefits	289,000
4000	Materials & Supplies	43,584
5000	Service & Oper. Expenses/Conferences	33,000
6000		
Total Direct Costs:		1,398,992
Total Indirect Costs (not to exceed 5% of Direct Costs) = 4.14%:		57,919
TOTAL COSTS:		1,456,911

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
ORANGE UNIFIED SCHOOL DISTRICT**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 10th day of October 2016, between Rancho Santiago Community College District (hereinafter “RSCCD”) and the Orange Unified School District (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD received apportionment funding entitled “AB 104 Adult Education Block Grant,” (hereinafter “Grant”) from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), to disseminate implementation funds to regional consortia of community college districts, K-12 school districts, and other partner agencies, to implement regional strategies to better serve educational and workforce needs of adults;

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

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

NOW, THEREFORE the Parties agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR will provide services as described in the attached Statement of Work (**Exhibit A**), related to the *Rancho Santiago Adult Education Consortium – AB 86 Regional Comprehensive Plan*, which by this reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work, and to provide all services as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. Period of Performance

The period of performance for this Agreement shall be from July 1, 2016, through June 30, 2018.

3. Total Cost

The total cost to RSCCD for the performance of this Agreement shall not exceed \$21,731.00 USD.

4. Payment

Disbursement of funds will begin upon RSCCD’s receipt of the fully executed Agreement and a detailed invoice for the disbursement. RSCCD shall make reimbursement payments as

long as the total payments under this Agreement do not exceed the amount listed above under Article I.3. "Total Costs".

5. Budget

SUBCONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with the Project Budget (**Exhibit B**), which by this reference is incorporated into this Agreement. SUBCONTRACTOR must submit a budget revision request to RSCCD if expenditures exceed ten (10) percent of the authorized project budget by budget categories; and/or adding or deleting budget categories.

6. Invoices

Invoices must be itemized, include the Agreement number (refer to footer), and include back-up documentation for expenditures submitted for payment. Final payment is contingent upon successful completion of the Statement of Work (**Exhibit A**), upon receipt of a final invoice requesting payment due **July 16, 2018**, and the Project Director's certification of the final report. Invoice(s) should be submitted to the following address:

Christine Gascon, Director of Special Programs
Adult Education Block Grant
College and Workforce Preparation Center
Santiago Canyon College, Division of Continuing Education
1572 N. Main Street
Orange, CA 92867

7. Reporting

- (a) Progress Reports. SUBCONTRACTOR agrees to submit progress reports as requested by RSCCD and/or the PRIME SPONSOR, for the duration of the Grant.
- (b) Final Reports. SUBCONTRACTOR agrees to submit an annual expenditure report and an annual performance report summarizing completion of the project activities consistent with the SUBCONTRACTOR'S Scope of Work (**Exhibit A**) as requested by RSCCD and/or PRIME SPONSOR, for the duration of the Grant.

Reports related to this Agreement should be submitted to Christine Gascon, Director, via email at Gascon_Christine@sccollege.edu 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 appropriation funds received and for any misappropriation or disallowment of Grant appropriation funds.

9. Time Extensions

RSCCD will not be requesting a time extension for program activities from the PRIME SPONSOR. As a result, SUBCONTRACTOR will not be granted an extension. Therefore, SUBCONTRACTOR must spend all funds allocated through this Agreement within the timeframe of the Agreement listed above under Article I.2. "Period of Performance". Under

this Agreement, SUBCONTRACTOR will only be reimbursed for expenses that are incurred on or prior to **June 30, 2018**.

10. Independent Contractor

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

11. Subcontract Assignment

Unless specifically noted in the Scope of Work (**Exhibit A**), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with SUBCONTRACTOR guidelines.

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

12. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

13. Audit

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

14. Insurance

SUBCONTRACTOR shall secure and maintain comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate with coverage for incidental contracts. A certificate of insurance must be

provided that includes a thirty (30) day notice of cancellation, modification, or reduction in said insurance. Within thirty (30) days of the execution of this Agreement, SUBCONTRACTOR shall deliver certificate(s) of insurance under SUBCONTRACTOR'S comprehensive general liability insurance policy on or before the date of execution of Agreement.

15. Workers' Compensation Insurance

SUBCONTRACTOR shall provide workers' compensation coverage for each of its employees. SUBCONTRACTOR hereby warrants that it carries Workers' Compensation Insurance for all of its employees who will be engaged in the performance of this Agreement, or is self-insured in accordance with the provisions of Labor Code section 3700, and agrees to furnish satisfactory evidence thereof at any time RSCCD may request.

16. 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.

17. Termination

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

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

18. 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.

19. Notices

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

RSCCD: Christine Gascon, Director of Special Programs
Adult Education Block Grant
College and Workforce Preparation Center
Santiago Canyon College, Division of Continuing Education
1572 N. Main Street
Orange, CA 92867
(714) 628-5969; gascon_christine@sccollege.edu

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

SUBCONTRACTOR: Orange Unified School District
Attn: Kerrie Torres, Executive Director of Secondary Education
1401 N. Handy Street
Orange, CA 92867
(714) 628-4467; ktorres@orangeusd.org

20. 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.

21. 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 funding appropriation, the provisions of AB 104 Section 39 Article 9, the Program Guidance, the Allowable Uses Guidance, and the Legal Terms and Conditions (**Exhibit C**) as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

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: Orange Unified
School District

By: _____

By: _____

Name: Peter J. Hardash

Name: Claudio (Joe) Sorrera

Vice Chancellor

Assistant Superintendent/CBO

Title: Business Operations/Fiscal Services

Title: Business Services

Date: _____

Date: _____

Board Approval Date: October 10, 2016

95-6004968
Employer/Taxpayer Identification Number (EIN)

List of Exhibits

- Exhibit A: Scope of Work
- Exhibit B: Project Budget
- Exhibit C: Grant Guidance and Regulations

Exhibit A

**Orange Unified School District
Adult Education Block Grant
Rancho Santiago Adult Education Consortium**

Scope of Work

Summary:

Funding to support Orange Unified School District's consortium members to attend RSAEC-AEBG related activities such as meetings, conferences, professional development, etc. Collaboration between SCC-SCE and OUSD to cover the cost of babysitting for adult students attending ESL courses at various OUSD site. Rancho Santiago Adult Education Consortium (RSAEC) will reimburse/pay for babysitting costs. OUSD will provide babysitting services. This strategy is to address the gaps in service for students who wish to attend daytime classes, but cannot attend because of lack of childcare. The primary outcome of this strategy is to provide educational opportunities to student who would not otherwise have access, increase the attendance and retention ratios, accelerate student learning gains.

Directions: Use this template to outline the major components of your proposed project, expected completion timelines, and expected outcomes.

Activities	Timeline	Performance Outcomes
RSAEC activities that include but not limited to attending meetings, professional development, conferences and mileage.	7/1/16 – 6/30/17	Increase involvement in AEBG and RSAEC activities.
Babysitting at various OUSD sites.	7/1/16 – 6/30/17	Increase student attendance and retention in programs.
Provide an instructor for adult education courses offered through OUSD.	7/1/16 – 6/30/17	Increase high school graduation rates for adult students.

Exhibit B

**Orange Unified School District
Adult Education Block Grant
Rancho Santiago Adult Education Consortium**

BUDGET DETAIL SHEET

Contact	Name	Email	Phone No.
Executive Director of Secondary Ed	Kerrie Torres	ktorres@orangeusd.org	714-628-4467
Admin. Director Special Programs	Elena Rodriguez	erodriguez@orangeusd.org	714-628-5405

Object Code	Description	TOTAL COSTS
1000	Instructional salaries	\$4,625
	Salaries for babysitting at OUSD school sites not to exceed	\$8,250
2000		
3000	Employee benefits for Adult Education	\$781
	Employee benefits for babysitting at OUSD school sites	\$1,750
4000	Supplies and materials for adult education	\$1,086
5000	Interest	\$1
	RSAEC activities: meetings, professional development, and conferences	\$5,000
6000		
	Total Direct Costs:	\$21,493
	Total Indirect Costs (not to exceed 5% of Direct Costs):	\$238
	TOTAL COSTS:	\$21,731

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: October 10, 2016
Re: Approval of Sub-Agreement between RSCCD and Orange County Superintendent of Schools for the AB 104 Adult Education Block Grant	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District is the Fiscal Agent of the Adult Education Block Grant (AEBG) – Regional Consortium Funding Appropriation (Assembly Bill No. 104) received from the California Community Colleges Chancellor’s Office, grant #15-328-043. The appropriation amount in fiscal year 2015/16 was \$3,079,153. The term of this appropriation is from July 1, 2015 through December 31, 2017 that includes a 2.5-year implementation plan cycle (fiscal years 15/16, 16/17 and 17/18). Funding was awarded to the Rancho Santiago Adult Education Consortium that includes RSCCD, three school districts (Santa Ana, Orange, and Garden Grove), the Orange County Department of Education, and the Orange County Sheriff’s Department. As the Fiscal Agent, RSCCD will disburse funds to members of the Consortium and provide administrative oversight.

The Chancellor’s Office has apportioned AEBG funds to regions throughout the state to expand and improve opportunities for educational and workforce services for adult learners. Funding will support Rancho Santiago Adult Education Consortium’s AB 86 Regional Comprehensive Plan seven program areas: (1) elementary and secondary basic skills, including high school diploma or GED; (2) citizenship, English as a second language, and workforce preparation; (3) adults’/older adults’ entry or re-entry into the workforce; (4) family literacy; (5) adults with disabilities; (6) career technical education; and (7) pre-apprenticeship training activities.

ANALYSIS

The enclosed sub-agreement (#DO-16-2218-07) with the Orange County Superintendent of Schools is to implement AB 104 Adult Education Block Grant activities and program development, thereby increasing adult students’ transition to college, career readiness and vocational programs. The performance period of the sub-agreement is July 1, 2016 through June 30, 2017, with a total cost not to exceed \$5,000.00.

Leading the implementation of the Rancho Santiago Adult Education Consortium plan are project administrators Jose Vargas and Jim Kennedy, and project director Christine Gascon.

RECOMMENDATION

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

Fiscal Impact: \$5,000.00 (grant-funded)	Board Date: October 10, 2016
Prepared by: Maria N. Gil, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Interim Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
ORANGE COUNTY SUPERINTENDENT OF SCHOOLS**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 10th day of October 2016, between Rancho Santiago Community College District (hereinafter “RSCCD”) and the Orange County Superintendent of Schools (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD received a grant award entitled “Adult Education Block Grant Program Consortium Funding Appropriation,” Prime Award #15-328-043 (hereinafter “Grant”) from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), to disseminate implementation funds to regional consortia of community college districts, K-12 school districts, and other partner agencies, to implement regional strategies to better serve educational and workforce needs of adults;

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

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

NOW, THEREFORE the Parties agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR will provide services as described in the attached Statement of Work (**Exhibit A**), related to the *Rancho Santiago Adult Education Consortium – AB 86 Regional Comprehensive Plan*, which by this reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work, and to provide all services as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. Period of Performance

The period of performance for this Agreement shall be from July 1, 2016, through June 30, 2017.

3. Total Cost

The total cost to RSCCD for the performance of this Agreement shall not exceed \$5,000.00 USD.

4. Payment

Disbursement of funds will begin upon RSCCD's receipt of the fully executed Agreement and a detailed invoice for the disbursement. RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed the amount listed above under Article I.3. "Total Costs".

5. Budget

SUBCONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with the Project Budget (**Exhibit B**), which by this reference is incorporated into this Agreement. SUBCONTRACTOR must submit a budget revision request to RSCCD if expenditures exceed ten (10) percent of the authorized project budget by budget categories; and/or adding or deleting budget categories.

6. Invoices

Invoices must be itemized, include the Agreement number (refer to footer), and include back-up documentation for expenditures submitted for payment. Final payment is contingent upon successful completion of the Statement of Work (**Exhibit A**), upon receipt of a final invoice requesting payment due **July 14, 2017**, and the Project Director's certification of the final report. Invoice(s) should be submitted to the following address:

Christine Gascon, Director of Special Programs
Adult Education Block Grant
College and Workforce Preparation Center
Santiago Canyon College, Division of Continuing Education
1572 N. Main Street
Orange, CA 92867

7. Reporting

- (a) Progress Reports. SUBCONTRACTOR agrees to submit progress reports as requested by RSCCD and/or the PRIME SPONSOR, for the duration of the Grant.
- (b) Final Reports. SUBCONTRACTOR agrees to submit an annual expenditure report and an annual performance report summarizing completion of the project activities consistent with the SUBCONTRACTOR'S Scope of Work (**Exhibit A**) as requested by RSCCD and/or the PRIME SPONSOR, for the duration of the Grant.

Reports related to this Agreement should be submitted to Christine Gascon, Director, via email at Gascon_Christine@sccollege.edu 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 appropriation funds received and for any misappropriation or disallowment of Grant appropriation funds.

9. Time Extensions

RSCCD will not be requesting a time extension for program activities from the PRIME SPONSOR. As a result, SUBCONTRACTOR will not be granted an extension. Therefore,

SUBCONTRACTOR must spend all funds allocated through this Agreement within the timeframe of the Agreement listed above under Article I.2. "Period of Performance". Under this Agreement, SUBCONTRACTOR will only be reimbursed for expenses that are incurred on or prior to **June 30, 2017**.

10. Independent Contractor

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

11. Subcontract Assignment

Unless specifically noted in the Scope of Work (**Exhibit A**), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with SUBCONTRACTOR guidelines.

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

12. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

13. Audit

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

14. Workers' Compensation Insurance

SUBCONTRACTOR shall provide workers' compensation coverage for each of its employees. SUBCONTRACTOR hereby warrants that it carries Workers' Compensation

Insurance for all of its employees who will be engaged in the performance of this Agreement, or is self-insured in accordance with the provisions of Labor Code section 3700, and agrees to furnish satisfactory evidence thereof at any time RSCCD may request.

15. Mutual Indemnification

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

16. Termination

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

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

17. Disputes

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

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

18. Notices

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

RSCCD: Christine Gascon, Director of Special Programs
Adult Education Block Grant
College and Workforce Preparation Center
Santiago Canyon College, Division of Continuing Education
1572 N. Main Street
Orange, CA 92867
(714) 628-5969; gascon_christine@sccollege.edu

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

SUBCONTRACTOR: Orange County Superintendent of Schools
Orange County Department of Education
Attn: Dr. Byron Fairchild, Director
ACCESS Business and Division Support Services
1669 E. Wilshire Avenue, Suite 604
Santa Ana, CA 92705
(714) 547-9986; bfairchild@OCDE.US

19. Total Agreement

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

20. Amendments

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

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant appropriation agreement, the provisions of AB 104 Section 39 Article 9, the Program Guidance, the Allowable Uses Guidance, and the Legal Terms and Conditions, as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional

restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

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: Orange County
Superintendent of Schools

By: _____

By: _____

Name: Peter J. Hardash

Name: Patricia McCaughey

Vice Chancellor

Title: Business Operations/Fiscal Services

Title: Coordinator

Date: _____

Date: _____

Board Approval Date: October 10, 2016

95-6000943

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

- Exhibit A: Scope of Work
- Exhibit B: Project Budget
- Exhibit C: Grant Guidance and Regulations

Exhibit A

ORANGE COUNTY SUPERINTENDENT OF SCHOOLS
Orange County Department of Education
Adult Education Block Grant
Rancho Santiago Adult Education Consortium

Scope of Work

Summary:

The Orange County Department of Education is a member of the Rancho Santiago Adult Education Consortium and will participate in consortium activities as allowed by criteria in the AB104 Adult Education Block Grant (AEBG). These activities may include attending and participating in conferences, workshops, workgroups, and meetings pertaining to AEBG guidelines.

Directions: Use this template to outline the major components of your proposed project, expected completion timelines, and expected outcomes.

Activities	Timeline	Performance Outcomes
Attend conferences, workshops, and meetings pertaining to AEBG guidelines. Approved travel and mileage expenses included.	7/1/16 – 6/30/17	To work collaboratively on AEBG proposals and strategies for the Rancho Santiago Adult Education Consortium.

Exhibit B

ORANGE COUNTY SUPERINTENDENT OF SCHOOLS
Orange County Department of Educaiton
Adult Education Block Grant
Rancho Santiago Adult Education Consortium

BUDGET DETAIL SHEET

Contact	Name	Email	Phone No.
Director	Dr. Byron Fairchild	bfairchild@ocde.us	(714) 547-9986

Object Code	Description	TOTAL COSTS
1000		
2000		
3000		
4000		
5000	Attend conferences, workshops, meetings as per AEBG guidelines, and mileage reimbursement for AEBG travel expenses. Travel reimbursements for conferences.	4,762
6000		
	Total Direct Costs:	4,762
	Total Indirect Costs (not to exceed 5% of Direct Costs):	238
	TOTAL COSTS:	5,000

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To:	Board of Trustees	Date: October 10, 2016
Re:	Approval of Sub-Agreements between RSCCD and Los Angeles, Rio Hondo and San Jose-Evergreen Community College Districts for the Career Technical Education Data Unlocked 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 Career Technical Education (CTE) Data Unlocked Initiative to support career technical education 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

As part of the CTE Data Unlocked Initiative the Chancellor's Office established \$50,000 grants available to the community colleges to implement projects to increase their capacity to improve data management and use on their campuses. The colleges below have submitted project applications and have been approved to receive awards.

Agreement No	College	Legal Entity	Amount
DO-17-2220-126	West Los Angeles College	Los Angeles Community College District	\$50,000
DO-17-2220-127	Rio Hondo College	Rio Hondo Community College District	\$50,000
DO-17-2220-128	San Jose City College	San Jose-Evergreen Community College Dist.	\$50,000

Project Director: Sarah Santoyo **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: \$150,000 (grant-funded)	Board Date: October 10, 2016
Prepared by: Sarah Santoyo, Director of Grants	
Submitted by: Enrique Perez, J.D., Interim Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
LEGAL ENTITY**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 12th day of September, 2016, between Rancho Santiago Community College District (hereinafter “RSCCD”) and LEGAL ENTITY (hereinafter “SUBCONTRACTOR”), on behalf of the NAME OF COLLEGE. 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 July 1, 2016 through October 31, 2017. The end date listed for the period of performance indicates the end of the Agreement between RSCCD and SUBCONTRACTOR. However, the PRIME SPONSOR allows the SUBCONTRACTOR to continue to use funds to achieve the college’s goals for CTE data management and capacity development for three years from the project start date.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$50,000.00 USD.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*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 the total dollar amount is not affected and the outcomes of the Agreement will not be materially affected.

5. Payment

A one-time payment of the total cost will be issued to SUBCONTRACTOR upon RSCCD's receipt of the fully executed Agreement and an invoice for payment. Payment to the SUBCONTRACTOR will not exceed the amount listed above under Article I.3. Total Cost.

6. Invoices

One invoice is to be submitted for payment for the total cost of the Agreement. The invoice must include the Agreement number (refer to footer), and should be submitted to the following address:

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, if 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. 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.

10. Subcontract Assignment

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. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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

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

SUBCONTRACTOR:
Primary Contact:
Name, Title
Address
City, State Zip
Phone, Email

17. 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.

18. 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: *Legal Entity*

By: _____

Name: Peter J. Hardash

Vice Chancellor

Title: Business Operations/Fiscal Services

Date: _____

Board Approval Date: September 26, 2016

By: _____

Name: _____

Title: _____

Title: _____

Date: _____

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work

Exhibit B: Articles I, Rev. 01/16 and Article II, Rev. 05/14 (*NOTE: Articles I and II are included as a reference for the appropriate and allowable use of grant funds. The payment and reporting terms in the Articles only pertain to the Fiscal Agent. The payment and reporting terms for the SUBCONTRACTOR are in the body of the actual Agreement, under clauses #5 and #7.*)

CTE Data Unlocked Funding & Technical Assistance Application

The Chancellor's Office is providing funding and technical assistance to strengthen colleges' abilities to find, understand, and use CTE data. While this is a noncompetitive application, resources must be utilized to integrate data into college processes and support evidence based decision making for CTE programs.

There are three sections of the application: Current Data Usage, Technical Assistance, and Funding. This document summarizes the questions that colleges will be asked to respond to as part of the application.

Current Data Usage

The first section will give the Chancellor's Office a better understanding of the types of data your college is currently accessing, to better tailor technical assistance.

- 1) Where does your college get information on CTE outcomes at other colleges or training providers? (Please check all that apply)
 - Conversations with colleagues
 - Advisory committees
 - Surveys
 - Statewide or national data systems (e.g., Datamart, LaunchBoard, IPEDS)
 - Data files shared by other colleges or training partners
 - Purchased through a service or vendor (e.g., National Student Clearinghouse)
 - No access to this information currently
 - I'm not sure

- 2) Where does your college get information on employment and earnings? (Please check all that apply)
 - Conversations with students
 - Advisory committees
 - Surveys (e.g., CTE Outcomes Survey, post-graduation surveys, employer surveys)
 - Statewide or national data systems (e.g., Salary Surfer, Wage Tracker, LaunchBoard, Perkins report)
 - Purchased through a service or vendor (e.g., custom file from EDD)
 - No access to this information currently
 - I'm not sure

- 3) Where does your college get information on labor market information like projected job openings and desired skills? (Please check all that apply)
 - Conversations with students and employers
 - Advisory committees
 - Surveys (e.g., employer surveys)
 - Statewide or national data systems (e.g., LMID, Bureau of Labor Statistics, O*NET)

- Purchased through a service or vendor (e.g., EMSI, Burning Glass, Help Wanted Online)
- No access to this information currently
- I'm not sure

Technical Assistance

The Technical Assistance section will clarify the content, timing, and responsible party for support.

1) You will be asked to pick activities within **one** of the following categories:

Help with data clean up

- Technical support to examine TOP code and SAM code assignments
- Technical support on reporting locally-issued certificates
- Technical support on other missing data elements, such as flags for specific student characteristics (e.g., Perkins flags)
- Other (please specify)

Training on CTE data tools

- Overview training, where participants learn about CTE data tools and engage in hands-on exercises related to program review, accreditation, and planning
- Deep dive training into a scenario such as program review, planning, or accreditation, where participants do hands-on work to find data in statewide tools and apply it to local processes
- Training with a specific department or program, where participants examine outcomes in various statewide data tools
- Other (please specify)

Assistance with integrating data into college processes

- Pull and format data from statewide data tools to support program review, biannual CTE program evaluation, and accreditation
- Pull and format data from statewide data tools to support local and regional planning
- Develop a CTE profile for the college that documents the following information: participation levels, student characteristics, milestone attainment, success outcomes, and employment and earnings data, benchmarked against regional and statewide figures
- Other (please specify)

Locally-defined support

- You will be given up to 500 words to describe the support you would like to receive.

The college would like help in determining how best to use technical assistance

- You will be asked to provide the name, job title, and contact information for a person who can be contacted by a member of the CTE Data Unlocked team in mid-June to discuss how best to design a technical assistance solution that meets your college's needs.

No technical assistance requested

- Colleges can elect not to receive technical assistance.
- 2) Colleges can pool technical assistance resources with other colleges to create larger, joint projects, so you will be given a place to indicate if you'd like to do a joint project.
 - 3) You will also be asked to list the name, job title, and contact information for the person who will be responsible for working with the technical assistance provider.
 - 4) You will be asked for the timeframe in which you would like to receive assistance.

Funding

The Funding section will clarify the content, timing, and responsible party for support.

- 1) You will be asked to pick activities within **one** of the following categories:

Help with data clean up

- Technical support to examine TOP code and SAM code assignments
- Technical support on reporting locally-issued certificates
- Technical support on other missing data elements, such as flags for specific student characteristics (e.g., Perkins flags)
- Other (please specify)

Assistance with integrating data into college processes

- Pay someone to revise policies, processes, procedures, and associated documents to incorporate CTE data into college processes
- Pay someone to provide additional training and facilitation on data integration
- Pay someone to pull and format data from statewide data tools to support program review, biannual CTE program evaluation, and accreditation
- Pay someone to pull and format data from CTE data tools to support program or sector planning
- Pay someone to pull and format data from statewide data tools to support college planning
- Pay someone to pull and format data from statewide data tools to support regional planning
- Other (please specify)

Creating communications materials based on data

- Pay someone to develop outreach materials based on data found in CTE data tools
- Pay someone to develop educational planning materials based on data found in CTE data tools
- Pay someone to create written profiles of programs with strong skills-builder outcomes
- Other (please specify)

Support adoption of new data tools such as the LaunchBoard, CATEMA, and the CTE Outcomes Survey

- Support integration of the CATEMA system, such as faculty stipends to support the development of processes with K-12 partners and A&R offices to gather and process information on articulated courses and credit by exam
- Improve response rates for the CTE Outcomes Survey, such as purchasing services that can provide updated contact information for former students or providing faculty stipends to develop communications plans to clarify the importance of the survey to students
- Conduct training on the LaunchBoard
- Conduct training on the Student Success Scorecard
- Conduct training on Data Mart
- Conduct training on Salary Surfer and Wage Tracker
- Other (please specify)

Locally-defined support

- You will be given up to 500 words to describe how you intend to use the \$50,000.

The college would like help in determining how best to use the funding

- You will be asked to provide the name, job title, and contact information for a person who can be contacted by a member of the CTE Data Unlocked team in mid-June to discuss how to use the funds to meet your needs.
- 2) Colleges can pool funding with other colleges to create larger, joint projects, so you will be given a place to indicate if you'd like to do a joint project.
 - 3) You will also be asked to list the name, job title, and contact information for the person who will be responsible for implementing the work associated with the funding.
 - 4) You will be asked if you would like help identifying a consultant for the project you've identified.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

To:	Board of Trustees	Date: October 10, 2016
Re:	First Reading of Board Policies	
Action:	Information	

BACKGROUND

The Board Policy Committee met on September 19, 2016 and reviewed the revised policies. These policies are now presented for a first reading.

ANALYSIS

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

RECOMMENDATION

These policies are presented for a first reading as an information item.

Fiscal Impact:	None	Board Date: October 10, 2016
Prepared by:	Debra Gerard, Executive Assistant to the Chancellor	
Submitted by:	Debra Gerard, Executive Assistant to the Chancellor	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

BP 2715 - Code of Ethics/Standards of Practice

References:

ACCJC Accreditation Standard IV.C.11 (formerly IV.B.1.a, e, & h)
Government Code Section 54956.3

All Rancho Santiago Community College District board members, including the student trustee, are committed to maintaining the highest standards of conduct and ethical behavior. The Board believes that in promoting trust, confidence, and integrity in the working relationship between Trustees, administrators, faculty and ~~S~~ staff. The Board and its individual Trustees are committed to the following:

- In all decisions the Board will consider the educational welfare and equality of opportunity of all students in the District.
- Trustees are elected to represent the interests and serve the needs of the entire District and to promote the mission of Rancho Santiago Community College District.
- Trustees are non-partisan elected officials and will always put District and college priorities before their own political or personal priorities.
- Trustees hold a public trust that requires and will ensure that their actions avoid conflicts of interest and any appearance of impropriety, including adherence to Board Policy 3821 Gift Ban Policy.
- Trustees will speak on behalf of the Board only when granted such authority by a majority of the Board.
- Trustees shall be respectful of others in any discussions related to the ~~d~~ District and colleges.
- Trustees clearly articulate to the Chancellor the Board's expectations, will support the work and efforts of the Chancellor, and keep the Chancellor informed of matters related to the ~~d~~ District and colleges.
- Trustees ~~will respect the confidentiality of all privileged information~~ shall not disclose confidential information acquired in closed session or in confidential communications with the Chancellor and shall adhere to Board Policy 2315 and Government Code Section 54963.
- Trustees will uphold the letter and spirit of the Ralph M. Brown Act and make all official decisions and actions of the Board of Trustees in open and public meetings.
- Trustees will remain informed about the ~~d~~ District, educational issues, and responsibilities of trusteeship, and will work in the best interest of the entire ~~d~~ District.

The President of the Board, in consultation with the Chancellor, is authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, breach of confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Violations of the ~~h~~ Board's policy code of ethics will be addressed by the President of the Board, who will first discuss the violation with the ~~t~~ Trustee to reach a resolution. If resolution is not achieved and further action is deemed necessary, the ~~p~~ President may appoint an ad hoc committee to examine the matter and recommend further courses of action to the ~~h~~ Board. Sanctions will be determined by the ~~h~~ Board officers and may include a recommendation to the ~~h~~ Board to censure of the ~~t~~ Trustee, remove the ~~t~~ Trustee from a ~~h~~ Board officer position or from ~~h~~ Board committee assignments. If the President of the Board is perceived to have violated the code, the vice president of the ~~h~~ Board is authorized to pursue resolution.

Revised: April 25, 2016 (Previously BP9002)

References Updated: March 16, 2015

Revised:

BP 2735 - Board Member Travel

Reference:

Education Code Section 72423

Members of the Board shall have travel expenses reimbursed whenever they travel as representatives of and perform services directed by the Board. Such board travel and reimbursement for travel by Board members outside of the district boundaries must receive prior approval from the Board of Trustees. The Executive Committee of the Board of Trustees, in consultation with the Chancellor, may provide prior authorization for such travel when needed, pending full Board approval. Standard district travel procedures and rates will be used for reimbursement.

The Board President, in conjunction with the Chancellor, will prepare a list of conferences and legislative executive visits that Board members may wish to attend or will assist Board members in their continuing education and fulfillment toward the mission of the district. The Chancellor, in consultation with the Board President, shall prepare a budget for board travel.

The timely registration for conferences is required. The district will only reimburse conference registration fees at the published early registration rate.

The district shall not pay for lodging that exceeds the published standard single occupancy room rate for conferences.

See Administrative Regulations (AR 7400)

Revised: October 8, 2012 (Previously BP9011)

Revised: _____

BP 2745 - Board Self-Evaluation

Reference:

ACCJC Accreditation Standard IV.C.10 (formerly IV.B.1.e & g)

Effective and efficient governing board operations are an integral part of sound policy making and broad oversight that lead to successful educational programs and student learning outcomes. The board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning in carrying out its responsibilities to the citizens of the Rancho Santiago Community College District.

For its self-evaluation the board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal board operations and performance. Board members shall develop goals which will be used in the self-evaluation process. A self-evaluation instrument will be based on these goals and not goals set for the district. The self-evaluation process shall include the establishment of strategies for improving board performance. Policies and goals will be reviewed and updated for the following year's self-evaluation. The student trustee will participate in the self-evaluation process.

No later than the end of September of every year the Board Policy Committee shall recommend to the full board a self-evaluation instrument and process to be used in board self-evaluation, as well as any changes to the list of individuals who will receive a copy of the instrument. The board shall promptly review and act on these recommendations. Any self-evaluation instrument shall incorporate criteria contained in these board policies regarding board operations, criteria defining board effectiveness as defined by recognized practitioners in the field and any other criteria the board determines would enhance the goal of identifying the board's strengths and areas in which it might improve its functioning.

The board is committed to having an annual self-evaluation meeting no later than December, at a date selected at the board's annual organizational meeting. All trustees will attend this self-evaluation meeting which will be open to the public, and district students, employees, and residents will be encouraged to attend and provide input to the board at the meeting.

Board members will be given the self-evaluation instrument prior to the annual self-evaluation meeting but shall not complete the self-evaluation instrument until after the meeting. The completed and signed instrument shall be submitted to an office designated by the Board President. The results will be tabulated and discussed at the next board meeting. The results will be widely communicated and maintained in the district office. The results will be used to identify accomplishments in the past year and goals for the following year that will be reviewed and updated annually.

Some district students, employees, and residents will, because of their position or regular attendance at board meetings, have some familiarity with internal board operations and performance so as to provide meaningful input to the board in their self-evaluation process. Therefore, prior to the board's self-evaluation meeting, the board shall make available the self-evaluation instrument to a list of individuals which will include but not be limited to the associated student government officers, officers of the academic senates, the college presidents, the chancellor, vice chancellors, assistant vice chancellors, officers of the district's employee unions, community members who serve on the district bond oversight committees or foundations, accreditation representatives at each college, Chief/District Safety & Security, Lieutenants/Safety & Security, ~~five~~ ten community members, five part-time faculty members, five full-time faculty members, five administrators, five department chairs, five students, and ten members of the classified staff. Any input from these individuals shall be given and reviewed at the self-evaluation meeting.

In addition, any student, community member, or employee shall be entitled to provide input to the board at the board's self-evaluation meeting.

Revised: October 12, 2015 (Previously BP9022)

References Updated: March 16, 2015

Revised: _____

BP 3600 - Auxiliary Organizations

Reference:

Education Code Sections 72670 et seq.; Title 5 Sections 59250 et seq.

The Board may recognize and approve auxiliary organizations established for the purpose of providing to the District any and all supportive services, specialized programs and functions identified in Title 5.

The Chancellor shall establish the administrative procedures necessary to fully comply with California law relating to auxiliary organizations, and to submit this policy and those procedures to the Chancellor for the California Community Colleges as required by law. At a minimum, the procedures shall address the subjects required by Title 5.

Recognition and establishment of auxiliary organizations shall include a public hearing on the recommendation to recognize or establish an auxiliary organization; Board approval of the auxiliary organization; and approval of a written agreement between the District and the auxiliary organization describing the services, programs or functions to be performed. All such written agreements shall comply fully with the requirements of Title 5 Section 59257(j).

Any auxiliary organization recognized by the Board shall conduct its business in accordance with the administrative procedures adopted by the Chancellor pursuant to this policy. Notwithstanding anything contained in the administrative procedures, any auxiliary organization recognized by the Board shall comply with Education Code provisions regarding:

- the composition of a board of directors and the way in which it conducts its meetings;
- conducting an annual audit;
- employing its work force;
- expending and appropriating its funds, and keeping its records.

No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District to any of its auxiliary organizations for the purpose of either avoiding laws or regulations that constrain community college districts or providing the District with an unfair advantage with respect to any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for disabled students.

No trustee shall serve as an employee of an auxiliary organization.

Revised August 19, 2013 (Previously BP3221, BP3222, and BP3227)

Revised: _____

BP 7400 - Travel

Reference:

Education Code Section 87032

The Chancellor is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

The Chancellor shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

The Chancellor shall ensure travel funds are expended in the most economical and appropriate manner.

See Administrative Regulations (AR 7400)

Revised: October 28, 2013 (Previously BP4108 and 4403)

Revised: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC

October 10, 2016

FACULTY

FARSCCD Part-time Hourly Step Increases Effective Fall 2016/Attachment #1

Interim Assignment/Change of Location

Chavez, Erika
From: Master Teacher (57.5%), CEC CDC
To: Master Teacher (100%), SCC CDC
Child Development Services
District

Effective: October 1 – December 16, 2016
From: MT/AA-2 \$22,068.42/Year
To: MT/AA-2 \$38,379.86/Year

Final Salary Placement

Bennett, Sarah
Assistant Professor, Communications &
Media Studies
Fine & Performing Arts Division
Santa Ana College

Effective: August 15, 2016
Final Placement: II-11 \$78,356.04/Year
(Requisition #AC16-0519)

Shirah, Melissa
Assistant Professor, Accounting
Business & Career Technical
Education Division
Santiago Canyon College

Effective: August 15, 2016
Final Placement: II-11 \$78,356.04/Year
(Requisition #AC16-0536)

Contract Extension Days

Bradley, Kyle
Assistant Professor, Mathematics
Science, Mathematics & Health Sciences Division
Santa Ana College

Effective: August 8, 2016
Contract Extension: 4 Days
Contract Extension Rate: \$430.14/Day

Corp, Richard
Assistant Professor, Mathematics
Science, Mathematics & Health Sciences Division
Santa Ana College

Effective: August 8, 2016
Contract Extension: 3 Days
Contract Extension Rate: \$417.65/Day

Hager, Benjamin
Assistant Professor, Mathematics
Science, Mathematics & Health Sciences Division
Santa Ana College

Effective: August 8, 2016
Contract Extension: 3 Days
Contract Extension Rate: \$429.30/Day

FACULTY (CONT'D)

Contract Extension Days (cont'd)

Lui, Rachel
Assistant Professor, Mathematics
Science, Mathematics & Health Sciences Division
Santa Ana College

Effective: August 8, 2016
Contract Extension: 3 Days
Contract Extension Rate: \$341.75/Day

Quimzon, Eden
Professor/Coordinator, ESL
Continuing Education Division
Santiago Canyon College

Effective: July 1, 2016 – June 30, 2017
Contract Extension: 40 Days
Contract Extension Rate: \$481.07/Day

Leave of Absence

Cervantes, Isela
Master Teacher, EHS/DO
Child Development Services
District

Effective: October 10 – December 16, 2016
Reason: Maternity Leave

Gaer, Susan
Professor/Coordinator, ESL
Continuing Education Division
Santa Ana College

Effective: January 4 – May 27, 2017
Reason: Banked Leave Withdrawal (12 LHE/80%)

Ratification of Resignation/Retirement

Eastmond, Thomas Stephen
Professor, Physics/Astronomy
Science, Mathematics & Health Sciences Division
Santa Ana College

Effective: June 8, 2017 (Last Day)
Reason: Retirement

Beyond Contract/Overload Stipend

Elchlepp, Elizabeth
English
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: September 16, 2016
Amount: \$3,746.52
Reason: Curriculum Development-English

Part-time Hourly New Hires/Rehires

Byassee, David J
Instructor, Real Estate
Business & Career Technical Education Division
Santiago Canyon College

Effective: February 6, 2017
Hourly Lecture Rate: IV-3 \$62.94

FACULTY (CONT'D)

Part-time Hourly New Hires/Rehires

Harrington, Jared W.
Instructor, History
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: February 6, 2017
Hourly Lecture Rate: II-3 \$57.09

Kay, Leslie K
Instructor, Older Adults/Health & Safety
Continuing Education Division (OEC)
Santiago Canyon College

Effective: September 26, 2016
Hourly Lecture Rate: II-3 \$49.14

Lewis, Pamela
Instructor, Art
Fine & Performing Arts Division
Santa Ana College

Effective: October 17, 2016
Hourly Lecture/Lab Rates: II-3 \$57.09/\$51.38

Marcus, Leah E
Instructor, CJA/Physical Health Monitoring
Human Services & Technology Division
Santa Ana College

Effective: October 10, 2016
Hourly Lecture/Lab Rates: I-3 \$54.37/\$48.93

Maxwell, Tracy
Instructor, Older Adults
Continuing Education Division (OEC)
Santiago Canyon College

Effective: September 26, 2016
Hourly Lecture Rate: II-3 \$49.14

Merkh, Kevin R
Instructor, Fire Academy/Fire Fighter Survival
Human Services & Technology Division
Santa Ana College

Effective: September 30, 2016
Hourly Lecture/Lab Rates: I-3 \$54.37/\$48.93

Murray, Robert J
Instructor, Music
Fine & Performing Arts Division
Santa Ana College

Effective: September 28, 2016
Hourly Lecture/Lab Rates: II-3 \$57.09/\$51.38

Rood, Lori M
Instructor, High School Subjects/DSPPS
Continuing Education Division (CEC)
Santa Ana College

Effective: October 10, 2016
Hourly Lecture Rate: I-3 \$47.94

Yoshimoto, Joshua N
Instructor, CJA/Firearms
Human Services & Technology Division
Santa Ana College

Effective: October 10, 2016
Hourly Lecture/Lab Rates: I-3 \$54.37/\$48.93

FACULTY (CONT'D)

Part-time Hourly New Hires/Rehires

Vaught, John Robert
Instructor, Real Estate
Business & Career Technical Education Division
Santiago Canyon College

Effective: October 3, 2016
Hourly Lecture Rate: I-3 \$54.37

Zamora, Lynette Y
Instructor, High School Subjects/Petition Program
Continuing Education Division (OEC)
Santiago Canyon College

Effective: September 19, 2016
Hourly Lecture Rate: I-3 \$47.94

Non-paid Instructors of Record

Marinwood, Gwenn
Instructor, Vocational/Workforce Prep
For Adults with Disabilities
Continuing Education Division (OEC)
Santiago Canyon College

Effective: September 23, 2016

Strack, James R
Instructor, Fire Technology (equivalency)
City of Newport Beach
Human Services & Technology Division
Santa Ana College

Effective: September 19, 2016

Herr, Thomas A.
Instructor, Fire Technology (equivalency)
City of Newport Beach
Human Services & Technology Division
Santa Ana College

Effective: September 19, 2016

**FARSCCD PART-TIME HOURLY STEP INCREASES
EFFECTIVE FALL 2016**

ATTACHMENT #1

LAST NAME	FIRST NAME	LOC	GRADE	NEW STEP	NEW LECTURE RATE *
Barajas	Olivia	SAC	2	5	\$62.94
Benavidez	Judith	SAC	2	5	\$62.94
Gotschall	Noriko	SAC	2	5	\$62.94
Ho	Huong	SCC	2	5	\$0.00
Huynh	Jordan	SAC	4	5	\$69.39
Jimenez	Irwing	SCC	2	5	\$62.94
Kelly	Mark	SAC	3	5	\$66.08
Lona	Jennette	SAC	2	5	\$62.94
Olmos	Robert	SAC	2	5	\$62.94
Parra	Susan	SAC	1	5	\$0.00
Ramirez	Yvette	SCC	2	5	\$62.94
Soto	Maria	SAC	1	5	\$0.00
Lee	Sunyoung	SAC	3	5	\$66.08
* Lab, Counseling, Librarian, Nursing, and Non-teaching rates are paid proportionate to assignment per FARSCCD Hourly Salary Schedule B.					

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
OCTOBER 10, 2016**

CLASSIFIEDRevised Job Descriptions Attachment # 1 & # 2

Media Systems Electronic Technician	Grade 13	
Senior District Safety Officer (Armed)	From Grade 11	To Grade 13

New Appointment

Martinez, Loretta	Effective: September 19, 2016
Senior Clerk/Communications Ctr. Disp. (CL16-0787) District Safety/ SCC	Grade 8, Step 1 \$38,870.07

Professional Growth Increments

Avalos, Jessica	Effective: November 1, 2016
Administrative Clerk/ Child Dev. Services/ District	Grade 10, Step 4 + 2.5%Bil + 4PG (2000) \$52,262.60
McAdam, Justin	Effective: November 1, 2016
Custodian/ Admin. Services/ SAC	Grade 4, Step 6 + 5%SW + 4PG (2000) \$47,013.98
Meade, Esther	Effective: November 1, 2016
Admissions & Records Spec. II/ Admissions/ SCC	Grade 8, Step 3 + 1PG (500) \$43,370.46
Mendez-Bocanegra, Zulema	Effective: November 1, 2016
Counseling Assistant/ Counseling/ SCC	Grade 5, Step 6 + 5%L + 3PG (1500) \$47,998.84

Out of Class Assignment

Cervantes, Guadalupe	Effective: 09/12/16 – 06/30/17
Admissions & Records Spec. II/ Admissions/ SCC	Grade 8, Step 6 + 2.5%L \$50,9028.57
Chapple, Felomina	Effective: 09/26/16 – 01/31/17
Purchasing Assistant/ Purchasing/ District	Grade 11, Step 5 + 2.5%L \$55,133.45

Out of Class Assignment cont'd

Selby, Nadine Administrative Secretary/ Arts, Humanities & Soc. Sci./ SCC	Effective: 09/12/16 – 06/30/17 Grade 12, Step 6 + 5%L + 6PG (3000) \$65,431.00
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Change in Position

Banderas, Justin Library Technician From: SCC To: SAC (CL16-0814)	Effective: October 3, 2016 Grade 9, Step 6 + 2.5%L + 3PG (1500) \$54,570.21
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Carino, Fabiola CDC Cook/Nutrition Specialist/ District	Effective: October 1, 2016 Grade 6, Step 6 + 5%L \$48,197.74 (Reorg 963) FTE from 75% to 100%
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Diaz, Cecilia From: Counseling Assistant To: Student Program Specialist (CL16-0804) Counseling/ SCC	Effective: October 1, 2016 Grade 10, Step 3 + 2.5%L \$47,872.87
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Edwards, Zina From: Counseling Assistant To: Student Program Specialist (CL16-0804) Counseling/ SCC	Effective: October 1, 2016 Grade 10, Step 3 + 7.5%L \$50,208.13
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Garcia, Alejandra CDC Cook/Nutrition Specialist/ District	Effective: October 1, 2016 Grade 6, Step 6 + 7.5%L \$49,3435.31 (Reorg 963) FTE from 75% to 100%
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Gaytan, Rafaela CDC Cook/Nutrition Specialist/ District	Effective: October 1, 2016 Grade 6, Step 6 \$45,902.61 (Reorg 963) FTE from 75% to 100%
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Medina, Fausta CDC Cook/Nutrition Specialist/ District	Effective: October 1, 2016 Grade 6, Step 6 \$45,902.61 (Reorg 963) FTE from 75% to 100%
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Nevils, Marcelina From: Purchasing Assistant To: Administrative Secretary (CL16-0823) ITS/ District	September 26, 2016 Grade 12, Step 6 + 2.5% L + 1PG (500) \$61,444.54
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Change in Position cont'd

Pleitez, Roxana
From: Administrative Secretary
To: Sr. Account Clerk/ Fiscal
Services/District

Effective: September 12, 2016
Grade 10, Step 2 + 1PG (500)
\$44,955.72

Vega, Alexandria
From: Financial Aid Tech
To: Student Services Specialist
(CL16-0806) Financial Aid/ SCC

Effective: September 20, 2016
Grade 10, Step 3 \$46,705.24

Longevity Increment

Dorin, Mirela
Administrative Secretary/ Bus. Division/
SAC

Effective: July 1, 2016
Grade 12, Step 6 + 7.5%L + 3PG (1500)
\$59,458.09

Le, Andy
Tech. Specialist III/ ITS

Effective: July 1, 2016
Grade 17, Step 6 + 7.5%L \$84,159.56

Ratification of Resignation/Retirement

Suarez, Francisco
Graduation Specialist/ School of
Continuing Education/ SAC

Effective: October 3, 2016
Reason: Resignation

CLASSIFIED HOURLY

Ratification of Resignation/Retirement

Filatoff, Alexa
Student Services Specialist/ Student
Affairs/ SAC

Effective: August 12, 2016
Reason: Resignation

Gavino, Jorge
Student Services Coord./ Student Affairs/
SAC

Effective: September 15, 2016
Reason: Resignation

TEMPORARY ASSIGNMENT

Dang, Anna
Senior Clerk/ Human Services & Tech/
SAC

Effective: 10/11/16 – 06/30/17

Ramirez, Miguel
Student Program Specialist/ Student
Services/ SAC

Effective: 10/11/16 – 06/30/17

Change in Temporary Assignment

Duronsiet, Denine
Learning Facilitator /Science & Math/ SAC
Correct department

Effective: 09/27/16 – 06/16/17

Lee, Scott
Athletic Trainer/Therapist
Kinesiology/ SAC

Effective: 09/24/16 – 06/30/17

Additional Hours for Ongoing Assignment

Flores, Ruby
Student Services Coord./ Student
Services/ SAC

Effective: 09/26/16 – 06/30/17
Not to exceed 19 consecutive days in any
given period.

Gamboa, Dillon
Senior Clerk/ OEC/ SCC

Effective: 09/26/16 – 09/30/16
Not to exceed 19 consecutive days in any
given period.

Hughes, Jessica
Instructional Assistant/ Science & Math
/SCC

Effective: 09/26/16 – 12/09/16
Not to exceed 19 consecutive days in any
given period.

Lomeli, Elizabeth
Student Services Specialist/ Student
Services/ SAC

Effective: 09/01/16 – 06/30/17
Not to exceed 19 consecutive days in any
given period.

Ramirez, Liliana
Student Program Specialist/ Student
Services/ SAC

Effective: 10/11/16 – 06/30/17
Not to exceed 19 consecutive days in any
given period.

Additional Hours for Ongoing Assignment cont'd

Villalovos, David Instructional Assistant/ OEC/ SCC	Effective: 08/29/16 – 06/30/17 Not to exceed 19 consecutive days in any given period.
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Substitute Assignments

Oritz Ruiz, Maria Science Storekeeper/Lab Tech./ Science & Math /SCC	Effective: 09/01/16 – 12/09/16
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MISCELLANEOUS POSITIONS

Ayala, Michelle Clerical Assistant/ Counseling/ SAC	Effective: 07/05/16 – 12/09/16 Not to exceed 19 consecutive days in any given period.
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Castro Flores, Ruben Clerical Assistant/ Counseling/ SAC	Effective: 08/05/16 – 12/09/16
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Cordova, Aimee Clerical Assistant/ Counseling/ SAC	Effective: 08/16/16 – 12/09/16
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De la Torre, Ivan Clerical Assistant/ Counseling/ SAC	Effective: 07/05/16 – 12/09/16
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Marcos Ramirez, Rodrigo Clerical Assistant/ Counseling/ SAC	Effective: 09/13/16 – 12/09/16
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Morgan, Adam Community Services Presenter/ OEC/ SCC	Effective: 10/03/16
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Requena Ramirez, Raquel Clerical Assistant/ Counseling/ SAC	Effective: 07/05/16 – 12/09/16
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Rios, Denise Clerical Assistant/ Counseling/ SAC	Effective: 07/05/16 – 12/09/16
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Instructional Associates/Associate Assistants

Criminal Justice

Cancio Juarez, Roger	Effective: 09/26/16
Chang, Char	Effective: 10/11/16
McCormick, Joseph	Effective: 10/11/16

COMMUNITY SERVICE PRESENTERS

Stipends Effective August 11 – September 10, 2016

Baeza-Pina, Jaime	Amount: \$ 250.00
Bradley, Sabrina	Amount: \$ 522.64
Fischermilitaru, Mariana	Amount: \$ 633.75
Friebert, Martin	Amount: \$ 495.00
Gorman, Ron	Amount: \$ 365.41
Kibbe, Joseph	Amount: \$ 1,300.00
Krusemark, Leeanne	Amount: \$ 215.06
Longobart, Rick	Amount: \$ 271.01
Mack, Karen	Amount: \$ 164.26
Meyer, Tara	Amount: \$ 210.00
Moran, Elaine	Amount: \$ 87.23
Narm, Tanya	Amount: \$ 121.80
Nguyen, Quynh	Amount: \$ 133.10
Nolasco, Jeffrey	Amount: \$ 135.00
Raslan, Nayrouz	Amount: \$ 3,003.00
Rounds, Michael	Amount: \$ 102.65

COMMUNITY SERVICE PRESENTERS cont'd
Stipends Effective August 11 – September 10, 2016

Rudd, James	Amount: \$ 838.95
Smith, Teddine	Amount: \$ 2,560.00
Watson, Katherine	Amount: \$ 82.13

**SANTA ANA COLLEGE
STUDENT ASSISTANT LIST**

Garcia, Alejandra	Effective: 09/01/16-06/30/17
Garcia, Merejildo	Effective: 09/06/16-06/30/17
Gonzalez, Brenda	Effective: 09/14/16-06/30/17
Horn, Rina	Effective: 09/14/16-06/30/17
Le, Dung T.	Effective: 09/13/16-06/30/17
Lopez Renteria, Jonathan I.	Effective: 09/14/16-06/30/17
Nguyen, My D.	Effective: 09/14/16-06/30/17
Nguyen, Uyen-Thanh T.	Effective: 09/08/16-06/30/17
Ortez, Luisa M	Effective: 09/13/16-06/30/17
Trujillo, Mosselle S..	Effective: 09/01/16-06/30/17
Vu, Thanh N.	Effective: 09/12/16-06/30/17

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

Kreuziger, Rachel	Effective: 10/03/2016 – 06/30/2017
Mai, Andrew	Effective: 09/17/2016 – 06/30/2017
Nava, Daniela	Effective: 10/03/2016 – 06/30/2017
Paz, Avelia	Effective: 09/28/2016 – 06/30/2017
Saiza, Jamilyn	Effective: 09/20/2016 – 06/30/2017
Vazquez, Erika	Effective: 09/20/2016 – 06/30/2017
Zavala, Brittany	Effective: 09/13/2016 – 06/30/2017

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

Attachment # 1
CLASS SPECIFICATION
Revised OCTOBER 2016

MEDIA SYSTEMS ELECTRONICS TECHNICIAN

CLASS SUMMARY

Under direction – analyzes, constructs, integrates, installs, repairs, modifies and operates a wide variety of electronic equipment to include audio-visual and multi-media equipment. Trains faculty and staff on equipment use. Performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Performs repairs, maintenance and modifications to all audio-visual and multi-media equipment. Sets up and operates public address systems, computers and projectors; troubleshoots problems that can occur in the computer/projector systems in the classroom and other venues. Maintains and services electronic whiteboards and display panels, video servers, , A/V electronic switchers, and other analog and digital video broadcasting equipment. Installs software and maintains computers on integrated systems.. Determines and tests the compatibility of new equipment with existing inventory. Maintains and repairs overhead projectors, flat or smart televisions, LCD Projectors, TV/DVD combo systems, public address systems, microphones, and speakers; utilizes electronic test equipment and tools in making repairs; determines and orders parts; operates TV analyzers, radio frequency generating and measuring units, and such mechanical equipment as drill press, soldering, and similar equipment; analyzes existing systems to plan for upgrades and modifications or to create requirements for new systems; participates in the design, engineering, construction and installation of audio-visual and related electronic multi-media systems; communicates with instructional personnel and other users to assess problems and propose modifications and to keep them informed of work status; provides guidance and training to the faculty/managers in the use of media systems and applications; maintains or assists in maintaining parts and stock inventory.

ORGANIZATIONAL RELATIONSHIPS

Positions in this class report to the designated manager.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and experience equivalent to five years of skilled, audio-visual, computer based multimedia equipment repair at the component level.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised October 2016

MEDIA SYSTEMS ELECTRONICS TECHNICIAN (continued)

Knowledge and Abilities

Knowledge of: classroom mediated equipment is required, maintenance, overhaul, and repair of all types of electronic audio-visual equipment, computer based multi-media equipment, and of the related use of electronic repair and test equipment; circuitry and mechanical operation of monitors, waveform, vector scope, video monitors, video projectors, DVD playback and recorder of all formats, digital video cameras, and other types of audio-visual equipment; radio and sound theory, television repair principles and techniques; principles of electricity; record keeping, safety principles and practices.

Ability to: diagnose defects in electronics equipment and make necessary major or minor repairs; maintain simple records; interpret system schematics and technical service manuals; work cooperatively with others; follow oral and written directions; work under peaks of pressure and interruption; assist in demonstrating proper audio-visual, computer based equipment operation; follow safety practices in electrical work and the use of tools and equipment.

Physical Requirements: Ability to lift 50 pounds.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

Attachment # 2
CLASS SPECIFICATION
Revised OCTOBER 2016

**SENIOR DISTRICT SAFETY OFFICER
(ARMED)**

CLASS SUMMARY

Under assigned supervision and direction of a Sergeant or Lieutenant performs duties related to maintenance of safety and security of District facilities, grounds, materials, and equipment; ensures the safety and protection of students, staff and visitors; performs related duties as assigned and required. Directs District Safety Officers on all shifts at district educational sites and periodically monitors activities without officer supervision.

REPRESENTATIVE DUTIES

Monitors district activities and provides security at all campus sites and satellite locations.. Directs the activities of District Safety Officers at those sites: collects logs, reports and incident reports; provides training and coordinates earthquake evacuation drills; develops coordinated security patrols of all evening sites, maintaining a comprehensive schedule to meet with instructors and students; Responds to radio and/or telephonic calls for routine and/or emergency assistant in both criminal and non-criminal matters. Deters and prevents unlawful behavior. Prepares incident and crime reports. Carries firearms and works under direct supervision of a Sergeant or Lieutenant. Prepares logs, reports and incident reports; Patrols on foot and in vehicles; inspects and checks security of doors, windows and equipment; reports presence of unauthorized persons on grounds or in buildings; renders first aid as required; controls parking and directs traffic on district property; directs students and visitors and provides information; inspects facilities to identify fire hazards; takes immediate action to reduce danger and prevent possible damage when leaks or malfunctions in electrical, plumbing, heating or other equipment are detected; prepares written reports on accidents, fires, property damage, safety hazards, thefts, intrusions; writes citations; provides security for events; checks weekly calendar of events in order to assist in locking/unlocking doors; assists sworn police officers when requested to do so; participates in crime prevention programs, including presentations to students and staff; provides escorts for students and staff as needed for the transportation of monies; operates two-way radios to communicate with base station and other officers; provides general information and assistance to the public; performs safety inspection of all facilities; attends in-service training programs; performs other related duties as assigned.

Provides direction to assigned shifts, seeing that work is organized and completed with a minimum of errors. Responsible for activities, events and special orders occurring on the shift; proper condition and order of reports, logs, equipment and vehicles; assignment and direction of officers on shift; supervision or oversight of district security operations; contacts with law enforcement agencies (liaison) and participation in required departmental training and/or meetings.

ORGANIZATIONAL RELATIONSHIPS

Positions in this class reports to the designated supervisor and direct District Safety Officers on any assigned shift. May be assigned to any shift, including weekends, swing and graveyard

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised OCTOBER 2016

**SENIOR DISTRICT SAFETY OFFICER II cont'd
(ARMED)**

shifts. Works independently in the absence of supervision, making decisions in the best interests of the district. Activities will be monitored by the Chief, District Safety & Security on a periodic basis.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience:

Graduation from high school (or G.E.D.) and completion of P.O.S.T. approved School Security or Campus Law Enforcement course, (S.B. 1626(, or School Peace Office course including necessary state and department mandated firearm courses (PC 832 Powers of arrest and search with Firearms component). Current certification in First Aid and CPR. Training in chemical agents, including pepper spray and baton (defensive impact weapon). Possession of a valid California Driver's License with a driving record that meets the standards established by the District.

Knowledge and Abilities:

Knowledge of: district policies and procedures; first aid, CPR, chemical agents (mace) and baton; basic methods of plant protection; procedures and practices necessary to ensure the safety of students, staff and the public; location of utility controls and "shut-off" valves in the buildings;; various types of fire extinguishers and their correct usage; pertinent provisions of ordinances and regulations of the County of Orange, and Education Code, and the Penal Code of California pertaining to the guarding and security of buildings and grounds and relating to theft and illegal entry into district property; hazards involved in security work.

Ability to: act quickly and with good judgment; deal tactfully with others; patrol property effectively and detect and prevent damage, theft, and trespassing; make informed and timely decisions in emergency situations; write required reports clearly and concisely, work effectively with district personnel, students, the public and local fire and police officers; resolve problems or quickly contact the proper authority for assistance; communicate effectively, both orally and in writing; operate district vehicles safely; utilize emergency equipment, including fire extinguishers; learn the district disaster plan and explain procedures to others;; serve as liaison with all local law enforcement and safety personnel (police, fire, marshals, deputies, parking control). Must be physically fit, and pass written, oral and psychological background testing.

Required Licenses and Certifications: Possession of a valid California Driver's License with a driving record that meets the minimum standards established by the District's insurance carrier; certification by an authorized agency the completion of a school security and laws of arrest course (SB 1626/CAEdCode 72330.5) or PC 832.2 school peace officer course, state and department mandated firearm courses and First Aid, and CPR. Certification in chemical agents and baton are required only if carried while on duty. Must physically fit, and pass written, oral and background testing.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: October 10, 2016
Re:	Public Disclosure of Collective Bargaining Agreement between the Rancho Santiago Community College District and the California School Employees Association (CSEA), Chapter 579	
Action:	Request for Approval	

BACKGROUND

Negotiations regarding work conditions for the District Safety Officers between the District and California School Employees Association (CSEA 579) have been completed. An agreement for 2016-2017 has been negotiated and was ratified by CSEA 579 on September 26, 2016. The proposed agreement is now presented to the Board of Trustees for approval.

ANALYSIS

The estimated cost for each Safety Officer who is successful in achieving the required standard is as follows:

- Salary costs \$11,603.00
- Training costs \$ 1,500.00
- Equipment costs: \$ 1,500.00

RECOMMENDATION

It is recommended that the Board of Trustees approve the collective bargaining agreement with the California School Employees Association (CSEA), Chapter 579 for the period of July 1, 2016 through June 30, 2017.

Fiscal Impact: To be determined consistent with analysis above Board Date: October 10, 2016
Item Prepared by: Judyanne Chitlik, Vice Chancellor, Human Resources
Item Submitted by: Judyanne Chitlik, Vice Chancellor, Human Resources
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor

Tentative Agreement
between
RSCCD
and
CSEA and its chapter #579

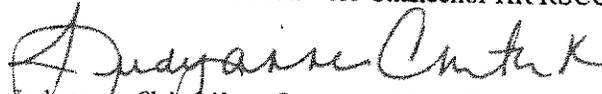
California School Employees Association (CSEA) and the Rancho Santiago Community College District (District) agree to the following amendments to the Collective Bargaining Agreement (CBA) and 2 job descriptions as attached and articulated below. Specifically;

1. There will be two job descriptions for safety officers; District Safety Officer (DSO) and Senior District Officer (SDO) the latter position understood to be armed and amended to increase responsibility and pay. Pay grades will be level 9 and 13 respectively. See attached A
2. The District shall pay for any and all training so that all current District Safety Officers who wish to reclassify to Senior District Safety Officers (Armed), once they pass all state law requirements in order to carry firearms in a school district setting may do so. Those who do not want to reclassify or those who are not successful shall remain at their current classification with no penalty or reduction in pay or assignment.
3. RSCCD shall provide firearms, ammunition and all ancillary equipment required for the Senior District Safety Officers (Armed) to carry out their job duties. This will include, but are not limited to, bullet proof vests, firearms, ammunition, belts, holsters, magazine holders, batons and flashlights (Article 15.5) Attachment B.
4. CSEA agrees to the removal of the annual bid process (Article 15.2, Article 15.4 attachment B) from Article 15 for all District Safety Officers. Currently assigned officers shall remain in where they are now assigned. Opportunities to move assignments shall be in accordance with the existing and unchanged terms and conditions of Article 17 (Transfers, Promotions and Recruitment).


Sean Small President 579


Guillermo Santucci LRR CSEA

 8/23/16.
Alistair Winter - Assistant Vice Chancellor HR RSCCD


Judyanne Chitlik - Interim Vice Chancellor
Chief Negotiator RSCCD

8/23/16

**SENIOR DISTRICT SAFETY OFFICER II
(ARMED)**

CLASS SUMMARY

Under assigned supervision and direction of a Sergeant or Lieutenant performs duties related to maintenance of safety and security of District facilities, grounds, materials, and equipment; ensures the safety and protection of students, staff and visitors; performs related duties as assigned and required. Directs District Safety Officers on all shifts at district educational sites and periodically monitors activities without officer supervision.

REPRESENTATIVE DUTIES

Monitors district activities and provides security at all campus sites and satellite locations.. Directs the activities of District Safety Officers at those sites: collects logs, reports and incident reports; provides training and coordinates earthquake evacuation drills; develops coordinated security patrols of all evening sites, maintaining a comprehensive schedule to meet with instructors and students; Responds to radio and/or telephonic calls for routine and/or emergency assistant in both criminal and non-criminal matters. Deters and prevents unlawful behavior. Prepares incident and crime reports. Carries firearms and works under direct supervision of a Sergeant or Lieutenant. Prepares logs, reports and incident reports; Patrols on foot and in vehicles; inspects and checks security of doors, windows and equipment; reports presence of unauthorized persons on grounds or in buildings; renders first aid as required; controls parking and directs traffic on district property; directs students and visitors and provides information; inspects facilities to identify fire hazards; takes immediate action to reduce danger and prevent possible damage when leaks or malfunctions in electrical, plumbing, heating or other equipment are detected; prepares written reports on accidents, fires, property damage, safety hazards, thefts, intrusions; writes citations; provides security for events; checks weekly calendar of events in order to assist in locking/unlocking doors; assists sworn police officers when requested to do so; participates in crime prevention programs, including presentations to students and staff; provides escorts for students and staff as needed for the transportation of monies; operates two-way radios to communicate with base station and other officers; provides general information and assistance to the public; performs safety inspection of all facilities; attends in-service training programs; performs other related duties as assigned.

Provides direction to assigned shifts, seeing that work is organized and completed with a minimum of errors. Responsible for activities, events and special orders occurring on the shift; proper condition and order of reports, logs, equipment and vehicles; assignment and direction of officers on shift; supervision or oversight of district security operations; contacts with law enforcement agencies (liaison) and participation in required departmental training and/or meetings.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
OCTOBER 2015

**SENIOR DISTRICT SAFETY OFFICER II cont'd
(ARMED)**

ORGANIZATIONAL RELATIONSHIPS

Positions in this class reports to the designated supervisor and direct District Safety Officers on any assigned shift. May be assigned to any shift, including weekends, swing and graveyard shifts. Works independently in the absence of supervision, making decisions in the best interests of the district. Activities will be monitored by the Chief, District Safety & Security on a periodic basis.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Graduation from high school (or G.E.D.) and completion of P.O.S.T. approved School Security or Campus Law Enforcement course, (S.B. 1626, or School Peace Office course including necessary state and department mandated firearm courses (~~BSIS Guard card, BSIS exposed Firearm carry, and~~ (PC 832 Powers of arrest and search with Firearms component)). Current certification in First Aid and CPR. Training in chemical agents, including pepper spray and baton (defensive impact weapon). Possession of a valid California Driver's License with a driving record that meets the standards established by the District.

Knowledge and Abilities

Knowledge of: district policies and procedures; first aid, CPR, chemical agents (mace) and baton; basic methods of plant protection; procedures and practices necessary to ensure the safety of students, staff and the public; location of utility controls and "shut-off" valves in the buildings; ~~fuse amperage requirements~~; various types of fire extinguishers and their correct usage; pertinent provisions of ordinances and regulations of the County of Orange, and Education Code, and the Penal Code of California pertaining to the guarding and security of buildings and grounds and relating to theft and illegal entry into district property; hazards involved in security work.

Ability to: act quickly and with good judgment; deal tactfully with others; patrol property effectively and detect and prevent damage, theft, and trespassing; make informed and timely decisions in emergency situations; write required reports clearly and concisely, work effectively with district personnel, students, the public and local fire and police officers; resolve problems or quickly contact the proper authority for assistance; communicate effectively, both orally and in writing; operate district vehicles safely; utilize emergency equipment, including fire extinguishers; learn the district disaster plan and explain procedures to others;; serve as liaison with all local law enforcement and safety personnel (police, fire, marshals, deputies, parking

control). Must be physically fit, and pass written, oral and psychological background testing.

Required Licenses and Certifications: Possession of a valid California Driver's License with a driving record that meets the minimum standards established by the District's insurance carrier; certification by an authorized agency the completion of a school security and laws of arrest course (SB 1626/CA EdCode 72330.5) or PC 832.2 school peace officer course, state and department mandated firearm courses and First Aid, and CPR. Certification in chemical agents and baton ~~is options~~, are required only if carried while on duty. Must physically fit, and pass written, oral and background testing.

15.2 Shift Assignments

~~Shift assignments for all District Safety Officers and Senior District Safety Officers shall be made on a seniority basis, the most senior employees to be given their preferences. Seniority shall be based upon District seniority within the classification and hours of assignment (e.g. forty (40) hours per week, nineteen (19) hours per week, etc.). (Last continuous date of hire with the District based upon the assigned group.) Once shift assignments have been made, they will remain stable at least for one (1) year. If an opening on a particular shift should occur, the employee with the greatest seniority shall be given first choice to move to the vacant shift. If that employee should not wish to move, the shift assignment should be offered to the next most senior employees until the shift assignment is made. Where service patterns are determined as requiring a change in the basic work schedule, the District will notify the unit president and a new schedule will be developed in consultation with the unit president and/or his/her designee.~~

- 15.3 The workweek will consist of four (4) consecutive days with at least three (3) consecutive days off, or five (5) consecutive days with at least two (2) consecutive days off. There shall not be any consecutive work weeks scheduled (scheduling employees to work ten (10) consecutive days). This section shall not restrict the extension of the regular workweek on an overtime basis when such is necessary to carry on the business of the District.

15.4 Bid Process

~~The District will notify District officers no later than May 15 of each year that bids for shifts and schedules are due no later than May 31. Schedules are understood to mean days of the week and do not include location. Those District officers who do not respond by the deadline will be assigned to shifts based on needs, as determined by the District.~~

15.5 Safety Equipment

~~The District agrees to provide flashlights and batons to District officers. The District agrees to provide and replace, as needed, mace for those District officers who have obtained the appropriate certification. The District agrees to purchase ten (10) bulletproof vests to be made available on an as-needed basis.~~ **shall provide firearms, ammunition and all ancillary equipment required for the Senior District Safety Officers (Armed) to carry out their job duties. This will include, but are not limited to, bullet proof vests, firearms, ammunition, belts, holsters, magazine holders, batons and flashlights**