

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees (Regular meeting)**  
**Monday, December 12, 2016**  
**2323 North Broadway, #107**  
**Santa Ana, CA 92706**

**District Mission**

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

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

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

**Americans with Disabilities Acts (ADA)**

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

**A G E N D A**

**1.0 PROCEDURAL MATTERS** 4:30 p.m.

1.1 Call to Order

1.2 Installation Ceremony and Reception

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 November 14, 2016 Action

1.6 Approval of Consent Calendar Action

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

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

1.7 Presentation of District Annual Financial Audit

2.0 **BOARD ORGANIZATION**

2.1 Annual Board Organization

Action

Board Policy 2305 (attached) requires that the board take specific actions at its annual organizational meeting:

- Election of Board Officers (President, Vice President, and Clerk) for the 2016-17 year
- Designation of secretary and assistant secretary
- The President of the Board shall appoint members and chairs to following board committees:
  - Communications Committee
  - Facilities Committee
  - Fiscal and Audit Review Committee
  - Legislative Committee
  - Policy Committee
  - Safety & Security Committee
- The President of the Board shall appoint representatives to the the following organizations:
  - RSCCD Foundation
  - Orange County Community College Legislative Task Force
  - Orange County School Boards Association
  - Nominating Committee on School District Organization
- Adoption of schedule of meeting dates for 2017 (attached)
- Reaffirmation of Board Policy 2200 – Board Duties and Responsibilities (attached)
- Reaffirmation of Board Policy 2715 – Code of Ethics/Standards of Practice (attached)
- Reaffirmation of Board Policy 2735 – Board Member Travel (attached)
- Reaffirmation of Board Policy 6320 - Investments (attached)
- Designation of specific days, weeks or months of observance, which relate to the educational mission of the district (attached)

3.0 **INFORMATIONAL ITEMS AND ORAL REPORTS**

3.1 Report from the Chancellor

- Accreditation

3.2 Reports from College Presidents

- Accreditation
- Enrollment
- Facilities
- College activities
- Upcoming events

3.3 Report from Student Trustee

3.4 Reports from Student Presidents

- Student activities

3.5 Report from Classified Representative

3.6 Reports from Academic Senate Presidents

- Senate meetings

- 3.7 Reports from Board Committees  
• Board Fiscal/Audit Committee

#### **4.0 INSTRUCTION**

- \*4.1 Approval of New Occupational Therapy Assistant Agreement – Mental Health Association of Orange County Action  
The administration recommends approval of the new agreement with the Mental Health Association of Orange County in Orange, California.
- \*4.2 Approval of Occupational Therapy Assistant Agreement Renewal - Greater Anaheim SELPA (Special Education Local Plan Area) Action  
The administration recommends approval of the agreement renewal with Greater Anaheim SELPA in Buena Park, California.
- \*4.3 Approval of Speech-Language Pathology Assistant Agreement Renewal - Capistrano Unified School District Action  
The administration recommends approval of the agreement renewal with Capistrano Unified School District in San Juan Capistrano, California.
- \*4.4 Approval of Proposed Revisions for 2017-2018 Santa Ana College Catalog Action  
The administration recommends approval of the proposed revisions for the 2017-2018 Santa Ana College catalog.
- \*4.5 Approval of Proposed Revisions for 2017-2018 Santiago Canyon College Catalog Action  
The administration recommends approval of the proposed revisions for the 2017-2018 Santiago Canyon College catalog.
- \*4.6 Approval of Professor Rose Argo’s Sabbatical Leave Report Action  
The administration recommends approval of Professor Rose Argo’s Sabbatical Leave Report.
- \*4.7 Approval of Professor Rudy Frias’ Sabbatical Leave Report Action  
The administration recommends approval of Professor Rudy Frias’ Sabbatical Leave Report.
- \*4.8 Approval of Professor Randy Scott’s Sabbatical Leave Report Action  
The administration recommends approval of Professor Randy Scott’s Sabbatical Leave Report

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

- \*4.9 Approval of Contract Agreement with San Diego State University Research Foundation, Minority Male Community College Collaborative (M2C3) Action  
The administration recommends approval of the contract agreement with San Diego State University Research Foundation, Minority Male Community College Collaborative (M2C3).

## **5.0 BUSINESS OPERATIONS/FISCAL SERVICES**

- \*5.1 Approval of Payment of Bills Action  
The administration recommends payment of bills as submitted.
- \*5.2 Approval of Budget Increases/Decreases, Transfers, and Interfund Transfers Action  
The administration recommends approval of budget increases/decreases, transfers and Interfund transfers from October 31, 2016, to November 16, 2016.
- \*5.3 Approval of Appointment and Resignation for Measure Q Citizens' Bond Oversight Committee Action  
The administration recommends approval of the appointment and resignation of the Measure Q Citizens' Bond Oversight Committee as presented.
- \*5.4 Approval of Legal Services Agreement – Orbach Huff Suarez & Henderson LLP Action  
The administration recommends authorization be given to the Vice Chancellor of Business Operations/Fiscal Services or his designee to renew the proposed agreement between Rancho Santiago Community College District and Orbach Huff Suarez & Henderson LLP for the period of July 1, 2016, through June 30, 2018, as presented.
- 5.5 Receive and Acceptance of District Audit Reports for Fiscal Year Ended June 30, 2016 Action  
The administration recommends the board receive and accept the RSCCD audit reports for the fiscal year ended June 30, 2016, as presented.
- \*5.6 Approval of Amendment to Agreement with Lionakis for On-Call Architectural Design Services for Various Projects District-Wide Action  
The administration recommends approval of the amendment with Lionakis for on-call architectural design services for various projects district-wide as presented.

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

- \*5.7 Ratification of Award of Bid #1300 for Fire Line Pump Replacement at District Office Action  
The administration recommends ratification of the award of Bid #1300 to Fire Sprinklers, Inc. for Bid #1300 Fire Line Pump Replacement at District Office as presented.
- \*5.8 Approval of Amendment to Agreement with Disability Access Consultants (DAC) for Santa Ana College (SAC) Americans with Disabilities Act Transition Plan Update Action  
The administration recommends approval of the amendment with DAC for the SAC Americans with Disabilities Act transition plan as presented.
- \*5.9 Approval of Amendment to Agreement with Engineering Alignment Systems, Inc. for On-Call Structural Engineering Services for Santa Ana College and District Facilities Action  
The administration recommends approval of the amendment with Engineering Alignment Systems, Inc. for on-call structural engineering services at SAC and district facilities as presented.
- \*5.10 Rejection of Bid #1305 for Door Hardware Replacement at Buildings C (Fine Arts), H (Hammond Hall), L (Library), R (Russell Hall), and S (Administration) at Santa Ana College and Repairs at Santa Ana College Orange County Sheriff's Regional Training Academy Action  
The administration recommends rejection of all bids for Bid #1305 for door hardware replacement at Buildings C, H, L, R, and S at SAC and repairs at SAC Orange County Sheriff's Regional Training Academy as presented.
- \*5.11 Approval of Amendment to Agreement with Saiful Bouquet, Inc. for On-Call Structural Engineering Services at Santiago Canyon College (SCC) and District Facilities Action  
The administration recommends approval of the amendment with Saiful Bouquet, Inc. for on-call structural engineering services at SCC and district facilities as presented.
- \*5.12 Approval of Independent Contractor Action  
The administration recommends approval of the following independent contractor: LeeAnn Stone as an instructional designer to assist in developing "Model Courses" for departmental usage with District Education growth for Associate Degree for Transfer (AD-T) pathways and Open Educational Resources (OER) course adoption for Santa Ana College. Dates of service are December 13, 2016, through June 30, 2017. The fee is estimated at \$30,000.

\*5.13 Approval of Independent Contractor Action

The administration recommends approval of the following independent contractor: Walter Dario Di Mantova to assist with Orange County Regional Strong Workforce Project planning (providing project management timeline, weekly updates/reports as requested, review/research material, and produce Final Regional Plan). Dates of service are December 13, 2016, through January 31, 2017. The fee is estimated at \$25,500.

\*5.14 Approval of Independent Contractor Action

The administration recommends approval of the following independent contractor: Richard Verches to provide services as the Los Angeles Director for the LA/OC Regional Consortia (convene regional stakeholders, facilitate regional planning and coordination, communicate and assist the region in implementing Chancellor's Office Initiatives, and other leadership and administrative services). Dates of service are December 13, 2016, through March 12, 2017. The fee is estimated at \$59,812.

\*5.15 Approval of Purchase Orders Action

The administration recommends approval of the purchase order listing for the period October 28, 2016, through November 11, 2016.

**6.0 GENERAL**

\*6.1 Approval of Resource Development Items Action

The administration recommends approval of budgets, acceptance of grants, and authorization of the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:

- California Employment Development Department E-file Program – Small Business Development Center (District) \$ 9,750
- College Textbook Affordability Program (AB 798) (SAC) \$ 50,000
- Deputy Sector Navigator – Global Trade & Logistics – Year 4 (District) – *Augmentation* \$ 100,000
- Deputy Sector Navigator – Information & Communication Technologies/Digital Media – Year 4 (District) – *Augmentation* \$ 100,000
- Deputy Sector Navigator – Retail Hospitality/Tourism/Learn & Earn – Year 4 (District) – *Augmentation* \$ 100,000
- Deputy Sector Navigator – Small Business – Year 4 (District) – *Augmentation* \$ 100,000
- Early Head Start – Year 3 (District) \$1,839,378
- Math, Engineering and Science Achievement (MESA) Program – (SAC) – *Augmentation* \$ 27,393
- Small Business Administration/California State University, Fullerton – Small Business Development Center (District) \$ 602,000
- Student Equity (SAC & SCC) \$3,085,938

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

- \*6.1 Approval of Resource Development Items (contd.)
- Student Success and Support Program (SSSP) – Credit (SCC/District) \$1,851,741
  - University of California, Irvine Graduate Student/Faculty Internship (SAC & SCC) \$ 37,500
  - Youth Empowerment Strategies for Success – Independent Living Program (YESS – ILP) (SAC) \$ 22,500
- \*6.2 Approval of Sub-Agreement between RSCCD and Compton Community College District for Career Technical Education Data Unlocked 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.
- \*6.3 Approval of First Amendments to Sub-Agreements between RSCCD and Los Rios Community College District for Career Technical Education Data Unlocked Grant Action  
The administration recommends approval of the amendments to 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.
- \*6.4 Authorization of Signatures Action  
The administration recommends approval of the revised list of authorized signatures.
- 6.5 List of 2017 Conferences and Legislative Executive Visits for Board Members Information  
Board Policy 2735 and a list of conferences and legislative executive visits that board members may wish to attend is provided as information.
- 6.6 RSCCD Board of Trustees Self-Evaluation Action  
It is recommended that the board review the evaluation responses and complete the self-evaluation process for 2016.
- 6.7 Board Member Comments Information

### **RECESS TO CLOSED SESSION**

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

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

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

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

## **RECONVENE**

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

#### **Public Comment**

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

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

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

## **7.0 HUMAN RESOURCES**

- | <b>7.1 <u>Management/Academic Personnel</u></b>  | <b><u>Action</u></b> |
|--|----------------------|
| <ul style="list-style-type: none"><li>• Approval of Employment Agreements</li><li>• Approval of New Job Descriptions</li><li>• Approval of Appointments</li><li>• Approval of Appointments to Interim Assignment/Employment of Retired State Teachers' Retirement System (STRS) Member</li><li>• Approval of Changes of Position Grade Level</li><li>• Approval of Adjusted Salary Placements</li><li>• Ratification of Resignations/Retirements</li><li>• Approval of Changes of Classification</li><li>• Approval of 2016-2017 FARSCCD Association Released Times</li><li>• Approval of Leaves of Absence</li><li>• Approval of Beyond Contract/Overload Stipends</li><li>• Approval of Part-time Hourly New Hires/Rehires</li><li>• Approval of Non-paid Instructors of Record</li><li>• Approval of Non-paid Intern Services</li></ul> |                      |

- 7.2 Classified Personnel Action
- Approval of New Appointments
  - Approval of Professional Growth Increments
  - Approval of Out of Class Assignments
  - Approval of Return to Regular Assignments
  - Approval of Changes in Positions
  - Ratification of Resignations/Retirements
  - Approval of New Appointments
  - Approval of Temporary Assignments
  - Approval of Additional Hours for Ongoing Assignments
  - Approval of Changes in Temporary Assignment
  - 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
- 7.3 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to Child Development Centers – CSEA Chapter 888 Action  
The administration recommends the board schedule a public hearing for the next regularly scheduled board meeting.
- 7.4 Approval of Agreement with AON Consulting for Medicare Subsidy Administration Action  
The administration recommends approval of the agreement with AON Consulting for the Medicare Subsidy Administration.
- 8.0 ADJOURNMENT** - The next regular meeting of the Board of Trustees will be announced after the 2017 board meeting calendar is approved. The meeting will be held at the District Office at 2323 North Broadway, Room #107, in Santa Ana, California.

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

**Board of Trustees**  
**(Regular meeting)**

**Monday, November 14, 2016**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

-The meeting was called to order at 4:32 p.m. by Mr. John Hanna. Other members present were Ms. Arianna Barrios, Mr. Larry Labrado, Ms. Nelida Mendoza, Mr. Phillip Yarbrough, and Ms. Esther Chian. Ms. Claudia Alvarez was present via teleconference.

Administrators present during the regular meeting were Ms. Judy Chitlik, Mr. Peter Hardash, Dr. John Hernandez, Mr. Enrique Perez, Dr. Linda Rose, and Dr. Raúl Rodríguez. Ms. Anita Lucarelli was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Zeke Hernandez, newly elected RSCCD Trustee.

1.3 Administration of Oath of Allegiance to Esther Chian, 2016-2017 Student Trustee

Mr. Hanna administered the Oath of Allegiance to Ms. Esther Chian. The board welcomed her as the 2016-2017 student trustee.

1.4 Approval of Additions or Corrections to Agenda

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

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to suspend the rules and recess to closed session at this time to consider Item 5 Student Expulsion, and hear Items 2.3 (Report from Student Trustee) and Item 2.4 (Reports from Student Presidents) upon returning from closed session in order to accommodate the student trustee and student president having to leave early to attend classes. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian's advisory vote was aye.

**RECESS TO CLOSED SESSION** (There is a later closed session after Item 2.7 [Reports from Board Committee Chairpersons].)

The board convened into closed session at 4:39 p.m. to consider the following item:

5. Student Expulsion (pursuant to Education Code 72122)  
Student I.D. #2001054

**RECONVENE**

The board reconvened at 5:03 p.m.

2.3 Report from Student Trustee

Ms. Esther Chian 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

Ms. Lisette Cervantes, Student Vice President, Santa Ana College

1.5 Public Comment

After acknowledging Mr. Charlie Wright, Mr. Hanna read into the record the following (*italics*):

*“The board properly placed a matter on today’s closed session agenda for ‘public employee discipline/dismissal/release,’ pursuant to the Brown Act at Government Code section 54957(b)(1).*

*Also pursuant to the Brown, Act, Government Code section 54957(b)(2), the employee in question was given:*

1. *Notice that this matter had been placed on the closed session agenda of a regular meeting scheduled for November 14, 2016, at 4:00 p.m.; and*
2. *An opportunity to request that the matter instead be heard in open session during the time period on the agenda dedicated to open meeting, public comment on closed session items.*

*I have been informed that the employee has requested that the matter be heard in open session. Mr. Wright, is that correct, or do you prefer that the board hear this in closed session?”*

Mr. Wright responded affirmatively that he would like the matter heard in open session.

1.5 Public Comment (contd.)

Therefore, Mr. Hanna read into the record the following (*italics*):

*“I will take a few moments to explain the process that we will use to conduct this open session item. Under the Brown Act, an employee may request that complaints and charges, or in this instance, a recommendation regarding your release as an Interim Dean, be heard in open session. When such a request is made, we are required to hear in open session, what we would otherwise have heard in closed session.*

*We have a board memorandum from the district regarding the recommendation to release Mr. Wright from employment as an Interim Dean. The memorandum highlights that the district initially received complaints against Mr. Wright regarding his behavior toward and treatment of two female district employees. The allegations include inappropriate touching and inappropriate abusive verbal interactions. In addition to this, a faculty member brought forward concerns that she had with Mr. Wright, which included him acting aggressive towards her and backing her into a wall. The district has thoroughly investigated all of these claims, and based on its findings, it has decided to recommend to the board of trustees to release Mr. Wright from his employment with the district effective immediately.”*

Mr. Wright responded to the allegations against him by staff and asked the board not to take action at this time on the closed session item relating to the allegations.

Mr. Hanna asked if there were any members of the public who wished to speak on this matter subject to the board’s usual procedures for hearing public comment.

Coaches Geoff Jones and Vince Silva spoke in support of Mr. Charlie Wright.

Mr. Hanna indicated that when the board moves to closed session for deliberations, the board will consider the recommendation of the chancellor or his designee in closed session and report out its decision in open session.

Ms. Maria Aguilar Beltran, Dr. Mary Castellanos, Dr. Kristen Guzmán, Ms. Narges Rabii-Rakin, and Ms. Susan Sherod spoke regarding the proposal to the district from the Faculty Association of Rancho Santiago Community College District (FARSCCD).

Mr. Micah Hammond spoke regarding a parking citation he received at SCC on September 6, 2016.

Mr. Robert Hammond spoke in support of his son’s (Mr. Micah Hammond) efforts in obtaining an administrative hearing regarding a parking citation he received at SCC.

1.6 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza to approve the minutes of the meeting held October 24, 2016. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

1.7 Approval of Consent Calendar

It was moved by Mr. Labrado and seconded by Mr. Yarbrough 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, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

3.1 Approval of New Occupational Therapy Assistant (OTA) Agreement - Providence Group, Inc.

The board approved the new OTA agreement with Providence Group, Inc. in Farmington, Utah.

3.2 Approval of Speech-Language Pathology Assistant Agreement Renewal - Care Meridian, DBA Winways

The board approved the Speech-Language Pathology Assistant agreement renewal with Care Meridian, DBA Winways in Orange, California.

3.3 Confirmation of Santa Ana College (SAC) Associate Degrees and Certificates for Summer 2016

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

3.4 Confirmation of Santiago Canyon College (SCC) Associate Degrees and Certificates for Summer 2016

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

3.5 Approval of Santa Ana College Community Services Program for Spring 2017

The board approved the proposed SAC Community Services program for Spring 2017.

3.6 Approval of Santiago Canyon College Community Services Program for Spring 2017

The board approved the proposed SCC Community Services program for Spring 2017.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

1.7 Approval of Consent Calendar (contd.)

- 4.2 Approval of Budget Increases/Decreases and Budget Transfers  
The board approved budget increases, decreases and transfers from October 10-30, 2016.
- 4.3 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended September 30, 2016.  
The board approved the CCFS-311Q for the quarter ended September 30, 2016, as presented.
- 4.5 Acceptance of 2015-2016 Measure E Citizens' Bond Oversight Committee Annual Report to the Community  
The board accepted the **Measure E** Citizens' Bond Oversight Committee Annual Report the Community for 2015-2016 as presented.
- 4.6 Acceptance of 2015-2016 Measure Q Citizens' Bond Oversight Committee Annual Report to the Community  
The board accepted the **Measure Q** Citizens' Bond Oversight Committee Annual Report the Community for 2015-2016 as presented.
- 4.7 Approval of Lease Agreement with Septium  
The board approved the lease agreement with Septium and authorized the Vice Chancellor of Business Operations and Fiscal Services to execute the agreement on behalf of the district as presented.
- 4.9 Approval of Agreement with 3QC, Inc. for Commissioning Consulting Services for Energy Management Systems Upgrade Project at Santa Ana College, Digital Media Center (DMC), and Santa Ana College Orange County Sheriff's Regional Training Academy  
The board approved the agreement with 3QC, Inc. for commissioning consulting services for the energy management systems upgrade project at SAC, DMC, and SAC Orange County Sheriff's Regional Training Academy as presented.
- 4.10 Approval of Amendment #3 to Agreement with Terracon Consultants, Inc. for Phase II Environmental, Geohazard and Geotechnical Inspection Services for Science Center Project at Santa Ana College  
The board approved the amendment with Terracon Consultants, Inc. for Phase II environmental, geohazard and geotechnical inspection services for the Science Center project at SAC as presented.
- 4.11 Award of Bid #1308 for Buildings A & B Soffit Repairs and Child Development Center (CDC) Post Repairs at Santiago Canyon College  
The board approved awarding Bid #1308 to Newbuild Construction and Restoration, Inc. for Buildings A & B soffit repairs and CDC post repairs at SCC as presented.

1.7 Approval of Consent Calendar (contd.)

4.12 Approval of Surplus Property

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

4.13 Approval of Donation of Surplus Items

The board approved of the donations to Garden Grove Unified School District and Orange Unified School District as presented.

4.14 Approval of Foundation for California Community Colleges Furniture and Fixtures Applications Request for Proposal (RFP) #13-002 (Consisting of Multiple Contracts)

The board approved the district's use of the Foundation for California Community Colleges RFP #13-002 (consisting of multiple contracts) including any future renewals and extensions for furniture and fixtures applications to Haworth, Krueger International (KI), Steelcase, Worden and others as presented.

4.15 Award of Bid #1303 – Purchase of Bond Paper

The board accepted the bid and approved awarding Item #1 for Bid #1303 – Purchase of Bond Paper to Veritiv Operating Company as presented.

4.16 Approval of Independent Contractor

The board approved the following independent contractor: Christi Hill 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 East Los Angeles (LA) College, Golden West College, Los Angeles Mission College, LA Southwest College, and LA Valley College. Dates of service are November 15, 2016, through June 30, 2017. The fee is estimated at \$17,400.

4.17 Approval of Purchase Orders

The board approved the purchase order listing for the period October 7-27, 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:

- CalWORKs/Work Study/TANF (SAC/SCC) \$ 667,672
- Child Care Access Means Parents in School (CCAMPIS) - \$ 132,827  
Year 4 (District)
- Cooperative Agencies Resources for Education (CARE) \$ 127,765  
(SAC & SCC)
- Extended Opportunity Programs & Services (EOPS) \$2,062,459  
(SAC & SCC)

1.7 Approval of Consent Calendar (contd.)

5.1 Approval of Resource Development Items (contd.)

- National Science Foundation Improving Undergraduates Science, Technology, Engineering, and Mathematics (STEM) Education (I-USE) Project – Year 3 (SAC) \$ 74,474
- Workforce Innovation and Opportunity Act, Title II – Adult Education and Family Literacy Act (SAC & SCC) \$3,223,393

5.2 Approval of Sub-Agreement between RSCCD and American Institutes for Research for Assembly Bill (AB) 104 Adult Education Block Grant

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

5.3 Approval of Sub-Agreements between RSCCD and Antelope Valley Los Angeles and Victor Valley 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.

5.4 Approval of Fourth Amendment to Sub-Agreement between RSCCD and Orange Unified School District for California Career Pathways Trust Grant – Year 3

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.

5.5 Approval of Sub-Agreement between RSCCD and The McNellis Corporation for Career Technical Education Enhancement Fund (CTE EF) 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.

1.8 Recognition of Steve Bautista as Orange County Teacher of the Year for Community Colleges

The board recognized Mr. Steve Bautista, Counselor/Professor/Coordinator, Center for Teacher Education, as being selected as the Orange County Department of Education Teacher of the Year for Community Colleges.

1.9 Recognition of *el Don* Student Newspaper Award Recipients

The board recognized the *el Don* student newspaper staff for winning the Associated Collegiate Press National Pacemaker Award for the 22<sup>nd</sup> time.

1.10 Presentation by MUFG Union Bank to Orange County Small Business Development Center (SBDC)

Mr. Thomas Chavez, Vice President, Small Business Administration Division; Ms. Rossina Gallegos, Director and Foundation & Community Outreach Officer, Corporate Social Responsibility; and Mr. Marcos Sandoval, Vice President, Branch Manager; presented a \$150,000 check to the Orange County Small Business Development Center on behalf of MUFG Union Bank. Ms. Barrios and Ms. Leila Mozaffari accepted the check on behalf of the Orange County SBDC.

1.11 Public Hearing – Adopt certain findings prerequisite to award of energy service contract under Government Code Sections 4217.10 – 4217.18 for the Energy Management Systems Upgrade Project at Santa Ana College, Digital Media Center, and Santa Ana College Orange County Sheriff’s Regional Training Academy.

There were no public comments.

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to hear Items 2.0 through 2.7 (Information Items and Oral Reports) at this time. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

**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 (This item was heard after Item 1.4 (Additions or Corrections to the Agenda).

2.4 Reports from Student Presidents (This item was heard after Item 2.3 [Student Trustee report].)

2.5 Report from Classified Representative

Ms. Connie Ramos, RSCCD Senior Payroll Specialist, provided a report to the board on behalf of the classified staff.

## 2.6 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

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

Ms. Mendoza provided a report on the November 10, 2016, Orange County Community College Legislative Task Force meeting.

**RECESS TO CLOSED SESSION** (There is an earlier closed session after Item 1.4 [Additions or Corrections to Agenda].)

The board convened into closed session at 6:54 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 Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)
3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)  
Agency Negotiator: 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
4. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

Ms. Chian left the meeting at this time.

Ms. Alvarez disconnected from the meeting via teleconference at 7:18 p.m.

## **RECONVENE**

The board reconvened at 8:07 p.m.

### Closed Session Report

Ms. Mendoza reported during closed session the board discussed public employment, anticipated litigation, labor negotiations, and public employee discipline/dismissal/release; and the board took the following action:

Closed Session Report (contd.)

The board ratified the release of an Interim Dean/employee #2265475. The vote carried as follows: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

The board authorized the settlement of a potential litigation in exchange for a monetary payment. The vote carried as follows: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

The board ratified a five-day suspension of a High School/Community Outreach Specialist at Centennial Education Center. The vote carried as follows: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. (Since Ms. Alvarez disconnected from the meeting via teleconference, she did not participate in the vote on this item.)

During the first closed session (after Item 1.4), the board expelled student number #2001054. The vote carried as follows: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian's advisory vote was aye.

Public Comment

There were no public comments.

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

This item was heard after Item 1.11 (Public Hearing).

**3.0 INSTRUCTION**

All items were approved as part of Item 1.7 (Consent Calendar).

**4.0 BUSINESS OPERATIONS/FISCAL SERVICES**

Items 4.1, 4.2, 4.3, 4.5, 4.6, 4.7, and 4.9 through 4.17 were approved as part of Item 1.7 (Consent Calendar).

4.4 Quarterly Investment Report as of September 30, 2016

The quarterly investment report as of September 30, 2016, was presented as information.

4.8 Adoption of Resolution No. 16-27 – Agreement for Energy Conservation Services with Climatech, LLC for Energy Management Systems Upgrade at Santa Ana College, Digital Media Center, and Santa Ana College Orange County Sheriff’s Regional Training Academy

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to adopt Resolution No. 16-27 Agreement for energy conservation services with Climatec LLC for the energy management system upgrades at SAC, DMC, and SAC Orange County Sheriff’s Regional Training Academy as presented. The vote carried as follows: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

**5.0 GENERAL**

Items 5.1 through 5.5 were approved as part of Item 1.7 (Consent Calendar).

5.6 Discussion and Action Relating to Change of Date for Board of Trustees Meeting in December 2016 Due to November 2016 Election Results

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza to discuss whether to reschedule the December 5, 2016, board meeting to December 12, 2016, due to the possibility of the Orange County Registrar of Voters office not being able to certify the November 8, 2016, election results until December 8, 2016. Mr. Hanna asked the board to consider moving the December 5, 2016, board meeting to December 12, 2016. Mr. Yarbrough and Ms. Mendoza accepted the amendment to the motion. The motion to move the meeting to December 12, 2016, carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

5.7 Board of Trustee Express Interest in Board Officer Positions

The board president solicited expressions of interest from board members regarding service as president, vice president, clerk, and committee assignments for 2016-2017. The following board members expressed interest in the following positions and committee assignments:

- President – Mr. John Hanna
- Vice President – Ms. Nelida Mendoza
- Clerk – Ms. Arianna Barrios
- Clerk - Mr. Phillip Yarbrough

5.8 Review and Discussion of Self-Evaluation Responses from Community and Staff

The survey responses from community and staff were presented to the board for review and discussion. Mr. Hanna indicated that board members planned to review the responses and then complete their self-evaluation in the next few days.

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza to suspend the rules and consider Items 6.1 through 6.8 (Human Resources) at this time. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, and Mr. Yarbrough.

## **6.0 HUMAN RESOURCES**

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

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

- Approve Revised Job Descriptions
- Approve Appointments
- Approve Leaves of Absence
- Approve Final Salary Placements
- Approve Changes to Contract Workload/Percentage
- Approve Contract Stipends
- Approve Beyond Contract/Overload Stipends
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Interns

### **6.2 Classified Personnel**

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

- Approve New Appointments
- Approve Hourly Ongoing to Contract Assignments
- Approve Temporary to Contract Assignments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Return to Regular Assignments
- Approve Changes in Salary Placements
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Temporary to Hourly Ongoing Assignments
- Approve Changes in Salary Placement
- Approve Temporary Assignments

6.2 Classified Personnel (contd.)

- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

6.3 Presentation of Child Development Centers – California School Employees Association (CSEA) Chapter 888 Initial Proposal to Rancho Santiago Community College District

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to receive the initial proposal and schedule a public hearing for the next regularly scheduled board meeting. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.4 Approval of Credit Instructional Calendar for 2017-2018

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the 2017-2018 Credit Instructional Calendar. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.5 Approval of Fringe Benefit Providers for Calendar Year 2017

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the renewal of insurance programs at the negotiated rates and authorize the chancellor or his designee to enter into the appropriate agreements for the period of January 1, 2017, through December 31, 2017. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.6 Approval of Agreement with Nicole Miller & Associates

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to authorize the chancellor or his designee to execute an agreement with Nicole Miller & Associates. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.7 Approval of Agreement for Educational Services and Scholarships between Rancho Santiago Community College District and National University

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the agreement with National University as presented. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

#### 6.8 Authorization for Board Travel/Conferences

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

#### 5.9 Board Member Comments

Board members congratulated Mr. Zeke Hernandez (who was in the audience) as a newly-elected member of the RSCCD Board of Trustees.

Ms. Barrios and Ms. Mendoza thanked those who recently voted for them and expressed appreciation for being able to serve as trustees for another term. Ms. Barrios, Ms. Mendoza, and Mr. Hanna expressed how difficult this election was and how committed board members are in working with staff to assist students in achieving their educational goals.

Mr. Yarbrough congratulated Ms. Alvarez, Ms. Barrios, and Ms. Mendoza on being able to serve as trustees for another term.

Ms. Barrios indicated she is looking forward to serving as a guest conductor at the Season of Hope Holiday Concert at SCC on November 19.

Ms. Mendoza reported that she attended the Digital Media Center' (DMC) 10-year anniversary celebration on November 11. At the event she spoke with the following two individuals whose businesses are considered "incubator" businesses at the DMC: Mr. Guillermo "Bill" Izabal whose business "Listo America" assists Latino students in accelerating STEM readiness, and Mr. Tony Seamaan that helps companies optimize energy use. She asked if Mr. Seamaan could be of use in optimizing energy use at the Sheriff's Academy since it was freezing in the multi-purpose room when the district held a board meeting there on September 12, 2016.

Board members were asked to review a list of proposed meeting dates for 2017 prior to the December 12<sup>th</sup> board meeting. After reviewing the proposed dates, Mr. Hanna expressed concern for a proposed board meeting on April 10, 2017, due to the beginning of Passover. He indicated he will be suggesting the April 10, 2017, board meeting date be rescheduled to Tuesday, April 11, 2017.

Mr. Hanna asked the chancellor (with or without the board president) to distribute a statement indicating the district is respectful of students' statuses, etc. to RSCCD students due to the aftermath of the presidential election.

**7.0 ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on Monday, December 12, 2016.

There being no further business, Mr. Hanna declared the meeting adjourned at 8:31 p.m.

Respectfully submitted,

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Raúl Rodríguez, Ph.D.  
Chancellor

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

Minutes approved: December 12, 2016

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
(Office of the Chancellor)

To: Board of Trustees	Date: December 12, 2016
Re: Board Organization	
Action: Request for Action	

**BACKGROUND**

Board Policy 2305 requires that the Board take specific actions at its annual organizational meeting.

**ANALYSIS**

Per Board Policy 2305, the Board shall:

- a) Elect the Board Officers (President, Vice President, and Clerk) for the 2016-2017 year
- b) Designate Secretary and Assistant Secretary to the board
- c) Appoint members and chairs of board committees:
  - Communications Committee
  - Facilities Committee
  - Fiscal and Audit Review Committee
  - Legislative Committee
  - Policy Committee
  - Safety & Security Committee
 Appoint members/representatives of committees:
  - Representative to the RSCCD Foundation
  - Representative to the Orange County Community College Legislative Task Force
  - Representative to the Orange County School Boards Association
  - Representative to the Nominating Committee on School District Organization
- d) Adopt a schedule of meeting dates for 2017 (attached)
- e) Reaffirm Board Policy 2200 – Board Duties and Responsibilities (attached)
- f) Reaffirm Board Policy 2715 - Code of Ethics/Standards of Practice (attached)
- g) Reaffirm Board Policy 2735 – Board Member Travel (attached)
- h) Reaffirm Board Policy 6320 - Investments (attached)
- g) Designate specific days, weeks or months of observance, which relate to the educational mission of the district

**RECOMMENDATION**

It is recommended that the Board take action on those items listed above.

Fiscal Impact: None	Board Date: December 12, 2016
Prepared and Submitted by: Anita Lucarelli, Executive Assistant to the RSCCD Board	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

## **BP 2305 Annual Organizational Meeting**

**Reference:**

Education Code Section 72000(c)(2)(A)

**Revised: January 13, 2014 (Previously BP9013)**

**Reference:**

Education Code Section 72000(c)(2)(A)

The following tasks shall be listed under Board Organization and included on the agenda of the Board's annual organizational meeting to be held in December each year:

- Election of Board officers
- Designation of secretary & assistant secretary
- Schedule of regular meeting dates and locations for the following year, including: Board Self-Evaluation (BP2745), Evaluation of the Chancellor (BP2435), Brown Act and Ethics Presentations, Review of District and College Foundations, and Preliminary Audit Discussion
- Authorization of signatures
- Appointment of trustees to committees by Board President
- Reaffirmation of Board Policy 2200 (Board Duties and Responsibilities)
- Reaffirmation of Board Policy 2735 (Board Member Travel)
- Reaffirmation of Board Policy 2715 (Code of Ethics/Standards of Practice)
- Reaffirmation of Board Policy 6320 (Investments)
- Designation of specific days, weeks or months of observance, which relate to the educational mission of the district

At the annual organizational meeting, the Board President shall solicit expressions of interest from members of the Board, or any newly elected members of the Board, regarding service as President, Vice President or Clerk of the Board, as well as any committee assignments.

**Revised: March 14, 2016 (Previously BP9013)**

## **Proposed Board Meetings – 2017**

In following the guidelines that the board is to meet on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month (except for those months that the board meets once a month), I am proposing the following dates for 2017:

January 9

February 6, 27 (Board Planning Session & regular meeting)

March 13, 27

April 10, 24

May 15, 30 (Tuesday)

June 12

July 17

August 14

September 11, 25

October 9 (SCC), 23 (SAC)

November 13

December 4 (annual self-evaluation meeting & regular meeting)

For your information:

January 16, 2017 HOLIDAY - Martin Luther King Day

January 29-30, 2017 - CCLC Annual Legislative Conference, Sacramento

February 13-17, 2017 - ACCT National Legislative Summit, Washington, D.C.

February 20, 2017 – HOLIDAY - President's Day

May 8, 2017 – SAC Golf Tournament

April 21, 2017 - Hawks Golf Tournament

May 29, 2017 – HOLIDAY - Memorial Day

## **BP 2200 Board Duties and Responsibilities**

### **Reference:**

Accreditation Standard IVB.1.d

The Board of Trustees governs on behalf of the citizens of the District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations
- Hire and evaluate the Chancellor
- Delegate power and authority to the Chancellor to effectively lead the District except the board shall not delegate any power that is expressly made non-delegable by statute
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the District

**Revised: October 8, 2012 (Previously BP9000)**

## **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 in promoting trust, confidence, and integrity in the working relationship between Trustees, administrators, faculty and staff. The Board and its individual Trustees are committed to the following:

- In all decisions the Board will consider the educational welfare and equality of opportunity of all students in the District.
- Trustees are elected to represent the interests and serve the needs of the entire District and to promote the mission of Rancho Santiago Community College District.
- Trustees are non-partisan elected officials and will always put District and college priorities before their own political or personal priorities.
- Trustees hold a public trust that requires and will ensure that their actions avoid conflicts of interest and any appearance of impropriety, including adherence to Board Policy 3821 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 district and colleges.
- Trustees clearly articulate to the Chancellor the Board's expectations, will support the work and efforts of the Chancellor, and keep the Chancellor informed of matters related to the district and colleges.
- Trustees 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 district, educational issues, and responsibilities of trusteeship, and will work in the best interest of the entire district.

The President of the Board, in consultation with the Chancellor, is authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, 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 board's policy code of ethics will be addressed by the President of the Board, who will first discuss the violation with the trustee to reach a resolution. If resolution is not achieved and further action is deemed necessary, the president may appoint an ad hoc committee to examine the matter and recommend further courses of action to the board. Sanctions will be determined by the board officers and may include a recommendation to the board to censure of the trustee, remove the trustee from a board officer position or from board committee assignments. If the President of the Board is perceived to have violated the code, the vice president of the board is authorized to pursue resolution.

**Revised: April 25, 2016 (Previously BP9002)**

**References Updated: March 16, 2015**

**Revised: October 24, 2016**

## **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.

**Revised: October 8, 2012 (Previously BP9011)**

**Revised: October 24, 2016**

## BP 6320 Investments

### Reference:

Government Code Sections 53600 et seq.

The Governing Board authorizes the Chancellor, or designee, to invest monies not required for the immediate necessities of the district in accordance with existing law. Funds are to be invested in a manner which will provide the maximum security of principal.

- Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital.
- The investments shall remain sufficiently liquid to meet all operating obligations of the district.
- The investments shall be done with the objective of attaining a market rate of return, taking into account risks and liquidity needs.

Investments shall be made with judgment and care, which persons of prudence, discretion and intelligence would exercise for the safety of capital and reasonable income.

The Vice Chancellor of Business and Fiscal Services shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this investment policy.

Administrators and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment activity or which could impair their ability to make impartial investment decisions.

Revised: September 9, 2013 (Previously BP3211)

2017 Designation of Specific Days, Weeks or Months of Observance, Which Relate to the Educational Mission of the District	
Occasion	Date
American Indian Heritage Month	November
Anaheim Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD
Asian-Pacific Islander Month	May
Black History Month	February
California Coastal Cleanup Day	3rd Sat. of September
City of Anaheim	TBD
City of Garden Grove	TBD
City of Irvine	TBD
City of Orange	TBD
City of Santa Ana	TBD
City of Tustin	TBD
City of Villa Park	TBD
Classified Appreciation Week	May
Community College Month	April
Constitution Day/Citizenship Day	September 18
Constitution Week	September 18-24
Garden Grove Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD
Hispanic Heritage Month	September
Holocaust Remembrance Day	April 24
Immigrant Heritage Month	June
Irish American Heritage Month	March
Irvine Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD
Lesbian, Gay, Bisexual, & Transgender History Month	October
National Public Health Week	April
Nurses Recognition Week	May
Orange Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD

2017 Designation of Specific Days, Weeks or Months of Observance, Which Relate to the Educational Mission of the District	
Occasion	Date
National Hispanic Women Business Association (NHWBA) Business Women of the Year	May
Orange County Labor Federation Solidarity Day Honoring of Individuals/Businesses/Unions	April
Peace Officer Memorial Day	May
POW/MIA Recognition Day	September 15
Recognition/honoring individuals who have served the RSCCD community	TBD
Santa Ana Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD
Small Business Week	April
Teacher Appreciation Week	May
Teacher of the Year	September/October
Tustin Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD
Veterans Appreciation Week	November
Villa Park Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD

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

To:	Board of Trustees	Date: December 12, 2016
Re:	Approval of New Occupational Therapy Assistant Agreement – Mental Health Association of Orange County	
Action:	Request for Approval	

**BACKGROUND**

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

**ANALYSIS**

This 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 the Mental Health Association of Orange County in Orange, California.

Fiscal Impact:	None	Board Date: December 12, 2016
Prepared by:	Carlos 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 **Mental Health Association of Orange County**, 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:

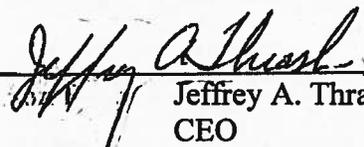
**District: Rancho Santiago Community  
College District**

**Agency: Mental Health Association of Orange  
County**

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

**Mental Health Association of Orange County  
822 Town and Country Road  
Orange, CA 92868**

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

  
\_\_\_\_\_  
Jeffrey A. Thrash  
CEO

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

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

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

To:	Board of Trustees	Date: December 12, 2016
Re:	Approval of an Occupational Therapy Assistant Agreement Renewal – Greater Anaheim SELPA	
Action:	Request for Approval	

**BACKGROUND**

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

**ANALYSIS**

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

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this agreement renewal with Greater Anaheim SELPA in Buena Park, California.

Fiscal Impact:	None	Board Date: December 12, 2016
Prepared by:	Carlos 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 **Greater Anaheim SELPA**, 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:

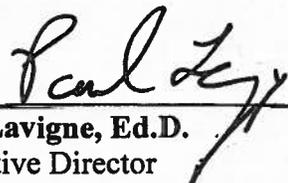
**District: Rancho Santiago Community  
College District**  
\_\_\_\_\_

**Agency: Greater Anaheim SELPA**  
\_\_\_\_\_

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

**Greater Anaheim SELPA  
7300 La Palma Avenue, Building 6  
Buena Park, CA 90620**

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

  
\_\_\_\_\_  
**Paul Lavigne, Ed.D.**  
Executive Director

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

Date: 10/20/2016

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

To: Board of Trustees	Date: December 12, 2016
Re: Approval of Speech-Language Pathology Assistant Agreement Renewal – Capistrano Unified School District	
Action: Request for Approval	

**BACKGROUND**

The Speech-Language Pathology Assistant was introduced in the Fall of 2001. Speech-Language pathology assistants are trained to assist in the language and speech development of communicatively disordered children and adults in educational and medical sites under the supervision of licensed speech-language pathologists. Critical to the implementation of the program is identifying and confirming sites and contractual arrangements for observation and fieldwork.

**ANALYSIS**

Formal agreements between the district and fieldwork experience sites will be necessary. To that end, a special agreement document was developed for this purpose. 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 Capistrano Unified School District in San Juan Capistrano, California.

Fiscal Impact: None	Board Date: December 12, 2016
Prepared by: Carlos 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

### **Speech-Language Pathology Assistant Program**

THIS AGREEMENT is made and entered into by and between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT on behalf of Santa Ana College, a public educational agency, hereinafter called the "District" and Capistrano Unified School District, hereinafter called the "Agency".

#### PART I.

#### BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

**WHEREAS**, the District and Agency acknowledge a public obligation to contribute to Speech-Language Pathology Assistant Program education for the benefit of students and to meet community needs.

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

**WHEREAS**, the District provides programs in Speech-Language Pathology Assistant Program education, which require clinical experience for students, hereafter called "**Students**", enrolled in these programs.

**WHEREAS**, the Agency has facilities suitable for the clinical needs of the District Speech-Language Pathology Assistant Program.

**WHEREAS**, it is to benefit of both District and Agency that Speech-Language Pathology Assistant Program students have opportunities for clinical experience to enhance their capabilities as practitioners.

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

#### PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE DISTRICT

##### A. For the Program in General

1. The District will assume full responsibility for offering Speech-Language Pathology Assistant Program education programs eligible for approval by the Speech-Language Pathology & Audiology Board.

**SAC-16-078**

Standard Educational Agreement  
SLPA/rev., 05/2016

2. The District will designate the students enrolled in the Speech-Language Pathology Assistant Program to be assigned for clinical experience in the Speech-Language Pathology areas of the agency in such numbers as are mutually agreed upon by both parties.
3. The District will supervise, in cooperation with the Agency supervisor, all instruction and learning and clinical experience given to the students at the facility so designated and provide instructor to supervise the clinical and learning experiences given to them at the agency, provided however, that the responsibility for service to the client remain with the Agency.
4. The District will keep academic and clinical experience records of students participating in said program.
5. The District will provide and be responsible for the care and control of educational supplies and education equipment necessary for instruction, including library materials, audiovisual equipment and supplies which are not customarily available at the Agency for the Speech-Language Pathology Assistant clinical experience.
6. The District will be responsible for the supervision and control of the students in the activities of their clinical experience under the general supervision and delivery of service framework of the Agency.
7. The District will agree that the student shall be subject to requirements and restrictions specified jointly by representative of District and Agency, and subject to Agency rules and regulations governing conduct, copies of which shall be provided in advance to District by Agency.
8. The District will require District's Speech-Language Assistant Program instructors to obtain the approval of the Agency's Director of Speech-Language Pathology in advance of:
  - a. Student Speech-Language Pathology Assistant schedules.
  - b. Placement of student in clinical experience assignments.
  - c. Changes in clinical experience assignments.
9. The District will, in consultation and coordination and with the approval of the Agency's Director of Speech-Language Pathology and the Speech-Language Pathology Assistant staff, plan for the Speech-Language Pathology Assistant clinical experience to be provided to students under this agreement.
10. The District will in consultation and coordination with the Agency's Director of Speech-Language Pathology arrange for periodic conferences between appropriate representation of the District and Agency to evaluate the Speech-Language Pathology Assistant field experience program provided under this Agreement.

**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 Speech-Language Pathology Assistant Programs.
2. The Agency will provide staff members who hold a current state license or credential to practice speech-language pathology to supervise Speech-Language Pathology Assistant students. In addition, supervising SLP's need to have a minimum of 2 years experience as a practicing speech language pathologist.
3. The administration of the service and client 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 Agency staff.
4. The Agency will provide staff that is adequate in number and quality to insure safe and continuous health care service to patients.
5. The Agency will provide service facilities for learning experiences therein for students enrolled in the Speech-Language Pathology Assistant Program of District who are designated by District for such experience at the Agency (the field experience for any one student shall cover such period of time as may be specified by District.)
6. The Agency will maintain service facilities in conformance with standards of the California State Board of Medical Examiners and the American Speech-Language-Hearing Association and permit inspection of its service facilities upon request by the American Speech-Language-Hearing Association and the state Board of Medical Examiners
7. The Agency will permit clinical experience in Speech-Language Pathology Assistant training by such students, either individually and/or in groups. All services of Agency herein contracted for, such services and the number of students receiving experience therein shall be by mutual agreement between parties and in accordance with the standards set forth by the American Speech-Language-Hearing Association.
8. The Agency will provide service areas in such a manner that there will be no conflict of learning opportunities among groups of students, and permit the district instructors and students access to service facilities, according to prearranged scheduling.
9. 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.
10. The Agency will provide orientation for students and faculty to familiarize them with the facility and facility policies before assigning them to duties at the Agency.

11. The Agency will permit the faculty and students of the District to use its facilities for Clinical education according to approved curricula.
12. The Agency will permit the facility's Director of Speech-Language Pathology and other designated Speech-Language Pathology personnel to attend meetings of the District's Speech-Language Pathology Assistant Program Faculty, or any committee thereof, to coordinate the clinical experience for the Speech-Language Pathology Assistant Program provided for under this Agreement.
13. The Agency will reserve the right, after consultation with the District, to refuse to accept for further Speech-Language Pathology Assistant Program clinical experience any of the college students who in the agency's judgment are not participating satisfactorily, provided however, neither party shall discriminate with respect to the acceptance in or exclusion of students from the program.
14. The Agency will provide the educational use of supplies and equipment as are commonly available for client care.
15. It is understood by the parties to the Agreement that the Agency remain responsible for client care at all times.
16. The parties agree that the Agency shall have no monetary obligation to District, the Speech-Language Pathologist Assistant students or to Speech-Language Pathology Assistant instructors.

#### **PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES**

##### **A. For publications**

1. Publication by District faculty, or Agency's 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. Confidentiality of Patient Records**

The Clinical Facility is a covered entity for purposes of the Health Insurance Portability and Accountability Act ("HIPAA") and subject to 45 C.F.R. Parts 160 and 164 (the HIPAA Privacy Regulation"). Clinical Facility shall direct Students, and Instructors providing supervision at the Clinical Facility as part of the Program, to comply with the policies and procedures of the Clinical Facility, including those governing the use and disclosure of individually identifiable health information under federal law, specifically the HIPAA Privacy Regulation. Solely for the purposes of defining the Students' and Instructors' role in relation to the use and disclosure of Clinical Facility's protected health information, the Students and Instructors are defined as members of the Clinical

Facility's workforce, as that term is defined by 45 C.F.R. 160.103, when engaged in activities pursuant to this Agreement. However, the Students and Instructors are not and shall not be considered to be employees of the Clinical Facility. The District and/or College will never access or request to access any Protected Health Information held or collected by or on behalf of the Clinical Facility by a Student or Instructor who is acting as part of the Facilities workforce. No services are being provided to the Clinical Facility by the District pursuant to this Agreement and, therefore, this Agreement does not create a "business associate" relationship as that term is defined in 45 C.F.R. § 160.103.

**C. Indemnification**

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

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

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

**D. Insurance:**

Without limiting the indemnification obligations stated above, each party to the Agreement shall provide and maintain at its own expense a program on insurance covering its activities and operation hereunder.

Insurance Carried by the District. District shall assure coverage of professional liability insurance for each student participating in the Rotation of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof. District shall provide workers' compensation coverage for students participating in the rotation. These coverages are in effect while the student is on-site at Clinical Facility.

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

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

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

**PART V      STATUS OF SPEECH-LANGUAGE PATHOLOGY ASSISTANT STUDENTS**

- A. Speech-Language Pathology Assistant Program students shall have the status of 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 client care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for client care in areas where students are obtaining clinical experience.
- B. Speech-Language Pathology 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 Agency employees in matters relating to the welfare of patients and general Agency operations. The Students are also responsible for recognizing the confidential nature of information related to clients and their records, and performance during emergency conditions. The Agency will provide copies of the rules, regulations and policies to the Speech-Language Pathology Assistant Program Students.
- C. Speech-Language Pathology Assistant Program students shall be responsible for proper coverage in regard to malpractice insurance, or any other liability insurance that might be required by either the District or the Agency.

- D. The District will be responsible for assuring the Speech-Language Pathology Assistant students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

**PART VI PERIOD OF AGREEMENT**

- A. The term of this Agreement shall become effective on the date signed by District, and shall remain in effect for a period of five (5) years commencing on the Effective Date unless terminated in accordance with the provisions of this Agreement.

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

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

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

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

\_\_\_\_\_  
District

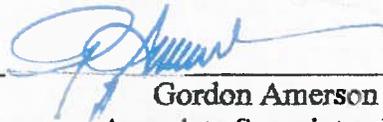
\_\_\_\_\_  
Peter J. Hardash  
Vice Chancellor

Business Operations and Fiscal Services

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

*Capistrano Unified School District  
33122 Valle Road  
San Juan Capistrano, CA 92675*

\_\_\_\_\_  
Agency/Facility/Location



\_\_\_\_\_  
Gordon Amerson  
Associate Superintendent  
Human Resources

Date: 11/02/16

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

To:	Board of Trustees	Date: December 12, 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: December 12, 2016
Prepared by:	Carlos 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: December 12, 2016

TO: Linda D. Rose, Ed.D., President

FROM: Monica Zarske, 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 Zarske. 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**

Seventeen (17) new courses were approved because of new and/or expanded programs or major changes in the discipline.

\* (See Attachment #1)

### **REVISED COURSES**

One hundred-eighteen (118) course revisions were updated to reflect changes in title, units, hours, or content.

\* (See Attachment #2)

### **DELETED COURSES**

Fifty-one (51) 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**

Thirty-three (33) courses were separately reviewed and approved in accordance with California Code of Regulations §55206. These course were 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**

Nine (9) new programs/certificates were approved.

\* (See Attachment #5)

### **REVISED PROGRAMS/CERTIFICATES**

Eight (8) program/certificate revisions were updated to reflect changes in title, units, hours, or content.

\* (See Attachment #6)

### **GENERAL EDUCATION REQUIREMENTS UPDATES**

\* (See Attachment #7)

\* Listings are attached

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

1	ACCT	206	Intermediate Accounting II
2	ACCT	210	Accounting Information Systems
3	ACCT	211	Auditing
4	ACCT	212	Accountants' Ethics and Responsibilities
5	AUTO	187	BAR Specified Diagnostic and Repair
6	AUTO	285	Hybrid Vehicles
7	AUTO	287	Alternative Fuels
8	DSL	287	Alternative Fuels
9	FOT	035	Auto Extrication
10	LAW	058	Legal Interpreting and Translation Spanish/English
11	LAW	110	Legal Terminology

**CONTINUING EDUCATION**

12	ESL	491	Advanced Writing and Grammar Review
13	ESL	701	Academic English as a Second Language Beginning 1
14	ESL	702	Academic English as a Second Language Beginning 2
15	HSMTH	151	Principles of Mathematics
16	HSMTH	152	Pre-Algebra
17	LRN	095	Supervised Tutoring

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

1	ACCT	106	Cooperative Work Experience Education-Occupational
2	ANTH	101	Introduction to Physical Anthropology
3	ANTH	103	Introduction to Archaeology
4	ANTH	105	Ancient Mesoamerican Civilization
5	ANTH	108	Religion, Magic, and Witchcraft
6	ANTH	125	Native Americans in the U.S.
7	ANTH	101L	Physical Anthropology Laboratory
8	ART	110	Two-Dimensional Design
9	ART	221	Graphic Design II
10	ART	121B	Advanced Typography
11	AUTO	102	Auto Essentials
12	AUTO	106	Automotive Maintenance
13	AUTO	122	Electronics Fundamentals
14	AUTO	124	Electrical Systems
15	AUTO	132	Engine Performance
16	AUTO	143	Automatic Transmission Service
17	AUTO	144	Manual Drive Train and Axles
18	AUTO	145	Advanced Drive Train Systems
19	AUTO	153	Brakes
20	AUTO	154	Steering and Suspension Service
21	AUTO	160	Foundations of Mobile Air Conditioning and Refrigeration
22	AUTO	161	Automotive Air Conditioning, Heating and Ventilation Systems
23	AUTO	172	Engine Diagnosis and Maintenance
24	AUTO	176	Engine Repair
25	AUTO	185	Basic Clean Air Car Course

26	AUTO	186	Advanced Clean Air Car Course
27	AUTO	280	Computer Control and OBD-2 Foundations
28	AUTO	281	Fuel Injection Systems
29	AUTO	282	Automotive Sensors
30	AUTO	283	Diagnostic Test Equipment
31	AUTO	284	OBD-2 Diagnosis and Networks
32	AUTO	288	Diesel Engines: Light-Medium Duty Systems
33	BA	058	Legal Interpretation and Translation- Spanish/English
34	BIOL	109	Fundamentals of Biology
35	BIOL	109H	Honors Fundamentals of Biology
36	BIOL	190	Introduction to Biotechnology
37	BIOL	190L	Introductory Biotech Lab
38	BIOL	191	Biotech A: Basic Skills
39	BIOL	192	Biotech B: Proteins
40	BIOL	193	Biotech C: Nucleic Acids
41	BIOL	194	Quality and Regulatory Compliance in Biosciences
42	CHEM	109	Chemistry in the Community
43	CHNS	101	Elementary Chinese I
44	CMSD	160	Introduction to Photojournalism
45	CNSL	021	Math Study Strategies
46	CNSL	124	College Success and Personal Growth
47	CNSL	155	Skills for the Helping Professions
48	CULN	100	Introduction to Culinary Arts and Hospitality
49	DNCE	102	Introduction to Dance Forms
50	DNCE	140	Dance Repertory Workshop
51	DNCE	109A	Pilates Mat I
52	DNCE	109B	Pilates Mat II
53	DNCE	109C	Pilates Mat III

54	DNCE	201A	Ballet I
55	DNCE	219A	Jazz Dance I
56	DSL	122	Electronics Fundamentals
57	DSL	160	Foundations of Mobile Air Conditioning and Refrigeration
58	DSL	288	Diesel Engines: Light-Medium Duty Systems
59	EMLS	055	Writing, Grammar and Reading I
60	EMLS	112	Advanced Composition
61	ENGR	122	Engineering Drawing
62	ENGR	124	Advanced Drawing
63	FAC	008	Biddle Physical Ability Test (PAT)
64	FAC	031	Fire Specialist Academy, Vehicle Rescue and Extrication
65	FAC	041A	Reserve Firefighter Academy
66	FAC	050	Fire Suppression Training Academy
67	FAC	062A	Strike Team Leader Orientation (ICS)
68	FAC	063	Rescue Systems 1: Basic Rescue Skills
69	FAC	071A	Ventilation Review
70	FDM	053	Introduction to Sewing
71	FDM	215	Computer Fashion Illustration
72	FTC	121	Physical Fitness for Public Safety Personnel
73	FTC	121L	Physical Fitness for Public Safety Personnel-Performance and Assessment
74	HIST	105	Ancient Mesoamerican Civilization
75	HIST	125	Native Americans in the U.S.
76	JAPN	198	Topics in Japanese
77	MA	051A	Beginning Medical Terminology
78	MATH	170	Pre-Calculus Mathematics
79	MATH	180	Single Variable Calculus I
80	MATH	180H	Honors Single Variable Calculus I
81	MATH	185	Single Variable Calculus II

82	MUS	101	Music Appreciation
83	MUS	101H	Honors Music Appreciation
84	OTA	102	Psychosocial Function and Dysfunction
85	OTA	102L	Psychosocial Components of Occupation
86	OTA	103	Physical Function and Dysfunction
87	OTA	103L	Physical Components of Occupation
88	OTA	110	Human Occupation Across Lifespan
89	OTA	111	Applied Kinesiology
90	OTA	201	Contemporary Models of Occupational Therapy Practice
91	PARA	136	Real Property Law and Procedure
92	PARA	137	Tort and Insurance Law
93	PARA	144	Current Issues in Civil Litigation Discovery
94	PSYC	200	Introduction to Biological Psychology
95	SPAN	195A	Advanced Conversational Spanish
96	SPAN	195B	Advanced Conversational Spanish
97	SPAN	198	Topics in Spanish
98	SPAN	213	College Spanish Composition

### **CONTINUING EDUCATION**

99	ABE	044	Leadership Basics, Part 1
100	ABE	137	Topics in Adult Basic Education
101	ESL	130	Topics in English as a Second Language
102	ESL	401	ESL/Family Literacy, Beginning ESL 1
103	ESL	405	ESL/Family Literacy, Beginning ESL 2
104	ESL	460	Intermediate ESL 1
105	ESL	470	Intermediate ESL 2
106	ESL	480	Intermediate ESL 3
107	HSENG	065	English Fundamentals 1

108	HSENG	066	English Fundamentals 2
109	HSMTH	164	Algebra 1B
110	HSS	090	Leadership Basics Part 1
111	HSS	144	Topics in Adult Secondary Education
112	HSSCI	170	Biology 1A
113	HSSCI	171	Biology 1B
114	SSD	350	Signing Exact English for Parents of Deaf Children
115	SSD	495	Personal Development & Grooming for Developmentally Disabled Adults
116	SSD	788	Independent Living Skills for Adults with Developmental Disabilities
117	SSD	792	Topics for Adults with Substantial Disabilities
118	VBUS	200	Topics in Career Technical Education

**COURSE DELETIONS****CATALOG 2017 – 2018****SANTA ANA COLLEGE**

1	AUTO	025	A-6 Alternative Course--Electrical Systems
2	AUTO	033	A-8 Alternative Course--Engine Performance
3	AUTO	062	Air Conditioning and Heating
4	AUTO	087	L-1 Alternative Course: Advanced Engine Performance
5	DSL	009	Chassis Overhaul
6	DSL	010	Bendix Air Brake System Service
7	DSL	024	Electrical Systems
8	DSL	025	Diesel and Heavy Duty Vehicle Engine Overhaul
9	DSL	055	Marine Container Refrigeration
10	DSL	069	Paratransit Driver Training
11	DSL	070	Bus Driver Training
12	DSL	076	Engine Repair
13	EMT	101	Emergency Medical Technician
14	EMT	102	EMT Transition Series
15	EMT	198-01	Emergency Medical Technician
16	EMT	198-02	EMT Transition Series
17	ENGR	140A	Creo Beginning Solid Modeling
18	ENGR	140B	Creo Intermediate Solid Modeling
19	KNPR	140	Movement Education for Elementary School Children
20	MATH	N05A	Basic Mathematics A
21	MATH	N05B	Basic Mathematics B
22	MATH	N05C	Basic Mathematics C
23	MATH	N47A	Pre-Algebra/ Algebra Essentials A
24	MATH	N47B	Pre-Algebra/Algebra Essentials B
25	MATH	060	Elementary Algebra

26	MATH	080	Intermediate Algebra
27	MATH	081	Intermediate Algebra with Lab
28	MATH	087	Math for Engineers, I
29	MATH	167	Math for Engineers, II
30	NRN	051	Preparation for TEAS-English
31	NRN	052	Preparation for TEAS-Math
32	NRN	053	Preparation for TEAS-Reading
33	NRN	054	Preparation for TEAS-Science
34	NRN	098	Preparation for TEAS-English
35	NRN	098	Preparation for TEAS-Math
36	NRN	098	Preparation for TEAS-Reading
37	NRN	098	Preparation for TEAS-Science
38	NRN	098	Strategies for Success in Nursing
39	NRN	198	Health Sciences Skills Laboratory- Second Year
40	NRN	198	Health Sciences Skills Laboratory- First Year
41	NUTR	065	Contemporary Nutrition
42	NUTR	299	Cooperative Work Experience Education
43	PHAR	054	Pharmacy Calculations
44	SOCS	219	Statistics and Probability
45	SOCS	219H	Honors Statistics and Probability
46	TELV	98	Television/Video Communications Advanced Laboratory

### **CONTINUING EDUCATION**

47	HSS	010	Learning Skills and Strategies
48	HSS	229	Skills for Success
49	HSSCI	186	Life Science 2
50	HSSCI	189	Life Science 1
51	HSSCI	193	Basic Science 2

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

1	ACCT	206	Intermediate Accounting II
2	ACCT	210	Accounting Information Systems
3	ACCT	211	Auditing
4	ACCT	212	Accountants' Ethics and Responsibilities
5	BA	058	Legal Interpretation and Translation- Spanish/English
6	CHEM	109	Chemistry in the Community
7	CHNS	101	Elementary Chinese I
8	ENGR	122	Engineering Drawing
9	ENGR	124	Advanced Drawing
10	FDM	215	Computer Fashion Illustration
11	JAPN	198	Topics in Japanese
12	LAW	058	Legal Interpreting and Translation Spanish/English
13	LAW	110	Legal Terminology
14	MA	051A	Beginning Medical Terminology
15	MATH	170	Pre-Calculus Mathematics
16	MATH	180	Single Variable Calculus I
17	MATH	180H	Honors Single Variable Calculus I
18	MATH	185	Single Variable Calculus II
19	MUS	101H	Honors Music Appreciation
20	MUS	101	Music Appreciation
21	OTA	102	Psychosocial Function and Dysfunction
22	OTA	102L	Psychosocial Components of Occupation
23	OTA	103	Physical Function and Dysfunction
24	OTA	110	Human Occupation Across Lifespan
25	OTA	111	Applied Kinesiology

26	OTA	201	Contemporary Models of Occupational Therapy Practice
27	PARA	136	Real Property Law and Procedure
28	PARA	137	Tort and Insurance Law
29	PARA	144	Current Issues in Civil Litigation Discovery
30	SPAN	195A	Advanced Conversational Spanish
31	SPAN	195B	Advanced Conversational Spanish
32	SPAN	198	Topics in Spanish
33	SPAN	213	College Spanish Composition

**CONTINUING EDUCATION**

None

**NEW PROGRAMS/CERTIFICATES**

**CATALOG 2017 – 2018**

**SANTA ANA COLLEGE**

- 1 Alternative Fuels and Hybrid Maintenance Certificate of Proficiency
- 2 Automotive Chassis Maintenance Certificate of Proficiency
- 3 Automotive Electrical Maintenance Certificate of Proficiency
- 4 Automotive Engine Maintenance Certificate of Proficiency
- 5 Global Business and Entrepreneurship Certificate of Proficiency
- 6 International Finance Specialist Certificate of Proficiency
- 7 International Law Specialist Certificate of Proficiency
- 8 International Logistics Specialist Certificate of Proficiency
- 9 International Marketing Specialist Certificate of Proficiency

**CONTINUING EDUCATION**

None

**REVISED PROGRAMS/CERTIFICATES**

**CATALOG 2017 – 2018**

**SANTA ANA COLLEGE**

- 1 Advanced Engine Performance Option Certificate of Achievement
- 2 Automotive Air Conditioning Maintenance Certificate of Proficiency
- 3 Automotive Business Technology Certificate of Achievement
- 4 Automotive Technology Degree
- 5 Chassis Service Option Certificate of Achievement
- 6 Drive Train Service Option Certificate of Achievement
- 7 Engine Performance and Electrical Option Certificate of Achievement
- 8 Engine Service Option Certificate of Achievement

**CONTINUING EDUCATION**

None

**SANTA ANA COLLEGE**

**CATALOG 2016 – 2017**

**GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE – PLAN A**

Area: A – Natural Sciences

- Biology 190 and 190L were added.

Area: E – Language and Rationality

2. Communication and Analytical Thinking

- Mathematics 080, 081, and 167 were removed.
- Social Sciences 219 and 219H were removed.

**GENERAL EDUCATION REQUIREMENTS FOR THE CALIFORNIA STATE UNIVERSITY – PLAN B**

Area: B – Scientific Inquiry and Quantitative Reasoning

B2: Life Science

- Biology 190 was added.

B3: Laboratory Activity

- Biology 190L was added.

B4: Mathematics/Quantitative Reasoning

- Mathematics 167 was removed.
- Social Sciences 219 and 219H were removed.

**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM – PLAN C**

Area: 2A – Mathematical Concepts and Quantitative Reasoning

- Social Sciences 219 and 219H were removed.

Area: 5 – Physical and Biological Sciences

B: Biological Sciences

- Biology 190 and 190L were added.

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

To:	Board of Trustees	Date: December 12, 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: December 12, 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., Interim President, SCC	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



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**CURRICULUM AND INSTRUCTION COUNCIL**

DATE: December 5, 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 Distance Education Coordinator, Division Deans, a Graduation Specialist, 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 252 removed

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

The following option within the CSU general education requirements was revised:

Area E2: Lifelong Understanding and Self-Development  
Kinesiology 252 removed

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

There were no revisions to options within the UC and CSU general education requirements.

## **NEW PROGRAMS, DEGREES AND CERTIFICATES**

(See Attachment #1)

Eleven (11) new credit and non-credit programs were approved. Six (6) 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. The five (5) Certificates of Proficiency are local non-transcribed awards and do not require approval by the California Community Colleges Chancellor's Office.

## **REVISED PROGRAMS, DEGREES AND CERTIFICATES**

(See Attachment #1)

Eight (8) 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.

## **DEACTIVATED PROGRAMS, DEGREES AND CERTIFICATES**

(See Attachment #1)

One (1) Certificate of Proficiency was deactivated and removed from the catalog.

## **NEW COURSES:**

(See Attachment #2)

Eighteen (18) new courses were approved due to new and/or expanded programs or major changes in the discipline.

## **REVISED COURSES**

(See Attachments #3a-3d)

One hundred eighty-seven (187) 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)

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

## **DISTANCE EDUCATION OFFERINGS**

(See Attachment #5)

Twenty-seven (27) courses were separately reviewed and approved in accordance with California Code of Regulations §55206. These courses were 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)

Twenty-one (21) 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

## **NEW PROGRAMS, DEGREES AND CERTIFICATES**

### **Credit**

Water Utility Science, Wastewater Treatment, Certificate of Proficiency  
Water Utility Science, Water Conservation, Certificate of Proficiency  
Water Utility Science, Water Distribution, Certificate of Proficiency  
Water Utility Science, Water Equipment Operations and Maintenance, Certificate of Proficiency  
Water Utility Science, Water Treatment, Certificate of Proficiency

### **Non-Credit**

Adult Basic Education, Effective Communication Skills for Adults, Certificate of Completion  
Adult Basic Education, Employment Readiness, Certificate of Completion  
Adult Basic Education, Technical Skills for Higher Learning, Certificate of Completion  
Adult Basic Education, Transition to Higher Learning, Certificate of Completion  
English as a Second Language, ESL Communication, Certificate of Competency  
Vocational: Business, Home-Based Business, Certificate of Completion

## **REVISED PROGRAMS, DEGREES AND CERTIFICATES**

### **Credit**

Biology, Biotechnology Lab Assistant, Certificate of Proficiency  
Child Development, Preschool, Certificate of Proficiency  
Child Development, The School-Age Child, Certificate of Proficiency  
Communication, Associate in Arts Degree  
Computer Information Systems, Associate in Science Degree  
Computer Information Systems, Certificate of Achievement  
History, Associate in Arts Degree for Transfer  
Water Utility Science, Water Utility Management, Certificate of Proficiency

### **Non-Credit**

None

## **DEACTIVATED PROGRAMS, DEGREES AND CERTIFICATES**

### **Credit**

Manicuring, Certificate of Proficiency

### **Non-Credit**

None

## **NEW COURSES**

### **Credit**

Apprenticeship Maintenance Electrician 021, Period 1  
English N57, Sentence Skills Brushup  
English N58, Advanced Sentence Skills Brushup  
English N59, Apprenticeship Maintenance Electrician  
Kinesiology 198, Basketball Team Off-Season Men  
Sociology 220, Introduction to Gender and Sexualities  
Water Utility Science 092, Water Utility Management

### **Non-Credit**

Adult Basic Education 008, Transition to Higher Learning for Adults with Disabilities  
Adult Basic Education 012, Transition to Higher Learning for Adults with Disabilities  
Adult Basic Education 020, Communication Skills for Successful Employment for Adults with Disabilities  
Adult Basic Education 021, Building Critical Thinking Skills for Adults with Disabilities  
Adult Basic Education 032, Getting Around Town for Adults with Disabilities  
Adult Basic Education 033, Choosing the Right Employment Path for Adults with Disabilities  
Adult Basic Education 034, Safety on the Job for Adults with Disabilities  
Adult Basic Education 035, Social Skills and Necessary Etiquette for Adults with Disabilities  
Adult Basic Education 130, Beginning Computers for Adults with Disabilities  
Vocational: Business 030, How to Build a Home-Based Business  
Vocational: Business 040, Accounting for Non-Accountants

**REVISED COURSES****Credit**

Anthropology 101, Introduction to Physical Anthropology  
 Anthropology 101L, Physical Anthropology Laboratory  
 Apprenticeship Electrician 022, Sound and Communication Apprentice 2  
 Apprenticeship Electrician 023, Sound and Communication Apprentice 3  
 Apprenticeship Electrician 024, Sound and Communication Apprentice 4  
 Apprenticeship Electrician 025, Sound and Communication Apprentice 5  
 Apprenticeship Electrician 026, Sound and Communication Apprentice 6  
 Apprenticeship Electrician 027, Sound and Communication Apprentice 7  
 Apprenticeship Electrician 028, Sound and Communication Apprentice 8  
 Apprenticeship Electrician 031, Intelligent Transportation Systems Electrician Apprentice 1  
 Apprenticeship Electrician 032, Intelligent Transportation Systems Electrician Apprentice 2  
 Apprenticeship Electrician 033, Intelligent Transportation Systems Electrician Apprentice 3  
 Apprenticeship Electrician 034, Intelligent Transportation Systems Electrician Apprentice 4  
 Apprenticeship Electrician 035, Intelligent Transportation Systems Electrician Apprentice 5  
 Apprenticeship Electrician 036, Intelligent Transportation Systems Electrician Apprentice 6  
 Apprenticeship Electrician 037, Intelligent Transportation Systems Electrician Apprentice 7  
 Apprenticeship Electrician 038, Intelligent Transportation Systems Electrician Apprentice 8  
 Apprenticeship Electrician 056, Inside Wireman 6  
 Apprenticeship Electrician 057, Inside Wireman 7  
 Apprenticeship Electrician 058, Inside Wireman 8  
 Apprenticeship Electrician 059, Inside Wireman 9  
 Apprenticeship Electrician 060, Inside Wireman 10  
 Apprenticeship Maintenance Electrician 052, Period 2  
 Apprenticeship Maintenance Electrician 053, Period 3  
 Apprenticeship Maintenance Electrician 054, Period 4  
 Apprenticeship Maintenance Electrician 055, Period 5  
 Apprenticeship Maintenance Electrician 056, Period 6  
 Apprenticeship Maintenance Electrician 057, Period 7  
 Apprenticeship Maintenance Electrician 058, Period 8  
 Apprenticeship Maintenance Mechanic 021, Period 1  
 Apprenticeship Maintenance Mechanic 022, Period 2  
 Apprenticeship Maintenance Mechanic 023, Period 3  
 Apprenticeship Maintenance Mechanic 024, Period 4  
 Apprenticeship Maintenance Mechanic 025, Period 5  
 Apprenticeship Maintenance Mechanic 026, Period 6  
 Apprenticeship Maintenance Mechanic 027, Period 7  
 Apprenticeship Maintenance Mechanic 028, Period 8  
 Apprenticeship Operating Engineers 031, Heavy Duty Repairer 1  
 Apprenticeship Operating Engineers 032, Heavy Duty Repairer 2  
 Apprenticeship Operating Engineers 033, Hydraulics  
 Apprenticeship Operating Engineers 034, Advanced Hydraulics  
 Apprenticeship Operating Engineers 035, Heavy Duty Repairer  
 Apprenticeship Operating Engineers 036, Disassembly and Assembly  
 Apprenticeship Surveying 101, Chainman Apprentice 1  
 Apprenticeship Surveying 102, Chainman Apprentice 2  
 Apprenticeship Surveying 103, Chainman Apprentice 3  
 Apprenticeship Surveying 104, Chainman Apprentice 4  
 Apprenticeship Surveying 105, Chainman Apprentice 5  
 Astronomy 112, Introduction to Cosmology  
 Biology 139, Health Microbiology  
 Biology 197, Science, Technology, Engineering and Math (STEM) Internship

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

Biology 229, General Microbiology  
 Business 175, Online Entrepreneurship  
 Chemistry 100, Introductory Chemistry  
 Chemistry 200A, General Chemistry A  
 Chemistry 200AH, Honors General Chemistry A  
 Chemistry 200B, General Chemistry B  
 Chemistry 280A, Organic Chemistry A  
 Chemistry 280B, Organic Chemistry B  
 Child Development 107, Child Growth and Development (DS1)  
 Child Development 108, Observation and Assessment for Early Learning and Development (DS3)  
 Child Development 111A, Principles and Practices of Teaching Young Children  
 Child Development 111B, Introduction to Curriculum for Young Children  
 Child Development 112, Health, Safety and Nutrition for Children  
 Child Development 116A, Infant/Toddler Growth and Development (DS4)  
 Child Development 116B, Care and Education for Infants and Toddlers (DS3)  
 Computer Information Systems 110, Introduction to Microsoft Project  
 Computer Science 121, Programming Concepts  
 Counseling 116, Career/Life Planning and Personal Exploration  
 Education 204, Proficiency in Educational Technologies for Teachers  
 Education 209, Roles and Responsibilities of the Special Education Paraprofessional  
 Education 211, Classroom Practices for Diverse Learners  
 Electrician 051, Quality Safety Program and First Aid  
 Engineering 220, Statics  
 Engineering 225, Dynamics  
 Engineering 230, Network Analysis  
 Geography 100, World Regional Geography  
 Geography 100H, Honors World Regional Geography  
 Geography 102, Cultural Geography  
 Geography 155, Introduction to Geographic Information Systems  
 Kinesiology 102, Nutrition and Fitness  
 Kinesiology 110, Women's Health Issues  
 Kinesiology 111, Sports Psychology  
 Kinesiology 119, Personal Fitness Evaluation  
 Kinesiology 120A, Basic Aerobics  
 Kinesiology 120B, Intermediate Aerobics  
 Kinesiology 121A, Basic Step Aerobics  
 Kinesiology 123A, Basic Stretch, Flex, and Tone  
 Kinesiology 123B, Intermediate Stretch, Flex, and Tone  
 Kinesiology 125A, Basic Cardio Kickboxing  
 Kinesiology 125B, Intermediate Cardio Kickboxing  
 Kinesiology 126A, Basic Spin  
 Kinesiology 126B, Intermediate Spin  
 Kinesiology 140A, Basic Circuit Weight Training  
 Kinesiology 140B, Intermediate Circuit Weight Training  
 Kinesiology 140C, Advanced Circuit Weight Training  
 Kinesiology 146A, Basic Strength Training  
 Kinesiology 146B, Intermediate Strength Training  
 Kinesiology 146C, Advanced Strength Training  
 Kinesiology 147, Strength Training for Women  
 Kinesiology 168A, Basic Volleyball  
 Kinesiology 168B, Intermediate Volleyball  
 Kinesiology 245, Volleyball Team- Men  
 Kinesiology 246, Volleyball Team- Women  
 Kinesiology 265, Golf Team-Men  
 Kinesiology 267, Golf Team-Off Season  
 Kinesiology 281, Softball Team-Women  
 Kinesiology 283, Softball Team Off Season-Women

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

Kinesiology 284, Theory of Softball  
 Mathematics 080, Intermediate Algebra  
 Mathematics 105, Mathematics for Liberal Arts Students  
 Mathematics 105L, Mathematics for Liberal Arts Students Math Lab  
 Mathematics 150, Calculus for Biological, Management and Social Sciences  
 Mathematics 219, Statistics and Probability  
 Mathematics 219H, Honors Statistics and Probability  
 Mathematics 219L, Statistics and Probability Math Lab  
 Physics 150A, Introductory Physics I  
 Physics 150AC, Introductory Physics I - Calculus  
 Physics 150B, Introductory Physics II  
 Physics 150BC, Introductory Physics II – Calculus  
 Political Science 101H, Honors Introduction to American Government  
 Political Science 201, Introduction to Comparative Politics  
 Political Science 220, International Politics  
 Political Science 221, Women in American Politics  
 Psychology 200, Introduction to Biological Psychology  
 Public Works 050, Fundamentals of Public Works  
 Public Works 051, Infrastructure Construction and Maintenance  
 Public Works 063, Construction Materials and Testing  
 Public Works 067, Environmental Management  
 Public Works 068, Fundamentals of Storm Water Management  
 Public Works 069, Green Infrastructure Construction  
 Public Works 070, Construction Inspection  
 Public Works 074, Contract Administration  
 Public Works 110, Introduction to Microsoft Project  
 Survey/Mapping Sciences 155, Introduction to Geographic Information Systems  
 TV/Video Communications 100, Introduction to Electronic Media: TV, Radio, Film, and the Internet  
 TV/Video Communications 101, TV and Society: A Visual History  
 TV/Video Communications 103, History of Film to 1945  
 TV/Video Communications 104, History of Film From 1945 to Present  
 TV/Video Communications 105, Mass Media and Society  
 TV/Video Communications 120, Beginning Writing for TV, Film, and Corporate Video  
 Water Utility Science 065, Backflow Prevention Devices  
 Water Utility Science 107, California Water Resources

**Non-Credit**

Adult Basic Education 011, Native Language Basic Skills for Adults  
 Counseling 303, Education and Career Assessment  
 English as a Second Language 010, ESL Writing  
 English as a Second Language 120, ESL Civics  
 English as a Second Language 430, Beginning ESL 3  
 English as a Second Language 510, English for Work 1  
 English as a Second Language 520, English for Work 2  
 English as a Second Language 530, American English Pronunciation  
 English as a Second Language 570, Conversation I  
 English as a Second Language 580, Conversation 2  
 Health & Safety 200, Health and Safety Awareness and Application  
 Health & Safety 850, Emergency Planning & Safety  
 High School Subjects: English 030, AP English 1A  
 High School Subjects: English 050, English Through Literature 11B  
 High School Subjects: English 051, English Through Literature 12B  
 High School Subjects: English 063, English Through Literature 11A  
 High School Subjects: English 064, English Through Literature 12A  
 High School Subjects: Mathematics 101, AP Calculus Preparation 1A  
 High School Subjects: Mathematics 102, AP Calculus Preparation 1B

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

High School Subjects: Mathematics 154, Pre-Algebra A  
High School Subjects: Mathematics 155, Pre-Algebra B  
High School Subjects: Mathematics 156, Essential Mathematics 1  
High School Subjects: Mathematics 157, Essential Mathematics 2  
High School Subjects: Mathematics 159, Math Fundamentals 2  
High School Subjects: Mathematics 161, Pre-Calculus with Trigonometry 1A  
High School Subjects: Mathematics 163, Algebra 1A  
High School Subjects: Mathematics 164, Algebra 1B  
High School Subjects: Mathematics 165, Algebra 2A  
High School Subjects: Mathematics 166, Algebra 2B  
High School Subjects: Mathematics 167, Geometry A  
High School Subjects: Mathematics 168, Geometry B  
High School Subjects: Mathematics 180, Pre-Calculus With Trigonometry 1B  
High School Subjects: Other 050, Basics of Leadership Part 1  
High School Subjects: Other 202, Basics of Leadership Part 2  
High School Subjects: Reading 089, Reading Proficiency Development  
High School Subjects: Reading 090, Reading Improvement  
High School Subjects: Reading 093, Building Reading Skills 1  
High School Subjects: Reading 094, Building Reading Skills 2  
Secondary Subjects GED 031, GED Test Preparation  
Substantial Disabilities 200, Issues and Concepts for Adults With Developmental Disabilities  
Substantial Disabilities 787, Employment Preparation for Adults with Developmental Disabilities  
Substantial Disabilities 788, Independent Living Skills for Adults with Developmental Disabilities  
Substantial Disabilities 793, Physical Activities for Adults with Developmental Disabilities  
Vocational: Warehousing 010, Warehouse Worker

**DEACTIVATED COURSES**

**Credit**

Communication 131, Individual Events  
Communication 132, Team Events  
Communication 231, Individual Events  
Communication 232, Team Events  
Computer Information Systems 132, JavaScript  
Computer Science 205, Advanced Visual Basic  
Engineering 210, Engineering Materials  
Kinesiology 252, Track and Field Team Off-Season

**Non-Credit**

None

**DISTANCE EDUCATION OFFERINGS****Credit**

Business 175, Online Entrepreneurship  
 Child Development 107, Child Growth and Development (DS1)  
 Child Development 108, Observation and Assessment for Early Learning and Development (DS3)  
 Child Development 111A, Principles and Practices of Teaching Young Children  
 Child Development 111B, Introduction to Curriculum for Young Children  
 Child Development 112, Health, Safety and Nutrition for Children  
 Child Development 116A, Infant/Toddler Growth and Development (DS4)  
 Child Development 116B, Care and Education for Infants and Toddlers (DS3)  
 Computer Information Systems 110, Introduction to Microsoft Project  
 Counseling 116, Career/Life Planning and Personal Exploration  
 Education 204, Proficiency in Educational Technologies for Teachers  
 Geography 100, World Regional Geography  
 Geography 100H, Honors World Regional Geography  
 Geography 102, Cultural Geography  
 Geography 155, Introduction to Geographic Information Systems  
 Kinesiology 110, Women's Health Issues  
 Kinesiology 111, Sports Psychology  
 Mathematics 080, Intermediate Algebra  
 Mathematics 105, Mathematics for Liberal Arts Students  
 Mathematics 219, Statistics and Probability  
 Political Science 221, Women in American Politics  
 Psychology 200, Introduction to Biological Psychology  
 Public Works 110, Introduction to Microsoft Project  
 Sociology 220, Introduction to Gender and Sexualities  
 Survey/Mapping Sciences 155, Introduction to Geographic Information Systems  
 Water Utility Science 092, Water Utility Management  
 Water Utility Science 107, California Water Resources

**Non-Credit**

None

**STAND ALONE****Credit**

Education 204, Personal Proficiency in Educational Technologies for Secondary Teachers  
 Education 209, Roles and Responsibilities of the Special Education Paraprofessional  
 Education 211, Classroom Practices for Diverse Learners  
 English N57, Sentence Skills Brushup  
 English N58, Advanced Sentence Skills Brushup  
 Kinesiology 198, Basketball Team Off-Season Men  
 Mathematics 219L, Statistics and Probability Math Lab  
 TV/Video Communications 100, Introduction to Electronic Media: TV, Radio, Film, and the Internet  
 TV/Video Communications 101, TV and Society: A Visual History  
 TV/Video Communications 120, Beginning Writing for TV, Film, and Corporate Video  
 Water Utility Science 065, Backflow Prevention Devices  
 Water Utility Science 092, Water Utility Management  
 Water Utility Science 107, California Water Resources

**Non-Credit**

Counseling 303, Education and Career Assessment  
 Health & Safety 200, Health and Safety Awareness and Application  
 Health & Safety 850, Emergency Planning & Safety  
 High School Subjects: English 030, AP English 1A  
 Substantial Disabilities 200, Issues and Concepts for Adults With Developmental Disabilities  
 Substantial Disabilities 787, Employment Preparation for Adults with Developmental Disabilities  
 Substantial Disabilities 788, Independent Living Skills for Adults with Developmental Disabilities  
 Substantial Disabilities 793, Physical Activities for Adults with Developmental Disabilities

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Santa Ana College – Academic Affairs

To:	Board of Trustees	Date:	December 12, 2016
Re:	Approval of Professor Rose Argo's Sabbatical Leave Report		
Action:	Request for Approval		

**BACKGROUND**

SAC Professor of Fire Technology, Rose Argo, returned from a fall 2015/spring 2016 Independent Research/Travel/Professional Growth Sabbatical Leave. In fall 2016, the Sabbatical Leave Committee requested and received Professor Argo's Sabbatical Leave Report, which included results of the leave as a record of faculty growth, including, a copy of a video of the history of the Santa Ana College Fire Technology Programs, and a summary of the outcome of the sabbatical leave, which is attached.

**ANALYSIS**

The Sabbatical Leave Committee reviewed Professor Argo's submitted materials. After careful consideration, the Committee met and unanimously accepted and approved Professor Argo's Sabbatical Leave Report and materials.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve Professor Rose Argo's Sabbatical Leave Report as presented.

Fiscal Impact:	None	Board Date:	December 12, 2016
Prepared by:	Carlos Lopez, Vice President, Academic Affairs, SAC and Co-Chair of the Sabbatical Leave Committee		
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

Sabbatical Leave Report For  
Rose Argo  
Fire Technology Department

My sabbatical leave had three components. The first was an independent study of the history of the Santa Ana College Basic Fire Academy. This was done in the form of an oral history project. The second component of the sabbatical leave was to tour various fire museums. Lastly, I volunteered for the Santa Ana Fire Museum which is part of the Santa Ana Historical Preservation Society. The fire museum is at station 75 with the Orange County Fire Authority (formerly station 5 with Santa Ana Fire Department).

For the oral history, I started by searching for records of the Basic Fire Academy (BFA) at Santa Ana College (SAC) and possible archive articles at the Santa Ana and Orange Libraries. Also, during the fall semester, I made contact with some of the persons responsible for developing the program. They included (but are not limited to) Bill Ogden, Richard Keller, Richard Williams, Sam Winner and Benny Ramirez. I contacted potential narrators via email as well as phone. I reviewed the Oral History Standards provided by the Oral History Association, the Nebraska State Historical Society and others. I also took a 4 hour class at the Center for Oral and Public History at CSU, Fullerton.

During the spring semester, I conducted interviews. I interviewed the developers of the BFA as well as recruit/graduates of our program. They are, currently, firefighters. I interviewed the following people for this project: Bill Ogden, Ron Coleman, Richard Keller, Sam Winner, Richard Williams, Donna Picard, Karen Rindone, Lori Reese, Valerie Hagopian, and Jodi Slicker. Contact was also made with Shawna Parkinson, Kathy Schaffer, Kelly Gorman, Erin Brown and Charlie Coleman. Pre-interviews were done first. Next, recorded interviews were conducted. The video that was developed features Sam Winner, Richard Keller and Benny Ramirez. They brought insight into the development of the BFA. Their perspective was unique, complete and factual. Sam Winner was one of the "forefathers" of the BFA. Richard Keller was an academy commander for 16 years. And Benny Ramirez was a graduate of the first class to go through the SAC BFA. He also became an instructor. The DVD features the three men and is approximately 1 hour and 22 minutes. In the DVD, they share their background, how they got into the fire service, what positions they held and their thoughts about changes they have seen in the fire service. The oral histories by all other participants will be transcribed and available as an historical document to be used by students and the community.

The second component of my sabbatical leave included visits to various fire museums. When I researched this project, I discovered there is an organization dedicated to fire museums called the Fire Museum Network (FMN). I became a member and attended their annual meeting in Buffalo, New York. This was a profound experience for me as I discovered the importance of preserving our "firefighter culture and history."

After attending the conference in Buffalo, I flew across state to visit the 911 Memorial and Museum. I spent two days there. What a humbling experience and memory. I was truly appreciative of the historical significance and the fact that firefighters across this nation are forever bonded. The other museums and memorials I visited were L.A. County Fire Museum,

Long Beach Fire Museum, San Diego Fire Museum, Chico Fire Memorial and the "Hall of Flame" in Arizona. All of these museums are similar in much of the content. However, they are different in the stories they tell at the local level. The equipment and ephemera were curated at each museum to share a story unique to that area.

The last component of my sabbatical leave was to volunteer at the Santa Ana Fire Museum (SAFM). This museum is at a working fire station in the city of Santa Ana. I was able to work only a few hours every other month because that is when they were open. It was interesting to see how Santa Ana's Fire Department is being preserved as a part of the Santa Ana Historical Preservation Society (SAHPS). The museum, as mentioned, is in a working fire station which is now part of the Orange County Fire Authority. This museum is run completely by volunteers. I feel lucky to have been one of those volunteers for the past year.

All in all, I feel fortunate to have been able to take time to preserve a part of our program (SAC BFA) through oral history, visit fire museums and learn the importance of preservation of history.

This report is respectfully submitted by Rose Argo, Fire Technology Department, Santa Ana College.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Santiago Canyon College  
Academic Affairs

To:	Board of Trustees	Date:	December 12, 2016
Re:	Approval of Professor Rudy Frias' Sabbatical Leave Report		
Action:	Approve		

**BACKGROUND**

OEC Professor of Counseling, Rudy Frias, returned from a fall 15/spring 16 Academic Study Leave/Professional Growth Sabbatical Leave. In fall 2016, the Sabbatical Leave Committee requested and received Dr. Frias' Sabbatical Leave Report, which included results of the leave as a record of faculty growth, including, certified transcripts of course work, a written log of 862 hours, and a summary of the outcome of the sabbatical leave, which is attached.

**ANALYSIS**

The Sabbatical Leave Committee reviewed Dr. Frias' submitted materials. After careful consideration, the Committee met and unanimously accepted and approved Dr. Frias' Sabbatical Leave Report and materials.

**RECOMMENDATION**

It is recommended that the Board approve Dr. Frias' Sabbatical Leave Report.

Fiscal Impact:	None	Board Date:	December 12, 2016
Prepared by:	Marilyn Flores, Ph.D., Vice President, Academic Affairs, and Co-chair, Sabbatical Leave Committee		
Submitted by:	John Hernandez, Ph.D., Interim President		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

**Marylin Flores, Vice-President of Santiago Canyon College**

**Sabbatical Leave Committee, Santiago Canyon College**

**September 29, 2016**

**Dear Sabbatical Committee,**

**I would like to express my sincere gratitude to all of the members of the Sabbatical Committee for approving my academic sabbatical for the fall 2015 and spring 2016 semesters. The Post Graduate Diploma Program in Cognitive Behavioural Therapy at the University of Oxford had a profound impact on my knowledge and skills related to counseling students with numerous issues including: anxiety, depression, suicidal ideation, substance abuse, personality disorders, eating disorders obsessive compulsive disorder and many other mental health issues.**

**The purpose of this sabbatical leave was to broaden and enhance my knowledge and skill set in the area of personal counseling. I applied and was accepted to a post graduate program at the University of Oxford, England. The program consisted of lectures presented by numerous experts in diverse mental health areas, meetings with at least two clients per term (three terms per academic year), weekly meetings with an Oxford University clinical supervisor and monthly meetings with clinical supervisors at two different mental health clinics in the Oxford community. I was also required to submit two recordings of therapy sessions per term to be evaluated by clinical supervisor at the university, turn in three case reports (4000 words each) and a dissertation (10,000 words). The title of my dissertation was *What Cultural Factors Influence Men Seeking Treatment for Depression and How Effective is CBT in Treating Men with Depression.***

**The rigor and pedagogy of the program was demanding. I completed all of the required course work and was granted extension to re-submit my third case report for a second review. The extension deadline was set for June 4, 2017. Due to the fact that all course work must be reviewed by the board of examiners, official transcripts for the program are not released until January 2017. The fact that I was granted an extension for re-submission of my third case report will extend this date. In compliance with the requirements of the sabbatical leave process, I have developed and attached a grid accounting for the required number of hours to fulfill the contractual obligations. I have also attached two letters of recommendations from clinical supervisors for your review.**

**I truly feel that both my teaching and counseling abilities have greatly been enhanced by this sabbatical leave. Once again, thank you for supporting my academic sabbatical leave.**

**Michaelmas Term (Fall Term) at Oxford University**

Lecture hours – 5 hours per week x 11 weeks = 55 hours

Outside reading and preparations for lecture = 55 x 2 = 110 hours

Case Report # 1 - Research, data collecting and writing – 100 hours

Meeting and preparation with clients – 66 hours

Meeting with clinical supervisors – 22.5 hours

Preparation for submission of recordings – 5 hours

Total for the Michaelmas term = 358.5 hours

**Hilary Term (Winter Term) at Oxford University**

Lecture hours – 5 hours per week x 11 weeks = 55 hours

Outside reading and preparations for lecture – 55 x 2 = 110 hours

Case Report # 1 - Research, data collecting and writing = 100 hours

Meeting and preparation with clients = 55 hours

Meeting with clinical supervisors = 24.5 hours

Preparation for submission of recordings = 5 hours

Total hours for Hilary term = 349.5 hours

**Trinity Term (Spring Term) Oxford University**

Lecture hours – 5 hours per week x 13 weeks = 65 hours

Outside reading and preparations for lecture – 65 x 2 = 130 hours

Case Report # 1 - Research, data collecting and writing – 100 hours

Daniel White, BSc Pharm (Hons), PG Dip CBT, PG Dip  
CIn Pharm, Cert Psych Ther.

Oxford Cognitive Therapy Centre,  
Oxford Health NHS Foundation Trust  
Warneford Hospital, Warneford Lane,  
Oxford, UK  
OX4 7JX

Tel: 07789942245  
Email: [dan.white@oxfordhealth.nhs.uk](mailto:dan.white@oxfordhealth.nhs.uk)

Web: [www.oxfordhealth.nhs.uk](http://www.oxfordhealth.nhs.uk)

To whom it may concern,

**Re Professor Rudy Frias**

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**This is a letter of recommendation for the above named individual in undertaking Cognitive Behavioural Therapy.**

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From February 2016 to July 2016 I was Professor Frias' clinical supervisor for the Cognitive Behavioural Therapy Postgraduate Diploma at the Oxford Cognitive Therapy Centre (OCTC) University of Oxford, UK.

During this time Professor Frias demonstrated comprehensive and competent CBT practice with a variety of complex, and often demanding, cases.

He submitted recordings of therapy session which passed the competency requirement of the Cognitive Therapy Rating Scale (revised version) (CTS-R) and demonstrated all the prerequisites for performing competent CBT therapy.

Furthermore, I found Professor Frias to have a number of outstanding attributes as a therapist, these include compassion, empathy, ability to learn, patient-centredness and excellent active listening skills.

Based on my experience, I would have no concerns about Professor Frias' ability to conduct competent and meaningful CBT in a variety of settings.

Yours Sincerely,



Dan White  
BABCP Accredited CBT Psychotherapist,  
Associate CBT Therapist & Clinical Supervisor Oxford Cognitive Therapy Centre,  
Department of Continuing Education University of Oxford

**Meeting and preparation with clients – 78 hours**

**Meeting with clinical supervisors – 27.5 hours**

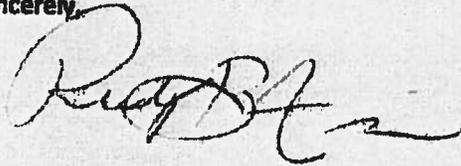
**Preparation for submission of recordings – 5 hours**

**Total Hours for Trinity Term = 349.5**

**Dissertation (Due August 16, 2016) = 200 hours**

**Total hours for sabbatical = 1,257.5**

**Sincerely,**

A handwritten signature in black ink, appearing to read "Rudy B. Frias". The signature is fluid and cursive, with a long horizontal stroke at the end.

**Rudy B. Frias Ed.D.**

**Professor/Counselor**

**Santiago Canyon College – Division of Continuing Education**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Santiago Canyon College  
Academic Affairs

To:	Board of Trustees	Date: December 12, 2016
Re:	Approval of Professor Randy Scott's Sabbatical Leave Report	
Action:	Approve	

**BACKGROUND**

SCC Professor of Mathematics, Randy Scott, returned from a fall 15/spring 16 Professional Growth/Travel Sabbatical Leave in fall 2016. The Sabbatical Leave Committee requested and received Professor Scott's Sabbatical Leave Report, which included results of the leave as a record of faculty growth, a website address for Math 170, 180, and 185 examples of problems, and a summary of the outcome of the sabbatical leave, which is attached.

**ANALYSIS**

The Sabbatical Leave Committee reviewed Professor Scott's submitted materials. After careful consideration, the Committee met and unanimously accepted and approved Professor Scott's Sabbatical Leave Report and materials.

**RECOMMENDATION**

It is recommended that the Board approve Professor Scott's Sabbatical Leave Report.

Fiscal Impact:	None	Board Date: December 12, 2016
Prepared by:	Marilyn Flores, Ph.D., Vice President, Academic Affairs, and Co-Chair, Sabbatical Leave Committee	
Submitted by:	John Hernandez, Ph.D., Interim President	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

My sabbatical year was filled with the learning of new skills, the joy of mathematics, and exciting travel.

I learned much about website construction. I owe many thanks to Don Busche, who met with me on multiple occasions to discuss the most efficient design for organizing the information I wanted to present and then the nuts and bolts of building the site in SharePoint.

To prepare the documents that would be available to students & teachers on the website, I expanded my skills in using  $\text{\LaTeX}$  and PSTricks.  $\text{\LaTeX}$  is an open typesetting system that is the standard for all mathematical publication, and PSTricks is the open program used for producing scalable vector graphics. Almost all the diagrams in the documents were generated using PSTricks.

My original proposal included 180 hours for the acquisition of these skills, and over the year, I most certainly exceeded that time. In particular, PSTricks required much finagling and futzing to meet the requirements of my mathematical OCD.

I greatly enjoyed the writing process for the examples I prepared. I struggled with how many steps to show—lots—and how best to describe the concepts and techniques presented. In addition the preparation of clear, meaningful diagrams occupied much more time than I had originally anticipated. Also, I found myself doing far more activities than I had planned. Over the year, I prepared 65 activities for Precalculus, 115 for Calculus I, and 168 for Calculus II. (The original project description estimated 40, 50, and 40 respectively.)

Precalculus:

<http://www.sccollege.edu/Departments/Mathematics/Pages/Math-170---PreCalculus.aspx>

Calculus I:

<http://www.sccollege.edu/Departments/Mathematics/Pages/Math-180---Calculus-I.aspx>

Calculus II:

<http://www.sccollege.edu/Departments/Mathematics/Pages/Math-185---Calculus-II.aspx>

A second part of my proposal was to research the use of smart-phone technology in the math classroom. I quickly learned that all the smart-phone specific published activities treated the phone as a bring-your-own-device for searching the web. I didn't create anything more than that myself. I did focus on classroom uses of WolframAlpha, a free and phenomenal resource for mathematics. To that end, I prepared an instructional sheet for students & teachers, and a few of the other problems include Wolfram Alpha access in their solutions.

[http://www.sccollege.edu/Departments/Mathematics/Documents/Using\\_Wolfram-Alpha.pdf](http://www.sccollege.edu/Departments/Mathematics/Documents/Using_Wolfram-Alpha.pdf)

Between the approval of the sabbatical proposal and the beginning of the released time, our travel plans changed. We did travel to Italy in October 2015, including Rome, Florence, and Venice. In Florence, we spent the day (and my wife had to drag me away) at the Museo Galileo, which holds one of the finest collections of Renaissance era scientific instruments in the world. It was fascinating to see the instruments that Galileo himself had used to make his world-altering observations of the moons of Jupiter. In May of 2016, we traveled to Budapest for a river cruise along the Danube, and finished the trip with three days in Prague, home to the great Prague Astronomical Clock in Old Town Square, and lots of terrific restaurants.

Taking a year off for academic activity and travel was fascinating. I enjoyed the intellectual challenges and the opportunity to travel during the fall and spring. Most importantly, I rediscovered why I am a teacher. After a few weeks at home, I started to miss the human interaction with both my students and colleagues. By the end of Spring 2016, I was overjoyed to return to SCC and begin teaching summer school. I guess the school will be stuck with me for at least a few more years.

Thank you for the unique opportunity to experience sabbatical.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Santiago Canyon College - Student Services Division**

To: Board of Trustees	Date: December 12, 2016
Re: Approval of Contract Agreement with San Diego State University Research Foundation, Minority Male Community College Collaborative (M2C3)	
Action: Request for Approval	

**BACKGROUND**

The Institutional Assessment Package (IAP) examines factors that influence student success in community colleges, particularly traditionally underrepresented students. The package includes three instruments that are designed to gain insight from students, faculty, staff, and administration: Community College Success Measure (CCSM) or the "student survey," the Community College Instructional Development Inventory (CC-IDI) or the "faculty survey," and the Community College Student Success Inventory (CCSSI) or the "staff and administrative assessment."

Obtaining research on the factors that increase or inhibit student success will allow SCC to have information that is useful in creating programs and services based on the needs of the students. This information will make our research on disproportionate impact more complete and will allow us to gather a more comprehensive understanding of our students' momentum points so that we can build upon what is working, and provide support where it is needed.

**ANALYSIS**

Comprehensive research on disproportionate impact is requested by the Chancellor's Office and built into SCC's Student Equity Plan. The Institutional Assessment Package will cost \$47,888 over a five-year performance period and will be paid for by SCC's Student Equity categorical funds in three equal installments during years one, three, and five of the study. Joseph Alonzo, Director of the Office of Student Equity and Success, will serve as SCC's Project Director.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the contract agreement with San Diego State University Research Foundation, Minority Male Community College Collaborative (M2C3).

Fiscal Impact: \$47,888	Board Date: December 12, 2016
Prepared by: 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

**Fixed Price Agreement**

**between**

**Rancho Santiago Community College District on behalf of Santiago Canyon College**

**and**

**San Diego State University Research Foundation,  
Minority Male Community College Collaborative (M2C3)**

This document is to serve as a Fixed Price Agreement between **Santiago Canyon College** (hereinafter referred to as "Agency") and the San Diego State University Research Foundation (hereinafter referred to as "Recipient"), a non-profit corporation under the laws of the State of California, in the City of San Diego, with its principal offices located at 5250 Campanile Drive, San Diego, California 92182.

WITNESSETH THAT:

WHEREAS, Agency desires to enter into this Fixed Price Agreement to obtain the services of the Recipient to perform work under this Agreement; and,

WHEREAS, the Recipient has represented to Agency that it is knowledgeable, qualified, and expert in skills required for this project and covenants that it is capable of performing the services required under this agreement and desires Agency to engage its services; and

WHEREAS, Agency recognizes that the Recipient is acting as an independent contractor in the performance of work under this Agreement,

NOW THEREFORE, the parties do mutually agree as follows:

**ARTICLE I. SCOPE OF WORK; STATUS OF PARTIES; COOPERATION.**

The Recipient agrees to undertake, carry out and complete for Agency, in a satisfactory and competent manner, all of the work and services set forth in Exhibit A, which are attached hereto and made part hereof, and the agreed approved project cost.

In addition to the specific services and formal reports required hereunder, Agency agrees that it will at all times during the performance of this agreement maintain close liaison with Recipient's project director in order to assure a well integrated effort.

**ARTICLE II. KEY PERSONNEL.**

Key personnel for this Project shall include:

J. Luke Wood, Ph.D., Associate Professor of Community College Leadership, SDSU PI, serving as the Recipient's Project Director.  
luke.wood@sdsu.edu

Marissa Vasquez Urias, Ed.D., Assistant Professor of Community College Leadership, SDSU Co-PI, serving as the Recipient's Co-Project Director.  
mvasquez@mail.sdsu.edu

Frank Harris III, Ed.D., Professor of Postsecondary Education, SDSU Co-PI, serving as the Recipient's Co-Project Director.  
frank.harris@sdsu.edu

Joseph A. Alonzo, Office of Student Equity and Success, Santiago Canyon College, Serving as the Agency's Project Director  
8045 E. Chapman Avenue (A-213)  
Orange, CA 92869  
email: alonzo\_joseph@sccollege.edu  
phone: (714) 628-5040

Recipient shall not replace or substitute another individual as its project director without the expressed written prior approval of Agency.

**ARTICLE III. PERIOD OF PERFORMANCE.**

The period of performance of this Agreement shall be from **February 1, 2017 – January 31, 2021.**

**ARTICLE IV. COMPENSATION AND MAXIMUM COST.**

In full and complete consideration of Recipient's performance under this Fixed Price Agreement, Recipient shall be compensated for allowable costs incurred in conjunction with the scope of work not to exceed a maximum amount of **\$47,888.00**

**ARTICLE V. INVOICING.**

Payment for all services provided hereunder shall be within 30 days after receipt of a proper invoice. Invoices shall be directed to the following:

Joseph A. Alonzo, Office of Student Equity and Success, Santiago Canyon College, Serving as the Agency's Project Director  
8045 E. Chapman Avenue (A-213)

Orange, CA 92869  
email: alonzo\_joseph@sccollege.edu  
phone: (714) 628-5040

**ARTICLE VI. FINANCIAL MANAGEMENT SYSTEMS.**

Recipient shall maintain acceptable financial management systems during the term of the Agreement. Such systems shall provide:

- accurate, current and complete disclosure of the financial activity under this Agreement;
- records that identify the source and application of the Recipient's funds;
- effective control over and accountability for all funds, property and other assets;
- comparison of actual outlays with budgeted Agreement amounts;
- consistency with the applicable regulatory cost principles; and,
- accounting records supported by source documentation.

The Recipient is an organization subject to the uniform administrative and audit requirements of 2 CFR Part 200, Subpart F. Upon request, Recipient shall provide Agency with a copy of all written reports that were prepared by the Recipient's independent accountant.

**ARTICLE VII. HOLD HARMLESS.**

Recipient shall defend, indemnify and hold harmless Agency, its officers, employees and agents from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the Recipient, its officers, agents or employees.

Agency shall defend, indemnify and hold harmless the Subrecipient, San Diego State University, Trustee of the California State University, the State of California, the Federal Government, its officers, employees and agents from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Agency, its officers, agents or employees.

**ARTICLE VIII. INSURANCE.**

Recipient shall, at its sole cost and expense, procure and maintain throughout the term of this Agreement, the following insurance coverage:

- A. Comprehensive General Liability insurance providing coverage against claims for Bodily Injury or Death, and Property Damage. Such insurance shall provide protection to the limit of not less than \$1,000,000 combined single limit for Bodily Injury and Property Damage.
- B. Workers' Compensation insurance statutory coverage including Employers Liability with limits of not less than \$1,000,000.
- C. Comprehensive Automobile Liability with limits not less than \$1,000,000 each occurrence, combined single limit for Bodily Injury and Property Damage, including coverage for owned, non-owned and hired vehicles.

**ARTICLE IX. TERMINATION.**

Recipient shall use its best efforts to provide the services herein contained at the time and in the manner herein provided. This Agreement may be terminated by Agency or by the Recipient at any time upon the giving of thirty (30) days prior written notice to the other party. Said notice shall be given to the person executing this Agreement. In the event of termination, the Recipient shall be entitled to payment for acceptable and allowable work performed under this Agreement, and for all uncancellable obligations made in connection with such work, through the date of termination. Any prepaid but unearned funds shall be promptly returned to Agency.

**ARTICLE X. LAWS GOVERNING.**

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

**ARTICLE XI. OWNERSHIP AND USE OF DATA**

Recipient will own and maintain all data that are generated for the purposes of this agreement. Data may be used for research purposes and will only be reported in the aggregate with data collected from other partnering agencies. Recipient will have the right to publish for education, research and non-commercial purposes.

**ARTICLE XII. ENTIRE AGREEMENT.**

This Agreement and the Attachments hereto contain the entire agreement of the parties, and no representation, provision, warranty, term, condition, promise, duty or liability, expressed or implied, shall be binding upon or applied to either party, except as herein stated. No amendment or modification of any term, provision or condition of this Agreement shall be binding or enforceable unless in writing and signed by each of the parties.

**ARTICLE XIII. NOTICES.**

All notices to any party hereunder shall be in writing, signed by the party giving it, and shall be sufficiently given or served, if sent by registered mail addressed the parties at their addresses indicated on the face sheet hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date hereof.

**San Diego State University  
Research Foundation**

**Agency Name**

By \_\_\_\_\_

By \_\_\_\_\_

Sandra M. Nordahl, CRA  
Director  
SR Contracting and Compliance

Peter J. Hardash  
Vice Chancellor, Business Operational/Fiscal Services  
Rancho Santiago Community College District  
(On Behalf of Santiago Canyon College)

Date \_\_\_\_\_

Date \_\_\_\_\_

## Exhibit A

### Scope of Work, Deliverables, and Timeline

#### I. Glossary

CCSM – Community College Success Measure (“student survey”)

CCSSI – Community College Student Success Inventory (“student services and administrative self-assessment”)

CC-IDI – Community College Instructional Development Inventory (“faculty survey”)

#### II. Goals of the Agreement – The goal of this project is to examine factors that influence student success for underserved students and identify areas in need of enhanced attention for institutional practice and professional development at AGENCY.

#### III. Objectives of the Agreement/Deliverables

- a. *Task 1:* Administer the CCSM to identify factors influencing the success of underserved students at AGENCY.

*Deliverable 1:* A comprehensive CCSM report that identifies areas of disproportionate impact. CCSM results will be disaggregated by race/ethnicity and gender. Based on the results, recommendations for practice will be offered.

*Deliverable 1 Due:* 30 days after the completion of data collection

- b. *Task 2:* Provide access to the CCSSI to AGENCY to assess institutional readiness to facilitate student success for underserved students.

*Deliverable 2:* A report of CCSSI results

*Deliverable 2 Due:* 30 days after the completion of data collection

- c. *Task 3:* Administer the CC-IDI to assess instructional faculty members to identify areas in need of enhanced teaching and learning practice and professional development.

*Deliverable 3:* A CC-IDI report with recommendations for faculty professional development.

*Deliverable 3 Due:* 30 days after the completion of data collection

Rancho Santiago Comm Coll District

Board Meeting of 12/12/16

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 11/02/16 Thru 11/23/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64366	General Fund Unrestricted	0.00	660.00	-660.00	92*0476227	92*0476227
64416	General Fund Unrestricted	0.00	138.00	-138.00	92*0477299	92*0477299
64504	General Fund Unrestricted	3,280.81	0.00	3,280.81	92*0478454	92*0478473
64505	General Fund Unrestricted	184,828.14	0.00	184,828.14	92*0478479	92*0478505
64506	General Fund Unrestricted	13,244.91	0.00	13,244.91	92*0478509	92*0478522
64507	General Fund Unrestricted	10,237.20	0.00	10,237.20	92*0478525	92*0478572
64508	General Fund Unrestricted	2,471.03	0.00	2,471.03	92*0478577	92*0478582
64509	General Fund Unrestricted	3,040.59	0.00	3,040.59	92*0478604	92*0478614
64510	General Fund Unrestricted	17,149.66	0.00	17,149.66	92*0478615	92*0478626
64514	General Fund Unrestricted	1,714.62	0.00	1,714.62	92*0478668	92*0478678
64515	General Fund Unrestricted	53,773.58	0.00	53,773.58	92*0478679	92*0478704
64516	General Fund Unrestricted	11,565.84	0.00	11,565.84	92*0478715	92*0478730
64518	General Fund Unrestricted	6,894.75	0.00	6,894.75	92*0478759	92*0478781
64523	General Fund Unrestricted	2,837.65	0.00	2,837.65	92*0478798	92*0478803
64524	General Fund Unrestricted	14,654.71	0.00	14,654.71	92*0478808	92*0478818
64525	General Fund Unrestricted	117,950.83	0.00	117,950.83	92*0478820	92*0478847
64526	General Fund Unrestricted	115.20	0.00	115.20	92*0478865	92*0478865
64527	General Fund Unrestricted	46,027.30	0.00	46,027.30	92*0478894	92*0478908
64530	General Fund Unrestricted	32,750.00	0.00	32,750.00	92*0478927	92*0478927
64531	General Fund Unrestricted	27,083.26	0.00	27,083.26	92*0478947	92*0478974
64535	General Fund Unrestricted	9,678.74	0.00	9,678.74	92*0479010	92*0479044
64536	General Fund Unrestricted	28,968.30	0.00	28,968.30	92*0479050	92*0479068
64537	General Fund Unrestricted	23,886.68	0.00	23,886.68	92*0479072	92*0479089
64538	General Fund Unrestricted	17,240.35	0.00	17,240.35	92*0479095	92*0479107
64539	General Fund Unrestricted	62,537.66	0.00	62,537.66	92*0479111	92*0479161
64542	General Fund Unrestricted	1,957,885.40	0.00	1,957,885.40	92*0479175	92*0479188
64543	General Fund Unrestricted	20,519.70	0.00	20,519.70	92*0479196	92*0479235
64544	General Fund Unrestricted	788.31	0.00	788.31	92*0479238	92*0479275
64546	General Fund Unrestricted	105,095.95	0.00	105,095.95	92*0479278	92*0479294
64547	General Fund Unrestricted	53,475.85	0.00	53,475.85	92*0479295	92*0479312
64551	General Fund Unrestricted	76,108.71	0.00	76,108.71	92*0479354	92*0479378
64557	General Fund Unrestricted	130.07	0.00	130.07	92*0479397	92*0479409
64558	General Fund Unrestricted	12,443.59	0.00	12,443.59	92*0479411	92*0479428
64559	General Fund Unrestricted	858.80	0.00	858.80	92*0479429	92*0479435
64560	General Fund Unrestricted	3,816.00	0.00	3,816.00	92*0479436	92*0479455
64564	General Fund Unrestricted	22,394.59	0.00	22,394.59	92*0479467	92*0479493
<b>Total Fund 11 General Fund Unrestricted</b>		<b>\$2,945,448.78</b>	<b>\$798.00</b>	<b>\$2,944,650.78</b>		

Checks Written for Period 11/02/16 Thru 11/23/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64360	General Fund Restricted	0.00	3,260.24	-3,260.24	92*0475819	92*0475819
64458	General Fund Restricted	0.00	498.96	-498.96	92*0477828	92*0477828
64464	General Fund Restricted	0.00	101.75	-101.75	92*0477931	92*0477931
64504	General Fund Restricted	24,078.10	0.00	24,078.10	92*0478455	92*0478477
64505	General Fund Restricted	11,528.80	0.00	11,528.80	92*0478478	92*0478506
64506	General Fund Restricted	153,072.88	0.00	153,072.88	92*0478507	92*0478524
64508	General Fund Restricted	7,737.96	0.00	7,737.96	92*0478573	92*0478575
64509	General Fund Restricted	45,413.33	0.00	45,413.33	92*0478583	92*0478603
64510	General Fund Restricted	28,593.18	0.00	28,593.18	92*0478623	92*0478634
64514	General Fund Restricted	18,963.12	0.00	18,963.12	92*0478666	92*0478677
64515	General Fund Restricted	2,796.12	0.00	2,796.12	92*0478688	92*0478701
64516	General Fund Restricted	43,933.65	0.00	43,933.65	92*0478705	92*0478729
64517	General Fund Restricted	21,248.54	0.00	21,248.54	92*0478731	92*0478758
64523	General Fund Unrestricted	8,975.91	0.00	8,975.91	92*0478796	92*0478805
64524	General Fund Restricted	9,245.36	0.00	9,245.36	92*0478806	92*0478819
64525	General Fund Restricted	64,074.67	0.00	64,074.67	92*0478823	92*0478863
64526	General Fund Restricted	22,809.38	0.00	22,809.38	92*0478864	92*0478880
64527	General Fund Restricted	16,148.85	0.00	16,148.85	92*0478881	92*0478907
64530	General Fund Restricted	61,627.98	0.00	61,627.98	92*0478924	92*0478946
64531	General Fund Restricted	48,811.83	0.00	48,811.83	92*0478953	92*0478978
64535	General Fund Restricted	2,605.83	0.00	2,605.83	92*0479020	92*0479038
64536	General Fund Restricted	70,901.10	0.00	70,901.10	92*0479045	92*0479064
64537	General Fund Restricted	10,978.69	0.00	10,978.69	92*0479069	92*0479094
64538	General Fund Restricted	13.84	0.00	13.84	92*0479110	92*0479110
64539	General Fund Restricted	107,788.43	0.00	107,788.43	92*0479112	92*0479156
64542	General Fund Restricted	65,990.03	0.00	65,990.03	92*0479174	92*0479190
64543	General Fund Restricted	87,295.68	0.00	87,295.68	92*0479191	92*0479237
64547	General Fund Restricted	1,346.58	0.00	1,346.58	92*0479311	92*0479314
64548	General Fund Restricted	68,284.66	0.00	68,284.66	92*0479315	92*0479341
64551	General Fund Restricted	121,605.16	0.00	121,605.16	92*0479356	92*0479380
64557	General Fund Restricted	10,719.72	0.00	10,719.72	92*0479391	92*0479410
64558	General Fund Restricted	2,989.25	0.00	2,989.25	92*0479414	92*0479419
64564	General Fund Restricted	63,940.60	0.00	63,940.60	92*0479469	92*0479497
<b>Total Fund 12 General Fund Restricted</b>		<b>\$1,203,519.23</b>	<b>\$3,860.95</b>	<b>\$1,199,658.28</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64508	GF Unrestricted One-Time Func	700.53	0.00	700.53	92*0478576	92*0478576
64515	GF Unrestricted One-Time Func	100.00	0.00	100.00	92*0478702	92*0478702
64527	GF Unrestricted One-Time Func	891.00	0.00	891.00	92*0478885	92*0478885
64531	General Fund Restricted	29,176.07	0.00	29,176.07	92*0478972	92*0478972
64535	General Fund Unrestricted	4,133.76	0.00	4,133.76	92*0479009	92*0479039
64538	GF Unrestricted One-Time Func	42,000.00	0.00	42,000.00	92*0479108	92*0479109
64542	GF Unrestricted One-Time Func	38,254.42	0.00	38,254.42	92*0479183	92*0479184
64548	GF Unrestricted One-Time Func	9,409.00	0.00	9,409.00	92*0479319	92*0479339
<b>Total Fund 13 GF Unrestricted One-Time</b>		<b><u>\$124,664.78</u></b>	<b><u>\$0.00</u></b>	<b><u>\$124,664.78</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64503	Child Development Fund	13,184.48	7.40	13,177.08	92*0478441	92*0478453
64513	Child Development Fund	7,444.32	0.00	7,444.32	92*0478640	92*0478665
64522	Child Development Fund	4,754.43	0.00	4,754.43	92*0478788	92*0478795
64529	Child Development Fund	4,051.56	0.00	4,051.56	92*0478910	92*0478923
64534	Child Development Fund	11,884.48	0.00	11,884.48	92*0478988	92*0479008
64540	Child Development Fund	5,205.95	0.00	5,205.95	92*0479162	92*0479172
64545	Child Development Fund	1,494.23	0.00	1,494.23	92*0479276	92*0479277
64556	Child Development Fund	1,722.73	0.00	1,722.73	92*0479389	92*0479390
64563	Child Development Fund	1,934.57	0.00	1,934.57	92*0479461	92*0479466
<b>Total Fund 33 Child Development Fund</b>		<b>\$51,676.75</b>	<b>\$7.40</b>	<b>\$51,669.35</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64502	Capital Outlay Projects Fund	68,639.30	0.00	68,639.30	92*0478435	92*0478440
64512	Capital Outlay Projects Fund	7,397.81	0.00	7,397.81	92*0478636	92*0478639
64521	Capital Outlay Projects Fund	7,856.29	0.00	7,856.29	92*0478784	92*0478787
64533	Capital Outlay Projects Fund	103,945.97	0.00	103,945.97	92*0478981	92*0478987
64541	Capital Outlay Projects Fund	200,345.21	0.00	200,345.21	92*0479173	92*0479173
64550	Capital Outlay Projects Fund	157,955.00	0.00	157,955.00	92*0479349	92*0479353
64555	Capital Outlay Projects Fund	1,080.35	0.00	1,080.35	92*0479388	92*0479388
64562	Capital Outlay Projects Fund	45,842.60	0.00	45,842.60	92*0479457	92*0479460
<b>Total Fund 41 Capital Outlay Projects Fun</b>		<b><u>\$593,062.53</u></b>	<b><u>\$0.00</u></b>	<b><u>\$593,062.53</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64501	Bond Fund, Measure E	1,079.50	0.00	1,079.50	92*0478434	92*0478434
<b>Total Fund 42 Bond Fund, Measure E</b>		<u><u>\$1,079.50</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,079.50</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64500	Bond Fund, Measure Q	217,620.41	0.00	217,620.41	92*0478429	92*0478433
64511	Bond Fund, Measure Q	127.50	0.00	127.50	92*0478635	92*0478635
64520	Bond Fund, Measure Q	3,600.00	0.00	3,600.00	92*0478783	92*0478783
64549	Bond Fund, Measure Q	2,353,465.06	0.00	2,353,465.06	92*0479342	92*0479348
64554	Bond Fund, Measure Q	190,685.88	0.00	190,685.88	92*0479384	92*0479387
<b>Total Fund 43 Bond Fund, Measure Q</b>		<b><u>\$2,765,498.85</u></b>	<b><u>\$0.00</u></b>	<b><u>\$2,765,498.85</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64532	Property and Liability Fund	17,080.86	0.00	17,080.86	92*0478979	92*0478980
64553	Property and Liability Fund	80.00	0.00	80.00	92*0479383	92*0479383
64561	Property and Liability Fund	534.75	0.00	534.75	92*0479456	92*0479456
<b>Total Fund 61 Property and Liability Fund</b>		<b>\$17,695.61</b>	<b>\$0.00</b>	<b>\$17,695.61</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64499	Workers' Compensation Fund	194.49	0.00	194.49	92*0478428	92*0478428
64519	Workers' Compensation Fund	50.95	0.00	50.95	92*0478782	92*0478782
64528	Workers' Compensation Fund	151.24	0.00	151.24	92*0478909	92*0478909
<b>Total Fund 62 Workers' Compensation Fu</b>		<b>\$396.68</b>	<b>\$0.00</b>	<b>\$396.68</b>		

Checks Written for Period 11/02/16 Thru 11/23/16

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64552	Student Financial Aid Fund	175.35	0.00	175.35	92*0479381	92*0479382
<b>Total Fund 74 Student Financial Aid Fund</b>		<u><u>\$175.35</u></u>	<u><u>\$0.00</u></u>	<u><u>\$175.35</u></u>		

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**SUMMARY**

Total Fund 11 General Fund Unrestricted	2,944,650.78
Total Fund 12 General Fund Restricted	1,199,658.28
Total Fund 13 GF Unrestricted One-Time Fund	124,664.78
Total Fund 33 Child Development Fund	51,669.35
Total Fund 41 Capital Outlay Projects Fund	593,062.53
Total Fund 42 Bond Fund, Measure E	1,079.50
Total Fund 43 Bond Fund, Measure Q	2,765,498.85
Total Fund 61 Property and Liability Fund	17,695.61
Total Fund 62 Workers' Compensation Fund	396.68
Total Fund 74 Student Financial Aid Fund	175.35
Grand Total:	<u><u>\$7,698,551.71</u></u>

Checks Written for Period 10/28/16 Thru 11/15/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
311610631	Bookstore Fund	101,152.29	0.00	101,152.29	31*0107396	31*0107416
311611105	Bookstore Fund	130,123.04	0.00	130,123.04	31*0107417	31*0107431
311611212	Bookstore Fund	2,144.61	0.00	2,144.61	31*0107432	31*0107432
<b>Total Fund 31 Bookstore Fund</b>		<b>\$233,419.94</b>	<b>\$0.00</b>	<b>\$233,419.94</b>		

Checks Written for Period 10/28/16 Thru 11/15/16

<b>Register #</b>	<b>Fund Title</b>	<b>Amount</b>	<b>Voided Checks</b>	<b>Adjusted Amount</b>	<b>Beg Check #</b>	<b>End Check #</b>
711611105	Associated Students Fund	1,927.23	0.00	1,927.23	71*0007843	71*0007846
711611315	Associated Students Fund	2,432.34	118.91	2,313.43	71*0007847	71*0007859
<b>Total Fund 71 Associated Students Fund</b>		<b><u>\$4,359.57</u></b>	<b><u>\$118.91</u></b>	<b><u>\$4,240.66</u></b>		

Checks Written for Period 10/28/16 Thru 11/15/16

<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>
721611212	Representation Fee Trust Fund	11,031.50	0.00	11,031.50	72*0000086	72*0000090
<b>Total Fund 72 Representation Fee Trust Fun</b>		<b><u>\$11,031.50</u></b>	<b><u>\$0.00</u></b>	<b><u>\$11,031.50</u></b>		

Checks Written for Period 10/28/16 Thru 11/15/16

<b>Register #</b>	<b>Fund Title</b>	<b>Amount</b>	<b>Voided Checks</b>	<b>Adjusted Amount</b>	<b>Beg Check #</b>	<b>End Check #</b>
761611105	Community Education Fund	18,441.26	0.00	18,441.26	76*0007064	76*0007071
<b>Total Fund 76 Community Education Fund</b>		<b><u>\$18,441.26</u></b>	<b><u>\$0.00</u></b>	<b><u>\$18,441.26</u></b>		

Checks Written for Period 10/28/16 Thru 11/15/16

<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>
791611105	Diversified Trust Fund	14,032.93	180.00	13,852.93	79*0020355	79*0020381
791611212	Diversified Trust Fund	17,225.25	8,462.65	8,762.60	79*0020382	79*0020393
791611315	Diversified Trust Fund	19,500.96	0.00	19,500.96	79*0020394	79*0020410
<b>Total Fund 79 Diversified Trust Fund</b>		<u><u>\$50,759.14</u></u>	<u><u>\$8,642.65</u></u>	<u><u>\$42,116.49</u></u>		

Checks Written for Period 10/28/16 Thru 11/15/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
811611105	Diversified Agency Fund	14,378.37	0.00	14,378.37	81*0047160	81*0047178
811611212	Diversified Agency Fund	2,516.89	0.00	2,516.89	81*0047179	81*0047183
811611315	Diversified Agency Fund	17,158.64	0.00	17,158.64	81*0047184	81*0047198
<b>Total Fund 81 Diversified Agency Fund</b>		<b>\$34,053.90</b>	<b>\$0.00</b>	<b>\$34,053.90</b>		

**SUMMARY**

Total Fund 31 Bookstore Fund	233,419.94
Total Fund 71 Associated Students Fund	4,240.66
Total Fund 72 Representation Fee Trust Fund	11,031.50
Total Fund 76 Community Education Fund	18,441.26
Total Fund 79 Diversified Trust Fund	42,116.49
Total Fund 81 Diversified Agency Fund	34,053.90
<b>Grand Total:</b>	<b><u><u>\$343,303.75</u></u></b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 10/31/2016 To 11/16/2016  
Board Meeting on 12/12/2016**

**BACKGROUND**

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

**ANALYSIS**

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

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b><u>Fund 11: General Fund Unrestricted</u></b>			
1000	ACADEMIC SALARIES		48,514
2000	CLASSIFIED SALARIES		87,522
3000	EMPLOYEE BENEFITS		25,328
4000	SUPPLIES & MATERIALS		13,042
5000	OTHER OPERATING EXP & SERVICES	170,577	
6000	CAPITAL OUTLAY		2,033
7900	RESERVE FOR CONTINGENCIES	5,862	
<b>Total Transfer Fund 11</b>		<b>\$176,439</b>	<b>\$176,439</b>
<b><u>Fund 12: General Fund Restricted</u></b>			
1000	ACADEMIC SALARIES	15,817	
2000	CLASSIFIED SALARIES		209
3000	EMPLOYEE BENEFITS	5,404	
4000	SUPPLIES & MATERIALS	43,656	
5000	OTHER OPERATING EXP & SERVICES	50,373	
6000	CAPITAL OUTLAY		141,821
7000	OTHER OUTGO	26,000	
7900	RESERVE FOR CONTINGENCIES	780	
<b>Total Transfer Fund 12</b>		<b>\$142,030</b>	<b>\$142,030</b>
<b><u>Fund 13: GF Unrestricted One-Time Funds</u></b>			
4000	SUPPLIES & MATERIALS	11,529	
5000	OTHER OPERATING EXP & SERVICES		126,214
6000	CAPITAL OUTLAY		290,842
7900	RESERVE FOR CONTINGENCIES	405,527	
<b>Total Transfer Fund 13</b>		<b>\$417,056</b>	<b>\$417,056</b>
<b><u>Fund 33: Child Development Fund</u></b>			
1000	ACADEMIC SALARIES	26,525	
2000	CLASSIFIED SALARIES	47,467	
3000	EMPLOYEE BENEFITS	6,168	
4000	SUPPLIES & MATERIALS		20,570
5000	OTHER OPERATING EXP & SERVICES		5,236
6000	CAPITAL OUTLAY		54,354
<b>Total Transfer Fund 33</b>		<b>\$80,160</b>	<b>\$80,160</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 10/31/2016 To 11/16/2016  
Board Meeting on 12/12/2016**

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b><u>Fund 41: Capital Outlay Projects Fund</u></b>			
6000	CAPITAL OUTLAY		20,000
7900	RESERVE FOR CONTINGENCIES	20,000	
<b>Total Transfer Fund 41</b>		<b>\$20,000</b>	<b>\$20,000</b>
<b><u>Fund 79: Diversified Trust Fund</u></b>			
4000	SUPPLIES & MATERIALS		4,640
5000	OTHER OPERATING EXP & SERVICES	5,295	
6000	CAPITAL OUTLAY		10,000
7000	OTHER OUTGO		350,000
7900	RESERVE FOR CONTINGENCIES	359,345	
<b>Total Transfer Fund 79</b>		<b>\$364,640</b>	<b>\$364,640</b>
<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b><u>Fund 12: General Fund Restricted</u></b>			
8600	STATE REVENUES	770,135	
8800	LOCAL REVENUES	22,500	
1000	ACADEMIC SALARIES		8,124
2000	CLASSIFIED SALARIES		(10,000)
3000	EMPLOYEE BENEFITS		665
4000	SUPPLIES & MATERIALS		(7,104)
5000	OTHER OPERATING EXP & SERVICES		730,198
6000	CAPITAL OUTLAY		70,752
<b>Total Transfer Fund 12</b>		<b>\$792,635</b>	<b>\$792,635</b>
<b><u>Fund 13: GF Unrestricted One-Time Funds</u></b>			
8800	LOCAL REVENUES	2,400	
2000	CLASSIFIED SALARIES		2,325
3000	EMPLOYEE BENEFITS		75
<b>Total Transfer Fund 13</b>		<b>\$2,400</b>	<b>\$2,400</b>
<b><u>Fund 79: Diversified Trust Fund</u></b>			
8800	LOCAL REVENUES	11,245	
4000	SUPPLIES & MATERIALS		10,060
5000	OTHER OPERATING EXP & SERVICES		1,185
<b>Total Transfer Fund 79</b>		<b>\$11,245</b>	<b>\$11,245</b>

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

**RECOMMENDATION**

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 10/31/2016 To 11/16/2016  
Board Meeting on 12/12/2016**

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.

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b><u>Fund 11: General Fund Unrestricted</u></b>			
<b>B019762</b>	<b>11/01/16</b>		
1000	ACADEMIC SALARIES		31,049
2000	CLASSIFIED SALARIES		156,583
3000	EMPLOYEE BENEFITS		21,153
5000	OTHER OPERATING EXP & SERVICES	208,785	
<b>Total Reference B019762</b>		<b>\$208,785</b>	<b>\$208,785</b>
<b>Reason:</b> Adjustment			
<b>Description:</b> Allocate funds to transfer salary from Equity budget to GF			
<b>B019806</b>	<b>11/07/16</b>		
1000	ACADEMIC SALARIES		4,998
3000	EMPLOYEE BENEFITS		864
7900	RESERVE FOR CONTINGENCIES	5,862	
<b>Total Reference B019806</b>		<b>\$5,862</b>	<b>\$5,862</b>
<b>Reason:</b> Adjustment			
<b>Description:</b> Fund Dept chair for Brooks, D. 2LHE & Hovanitz, E. 2LHE			
<b>B019822</b>	<b>11/08/16</b>		
2000	CLASSIFIED SALARIES	69,061	
4000	SUPPLIES & MATERIALS		19,000
5000	OTHER OPERATING EXP & SERVICES		50,061
<b>Total Reference B019822</b>		<b>\$69,061</b>	<b>\$69,061</b>
<b>Reason:</b> Adjustment			
<b>Description:</b> Cover membership, contracted svcs, repair & non-inst. supplies			
<b><u>Fund 12: General Fund Restricted</u></b>			
<b>B019775</b>	<b>11/02/16</b>		
5000	OTHER OPERATING EXP & SERVICES	47,431	
6000	CAPITAL OUTLAY		47,431
<b>Total Reference B019775</b>		<b>\$47,431</b>	<b>\$47,431</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> Purchase projector for the Phillips Hall			
<b>B019813</b>	<b>11/07/16</b>		
6000	CAPITAL OUTLAY		780
7900	RESERVE FOR CONTINGENCIES	780	
<b>Total Reference B019813</b>		<b>\$780</b>	<b>\$780</b>
<b>Reason:</b> Adjustment			
<b>Description:</b> Cover purchase of Canon flatbed unit for scanner for HWP Ctr			

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 10/31/2016 To 11/16/2016  
Board Meeting on 12/12/2016**

<b>BUDGET TRANSFERS</b>	<b>From</b>	<b>To</b>
<b>B019852    11/10/16</b>		
4000    SUPPLIES & MATERIALS	10,000	
5000    OTHER OPERATING EXP & SERVICES	12,000	
6000    CAPITAL OUTLAY		48,000
7000    OTHER OUTGO	26,000	
	<b>\$48,000</b>	<b>\$48,000</b>
<b>Total Reference B019852</b>		
<b>Reason:</b> Special Project Adjustment		
<b>Description:</b> Purchase Apple equipment for the Integrative Learning Center		
<b>B019860    11/14/16</b>		
2000    CLASSIFIED SALARIES	12,294	
3000    EMPLOYEE BENEFITS	769	
4000    SUPPLIES & MATERIALS	49,493	
5000    OTHER OPERATING EXP & SERVICES		60,296
6000    CAPITAL OUTLAY		2,260
	<b>\$62,556</b>	<b>\$62,556</b>
<b>Total Reference B019860</b>		
<b>Reason:</b> Special Project Adjustment		
<b>Description:</b> Make adjustments to existing 16/17 Carryforward Equity		
<b>B019867    11/14/16</b>		
5000    OTHER OPERATING EXP & SERVICES	45,404	
6000    CAPITAL OUTLAY		45,404
	<b>\$45,404</b>	<b>\$45,404</b>
<b>Total Reference B019867</b>		
<b>Reason:</b> Special Project Adjustment		
<b>Description:</b> Cover quote for TV-Video for the DMC department		
 <b>Fund 13: GF Unrestricted One-Time Funds</b>		
<b>B019778    11/02/16</b>		
6000    CAPITAL OUTLAY		54,416
7900    RESERVE FOR CONTINGENCIES	54,416	
	<b>\$54,416</b>	<b>\$54,416</b>
<b>Total Reference B019778</b>		
<b>Reason:</b> Adjustment		
<b>Description:</b> Cover PR47735 Install Hall station with new Vandal resistant		
<b>B019804    11/07/16</b>		
5000    OTHER OPERATING EXP & SERVICES	60,000	
6000    CAPITAL OUTLAY		60,000
	<b>\$60,000</b>	<b>\$60,000</b>
<b>Total Reference B019804</b>		
<b>Reason:</b> Adjustment		
<b>Description:</b> RAR allocation for Dry storage for Family & Consumer Studies		
<b>B019821    11/08/16</b>		
5000    OTHER OPERATING EXP & SERVICES		200,000
7900    RESERVE FOR CONTINGENCIES	200,000	
	<b>\$200,000</b>	<b>\$200,000</b>
<b>Total Reference B019821</b>		
<b>Reason:</b> Adjustment		
<b>Description:</b> Fund Cosmetology instructional agreement		

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

From 10/31/2016 To 11/16/2016

Board Meeting on 12/12/2016

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b>B019848</b>	<b>11/10/16</b>		
5000	OTHER OPERATING EXP & SERVICES	26,000	
6000	CAPITAL OUTLAY		26,000
<b>Total Reference B019848</b>		<b>\$26,000</b>	<b>\$26,000</b>
<b>Reason:</b>	Adjustment		
<b>Description:</b>	To pay for Football Field- RR gate project		
<b>B019866</b>	<b>11/14/16</b>		
4000	SUPPLIES & MATERIALS		16,508
5000	OTHER OPERATING EXP & SERVICES		10,745
6000	CAPITAL OUTLAY		89,688
7900	RESERVE FOR CONTINGENCIES	116,941	
<b>Total Reference B019866</b>		<b>\$116,941</b>	<b>\$116,941</b>
<b>Reason:</b>	Adjustment		
<b>Description:</b>	Cover quote for classroom chairs		
<b>B019887</b>	<b>11/16/16</b>		
5000	OTHER OPERATING EXP & SERVICES		1,560
6000	CAPITAL OUTLAY		32,610
7900	RESERVE FOR CONTINGENCIES	34,170	
<b>Total Reference B019887</b>		<b>\$34,170</b>	<b>\$34,170</b>
<b>Reason:</b>	Adjustment		
<b>Description:</b>	Cover quote from Quality Office Furnishings for 120 Arm chairs		
<b><u>Fund 33: Child Development Fund</u></b>			
<b>B019879</b>	<b>11/16/16</b>		
1000	ACADEMIC SALARIES	21,800	
2000	CLASSIFIED SALARIES	38,117	
4000	SUPPLIES & MATERIALS		3,000
5000	OTHER OPERATING EXP & SERVICES		3,178
6000	CAPITAL OUTLAY		53,739
<b>Total Reference B019879</b>		<b>\$59,917</b>	<b>\$59,917</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Realign budget for final spending		
<b><u>Fund 41: Capital Outlay Projects Fund</u></b>			
<b>B019862</b>	<b>11/14/16</b>		
6000	CAPITAL OUTLAY		20,000
7900	RESERVE FOR CONTINGENCIES	20,000	
<b>Total Reference B019862</b>		<b>\$20,000</b>	<b>\$20,000</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Allocate funds to other contracted svcs		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 10/31/2016 To 11/16/2016  
Board Meeting on 12/12/2016**

**BUDGET TRANSFERS** **From** **To**

**Fund 79: Diversified Trust Fund**

<b>B019787</b>	<b>11/03/16</b>			
4000	SUPPLIES & MATERIALS			5,000
7900	RESERVE FOR CONTINGENCIES		5,000	

**Total Reference B019787** **\$5,000** **\$5,000**

**Reason:** Special Project Adjustment  
**Description:** Adjust budget to cover 16/17 expenses

<b>B019864</b>	<b>11/14/16</b>			
4000	SUPPLIES & MATERIALS		360	
5000	OTHER OPERATING EXP & SERVICES		5,295	
6000	CAPITAL OUTLAY			10,000
7000	OTHER OUTGO			350,000
7900	RESERVE FOR CONTINGENCIES		354,345	

**Total Reference B019864** **\$360,000** **\$360,000**

**Reason:** Special Project Adjustment  
**Description:** Adjust budget to cover 16/17 expenses

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

**Fund 12: General Fund Restricted**

<b>B019765</b>	<b>11/01/16</b>			
8600	STATE REVENUES		67,357	
1000	ACADEMIC SALARIES			5,307
2000	CLASSIFIED SALARIES			(10,000)
3000	EMPLOYEE BENEFITS			95
4000	SUPPLIES & MATERIALS			(7,104)
5000	OTHER OPERATING EXP & SERVICES			8,307
6000	CAPITAL OUTLAY			70,752

**Total Reference B019765** **\$67,357** **\$67,357**

**Reason:** Special Project Adjustment  
**Description:** Revision to COB SP#2188

<b>B019779</b>	<b>11/02/16</b>			
8600	STATE REVENUES		86,000	
5000	OTHER OPERATING EXP & SERVICES			86,000

**Total Reference B019779** **\$86,000** **\$86,000**

**Reason:** New Budget  
**Description:** Basic Skills Initiative SCC advance apportionment #2063

<b>B019781</b>	<b>11/02/16</b>			
8600	STATE REVENUES		73,000	
5000	OTHER OPERATING EXP & SERVICES			73,000

**Total Reference B019781** **\$73,000** **\$73,000**

**Reason:** New Budget  
**Description:** Basic Skills Initiative SCC advance apportionment #2066

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 10/31/2016 To 11/16/2016  
Board Meeting on 12/12/2016**

<b>BUDGET INCREASES AND DECREASES</b>	<b>Revenue</b>	<b>Appropriation</b>
<b>B019782    11/02/16</b>		
8600    STATE REVENUES	36,422	
5000    OTHER OPERATING EXP & SERVICES		36,422
	<hr/>	<hr/>
<b>Total Reference B019782</b>	<b>\$36,422</b>	<b>\$36,422</b>
<b>Reason:</b> New Budget		
<b>Description:</b> Basic Skills Initiative SCC advance apportionment #2068		
<b>B019834    11/09/16</b>		
8600    STATE REVENUES	40,000	
5000    OTHER OPERATING EXP & SERVICES		40,000
	<hr/>	<hr/>
<b>Total Reference B019834</b>	<b>\$40,000</b>	<b>\$40,000</b>
<b>Reason:</b> New Budget		
<b>Description:</b> Basic Skills Initiative 16/17 SAC advance apportionment #2065		
<b>B019835    11/09/16</b>		
8600    STATE REVENUES	38,000	
5000    OTHER OPERATING EXP & SERVICES		38,000
	<hr/>	<hr/>
<b>Total Reference B019835</b>	<b>\$38,000</b>	<b>\$38,000</b>
<b>Reason:</b> New Budget		
<b>Description:</b> Basic Skills Initiative 16/17 SAC advance apportionment #2066		
<b>B019836    11/09/16</b>		
8600    STATE REVENUES	100,000	
5000    OTHER OPERATING EXP & SERVICES		100,000
	<hr/>	<hr/>
<b>Total Reference B019836</b>	<b>\$100,000</b>	<b>\$100,000</b>
<b>Reason:</b> New Budget		
<b>Description:</b> Basic Skills Initiative 16/17 SAC advance apportionment #2067		
<b>B019840    11/09/16</b>		
8600    STATE REVENUES	53,014	
5000    OTHER OPERATING EXP & SERVICES		53,014
	<hr/>	<hr/>
<b>Total Reference B019840</b>	<b>\$53,014</b>	<b>\$53,014</b>
<b>Reason:</b> New Budget		
<b>Description:</b> Basic Skills Initiative 16/17 CEC advance apportionment #2065		
<b>B019841    11/09/16</b>		
8600    STATE REVENUES	100,000	
5000    OTHER OPERATING EXP & SERVICES		100,000
	<hr/>	<hr/>
<b>Total Reference B019841</b>	<b>\$100,000</b>	<b>\$100,000</b>
<b>Reason:</b> New Budget		
<b>Description:</b> Basic Skills Initiative 16/17 CEC advance apportionment #2066		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 10/31/2016 To 11/16/2016  
Board Meeting on 12/12/2016**

<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b>B019842</b>	<b>11/09/16</b>		
8600	STATE REVENUES	100,000	
5000	OTHER OPERATING EXP & SERVICES		100,000
<b>Total Reference B019842</b>		<b>\$100,000</b>	<b>\$100,000</b>
<b>Reason:</b> New Budget			
<b>Description:</b> Basic Skills Initiative 16/17 CEC advance apportionment #2067			

**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 10/31/2016 To 11/16/2016  
Board Meeting on 12/12/2016**

**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>
11/07/16	J039463	Record budgeted interfund transfer from General Fund 11 to Capital Outlay Fund 41	1,500,000.00

**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: December 12, 2016
Re:	Approval of Appointment and Resignation for the Measure Q Citizens' Bond Oversight Committee	
Action:	Request for Approval	

**BACKGROUND**

One of the requirements for bonds that are approved under the auspices of Proposition 39 is the provision of a Citizens' Bond Oversight Committee comprised of residents of the district who satisfy various categories of membership. The Board approved the membership of the original committee in February of 2013 and acts upon the appointment, reappointment and reaffirmation of the committee each year.

**ANALYSIS**

Santa Ana College has recommended replacing Gretchen Burkhardt with Erik Peterson as the college student representative. The Board is also asked to accept the resignation of Zeke Hernandez from the Measure Q Committee as Mr. Hernandez will now serve on the Board of Trustees.

Name	Membership Category	Recommended Action
Erik Peterson	SAC Student	Appoint
Zeke Hernandez	Business	Accept Resignation

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the appointment and resignation of the Measure Q Citizens' Bond Oversight Committee as presented.

Fiscal Impact:	None	Board Date: December 12, 2016
Prepared by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

To:	Board of Trustees	Date: December 12, 2016
Re:	Approval of Legal Services Agreement – Orbach Huff Suarez & Henderson LLP	
Action:	Request for Approval	

**BACKGROUND**

The district utilizes a number of law firms for specialized legal services. The law firm of Orbach Huff Suarez & Henderson LLP specializes in the representation of California educational agencies.

**ANALYSIS**

Hourly rates for Orbach Huff Suarez & Henderson LLP range from \$250 per hour for partners; \$235 per hour for senior associates; \$225 per hour for associates and \$125 per hour for paralegals. Word processing, clerical and staff overtime, telephone and facsimile charges, outside costs such as deposition fees, experts, messengers, copying projects, mileage, travel, etc. are charged at actual invoiced cost.

This agreement has been reviewed and approved by Ruben Smith, Esq., General Counsel to the Board of Trustees of Rancho Santiago Community College District and recommended for approval.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Vice Chancellor of Business Operations/Fiscal Services or his designee to renew the proposed agreement between Rancho Santiago Community College District and Orbach Huff Suarez & Henderson LLP for the period of July 1, 2016 through June 30, 2018 as presented.

Fiscal Impact:	Based upon utilization	Board Date: December 12, 2016
Prepared by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

# Rancho Santiago Community College District

## AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (the "AGREEMENT") is dated as of August 1, 2016, is entered into by and between RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (the "DISTRICT"), and ORBACH HUFF SUAREZ HENDERSON Limited Liability Partnership (the "FIRM").

### RECITALS

- A. WHEREAS, the FIRM has the legal competence, experience and expertise to provide professional legal services to the DISTRICT; and
- B. WHEREAS, the DISTRICT desires to retain the FIRM to provide professional services;
- C. NOW, THEREFORE, the DISTRICT and the FIRM mutually agree as follows:

### AGREEMENT

In consideration of the foregoing recitals and the mutual covenants contained in this AGREEMENT, it is agreed between and among each of the parties hereto as follows:

#### 1. **TERM OF PROFESSIONAL SERVICES AGREEMENT**

The term of this AGREEMENT shall begin on **June 1, 2016** and shall continue thereafter until **June 30, 2018** unless terminated earlier as set forth herein. If the DISTRICT continues to seek services from FIRM beyond end of the term, then the AGREEMENT shall have been considered to have been extended on a month-to-month basis until terminated by either party. The District has the right to terminate this AGREEMENT at any time upon written notice. This Agreement shall supersede and replace any prior agreements between the parties relating to the provision of legal services.

#### 2. **SCOPE OF REPRESENTATION**

The FIRM agrees to represent DISTRICT in facility matters and other matters as DISTRICT may request.

#### 3. **THE FIRM'S SERVICES AND RESPONSIBILITIES:**

- a. **Supervising Attorney:** The FIRM appoints Philip J. Henderson, Esq. as the "Supervising Attorney" for work performed for the DISTRICT under this AGREEMENT. Any changes in this designation shall be promptly communicated in writing to the DISTRICT and is subject to prior written approval of the DISTRICT. The FIRM's Supervising Attorney shall have full authority to act for the FIRM on all

**matters under this AGREEMENT and shall serve as or designate lead counsel for all proceedings in which the substantive rights of the DISTRICT may be adjudicated or determined. The FIRM's designation of Supervising Attorney shall be subject to prior written approval by the DISTRICT.**

- b. Legal Representation:** The FIRM shall provide the DISTRICT with high quality legal advice and representation consistent with this AGREEMENT, the Rules of Professional Conduct, and all applicable laws and court rules. The FIRM shall keep the DISTRICT informed of all significant developments in each case or matter assigned to the FIRM. If requested by DISTRICT, any verbal legal advice provided by the FIRM to the DISTRICT shall be provided in writing to the DISTRICT
- c. Non-Exclusivity:** The FIRM acknowledges that nothing in this AGREEMENT is intended, nor will be construed, as creating any exclusive contract between the DISTRICT and the FIRM related to the providing of legal services. As such, nothing in this AGREEMENT shall be interpreted to restrict or prohibit the DISTRICT from obtaining similar professional services from other attorneys, law firms, or sources.
- d. Anti-Discrimination:** It is the policy of the DISTRICT that in connection with all work performed under this AGREEMENT, there is no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age, or marital status. The FIRM agrees to comply with applicable federal and State laws, including, but not limited to, the California Fair Employment and Housing Act, Government Code Section 12900 et seq. In addition, the FIRM agrees to require such compliance by all of its employees working on DISTRICT assigned work. .
- e. Certification Regarding Suspension and Debarment:** The FIRM certifies that to the best of its knowledge and belief that the FIRM and its principals or affiliates utilized under this AGREEMENT, are not debarred or suspended from federal financial assistance programs and activities nor proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency.

  - i. If the debarment/suspension occurs during the term of the contract, such attorney or firm shall cease representing the DISTRICT and the DISTRICT may elect to terminate this AGREEMENT.
- f. Adherence to Board Policy 3821 Gift Ban Policy:** The FIRM is notified that the DISTRICT's Board adopted the Board Policy 3821 Gift Ban Policy.

  - "5. Gift** shall have the meaning it is defined to have in the California Political Reform Act, and the regulations issued pursuant to that Act, except that the following shall not be deemed to be gifts:

a. Meals, beverages, and free admission at any event sponsored by, or for the benefit of, a bona fide educational, academic, or charitable organization, and commemorative gifts from such organizations *with a cumulative value from any single source of fifty dollars (\$50.00) or less during any twelve-month period.*”

FIRM acknowledges and adheres to the Board Policy 3821 Gift Ban Policy.

#### 4. THE DISTRICT'S RESPONSIBILITIES:

- a. **Documents and Information:** The DISTRICT shall cooperate with counsel to make available to the FIRM all documents and other information possessed by the DISTRICT as may be necessary and relevant to any case or other matter assigned to the FIRM under this AGREEMENT. The DISTRICT shall also assist the FIRM in obtaining the DISTRICT's records and/or information necessary to respond to discovery and to help familiarize the FIRM with the DISTRICT's operations and policies.
- b. **Cooperation with the FIRM:** The DISTRICT agrees to fully respond to appropriate and reasonable inquiries made to it by the FIRM, and provide such written materials or documents that are in the DISTRICT's possession, custody or control in a timely manner, and otherwise provide the FIRM with any and all information necessary for the prosecution and/or defense of litigation or transactional matters that the FIRM is handling on the DISTRICT's behalf.

#### 5. COMPENSATION:

- a. **Billing Requirements:** The FIRM shall provide legal services under this AGREEMENT in compliance with the DISTRICT's "Billing Requirements", attached hereto as Attachment "A" and incorporated herein by this reference. The Billing Requirements may be amended by the DISTRICT from time to time. The DISTRICT shall provide the FIRM with any amended Billing Requirements promptly after they are promulgated. Whenever amended Billing Requirements are made available to the FIRM, the FIRM shall within no later than thirty (30) days from the next billing month conform all of its future services and invoices to the DISTRICT's amended Billing Requirements. Additionally, the FIRM's request for reimbursement for costs and expenses incurred and presented shall be in accordance with the DISTRICT's Billing Requirements.
- b. **Legal Fees:** The FIRM shall provide legal services at the hourly billing rates for attorneys and paralegals or paraprofessionals as set forth in Attachment "B" to this AGREEMENT. The billing rates set forth in Attachment B shall be set for the initial term of this Agreement. After the initial term the billing rates may be subject to periodic review and adjustment or modification as agreed between the DISTRICT and the FIRM. Any extension of the term of this Agreement and any billing rate change shall be in writing and be executed as an amendment to this AGREEMENT.

- c. **Reimbursable Costs and Expenses:** The DISTRICT will pay and reimburse only for the actual and ordinary costs for reasonable expenses without any premiums or markups. The maximum allowable actual costs for black and white photocopies and facsimiles are \$.10 per page and \$.25 for color copies. A more complete description of reimbursable costs and expenses are set forth in the DISTRICT's Billing Requirements.
- d. **Non-Reimbursable Expenses:** Certain expenses incurred by the FIRM in providing services under this AGREEMENT shall be considered as part of the FIRM's overhead and shall not be reimbursed by the DISTRICT, and shall be borne by the FIRM as expenses included within the hourly billing rates set forth in Attachment "B". Non- Reimbursable Expenses which will not be reimbursed and which should not be billed are more fully described in the DISTRICT's Billing Requirements.
- e. **Invoices:** The FIRM shall submit its invoices for services and for reimbursable expenses monthly in arrears in accordance with the Billing Requirements. The firm shall first submit its invoices to DISTRICT's General Counsel for review. The FIRM shall maintain in a form subject to audit, and in accordance with generally accepted accounting principles, backup documentation to support all entries included in the monthly billing statement. Such documentation shall be available to the DISTRICT upon request.
- f. **Payment to the FIRM:** The DISTRICT shall make payment(s) for services rendered under this AGREEMENT within sixty (60) days upon receipt of FIRM'S invoice, provided they are approved by the District. FIRM'S invoice shall be billed in arrears based on the itemized billing statement(s) that the FIRM submits to the DISTRICT as noted above in Section 5(e). DISTRICT personnel shall review all billing statements for reasonableness of the time billed as well as full compliance with this AGREEMENT and all Billing Requirements. The DISTRICT shall make its best effort to process payments promptly after receiving the FIRM's billing statement. However, the DISTRICT shall not pay interest or finance charges on any outstanding balance(s).

## 6. TERMINATION:

- a. **Termination and/or Suspension for the DISTRICT's Convenience:** The FIRM's services performed under this AGREEMENT may be terminated or suspended, in whole or in part, by the DISTRICT at any time, when the DISTRICT, in its sole discretion, deems such termination or suspension is in the DISTRICT's best interest. The DISTRICT shall terminate or suspend services by delivering to the FIRM a written notice specifying the extent to which services are terminated or suspended and the effective date of the termination or suspension.
  - i. After receiving a Notice of Termination or Suspension, unless otherwise directed by the DISTRICT, the FIRM shall: 1) stop services on the date and to the extent specified in the Suspension or Termination Notice; and 2) complete services not terminated or suspended by the Notice.

Within fifteen (15) days upon any termination or suspension, the FIRM shall, at its own cost, deliver to the DISTRICT all evidence, files, and attorney work product for each case or matter for which work under this AGREEMENT has been terminated or suspended. This includes any computerized indices, programs, and document retrieval systems created or used for the case or matter. If the FIRM's services include pending litigation, the FIRM shall file the appropriate substitution of counsel with the court when instructed by the DISTRICT. Notwithstanding the foregoing, the DISTRICT may at its sole discretion terminate this AGREEMENT.

- b. Notice of Termination:** The DISTRICT shall give written notice to the FIRM of the FIRM's default under this AGREEMENT. The DISTRICT, in its sole discretion, shall decide whether the default is of such a nature that the FIRM should be given a period to cure the default, and, if so, the cure period shall be specified in the notice. If the DISTRICT wholly or partially terminates services under this AGREEMENT, replacement services may be obtained from another law firm or any other source with terms and in a manner the DISTRICT deems appropriate.
- c. Termination for Professional Conflict of Interest:** If either the FIRM or the DISTRICT determines a matter of professional conflict has arisen during the FIRM's engagement, which should not or cannot be postponed until the conclusion of the FIRM's representation of the DISTRICT, the FIRM or the DISTRICT may immediately give written notice to terminate this AGREEMENT. Within fifteen (15) days the FIRM shall, at its own cost, deliver to the DISTRICT all evidence, files, and attorney work product for each case or matter for which work under this AGREEMENT has been terminated. This includes any computerized indices, programs, and document retrieval systems created or used for the case or matter. If the FIRM's services include pending litigation, the FIRM shall file the appropriate substitution(s) of attorney with the court when instructed by the DISTRICT. The FIRM shall continue to provide high quality, professional legal representation until the appropriate substitution(s) of attorney can be filed.

7. **DISPUTE RESOLUTION.** In the event the DISTRICT becomes dissatisfied with any aspect of the relationship, the DISTRICT will bring such concerns to the FIRM's attention immediately. If the DISTRICT and the FIRM are unable to resolve any dispute to their mutual satisfaction, the DISTRICT will first comply with any mandatory dispute resolution procedures that may apply to any such dispute including, bringing the claim before the mandatory Fee Arbitration Committee in Orange County, California, in accordance with the state bar rules for mandatory fee arbitration.

If the DISTRICT and the FIRM are unable to resolve any dispute, regardless of its nature, and after mandatory dispute resolution procedures have been waived or exhausted (including but not limited to, Mandatory Fee Arbitration), the parties shall submit such dispute to final and binding arbitration in Orange County, California before the American Arbitration Association and pursuant to its Commercial Arbitration Rules, unless the parties agree in writing to a different arbitration method or forum. The FIRM acknowledges and agrees that in arbitration there is no right to a trial by jury, and the arbitrator's legal and factual determinations are generally not subject to appellate review.

The initial resort to the courts by either party shall not be considered a waiver of that party's right to compel binding arbitration under this provision. Arbitration shall be in accordance with the laws of the State of California. Unless otherwise provided by law, reasonable attorneys' fees and costs incurred in connection with any such arbitration, litigation or dispute shall be awarded to the prevailing party.

8. **NOTICES:** Notices and required reports may be hand-delivered, sent by electronic mail or mailed by first class, postage prepaid, addressed to the DISTRICT or the FIRM at the addresses below, or at any other address the DISTRICT or the FIRM shall provide in writing to each other:

To the DISTRICT:  
Dr. Raúl Rodríguez  
Chancellor  
Rancho Santiago Community College District  
2323 N Broadway, Suite 410  
Santa Ana, CA 92706  
Email: rodriguez\_raul@rscdd.edu

To the FIRM:  
Orbach Huff Suarez + Henderson LLP  
1901 Avenue of the Stars, Suite 575  
Los Angeles, CA 90067  
Email: phenderson@ohshlaw.com

9. **ASSIGNMENT:** No part of this AGREEMENT or any right or obligation arising from it is assignable without the DISTRICT's written consent. Any attempt by the FIRM to assign or subcontract services relating to this AGREEMENT without the DISTRICT's prior written consent shall constitute a material breach of this AGREEMENT.
10. **INDEMNIFICATION:** FIRM shall indemnify, defend and hold harmless DISTRICT and its board members, officers, and employees, from and against any and all claims, suits, losses, liabilities or damage, including (but not limited to) legal fees and costs of litigation, arising out of or related to the FIRM's, negligent performance of the services provided hereunder, or any action involving intentional actions or omissions to act or other wrongdoing, and which forms the basis, in whole or in part, of or for any such claim, suit, or other action by a third party against DISTRICT, except for any such claim, suit, loss, liability or damage caused by or arising from the negligence of client. The foregoing indemnification shall apply to services rendered effective as of the date of this AGREEMENT.
11. **INSURANCE:** Without limiting the FIRM's indemnification of the DISTRICT and its board members, officers, agents, employees, and volunteers, the FIRM shall provide and maintain at its own expense the following programs of insurance covering the FIRM's operations during the term of this AGREEMENT. Insurance is to be placed with insurers having a current A.M. Best Rating of not less than A. The FIRM shall use insurer(s) satisfactory to the DISTRICT and shall deliver evidence of satisfactory insurance to the DISTRICT on or before the effective date of this AGREEMENT. Such evidence shall specifically identify this AGREEMENT and shall contain express conditions that the DISTRICT is to be given

written notice at least thirty (30) days in advance of any modification or termination of any insurance program.

- a. **Liability Insurance:** Such insurance shall be primary to and not contributing with any other insurance maintained by the DISTRICT, shall specifically name the DISTRICT, its officers, agents, employees, and volunteers as an additional insured, and shall include, but not be limited to:
  - i. Comprehensive General Liability insurance endorsed for Premises-Operations, Products/Completed Operations, Contractual, Broad Form Property Damage, and Personal Injury with a combined single limit of not less than \$2,000,000 per occurrence.
  - ii. The above insurance must be provided or written on an occurrence basis.
- b. **Workers' Compensation Insurance:** The FIRM will procure and maintain statutory workers' compensation insurance covering all employees of the FIRM as required by law in the State of California and in compliance with all federal, state and local laws and ordinances applicable to the work to be performed under this Agreement.
- c. **Professional Liability Insurance (Errors and Omissions):** FIRM will procure and maintain professional liability insurance (errors and omissions) covering claims arising out of the performance of services under this Agreement. FIRM's coverage shall reflect a minimum of \$2,000,000 per occurrence and at least a minimum of \$4,000,000 annual aggregate.
- d. Failure on the part of the FIRM to procure or maintain required insurance shall constitute a material breach for which the DISTRICT may immediately terminate or suspend this AGREEMENT.

**12. INDEPENDENT CONTRACTOR STATUS:** This AGREEMENT is not intended, and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the DISTRICT and the FIRM. As such, the FIRM understands and agrees that the FIRM's personnel who furnish services to the DISTRICT under this AGREEMENT are employees solely of the FIRM and not of the DISTRICT for purposes of workers' compensation liability. The FIRM shall bear the sole responsibility and liability for furnishing workers' compensation benefits to any personnel of the FIRM for injuries arising from services performed under this AGREEMENT.

**13. GOVERNING LAWS:** This AGREEMENT shall be governed by and construed in accordance with the laws of the State of California and any action brought by either party on this AGREEMENT shall be brought in Orange County.

**14. ENTIRE AGREEMENT:** This AGREEMENT constitutes the entire AGREEMENT between the parties pertaining to the subject matter of this AGREEMENT and supersedes all prior and contemporaneous agreements and understandings of the parties. There are no warranties, representations or other agreements between the parties pertaining to the subject matter of this

AGREEMENT except as expressly set forth in this AGREEMENT. No supplementation, modification, waiver or termination of this AGREEMENT shall be binding unless executed in writing by the DISTRICT to be bound thereby.

15. **WAIVER:** No waiver of a breach of any provision of this AGREEMENT by either party shall constitute a waiver of any other breach of the provision or any other provision of this AGREEMENT. The failure of either party to enforce any provision of this AGREEMENT at any time shall not be construed as a waiver of that provision. The DISTRICT's remedies as described in this AGREEMENT shall be cumulative and additional to any other remedies in law or equity.

**[Signatures to follow on the next page]**

**AGREEMENT FOR PROFESSIONAL SERVICES**

EXECUTED AS SET FORTH HEREINABOVE:

**ORBACH HUFF SUAREZ + HENDERSON LLP**

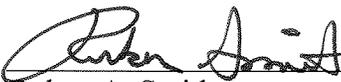
By:   
Philip J. Henderson, Esq.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Approved as to Form:

**AlvaradoSmith, a  
Professional Law Corporation**

By:   
Ruben A. Smith

ATTACHMENT "A" TO AGREEMENT FOR PROFESSIONAL SERVICES  
DISTRICT BILLING REQUIREMENTS

**A. Billing Submissions**

Bills that reflect fees for professional services rendered and expenses incurred shall be submitted no more than monthly and within thirty (30) days of the end of the previous month. The Firm is responsible for obtaining all outstanding invoices from outside vendors, including experts, before submitting the final bill to the DISTRICT. Unless there are exigent circumstances, bills submitted after the final bill will not be paid. Any necessary extraordinary postage charges (such as certified mail, overnight service, or oversized packages) must be delineated on the bill with an explanation of the nature and purpose of the charge.

**B. Approval and Payment**

Before any payment is made, all bills must be sent to DISTRICT's General Counsel at the address below. The General Counsel, who, after review to assure the billing is in accord with the AGREEMENT and otherwise in order, will then forward the bills to the DISTRICT for final review and payment.

Ruben Smith, Esq.  
AlvaradoSmith APC  
1 MacArthur Place, Suite 200  
Santa Ana, CA 92707  
Tel: 714-852-6800  
rsmith@alvaradosmith.com

**C. Billing Format**

Billing statements must have a cover page that summarizes all matters on one page and the billing statements must accurately itemize in detail all work performed on a matter in a task or activity based format. Attorneys and

paralegals are to bill actual time incurred. If an activity warrants a minimum billing entry it shall not exceed 1/10th (.10) of an hour. Minimum charges for any activity in any amount above 1/10th (.10) of an hour are not acceptable. Each bill must include the following: Law firm name and address; Date of the bill; Law firm tax identification number; Plaintiff(s) name(s) or legal subject matter; Date(s) of the task and/or activity; Detailed description of the task and/or activity so as to permit the DISTRICT to determine the exact name, purpose, and necessity of the expense; Actual time spent, in increments of 1/10th of an hour for each entry or task; Summary at the end of the bill of the number of hours for each specific billing rate and the name and initials of each attorney and paralegal; Summary at the end of the bill of the totals for fees, costs and experts; Each billing entry must indicate the name or initials of the timekeeper who performed the work, the date the work was performed, the hours billed, a detailed description of the services performed, and the total amount billed for that entry. Narrative or block/bundled billing is not permitted; Final bills should be so designated; Bills must reflect activity for only one case or matter; Billing entries on each invoice are to be structured chronologically (in order of occurrence) and not sub-divided by individual or task. If numerous tasks are undertaken in one day, each task must be separately identified with a specified time for performing that task, e.g., a telephone call, a court appearance, a meeting, and legal research; Travel costs should identify the person who traveled and the reason for the

travel. Telephone calls must specify the participants and the subject matter discussed. The FIRM must review and approve all vendor invoices before submitting them to the DISTRICT.

**C. Level of Work Performed**

The FIRM'S staffing on all cases will be commensurate with the type of case, number of parties and complexity of the factual and legal issues that are involved in the matter. Partners or shareholders may supervise the work performed by associates/paralegals or provide strategic and supplementary review. The billing descriptions should clearly indicate the reason and difference in the work being performed by the partner/shareholder and the associate/paralegal.

The legal work should be assigned to those individuals who are most appropriate for the task in terms of their competency and experience. The FIRM should exercise reasonable judgment to assign a certain task or activity to a less expensive biller as long as there is no loss in efficiency or competency. The FIRM may assign paralegals for work and tasks which do not require an attorney's involvement, but paralegals shall not perform tasks usually performed by secretaries, clerks, and messengers (i.e., photocopying, filing and delivering materials).

Clerical, secretarial, and administrative work is a part of law office overhead and non-billable, regardless of who performs it.

The DISTRICT will not pay any form of general administration fee or charges, including any monthly administration fees

Unless authorized in writing in advance by the DISTRICT, there should be no more than two (2) attorneys and one (1) paralegal doing the work and billing time on a single case.

Firm personnel may occasionally have to work on a case because of job departures, vacations, illnesses, schedule conflicts, etc., but this is to be the exception not the rule and requires prior written approval. These occasional billers will not record more than ten percent (10%) of the total run time on a case. The DISTRICT will not pay for "learning" time or "orientation" time as occasional billers become involved in a matter and are brought up to speed on the facts and issues. Such time should be written off by the FIRM on its own or noted as a "No Charge" to the DISTRICT.

If new or inexperienced attorneys are going to be working on a case in any capacity, the DISTRICT will not pay for "training" time, that is, time spent on research or other matters which would likely be within the knowledge of more experienced attorneys. If the DISTRICT is retaining FIRM for its expertise in a given field, attorneys should not need to learn that area of the law and any such time should be written off by the FIRM. The time of summer associates shall not be billed without the prior approval of the DISTRICT.

The DISTRICT may decide to waive or modify some or all of the above billing requirements as the situation demands. However, the FIRM is expected to adhere to these billing requirements as written, unless the FIRM is specifically exempted or exception is authorized from any of these provisions.

**D. Maximum Allowable Charges**

The following guidelines are provided regarding maximum allowable charges: The DISTRICT will pay only the actual costs for reasonable expenses without any premiums or markups; The FIRM shall limit the making of photocopies and, wherever cost

effective, to use the resources of designated copy services. Bill entries for photocopies must provide the number of copies made, the per page rate, and the total amount billed. The \$.10 per page rate may be exceeded only when the FIRM cannot control costs, such as certified copies from the courthouse; **Mileage:** The applicable federal rate at the time of travel. Indicate the actual number of miles driven; Air travel is limited to coach or economy rate. Receipts for airfare should identify the fare as economy/coach class; **Telephone:** Actual long distance charges only. **FAX:** Actual long distance charges only. No charge for an incoming FAX. No per-page fax charge.

#### **E. Travel**

The Firm shall not charge for travel time to and from the DISTRICT. Prior to traveling more than 50 miles each way, the FIRM must obtain the written approval of the DISTRICT. Rental cars are acceptable only if such vehicles are the most economical means of accomplishing necessary business; reimbursement is limited to the mid-size class; Any rental cars and overnight stay costs must be approved in writing by the DISTRICT. Reasonably priced meals when counsel is out of town overnight are allowed; Incidentals and entertainment costs, such as movies, alcohol, and entertainment, are not allowed; Travel time shall be prorated if the travel includes time spent on non-DISTRICT related business, e.g., incoming/outgoing phone calls to other clients, etc.. Unless otherwise agreed, travel billing should indicate the actual travel time, reduced by the traveler's usual commuting time from home to office or vice versa, if appropriate.

#### **F. Disallowed Charges**

In addition to the information contained in section C, D, and E above, the DISTRICT

will not reimburse for the following items: (1) Local telephone calls and all cellular phone charges; (2) Per-page fax charges; (3) Routine postage, such as U.S. Postal Service rates for letters; (4) File opening, file organization, or other administrative charges; (5) Books, magazines, subscriptions, or library charges, unless prior written specific approval by the DISTRICT is obtained; (6) Intra-office conferences between members of the FIRM, including assigning files or tasks to members of the FIRM (however, the DISTRICT will pay for one attorney charging for intra-office conferencing regarding strategy of the case); (7) Intra-office conferences of an administrative, supervisory or educational purpose are not compensable; (8) Case administration (e.g., reviewing status of assignments given to associates and paralegals, reviewing bills); (9) Clerical tasks (e.g., transcription, pulling files, photocopying documents, arranging for copying, labeling documents for production, communication with court clerks, updating master case caption, preparing proofs of service, indexing pleadings, faxing.); (10) More than one attorney or other timekeeper at motions, interviews, depositions, hearings, trials, court appearance, arbitration, mediation, third party meeting, conference call, or any similar event, without prior DISTRICT approval; (11) Meals, except in conjunction with travel as authorized by the DISTRICT; (12) Entertainment; (13) Staff overtime charges; (14) Routine or elementary legal research, including issues considered to be common knowledge among reasonably experienced counsel in the local jurisdiction (e.g., research on local rules, special verdict forms, standards for motions for summary judgment); (15) Billing more than once for documents which are reproduced for multiple witnesses, such as subpoenas;

Routine file review and learning time to get up to speed; (16) Staffing inefficiencies caused by the unavailability of the firm's personnel; (17) Routine scheduling or rescheduling of depositions, hearings, and the like; (18) All work customarily performed by secretaries and other administrative personnel; (19) Reviewing or analyzing the FIRM's conflict of interest issues; (20) Subscription services (e.g., Westlaw, Lexis-Nexis or other legal database charge), unless the service provides

a case specific reference or invoice for actual charges incurred; (21) Time and/or expenses incurred due to change in resources or attorney departure from the FIRM; (22) Work performed by an attorney not approved by the DISTRICT; (23) Expenses/disbursements without supporting invoices; (24) Receipts are required for all travel expenses and for costs.

ATTACHMENT "B" TO AGREEMENT FOR PROFESSIONAL SERVICES

**HOURLY BILLING RATES FOR ATTORNEYS AND PARALEGALS**

<b>Hourly Rates</b> <b>(Billed at .10 minute increments)</b>	
PARTNERS / OF COUNSEL	\$250/hr
SENIOR ASSOCIATES	\$235/hr
ASSOCIATES	\$225/hr
PARALEGALS	\$125/hr

Training Costs. The Firm will provide one in-services training seminar to the District at no cost each fiscal year.

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

To: Board of Trustees	Date: December 12, 2016
Re: Receive and Accept the District Audit Reports for the Fiscal Year ended June 30, 2016	
Action: Request to Receive and Accept	

**BACKGROUND**

Pursuant to Education Code Section 84040(b) and the Uniform Guidance (Title 2 CFR Part 200), the governing board of each community college district shall provide for an annual audit of all funds, books, accounts and voter approved bond authorizations of the district. The District contracted with Vavrinek, Trine, Day & Co., LLP to provide the independent auditing services required for the 2015-2016 fiscal year.

The Financial Section of the District audit report is broken down into four major categories as follows: (1) the Independent Auditor's Report; (2) Management's Discussion and Analysis; (3) Basic Financial Statements; and (4) Notes to the Financial Statements. The report also contains: (1) Required Supplementary Information; (2) Other Supplementary Information; (3) Other Independent Auditor's Reports; and (4) and Schedule of Findings and Questioned Costs.

Also included are the audits of the Measure E Revenue Bond Construction Fund Financial and Performance audits, Measure Q Revenue Bond Construction Fund Financial and Performance audits, the Rancho Santiago Community College District Foundation, the Santa Ana College Foundation, and the Santiago Canyon College Foundation.

**ANALYSIS**

The auditors will present the results of the District's audits at the meeting. All of these reports were presented and discussed at the Board Fiscal Audit Review Committee meeting on November 21, 2016.

**RECOMMENDATION**

It is recommended that the Board of Trustees receive and accept the Rancho Santiago Community College District Audit Reports for the fiscal year ended June 30, 2016 as presented.

Fiscal Impact: Not Applicable	Board Date: December 12, 2016
Prepared by: Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

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

To:	Board of Trustees	Date: December 12, 2016
Re:	Approval of Amendment to Agreement with Lionakis for On-Call Architectural Design Services for Various Projects District-Wide	
Action:	Request for Approval	

**BACKGROUND:**

This is an amendment to an existing on-call architectural agreement to increase the contract and extend time. On November 9, 2015 the Board of Trustees approved an agreement with Lionakis for on-call architectural design services for various projects district-wide. In order for the District to be able to timely evaluate and assess scope of work that is urgent due to potential 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. The District utilizes on-call architectural firms already prequalified and experienced in code compliance for community colleges and DSA requirements. The contract is an extension for an additional year.

**ANALYSIS:**

The amendment to this agreement is to increase the contract by \$100,000 and to extend the contract for an additional year. The services covered by this agreement commenced on November 10, 2015 and the new end date is extended to June 30, 2018.

This project is funded by Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amendment with Lionakis for On-Call Architectural Design Services for Various Projects District-Wide as presented.

Fiscal Impact:	\$100,000	Board Date: December 12, 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: 12/12/16**

Project: Various Facility Improvement projects

Site: **District-Wide**

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Consultants: **Lionakis**

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Type of Service: Architectural Design Services

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Agreement Summary	Amount	Reimbursables	Start	Duration	
				End	
Original Contract Amount	\$ 80,000.00	\$ 2,500.00	11/10/2015		6/30/2017
Amendment	\$ 100,000.00		11/10/2015		6/30/2018
<b>Total Agreement Amount</b>	<b>\$ 182,500.00</b>				

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**DESCRIPTION:**

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On-Call Architectural Design Consulting Services

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**Total Proposed Amount:** \$ **100,000.00**

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**Contract End Date:** **6/30/2018**

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

To:	Board of Trustees	Date: December 12, 2016
Re:	Ratification of Award of Bid #1300 for Fire Line Pump Replacement at District Office	
Action:	Request for Ratification	

**BACKGROUND:**

As part of the District's on-going fire prevention plan for the District Office Building, the fire water line pump and the pump controller needs to be upgraded and replaced. Engineered plans and specifications were developed to replace the existing fire line pump equipment to meet certain building fire code requirements specific to the District Office. Construction plans and specifications were submitted to and approved by the Orange County Fire Authority.

**ANALYSIS:**

In accordance with the California Uniform Public Construction Cost Accounting Act, Bid #1300 for Fire Line Pump Replacement at District Office was advertised on August 26, 2016, and a Notice Calling for Bids was sent to seven (7) contractors from the District's qualified contractors list on August 26, 2016.

A mandatory job walk was conducted on September 22, 2016. Bids were opened on October 11, 2016, as noted on the attached bid result form. The District received two (2) bids for the project. A&D Fire Sprinklers, Inc. (Anaheim) submitted the lowest responsive bid in the amount of \$45,825. 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 #1300 to A&D Fire Sprinklers, Inc. The Vice Chancellor of Business Operations/Fiscal Services has authorized the award of the contract, under the authority of CUPCCAA, to A&D Fire Sprinklers, Inc.

Notice to proceed was issued to the contractor on November 7, 2016, equipment procurement, and acquisition of all necessary permits were initiated. Equipment installation is scheduled to start December 21, 2016 with an overall project duration of ninety-two (92) days.

The project is funded by Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board ratify the award of Bid #1300 to Fire Sprinklers, Inc. for Bid #1300 Fire Line Pump Replacement at District Office as presented.

Fiscal Impact:	\$45,825	Board Date: December 12, 2016
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodriguez, Ph.D, Chancellor	



**RANCHO SANTIAGO**

Community College District

**Facility Planning**

2323 North Broadway, Rm 112

Santa Ana, CA 92706-1640

**BID RESULTS**

<b>BID #1300</b> Addendums Issued: 2	<b>PROJECT:</b> Fire Line Pump Replacement at the District Office	<b>DUE DATE:</b> October 11, 2016 At 10:00 AM
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<b>BIDDER</b>	<b>TOTAL BASE BID AMOUNT</b>
A & D Fire Sprinklers, Incorporated 2100 East Howell, Suite #209 Anaheim, CA 92806	\$45,825.00
SMF Constructors, Incorporated 29970 Technology Drive, #212 Murrieta, CA 92563	\$48,033.49

**2 TOTAL BIDDERS**

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

To:	Board of Trustees	Date:	December 12, 2016
Re:	Approval of Amendment to Agreement with Disability Access Consultants (DAC) for the Santa Ana College Americans with Disabilities Act Transition Plan Update		
Action:	Request for Approval		

**BACKGROUND:**

This is an amendment to an existing agreement to extend time only. There are no additional costs for this amendment. On June 15, 2015 the Board of Trustees approved an agreement with Disability Access Consultants to undertake a condition assessment as part of the planning efforts involved with updating the Americans with Disabilities Act (ADA) Transition Plan for Santa Ana College. The District is still working with the consultant on this assessment whom specializes in providing assistance to ensure compliance with Title II of the ADA and Title 24 of the California Building Standards Code.

**ANALYSIS:**

The amendment to this agreement is to extend the contract duration. The services covered by this agreement commenced on June 16, 2015 and the new end date has been extended to December 31, 2017. There are no additional costs for this amendment.

This agreement is funded by Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amendment with Disability Access Consultants (DAC) for the Santa Ana College Americans with Disabilities Act Transition Plan as presented.

Fiscal Impact:	N/A	Board Date:	December 12, 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: 12/12/16**

Project: ADA Transition Plan

Site: **Santa Ana College**

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Consultants: **Disabilty Access Consultants**

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Type of Service: American with Disabilities Act Consulting Services

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Agreement Summary	Amount	Reimbursables	Start	Duration	
				End	
Original Contract Amount	\$80,000.00	None	6/16/2015		12/31/2016
Amendment #1	N/A		6/16/2015		12/31/2017
<b>Total Agreement Amount</b>	<b>\$80,000.00</b>				

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**AGREEMENT NO. 0124.00/DESCRIPTION:**  
Agreement for consulting services to upgrade the American with Disabilities Act Transition Plan for Santa Ana College

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**Total Proposed Amount:** **N/A**

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**Contract End Date:** **12/31/2017**

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

To:	Board of Trustees	Date: December 12, 2016
Re:	Approval of Amendment to Agreement with Engineering Alignment Systems, Inc. for On-Call Structural Engineering Services for Santa Ana College and District Facilities	
Action:	Request for Approval	

**BACKGROUND:**

This is an amendment to an existing agreement to extend time only. There are no additional costs for this amendment. On December 8, 2014 the Board of Trustees approved an agreement with Engineering Alignment Systems, Inc. for on-call structural engineering consultant services. On an as-needed basis, the District is in need of having available a structural engineering consultant. This On-Call contract will enable the District to respond quickly when there are immediate potential structural investigations that need to occur. The District utilizes the on-call structural engineer to develop and provide any relevant analyses, investigations, evaluations and then create plans/contract documents to be submitted to appropriate agencies, including, but not limited to, the City of Santa Ana, City of Orange, and DSA on an as-needed basis.

**ANALYSIS:**

The amendment to this agreement is to extend the contract duration. The services covered by this agreement commenced on December 9, 2014 and the new end date has been extended to December 31, 2017. There are no additional costs for this amendment.

This agreement is funded by Measure Q and Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amendment with Engineering Alignment Systems, Inc. for On-Call Structural Engineering Services at Santa Ana College and District Facilities as presented.

Fiscal Impact:	N/A	Board Date: December 12, 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: 12/12/16**

**Project: On-Call Structural Engineer**

**Site: District-wide**

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**Consultant: Engineering Alignment Systems, Inc.**

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**Type of Service: On-call structural engineering**

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<b>Agreement Summary</b>	<b>Amount</b>	<b>Reimbursables</b>	<b>Duration</b>	
			<b>Start</b>	<b>End</b>
Contract Amount	\$25,000.00		12/9/2014	12/31/2016
Amendment #1		N/A	12/9/2014	12/31/2017
<b>Total Agreement Amount</b>	<b>\$ 25,000.00</b> <i>(Not to exceed)</i>			

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**AGREEMENT NO. 0191.00/DESCRIPTION:**

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On-call agreement for structural engineering

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**Total Proposed Amount:** **N/A**

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**Contract End Date:** **12/31/2017**

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

To:	Board of Trustees	Date: December 12, 2016
Re:	Rejection of Bid #1305 for Door Hardware Replacement at Buildings C (Fine Arts), H (Hammond Hall), L (Library), R (Russell Hall), and S (Administration) at Santa Ana College and Repairs at Santa Ana College Orange County Sheriff's Regional Training Academy	
Action:	Request for Rejection	

**BACKGROUND:**

The project consists of automatic door replacement at five (5) buildings at Santa Ana College and door repairs at Santa Ana College Orange County Sheriff's Regional Training Academy (OCSRTA).

**ANALYSIS:**

In accordance with the California Uniform Public Construction Cost Accounting Act, Bid #1305 for Door Hardware Replacement at Building C (Art), H (Hammond Hall), L (Library), R (Russell Hall), S (Administration) at Santa Ana College and Repairs at Orange County Sheriff's Regional Training Academy was advertised on September 9, 2016, and a Notice Calling for Bids was sent to two (2) contractors from the District's qualified contractors list on September 9, 2016.

A mandatory job walk was conducted on September 20, 2016. Bids were opened on October 12, 2016, as noted on the attached bid result form. The District received one (1) bid for the project, Stanley Access Technologies (Ontario). The District recommends rejection of all bids due to the reassessment of scope and schedules, and additional license requirements to encourage additional bidders.

Per Board Policy 6603 and Administrative Regulation 6603, regarding Informal Bidding Procedures, the Vice Chancellor of Business Operations/Fiscal Services has rejected all bids, under the authority of CUPCCAA.

**RECOMMENDATION:**

It is recommended that the Board reject all bids of Bid #1305 for Door Hardware Replacement at Buildings C (Fine Arts), H (Hammond Hall), L (Library), R (Russell Hall), and S (Administration) at Santa Ana College and Repairs at Santa Ana College Orange County Sheriff's Regional Training Academy as presented.

Fiscal Impact:	N/A	Board Date: December 12, 2016
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



**RANCHO SANTIAGO**

Community College District

**Facility Planning**

2323 North Broadway, Rm 112

Santa Ana, CA 92706-1640

**BID RESULTS**

**BID #1305**

Addendums Issued: 3

**PROJECT:** Door Replacement at SAC (C, H, L, R, S) and Repairs at OCSTRA

**DUE DATE:**

2:00 PM on October 21, 2016

**BIDDER**

**TOTAL BID AMOUNT**

Stanley Access Technologies LLC  
4230 Airport Drive, Suite #107  
Ontario, CA 91761

\$78,936

**1 TOTAL BIDDER**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES**

To:	Board of Trustees	Date: December 12, 2016
Re:	Approval of Amendment to Agreement with Saiful Bouquet, Inc. for On-Call Structural Engineering Services at Santiago Canyon College and District Facilities	
Action:	Request for Approval	

**BACKGROUND:**

This is an amendment to an existing agreement to extend time only. There are no additional costs for this amendment. On January 12, 2015 the Board of Trustees approved the agreement with Saiful Bouquet, Inc. for on-call structural engineering consultant services. On an as-needed basis, the District is in need of having available a structural engineering consultant. This On-Call contract will enable the District to respond quickly when there are immediate potential structural investigations that need to occur. The District utilizes the on-call structural engineer to develop and provide any relevant analyses, investigations, evaluations and then create plans/contract documents to be submitted to appropriate agencies, including, but not limited to, the City of Santa Ana, City of Orange, and DSA on an as-needed basis.

**ANALYSIS:**

The amendment to this agreement is to extend the contract duration. The services covered by this agreement commenced on January 13, 2015 and the new end date has been extended to December 31, 2017. There are no additional costs for this amendment.

This agreement is funded by Measure Q and Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amendment with Saiful Bouquet, Inc. for On-Call Structural Engineering Services at Santiago Canyon College and District Facilities as presented.

Fiscal Impact:	N/A	Board Date: December 12, 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: 12/12/16**

**Project: Various Facility Improvement Projects**

**Site: Santiago Canyon College  
and District Facilities**

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**Consultant: Saiful Bouquet, Inc.**

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**Type of Service: On-Call Structural Engineering**

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<b>Agreement Summary</b>	<b>Amount</b>	<b>Reimbursables</b>	<b>Start</b>	<b>Duration</b> <b>End</b>
Contract Amount	\$25,000.00		1/13/2015	12/31/2016
Amendment #1		N/A	1/13/2015	12/31/2017
<b>Total Agreement Amount</b>	<b>\$ 25,000.00</b> <i>(Not to exceed)</i>			

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**AGREEMENT NO. 0190.00/DESCRIPTION:**

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On-call agreement for as-needed structural engineering

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**Total Proposed Amount:** **N/A**

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**Contract End Date:** **12/31/2017**

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RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
Board Meeting: December 12, 2016

INDEPENDENT CONTRACTORS

LeeAnn Stone

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: Instructional Designer to assist in developing “Model Courses” for departmental usage with Distant Education growth for Associate Degree for Transfer (AD-T) pathways and Open Educational Resources (OER) course adoption for Santa Ana College

Date(s) of Service: December 13, 2016 through June 30, 2017

Fee: Estimated at \$30,000

Requested by: Cherylee Kushida/Carlos Lopez

Funded by: Santa Ana College – Distant Education  
12-2561-619000-15054-5100

**INDEPENDENT CONTRACTOR AGREEMENT**

THIS AGREEMENT, made and entered into this **13th** of **December, 2016** by and between **LeeAnn Stone** 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:

**INSTRUCTIONAL DESIGNER TO ASSIST IN DEVELOPING “MODEL COURSES” FOR DEPARTMENTAL USAGE WITH DISTANT EDUCATION GROWTH FOR ASSOCIATE DEGREE FOR TRANSFER (AD-T) PATHWAYS AND OPEN EDUCATIONAL RESOURCES (OER) COURSE ADOPTION FOR SANTA ANA 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 **Thirty Thousand Dollars & No Cents (\$30,000.00)**.

The contracted services are to commenced on or about **December 13, 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"



### SAC Distance Education

#### Cost Proposal: Instructional Design (ID)

##### *Overview:*

We have a great need for an Instructional Designer with multiple current projects: Online course growth for AD-T pathways, OER course adoption, and soon LMS migration and on-boarding faculty usage of an LMS.

##### *Responsibilities:*

- DE Growth for AD-T Pathways
  - Work with faculty to develop courses using research-based instructional design principles
  - Perform analysis, design, development, implementation and evaluation of instructional materials
    - Suggesting assignments, interactive activities, engaging media
    - Providing clarity of instructions
    - Assisting in course organization/logistics
  - Develop "Model Online Courses" with faculty for reuse by department members
- OER Course Adoption
  - Work with faculty to develop a "Model OER Course" assuring a pedagogically sound organization for student access to materials
  - Provide a consistent presentation/access/organization of OER for the student experience
- LMS Migration
  - Design a student friendly course template for Canvas
  - Creation of best practice methods for course migration
  - Assist faculty in migration for existing courses
  - Work with faculty in pedagogically sound methods to flip the classroom and fully utilize their precious classroom time
  - Work with faculty in baby-step methods moving from manual to LMS usage

##### *Contract Expense:*

- \$2,500 per course for 12 courses = Total of \$30,000
- If a course should take less time than previous courses, based on quantity of changes and time to work with faculty member, then more courses will be completed for the total amount of \$30,000.
- DE and OER courses will be the focus of this current project

## **Attachment "B"**

### **Attachment A: Addendum to Tentative Agreement**

**Client shall not obtain workers' compensation insurance on behalf of Contractor or Contractor's employees. If Contractor hires employees to perform any work under this Agreement, Contractor will cover them with workers' compensation insurance to the extent required by law and provide Client with a certificate of workers' compensation insurance before the employees begin the work.**

**Contractor shall hold Client harmless from any loss or liability arising from performing services under this Agreement.**

LeeAnn Stone

Email: leannstone@cox.net

Phone: (714) 544-7001

## Biography

Dr. LeeAnn Stone brings more than 30 years of experience leading, guiding and developing effective approaches to technology integration in the higher-ed classroom. During the last 15 years in particular, her work has focused on the development of teaching and learning strategies and the design of problem-solving instructional models for online and hybrid environments.

As Instructional Design Administrator at Brandman University, Dr. Stone created the signature blended model for that 26-campus system, and oversaw the redesign of the entire curriculum of all four Schools (Business, Humanities, Nursing, and Education)—more than 200 courses—and the re-training of 800+ faculty.

Dr. Fernando Rubio, Co-Director of the Second Language Teaching and Research Center at the University of Utah attributes the success of their Spanish program redesign, which was featured in *The Chronicle of Higher Education*, to Dr. Stone's guidance:

This program was designed, developed, and implemented thanks to the guidance and training that Dr. Stone provided our department from the time we started entertaining the possibility of a redesign back in 2004 until its final implementation in 2007. (Dr. Fernando Rubio, Co-Director of the Second Language Teaching and Research Center at the University of Utah; letter of recommendation, 2012).

Working with Cengage Learning's Instructional Design team, Dr. Stone has designed online courses in disciplines ranging from Cosmetology to Paralegal Studies, and HVAC to Ethics. She is currently working with Cengage and Excelsior College in the creation of a new model of online instruction leading to credit-by-exam.

As a core instructor for Saddleback College's Online Teaching Certificate, Dr. Stone has also built online effectiveness from another side of the equation by building the online pedagogic and course design skills of community college faculty across the state (including some from Santa Ana College).

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
Board Meeting: December 12, 2016

INDEPENDENT CONTRACTORS

Walter Dario Di Mantova

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To assist with Orange County Regional Strong Workforce Project planning (providing project management timeline, weekly updates/reports as requested, review/research material, and produce Final Regional Plan.)

Date(s) of Service: December 13, 2016 through January 31, 2017

Fee: Estimated at \$25,500.00

Requested by: Gustavo Chamorro/Enrique Perez

Funded by: Digital Media Center  
12-2220-679000-53306-5100

**INDEPENDENT CONTRACTOR AGREEMENT**

THIS AGREEMENT, made and entered into this **13th** of **December, 2016** by and between **Walter Dario Di Mantova** 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 ASSIST WITH ORANGE COUNTY REGIONAL STRONG WORKFORCE PROJECT PLANNING (PROVIDING PROJECT MANAGEMENT TIMELINE, WEEKLY UPDATES/REPORTS AS REQUESTED, REVIEW/RESEARCH MATERIAL, AND PRODUCE FINAL REGIONAL PLAN.)**

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 Five Thousand Five Hundred Dollars & No Cents (\$25,500.00)**.

The contracted services are to commenced on or about **December 13, 2016** and completed on or about, but not later than **January 31, 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

**DATE:** November 29, 2016

**TO:** Dr. Gustavo Chamorro  
Interim Chair  
Los Angeles/Orange County Regional Consortia

**FROM:** Walt Di Mantova  
Principal, Liminal Futures

**RE:** **Scope of Work for Orange County Regional Plan**

**Provide complete Project Management timeline for review and approval by all appropriate Regional Planning participants.**

**Provide weekly updates and additional reports as requested concerning progress of all aspects of Project including those which have accelerated the Project, represent improvements and any obstacles requiring additional efforts and/or revisions.**

**Review all materials, research and information collected to date as part of ongoing Regional Planning.**

**Identify areas for the collection of additional materials, research and information and incorporate these into Project Plan as priority activities.**

**Determine current state of Regional Planning effort and create full plan for completion and presentation to region's CEOs and other stakeholders as identified by current regional team.**

**Review template and elements for Regional Plan as provided by California Community College Chancellor's Office in order to identify and categorize elements based on level of completion and need for additional information, involvement and/or research.**

**Contact Technical Assistance Providers from California Community College Chancellor's Office in order to collect additional information and insight as needed to meet and exceed the requirements for creating a comprehensive Regional Plan.**

**Provide interim report on status of Regional Plan based on initial review.**

**Establish input site using online collaboration tools for the most efficient method of additional input, sharing and decision-making as needed.**

**Match Labor Market Information with intended goals, impacts and metrics as provided by California Community College Chancellor's Office and complete the data review as needed to justify the choice of these metrics and/or the correlation between chosen metrics and activities as identified in Regional Plan.**

**Contact subset of Deputy Sector Navigators, Sector Navigators, Centers of Excellence Directors, California Community College Chancellor's Office Monitors and other Leadership Staff as needed for direct input to enhance and improve Regional Plan.**

**Conduct seven to ten phone interviews with stakeholders from leaders from education, faculty, business, industry, labor, Workforce Development Boards, non-profits and other organizations with interest in and influence on the final versions of the Regional Plan.**

**Conduct up to three on-site interview sessions as needed to improve and complete Regional Plan.**

**Provide recommendations on additional activities (such as further collection of data, research provided through the Center of Excellence and other sources) that will support the production of a more complete and effective Regional Plan.**

**Provide draft Regional Plan to Orange County Regional Planning team by January 10, 2017 to determine any additional areas for improvement and further discussion and input.**

**Assist LAOCRC Interim Chair with process to input OC regional projects into regional template.**

**Provide completed Plan by January 19, 2017 for presentation to regional CEOs.**

**Provide revised and improved Final Report based on feedback from CIO's and other stakeholders as needed in order to review, improve and provide completed Final Plan due to the California Community College Chancellor's Office by January 30, 2017.**

***Any additional requests, requirements and effort to produce Final Regional Plan at any time throughout the entire process will be met and completed in the interest of making and sharing the best Regional Plan possible.***

### **Investment**

- **Research, review of current state, collection of additional information through phone and/or face-to-face interviews, production of Project Plan, completion of at least one interim draft, full report for presentation to CEOs and other stakeholders by January 17, 2017 plus additional improvement and refinement as needed for submission to California Community College Chancellor's Office by January 30<sup>th</sup>, 2017 and any additional efforts as required to meet and exceed requirements and expectations: *not to exceed \$24,000***

- **Additional travel expenses as necessary and approved prior to expenditure: *estimated not to exceed \$1500***

### **Project Timeline**

- **In the interest of completing this project in a timely fashion, contractor will begin efforts upon Board Approval on December 12, 2016.**
- **Work will commence on December 13, 2016 contingent on written approval and acceptance of Scope of Work as proposed here.**
- **Work will complete by January 31, 2017**

### **Additional Considerations**

- **Additional effort may be added based on mutual understanding and extension of initial agreement**
- **Contractor will review agreement and shall act fully as Independent Contractor responsible for all costs associated with the successful completion of Scope of Work**

## **Biography**

Walter Di Mantova has almost thirty years experience as a workforce and economic development professional dedicated to transforming the relationships between learners, educators and collaborators to create and re-create the future.

He has lead nationally recognized innovative college and university-based organizations such as the Eastern Michigan University Centers for Corporate Training and the Los Rios Community College District's Workforce and Economic Development Center. The clients of the teams he has lead have included General Motors, Ford Motor Company, the Chrysler Corporation, the United Auto Workers, Sutter Health Systems, the State of California and hundreds of other organizations.

Di Mantova has provided executive and administrative leadership over the strategic development of knowledge, education and training in areas as diverse as healthcare, foundation skills and career development, quality management, occupational health and safety, creativity, innovation and leadership, and allied health. He and the teams has motivated and directed have secured and administered over \$110 million in projects from a variety of funding sources at the Federal, State and Local levels and from some of the largest companies in the world. These projects across the US Midwest and in seven different countries have had broad economic impacts.

As Dean of Workforce Development at the California Community College Chancellor's Office he has provided expert guidance on the alignment of policy and practice and has directly overseen projects funded at over \$90 million annually. His wide experience includes ten years as a university instructor in applied anthropology, the study of complex organizations and creativity and technology. He has been part of the Hacker/Maker movement for almost five years and has written and presented on its critical importance in education and economic change.

He currently provides technical assistance, consulting and strategic advising for community colleges, educational and workforce development organizations, start-ups in educational technology and other organizations.

Di Mantova graduated summa cum laude for the University of Colorado, received his Masters degree from the University of Michigan and was a Senior Scholar at the University College, University of London, England.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
Board Meeting: December 12, 2016

INDEPENDENT CONTRACTORS

Richard Verches

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To provide leadership and long range economic and workforce planning in consultation with Career Technical Education (CTE) deans, faculty, and workforce constituents. Serve the 19 Los Angeles County colleges CTE and workforce/economic units to provide guidance and direction on program and grant planning, data utilization, workforce needs, and curriculum development in alignment with local and regional goals. Manage the Consortium in conjunction with the Orange County Director, including organizing Consortium-wide meetings, developing and managing budgets, meeting reporting requirements, representing the Consortium at statewide meetings and other operating duties of the Los Angeles/Orange County Regional Consortium (LAOCRC).

Date(s) of Service: December 13, 2016 through March 12, 2017

Fee: Estimated at \$59,811.51

Requested by: Sarah Santoyo/Enrique Perez

Funded by: Digital Media Center  
12-2220-679000-53306-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this 13th of December, 2016 by and between Richard Verches 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 LEADERSHIP AND LONG RANGE ECONOMIC AND WORKFORCE PLANNING IN CONSULTATION WITH CAREER TECHNICAL EDUCATION (CTE) DEANS, FACULTY, AND WORKFORCE CONSTITUENTS. SERVE THE 19 LOS ANGELES COUNTY COLLEGES CTE AND WORKFORCE/ECONOMIC UNITS TO PROVIDE GUIDANCE AND DIRECTION ON PROGRAM AND GRANT PLANNING, DATA UTILIZATION, WORKFORCE NEEDS, AND CURRICULUM DEVELOPMENT IN ALIGNMENT WITH LOCAL AND REGIONAL GOALS. MANAGE THE CONSORTIUM IN CONJUNCTION WITH THE ORANGE COUNTY DIRECTOR, INCLUDING ORGANIZING CONSORTIUM-WIDE MEETINGS, DEVELOPING AND MANAGING BUDGETS, MEETING REPORTING REQUIREMENTS, REPRESENTING THE CONSORTIUM AT STATEWIDE MEETINGS AND OTHER OPERATING DUTIES OF THE LOS ANGELES/ORANGE COUNTY REGIONAL CONSORTIUM (LAOCRC).**

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 Fifty Nine Thousand Eight Hundred Eleven Dollars & Fifty One Cents (\$59,811.51).

The contracted services are to commenced on or about December 13, 2016 and completed on or about, but not later than March 12, 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

## **Los Angeles Director for the Los Angeles/Orange County Regional Consortium**

### **Scope of Work**

#### **Background:**

The Los Angeles Director of the Los Angeles/Orange County Regional Consortium was selected by a committee comprised of representatives from the Los Angeles community college members of the consortium.

#### **Expectations:**

- The level of time and attention required to perform this work successfully is expected to be comparable to a person working full-time, 12-months, though the time required may be less than or more than this depending on the demands of the work.
- The Los Angeles Director will work closely with the colleges in Los Angeles to function effectively as a representative and liaison for their interests and concerns.
- The Los Angeles Director will work closely with other members of the Regional Consortium management team and be responsible for providing feedback on the direction, performance and implementation of the work in the Los Angeles region.

#### **Work to Be Performed:**

- Provides leadership and long range economic and workforce planning in consultation with CTE deans, faculty, and workforce constituents.
- Manages the Consortium in conjunction with the Orange County Director, including organizing Consortium wide meetings, developing and managing budgets, meeting reporting requirements, representing the Consortium at statewide meetings and other operating duties of LAOCRC.
- Serves the 19 Los Angeles County colleges CTE and workforce/economic units to provide guidance and direction on program and grant planning, data utilization, workforce needs, and curriculum development in alignment with local and regional goals.
- Facilitates implementation of the Doing What Matters initiatives and the Strong Workforce recommendations in the LA County region.
- Works with DSNs and various workforce/economic development agencies (WIOA, LAEDC, WDBs, chambers) in Los Angeles County to identify and develop strategies to determine work-based needs for student readiness. Serves as regional liaison to external business and appropriate community organizations.
- Convenes and coordinates meetings and collaborations to align consortium strategic goals with campus resources, professional development, and regional initiatives.
- Provides leadership in budget management, and the assessment of effectiveness measures in CTE and workforce development.
- Plans, schedules and communicates regularly to colleges, workforce groups, and other stakeholders on county specific activities/ initiatives and employer needs.

- Applies participatory governance principles and interpersonal relationship building in a fair and consistent manner with deans, faculty, staff, and students, where applicable.
- 2016-17 Fiscal Year (December 13, 2016 – March 12, 2017)
- \$59,811.51. (Invoice monthly \$19,937.17 x 3 months)

Richard Verches  
Email: verches@verizon.net  
Phone: (310) 367-0842

### **Biography**

I respectfully submit my candidacy for the position of Los Angeles Director, Los Angeles/ Orange County Regional Consortium. Throughout my professional career, I have had extensive leadership roles and responsibility for developing, managing and implementing successful strategic policy and program initiatives in higher education, economic and workforce development locally, regionally, statewide, nationally and internationally. In 2015, the Los Angeles County Workforce Development Board was one of a small number of local boards designated as a high performing board in California.

My professional background represents diverse executive level experience to successfully coordinate and engage diverse partners and stakeholders to deliver the complex outcomes that both Perkins and WIOA mandate. For the past seven years, I have been responsible for board governance, strategic policy development, and oversight for the second largest workforce development board in California and fourth largest in the nation with a current annual budget of \$60M. Previous roles include program and administrative leadership leading and supporting international refugee, human rights and humanitarian emergency efforts for the United Nations; research co-coordinator for a twelve-nation study on legal measures to combat racism and discrimination for the European Community; director of media, community and international relations for an international oil company; chief deputy director for a County department; founder of a financial literacy non-profit organization; coordinator for a transatlantic policy think tank; chief operating officer of a small business association; and administrator and faculty member at UCLA and Santa Clara Law School.

I also have significant experience, relationships and knowledge of the region's business, industry and economic development landscape from working in the private sector and leading a small business association. I have developed and continued to maintain excellent relationships with many of the leading business and industry associations and leaders, and I have consistently assumed and have been elected to leadership roles in some of the largest business and economic development organizations in the region.

I currently serve on the Boards of Directors, and was also elected to the Executive Committees, of the L.A. County Economic Development Commission (LAEDC), Greater Antelope Valley Economic Alliance (GAVEA), and California Workforce Association (CWA), for which I am also Chair of the Capacity Building Committee.

I am also on the Board of Directors of the San Gabriel Valley Economic Partnership, Santa Clarita Valley Economic Development Commission and Los Angeles County Business Federation. In 2016, I was elected by the BizFed Executive Committee as one of three co-chairs of their Workforce Development Committee.

I also participate in several countywide workforce development and sector initiatives including the L.A. BioScience Collaborative, L.A. Metro's Workforce Investment Now, Proposition 47 Taskforce, California Attorney General's Office Back to Work Re-entry Initiative, and the Board of Supervisors' Economic Development Policy Committee. In 2012, I was nominated by the California Community College Chancellor, and appointed by the L.A. County Board of Supervisors, to serve as the community college representative on the Redevelopment Agency Oversight Boards for Alhambra and Huntington Park, to oversee the dissolution of the local agencies and ensure the equitable redistribution of assets to the respective the local taxing authorities.

As an invited speaker and panelist at dozens of workforce, economic development and higher education conferences or public meetings locally statewide, nationally annually, I am very comfortable creating or presenting at small and large public events.

I am confident that the diverse leadership and executive positions I have held and subject matter expertise I have acquired in higher education, private sector, international relations, corporate communications, consulting, publishing and government with two of the largest international inter-governmental agencies, a major energy company, non-profit and consulting firms, two academic institutions and the largest regional government in the nation have provided me the requisite management, policy, communications and strategic planning and coordination experience to successfully fulfill the responsibilities of this position. I strongly believe in the critical leadership role that our region's community colleges play in workforce and economic development. My experience and relationships are an excellent complement to the leadership role of CTE Deans and I am confident that I can enhance the partnership with business, industry and employers.

I look forward to an opportunity to discuss interest, background, qualifications and passion for this work, as well as my commitment to serving the Consortium as an enthusiastic advocate and champion of community colleges and CTE. I can be reached at (310) 367-0842 at your convenience.

## REFERENCES

Dr. Francisco Rodriguez, Chancellor, Los Angeles Community College District

Dr. Marvin Martinez, President, East Los Angeles College

Dr. Renee Martinez, President, Los Angeles Community College

Dr. Monte Perez, President, Los Angeles Mission College

Larry Frank, President Los Angeles Trade-Technical College

Teresa Dreyfuss, Superintendent/President Rio Hondo College

Lori Sanchez, Center of Excellence, Mt. San Antonio College

Bill Allen, Chief Executive Officer, Los Angeles County Economic Development Corporation

Tracy (Rafter) Hernandez, Chief Executive Officer, Los Angeles County Business Federation

David Rattray, Executive Vice President, Education and Workforce Development, Greater Los Angeles Chamber of Commerce

Holly Schroeder, Chief Executive Officer, Santa Clarita Economic Development Corporation

Purchase Order List

10/28/2016 thru 11/11/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0043624	10/28/2016	12	Upward Bound	Awards & Incentives	MICHAEL J MACKENZIE	179.83
17-P0043625	10/28/2016	11	Continuing Education Division	Repair & Replacement Parts	AMAZON COM	213.84
17-P0043626	10/28/2016	12	Graphics	Instructional Supplies	AARDVARK CLAY & SUPPLIES	1,000.00
17-P0043628	10/28/2016	12	Athletics	Instructional Supplies	LYTLE SCREEN PRINTING INC	680.40
17-P0043629	10/28/2016	12	Digital Media Center	Food and Food Service Supplies	SMART & FINAL	150.00
17-P0043630	10/28/2016	12	Student Services Office	Equip-All Other > \$5,000	CARD INTEGRATORS INC	24,075.20
17-P0043631	10/28/2016	12	Student Services Office	Equip-All Other > \$5,000	CARD INTEGRATORS INC	38,332.80
17-P0043632	10/28/2016	12	Student Services Office	Non-Instructional Supplies	CARD INTEGRATORS INC	6,453.00
17-P0043633	10/28/2016	12	Student Services Office	Non-Instructional Supplies	CARD INTEGRATORS INC	2,043.36
17-P0043634	10/28/2016	12	Student Support Services	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	22,325.86
17-P0043635	10/28/2016	12	Continuing Education Division	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	4,320.00
17-P0043636	10/28/2016	12	Water Utility Science	Equip-All Other >\$200 < \$1,000	GRAINGER	1,431.14
* 17-P0043637	10/31/2016	12	Continuing Education Division	Contracted Services	ALLEYCAT DEVELOPMENT INC	327.00
* 17-P0043637	10/31/2016	13	Continuing Education Division	Contracted Services	ALLEYCAT DEVELOPMENT INC	14,193.00
PO Amt Total for *17-P0043637 :						14,520.00
17-P0043638	10/31/2016	12	Sci, Math, Health Sci Office	Instructional Supplies	MICROTECH SCIENTIFIC	1,078.30
17-P0043639	10/31/2016	12	Sci, Math, Health Sci Office	Instructional Supplies	REPLACEMENTLIGHTBULBS.COM INC	232.90
17-P0043640	10/31/2016	12	Health Sciences Education	Instructional Supplies	POCKET NURSE	3,567.43
17-P0043641	10/31/2016	12	Health Sciences Education	Instructional Supplies	CHANNING L BETE CO INC	833.86
17-P0043642	11/1/2016	12	Nursing	Instructional Supplies	POCKET NURSE	4,434.35
17-P0043643	11/1/2016	12	Athletics	Instructional Supplies	D3 SPORTS INC.	1,787.26
17-P0043644	11/1/2016	12	Music	Instructional Supplies	JW PEPPER & SON INC.	37.15
17-P0043645	11/1/2016	12	Welding	Instructional Supplies	WORLD ENGINEERING XCHANGE LTD	1,114.18
17-P0043646	11/1/2016	12	Transfer Center	Transportation - Student	MICHELANGELO LEASING INC	2,500.00
17-P0043647	11/1/2016	12	Student Services Office	Reproduction/Printing Expenses	WE DO GRAPHICS INC	5,000.40
17-P0043648	11/1/2016	11	District Wide Technology	Non-Instructional Supplies	B & H PHOTO VIDEO INC	596.00
17-P0043649	11/1/2016	11	President's Office	Conference Expenses	CCLC COMMUNITY COLLEGE LEAGUE	850.00
17-P0043650	11/1/2016	11	Maintenance	Repair & Replacement Parts	BURKE/WACO	2,277.99
17-P0043651	11/1/2016	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	COMPASS PUBLISHING	225.84
17-P0043652	11/1/2016	43	Facility Planning Office	Bldg Impr - Lic/Tax/Agcy Fees	CALIF GEOLOGICAL SURVEY	3,600.00
17-P0043653	11/1/2016	41	Facility Planning Office	Bldg Impr - Spcl Ins/Mat Tes	SOUTHWEST INSPECTION	14,433.00
17-P0043654	11/1/2016	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	CENGAGE LEARNING/ EDUC. TO GO	2,187.20
17-P0043655	11/1/2016	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	PEARSON ED	1,588.49
17-P0043656	11/1/2016	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	CAMBRIDGE UNIV PRESS	2,075.96
17-P0043657	11/1/2016	11	Maintenance	Contracted Services	GEARY FLOORS INC	1,000.00

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Purchase Order List

10/28/2016 thru 11/11/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0043658	11/1/2016	12	Biology	Contracted Services	COAST ELECTRIC	475.00
17-P0043659	11/1/2016	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	PEARSON ED	523.25
17-P0043660	11/1/2016	13	Maintenance	Building Improvements	GMS ELEVATOR	14,322.00
17-P0043661	11/1/2016	12	Fire Academy	Instructional Supplies	MORTARA INSTRUMENT	2,373.51
17-P0043663	11/1/2016	12	Fire Academy	Instructional Agreements	DEPT OF FORESTRY & FIRE PROTECTION	5,064.00
17-P0043664	11/1/2016	12	Counseling	Food and Food Service Supplies	JAY'S CATERING	499.19
17-P0043665	11/1/2016	12	LA/OC Regional Consortia	Contracted Services	SUNSTONE CENTER CT LESSEE	4,270.45
17-P0043666	11/1/2016	11	Maintenance	Contracted Repair Services	DAKTRONICS	800.00
17-P0043668	11/2/2016	11	Grounds	Maint/Oper Service Agreements	PROFESSIONAL TURF SPECIALTIES INC	26,245.00
17-P0043669	11/2/2016	11	Admin Services Office	Non-Instructional Supplies	WELLS FARGO BANK	796.80
17-P0043670	11/2/2016	12	Student Equity	Contracted Services	INSTITUTE FOR DEMOCRATIC EDUC & CULTURE	8,000.00
17-P0043671	11/2/2016	12	Career Ed & Work Dev Office	Contracted Services	VITAL LINK OF ORANGE COUNTY	3,000.00
17-P0043672	11/2/2016	33	EHS Administration	Contracted Services	MUCKENTHALER & ASSOC INC	5,000.00
17-P0043673	11/2/2016	12	Pathways to Teaching	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
17-P0043674	11/2/2016	33	CDC Santiago Canyon College	Instructional Supplies	DISCOUNT SCHOOL SUPPLY	1,000.00
17-P0043675	11/2/2016	12	Student Equity	Contracted Services	JONATHAN LUKE WOOD	3,500.00
17-P0043676	11/2/2016	33	CDC Santiago Canyon College	Non-Instructional Supplies	HOME DEPOT	200.00
17-P0043677	11/2/2016	33	CDC Santiago Canyon College	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
17-P0043678	11/2/2016	12	Student Development	Instructional Supplies	DON BOOKSTORE	1,000.00
17-P0043679	11/2/2016	11	District Wide Technology	Contracted Services	SADA SYSTEMS INC	14,830.00
17-P0043680	11/2/2016	11	District Wide Technology	Contracted Services	NTH GENERATION COMPUTING INC	1,880.00
17-P0043681	11/2/2016	11	District Wide Technology	Contracted Services	MERIDIAN IT INC	1,600.00
17-P0043682	11/2/2016	11	Networking	Contracted Repair Services	GRUBER POWER SERVICES	4,380.26
17-P0043683	11/2/2016	11	Digital Media Center	Contracted Services	ELESCO	625.00
17-P0043684	11/2/2016	12	Student Services Office	Software License and Fees	ALTERYX INC	11,217.96
17-P0043685	11/2/2016	11	International Student Program	Contracted Services	DREX LLC	1,000.00
17-P0043686	11/2/2016	41	Facility Planning Office	Bldg Impr - Contractor Svcs	A & D FIRE SPRINKLERS INC	45,825.00
17-P0043687	11/2/2016	12	Mathematics	Equip-Tablet/Laptop>\$200<\$1000	SEHI COMPUTER PRODUCTS	112,649.60
17-P0043688	11/3/2016	12	Counseling	Non-Instructional Supplies	SCHOOLOUTFITTERS	2,899.77
17-P0043689	11/3/2016	13	Academic Affairs Office	Class Schedules/Printing	ADVANCED WEB OFFSET INC	3,878.82
17-P0043691	11/3/2016	11	District Wide Technology	Software License and Fees	THYCOTIC SOFTWARE LTD	1,444.80
17-P0043692	11/3/2016	11	District Wide Technology	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	2,332.80
17-P0043693	11/3/2016	12	Continuing Education Division	Software License and Fees	BURLINGTON ENGLISH INC	3,110.40
17-P0043694	11/3/2016	11	District Wide Technology	Equip-All Other >\$200 < \$1,000	GOLDEN STAR TECHNOLOGY, INC.	1,024.93
17-P0043695	11/3/2016	12	Continuing Education Division	Software License and Fees	BURLINGTON ENGLISH INC	5,184.00
17-P0043696	11/3/2016	11	Maintenance	Repair & Replacement Parts	CALIFORNIA MARKETING & SALES	3,485.97
17-P0043697	11/3/2016	11	Grounds	Non-Instructional Supplies	DUNN EDWARDS CORP	2,500.00

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Purchase Order List

10/28/2016 thru 11/11/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0043698	11/3/2016	11	Maintenance	Non-Instructional Supplies	WOODWARD'S ACE HARDWARE	2,000.00
17-P0043699	11/3/2016	12	Pharmacy Technology	Software Support Service	MEDIWARE INFORMATION SYSTEM INC	2,814.20
17-P0043700	11/3/2016	12	Pathways to Teaching	Conference Expenses	JANIS D. PERRY	1,112.51
17-P0043701	11/3/2016	12	Student Services Office	Contracted Services	RP GROUP	32,385.47
17-P0043702	11/3/2016	13	Continuing Education Division	Contracted Services	PAUL GALLAGHER	14,875.00
17-P0043703	11/3/2016	12	Reprographics	Instructional Supplies	KELLY PAPER	4,946.40
17-P0043704	11/3/2016	11	Admin Services Office	Non-Instructional Supplies	NOVA SOLUTIONS INC	43.06
17-P0043705	11/3/2016	12	Family & Consumer Studies	Instructional Supplies	WELLS FARGO BANK	81.67
17-P0043706	11/3/2016	12	Academic Affairs Office	Equip-w/Contr Svc > \$5,000	ROSE BRAND WIPERS	6,686.80
17-P0043707	11/3/2016	12	Student Activities	Food and Food Service Supplies	CRAVE RESTAURANT GROUP, LLC	1,660.50
17-P0043708	11/3/2016	12	Counseling	Non-Instructional Supplies	CN SCHOOL AND OFFICE SOLUTIONS INC	184.68
17-P0043709	11/3/2016	11	Graphic Communications	Books, Mags & Subscrip-Non-Lib	WELLS FARGO BANK	75.00
17-P0043710	11/3/2016	12	SAC Continuing Ed-Instruction	Equip-All Other >\$200 < \$1,000	ERGO DESKTOP LLC	657.72
17-P0043711	11/3/2016	33	CDC Administration	Other Licenses & Fees	DEPT OF SOCIAL SERVICES	242.00
17-P0043712	11/3/2016	12	Academic Affairs Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	162.00
17-P0043713	11/3/2016	12	Biology	Instructional Supplies	HOME DEPOT	128.52
17-P0043714	11/3/2016	12	Center for Teacher Education	Food and Food Service Supplies	SMART & FINAL	432.00
17-P0043715	11/3/2016	11	Fire Academy	Repair & Replacement Parts	CALIF STAGE & LIGHTING	250.00
17-P0043716	11/4/2016	11	Administrative Services Office	Equip-All Other >\$200 < \$1,000	VARIDESK LLC	534.60
17-P0043717	11/4/2016	11	Board of Trustees	Conference Expenses	CCLC COMMUNITY COLLEGE LEAGUE	510.00
17-P0043718	11/4/2016	11	Board of Trustees	Conference Expenses	ACCT ASSOC OF COMMUNITY	529.00
17-P0043719	11/4/2016	12	Pathways to Teaching	Conference Expenses	ACADEMIC INNOVATIONS LLC	598.00
17-P0043720	11/4/2016	12	Pathways to Teaching	Conference Expenses	CHAIDEZ MARIA JESSE	625.00
17-P0043721	11/4/2016	12	Pathways to Teaching	Conference Expenses	PERRY JANIS DIANE	649.04
17-P0043722	11/4/2016	12	Small Business Dev Ctr Office	Non-Instructional Supplies	LEILA MOZAFFARI	290.40
17-P0043723	11/4/2016	12	Pathways to Teaching	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	184.00
17-P0043724	11/4/2016	13	Santa Ana College	Advertising	PANDORA MEDIA INC.	21,000.00
17-P0043725	11/4/2016	13	Santa Ana College	Advertising	PANDORA MEDIA INC.	21,000.01
* 17-P0043726	11/4/2016	12	Student Services Office	Contracted Services	SECTORPOINT INC	29,746.00
* 17-P0043726	11/4/2016	13	Student Services Office	Contracted Services	SECTORPOINT INC	29,797.00
PO Amt Total for *17-P0043726 :						59,543.00
17-P0043727	11/7/2016	12	Learning Support Center	Non-Instructional Supplies	DON BOOKSTORE	399.60
17-P0043728	11/7/2016	13	Humanities & Social Sci Office	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	375.62
17-P0043729	11/7/2016	33	EHS Santa Ana College	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	650.00
17-P0043730	11/7/2016	12	Kinesiology - Physical Educ	Instructional Supplies	NAT'L SPORTS APPAREL LLC	2,786.60

Legend: \* = Multiple Funds for this P.O.

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Purchase Order List

10/28/2016 thru 11/11/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0043731	11/7/2016	12	Kinesiology - Physical Educ	Instructional Supplies	NAT'L SPORTS APPAREL LLC	501.00
17-P0043732	11/7/2016	12	Humanities & Social Sci Office	Instructional Supplies	MEDIA EDUCATION FOUNDATION	763.66
17-P0043733	11/7/2016	12	Student Services Office	Non-Instructional Supplies	IMAGE PRINTING SOLUTIONS	356.40
17-P0043734	11/7/2016	12	Kinesiology - Physical Educ	Instructional Supplies	NAT'L SPORTS APPAREL LLC	4,795.20
17-P0043735	11/7/2016	12	Center for Teacher Education	Non-Instructional Supplies	IMAGE PRINTING SOLUTIONS	1,288.44
17-P0043736	11/7/2016	12	Student Services Office	Food and Food Service Supplies	JAY'S CATERING	247.86
17-P0043737	11/7/2016	12	Center for Teacher Education	Non-Instructional Supplies	IMAGE PRINTING SOLUTIONS	376.92
17-P0043738	11/7/2016	11	Publications	Non-Instructional Supplies	KELLY PAPER	8,000.00
17-P0043739	11/7/2016	12	Upward Bound	Software License and Fees	NAT'L STUDENT CLEARINGHOUSE	425.00
17-P0043740	11/7/2016	12	Pharmacy Technology	Software Support Service	JM SMITH CORP	600.00
17-P0043741	11/7/2016	12	Kinesiology - Physical Educ	Instructional Supplies	NAT'L SPORTS APPAREL LLC	953.00
17-P0043742	11/7/2016	12	Educational Services Office	District Business/Sponsorships	DIABLO VALLEY COLLEGE	10,000.00
17-P0043743	11/7/2016	12	Student Services Office	Non-Instructional Supplies	IMAGE PRINTING SOLUTIONS	656.10
17-P0043744	11/7/2016	12	Kinesiology - Physical Educ	Instructional Supplies	CHANNING L BETE CO INC	58.01
17-P0043745	11/7/2016	12	Center for Teacher Education	Transportation - Student	MICHELANGELO LEASING INC	1,391.25
17-P0043746	11/7/2016	12	Resource Development	Equip-Mod Furn>\$1,000 < \$5,000	ALLSTEEL INC	24,536.32
17-P0043747	11/7/2016	12	Kinesiology - Intercol Athlet	Instructional Supplies	LAURIE SALLINGER	702.78
17-P0043748	11/7/2016	12	Kinesiology - Intercol Athlet	Instructional Supplies	SPORTS PAGE SOCCER WAREHOUSE	128.52
17-P0043749	11/7/2016	12	Kinesiology - Intercol Athlet	Instructional Supplies	EASTBAYFOOTLOCKER.COM	1,692.96
17-P0043750	11/7/2016	12	Kinesiology - Physical Educ	Instructional Supplies	VARSITY BRANDS HOLDING CO INC	2,769.31
17-P0043751	11/7/2016	12	Kinesiology - Intercol Athlet	Instructional Supplies	HENRY SCHEIN INC	282.16
17-P0043752	11/7/2016	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	PEARSON ED	811.96
17-P0043753	11/7/2016	11	Maintenance & Operations	Non-Instructional Supplies	SCHICK RECORDS MGMT	350.00
17-P0043754	11/7/2016	33	CDC Santiago Canyon College	Food and Food Service Supplies	SMART & FINAL	300.00
17-P0043755	11/7/2016	12	Student Equity	Conference Expenses	SCOTT S. JAMES	808.00
17-P0043756	11/8/2016	12	Talent Search	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	1,991.33
17-P0043757	11/8/2016	12	A&R Office - Credit	Equip-All Other >\$200 < \$1,000	SEHI COMPUTER PRODUCTS	1,360.80
17-P0043758	11/8/2016	12	Music	Equip-All Other >\$1,000<\$5,000	APPLE COMPUTER INC	4,707.36
17-P0043759	11/8/2016	12	Safety & Parking - DO	Contracted Services	COMMLINE INC	1,000.00
17-P0043760	11/8/2016	12	Student Services Office	Non-Instructional Supplies	AMAZON COM	53.95
17-P0043761	11/8/2016	12	SAC Continuing Ed-Instruction	Equip-All Other >\$1,000<\$5,000	SEHI COMPUTER PRODUCTS	2,567.39
17-P0043762	11/8/2016	11	Fine & Performing Arts Office	Equip-All Other >\$1,000<\$5,000	SEHI COMPUTER PRODUCTS	2,049.52
17-P0043763	11/9/2016	12	Kinesiology - Physical Educ	Instructional Supplies	LYTLE SCREEN PRINTING INC	437.40
17-P0043764	11/9/2016	12	Corporate Training Institute	Reproduction/Printing Expenses	WE DO GRAPHICS INC	1,155.60
17-P0043765	11/9/2016	12	Counseling	Non-Instructional Supplies	DISPLAYS2GO	2,410.04
17-P0043766	11/9/2016	12	Biology	Other Participant Travel Exp	SOUTHERN CALIF MARINE INSTITUTE	2,180.00
17-P0043768	11/9/2016	12	Upward Bound	Transportation - Student	GOLD COAST TOURS	3,433.31

5.15 (4)

Legend: \* = Multiple Funds for this P.O.

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Purchase Order List

10/28/2016 thru 11/11/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0043769	11/9/2016	12	ACT Center	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
17-P0043771	11/9/2016	11	Maintenance	Contracted Repair Services	CASILLAS JOSEPH ANTHONY	945.00
17-P0043772	11/9/2016	11	Manufacturing Technology	Contracted Repair Services	DAN'S MACHINE REPAIR	375.00
17-P0043773	11/9/2016	41	Facility Planning Office	Bldg Impr-Blueprint/Reprod/Adv	C2 REPROGRAPHICS	50.50
17-P0043774	11/9/2016	11	Maintenance	Contracted Repair Services	VORTEX INDUSTRIES	769.80
17-P0043775	11/9/2016	11	Maintenance	Contracted Repair Services	WEATHERITE CORP	932.46
17-P0043776	11/9/2016	11	Maintenance	Contracted Repair Services	ORANGE COAST PLUMBING INC	175.00
17-P0043777	11/9/2016	11	Maintenance	Contracted Repair Services	WEATHERITE CORP	773.00
17-P0043778	11/9/2016	12	Resource Development	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	3,555.19
17-P0043779	11/9/2016	11	Fire Academy	Contracted Services	DIVERSIFIED INSPECTIONS ITL INC	1,859.00
17-P0043780	11/9/2016	12	Student Services Office	Reproduction/Printing Expenses	AAA FLAG AND BANNER	2,700.00
17-P0043781	11/9/2016	12	Student Equity	Non-Instructional Supplies	KAREN HEWUS	97.20
17-P0043782	11/9/2016	12	Student Equity	Food and Food Service Supplies	VERONICA HURTADO	264.10
17-P0043783	11/9/2016	13	Occupational Therapy	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	5,113.53
17-P0043784	11/9/2016	12	Music	Equip-All Other >\$1,000<\$5,000	APPLE COMPUTER INC	11,309.28
17-P0043785	11/9/2016	12	Student Equity	Food and Food Service Supplies	MIGUEL U. LUNA	237.60
17-P0043786	11/9/2016	12	MESA	Food and Food Service Supplies	SUZANNE L. LOHMANN	1,229.29
17-P0043787	11/9/2016	13	CJ/Academies	Contracted Services	D4 SOLUTIONS INC.	14,945.29
17-P0043788	11/9/2016	12	Chemistry	Instructional Supplies	FISHER SCIENTIFIC	3,974.29
17-P0043789	11/9/2016	12	Automotive Technology/Engine	Equip-Fed Prgm >\$1,000< \$5,000	AUTOMOTIVE ELECTRONIC SVCS	10,249.76
17-P0043790	11/9/2016	12	Student Equity	Food and Food Service Supplies	ORANGE TREE DELI & CATERING	225.99
17-P0043791	11/9/2016	11	Kinesiology - Physical Educ	Maint Contract - Other Equip	DONALD W BERNAL	1,500.00
17-P0043792	11/9/2016	12	Ctr for Intl Trade Dev Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
17-P0043793	11/9/2016	11	Admin Services Office	Inst Dues & Memberships	SOUTH COAST HIGHER EDUCATION COUNCIL	50.00
17-P0043794	11/9/2016	12	Small Business Dev Ctr Office	Food and Food Service Supplies	PARADISE BAKERY & CAFE	595.50
17-P0043795	11/9/2016	12	Library Services	Library Books	GREENHAVEN PUBLISHING LLC	463.80
17-P0043796	11/9/2016	12	Student Equity	Food and Food Service Supplies	HART COMMUNITY HOMES INC	236.80
17-P0043797	11/9/2016	12	Student Equity	Food and Food Service Supplies	HART COMMUNITY HOMES INC	303.36
17-P0043798	11/9/2016	12	Math	Equip-All Other >\$1,000<\$5,000	APPLE COMPUTER INC	8,643.96
17-P0043799	11/9/2016	33	EHS Administration	Contracted Services	WALSVICK JENNIFER EILEEN	3,000.00
17-P0043800	11/9/2016	12	Student Activities	Contracted Services	HERRERA ROBERTO CARLOS	500.00
17-P0043801	11/9/2016	12	Research	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,439.74
17-P0043802	11/9/2016	12	Student Equity	Contracted Services	INSTITUTE FOR DEMOCRATIC EDUC & CULTURE	2,500.00
17-P0043803	11/9/2016	12	Student Activities	Contracted Services	LOPEZ EDUARDO	1,000.00
17-P0043804	11/9/2016	12	Student Equity	Contracted Services	LOPEZ LUPE ADRIANA	600.00
17-P0043805	11/9/2016	12	LA/OC Regional Consortia	Contracted Services	NUVU SOLUTIONS	7,200.00
17-P0043806	11/9/2016	12	Student Equity	Contracted Services	VEGA GABRIELA	250.00

5.15 (5)

Legend: \* = Multiple Funds for this P.O.

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Purchase Order List

10/28/2016 thru 11/11/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0043807	11/10/2016	12	Family & Consumer Studies	Instructional Supplies	WELLS FARGO BANK	175.21
17-P0043808	11/10/2016	12	Family & Consumer Studies	Instructional Supplies	WELLS FARGO BANK	1,356.18
17-P0043809	11/10/2016	12	Academic Affairs Office	Instructional Supplies	KELLY PAPER	1,978.56
17-P0043810	11/10/2016	12	Engineering	Instructional Supplies	MCMASTER CARR SUPPLY CO	473.99
17-P0043811	11/10/2016	12	Student Equity	Food and Food Service Supplies	HART COMMUNITY HOMES INC	248.32
17-P0043812	11/10/2016	11	Publications	Non-Instructional Supplies	KELLY PAPER	1,000.00
17-P0043813	11/10/2016	12	Student Services Office	Advertising	CALIFORNIA NEWSPAPERS PARTNERSHIP	1,245.00
17-P0043814	11/10/2016	12	Kinesiology - Physical Educ	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	54.86
17-P0043815	11/10/2016	11	District Wide Technology	Equip-All Other >\$1,000<\$5,000	SEHI COMPUTER PRODUCTS	4,325.06
17-P0179358	11/1/2016	11	Fiscal Services Office	Contracted Services	BLACKBOARD INC	20,000.00
17-P0179359	11/2/2016	12	Resource Development	Contracted Services	MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT	50,000.00
17-P0179360	11/2/2016	12	Ctr for Intl Trade Dev Office	Contracted Services	SO ORANGE COUNTY COMMUNITY COLLEGE DIST	8,601.00
17-P0179361	11/2/2016	12	Pathways to Teaching	Contracted Services	ORANGE UNIFIED SCHOOL DISTRICT	157,105.28
17-P0179362	11/2/2016	12	Resource Development	Contracted Services	EL CAMINO COMMUNITY COLLEGE DIST	40,000.00
17-P0179363	11/2/2016	12	Resource Development	Contracted Services	STATE CENTER COMMUNITY COLLEGE DIST	40,000.00
17-P0179364	11/2/2016	12	Resource Development	Contracted Services	EL CAMINO COMMUNITY COLLEGE DIST	40,000.00
17-P0179365	11/2/2016	12	Resource Development	Contracted Services	BARSTOW COMMUNITY COLLEGE DISTRICT	50,000.00
17-P0179366	11/2/2016	12	Resource Development	Contracted Services	PERALTA COMMUNITY COLLEGE DISTRICT	50,000.00
17-P0179367	11/2/2016	12	Resource Development	Contracted Services	STATE CENTER COMMUNITY COLLEGE DIST	50,000.00
17-P0179368	11/2/2016	12	Resource Development	Contracted Services	SAN JOSE EVERGREEN COMMUNITY COLLEG	50,000.00
17-P0179369	11/2/2016	12	Resource Development	Contracted Services	PERALTA COMMUNITY COLLEGE DISTRICT	50,000.00
17-P0179370	11/2/2016	12	Resource Development	Contracted Services	PERALTA COMMUNITY COLLEGE DISTRICT	50,000.00
17-P0179371	11/2/2016	12	Resource Development	Contracted Services	OHLONE COMMUNITY COLLEGE DISTRICT	50,000.00
17-P0179372	11/2/2016	12	Resource Development	Contracted Services	ALLAN HANCOCK JOINT CCD	50,000.00
17-P0179373	11/2/2016	12	Resource Development	Contracted Services	MT. SAN JACINTO COMMUNITY COLLEGE D	80,841.00
17-P0179374	11/2/2016	12	Resource Development	Contracted Services	KERN COMMUNITY COLLEGE DISTRICT	50,000.00
17-P0179375	11/2/2016	12	Resource Development	Contracted Services	CONTRA COSTA COMMUNITY COLLEGE DIST	50,000.00
17-P0179376	11/3/2016	12	Resource Development	Contracted Services	SAN MATEO COUNTY COMMUNITY COLLEGE	50,000.00
17-P0179377	11/3/2016	12	Resource Development	Contracted Services	WEST VALLEY MISSION COMMUNITY COLLE	50,000.00
17-P0179378	11/3/2016	12	Resource Development	Contracted Services	SONOMA COUNTY JUNIOR COLLEGE DISTRI	50,000.00
17-P0179379	11/9/2016	12	Talent Search	Excess/Copies Usage	XEROX CORP	417.60
17-P0179380	11/9/2016	11	President's Office	Excess/Copies Usage	XEROX CORP	999.39
<b>Grand Total :</b>						<b>1,915,524.09</b>

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Legend: \* = Multiple Funds for this P.O.

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Legend for All Funds at RSCCD	
Fund	Description
11	General Fund Unrestricted
12	General Fund Restricted
13	GF Unrestricted One-Time Funds
21	Bond Int & Red Fund, Series A
22	Bond Int & Red Fund, Series B
23	Bond Int & Red Fund, Series C
24	Bond Interest & Redemp Fund
31	Bookstore Fund
33	Child Development Fund
41	Capital Outlay Projects Fund
42	Bond Fund, Measure E
43	Bond Fund, Measure Q
51	Fixed Assets
52	Cash Flow Fund
61	Property and Liability Fund
62	Workers' Compensation Fund
63	Retiree Benefits Fund
71	Associated Students Fund
72	Representation Fee Trust Fund
74	Student Financial Aid Fund
76	Community Education Fund
79	Diversified Trust Fund
81	Diversified Agency Fund
91	Foundation Gen Op Fund Uninvst
92	Foundation Gen Op Fund Invest
93	Foundation Trust Fund Uninvest
94	Foundation Trust Fund Invested
95	Foundation Scholar Fund Uninvst
96	Foundation Scholar Fund Invest
97	Foundation Rest Rev Fund Uninv
98	Foundation Rest Rev Fund Invst
99	Foundation Endowment Fund

**Legend:** \* = Multiple Funds for this P.O.

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**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM OCTOBER 28, 2016 THROUGH NOVEMBER 11, 2016  
BOARD MEETING OF DECEMBER 12, 2016**

P.O. #	Amount	Description	Department	Comment
17-P0043630	\$24,075.20	Universal student ID card system	SCC-Student Services	Upgrading the existing software will provide a seamless transition since it is already configured to interface with the ERP software, Elucian Colleague and most cost-effective
17-P0043631	\$38,332.80	Universal student ID card system	SAC-Student Services	Upgrading the existing software will provide a seamless transition since it is already configured to interface with the ERP software, Elucian Colleague and most cost-effective
17-P0043634	\$22,325.86	Laptops and extended warranty	SAC-Student Services	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board approved: November 9, 2015
17-P0043668	\$26,245.00	Materials and labor to service the baseball field at Santa Ana College	SAC-Grounds	Received Quotations: 1) * Professional Turf Specialties, Inc 2) Barendt Construction, Inc * Successful Bidder
17-P0043686	\$45,825.00	Materials and labor to complete the fire line pump replacement project	DO-Facility Planning	Bid #1300 Board ratified: December 12, 2016
17-P0043687	\$112,515.20	HP tablets and extended warranty	SAC-Math	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board approved: November 9, 2015

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM OCTOBER 28, 2016 THROUGH NOVEMBER 11, 2016  
BOARD MEETING OF DECEMBER 12, 2016**

P.O. #	Amount	Description	Department	Comment
17-P0043701	\$32,385.47	Early college consulting agreement in partnership with the Chancellor's Office of the California Community Colleges through December 2016	SAC-Student Services	Board approved: August 15, 2016
17-P0043724	\$21,000.00	Online advertising via the Pandora music streaming and automated music service	SAC-Administrative Services	
17-P0043725	\$21,000.01	Online advertising via the Pandora music streaming and automated music service	SAC-Administrative Services	
17-P0043726	\$59,543.00	Website redesign of home page and navigation elements	SAC-Student Services	Received Quotations: 1) * SectorPoint 2) KWALL 3) Rightpoint * Successful bidder
17-P0043746	\$24,536.32	Miscellaneous office furniture	DO-Educational Services	Purchased from the California Multiple Award Schedule (CMAS) Contract #4-09-71-0087A Board approved: June 22, 2009
5.15 (9) 17-P0179358	\$20,000.00	To cover fees related to the ACH/Debit card refunds and disbursement service	DO-Fiscal Services	Board approved: July 20, 2015

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM OCTOBER 28, 2016 THROUGH NOVEMBER 11, 2016  
BOARD MEETING OF DECEMBER 12, 2016**

P.O. #	Amount	Description	Department	Comment
17-P0179359	\$50,000.00	Sub-agreement with Monterey Peninsula CCD to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: September 26, 2016
17-P0179361	\$157,105.28	Second amendments to Sub-agreement with Orange USD to implement the OC Teacher Pathway Partnership program	SCC-Pathways to Teaching	Board approved: September 12, 2016
17-P0179362	\$40,000.00	Sub-agreement with El Camino CCD to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: August 15, 2016
17-P0179363	\$40,000.00	Sub-agreement with State Center CCD to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: August 15, 2016
17-P0179364	\$40,000.00	Sub-agreement with El Camino CCD to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: August 15, 2016
17-P0179365	\$50,000.00	Sub-agreement with Barstow CCD to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: July 18, 2016
17-P0179366	\$50,000.00	Sub-agreement with Peralta CCD to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: July 18, 2016

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM OCTOBER 28, 2016 THROUGH NOVEMBER 11, 2016  
BOARD MEETING OF DECEMBER 12, 2016**

P.O. #	Amount	Description	Department	Comment
17-P0179367	\$50,000.00	Sub-agreement with State Center CCD to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: July 18, 2016
17-P0179368	\$50,000.00	Sub-agreement with San Jose Evergreen CCD to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: July 18, 2016
17-P0179369	\$50,000.00	Sub-agreement with Peralta CCD-Berkeley City College to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: July 18, 2016
17-P0179370	\$50,000.00	Sub-agreement with Peralta CCD-Merritt College to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: September 26, 2016
17-P0179371	\$50,000.00	Sub-agreement with Ohlone CCD-Ohlone College to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: July 18, 2016
17-P0179372	\$50,000.00	Sub-agreement with Allan Hancock Joint CCD-Allan Hancock Joint College to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: July 18, 2016
17-P0179373	\$80,841.00	Sub-agreement with Mt. San Jacinto CCD-Mt San Jacinto College to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: September 12, 2016

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM OCTOBER 28, 2016 THROUGH NOVEMBER 11, 2016  
BOARD MEETING OF DECEMBER 12, 2016**

P.O. #	Amount	Description	Department	Comment
17-P0179374	\$50,000.00	Sub-agreement with Kern CCD-Porterville College to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: August 15, 2016
17-P0179375	\$50,000.00	Sub-agreement with Contra Costa CCD-Los Medanos College to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: August 15, 2016
17-P0179376	\$50,000.00	Sub-agreement with San Mateo County CCD-Canada College to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: October 24, 2016
17-P0179377	\$50,000.00	Sub-agreement with West Valley Mission CCD-West Valley College to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: August 15, 2016
179-P0179378	\$50,000.00	Sub-agreement with Sonoma CCD-Santa Rosa Junior College to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: September 12, 2016

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To:	Board of Trustees	Board Date: December 12, 2016
Re:	Approval of Resource Development Items	
Action:	Request for Approval	

**ANALYSIS**

Items for the following categorical program were developed:

	<b><u>Project Title</u></b>	<b><u>Award Date</u></b>	<b><u>Amount</u></b>
1.	<p>California Employment Development Department E-file Program – Small Business Development Center (District) Sub-award to RSCCD's Orange County Small Business Development Center (SBDC) from the OC/Inland Empire SBDC Lead Center the primary grantee, hosted by California State University Fullerton (CSUF), to assist in promoting EDD E-file information through marketing/publications, at workshops/trainings and at business consulting services, and to issue surveys at pre/post outreach to clients. (16/17). <i>No match required.</i></p>	12/01/2016	\$9,750
2.	<p>College Textbook Affordability Program (AB 798) (SAC) Santa Ana College was awarded the College Textbook Affordability Program Grant (AB 798) from the California State University, Office of the Chancellor to support high quality, free and open education resources for courses materials to reduce the cost of education for students. (16/17). <i>No match required.</i></p>	10/14/2016	\$50,000
3.	<p>Deputy Sector Navigator - Global Trade &amp; Logistics – Year 4 (District) – <i>Augmentation</i> Grant award from the California Community Colleges Chancellor's Office Workforce &amp; Economic Development Division to support the Global Trade and Logistics Deputy Sector Navigator (SB 858 formerly SB 1070) to improve linkages and Career Technical Education pathways by providing in-region investments within education and industry partners to develop faculty collaboratives, certificate programs, articulation of curriculum between secondary and post-secondary educational systems in Global Trade career pathways. (16/17). <i>No match required on SB 858 funds.</i></p>	01/01/2017	\$100,000
4.	<p>Deputy Sector Navigator – Information &amp; Communication Technologies/Digital Media – Year 4 (District) – <i>Augmentation</i> Grant award from the California Community Colleges Chancellor's Office Workforce &amp; Economic Development Division to support the ICT/Digital Media Deputy Sector Navigator (SB 858 formerly SB 1070) to improve linkages and Career Technical Education pathways by providing in-region</p>	01/01/2017	\$100,000

Fiscal Impact: \$7,926,200.00	Board Date: December 12, 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>
investments within education and industry partners to develop faculty collaboratives, certificate programs, articulation of curriculum between secondary and post-secondary educational systems in ICT/Digital Media career pathways. (16/17). <i>No match required on SB 858 funds.</i>		
5. Deputy Sector Navigator - Retail Hospitality/Tourism/Learn & Earn – Year 4 (District) – <i>Augmentation</i> Grant award from the California Community Colleges Chancellor’s Office Workforce & Economic Development Division to support the Retail Hospitality/Tourism/Learn & Earn Deputy Sector Navigator (SB 858 formerly SB 1070) to improve linkages and Career Technical Education pathways by providing in-region investments within education and industry partners to develop faculty collaboratives, certificate programs, articulation of curriculum between secondary and post-secondary educational systems in RHT career pathways. (16/17). <i>No match required on SB 858 funds.</i>	01/01/2017	\$100,000
6. Deputy Sector Navigator – Small Business – Year 4 (District) - <i>Augmentation</i> Grant award from the California Community Colleges Chancellor’s Office Workforce & Economic Development Division to support the Small Business Deputy Sector Navigator (SB 858 formerly SB 1070) to improve linkages and Career Technical Education pathways by providing in-region investments within education and industry partners to meet the needs of entrepreneurs through entrepreneurial studies, informational workshops/trainings, and articulation of curriculum between secondary and post-secondary educational systems in Small Business career pathways. (16/17). <i>No match required on SB 858 funds.</i>	01/01/2017	\$100,000
7. Early Head Start – Year 3 (District) Third year of a five-year non-competitive grant award from the U.S. Department of Health and Human Services, Administration for Children and Families, to support enrollment of children and families into Early Head Start Programs. (16/17). <ul style="list-style-type: none"> <li>• Operations Budget \$1,795,842</li> <li>• Training &amp; Technical Assistance \$43,536</li> </ul> <i>The match required is \$459,845 (20% of the total EHS costs that include federal and non-federal share) that consists of \$314,057 state-funded Child Development Center staff costs and \$145,788 unclaimed indirect costs.</i>	01/01/2017	\$1,839,378
8. Math, Engineering and Science Achievement (MESA) Program – (SAC) - <i>Augmentation</i> Augmentation for fifth year of a five-year renewal grant from the California Community Colleges Chancellor’s Office to continue the existing MESA program, which provides academic, enrichment activities, and support services to eligible science, mathematics, computer science, and engineering students, in order to increase the number of disadvantaged students who transfer to college/university programs. (16/17). <i>The match required is \$77,893 that consists of the MESA Student Services Coordinator at \$42,232 (56%) and benefits at \$35,661 (100%). All benefits for the Coordinator are unallowable costs to the grant. The MESA Director’s salary and benefits at \$116,651 will be represented as an in-kind contribution, not as direct cash match.</i>	11/16/2016	\$27,393

Fiscal Impact: \$7,926,200.00	Board Date: December 12, 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>
9. SBA/CSUF – Small Business Development Center (District) Annual allocation from the Small Business Administration through the Orange County/Inland Empire SBDC Lead Center the primary grantee, hosted by California State University, Fullerton (CSUF), to fund the continuous performance of the District’s Small Business Development Center. (16/17). <i>The match required is \$602,000 (1:1) that consists of \$121,071 district-funded staff costs, \$179,929 grant-funded staff costs, \$223,203 unclaimed indirect costs, and \$77,797 third-party in-kind donations.</i>	01/01/2017	\$602,000
10. Student Equity (SAC & SCC) Annual allocation from the California Community Colleges Chancellor’s Office to study and improve student success by focusing on eliminating or reducing success and achievement gaps that exist among and between different groups of students by ethnicity, low-income, foster youth, veterans, age, or disability status, and more. (16/17). <i>No match required.</i> <ul style="list-style-type: none"> <li>• SAC Student Equity           \$2,234,592</li> <li>• SCC Student Equity           \$851,346</li> </ul>	10/12/2016	\$3,085,938
11. Student Success and Support Program (SSSP) – Credit (SCC/District) Annual allocation from the California Community Colleges Chancellor’s Office to support activities related to orientation, assessment, counseling, advising, follow-up and other education planning services. (16/17). <ul style="list-style-type: none"> <li>• SCC SSSP (P1)                 \$1,834,361</li> <li>• Contribution to Research     \$17,380</li> </ul> <i>The match required is 1:1. Project administrator and project directors identify and monitor the matriculation match expenses.</i>	11/17/2016	\$1,851,741
12. UCI Graduate Student/Faculty Internship (SAC & SCC) Funds from the Regents of the University of California on behalf of UCI to pay stipends to SAC and SCC faculty to mentor UCI graduate students who are intern faculty at SAC and SCC. (16/17, 17/18, 18/19). <i>No match required.</i>	08/15/2016	\$37,500
13. Youth Empowerment Strategies for Success – Independent Living Program (YESS – ILP) (SAC) Funds from the U.S. Department of Health & Human Services through the California Department of Social Services. The Foundation for California Community Colleges provides centralized fiscal and administrative services to community college districts to help foster youth successfully transition into adulthood. SAC will provide curricula, assessment, and financial literacy and life skills training to foster youth and youth on probation between the ages of 16 through 21. (16/17). <i>In-kind match of \$36,754.</i>	08/11/2016	\$22,500

**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: \$7,926,200.00	Board Date: December 12, 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 #2534**  
**NAME: California Employment Development Department (EDD) E-file Program**  
**- Small Business Development Center (District)**  
**FISCAL YEARS 2016/2017 and 2017/2018**

Contract Period: 12/01/2016 - 11/30/2017

PROJ ADM: Enrique Perez

Contract Amount: \$9,750

PROJ DIR: Leila Mozaffari

CFDA #: N/A

Date: 11/21/2016

Prime Sponsor: California Employment Development Department

Fiscal Agent: CSU Fullerton Auxiliary Services Corporation

Prime Award #: TBD

Sub-Award #: TBD

GL Account String	Description	New Budget	
		Debit	Credit
12-2534-000000-50000-8659	Other Reimb Categorical Allow : District Operations		9,750
12-2534-672000-50000-5865	Indirect Costs : District Operations (4%)	375	
<b>12-2534-684000-53410-2345</b>	<b>Professional Experts : Small Business Dev Ctr Offic</b> <b>Business Experts \$45/hr. x 167 hrs.</b>	<b>7,515</b>	
12-2534-684000-53410-3215	PERS - Non-Instructional : Small Business Dev Ctr O	1,037	
12-2534-684000-53410-3315	OASDHI - Non-Instructional : Small Business Dev Ctr	466	
12-2534-684000-53410-3325	Medicare - Non-Instructional : Small Business Dev C	109	
12-2534-684000-53410-3435	H & W - Retiree Fund Non-Inst : Small Business Dev	75	
12-2534-684000-53410-3515	SUI - Non-Instructional : Small Business Dev Ctr Of	4	
12-2534-684000-53410-3615	WCI - Non-Instructional : Small Business Dev Ctr Of	169	
	<b>Total 2534 - SBDC CA EDD E-File Program</b>	<b>9,750</b>	<b>9,750</b>

**SPECIAL PROJECT DETAILED BUDGET #2561**

**NAME: College Textbook Affordability Program (AB 798) - Santa Ana College**

**FISCAL YEAR: 2016/2017**

**CONTRACT TERM: 10/01/2016 - 06/30/2018**

**CONTRACT AWARD: \$50,000**

**PRIME SPONSOR: California State University, Office of the Chancellor**

**FISCAL AGENT: California Community Colleges Chancellor's Office**

**PRIME AWARD No.: TBD**

**SUB-AWARD No.: TBD**

**Proj Adm: Carlos Lopez**

**Proj Dir: Cherylee Kushida**

**Date: 11/28/2016**

Account String	Description	New Budget	
		Debit	Credit
12_2561_000000_10000_8659	Other Reimb Categorical Allow : Santa Ana College		50,000
12_2561_602000_15054_4210	Books, Mags & Subscrip-Non-Lib : Distance Edu	1,000	
12_2561_602000_15054_5940	Reproduction/Printing Expenses : Distance Edu	520	
12_2561_602000_15054_5100	Contracted Services : Distance Education <a href="#">Independent Contractor to provide instructional curriculum re-design at \$45/hr. 37 hrs. x 12 months</a>	19,980	
<b>12_2561_675000_15054_1483</b>	<b>Beyond Contr - Reassigned Time : Distance Edu</b> <a href="#">Professional Development/Workshop (50) stipends at \$213/each</a>	10,650	
12_2561_675000_15054_3115	STRS - Non-Instructional : Distance Education	1,344	
12_2561_675000_15054_3325	Medicare - Non-Instructional : Distance Educa	154	
12_2561_675000_15054_3435	H & W - Retiree Fund Non-Inst : Distance Educ	107	
12_2561_675000_15054_3515	SUI - Non-Instructional : Distance Education	5	
12_2561_675000_15054_3615	WCI - Non-Instructional : Distance Education	240	
12_2561_675000_15054_4710	Food and Food Service Supplies : Distance Ed <a href="#">OER Summit food expenses</a>	2,000	
12_2561_675000_15054_5100	Contracted Services : Distance Education <a href="#">OER Summit (independent contractors/experts)</a>	11,000	
<b>12_2561_679000_15054_1483</b>	<b>Beyond Contr - Reassigned Time : Distance Edu</b> <a href="#">Faculty stipend to provide website updates</a>	2,557	
12_2561_679000_15054_3115	STRS - Non-Instructional : Distance Education	322	
12_2561_679000_15054_3325	Medicare - Non-Instructional : Distance Educa	37	
12_2561_679000_15054_3435	H & W - Retiree Fund Non-Inst : Distance Educ	25	
12_2561_679000_15054_3515	SUI - Non-Instructional : Distance Education	1	
12_2561_679000_15054_3615	WCI - Non-Instructional : Distance Education	58	
	<b>#2561 Textbook Affordability (SAC)</b>	<b>50,000</b>	<b>50,000</b>

**SPECIAL PROJECT DETAILED BUDGET #2266**  
**NAME: Deputy Sector Navigator - Global Trade & Logistics (GTL)**  
**Career Technical Education In-Region Investment Grant (SB 858) - Year 4 (District)**  
**FISCAL YEARS 2016/2017 and 2017/2018**

**CONTRACT PERIOD: 01/01/2017 - 12/31/2017**  
**CONTRACT INCOME: \$100,000**  
**PRIME SPONSOR: California Community Colleges Chancellor's Office**  
**FISCAL AGENT: Rancho Santiago CCD**  
**PRIME AWARD No.: 16-157-008 (Amendment 1)**  
**SUB-AWARD No.: N/A**  
**CFDA No.: N/A**

**PROJ ADM: Enrique Perez**  
**PROJ DIR: Lynn Stewart**  
**Date: 11/22/2016**

GL Account String	Description	New Budget	
		Debit	Credit
12-2266-000000-50000-8659	Other Reimb Categorical Allow : District Operations		100,000
12-2266-672000-50000-5865	Indirect Costs : District Operations (4%)	3,846	
12-2266-675000-53210-5210	Conference Expenses : Ctr for Intl Trade Dev Office <u>In-State travel:</u> - CCCAOE, Sacramento, CA 5/8/17 - 5/10/17, (1) attendee at \$2,000 <u>Out-of-State travel:</u> - NASBITE Annual Conference, Spokane, WA 3/27/17 - 3/31/17, (2) attendees x \$2,294/each - NACCE Annual Conference, Tampa, FL 10/8/17 - 10/11/17, (1) attendee at \$2,500	9,087	
12-2266-684000-53210-2320	<b>Classified Employees - Hourly : Ctr for Intl Trade</b> - Marketing Specialist (hourly) \$22.28/hour x 6 hours/week x 39 weeks - Research Assistant (hourly) \$22.28/hour x 12 hours/week x 39 weeks	15,641	
12-2266-684000-53210-2345	<b>Professional Experts : Ctr for Intl Trade</b> - Business Expert (hourly) to provide curriculum development, content development, faculty development/trainings, presentations, and student workshops. \$45/hour x 222 hours	10,000	
12-2266-684000-53210-3325	Medicare - Non-Instructional : Ctr for Intl Trade D	372	
12-2266-684000-53210-3335	PARS - Non-Instructional : Ctr for Intl Trade Dev O	333	
12-2266-684000-53210-3435	H & W - Retiree Fund Non-Inst : Ctr for Intl Trade	256	
12-2266-684000-53210-3515	SUI - Non-Instructional : Ctr for Intl Trade Dev Of	13	
12-2266-684000-53210-3615	WCI - Non-Instructional : Ctr for Intl Trade Dev Of	577	
12-2266-684000-53210-4610	Non-Instructional Supplies : Ctr for Intl Trade Dev - \$200/month x 12 months	2,400	
12-2266-684000-53210-4710	Food and Food Service Supplies : Ctr for Intl Trade - (4) meetings x \$250/meeting - (2) faculty trainings/workshops at \$500/each	2,000	
12-2266-684000-53210-5895	Other Licenses & Fees : Ctr for Intl Trade Dev Offi - CGBP exam fee for (5) faculty at \$395/each	1,975	

**SPECIAL PROJECT DETAILED BUDGET #2266**  
**NAME: Deputy Sector Navigator - Global Trade & Logistics (GTL)**  
**Career Technical Education In-Region Investment Grant (SB 858) - Year 4 (District)**  
**FISCAL YEARS 2016/2017 and 2017/2018**

**CONTRACT PERIOD: 01/01/2017 - 12/31/2017**  
**CONTRACT INCOME: \$100,000**  
**PRIME SPONSOR: California Community Colleges Chancellor's Office**  
**FISCAL AGENT: Rancho Santiago CCD**  
**PRIME AWARD No.: 16-157-008 (Amendment 1)**  
**SUB-AWARD No.: N/A**  
**CFDA No.: N/A**

**PROJ ADM: Enrique Perez**  
**PROJ DIR: Lynn Stewart**  
**Date: 11/22/2016**

GL Account String	Description	New Budget	
		Debit	Credit
12-2266-684000-53210-5100	Contracted Services : Ctr for Intl Trade Dev Office To provide specialized services that include: - Middle/High School career awareness workshops, \$3,000 - Outreach/marketing materials; GTL occupational materials; video projects, \$5,000 - Technology/skills workshops/certifications, \$5,500 - Certified Global Business Professional (CGBP) bootcamp, \$5,000 - Sub-contractors: In-region investment projects with school districts/college districts to increase regional sector capacity in GTL education, faculty development, curriculum development, and training on curriculum models. Three to five sub-contract agreements ranging from \$6,000 - \$10,000.	48,500	
12-2266-684000-53210-5235	District Business/Sponsorships : Ctr for Intl Trade - Counseling Training Event for counselors, faculty, and CTE instructors from high schools and community colleges to inform and provide participants with work skills and competencies required by seven industry sectors, models for course development, and exposure to up-to-date industry information to apply in the classroom, \$5,000	5,000	
<b>Total 2266 - GTL DSN In-Region SB 858 - Year 4</b>		<b>100,000</b>	<b>100,000</b>

**SPECIAL PROJECT DETAILED BUDGET # 2267**

**NAME: Deputy Sector Navigator - In-Region Information & Communication Technologies (ICT)/Digital Media  
Sector Yr. 4 Grant (SB 858) (District)  
FISCAL YEAR 2016/2017 and 2017/2018**

CONTRACT PERIOD: 01/01/2017 - 12/31/2017

PROJ. ADM. Enrique Perez

CONTRACT INCOME: \$100,000

PROJ. DIR. Gustavo Chamorro

PRIME SPONSOR: California Community Colleges Chancellor's Office

Date: 11/14/16

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD No. : 16-158-006 (Amendment # 1)

SUB-AWARD: N/A

CFDA #: N/A

		New Budget	
GL Accounts	Description	Debit	Credit
12-2267-000000-50000-8659	Other Reimb Categorical Allow : District Oper		100,000
12-2267-672000-50000-5865	Indirect Costs : District Operations	3,846	
12-2267-675000-53330-5210	Conference Expenses : Digital Media Center - Travel Expenses - In-state travel to EWD and related workforce development conferences - Regional Professional Development opportunities for up to 10 faculty/administrators	11,500	
12-2267-679000-53330-5235	District Business/Sponsorships - Digital Media Educators Conference (\$5,000) - Doing What Matters Orange County Regional Counselors' Event (\$5,000)	10,000	
12-2267-679000-53330-5966	Transportation - Student - CyberPatriot student transportation	3,000	
12-2267-684000-53330-4610	Non-Instructional Supplies : Digital Media Center - Program supplies (USBs, copier paper, toner, easels, binders, etc.)	654	
12-2267-684000-53330-5100	<b>Contracted Services : Digital Media Center</b>	71,000	
	Contracted Services : Digital Media Center - Contracted Services: Irvine Valley College to conduct a C-STEM day competition at.... \$20,000		
	Contracted Services : Digital Media Center - CyberPatriot Regional Competition involving Cypress, Coastline and Irvine Valley College (\$12,000 each college). \$36,000		
	Contracted Services : Digital Media Center - Central Orange County CTEp to conduct a county-wide OC Maker Challenge Project for student teams from Middle School, High School and Community College. \$15,000		
<b>Total Project 2267 Econ Dev- In-Reg DSN ICT/Digital Media Yr. 4</b>		<b>100,000</b>	<b>100,000</b>

**SPECIAL PROJECT DETAILED BUDGET # 2268**

**NAME: Deputy Sector Navigator - Retail Hospitality/Tourism/Learn and Earn (RHT)**

**Career Technical Education In-Region Investment Grant (SB 858) - Year 4 (District)**

**FISCAL YEAR: 2016/2017 and 2017/2018**

**CONTRACT PERIOD: 01/01/2017 - 12/31/2017**

**CONTRACT INCOME: \$100,000**

**PRIME SPONSOR: California Community Colleges Chancellor's Office**

**FISCAL AGENT: Rancho Santiago CCD**

**PRIME AWARD No.: 16-161-002 (Amendment 1)**

**SUB-AWARD No.: N/A**

**CFDA No.: N/A**

**PROJ ADM: Enrique Perez**

**PROJ DIR: Ruth Cossio-Muñiz**

**Date: 11/22/2016**

GL Account String	Description	New Budget	
		Debit	Credit
12-2268-000000-50000-8659	Other Reimb Categorical Allow : District Operations		100,000
12-2268-672000-50000-5865	Indirect Costs : District Operations (4%)	3,846	
12-2268-675000-53360-5210	Conference Expenses : Corporate Training Institute <u>Out-of-State Travel</u> - ICHRIE Summer Conference, Baltimore, MD 7/26/17 - 7/28/17, (1) attendee at \$2,020 <u>In-State Travel</u> - (1) attendee for CCCAOE, AH&LA, ProStart, Educating for Careers, and other local conferences (TBD), \$6,000	8,020	
<b>12-2268-684000-53360-2310</b>	<b>Classified Employees - Ongoing : Corporate Training</b> - Marketing Specialist, Part-time (0.475 FTE) \$1,860.24/month x 12 months	22,323	
12-2268-684000-53360-3325	Medicare - Non-Instructional : Corporate Training I	324	
12-2268-684000-53360-3335	PARS - Non-Instructional : Corporate Training Insti	291	
12-2268-684000-53360-3435	H & W - Retiree Fund Non-Inst : Corporate Training	223	
12-2268-684000-53360-3515	SUI - Non-Instructional : Corporate Training Instit	11	
12-2268-684000-53360-3615	WCI - Non-Instructional : Corporate Training Instit	502	
12-2268-684000-53360-4210	Books, Mags & Subscrip-Non-Lib : Corporate Training - Reference materials and books for trainings/ workshops	5,100	
12-2268-684000-53360-4610	Non-Instructional Supplies : Corporate Training Ins - Supplies/materials for trainings/workshops	3,000	
12-2268-684000-53360-4710	Food and Food Service Supplies : Corporate Training - (4) meetings x \$375/meeting	1,500	
12-2268-684000-53360-5220	Mileage/Parking Expenses : Corporate Training Insti - Local Travel - mileage (2016 IRS rate) \$0.54/mile x 250 miles/month x 12 months	1,620	
12-2268-684000-53360-5300	Inst Dues & Memberships : Corporate Training Instit Institutional membership fees for Chambers of Commerce (Los Angeles, OC, Anaheim); fees to attend ICHRIE, ASTD, AH&LA; OC travel meetings, networking events and opportunities for sponsorships.	5,240	

**SPECIAL PROJECT DETAILED BUDGET # 2268**

**NAME: Deputy Sector Navigator - Retail Hospitality/Tourism/Learn and Earn (RHT)  
 Career Technical Education In-Region Investment Grant (SB 858) - Year 4 (District)  
 FISCAL YEAR: 2016/2017 and 2017/2018**

**CONTRACT PERIOD: 01/01/2017 - 12/31/2017**  
**CONTRACT INCOME: \$100,000**  
**PRIME SPONSOR: California Community Colleges Chancellor's Office**  
**FISCAL AGENT: Rancho Santiago CCD**  
**PRIME AWARD No.: 16-161-002 (Amendment 1)**  
**SUB-AWARD No.: N/A**  
**CFDA No.: N/A**

**PROJ ADM: Enrique Perez**  
**PROJ DIR: Ruth Cossio-Muñiz**  
**Date: 11/22/2016**

GL Account String	Description	New Budget	
		Debit	Credit
12-2268-684000-53360-5100	Contracted Services : Corporate Training Institute - In-region investment partnerships with community colleges/K-12 districts to increase regional sector capacity in Retail Hospitality/Tourism education, teacher/faculty development and curriculum models. 3-4 sub-contract agreements ranging from \$2,500 to \$6,000/each. \$25,000 - Speakers/professionals consultants for training/ workshops, strategic planning activities, and specialized services. \$6,500 - Development of training packages, curriculum and professional development activities. \$5,000 - Website developer to design and maintain website \$5,000; mobile app developer to update and maintain RHT app for students and employers. \$5,000 - Video and online content development and communications tools: Animoto \$300, SurveyMonkey \$300, Constant Contact \$350; LinkedIn professional plan \$250, Facebook for business \$300.	48,000	
<b>Total - #2268 RHT DSN In-Region SB 858 - Year 4</b>		<b>100,000</b>	<b>100,000</b>

**SPECIAL PROJECT DETAILED BUDGET #2269**  
**NAME: Deputy Sector Navigator - Small Business**  
**Career Technical Education In-Region Investment Grant - Year 4 (District)**  
**FISCAL YEARS 2016/2017 and 2017/2018**

CONTRACT PERIOD: 01/01/2017 - 12/31/2017  
 CONTRACT AWARD: \$100,000  
 PRIME SPONSOR: California Community Colleges Chancellor's Office  
 FISCAL AGENT: Rancho Santiago CCD  
 PRIME AWARD No.: 16-159-006 (Amendment 1)  
 SUB-AWARD No.: N/A  
 CFDA No.: N/A

PROJ ADM: Enrique Perez  
 PROJ DIR: Elizabeth Arteaga  
 Date: 11/22/2016

GL Account String	Description	New Budget	
		Debit	Credit
12-2269-000000-10000-8659	Other Reimb Categorical Allow : Santa Ana College		3,168
<b>12-2269-602000-15170-1483</b>	<b>Beyond Contr - Reassigned Time : Marketing</b> - Faculty Advisor/Liaison stipend to integrate instructional components for Small Business sector. Stipend at \$2,700.	2,700	
12-2269-602000-15170-3115	STRS - Non-Instructional : Marketing	340	
12-2269-602000-15170-3325	Medicare - Non-Instructional : Marketing	39	
12-2269-602000-15170-3435	H & W - Retiree Fund Non-Inst : Marketing	27	
12-2269-602000-15170-3515	SUI - Non-Instructional : Marketing	1	
12-2269-602000-15170-3615	WCI - Non-Instructional : Marketing	61	
12-2269-000000-50000-8659	Other Reimb Categorical Allow : District Operations		96,832
12-2269-672000-50000-5865	Indirect Costs : District Operations (4%)	3,846	
12-2269-675000-53410-5210	Conference Expenses : Small Business Dev Ctr Office <u>Out-of-State travel: NACCE Annual Conference, Tampa, FL 10/8/17 - 10/11/17, (7) attendees at \$2,500/each</u>	17,500	
12-2269-684000-53410-4210	Books, Mags & Subscrip-Non-Lib : Small Business Dev - Reference materials/books for trainings/workshops	300	
12-2269-684000-53410-4610	Non-Instructional Supplies : Small Business Dev Ctr - Supplies and materials/administrative supplies	300	
12-2269-684000-53410-4710	Food and Food Service Supplies : Small Business Dev - (4) meetings x \$375/meeting - (2) faculty trainings/workshops at \$500/each	2,500	
12-2269-684000-53410-5100	Contracted Services : Small Business Dev Ctr Office - In-region investment projects with school districts/college districts to increase regional sector capacity in Small Business education, faculty development, curriculum development, and training on curriculum models. Four to five agreements ranging from \$3,000 - 12,000/each.	51,000	
12-2269-684000-53410-5220	Mileage/Parking Expenses : Small Business Dev Ctr <u>Local travel - mileage at \$0.54/mile x 715 miles</u>	386	
12-2269-684000-53410-5235	District Business/Sponsorships : Small Business Dev - Counseling Training Event, \$5,000 - Small Business Symposium, \$6,000	11,000	
12-2269-684000-53410-5950	Software License and Fees : Small Business Dev Ctr - For business plan service tool	10,000	
<b>Total #2269 Small Biz DSN In-Region SB 858 - Year 4</b>		<b>100,000</b>	<b>100,000</b>

**SPECIAL PROJECT DETAILED BUDGET #1289**  
**NAME: Early Head Start Operating Yr. 3 of 5 (District)**  
**FISCAL YEAR: 2016/2017 and 2017/2018**

CONTRACT PERIOD: 01/01/2017 - 12/31/2017

PROJ. ADM. Janneth Linnell

CONTRACT INCOME: \$1,795,842

PROJ. DIR. My Le Pham

CFDA No. 93.600

Date: 11/17/2016

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

Fiscal Agent: Rancho Santiago CCD

Prime Award No.: 09CH9178

GL Account String	Description	New Budget	
		Debit	Credit
33-1289-000000-50000-8199	Other Federal Revenues : District Operations		1,795,842
33-1289-672000-50000-5865	Indirect Costs : District Operations (4%)	69,071	
33-1289-692000-53320-1270	Child Development Teachers : Valley CDC - Marybel Arreguin-Lopez, CDMT BA-5 (50%) + stipend - Consuelo Ortiz, CDMT MA-2 (50%)	46,347	
33-1289-692000-53320-1470	Part-Time Child Dev Teachers : Valley CDC	4,000	
33-1289-692000-53320-1471	Sub Child Dev Teachr-Shortterm : Valley CDC - Susan Gomez-Alvarado, CDAT	4,300	
33-1289-692000-53320-3115	STRS - Non-Instructional : Valley CDC	7,307	
33-1289-692000-53320-3325	Medicare - Non-Instructional : Valley CDC	839	
33-1289-692000-53320-3415	H & W - Non-Instructional : Valley CDC	7,348	
33-1289-692000-53320-3435	H & W - Retiree Fund Non-Inst : Valley CDC	578	
33-1289-692000-53320-3515	SUI - Non-Instructional : Valley CDC	29	
33-1289-692000-53320-3615	WCI - Non-Instructional : Valley CDC	1,302	
33-1289-692000-53320-3915	Other Benefits - Non-Instruct : Valley CDC	3,200	
33-1289-692000-53328-1210	Academic Management : EHS Santa Ana College - Jerelyn Cowan, Director II (30%)	23,509	
33-1289-692000-53328-1270	Child Development Teachers : EHS Santa Ana College - Luz Cordoba, CDMT BA-7 (25%) - Alisa Daniels, CDMT BA-7 (25%) - Juana Escalera, CDMT BA-4 (25%) - Imelda Iniguez, CDMT AA-7 (25%) - Paz Jorquera, CDMT AA-6 (25%) - Jacqueline Karter, CDMT BA-12 (25%) - Keo Phirin Salinas, CDMT MA-7 (25%) +stipend - Daisy Castaneda, CDMT BA-9 (25%)	91,610	
33-1289-692000-53328-1471	Sub Child Dev Teachr-Shortterm : EHS Santa Ana Coll - Jessica Gonzalez (sub for Alisa Daniels) eff. 1/1/17 - 6/22/17 (+health) - Susan Gomez-Alvarado, CDAT	1,562	
33-1289-692000-53328-2130	Classified Employees : EHS Santa Ana College - Isabel Mata, Administrative Clerk (50%) +2.5%Bil	27,974	
33-1289-692000-53328-2340	Student Assistants - Hourly : EHS Santa Ana College - (7) assistants x \$10/hour x 5 hrs. x 207 days	74,520	
33-1289-692000-53328-2345	Professional Experts : EHS Santa Ana College - (8) interns x \$10.25/hour x 5 hrs./day x 207 days	84,870	
33-1289-692000-53328-3115	STRS - Non-Instructional : EHS Santa Ana College	15,756	

**SPECIAL PROJECT DETAILED BUDGET #1289**  
**NAME: Early Head Start Operating Yr. 3 of 5 (District)**  
**FISCAL YEAR: 2016/2017 and 2017/2018**

CONTRACT PERIOD: 01/01/2017 - 12/31/2017

PROJ. ADM. Janneth Linnell

CONTRACT INCOME: \$1,795,842

PROJ. DIR. My Le Pham

CFDA No. 93.600

Date: 11/17/2016

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

Fiscal Agent: Rancho Santiago CCD

Prime Award No.: 09CH9178

GL Account String	Description	New Budget	
		Debit	Credit
33-1289-692000-53328-3215	PERS - Non-Instructional : EHS Santa Ana College	6,348	
33-1289-692000-53328-3315	OASDHI - Non-Instructional : EHS Santa Ana College	2,711	
33-1289-692000-53328-3325	Medicare - Non-Instructional : EHS Santa Ana Colleg	2,024	
33-1289-692000-53328-3335	PARS - Non-Instructional : EHS Santa Ana College	908	
33-1289-692000-53328-3415	H & W - Non-Instructional : EHS Santa Ana College	43,126	
33-1289-692000-53328-3435	H & W - Retiree Fund Non-Inst : EHS Santa Ana Colle	3,121	
33-1289-692000-53328-3515	SUI - Non-Instructional : EHS Santa Ana College	119	
33-1289-692000-53328-3615	WCI - Non-Instructional : EHS Santa Ana College	7,023	
33-1289-692000-53328-3915	Other Benefits - Non-Instruct : EHS Santa Ana Colle	8,071	
33-1289-692000-53328-4310	Instructional Supplies : EHS Santa Ana College \$500/classroom x 10 current rooms	5,000	
33-1289-692000-53328-4610	Non-Instructional Supplies : EHS Santa Ana College \$1,600/classroom x 10 current rooms	16,000	
<b>33-1289-692000-53329-1210</b>	<b>Academic Management : EHS Administration</b> - Janneth Linnell, CDS Executive Director (30%) - My Le Pham, EHS Director II (100%) - Connie Van, Assoc. Director II - Parent Svs/ERSEA (100%) - J. Pruznick, Assoc. Director II - Educ./Disabilities (100%)	262,554	
<b>33-1289-692000-53329-1270</b>	<b>Child Development Teachers : EHS Administration</b> - Catherine Candela, CDMT BA-5 (100%) - Isela Cervantes, CDMT BA-5 (100%) - Julisa Covarrubias, CDMT BA-1 (100%) - Ana Maria Fregoso, CDMT AA-12 (100%) - Laura Montalbetti de Perez, CDMT BA-1 (100%) - Sandra Santamaria, CDMT AA-5 (100%) - TBD (new hire), CDMT BA-1 (100%)	296,913	
<b>33-1289-692000-53329-1471</b>	<b>Sub Child Dev Teachr-Shortterm : EHS Administration</b> - Susan Gomez-Alvarado, CDAT	8,000	
<b>33-1289-692000-53329-2130</b>	<b>Classified Employees : EHS Administration</b> - Cherie Ericson, Accountant (50%) +5%L+ 4PG - Jessica Avalos, Admin. Clerk (100%) +2.5%Bil +3 PG - Cristina Saldana, Admin. Clerk (100%) +2.5%Bil - Alicia Ramirez, Admin. Clerk (100%) +2.5%Bil	182,121	
33-1289-692000-53329-3115	STRS - Non-Instructional : EHS Administration	76,645	
33-1289-692000-53329-3215	PERS - Non-Instructional : EHS Administration	27,811	
33-1289-692000-53329-3315	OASDHI - Non-Instructional : EHS Administration	11,617	
33-1289-692000-53329-3325	Medicare - Non-Instructional : EHS Administration	11,380	

**SPECIAL PROJECT DETAILED BUDGET #1289**  
**NAME: Early Head Start Operating Yr. 3 of 5 (District)**  
**FISCAL YEAR: 2016/2017 and 2017/2018**

CONTRACT PERIOD: 01/01/2017 - 12/31/2017

PROJ. ADM. Janneth Linnell

CONTRACT INCOME: \$1,795,842

PROJ. DIR. My Le Pham

CFDA No. 93.600

Date: 11/17/2016

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

Fiscal Agent: Rancho Santiago CCD

Prime Award No.: 09CH9178

GL Account String	Description	New Budget	
		Debit	Credit
33-1289-692000-53329-3415	H & W - Non-Instructional : EHS Administration	209,683	
33-1289-692000-53329-3435	H & W - Retiree Fund Non-Inst : EHS Administration	7,848	
33-1289-692000-53329-3515	SUI - Non-Instructional : EHS Administration	392	
33-1289-692000-53329-3615	WCI - Non-Instructional : EHS Administration	17,659	
33-1289-692000-53329-3915	Other Benefits - Non-Instruct : EHS Administration	35,240	
33-1289-692000-53329-4310	Instructional Supplies : EHS Administration - Homebase instructional supplies \$600 x 7 home visitors	4,200	
33-1289-692000-53329-4610	Non-Instructional Supplies : EHS Administration - Non-instructional supplies for office-use \$8,400 - Homebase supplies/materials \$300 x 7 home visitors	10,500	
33-1289-692000-53329-4710	Food and Food Service Supplies : EHS Administration - Homebase food and supplies for children	3,000	
33-1289-692000-53329-5100	Contracted Services : EHS Administration - Health Services Consultant - \$55/hours x 144 hrs. - Mental Health Consultant - \$50/hour x 420 hours - Nutrition Services Consultant - \$55/hour x 120 hours - PHFE Services - \$14,000	49,520	
33-1289-692000-53329-5220	Mileage/Parking Expenses : EHS Administration 1,930 miles/mth. x \$0.54 x 12 mths.	12,506	
33-1289-692000-53329-5300	Inst Dues & Memberships : EHS Administration	3,400	
33-1289-692000-53329-5610	Lease Agreement - Equipment : EHS Administration	1,200	
33-1289-692000-53329-5845	Excess/Copies Usage : EHS Administration	580	
33-1289-692000-53329-5850	Fingerprinting : EHS Administration	1,000	
33-1289-692000-53329-5940	Reproduction/Printing Expenses : EHS Administration	500	
33-1289-692000-53329-5950	Software License and Fees : EHS Administration	3,000	
	<b>Total 1289 - EHS Operating CY 2017</b>	<b>1,795,842</b>	<b>1,795,842</b>

**SPECIAL PROJECT DETAILED BUDGET #1289**  
**NAME: Early Head Start Operating Yr. 3 of 5 (District)**  
**FISCAL YEAR: 2016/2017 and 2017/2018**

CONTRACT PERIOD: 01/01/2017 - 12/31/2017

PROJ. ADM. Janneth Linnell

CONTRACT INCOME: \$1,795,842

PROJ. DIR. My Le Pham

CFDA No. 93.600

Date: 11/17/2016

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

Fiscal Agent: Rancho Santiago CCD

Prime Award No.: 09CH9178

GL Account String	Description	New Budget	
		Debit	Credit
<p>The match is 20% off the total cost of the project that includes the EHS award (federal share) and the non-federal share. The match (non-federal) required is \$459,845 and consists of state-funded Child Development Center staff and unclaimed indirect as listed below:</p>			
33-2120-692000-53328-1210	Academic Management : EHS Santa Ana College - Jerelyn Cowan, Director II (30%)	23,509	
33-2120-692000-53328-1270	Child Development Teachers : EHS Santa Ana College (8) Master Teachers: - Luz Cordoba, CDMT BA-7 (50%) - Alisa Daniels, CDMT BA-7 (50%) - Juana Escalera, CDMT BA-4 (50%) - Imelda Iniguez, CDMT AA-7 (50%) - Paz Jorquera, CDMT AA-6 (50%) - Jacqueline Karter, CDMT BA-12 (50%) - Keo Phirin Salinas, CDMT MA-7 (50%) +stipend - Daisy Castaneda, CDMT BA-9 (50%)	182,321	
33-2120-692000-53328-3xxx	Benefits for SAC Director II @ 30% and (8) MT @ 50%	108,227	
	<b>Sub-Total Personnel (Salary and Benefits)</b>	<b>314,057</b>	
	Unclaimed Indirect @ 7% on federal and non-federal costs:		
	(federal share #1289) direct costs \$1,726,771 x 7%	120,874	
	(federal share #1290) total direct costs \$41,862 x 7%	2,930	
	(non-federal share #2120) total direct costs \$314,057 x 7%	21,984	
	<b>Sub-Total In-Kind (Unclaimed Indirect)</b>	<b>145,788</b>	
	<b>Match Total (Non-Federal Share)</b>	<b>459,845</b>	

**SPECIAL PROJECT DETAILED BUDGET #1290**

**NAME: Early Head Start Training & Technical Assistance Yr. 3 of 5 (District)**

**FISCAL YEAR: 2016/2017 and 2017/2018**

**CONTRACT PERIOD: 01/01/2017 - 12/31/2017**

**CONTRACT INCOME: \$43,536**

**CFDA No. 93.600**

**Prime Sponsor: U.S. Department of Health and Human Services/Administration for Children and Families**

**Fiscal Agent: Rancho Santiago CCD**

**Prime Award No.: 09CH9178**

**PROJ. ADM. Janneth Linnell**

**PROJ. DIR. My Le Pham**

**Date: 11/17/2016**

GL Account String	Description	New Budget	
		Debit	Credit
33-1290-000000-50000-8199	Other Federal Revenues : District Operations		43,536
33-1290-672000-50000-5865	Indirect Costs : District Operations (4%)	1,674	
33-1290-675000-53329-5210	Conference Expenses : EHS Administration <u>Out-of-State Travel</u> -Parent As Teachers Foundation training, Missouri (3) Parent Educators -NHSA Parent and Family Engagement, Washington DC (2) attendees <u>In-State Travel</u> -Parent Engagement Conference, San Francisco, CA (3) attendees -Health Institute Conference, Sacramento, CA (1) attendee -PITC Modules Home Visiting Training, Berkeley, CA (1) attendee -CHSA Policy and Leadership Conference, Long Beach, CA (5) attendees -CHSA Annual Education conference, CA (2) attendees -OCDE Leadership Academy, Orange County (4) attendees -NHSA Family Development Credential,TBD (2) attendees	26,862	
33-1290-692000-53329-4710	Food and Food Service Supplies : EHS Administration For training and technical assistance activities	1,000	
33-1290-692000-53329-5100	Contracted Services : EHS Administration Father involvement training/courses and family engagement for 4 training series @ \$550/ea. \$2,200 Trainers to provide TA conferences, registration, materials for Policy Council and EHS staff. \$4,800 TA and coaching for parent educators on home visits and socialization; PITC training for home base and center base programs. \$5,000 Child Plus consultant to provides TA for database system. \$2,000	14,000	
<b>Total 1290 - EHS T &amp;TA CY 2017</b>		<b>43,536</b>	<b>43,536</b>

**SPECIAL PROJECT DETAILED BUDGET #2470**

**NAME: Mathematics, Engineering, Science Achievement (MESA) - SANTA ANA COLLEGE**

**FISCAL YEAR 2016/2017**

**CONTRACT PERIOD: 07/01/2016 - 06/30/2017**

**CONTRACT AWARD: \$50,500**

**Augmentation \$27,393**

**TOTAL CONTRACT AWARD: \$77,893**

**Prime Award #: 16-109-024**

**Sub-Award #: N/A; CFDA #: N/A**

**Prime Sponsor: California Community Colleges Chancellor's Office**

**Fiscal Agent: Rancho Santiago CCD**

**PROJ ADM: Micki Bryant**

**PROJ DIR: Catherine Shaffer**

**Date: 11/28/16**

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2470-000000-10000-8659	Other Reimb Categorical All		50,500		77,893		27,393
12-2470-170100-15340-2420	Instructional Assistants - Hourly	-		17,889		17,889	
12-2470-170100-15340-3321	Medicare - Instructional	-		259		259	
12-2470-170100-15340-3331	PARS - Instructional	-		283		283	
12-2470-170100-15340-3431	H & W - Retiree Fund Instr.	-		179		179	
12-2470-170100-15340-3511	SUI - Instructional	-		9		9	
12-2470-170100-15340-3611	WCI - Instructional	-		402		402	
12-2470-633000-15340-2130	Classified Employees : MESA - Suzanne Lohmann, Stud.Srvs. Coord. (Jul-Dec @ 50%; Jan.-June @37.5%)	37,540		32,847		-	
12-2470-633000-15340-2320	Classified Employees - Hourly	-		7,224		7,224	
12-2470-633000-15340-3325	Medicare - Non-Instructiona	-		105		105	
12-2470-633000-15340-3335	PARS - Non-Instructional	-		115		115	
12-2470-633000-15340-3435	H & W - Retiree Fund Non-In	-		72		72	
12-2470-633000-15340-3515	SUI - Non-Instructional : M	-		4		4	
12-2470-633000-15340-3615	WCI - Non-Instructional : M	-		163		163	
12-2470-633000-15340-4210	Books, Mags & Subscrip-Non-	500		1,200		700	
12-2470-633000-15340-4610	Non-Instructional Supplies	589		2,289		1,700	
12-2470-633000-15340-4710	Food and Food Service Suppl	982		3,236		2,254	
12-2470-633000-15340-5100	Contracted Services	-		750		750	
12-2470-633000-15340-5300	Inst Dues & Memberships : M	200		200		-	-

6.1 (17)

**SPECIAL PROJECT DETAILED BUDGET #2470**

**NAME: Mathematics, Engineering, Science Achievement (MESA) - SANTA ANA COLLEGE**

**FISCAL YEAR 2016/2017**

**CONTRACT PERIOD: 07/01/2016 - 06/30/2017**

**CONTRACT AWARD: \$50,500**

**Augmentation \$27,393**

**TOTAL CONTRACT AWARD: \$77,893**

**Prime Award #: 16-109-024**

**Sub-Award #: N/A; CFDA #: N/A**

**Prime Sponsor: California Community Colleges Chancellor's Office**

**Fiscal Agent: Rancho Santiago CCD**

**PROJ ADM: Micki Bryant**

**PROJ DIR: Catherine Shaffer**

**Date: 11/28/16**

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2470-633000-15340-5805	Awards & Incentives : MESA	225		1,472		1,247	
12-2470-633000-15340-5905	Other Participant Travel Ex	3,507		2,630			877
12-2470-675000-15340-5210	Conference Expenses : MESA	5,015		3,569			1,446
12-2470-679000-10000-5865	Indirect Costs : Santa Ana	1,942		2,996		1,054	
<b>Totals for PROJECT: 2470</b>	<b>Mesa CCCP</b>	<b>50,500</b>	<b>50,500</b>	<b>77,893</b>	<b>77,893</b>	<b>34,409</b>	<b>34,409</b>

6.1 (18)

**SPECIAL PROJECT DETAILED BUDGET #2470**

**NAME: Mathematics, Engineering, Science Achievement (MESA) - SANTA ANA COLLEGE**

**FISCAL YEAR 2016/2017**

**CONTRACT PERIOD: 07/01/2016 - 06/30/2017**

**CONTRACT AWARD: \$50,500**

**Augmentation \$27,393**

**TOTAL CONTRACT AWARD: \$77,893**

**Prime Award #: 16-109-024**

**Sub-Award #: N/A; CFDA #: N/A**

**Prime Sponsor: California Community Colleges Chancellor's Office**

**Fiscal Agent: Rancho Santiago CCD**

**PROJ ADM: Micki Bryant**

**PROJ DIR: Catherine Shaffer**

**Date: 11/28/16**

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-2470-633000-15340-2130	Classified Employees : MESA - Suzanne Lohmann, Stud.Srvs. Coord. (Jul-Dec @ 50%; Jan.-June @ 62.5%)	37,540		42,232		4,692	
11-2470-633000-15340-3215	PERS - Non-Instructional :	10,427		10,427		-	-
11-2470-633000-15340-3315	OASDHI - Non-Instructional	4,767		4,748			19
11-2470-633000-15340-3325	Medicare - Non-Instructiona	1,115		1,110			5
11-2470-633000-15340-3415	H & W - Non-Instructional :	15,080		15,349		269	
11-2470-633000-15340-3435	H & W - Retiree Fund Non-In	769		766			3
11-2470-633000-15340-3515	SUI - Non-Instructional : M	38		38		-	-
11-2470-633000-15340-3615	WCI - Non-Instructional : M	1,730		1,723			7
11-2470-633000-15340-3915	Other Benefits - Non-Instru	1,500		1,500		-	-
<b>Totals for PROJECT: 2470</b>	<b>Mesa CCCP (Match)</b>	<b>72,966</b>	<b>-</b>	<b>77,893</b>	<b>-</b>	<b>4,961</b>	<b>34</b>

6.1 (19)

**SPECIAL PROJECT DETAILED BUDGET #1323**  
**NAME: SBA/CSUF 2017 - SMALL BUSINESS DEVELOPMENT CENTER (DISTRICT)**  
**FISCAL YEARS 2016/2017 and 2017/2018**

Contract Period: 01/01/2017 - 12/31/2017

Contract Amount: \$602,000

CFDA #: 59.037

Prime Sponsor: U.S. Small Business Administration

Fiscal Agent: CSU Fullerton Auxiliary Services Corporation

Prime Award #: TBD

Sub-Award #: TBD

PROJ ADM: Enrique Perez

PROJ DIR: Leila Mozaffari

Date: 11/18/2016

GL Account String	Description	New Budget	
		Debit	Credit
12-1323-000000-50000-8199	Other Federal Revenues : District Operations		602,000
12-1323-672000-50000-5865	Indirect Costs : District Operations (4%)	23,154	
12-1323-675000-53410-5210	Conference Expenses : Small Business Dev Ctr Office	4,777	
<b>12-1323-684000-53410-2110</b>	<b>Classified Management : Small Business Dev Ctr Offi</b> <b>Leila Mozaffari, SBDC Director (33%)</b>	43,541	
<b>12-1323-684000-53410-2130</b>	<b>Classified Employees : Small Business Dev Ctr Offic</b> <b>David Calderon, Business Services Coordinator (100%)</b> <b>Chandra Donahoe, Administrative Clerk (100%)</b>	118,834	
<b>12-1323-684000-53410-2345</b>	<b>Classified Employees - Hourly : Small Business Dev</b> <b>Business Experts @ \$45/hr. x 5,563 hours</b>	250,335	
12-1323-684000-53410-3215	PERS - Non-Instructional : Small Business Dev Ctr O	59,519	
12-1323-684000-53410-3315	OASDHI - Non-Instructional : Small Business Dev Ctr	25,867	
12-1323-684000-53410-3325	Medicare - Non-Instructional : Small Business Dev C	6,050	
12-1323-684000-53410-3335	PARS - Non-Instructional : Small Business Dev Ctr O	0	
12-1323-684000-53410-3415	H & W - Non-Instructional : Small Business Dev Ctr	34,122	
12-1323-684000-53410-3435	H & W - Retiree Fund Non-Inst : Small Business Dev	4,172	
12-1323-684000-53410-3515	SUI - Non-Instructional : Small Business Dev Ctr Of	209	
12-1323-684000-53410-3615	WCI - Non-Instructional : Small Business Dev Ctr Of	9,387	
12-1323-684000-53410-3915	Other Benefits - Non-Instruct : Small Business Dev	4,508	
12-1323-684000-53410-4210	Books, Mags & Subscrip-Non-Lib : Small Business Dev	250	
12-1323-684000-53410-4610	Non-Instructional Supplies : Small Business Dev Ctr	3,665	
12-1323-684000-53410-4710	Food and Food Service Supplies : Small Business Dev	845	
12-1323-684000-53410-5100	Contracted Services : Small Business Dev Ctr Office	1,000	
12-1323-684000-53410-5220	Mileage/Parking Expenses : Small Business Dev Ctr O	2,965	
12-1323-684000-53410-5610	Lease Agreement - Equipment : Small Business Dev Ct	3,600	
12-1323-684000-53410-5800	Advertising : Small Business Dev Ctr Office	1,000	
12-1323-684000-53410-5845	Excess/Copies Useage : Small Business Dev Ctr Offic	1,000	
12-1323-684000-53410-5940	Reproduction/Printing Expenses : Small Business Dev	1,200	
12-1323-684000-53410-5950	Software License and Fees : Small Business Dev Ctr	2,000	
	<b>Total #1323 - SBA/CSUF 2017 SBDC (funded)</b>	<b>602,000</b>	<b>602,000</b>

**SPECIAL PROJECT DETAILED BUDGET #1323**  
**NAME: SBA/CSUF 2017 - SMALL BUSINESS DEVELOPMENT CENTER (DISTRICT)**  
**FISCAL YEARS 2016/2017 and 2017/2018**

Contract Period: 01/01/2017 - 12/31/2017

Contract Amount: \$602,000

CFDA #: 59.037

Prime Sponsor: U.S. Small Business Administration

Fiscal Agent: CSU Fullerton Auxiliary Services Corporation

Prime Award #: TBD

Sub-Award #: TBD

PROJ ADM: Enrique Perez

PROJ DIR: Leila Mozaffari

Date: 11/18/2016

GL Account String	Description	New Budget	
		Debit	Credit
11-0000-000004-50000-2130	Classified Employee : District Operations (Fixed)		88,402
11-0000-000004-50000-3415	H & W - Non-Instructional : District Operations (Fixed)		32,669
<b>11-1323-684000-53410-2110</b>	<b>Classified Management : Small Business Dev Ctr Offi Leila Mozaffari, SBDC Director @ 67%</b>	88,402	
11-1323-684000-53410-3215	PERS - Non-Instructional : Small Business Dev Ctr O	13,476	
11-1323-684000-53410-3315	OASDHI - Non-Instructional : Small Business Dev Ctr	5,595	
11-1323-684000-53410-3325	Medicare - Non-Instructional : Small Business Dev C	1,309	
11-1323-684000-53410-3415	H & W - Non-Instructional : Small Business Dev Ctr	7,467	
11-1323-684000-53410-3435	H & W - Retiree Fund Non-Inst : Small Business Dev	904	
11-1323-684000-53410-3515	SUI - Non-Instructional : Small Business Dev Ctr Of	45	
11-1323-684000-53410-3615	WCI - Non-Instructional : Small Business Dev Ctr Of	2,030	
11-1323-684000-53410-3915	Other Benefits - Non-Instruct : Small Business Dev	1,843	
	<b>Total #1323 - SBA/CSUF 2017 SBDC (match)</b>	<b>121,071</b>	<b>121,071</b>

The match required is one-to-one at \$602,000 that consists of the following:		Amount
Cash Match District-Funded	SBDC Director @ 67% salary and benefits	121,071
Cash Match (state) #2348	Small Business DSN, Director @ 20% salary and benefits	29,259
Cash Match (state) #2348	Small Business DSN, PT Business Svs. Coordinator salary and benefits	30,498
Cash Match (state) #2348	Small Business DSN, hourly Business Experts salary and benefits	26,725
Cash Match (state) #2337	Global Trade DSN, hourly Business Experts salary and benefits	37,301
Cash Match (state) #2216	GO-Biz CIP, hourly Business Experts salary and benefits	37,451
Cash Match (local) #3671	Union Bank, hourly Business Experts salary and benefits	10,738
Cash Match (local) #3750	Wells Fargo, hourly Business Experts salary and benefits	7,957
In-Kind Match	Unclaimed indirect at 24% rate on grant-funded direct costs: \$578,846 x 24% = \$138,923	138,923
In-Kind Match	Unclaimed indirect at 28% on cash match direct costs: \$301,000 x 28% = \$84,280	84,280
In-Kind Match	Third party donations that include conference travel, books, equipment, supplies, postage, software license, phone usage, printing, marketing/advertising, outside facilities, trade show fees, and specialized consulting time.	77,797
	<b>Total - SBA/CSUF 2017 SBDC (match)</b>	<b>602,000</b>

**SPECIAL PROJECT DETAILED BUDGET #2549**  
**NAME: STUDENT EQUITY - SANTA ANA COLLEGE**  
**FISCAL YEAR: 2016/17**

CONTRACT PERIOD: 07/01/2016 - 12/31/2017

PROJ ADM: Sara Lundquist

SAC Allocations: \$2,234,592

PROJ DIR: George Sweeney

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Date: 11/28/16

Prime Award No.: N/A

GL Account	Description	Debit	Credit
12-2549-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		2,234,592
12-2549-649000-11300-2130	Classified Employees : College Advancement -Development Coordinator FT 50% Equity, 50% Foundation	15,030	
12-2549-649000-11300-3215	PERS - Non-Instructional : College Advancement	2,087	
12-2549-649000-11300-3315	OASDHI - Non-Instructional : College Advancement	955	
12-2549-649000-11300-3325	Medicare - Non-Instructional : College Advancement	223	
12-2549-649000-11300-3415	H & W - Non-Instructional : College Advancement	6,539	
12-2549-649000-11300-3435	H & W - Retiree Fund Non-Inst : College Advancement	154	
12-2549-649000-11300-3515	SUI - Non-Instructional : College Advancement	8	
12-2549-649000-11300-3615	WCI - Non-Instructional : College Advancement	347	
12-2549-649000-11300-3915	Other Benefits - Non-Instructional : College Advancement	375	
12-2549-649000-11300-5100	Contracted Services : College Advancement -Smolarcorp \$12,755 Spring	12,755	
12-2549-649000-15052-4610	Non-Instructional Supplies : Honors Program -UMOJA Materials \$1,000-June, 22-26 -Material-Barrio Writers \$900-August	1,900	
12-2549-649000-15052-4710	Food and Food Service Supplies : Honors Program -UMOJA Hospitality \$750-June -Hospitality-Barrio Writers \$900-August	1,650	
12-2549-649000-15052-5905	Other Participant Travel Ex : Honors Program -UMOJA Conference \$2,000-June	2,000	
12-2549-602000-15054-1480	Part-Time Reassigned Time : Distance Ed. -OER Stipends	500	
12-2549-602000-15054-1483	Beyond Contr - Reassigned T : Distance Ed. -OER Stipends	1,750	
12-2549-602000-15054-3115	STRS - Non-Instructional : Distance Ed.	283	
12-2549-602000-15054-3325	Medicare - Non-Instructional : Distance Ed.	33	
12-2549-602000-15054-3435	H & W - Retiree Fund Non-Inst : Distance Ed.	22	
12-2549-602000-15054-3515	SUI - Non-Instructional : Distance Ed.	1	
12-2549-602000-15054-3615	WCI - Non-Instructional : Distance Ed.	63	
12-2549-675000-15054-1480	Part-Time Reassigned Time : Distance Ed. -Michelle Kimmel PT Inst. Distance Ed Online Training	5,045	
12-2549-675000-15054-1483	Beyond Contr - Reassigned T : Distance Ed. -OER Stipends	3,386	
12-2549-675000-15054-3115	STRS - Non-Instructional : Distance Ed.	1,061	
12-2549-675000-15054-3325	Medicare - Non-Instructional : Distance Ed.	122	
12-2549-675000-15054-3435	H & W - Retiree Fund Non-Inst : Distance Ed.	85	
12-2549-675000-15054-3515	SUI - Non-Instructional : Distance Ed.	5	

**SPECIAL PROJECT DETAILED BUDGET #2549**  
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**FISCAL YEAR: 2016/17**

CONTRACT PERIOD: 07/01/2016 - 12/31/2017

PROJ ADM: Sara Lundquist

SAC Allocations: \$2,234,592

PROJ DIR: George Sweeney

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Date: 11/28/16

Prime Award No.: N/A

GL Account	Description	Debit	Credit
12-2549-675000-15054-3615	WCI - Non-Instructional : Distance Ed.	202	
12-2549-649000-15150-2320	Classified Employees - Hourly: Engineering -2 Administrative Clerks-Career Pathways -General Office Clerk & Admin. Clerk	16,793	
12-2549-649000-15150-3325	Medicare - Non-Instructional : Engineering	244	
12-2549-649000-15150-3335	PARS - Non-Instructional : Engineering	218	
12-2549-649000-15150-3435	H & W - Retiree Fund Non-Inst : Engineering	168	
12-2549-649000-15150-3515	SUI - Non-Instructional : Engineering	8	
12-2549-649000-15150-3615	WCI - Non-Instructional : Engineering	403	
12-2549-631000-15310-1230	Contract Counselors : Counseling - Haydee Gonzalez (50%) & Michelle Macintyre (33.3%)	73,780	
12-2549-631000-15310-3115	STRS - Non-Instructional : Counseling	9,282	
12-2549-631000-15310-3325	Medicare - Non-Instructional : Counseling	1,085	
12-2549-631000-15310-3415	H & W - Non-Instructional : Counseling	14,859	
12-2549-631000-15310-3435	H & W - Retiree Fund Non-Ins : Counseling	748	
12-2549-631000-15310-3515	SUI - Non-Instructional : Counseling	37	
12-2549-631000-15310-3615	WCI - Non-Instructional : Counseling	1,683	
12-2549-631000-15310-3915	Other Benefits - Non-Instructional : Counseling.	1,041	
12-2549-631000-15310-4610	Non-Instructional Supplies : Counseling -Freshman Experience-New Student Orientation \$250 Fall -Student Career Transfer Conference \$975-BF June 30	1,225	
12-2549-631000-15310-4710	Food and Food Service Supplies : Counseling -Freshman Experience Hospitality \$1,500-BF June 30 -Student Career Transfer Conf. Hospitality \$300-BF June 30	1,800	
12-2549-649000-15310-2130	Classified Employees : Counseling -Kalonji Saterfield 1B & vacation	2,993	
12-2549-649000-15310-3215	PERS - Non-Instructional : Counseling	208	
12-2549-649000-15310-3315	OASDHI - Non-Instructional : Counseling	95	
12-2549-649000-15310-3325	Medicare - Non-Instructional : Counseling	22	
12-2549-649000-15310-3415	H & W - Non-Instructional : Counseling	152	
12-2549-649000-15310-3435	H & W - Retiree Fund Non-Ins : Counseling	15	
12-2549-649000-15310-3515	SUI - Non-Instructional : Counseling	1	
12-2549-649000-15310-3615	WCI - Non-Instructional : Counseling	34	
12-2549-649000-15310-3915	Other Benefits - Non-Instructional : Counseling.	31	
12-2549-732000-15310-7670	Other Exp Paid for Students : Counseling -Freshman Experience Cultural Event	1,850	

**SPECIAL PROJECT DETAILED BUDGET #2549**  
**NAME: STUDENT EQUITY - SANTA ANA COLLEGE**  
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PROJ ADM: Sara Lundquist

SAC Allocations: \$2,234,592

PROJ DIR: George Sweeney

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Date: 11/28/16

Prime Award No.: N/A

GL Account	Description	Debit	Credit
12-2549-649000-15340-5905	Other Participant Travel Ex : MESA -MESA Leadership Retreat/Conference Student \$5,000 -MESA Trips & Conferences Student \$18,778.-Alaska Trip	23,778	
12-2549-675000-15340-1483	Beyond Contr - Reassigned Time : MESA -Student Research Presentations \$6,918.62-Science Night Fall	6,919	
12-2549-675000-15340-3115	STRS - Non-Instructional : MESA	742	
12-2549-675000-15340-3325	Medicare - Non-Instructional : MESA	100	
12-2549-675000-15340-3435	H & W - Retiree Fund Non-Ins : MESA	69	
12-2549-675000-15340-3515	SUI - Non-Instructional : MESA	4	
12-2549-675000-15340-3615	WCI - Non-Instructional : MESA	166	
12-2549-675000-15340-5210	Conference Expenses : MESA -MESA Leadership Conference Faculty \$2,000-April	2,000	
12-2549-633000-15350-1434	Int/Sum Beyond Contr: Transfer Center -Paula Canzona; Dennis Gilmour; Reina Sanabria	2,520	
12-2549-633000-15350-1483	Beyond Contr - Reassigned Time : Transfer Center -Presentation Mentors-Fall	2,162	
12-2549-633000-15350-2130	Classified Employees : Transfer Ctr. -TC Specialist Mentor Program (100%)-Diana Ramirez -Stud.Srv. Coordinator Mentor Prog. (100%) Gerardo Contreras	104,755	
12-2549-633000-15350-2320	Classified Employees - Hourly: Transfer Ctr -Cynthia Cervantes-Transfer Center Specialist	26,070	
12-2549-633000-15350-2340	Student Assistants - Hourly: Transfer Ctr. -Transfer Mentors	24,180	
12-2549-633000-15350-3115	STRS - Non-Instructional : Transfer Center	589	
12-2549-633000-15350-3215	PERS - Non-Instructional : Transfer Center	14,548	
12-2549-633000-15350-3315	OASDHI - Non-Instructional : Transfer Center	6,681	
12-2549-633000-15350-3325	Medicare - Non-Instructional : Transfer Center	2,008	
12-2549-633000-15350-3335	PARS - Non-Instructional : Transfer Center	339	
12-2549-633000-15350-3415	H & W - Non-Instructional : Transfer Center	14,986	
12-2549-633000-15350-3435	H & W - Retiree Fund Non-In : Transfer Center	1,628	
12-2549-633000-15350-3515	SUI - Non-Instructional : Transfer Center	69	
12-2549-633000-15350-3615	WCI - Non-Instructional : Transfer Center	3,742	
12-2549-633000-15350-3915	Other Benefits - Non-Instru : Transfer Center	3,000	
12-2549-633000-15350-4610	Non-Instructional Supplies : Transfer Center -Transfer Mentors Supplies & Uniforms \$2,000	2,000	
12-2549-633000-15350-4710	Food and Food Service Suppl : Transfer Center -Northern Trip Intersession-Snacks/UCSC Meal \$800 -Transfer Retreat \$492	1,292	

**SPECIAL PROJECT DETAILED BUDGET #2549**  
**NAME: STUDENT EQUITY - SANTA ANA COLLEGE**  
**FISCAL YEAR: 2016/17**

CONTRACT PERIOD: 07/01/2016 - 12/31/2017

PROJ ADM: Sara Lundquist

SAC Allocations: \$2,234,592

PROJ DIR: George Sweeney

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Date: 11/28/16

Prime Award No.: N/A

GL Account	Description	Debit	Credit
12-2549-633000-15350-5100	Contracted Services :: Transfer Center -SSTI \$60,000	60,000	
12-2549-633000-15350-5905	Other Participant Travel Ex : Transfer Center -Northern Trip Intersession-Student \$12,000 -Northern Trip Summer-Student \$10,407	22,407	
12-2549-633000-15350-5966	Transportation - Student : Transfer Center -Northern Trip Intersession \$4,500 & Summer \$4,170	8,670	
12-2549-649000-15350-4210	Books, Mags & Subscrip-Non- : Transfer Center -TOE from 2548 for Adelante Book Loan \$4,995.81	4,996	
12-2549-649000-15350-5966	Transportation - Student : Transfer Center -Puente Program/ULink	4,122	
12-2549-675000-15350-5210	Conference Expenses : Transfer Center -Northern Trip Intersession-Faculty Expenses \$900 -Northern Trip Summer-Faculty Expenses \$934	1,834	
12-2549-493000-15635-2420	Inst Assistant - Hourly : Learning Support Center -Instructional Aides -Anh Dinh; Joohee Ryou; Travis Ames; Debora Palencia Funes -Alondra Medina Alarcon	10,579	
12-2549-493000-15635-3321	Medicare - Instructional : Learning Support Center	153	
12-2549-493000-15635-3331	PARS - Instructional : Learning Support Center	123	
12-2549-493000-15635-3431	H & W - Retiree Fund Inst : Learning Support Center	106	
12-2549-493000-15635-3511	SUI - Instructional : Learning Support Center	5	
12-2549-493000-15635-3611	WCI - Instructional : Learning Support Center	238	
12-2549-611000-15635-1250	Contract Coordinator : Learning Support Center Kathy Walczak 25%	22,177	
12-2549-611000-15635-2320	Classified Employees - Hour : Learning Support Center -Cora Lambing, Clerk -Natalia Leanos Clerical Assistant 6hrs./wk -Learning Facilitators/Tutors -Juan Cabrera; Kevin Rangel; Heba Akleh; -Jorge Medina de la Rosa; Kathleen Dubell; Calvin Fantone	14,500	
12-2549-611000-15635-2340	Student Assistants - Hourly : Learning Support Center -Student Workers	367	
12-2549-611000-15635-3215	PERS - Non-Instructional : Learning Support Center	3,080	
12-2549-611000-15635-3315	OASDHI - Non-Instructional : Learning Support Center	1,394	
12-2549-611000-15635-3325	Medicare - Non-Instructional : Learning Support Center	514	
12-2549-611000-15635-3335	PARS - Non-Instructional : Learning Support Center	168	
12-2549-611000-15635-3415	H & W - Non-Instructional : Learning Support Center	4,153	
12-2549-611000-15635-3435	H & W - Retiree Fund Non- : Learning Support Center	378	

**SPECIAL PROJECT DETAILED BUDGET #2549**  
**NAME: STUDENT EQUITY - SANTA ANA COLLEGE**  
**FISCAL YEAR: 2016/17**

CONTRACT PERIOD: 07/01/2016 - 12/31/2017

PROJ ADM: Sara Lundquist

SAC Allocations: \$2,234,592

PROJ DIR: George Sweeney

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Date: 11/28/16

Prime Award No.: N/A

GL Account	Description	Debit	Credit
12-2549-611000-15635-3515	SUI - Non-Instructional : Learning Support Center	17	
12-2549-611000-15635-3615	WCI - Non-Instructional : Learning Support Center	926	
12-2549-611000-15635-3915	Other Benefits - Non-Instructional : Learning Support C	313	
12-2549-649000-15635-1252	Contract Extension-Coordina : Learning Supp <b>Kathy Walczak (# Days 38 for FY 16-17 19DaysSummer/19DaysInt) 25% Equity 75% 3SP</b>	1,293	
12-2549-649000-15635-3315	OASDHI - Non-Instructional : Learning Support Center	80	
12-2549-649000-15635-3325	Medicare - Non-Instructional : Learning Support Center	19	
12-2549-649000-15635-3435	H & W - Retiree Fund Non-In : Learning Support Center	13	
12-2549-649000-15635-3515	SUI - Non-Instructional : Learning Support Center	1	
12-2549-649000-15635-3615	WCI - Non-Instructional : Learning Support Center	29	
12-2549-649000-15716-4710	Food and Food Service Supplies : <b>Fire Tech</b> <b>- UofA food</b>	800	
12-2549-649000-15716-5905	Other Participant Travel Exp : <b>Fire Tech</b> <b>-UofA Fairbanks; Lodging; Activities; Materials</b>	15,500	
12-2549-675000-15716-5210	Conference Expenses : Fire Tech <b>-Costs for Instructors going with students to Alaska</b>	3,600	
12-2549-732000-15716-7670	Other Exp Paid for Students : <b>Fire Tech</b>	74	
12-2549-612000-15915-1420	Part-Time-Librarians : Library Services <b>- Extended Hours Saturday hours - Linda Duong</b>	1,971	
12-2549-612000-15915-2320	Classified Employees - Hourly : Library Services <b>-Lani Daniels 16-17; Susan Allen 16-17</b>	851	
12-2549-612000-15915-3325	Medicare - Non-Instructional : Library Services	41	
12-2549-612000-15915-3335	PARS - Non-Instructional : Library Services	4	
12-2549-612000-15915-3435	H & W - Retiree Fund Non-Inst : Library Services	28	
12-2549-612000-15915-3515	SUI - Non-Instructional : Library Services	1	
12-2549-612000-15915-3615	WCI - Non-Instructional : Library Services	63	
12-2549-649000-16201-1483	Beyond Contr - Reassigned Time : Mathematics <b>-George Sweeney (13.3%) 2LHE (2 semesters fall/spring) -Mike Everett (6.75%) 1LHE (2 semesters fall/spring)</b>	10,537	
12-2549-649000-16201-2340	Student Assistants - Hourly : Mathematics <b>- Redesign Student Assistants(separate from math center)</b>	41,873	
12-2549-649000-16201-3115	STRS - Non-Instructional : Mathematics	1,326	
12-2549-649000-16201-3325	Medicare - Non-Instructional : Mathematics	153	
12-2549-649000-16201-3435	H & W - Retiree Fund Non-Instructional : Mathematics	524	
12-2549-649000-16201-3515	SUI - Non-Instructional : Mathematics	5	
12-2549-649000-16201-3615	WCI - Non-Instructional : Mathematics	1,258	

**SPECIAL PROJECT DETAILED BUDGET #2549**  
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PROJ ADM: Sara Lundquist

SAC Allocations: \$2,234,592

PROJ DIR: George Sweeney

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Date: 11/28/16

Prime Award No.: N/A

GL Account	Description	Debit	Credit
12-2549-675000-16201-1480	Part-Time Reassigned Time : Mathematics -Math Redesign Training Stipends Fall-6 PT Faculty (Renata Cioczek-Georges; Wilfredo Flores; Hermina Shamoni Hector (Alex) Lechuga; Hao Mai; Noushin Seddinghzaden)	2,500	
12-2549-675000-16201-1483	Beyond Contr - Reassigned Time : Mathematics -Math Jam Faculty Stipends	4,000	
12-2549-675000-16201-3115	STRS - Non-Instructional : Mathematics	818	
12-2549-675000-16201-3325	Medicare - Non-Instructional : Mathematics	94	
12-2549-675000-16201-3435	H & W - Retiree Fund Non-Instructional : Mathematics	65	
12-2549-675000-16201-3515	SUI - Non-Instructional : Mathematics	3	
12-2549-675000-16201-3615	WCI - Non-Instructional : Mathematics	156	
12-2549-732000-16201-7650	Stipends Paid to Students : Mathematics -Student Stipend Math Boot Camp-Fall	6,000	
12-2549-170200-16202-2420	Inst Assistant - Hourly : Math Study Center -IAs, Math Ctr. (Summer 16) -Pablo Gomez; Thi Ho; Guadalupe Merino Campos; -Juan Nicolas Saavedra; Nhu Nguyen; Denise Rios	2,515	
12-2549-170200-16202-3321	Medicare - Instructional : Math Study Center	36	
12-2549-170200-16202-3331	PARS - Instructional : Math Study Center	33	
12-2549-170200-16202-3431	H & W - Retiree Fund Inst : Math Study Center	25	
12-2549-170200-16202-3511	SUI - Instructional : Math Study Center	1	
12-2549-170200-16202-3611	WCI - Instructional : Math Study Center	57	
12-2549-611000-16202-2340	Student Assistants - Hourly : Math Study Center -Student Tutors, \$84,600	84,600	
12-2549-611000-16202-3435	H & W - Retiree Fund Inst : Math Study Center	846	
12-2549-611000-16202-3615	WCI - Instructional : Math Study Center	2,030	
12-2549-696000-16410-5905	Other Participant Travel Exp : Biology -Marine Biology Trip (Cruise)-Spring, Stud.Opportunities \$1,090	1,090	
12-2549-649000-18100-1450	Part-Time Coordinator : Continuing Education Division -CEC Student Equity Coordinator-Janet Cruz-Teposte	33,000	
12-2549-649000-18100-1455	Int/Sum - Coordinators, PT : Continuing Ed.Div. -CEC Stud. Equity Coord.-Janet Cruz-Teposte Summer 2017	3,843	
12-2549-649000-18100-1480	Part-Time Reassigned Time : Continuing Ed.Div. -CEC Data Facilitator -Hugo Campos -6 PT Instructors for Spring to assist with Registration & Technology follow up with Janet for more Info	4,188	
12-2549-649000-18100-3115	STRS - Non-Instructional : Continuing Education Division	5,162	
12-2549-649000-18100-3325	Medicare - Non-Instructional : Continuing Education Division	595	
12-2549-649000-18100-3435	H & W - Retiree Fund Non-Instructional : Continuing Education Division	410	

**SPECIAL PROJECT DETAILED BUDGET #2549  
NAME: STUDENT EQUITY - SANTA ANA COLLEGE  
FISCAL YEAR: 2016/17**

CONTRACT PERIOD: 07/01/2016 - 12/31/2017

PROJ ADM: Sara Lundquist

SAC Allocations: \$2,234,592

PROJ DIR: George Sweeney

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Date: 11/28/16

Prime Award No.: N/A

GL Account	Description	Debit	Credit
12-2549-649000-18100-3515	SUI - Non-Instructional : Continuing Education Divi	21	
12-2549-649000-18100-3615	WCI - Non-Instructional : Continuing Education Division	985	
12-2549-649000-19100-1250	Contract Coordinator : Student Services Office <b>George Sweeney (100%)</b>	96,838	
12-2549-649000-19100-1454	Int/Sum Beyond Contr-Coordi : Stud. Services Office <b>-George Sweeney Summer 2017-8 LHE</b>	14,184	
12-2549-649000-19100-2110	Classified Management : Student Services Office <b>Project Manager (50%); John Steffens Director, Research (50%); Janice Love</b>	94,023	
12-2549-649000-19100-2130	Classified Employees : Student Services Office <b>Ana Diaz (50%) &amp; Research Alalyst (50%) Monica Bustamante-Support Svcs Assistant 100%</b>	111,946	
12-2549-649000-19100-2320	Classified Employees - Hourly : Student Services <b>-Hoa Diep &amp; Raquel Serratos, Program Specialist</b>	19,774	
12-2549-649000-19100-3115	STRS - Non-Instructional : Student Services Office	13,966	
12-2549-649000-19100-3215	PERS - Non-Instructional : Student Services Office	29,027	
12-2549-649000-19100-3315	OASDHI - Non-Instructional : Student Services Office	13,144	
12-2549-649000-19100-3325	Medicare - Non-Instructional : Student Services Office	4,990	
12-2549-649000-19100-3335	PARS - Non-Instructional : Student Services Office	258	
12-2549-649000-19100-3415	H & W - Non-Instructional : Student Services Office	55,395	
12-2549-649000-19100-3435	H & W - Retiree Fund Non-Instructional : Student Service	3,441	
12-2549-649000-19100-3515	SUI - Non-Instructional : Student Services Office	172	
12-2549-649000-19100-3615	WCI - Non-Instructional : Student Services Office	7,792	
12-2549-649000-19100-3915	Other Benefits - Non-Instructional : Student Services Of	7,280	
12-2549-649000-19100-4210	Books, Mags & Subscrip-Non-Lib : Stud. Svcs Office <b>-College Now</b>	15,000	
12-2549-493000-19100-4310	Instructional Supplies : Student Services Office <b>-College Now</b>	500	
12-2549-649000-19100-4610	Non-Instructional Supplies : Student Support Servic <b>- Equity Supplies -Office Depot \$2,500 &amp; College Now \$1,500</b>	4,000	
12-2549-649000-19100-4710	Food & Food Service Supplies : Stud Svcs Office <b>-Equity Hospitality &amp; Smart &amp; Final \$1,000</b>	1,500	
12-2549-649000-19100-5100	Contracted Services : Student Services Office <b>-SAC Marketing \$6,940 *Robert Gutierrez \$3,900, Starting Jan. 17 *Smolarcorp \$2,990, Starting Jan. 17</b>	9,000	

**SPECIAL PROJECT DETAILED BUDGET #2549**  
**NAME: STUDENT EQUITY - SANTA ANA COLLEGE**  
**FISCAL YEAR: 2016/17**

CONTRACT PERIOD: 07/01/2016 - 12/31/2017

PROJ ADM: Sara Lundquist

SAC Allocations: \$2,234,592

PROJ DIR: George Sweeney

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Date: 11/28/16

Prime Award No.: N/A

GL Account	Description	Debit	Credit
12-2549-649000-19100-5800	Advertising : Student Services : Student Services Office <b>-SAC Marketing \$40,360</b> <b>*Register \$9,089</b> <b>*Outfront \$15,000</b> <b>*Daily 49er/Dig Magazine \$2,400</b> <b>*Daily Titan \$3,113.64</b> <b>*New University \$2,621.40</b>	43,110	
12-2549-649000-19100-5905	Other Participant Travel Expenses : Stud Srvs Office <b>-Universit of Northern Iowa</b> <b>-Marketing</b> <b>-AAA Flag \$2,700</b>	6,000	
12-2549-649000-19100-5940	Reproduction/Printing Expenses : Stud Srvs Office <b>-Printing \$2,000</b> <b>Marketing</b> <b>*AAA Flag \$2,700</b> <b>Dual Enrollment Brochures \$750</b>	7,000	
12-2549-649000-19100-5950	Software License & Fees : Student Services O <b>-Ellucian Portal Software</b> <b>-Alteryx \$11,217.96 (2 yr. contract, will pay in advance)</b> <b>-Tableau \$1,500 Maint. Through Nov. 17</b>	20,895	
12-2549-649000-19100-5999	Special Project Holding Acct : Student Services Office <b>-Various</b>	58,033	
12-2549-675000-19100-5210	Conference Expenses : Student Services Office <b>-Equity Conferences &amp; Coordination</b> <b>-Bart Hoffman Dual Enrollment Workshop Feb. 2nd \$50+mileage</b>	25,000	
12-2549-675000-19105-1250	Contract Coordinator : Professional Development <b>Mary Huebsch (30%)Spring</b>	16,922	
12-2549-675000-19105-1454	Int/Sum Beyond Contr-Coordi : Professional Dev. <b>-Mary Huebsch Summer 2016-4 LHE</b>	-	
12-2549-675000-19105-1483	Beyond Contr - Reassigned Time : Professional Dev. <b>-Professional Development Stipends</b>	1,730	
12-2549-675000-19105-1485	Int/Sum - Reassigned Time, PT : Professional Dev. <b>-Adjunct Professional Dev. Institute</b>	6,000	
12-2549-675000-19105-2320	Classified Employees - Hourly : Professional Dev. <b>-Administrative Support-Professional Dev. (Millie &amp; Adelita)</b>	10,996	
12-2549-675000-19105-3115	STRS - Non-Instructional : Professional Development	3,101	
12-2549-675000-19105-3325	Medicare - Non-Instructional : Professional Developme	519	
12-2549-675000-19105-3335	PARS - Non-Instructional : Professional Development	143	
12-2549-675000-19105-3415	H & W - Non-Instructional : Professional Development	3,566	
12-2549-675000-19105-3435	H & W - Retiree Fund Non-Instructional : Professional D	358	

**SPECIAL PROJECT DETAILED BUDGET #2549**  
**NAME: STUDENT EQUITY - SANTA ANA COLLEGE**  
**FISCAL YEAR: 2016/17**

CONTRACT PERIOD: 07/01/2016 - 12/31/2017

PROJ ADM: Sara Lundquist

SAC Allocations: \$2,234,592

PROJ DIR: George Sweeney

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Date: 11/28/16

Prime Award No.: N/A

GL Account	Description	Debit	Credit
12-2549-675000-19105-3515	SUI - Non-Instructional : Professional Development	19	
12-2549-675000-19105-3615	WCI - Non-Instructional : Professional Development	835	
12-2549-675000-19105-3915	Other Benefits - Non-Instructional : Professional Development	188	
12-2549-675000-19105-4210	Books, Mags & Subscrip-Non-Lib : Professional Dev. -Prof. Dev. Books	1,122	
12-2549-675000-19105-4610	Non-Instructional Supplies : Professional Dev. - Professional Development Supplies -Office Depot \$500	500	
12-2549-675000-19105-4710	Food and Food Service Supplies : Professional Dev. - Hospitality-Professional Dev. \$3,000 -Smart & Final \$500	3,000	
12-2549-675000-19105-5100	Contracted Services : Professional Development -Speaker & Consultan Fees Prof. Dev.	15,000	
12-2549-675000-19105-5210	Conference Expenses : Professional Development -Professional Dev. Conference Exp. \$10,000	10,000	
12-2549-675000-19105-5940	Reproduction/Printing Expenses : Professional Dev. -Marketing Publication Professional Dev. \$872	872	
12-2549-675000-19105-5950	Software License and Fees : Professional Dev. -Alteryx Inc. \$3,995 & Cleverbridge Inc. \$603	5,000	
12-2549-620000-19205-2130	Classified Employees : A&R Office Hung Nguyen (30%); Hang Le (30%); Pilar Traslavina (30%)	61,782	
12-2549-620000-19205-3215	PERS - Non-Instructional : A&R Office	8,580	
12-2549-620000-19205-3315	OASDHI - Non-Instructional : A&R Office	3,914	
12-2549-620000-19205-3325	Medicare - Non-Instructional : A&R Office	916	
12-2549-620000-19205-3415	H & W - Non-Instructional : A&R Office	13,482	
12-2549-620000-19205-3435	H & W - Retiree Fund Non-Instructional : A&R Office	631	
12-2549-620000-19205-3515	SUI - Non-Instructional : A&R Office	31	
12-2549-620000-19205-3615	WCI - Non-Instructional : A&R Office	1,421	
12-2549-620000-19205-3915	Other Benefits - Non-Instructional : A&R Office	1,350	
12-2549-643000-19300-2310	Classified Employees - Ongoing : EOPS EOPS Counseling Assistant (100%) Ongoing-Juan Alvarez EOPS Learning Facilitator (100%) Ongoing-Kimberly Hinau CalWORKS Learning Facilitator-Sherry Meyer	53,394	
12-2549-643000-19300-3215	PERS - Non-Instructional : EOPS	2,287	
12-2549-643000-19300-3325	Medicare - Non-Instructional : EOPS	775	
12-2549-643000-19300-3335	PARS - Non-Instructional : EOPS	480	
12-2549-643000-19300-3435	H & W - Retiree Fund Non-Instructional : EOPS	535	
12-2549-643000-19300-3515	SUI - Non-Instructional : EOPS	26	

**SPECIAL PROJECT DETAILED BUDGET #2549**  
**NAME: STUDENT EQUITY - SANTA ANA COLLEGE**  
**FISCAL YEAR: 2016/17**

CONTRACT PERIOD: 07/01/2016 - 12/31/2017

PROJ ADM: Sara Lundquist

SAC Allocations: \$2,234,592

PROJ DIR: George Sweeney

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Date: 11/28/16

Prime Award No.: N/A

GL Account	Description	Debit	Credit
12-2549-643000-19300-3615	WCI - Non-Instructional : EOPS	1,201	
12-2549-732000-19300-7610	Books Paid for Students : EOPS -Book Vouchers \$	74,000	
12-2549-732000-19300-7620	Fees Paid for Students : EOPS -SSTI Summer Trip \$250	3,875	
12-2549-732000-19300-7670	Other Exp Paid for Students : EOPS -Increase in CalWorks & EOPS benefits for addtl Stud. \$21,210 -Bus Passes/Equity Cards \$4,000	27,125	
12-2549-642000-19524-2310	Classified Employees - Ongoing : High Tech Ctr DSPS -Alt Media Specialist (100%) Ongoing, Lisa Gomez	23,271	
12-2549-642000-19524-3215	PERS - Non-Instructional : High Tech Center DSPS	3,232	
12-2549-642000-19524-3315	OASDHI - Non-Instructional : High Tech Center DSPS	1,443	
12-2549-642000-19524-3325	Medicare - Non-Instructional : High Tech Center DSPS	337	
12-2549-642000-19524-3435	H & W - Retiree Fund Non-Instructional : High Tech Center DSPS	233	
12-2549-642000-19524-3515	SUI - Non-Instructional : High Tech Center DSPS	12	
12-2549-642000-19524-3615	WCI - Non-Instructional : High Tech Center DSPS	524	
12-2549-649000-19550-2310	Classified Employees - Ongoing : Scholarships Office -Student Program Specialist PT. Khadija K.	20,112	
12-2549-649000-19550-3325	Medicare - Non-Instructional : Scholarships Office	292	
12-2549-649000-19550-3335	PARS - Non-Instructional : Scholarships Office	261	
12-2549-649000-19550-3435	H & W - Retiree Fund Non-Instructional : Scholarships Office	201	
12-2549-649000-19550-3515	SUI - Non-Instructional : Scholarships Office	10	
12-2549-649000-19550-3615	WCI - Non-Instructional : Scholarships Office	453	
12-2549-649000-19550-4610	Non-Instructional Supplies : Scholarships Office -Scholarship Software & Supplies	2,000	
12-2549-649000-19550-5950	Software License and Fees : Scholarships Office -\$573.48; Donors Software License ends 1/14/17	574	
12-2549-649000-19605-2130	Classified Employees : Student Affairs Office -Student Services Coordinator New	60,121	
12-2549-649000-19605-2320	Classified Employees - Hourly : Student Affairs Office -Student Services Coordinator New; Taylor Quinn	25,467	
12-2549-649000-19605-3215	PERS - Non-Instructional : Student Affairs Office	8,350	
12-2549-649000-19605-3315	OASDHI - Non-Instructional : Student Affairs Office	3,727	
12-2549-649000-19605-3325	Medicare - Non-Instructional : Student Affairs Office	872	
12-2549-649000-19605-3335	PARS - Non-Instructional : Student Affairs Office	331	
12-2549-649000-19605-3415	H & W - Non-Instructional : Student Affairs Office	26,931	
12-2549-649000-19605-3435	H & W - Retiree Fund Non-Instructional : Student Affairs Office	856	
12-2549-649000-19605-3515	SUI - Non-Instructional : Student Affairs Office	43	

**SPECIAL PROJECT DETAILED BUDGET #2549**  
**NAME: STUDENT EQUITY - SANTA ANA COLLEGE**  
**FISCAL YEAR: 2016/17**

CONTRACT PERIOD: 07/01/2016 - 12/31/2017

PROJ ADM: Sara Lundquist

SAC Allocations: \$2,234,592

PROJ DIR: George Sweeney

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Date: 11/28/16

Prime Award No.: N/A

GL Account	Description	Debit	Credit
12-2549-649000-19605-3615	WCI - Non-Instructional : Student Affairs Office	2,054	
12-2549-649000-19605-3915	Other Benefits - Non-Instructional : Student Affairs Offi	1,500	
12-2549-649000-19615-2130	Classified Employees : Orientation/Coord/Training -Basti Lopez da la Luz Outreach Specialist (10%) -Javier Garcia Carmona (10%); Daniel Marquez (10%) -Luisa Ruiz (10%); Maria Sanchez (10%)	32,025	
12-2549-649000-19615-2320	Classified Empls - Hourly : Orientation/Coord/Training -Foster Youth Intermediate Clerk Hourly	16,949	
12-2549-649000-19615-3215	PERS - Non-Instructional : Orientation/Coord/Training	4,448	
12-2549-649000-19615-3315	OASDHI - Non-Instructional : Orientation/Coord/Trainin	2,033	
12-2549-649000-19615-3325	Medicare - Non-Instructional : Orientation/Coord/Train	721	
12-2549-649000-19615-3335	PARS - Non-Instructional: Orientation/Coord/Training	220	
12-2549-649000-19615-3415	H & W - Non-Instructional : Orientation/Coord/Training	8,490	
12-2549-649000-19615-3435	H & W - Retiree Fund Non-Instructional : Orientation/C	498	
12-2549-649000-19615-3515	SUI - Non-Instructional : Orientation/Coord/Training	25	
12-2549-649000-19615-3615	WCI - Non-Instructional : Orientation/Coord/Training	1,144	
12-2549-649000-19615-3915	Other Benefits - Non-Instructional : Orientation/Coord/	750	
12-2549-649000-19615-4610	Non-Instructional Supplies : Orientation/Coord/Training -Targeted Outreach	2,000	
12-2549-649000-19615-5940	Reproduction/Printing Exps : Orientation/Coord/Training -Foster Youth & Guardian Scholars Publications \$750	750	
12-2549-649000-19620-2310	Classified Employees - Ongoing : School & Comm. -PT Student Services Specialist 20%, Guardian Scholar	4,022	
12-2549-649000-19620-3325	Medicare - Non-Instructional : School & Community Pa	58	
12-2549-649000-19620-3335	PARS - Non-Instructional: School & Community Partner	52	
12-2549-649000-19620-3435	H & W - Retiree Fund Non-Instructional : School & Com	40	
12-2549-649000-19620-3515	SUI - Non-Instructional : School & Community Partners	2	
12-2549-649000-19620-3615	WCI - Non-Instructional : School & Community Partners	90	
12-2549-649000-19720-4610	Non-Instructional Supplies : Student Activities -Office Depot	1,500	
12-2549-696000-19720-2130	Classified Employees : Student Activities -Student Services Coordinator-Nicole Moya	60,121	
12-2549-696000-19720-3215	PERS - Non-Instructional : Student Activities	8,350	
12-2549-696000-19720-3315	OASDHI - Non-Instructional : Student Activities	3,821	
12-2549-696000-19720-3325	Medicare - Non-Instructional : Student Activities	894	
12-2549-696000-19720-3415	H & W - Non-Instructional : Student Activities	22,278	
12-2549-696000-19720-3435	H & W - Retiree Fund Non-Instructional : Student Activi	616	
12-2549-696000-19720-3515	SUI - Non-Instructional : Student Activities	31	

**SPECIAL PROJECT DETAILED BUDGET #2549**  
**NAME: STUDENT EQUITY - SANTA ANA COLLEGE**  
**FISCAL YEAR: 2016/17**

CONTRACT PERIOD: 07/01/2016 - 12/31/2017

PROJ ADM: Sara Lundquist

**SAC Allocations: \$2,234,592**

PROJ DIR: George Sweeney

**Prime Sponsor: CCC Chancellor's Office**

**Fiscal Agent: Rancho Santiago CCD**

Date: 11/28/16

**Prime Award No.: N/A**

GL Account	Description	Debit	Credit
12-2549-696000-19720-3615	WCI - Non-Instructional : Student Activities	1,386	
12-2549-696000-19720-3915	Other Benefits - Non-Instructional : Student Activities	1,500	
12-2549-649000-19725-2130	Classified Employees : Veterans Resource Center <i>-VRC Senior Clerk; Liliana Quinlan(100%)</i>	29,528	
12-2549-649000-19725-3215	PERS - Non-Instructional : Veterans Resource Center	4,101	
12-2549-649000-19725-3315	OASDHI - Non-Instructional : Veterans Resource Center	1,900	
12-2549-649000-19725-3325	Medicare - Non-Instructional : Veterans Resource Center	444	
12-2549-649000-19725-3415	H & W - Fund Non-Instructional : Veterans Resource Center	16,477	
12-2549-649000-19725-3435	H & W - Retiree Fund Non-Instructional : Veterans Resource Center	307	
12-2549-649000-19725-3515	SUI - Non-Instructional : Veterans Resource Center	15	
12-2549-649000-19725-3615	WCI - Non-Instructional : Veterans Resource Center	690	
12-2549-649000-19725-3915	Other Benefits - Non-Instructional : Veterans Resource Center	1,125	
		<b>2,234,592</b>	<b>2,234,592</b>

**SPECIAL PROJECT DETAILED BUDGET #2549**  
**NAME: STUDENT EQUITY - SANTIAGO CANYON COLLEGE**  
**FISCAL YEAR: 2016/2017**

CONTRACT PERIOD: 07/01/2016 - 12/31/2017

PROJ ADM: John Hernandez

SCC Allocations: \$851,346

PROJ DIR: Joseph Alonzo

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Date: 11/09/16

Prime Award No.: N/A

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2549-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyo		795,932		851,346		55,414
12-2549-150100-25315-1313	Beyond Contract-Instructors : English - Maureen Roe & Roberta Tragarz (SP17 N70 Class Dev)	4,996		4,996		-	
12-2549-150100-25315-3111	STRS - Instructional : English	628		628		-	
12-2549-150100-25315-3321	Medicare - Instructional : English	72		72		-	
12-2549-150100-25315-3431	H & W - Retiree Fund Inst : English	50		50		-	
12-2549-150100-25315-3511	SUI - Instructional : English	2		2		-	
12-2549-150100-25315-3611	WCI - Instructional : English	112		112		-	
12-2549-499900-29400-2420	Inst Assistant - Hourly : DSPS	9,320		9,320		-	-
12-2549-499900-29400-3321	Medicare - Instructional : DSPS	135		135		-	-
12-2549-499900-29400-3331	PARS - Instructional : DSPS	121		121		-	-
12-2549-499900-29400-3431	H & W - Retiree Fund Inst : DSPS	93		93		-	-
12-2549-499900-29400-3511	SUI - Instructional : DSPS	5		5		-	-
12-2549-499900-29400-3611	WCI - Instructional : DSPS	210		210		-	-
12-2549-612000-25430-1423	Beyond Contract-Librarians : Library Services - extra Library hours in Spring 2017	2,000		2,000		-	
12-2549-612000-25430-2350	Overtime - Classified Employee : Library Serv - extra Library hours in Spring 2017	3,000		3,000		-	
12-2549-612000-25430-3115	STRS - Non-Instructional : Library Services	252		252		-	
12-2549-612000-25430-3315	OASDHI - Non-Instructional : Library Services	186		186		-	
12-2549-612000-25430-3325	Medicare - Non-Instructional : Library Servic	73		73		-	
12-2549-612000-25430-3435	H & W - Retiree Fund Non-Inst : Library Servi	50		50		-	
12-2549-612000-25430-3515	SUI - Non-Instructional : Library Services	3		3		-	
12-2549-612000-25430-3615	WCI - Non-Instructional : Library Services	113		113		-	
12-2549-619000-25150-1483	Beyond Contr - Reassigned Time : Math -Laney Wright & Kathy Moore (2 LHE/ea for FA16 & SP17) N55 - Scott Sakamoto (2.5 LHE for SP17) - Jessica Kramer (.5 LHE SP17)	4,995		13,737		8,742	
12-2549-619000-25150-1484	Int/Sum Beynd Contr-Reassigned : Math - Alicia Frost (Intersession - N55 class)	2,500		2,500		-	
12-2549-619000-25150-3115	STRS - Non-Instructional : Math	943		2,043		1,100	
12-2549-619000-25150-3325	Medicare - Non-Instructional : Math	109		235		126	

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**SPECIAL PROJECT DETAILED BUDGET #2549**  
**NAME: STUDENT EQUITY - SANTIAGO CANYON COLLEGE**  
**FISCAL YEAR: 2016/2017**

CONTRACT PERIOD: 07/01/2016 - 12/31/2017

PROJ ADM: John Hernandez

SCC Allocations: \$851,346

PROJ DIR: Joseph Alonzo

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Date: 11/09/16

Prime Award No.: N/A

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2549-619000-25150-3435	H & W - Retiree Fund Non-Inst : Math	75		162		87	
12-2549-619000-25150-3515	SUI - Non-Instructional : Math	4		8		4	
12-2549-619000-25150-3615	WCI - Non-Instructional : Math	169		365		196	
12-2549-620000-29100-2310	Classified Employees - Ongoing : Admissions & - Tammy Vu - outreach specialist (eff Oct 4 - June 2017)	20,528		17,297			3,231
12-2549-620000-29100-2320	Classified Employees - Hourly : Admissions & - Sarah Coney - Tammy Vu's additional 6 hrs/wk x 30 wks	3,804		8,027		4,223	
12-2549-620000-29100-3325	Medicare - Non-Instructional : Admissions & R	353		367		14	
12-2549-620000-29100-3335	PARS - Non-Instructional : Admissions & Recor	316		329		13	
12-2549-620000-29100-3435	H & W - Retiree Fund Non-Inst : Admissions &	243		253		10	
12-2549-620000-29100-3515	SUI - Non-Instructional : Admissions & Record	12		13		1	
12-2549-620000-29100-3615	WCI - Non-Instructional : Admissions & Record	547		570		23	
12-2549-632000-25055-2130	Classified Employees : Instl Effectiveness/As - Rudy Tijptahadi (100% from January - June 2017)	37,548		37,548		-	-
12-2549-632000-25055-3215	PERS - Non-Instructional : Instl Effectivenes	5,215		5,215		-	-
12-2549-632000-25055-3315	OASDHI - Non-Instructional : Instl Effectiven	2,374		2,374		-	-
12-2549-632000-25055-3325	Medicare - Non-Instructional : Instl Effectiv	555		555		-	-
12-2549-632000-25055-3415	H & W - Non-Instructional : Instl Effectivene	7,541		7,729		188	
12-2549-632000-25055-3435	H & W - Retiree Fund Non-Inst : Instl Effecti	383		383		-	-
12-2549-632000-25055-3515	SUI - Non-Instructional : Instl Effectiveness	19		19		-	-
12-2549-632000-25055-3615	WCI - Non-Instructional : Instl Effectiveness	862		862		-	-
12-2549-632000-25055-3915	Other Benefits - Non-Instruct : Instl Effecti	750		750		-	-
12-2549-642000-29400-1230	Contract Counselors : DSPS - Vivien Vu (20%)	18,367		18,367		-	-
12-2549-642000-29400-1480	Part-Time Reassigned Time : DSPS	6,210		6,210		-	-
12-2549-642000-29400-3115	STRS - Non-Instructional : DSPS	781		781		-	-
12-2549-642000-29400-3215	PERS - Non-Instructional : DSPS	2,551		2,551		-	-
12-2549-642000-29400-3315	OASDHI - Non-Instructional : DSPS	1,154		1,154		-	-
12-2549-642000-29400-3325	Medicare - Non-Instructional : DSPS	360		360		-	-
12-2549-642000-29400-3415	H & W - Non-Instructional : DSPS	3,249		3,249		-	-

6.1 (35)

**SPECIAL PROJECT DETAILED BUDGET #2549**  
**NAME: STUDENT EQUITY - SANTIAGO CANYON COLLEGE**  
**FISCAL YEAR: 2016/2017**

CONTRACT PERIOD: 07/01/2016 - 12/31/2017

PROJ ADM: John Hernandez

SCC Allocations: \$851,346

PROJ DIR: Joseph Alonzo

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Date: 11/09/16

Prime Award No.: N/A

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2549-642000-29400-3435	H & W - Retiree Fund Non-Inst : DSPS	248		248		-	-
12-2549-642000-29400-3515	SUI - Non-Instructional : DSPS	12		12		-	-
12-2549-642000-29400-3615	WCI - Non-Instructional : DSPS	559		559		-	-
12-2549-642000-29400-3915	Other Benefits - Non-Instruct : DSPS	250		250		-	-
12-2549-649000-29365-1453	Beyond Contract - Coordinators : Student Equi - Melinda Womack & Tiffany Gause (4.5 LHE/each for FA16 & SP17)	10,718		21,437		10,719	
12-2549-649000-29365-1483	Beyond Contr - Reassigned Time : Student Equi - Tiffany Gause (Stipend)	1,500		1,500		-	
12-2549-649000-29365-2110	Classified Management : Student Equity - Joseph Alonzo (100%)	84,454		84,454		-	
12-2549-649000-29365-2310	Classified Employees - Ongoing : Student Equi - Stephanie Cole	21,007		21,007		-	
12-2549-649000-29365-2320	Classified Employees - Hourly : Student Equi	501		501		-	-
12-2549-649000-29365-2340	Student Assistants - Hourly : Student Equity	50,000		78,510		28,510	
12-2549-649000-29365-3115	STRS - Non-Instructional : Student Equity	1,537		2,885		1,348	
12-2549-649000-29365-3215	PERS - Non-Instructional : Student Equity	14,716		14,716		-	
12-2549-649000-29365-3315	OASDHI - Non-Instructional : Student Equity	6,726		6,726		-	
12-2549-649000-29365-3325	Medicare - Non-Instructional : Student Equity	1,750		1,906		156	
12-2549-649000-29365-3415	H & W - Non-Instructional : Student Equity	20,979		20,979		-	
12-2549-649000-29365-3435	H & W - Retiree Fund Non-Inst : Student Equi	1,707		2,099		392	
12-2549-649000-29365-3515	SUI - Non-Instructional : Student Equity	60		66		6	
12-2549-649000-29365-3615	WCI - Non-Instructional : Student Equity	3,841		4,723		882	
12-2549-649000-29365-3915	Other Benefits - Non-Instruct : Student Equi	2,520		2,520		-	-
12-2549-649000-29365-4210	Books, Mags & Subscrip-Non-Lib : Student Equi	1,000		1,000		-	-
12-2549-649000-29365-4610	Non-Instructional Supplies : Student Equity	21,000		21,000		-	-
12-2549-649000-29365-4710	Food and Food Service Supplies : Student Equi	8,800		8,800		-	-
12-2549-649000-29365-5100	Contracted Services : Student Equity	53,244		53,244		-	-
12-2549-649000-29365-5215	Online Training Courses : Student Equity	6,500		6,500		-	-
12-2549-649000-29365-5652	Rental-Equipment (Short-term) : Student Equi	1,000		1,000		-	-
12-2549-649000-29365-5905	Other Participant Travel Exp : Student Equity	360		360		-	-
12-2549-649000-29365-5940	Reproduction/Printing Expenses : Student Equi	15,000		15,000		-	-

6.1 (36)

**SPECIAL PROJECT DETAILED BUDGET #2549**  
**NAME: STUDENT EQUITY - SANTIAGO CANYON COLLEGE**  
**FISCAL YEAR: 2016/2017**

CONTRACT PERIOD: 07/01/2016 - 12/31/2017

PROJ ADM: John Hernandez

SCC Allocations: \$851,346

PROJ DIR: Joseph Alonzo

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Date: 11/09/16

Prime Award No.: N/A

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2549-649000-29365-5950	Software License and Fees : Student Equity	11,100		11,100		-	-
12-2549-649000-29365-5966	Transportation - Student : Student Equity	15,000		15,000		-	-
12-2549-649000-29365-6409	Equip-All Other >\$200 < \$1,000 : Student Equi	1,200		1,200		-	-
12-2549-649000-29365-6410	Equip-All Other >\$1,000<\$5,000 : Student Equi	3,704		3,704		-	-
12-2549-649000-29500-2130	Classified Employees : Financial Aid Office - Alexandria Vega (100%)	46,705		46,705		-	-
12-2549-649000-29500-3215	PERS - Non-Instructional : Financial Aid Offi	6,486		6,486		-	-
12-2549-649000-29500-3315	OASDHI - Non-Instructional : Financial Aid Of	2,989		2,989		-	-
12-2549-649000-29500-3325	Medicare - Non-Instructional : Financial Aid	699		699		-	-
12-2549-649000-29500-3415	H & W - Non-Instructional : Financial Aid Off	15,025		15,025		-	-
12-2549-649000-29500-3435	H & W - Retiree Fund Non-Inst : Financial Aid	482		482		-	-
12-2549-649000-29500-3515	SUI - Non-Instructional : Financial Aid Offic	24		24		-	-
12-2549-649000-29500-3615	WCI - Non-Instructional : Financial Aid Offic	1,085		1,085		-	-
12-2549-649000-29500-3915	Other Benefits - Non-Instruct : Financial Aid	1,500		1,500		-	-
12-2549-649000-29905-2310	Classified Employees - Ongoing : Student Deve - Trinity Wallace Ellis (eff 092616)	19,785		19,429			356
12-2549-649000-29905-2320	Classified Employees - Hourly : Student Devel - Trinity Wallace Ellis	6,556		8,437		1,881	
12-2549-649000-29905-3215	PERS - Non-Instructional : Student Developmen	3,658		3,870		212	
12-2549-649000-29905-3315	OASDHI - Non-Instructional : Student Developm	1,633		1,728		95	
12-2549-649000-29905-3325	Medicare - Non-Instructional : Student Develo	382		404		22	
12-2549-649000-29905-3435	H & W - Retiree Fund Non-Inst : Student Devel	263		279		16	
12-2549-649000-29905-3515	SUI - Non-Instructional : Student Development	13		14		1	
12-2549-649000-29905-3615	WCI - Non-Instructional : Student Development	593		627		34	
12-2549-649000-29915-2310	Classified Employees - Ongoing : Student Life	13,577		13,577		-	-
12-2549-649000-29915-2320	Classified Employees - Hourly : Student Life - LaKyshia Perez	14,000		14,000		-	-
12-2549-649000-29915-3215	PERS - Non-Instructional : Student Life & Lea	1,886		1,886		-	-
12-2549-649000-29915-3315	OASDHI - Non-Instructional : Student Life & L	842		842		-	-
12-2549-649000-29915-3325	Medicare - Non-Instructional : Student Life &	400		400		-	-
12-2549-649000-29915-3335	PARS - Non-Instructional : Student Life & Lea	182		182		-	-

6.1 (37)

**SPECIAL PROJECT DETAILED BUDGET #2549**  
**NAME: STUDENT EQUITY - SANTIAGO CANYON COLLEGE**  
**FISCAL YEAR: 2016/2017**

CONTRACT PERIOD: 07/01/2016 - 12/31/2017

PROJ ADM: John Hernandez

SCC Allocations: **\$851,346**

PROJ DIR: Joseph Alonzo

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Date: 11/09/16

Prime Award No.: N/A

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2549-649000-29915-3435	H & W - Retiree Fund Non-Inst : Student Life	276		276		-	-
12-2549-649000-29915-3515	SUI - Non-Instructional : Student Life & Lead	14		14		-	-
12-2549-649000-29915-3615	WCI - Non-Instructional : Student Life & Lead	620		620		-	-
12-2549-675000-29365-1480	Part-Time Reassigned Time : Student Equity	2,000		2,000		-	-
12-2549-675000-29365-1483	Beyond Contr - Reassigned Time : Student Equi	11,000		11,000		-	-
12-2549-675000-29365-3115	STRS - Non-Instructional : Student Equity	1,635		1,635		-	-
12-2549-675000-29365-3325	Medicare - Non-Instructional : Student Equity	189		189		-	-
12-2549-675000-29365-3435	H & W - Retiree Fund Non-Inst : Student Equit	130		130		-	-
12-2549-675000-29365-3515	SUI - Non-Instructional : Student Equity	7		7		-	-
12-2549-675000-29365-3615	WCI - Non-Instructional : Student Equity	293		293		-	-
12-2549-675000-29365-5210	Conference Expenses : Student Equity	63,729		63,729		-	-
12-2549-732000-29365-7610	Books Paid for Students : Student Equity	67,533		67,533		-	-
12-2549-732000-29365-7630	Supplies Paid for Students : Student Equity	3,000		3,000		-	-
12-2549-732000-29365-7670	Other Exp Paid for Students : Student Equity	1,810		1,810		-	-
<b>Total Project 2549 Student Equity</b>		<b>795,932</b>	<b>795,932</b>	<b>851,346</b>	<b>851,346</b>	<b>59,001</b>	<b>59,001</b>

6.1 (38)

**SPECIAL PROJECT DETAILED BUDGET #2412, 2415, 2416, 2417**  
**NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTIAGO CANYON COLLEGE**  
**FISCAL YEAR: 2016/2017**

CONTRACT PERIOD: 07/01/2016 - 12/31/2017  
SSSP SCC Allocations: \$1,834,361  
To District-Research: 17,380  
**SCC - SSSP = \$1,851,741**

PROJ ADM: Ruth Babeshoff  
PROJ DIR: Jennifer Coto  
Date: 11/22/16

**Prime Sponsor: CCC Chancellor's Office**  
**Fiscal Agent: Rancho Santiago CCD**  
**Prime Award No.: N/A**

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2412-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyo		1,396,942		1,364,311	32,631	
12-2412-631000-29325-1230	Contract Counselors : Counseling - Dora Escobar (100%) - Juana Galvan (100%) - Lucy Hedenberg (100%)	271,620		247,671			23,949
12-2412-631000-29325-1430	Part-Time Counselors : Counseling	130,965		192,079		61,114	
12-2412-631000-29325-1433	Beyond Contract - Counselors : Counseling	52,126		35,000			17,126
12-2412-631000-29325-1434	Int/Sum Beyond Contr-Counselor : Counseling	41,000		55,000		14,000	
12-2412-631000-29325-1435	Int/Sum - Counselors,Part-Time : Counseling	54,446		65,000		10,554	
12-2412-631000-29325-2130	Classified Employees : Counseling - Elizabeth Bergara (60%) - Cecilia Diaz, (100%) - Ancie Dulalas (50%) - Zina Edward (100%) - Pilar Gutierrez-Lucera (100%) - Zulema Mendez Bocanegra (100%) NEW Special Project Specialist (100% for 4 months)	385,383		269,280			116,103
12-2412-631000-29325-2320	Classified Employees - Hourly : Counseling - Carmen Herrera - Emily Kawafuchi - Karina Leal - Cynthia Partida - Ivan Zambrano	81,132		93,795		12,663	
12-2412-631000-29325-2340	Student Assistants - Hourly : Counseling	12,500		6,000			6,500
12-2412-631000-29325-3115	STRS - Non-Instructional : Counseling	62,608		62,711		103	
12-2412-631000-29325-3215	PERS - Non-Instructional : Counseling	39,172		50,939		11,767	
12-2412-631000-29325-3315	OASDHI - Non-Instructional : Counseling	20,878		23,286		2,408	
12-2412-631000-29325-3325	Medicare - Non-Instructional : Counseling	14,438		14,052			386

6.1 (39)

**SPECIAL PROJECT DETAILED BUDGET #2412, 2415, 2416, 2417**  
**NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTIAGO CANYON COLLEGE**  
**FISCAL YEAR: 2016/2017**

CONTRACT PERIOD: 07/01/2016 - 12/31/2017  
SSSP SCC Allocations: \$1,834,361  
To District-Research: 17,380  
**SCC - SSSP = \$1,851,741**

PROJ ADM: Ruth Babeshoff  
PROJ DIR: Jennifer Coto  
Date: 11/22/16

**Prime Sponsor: CCC Chancellor's Office**  
**Fiscal Agent: Rancho Santiago CCD**  
**Prime Award No.: N/A**

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2412-631000-29325-3335	PARS - Non-Instructional : Counseling	949		1,219		270	
12-2412-631000-29325-3415	H & W - Non-Instructional : Counseling	135,008		150,303		15,295	
12-2412-631000-29325-3435	H & W - Retiree Fund Non-Inst : Counseling	10,082		9,751			331
12-2412-631000-29325-3515	SUI - Non-Instructional : Counseling	498		485			13
12-2412-631000-29325-3615	WCI - Non-Instructional : Counseling	24,198		21,940			2,258
12-2412-631000-29325-3915	Other Benefits - Non-Instruct : Counseling	10,077		11,300		1,223	
12-2412-631000-29325-4610	Non-Instructional Supplies : Counseling	9,000		10,000		1,000	
12-2412-631000-29325-4710	Food and Food Service Supplies : Counseling	2,500		2,500		-	-
12-2412-631000-29325-5940	Reproduction/Printing Expenses : Counseling	5,000		5,000		-	-
12-2412-631000-29325-5950	Software License and Fees : Counseling	18,000		18,000		-	-
12-2412-631000-29325-6409	Equip-All Other >\$200<\$1,000 : Counseling	-		2,000		2,000	
12-2412-631000-29325-6410	Equip-All Other >\$1,000<\$5,000 : Counseling	5,660		5,000			660
12-2412-675000-29305-5210	Conference Expenses : Counseling & Student Su	9,702		12,000		2,298	
<b>Total Project 2412 Matriculation - Advise/Coun</b>		<b>1,396,942</b>	<b>1,396,942</b>	<b>1,364,311</b>	<b>1,364,311</b>	<b>167,326</b>	<b>167,326</b>

6.1 (40)

**SPECIAL PROJECT DETAILED BUDGET #2412, 2415, 2416, 2417**  
**NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTIAGO CANYON COLLEGE**  
**FISCAL YEAR: 2016/2017**

CONTRACT PERIOD: 07/01/2016 - 12/31/2017  
SSSP SCC Allocations: \$1,834,361  
To District-Research: 17,380  
**SCC - SSSP = \$1,851,741**

PROJ ADM: Ruth Babeshoff  
PROJ DIR: Jennifer Coto  
Date: 11/22/16

**Prime Sponsor: CCC Chancellor's Office**  
**Fiscal Agent: Rancho Santiago CCD**  
**Prime Award No.: N/A**

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2415-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyo		246,339		289,656		43,317
12-2415-649000-29700-1483	Beyond Contr - Reassigned Time : Outreach	4,000		3,867			133
12-2415-649000-29700-2130	Classified Employees : Outreach - Victor Castro (100%) - Frank Rivera (100%)	104,487		118,678		14,191	
12-2415-649000-29700-2320	Classified Employees - Hourly : Outreach - Paula Gomez Magana - Remy Harris - Nicole Tufenkjian - Nordin Uribe	45,780		64,740		18,960	
12-2415-649000-29700-2340	Student Assistants - Hourly : Outreach	7,500		12,000		4,500	
12-2415-649000-29700-3115	STRS - Non-Instructional : Outreach	537		486			51
12-2415-649000-29700-3215	PERS - Non-Instructional : Outreach	15,090		18,730		3,640	
12-2415-649000-29700-3315	OASDHI - Non-Instructional : Outreach	8,051		8,548		497	
12-2415-649000-29700-3325	Medicare - Non-Instructional : Outreach	2,287		2,759		472	
12-2415-649000-29700-3335	PARS - Non-Instructional : Outreach	298		631		333	
12-2415-649000-29700-3415	H & W - Non-Instructional : Outreach	24,567		28,848		4,281	
12-2415-649000-29700-3435	H & W - Retiree Fund Non-Inst : Outreach	1,702		2,023		321	
12-2415-649000-29700-3515	SUI - Non-Instructional : Outreach	79		95		16	
12-2415-649000-29700-3615	WCI - Non-Instructional : Outreach	4,086		4,551		465	
12-2415-649000-29700-3915	Other Benefits - Non-Instruct : Outreach	2,475		3,000		525	
12-2415-649000-29700-4610	Non-Instructional Supplies : Outreach	2,200		2,000			200
12-2415-649000-29700-4710	Food and Food Service Supplies : Outreach	7,500		7,000			500
12-2415-649000-29700-5100	Contracted Services : Outreach	500		500		-	-
12-2415-649000-29700-5220	Mileage/Parking Expenses : Outreach	5,400		5,400		-	-
12-2415-649000-29700-5950	Software License and Fees : Outreach	3,000		-			3,000

6.1 (41)

**SPECIAL PROJECT DETAILED BUDGET #2412, 2415, 2416, 2417**  
**NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTIAGO CANYON COLLEGE**  
**FISCAL YEAR: 2016/2017**

CONTRACT PERIOD: 07/01/2016 - 12/31/2017  
SSSP SCC Allocations: \$1,834,361  
To District-Research: 17,380  
**SCC - SSSP = \$1,851,741**

PROJ ADM: Ruth Babeshoff  
PROJ DIR: Jennifer Coto  
Date: 11/22/16

**Prime Sponsor: CCC Chancellor's Office**  
**Fiscal Agent: Rancho Santiago CCD**  
**Prime Award No.: N/A**

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2415-649000-29700-5966	Transportation - Student : Outreach	5,800		5,800		-	-
12-2415-649000-29700-6409	Equip-All Other >\$200 < \$1,000 : Outreach	500		-			500
12-2415-649000-29700-6410	Equip-All Other >\$1,000<\$5,000 : Outreach	500		-			500
<b>Total Project 2415 Matriculation - Orientation</b>		<b>246,339</b>	<b>246,339</b>	<b>289,656</b>	<b>289,656</b>	<b>48,201</b>	<b>48,201</b>

6.1 (42)

**SPECIAL PROJECT DETAILED BUDGET #2412, 2415, 2416, 2417**  
**NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTIAGO CANYON COLLEGE**  
**FISCAL YEAR: 2016/2017**

CONTRACT PERIOD: 07/01/2016 - 12/31/2017  
SSSP SCC Allocations: \$1,834,361  
To District-Research: 17,380  
**SCC - SSSP = \$1,851,741**

PROJ ADM: Ruth Babeshoff  
PROJ DIR: Jennifer Coto  
Date: 11/22/16

**Prime Sponsor: CCC Chancellor's Office**  
**Fiscal Agent: Rancho Santiago CCD**  
**Prime Award No.: N/A**

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2416-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyo		132,508		138,904		6,396
12-2416-632000-29325-5630	Maint Contract - Office Equip : Counseling	2,000		2,000		-	-
12-2416-632000-29350-2130	Classified Employees : Testing Center - Therese Flores (100%) - Monique Marthell (100%)	91,810		94,991		3,181	
12-2416-632000-29350-3215	PERS - Non-Instructional : Testing Center	10,877		13,192		2,315	
12-2416-632000-29350-3315	OASDHI - Non-Instructional : Testing Center	5,860		6,075		215	
12-2416-632000-29350-3325	Medicare - Non-Instructional : Testing Center	1,370		1,421		51	
12-2416-632000-29350-3415	H & W - Non-Instructional : Testing Center	14,631		14,991		360	
12-2416-632000-29350-3435	H & W - Retiree Fund Non-Inst : Testing Cente	945		980		35	
12-2416-632000-29350-3515	SUI - Non-Instructional : Testing Center	47		49		2	
12-2416-632000-29350-3615	WCI - Non-Instructional : Testing Center	2,268		2,205			63
12-2416-632000-29350-3915	Other Benefits - Non-Instruct : Testing Cente	2,700		3,000		300	
<b>Total Project 2416 Matriculation - Skills Assess</b>		<b>132,508</b>	<b>132,508</b>	<b>138,904</b>	<b>138,904</b>	<b>6,459</b>	<b>6,459</b>

6.1 (43)

**SPECIAL PROJECT DETAILED BUDGET #2412, 2415, 2416, 2417**  
**NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTIAGO CANYON COLLEGE**  
**FISCAL YEAR: 2016/2017**

CONTRACT PERIOD: 07/01/2016 - 12/31/2017  
 SSSP SCC Allocations: \$1,834,361  
 To District-Research: 17,380  
 SCC - SSSP = \$1,851,741

PROJ ADM: Ruth Babeshoff  
 PROJ DIR: Jennifer Coto  
 Date: 11/22/16

Prime Sponsor: CCC Chancellor's Office  
 Fiscal Agent: Rancho Santiago CCD  
 Prime Award No.: N/A

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2417-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyo		133,285		41,490	91,795	
12-2417-631000-29305-5950	Software License and Fees : Counseling & Stud	4,819		2,000			2,819
12-2417-631000-29320-5950	Software License and Fees : Career Center	2,383		1,452			931
12-2417-633000-29305-2130	Classified Employees : Counseling & Student S - Haydeh Kaveh (10.27%) - Rudy Tiipahadi (50% for first 1/2 year)	78,992		24,716			54,276
12-2417-633000-29305-3215	PERS - Non-Instructional : Counseling & Stude	9,358		3,433			5,925
12-2417-633000-29305-3315	OASDHI - Non-Instructional : Counseling & Stu	5,002		1,565			3,437
12-2417-633000-29305-3325	Medicare - Non-Instructional : Counseling & S	1,170		366			804
12-2417-633000-29305-3415	H & W - Non-Instructional : Counseling & Stud	26,775		6,296			20,479
12-2417-633000-29305-3435	H & W - Retiree Fund Non-Inst : Counseling &	807		252			555
12-2417-633000-29305-3515	SUI - Non-Instructional : Counseling & Studen	40		13			27
12-2417-633000-29305-3615	WCI - Non-Instructional : Counseling & Studen	1,936		568			1,368
12-2417-633000-29305-3915	Other Benefits - Non-Instruct : Counseling &	1,688		529			1,159
12-2417-649000-29305-4610	Non-Instructional Supplies : Counseling & Stu	-		-		-	-
12-2417-649000-29305-5220	Mileage/Parking Expenses : Counseling & Stude	315		300			15
12-2417-675000-29305-5210	Conference Expenses : Counseling & Student Su	-		-		-	-
<b>Total Project 2417 Matriculation - Stud Follow-up</b>		<b>133,285</b>	<b>133,285</b>	<b>41,490</b>	<b>41,490</b>	<b>91,795</b>	<b>91,795</b>
<b>Total Fund 12 - Santiago Canyon College SSSP</b>		<b>1,909,074</b>	<b>1,909,074</b>	<b>1,834,361</b>	<b>1,834,361</b>	<b>313,781</b>	<b>313,781</b>

6.1 (44)

**SPECIAL PROJECT DETAILED BUDGET #3440**  
**NAME: UCI - Graduate Student/Faculty Internship**  
**FISCAL YEAR: 2016/17 - 2018/19**

CONTRACT PERIOD: 8/16/2016 to 06/30/2019  
 CONTRACT INCOME: **\$37,500**  
 (\$12,500/year for 3 years)

PROJ. ADM. Shelly Jaffray  
 PROJ. DIR. Shelly Jaffray  
 DATE: 11/08/16

GL Account		Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-3440-000000-10000-8891	Other Local Rev - Special P		18,099		37,500		19,401
12-3440-675000-15051-1483	Beyond Contr - Reassigned T	-		34,500		34,500	
12-3440-675000-15051-3115	STRS - Non-Instructional :	-		1,362		1,362	
12-3440-675000-15051-3325	Medicare - Non-Instructiona	-		500		500	
12-3440-675000-15051-3435	H & W - Retiree Fund Non-In	-		345		345	
12-3440-675000-15051-3515	SUI - Non-Instructional : A	-		17		17	
12-3440-675000-15051-3615	WCI - Non-Instructional : A	-		776		776	
12-3440-675000-15310-1483	Beyond Contr - Reassigned T	2,000		-			2,000
12-3440-675000-15310-3115	STRS - Non-Instructional :	215		-			215
12-3440-675000-15310-3325	Medicare - Non-Instructiona	29		-			29
12-3440-675000-15310-3435	H & W - Retiree Fund Non-In	20		-			20
12-3440-675000-15310-3515	SUI - Non-Instructional : C	1		-			1
12-3440-675000-15310-3615	WCI - Non-Instructional : C	48		-			48
12-3440-675000-15620-1483	Beyond Contr - Reassigned T	8,000		-			8,000
12-3440-675000-15620-3115	STRS - Non-Instructional :	1,032		-			1,032
12-3440-675000-15620-3325	Medicare - Non-Instructiona	116		-			116
12-3440-675000-15620-3435	H & W - Retiree Fund Non-In	80		-			80
12-3440-675000-15620-3515	SUI - Non-Instructional : E	4		-			4
12-3440-675000-15620-3615	WCI - Non-Instructional : E	192		-			192
12-3440-675000-15655-1483	Beyond Contr - Reassigned T	1,000		-			1,000
12-3440-675000-15655-3115	STRS - Non-Instructional :	107		-			107
12-3440-675000-15655-3325	Medicare - Non-Instructiona	15		-			15
12-3440-675000-15655-3435	H & W - Retiree Fund Non-In	10		-			10
12-3440-675000-15655-3515	SUI - Non-Instructional : H	1		-			1
12-3440-675000-15655-3615	WCI - Non-Instructional : H	24		-			24

6.1 (45)

**SPECIAL PROJECT DETAILED BUDGET #3440**  
**NAME: UCI - Graduate Student/Faculty Internship**  
**FISCAL YEAR: 2016/17 - 2018/19**

CONTRACT PERIOD: 8/16/2016 to 06/30/2019  
 CONTRACT INCOME: **\$37,500**  
 (\$12,500/year for 3 years)

PROJ. ADM. Shelly Jaffray  
 PROJ. DIR. Shelly Jaffray  
 DATE: 11/08/16

GL Account		Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-3440-675000-15711-1483	Beyond Contr - Reassigned T	1,000		-			1,000
12-3440-675000-15711-3115	STRS - Non-Instructional :	107		-			107
12-3440-675000-15711-3325	Medicare - Non-Instructiona	15		-			15
12-3440-675000-15711-3435	H & W - Retiree Fund Non-In	10		-			10
12-3440-675000-15711-3515	SUI - Non-Instructional : C	1		-			1
12-3440-675000-15711-3615	WCI - Non-Instructional : C	24		-			24
12-3440-675000-16201-1483	Beyond Contr - Reassigned T	1,500		-			1,500
12-3440-675000-16201-3115	STRS - Non-Instructional :	161		-			161
12-3440-675000-16201-3325	Medicare - Non-Instructiona	22		-			22
12-3440-675000-16201-3435	H & W - Retiree Fund Non-In	15		-			15
12-3440-675000-16201-3515	SUI - Non-Instructional : M	1		-			1
12-3440-675000-16201-3615	WCI - Non-Instructional : M	36		-			36
12-3440-675000-16410-1483	Beyond Contr - Reassigned T	2,000		-			2,000
12-3440-675000-16410-3115	STRS - Non-Instructional :	215		-			215
12-3440-675000-16410-3325	Medicare - Non-Instructiona	29		-			29
12-3440-675000-16410-3435	H & W - Retiree Fund Non-In	20		-			20
12-3440-675000-16410-3515	SUI - Non-Instructional : B	1		-			1
12-3440-675000-16410-3615	WCI - Non-Instructional : B	48		-			48
<b>Totals for PROJECT: 3440</b>	<b>Grad Student/Faculty Internship</b>	<b>18,099</b>	<b>18,099</b>	<b>37,500</b>	<b>37,500</b>	<b>37,500</b>	<b>37,500</b>

6.1 (46)

**SPECIAL PROJECT DETAILED BUDGET #1903**

**NAME: Youth Empowerment Strategies for Success - Independent Living Program (YESS-ILP)**

**FISCAL YEAR: 2016/2017**

CONTRACT PERIOD: 7/1/16 - 6/30/17

PROJ ADMIN: Lilia Tanakeyowma

CONTRACT INCOME: \$22,500

PROJ DIR: Sylvia Sanchez

CFDA #: 93.674

Date: 11/07/16

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1903-000000-10000-8199	Other Federal Revenues : Sa		22,500		22,500	-	-
12-1903-631000-19310-1430	Part-Time Counselors : Fost - Sylvia Sanchez	7,778		7,490			288
12-1903-631000-19310-1435	Int/Sum - Counselors,Part-T - Sylvia Sanchez	2,222		1,744			478
12-1903-631000-19310-2320	Classified Employees - Hourly - General Office Clerk (450 hrs)	6,903		7,016		113	
12-1903-631000-19310-3115	STRS - Non-Instructional :	1,073		1,185		112	
12-1903-631000-19310-3215	PERS - Non-Instructional :	484		-			484
12-1903-631000-19310-3315	OASDHI - Non-Instructional	214		-			214
12-1903-631000-19310-3325	Medicare - Non-Instructiona	245		236			9
12-1903-631000-19310-3335	PARS - Non-Instructional	-		91		91	
12-1903-631000-19310-3435	H & W - Retiree Fund Non-In	169		163			6
12-1903-631000-19310-3515	SUI - Non-Instructional : F	8		8		-	-
12-1903-631000-19310-3615	WCI - Non-Instructional : F	406		366			40
12-1903-649000-19310-4610	Non-Instructional Supplies - Suppies for Modules/YSD classes - other non-instr. Supplies - ILP Workshops - materials	965		965		-	-
12-1903-649000-19310-4710	Food and Food Service Supplies - Fall Kick Off Event - Spring Semester Starter Event - Outreach Event/Dinners/End of the Year Celebration	814		2,017		1,203	
12-1903-649000-19310-5966	Transportation - Student - Foster Youth University Tours	225		225		-	-

6.1 (47)

**SPECIAL PROJECT DETAILED BUDGET #1903**  
**NAME: Youth Empowerment Strategies for Success - Independent Living Program (YESS-ILP)**  
**FISCAL YEAR: 2016/2017**

CONTRACT PERIOD: 7/1/16 - 6/30/17

PROJ ADMIN: Lilia Tanakeyowma

CONTRACT INCOME: \$22,500

PROJ DIR: Sylvia Sanchez

CFDA #: 93.674

Date: 11/07/16

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1903-732000-19310-7620	Fees Paid for Students - Student Health Fees paid for students	494		494		-	-
12-1903-732000-19310-7670	Other Exp Paid for Students - Meal tickets paid for Students	500		500		-	-
<b>Totals for PROJECT: 1903</b>	<b>YESS - ILF</b>	<b>22,500</b>	<b>22,500</b>	<b>22,500</b>	<b>22,500</b>	<b>1,519</b>	<b>1,519</b>
<p><b><u>In-Kind Match: (Certified Expend \$36,754)</u></b></p> <ul style="list-style-type: none"> <li>- Coordinator - Sylvia Sanchez (\$20,000 + benefits)</li> <li>- Lilia Tanakeyowma/project administrator (4%)</li> <li>- Thuy-Huong Nguyen (3%)</li> <li>- Transition to College Orientation (\$1,500)</li> <li>- Foster Youth College Day (\$3,000)</li> <li>- Foster Youth University Tours (\$225)</li> <li>- 10 Study Skills 109 Text Books (\$543)</li> </ul>							

6.1 (48)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Educational Services

To:	Board of Trustees	Date: December 12, 2016
Re:	Approval of Sub-Agreement between RSCCD and Compton Community College District 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 college below has submitted a project application and has been approved to receive an award.

Agreement No	College	Legal Entity	Amount
DO-17-2220-138	El Camino Compton Center	Compton Community College District	\$50,000

**Project Director:** Sarah Santoyo      **Project Administrator:** Enrique Perez

**RECOMMENDATION**

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

Fiscal Impact: \$50,000 (grant-funded)	Board Date: December 12, 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  
COMPTON COMMUNITY COLLEGE DISTRICT**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 12<sup>th</sup> day of December, 2016, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Compton Community College District (hereinafter “SUBCONTRACTOR”), on behalf of the El Camino Compton Center. 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](mailto:santoyo_sarah@rsccd.edu)

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

**SUBCONTRACTOR:**  
**Primary Contact:**  
Dr. Rodney Murray  
Dean of Student Learning  
El Camino Compton Center  
1111 E. Artesia Blvd.  
Compton, CA 90221  
(310) 900-1900 x. 2273, [romurray@elcamino.edu](mailto:romurray@elcamino.edu)

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: *Compton Community  
College District*

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

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_

Board Approval Date: December 12, 2016

\_\_\_\_\_  
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.*)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Educational Services

To:	Board of Trustees	Date: December 12, 2016
Re:	Approval of First Amendments to Sub-Agreements between RSCCD and Los Rios Community College District 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. RSCCD created sub-agreements with Los Rios Community College District to disburse the CTE Data Unlocked grant awarded to all four colleges in that district. At the request of the sub-contractor, amendments have been created to clarify the term and invoice clauses in the agreements.

Amendment Agreement No.	College	Legal Entity
DO-17-2220-102.1	American River College	Los Rios Community College District
DO-17-2220-30.1	Cosumnes River College	
DO-17-2220-39.1	Folsom Lake College	
DO-17-2220-93.1	Sacramento City College	

**Project Director:** Sarah Santoyo      **Project Administrator:** Enrique Perez

**RECOMMENDATION**

It is recommended that the Board approve these amendments to the 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: none	Board Date: December 12, 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	

**FIRSTAMENDMENT TO THE GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
LOS RIOS COMMUNITY COLLEGE DISTRICT**

This first amendment to the grant sub-agreement (hereinafter “Agreement”) is entered into on this 12<sup>th</sup> day of December, 2016, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Los Rios Community College District (hereinafter “SUBCONTRACTOR”) on behalf of American River 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, it is mutually agreed by the Parties to amend the following:

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.

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

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this Amendment, remain unchanged.

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

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SUBCONTRACTOR: *Los Rios Community  
College District*

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

Name: Peter J. Hardash

\_\_\_\_\_  
Vice Chancellor

Title: Business Operations/Fiscal Services

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

Board Approval Date: December 12, 2016

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

Name: \_\_\_\_\_

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

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

\_\_\_\_\_  
94-1576340

**FIRSTAMENDMENT TO THE GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
LOS RIOS COMMUNITY COLLEGE DISTRICT**

This first amendment to the grant sub-agreement (hereinafter “Agreement”) is entered into on this 12<sup>th</sup> day of December, 2016, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Los Rios Community College District (hereinafter “SUBCONTRACTOR”) on behalf of Cosumnes River 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.

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COLLEGE DISTRICT

SUBCONTRACTOR: *Los Rios Community  
College District*

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

Name: Peter J. Hardash

\_\_\_\_\_  
Vice Chancellor

Title: Business Operations/Fiscal Services

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

Board Approval Date: December 12, 2016

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

Name: \_\_\_\_\_

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

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

\_\_\_\_\_  
94-1576340

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AND  
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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.

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COLLEGE DISTRICT

SUBCONTRACTOR: *Los Rios Community  
College District*

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

Name: Peter J. Hardash

Vice Chancellor

Title: Business Operations/Fiscal Services

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

Board Approval Date: December 12, 2016

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

Name: \_\_\_\_\_

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

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

94-1576340

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RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
LOS RIOS COMMUNITY COLLEGE DISTRICT**

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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.

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

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_

Board Approval Date: December 12, 2016

\_\_\_\_\_  
94-1576340  
\_\_\_\_\_

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

(Office of the Chancellor)

To:	Board of Trustees	Date: December 12, 2016
Re:	Authorization of Signatures	
Action:	Request for Action	

**BACKGROUND**

A list of the District's authorized signatures is kept on file at the Orange County Department of Education.

**ANALYSIS**

The attached list designates those individuals authorized to sign various documents on behalf of the district.

**RECOMMENDATION**

It is recommended that the board approve the list of authorized signatures.

Fiscal Impact: None	Board Date: December 12, 6
Prepared by: Anita Lucarelli, Executive Assistant to the Board of Trustees	
Submitted by: Raúl Rodríguez, Ph.D., Chancellor	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

## AUTHORIZATION OF SIGNATURES

### RANCHO SANTIAGO COMMUNITY COLLEGE SCHOOL DISTRICT

I, \_\_\_\_\_, Clerk of the governing Board of the above named School District of Orange County, California, hereby certify that the said Board at a regular meeting thereof, held on the 12th day of December, 2016, adopted by a majority vote of said Board, a resolution that the following named persons, effective December 12<sup>th</sup>, 2016, be authorized to sign payroll notices of employment/changes of status (NOE/CS), time sheets, vendor orders for payment and warrant registers as indicated, and that all previous authorization of signatures are rescinded. This resolution further states that the authorization is subject to the following provisions:

<u>NAME (TYPED)</u>	<u>SPECIMEN SIGNATURE</u>	AUTHORIZED TO SIGN:			
		<u>PAYROLL</u>	<u>VENDOR PAYMENTS</u>		
		TIME			
		<u>NOE/CS</u>	<u>SHEET</u>	<u>ORDERS</u>	<u>REGISTERS</u>
Judyanne Chitlik	_____	_x_	_x_	_x_	_x_
Peter J. Hardash	_____	_x_	_x_	_x_	_x_
John Hernandez	_____	_x_	_x_	_x_	_x_
Adam O'Connor	_____	_x_	_x_	_x_	_x_
Enrique Perez	_____	_x_	_x_	_x_	_x_
Raúl Rodríguez	_____	_x_	_x_	_x_	_x_
Linda Rose	_____	_x_	_x_	_x_	_x_

AUTHORIZATION OF SIGNATURES (cont.)

I further certify that the signatures following are those of the members of the governing board not mentioned above.

<u>NAME (TYPED)</u>	<u>SIGNATURE</u>
Claudia C. Alvarez	_____
Arianna P. Barrios	_____
John R. Hanna	_____
Zeke Hernandez	_____
Lawrence R. Labrado	_____
Nelida Mendoza Yanez	_____
Phillip E. Yarbrough	_____

IN WITNESS WHEREOF, I have hereunto set my hand this 12th day of December, 2016.

Clerk \_\_\_\_\_

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

(Chancellor's Office)

To:	Board of Trustees	Date: December 12, 2016
Re:	List of 2017 Conferences and Legislative Executive Visits for Board Members	
Action:	Information	

**BACKGROUND**

On October 8, 2012, the Board of Trustees approved BP 2735 Board Member Travel which includes the following:

*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.*

**RECOMMENDATION**

Board Policy 2735 and a list of conferences and legislative executive visits that board members may wish to attend is provided as information.

Fiscal Impact:	To Be Determined by Conferences/Legislative Visits Attended	Board Date: Dec. 12, 2016
Prepared by:	Anita Lucarelli, Executive Assistant to the Board of Trustees	
Submitted by:	Raúl Rodríguez, Ph.D., Chancellor	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

## **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.

**Revised: October 8, 2012 (Previously BP9011)**

**Revised: October 24, 2016**

**Conferences Board Members may wish to attend in 2017**

Friday – Sunday, January 27-29, 2017

All day **Effective Trusteeship Workshop** (estimated cost: \$900-\$1,200)  
Sheraton Grand Hotel, Sacramento, California

Sunday & Monday, January 29-30, 2017

All day **CCLC Annual Legislative Conference** (estimated cost: \$900-\$1,500)  
Sheraton Hotel, Sacramento, California

Monday, February 13, 2017 (registration fee: \$100)

10am-5pm **ACCT New Trustee Academy**  
Marriott Wardman Park Hotel, Washington, D.C.

Monday – Thursday, February 13-16, 2017 (estimated cost: \$2,500-\$3,600)

**ACCT National Legislative Summit**  
Marriott Wardman Park Hotel, Washington, D.C.

Friday-Monday, February 18-20, 2017 (estimated cost: \$2,500)

**CCID Annual Conference**  
Royal Sonesta Hotel, Houston, Texas

Friday-Sunday, April 2017 (estimated cost: \$1,100)

**SSCCC Spring General Assembly** (student trustee)  
Location TBD

Friday – Sunday, May 4-7, 2017 (estimated cost: \$1,900)

**CCLC Annual Trustees Conference**  
Monterey Hyatt Regency Hotel, Monterey, California

Thursday – Saturday, June 22-24, 2017 (estimated cost: \$3,500)

**NALEO Annual Conference**  
Dallas, Texas

Friday-Saturday, August 12-14, 2017 (estimated cost: \$1,000)

**CCLC Student Trustee Workshop**  
DoubleTree Hotel SFO, Burlingame, California

Wednesday-Saturday, September 25-28, 2017 (estimated cost: \$3,400)

**ACCT Annual Leadership Congress**  
Las Vegas, Nevada

**Conferences Board Members may wish to attend in 2017**

Page 2

November 2017 (estimated cost: \$1,000, depending on location)  
**SSCCC Fall 2017 General Assembly** (student trustee)  
Location TBD

November 2017 (estimated cost: \$3,800, depending on location)  
**CCLC Annual Convention and Partnership Conferences**  
Location TBD

ACCT – Association of Community College Trustees

CCID – Community Colleges for International Development, Inc.

CCLC – Community College League of California

NALEO - National Assoc. of Latino Elected & Appointed Officials

SSCCC – Student Senate for California Community Colleges

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

To: Board of Trustees	Date: December 12, 2016
Re: RSCCD Board of Trustees Self-Evaluation	
Action: Receive and Review	

**BACKGROUND**

Board Policy 2745 provides for the Board of Trustees to conduct an annual self-evaluation by December of each year.

**ANALYSIS**

An evaluation survey was approved by the Board on October 24, 2016 and was distributed to individuals identified in Board Policy 2745. The survey responses were presented to the Board at the November 14, 2016, meeting. Subsequent to that meeting, the individual Board members completed the self-evaluation instrument. Those responses are now provided to the Board for review and discussion.

**RECOMMENDATION**

It is recommended that the Board of Trustees review the evaluation responses and create annual unit goals for 2017.

Fiscal Impact: None	Board Date: December 12, 2016
Prepared by: Enrique Perez, Interim Vice Chancellor, Educational Services	
Submitted by: Enrique Perez, Interim Vice Chancellor, Educational Services	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor	

**Rancho Santiago Community College District (RSCCD)  
Board of Trustees Self-Evaluation of  
Internal Operations and Goals**

**December 2016**

The RSCCD Board of Trustees recognizes that it can better achieve its internal board operation and performance goals if it annually reviews itself. After reviewing feedback obtained from an online questionnaire last month (disseminated to various community members, faculty/staff and students who interact with Board members in committee work and meetings), Board members (7 out of 8) assessed their own activities using the same survey instrument; those data are included in this report, along with five years' prior data for comparison purposes.

**Summary of Findings**

Overall, members look favorably upon Board operations—respondents exclusively assigned ratings of “strongly agree” or “agree” to 39 of the 44 categories assessed (excluding “don’t know/not applicable”). Other findings include:

- Members expressed “don’t know/not applicable” in nine instances this year (compared to 15 categories in 2012 survey) regarding Board members’ knowledge about community college and state-related issues.
- Board members believe their greatest strengths are:
  - Focusing on the mission of the colleges/district by putting the needs of students and the community as their top priorities,
  - Working well with each other and respecting each other’s opinions, even when their opinions differ,
  - Valuing the shared governance process by respecting faculty and staff to operationalize the policies/decisions made by the Board to improve all areas of the district, and
  - Maintaining focus on their role as a policy-making and oversight entity, even during times of conflicts.
- Board members identify major accomplishments that include:
  - Successfully managing and ensuring that the district/colleges have strong employees with the hiring of a qualified diverse administration, faculty and staff, successful labor negotiations,
  - Implementing policies to ensure security and safety of our students and employees, the passage of gift ban, and the baccalaureate degree at SAC, and
  - Ensuring the district’s fiscal stability and passing a balanced budget.
- Board members would like to address the following issues in the upcoming year:
  - Maintaining open communication with faculty and staff to build better relationships, celebrating accomplishments, and keeping each other apprised of important issues,
  - Focusing on policy-making that support the chancellor, administration, faculty and staff to operationalize overall district’s/colleges’ needs, and
  - Increasing communication with community (community events, media, marketing, etc.) of the numerous programs and courses to serve their educational needs.
- Six of the seven respondents stated the questionnaire used is “very useful” or “somewhat useful” to their self-evaluation process.

Detailed responses, as well as comparisons with responses from the prior five years’ surveys, and respondents’ comments, follow.

**Detail of Findings**

**RSCCD Board of Trustees Self-Evaluation Results, 2016**

	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>Don't Know/Not Applicable</b>
<b>Board Organization and Operation</b>					
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	4	3	0	0	0
Board members respect each others' opinions.	4	3	0	0	0
The board conducts its meetings in compliance with state laws, including The Brown Act.	4	2	0	0	1
Board members understand that they have no legal authority beyond board meetings.	2	5	0	0	0
Board members regularly seek the opinion of the student trustee.	2	5	0	0	0
<b>Policy Role</b>					
Board meetings focus on policy issues that relate to board responsibilities.	2	5	0	0	0
The board focuses on policy in board discussion, not administrative matters.	1	4	1	0	1
The board is knowledgeable about the mission and purpose of the institution.	2	4	0	0	1
The board clearly delegates the administration of the colleges to the chancellor.	2	5	0	0	0
The board ensures compliance with federal and state laws and measures for emergency response.	3	3	0	0	1
<b>Strategic Planning</b>					
The board understands the budget process.	1	6	0	0	0
The board gives adequate attention to the mission, goals, and future planning of the district.	2	4	1	0	0
The board regularly develops and reviews goals for continuous improvement.	2	5	0	0	0
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	2	5	0	0	0
The board understands the colleges' educational programs and services.	2	5	0	0	0
The board is appropriately involved in defining the vision and goals of the district.	3	2	2	0	0
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	1	6	0	0	0
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	2	5	0	0	0
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	3	4	0	0	0

## RSCCD Board of Trustees Self-Evaluation Results, 2016 (cont.)

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know/Not Applicable
<b>Board Relations with the Chancellor, Presidents, Faculty, and Staff</b>					
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	1	6	0	0	0
The board keeps the chancellor informed of community contacts.	2	4	0	0	1
The board follows a procedure for annual evaluations of the chancellor.	1	3	1	0	1
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	4	2	0	0	1
The board and chancellor have a positive, cooperative relationship.	0	7	0	0	0
The board understands its role and that of the chancellor, presidents, faculty, and staff.	4	3	0	0	0
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	2	5	0	0	0
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	1	4	1	0	1
The board follows communication procedures with staff.	2	5	0	0	0
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	4	3	0	0	0
<b>Community Relations/Advocacy</b>					
Board members are knowledgeable about community college and state-related issues.	3	4	0	0	0
The board acts as an advocate for community colleges.	5	2	0	0	0
Board members participate actively in community activities.	4	3	0	0	0
Board agendas include legislative and state policy issues that will impact the district.	4	3	0	0	0
Board members act on behalf of the entire community.	3	4	0	0	0
The board recognizes and celebrates positive accomplishments of the district and colleges.	4	3	0	0	0
The board works to build a positive image of the district in the community.	5	2	0	0	0
Board members adhere to policies for dealing with college, community citizens, and the media.	2	5	0	0	0
The community and district employees are aware of who the elected trustees are and their role in district governance.	2	5	0	0	0
<b>Board Leadership, Ethics, and Standards of Conduct</b>					
The board understands collective bargaining and its role in the process.	5	2	0	0	0
The board practices appropriate collegial consultation (participatory governance).	3	4	0	0	0
The board maintains confidentiality of privileged information.	0	7	0	0	0
The board makes decisions in the best interest of students, the colleges, and the entire district.	5	2	0	0	0
The board operates ethically without conflict of interest following established board policies.	5	2	0	0	0
Board members participate in trustee development activities.	3	3	0	0	1

## RSCCD Board of Trustees Self-Evaluation Results, 2010-2016

	# "strongly agree" or "agree"						
	2016 Survey	2015 Survey	2014 Survey	2013 Survey	2012 Survey	2011 Survey	2010 Survey
	n=7	n=7	n=6	n=8	n=6	n=8	n=7
<b>Board Organization and Operations</b>							
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	7	7	6	8	6	8	7
Board members respect each others' opinions.	7	7	6	8	5	8	7
The board conducts its meetings in compliance with state laws, including The Brown Act.	6	6	6	8	6	7	6
Board members understand that they have no legal authority beyond board meetings.	7	6	6	7	6	8	7
Board members regularly seek the opinion of the student trustee.	7	6	6	8	5	5	5
<b>Policy Role</b>							
Board meetings focus on policy issues that relate to board responsibilities.	7	7	6	8	6	8	7
The board focuses on policy in board discussion, not administrative matters.	5	6	6	8	5	7	7
The board is knowledgeable about the mission and purpose of the institution.	6	7	6	7	5	8	6
The board clearly delegates the administration of the colleges to the chancellor.	7	7	6	8	6	8	7
The board ensures compliance with federal and state laws and measures for emergency response.	6	7	6	8	6	8	7
<b>Strategic Planning</b>							
The board understands the budget process.	7	7	6	7	4	7	6
The board gives adequate attention to the mission, goals, and future planning of the district.	6	7	6	8	4	7	6
The board regularly develops and reviews goals for continuous improvement.	7	7	6	6	4	5	6
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	7	7	6	7	5	6	6
The board understands the colleges' educational programs and services.	7	7	6	8	4	7	5
The board is appropriately involved in defining the vision and goals of the district.	5	6	6	7	4	7	7
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	7	7	6	7	6	7	6
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	7	7	6	7	5	8	7
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	7	7	6	8	6	7	7

## RSCCD Board of Trustees Self-Evaluation Results, 2010-2016 (cont.)

	# "strongly agree" or "agree"						
	2016 Survey	2015 Survey	2014 Survey	2013 Survey	2012 Survey	2011 Survey	2010 Survey
	n=7	n=7	n=6	n=8	n=6	n=8	n=7
<b>Board Relations with the Chancellor, Presidents, and Staff</b>							
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	7	7	6	8	5	7	7
The board keeps the chancellor informed of community contacts.	6	7	6	8	5	6	6
The board follows a procedure for annual evaluations of the chancellor.	4	7	6	8	4	6	6
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	6	7	6	8	6	8	7
The board and chancellor have a positive, cooperative relationship.	7	7	6	8	6	8	7
The board understands its role and that of the chancellor, presidents, faculty, and staff.	7	7	6	8	6	8	7
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	7	7	6	8	6	8	7
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	5	6	6	8	4	5	6
The board follows communication procedures with staff.	7	6	6	7	4	6	5
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	7	5	6	7	6	8	6
<b>Community Relations/Advocacy</b>							
Board members are knowledgeable about community college and state-related issues.	7	7	5	8	6	8	6
The board acts as an advocate for community colleges.	7	7	6	8	6	8	7
Board members participate actively in community activities.	7	7	6	8	5	6	6
Board agendas include legislative and state policy issues that will impact the district.	7	7	6	8	6	8	6
Board members act on behalf of the entire community.	7	7	6	7	6	7	7
The board recognizes and celebrates positive accomplishments of the district and colleges.	7	7	6	8	6	7	6
The board works to build a positive image of the district in the community.	7	7	6	8	6	8	7
Board members adhere to policies for dealing with college, community citizens, and the media.	7	7	6	8	5	6	6
The community and district employees are aware of who the elected trustees are and their role in district governance.	7	6	6	8	6	3	6
<b>Board Leadership, Ethics, and Standards of Conduct</b>							
The board understands collective bargaining and its role in the process.	7	6	6	8	6	7	6
The board practices appropriate collegial consultation (participatory governance).	7	7	6	8	6	7	7
The board maintains confidentiality of privileged information.	7	6	6	8	5	7	7
The board makes decisions in the best interest of students, the colleges, and the entire district.	7	7	6	8	6	8	7
The board operates ethically without conflict of interest following established board policies.	7	7	6	8	6	7	7
Board members participate in trustee development activities.	6	7	6	8	6	7	6

## 2016 Respondents' Comments

### **Board's greatest strengths:**

- The Board works well together, is professional with the college constituency (even at times of adversity) and has the best interest of our students as its top priority. The Board is willing to and has lead and made tough decisions based on what's in the best interest of our students and the District. The Board has demonstrated an ability to withstand political pressure from specific individual faculty members and has successfully refrained from engaging with those individuals in reciprocal name calling and dirty tactics.
- Cohesiveness and support each other and when there are differences of opinion
- 1) Putting student success first.  
2) Meeting the communities' needs.  
3) Puts the focus on policy and oversight not management.  
4) Willing to make the difficult choices necessary to maintain strong colleges and a strong district.  
5) Strives for a system of continuous improvement, evaluating all evidence in its decision making.  
6) Not intimidated in its efforts to help create a safe, ethical, diverse and nurturing educational institution.  
7) Compliance with the Brown Act and keeping up with any changes in the law.  
8) Accommodates students with class conflict and public speakers at Board meetings.
- Remaining focused on the mission statement.
- Agree to disagree
- Work well together despite occasional disagreements.
- Professionalism. Goal-focused. Courteous. Respectful. Maintain confidentiality. Celebrate student, staff and faculty accomplishments.

### **Major accomplishments of the Board in the past year:**

- The Board has efficiently moved forward with important pending matters despite communication issues and challenges/ obstacles and misinformation promulgated by specific faculty members in union leadership positions. The Board was able to work around and recognized "issues with the faculty" are limited to certain individuals and not representative of the entire faculty or the Faculty Academic Senates with whom the Board enjoys a good working relationship. Amongst the Board's accomplishments this year, a balanced budget was passed in a timely manner and the Board put in place essential policy regarding administration, faculty and board conflicts of interest. The Board also continued its progress in making sure our campuses are safer. This year as well, the Board successfully entered into contracts with 99% of the bargaining units and worked together well with administration and the process to successfully hire the new president for Santa Ana College and numerous new and diverse faculty members qualified and eager to teach our students. The Board also is moving successfully through transitions in management due to retirements. This year as well, a communications committee was established by the Board to address and improve communication amongst the different District constituencies, the community and the media. The Board also successfully served and engaged with the community we serve as reflected in the re-election of all three incumbents despite specific candidates promulgating rhetoric paid for by the faculty making outrageous allegations as to the Board's performance and motivations. Such candidates lost by wide margins.
- Implementation of the Bachelor's Program. Successful labor negotiations. Renewed commitment to veteran students. Updated gift ban policy. Successfully managed/directed various staff and student terminations, suspensions and expulsions. Successfully resolved various litigation issues without major cost to the district. Appointed board attorney to reduced cost of attorney fees. Community involvement by attending various functions to show our support.

### **Major accomplishments of the Board in the past year (cont.):**

- Safety Committee; re-election; working together on Collective Bargaining Issues - Supporting staff
- 1) Ensuring the fiscal stability of the District. 2) Passage of a strong gift ban and strengthening of ethical policies and regulations. 3) Support of our non-credit programs by committing to rebuild the Orange Education Center and continue to work with the City of Santa Ana on a permanent plan for a first class non-credit program in Santa Ana. 4) Overseeing the implementation of Board policies and positions that brought round the clock security to SCC and armed and well-trained safety officers to work with local law enforcement for a safe campus and a bachelor's program in Occupational Studies to SAC. 5) Overseeing the implementation of Measure Q at SAC which will provide a better physical environment for learning being built where District residents, veterans and District student apprentices receive priority in job assignments. 6) Bringing a classified representative from CSEA to become a permanent speaker to give a report at Board meetings. 7) Not letting the negativism of some critics prevent them from continuing their work to support students, staff, faculty and administrators and developing and reviewing goals for continuous improvement.
- Balanced budget
- Implementation of the Bachelor's Program. Successful labor negotiations. Renewed commitment to veteran students. Updated gift ban policy. Successfully managed/directed various staff and student terminations, suspensions and expulsions. Successfully resolved various litigation issues without major cost to the district. Appointed board attorney to reduced cost of attorney fees. Community involvement by attending various functions to show our support.

### **Areas in which the Board could improve:**

- The Board could improve and is already working on marketing our colleges better given the down turn on enrollment state-wide. The Board could also improve on following up asking for accountability on a timelier basis on key issues such as student enrollment, a diversity policy and budget numbers.
- Communications/relationship with faculty. Increase general communication to community, media, within district.
- 1) Ensuring that Board discussions focus on Policy and while explaining that oversight of that policy will by necessity need to look at specific examples, the Board should strive to link those examples to the policy in question. 2) More structured presentations about educational programs and services. 3) Tighten up the chancellor evaluation process. 4) Work with Chancellor to ensure positive accomplishments of District personnel reach the community and the media. 5) Ensure that District and Foundation programs and efforts comply with all legal and ethical requirements and guidelines with the ultimate goal of helping our students.
- Allowing staff to do their jobs
- They could be more sociable and have nicer demeanors more often.
- Have open/listening sessions to communication with FARSCCD frequently throughout the year. Not just during labor negotiations. Keep FARSCCD board informed of major issues that will affect faculty so that they are not skeptical about funding issues during labor negotiations. Perhaps appoint a trustee to sit on the FARSCCD advisory board as representative only (non-voting).

A RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET  
MANAGEMENT/ACADEMIC  
December 12, 2016

MANAGEMENT

Employment Agreement/Attachment #1

Dela Cruz, Maria  
Associate Dean, Counseling  
Counseling Division  
Santa Ana College

New Job Descriptions/Attachments #2-4

Director  
Information Communications Technology/  
Digital Media Initiative  
Classified Supervisory  
Grade Level F

Director  
Los Angeles/Orange County Regional Consortia  
(LAOCRC) Orange County Director  
Classified Supervisory  
Grade Level C

Director  
Retail, Hospitality & Tourism Initiative  
Classified Supervisory  
Grade Level F

Appointment

Melendez, Joe M.  
Facilities Project Manager  
Facilities Planning & District  
Support Services  
District

Effective: November 28, 2016  
Salary Placement: E-7 \$130,637.08/Year

Appointment to Interim Assignment/Employment of Retired STRS Member

Beers, Susan A.  
Interim Dean  
Kinesiology, Health & Athletics Division  
Santa Ana College

Effective: December 5, 2016  
(Not to Exceed 73 Days)  
Salary Placement: B-3 \$565.45/Day

**MANAGEMENT (CONT'D)**

Appointment to Interim Assignment/Employment of Retired STRS Member (cont'd)

Mora, Aracely  
Interim Dean  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Effective: January 30, 2017  
(Not to Exceed 63 Days)  
Salary Placement: B-7 \$661.48/Day

Change of Position Grade Level

Executive Director  
Child Development Services  
District

From: Grade E  
To: Grade C

Adjusted Salary Placement

Linnell, Janneth  
Executive Director  
Child Development Services  
District

Effective: December 13, 2016  
From: E-5 \$118,483.02/Year  
To: C-3 \$126,407.35/Year

**FACULTY**

Ratification of Resignation/Retirement

Mansfield, Patricia  
Professor, Biology  
Science, Mathematics &  
Health Sciences Division  
Santa Ana College

Effective: December 16, 2016 (Last Day)  
Reason: Retirement

Schultz, Randal  
Professor, TV/Video Communications  
Fine & Performing Arts Division  
Santa Ana College

Effective: December 10, 2016 (Last Day)  
Reason: Retirement

Change of Classification

Bass, Stacey  
Professor, Nursing  
Science, Mathematics &  
Health Sciences Division  
Santa Ana College

Effective: August 15, 2016  
From: Class II-15 \$88,360.78/Year,  
II-5 \$62.94/Lecture Hour  
To: Class III-15 \$91,033.84/Year,  
III-5 \$66.08/Lecture Hour

**FACULTY (CONT'D)**

*Change of Classification (cont'd)*

Camarco, Lisa  
Professor, Kinesiology  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: August 15, 2016  
From: Class VI-16 \$101,556.54/Year  
To: Class VII-16 \$104,341.94/Year

Chaidez, Maria  
Assistant Professor/Counselor  
Counseling & Student Support  
Services Division  
Santiago Canyon College  
(Temporary Employee per E.C. 87470)

Effective: July 28, 2016  
From: Class II-8 \$77,727.82/Year,  
II-5 \$62.94/Lecture Hour  
To: Class III-8 \$80,666.11/Year,  
III-5 \$66.08/Lecture Hour

Clark, Stephanie  
Assistant Professor, Art/Digital Media  
Fine & Performing Arts Division  
Santa Ana College

Effective: August 15, 2016  
From: Class III-12 \$83,529.51/Year,  
III-5 \$66.08/Lecture Hour  
To: Class IV-12 \$86,201.53/Year,  
IV-5 \$69.39/Lecture Hour

Coyne, Claire  
Professor, Geology  
Science, Mathematics &  
Health Sciences Division  
Santa Ana College

Effective: August 15, 2016  
From: Class III-15 \$91,033.84/Year,  
III-5 \$66.08/Lecture Hour  
To: Class IV-15 \$93,711.06/Year,  
IV-5 \$69.39/Lecture Hour

Escobar, Dora  
Assistant Professor/Counselor  
Counseling & Student Support  
Services Division  
Santiago Canyon College

Effective: July 28, 2016  
From: Class V-12 \$97,505.34/Year  
To: Class VI-12 \$100,442.59/Year

Graham, Song  
Assistant Professor/Counselor  
Counseling & Student Support  
Services Division  
Santiago Canyon College

Effective: July 28, 2016  
From: Class V-11 \$94,767.79/Year  
To: Class VI-11 \$97,698.81/Year

Hedenberg, Lacy  
Assistant Professor/Counselor  
Counseling & Student Support Services Division  
Santiago Canyon College

Effective: July 28, 2016  
From: III-10 \$86,158.88/Year,  
III-5 \$66.08/Lecture Hour  
To: IV-10 \$89,084.69/Year,  
IV-5 \$69.39/Lecture Hour

**FACULTY (CONT'D)**

Change of Classification (cont'd)

Jones, Louise  
Assistant Professor, Nursing  
Science, Mathematics & Health  
Sciences Division  
Santa Ana College

Effective: August 15, 2016  
From: Class II-11 \$78,356.04/Year,  
II-5 \$62.94/Lecture Hour  
To: Class III-11 \$81,023.90/Year,  
III-5 \$66.08/Lecture Hour

Meckes, Ana  
Assistant Professor/Counselor  
Counseling Division  
Santa Ana College

Effective: July 28, 2016  
From: Class II-12 \$88,713.37/Year,  
II-4 \$59.94/Lecture Hour  
To: Class III-12 \$91,644.38/Year,  
III-4 \$62.94/Lecture Hour

Mishal, Amit  
Assistant Professor, Mathematics  
Science, Mathematics & Health  
Sciences Division  
Santa Ana College

Effective: August 15, 2016  
From: Class VI-12 \$91,548.69/Year  
To: Class VII-12 \$94,336.16/Year

Pastrana, Leo  
Assistant Professor/Counselor  
Counseling Division  
Santa Ana College

Effective: July 28, 2016  
From: Class II-9 \$80,476.80/Year  
II-5 \$62.94/Lecture Hour  
To: Class III-9 \$83,419.25/Year  
III-5 \$66.08/Lecture Hour

Serrano, Jr., Maximiliano  
Associate Professor, Automotive Technology  
Human Services & Technology Division  
Santa Ana College

Effective: August 15, 2016  
From: Class III-15 \$91,033.84/Year  
III-5 \$66.08/Lecture Hour  
To: Class IV-15 \$93,711.06/Year  
IV-5 \$69.39/Lecture Hour

Valdez, Susanne  
Professor, Human Development  
Human Services & Technology Division  
Santa Ana College

Effective: August 15, 2016  
From: Class III-15 \$91,033.84/Year  
III-5 \$66.08/Lecture Hour  
To: Class V-15 \$96,381.00/Year  
IV-5 \$69.39/Lecture Hour

Vu, Vivien  
Assistant Professor/Counselor  
Disabled Students Programs & Services  
Student Services  
Santiago Canyon College

Effective: July 28, 2016  
From: IV-11 \$91,834.71/Year  
To: V-11 \$94,767.79/Year

**FACULTY (CONT'D)**

2016/2017 FARSCCD Association Released Time

Barembaum, Morrie Professor, Astronomy Mathematics & Sciences Division Santiago Canyon College	Release Time: 5 LHE Fall 2016/ 5 LHE Spring 2017
Castellanos, Mary Professor/Counselor Counseling Division Santa Ana College	Release Time: 2 LHE Fall 2016/ 2 LHE Spring 2017
Guzman, Kristen Professor, History Humanities & Social Sciences Division Santa Ana College	Release Time: 8 LHE Fall 2016/ 8 LHE Spring 2017
Jaros, Bonita Professor/Coordinator, Institutional Effectiveness & Assessment Academic Affairs Santa Ana College	Release Time: 1 LHE Fall 2016/ 1 LHE Spring 2017
Rabii-Rakin, Narges Professor, History Arts, Humanities & Social Sciences Division Santiago Canyon College	Release Time: 6 LHE Fall 2016/ 12 LHE Spring 2017
Resnick, Barry Professor/Counselor Counseling & Student Support Services Division Santiago Canyon College	Release Time: 5 LHE Fall 2016/ 4 LHE Spring 2017
Smith, Mark Professor, Anatomy/Physiology Mathematics & Sciences Division Santiago Canyon College	Release Time: 4 LHE Fall 2016/ 4 LHE Spring 2017
Vercelli, Julia Professor/Counselor Continuing Education Division Santa Ana College	Release Time: 1 LHE Fall 2016/ 1 LHE Spring 2017 (Concurrent with Sabbatical Leave)

**FACULTY (CONT'D)**

2016/2017 FARSCCD Association Released Time (cont'd)

Wright, George  
Professor, Criminal Justice/Police Science  
Human Services & Technology Division  
Santa Ana College

Release Time: 1 LHE Fall 2016/  
1 LHE Spring 2017

Leave of Absence

Benavente, Nicole  
Master Teacher  
SAC Early Childhood Education Center  
Child Development Services  
District

Effective: October 26 – November 20, 2016  
Reason: Maternity

Benavente, Nicole  
Master Teacher  
SAC Early Childhood Education Center  
Child Development Services  
District

Effective: November 21, 2016 – March 3, 2017  
Reason: Maternity/FMLA (Concurrent)

Beyond Contract/Overload Stipend

Bradley, Kyle  
Assistant Professor, Mathematics  
Science, Mathematics &  
Health Sciences Division  
Santa Ana College

Effective: September 23, 2016  
Amount: \$250.00  
Reason: Staff Development  
(Project #2548)

Corp, Richard  
Assistant Professor, Mathematics  
Science, Mathematics &  
Health Sciences Division  
Santa Ana College

Effective: September 23, 2016  
Amount: \$250.00  
Reason: Staff Development  
(Project #2548)

Doolittle, Jr., Glenn  
Professor, International Business  
Business Division  
Santa Ana College

Effective: August 29, 2016  
Amount: \$2,700.00  
Reason: Curriculum Development  
(Project #2344)

Jones, Vanessa  
Assistant Professor, Mathematics  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: December 8, 2016  
Amount: \$500.00  
Reason: Curriculum Development  
(Project #2058)

**FACULTY (CONT'D)**

*Beyond Contract/Overload Stipend (cont'd)*

Lechuga, Janet Assistant Professor, Mathematics Science, Mathematics & Health Sciences Division Santa Ana College	Effective: September 23, 2016 Amount: \$250.00 Reason: Staff Development (Project #2548)
Lui, Rachel Assistant Professor, Mathematics Science, Mathematics & Health Sciences Division Santa Ana College	Effective: September 23, 2016 Amount: \$250.00 Reason: Staff Development (Project #2548)
Marecek, Lynn Professor, Mathematics Science, Mathematics & Health Sciences Division Santa Ana College	Effective: September 23, 2016 Amount: \$250.00 Reason: Staff Development (Project #2548)
McKowan-Bourguinon, Lisa Associate Professor, Mathematics Science, Mathematics & Health Sciences Division Santa Ana College	Effective: September 23, 2016 Amount: \$250.00 Reason: Staff Development (Project #2548)
Mishal, Amit Assistant Professor, Mathematics Science, Mathematics & Health Sciences Division Santa Ana College	Effective: September 23, 2016 Amount: \$250.00 Reason: Staff Development (Project #2548)
Nguyen, Kelly Assistant Professor, Mathematics Science, Mathematics & Health Sciences Division Santa Ana College	Effective: September 23, 2016 Amount: \$250.00 Reason: Staff Development (Project #2548)
Rogers, Neal Professor, Mathematics Science, Mathematics & Health Sciences Division Santa Ana College	Effective: September 23, 2016 Amount: \$250.00 Reason: Staff Development (Project #2548)

**FACULTY (CONT'D)**

*Beyond Contract/Overload Stipend (cont'd)*

Smith, Mark  
Professor, Anatomy/Physiology  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: November 5, 2016  
Amount: \$250.00  
Reason: Staff Development  
(Project #2501)

Tolentino, Justin  
Assistant Professor, Mathematics  
Science, Mathematics &  
Health Sciences Division  
Santa Ana College  
Effective: September 23, 2016  
Amount: \$250.00  
Reason: Staff Development  
(Project #2548)

Vargas, Martha  
Professor/Counselor/Coordinator  
University Transfer Center  
Counseling Division  
Santa Ana College  
Effective: August 22, 2016  
Amount: \$1,700.00  
Reason: Miscellaneous Student Services  
(Project #2036)

Vargas, Martha  
Professor/Counselor/Coordinator  
University Transfer Center  
Counseling Division  
Santa Ana College  
Effective: February 13, 2017  
Amount: \$1,700.00  
Reason: Miscellaneous Student Services  
(Project #2036)

Vu, Dahlia  
Professor, Mathematics  
Science, Mathematics &  
Health Sciences Division  
Santa Ana College  
Effective: September 23, 2016  
Amount: \$250.00  
Reason: Staff Development  
(Project #2548)

Zarske, John  
Professor, Mathematics  
Science, Mathematics &  
Health Sciences Division  
Santa Ana College  
Effective: September 23, 2016  
Amount: \$250.00  
Reason: Staff Development  
(Project #2548)

*Part-time Hourly New Hires/Rehires*

Bowers, Rebecca  
Instructor, ESL  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: November 14, 2016  
Hourly Lecture Rate: II-3 \$49.14

**FACULTY (CONT'D)**

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

Farley, Samuel E  
Instructor, American Sign Language (ASL)  
Arts, Humanities & Social Sciences Division  
Santa Ana College  
Effective: February 6, 2017  
Hourly Lecture Rate: I-3 \$54.37

Ho, Kristy M.  
Counselor  
Counseling Division  
Santa Ana College  
Effective: November 9, 2016  
Hourly Rate: II-3 \$48.53

Hunt, Ryan  
Instructor, History  
Humanities & Social Sciences Division  
Santa Ana College  
Effective: February 13, 2017  
Hourly Lecture Rate: II-3 \$57.09

Kirscher, Joel  
Instructor, Computer Science/CIS  
Business Division  
Santa Ana College  
Effective: February 6, 2017  
Hourly Lecture/Lab Rates: II-3 \$57.09/\$51.38

Law, Dennis S  
Instructor, Chemistry  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 13, 2017  
Hourly Lecture/Lab Rates: IV-3 \$62.94/\$56.65

Lopez, Henderson V  
Instructor, Biology  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 13, 2017  
Hourly Lecture/Lab Rates: IV-3 \$62.94/\$56.65

Lunar de Rovaina, Lilimar Del Valle  
Instructor, ESL  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: November 14, 2016  
Hourly Lecture Rate: II-3 \$49.14

Martinez, Adelina  
Instructor, ESL  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: November 14, 2016  
Hourly Lecture Rate: II-3 \$59.14

Movassat, Maliheh  
Instructor, Biology  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 6, 2017  
Hourly Lecture/Lab Rates: IV-3 \$62.94/\$56.65

**FACULTY (CONT'D)**

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

Pastrana, Diana M  
Instructor, Art  
Fine & Performing Arts Division  
Santa Ana College  
Effective: February 9, 2017  
Hourly Lecture/Lab Rates: I-3 \$54.37/\$48.93

Smith, Marlo Lindsey  
Instructor, ESL  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: November 14, 2016  
Hourly Lecture Rate: II-3 \$49.14

Vargas, Mario  
Instructor, Chemistry  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 6, 2017  
Hourly Lecture/Lab Rates: IV-3 \$62.94/\$56.65

Wilson Gonzalez, Jennifer L.  
Instructor, History  
Humanities & Social Sciences Division  
Santa Ana College  
Effective: November 21, 2016  
Hourly Lecture Rate: II-3 \$57.09

Non-paid Instructors of Record

Sepanlou, Kamran S  
Instructor, Apprenticeship/Carpentry (equivalency)  
Business & Career Technical Education Division  
Santiago Canyon College  
Effective: December 1, 2016

Surrell, Gregg S.  
Instructor, CJA/Explorer Academy  
Human Services & Technology Division  
Santa Ana College  
Effective: December 12, 2016

Non-paid Intern Service

Simpson, Paige  
Athletic Trainer Intern  
Kinesiology/Athletics  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: January 3 – June 1, 2017  
College Affiliation: Chapman University  
Discipline: Athletic Training

Spencer, Jacqlyn  
Athletic Trainer Intern  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: January 3 – June 1, 2017  
College Affiliation: Chapman University  
Discipline: Athletic Training

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and **Maria Dela Cruz** (“Administrator”), on the other hand, hereby enter into this Educational Administrator Employment Agreement (“Agreement”) pursuant to sub-section “a” of Section 72411 of the *Education Code*. District and Administrator are referred to herein individually as “Party” and collectively as “Parties.”
2. **Position.** District hereby employs Administrator in the position of **Associate Dean, Counseling Division, Santa Ana College** (“Position”). Administrator is an “academic employee” as defined in sub-section “a” of Section 87001 of the *Education Code*, is an “educational administrator” as defined in sub-section “b” of Section 87002 of the *Education Code*, and is a “management employee” as defined in sub-section “g” of Section 3540.1 of the *Government Code*.
3. **Term.** District agrees to employ Administrator, and Administrator agrees to serve in the Position, for the period commencing **October 17, 2016** and ending **June 30, 2018**. If, prior to June 30 of any other year other than the last year of this Agreement the District does not send or deliver a written notice to Administrator that this Agreement shall not be extended for an additional year, then this Agreement automatically shall be extended for one more year. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement. If notice of non-reemployment is not given by the District at least six (6) months in advance of the date of termination of this Agreement, then the Agreement shall be extended for one (1) additional year pursuant to Education Code Section 72411(c).
4. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are incorporated into this Agreement.
5. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job description for the Position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or any supervising administrators. Administrator is expected to devote full efforts and energies to the Position. At any time during the term of this Agreement, the Board of Trustees may adopt or amend the job description for the Position. Administrator may undertake outside professional activities, including consulting, speaking, and writing, either with or without compensation, provided that such activities do not impair the effectiveness of Administrator or interfere with Administrator’s duties. In those cases in which Administrator engages in outside professional activities which generate compensation for services provided, Administrator shall utilize vacation days.

6. **Transfer, Reassignment, or Title Change.** The Chancellor, with the approval of the Board of Trustees, may transfer or reassign Administrator to any position within the District for which Administrator is qualified, and may change the title of the Position, during the term of this Agreement, but there shall be no loss of compensation by Administrator due to such discretionary transfer, reassignment, or title change.

7. **Salary.** District shall pay an annual salary to Administrator in the amount of **\$108,252.71** per academic year (July 1 through June 30), pro-rated if less than a full academic year, paid on a monthly basis. District reserves the right to increase the salary of Administrator during the term of this Agreement, but any such increase shall not be construed as an indication that this Agreement will be renewed or extended. Administrator agrees that District also reserves the right to decrease the salary of Administrator during the term of this Agreement as long as such decrease, on a percentage basis, is no more than what is implemented on a general basis for regular, full-time faculty of the District. Administrator is an exempt employee and is not eligible for overtime pay or compensatory time off.

8. **Work Year.** Administrator is a full-time employee of the District with a work year of 12 months per year. Administrator is entitled to be absent during District-designated holidays.

9. **Health and Welfare Benefits.** District shall provide Administrator with the same health and welfare benefits as currently approved or as subsequently modified by the Board of Trustees for all District administrators.

10. **Vacation.** Administrator shall accrue two and one-quarter vacation days for each month of service. Administrator may not accumulate more than 54 days of unused vacation as of July 1 of any academic year.

11. **Leaves.** Administrator shall be entitled to leaves of absence as provided by law or Board Policy, as may be amended from time-to-time.

12. **Teaching Assignments.** Subject to Board approval, and presuming that Administrator meets minimum qualifications, Administrator may serve as an instructor in no more than one class per semester for additional compensation, provided that such teaching does not impair Administrator's service in the Position.

13. **Professional Meetings and Activities.** Prior approval by the Chancellor shall be obtained for Administrator to attend any meeting or activity related to Administrator's employment in the Position. The reasonable and necessary expenses of attendance by Administrator at such a meeting or activity shall be paid by District only if approved by the Chancellor and the Board of Trustees.

14. **Evaluation.** Administrator shall be evaluated in writing at any time by Administrator's immediate supervisor, pursuant to Board Policy and procedures, utilizing established goals and objectives, self-assessments, the job description for the Position, and input from other employees.

15. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California

in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Section 87458 of the *Education Code*. Administrator has the responsibility to present the necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

16. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 20 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement.

17. **Dismissal or Imposition of Penalties During the Term of this Agreement.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be dishonesty, insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, persistent or serious violation of law or of Board Policy or procedures, or any material and substantial breach of this Agreement. Administrator shall be entitled to due process protections as required by law.

18. **Dismissal or Imposition of Penalties During the Term of this Agreement If Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

19. **Resignation.** Administrator may resign from District employment at any time during the term of this Agreement upon 90 days prior written notice to the Board of Trustees, or upon a shorter period of time as may be approved by the Board of Trustees.

20. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 17 or 18 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18. Any cash settlement shall not include any other non-cash items except health benefits which may be continued for the same duration of time as covered in the settlement or until Administrator finds other employment, whichever comes first. If the unexpired term is greater than 18 months, then the maximum time for continued health benefits paid for by District shall be 18 months.

21. **Medical Examination.** Upon request of the Board of Trustees or the Chancellor, Administrator agrees to undergo a comprehensive physical and/or psychiatric examination to determine if Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position. The costs of any such examination shall be paid for by District. A confidential written report regarding any such examination shall be filed with the

Board of Trustees or the Chancellor indicating whether Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position.

22. **Severability.** If any provision of this Agreement is ruled to be contrary to law, all other provisions of this Agreement shall continue to remain in full force and effect.

23. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

24. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

25. **Mandatory Mediation and Arbitration.** Except as otherwise prohibited by law, the Parties agree that any dispute, claim, or controversy arising out of the Parties' employment relationship, including, but not limited to, alleged violations of federal, state, or local statutes, including those prohibiting harassment and discrimination, and any other claims, including alleged violations of any provisions of the *Education Code*, which cannot be resolved through informal and confidential discussions, shall be submitted to mediation, and if mediation if unsuccessful, to binding arbitration before a neutral Arbitrator. The mediator and any necessary Arbitrator shall be selected through Judicial Arbitration & Mediation Services/Endispute (JAMS). Attachment "A" to this Agreement sets forth the procedures to be utilized and is hereby incorporated by reference into this Agreement as if fully set forth within. The Parties agree that they have carefully read Attachment "A," knowingly agree to all of its contents, and knowingly agree to the covenant to mediate and arbitrate all employment disputes contained in Attachment "A".

26. **Ratification.** The Parties agree that this Agreement is not binding or enforceable unless and until it is duly ratified by the Board of Trustees.

The Parties have duly executed this Agreement on the dates indicated below.

\_\_\_\_\_  
For District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

## ATTACHMENT "A"

### ALTERNATIVE DISPUTE RESOLUTION PROCEDURE

**Covenant to Mediate And Arbitrate All Employment Disputes.** We, the undersigned, do hereby agree and covenant to submit all manner of causes of action, controversies, differences, claims or demands of any kind relating to or growing out of this contract of employment to a two-step dispute resolution process administered by Judicial Arbitration & Mediation Services/Endispute (hereinafter "J.A.M.S."). This two-step process shall begin with mediation before a retired judge or justice from the J.A.M.S. panel followed, if necessary, by binding arbitration before the same or another retired judge or justice from the J.A.M.S. panel to be agreed upon. The Employee and the District hereby agree that any dispute, claim or controversy arising out of the employment relationship, including, but not limited to, alleged violations of the individual Employment Agreement, alleged violation(s) of federal, state and/or local statutes, including those prohibiting harassment and discrimination, (Title VII of the Civil Rights Act of 1964 as amended; The Age Discrimination In Employment Act; The Americans With Disabilities Act; The Equal Pay Act, The Civil Rights Acts of 1866, 1871 and 1991; Title IX in 20 U.S.C. section 1681; The Rehabilitation Act of 1983; The Fair Employment and Housing Act, etc.) and any other claims, including alleged violations of any federal and/or state constitutional provisions and of any provisions in the Education Code, which cannot be resolved through informal and confidential discussions, SHALL BE SUBMITTED TO MEDIATION, AND IF MEDIATION IS UNSUCCESSFUL, TO BINDING ARBITRATION BEFORE A NEUTRAL ARBITRATOR. The parties to this agreement fully and completely understand that the effect of this agreement will result in the waiver of any right to trial by jury that may otherwise have been available to the parties absent this agreement and also waiver of any right to appeal. With this understanding, the parties freely, knowingly and voluntarily enter into this agreement with knowledge of it consequences including the waiver of trial by jury and the waiver of any right to appeal.

#### Step 1 Mediation.

**Initiating Mediation.** Any party to this agreement may demand mediation by serving a written demand in person or by registered, certified or federal express mail and also serving a copy of the demand and of the dispute resolution agreement on the Chief Operating Officer, Operations Manager or Contract Dispute Resolution Administrator at the nearest or most convenient office of J.A.M.S, within thirty (30) calendar days of an act or omission causing a dispute between the parties. The written demand shall set forth the names, addresses, telephone number and fax numbers of all parties to the contract of employment and brief synopsis of the claim, controversy, difference, or disputed matters and a proposed solution to the problem.

**Selection of Mediator.** Within ten (10) days of service of the demand upon J.A.M.S., the Administrator will contact all interested parties to select a mutually agreeable mediator. If the parties have no particular mediator in mind, or cannot agree on a mediator, the Administrator will submit a list of mediators, and their resumes numbering one more than there are parties.

Each party may then strike one name and the Administrator will designate the mediator from the list of remaining names.

**Enforcement of Agreement.** Failure of any party to participate in this mediation process or to designate or strike a name for mediator will not operate to delay or prevent this mediation process. The parties hereby agree that the mediation provisions of this agreement may be enforced by the same manner as an arbitration agreement. The mediation provisions may be enforced by petition to any court or general jurisdiction for the appointment of a mediator in the same manner as a petition for the appointment of an arbitrator. Further the parties agree the court may award attorney's fees and costs to the prevailing party in any proceeding to enforce this mediation agreement.

**Hearings -- Scheduling/Parties Present.** After the mediator has been selected, the parties shall promptly agree upon a date and time for the initial conference with the mediator, but no later than thirty (30) days after the date the mediator was selected. The parties understand and agree that, besides counsel retained at each party's own expense, a representative from each side with full settlement authority will be present at all mediation conferences unless excused by the mediator. In addition, each party may bring such additional persons as needed to respond to questions, contribute information and participate in the negotiations. The number of additional persons may be agreed upon in advance with the assistance and advice of the mediator.

**Discovery.** In the event any party has substantial need for information in the possession of another party to prepare for the mediation conference(s), the parties shall attempt in good faith to agree upon procedures for the expeditious exchange of information with the help if the mediator, if required. The parties will have no right to formal discovery at this time.

**Position Papers.** No later than one week before the first scheduled mediation session, each party shall deliver a concise written summary of its position together with any appropriate documents, views and a proposed solution to the matters in controversy to the mediator and also serve a copy on all other parties.

**Participation by Mediator.** Once familiar with the case, the mediator will, if requested by the parties, give an opinion of the probable outcome of the case and the range of value, both in terms of settlement and arbitration hearing, if the matter were to be litigated before an arbitrator. The mediator will, without an instruction from the parties to the contrary, give recommendations on terms of possible settlement conditions to be imposed upon the parties (if appropriate). The mediator's opinion shall be based on the material and information then available to all parties, excluding any information given to the mediator in confidence during a separate caucus. The opinions and recommendations of the mediator are not binding on the parties.

**Fees and Costs.** The fees and costs of the mediation shall conform to the then current fee schedule at J.A.M.S. and, in the absence of an agreement to the contrary, will be borne by the District.

**Confidentiality of Proceedings.** The mediation process is to be considered settlement negotiation for the purpose of all state and federal rules protecting disclosures made during such conferences from later discovery or use in evidence. The parties hereto agree that the provisions of California Evidence Code § 1119 shall apply to any mediation conducted hereunder. Subdivisions (a), (b), and (c) of California Evidence Code § 1119 provide as follows:

Except as otherwise provided in this chapter:

(a) No evidence of anything said or any admissions made for the purpose of, in the course of, or pursuant to, a mediation or a mediation consultation is admissible or subject to discovery, and disclosure of the evidence shall not be compelled, in any arbitration, administrative adjudication, civil action, or other noncriminal proceeding in which, pursuant to law, testimony can be compelled to be given.

(b) No writing, as defined in Section 250, that is prepared for the purpose of, in the course of, or pursuant to, a mediation or a mediation consultation, is admissible, or subject to discovery, and disclosure of the writing shall not be compelled, in any arbitration, administrative adjudication, civil action, or other noncriminal proceeding in which, pursuant to law, testimony can be compelled to be given.

(c) All communications, negotiations, or settlement discussions by and between participants in the course of a mediation or a mediation consultation shall remain confidential.

The entire procedure is confidential, and no stenographic or other record shall be made except to memorialize a settlement record. All conduct, statements, promises, offers, views and opinions, oral or written, made during the mediation by any party or a party's agent, employee, or attorney are confidential. No fact used or referenced in the mediation or settlement process will be inadmissible or non-discoverable simply because it was used or referenced in the mediation process.

**Termination of Mediation Process.** The mediation process shall continue until the matter is resolved or the mediator makes a good faith finding that all settlement possibilities have been exhausted and there is no possibility of resolution, short of referring the matter to the adjudication phase of this dispute resolution process. Notwithstanding the foregoing, the employee or the District may terminate the mediation process after the mediator has incurred fourteen (14) hours of time on the process.

## **Step 2. Arbitration**

Should any disputes remain existent between the parties after completion of the mediation resolution process set forth above, then the parties shall, within thirty (30) calendar days after termination of the mediation process, submit such disputes to binding arbitration administered by J.A.M.S.

**Initiating Arbitration.** Arbitration shall be initiated in the following manner:

a. Unless barred by the statute of limitations, any party bound by this arbitration agreement may initiate an arbitration at any time after mediation procedures as hereinabove described have been exhausted by serving, as in a civil action, all parties with notice of the nature of the claim and a demand for arbitration. A claim shall be waived and forever barred if on the date the demand for arbitration is received, the claim, if asserted in a civil action, would be barred by the applicable state (federal) statute of limitations, and

b. The claimant shall file a copy of the Demand for Arbitration and Notice of Claim at any regional office of J.A.M.S., together with the appropriate filing fee as provided in the existing fee schedule.

c. If the responding party desires to file a response and/or counterclaim, they must do so within thirty (30) days of service of the demand. Failure to file a counterclaim or response will not operate to delay the arbitration proceedings.

d. After the filing of the claim, response and counterclaim, no further claims or counterclaims may be made except on motion to the arbitrator.

**Appointment and Powers of Arbitrator.** The case shall be submitted to a single arbitrator chosen by the parties from a list of retired judges and justices at J.A.M.S. Should the parties be unable to agree on a choice of arbitrator within thirty (30) days from the demand for arbitration, then either party may request the Contract Arbitration Administrator at said service to furnish a list of three names and each side may strike one name, thereby nominating the remaining person as replacement arbitrator. If more than one name remains, the Contract Arbitration Administrator of J.A.M.S. will choose an arbitrator from the list of remaining names.

If the designated arbitrator shall die, become incapable of, unwilling to, or unable to serve or proceed with the arbitration, the party or parties appointing said arbitrator shall have the power to appoint another in his or her stead under the procedures prescribed herein, and such substituted arbitrator shall have all such powers as if he or she had been originally appointed herein.

The arbitrator shall have full power to make such regulations and to give such orders and directions in all respects, as he or she shall deem expedient, as well as in respect to the matters and differences referred to them and also with respect to the mode and times of executing and performing any of the acts, deeds, matters, and things which may be awarded or directed to be done.

Should either party refuse or neglect to appoint said arbitrator or to furnish the arbitrator with any papers or information demanded, the arbitrator is empowered by both parties to proceed ex parte.

The arbitrator shall have the authority and power to request the production of any books or records in the possession or control of either of the parties and to order that either party shall in the meantime have access to and be permitted to inspect and take copies of all or any of the same relating to the matters in difference. This authority and power is subject to, and no greater than, the provisions for document discovery in the California Civil Procedure Code, is subject to appropriate objections by either party, and in no way extends to privileged or protected materials.

The arbitrator shall have the authority and power to proceed ex parte in the event that either party shall fail, after reasonable notice, to attend hearings before him or her.

The arbitrator may grant any remedy or relief that the arbitrator deems just and equitable and within the scope of the agreement of the parties, including, but not limited to, specific performance of a contract. An arbitrator may include an injunction or orders for specific performance of part or all of an award.

**Costs and Fees.** Each party shall be responsible for its own costs and expense of the arbitration, and the costs and fees of J.A.M.S. shall be borne by the District.

**Pre-Hearing.** Once the arbitrator is chosen, the Contract Arbitration Administrator at J.A.M.S. may be authorized and directed upon application of any party to schedule a pre-hearing conference with the arbitrator for the purpose of narrowing the issues, establishing a discovery schedule, arranging an acceptable procedure for any law and motion proceedings and in all respects arranging for the most expeditious hearing possible of the matters in dispute.

**Discovery.** Discovery shall be at the discretion of the arbitrator and allowed only upon a showing of good cause, utilizing the following guidelines:

(a) The arbitrator shall have discretion to order pre-hearing exchange of information, including but not limited to, the production of requested documents and exchanges of summaries of testimony of proposed witnesses.

(b) The deposition of the claimant(s) and respondent(s) shall be allowed as a matter of right. One set of form interrogatories approved by the Judicial Council shall be allowed. There shall be an early and prompt designation and exchange of the names and addresses of expert witnesses who may be called upon to testify at the arbitration hearing. The experts' depositions and all other discovery including additional depositions shall be allowed only upon a showing of good cause. It shall in no event exceed the discovery permitted by the California Code of Civil Procedure.

**Evidence.** Judicial Rules relating to the Order of Proof, the conduct of the hearing and the presentation and admissibility of evidence will not be applicable in this proceeding. Any relevant evidence, including hearsay, shall be admitted by the arbitrator if it is the sort of evidence upon which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the admissibility of such evidence in a court of law.

**Time Limits.** The award shall be made in writing by the arbitrator on or before the thirtieth day following the conclusion of the arbitration.

**Reasoned Opinion.** In rendering the award, the arbitrator must set forth the findings of fact and the conclusion(s) based thereon.

**Applicable Law.** The arbitration shall follow the substantive law of California and any relevant federal law. This shall include the provisions of statutory law dealing with arbitration, as it may exist at the time of the demand for arbitration, insofar as said provisions are not in conflict with this agreement and specifically excepting therefrom sections of the statutory law dealing with discovery and sections requiring notice of hearing date by registered or certified mail.

**Notice.** Each party shall be deemed to have consented that any papers, notices or process necessary or proper for the initiation or continuation of an arbitration under these rules; for any court action in connection therewith; or for the entry of judgment on any award made under these rules, may be served on a party by mail, addressed to the party or representative at the last known address, or by personal service, provided that reasonable opportunity to be heard with regard thereto has been granted to the party. The arbitrator and/or the parties may consent to the use of FAX transmission, e-mail, or other written forms or electronic communication to give the notices required by these rules.

**Finality of Award.** The award of the arbitrator shall be final and binding upon the parties without appeal or review except as permitted by the arbitration laws of California. Application may be had by any party to any court of general jurisdiction for entry and enforcement of judgment based on said award.

I have carefully read the contents of this Alternative Dispute Resolution Procedure and knowingly agree to be bound by its contents.

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FOR THE DISTRICT

\_\_\_\_\_  
DATE

**DIRECTOR, INFORMATION COMMUNICATIONS  
TECHNOLOGY/DIGITAL MEDIA INITIATIVE**

**CLASS SUMMARY**

Under administrative supervision, responsible for implementing Information Communications Technology/Digital Media workforce and economic development operations as the Deputy Sector Navigator-ICT/Digital Media in accordance with the goals and objectives of the California Community College Chancellor's Office, Workforce and Economic Development Division's Doing What Matters Initiative.

**REPRESENTATIVE DUTIES**

Works collaboratively with Statewide Sector Navigator and Deputy Sector Navigators in other regions, and with the Regional Consortium chairs to align the needs of sector employers with the programs and curricula offered by the colleges in the regional consortium. Works with individual colleges in the region to develop faculty collaboratives, connect colleges' ICT and digital media programs to employers, and promote and strengthen curriculum and program alignment. Works with employers, industry and ICT and digital media organizations and Workforce Investment Boards to determine workforce gaps. Promotes integration of workforce training and employment. Strengthens programs within the ICT and digital media sectors at regional colleges and high schools, through such activities, including but not limited to, career exploration, career pathways, and dual enrollment. Provides incumbent worker training and promotes opportunities for contract education. Promotes faculty professional growth and curriculum development to keep programs aligned with industry need. Identifies and prioritizes gaps in the workforce, and develops strategies to address them. Works with representatives of business, labor and professional trade associations to develop and implement courses and programs to train incumbent workers in the regional industry sector. Supervises the budget, auditing timelines, and evaluations. Serves on appropriate business and educational committees at the local and state level. Conducts classes and/or workshops as appropriate. Prepares reports to funding sources and college administration, and participates in the preparation of grant applications. Establishes and maintains administration planning/organizational procedures in accordance with state codes and related laws. Prepares a variety of reports, agendas, proposals and agreements as required. Assists in establishing continuing funding sources. Maintains appropriate computerized records that document services provided. Collects and reports data on all required accountability measures working with common metrics and accountability measures, and working with the statewide LaunchBoard initiative. Performs other duties as required to implement the project work plan and to meet grant requirements and conditions.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated administrator and supervises the program's staff.

**DIRECTOR, INFORMATION COMMUNICATIONS  
TECHNOLOGY/DIGITAL MEDIA INITIATIVE (cont.)**

**DESIRABLE QUALIFICATION GUIDE**

**Training and Experience**

Bachelor Degree from an accredited institution in an information communications technology, digital media area or a related area, and a minimum of five years of experience in management, administration or programs in information communication technology, digital media or workforce development.

**Knowledge and Abilities**

Knowledge of: the information communications technology and digital media sectors and of workforce and economic activities in the community, and the ability to participate in those activities.

Ability to: market the program, participate in organizations which promote ICT and digital media industries, engage employers and connect them to the colleges, and follow the guidelines of the grant.

**DIRECTOR, LOS ANGELES/ORANGE COUNTY REGIONAL CONSORTIA  
(LAOCRC) ORANGE COUNTY DIRECTOR**

**CLASS SUMMARY**

Reports to the Designated administrator for the direction of the regional Los Angeles/Orange County Regional Consortia in accordance with the collaborative leadership of the Los Angeles and Orange County community college district and the California Community Colleges Chancellor's Office workforce and economic development initiatives.

**REPRESENTATIVE DUTIES**

Serves as an active member of state-wide, regional or local committees representing the LAOCRC as appropriate;

- Manages the regional consortium in conjunction with other co-chairs, including organizing consortium-wide meetings, developing and managing budgets, meeting reporting requirements, representing the consortium at statewide meetings and other operating duties of the Los Angeles/Orange County Regional Consortium.
- Provides leadership and long range economic and workforce planning in consultation with career technical education deans, faculty and workforce constituents.
- Serves the 9 Orange County college CTE and workforce/economic units to provide guidance and direction on program and grant planning, data utilization, workforce needs, and curriculum development in alignment with local and regional goals.
- 
- Manages the Consortium in collaboration with the Los Angeles County Director, including organizing Consortium wide meetings, developing and managing budgets, meeting reporting requirements, representing the Consortium at statewide meetings and other operating duties of LAOCRC.
- Facilitates implementation of California Community Colleges Chancellor's Office career technical education, workforce and economic development initiatives.
- Works with career technical education, workforce and economic development initiative directors and various workforce/economic development agencies (such as the Workforce Investment Boards and chambers) in the region to identify and develop strategies to determine work-based needs for student readiness.

**DIRECTOR, LOS ANGELES/ORANGE COUNTY REGIONAL CONSORTIA  
(LAOCRC) ORANGE COUNTY DIRECTOR (continued)**

- Works with DSNs and various workforce/economic development agencies (WIOA, LAEDC, WDBs, chambers) in Orange County to identify and develop strategies to determine work-based needs for student readiness. Serves as regional liaison to external business and appropriate community organizations.
- Serves as the regional liaison to external businesses and appropriate community organizations.
- Convenes and coordinates meetings and collaborations to align consortium strategic goals with campus resources, professional development, and regional initiatives.
- Provides leadership in budget management and the assessment of effectiveness measures in career technical education and workforce development.
- Plans, schedules and communicates regularly to colleges, workforce groups, and other stakeholders on county specific activities/initiatives and employer needs.
- Applies preparatory governance principles and interpersonal relationship building in a fair and consistent manner with deans, faculty, staff and student students, where applicable.
- Serves on regional committees and councils; works with deans and directors of career technical education programs to facilitate implementation of state workforce and economic development initiatives, coordinates collaboration and convenes meetings to support regional alignment and strategic planning;
- Oversees and facilitates regional program (curriculum) approval.
- Coordinates and incorporates regional initiatives focused on specific industry sectors, and facilitates and supports regional workforce and economic development initiatives.
- Facilitates connections between the colleges and industry sector initiative directors.
- Supports and coordinates marketing efforts that promote the colleges career technical education programs.
- Manages the regional consortia budget, monitors implementation of the work plan, and completes and submits reports as required by the grant.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated administrator and manages assigned components of the Los Angeles/Orange County Regional Consortia grant in Orange County and supervises the program staff.

**DIRECTOR, LOS ANGELES/ORANGE COUNTY REGIONAL CONSORTIA  
(LAOCRC) ORANGE COUNTY DIRECTOR (continued)**

**REQUIRED SKILLS AND QUALIFICATIONS**

**Minimum Qualifications:** A Master's degree in business administration, marketing, or related field and a minimum of five years experience in career & technical education, economic & workforce development, and regional project development.

Desirable Qualifications

- Experience as a CTE Dean
- Teaching experience in community college
- Earned doctorate
- Experience delivering results in outcome based initiatives
- Excellent communication skills, both written and oral, and experience with leading discussions and making presentations using appropriate technology resources
- Experience facilitating large groups
- Grant management experience

**Required Skills:** Thorough knowledge of: federal and state regulations governing workforce education; statistical and financial procedures; administration, supervision and training principles for staff. Communicate actual and proposed changes in regulations; understand and apply changing policies procedures, and guideline; write and speak effectively; make program and procedural analyses; maintain records and documentation subject to external audit.

Board Approval Date: 12/12/16

**DIRECTOR, RETAIL, HOSPITALITY AND TOURISM  
INITIATIVE**

**CLASS SUMMARY**

Under administrative supervision, responsible for implementing Retail/Hospitality/Tourism workforce and economic development operations as the Deputy Sector Navigator-Retail/Hospitality/Tourism in accordance with the goals and objectives of the California Community College Chancellor's Office, Workforce and Economic Development Division's Doing What Matters Initiative.

**REPRESENTATIVE DUTIES**

Works collaboratively with Statewide Sector Navigator and Deputy Sector Navigators in other regions, and with the Regional Consortium chairs to align the needs of sector employers with the programs and curricula offered by the colleges in the regional consortium. Works with individual colleges in the region to develop faculty collaboratives, connect colleges' ICT and digital media programs to employers, and promote and strengthen curriculum and program alignment. Works with employers, industry and retail, hospitality and tourism organizations and Workforce Investment Boards to determine workforce gaps. Promotes integration of workforce training and employment, and promotes development of on-the-job training opportunities for students in retail, hospitality and tourism programs at the colleges. Strengthens programs within the retail, hospitality and tourism sectors at regional colleges and high schools, through such activities, including but not limited to, career exploration, career pathways, and dual enrollment. Provides incumbent worker training and promotes opportunities for contract education. Promotes faculty professional growth and curriculum development to keep programs aligned with industry need. Identifies and prioritizes gaps in the workforce, and develops strategies to address them. Works with representatives of business, labor and professional trade associations to develop and implement courses and programs to train incumbent workers in the regional industry sector. Supervises the budget, auditing timelines, and evaluations. Serves on appropriate business and educational committees at the local and state level. Conducts classes and/or workshops as appropriate. Prepares reports to funding sources and college administration, and participates in the preparation of grant applications. Establishes and maintains administration planning/organizational procedures in accordance with state codes and related laws. Prepares a variety of reports, agendas, proposals and agreements as required. Assists in establishing continuing funding sources. Maintains appropriate computerized records that document services provided. Collects and reports data on all required accountability measures working with common metrics and accountability measures, and working with the statewide LaunchBoard initiative. Performs other duties as required to implement the project work plan and to meet grant requirements and conditions.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated administrator and supervises the program's staff.

**DIRECTOR, RETAIL, HOSPITALITY AND TOURISM  
INITIATIVE (cont.)**

**DESIRABLE OUALIFICATION GUIDE**

**Training and Experience**

Bachelor Degree from an accredited institution in business, marketing, hospitality or a related area, and a minimum of five years of experience in management, administration or programs in information communication technology, digital media or workforce development.

**Knowledge and Abilities**

Knowledge of: retail, hospitality and tourism industry sectors and of workforce and economic activities in the community, and the ability to participate in those activities.

Ability to: market the program, participate in organizations which promote the retail, hospitality and tourism industries, engage employers and connect them to the colleges, and follow the guidelines of the grant.

## RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

## HUMAN RESOURCES DOCKET

## CLASSIFIED

DECEMBER 12, 2016

**CLASSIFIED**New Appointment

Alluis, Elizabeth  
Administrative Secretary (CL16-0841)  
Science & Math /SCC

Effective: November 23, 2016  
Grade 12, Step 1 \$46,539.62

Lam, Natalie  
Financial Aid Analyst (CL16-0817)  
Financial Aid/ SAC

Effective: November 14, 2016  
Grade 11, Step 3 \$48,743.64

Nguyen, Brian  
Financial Aid Analyst (CL16-0837)  
Financial Aid/ SAC

Effective: November 7, 2016  
Grade 11, Step 1 \$44,220.92

Professional Growth Increments

Gonzalez, Araceli  
General Office Clerk/ School of  
Continuing Education/ SAC

Effective: January 1, 2017  
Grade 3, Step 6 + 2.5%L + 3PG (1500)  
\$44,084.14

Pun, Nancy  
Administrative Secretary/ Student Services/  
SAC

Effective: January 1, 2017  
Grade 12, Step 2 + 1PG (500)  
\$49,409.27

Rocha, Margarita  
Financial Aid Tech./ SAC

Effective: January 1, 2017  
Grade 8, Step 6 + 1PG (500) \$50,186.41

Out of Class Assignment

Lopez, Sonia  
Financial Aid Tech/ Financial Aid/ SAC

Effective: 05/02/16 – 12/30/16  
Grade 8, Step 5 \$47,316.77

Verduzco, Maria  
Administrative Secretary/ School of  
Continuing Education/ SAC

Effective: 01/09/17 – 05/27/17  
Grade 12, Step 5 + 7.5%L \$60,904.39

*Out of Class Assignment cont'd*

Zul, Arminda Lead Custodian/ OEC/ SCC	Effective: 09/13/16 – 12/14/16 Grade 8, Step 4 + 2.5%L \$46,188.31
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*Return to Regular Assignment*

Krzeminski, Ian Senior Clerk/ DSPS/ SAC	Effective: November 7, 2016 Grade 8, Step 5 \$47,316.77
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*Change in Salary Placement*

Martinez, Loretta Sr. Clerk/Communications Ctr. Dispatcher/SCC	Effective: October 3, 2016 Grade 8, Step 1 + 5% SW \$40,813.57 <i>Add Swing differential</i>
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*Change in Position*

Cardenas, Raul From: Tech Specialist I To: Tech Specialist II (CL16-0843) ITS/ SAC	Effective: November 7, 2016 Grade 15, Step 4 \$63,101.76
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Goss, Gloria From: Administrative Clerk To: Administrative Secretary (CL16-0790) OEC/ SCC	Effective: October 27, 2016 Grade 12, Step 6 + 2.5%L \$60,944.54
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Sartin Vincent, Diana From: Administrative Secretary/ SCC To: Administrative Secretary (CL16-0761) OEC/ SCC	Effective: November 28, 2016 Grade 12, Step 6 + 5%L \$62,431.00
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*Ratification of Resignation/Retirement*

Cervantes, Guadalupe Admissions & Records Spec. I/ Admissions/ SCC	Effective: November 28, 2016 Reason; Resignation
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*Ratification of Resignation/Retirement cont'd*

Garrahy, Barbara Administrative Secretary/ Arts, Humanities & Soc. Sci./ SCC	Effective: December 30, 2016 Reason: Retirement <i>Correction</i>
Gayotin, Neoray Warehouse Storekeeper/ Purchasing/ District	Effective: November 18, 2016 Reason: Resignation
Nguyen, Catherine Audit Specialist/ Fiscal Services/ District	Effective: January 3, 2017 Reason: Resignation
Rocha, Margarita Financial Aid Tech./ Financial Aid/ SAC	Effective: November 25, 2016 Reason: Resignation
Sardan, Angela Student Services Coordinator/ Counseling/ SAC	Effective: November 14, 2016 Reason: Resignation
Serrano Arriola, Raul Custodian/ Admin. Services/ SCC	Effective: June 13, 2016 Reason: Resignation
Vanloon Kupfrian, Annie Instructional Coordinator/Analyst Academic Affairs/ SCC	Effective: December 30, 2016 Reason: Retirement

**CLASSIFIED HOURLY**

*New Appointments*

Hernandez, Zeke Trustee	Effective: December 9, 2016
Kay, Highlong-Life Student Services Specialist (CL16-0852) Student Affairs/ SAC	Effective: November 28, 2016 19 Hours/Week 12 Months/Year Grade 10, Step A \$20.28/Hour
Nguyen, John Student Services Specialist (CL16-0877) Student Affairs/ SAC	Effective: November 29, 2016 19 Hours/Week 12 Months/Year Grade 10, Step A \$20.28/Hour

*Out of Class Assignment*

Nguyen, Trinity Science Lab Coordinator/ Science & Math /SCC	Effective: 01/03/17 – 06/30/17 Up to 19 Hours/Week School Session Grade 13, Step 1 \$23.46/hour
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*Professional Growth Increment*

Gamboa, Dillon Senior Clerk/ OEC	Effective: January 1, 2017 Grade 8, Step A + 2PG (500) \$18.61/Hour + \$41.67/Mo. PG
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*Ratification of Resignation/Retirement*

Campbell, Loretta Counseling Assistant/ EOPS/ SAC	Effective: November 30, 2016 Reason: Retirement
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**TEMPORARY ASSIGNMENT**

Arredondo, Mayra Student Services Coord./ Human Services & Tech./ SAC	Effective: 01/03/17 – 06/30/17
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Degraw, Jmaes Instructional Assistant/ Science & Math /SCC	Effective: 01/09/17 – 06/09/17
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Diaz, Mario Instructional Assistant/ Science & Math /SCC	Effective: 12/13/16 – 06/30/17
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Gomez, Adriana General Office Clerk/ Business Div./ SAC	Effective: 01/16/17 – 05/26/17
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Leal, Daisy Administrative Clerk/ Business Div./ SAC	Effective: 01/16/17 – 06/23/17
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Leyva, April Student Services Specialist/ School of Continuing Education/ SAC	Effective: 12/13/16 – 06/30/17
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**TEMPORARY ASSIGNMENT cont'd**

Manzano, Margaret  
Job Developer/ Business & Career Tech./  
SCC

Effective: 12/13/16 – 06/30/17

McGowan, Ryan  
Custodian/ Facilities Planning/ District

Effective: 12/13/16 – 06/30/17

Quinonez, Dahlia  
Student Services Specialist/ School of  
Continuing Education/ SAC

Effective: 12/13/16 – 06/30/17

Ramirez Ulloa, Janeth  
Student Program Specialist/ Human  
Services & Tech./ SAC

Effective: 12/13/16 – 06/30/17

Ramirez, Abigail  
Instructional Assistant/ Counseling/ SAC

Effective: 06/10/17 – 06/30/17

Rudela, Katarina  
Instructional Assistant/ Science & Math  
/SCC

Effective: 02/13/17 – 06/09/17

Veliz, Angie  
Counseling Assistant/ Counseling/ SCC

Effective: 12/13/16 – 06/30/17

Zambrano Reynoso, Ivan  
Financial Aid Tech./ Financial Aid/ SCC

Effective: 01/03/17 – 06/23/17

*Additional Hours for Ongoing Assignment*

Champion, Michael  
Instructional Assistant/ Science & Math  
/SCC

Effective: 02/06/17 – 06/09/17  
Not to exceed 19 consecutive days in any  
given period.

Garrison, Hortensia  
Instructional Assistant/ School of  
Continuing Education/ SAC

Effective: 11/07/16 – 06/30/17  
Not to exceed 19 consecutive days in any  
given period.

Heiland, Daneille  
Lifeguard/ Kinesiology/ SCC

Effective: 02/13/17 – 06/08/17  
Not to exceed 19 consecutive days in any  
given period.

*Additional Hours for Ongoing Assignment cont'd*

Hughes, Jessica Instructional Assistant/ Science & Math /SCC	Effective: 02/13/17 – 06/09/17 Not to exceed 19 consecutive days in any given period.
Palomares, Vanessa Business Services Coord./ SBDC/ District	Effective: 10/31/16 – 06/30/17 Not to exceed 19 consecutive days in any given period.
Pugelli, William Instructional Assistant/ Science & Math /SCC	Effective: 02/13/17 – 06/09/17 Not to exceed 19 consecutive days in any given period.

*Change in Temporary Assignment*

Gandarila, Aurea Intermediate Clerk/ Counseling/ SAC	Effective: 05/16/16 – 06/30/16
Ontiveros, Tara Assessment Assistant/ Counseling/ SAC	Effective: 07/19/16 – 12/10/16

*Substitute Assignments*

Barriga Orozco, Carlos Custodian/ Admin. Services/ SCC	Effective: 11/28/16 – 06/30/17
Burgos, Jimmy Intermediate Account Clerk/ Fiscal Services/ District	Effective: 11/09/16 – 12/02/16
Cristobal, Daniel Counseling Assistant/ EOPS/ SAC	Effective: 11/28/16 – 02/12/17
Linares, Maria Instructional Assistant/ School of Continuing Education/ SAC	Effective: 09/14/16 – 06/30/17
Lucatero, Gustavo Student Program Specialist/ Student Services/ SCC	Effective: 10/19/16 – 01/06/17

*Substitute Assignments cont'd*

Nguyen, Trinity Science Lab Coord./ Science & Math /SCC	Effective: 01/03/17 – 06/30/17 Not to exceed 19 consecutive days in any given period.
Ortiz Ruiz, Maria Science Storekeeper/Lab Tech./ Science & Math /SCC	Effective: 02/13/17 – 06/09/17
Pham, Anh Instructional Assistant/ Business Div. /SAC	Effective: 04/12/16 – 04/25/16
Pineda, Guillermo Instructional Assistant/ Business Div./ SAC	Effective: 04/12/16 - 04/25/16
Tucker, David JR. Warehouse Storekeeper/ Purchasing/ District	Effective: 11/22/16 – 02/17/17
Wade, Nija Tech Specialist I/ ITS/ SAC	Effective: 01/03/17 – 04/03/17

**MISCELLANEOUS POSITIONS**

Avila, Karina Child Dev. Intern II/ Child Dev. Services/ SAC	Effective: 10/31/16 – 06/30/17
Avila, Mireya Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 10/31/16 – 06/30/17
Guillen, Carla Clerical Assistant/ Child Dev. Services/ School of Continuing Education/ SAC	Effective: 11/03/16 – 06/30/17
Jimenez Figueroa, Sarai Child Dev. Intern II/ Child Dev. Services/ School of Continuing Education/ SAC	Effective: 11/15/16 – 06/30/17

**MISCELLANEOUS POSITIONS cont'd**

Miller, Nancy Community Services Presenter/ SCC	Effective: 01/02/17
Morrison, Gloria Facility Planner II/ District Safety/ District	Effective: 10/01/16 – 01/27/17
Sotelo Lovera, Reyna Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 10/31/16 – 06/30/17

*Instructional Associates/Associate Assistants*

**Criminal Justice**

Dominguez, Gerardo	Effective: 12/06/16
Figueroa, Ramona	Effective: 12/13/16
Galdamez, Irma	Effective: 12/06/16
Gutierrez, Mario	Effective: 12/06/16
Seehusen, Leanne	Effective: 12/06/16

**COMMUNITY SERVICE PRESENTERS**

*Stipends Effective October 11 – November 10, 2016*

Abdul, Quayum	Amount: \$ 207.17
Burns, Brigitte	Amount: \$ 32.71
Cohen, Robert	Amount: \$ 186.62
Covey, Jeff	Amount: \$ 980.00
Diebolt Price, Julie	Amount: \$ 63.08
Dumon, Dori	Amount: \$ 300.00
Dumon, Dori	Amount: \$ 160.00

**COMMUNITY SERVICE PRESENTERS cont'd**  
*Stipends Effective October 11 – November 10, 2016*

Fischermilitaru, Mariana	Amount: \$ 722.50
Friebert, Martin	Amount: \$ 825.00
Gallegos, Humberto	Amount: \$ 800.00
Gonzalez, Silvia	Amount: \$ 169.20
Gorman, Ron	Amount: \$ 258.40
Greenspan, Frances	Amount: \$ 155.29
Greenspan, Frances	Amount: \$ 271.44
Ismail Beigi Shirazi, Foroud	Amount: \$ 24.01
Jackson, Michelle	Amount: \$ 377.88
Lee, Jennifer	Amount: \$ 33.84
Mack, Karen	Amount: \$ 102.66
Moran, Elaine	Amount: \$ 299.28
Morgan, Adam	Amount: \$ 540.00
Nguyen, Quynh	Amount: \$ 664.95
Nolasco, Jeffrey	Amount: \$ 360.00
Pagones, Kimberly	Amount: \$ 434.31
Perreault, Elizabeth	Amount: \$ 97.00
Rivera, Rodrigo	Amount: \$ 266.21
Rivera, Rodrigo	Amount: \$ 205.32
Rounds, Michael	Amount: \$ 108.58
Rounds, Michael	Amount: \$ 175.97

**COMMUNITY SERVICE PRESENTERS cont'd**  
*Stipends Effective October 11 – November 10, 2016*

Rudd, James	Amount: \$ 838.95
Smith, Teddine	Amount: \$ 2,240.00
Williams, Ronald	Amount: \$ 557.50

**SANTA ANA COLLEGE  
STUDENT ASSISTANT LIST**

Abarea, Mariella L.	Effective: 10/24/16-06/30/17
Avina, Joel T.	Effective: 10/24/16-06/30/17
Borroel, Jonathan R.	Effective: 10/24/16-06/30/17
Cacho, Lizet	Effective: 10/27/16-06/30/17
Castelan, Mayan	Effective: 11/04/16-06/30/17
Farias, Cindy A.	Effective: 11/04/16-06/30/17
High, Cameron L.	Effective: 11/07/16-06/30/17
Martir, Jasmine Y.	Effective: 11/04/16-06/30/17
Menjivar, Danny	Effective: 11/09/16-06/30/17
Moran, Karen	Effective: 11/02/16-06/30/17
Ortega, Kimberly	Effective: 10/24/16-06/30/17
Sanchez, Bianca M.	Effective: 11/07/16-06/30/17
Squalls II, Anthony T.	Effective: 11/07/16-06/30/17

**Santiago Canyon College  
STUDENT ASSISTANT NEW HIRE LIST**

Aguilar, Celia	Effective: 11/28/2016 – 06/30/2017
Aguirre, Maribel	Effective: 11/09/2016 – 06/30/2017
Craig, Ryan	Effective: 11/21/2016 – 06/30/2017
Fernandez, Euronymous	Effective: 11/07/2016 – 06/30/2017
Vasquez, Paul	Effective: 11/21/2016 – 06/30/2017
Vazquez, Yelitza	Effective: 10/31/2016 – 06/30/2017
Williams, Allyse	Effective: 11/02/2016 – 06/30/2017

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Human Resources

To:	Board of Trustees	Date: December 12, 2016
Re:	Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to the Child Development Centers - CSEA Chapter 888	
Action:	Receipt of Initial Bargaining Proposal and Scheduling of Public Hearing	

**BACKGROUND**

Pursuant to Government Code Section 3547(a) the Rancho Santiago Community College District's initial bargaining proposal to the Child Development Centers, CSEA Chapter 888, is presented for information and public review. The Government Code also requires that the Board of Trustees conduct a public hearing on this proposal at its next regularly scheduled meeting.

**ANALYSIS**

Contract negotiations cannot begin until after the Board of Trustees conducts a public hearing and formally adopts its bargaining proposal.

**RECOMMENDATION**

It is recommended that the Board of Trustees schedule a public hearing for the next regularly scheduled board meeting.

Fiscal Impact: To be Determined	Board Date: December 12, 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	

**INITIAL BARGAINING PROPOSAL OF THE  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BARGAINING PROPOSAL TO THE  
CHILD DEVELOPMENT CENTERS - CSEA CHAPTER 888**

**Article 8 – Wages and Hours**

8.1 Salary

Maintain current salary schedule.

**Article 11 – Health and Welfare**

Maintain current district contributions.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Human Resources

To:	Board of Trustees	Date:	December 12, 2016
Re:	Approval of Agreement with AON Consulting for Medicare Subsidy Administration		
Action:	Request for Authorization		

**BACKGROUND**

The Medicare Prescription Drug Improvement and Modernization Act of 2003 provides a subsidy to employers whose health plans provide prescription drug coverage to retirees who do not sign up for the Medicare Part D plan. This subsidy is referred to as the Retiree Drug Subsidy (RDS).

**ANALYSIS**

Since the inception of the RDS program, AON Consulting has provided administrative services to the district including; RDS project management, eligibility analysis, annual application filing, actuarial equivalence testing and attestation. AON estimates that the annual subsidy is about \$250,000. The attached agreement provides for AON's continued administration of the program.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the agreement with AON Consulting for the Medicare Subsidy Administration.

Fiscal Impact: Approximately \$220,000 income after fees. Board Date: December 12, 2016
Prepared by: Don Maus, Risk Manager
Submitted by: Judyanne Chitlik, Vice Chancellor, Human Resources
Recommended by: Raúl Rodríguez, Ph.D., Chancellor

November 16, 2016

Private and Confidential

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

Dear Don,

Subject: 2017–2018 Retiree Drug Subsidy (RDS) Solutions Support

We are pleased to provide Rancho Santiago Community College District (“RSCCD”) with a proposal to support your 2017 and 2018 RDS needs with our services.

## RDS Solutions Overview

Aon Hewitt’s continued support ensures an efficient and effective RDS strategy to reduce the risk of non-compliance with Centers for Medicare and Medicaid Services (“CMS”) requirements and the Federal False Claims Act. Aon Hewitt has leveraged its Medicare expertise in general health management, legal, pharmacy, actuarial, and administrative services to offer an integrated solution.

This job arrangement letter (“JAL”) provides a description of the services provided under Aon Hewitt’s RDS Solutions Offer (“Services”), related terms of the arrangement, and fees for providing those Services. All capitalized terms, used but not defined by the parties, have the same meanings ascribed to them by CMS Part D RDS regulations and related guidance. . In addition, Aon Hewitt’s fees quoted and the scope of the Services defined in this JAL assume the following:

- RSCCD’s pharmacy benefit manager (“PBM”) is Navitus;
- Aon Hewitt (the “Eligibility Recordkeeper”) handles RDS eligibility/retiree list file exchange on behalf of RSCCD; and
- RSCCD has one RDS application for 7/1/16 – 12/31/16 and one RDS application for each calendar year starting 1/1/17 – 12/31/17 as long as RSCCD applies.

## Ongoing RDS Administration

### Application Management

Aon Hewitt will perform the role of account manager and project manager for the RDS. Specifically, Aon Hewitt will prepare the annual application, assign roles, and coordinate parties and responsibilities each year as part of the application process. Aon Hewitt will also perform the actuarial equivalence testing and attestation. This agreement includes preparing the applications for the 1/1/18–12/31/18 and 1/1/19–12/31/19 Plan Year periods.

### Retiree Eligibility Maintenance and Submission

Aon Hewitt will assist RSCCD in the maintenance and submission of retiree eligibility to RDS. Specifically, we will:

- Remain in communication with RSCCD regarding changing retiree status;
- Update RDS eligibility status as required by the regulations;
- Monitor Retiree Response File and in conjunction with RSCCD, investigate any rejection notifications and resubmit, if applicable;

### Reconciliation Process

Aon Hewitt will assist RSCCD with the completion of the reconciliation process for the 7/1/15–6/30/16, 7/1/16–12/31/16, and 1/1/17–12/31/17 plan years. Specifically, we will:

- Coordinate with RSCCD to confirm and send a finalized retiree list;
- Coordinate with Navitus to submit the final costs;
- Coordinate the resolution of any data issues to finalize the subsidy payment process; and
- Complete Steps 1–11 of the reconciliation process and coordinate with the Authorized Representative to complete Step 12.

## Overview of Fees

<b>Project</b>	<b>2017 Fees</b>
<b>Ongoing RDS Administration</b>	
▪ Application Management: 2018 Plan Year	
▪ Eligibility Maintenance and Submission	
▪ Reconciliation Process: 7/1/15–6/30/16 Plan Year	
<b>Total</b>	<b>\$32,500</b>

<b>Project</b>	<b>2018 Fees</b>
<b>Ongoing RDS Administration</b>	
▪ Application Management: 2019 Plan Year	
▪ Eligibility Maintenance and Submission	
▪ Reconciliation Process: 7/1/16–12/31/16 Plan Year	
▪ Reconciliation Process: 1/1/17–12/31/17 Plan Year	
<b>Total</b>	<b>\$50,000</b>

## **Annual Fees Exclude:**

- Distribution of creditable and non-creditable coverage notices;
- Changes in scope of services required by any change in CMS regulations/requirements; and
- Changes resulting by any change in RSCCD's providers (including the PBM) and/or RSCCD's providers' requirements.

In addition to fees, RSCCD will be responsible for any out-of-pocket expenses Aon Hewitt has incurred on behalf of RSCCD.

Please acknowledge your agreement to these terms outlined by the JAL and the accompanying Exhibit A by signing and returning a copy of this JAL.

Thank you again for this opportunity to assist you with Aon Hewitt's RDS Services.

Sincerely,

Hewitt Associates LLC, an Aon Hewitt company

Todd A. Delahanty

TAD:sz  
Enclosure

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**Rancho Santiago Community College District**

Signature: \_\_\_\_\_

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

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

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**Aon Hewitt**

Signature: \_\_\_\_\_

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

Title: Authorized Signatory

# EXHIBIT A

## Additional Terms and Conditions

### Master Consulting Agreement

The terms and conditions of the Master Consulting Agreement (if any) between our firms shall apply to the Services under this JAL. In addition, if there is a conflict or difference between the terms of the Master Consulting Agreement and this JAL, this JAL shall govern.

### Compliance with Laws

Aon Hewitt at times during the term of this JAL remain in material compliance with all federal, state and local laws and regulations that are applicable to Aon Hewitt's capacity as a service provider and that are necessary for Aon Hewitt to perform the Services.

### Federal False Claims Act Acknowledgement

Aon Hewitt acknowledges that its work with respect to this JAL is being used for the receipt of federal funds. As required of subcontractors by 42 C.F.R. 423.884(c)(3)(iii), Aon Hewitt hereby acknowledges to RSCCD that the Services described in this JAL will be used by RSCCD for it to obtain the RDS, which are Federal funds. Aon Hewitt's acknowledgement is qualified by, and assumes the genuineness and accuracy of the information related to the foregoing that was provided to Aon Hewitt by RSCCD, and/or third parties, such as PBMs.

### Record Retention

For purposes of the documentation maintained on behalf of RSCCD pursuant to the provisions of this JAL, Aon Hewitt will retain such data for the term of this JAL. At the end of the term of this JAL, Aon Hewitt will return the documentation to RSCCD for recordkeeping purposes and if RSCCD prefers Aon Hewitt to retain the obligation, the parties in good faith will discuss the terms and conditions, including additional fees. RSCCD will be eligible to receive a copy of such documentation outlined in this JAL, including ongoing RDS Compliance and related documentation, upon request, once per year. If RSCCD needs copies more than once per year, then, Aon Hewitt will produce such documentation on a time and materials basis. RSCCD will be responsible for retaining back-up copies of data or materials it sends to Aon Hewitt and for taking other precautions as it deems necessary in case such data or materials are lost or destroyed, regardless of cause or in case reprocessing is needed for any reason.

### Data Quality and Format

All eligibility and cost (claims) data must be provided in Aon Hewitt's format in the manner designated through Aon Hewitt's data requests. Aon Hewitt will need such data from RSCCD's PBM, as well as RSCCD. All data provided by RSCCD or RSCCD's vendors must be of sufficient quality that processing can be performed without human intervention. Data research and correction, exception processing, and any manual processes resulting from missing or inaccurate data that result in more hours of analysis than specifically indicated in this JAL are billed as additional services.

## Audit

RSCCD, at its sole cost and expense, shall have the right during the term of this JAL with reasonable advance notice to Aon Hewitt and during normal business hours to review and audit Aon Hewitt's records relating to the performance by Aon Hewitt of the Services or to request a copy of such records for review. Such review and audit may be conducted by RSCCD's counsel, its internal staff, by independent third parties retained by RSCCD, or governmental authorities having jurisdiction over RSCCD or the plans (including CMS and the DOL). Aon Hewitt will provide up to eight (8) hours of Aon Hewitt assistance at no charge during each calendar year to assist RSCCD with any such audit. Additional assistance will be provided as additional Services and will be billed at Aon Hewitt's then-current billing rates. RSCCD agrees that any such review or audit shall be conducted in a manner reasonably designed to protect the confidentiality of RSCCD confidential information and Aon Hewitt confidential information and to avoid interfering with Aon Hewitt's business operations. RSCCD agrees that any third party conducting such audit shall be subject to an obligation of confidentiality and may be required by Aon Hewitt to sign a confidentiality and non-disclosure agreement in form and substance reasonably acceptable to Aon Hewitt, and further agrees that should any independent auditor be deemed by Aon Hewitt to be a competitor of Aon Hewitt, the parties shall mutually agree to the review and audit procedures prior to such review and audit.

## Services Term

Services covered by this JAL will have an initial term commencing January 1, 2017 and ending March 31, 2019.

## Early Termination

If RSCCD terminates any of the Services for any reason prior to the completion of the Services, RSCCD shall not be entitled to the refund of any fees paid.

## Information upon Termination

Upon termination, all materials, documents or other information that belongs to Aon Hewitt and that Aon Hewitt shares with or develops for RSCCD in connection with the Services, together with any copies thereof in RSCCD's possession or control will either be returned to Aon Hewitt or destroyed with written certification to Aon Hewitt of such destruction by an executive officer of RSCCD.

## Liability

Notwithstanding anything to the contrary in the Master Consulting Agreement, with respect to Services provided under this JAL, Aon Hewitt shall be liable for any losses suffered by RSCCD in connection with Aon Hewitt's performance of Services, up to an aggregate cap equal to the amount of fees paid to Aon Hewitt under this JAL. Such limitation shall apply regardless of whether such claim or loss is based on breach of contract, tort, Federal False Claims act, strict liability, breach of warranties, failure of essential purpose or otherwise. In no event will either party be liable to the other in connection with the Services for any special, punitive or consequential damages.

## Obligation to Mitigate

Both Aon Hewitt and RSCCD agree to use reasonable efforts to mitigate their own, as well as each other's, liability, damages, and other losses suffered in connection with this JAL, including where any damages can be mitigated by lawfully pursuing recovery from the government, participants of RSCCD or other third parties with whom RSCCD has a relationship (i.e., vendors, such as PBMs), and each of Aon Hewitt and RSCCD will conduct or permit diligent efforts to so recover.