

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
Board of Trustees (Regular meeting)
Monday, January 9, 2017
2323 North Broadway, #107
Santa Ana, CA 92706

District Mission

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

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

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

Americans with Disabilities Acts (ADA)

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

A G E N D A

1.0 PROCEDURAL MATTERS

4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Approval of Additions or Corrections to Agenda

Action

1.4 Public Comment

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

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

1.5 Approval of Minutes – Regular meeting of December 12, 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 Public Hearing – Rancho Santiago Community College District Initial Bargaining Proposal to Child Development Centers – California School Employees Association (CSEA) Chapter 888

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

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

3.0 INSTRUCTION

- *3.1 Approval of Santa Ana College (SAC) Memorandum of Understanding with Mexican Consulate in Santa Ana Action
The administration recommends approval of the SAC Memorandum of Understanding with the Mexican Consulate in Santa Ana, California.
- *3.2 Approval of Contract between the City of Santa Ana and RSCCD on behalf of Santa Ana College Action
The administration recommends approval of the contract between the City of Santa Ana and RSCCD on behalf of SAC.
- *3.3 Approval of Nursing Program Agreement Renewal – St. Jude Medical Center **With Instructor** Action
The administration recommends approval of the nursing program agreement renewal with St. Jude Medical Center located in Fullerton, California.
- *3.4 Approval of Nursing Program Agreement Renewal – St. Jude Medical Center **Without Instructor** Action
The administration recommends approval of the nursing program agreement renewal with St. Jude Medical Center located in Fullerton, California.

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

- *3.5 Approval of Proposed Revisions for 2017-2018 Santa Ana College Catalog Action
The administration recommends approval of the proposed revisions for the 2017-2018 SAC catalog.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *4.2 Approval of Budget Increases/Decreases, Transfers, and Intrafund and Interfund Transfers Action
The administration recommends approval of budget increases/decreases, transfers, and intrafund and interfund transfers from November 17, 2016, to Dec. 11, 2016.
- *4.3 Approval of Contract for Independent Audit Services Action
The administration recommends approval of contracting with Vicenti, Lloyd & Stutzman LLP for auditing services for the 2016-2017 fiscal year audit and authorization be given to the Vice Chancellor of Business Operations/Fiscal Services to enter into the contract agreement on behalf of the district as presented.
- *4.4 Approval of Nonresident Fees for 2017-2018 Action
The administration recommends the board establish the nonresident tuition fee at \$250 per unit, the capital outlay fee at \$35 per unit, and the application fee at \$25 for 2017-2018 as presented.
- *4.5 Ratification of Award of Bid #1312 for Tenant Improvements at District Office Action
The administration recommends approval of ratifying the award of Bid #1312 to P & P Develop, Inc. for tenant improvements at the district office as presented.
- *4.6 Ratification of Award of Bid #1309 for Wallpaper Removal and Painting at District Office Action
The administration recommends ratifying the award of Bid #1309 to TL Veterans Construction, Inc. for wallpaper removal and painting at the district office as presented.
- *4.7 Approval of Agreement with Sandy Pringle Associates for Inspector of Record Services for Site Wall/Improvement at Santa Ana College Orange County Sheriff's Regional Training Academy Action
The administration recommends approval of the agreement with Sandy Pringle Associates for Inspector of Record Services for the site wall/improvement at SAC Orange County Sheriff's Regional Training Academy as presented.

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

- *4.8 Approval of Amendment to Agreement with Jacobus & Yuang, Inc. for Cost Estimating Consulting Services for Science Center at Santa Ana College Action
The administration recommends approval of the amendment with Jacobus & Yuang, Inc. for cost estimating consulting services for the Science Center at SAC as presented.
- *4.9 Award of Bid #1307 for Site Wall/Improvement Project at Santa Ana College Orange County Sheriff's Regional Training Academy Action
The administration recommends awarding Bid #1307 to Hamel Concrete, Inc. for the site wall/improvement project at SAC Orange County Sheriff's Regional Training Academy as presented.
- *4.10 Ratification of Award of Bid #1311 for Flooring Replacement at Chavez Building at Santa Ana College Action
The administration recommends ratifying the award of Bid #1311 to Moore Flooring, Inc. for flooring replacement at Chavez Building at SAC as presented.
- *4.11 Approval of Agreement with Cumming Construction Management, Inc. for Construction Management Services for Building U Portable Renovations Project at Santiago Canyon College (SCC) Action
The administration recommends approval of the contract with Cumming Construction Management, Inc. for construction management services for Building U portable renovations project at SCC as presented.
- *4.12 Approval of Instructure Agreement for Canvas Learning Management System Action
The administration recommends approval of the two-year agreement for SAC and SCC with instructure for canvas learning management system as presented.
- *4.13 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: Jennifer Walsvick to provide mental health consulting services, coordination, record keeping and documentation to assure compliance with the Early Head Start Performance program standards for Santa Ana College Early Childhood Education Center. Dates of service are January 10, 2017, through December 31, 2017. The fee is estimated at \$21,000.
- *4.14 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period November 12, 2016, through December 6, 2016.

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

5.0 GENERAL

***5.1 Approval of Amendment to Memorandum of Understanding (MOU) between RSCCD and Educational Testing Service (ETS) Action**

The administration recommends approval of the amendment to the MOU and authorization be given to the Vice Chancellor, Business Operations/ Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

5.2 Board Member Comments Information

RECESS TO CLOSED SESSION

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)
California School Employees Association (CSEA), Chapter 579
3. Student Expulsion (pursuant to Education Code 72122)
Student I.D. #1956059
4. Conference with Real Property Negotiators (pursuant to Government Code Section 54956.8)
Property: 2333 N. Broadway, Santa Ana, CA 92706
Agency Negotiators: Raúl Rodríguez, Chancellor, Rancho Santiago Community College District
Negotiating Parties: The Colton Company
Under Negotiation: Price and Terms of Payments

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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

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

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

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel Action

- Ratification of Resignations/Retirements
- Approval of Interim Assignments
- Approval of Extension of Interim Assignments
- Approval of Banked Leave of Absence for 2016-2017
- Approval of Sabbatical Leave of Absences for 2016-2017
- Approval of Leaves of Absence
- Approval of CSEA Chapter 888 Changes of Classification
- Approval of Beyond Contract/Overload Stipends
- Approval of Part-time Hourly New Hires/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Intern Services

6.2 Classified Personnel Action

- Approval of New Appointments
- Approval of Hourly Ongoing to Contract Assignments
- Approval of Temporary to Contract Assignments
- Approval of Professional Growth Increments
- Approval of Out of Class Assignments
- Approval of Return to Regular Assignments
- Approval of Changes in Position
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of Temporary to Hourly Ongoing Assignments
- Approval of Temporary Assignments
- Approval of Additional Hours for Ongoing Assignments
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Student Assistant Lists

6.3 Approval of Search Consultant for Santiago Canyon College Presidential Search Action

It is recommended that the board engage Community College Search Services and authorization be given to the chancellor or his designee to execute the required documents to retain the firm.

6.4 Authorization for Board Travel/Conferences Action

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

7.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be held on February 6, 2017.

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

Board of Trustees (Regular meeting)

Monday, December 12, 2016

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:37 p.m. by Ms. Claudia Alvarez. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. John Hanna, Mr. Zeke Hernandez, Mr. Larry Labrado, Ms. Nelida Mendoza, Mr. Phillip Yarbrough, and Ms. Esther Chian.

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 Installation Ceremony and Reception

Ms. Alvarez welcomed those in attendance.

The Pledge of Allegiance was led by Ms. Isabella Ramirez and Mr. Sam Snyder, Ms. Alvarez' niece and nephew. The invocation was given by Father Dave Allen Otto, Saint Joseph's Church in Santa Ana, and the closing prayer was given by Mr. Brad Snyder, Principal, Saint Joseph's Church in Santa Ana.

Mr. Tony Rackauckas, Orange County District Attorney, administered the Oath of Office to Ms. Alvarez; Ms. Teresa "Tita" Smith, Mayor, City of Orange, administered the Oath of Office to Ms. Barrios, and her parents, Mr. and Mrs. Russell Barrios served as witnesses; Mr. John Palacio, President, Board of Education, Santa Ana Unified School District, administered the Oath of Office to Mr. Hernandez, and his son Mr. Richard D. Hernandez and daughter-in-law, Ms. Denise Hernandez, served as witnesses; and Judge Salvador Sarmiento, Orange County Superior Court administered the Oath of Office to Ms. Mendoza, and United States Congressman Lou Correa, and her son, Mr. Joseph T. Yanez, and brother, Mr. Sergio Mendoza, served as witnesses.

Ms. Alvarez called a recess at 5:24 p.m.

The board reconvened at 5:53 p.m.

1.3 Approval of Additions or Corrections to Agenda

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

1.4 Public Comment

Mr. Danny Carrasco thanked the board for the Career Technical Education (CTE) program, particularly the carpenters apprentice program and the benefits he received from it.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza to approve the minutes of the meeting held November 14, 2016. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

1.6 Approval of Consent Calendar

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

4.1 Approval of New Occupational Therapy Assistant Agreement – Mental Health Association of Orange County

The board approved 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)

The board approved 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

The board approved 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

The board approved the proposed revisions for the 2017-2018 Santa Ana College catalog.

1.6 Approval of Consent Calendar (contd.)

4.5 Approval of Proposed Revisions for 2017-2018 Santiago Canyon College Catalog

The board approved the proposed revisions for the 2017-2018 Santiago Canyon College catalog.

4.6 Approval of Professor Rose Argo's Sabbatical Leave Report

The board approved Professor Rose Argo's Sabbatical Leave Report.

4.7 Approval of Professor Rudy Frias' Sabbatical Leave Report

The board approved Professor Rudy Frias' Sabbatical Leave Report.

4.8 Approval of Professor Randy Scott's Sabbatical Leave Report

The board approved Professor Randy Scott's Sabbatical Leave Report

4.9 Approval of Contract Agreement with San Diego State University Research Foundation, Minority Male Community College Collaborative (M2C3)

The board approved the contract agreement with San Diego State University Research Foundation, Minority Male Community College Collaborative (M2C3).

5.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

5.2 Approval of Budget Increases/Decreases, Transfers, and Interfund Transfers

The board approved 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

The board approved 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

The board authorized 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.

5.6 Approval of Amendment to Agreement with Lionakis for On-Call Architectural Design Services for Various Projects District-Wide

The board approved the amendment with Lionakis for on-call architectural design services for various projects district-wide as presented.

1.6 Approval of Consent Calendar (contd.)

5.7 Ratification of Award of Bid #1300 for Fire Line Pump Replacement at District Office

The board ratified 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

The board approved 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

The board approved 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

The board rejected 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

The board approved 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

The board approved 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

The board approved 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.

1.6 Approval of Consent Calendar (contd.)

5.14 Approval of Independent Contractor

The board approved 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

The board approved the purchase order listing for the period October 28, 2016, through November 11, 2016.

6.1 Approval of Resource Development Items

The board approved budgets, accepted grants, and authorized 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) – <i>Augmentation</i>	\$ 100,000
-Deputy Sector Navigator – Information & Communication Technologies/Digital Media – Year 4 (District) – <i>Augmentation</i>	\$ 100,000
-Deputy Sector Navigator – Retail Hospitality/Tourism/ Learn & Earn – Year 4 (District) – <i>Augmentation</i>	\$ 100,000
-Deputy Sector Navigator – Small Business – Year 4 (District) – <i>Augmentation</i>	\$ 100,000
-Early Head Start – Year 3 (District)	\$1,839,378
-Math, Engineering and Science Achievement (MESA) Program – (SAC) – <i>Augmentation</i>	\$ 27,393
-Small Business Administration/California State University, Fullerton – Small Business Development Center (District)	\$ 602,000
-Student Equity (SAC & SCC)	\$3,085,938
-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

1.6 Approval of Consent Calendar (contd.)

6.2 Approval of Sub-Agreement between RSCCD and Compton Community College District for Career Technical Education Data Unlocked Grant

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

6.3 Approval of First Amendments to Sub-Agreements between RSCCD and Los Rios Community College District for Career Technical Education Data Unlocked Grant

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

6.4 Authorization of Signatures

The board approved the revised list of authorized signatures.

1.7 Presentation of District Annual Financial Audit

Auditor Rick Alonzo of Vavrinek, Trine, Day & Co., LLP, reviewed the Rancho Santiago Community College District (RSCCD) Independent Audit Report and rendered an unmodified opinion on the financial statements. Board members received clarification on items related to the presentation.

2.0 **BOARD ORGANIZATION**

2.1 Annual Board Organization

It was moved by Mr. Labrado and seconded by Ms. Mendoza to elect Mr. John Hanna as the 2016-17 board president. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

At this time, Ms. Alvarez passed the gavel to Mr. Hanna to conduct the remainder of the meeting.

On behalf of the board, Mr. Hanna thanked Ms. Alvarez for her work and dedication as board president during 2015-2016. He then presented her with an engraved clock.

Mr. Hanna stated his goals for the upcoming year are: Making RSCCD students feel secure on campus: safe from violence and deportation; stabilize and then increase enrollment; modernize RSCCD continuing educational facilities; unify the campus community; increase community participation in college and district activities; and strengthen ties with city, county and school districts in the RSCCD area.

It was moved by Ms. Barrios and seconded by Mr. Labrado to elect Ms. Mendoza as vice president. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

2.1 Annual Board Organization (contd.)

It was moved by Ms. Alvarez and seconded by Mr. Hernandez to elect Ms. Barrios as clerk. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian's advisory vote was aye.

Mr. Hanna designated Dr. Rodríguez as the board's secretary and Mr. Perez as the assistant secretary.

Mr. Hanna appointed chairpersons and members to the following committees:

- Board Communications Committee: Chairperson: Ms. Barrios;
Member: Ms. Mendoza
- Board Facilities Committee: Chairperson: Mr. Labrado;
Member: Mr. Hernandez
- Board Fiscal/Audit Committee: Chairperson: Mr. Yarbrough;
Members: Ms. Barrios, Mr. Hernandez
- Board Legislative Committee: Chairperson: Ms. Alvarez;
Members: Mr. Hernandez
- Board Policy Committee: Chairperson: Mr. Labrado;
Member: Ms. Barrios
- Board Safety & Security: Chairperson: Ms. Alvarez;
Members: Ms. Mendoza, Mr. Yarbrough

Mr. Hanna appointed board representatives to the following organizations:

- Representative to the RSCCD Foundation: Ms. Barrios
- Representative to the Orange County Legislative Task Force: Mr. Hernandez
- Representative to the Orange County School Boards Association: Ms. Mendoza
- Representative to the Nominating Committee on School District Organization:
Ms. Mendoza

Mr. Hanna proposed the board amend the schedule of meetings to remove April 10 (due to the Passover holiday) and schedule a meeting on April 12 or meetings on April 17 and May 1. It was moved by Mr. Hernandez and seconded by Mr. Yarbrough to adopt the board meeting schedule for 2017 as amended to reflect April 12 instead of April 10. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian's advisory vote was aye.

It was moved by Ms. Barrios and seconded by Ms. Mendoza to reaffirm the following Board Policies: #2200 (Board Duties and Responsibilities), #2715 (Code of Ethics/Standards of Practice), #2735 (Board Member Travel), and #6320 (Investments). The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian's advisory vote was aye.

2.1 Annual Board Organization (contd.)

It was moved by Ms. Mendoza and seconded by Ms. Alvarez to designate specific days, weeks or months of observance, which relate to the educational mission of the district, as listed in the docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

3.0 INFORMATIONAL ITEMS AND ORAL REPORTS

3.1 Report from the Chancellor

Dr. Rodríguez did not provide a report to the board.

3.2 Reports from College Presidents

The following college representatives provided written reports (attached to the minutes) to the board:

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

3.3 Report from Student Trustee

Ms. Esther Chian provided a written report (attached to the minutes) to the board.

3.4 Reports from Student Presidents

Ms. Esther Chian, Student President, Santiago Canyon College, provided a written report (attached to the minutes) to the board on behalf.

There was no representation from Santa Ana College.

3.5 Report from Classified Representative

Mr. Sean Small, President, CSEA Chapter 579, provided a written report (attached to the minutes) to the board on behalf of the classified staff.

3.6 Reports from Academic Senate Presidents

Ms. Monica Zarske, Academic Senate President-Elect, Santa Ana College, provided a written report on behalf of Dr. Elliott Jones, Academic Senate President, Santa Ana College (attached to the minutes) to the board.

There was no representation from Santiago Canyon College due to the change of date in the board meeting schedule (from December 5 to December 12).

3.7 Reports from Board Committees

Mr. Labrado provided a report on the November 21, 2016, Board Fiscal/Audit Committee meeting.

4.0 INSTRUCTION

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

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 5.1, 5.2, 5.3, 5.4, and 5.6 through 5.15 were approved as part of Item 1.6 (Consent Calendar).

5.5 Receive and Acceptance of District Audit Reports for Fiscal Year Ended June 30, 2016

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez to receive and accept the RSCCD audit reports for the fiscal year ended June 30, 2016, as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

6.0 GENERAL

Items 6.1 through 6.4 were approved as part of Item 1.6 (Consent Calendar).

6.5 List of 2017 Conferences and Legislative Executive Visits for Board Members

Board Policy 2735 and a list of conferences and legislative executive visits that board members may wish to attend was provided as information.

6.6 RSCCD Board of Trustees Self-Evaluation

It was moved by Ms. Alvarez and seconded by Ms. Barrios to review the evaluation responses and complete the self-evaluation process for 2016. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

6.7 Board Member Comments

Mr. Hernandez asked that an item be placed on the agenda in February to discuss a safe zone/protection for RSCCD students and to reaffirm RSCCD students not be fearful while attending classes. Mr. Hanna proposed that the Board Legislative Committee may want to meet to discuss this item before it comes to the full board.

6.7 Board Member Comments (contd.)

Ms. Mendoza thanked friends, family, and colleagues for attending the swearing-in ceremony. She thanked Mr. Carrasco for speaking on behalf of the apprentices during public comments regarding the CTE classes and asked that they provide an update on their progress at a future board meeting.

Mr. Yarbrough congratulated Ms. Alvarez, Ms. Barrios, and Ms. Mendoza on being re-elected, and congratulated Mr. Hernandez on being newly-elected. He thanked Ms. Alvarez for her tenure as president of the board and Mr. Labrado for his assistance on the Board Facilities Committee.

RECESS TO CLOSED SESSION

The board convened into closed session at 6:39 p.m. to consider the following items:

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

2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)
California School Employees Association (CSEA), Chapter 579

Ms. Chian left the meeting at this time.

RECONVENE

The board reconvened at 7:20 p.m.

Ms. Alvarez left the meeting at this time.

Ms. Barrios reported the board discussed public employment and labor negotiations, and the board took no reportable action at this time during closed session.

Public Comment

There were no public comments.

7.0 HUMAN RESOURCES

7.1 Management/Academic Personnel

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

- Approve Employment Agreements
- Approve New Job Descriptions
- Approve Appointments
- Approve Appointments to Interim Assignment/Employment of Retired State Teachers' Retirement System (STRS) Member
- Approve Changes of Position Grade Level
- Approve Adjusted Salary Placements
- Ratify Resignations/Retirements
- Approve Changes of Classification
- Approve 2016-2017 FARSCCD Association Released Times
- Approve Leaves of Absence
- Approve Beyond Contract/Overload Stipends
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Instructors of Record
- Approve Non-paid Intern Services

7.2 Classified Personnel

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

- Approve New Appointments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Return to Regular Assignments
- Approve Changes in Positions
- Ratify Resignations/Retirements
- Approve New Appointments
- Approve Temporary Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Changes in Temporary Assignment
- Approve Substitute Assignments
- Approve Miscellaneous Positions

7.2 Classified Personnel (contd.)

- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Student Assistant Lists

7.3 Presentation of Rancho Santiago Community College District Initial Bargaining

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

7.4 Approval of Agreement with AON Consulting for Medicare Subsidy Administration

It was moved by Mr. Labrado and seconded by Ms. Mendoza to approve the agreement with AON Consulting for the Medicare Subsidy Administration. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

8.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, January 9, 2017.

There being no further business, Mr. Hanna declared the meeting adjourned at 7:22 p.m.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: January 9, 2017

December 12, 2016 – RSCCD Board of Trustees Meeting Santa Ana College - President's Report

Enrollment

See Attached Sheet

Facilities

- SAC 100% Fire alarm testing is scheduled for Dec. 26. 2016. Members of the Fire Alarm team are meeting on 12/15 to plan and coordinate the RSCCD Safety and SAC M&O work plan.
- SAC fire extinguishers are being serviced on Monday Dec. 12, 2016
- Met with SAUSD on Dec. 9th to discuss Remington Elementary lease and planning. SAUSD has a copy of our draft lease agreement, however no red lines or revisions have been provided back to SAC. We are looking at potentially \$250k in improvements to the site (parking and lighting), and annualized CAM costs.
- Working with RSCCD Facilities and SAC Athletics to plan phase six of the Central Plant infrastructure project. Specifically, the impact on ingress/egress to faculty offices, the training room, dance studio, both gyms and the Adaptive PE classroom. Work on Phase 6 begins in January, 2017 and runs through the first week in August, 2017.
- SAC is working with District Facilities to coordinate purchase and installation of carpeting in
 - (L building 2nd floor, S building 1st floor, and the N building),
 - Women's bathroom repairs will be completed in buildings (L and R),
 - Instructional furniture upgrades for buildings (D, R, H), are underway and
 - New space for students (ASG) formerly the "Spot" will undergo interior redesign and furnishings (funded by bookstore revenue).
- The shutdown of the Bristol Street entrance begins the week of December 12, 2016 in order to allow Southern California Edison to install conduits and connections for our new electrical service building.
- Mark Wheeler and Bart Hoffman have been working together on resolving the relocation the Welding instruction due to the upcoming Science Center construction. It appears at this point that the Welding program will remain in the K yard with line-of-sight for the instructor. This will require significant gas and electrical work, but appears to be the most efficient and effective resolution, without compromising parking.
- Due to all the construction projects going on during Winter intersession SAC Administrative Services we will be updating campus maps that that will assist students attending SAC for intersession. The updating process will begin on December 12, 2016.
- Coordinating with student services on the research team/equity office space. Will be getting scope of work and quotes for the work.
- Working with student services, academic affairs on SAC's AB-1995 compliance. Will be a little challenging at SAC, but will work with SCC to come up with a common approach to compliance.
- Prepping and painting classrooms in buildings R and H during winter break to match the new instructional furniture.

- Hydration stations have been installed in various areas on campus we are getting great feedback from students!
- Dr. Collins and Mark Wheeler are currently managing a total of 54 facilities projects at SAC

Web-presence Upgrade:

- A productive initial meeting for the new SAC homepage has occurred Next step is wire-framing of the new page for review by the team.
- SAC's Admissions and Records website redesign is in the second mock-up phase. The purpose of the redesign is to clarify, for students SAC's application process, simplify the information provision, and provide students with the information they need in an efficient manner. While we are making good progress, student feedback will be critical as we complete this project

College Activities

Human Services and Technology Division

- On December 11, 2016 SAC held a graduation ceremony for 48 graduates of #170 Basic Fire Academy at the Sherriff Academy facility in Tustin. Forty-four student graduated. Some additional demographic details are listed below:
 - 1 Female
 - 5 military veterans
 - 2 Army
 - 2 Marines
 - 1 Navy

Business Division

- The International Business Program
 - received the *Responding to Globalization Award* at the OCBC Red Carpet Awards Reception on November 17th. In addition, a Certificate of Special Congressional Recognition was presented by Representative Mimi Walters
- Bridge to Engineering
 - SAC student Hector Ruiz, represented SAC Engineering at the OC Pathways Showcase on November 30th where he interviewed the two keynote speakers from Virgin Galactic.
- Paralegal Program:
 - The American Bar Association (ABA) Standing Committee on Paralegals Approval Commission granted re-approval to the Paralegal Studies Program at Santa Ana College (SAC). The approval is in effect for a term of seven years through August 2021. The ABA approval process is the *gold* standard for paralegal programs and the legal community knows that students who complete their paralegal studies at SAC are ready to meet the challenges of working as a paralegal in the fast-paced environment of a law firm, corporate legal department or government agency.

SAC President's Office

Presentations

- On December 8, 2017, approximately 107 SAUSD Principals, Assistant Principals, Directors, and the Superintendent attended an afternoon presentation about SAC's Instructional programs and student support services. Instructional Dean's, the VP of Academic Affairs, VP of Student Services, and the Dean of Student Life also attended the event. SAC's Instructional Dean's SAC's provided summaries of the different programs in their areas. The feedback from SAUSD attendees was very positive and we will work to address the requests for more information.

SAC Foundation

- The Foundation is inviting alumni, students, faculty, staff, and members of the Community to submit nominations for the *2017 Hall of Fame Alumni Achievement Awards*. A special ceremony honoring the successful awardees will be held on June 8, 2017.

Recognitions for SAC

Along with Chancellor Rodriguez and representatives from SAC's Academic Senate, CSEA, students, and administrators I attended the award ceremony sponsored by the Orange County Register for the 125 top workplaces in Orange County. SAC ranked 13th among

Upcoming Events

- Winter Recess- December 21-January 2, 2017
- Winter Intercession begins January 9, 2017

**Santiago Canyon College President's Report to the RSCCD Board of Trustees
Submitted by John Hernandez, December 12, 2016**

Spring 2017 Intersession Enrollment Update:

Registration for the January intersession began on 10/31/16. As of today we are at 247 FTES (our target is 237). We are currently offering 78 sections (8 more than last year's intersession). The following are being completed to market Intersession 2017:

- Website banner that provides updates of open sections: www.sccollege.edu/openclasses
- Marquee announcement
- Blackboard post
- Direct student email
- Flat panel images
- Facebook boosting posts
- Ads in CSUF Daily Titan & CSULB Daily 49er (the ads are scheduled for 12/6, 12/7, and 12/12. They have finals the week of 12/12)

Additionally, ITS has created an automated process that runs after midnight every day to pick up any new course sections created the previous day. If it detects a new section, it will automatically email students who are on a waitlist for the same course to let them know of the new section availability.

Facilities Update:

A & B Soffit Repairs, Quad Pavement & Child Development Center (CDC) Structural Project

- Construction work begins on December 12, 2016 thru February 12, 2017.
- CDC structural work will run from December 19, 2016 to January 8, 2017

ADA Improvement Phase I--Construction in Progress

Phase I includes regrading and adding ADA parking. The first four areas within Phase I are the following:

- Lot 7 supplemental ADA parking
- Lot 1 supplemental ADA parking
- Lot 6 supplemental ADA parking
- Athletics Walk of Champions – Regrading ramp

Project timeline is November, 2016 to April, 2017

Warehouse/Publications Relocation Project (SCC M&O) –Construction in Progress

- Construction began November 16, 2016 and is scheduled through March 13, 2017

College Updates:

On Tuesday, November 15 we held our annual **Family Night: Getting To Know SCC**. Approximately 200 parents and prospective students attended primarily from OUSD, Placentia-Yorba Linda USD, Tustin USD and Corona-Norco USD. A resource fair and meet & greet

preceded the evening's program. This program is a collaborative effort between academic affairs (English, math & reading faculty) and student services (counseling; student success and equity; SCC President's Report (contd.)

and outreach). A Spanish language program was also provided. Kudos to English professor and co-chair of our Basic Skills Initiative Task Force Maureen Roe for her leadership with this event. On December 1st the SCC Art Gallery held its second **Alumni Show & Opening Reception**, with featured artists: Maureen Martinez (currently enrolled at CSU Fullerton) and Michelle Erickson (enrolled at CSU Long Beach). It was a pleasure meeting both former students and hearing about their positive SCC experiences.

On Friday, December 2nd I welcomed approximately 100 counselors and school personnel at our **annual high school counselor breakfast**. The overview of programs and speakers allowed the college to highlight the following programs & services: co-curricular learning opportunities; dual enrollment; arts program; Early Welcome; athletics; strong workforce/CTE; transfer success center; STEM initiatives and our First Year Support Center. The staff who coordinated are to be commended for the high quality experience provided to these key high school contacts.

Congratulations to the SCC Theatre Arts Program, in particular adjunct professor Sheryl Donchey for the successful musical performance of **Bah, Humbug! Scrooge's Christmas Carol**. I attended the opening night and was amazed at what the faculty and performers are able to accomplish in a small venue. With a cast of 30 the small intimate setting (maximum of 60 seats) transported the audience up close and we were made to feel as if we were part of the set. It's no wonder all 7 performances sold out.

Learning Community Symposium: as part of the college's Learning Community, the English 102: Literature and Composition and Library 100: Research Methods courses, presented their final projects centered around literature, composition, research, and the idea that authority is constructed and contextual. I attended the symposium on Tuesday, December 6 and was able to see first-hand students' multimodal projects on topics ranging from symbolism in Fitzgerald's *The Diamond as Big as the Ritz* and the questioning of the American Dream to *Othello*, racism, and the Black Lives Matter movement, among others.

Athletic Update

Despite inclement weather, a sizeable crowd watched the women's soccer team compete against Santa Barbara City College in the southern regional final at SCC on Saturday, November 26. The Hawks season came to an abrupt end as rains lashed the field in a game that was halted for 30 minutes, mid-way through the first period due to lightning. By then, Santa Barbara had taken a 1-0 lead and SCC was unable to respond. In spite of the disappointment the Lady Hawks finished the season with a truly outstanding record of 21 wins, 1 loss, and 1 tie as the Orange Empire Conference champions for the 13th consecutive year. Many thanks to Head Coach, Ian Woodhead, and Assistant Coaches, Chris Woolley, Lisa Hermen, Christy Medlin, and Chris Martinez, as well as our remarkable student-athletes. We thank them for a truly outstanding season.

In closing, I'd like to wish you and your loved ones a joyous holiday season and a meaningful New Year.

12 December 2016

Student Trustee Report from Esther Chian

1. I met with the Santa Ana College Associated Student Government (SAC ASG) Advisor, Nicole Moya, on November 29th to discuss how I can begin serving the students at Santa Ana College as the new Student Trustee. I also was able to attend the SAC ASG Senate meeting shortly after to meet several SAC student leaders that I look forward to working with during the remainder of my term.
2. ASG's at both the SCC and SAC campuses have expressed interest in an ASG Transcript Annotation. I will be doing more extensive research on that and meeting with both campuses to collaborate on how we will go about achieving the transcript annotation.

SCC ASG President Report from Esther Chian

1. Santiago Canyon College ASG collaborated with our Health and Wellness Center in successfully implementing our semesterly Stress Less Week the week before finals, which was November 28th-Dec 1st. Activities included Paws For Stress Relief, Fruit Smash, and Karaoke. We also gave out Scantrons, snacks, and water. We are glad that it was quite successful and we look forward to doing it again next semester.
2. SCC ASG had our last Council Meeting of the semester on December 1st. We are happy to have concluded the semester with a strong team of dedicated student leaders who will be ready and invigorated to continue serving their fellow students of SCC next semester. Our executive board, including myself, will continue to meet weekly over the winter break to begin planning for the Spring Semester.

I wish everyone happy holidays!

End Report.

Classified Report to RSCCD Board of Trustees
December 12, 2016

Sean Patrick Small, Technology and Production Coordinator
Fine and Performing Arts

Report:

Good Evening respected members of the RSCCD Board of Trustees. I am Sean Small, I have been with the District for 19 years. You may remember me as the CSEA 579 President, which I will be until December 31st at 11:59pm. At that time Connie Ramos will be taking over as CSEA 579 President, and I will become Past President.

Before I get on with my report, I wanted to take the time to thank the board for our negotiations process thus far. The process has been handled with mutual respect, professionalism, and transparency from the district negotiators, which I have to say is greatly appreciated by the Classified Staff of RSCCD. Now, back to my report.

As I mentioned I have been with the District for 19 years. I love this district, I love the communities we serve and I feel we educate the students better than any other district. I have been married to my wife for 20 years and together we have 3 children. As a side note my oldest son is a senior in the Business Academy at Oceanview High School and my daughter is a junior at the Orange County School of the Arts. Education runs in our family as my wife works in HR at Garden Grove Unified. Prior to my career here at Santa Ana College I was at a local professional theatre, and it was my intent to bring that level of professional technical product to SAC. In addition, I have maintained my professional career as a Lighting and Scenic Designer for many regional theatres and Universities. I have done this to make sure I am bringing current market skills to our instructional goals at SAC. Currently, I am expanding my education into Video Game Design, through the Rochester Institute of Technology and the University of Advancing Technology, in the hopes of bringing those skills to SAC as well.

The work I perform for this district is more visible then other classified, only in that I bring forth the artistic vision for Theatre Arts, Dance and Music in Phillips Hall, keep the departments on top of Technology, work directly with Faculty and Staff in a hands on capacity, as well as work with the CTE program Entertainment Lighting Technology and provide the technical and artistic foundations for the Children's Theatre Program and the Theatre Arts Film Program. Also I am the only person in my Job Class in the District. For example, the set you sat on when you were in Phillips Hall, was but a small sample of our handiwork. However, I do not do it alone, I have one Part Time ongoing staff member and 4 short term employees that assist me in working with the students and faculty. Before the layoffs we had 4 On-going staff members and a handful of short term employees. As programs continue to grow and expand, it is becoming harder and harder to keep up with post layoff levels of staff, and relying more and more on short term staff to maintain the level of professional quality we have grown to be known for.

Classified Report to RSCCD Board of Trustees (contd.)

One of the most rewarding aspects of my job, is helping with the CTE program Entertainment Lighting Technology with faculty member Valinda Tivenan. Through my outside professional career I am able to maintain a close working relationship with Disney which allows me to assist placing our students into Disney Technical Services after completing the ELT Certificate program. The entry level positions we place the students into start at \$23/hour, which as you can imagine is life changing for many of our students. One of our many success stories was a student from Middle College High School, Jonathan Ramos, who completed our program and now is an Assistant Technical Director at Disney. We have reached a place with Disney where are students are preferred to as compared to students from other colleges, as they know the quality of preparedness they have. It is so humbling to be a part of changing our student's lives, and that energizes me to come to work every day and help do my part to make Santa Ana College the best.

I would also like to take a moment to honor and thank our Classified who are retiring or have retired:

Member Name – Years of Service at Retirement

Thomas Andrews – 18 years
Stephen Brennan – 24 years
Victoria Dillon – 35 years
Dianne Freeman – 20 years
Patricia Hall – 15 years
Gary Kinney – 34 years
Olivia Lopez – 27 years
Julieta Monzon – 32 years
Maritza Morrow – 41 years
Raydene Puente -27 years
Christie Steward – 41 years
Barbara Garrahy – 15 years
Marsha Carmichael – 18 years
Rene Basurto -11 years
Vanloon Anna – 40 years
Lisa Miller - 35 years
Eileen Vink – 31 years

As you can see classified members stay with this district because they love it, they love being here. The inverse side of this list is we are losing all of that experience, and while we are happy and want to honor them, we are also sad because we will miss them and the experience they brought with them. –End

Board Meeting Report – SAC Academic Senate President
December 12, 2016

The faculty at Santa Ana College have completed another successful fall semester. The SAC senate had its last meeting on Tuesday November 22nd. The first reading of the SAC Tech Plan was on the agenda for that meeting, but the action was postponed until the next meeting to provide senators with more time to review the plan. Senators also requested that a discussion of student concerns resulting from the recent presidential campaign and election be placed on the agenda for the spring retreat. A workgroup was formed to review statewide efforts to create guided pathways for student success and completion. The workgroup will present its findings to the senate early in the spring semester. President-Elect Monica Zarske represented the SAC Senate at the OC Top 125 Workplaces award ceremony where Santa Ana College was recognized. The SAC senate's spring retreat will be held on Wednesday February 8th.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College – Student Services**

To:	Board of Trustees	Date: January 9, 2017
Re:	Approval of Santa Ana College Memorandum of Understanding (MOU) with the Mexican Consulate in Santa Ana	
Action:	Request For Approval	

BACKGROUND

The Mexican Consulate in Santa Ana is requesting Santa Ana College establish a Higher Education Center in their facility located at 2100 E. Fourth Street, Santa Ana, CA 92705. Approximately 300 Mexican nationals living in Orange County visit the Consulate on a daily basis. The Consul is most interested in seeing that their clients become aware of the educational opportunities available at Santa Ana College for them and their children.

ANALYSIS

According to the US Census (2010) American Community Survey data, an estimated 918,000 foreign-born people live in Orange County. Of these, Mexican nationals make up 40 percent. Creating a permanent outreach zone within the Mexican Consulate will serve to easily disseminate information about SAC academic and support programs to this highly immigrant community. This effort is supported by the Lumina Foundation Community for Attainment Partnership grant awarded to Santa Ana College with the aim of increasing the number of adults who enroll in and earn a college degree. Santa Ana College outreach staff from both credit and non-credit will identify this location as one of their regular community recruitment sites.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Santa Ana College Memorandum of Understanding (MOU) with the Mexican Consulate in Santa Ana.

Fiscal Impact:	Approximately \$8,000 (Lumina CPA Grant)	Board Date: January 9, 2017
Prepared by:	Sara Lundquist, Ph.D., Vice President of Student Services Lilia Tanakeyowma, Ed. D., Dean of Student Affairs	
Submitted by:	Linda D. Rose, Ed. D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

Memorandum of Understanding (MOU) between the Consulate of Mexico in Santa Ana and the Rancho Santiago Community College District on Behalf of Santa Ana College for the Establishment of the Window of Educational Opportunities Program (Programa de la Ventanilla de Oportunidades Educativas)

The Consulate of Mexico in Santa Ana and the Santa Ana College, hereinafter referred to as “the Parties”;

Sharing their mutual interest and effort to empower the Mexican community in Orange County with information about preparing youth for college options and opportunities;

Recognizing that consular offices are a suitable space for promotional activities on education;

Considering that the Santa Ana College works in association with higher educational institutions as well as with other educational institutions, civil organizations and governmental agencies.

Have reached the following understanding:

**ARTICLE I
Objective**

The objective of this Memorandum of Understanding is the implementation of the Ventanilla de Oportunidades Educativas Program (VOE)/Window of Educational Opportunities Program at the Consulate’s facilities, in order to increase the knowledge of Mexican families about early college preparation, high school graduation requirements, college options, university eligibility, financial aid for college and opportunities available for undocumented students, as well as to promote the knowledge of English among the Mexican youth in Orange County.

**ARTICLE II
Responsibilities for the Parties**

- I. Santa Ana College agrees to the following:
 - a) To be responsible of guarantying the quality of the VOE services at the Consulate;
 - b) To coordinate staff from Santa Ana College, Cal State University -Fullerton, University of California –Irvine and Padres Promotores to engage with the public through the “Window

of Educational Opportunities” at the Consulate;

- c) To identify and deploy staff from its collaborative institutions and organizations to the “Window of Educational Opportunities” for a minimum of 10 hours per week;
- d) To identify financial resources to equip the Window of Educational Opportunities at the Consulate with equipment and supplies to define the space and make it conducive for exploration, inquiry, and small presentations;
- e) To identify and propose to the Consulate the participation in the VOE of other educational institutions, civil organizations and governmental agencies (Collaborating Institutions);
- f) To coordinate the participation of the collaborating institutions as needed;
- g) To provide the Consulate a quarterly progress report;
- h) To hold regular meetings with the collaborating institutions, as needed; and
- i) The personnel of Santa Ana College, during their work within the Consulate or during any activity related to it, shall never be considered part of the personnel of the Consulate and must carry their identification at all times.

II. The Consulate agrees to the following:

- a) To oversee the effectiveness, efficiency and quality of the VOE services;
- b) To designate an area inside the Consulate facilities for the VOE, where the Santa Ana Partnership is accessible to the public;
- c) To provide internet connection for Santa Ana College;
- d) To allow the use of the Consulate facilities (restrooms, kitchen, utility and other non-restricted areas) to Santa Ana College’s staff.
- e) To establish operation hours for the VOE and communicate any changes in advance to Santa Ana College and to the Collaborating Institutions; and,
- f) To inform the Collaborating Institutions regarding the policy and rules at the Consulate.

ARTICLE III Financing

Santa Ana College will incorporate all aspects of the VOE into its institutional work plan to further the mission of the college and the goals of the VOE

ARTICLE IV
Transparency and Information Management

Without express and written permission of the other Party, the Parties will not use information obtained through collaborative activities under this Memorandum of Understanding for any purpose that is not included in it. Private information of VOE users will be handled under strict confidentiality criteria as outlined in applying federal and local laws.

Petitioners shall not be approached with any other purpose than the one referred at this Memorandum of Understanding.

ARTICLE V
Follow-up Mechanism

To achieve the objective of this Memorandum of Understanding, each of the Parties agrees to appoint a coordinator, who will oversee the compliance of the responsibilities of the Parties established in this instrument.

The Consulate appoints the Head of the Department for Economic and Academic Promotion and Santa Ana College appoints (to be included) as coordinators, who will meet thrice a year, as needed.

ARTICLE [*]
Dispute Resolution

Any dispute arising from the interpretation or application of this Memorandum of Understanding will be resolved by the Parties by mutual written agreement.

ARTICLE VII
Final Provisions

This Memorandum of Understanding will enter into force from the date of the signature and will remain in effect until any of the Parties decides to terminate it by written notice sent to the other Party sixty (60) days in advance to the proposed date for the termination.

The early termination of this Memorandum of Understanding will not affect the conclusion of the cooperation activities that have been formalized during its validity.

This Memorandum of Understanding may be modified by mutual consent of the Parties, formalized through written communications specifying the date of entry into force of the modifications.

Signed at Santa Ana, California, **January 9,** of 2016.

MARIO CUEVAS ZAMORA
Head Consul
Consulate of Mexico in Santa Ana

PETER J. HARDASH
Vice Chancellor
Business Operations and Fiscal Services,
Rancho Santiago Community College
District

Linda D. Rose, Ed.D.
President
Santa Ana College

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

To:	Board of Trustees	Date: January 9, 2017
Re:	Approval of Contract between the City of Santa Ana and RSCCD on behalf of Santa Ana College	
Action:	Request For Approval	

BACKGROUND

The City of Santa Ana has been partnering with Santa Ana College to offer college-credit classes and dedicated counseling to students from their Seeds to Trees youth program in digital media and business since 2015. Santa Ana College has a history of working with high school youth in pre-college activities and early college opportunity. Due to SAC's strong partnership with the City of Santa Ana, the Santa Ana Public Library requests that Santa Ana College continue as their postsecondary partner in providing their youth the opportunities to achieve career goals that will allow them to successfully compete in the labor market and prepare them for higher education.

ANALYSIS

Under this agreement, Santa Ana College will provide one college course, Art 195, and dedicated counseling during the Spring 2017 semester. Academic Deans and faculty, as well as administrators and staff in the Student Services Division have worked collaboratively to create a program that will be engaging and relevant to these youths and provide a valuable early college experience. All costs associated with this effort, including faculty salary and benefits, books, supplies and mandatory student fees will be fully covered by the City of Santa Ana under this contract.

RECOMMENDATION

It is recommended that the Board of Trustees review and approve the contract between the City of Santa Ana and RSCCD on behalf of Santa Ana College as attached.

Fiscal Impact:	None (estimated net income after expenses)	Board Date: January 9, 2017
Prepared by:	Sara Lundquist, Ph.D., Vice President of Student Services Lilia Tanakeyowma, Ed. D., Dean of Student Affairs	
Submitted by:	Linda D. Rose, Ed. D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

EDUCATION SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this 9th day of January, 2017, by and between the Rancho Santiago Community College District, on behalf of Santa Ana College (“Provider”), and the City of Santa Ana, a charter city and municipal corporation organized and existing under the Constitution and laws of the State of California (“City”).

RECITALS

- A.** The City and Provider will partner to provide a Career Academy Scholars Program (CASP) focusing on providing an Introductory Digital Media class leading to transferable college credit and certification, and one-on-one college counseling for up to twenty-two (22) youth.
- B.** Provider represents that Provider is able and willing to provide such services to the City.
- C.** In undertaking the performance of this Agreement, Provider represents that it is knowledgeable in its field and that any services performed by Provider under this Agreement will be performed in compliance with such standards as may reasonably be expected.

NOW THEREFORE, in consideration of the mutual and respective promises, and subject to the terms and conditions hereinafter set forth, the parties agree as follows:

1. SCOPE OF SERVICES

Provider shall perform those services as set forth in Exhibit A to this Agreement.

2. COMPENSATION

City agrees to pay, and Provider agrees to accept as total payment for its services, the rates and charges identified in Exhibit B to this Agreement. The total sum to be expended under this Agreement shall not exceed Six Thousand Five Hundred and Thirty-Nine Dollars (\$6,539.00) during the term of this Agreement.

3. TERM

This Agreement shall commence on the date first written above, and terminate on December 31, 2017, unless terminated earlier in accordance with Section 12, below. The term of this Agreement may be extended upon a writing executed by the Provider, as well as the City Manager and the City Attorney on behalf of the City.

4. INDEPENDENT CONTRACTOR

Provider shall, during the entire term of this Agreement, be construed to be an independent contractor and not an employee of the City. This Agreement is not intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or to allow the City to exercise discretion or control over the manner in which Provider performs

the services which are the subject matter of this Agreement; however, the services to be provided by Provider shall be provided in a manner consistent with all applicable standards and regulations governing such services. Provider shall pay all salaries and wages, employer's social security taxes, unemployment insurance and similar taxes relating to employees and shall be responsible for all applicable withholding taxes. Provider is not an agent, representative or employee of City and Provider shall have no authority to act on behalf of the City.

5. INSURANCE

Prior to undertaking performance of work under this Agreement, Provider shall maintain and shall require its subcontractors, if any, to obtain and maintain insurance as described below:

a. **Commercial General Liability Insurance.** Provider shall maintain commercial general liability insurance which shall include, but not be limited to protection against claims arising from bodily and personal injury, including death resulting therefrom and damage to property, resulting from any act or occurrence arising out of Provider's negligent operations in the performance of this Agreement, including, without limitation, acts involving vehicles. The amounts of insurance shall be not less than the following: single limit coverage applying to bodily and personal injury, including death resulting therefrom, and property damage, in the total amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Such insurance shall (a) name the City, its officers, employees, agents, volunteers and representatives as additional insured(s); (b) be primary and not contributory with respect to insurance or self-insurance programs maintained by the City; and (c) contain standard separation of insured provisions.

b. **Worker's Compensation Insurance.** In accordance with California State law, Provider, if Provider has any employees, is required to be insured against liability for worker's compensation or to undertake self-insurance. Prior to commencing the performance of the work under this Agreement, Provider agrees to obtain and maintain any employer's liability insurance with limits not less than \$1,000,000 per accident.

c. The following requirements apply to the insurance to be provided by Provider pursuant to this section:

- (i) Provider shall maintain all insurance required above in full force and effect for the entire period covered by this Agreement.
- (ii) Certificates of insurance shall be furnished to the City upon execution of this Agreement and shall be approved in form by the City.
- (iii) Certificates and policies shall state that the policies shall not be cancelled or reduced in coverage or changed in any other material aspect without thirty (30) days prior written notice to the City.

d. If Provider fails or refuses to produce or maintain the insurance required by this section or fails or refuses to furnish the City with required proof that insurance has been procured and is in force and paid for, the City shall have the right, at the City's election, to terminate this Agreement. Such termination shall not affect Provider's right to be paid for its time and

materials expended prior to notification of termination. Provider waives the right to receive compensation and agrees to indemnify the City for any work performed prior to approval of insurance by the City.

6. INDEMNIFICATION

Each party agrees to and shall defend, indemnify and hold harmless the other party, its officers, agents, employees, consultants, special counsel, and representatives from liability: (1) for personal injury, damages, just compensation, restitution, judicial or equitable relief arising out of claims for personal injury, including death, and claims for property damage, which may arise from the negligent operations of the indemnifying party or its contractors, subcontractors, agents, employees, or other persons acting on their behalf which relates to the services described in section 1 of this Agreement; and (2) from any claim that personal injury, damages, just compensation, restitution, judicial or equitable relief is due by reason of the terms of or effects arising from this Agreement. This indemnity and hold harmless agreement applies to all claims for damages, just compensation, restitution, judicial or equitable relief suffered, or alleged to have been suffered, by reason of the events referred to in this Section or by reason of the terms of, or effects, arising from this Agreement.

7. CONFLICT OF INTEREST

Provider covenants that it presently has no interests and shall not have interests, direct or indirect, which would conflict in any manner with performance of services specified under this Agreement.

8. LIVE SCAN BACKGROUND CHECK

Providers, and any employees, subcontractors or substitutes, in contact with minors under eighteen (18) years of age shall arrange for and submit to a Live Scan electronic background check for criminal history available through the California Department of Justice as a condition of this Agreement and provide proof of compliance, including any criminal history identified, prior to performing services hereunder. The background check shall include at a minimum a state and county criminal history investigation where such individual resides and a search of the National and California State Sex Offender Registries.

9. NOTICE

Any notice, tender, demand, delivery, or other communication pursuant to this Agreement shall be in writing and shall be deemed to be properly given if delivered in person or mailed by first class or certified mail, postage prepaid, or sent by fax or other telegraphic communication in the manner provided in this Section, to the following persons:

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

Fax (714) 647-6956

With copy to: Executive Director of Parks, Recreation and Community Services
City of Santa Ana
26 Civic Center Plaza (M-23)
P.O. Box 1988
Santa Ana, California 92702
Fax (714) 571-4211

To Provider: Rancho Santiago Community College District
Santa Ana College
1530 W. Seventeenth Street
Santa Ana, CA 92706

A party may change its address by giving notice in writing to the other party. Thereafter, any communication shall be addressed and transmitted to the new address. If sent by mail, communication shall be effective or deemed to have been given three (3) days after it has been deposited in the United States mail, duly registered or certified, with postage prepaid, and addressed as set forth above. If sent by fax, communication shall be effective or deemed to have been given twenty-four (24) hours after the time set forth on the transmission report issued by the transmitting facsimile machine, addressed as set forth above. For purposes of calculating these time frames, weekends, federal, state, County or City holidays shall be excluded.

10. EXCLUSIVITY AND AMENDMENT

This Agreement represents the complete and exclusive statement between the City and Provider regarding the subject matter herein, and supersedes any and all other agreements, oral or written, between the parties. In the event of a conflict between the terms of this Agreement and any attachments hereto, the terms of this Agreement shall prevail. This Agreement may not be modified except by written instrument signed by the City and by an authorized representative of Provider. The parties agree that any terms or conditions of any purchase order or other instrument that are inconsistent with, or in addition to, the terms and conditions hereof, shall not bind or obligate Provider or the City. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which is not embodied herein.

11. ASSIGNMENT

The experience, knowledge, capability and reputation of Provider were a substantial inducement for City to enter into this Agreement. Therefore, Provider may not assign, transfer, delegate, or subcontract any interest herein without the prior written consent of the City and any such assignment, transfer, delegation or subcontract without the City's prior written consent shall be considered null and void.

12. TERMINATION

This Agreement may be terminated by either party upon thirty (30) days written notice of termination. In such event, Provider shall be entitled to receive, and City shall pay Provider, compensation for all services rendered prior to the effective date of termination.

13. RECORDS

Provider shall use attendance sheets generated and supplied by the City to record attendance in each class. Provider shall keep these and any other records in connection with the work to be performed under this Agreement and shall permit City, upon request, to review such records for a period of three (3) years from the date of final payment to Provider under this Agreement.

14. NON DISCRIMINATION

Provider shall not discriminate because of race, color, creed, religion, sex, marital status, sexual orientation, age, national origin, ancestry, or disability, as defined and prohibited by applicable law, in the recruitment, selection, teaching, training, utilization, promotion, termination or other employment related activities, or in any activities under this Agreement. Provider affirms that it is an equal opportunity employer and shall comply with all applicable federal, state and local laws and regulations.

15. JURISDICTION – VENUE

This Agreement has been executed and delivered in the State of California and the validity, interpretation, performance, and enforcement of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California. Both parties further agree that Orange County, California, shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

16. LICENSES

Provider shall, throughout the term of this Agreement, maintain all necessary licenses, permits, approvals, waivers, and exemptions necessary for the provision of the services hereunder and required by the laws and regulations of the United States, the State of California, the City of Santa Ana and all other governmental agencies.

17. SEVERABILITY

In the event that one or more of the phrases, sentences, clauses, paragraphs or sections contained in this Agreement shall be declared invalid or unenforceable by valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs or sections of this Agreement, which shall be interpreted to carry out the intent of the parties hereunder.

18. EXHIBITS

All Exhibits referenced herein and attached hereto shall be incorporated as if fully set forth in the body of this Agreement.

19. AUTHORITY

The person(s) executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that be so executing this Agreement, the parties hereto are formally bound to the provisions of this Agreement.

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

ATTEST:

CITY OF SANTA ANA

MARIA D. HUIZAR
Clerk of the Council

DAVID CAVAZOS
City Manager

APPROVED AS TO FORM:

PROVIDER:
Rancho Santiago Community College
District

SONIA R. CARVALHO
City Attorney

By: _____
Ryan O. Hodge
Assistant City Attorney

By: _____
Peter J. Hardash
Vice Chancellor
Business Operations and Fiscal Services

RECOMMENDED FOR APPROVAL:

GERARDO MOUET
Executive Director of Parks,
Recreation and Community Services Agency

EXHIBIT A – Specification of Services to Be Provided by Santa Ana Community College

Provider will procure, manage and compensate experienced teachers to provide each of the youth with a general introductory course in digital media art. As part of this program Students will be enrolled in a college course at no cost to the student. Students will receive 3 units of college credit for the course once completed. Students will have their own dedicated college counselor they will meet with throughout duration of the program. Provider will also provide the curriculum development required to provide effective training, City will provide training materials and textbooks to support curricula in subject area. City will also pay the mandatory student fees of \$21 per student. Additionally, the class shall be capped at a maximum of twenty-two (22) students.

EXHIBIT B – Seeds to Trees SAC Course Budget

Digital Media Art Instructor	
3 Unit LHE Class with Benefits Included	\$4,000
One-on-One Educational Counseling	
30 hours of Counseling X \$59.98 per hour	\$1,769.40
Estimated Benefits @ 17.33%	\$306.64
Total Educational Counseling	\$2,076.04
Mandatory Student Fees	
\$21 x 22 students	\$462.00
GRAND TOTAL	\$6,539

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College - Science, Math, and Health Sciences Division**

To:	Board of Trustees	Date: January 9, 2017
Re:	Approval of Nursing Program Agreement Renewal – St. Jude Medical Center With Instructor	
Action:	Request for Approval	

BACKGROUND

Students in the Nursing Program participate in clinical rotation activities at sites throughout the community in order to gain practical field experiences and to apply knowledge and skills learned in college classes. The proposed affiliation agreement renewal with the St. Jude Medical Center, located in Fullerton, California, will yield appropriate clinical activities for the programs.

ANALYSIS

The affiliation agreement renewal covers the scope of program's operations of the facility as well as other issues relating to responsibilities for both parties. The agreement has been reviewed by college and district. The agreement carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve the nursing program agreement renewal with the St. Jude Medical Center, located in Fullerton, California.

Fiscal Impact:	None	Board Date: January 9, 2017
Prepared by:	Carlos Lopez, Vice President of Academic Affairs Rebecca Miller, Associate Dean of Health Sciences	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

CLINICAL TRAINING AFFILIATION AGREEMENT

(With School Instructor on Hospital Premises)

This Clinical Training Affiliation Agreement ("Agreement") is made and entered into as of the later of February 3, 2017 or the execution of the Agreement by both parties (the "Effective Date") by and between St. Jude Medical Center ("Hospital"), and Rancho Santiago Community College District ("School").

RECITALS

A. Hospital is a California nonprofit public benefit corporation that operates a general acute care hospital accredited in accordance with the standards of the Joint Commission and licensed by the California Department of Public Health.

B. School is an institution of higher learning authorized pursuant to California law to offer health care program(s) and to maintain classes and such program(s) at hospitals for the purpose of providing clinical training for students in such classes.

C. Hospital operates clinical facilities within Hospital which are suitable for School's clinical training programs ("the Program(s)") in the area of Nursing, Pharmacy Technician, Medical Laboratory Technician, Paramedic/EMT, Speech Language Pathology and Occupational Therapy Assistant. School desires to establish the Program(s) at Hospital for the students of the School enrolled in the Program(s). Hospital desires to support the Program(s) to assist in training students of School.

D. The purpose of this Agreement is to set forth the terms and conditions pursuant to which the parties will institute the Program(s) at Hospital.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein and for such other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. RESPONSIBILITIES OF SCHOOL

1.1 Academic Responsibility. School shall develop the Program(s) curriculum and shall be responsible for offering a health care education Program eligible, if necessary, for accreditation and approval by any state board or agency.

1. 1.2 Number of Students. School shall designate and notify Hospital of the students who are enrolled and in good standing in the Program(s) to be assigned for clinical training at Hospital in such numbers as are mutually agreed upon between Hospital and School. School and Hospital will also mutually agree to the dates and length of the Program(s).

1.3 Orientation. School shall provide orientation to all students and ensure that all students receive clinical instruction and have necessary basic skills prior to the clinical experience at Hospital.

1.4 Supervision. School shall supervise all students in their clinical training at Hospital and provide the necessary qualified instructors for the Program(s) who must be satisfactory to

Hospital. All such instructors shall be employees of School. School also shall be responsible for instruction, counseling, controlling, disciplining and all activities of students at Hospital.

1.5 Documentation. School shall maintain all attendance and academic records of students participating in the Program(s). School shall implement and maintain an evaluation process of the students' progress throughout the Program(s).

1.6 Background Check. School shall conduct a background check on each student. At a minimum, the background check shall include the following: verification of identity (social security trace); criminal background check in all counties of residence and employment for the last seven (7) years; motor vehicle records trace; and Office of Inspector General ("OIG") sanction trace.

1.7 Health Clearance. School shall ensure that each Student complies with Hospital's requirements for immunizations, tests, and required education including but not limited to: (a) an annual health examination, (b) Proof of TB skin test (Mantoux) within previous 12 months, repeated annually, If known skin test positive, baseline chest x-ray, annual symptom screen and repeat CXR if annual symptom review is positive. (c) Proof of immunization or immune titers to Rubeola, Rubella and Varicella, (d) proof of Tetanus, Diptheria, and Acellular Pertussis (Tdap) immunization, (e) proof of Hepatitis B vaccine, and (f) proof of annual Influenza vaccination, or declination statement for (b)-(f). School shall provide (a) proof of Aerosol Transmissible Disease (ATD) training on placement and at least annually including elements required by the Cal/OSHA ATD Standard, and (b) proof of Bloodborne Pathogen training prior to a Student's first clinical day and at least annually thereafter including elements required by the Cal/OSHA Bloodborne Pathogen Standard.

1.8 Hospital Policies and Procedures. School shall ensure that each student is aware of and understands all applicable Hospital policies and procedures and shall require each student to conform to all such Hospital policies, procedures, regulations, standards for health, safety, cooperation, ethical behavior, and any additional requirements and restrictions agreed upon by representatives of Hospital and School. School shall instruct students that they are not permitted to interfere with the activity or judgment of the health care providers at Hospital in administering care to patients in the context of training.

1.9 Supplies and Equipment. School shall provide and be responsible for the care and control of educational supplies, materials, and equipment used for instruction during the Program(s). School shall also be responsible, as between Hospital and School, for the cost of travel expenses and transportation, if any, incurred by students as a result of the Program(s).

1.10 Confidentiality. School shall instruct students regarding confidentiality of patient information, including compliance with and legal obligations pursuant to the Health Insurance Portability and Accountability Act of 1996, and the implementation regulations thereunder. No student shall have access to or have the right to review any medical record or quality assurance or peer review information except where necessary in the regular course of the Program(s). School shall ensure that all students maintain the confidentiality of any and all patient and other information received in the course of the Program(s). Further, School shall ensure that students do not discuss, transmit, or narrate in any form any patient information of a personal nature, medical or otherwise, except as a necessary part of the patient's treatment plan or the Program(s).

1.11 Insurance. School shall instruct that all students maintain professional liability insurance coverage (either independently or as an additional insured on School's policy) at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. Further, School agrees to maintain professional and comprehensive general liability insurance at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. Further, School shall ensure that such policies provide for notification to Hospital at least thirty (30) days in advance of any material modification or cancellation of such

coverage. School also agrees to maintain statutory Workers' Compensation coverage on any individuals characterized as employees of School working at Hospital pursuant to this Agreement at all times during the course of this Agreement. School shall provide certificates evidencing all coverage referred to in this section within thirty (30) days of execution of this Agreement and thereafter, on an annual basis except that, with respect to students, such evidence will be provided prior to the date when any new student commences participation in the Program(s).

1.12 Indemnification. Except as otherwise may be provided in this Agreement, each party shall indemnify, hold harmless and defend the other party from any and all loss, liability, claim, lawsuit, injury, expense or damage whatsoever including but not limited to attorneys' fees and court costs, arising out of, incident to or in any manner occasioned by the performance or nonperformance by such indemnifying party, its agents, employees, servants, students, or subcontractors, of any covenant or condition of this Agreement or by the negligence, improper conduct or intentional acts or omissions of such indemnifying parties, its agents, employees, servants, students, or subcontractors.

1.13 Accreditation. School shall at all times during the course of this Agreement be licensed or qualified to offer the Program(s) to students.

2. RESPONSIBILITIES OF HOSPITAL

2.1 Access. Hospital shall permit nonexclusive access to the Program(s) to those students designated by School as eligible for participation in the Program(s) at Hospital provided such access does not unreasonably interfere with the regular activities at Hospital. Hospital agrees to provide qualified students with access to clinical areas and patient care opportunities as appropriate to the level of understanding and education of such students and as appropriate to the provision of quality care and privacy of Hospital patients.

2.2 Implementation of Program(s). Hospital agrees to cooperate with and assist in the planning and implementation of the Program(s) at Hospital for the benefit of students from School.

2.3 Accreditation. Hospital shall maintain Hospital so that it conforms to the requirements of the California Department of Public Health and the Joint Commission.

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

2.5 Space and Storage. At Hospital's discretion, it will provide students with classroom space within Hospital and an acceptable amount of storage space for School's instructional materials for use in the Program(s), subject to reasonable availability..

2.6 Removal of Students. Hospital shall have the absolute right to determine who will administer care to its patients. In the event that any student, in the sole discretion of Hospital, fails to perform satisfactorily, fails to follow Hospital policies, procedures and regulations, or fails to meet Hospital standards for health, safety, security, cooperation or ethical behavior, Hospital shall have the right to request that School withdraw the student from the Program(s). School shall comply with

Hospital's request within five (5) days of receipt of notice from Hospital. Notwithstanding the foregoing, in the event of any emergency or if any student represents a threat to patient safety or personnel, Hospital may immediately exclude any student from Hospital until final resolution of the matter with School.

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

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

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

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

2.11 Orientation. Hospital shall provide orientation to faculty supporting the student experience prior to the clinical experience at Hospital.

2.12 Insurance. Hospital, at its sole cost and expense, shall insure or self-insure its activities in connection with this Agreement and obtain, keep in force and maintain during the term hereof insurance or self-insurance insuring against the peril of bodily injury, personal injury, medical malpractice, property damage and including a contractual liability endorsement with a limit of liability of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate; California Workers' Compensation insurance on Hospital employees performing any services under this Agreement. Hospital shall provide certificates to School evidencing all coverage referred to in this section within thirty (30) days of execution of this Agreement and thereafter, on an annual basis.

3. RELATIONSHIP OF THE PARTIES

3.1 Term. The term of this Agreement shall commence as of the Effective Date and shall continue for Three (3) years unless terminated sooner as provided herein.

3.2 Termination. Either party may terminate this Agreement at any time and for any reason upon at least thirty (30) days prior written notice to the other party. To the extent reasonably possible, Hospital will attempt to limit its termination of this Agreement without cause so as to allow the completion of student training for the then current academic year by any student who, at the date of mailing of said notice by Hospital, was satisfactorily participating in the Program(s).

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

employment or agency relationship between Hospital and any student. Therefore, the parties understand and agree that Hospital is not responsible in any way, directly or indirectly, for any employment-related benefits for students. Such benefits not covered include but are not limited to, salaries, vacation time, sick leave, Workers' Compensation, and health benefits. The sole interest of Hospital is to assure that services to its patients are performed in a competent and satisfactory manner. No relationship of employer and employee is created by this Agreement, and neither School nor any student enrolled in School's Program(s), whether as a shareholder, partner, employee, independent contractor, subcontractor or otherwise, shall have any claim under this Agreement or otherwise against Hospital for vacation pay, sick leave, retirement benefits, Social Security, Workers' Compensation, disability or unemployment benefits. School shall indemnify and hold harmless Hospital from any and all liability for fees, compensation, wages and benefits of itself or its students, and from taxes on business income and other costs and expenses of an employer that Hospital would incur if, contrary to the parties' intention, School or its students are determined to be employees of Hospital.

3.4 Role of Students and Instructors. It is not the intention of School or Hospital that any student occupy the position of third-party beneficiary of any obligations assumed by Hospital or School pursuant to this Agreement.

3.5 Publicity. Neither School nor Hospital shall cause to be published or disseminate any advertising materials, either printed or electronically transmitted, which identifies the other party or its facilities with respect to the Program(s) without the prior written consent of the other party.

3.6 Records. It is understood and agreed that all records, other than student evaluation records and information, shall remain the property of Hospital.

4. GENERAL PROVISIONS

4.1 Entire Agreement; Amendment. This Agreement including the attachments and exhibits hereto contains the complete and full agreement between the parties with respect to the subject matter hereof and shall supersede all other agreements relative to the subject matter hereof by and between the parties. This Agreement may be amended but only by an instrument in writing signed by both parties to the Agreement. The parties agree to amend this Agreement to the extent reasonably necessary for Hospital or its affiliates to comply with its tax-exempt bond obligations and covenants, to maintain tax-exempt status, and to qualify for tax-exempt financing.

4.2 Assignment. School shall not subcontract, assign its rights or delegate its duties under this Agreement without the prior written consent of Hospital. This Agreement shall be binding on and inure to the benefit of successors and permitted assigns of each party.

4.3 Compliance. School acknowledges and agrees to abide by Hospital's Corporate Responsibility Program ("CRP") and acknowledges that copies of the policies, procedures and handbooks describing the CRP are available to School and School's students. This CRP is intended to prevent compliance violations and to promote education related to fraud, abuse, false claims including but not limited to the Deficit Reduction Act provisions, excess private benefit and inappropriate referrals. School hereby agrees, that it shall promptly report any regulatory compliance concerns either to an appropriate Hospital manager or through the Hospital's Corporate Responsibility Hotline (866-913-0275). Further, it is represented and warranted by School that all individuals providing service hereunder shall not at any time have been sanctioned by a health care regulatory agency and, finally, that investigatory activity relevant to this School shall be promptly reported through the hotline (above). Failure to abide by the CRP compliance requirements shall give Hospital the right to terminate this Agreement immediately at its sole discretion.

4.4 Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of California. Any action arising out of this Agreement shall be instituted and prosecuted only in a court of proper jurisdiction in Orange County, California.

4.5 Non-Discrimination. Neither party shall discriminate against any student on the basis of race, age, religion, sex, color, creed, national origin, handicap, disability or sexual preference. In addition, the parties will fully comply with any and all applicable local, state and federal anti-discrimination regulations, statutes and judicial decisions.

4.6 Notices. Any and all notices permitted or required by this Agreement shall be in writing and shall be deemed to have been duly given (a) on the date personally delivered; (b) three business days after being mailed by United States post, certified and return receipt requested; or (c) one business day after being sent by nationally recognized overnight courier, properly addressed as follows or such other address as may later be designated by the party:

If to Hospital: St. Jude Medical Center
101 E. Valencia Mesa Drive
Fullerton, CA 92835
Attn: President & CEO

If to School: Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706
Attn: Vice Chancellor, Business Operations and Fiscal Services

4.7 Severability. The provisions of this Agreement shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall be effective and binding upon the parties.

4.8 Waiver. Any waiver of any terms, covenants and/or conditions hereof must be in writing and signed by the parties hereto. A waiver of any of the terms, covenants and/or conditions hereof shall not be construed as a waiver of any other terms, covenants and/or conditions hereof nor shall any waiver constitute a continuing waiver.

**ST. JUDE MEDICAL CENTER
“HOSPITAL”**

By: Ed Salvador
Its Chief Financial Officer

Date: _____

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
“SCHOOL”**

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

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College - Science, Math, and Health Sciences Division**

To:	Board of Trustees	Date: January 9, 2017
Re:	Approval of Nursing Program Agreement Renewal – St. Jude Medical Center Without Instructor	
Action:	Request for Approval	

BACKGROUND

Students in the Nursing Program participate in clinical rotation activities at sites throughout the community in order to gain practical field experiences and to apply knowledge and skills learned in college classes. The proposed affiliation agreement renewal with the St. Jude Medical Center, located in Fullerton, California, will yield appropriate clinical activities for the programs.

ANALYSIS

The affiliation agreement renewal covers the scope of program's operations of the facility as well as other issues relating to responsibilities for both parties. The agreement has been reviewed by college and district. The agreement carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve the nursing program agreement renewal with the St. Jude Medical Center, located in Fullerton, California.

Fiscal Impact:	None	Board Date: January 9, 2017
Prepared by:	Carlos Lopez, Vice President of Academic Affairs Rebecca Miller, Associate Dean of Health Sciences	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

CLINICAL TRAINING AFFILIATION AGREEMENT

(Without School Instructor on Hospital Premises)

This Clinical Training Affiliation Agreement ("Agreement") is made and entered into as of the later of February 3, 2017 or the execution of the Agreement by both parties (the "Effective Date") by and between St. Jude Medical Center ("Hospital"), and Rancho Santiago Community College District ("School").

RECITALS

A. Hospital is a California nonprofit public benefit corporation that operates a general acute care hospital accredited in accordance with the standards of the Joint Commission and licensed by the California Department of Public Health.

B. School is an institution of higher learning authorized pursuant to California law to offer health care program(s) and to maintain classes and such program(s) at hospitals for the purpose of providing clinical training for students in such classes.

C. Hospital operates clinical facilities within Hospital which are suitable for School's clinical training programs ("the Program(s)") in the area of Nursing, Pharmacy Technician, Medical Laboratory Technician, Paramedic/EMT, Speech, Language Pathology and Occupational Therapy Assistant. School desires to establish the Program(s) at Hospital for the students of the School enrolled in the Program(s). Hospital desires to support the Program(s) to assist in training students of School.

D. The purpose of this Agreement is to set forth the terms and conditions pursuant to which the parties will institute the Program(s) at Hospital.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein and for such other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. RESPONSIBILITIES OF SCHOOL

1.1 Academic Responsibility. School shall develop the Program(s) curriculum and shall be responsible for offering a health care education Program eligible, if necessary, for accreditation and approval by any state board or agency.

1.2 Number of Students. School shall designate and notify Hospital of the students who are enrolled and in good standing in the Program(s) to be assigned for clinical training at Hospital in such numbers as are mutually agreed upon between Hospital and School. School and Hospital will also mutually agree to the dates and length of the Program(s).

1.3 Orientation. School shall provide orientation to all students and ensure that all students receive clinical instruction and have necessary basic skills prior to the clinical experience at Hospital.

1.4 Discipline. School shall be responsible for counseling, controlling, disciplining and all activities of students at Hospital.

1.5 Documentation. School shall maintain all attendance and academic records of students participating in the Program(s). School shall implement and maintain an evaluation process of the students' progress throughout the Program(s).

1.6 Background Check. School shall conduct a background check on each student. At a minimum, the background check shall include the following: verification of identity (social security trace); criminal background check in all counties of residence and employment for the last seven (7) years; motor vehicle records trace; and Office of Inspector General ("OIG") sanction trace.

1.7 Health Clearance. School shall ensure that each Student complies with Hospital's requirements for immunizations, tests, and required education including but not limited to: (a) an annual health examination, (b) Proof of TB skin test (Mantoux) within previous 12 months, repeated annually, If known skin test positive, baseline chest x-ray, annual symptom screen and repeat CXR if annual symptom review is positive. (c) Proof of immunization or immune titers to Rubeola, Rubella and Varicella, (d) proof of Tetanus, Diptheria, and Acellular Pertussis (Tdap) immunization, (e) proof of Hepatitis B vaccine, and (f) proof of annual Influenza vaccination, or declination statement for (b)-(f). School shall provide (a) proof of Aerosol Transmissible Disease (ATD) training on placement and at least annually including elements required by the Cal/OSHA ATD Standard, and (b) proof of Bloodborne Pathogen training prior to a Student's first clinical day and at least annually thereafter including elements required by the Cal/OSHA Bloodborne Pathogen Standard.

1.8 Hospital Policies and Procedures. School shall ensure that each student is aware of and understands all applicable Hospital policies and procedures and shall require each student to conform to all such Hospital policies, procedures, regulations, standards for health, safety, cooperation, ethical behavior, and any additional requirements and restrictions agreed upon by representatives of Hospital and School. School shall instruct students that they are not permitted to interfere with the activity or judgment of the health care providers at Hospital in administering care to patients in the context of training.

1.9 Supplies and Equipment. School shall provide and be responsible for the care and control of educational supplies, materials, and equipment used for instruction during the Program(s). School shall also be responsible, as between Hospital and School, for the cost of travel expenses and transportation, if any, incurred by students as a result of the Program(s).

1.10 Confidentiality. School shall instruct students regarding confidentiality of patient information, including compliance with and legal obligations pursuant to the Health Insurance Portability and Accountability Act of 1996, and the implementation regulations thereunder. No student shall have access to or have the right to review any medical record or quality assurance or peer review information except where necessary in the regular course of the Program(s). School shall ensure that all students maintain the confidentiality of any and all patient and other information received in the course of the Program(s). Further, School shall ensure that students do not discuss, transmit, or narrate in any form any patient information of a personal nature, medical or otherwise, except as a necessary part of the patient's treatment plan or the Program(s).

1.11 Insurance. School shall instruct that all students maintain professional liability insurance coverage (either independently or as an additional insured on School's policy) at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. Further, School agrees to maintain professional and comprehensive general liability insurance at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. Further, School shall ensure that such policies provide for notification to Hospital at least thirty (30) days in advance of any material modification or cancellation of such

coverage. School also agrees to maintain statutory Workers' Compensation coverage on any individuals characterized as employees of School working at Hospital pursuant to this Agreement at all times during the course of this Agreement. School shall provide certificates evidencing all coverage referred to in this section within thirty (30) days of execution of this Agreement and thereafter, on an annual basis except that, with respect to students, such evidence will be provided prior to the date when any new student commences participation in the Program(s).

1.12 Indemnification. Except as otherwise may be provided in this Agreement, each party shall indemnify, hold harmless and defend the other party from any and all loss, liability, claim, lawsuit, injury, expense or damage whatsoever including but not limited to attorneys' fees and court costs, arising out of, incident to or in any manner occasioned by the performance or nonperformance by such indemnifying party, its agents, employees, servants, students, or subcontractors, of any covenant or condition of this Agreement or by the negligence, improper conduct or intentional acts or omissions of such indemnifying parties, its agents, employees, servants, students, or subcontractors.

1.13 Accreditation. School shall at all times during the course of this Agreement be licensed or qualified to offer the Program(s) to students.

2. RESPONSIBILITIES OF HOSPITAL

2.1 Access. Hospital shall permit nonexclusive access to the Program(s) to those students designated by School as eligible for participation in the Program(s) at Hospital provided such access does not unreasonably interfere with the regular activities at Hospital. Hospital agrees to provide qualified students with access to clinical areas and patient care opportunities as appropriate to the level of understanding and education of such students and as appropriate to the provision of quality care and privacy of Hospital patients.

2.2 Implementation of Program(s). Hospital agrees to cooperate with and assist in the planning and implementation of the Program(s) at Hospital for the benefit of students from School.

2.3 Instruction. Hospital shall instruct students in their clinical training at Hospital with the supervision of a fully licensed professional, if applicable, relevant to the students' specific course of clinical training.

2.4 Accreditation. Hospital shall maintain Hospital so that it conforms to the requirements of the California Department of Public Health and the Joint Commission.

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

2.6 Space and Storage. At Hospital's discretion, it will provide students with classroom space within Hospital and an acceptable amount of storage space for School's instructional materials for use in the Program(s), subject to reasonable availability.

2.7 Removal of Students. Hospital shall have the absolute right to determine who will administer care to its patients. In the event that any student, in the sole discretion of Hospital, fails to perform satisfactorily, fails to follow Hospital policies, procedures and regulations, or fails to meet Hospital standards for health, safety, security, cooperation or ethical behavior, Hospital shall have the right to request that School withdraw the student from the Program(s). School shall comply with Hospital's request within five (5) days of receipt of notice from Hospital. Notwithstanding the foregoing, in the event of any emergency or if any student represents a threat to patient safety or personnel, Hospital may immediately exclude any student from Hospital until final resolution of the matter with School.

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

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

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

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

2.12 Orientation. Hospital shall provide orientation to faculty supporting the student experience prior to the clinical experience at Hospital.

2.13 Insurance. Hospital, at its sole cost and expense, shall insure or self-insure its activities in connection with this Agreement and obtain, keep in force and maintain during the term hereof insurance or self-insurance insuring against the peril of bodily injury, personal injury, medical malpractice, property damage and including a contractual liability endorsement with a limit of liability of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate; California Workers' Compensation insurance on Hospital employees performing any services under this Agreement. Hospital shall provide certificates to School evidencing all coverage referred to in this section within thirty (30) days of execution of this Agreement and thereafter, on an annual basis.

3. RELATIONSHIP OF THE PARTIES

3.1 Term. The term of this Agreement shall commence as of the Effective Date and shall continue for Three (3) years unless terminated sooner as provided herein.

3.2 Termination. Either party may terminate this Agreement at any time and for any reason upon at least thirty (30) days prior written notice to the other party. To the extent reasonably possible, Hospital will attempt to limit its termination of this Agreement without cause so as to allow the completion of student training for the then current academic year by any student who, at the date of mailing of said notice by Hospital, was satisfactorily participating in the Program(s).

3.3 Independent Contractor. In the performance of the obligations under this Agreement, it is mutually understood and agreed that School is at all times acting and performing as an independent contractor. Nothing in this Agreement is intended nor shall be construed to create between Hospital and School an employer/employee relationship, a joint venture relationship, or a lease or landlord/tenant relationship. Students shall maintain the status of learners and neither this Agreement nor any acts pursuant to it shall be deemed to create an employment or agency relationship between Hospital and any student. Therefore, the parties understand and agree that Hospital is not responsible in any way, directly or indirectly, for any employment-related benefits for students. Such benefits not covered include but are not limited to, salaries, vacation time, sick leave, Workers' Compensation, and health benefits. The sole interest of Hospital is to assure that services to its patients are performed in a competent and satisfactory manner. No relationship of employer and employee is created by this Agreement, and neither School nor any student enrolled in School's Program(s), whether as a shareholder, partner, employee, independent contractor, subcontractor or otherwise, shall have any claim under this Agreement or otherwise against Hospital for vacation pay, sick leave, retirement benefits, Social Security, Workers' Compensation, disability or unemployment benefits. School shall indemnify and hold harmless Hospital from any and all liability for fees, compensation, wages and benefits of itself or its students, and from taxes on business income and other costs and expenses of an employer that Hospital would incur if, contrary to the parties' intention, School or its students are determined to be employees of Hospital.

3.4 Role of Students. It is not the intention of School or Hospital that any student occupy the position of third-party beneficiary of any obligations assumed by Hospital or School pursuant to this Agreement.

3.5 Publicity. Neither School nor Hospital shall cause to be published or disseminate any advertising materials, either printed or electronically transmitted, which identifies the other party or its facilities with respect to the Program(s) without the prior written consent of the other party.

3.6 Records. It is understood and agreed that all records, other than student evaluation records and information, shall remain the property of Hospital.

4. GENERAL PROVISIONS

4.1 Entire Agreement; Amendment. This Agreement including the attachments and exhibits hereto contains the complete and full agreement between the parties with respect to the subject matter hereof and shall supersede all other agreements relative to the subject matter hereof by and between the parties. This Agreement may be amended but only by an instrument in writing signed by both parties to the Agreement. The parties agree to amend this Agreement to the extent reasonably necessary for Hospital or its affiliates to comply with its tax-exempt bond obligations and covenants, to maintain tax-exempt status, and to qualify for tax-exempt financing.

4.2 Assignment. School shall not subcontract, assign its rights or delegate its duties under this Agreement without the prior written consent of Hospital. This Agreement shall be binding on and inure to the benefit of successors and permitted assigns of each party.

4.3 Compliance. School acknowledges and agrees to abide by Hospital's Corporate Responsibility Program ("CRP") and acknowledges that copies of the policies, procedures and handbooks describing the CRP are available to School and School's students. This CRP is intended to prevent compliance violations and to promote education related to fraud, abuse, false claims including but not limited to the Deficit Reduction Act provisions, excess private benefit and inappropriate referrals. School hereby agrees, that it shall promptly report any regulatory compliance concerns either to an appropriate Hospital manager or through the Hospital's Corporate Responsibility Hotline (866-913-0275). Further, it is represented and warranted by School that all individuals providing service hereunder shall not at any time have been sanctioned by a health care

regulatory agency and, finally, that investigatory activity relevant to this School shall be promptly reported through the hotline (above). Failure to abide by the CRP compliance requirements shall give Hospital the right to terminate this Agreement immediately at its sole discretion.

4.4 Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of California. Any action arising out of this Agreement shall be instituted and prosecuted only in a court of proper jurisdiction in Orange County, California.

4.5 Non-Discrimination. Neither party shall discriminate against any student on the basis of race, age, religion, sex, color, creed, national origin, handicap, disability or sexual preference. In addition, the parties will fully comply with any and all applicable local, state and federal anti-discrimination regulations, statutes and judicial decisions.

4.6 Notices. Any and all notices permitted or required by this Agreement shall be in writing and shall be deemed to have been duly given (a) on the date personally delivered; (b) three business days after being mailed by United States post, certified and return receipt requested; or (c) one business day after being sent by nationally recognized overnight courier, properly addressed as follows or such other address as may later be designated by the party:

If to Hospital: St. Jude Medical Center
101 E. Valencia Mesa Drive
Fullerton, CA 92835
Attn: President & CEO

If to School: Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706
Attn: Vice Chancellor, Business Operations and Fiscal Services

4.7 Severability. The provisions of this Agreement shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall be effective and binding upon the parties.

4.8 Waiver. Any waiver of any terms, covenants and/or conditions hereof must be in writing and signed by the parties hereto. A waiver of any of the terms, covenants and/or conditions hereof shall not be construed as a waiver of any other terms, covenants and/or conditions hereof nor shall any waiver constitute a continuing waiver.

**ST. JUDE MEDICAL CENTER
“HOSPITAL”**

By: Ed Salvador
Its Chief Financial Officer
Date: _____

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
“SCHOOL”**

By: Peter J. Hardash
Title: Vice Chancellor of Business Operations/Fiscal Services
Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA COLLEGE – ACADEMIC AFFAIRS

To:	Board of Trustees	Date: January 9, 2017
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: January 9, 2017
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: January 9, 2017
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

Seventy-nine (79) new courses were approved because of new and/or expanded programs or major changes in the discipline.

* (See Attachment #1)

REVISED COURSES

Two hundred-eighty-one (281) course revisions were updated to reflect changes in title, units, hours, or content.

* (See Attachment #2)

DELETED COURSES

Three (3) 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

Seventy-five (75) 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

Twelve (12) new programs/certificates were approved.

* (See Attachment #5)

REVISED PROGRAMS/CERTIFICATES

Forty-five (45) program/certificate revisions were updated to reflect changes in title, units, hours, or content.

* (See Attachment #6)

DELETED PROGRAMS/CERTIFICATES

Four (4) programs/certificates 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 #7)

GENERAL EDUCATION REQUIREMENTS UPDATES

* (See Attachment #8)

* Listings are attached

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

1	ART	011	Intro to 3D Modeling & Animation
2	ART	107	History of Animation
3	ART	125	Cooperative Work Experience -Occupational
4	ART	169	Game Design & Development Team
5	ART	193	Motion Graphics with Adobe After Effects
6	BA	051	Introduction to Spanish Bilingual Interpreting
7	CJA	029B	Bomb Technician Introduction
8	CJA	029C	Active Bomber Course
9	CJA	029D	Homemade Explosive Course
10	CJA	029E	Explosive Recognition and Response
11	CMST	307	Health Communication
12	DNCE	009B	Dance Laboratory II
13	DNCE	009D	Dance Laboratory IV
14	DSL	101	Truck Preventative Maintenance
15	DSL	287	Alternative Fuels
16	FAC	070	Firefighter I Certification Refresher
17	FOT	205	Instructor I: Instructional Methodology
18	FOT	206	Instructor II: Instructional Development
19	FOT	207	Instructor III: Instructional Program Management
20	FOT	210	Community Risk Educator
21	FOT	150A	Company Officer 2A: Human Resource Management for Company Officers
22	FOT	150B	Company Officer 2B: General Administration Functions for Company
23	FOT	150C	Company Officer 2C: Fire Inspections and Investigations
24	FOT	150D	Company Officer 2D: All-Risk Command Operations for Company Officers
25	FOT	150E	Company Officer 2E: Wildland Incident Operations for Company Officers
26	FOT	273A	Chief Fire Officer 3A: Human Resource Management for Chief Fire Officers
27	FOT	273B	Chief Fire Officer 3B: Budget and Fiscal Responsibilities for Chief Fire Officers

28	FOT	273C	Chief Fire Officer 3C: General Administration Functions
29	FOT	273D	Chief Fire Officer 3D: Emergency Service Delivery Responsibilities for Chief Fire Officers
30	FOT	274A	Executive Chief Fire Officer 4A: Human Resource Management for the Executive Chief Fire Officer
31	FOT	274B	Executive Chief Fire Officer 4B: Community & Government Relations
32	FOT	274C	Executive Chief Fire Officer 4C: Administration
33	FOT	274D	Executive Chief Fire Officer 4D: Emergency Services Delivery
34	FOT	274E	Executive Chief Fire Officer 4E: Health and Safety Course Plan
35	FSA	005	EMT Recertification
36	FSA	014	Rescue Operations- Refresher
37	FSA	017	Firefighter Refresher- Core Competencies
38	FSA	018	Firefighter Survival
39	FSA	027	Wildland Fire Safety Training Refresher
40	FSA	016A	CA Fire Service Administrative Requirements
41	KNAC	107B	Intermediate Badminton
42	KNAC	169B	Intermediate Wrestling
43	KNHE	103	Men's Health Issues
44	KNHE	106	Cardiopulmonary Resuscitation and First Aid
45	KNIA	230	Preseason Football
46	KNPR	275	Sport Psychology Applications-Football
47	LAW	105	The Legal Environment of Business
48	LAW	299	Cooperative Work Experience Education-Occupational
49	MATH	319	Quantitative Research Methods for Healthcare Professionals
50	MNFG	107	CSWA Exam Prep
51	MNFG	115	QC Inspection
52	MNFG	120	Introduction to Medical Device Quality
53	MNFG	121	Quality Control for Medical Devices
54	MUS	105	Film Music Appreciation
55	MUS	269	Intermediate Harmonization at the Keyboard
56	NUTR	121	Sports Nutrition
57	OS	301	Therapeutic Approaches to the Older Adult

58	OS	304	Movement Theory & Analysis
59	OS	305	Advanced Pediatric Practice for the Occupational Therapy Assistant (OTA)
60	OS	310	Community-Based Occupational Therapy Practice
61	OS	312	Advanced Practice Areas in Occupational Therapy (OT)
62	OS	325	Applying Research to Occupational Therapy Intervention
63	OS	402	Neurological Principles in Human Performance
64	OS	403	Leadership for the Occupational Therapy Assistant (OTA)
65	OS	410	Healthcare Systems
66	OS	412	Capstone Seminar
67	SOC	401	The Sociology of Health, Illness, and Healing
68	TELV	140	Cinematography
69	TELV	240	Agency Film Production
70	TELV	255	Motion Picture Technical Production
71	TELV	193	Motion Graphics with Adobe After Effects
72	THEA	140A	Theatre Performance
73	THEA	140B	Theatre Performance II
74	THEA	140C	Theatre Performance III
75	THEA	140D	Theatre Performance IV

CONTINUING EDUCATION

76	ESL	704	Academic Beginning A
77	ESL	705	Academic Beginning B
78	ESL	706	Academic Intermediate A
79	ESL	707	Academic Intermediate B

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

1	ACCT	170	Microsoft Dynamics for Financial Accounting-Core Modules
2	ACCT	171	Microsoft Dynamics for Financial Accounting- Operations and Analysis
3	ACCT	198	Topics
4	ANTH	100	Introduction to Cultural Anthropology
5	ANTH	100H	Honors Introduction to Cultural Anthropology
6	ANTH	104	Language and Culture
7	ANTH	104H	Honors Language and Culture
8	ART	100	Introduction to Art Concepts
9	ART	100H	Honors Introduction to Art Concepts
10	ART	103	Arts of Africa, Oceania, and Indigenous North America
11	ART	108	Contemporary Art History: Art Since Mid-Twentieth Century
12	ART	121A	Fundamentals of Typography
13	ART	122	Graphic Design I
14	ART	151	Ceramics-Introductory Level
15	ART	152	Ceramics-Intermediate Throwing
16	ART	153	Ceramics-Intermediate Handbuilding
17	ART	155	Plaster Mold Making
18	ART	156	Clay Calculation: An Approach in Color Study
19	ART	157	Ceramics-Raku and Saggur Firing Techniques
20	ART	164	Web Design
21	BA	056	General Foundation for Bilingual Business Interpretation-Spanish/English
22	BA	057	Medical Interpretation and Translation-Spanish/English
23	BUS	103	Cooperative Work Experience-Occupational
24	BUS	104	Cooperative Work Experience - General
25	BUS	105	Legal Environment of Business
26	CDEV	108	Observation and Assessment for Early Learning and Development (DS3)

27	CDEV	111A	Principles and Practices for Teaching Young Children
28	CDEV	111B	Introduction to Curriculum for Young Children
29	CDEV	112	Health, Safety, and Nutrition for Children
30	CDEV	116A	Infant/Toddler Growth and Development (DS4)
31	CDEV	116B	Care and Education for Infants and Toddlers (DS3)
32	CDEV	120A	Development of the School-Age Child (DS5)
33	CDEV	120B	School-Age Child Care and Recreation Activities (DS5)
34	CDEV	200	Introduction to Technology in Early Childhood Education
35	CDEV	205	Introduction to Children with Special Needs
36	CDEV	231	Developing Language and Literacy in Young Children
37	CDEV	250	Adult Supervising and Mentoring in Early Care and Educations
38	CDEV	297	Analyzing and Applying Teacher Strategies in the Classroom
39	CJA	006B	Arrest and Control Training/ACT
40	CJA	008B	Corrections Supplemental Core Course
41	CJA	010	Pre-Employment Preparation for Law Enforcement
42	CJA	010D	Explorer Training Academy
43	CJA	021	P.C. 832, Laws of Arrest
44	CJA	026A	Training Academy Preparation
45	CJA	059	Supervisory Course
46	CJA	066	Basic Course Requalification
47	CJA	088	Campus Law Enforcement Update
48	CJA	099B	Level 3 Modular Police Academy
49	CJA	099C	Level 2 Modular Police Academy
50	CJA	099D	Level 1 Modular Police Academy
51	CMPR	124A	MCDST Preparation
52	CMPR	136	Building a Small Office/Home Office Network
53	CMPR	198-00	Special Topics
54	CMSD	103	Introduction to Visual Communications
55	CMSD	121	Introduction to Reporting and Newswriting

56	CNSL	N45	Orientation to College
57	CNSL	106	Inquiries Into Higher Education
58	CNSL	111	Learning Skills Development
59	CNSL	114	Careers in Teaching
60	CNSL	125	Exploring Leadership
61	CNSL	150	Introduction to Human Services
62	CULN	120	Restaurant Management and Culinary
63	CULN	130	Advanced Culinary and Restaurant Management
64	CULN	140	Introduction to Baking & Pastry
65	CULN	150	Principles of Pantry
66	CULN	160	Principles of Beverage Service
67	CULN	299	Cooperative Work Experience Education
68	DNCE	009A	Dance Laboratory I
69	DNCE	009C	Dance Laboratory III
70	DNCE	100	Dance History and Appreciation
71	DNCE	100H	Honors Dance History and Appreciation
72	DNCE	118	Introduction to Caribbean and Latin Dance Styles
73	DNCE	122	Commercial Contemporary Dance
74	DNCE	123	Introduction to Salsa Dance
75	DNCE	124	Intermediate Salsa Dance
76	DNCE	201B	Ballet II
77	DNCE	205	Performance Ensemble
78	DNCE	213	Ballet III
79	DNCE	214	Ballet IV
80	DNCE	219B	Jazz Dance II
81	DNCE	220	Jazz Dance II
82	DNCE	221	Jazz Dance IV
83	DNCE	261	Somatic Practices in Modern Dance
84	DNCE	263	Somatic Practices in Jazz Dance

85	DNCE	270	Dance Practicum
86	DSL	113	Allison Transmission Service
87	DSL	115	Introduction to Heavy Duty Mobile Hydraulics
88	DSL	121	Mid-Range Diesel Engine Service
89	DSL	132	Diesel Fuel Injection Systems Service
90	DSL	140	Diesel Electrical Systems
91	DSL	165	Transport Refrigeration
92	DSL	202	Introduction to Coach Operations
93	DSL	203	Transit Vehicle Electrical Systems
94	DSL	204	Transit Vehicle Air Systems
95	DSL	205	Transit Vehicle Air Brake Systems
96	DSL	206	Transit Vehicle Automatic Transmissions
97	DSL	207	Transit Vehicle Engines
98	DSL	208	Transit Vehicle Heating, Ventilation, Air Conditioning
99	DSL	209	Transit Vehicle Drive Train Suspension
100	DSL`	210	Transit Vehicle Wheelchair Lifts
101	EDUC	100	Introduction to Education
102	EMLS	107	Writing, Grammar and Reading II
103	EMLS	109	Writing, Grammar and Reading III
104	EMLS	110	Introduction to the Essay
105	EMT	111	Recertification for EMT
106	EMT	198-00	Topics
107	ENGL	061	Introduction to Composition
108	ENGL	104	Language and Culture
109	ENGL	104H	Honors Language and Culture
110	ENGR	012	AEC Print Reading
111	ENGR	027	Electronic Drafting
112	ENGR	051	Basic Technical Drawing
113	ENGR	100B	Introduction to Architecture/Civil Engineering/Construction (AEC)

114	ENGR	103	Solidworks Basic Solid Modeling
115	ENGR	104	Solidworks Intermediate Solid Modeling
116	ENGR	105	Solidworks Advanced Solid Modeling
117	ENGR	111	Basic Mechanical Blueprint Reading
118	ENGR	112	Society and the Built Environment
119	ENGR	114	Geometric Dimensioning and Tolerancing
120	ENGR	115	Cooperative Work Experience Education- Occupational
121	ENGR	119	Advanced Plane Surveying
122	ENGR	130A	CATIA Beginning Solid Modeling
123	ENGR	130B	CATIA Intermediate Solid Modeling
124	ENGR	133	Introductory Electromechanical Engineering Technology
125	ENGR	134	Intermediate Electromechanical Engineering Technology
126	ENGR	135	Advanced Electromechanical Engineering Technology
127	ENGR	136	LabVIEW Data Acquisition
128	ENGR	157A	Basic Robotic Programming
129	ENGR	157B	Intermediate Robotic Programming
130	ENGR	157C	Advanced Robotic Programming Welding
131	ENGR	158	Basic Machining Concepts and Operations
132	ENGR	165	Introduction to Energy
133	ENGR	183	CAD I- Computer Aided Drafting
134	ENGR	184	CAD II- Computer Aided Drafting
135	ENGR	185	AutoCAD & Customization
136	ENGR	191	Civil CAD Concepts
137	ENGR	193	MicroStation 3-D
138	ENGR	205	Engineering Programming and Problem-Solving
139	ENGR	250	Electric Circuits
140	ENGR	281	Properties of Engineering Materials
141	ENTR	100	Introduction to Innovation and Entrepreneurship
142	FAC	007	Strength and Conditioning for the Fire Services

143	FAC	017	Physical Ability Instructor
144	FAC	018A	Firefighter I Physical Ability Practice (Exam)
145	FAC	018B	Beginning Fire Physical Ability Training
146	FAC	018C	Intermediate Fire Physical Ability Training
147	FAC	018D	Advanced Fire Physical Ability Training
148	FAC	035	Confined Space Rescue Technician
149	FAC	063A	Rescue Systems 2: Advanced Rescue Skills
150	FAC	072	Emergency Trench Shoring
151	FAC	076	Low Angle Rope Rescue Operational
152	FAC	076A	High Angle Rope Rescue
153	FAC	079A	S-339 Division/Group Supervisor-ALL RISK
154	FAC	079B	S-330 Task Force-Strike Leader
155	FAC	079D	S-440 Planning Section Chief
156	FAC	080B	S-190 Introduction to Wildland Fire Behavior
157	FAC	084	Hazardous Materials First Responder Operational Level
158	FAC	084A	Hazardous Materials First Responder Operational, Decontamination
159	FDM	299	Cooperative Work Experience Education
160	FOT	008A	S-339 Division/Group Supervisor All Risk
161	FOT	008E	S-445 Incident Training Specialist
162	FOT	078	S-230 Crew Boss (Single Resource)
163	FOT	130B	Fire Inspector 1B: Introduction to Fire and Life Safety
164	FOT	130C	Fire Inspector 1C: Field Inspection
165	FTC	102	Fire Behavior and Combustion
166	FTC	103	Principles of Fire and Emergency Services Safety and Survival
167	FTC	104	Fire Prevention
168	FTC	105	Building Construction for Fire Protection
169	FTC	106	Fire Protection Systems
170	GEOG	100	World Regional Geography
171	GEOG	100H	Honors World Regional Geography

172	GEOG	102	Cultural Geography
173	GEOG	140	California Geography
174	KNAC	098	Topics
175	KNAC	123	Personal Fitness Training
176	KNAD	098	Topics
177	KNAD	198	Topics
178	KNAD	201A	Beginning Adapted Swimming
179	KNAD	202A	Beginning Adapted Circuit Training
180	KNAD	202B	Intermediate Adapted Circuit Training
181	KNAD	205A	Beginning Adapted Badminton
182	KNAD	208A	Beginning Adapted Aerobic Fitness
183	KNAD	208B	Intermediate Adapted Aerobic Fitness
184	KNAD	211A	Beginning Adapted Aquatics
185	KNAD	211B	Intermediate Adapted Aquatics
186	KNAF	098	Topics
187	KNAF	198	Topics
188	KNAQ	098	Topics
189	KNAQ	198	Topics
190	KNFI	098	Topics
191	KNFI	147A	Beginning Weight Training
192	KNFI	147B	Intermediate Weight Training
193	KNHE	098	Topics
194	KNHE	104	Nutrition and Fitness
195	KNHE	198	Topics
196	KNIA	098	Topics
197	KNIA	198	Topics
198	KNPR	101	Introduction to Kinesiology
199	KNPR	198	Topics
200	KNSM	098	Topics

201	KNSM	198	Topics
202	LIBR	101	Introduction to Library Technology
203	LIBR	122	Public Services
204	MATH	204	Mathematical Concepts for Elementary School Teachers
205	MNFG	103	Beginning Solid Modeling
206	MNFG	104	Solidworks Intermediate Solid Modeling
207	MNFG	105	Solidworks Advanced Solid Modeling
208	MNFG	106	Solidworks Drawings
209	MNFG	111	Basic Mechanical Blueprint Reading
210	MNFG	114	Geometric Dimensioning and Tolerancing
211	MNFG	128	Basic Metals Technology
212	MNFG	130A	CATIA Beginning Solid Modeling
213	MNFG	130B	CATIA Intermediate Solid Modeling
214	MNFG	153	Technical Mathematics
215	MNFG	158	Basic Machining Concepts and Operations
216	MNFG	159	Advanced Turning Concepts and Operations
217	MNFG	168	Advanced Milling Concepts and Operations
218	MNFG	169	Job Shop Skills
219	MNFG	171	CNC Program Writing
220	MNFG	173	Mastercam-2D Geometry, 2D Toolpaths
221	MNFG	174	CNC Milling Center Set Up and Operation
222	MNFG	175	Mastercam-3D Geometry, 3D Surfaces
223	MNFG	176	CNC Turning Center Set Up and Operation
224	MNFG	177	Mastercam-3D Toolpath and CAM Applications
225	MNFG	178	Mastercam Lathe
226	MNFG	184	Advanced CNC Mill Set Up and Operation
227	MNFG	186	Advanced CNC Lathe Programming, Setup and Operation
228	MNFG	188	Machine Technology Survey
229	MNFG	194	CNC Horizontal Mill Setup and Operation

230	MNFG	195	Mastercam 5 Axis Mill Toolpath and Application
231	NCE	145	Advanced Cardiac Life Support
232	NRN	098	Topics
233	NRN	103	Pharmacological Concepts of Nursing
234	NRN	105	Cooperative Work Experience-Occupational
235	NRN	112	Nursing Concepts
236	NRN	198	Topics
237	NRN	199	Independent Study
238	NRN	202	Nursing Process: Critical Biological and Psychosocial System Needs II
239	NRN	202L	Nursing Action: Critical Biological and Psychosocial System Needs II
240	NUTR	101	The Food System and Career Opportunities
241	NUTR	120	Food Service Nutrition
242	PARA	100	The Paralegal Profession
243	PARA	122	Elder Law
244	PARA	132	Family Law and Procedure
245	PARA	133	Workers Compensation Law and Procedure
246	PARA	134	Probate Law and Procedure
247	PARA	135	Bankruptcy Law and Procedure
248	PARA	246	Legal Research and Analysis
249	PARA	248	Advanced Research and Writing
250	PHOT	185A	Landscape Photography
251	PHOT	291	Wedding and Quinceañera Photography
252	PHYS	217	Engineering Physics I
253	PHYS	227	Engineering Physics II
254	PHYS	237	Engineering Physics III
255	POLT	200	American Political Thought
256	POLT	200H	Honors American Political Thought
257	POLT	201	Introduction to Comparative Politics
258	POLT	220	International Politics

259	READ	N50	Groundwork for Reading
260	READ	N80	Fundamentals of Reading
261	READ	098	Topics in Reading
262	READ	101	Introduction to Academic Reading
263	READ	102	Academic Reading
264	READ	150	Critical Reading
265	SOC	112	Relationships, Marriages, and Family Dynamics
266	SOC	140	Social Problems
267	SPAN	202H	Honors Intermediate Spanish II
268	TELV	101	TV and Society: A Visual History
269	TELV	131	Beginning Broadcast News Workshop
270	TELV	132	Intermediate Broadcast News Workshop
271	TELV	133	Advanced Broadcast News Workshop
272	THEA	153	Introduction to Directing
273	WELD	157B	Intermediate Robotic Programming
274	WELD	157C	Advanced Robotic Programming Welding

CONTINUING EDUCATION

275	ABE	111	Spanish Literacy for Adults
276	HSS	092	Leadership Basics Part 2
277	HSSCI	190	Physical Science 1
278	HSSCI	191	Physical Science 2
279	HSSCI	197	Human Anatomy and Physiology I
280	HSSCI	198	Human Anatomy and Physiology II
281	HSSOC	221	Psychology

COURSE DELETIONS

CATALOG 2017 – 2018

SANTA ANA COLLEGE

- 1 NRN 098 N-RN 098 SAC ROLE
- 2 NRN 098-00 Topics
- 3 NRN 198-00 Topics

CONTINUING EDUCATION

None

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

1	ACCT	170	Microsoft Dynamics for Financial Accounting-Core Modules
2	ACCT	171	Microsoft Dynamics for Financial Accounting- Operations and Analysis
3	ACCT	198	Topics
4	ANTH	100	Introduction to Cultural Anthropology
5	ART	100	Introduction to Art Concepts
6	ART	100H	Honors Introduction to Art Concepts
7	BA	056	General Foundation for Bilingual Business Interpretation-Spanish/English
8	BA	057	Medical Interpretation and Translation-Spanish/English
9	BUS	105	Legal Environment of Business
10	CDEV	112	Health, Safety, and Nutrition for Children
11	CDEV	200	Introduction to Technology in Early Childhood Education
12	CDEV	205	Introduction to Children with Special Needs
13	CDEV	250	Adult Supervising and Mentoring in Early Care and Educations
14	CDEV	120A	Development of the School-Age Child (DS5)
15	CDEV	120B	School-Age Child Care and Recreation Activities (DS5)
16	CMSD	103	Introduction to Visual Communications
17	CMSD	121	Introduction to Reporting and Newswriting
18	CNSL	114	Careers in Teaching
19	CNSL	150	Introduction to Human Services
20	DNCE	100	Dance History and Appreciation
21	EDUC	100	Introduction to Education
22	ENGL	061	Introduction to Composition
23	ENGR	012	AEC Print Reading
24	ENGR	027	Electronic Drafting
25	ENGR	051	Basic Technical Drawing
26	ENGR	103	Solidworks Basic Solid Modeling

27	ENGR	104	Solidworks Intermediate Solid Modeling
28	ENGR	105	Solidworks Advanced Solid Modeling
29	ENGR	111	Basic Mechanical Blueprint Reading
30	ENGR	112	Society and the Built Environment
31	ENGR	114	Geometric Dimensioning and Tolerancing
32	ENGR	119	Advanced Plane Surveying
33	ENGR	133	Introductory Electromechanical Engineering Technology
34	ENGR	134	Intermediate Electromechanical Engineering Technology
35	ENGR	135	Advanced Electromechanical Engineering Technology
36	ENGR	136	LabVIEW Data Acquisition
37	ENGR	165	Introduction to Energy
38	ENGR	183	CAD I- Computer Aided Drafting
39	ENGR	184	CAD II- Computer Aided Drafting
40	ENGR	185	AutoCAD & Customization
41	ENGR	191	Civil CAD Concepts
42	ENGR	193	MicroStation 3-D
43	ENGR	205	Engineering Programming and Problem-Solving
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47	ENGR	130B	CATIA Intermediate Solid Modeling
48	ENGR	281	Properties of Engineering Materials
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51	FTC	103	Principles of Fire and Emergency Services Safety and Survival
52	FTC	104	Fire Prevention
53	FTC	106	Fire Protection Systems
54	FTC	105	Building Construction for Fire Protection
55	GEOG	100	World Regional Geography

56	GEOG	102	Cultural Geography
57	GEOG	140	California Geography
58	GEOG	100H	Honors World Regional Geography
59	KNAC	123	Personal Fitness Training
60	KNHE	104	Nutrition and Fitness
61	KNPR	101	Introduction to Kinesiology
62	LIBR	122	Public Services
63	MNFG	111	Basic Mechanical Blueprint Reading
64	PARA	100	The Paralegal Profession
65	PARA	122	Elder Law
66	PARA	132	Family Law and Procedure
67	PARA	133	Workers Compensation Law and Procedure
68	PARA	134	Probate Law and Procedure
69	PARA	135	Bankruptcy Law and Procedure
70	PARA	246	Legal Research and Analysis
71	PARA	248	Advanced Research and Writing
72	READ	101	Introduction to Academic Reading
73	READ	150	Critical Reading
74	READ	102	Academic Reading
75	SPAN	202H	Honors Intermediate Spanish II

CONTINUING EDUCATION

None

NEW PROGRAMS/CERTIFICATES

CATALOG 2017 – 2018

SANTA ANA COLLEGE

- 1 Alternative Fuels - Clean Diesel Certificate of Proficiency
- 2 Certificate of Professional Accounting - Accounting Study & Ethics Certificate of Achievement
- 3 Certificate of Professional Accounting - Accounting Subjects Certificate of Achievement
- 4 Certificate of Professional Accounting - Business Subjects Certificate of Achievement
- 5 Early Childhood Assistant Teacher Certificate of Proficiency
- 6 Fire Service Core Competencies Certificate of Proficiency
- 7 Legal Office Interpreting Spanish Certificate of Achievement
- 8 Legal Office Technician Certificate of Achievement
- 9 Occupational Studies Bachelor Degree
- 10 Public and Community Art - Mural Painting Certificate of Achievement
- 11 Sustainable Facility Skill Builder Certificate of Proficiency
- 12 Transit Bus Maintenance Certificate of Proficiency

CONTINUING EDUCATION

None

REVISED PROGRAMS/CERTIFICATES**CATALOG 2017 – 2018****SANTA ANA COLLEGE**

- 1 3D Solid Modeling for Manufacturing Certificate of Proficiency
- 2 Art – Digital Media Arts Degree
- 3 Associate in Arts in Kinesiology for Transfer
- 4 AutoCAD 2D Basics Certificate of Proficiency
- 5 Bilingual (English/Spanish) Preschool Associate Teacher Certificate of Achievement
- 6 CNC Lathe Set Up and Operation Option Certificate of Achievement
- 7 CNC Lathe Set Up and Operation Option Degree
- 8 CNC Machine Set Up and Operation Option Certificate of Achievement
- 9 CNC Machine Set Up and Operation Option Degree
- 10 CNC Milling Machine Set Up and Operation Option Certificate of Achievement
- 11 CNC Milling Machine Set Up and Operation Option Degree
- 12 CNC Programmer A-Mastercam Option Certificate of Achievement
- 13 CNC Programmer A-Mastercam Option Degree
- 14 Computer Aided Drafting and Design Certificate of Achievement
- 15 Conventional Machining Option Certificate of Achievement
- 16 Conventional Machining Option Degree
- 17 Culinary Arts Certificate of Achievement
- 18 Diesel and Heavy Equipment Technology Certificate of Achievement
- 19 Diesel and Heavy Equipment Technology Degree
- 20 Energy Analysis Certificate of Achievement
- 21 Energy Analysis Degree
- 22 Engineering Civil Technology Certificate of Achievement
- 23 Engineering Civil Technology Degree
- 24 Engineering Computer Aided Drafting and Design Degree

- 25 Engineering Drafting and Design Degree Option II-Architectural/Civil Engineering/Construction Drafting and Design Degree
- 26 Engineering Drafting and Design Degree: Option II-Architectural/Civil Engineering/Construction Drafting and Design Certificate of Achievement
- 27 Engineering Drafting and Design Option I-Engineering Drafting and Design Degree
- 28 Engineering Drafting and Design Option I-Engineering Drafting and Design Certificate of Achievement
- 29 Engineering Electro-Mechanical Technology Certificate of Achievement
- 30 Engineering Electro-Mechanical Technology Degree
- 31 Engineering Mechanical 3D Solid Modeling CAD Certificate of Proficiency
- 32 Hospitality Foundation Certificate of Achievement
- 33 Manufacturing Technology Degree
- 34 Mid-Range Engine Service Option Certificate of Achievement
- 35 Mid-Range Engine Service Option Degree
- 36 Music Degree
- 37 Nursing - Registered Nursing Degree
- 38 Nursing Degree Pre-Nursing for the Bachelor's Degree in Nursing
- 39 Nutrition and Dietetics Degree
- 40 Paralegal Certificate of Achievement
- 41 Paralegal Degree
- 42 Speech-Language Pathology Assistant Degree
- 43 Surveying Skill Builder Certificate of Proficiency
- 44 Television/Video Communications Certificate A-Television Production Certificate of Achievement
- 45 Transport Refrigeration/Temperature Control Option Certificate of Proficiency

CONTINUING EDUCATION

None

PROGRAMS/CERTIFICATES DELETIONS

CATALOG 2017 – 2018

SANTA ANA COLLEGE

None

CONTINUING EDUCATION

- 1 Basic Clerk 1 Certificate of Completion
- 2 Basic Clerk 2 Certificate of Completion
- 3 Intermediate Clerk Certificate of Completion
- 4 Retail Sales Clerk Certificate of Completion

SANTA ANA COLLEGE**CATALOG 2017 – 2018****POLICY CHANGE ASSOCIATE DEGREE REQUIREMENTS**

B. Mathematics

1. Completion of Mathematics ~~080/081~~ 083/084 or any other ~~3-unit mathematics course~~ Mathematics course of 3 or more units, numbered above the level of ~~080/081~~ 083/084, OR
2. Score on the SAC/SCC mathematics placement test indicating placement in a mathematics course numbered above the level of ~~080/081~~ 083/084.

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE – PLAN A

Area: A – Natural Sciences

- BIOL 190 and 190L were added.

Area: C – Humanities

- ART 107 was added.
- MUS 105 was added.

Area: E – Language and Rationality

Category: 2 – Communication and Analytical Thinking

- MATH 080, 081, 087, and 167 were removed.
- SOCS 219 and 219H were removed.

Area: F – Lifelong Understanding and Self-Development

- ENTR 100 was added.
- KNAC 107B and 169B were added.
- KNAF 140A was added.
- KNHE 103 was added.
- KNIA 230 was added.
- KNPR 275 was added.
- KNPR 140 was removed.

GENERAL EDUCATION REQUIREMENTS FOR THE CALIFORNIA STATE UNIVERSITY – PLAN B

Area: C – Arts and Humanities

Category: C1 – Arts: Art, Cinema, Dance, Music, Theatre

- ART 107 was added.
- MUS 105 was added.

Area: B – Scientific Inquiry and Quantitative Reasoning

Category: B2 – Life Science

- BIOL 190 was added.

Category: B3 – Laboratory Activity

- BIOL 190L was added.

Category: B4 – Mathematics/ Quantitative Reasoning

- MATH 167 was removed.
- SOCS 219 and 219H were removed.

Area: F – Lifelong Understanding and Self-Development

Category: E1

- ENTR 100 was added.
- KNHE 103 was added.

Category: E2

- KNAC 107B and 169B were added.
- KNAF 140A was added.

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

Area: 2A – Mathematical Concepts and Quantitative Reasoning

- SOCS 219 and 219H were removed.

Area: 3 – Arts and Humanities

Category: Group A – Arts

- ART 107 was added.
- MUS 105 was added.

Area: 4 – Social and Behavioral Sciences

- ENTR 100 was added.

Area: 5 – Physical and Biological Sciences

Category: Group B – Biological Sciences

- BIOL 190 was added.

Category: Group C – Laboratory Activity

- BIOL 190L was added.

Checks Written for Period 11/24/16 Thru 12/13/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64333	General Fund Unrestricted	0.00	40.00	-40.00	92*0475433	92*0475433
64507	General Fund Unrestricted	0.00	500.00	-500.00	92*0478568	92*0478568
64566	General Fund Unrestricted	113,027.85	0.00	113,027.85	92*0479504	92*0479516
64573	General Fund Unrestricted	15,056.58	0.00	15,056.58	92*0479558	92*0479590
64574	General Fund Unrestricted	19,289.17	0.00	19,289.17	92*0479591	92*0479627
64575	General Fund Unrestricted	47,991.86	0.00	47,991.86	92*0479631	92*0479679
64576	General Fund Unrestricted	13,089.08	0.00	13,089.08	92*0479699	92*0479735
64577	General Fund Unrestricted	23,842.46	0.00	23,842.46	92*0479753	92*0479765
64579	General Fund Unrestricted	3,772.54	0.00	3,772.54	92*0479779	92*0479802
64581	General Fund Unrestricted	443.93	0.00	443.93	92*0479846	92*0479850
64582	General Fund Unrestricted	44,750.81	0.00	44,750.81	92*0479853	92*0479881
64587	General Fund Unrestricted	12,072.39	0.00	12,072.39	92*0479905	92*0479919
64588	General Fund Unrestricted	7,568.00	0.00	7,568.00	92*0479920	92*0479952
64592	General Fund Unrestricted	10,332.73	0.00	10,332.73	92*0479962	92*0479979
64593	General Fund Unrestricted	5,728.00	5,103.00	625.00	92*0479985	92*0479997
64594	General Fund Unrestricted	3,433.79	0.00	3,433.79	92*0480023	92*0480032
64596	General Fund Unrestricted	11,891.68	0.00	11,891.68	92*0480044	92*0480074
64597	General Fund Unrestricted	6.65	0.00	6.65	92*0480107	92*0480108
64598	General Fund Unrestricted	847.56	0.00	847.56	92*0480117	92*0480118
64600	General Fund Unrestricted	15,716.53	0.00	15,716.53	92*0480125	92*0480152
64601	General Fund Unrestricted	1,974,181.27	0.00	1,974,181.27	92*0480153	92*0480180
64606	General Fund Unrestricted	619,971.05	0.00	619,971.05	92*0480202	92*0480216
64607	General Fund Unrestricted	14,974.18	0.00	14,974.18	92*0480223	92*0480236
64608	General Fund Unrestricted	16,462.09	0.00	16,462.09	92*0480239	92*0480254
64609	General Fund Unrestricted	42,249.75	0.00	42,249.75	92*0480262	92*0480279
64610	General Fund Unrestricted	134,897.93	0.00	134,897.93	92*0480280	92*0480309
64611	General Fund Unrestricted	44,058.39	0.00	44,058.39	92*0480324	92*0480355
64614	General Fund Unrestricted	4,462.11	0.00	4,462.11	92*0480366	92*0480372
64615	General Fund Unrestricted	28,479.07	0.00	28,479.07	92*0480381	92*0480412
64616	General Fund Unrestricted	24,867.74	0.00	24,867.74	92*0480414	92*0480444

Total Fund 11 General Fund Unrestricted	<u>\$3,253,465.19</u>	<u>\$5,643.00</u>	<u>\$3,247,822.19</u>
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Checks Written for Period 11/24/16 Thru 12/13/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64388	General Fund Restricted	0.00	187.18	-187.18	92*0476799	92*0476799
64496	General Fund Restricted	0.00	899.95	-899.95	92*0478374	92*0478374
64509	General Fund Restricted	0.00	213.03	-213.03	92*0478586	92*0478586
64517	General Fund Restricted	0.00	46.98	-46.98	92*0478745	92*0478745
64567	General Fund Restricted	21,919.57	0.00	21,919.57	92*0479517	92*0479541
64573	General Fund Restricted	11,035.80	0.00	11,035.80	92*0479562	92*0479587
64574	General Fund Unrestricted	19,487.38	0.00	19,487.38	92*0479592	92*0479630
64575	General Fund Restricted	292,569.26	0.00	292,569.26	92*0479649	92*0479678
64576	General Fund Restricted	430,926.83	0.00	430,926.83	92*0479680	92*0479736
64577	General Fund Restricted	39,383.25	0.00	39,383.25	92*0479737	92*0479759
64579	General Fund Restricted	6,101.46	0.00	6,101.46	92*0479780	92*0479800
64580	General Fund Restricted	187,291.52	0.00	187,291.52	92*0479803	92*0479831
64581	General Fund Restricted	190,713.38	0.00	190,713.38	92*0479832	92*0479848
64582	General Fund Restricted	10,257.63	2,331.18	7,926.45	92*0479851	92*0479883
64587	General Fund Restricted	14,303.14	0.00	14,303.14	92*0479890	92*0479918
64592	General Fund Restricted	2,000.14	0.00	2,000.14	92*0479980	92*0479982
64593	General Fund Restricted	19,520.97	0.00	19,520.97	92*0479983	92*0480012
64594	General Fund Restricted	113,782.13	0.00	113,782.13	92*0480013	92*0480035
64596	General Fund Restricted	24,309.29	0.00	24,309.29	92*0480048	92*0480080
64597	General Fund Restricted	129,225.74	0.00	129,225.74	92*0480081	92*0480106
64598	General Fund Unrestricted	3,402.00	0.00	3,402.00	92*0480109	92*0480119
64600	General Fund Restricted	263.93	0.00	263.93	92*0480147	92*0480147
64601	General Fund Restricted	1,968.32	0.00	1,968.32	92*0480160	92*0480185
64606	General Fund Restricted	120.88	0.00	120.88	92*0480205	92*0480205
64607	General Fund Restricted	66,792.83	0.00	66,792.83	92*0480219	92*0480238
64608	General Fund Restricted	22,229.76	0.00	22,229.76	92*0480249	92*0480261
64609	General Fund Restricted	866.83	0.00	866.83	92*0480270	92*0480278
64610	General Fund Restricted	50,648.54	0.00	50,648.54	92*0480283	92*0480310
64611	General Fund Restricted	143,235.68	0.00	143,235.68	92*0480311	92*0480353
64614	General Fund Restricted	3,689.49	0.00	3,689.49	92*0480370	92*0480379
64615	General Fund Restricted	95,858.40	0.00	95,858.40	92*0480384	92*0480410
64616	General Fund Restricted	118,074.57	0.00	118,074.57	92*0480413	92*0480440
Total Fund 12 General Fund Restricted		<u>\$2,019,978.72</u>	<u>\$3,678.32</u>	<u>\$2,016,300.40</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64573	GF Unrestricted One-Time Func	12,000.00	0.00	12,000.00	92*0479582	92*0479582
64575	GF Unrestricted One-Time Func	900.00	0.00	900.00	92*0479673	92*0479673
64576	GF Unrestricted One-Time Func	4,234.88	0.00	4,234.88	92*0479712	92*0479733
64579	GF Unrestricted One-Time Func	21,962.28	0.00	21,962.28	92*0479790	92*0479790
64580	General Fund Restricted	7,548.48	0.00	7,548.48	92*0479816	92*0479816
64581	GF Unrestricted One-Time Func	134,513.32	0.00	134,513.32	92*0479833	92*0479844
64582	GF Unrestricted One-Time Func	1,300.00	0.00	1,300.00	92*0479855	92*0479855
64594	General Fund Unrestricted	54,526.87	0.00	54,526.87	92*0480021	92*0480036
64597	General Fund Restricted	1,619.81	0.00	1,619.81	92*0480093	92*0480093
64600	General Fund Unrestricted	643.06	0.00	643.06	92*0480137	92*0480137
64606	General Fund Unrestricted	3,989.33	0.00	3,989.33	92*0480217	92*0480218
64608	GF Unrestricted One-Time Func	5,697.00	0.00	5,697.00	92*0480253	92*0480253
64611	GF Unrestricted One-Time Func	1,969.21	0.00	1,969.21	92*0480317	92*0480318
64614	GF Unrestricted One-Time Func	4,505.00	0.00	4,505.00	92*0480380	92*0480380
64615	General Fund Restricted	12,338.00	0.00	12,338.00	92*0480411	92*0480411
64616	GF Unrestricted One-Time Func	31,477.21	0.00	31,477.21	92*0480426	92*0480442
Total Fund 13 GF Unrestricted One-Time		\$299,224.45	\$0.00	\$299,224.45		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64572	Child Development Fund	3,027.80	0.00	3,027.80	92*0479551	92*0479557
64578	Child Development Fund	15,748.86	0.00	15,748.86	92*0479766	92*0479778
64586	Child Development Fund	800.00	0.00	800.00	92*0479889	92*0479889
64591	Child Development Fund	3,127.27	0.00	3,127.27	92*0479956	92*0479961
64595	Child Development Fund	3,419.94	0.00	3,419.94	92*0480037	92*0480043
64599	Child Development Fund	379.34	0.00	379.34	92*0480120	92*0480124
64605	Child Development Fund	7,204.88	0.00	7,204.88	92*0480190	92*0480201
64613	Child Development Fund	6,781.14	0.00	6,781.14	92*0480359	92*0480365
Total Fund 33 Child Development Fund		<u>\$40,489.23</u>	<u>\$0.00</u>	<u>\$40,489.23</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64565	Capital Outlay Projects Fund	13,740.16	0.00	13,740.16	92*0479498	92*0479503
64571	Capital Outlay Projects Fund	54,600.51	0.00	54,600.51	92*0479547	92*0479550
64585	Capital Outlay Projects Fund	13,378.00	0.00	13,378.00	92*0479887	92*0479888
64590	Capital Outlay Projects Fund	2,632.50	0.00	2,632.50	92*0479954	92*0479955
64604	Capital Outlay Projects Fund	9,577.49	0.00	9,577.49	92*0480188	92*0480189
64612	Capital Outlay Projects Fund	19,412.50	0.00	19,412.50	92*0480356	92*0480358
Total Fund 41 Capital Outlay Projects Fun		\$113,341.16	\$0.00	\$113,341.16		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64589	Bond Fund, Measure E	4,107.50	0.00	4,107.50	92*0479953	92*0479953
Total Fund 42 Bond Fund, Measure E		<u>4,107.50</u>	<u>0.00</u>	<u>4,107.50</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64570	Bond Fund, Measure Q	383,490.48	0.00	383,490.48	92*0479545	92*0479546
64584	Bond Fund, Measure Q	241,943.38	0.00	241,943.38	92*0479885	92*0479886
64603	Bond Fund, Measure Q	7,752.00	0.00	7,752.00	92*0480187	92*0480187
Total Fund 43 Bond Fund, Measure Q		<u>\$633,185.86</u>	<u>\$0.00</u>	<u>\$633,185.86</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64569	Property and Liability Fund	8,058.27	0.00	8,058.27	92*0479543	92*0479544
Total Fund 61 Property and Liability Fund		<u><u>\$8,058.27</u></u>	<u><u>\$0.00</u></u>	<u><u>\$8,058.27</u></u>		

Checks Written for Period 11/24/16 Thru 12/13/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64568	Workers' Compensation Fund	10.50	0.00	10.50	92*0479542	92*0479542
64583	Workers' Compensation Fund	412.87	0.00	412.87	92*0479884	92*0479884
64602	Workers' Compensation Fund	552,230.00	0.00	552,230.00	92*0480186	92*0480186
Total Fund 62 Workers' Compensation Fu		<u>\$552,653.37</u>	<u>\$0.00</u>	<u>\$552,653.37</u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	3,247,822.19
Total Fund 12 General Fund Restricted	2,016,300.40
Total Fund 13 GF Unrestricted One-Time Fund	299,224.45
Total Fund 33 Child Development Fund	40,489.23
Total Fund 41 Capital Outlay Projects Fund	113,341.16
Total Fund 42 Bond Fund, Measure E	4,107.50
Total Fund 43 Bond Fund, Measure Q	633,185.86
Total Fund 61 Property and Liability Fund	8,058.27
Total Fund 62 Workers' Compensation Fund	552,653.37
Grand Total:	<u><u>\$6,915,182.43</u></u>

Checks Written for Period 11/16/16 Thru 12/12/16

<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>
311611319	Bookstore Fund	33,628.70	3,757.89	29,870.81	31*0107433	31*0107467
311611530	Bookstore Fund	6,433.01	0.00	6,433.01	31*0107468	31*0107477
311612210	Bookstore Fund	75,713.82	0.00	75,713.82	31*0107478	31*0107490
Total Fund 31 Bookstore Fund		<u><u>\$115,775.53</u></u>	<u><u>\$3,757.89</u></u>	<u><u>\$112,017.64</u></u>		

Checks Written for Period 11/16/16 Thru 12/12/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
711611530	Associated Students Fund	2,120.29	0.00	2,120.29	71*0007860	71*0007871
711612103	Associated Students Fund	146.31	0.00	146.31	71*0007872	71*0007873
711612210	Associated Students Fund	30.00	0.00	30.00	71*0007874	71*0007874
711612312	Associated Students Fund	1,117.82	0.00	1,117.82	71*0007875	71*0007876
Total Fund 71 Associated Students Fund		<u>\$3,414.42</u>	<u>\$0.00</u>	<u>\$3,414.42</u>		

Checks Written for Period 11/16/16 Thru 12/12/16

<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>
721612103	Representation Fee Trust Fund	2,640.00	0.00	2,640.00	72*0000091	72*0000091
721612210	Representation Fee Trust Fund	8,420.32	0.00	8,420.32	72*0000092	72*0000093
Total Fund 72 Representation Fee Trust Fun		<u><u>\$11,060.32</u></u>	<u><u>\$0.00</u></u>	<u><u>\$11,060.32</u></u>		

Checks Written for Period 11/16/16 Thru 12/12/16

<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>
761611319	Community Education Fund	10,404.35	0.00	10,404.35	76*0007072	76*0007074
761612103	Community Education Fund	10,671.96	0.00	10,671.96	76*0007075	76*0007077
761612210	Community Education Fund	7,908.20	0.00	7,908.20	76*0007078	76*0007083
761612312	Community Education Fund	64.00	0.00	64.00	76*0007084	76*0007084
Total Fund 76 Community Education Fund		<u>\$29,048.51</u>	<u>\$0.00</u>	<u>\$29,048.51</u>		

Checks Written for Period 11/16/16 Thru 12/12/16

<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>
791611319	Diversified Trust Fund	38,307.55	0.00	38,307.55	79*0020411	79*0020423
791611530	Diversified Trust Fund	46,797.71	0.00	46,797.71	79*0020424	79*0020441
791612103	Diversified Trust Fund	363,883.51	0.00	363,883.51	79*0020442	79*0020449
791612210	Diversified Trust Fund	25,667.21	0.00	25,667.21	79*0020450	79*0020466
791612312	Diversified Trust Fund	6,415.01	0.00	6,415.01	79*0020467	79*0020475
Total Fund 79 Diversified Trust Fund		<u>\$481,070.99</u>	<u>\$0.00</u>	<u>\$481,070.99</u>		

Checks Written for Period 11/16/16 Thru 12/12/16

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
811611319	Diversified Agency Fund	9,228.12	0.00	9,228.12	81*0047199	81*0047224
811611530	Diversified Agency Fund	20,945.15	0.00	20,945.15	81*0047225	81*0047244
811612103	Diversified Agency Fund	8,511.57	0.00	8,511.57	81*0047245	81*0047258
811612210	Diversified Agency Fund	6,317.57	0.00	6,317.57	81*0047259	81*0047274
811612312	Diversified Agency Fund	4,987.64	0.00	4,987.64	81*0047275	81*0047293
Total Fund 81 Diversified Agency Fund		<u>\$49,990.05</u>	<u>\$0.00</u>	<u>\$49,990.05</u>		

SUMMARY

Total Fund 31 Bookstore Fund	112,017.64
Total Fund 71 Associated Students Fund	3,414.42
Total Fund 72 Representation Fee Trust Fund	11,060.32
Total Fund 76 Community Education Fund	29,048.51
Total Fund 79 Diversified Trust Fund	481,070.99
Total Fund 81 Diversified Agency Fund	49,990.05
Grand Total:	<u><u>\$686,601.93</u></u>

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

No. 4.2

From 11/17/2016 To 12/11/2016

Board Meeting on 01/09/2017

BACKGROUND

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

ANALYSIS

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

BUDGET TRANSFERS		From	To
<u>Fund 11: General Fund Unrestricted</u>			
1000	ACADEMIC SALARIES	26,062	
2000	CLASSIFIED SALARIES		26,675
3000	EMPLOYEE BENEFITS		527
4000	SUPPLIES & MATERIALS	3,978	
5000	OTHER OPERATING EXP & SERVICES	112,404	
6000	CAPITAL OUTLAY		115,242
Total Transfer Fund 11		\$142,444	\$142,444
<u>Fund 12: General Fund Restricted</u>			
1000	ACADEMIC SALARIES		10,712
2000	CLASSIFIED SALARIES	9,138	
3000	EMPLOYEE BENEFITS		18,972
4000	SUPPLIES & MATERIALS		44,709
5000	OTHER OPERATING EXP & SERVICES		55,564
6000	CAPITAL OUTLAY	116,424	
7000	OTHER OUTGO	595	
7900	RESERVE FOR CONTINGENCIES	3,800	
Total Transfer Fund 12		\$129,957	\$129,957
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
4000	SUPPLIES & MATERIALS	39,933	
5000	OTHER OPERATING EXP & SERVICES	3,020	
6000	CAPITAL OUTLAY		48,558
7900	RESERVE FOR CONTINGENCIES	5,605	
Total Transfer Fund 13		\$48,558	\$48,558
<u>Fund 33: Child Development Fund</u>			
1000	ACADEMIC SALARIES		10,240
2000	CLASSIFIED SALARIES		2,554
3000	EMPLOYEE BENEFITS	11,124	
4000	SUPPLIES & MATERIALS		8,198
5000	OTHER OPERATING EXP & SERVICES	2,157	
6000	CAPITAL OUTLAY	7,595	
7900	RESERVE FOR CONTINGENCIES	116	
Total Transfer Fund 33		\$20,992	\$20,992

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 11/17/2016 To 12/11/2016
Board Meeting on 01/09/2017**

BUDGET TRANSFERS		From	To
<u>Fund 41: Capital Outlay Projects Fund</u>			
4000	SUPPLIES & MATERIALS		1,700
5000	OTHER OPERATING EXP & SERVICES	20,000	
6000	CAPITAL OUTLAY		816,978
7900	RESERVE FOR CONTINGENCIES	798,678	
Total Transfer Fund 41		\$818,678	\$818,678
<u>Fund 79: Diversified Trust Fund</u>			
4000	SUPPLIES & MATERIALS		5,375
5000	OTHER OPERATING EXP & SERVICES	27,764	
6000	CAPITAL OUTLAY		35,000
7900	RESERVE FOR CONTINGENCIES	12,611	
Total Transfer Fund 79		\$40,375	\$40,375
BUDGET INCREASES AND DECREASES		Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>			
8100	FEDERAL REVENUES	141,765	
8600	STATE REVENUES	(48,382)	
8800	LOCAL REVENUES	6,145	
1000	ACADEMIC SALARIES		161,799
2000	CLASSIFIED SALARIES		(45,239)
3000	EMPLOYEE BENEFITS		40,363
4000	SUPPLIES & MATERIALS		39,111
5000	OTHER OPERATING EXP & SERVICES		(4,434)
6000	CAPITAL OUTLAY		(51,954)
7000	OTHER OUTGO		(40,118)
Total Transfer Fund 12		\$99,528	\$99,528
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
8800	LOCAL REVENUES	27,129	
1000	ACADEMIC SALARIES		11,866
3000	EMPLOYEE BENEFITS		4,893
4000	SUPPLIES & MATERIALS		584
6000	CAPITAL OUTLAY		9,786
Total Transfer Fund 13		\$27,129	\$27,129
<u>Fund 33: Child Development Fund</u>			
8100	FEDERAL REVENUES	132,827	
2000	CLASSIFIED SALARIES		4,966
3000	EMPLOYEE BENEFITS		1,134
5000	OTHER OPERATING EXP & SERVICES		5,109
7000	OTHER OUTGO		121,618
Total Transfer Fund 33		\$132,827	\$132,827

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 11/17/2016 To 12/11/2016
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BUDGET INCREASES AND DECREASES		Revenue	Appropriation
Fund 41: Capital Outlay Projects Fund			
8900	OTHER FINANCING SOURCES	350,000	
7900	RESERVE FOR CONTINGENCIES		350,000
		\$350,000	\$350,000
Fund 79: Diversified Trust Fund			
8800	LOCAL REVENUES	3,000	
4000	SUPPLIES & MATERIALS		(140)
5000	OTHER OPERATING EXP & SERVICES		23,140
7000	OTHER OUTGO		290,882
7900	RESERVE FOR CONTINGENCIES		(310,882)
		\$3,000	\$3,000

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 11/17/2016 To 12/11/2016
Board Meeting on 01/09/2017**

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

BUDGET TRANSFERS		From	To
<u>Fund 11: General Fund Unrestricted</u>			
B019975	11/29/16		
2000	CLASSIFIED SALARIES		5,170
3000	EMPLOYEE BENEFITS		168
5000	OTHER OPERATING EXP & SERVICES	31,965	
6000	CAPITAL OUTLAY		26,627
		\$31,965	\$31,965
Total Reference B019975			
Reason: Special Project Adjustment			
Description: Cover PO43478 & 46711, Wukawitz- S.A. 422 hrs			
B020035	12/07/16		
5000	OTHER OPERATING EXP & SERVICES	68,061	
6000	CAPITAL OUTLAY		68,061
		\$68,061	\$68,061
Total Reference B020035			
Reason: Adjustment			
Description: Cover PO#40597 & cover data cabling installation projects			
<u>Fund 12: General Fund Restricted</u>			
B019906	11/18/16		
1000	ACADEMIC SALARIES		10,981
2000	CLASSIFIED SALARIES	24,545	
3000	EMPLOYEE BENEFITS	333	
4000	SUPPLIES & MATERIALS		52,595
5000	OTHER OPERATING EXP & SERVICES	38,103	
7000	OTHER OUTGO	595	
		\$63,576	\$63,576
Total Reference B019906			
Reason: Special Project Adjustment			
Description: Make adjustments to existing 16/17 Carryforward Equity			
B019928	11/18/16		
1000	ACADEMIC SALARIES		24,000
3000	EMPLOYEE BENEFITS		4,159
4000	SUPPLIES & MATERIALS	28,159	
		\$28,159	\$28,159
Total Reference B019928			
Reason: Special Project Adjustment			
Description: Fund account for curriculum development in the ESL Dept			
B019977	11/29/16		
5000	OTHER OPERATING EXP & SERVICES		3,800
7900	RESERVE FOR CONTINGENCIES	3,800	
		\$3,800	\$3,800
Total Reference B019977			
Reason: Special Project Adjustment			
Description: Cover cost of Point & Click annual support svcs charge			

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

From 11/17/2016 To 12/11/2016

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BUDGET TRANSFERS		From	To
B020064	12/09/16		
5000	OTHER OPERATING EXP & SERVICES		60,000
6000	CAPITAL OUTLAY	60,000	
Total Reference B020064		\$60,000	\$60,000
Reason: Special Project Adjustment			
Description: Cover WIN (interpreting svcs) invoices			
Fund 13: GF Unrestricted One-Time Funds			
B019958	11/29/16		
6000	CAPITAL OUTLAY		3,625
7900	RESERVE FOR CONTINGENCIES	3,625	
Total Reference B019958		\$3,625	\$3,625
Reason: Adjustment			
Description: Cover quote for Diesel department			
B019974	11/29/16		
4000	SUPPLIES & MATERIALS		127
5000	OTHER OPERATING EXP & SERVICES	3,020	
6000	CAPITAL OUTLAY		4,873
7900	RESERVE FOR CONTINGENCIES	1,980	
Total Reference B019974		\$5,000	\$5,000
Reason: Adjustment			
Description: Cover quote from Troxell for speakers & amplifier			
B020052	12/08/16		
4000	SUPPLIES & MATERIALS	34,400	
6000	CAPITAL OUTLAY		34,400
Total Reference B020052		\$34,400	\$34,400
Reason: Adjustment			
Description: Purchase computer monitors, desks, supplies...			
Fund 33: Child Development Fund			
B019998	12/01/16		
4000	SUPPLIES & MATERIALS		116
7900	RESERVE FOR CONTINGENCIES	116	
Total Reference B019998		\$116	\$116
Reason: Special Project Adjustment			
Description: Developmental Milestones seminar at CEC			
Fund 41: Capital Outlay Projects Fund			
B019899	11/17/16		
6000	CAPITAL OUTLAY		4,741
7900	RESERVE FOR CONTINGENCIES	4,741	
Total Reference B019899		\$4,741	\$4,741
Reason: Special Project Adjustment			
Description: Allocate funds to equipment modular furniture			

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
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From 11/17/2016 To 12/11/2016
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BUDGET TRANSFERS	From	To
B019936 11/21/16		
6000 CAPITAL OUTLAY		60,000
7900 RESERVE FOR CONTINGENCIES	60,000	
Total Reference B019936	\$60,000	\$60,000
Reason: Special Project Adjustment		
Description: Allocate funds to contractor services		
B019966 11/29/16		
6000 CAPITAL OUTLAY		30,000
7900 RESERVE FOR CONTINGENCIES	30,000	
Total Reference B019966	\$30,000	\$30,000
Reason: Special Project Adjustment		
Description: Allocate funds to other contracted svcs & equipment all other		
B019983 11/29/16		
6000 CAPITAL OUTLAY		17,000
7900 RESERVE FOR CONTINGENCIES	17,000	
Total Reference B019983	\$17,000	\$17,000
Reason: Special Project Adjustment		
Description: Allocate funds to environmental		
B019984 11/29/16		
6000 CAPITAL OUTLAY		351,129
7900 RESERVE FOR CONTINGENCIES	351,129	
Total Reference B019984	\$351,129	\$351,129
Reason: New Budget		
Description: SAC SM17 Window Replacement Bldg H		
B020033 12/07/16		
6000 CAPITAL OUTLAY		60,000
7900 RESERVE FOR CONTINGENCIES	60,000	
Total Reference B020033	\$60,000	\$60,000
Reason: New Budget		
Description: SCC ADA Signage/Wayfinding		
B020034 12/07/16		
6000 CAPITAL OUTLAY		50,000
7900 RESERVE FOR CONTINGENCIES	50,000	
Total Reference B020034	\$50,000	\$50,000
Reason: New Budget		
Description: SCC ADA FF & E		
B020054 12/08/16		
6000 CAPITAL OUTLAY		225,808
7900 RESERVE FOR CONTINGENCIES	225,808	
Total Reference B020054	\$225,808	\$225,808
Reason: Special Project Adjustment		
Description: Allocate funds to site wall/impr project 3593 from RDA		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 11/17/2016 To 12/11/2016
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BUDGET TRANSFERS	From	To
<u>Fund 79: Diversified Trust Fund</u>		
B020055 12/08/16		
5000 OTHER OPERATING EXP & SERVICES		12,611
7900 RESERVE FOR CONTINGENCIES	12,611	
	\$12,611	\$12,611
Total Reference B020055		
Reason:	Special Project Adjustment	
Description:	Allocate funds to properly reflect COB from FY 15/16	
B020056 12/08/16		
4000 SUPPLIES & MATERIALS		5,375
5000 OTHER OPERATING EXP & SERVICES	40,375	
6000 CAPITAL OUTLAY		35,000
	\$40,375	\$40,375
Total Reference B020056		
Reason:	Special Project Adjustment	
Description:	Cover the furniture for the Spot	

BUDGET INCREASES AND DECREASES	Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>		
B019910 11/18/16		
8100 FEDERAL REVENUES	(33,777)	
1000 ACADEMIC SALARIES		1,901
2000 CLASSIFIED SALARIES		(5,009)
3000 EMPLOYEE BENEFITS		(5,899)
4000 SUPPLIES & MATERIALS		(15,349)
5000 OTHER OPERATING EXP & SERVICES		(6,321)
6000 CAPITAL OUTLAY		(3,100)
	\$(33,777)	\$(33,777)
Total Reference B019910		
Reason:	New Budget	
Description:	WIOA Title II #1106 NEWB OEC	
B019913 11/18/16		
8100 FEDERAL REVENUES	(63,660)	
1000 ACADEMIC SALARIES		(8,726)
2000 CLASSIFIED SALARIES		(32,190)
3000 EMPLOYEE BENEFITS		(19,474)
4000 SUPPLIES & MATERIALS		(435)
5000 OTHER OPERATING EXP & SERVICES		(2,835)
	\$(63,660)	\$(63,660)
Total Reference B019913		
Reason:	New Budget	
Description:	WIOA Title II #1101 NEWB- OEC	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 11/17/2016 To 12/11/2016
Board Meeting on 01/09/2017**

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B019914	11/18/16		
8100	FEDERAL REVENUES	56,284	
1000	ACADEMIC SALARIES		43,725
2000	CLASSIFIED SALARIES		10,495
3000	EMPLOYEE BENEFITS		3,482
4000	SUPPLIES & MATERIALS		(3,535)
5000	OTHER OPERATING EXP & SERVICES		(5,883)
6000	CAPITAL OUTLAY		8,000
Total Reference B019914		\$56,284	\$56,284
Reason:	New Budget		
Description:	WIOA Title II #1102 NEWB- OEC		
B019916	11/18/16		
8100	FEDERAL REVENUES	74,474	
1000	ACADEMIC SALARIES		41,658
2000	CLASSIFIED SALARIES		5,725
3000	EMPLOYEE BENEFITS		10,800
5000	OTHER OPERATING EXP & SERVICES		16,291
Total Reference B019916		\$74,474	\$74,474
Reason:	New Budget		
Description:	NEWB- SP# 1620- NSF I-USE Yr3 funding SAC		
B019917	11/18/16		
8600	STATE REVENUES	31,691	
1000	ACADEMIC SALARIES		9,660
2000	CLASSIFIED SALARIES		12,537
3000	EMPLOYEE BENEFITS		6,562
4000	SUPPLIES & MATERIALS		(2,000)
5000	OTHER OPERATING EXP & SERVICES		(7,000)
7000	OTHER OUTGO		11,932
Total Reference B019917		\$31,691	\$31,691
Reason:	New Budget		
Description:	NEWB- SP#2250 SCC- EOPS		
B019921	11/18/16		
8600	STATE REVENUES	(62,745)	
1000	ACADEMIC SALARIES		75,091
2000	CLASSIFIED SALARIES		(1,294)
3000	EMPLOYEE BENEFITS		(21,946)
4000	SUPPLIES & MATERIALS		(14,886)
5000	OTHER OPERATING EXP & SERVICES		6,354
6000	CAPITAL OUTLAY		4,310
7000	OTHER OUTGO		(110,374)
Total Reference B019921		\$(62,745)	\$(62,745)
Reason:	New Budget		
Description:	NEWB- SP#2250 SAC- EOPS		

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

From 11/17/2016 To 12/11/2016

Board Meeting on 01/09/2017

BUDGET INCREASES AND DECREASES

		Revenue	Appropriation
B019924	11/18/16		
8100	FEDERAL REVENUES	(21,841)	
1000	ACADEMIC SALARIES		5,928
2000	CLASSIFIED SALARIES		(25,194)
3000	EMPLOYEE BENEFITS		11,689
4000	SUPPLIES & MATERIALS		(441)
5000	OTHER OPERATING EXP & SERVICES		(1,500)
6000	CAPITAL OUTLAY		(12,323)
Total Reference B019924		\$(21,841)	\$(21,841)
Reason:	New Budget		
Description:	WIOA Title II #1101 NEWB- CEC		
B019925	11/18/16		
8100	FEDERAL REVENUES	121,296	
1000	ACADEMIC SALARIES		38,888
2000	CLASSIFIED SALARIES		23,207
3000	EMPLOYEE BENEFITS		31,346
4000	SUPPLIES & MATERIALS		47,085
5000	OTHER OPERATING EXP & SERVICES		(18,730)
6000	CAPITAL OUTLAY		(500)
Total Reference B019925		\$121,296	\$121,296
Reason:	New Budget		
Description:	WIOA Title II #1102 NEWB- CEC		
B019926	11/18/16		
8100	FEDERAL REVENUES	(22,882)	
1000	ACADEMIC SALARIES		(68,548)
2000	CLASSIFIED SALARIES		49,830
3000	EMPLOYEE BENEFITS		(181)
4000	SUPPLIES & MATERIALS		2,293
5000	OTHER OPERATING EXP & SERVICES		(4,276)
6000	CAPITAL OUTLAY		(2,000)
Total Reference B019926		\$(22,882)	\$(22,882)
Reason:	New Budget		
Description:	WIOA Title II #1106 NEWB- CEC		
B019927	11/18/16		
8100	FEDERAL REVENUES	45,661	
1000	ACADEMIC SALARIES		36,037
2000	CLASSIFIED SALARIES		(5,609)
3000	EMPLOYEE BENEFITS		11,877
4000	SUPPLIES & MATERIALS		4,216
5000	OTHER OPERATING EXP & SERVICES		40
6000	CAPITAL OUTLAY		(900)
Total Reference B019927		\$45,661	\$45,661
Reason:	New Budget		
Description:	WIOA Title II #1109 NEWB- CEC		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 11/17/2016 To 12/11/2016
Board Meeting on 01/09/2017**

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B019969	11/29/16		
8600	STATE REVENUES	(147,121)	
1000	ACADEMIC SALARIES		(5,608)
2000	CLASSIFIED SALARIES		(133,088)
3000	EMPLOYEE BENEFITS		(9,477)
5000	OTHER OPERATING EXP & SERVICES		1,052
Total Reference B019969		\$(147,121)	\$(147,121)
Reason:	Special Project Adjustment		
Description:	Make adjustments to existing 16-17 Student Equity- SAC		
B019970	11/29/16		
8600	STATE REVENUES	123,924	
1000	ACADEMIC SALARIES		13,641
2000	CLASSIFIED SALARIES		48,749
3000	EMPLOYEE BENEFITS		13,076
4000	SUPPLIES & MATERIALS		22,897
5000	OTHER OPERATING EXP & SERVICES		23,002
6000	CAPITAL OUTLAY		2,559
Total Reference B019970		\$123,924	\$123,924
Reason:	New Budget		
Description:	16/17 NEWB- CALWORKS/ SAC		
B020024	12/07/16		
8600	STATE REVENUES	59,500	
7000	OTHER OUTGO		59,500
Total Reference B020024		\$59,500	\$59,500
Reason:	Special Project Adjustment		
Description:	Funds transfer from proj. 2431		
B020025	12/07/16		
8600	STATE REVENUES	(59,500)	
4000	SUPPLIES & MATERIALS		(1,500)
5000	OTHER OPERATING EXP & SERVICES		(10,000)
6000	CAPITAL OUTLAY		(48,000)
Total Reference B020025		\$(59,500)	\$(59,500)
Reason:	Special Project Adjustment		
Description:	Transfer funds to project 2432		
Fund 33: Child Development Fund			
B019999	12/01/16		
8100	FEDERAL REVENUES	132,827	
2000	CLASSIFIED SALARIES		4,966
3000	EMPLOYEE BENEFITS		1,134
5000	OTHER OPERATING EXP & SERVICES		5,109
7000	OTHER OUTGO		121,618
Total Reference B019999		\$132,827	\$132,827
Reason:	New Budget		
Description:	CCAMPIS Yr 4 FY 16/17 CDS-SAC		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 11/17/2016 To 12/11/2016
Board Meeting on 01/09/2017**

BUDGET INCREASES AND DECREASES

Fund 41: Capital Outlay Projects Fund

			Revenue	Appropriation
B020049	12/08/16			
8900	OTHER FINANCING SOURCES		350,000	
7900	RESERVE FOR CONTINGENCIES			350,000
Total Reference B020049			\$350,000	\$350,000
Reason:	Special Project Adjustment			
Description:	For pymt-security radio comm. DW			

Fund 79: Diversified Trust Fund

B020026	12/07/16			
8800	LOCAL REVENUES		3,000	
4000	SUPPLIES & MATERIALS			(140)
5000	OTHER OPERATING EXP & SERVICES			23,140
7000	OTHER OUTGO			290,882
7900	RESERVE FOR CONTINGENCIES			(310,882)
Total Reference B020026			\$3,000	\$3,000
Reason:	Special Project Adjustment			
Description:	Adjust budgets to cover 16/17 expenses			

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 11/17/2016 To 12/11/2016
Board Meeting on 01/09/2017**

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>
11/30/16	V0520981	Record interfund transfer from Diversified Trust Fund 79 to Capital Outlay Fund 41	350,000.00

RECOMMENDATION

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

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

To:	Board of Trustees	Date: January 9, 2017
Re:	Approval of Contract for Independent Audit Services	
Action:	Request for Approval	

BACKGROUND

Education Code Section 84040 states that “the governing board of each community college district shall provide for an annual audit of all funds, books, and accounts of the district in accordance with regulations of the board of governors. The audit shall be made by certified public accountants licensed by the California Board of Accountancy.” Board Policy 6400 states that the Board “shall cause a Request for Proposal (RFP) of auditing services to be issued for the recruitment of an independent auditor for a contract period of no more than three years”. California Code of Regulations Title 5, section 59102 states that “Arrangements for annual audits for any fiscal year as required by Section 84040 of the Education Code shall be made final no later than May 1 proceeding that fiscal year.”

ANALYSIS

On September 8, 2016, the District sent out an RFP to 21 auditing firms and advertised in the Orange County Register. Six proposals were received and each was thoroughly reviewed by District staff. The results of the RFP were then taken to the Board Fiscal/Audit Review Committee on November 21, 2016 for discussion and review. Based upon this review, the committee recommends contracting with Vicenti, Lloyd & Stutzman LLP to assist the District with independent auditing services. The amounts listed below represent the maximum contract price by fiscal year. The amounts reflect a first year negotiated savings of \$8,400 from the original proposal. The audit contract will be renewed annually by board action.

District Entity	2016-17	2017-18	2018-19
District Audit	\$92,000	\$93,000	\$94,000
Rancho Santiago CCD Foundation	\$5,900	\$5,950	\$6,000
Santiago Canyon College Foundation	\$8,800	\$8,900	\$9,000
Santa Ana College Foundation	\$11,700	\$11,800	\$11,900
Measure E Bond Fiscal & Performance Audits	\$3,600	\$3,600 *	\$3,600 *
Measure Q Bond Fiscal & Performance Audits	\$9,900	\$9,900	\$9,900
Total Cost	\$131,900	\$133,150	\$134,300
* if required			

RECOMMENDATION

It is recommended that the Board of Trustees approve contracting with Vicenti, Lloyd & Stutzman LLP for auditing services for the 2016-17 fiscal year audit and authorize the Vice Chancellor of Business Operations/Fiscal Services to enter into the contract agreement on the District’s behalf as presented.

Fiscal Impact:	\$131,900 for Fiscal Year 2016-17	Board Date: January 9, 2017
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	



October 28, 2016

Tracey Conner-Crabbe
Director of Purchasing Services
Rancho Santiago Community College District
2323 N. Broadway, Suite 109
Santa Ana, CA 92706

RE: Rancho Santiago Community College District RFP #1304 — Independent Audit Services

Dear Ms. Conner-Crabbe,

Thank you for contacting and considering Vicenti, Lloyd & Stutzman LLP (Vicenti) as your independent auditor. We are excited to respond to your request for proposal for independent audit services as we are proud to be part of a community that promotes higher education.

We understand that engagement services for Rancho Santiago Community College District (District) are to be performed for fiscal years ending June 30, 2017 *with the option to renew up to two, one year terms*. As the Partners-in-Charge of your engagement, you can be assured that our Audit Team performs the requested services with the utmost integrity and diligence.

We have read and understand the requirements listed in the Request for Proposal for Independent Audit Services. This statement certifies that we acknowledge the various requirements listed and that our professional licensing and standing meets all relevant standards. Please review our proposal as an opportunity to learn more about the depth and breadth of our expertise.

The audit shall be conducted in accordance with auditing standards generally accepted in the United States of America and the Standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, provisions of the Uniform Grant Guidance, applicable Governmental Accounting Standards Board (GASB) statements, and the Contracted District audit Manual issued by the California Community Colleges Chancellor's Office.

From the start, we make a commitment to building a long-term, interactive relationship with you. When it becomes necessary to rotate partners for objectivity, Gema Ptasinski, CPA, with more than 20 years experience in planning, directing, and supervising financial and compliance audits of community college districts, could easily transition as the engagement partner to provide the needed ongoing objectivity.

We believe continuous and open communication is imperative to a successful and sustainable partnership. We ensure that you and your accounting staff have easy access to all team members year-round, above all the Partners-in-Charge.

You will have a close working relationship with a proactive, partner-centered team that:

- Delivers a smooth, thorough audit process with complete independence, objectivity and integrity.
- Promises you accurate, efficient and reliable audits that are filed on-time.
- Keeps you on track by providing a custom list of required reports and detailed samples.
- Meets the timelines detailed in the Request for Proposal
- Identifies and remedies issues as quickly as possible.
- Minimizes disruption to your work environment and works remotely when possible.
- Identifies critical areas for improvement to protect against future audit findings.

As the partners authorized to make representations for the firm, the **Vicenti Audit Team** welcomes the opportunity to work with the District. **Should any member of your team require more information, please do not hesitate to call Renée S. Graves or Tina Henton directly with your questions.**

Sincerely,



Renée S. Graves, CPA, CGFM
Partner
Vicenti, Lloyd & Stutzman LLP
RGraves@vicenticpas.com
(626) 857-7300, Ext. 260



Tina Henton, CPA
Partner
Vicenti, Lloyd & Stutzman LLP
THenton@vicenticpas.com
(626) 857-7300, Ext. 250

PROPOSAL FORM

State the maximum annual cost for the audit, as specified in Section VI, item #6.3 for the first year for which services will be provided and for each of the two years thereafter. Costs as specified in this Section shall be based upon the scope of the work for each element as defined in Section VI, item #6.3, Subsections 6.3.1 through 6.3.8.

	<u>Fiscal Year</u> <u>2016-2017</u>	<u>Fiscal Year</u> <u>2017-2018</u>	<u>Fiscal Year</u> <u>2018-2019</u>
1) Maximum Annual Cost of the District Audit, including Data Collection Form Preparation and Submittal (a) Anticipated Hours	\$ 92,000 970	\$ 93,000 970	\$ 94,000 970
2) Maximum Annual Cost of Foundation Audit and Tax Return			
- Rancho Santiago Community College District Foundation (a) Anticipated Hours	\$ 5,900 60	\$ 5,950 60	\$ 6,000 60
- Santa Ana College Foundation (a) Anticipated Hours	\$ 11,700 120	\$ 11,800 120	\$ 11,900 120
- Santiago Canyon College Foundation (a) Anticipated Hours	\$ 8,800 90	\$ 8,900 90	\$ 9,000 90
3) Maximum Annual Cost of Proposition 39 Audits – Measure E			
- Performance (a) Anticipated Hours 20	\$ 1,800	\$ 1,800	\$ 1,800
- Financial (a) Anticipated Hours 20	\$ 1,800	\$ 1,800	\$ 1,800
4) Maximum Annual Cost of Proposition 39 Audits – Measure Q			
- Performance (a) Anticipated Hours 50	\$ 3,200	\$ 3,200	\$ 3,200
- Financial (a) Anticipated Hours 70	\$ 6,700	\$ 6,700	\$ 6,700
4) Hourly Rates for Additional Work by Level of Staff			
- Partner	\$ 265	\$ 265	\$ 270
- Manager	\$ 205	\$ 210	\$ 215
- Senior Staff	\$ 150	\$ 155	\$ 160
- Junior Staff	\$ 100	\$ 105	\$ 110
- Other	\$ 50	\$ 50	\$ 55
5) Travel, mileage, other reimbursable expenses (not to exceed)	\$ Included	\$ Included	\$ Included

No extended services will be performed unless they are authorized in advance and in writing by the District and the Agreement covering the work to be done has been amended to reflect such extended services.

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

To: Board of Trustees	Date: January 9, 2017
Re: Approval of Nonresident Fees for 2017-18	
Action: Request for Approval	

BACKGROUND

Education Code §76140 requires the Board of Trustees to establish the tuition fee for nonresidents prior to February 1 each year. The District is also authorized under Education Code §76141, amended by Assembly Bill No. 947 approved on October 11, 2009, to charge any nonresident student an amount not to exceed the amount that was expended by the District for capital outlay costs in the preceding fiscal year. Any fee charged for capital outlay cannot exceed 50% of the non-resident tuition fee established by the District and the funds must be expended for capital outlay purposes. Education Code §76142 allows districts to charge a processing fee (application fee) to nonresident students who are both citizens and residents of a foreign country an amount not to exceed the actual cost of processing an application and other documentation required by the federal government or \$100 whichever is less (the campuses currently charge \$25). These fees are in addition to other student enrollment fees charged to resident students.

ANALYSIS

Using total 2015-16 District expenditures for education and applying the allowed two-year inflation factor of 3.8% results in a calculated cost of \$220 per unit or \$250 per unit for credit only. The regulations regarding nonresident tuition fee calculations allow districts to charge its calculated per-unit rate or one of the following per-unit rates:

		<u>2016-17</u>	<u>2017-18</u>
1	The statewide average cost	\$211	\$234
2	The District's computed cost of education (credit-only)	\$224	\$250
3	The District's computed cost of education	\$199	\$220
4	Up to the level charged by any contiguous district	\$211	\$TBD
5	The highest statewide average cost of the succeeding year, the current year, or prior four years	\$211	\$234
6	Up to the preceding fiscal year average rate of 12 comparable states based on cost of living	\$397	\$425

The District's current calculated cost or maximum rate for capital outlay purposes is \$39 per unit based on 2015-16 actual capital outlay costs. For 2016-17 the District charged \$224 per

unit for nonresident tuition and \$31 per unit for capital outlay, for a total of \$255. For 2017-18, the District is proposing to charge the credit-only computed rate of \$250 per unit for nonresident tuition and a capital outlay fee of \$35, for a total of \$285. This represents a total increase of \$30 per unit, or 11.8%. In addition, the campuses propose that the application fee remain unchanged at the current rate of \$25. Various exemptions to these fees are provided in the law under Education Code §68130.5 and §76140 et seq.

RECOMMENDATION

It is recommended that the Board of Trustees establish the nonresident tuition fee at \$250 per unit, the capital outlay fee at \$35 per unit, and the application fee at \$25 for 2017-18 as presented.

Fiscal Impact:	Estimated \$2.6 million in Fee Revenues	Board Date: January 9, 2017
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: January 9, 2017
Re:	Ratification of Award of Bid #1312 for Tenant Improvements at District Office	
Action:	Request for Ratification	

BACKGROUND:

The project consists of reconfiguration of first floor and third floor work areas in Suites 112 and 350 at the District Office to add additional work stations, reconfigure offices, provide additional electrical and data upgrades, repair and painting, including necessary mechanical HVAC modifications.

ANALYSIS:

In accordance with the California Uniform Public Construction Cost Accounting Act, Bid #1312 Tenant Improvements at District Office was advertised on November 16, 2016, and a Notice of Inviting Bids was sent to one hundred seventy-two (172) contractors from the District's qualified contractors list on November 15, 2016.

A mandatory job walk was conducted on November 18, 2016. Bids were opened on November 30, 2016, as noted on the attached bid result form. The District received three (3) bids for the project. P & P Develop, Inc. (Garden Grove) submitted the lowest responsive bid in the amount of \$68,400. District staff conducted a due diligence review to ensure compliance with license requirements, scope of work and specifications. After review of the bids received, the District recommends approval of award of Bid #1312 to P & P Develop, Inc. The Vice Chancellor of Business Operations/Fiscal Services has authorized the award of the contract, under the authority of CUPCCAA, to P&P Develop, Inc.

The construction is anticipated to start on December 19, 2016, with an estimated construction duration of fifty-seven (56) days.

The project is funded by Capital Outlay Funds and Career Tech Education (CTE) Enhancement Fund for third floor improvements only.

RECOMMENDATION:

It is recommended that the Board ratify the award of Bid #1312 to P & P Develop, Inc. for Tenant Improvements at District Office as presented.

Fiscal Impact:	\$68,400	Board Date: January 9, 2017
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

BID #1312 Addendums Issued: 1	PROJECT: Tenant Improvements at the District Office	DUE DATE: November 30, 2016 At 2:00 PM
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BIDDER	TOTAL BASE BID AMOUNT
P & P Develop, Incorporated 8752 Garden Grove Boulevard Garden Grove, CA 92844	\$68,400
Robert D Gosney 10690 G Avenue, Unit A Hesperia, CA 92345	\$83,735
KYA Services, LLC 1522 Brookhollow Drive, Suite 3 Santa Ana, CA 92705	\$102,700

3 TOTAL BIDDERS

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

To:	Board of Trustees	Date: January 9, 2017
Re:	Ratification of Award of Bid #1309 for Wallpaper Removal and Painting at District Office	
Action:	Request for Ratification	

BACKGROUND:

The project consists of wallpaper removal on the first (1st) and third (3rd) floor hallways only, rubber base removal, drywall repairs, prime and paint hallways and the interior stairwells at the District Office.

ANALYSIS:

In accordance with the California Uniform Public Construction Cost Accounting Act, Bid #1309 for Wallpaper Removal and Painting at District Office was advertised on November 11, 2016, and a Notice of Inviting Bids was sent to thirty-five (35) contractors from the District's qualified contractors list on November 10, 2016.

A mandatory job walk was conducted on November 17, 2016. Bids were opened on November 28, 2016, as noted on the attached bid result form. The District received five (5) bids for the project. TL Veterans Construction, Inc. (Santa Clarita) submitted the lowest responsive bid in the amount of \$45,250. District staff conducted a due diligence review to ensure compliance with license requirements, scope of work and specifications. After review of the bids received, the District recommends approval of award of Bid #1309 to TL Veterans Construction, Inc. The Vice Chancellor of Business Operations/Fiscal Services has authorized the award of the contract, under the authority of CUPCCAA, to TL Veterans Construction, Inc.

The construction is anticipated to start on December 19, 2016, with an estimated construction duration of thirty-seven (37) days.

The project is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board ratify the award of Bid #1309 to TL Veterans Construction, Inc. for Wallpaper Removal and Painting at District Office as presented.

Fiscal Impact:	\$45,250	Board Date: January 9, 2017
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodriguez, Ph.D, Chancellor	



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

BID RESULTS

BID #1309 Addendums Issued: 1	PROJECT: Wallpaper Removal and Painting at the District Office	DUE DATE: November 28, 2016 At 2:00 PM
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BIDDER

TOTAL BASE BID AMOUNT

TL Veterans Construction, Incorporated
18345 Sierra Highway, Unit 7
Santa Clarita, CA 91351

\$45,250

Signature Painting
P.O. Box 16562
Irvine, CA 92623

\$60,000

Alpha Décor and Painting, Incorporated
5392 Barwood Drive
Huntington Beach, CA 92649

\$71,500

Mear Construction, Incorporated
10722 Trask Avenue, Suite B
Garden Grove, CA 92843

\$72,500

Astro Painting Company, Incorporated
2988 South Citrus Street
West Covina, CA 91791

\$82,500

5 TOTAL BIDDERS

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

To:	Board of Trustees	Date: January 9, 2017
Re:	Approval of Agreement with Sandy Pringle Associates for Inspector of Record Services for the Site Wall/Improvement at Santa Ana College Orange County Sheriff's Regional Training Academy	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement for Division of State Architect (DSA) project inspection services for the site wall/improvement project at Santa Ana College Orange County Sheriff's Regional Training Academy. The project consists of the removal of a temporary windscreen, demolition of existing ornamental steel and chain link fences, and the installation of approximately 1,065 feet of new 8-foot high precast panels of perimeter site walls along Warner Avenue and Armstrong Avenue. This project has received DSA approval and the award of bid for the contractor is on the same Board meeting agenda for recommendation of approval. As required for all DSA projects, the District must hire a DSA-certified project inspector to ensure the project is constructed in accordance with the DSA approved plans and specifications.

ANALYSIS:

A Request for Proposal #1617-156 for Projector Inspector Services was released to four pre-qualified firms on September 13, 2016 with a due date of October 4, 2016. The District received three responses from Knowland Construction Services (Rancho Palos Verdes), Sandy Pringle Associates (Torrance) and Stephen Payte DSA Inspections, Inc. (Quartz Hill). A selection committee convened to review the proposals on October 25, 2016 and interviewed Sandy Pringle Associates on December 12, 2016. The selection and interview committee recommends Sandy Pringle Associates by consensus after a thorough review based upon the culmination of their RFP response, experience, team members, reference checks, and approach to the project, fee, and interview performance. It is recommended that the District enter into an agreement with Sandy Pringle Associates for DSA mandated construction inspection services for the site wall/improvement project at Santa Ana College Orange County Sheriff's Regional Training Academy.

The services covered by this agreement shall commence on January 10, 2017 and end December 31, 2017. Sandy Pringle Associates will provide a DSA Class 3 Project Inspector at a not-to-exceed fee of \$37,580. The services are based on a total fixed fee of \$36,080, plus an additional \$1,500 in reimbursables for a total not-to-exceed contract amount of \$37,580. The District reviewed the scope of work and hourly rates. The fee is reasonable and within industry standards.

This agreement is funded by Capital Outlay Funds and Redevelopment Agency Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with Sandy Pringle Associates for Inspector of Record Services for the Site Wall/Improvement at Santa Ana College Orange County Sheriff's Regional Training Academy as presented.

Fiscal Impact:	\$37,580 (including reimbursables)	Board Date: January 9, 2017
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Board Agreement Summary

Board Date:1/9/17

Project: Site Wall/Improvement

Site: **Orange County Sheriff's
Regional Training Academy**

Consultants: **Sandy Pringle Associates**

Type of Service: DSA Inspector of Record

Agreement Summary	Amount	Reimbursables	Start	Duration End
Basic Contract Amount	\$36,080.00	\$ 1,500.00	1/10/2017	12/31/2017
Total Agreement Amount	\$37,580.00			

AGREEMENT NO. 0222.00 /DESCRIPTION:

Agreement for DSA Inspector of Record (IOR) Services for the
Site Wall/Improvement Project

Total Proposed Amount: **\$37,580.00**

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

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

To:	Board of Trustees	Date: January 9, 2017
Re:	Approval of Amendment to Agreement with Jacobus & Yuang, Inc. for Cost Estimating Consulting Services for the Science Center at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement to extend time only. There are no additional costs for this amendment. On October 26, 2015 the Board of Trustees approved an agreement with Jacobus & Yuang, Inc. for cost estimating consulting services for the Science Center at Santa Ana College. The project is on schedule, but the District is working with the consultant in the early new year to reconcile the Construction Document cost estimate received by the Architect. In addition, the District would like to utilize the Consultant's expertise during the bid phase of the project which is currently not anticipated to occur until Fall 2017.

ANALYSIS:

The amendment to this agreement is to extend the contract duration. The services covered by this agreement commenced on October 27, 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.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment with Jacobus & Yuang, Inc. for Cost Estimating Consulting Services for the Science Center at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: January 9, 2017
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: 1/9/17

Project: Science Center

Site: **Santa Ana College**

Consultants: **Jacobus & Yuang, Inc.**

Type of Service: Cost Estimating Consulting

Agreement Summary	Amount	Reimbursables	Duration	
			Start	End
Original Contract Amount	\$102,995.00	\$ 5,000.00	10/27/2015	12/31/2016
Amendment	N/A		10/27/2015	12/31/2017
Total Agreement Amount	\$107,995.00			

DESCRIPTION:

Agreement for cost estimating consulting services for the new Science Center at Santa Ana College.

Total Proposed Amount: **N/A**

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

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

To:	Board of Trustees	Date: January 9, 2017
Re:	Award of Bid #1307 for the Site Wall/Improvement Project at Santa Ana College Orange County Sheriff's Regional Training Academy	
Action:	Request for Approval	

BACKGROUND:

On behalf of the Santa Ana College, the project consists of the removal of a temporary windscreen, demolition of existing ornamental steel and chain link fences, and installation of an 8-foot high precast panel site perimeter wall along Warner Avenue and Armstrong Avenue. The installation of the perimeter wall is approximately 1,065 linear feet, including necessary site improvements and is an added safety measure for screening purposes to secure the regional training facility located at 15991 Armstrong Avenue in Tustin at the request of the Orange County Sheriff's Department.

ANALYSIS:

In accordance with the California Uniform Public Construction Cost Accounting Act, Bid #1307 for Site Wall/Improvement Project at Santa Ana College Orange County Sheriff's Regional Training Academy was advertised on September 21 and September 28, 2016, and a Notice of Inviting Bids was sent to one hundred sixty-eight (168) contractors from the District's qualified contractors list on September 21, 2016.

A mandatory job walk was conducted on September 30 2016. Bids were opened on October 24, 2016 as noted on the attached bid result form. The District received three (3) bids for the project. Hamel Concrete, Inc. (Murrieta) submitted the lowest responsive bid in the amount of \$443,000. District staff conducted a due diligence review to ensure compliance with license and bid bond requirements. After review of the bids received, the District recommends approval of award of Bid #1307 to Hamel Concrete, Inc.

The anticipated construction start will be February 1, 2017, with an estimated construction duration of one hundred twenty (120) days.

The project is funded by Capital Outlay and Redevelopment Agency Funds.

RECOMMENDATION:

It is recommended that the Board award Bid #1307 to Hamel Concrete, Inc. for the Site Wall/Improvement Project at Santa Ana College Orange County Sheriff's Regional Training Academy as presented.

Fiscal Impact:	\$443,000	Board Date: January 9, 2017
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, District Construction and Support Services

2323 North Broadway, Rm 112

Santa Ana, CA 92706-1640

BID RESULTS

BID #1307 Addendums Issued: 2	PROJECT: Site Wall/Improvement at Orange County Sheriff's Regional Training Academy	DUE DATE: 2:00 PM on October 24, 2016
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BIDDER	TOTAL BASE BID AMOUNT
Hamel Concrete, Incorporated 26431 Jefferson Avenue, Suite A Murrieta, CA 92652	\$443,000
JRH Construction Company, Incorporated 17795 Sky Park Circle, Suite J Irvine, CA 92614	\$479,859
Kazoni Incorporated dba Kazoni Construction 18672 Florida Street, Suite 101-B Huntington Beach, CA 92648	\$562,732

3 TOTAL BIDDERS

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

To:	Board of Trustees	Date: January 9, 2017
Re:	Ratification of Award of Bid #1311 for Flooring Replacement at Chavez Building at Santa Ana College	
Action:	Request for Ratification	

BACKGROUND:

On behalf of Santa Ana College, the project consists of removal and replacement of existing carpet and replacement with a concrete floor finish in the Chavez Building in the location of Suite 115 and 117 on the first floor Information Technology Services area. The location consists of approximately 1,096 square feet of area to be replaced.

ANALYSIS:

In accordance with the California Uniform Public Construction Cost Accounting Act, Bid #1311 for Flooring Replacement at Chavez Building at Santa Ana College was advertised on November 10, 2016, and a Notice of Inviting Bids was sent to ten (10) contractors from the District's qualified contractors list on November 10, 2016.

A mandatory job walk was conducted on November 17, 2016. Bids were opened on November 29, 2016, as noted on the attached bid result form. The District received one (1) bid for the project. Moore Flooring, Inc. (Chino) submitted the lowest responsive bid in the amount of \$57,725. 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 #1311 to Moore Flooring, Inc. The Vice Chancellor of Business Operations/Fiscal Services has authorized the award of the contract, under the authority of CUPCAA, to Moore Flooring, Inc.

The construction is anticipated to start on December 19, 2016, with an estimated construction duration of fourteen (14) days.

The project is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board ratify the award of Bid #1311 to Moore Flooring, Inc. for Flooring Replacement at Chavez Building at Santa Ana College as presented.

Fiscal Impact:	\$57,725	Board Date: January 9, 2017
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

BID #1311 Addendums Issued: 1	PROJECT: Flooring Replacement Chavez Building at Santa Ana College	DUE DATE: November 29, 2016 At 2:00 PM
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BIDDER	TOTAL BASE BID AMOUNT
Moore Flooring, Incorporated 5497 Vine Street Chino, CA 91710	\$57,725

1 TOTAL BIDDER

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

To:	Board of Trustees	Date: January 9, 2017
Re:	Approval of Agreement with Cumming Construction Management, Inc. for Construction Management Services for the Building U Portable Renovations Project at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement for construction management consulting services for the Building U portables certification and ADA upgrades and improvement project at Santiago Canyon College. The project consists of site improvements, path of travel accessibility upgrades, fire alarm upgrades, bathroom renovations, storm water improvements, and minor interior renovations to relocate the continuing education program from building S portables. The project is DSA approved and has been previously bid but rejected due to budget and schedule concerns. The District has been re-evaluating the scope of the project, phasing the work, and an alternative construction delivery method and budget overrun concerns. This is one of the last projects to be funded by Measure E and needs to be completed and closed out in order to retain appropriate DSA certification of the portables due to the duration of time these portables are to be utilized for college use.

The District desires to re-bid the project and is in need of a competent construction management services with experience in the area of multi-prime procurement, construction, and closeout. Given the District's ongoing budget and bid challenges, it is recommended the project delivery be modified to a multi-prime delivery method managed by a construction manager to assist in re-scoping the bid packages that will assist in bidding to meet the budget, coordinate schedule and implementation of the work. The construction manager will support the District by providing multi-prime scope packages, bid support, construction coordination, and closeout. The company will also assist with logistics planning, contractor coordination, campus coordination, and other vital professional construction support services managing multiple contracts to ensure the district's academic schedule and relocation schedules are met. The District anticipates approximately 5-8 bid packages will be developed for the project so as not to create an excessive number of bids and trades to coordinate and manage. Given the constraints on the timing and schedule of the project to be implemented with a summer 2017 schedule target, the District is in need of additional support for the duration of this project.

ANALYSIS:

A Request for Proposal (RFP) #1617-159 for construction management services was released to all pre-qualified firms on October 14, 2016 with a due date of November 4, 2016. The District

received two responses from Telacu (Orange) and Cumming Construction Management, Inc. (Aliso Viejo). A selection committee reviewed the proposals on December 5, 2016 and interviewed Cummings Corp. USA on December 8, 2016. The selection committee recommends Cummings Corp. USA after a thorough review based upon the culmination of their RFP response and responsiveness, qualifications, interviews, experience, team members, reference checks, approach to the project, fee, schedule, knowledge and applicable project experience. The committee reviewed the timeliness and completeness of responses; technical qualifications; record of past performance; reference checks; approach to work; ability to meet the anticipated schedule; and the ability to resource the project appropriately with cost control measures. The services covered by this agreement shall commence January 10, 2017 and end June 30, 2018. The contract is a not to exceed fee of \$157,500 (no reimbursables). The District has reviewed the fee and it is reasonable and within industry standards.

This agreement is funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the contract with Cumming Construction Management, Inc. for Construction Management Services for Building U Portable Renovations Project at Santiago Canyon College as presented.

Fiscal Impact:	\$157,500	Board Date: January 9, 2017
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: 1/9/17

Project: Building U Portables Project

Site: **Santiago Canyon College**

Consultants: **Cumming Construction Management, Inc.**

Type of Service: Construction Management Services

Agreement Summary	Amount	Reimbursables	Duration	
			Start	End
Original Contract Amount	\$157,500.00		1/10/2017	6/30/2018
Total Agreement Amount	\$157,500.00			

AGREEMENT NO. 0223.00/DESCRIPTION:

Agreement for Construction Management (CM) Services for the U Portables Project

Total Proposed Amount: **\$157,500.00**

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

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

To:	Board of Trustees	Date: January 9, 2017
Re:	Approval of Instructure Agreement for Canvas Learning Management System	
Action:	Request for Approval	

BACKGROUND

A Learning Management System (LMS) called Blackboard is a hosted software program that we currently use to provide an online learning environment for distance education instructors and can be used as an online supplement for traditional classroom instruction as well. The historical cost for Blackboard is approximately \$250,000 per year for this subscription.

The Online Education Initiative (OEI) is a collaborative effort among California Community Colleges (CCC) and brings with it a Chancellor's Office grant agreement to provide a fully hosted, cloud subscription LMS called Canvas. Per the Santa Ana College resolution, "...The OEI has committed to providing Canvas, a learning management system (LMS) that can offer high-quality online classes, support our traditional on-campus classes, and have a potential cost savings to RSCCD, to the CCC system for free through the 2018 school year and have committed to paying approximately two-thirds the cost of Canvas going forward."

A joint LMS Taskforce (instructors and students from both colleges, instructional administrators, and Information Technology Services department staff) was created to evaluate various online environments and at their final meeting on August 15, 2016, the vote was a unanimous to recommend RSCCD to adopt Canvas after various discussions and surveys. Presentations were made to the taskforce by Blackboard, Canvas, OEI, and a prototype was completed in summer 2016 for faculty and students, so they could fully assess the system.

The Faculty Senates at both Santa Ana College (SAC) and Santiago Canyon College (SCC) have passed resolutions to recommend for the adoption of Canvas as their college's LMS. District Council passed the resolution to transition to Canvas as the District LMS on November 28, 2016.

The adoption rate of Canvas within the CCC system has been unprecedented. To date, 106 of the 113 colleges have committed to adopt Canvas as their LMS, which makes it a uniform environment for online students.

ANALYSIS

The implementation criteria to qualify for the CCC grant agreement is to complete a full implementation at both SAC and SCC and to retire Blackboard. Our implementation plan is estimated to take 18 months and our distance education coordinators are planning for students to begin using Canvas in June 2017. This grant includes faculty training, which expires 12 months from the contract date, and assistance with converting existing Blackboard course content into Canvas, so faculty do not have to start from scratch.

The cost of this agreement is estimated to be \$310,000 for SAC and \$135,000 for SCC, which is to be funded by the grant. Butte-Glenn CCD on behalf of this sponsored program, has been awarded a sub-award agreement from the Foothill-De Anza CCD under a grant from the California Chancellor's Office. If we adhere to the implementation criteria above, then there will be no cost to the RSCCD district until after the 2018 school year.

Once the implementation is complete and Blackboard is retired, then the potential savings that is realized from the Blackboard subscription, minus the future Canvas subscription costs, will flow through the budget model back to the respective campuses.

RECOMMENDATION

It is recommended that the Board of Trustees approve the two-year agreement for Santa Ana College and Santiago Canyon College with Instructure for Canvas Learning Management System as presented.

Fiscal Impact:	None	Board Date: January 9, 2017
Prepared by:	Lee Krichmar, Assistant VC of Information Technology Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

INSTRUCTURE

Institution Participation Agreement

Order #: Q-21379-1
Date: 12/16/2016

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

Customer Information

Customer	Santa Ana College	Contact	Scott Vigallon
Address	1530 W. 17th Street	Phone	(925) 424-1654
City	Santa Ana	Email	svigallon@laspositascollege.edu
State/Province	California		
Zip/Postal Code	92706		
Country	United States		

Recurring							
Description	Metric	Category	Start Date	End Date	Qty	Price	Ext. Price
Canvas Cloud Subscription	FTE	Cloud SaaS Subscription	6/1/2017	6/30/2017	26,835	USD 0.76	USD 20,395
Tier 1 Support - Evenings and Weekends Support	Per Minute	Support	6/1/2017	6/30/2017	1,677	USD 0.80	USD 1,342
Year 1 Sub-Total							USD 21,737
Canvas Cloud Subscription	FTE	Cloud SaaS Subscription	7/1/2017	6/30/2018	26,835	USD 9.35	USD 250,907
Tier 1 Support - Evenings and Weekends Support	Per Minute	Support	7/1/2017	6/30/2018	20,118	USD 0.80	USD 16,094
Year 2 Sub-Total							USD 267,001
Total							USD 288,738

Non-Recurring							
Description	Metric	Category	Start Date	End Date	Qty	Price	Ext. Price
Standard Implementation	\$0.50 / FTE	Implementation			1	USD 13,417.60	USD 13,418
Access Fee	Per Month	Subscription Add-ons	4/1/2017	5/31/2017	2	USD 0.00	USD 0
Access Fee	Per Month	Subscription Add-ons	1/1/2017	3/31/2017	3	USD 500.00	USD 1,500
Year 1 Sub-Total							USD 14,918
Total							USD 14,918

Grand Total:	USD 303,655.00
Balance to be paid by OEI:	USD 303,655.00

Balance due from school:	USD 0.00
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Canvas

Deliverables
<p>Two-hour remote webinar on administrating Canvas, for LMS administrators. Instructs LMS Admins in how to configure the administrative settings in Canvas. Participants learn how to manage users, sub-accounts (domains), courses, and enrollments, as well as how to organize courses, manage users and permissions, and create shared content that can be used by teachers.</p>
<p>One-hour remote webinar on support functions in Canvas, for local support staff. Teaches local support personnel how to troubleshoot problems and support end users. Participants will learn how to utilize Canvas documentation, interact with the user community, and effectively use the help ticketing system.</p>
<p>Canvas Fundamentals for Faculty is delivered in 2 parts: Part 1 & Part 2 – Provides Teachers with an overview of basic Canvas functionality, including account settings, notification preferences, messaging students, uploading files, editing pages, customizing the course navigation, and building assignments. Participants also learn the basics of quizzes, discussions, analytics, and grading. This will be delivered in two 90-minute sessions.</p>
<p>As needed, your implementation will include the following:</p> <p>Expertise and best practices on any SIS import and automation work with Canvas. This includes access to API documentation and consulting with client resources on the client initiated strategy.</p> <p>Assistance in configuring and testing authentication integration for currently supported technologies including LDAP, Shibboleth, SAML, and CAS. Instructure will take a consultant role on the effort and guide client resources to complete the integration. The District makes a preferential requirement for the most current version of Shibboleth/SAML to support CCCID as the systemwide Federated ID.</p> <p>Through the Theme Editor, branding for Canvas including application of a color scheme and logos for the top navigation and login page.</p> <p>Access to guides, public courses, and best practices documentation.</p> <p>Documented best practices for driving high Canvas adoption and usage.</p>

Support

Description
<p>Canvas support is based on a formula using FTE, average time per call and average number of users based on college FTE and is only an estimate as part of a statewide allotment</p>

Canvas FTE

Description
<p>FTE refers to the number of full-time equivalent students calculated in accordance with the Total FTES of the most recent year available from the California Community Colleges Chancellor's Office Datamart.</p>

Payment Terms:

Customer agrees to pay to Instructure the applicable fees set forth on this order form. For any year 1 recurring costs and implementation fees, Customer must pay such amount to Instructure Net 30 on the date of this order. For each term, Instructure will invoice Customer 30 days prior to the beginning of such term and Customer must pay such invoice within 30 days of receipt.

Duration: This order begins on the initial date listed above under Term, and continues until the last date listed above, unless sooner terminated under the Agreement.

Terms: This order is governed by the terms of the Institution Participation Agreement between the parties (Agreement), which terms are incorporated into this order for all purposes. If there is a conflict between the terms of this order and the Agreement, this order governs. This order and the Agreement are the entire agreement between the parties, and they supersede and replace all prior and contemporaneous negotiations, agreements, representations and discussions regarding this subject matter. Only a signed writing of the parties may amend this order. Any terms used in this order but not defined, will use the definitions in the Agreement.

All trainings are invoiced immediately and expire 12 months from the contract date. All other contract items subject to expiration will be billed 30 days prior to expiration and due subject to standard payment terms unless otherwise explicitly stated elsewhere in this agreement.

The price associated with the order form is only available if executed no later than **12/4/2016**

Notes

This Institution Participation Agreement ("IPA") is hereby made and entered into by and between Instructure, Inc. ("Subcontractor") and the entity agreeing to these terms and identified in the signature line below ("Participating Institution") with respect to the Participating Institution's use of the fully hosted learning management system (LMS) provided as a subscription cloud service over the Internet and commonly known as Canvas (the "Work" as the term is more specifically defined in the Subcontract Agreement).

WHEREAS, the Butte-Glenn Community College District ("District") on behalf of its sponsored program, the California Community Colleges Technology Center, ("CCCTC"), has been awarded a Subaward Agreement from the Foothill-De Anza Community College District ("Subaward") under a Grant Agreement from the California Community Colleges Chancellor's Office, Grant Agreement number 14-082-001, ("Grant Agreement") (hereinafter collectively "Subaward" and "Grant Agreement" referred to as "Prime Agreement"), for the purpose of performing work for the project entitled Online Education Initiative (hereinafter referred to as "Project");

WHEREAS, the Grant Agreement authorizes the District to select and contract with a subcontractor to provide certain Work for the Project;

WHEREAS, the District selected Subcontractor and entered into a Subcontract Agreement dated June 15, 2015 ("Subcontract Agreement") for the performance of the Work described in the Subcontract Agreement;

WHEREAS, a community college in California may contract for certain Work identified in the Subcontract Agreement by entering into an IPA which designates the specific scope of services for the institution that will be funded by the Grant Agreement;

WHEREAS, The Participating Institution desires to enter into a IPA with Subcontractor;

WHEREAS, this IPA is intended to set forth the specific scope of services (within the Work identified in the Subcontract Agreement) selected by the Participating Institution and authorize Subcontractor to seek payment from the District for such services, and

WHEREAS, the Subcontractor and Participating Institution acknowledge that the District is not a party to this IPA, but does have certain responsibilities related to this IPA as defined the Prime Agreement.

NOW THEREFORE, the Parties agree as follows:

1. PURPOSE. The purpose of this IPA is to define the roles and responsibilities of the parties hereto as it relates to the Work.
2. APPLICABILITY OF SUBCONTRACT AGREEMENT. This IPA is governed by the terms of the Subcontract Agreement, which terms are incorporated into this IPA for all purposes, including specifically the terms of the Addendum which set forth terms related to subscription services.
3. IPA. The Participating Institution authorizes Subcontractor to submit this IPA to the District identifying the specific scope of services selected by the Participating Institution, the start date for such services, the value for such services and the term of the IPA. The IPA authorizes the District to pay for the services identified in the IPA on behalf of the Participating Institution to the extent the services are consistent with the Work set forth in the Subcontract Agreement.
4. CONTINUING WORK WHERE GRANT FUNDING NOT AVAILABLE. In the event the Subcontract Agreement is cancelled due to unavailability of funds, or only partial grant funding is available for the scope of services identified in the IPA, the Participating Institution may elect to discontinue services, or, continue the services by paying for the unfunded portion of the services under this IPA by paying Subcontractor directly for such Work.

5. SERVICES OUTSIDE SCOPE OF WORK. Any additional services not within the Work defined in the Subcontract Agreement shall be subject to a separate agreement between Participating Institution and Subcontractor and shall not be paid for by the District.
6. COMPLIANCE WITH LAWS. Performance of all obligations under this IPA shall be in compliance with all applicable laws and regulations including, but not limited to the observance of all laws and regulations relating to the privacy of information provided by the Participating Institution or its users.
7. TERM OF IPA. This IPA shall commence upon the date of final signature ("Effective Date") and shall continue through the date identified in the above. Subcontractor shall generate a new IPA for each additional term.
8. TERMINATION. Except as set forth in Section 9.C. below, this IPA may be terminated by Participating Institution providing written notice to Subcontractor upon either termination of the Subcontract Agreement between District and Subcontractor.
9. GENERAL PROVISIONS

A.AMENDMENTS. This IPA may be amended or modified upon the request of either party. Any changes, modifications, revisions or amendments to this IPA which are mutually agreed upon by and between the parties to this IPA shall be incorporated by written instrument, signed and dated by both parties.

B.INDEMNIFICATION. Participating Institution shall defend, indemnify and hold Subcontractor, District, CCCCCO and their officers, employees and agents harmless from and against any and all third party claims for liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this IPA but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the gross negligence or intentional acts or omissions of Participating Institution, its officers, employees or agents.

Subcontractor shall defend, indemnify and hold Participating Institution, District, CCCCCO and their officers, employees and agents harmless from and against any and all third party claims for liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this IPA but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the gross negligence or intentional acts or omissions of Subcontractor, its officers, employees or agents.

C.FUNDS UNAVAILABLE. This IPA may be terminated immediately by the Participating Institution if funds become unavailable for the support of the program for which the services are provided. In the event termination is pursuant to this paragraph, a notice specifying reason for termination shall be sent as soon as possible after the termination as required in paragraph 9.G. of this IPA. The Participating Institution warrants that the appropriation of funds for the Work is based upon a grant that is beyond the control of Participating Institution. No refunds shall be made for any pre-paid fees.

D.Publicity. Participating Institution agrees to allow Subcontractor to use its name, logo and non-competitive use details in both text and pictures in its various marketing communications and materials, in accordance with Participating Institution's trademark guidelines and policies.

E.ENTIRETY OF AGREEMENT. This IPA, including the Addendum to the Subcontract Agreement, contains the entire agreement and understanding between the Subcontractor and the Participating Institution and supersedes all prior oral or written representations and agreements with respect to the subject matter herein.

F.APPLICABLE LAW/REMEDIES. This IPA shall be construed in accordance with and governed by the laws of the State of California. The parties shall have all remedies available by law or in equity.

G.NOTICES. Notices under this IPA will be in writing and delivered personally, or by a recognized overnight courier service or by United States mail, first-class, certified or registered, postage prepaid, return receipt requested, and shall be made to the addresses listed above:

With copy to:

California Community Colleges Technology Center
Butte Glenn Community College District
ATTN: Bruce Racheter
3535 Butte Campus Drive
Oroville, CA 95965

H.SEVERABILITY. If any term, provision, covenant, or condition of this IPA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the IPA shall remain in full force and effect and in no way shall be affected, impaired, or invalidated.

I.COUNTERPARTS. This IPA may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

J.NON-WAIVER. No waiver by a party of any default or nonperformance will be deemed a waiver of any subsequent default or nonperformance.

K.AUTHORITY. The parties to this IPA warrant that the person signing this IPA on its behalf is authorized to enter into this IPA.

L.TERMS AND CONDITIONS. The parties to this IPA acknowledge that they have read and understood this IPA and the Subcontract Agreement completely, and will fully comply with all terms and conditions of this IPA set forth herein.

Santa Ana College

Signature:	_____
Name:	_____
Title:	_____
Date:	_____

Instructure, Inc.

Signature:	_____
Name:	_____
Title:	_____
Date:	_____

INSTRUCTURE

Institution Participation Agreement

Order #: Q-25594-1
Date: 12/16/2016

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

Customer Information

Customer	Santiago Canyon College	Contact	Lee Krichmar
Address	8045 E Chapman	Phone	(714) 480-7401
City	Orange	Email	krichmar_lee@rscsd.edu
State/Province	California		
Zip/Postal Code	92869		
Country	United States		

Recurring							
Description	Metric	Category	Start Date	End Date	Qty	Price	Ext. Price
Canvas Cloud Subscription	FTE	Cloud SaaS Subscription	6/1/2017	6/30/2017	11,809	USD 0.76	USD 8,975
Tier 1 Support - Evenings and Weekends Support	Per Minute	Support	6/1/2017	6/30/2017	738	USD 0.80	USD 590
Year 1 Sub-Total							USD 9,565
Canvas Cloud Subscription	FTE	Cloud SaaS Subscription	7/1/2017	6/30/2018	11,809	USD 9.35	USD 110,414
Tier 1 Support - Evenings and Weekends Support	Per Minute	Support	7/1/2017	6/30/2018	8,853	USD 0.80	USD 7,082
Year 2 Sub-Total							USD 117,496
Total							USD 127,061

Non-Recurring							
Description	Metric	Category	Start Date	End Date	Qty	Price	Ext. Price
Standard Implementation	\$0.50 / FTE	Implementation			1	USD 5,903.80	USD 5,904
Access Fee	Per Month	Subscription Add-ons	4/1/2017	5/31/2017	2	USD 0.00	USD 0
Access Fee	Per Month	Subscription Add-ons	1/1/2017	3/31/2017	3	USD 500.00	USD 1,500
Year 1 Sub-Total							USD 7,404
Total							USD 7,404

Grand Total:	USD 134,464.00
Balance to be paid by OEI:	USD 134,464.00

Balance due from school:	USD 0.00
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Canvas

Deliverables
<p>Two-hour remote webinar on administrating Canvas, for LMS administrators. Instructs LMS Admins in how to configure the administrative settings in Canvas. Participants learn how to manage users, sub-accounts (domains), courses, and enrollments, as well as how to organize courses, manage users and permissions, and create shared content that can be used by teachers.</p>
<p>One-hour remote webinar on support functions in Canvas, for local support staff. Teaches local support personnel how to troubleshoot problems and support end users. Participants will learn how to utilize Canvas documentation, interact with the user community, and effectively use the help ticketing system.</p>
<p>Canvas Fundamentals for Faculty is delivered in 2 parts: Part 1 & Part 2 – Provides Teachers with an overview of basic Canvas functionality, including account settings, notification preferences, messaging students, uploading files, editing pages, customizing the course navigation, and building assignments. Participants also learn the basics of quizzes, discussions, analytics, and grading. This will be delivered in two 90-minute sessions.</p>
<p>As needed, your implementation will include the following:</p> <p>Expertise and best practices on any SIS import and automation work with Canvas. This includes access to API documentation and consulting with client resources on the client initiated strategy.</p> <p>Assistance in configuring and testing authentication integration for currently supported technologies including LDAP, Shibboleth, SAML, and CAS. Instructure will take a consultant role on the effort and guide client resources to complete the integration. The District makes a preferential requirement for the most current version of Shibboleth/SAML to support CCCID as the systemwide Federated ID.</p> <p>Through the Theme Editor, branding for Canvas including application of a color scheme and logos for the top navigation and login page.</p> <p>Access to guides, public courses, and best practices documentation.</p> <p>Documented best practices for driving high Canvas adoption and usage.</p>

Support

Description
<p>Canvas support is based on a formula using FTE, average time per call and average number of users based on college FTE and is only an estimate as part of a statewide allotment</p>

Canvas FTE

Description
<p>FTE refers to the number of full-time equivalent students calculated in accordance with the Total FTES of the most recent year available from the California Community Colleges Chancellor's Office Datamart.</p>

Payment Terms:

Customer agrees to pay to Instructure the applicable fees set forth on this order form. For any year 1 recurring costs and implementation fees, Customer must pay such amount to Instructure Net 30 on the date of this order. For each term, Instructure will invoice Customer 30 days prior to the beginning of such term and Customer must pay such invoice within 30 days of receipt.

Duration: This order begins on the initial date listed above under Term, and continues until the last date listed above, unless sooner terminated under the Agreement.

Terms: This order is governed by the terms of the Institution Participation Agreement between the parties (Agreement), which terms are incorporated into this order for all purposes. If there is a conflict between the terms of this order and the Agreement, this order governs. This order and the Agreement are the entire agreement between the parties, and they supersede and replace all prior and contemporaneous negotiations, agreements, representations and discussions regarding this subject matter. Only a signed writing of the parties may amend this order. Any terms used in this order but not defined, will use the definitions in the Agreement.

All trainings are invoiced immediately and expire 12 months from the contract date. All other contract items subject to expiration will be billed 30 days prior to expiration and due subject to standard payment terms unless otherwise explicitly stated elsewhere in this agreement.

The price associated with the order form is only available if executed no later than **12/31/2016**

Notes

Implementation to begin January 2017.

This Institution Participation Agreement ("IPA") is hereby made and entered into by and between Instructure, Inc. ("Subcontractor") and the entity agreeing to these terms and identified in the signature line below ("Participating Institution") with respect to the Participating Institution's use of the fully hosted learning management system (LMS) provided as a subscription cloud service over the Internet and commonly known as Canvas (the "Work" as the term is more specifically defined in the Subcontract Agreement).

WHEREAS, the Butte-Glenn Community College District ("District") on behalf of its sponsored program, the California Community Colleges Technology Center, ("CCCTC"), has been awarded a Subaward Agreement from the Foothill-De Anza Community College District ("Subaward") under a Grant Agreement from the California Community Colleges Chancellor's Office, Grant Agreement number 14-082-001, ("Grant Agreement") (hereinafter collectively "Subaward" and "Grant Agreement" referred to as "Prime Agreement"), for the purpose of performing work for the project entitled Online Education Initiative (hereinafter referred to as "Project");

WHEREAS, the Grant Agreement authorizes the District to select and contract with a subcontractor to provide certain Work for the Project;

WHEREAS, the District selected Subcontractor and entered into a Subcontract Agreement dated June 15, 2015 ("Subcontract Agreement") for the performance of the Work described in the Subcontract Agreement;

WHEREAS, a community college in California may contract for certain Work identified in the Subcontract Agreement by entering into an IPA which designates the specific scope of services for the institution that will be funded by the Grant Agreement;

WHEREAS, The Participating Institution desires to enter into a IPA with Subcontractor;

WHEREAS, this IPA is intended to set forth the specific scope of services (within the Work identified in the Subcontract Agreement) selected by the Participating Institution and authorize Subcontractor to seek payment from the District for such services, and

WHEREAS, the Subcontractor and Participating Institution acknowledge that the District is not a party to this IPA, but does have certain responsibilities related to this IPA as defined the Prime Agreement.

NOW THEREFORE, the Parties agree as follows:

1. **PURPOSE.** The purpose of this IPA is to define the roles and responsibilities of the parties hereto as it relates to the Work.
2. **APPLICABILITY OF SUBCONTRACT AGREEMENT.** This IPA is governed by the terms of the Subcontract Agreement, which terms are incorporated into this IPA for all purposes, including specifically the terms of the Addendum which set forth terms related to subscription services.
3. **IPA.** The Participating Institution authorizes Subcontractor to submit this IPA to the District identifying the specific scope of services selected by the Participating Institution, the start date for such services, the value for such services and the term of the IPA. The IPA authorizes the District to pay for the services identified in the IPA on behalf of the Participating Institution to the extent the services are consistent with the Work set forth in the Subcontract Agreement.
4. **CONTINUING WORK WHERE GRANT FUNDING NOT AVAILABLE.** In the event the Subcontract Agreement is cancelled due to unavailability of funds, or only partial grant funding is available for the scope of services identified in the IPA, the Participating Institution may elect to

discontinue services, or, continue the services by paying for the unfunded portion of the services under this IPA by paying Subcontractor directly for such Work.

5. SERVICES OUTSIDE SCOPE OF WORK. Any additional services not within the Work defined in the Subcontract Agreement shall be subject to a separate agreement between Participating Institution and Subcontractor and shall not be paid for by the District.

6. COMPLIANCE WITH LAWS. Performance of all obligations under this IPA shall be in compliance with all applicable laws and regulations including, but not limited to the observance of all laws and regulations relating to the privacy of information provided by the Participating Institution or its users.

7. TERM OF IPA. This IPA shall commence upon the date of final signature ("Effective Date") and shall continue through the date identified in the above. Subcontractor shall generate a new IPA for each additional term.

8. TERMINATION. Except as set forth in Section 9.C. below, this IPA may be terminated by Participating Institution providing written notice to Subcontractor upon either termination of the Subcontract Agreement between District and Subcontractor.

9. GENERAL PROVISIONS

A.AMENDMENTS. This IPA may be amended or modified upon the request of either party. Any changes, modifications, revisions or amendments to this IPA which are mutually agreed upon by and between the parties to this IPA shall be incorporated by written instrument, signed and dated by both parties.

B.INDEMNIFICATION. Participating Institution shall defend, indemnify and hold Subcontractor, District, CCCC and their officers, employees and agents harmless from and against any and all third party claims for liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this IPA but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the gross negligence or intentional acts or omissions of Participating Institution, its officers, employees or agents.

Subcontractor shall defend, indemnify and hold Participating Institution, District, CCCC and their officers, employees and agents harmless from and against any and all third party claims for liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this IPA but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the gross negligence or intentional acts or omissions of Subcontractor, its officers, employees or agents.

C.FUNDS UNAVAILABLE. This IPA may be terminated immediately by the Participating Institution if funds become unavailable for the support of the program for which the services are provided. In the event termination is pursuant to this paragraph, a notice specifying reason for termination shall be sent as soon as possible after the termination as required in paragraph 9.G. of this IPA. The Participating Institution warrants that the appropriation of funds for the Work is based upon a grant that is beyond the control of Participating Institution. No refunds shall be made for any pre-paid fees.

D.Publicity. Participating Institution agrees to allow Subcontractor to use its name, logo and non-competitive use details in both text and pictures in its various marketing communications and materials, in accordance with Participating Institution's trademark guidelines and policies.

E.ENTIRETY OF AGREEMENT. This IPA, including the Addendum to the Subcontract Agreement, contains the entire agreement and understanding between the Subcontractor and the Participating Institution and supersedes all prior oral or written representations and agreements with respect to the subject matter herein.

F.APPLICABLE LAW/REMEDIES. This IPA shall be construed in accordance with and governed by the laws of the State of California. The parties shall have all remedies available by law or in equity.

G.NOTICES. Notices under this IPA will be in writing and delivered personally, or by a recognized overnight courier service or by United States mail, first-class, certified or registered, postage prepaid, return receipt requested, and shall be made to the addresses listed above:

With copy to:

California Community Colleges Technology Center
Butte Glenn Community College District
ATTN: Bruce Racheter
3535 Butte Campus Drive
Oroville, CA 95965

H.SEVERABILITY. If any term, provision, covenant, or condition of this IPA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the IPA shall remain in full force and effect and in no way shall be affected, impaired, or invalidated.

I.COUNTERPARTS. This IPA may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

J.NON-WAIVER. No waiver by a party of any default or nonperformance will be deemed a waiver of any subsequent default or nonperformance.

K.AUTHORITY. The parties to this IPA warrant that the person signing this IPA on its behalf is authorized to enter into this IPA.

L.TERMS AND CONDITIONS. The parties to this IPA acknowledge that they have read and understood this IPA and the Subcontract Agreement completely, and will fully comply with all terms and conditions of this IPA set forth herein.

Santiago Canyon College

Signature:	_____
Name:	_____
Title:	_____
Date:	_____

Instructure, Inc.

Signature:	_____
Name:	_____
Title:	_____
Date:	_____



ACADEMIC SENATE

SANTA ANA COLLEGE MISSION STATEMENT

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. Vision Themes of Santa Ana College: I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. Emerging American Community

Resolution: F16-01

Proposed: October 11, 2016

Approved Date: October 25, 2016

The resolution passed unanimously by all in attendance.

Subject: Recommendation for the Adoption of Canvas as Santa Ana College's Learning Management System

Whereas, The Online Education Initiative (OEI) is a collaborative effort among California Community Colleges (CCC) to ensure that significantly more students are able to complete their educational goals by increasing both access to and success in high-quality online courses;

Whereas, The OEI has committed to providing Canvas, a learning management system (LMS) that can offer high-quality online classes, support our traditional on-campus classes, and have a potential cost savings to RSCCD, to the CCC system for free through the 2018 school year and have committed to paying approximately two-thirds of the cost of Canvas going forward;

Whereas, a LMS task force was created by the Technology Committees of both SAC and SCC to evaluate and determine if Canvas would meet our needs and after the evaluation process, members voted unanimously to recommend that RSCCD adopt Canvas (19-0 in favor of the adoption);

Whereas, SACTAC voted to approve the recommendation made by the taskforce that Canvas be adopted;

Resolved, That the Academic Senate of Santa Ana College recommend the adoption of Canvas for our campus learning management system.

SCC Academic Senate Minutes – Approved November 1, 2016

October 18, 2016 1:30 – 3:00 A-211

Senators Present

Leonor Aguilera
Emma Breeden
Shawn Cummins
Steven Deeley
Lisa Dela Cusack
Alicia Frost
Jared Kubicka-Miller
Eden Quimzon
Stephen Reed
Andy Salcido
Randy Scott
Barbara Sproat
Jeffrey Wada

Senate Executive Board

President Michael DeCarbo
Vice President Mary Mettler
CIC Chair Joyce Wagner
Sec./Treas. Mike Taylor

Senators Absent

Denise Bailey
Nena Baldizon-Rios
Shelby Clatterbuck
Phillip Crabill
Scott Howell
Nancy Parent
Christine Umali Kopp

ASG Representatives

Andre Eng

Guests

Amanda Campbell
Tiffany Gause
Abdul Isira
Scott James
Emi Kawafuchi
Miguel Luna

- II. Approval of minutes from the May 17, 2016 senate meeting (Deeley/Reed), approved without dissent.
Approval of minutes from the October 4, 2016 senate meeting (Deeley/Frost), approved without dissent.

III. Public Comments

1. Professor Breeden mentioned that the Office of Student Equity & Success, Speakers Symposium, and SCC Foundation will be hosting a presentation by Chris Crass, "Being an Ally: Strategies for Engaging and Moving White People into Racial Justice Action" on October 27, 2016 in H-106 at 11:50am.
2. Professor Kubicka-Miller mentioned that the Forensics Club will be converting the forensics room to a haunted house on Friday, October 21st
3. Professor Wada mentioned that certain Math and Sciences faculty are concerned about PIE committee representation and that the division of Math and Sciences is not well represented.
4. Professor Dela Cusack mentioned the faculty excellence speaker, Barry Resnick, will be presenting on October 20 at 1:30pm.

IV. Board report

President:

1. The Administration accepts the Senate rankings with the exception of one, child development. At this time, there will only be four faculty hires for SCC (six at SAC) and that these are replacements only. Anthropology, Biology, English, and Math will be hiring and hopefully one or two more may be hired.
2. Community Science Night is on March 24, please come out and volunteer.

SCC Academic Senate Minutes – Approved November 1, 2016

October 18, 2016 1:30 – 3:00 A-211

3. The next Board of Trustees meeting will be Monday, October 24 in SCC H-104 at 4:30. There will be a reception at 4pm outside the Art Gallery hosted by ASG. Please attend and show your support.

Vice President:

1. No report

Secretary/Treasurer

1. SAC agrees with SCC on the starting of Intersession 2018 on January 2.

CIC

1. No report

V. ASG

1. Voter registration will be happening on campus on October 19th and 20th.
2. There will be a mini Halloween kickoff event and a treat for treat campaign for food collection coming up October 24 through October 31.
3. On November 7 and 8 there will be a town hall event with surveys to be given out to students. Email Andre Eng for details and to add questions to the survey (andreengasg@gmail.com).

VI. Summary Reports

1. Discussion on what we, as a senate, want in our summary reports. How can we make them better? Vice President Mettler will be posting the senate summary report template on the Senate website.

VII. Action Items

1. *Second Readings*

- A. Resolution F2016.3 – Adoption of the Revised “Academic Renewal without Course Repetition” (Wagner/Aguilera).

Discussion: Pros: This will help students who did not have direction at first to have a second chance. The poor grade is still on the transcript, just not calculated into the GPA. This is a Title 5 requirement which SCC has been in compliance; however, the new policy is more student focused and is similar to those at local campuses.

Cons: There should be a waiting period. Transcript stands as a historical record. There should be consequences for choices.

Vote: Approved, Professors Breeden, Cummins, Dela Cusack, Salcido, and Wada were not in favor.

- B. Resolution F2016.4 – Recommendation for the Adoption of Canvas, Santiago Canyon College’s Learning Management System (Taylor/Cummins).

Discussion: Considerable savings to the district. Almost all of the community colleges in California have already switched, the ones who have not have internal reasons (still in a contract, dedicated position(s) for the current LMS).

Pros: There was a faculty driven process for the investigation on using canvas. All faculty on the taskforce were initially against using Canvas, but changed their minds after seeing its improved accessibility and ease of use for students. Great cost savings to the district.

SCC Academic Senate Minutes – Approved November 1, 2016
October 18, 2016 1:30 – 3:00 A-211

Cons: This seems to be an administration mandate that is being endorsed by the senate, yet not all senators (faculty) are in favor of the change. Hard to make a decision (vote) on something that some have not even seen.

Vote: Approved, Reed was not in favor.

2. *First reading*

- A. Resolution F2016.5 – Creation of a Joint Learning Management System Transition Task Force with Santa Ana College for the Blackboard to Canvas Conversion Process (Taylor/Dela Cusack)

Discussion: There will be an amendment of a whereas to show that the Academic Senate for California Community Colleges advocates for the monies saved due to the change to Canvas be used for faculty development and training in the use of Canvas (Cummins/Quimzon).

Vote to add whereas (no dissent).

There will be an amendment of a resolved for monies saved to be used for faculty development and training in the use of Canvas (Taylor/Frost).

Vote to add the resolved (no dissent).

- B. Resolution F2016.7 – Affirmation of Revisions to the Budget Committee Collegial Governance Handbook Description (Deeley/Mettler)

Discussion: Changed some of the wording and the membership representation.

- C. Resolution F2016.6 – Affirmation of Merging the Facilities and Safety/Emergency Committees and Subsequent Changes to the Collegial Governance Handbook (Kubicka-Miller/Quimzon).

Discussion: concern of less faculty representation due to the merge. Suggestion of the senate to strike out “or designee” and that the Vice President of Administrative Services must be the position. Addition of one more faculty to the new group (5 faculty and the faculty co-chair) and also to have 2 students on the committee (one non-voting).

VIII. Signature Program – Transfer Success Center

1. Presentation by Miguel Luna from the Transfer Success Center. 13% increase in transfers to CSU and 31% to private/out of state. SCC has one of the highest transfer rates for local community colleges (higher than SAC, IVC, FJC, OCC).
2. What the Transfer Success Center offers: Transfer fairs, individual advising for students to create a transfer plan, promoting of the program on social media, visitations to transfer campuses, and can help with entrance essays.
3. What can faculty do to assist in the Transfer Success Center? Have the Transfer Success Center representative come into the classrooms and present for five minutes, referrals from the faculty to the Transfer Success Center, and have faculty support for large events like the transfer fairs by promoting schools that faculty attended and attending the events personally.
4. Since this is a signature program, the faculty needs to get behind the Transfer Success Center by inviting them into our classrooms and promoting the transfer fair and to also let students know of how they use Social Media to promote the program.

SCC Academic Senate Minutes – Approved November 1, 2016
October 18, 2016 1:30 – 3:00 A-211

IX. Discussion items

1. Professional Development Real Time Calendar

- A. A calendar was created to show any/all professional development opportunities scheduled (webinars, conferences, discussions, etc.). Send these opportunities to Vanessa Jones so she can update the calendar (jones_vanessa@sccollege.edu). Good for adjuncts as well.

2. Senate Goals

- A. Budget training, credit by exam, MOU with FARSCCD, Programs. Senate Exec's will each take a goal and provide information to the senators as it is compiled.

3. Faculty Request Hiring Form

- A. Discussed proposed changes to the faculty hiring form. Feedback was asked for the first page and to the number of characters to the narratives.

X. Moved to adjourn (Kubicka-Miller/Deeley), passed without dissent.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: December 9, 2017

INDEPENDENT CONTRACTORS

Jennifer Walsvick

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To provide mental health consulting services, coordination, record keeping and documentation to assure compliance with the Early Head Start Performance program standards for Santa Ana College Early Childhood Education Center

Date(s) of Service: January 10, 2017 through December 31, 2017

Fee: Estimated at \$21,000.00

Requested by: My Le Pham/Janneth Linnell

Funded by: Child Development Services/Early Head Start
33-1289-692000-53329-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **10th** of **January, 2017** by and between **Jennifer Walsvick** 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 MENTAL HEALTH CONSULTING SERVICES, COORDINATION, RECORD KEEPING AND DOCUMENTATION TO ASSURE COMPLIANCE WITH THE EARLY HEAD START PERFORMANCE PROGRAM STANDARDS FOR SANTA ANA COLLEGE EARLY CHILDHOOD EDUCATION CENTER

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 One Thousand Dollars & No Cents (\$21,000.00)**.

The contracted services are to commenced on or about **January 10, 2017** and completed on or about, but not later than **December 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

Jennifer Walsvick

SCOPE OF WORK

Mental Health Services for RSCCD Early Head Start

SERVICES: *These consultant services may include, but not be limited to:*

Assist in meeting the Early Head Start Performance Standards by providing mental health education, mental health consults with families, and EHS activity programming for Santa Ana College Early Childhood Education Center (SAC) and home visits as needed and/or requested by referrals.

As referrals are provided by SAC and EHS partners such as RSCCD Home-base, and SAC; provide mental health education for families and their children and input data into Child Plus and medical records for families.

Coordinate with EHS to provide parent/family and staff mental health education workshops/meetings on topics such as: domestic abuse, child abuse reporting, stress management, health and more.

Assist in the coordination of mental health services between the community partners, center-based, and home-based components of the program as needed.

Assist all partners to problem solve difficulties that may arise related to mental health services and delivery.

Review and monitor documentation and record-keeping practices to assure compliance with Head Start Performance Standards. Propose any additions or revisions needed.

Assist in finding mental health services resources for program and individual children enrolled in Early Head Start as needed.

Serve as a resource to staff for enrolled children with special needs (as applicable to mental health needs).

Coordinate the provision of required mental health screenings and other activities within the required Early Head Start time constraints.

Participate on a regular basis at 1) case management consultation meetings; 2) Service Area Plan meetings; 3) Home-Based socializations; and 4) any other meetings designed to assist in meeting the Head Start Performance Standards.

Input and monitor documentation and timelines for all enrolled children using the Child Plus data system.

Communicate with staff via meetings/emails/phone calls and report preparation pertaining to EHS services and activities as directed by RSCCD Director.

Providing supervised support and guidance on the child development site regarding child/family referrals and services

Ensuring that the provision of quality Family Services are maintained through intern training, evaluation, and guidance in conjunction with the CDS executive director.

Provide reimbursements to interns for pertinent trainings and mileage for services related to EHS approved activities.

Rate of **\$50** per hour, not to exceed 420 hours (\$21,000) from **January 10, 2017** through **December 31, 2017**.

December 1, 2016

Jennifer Walsvick, LCSW
12811 Dunas Road
Santa Ana, CA 92705
(714) 926-8270

Cost Proposal for Service

This proposal for services to include but not limited to provide mental health consulting, service coordination, record keeping/documentation to assure compliance with program standards. Consultant will also provide supervision and field instruction to Master of Social Work Student Interns assigned to RSCCD Early Head Start. (Please see attached Scope of Work for details.)

This work will begin on January 10, 2017 and continue through December 31, 2017 at the rate of \$50 an hour, not exceed 420 hours (total of \$21,000).

Jennifer Walsvick, LCSW

714-926-8270

jensmsw@yahoo.com

Biography

Jennifer has over 15 years' experience working with children and families here in Orange County. After completing a Bachelors of Psychology from the University of California Irvine, she went on to earn a Master's Degree in Social Work from the University of Southern California. Jennifer spent nearly ten years working in a large government child welfare agency where she provided case management, emergency response investigations, forensic interviewing of victims of crime and served as a Court Officer to Dependency Court. In 2004, Jennifer obtained her License in Clinical Social Work from the state of California. Most recently, she has worked as a Mental Health Consultant for the Rancho Santiago Community College District Early Head Start Program where she offers numerous services to bridge the gap between the barriers and needs of the families served.

Over the last 10 years, Jennifer has also provided clinical supervision for Masters in Social Work students in their internship. She has worked with the University of Southern California, California State University of Fullerton and California State University of Long Beach as a clinical field instructor and has received awards for her long partnership.

Jennifer's philosophy is that each individual has intrinsic value and importance. Her solution-focused and evidence based therapeutic interventions have helped numerous clients and students in their journey to a more fulfilling and productive life.

Purchase Order List

11/12/2016 thru 12/06/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
* 17-P0043816	11/14/2016	12	Fine & Performing Arts Office	Instructional Supplies	SEHI COMPUTER PRODUCTS	191.16
* 17-P0043816	11/14/2016	13	Fine & Performing Arts Office	Equip-All Other >\$200 < \$1,000	SEHI COMPUTER PRODUCTS	867.79
PO Amt Total for *17-P0043816 :						1,058.95
17-P0043817	11/14/2016	12	Fine & Performing Arts Office	Instructional Supplies	SEHI COMPUTER PRODUCTS	174.48
17-P0043818	11/14/2016	12	Communications & Media Studies	Instructional Supplies	B & H PHOTO VIDEO INC	860.67
17-P0043819	11/14/2016	12	Center for Teacher Education	Other Licenses & Fees	RANCHO SANTIAGO COMMUNITY COLL. DIST.	1,643.00
17-P0043820	11/14/2016	12	Center for Teacher Education	Non-Instructional Supplies	COMPREHENSIVE CONTROL SYSTEMS INC	1,512.00
17-P0043821	11/14/2016	12	Biology	Instructional Supplies	USA SCIENTIFIC INC	432.65
17-P0043822	11/14/2016	12	Kinesiology - Intercol Athlet	Instructional Supplies	POWER SYSTEMS	237.82
17-P0043823	11/14/2016	12	Kinesiology - Physical Educ	Instructional Supplies	LYTLE SCREEN PRINTING INC	648.00
17-P0043824	11/14/2016	12	Safety & Parking - DO	Non-Instructional Supplies	EMBLEM ENTERPRISES INC	426.48
17-P0043825	11/14/2016	12	Honors Program	Food and Food Service Supplies	KATHLEEN L. PATTERSON	418.15
17-P0043826	11/14/2016	11	President's Office	Inst Dues & Memberships	HISPANIC ASSOCIATION OF COLLEGES & UNIVERSITIES	9,395.00
17-P0043827	11/14/2016	12	Student Equity	Books, Mags & Subscrip-Non-Lib	AMAZON COM	1,176.00
17-P0043828	11/14/2016	12	Ctr for Intl Trade Dev Office	Other Licenses & Fees	OCBC ORANGE CTY BUS COUNCIL	65.00
17-P0043829	11/14/2016	12	Student Equity	Non-Instructional Supplies	ELIZABETH BAEZ	267.13
17-P0043830	11/14/2016	12	Library Services	Library Books	EBSCO SUBSCRIPTION SVCS	568.89
17-P0043831	11/14/2016	12	Student Equity	Non-Instructional Supplies	PROMOTIONAL DESIGN CONCEPTS INC	1,038.14
17-P0043832	11/14/2016	12	Engineering	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	32.70
17-P0043833	11/14/2016	12	Counseling	Non-Instructional Supplies	EAGLE GRAPHICS INC	3,956.82
17-P0043834	11/14/2016	11	Maintenance	Contracted Repair Services	VORTEX INDUSTRIES	8,000.00
17-P0043835	11/14/2016	11	Maintenance	Contracted Repair Services	WEATHERITE CORP	14,000.00
17-P0043836	11/14/2016	43	Facility Planning Office	Bldg Impr-Blueprint/Reprod/Adv	AMERICAN REPROGRAPHICS CO LLC	2,500.00
17-P0043837	11/14/2016	11	Maintenance	Contracted Repair Services	VORTEX INDUSTRIES	463.00
17-P0043838	11/14/2016	11	Digital Media Center	Contracted Repair Services	CONTROL AIR CONDITIONING CORP	1,517.00
17-P0043839	11/14/2016	11	Digital Media Center	Contracted Repair Services	CONTROL AIR CONDITIONING CORP	373.32
17-P0043840	11/14/2016	11	Publications	Contracted Repair Services	INLAND CUTTER SERVICE INC	906.30
17-P0043841	11/14/2016	12	Academic Affairs Office	Contracted Services	DAVIS BARBER PRODUCTIONS INC	886.68
17-P0043842	11/14/2016	11	Facility Planning Office	Public Agencies' Assess & Fees	ORANGE COUNTY SANITATION DISTRICT	70,203.00
17-P0043843	11/14/2016	11	Facility Planning Office	Rental-Equipment (Short-term)	AMERICAN REPROGRAPHICS CO LLC	340.20
17-P0043844	11/15/2016	11	Human Resources Office	Food and Food Service Supplies	TOP HAT PRODUCTIONS	146.29
17-P0043845	11/15/2016	11	Safety & Security Office	Conference Expenses	CLERY CTR FOR SECURITY ON CAMPUS	475.00
17-P0043846	11/15/2016	12	Resource Development	Contracted Services	HILL CHRISTI A	17,400.00
17-P0043847	11/15/2016	11	Distance Education	Conference Expenses	LAKEWOOD MEDIA GROUP INC	1,595.00
17-P0043848	11/15/2016	11	Digital Media Center	Non-Instructional Supplies	KULI IMAGE INCYKUSTOM IMPRINTS	359.48

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0043849	11/15/2016	11	Digital Media Center	Non-Instructional Supplies	KULI IMAGE INCYKUSTOM IMPRINTS	213.60
17-P0043850	11/15/2016	12	Center for Teacher Education	Books Paid for Students	DON BOOKSTORE	75.02
17-P0043851	11/15/2016	12	Professional Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
17-P0043852	11/15/2016	12	Center for Teacher Education	Books Paid for Students	DON BOOKSTORE	51.30
17-P0043853	11/15/2016	12	Student Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,500.00
17-P0043854	11/15/2016	12	Engineering	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	1,530.90
17-P0043855	11/15/2016	41	Facility Planning Office	Bldg Impr - Contractor Svcs	PATRIOT CONTRACTING &	675,000.00
17-P0043856	11/15/2016	12	Student Equity	Contracted Services	SIEGAL JUSTINE	2,000.00
17-P0043857	11/15/2016	12	Student Equity	Contracted Services	MADUENA JEANETTE	250.00
17-P0043858	11/15/2016	13	CJ/Academies	Equip-Tablet/Laptop>\$200<\$1000	GOLDEN STAR TECHNOLOGY, INC.	83,912.85
17-P0043859	11/15/2016	11	District Wide Technology	Equip-All Other >\$200 < \$1,000	GOLDEN STAR TECHNOLOGY, INC.	12,210.70
17-P0043860	11/15/2016	12	Continuing Education Division	Equip-Tablet/Laptop>\$200<\$1000	GOLDEN STAR TECHNOLOGY, INC.	42,060.00
17-P0043861	11/16/2016	12	Professional Development	Food and Food Service Supplies	CRAVE RESTAURANT GROUP, LLC	485.54
17-P0043862	11/16/2016	12	Student Services Office	Food and Food Service Supplies	JAY'S CATERING	262.60
17-P0043863	11/16/2016	12	Professional Development	Food and Food Service Supplies	SMART & FINAL	500.00
17-P0043864	11/16/2016	12	Student Services Office	Food and Food Service Supplies	SMART & FINAL	1,000.00
17-P0043865	11/16/2016	33	EHS Administration	Non-Instructional Supplies	CA HEAD START ASSOC.	468.00
17-P0043866	11/16/2016	12	Athletics	Instructional Supplies	ADVENTURES IN ADVERTISING	191.24
17-P0043867	11/16/2016	12	EOPS	Fees Paid for Students	ALPHA GAMMA SIGMA HONOR SCHOLARSHIP SOCIETY	160.00
17-P0043868	11/16/2016	12	Special Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
17-P0043869	11/16/2016	12	SAC Continuing Ed-Instruction	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	249.27
17-P0043870	11/16/2016	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	OFFICE DEPOT BUSINESS SVCS	63.72
17-P0043871	11/16/2016	12	Continuing Education Division	Equip-All Other >\$1,000<\$5,000	DELL COMPUTER	30,890.88
17-P0043872	11/16/2016	12	Continuing Education Division	Equip-All Other >\$1,000<\$5,000	CDW GOVERNMENT INC.	1,643.80
17-P0043873	11/16/2016	12	Chemistry	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	232.69
17-P0043874	11/16/2016	12	Human Svcs & Technology Office	Instructional Supplies	INGARDIA BROS PRODUCE INC	1,500.00
17-P0043875	11/16/2016	12	Student Equity	Equip-All Other >\$1,000<\$5,000	CDW GOVERNMENT INC.	8,612.20
17-P0043876	11/16/2016	12	Corporate Training Institute	Contracted Services	RENAISSANCE HOTEL MANAGEMENT CO LLC	9,203.01
17-P0043877	11/16/2016	12	Distance Education	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	4,067.55
17-P0043878	11/16/2016	12	Automotive Technology/Engine	Instructional Supplies	CARQUEST AUTO PARTS	1,500.00
17-P0043879	11/16/2016	12	Biology	Instructional Supplies	VWR FUNDING INC	175.24
17-P0043880	11/16/2016	41	Facility Planning Office	Bldg Impr - Commissioning	3QC INC	50,120.00
17-P0043881	11/16/2016	11	American Sign Language	Contracted Services	GLOBAL WORKS INC	5,670.00
17-P0043882	11/16/2016	11	American Sign Language	Contracted Services	NETWORK INTERPRETING SERVICES INC	1,600.00
17-P0043883	11/16/2016	11	District Wide Technology	Contracted Services	SAGE DATA SECURITY LLC	1,300.00
17-P0043885	11/16/2016	12	Geology	Transportation - Student	AIRPORT VAN RENTAL INC	500.00
17-P0043886	11/16/2016	12	Upward Bound	Transportation - Student	MICHELANGELO LEASING INC	7,000.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0043887	11/16/2016	33	CDC Santa Ana College	Food and Food Service Supplies	SYSCO FOOD SVC	14,600.00
17-P0043888	11/17/2016	12	Library Services	Library Books	AMAZON COM	9,000.00
17-P0043889	11/17/2016	12	Career Education Office	Non-Instructional Supplies	SUSAN BLACKWOOD LEEDY	64.80
17-P0043890	11/17/2016	13	Santiago Canyon College	Advertising	ORANGE MAGAZINE	900.00
17-P0043891	11/17/2016	12	Kinesiology - Physical Educ	Instructional Supplies	SO CAL TEAM SPORTS	2,652.00
17-P0043892	11/17/2016	12	Kinesiology - Physical Educ	Instructional Supplies	SO CAL TEAM SPORTS	2,967.93
17-P0043893	11/17/2016	11	Chancellor's Office	Inst Dues & Memberships	CALIFORNIA ASSOC OF LATINO	500.00
17-P0043894	11/17/2016	12	Center for Teacher Education	Books Paid for Students	DON BOOKSTORE	10,647.84
17-P0043895	11/17/2016	12	Science Learning Center	Instructional Supplies	3D MOLECULAR DESIGNS LLC	189.96
17-P0043896	11/17/2016	12	Science Learning Center	Instructional Supplies	SCANTRON CORP	90.19
17-P0043897	11/17/2016	12	Science Learning Center	Instructional Supplies	VWR FUNDING INC	108.86
17-P0043898	11/17/2016	12	Science Learning Center	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	789.30
17-P0043899	11/17/2016	13	Short-Term Vocational	Contracted Services	ETHNOS RESEARCH INC	14,950.00
17-P0043900	11/17/2016	12	Professional Development	Books, Mags & Subscrip-Non-Lib	MARY W. HUEBSCH	478.32
17-P0043901	11/17/2016	12	Center for Teacher Education	Non-Instructional Supplies	DON BOOKSTORE	26.84
17-P0043902	11/17/2016	12	Center for Teacher Education	Food and Food Service Supplies	PARADISE BAKERY & CAFE	842.07
17-P0043903	11/17/2016	43	Facility Planning Office	Buildings - DSA Fees	DEPT OF GENERAL SERVICES	382,800.00
17-P0043905	11/17/2016	12	Talent Search	Conference Expenses	UC REGENTS	360.00
17-P0043906	11/17/2016	12	Talent Search	Conference Expenses	MARCO A. RAMIREZ	675.00
17-P0043907	11/17/2016	12	Center for Teacher Education	Food and Food Service Supplies	PARADISE BAKERY & CAFE	2,948.93
17-P0043908	11/17/2016	12	Sci, Math, Health Sci Office	Instructional Supplies	MODERN BIOLOGY INC	728.12
17-P0043909	11/17/2016	12	Sci, Math, Health Sci Office	Instructional Supplies	ACME VIAL & GLASS CO INC	224.24
* 17-P0043910	11/17/2016	12	Music	Equip-All Other > \$5,000	STEVE WEISS MUSIC INC	11,766.01
* 17-P0043910	11/17/2016	13	Music	Equip-All Other > \$5,000	STEVE WEISS MUSIC INC	1,559.03
PO Amt Total for *17-P0043910 :						13,325.04
17-P0043911	11/17/2016	12	EOPS	Fees Paid for Students	RANCHO SANTIAGO COMMUNITY COLL. DIST.	2,000.00
17-P0043912	11/17/2016	12	Counseling	Non-Instructional Supplies	EAGLE GRAPHICS INC	2,842.24
17-P0043913	11/17/2016	12	Center for Teacher Education	Books Paid for Students	DON BOOKSTORE	757.56
17-P0043914	11/17/2016	11	Publications	Non-Instructional Supplies	ULINE	209.60
17-P0043915	11/17/2016	13	Maintenance	Contracted Services	B & B NURSERIES INC	4,100.00
17-P0043918	11/18/2016	12	Biology	Equip-All Other >\$200 < \$1,000	WHITE BEAR PHOTONICS LLC	1,671.60
17-P0043919	11/18/2016	12	Manufacturing Technology	Software License and Fees	GOENGINEER	5,315.52
17-P0043920	11/18/2016	12	Student Services Office	Advertising	REACHLOCAL INC	5,500.00
17-P0043921	11/18/2016	12	Family & Consumer Studies	Equip-All Other > \$5,000	RONDO INC	7,698.00
17-P0043922	11/18/2016	12	Student Services Office	Advertising	CSU LONG BEACH	2,400.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0043923	11/18/2016	12	Student Services Office	Advertising	CSU FULLERTON	3,113.64
17-P0043924	11/18/2016	12	Pathways to Teaching	Transportation - Student	MICHELANGELO LEASING INC	963.38
17-P0043925	11/18/2016	12	Student Services Office	Advertising	OUTFRONT MEDIA INC	15,000.00
17-P0043926	11/18/2016	13	Santa Ana College	Advertising	UP SNAP USA INC	12,000.00
17-P0043927	11/18/2016	12	Sci, Math, Health Sci Office	Instructional Supplies	CLIAWAIVED INC	1,288.35
17-P0043928	11/18/2016	11	Library Services	Non-Instructional Supplies	AMAZON COM	501.29
17-P0043929	11/18/2016	12	Center for Teacher Education	Non-Instructional Supplies	DON BOOKSTORE	1,597.32
17-P0043930	11/18/2016	11	Maintenance	Non-Instructional Supplies	MICHAEL J MACKENZIE	3,884.33
17-P0043931	11/18/2016	12	Financial Aid Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	24.30
17-P0043932	11/18/2016	12	Talent Search	Transportation - Student	MICHELANGELO LEASING INC	674.65
17-P0043933	11/18/2016	11	Maintenance	Rental-Equipment (Short-term)	CHIC PARTY RENTALS	209.35
17-P0043934	11/21/2016	12	Educational Services Office	Reproduction/Printing Expenses	VIA PROMOTIONALS	921.11
17-P0043935	11/21/2016	33	EHS Administration	Equip-All Other >\$200 < \$1,000	BEARCOM	1,677.20
17-P0043936	11/21/2016	33	EHS Santa Ana College	Non-Instructional Supplies	AMMEX	800.00
17-P0043937	11/21/2016	12	Media Systems	Instructional Supplies	TROXELL COMM INC	2,000.00
17-P0043938	11/21/2016	12	Media Systems	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	2,000.00
17-P0043939	11/21/2016	12	Art	Instructional Supplies	HOME DEPOT	500.00
17-P0043940	11/21/2016	12	Ctr for Intl Trade Dev Office	Non-Instructional Supplies	DELL COMPUTER	139.53
17-P0043941	11/21/2016	12	Counseling	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	175.72
17-P0043942	11/21/2016	12	Continuing Education Division	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	21,095.89
17-P0043943	11/21/2016	42	Facility Planning Office	Equip-Mod Furn>\$1,000 < \$5,000	ALLSTEEL INC	1,120.45
17-P0043944	11/21/2016	42	Facility Planning Office	Equip-Mod Furn>\$1,000 < \$5,000	ALLSTEEL INC	4,766.84
17-P0043945	11/21/2016	12	Safety & Parking - DO	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	431.86
17-P0043946	11/21/2016	12	Exercise Science	Instructional Supplies	D3 SPORTS INC.	2,254.47
17-P0043947	11/21/2016	12	ACT Center	Internet Services	ACT	56.50
17-P0043948	11/21/2016	12	Corporate Training Institute	Reproduction/Printing Expenses	WE DO GRAPHICS INC	1,155.60
17-P0043949	11/21/2016	12	Veterans Resource Center	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,500.00
17-P0043950	11/21/2016	13	Media Systems	Equip-All Other >\$1,000<\$5,000	SWEETWATER SOUND	12,093.42
17-P0043951	11/21/2016	13	Human Svcs & Technology Office	Non-Instructional Supplies	PATTERSON MEDICAL SUPPLY INC	299.05
17-P0043952	11/21/2016	12	Financial Aid Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	40.59
17-P0043953	11/21/2016	12	Student Services Office	Advertising	AMFM BROADCASTING INC	30,000.00
17-P0043954	11/21/2016	11	Chancellor's Office	Reproduction/Printing Expenses	WE DO GRAPHICS INC	290.00
17-P0043955	11/21/2016	11	District Wide Technology	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	609.64
17-P0043956	11/21/2016	33	CDC Santiago Canyon College	Instructional Supplies	LAKESHORE LEARNING MATERIALS	500.00
17-P0043957	11/21/2016	33	CDC Santiago Canyon College	Instructional Supplies	LAKESHORE LEARNING MATERIALS	200.00
17-P0043958	11/21/2016	33	EHS Administration	Non-Instructional Supplies	AMAZON COM	53.19
17-P0043959	11/21/2016	11	Research	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	372.73

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0043960	11/21/2016	13	Santa Ana College	Reproduction/Printing Expenses	TREND OFFSET PRINTING	6,655.00
17-P0043961	11/21/2016	11	Maintenance & Operations	Non-Instructional Supplies	AMAZON COM	183.55
17-P0043962	11/21/2016	62	Risk Management	Equip-All Other >\$200 < \$1,000	VARIDESK LLC	1,555.20
17-P0043963	11/21/2016	11	Research	Equip-All Other >\$200 < \$1,000	VARIDESK LLC	426.60
17-P0043964	11/21/2016	11	Maintenance	Repair & Replacement Parts	IRVINE PIPE SUPPLY	4,000.00
17-P0043965	11/21/2016	11	Custodial	Non-Instructional Supplies	AMERICAN CHEMICAL & SANITARY	5,000.00
17-P0043966	11/21/2016	11	Custodial	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	5,000.00
17-P0043967	11/22/2016	11	Safety & Security Office	Non-Instructional Supplies	AMAZON COM	110.10
17-P0043968	11/22/2016	11	Mailroom	Postage	POSTMASTER	670.00
17-P0043969	11/22/2016	12	Corporate Training Institute	Non-Instructional Supplies	4 IMPRINT	2,711.36
17-P0043970	11/22/2016	12	Student Equity	Equip-All Other >\$200 < \$1,000	DELL COMPUTER	793.72
17-P0043971	11/23/2016	12	Counseling	Non-Instructional Supplies	DON BOOKSTORE	164.70
17-P0043972	11/23/2016	12	Ctr for Intl Trade Dev Office	Contracted Services	CONSTANT CONTACT	216.00
17-P0043973	11/23/2016	12	Student Services Office	Food and Food Service Supplies	R VISHNY LLC	138.00
17-P0043974	11/23/2016	12	Music	Instructional Supplies	STEVE WEISS MUSIC INC	241.61
17-P0043975	11/23/2016	12	LA/OC Regional Consortia	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	594.00
17-P0043976	11/23/2016	12	LA/OC Regional Consortia	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	805.82
17-P0043977	11/23/2016	12	LA/OC Regional Consortia	Food and Food Service Supplies	RITA A. KHADIGE	929.05
17-P0043978	11/23/2016	12	Continuing Education Division	Reproduction/Printing Expenses	WE DO GRAPHICS INC	961.20
17-P0043979	11/23/2016	12	Student Equity	Non-Instructional Supplies	AMAZON COM	163.67
17-P0043980	11/23/2016	13	Administrative Services Office	Advertising	CBS RADIO INC	29,000.00
17-P0043981	11/23/2016	11	Maintenance	Contracted Repair Services	TOMARK SPORTS	395.00
17-P0043982	11/23/2016	12	Student Equity	Non-Instructional Supplies	SVM LP	2,010.95
17-P0043983	11/23/2016	11	Maintenance	Contracted Repair Services	CLIMATEC LLC	4,000.00
17-P0043984	11/23/2016	12	Student Services Office	Advertising	ABEL TORRES	1,600.00
17-P0043985	11/23/2016	12	Math	Non-Instructional Supplies	EAGLE GRAPHICS INC	1,741.50
17-P0043986	11/23/2016	12	Sci, Math, Health Sci Office	Instructional Supplies	APPERSON	5.40
17-P0043987	11/23/2016	12	Outreach	Food and Food Service Supplies	JAY'S CATERING	1,473.98
17-P0043988	11/23/2016	12	Student Equity	Transportation - Student	MICHELANGELO LEASING INC	577.50
17-P0043989	11/23/2016	11	Chancellor's Office	Conference Expenses	WELLS FARGO BANK	612.70
17-P0043990	11/23/2016	12	Student Equity	Food and Food Service Supplies	HART COMMUNITY HOMES INC	285.44
17-P0043991	11/23/2016	12	Diesel	Instructional Supplies	VIRGINIA M. WITMER	258.77
17-P0043992	11/23/2016	13	Maintenance	Building Improvements	KYA SERVICES LLC	28,295.93
17-P0043993	11/23/2016	13	Maintenance	Building Improvements	KYA SERVICES LLC	26,018.31
17-P0043994	11/23/2016	13	Fine & Performing Arts Office	Equip-All Other >\$1,000<\$5,000	AARDVARK CLAY & SUPPLIES	14,526.00
17-P0043995	11/23/2016	13	Human Svcs & Technology Office	Non-Instructional Supplies	VIRGINIA M. WITMER	134.88
17-P0043996	11/23/2016	42	Facility Planning Office	Equip-Mod Furn>\$1,000 < \$5,000	QUALITY OFFICE FURNISHINGS INC	4,702.50

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0043997	11/23/2016	12	Family & Consumer Studies	Instructional Supplies	SARAH H. MATHOT	18.54
17-P0043998	11/23/2016	11	Digital Media Center	Non-Instructional Supplies	FONTIS SOLUTIONS	239.64
17-P0043999	11/23/2016	41	Facility Planning Office	Bldg Impr - Contractor Svcs	CLIMATEC LLC	1,220,037.00
17-P0044000	11/23/2016	12	Student Services Office	Advertising	ASSOCIATED STUDENT AT UC IRVINE	2,621.40
17-P0044001	11/23/2016	12	Career Education Office	Contracted Services	VITAL LINK OF ORANGE COUNTY	11,158.95
17-P0044002	11/28/2016	13	Maintenance	Building Improvements	KYA SERVICES LLC	25,543.64
17-P0044003	11/28/2016	12	Digital Media Center	Food and Food Service Supplies	LEPE JULIANA ALEJANDRA	350.00
17-P0044004	11/28/2016	12	Diesel	Instructional Supplies	UNITED RENTALS	175.00
17-P0044005	11/28/2016	11	Operations	Trash Disposal	CR & R INC	390.59
17-P0044006	11/28/2016	12	Continuing Education Division	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	11.83
17-P0044007	11/28/2016	12	Pharmacy Technology	Instructional Supplies	MCKESSON GENERAL MEDICAL CORP	1,000.00
17-P0044008	11/28/2016	12	Student Development	Instructional Supplies	DON BOOKSTORE	7,150.00
17-P0044009	11/28/2016	11	Transportation	Contracted Repair Services	UNITED AUTOMOTIVE SVC INC	7,000.00
17-P0044010	11/29/2016	12	Ctr for Intl Trade Dev Office	Conference Expenses	OCBC ORANGE CTY BUS COUNCIL	75.00
17-P0044011	11/29/2016	12	Ctr for Intl Trade Dev Office	District Business/Sponsorships	IRVINE CHAMBER OF COMMERCE	1,200.00
17-P0044012	11/29/2016	11	Warehouse	Non-Instructional Supplies	HOME DEPOT	45.64
17-P0044013	11/29/2016	11	Library Services	Library Books - Periodicals	CALIFORNIA NEWSPAPERS PARTNERSHIP	126.50
17-P0044014	11/29/2016	12	Upward Bound	Other Exp Paid for Students	AQUARIUM OF THE PACIFIC	228.00
17-P0044015	11/29/2016	12	Student Services Office	Non-Instructional Supplies	DON BOOKSTORE	500.00
17-P0044016	11/29/2016	12	Student Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
17-P0044017	11/29/2016	12	Professional Development	Food and Food Service Supplies	ORANGE TREE DELI & CATERING	403.38
17-P0044018	11/29/2016	33	EHS Administration	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,200.00
17-P0044019	11/29/2016	12	Health & Wellness	Food and Food Service Supplies	RALPH'S GROCERY CO	100.00
17-P0044020	11/29/2016	12	Continuing Education Division	Equip-All Other >\$200 < \$1,000	GOLDEN STAR TECHNOLOGY, INC.	3,979.84
17-P0044021	11/29/2016	11	District Wide Technology	Equip-All Other >\$200 < \$1,000	CDW GOVERNMENT INC.	23,927.40
17-P0044022	11/29/2016	12	Mathematics	Equip-All Other >\$1,000<\$5,000	CDW GOVERNMENT INC.	10,584.00
17-P0044023	11/29/2016	12	Distance Education	Books, Mags & Subscrip-Non-Lib	WELLS FARGO BANK	850.12
17-P0044024	11/29/2016	12	Distance Education	Books, Mags & Subscrip-Non-Lib	WELLS FARGO BANK	878.90
17-P0044025	11/29/2016	11	President's Office	Equip-All Other >\$200 < \$1,000	SEHI COMPUTER PRODUCTS	1,293.16
17-P0044026	11/29/2016	11	Custodial	Non-Instructional Supplies	VERITIV OPERATING COMPANY	4,101.02
17-P0044027	11/29/2016	12	Veterans Resource Center	Equip-All Other >\$200 < \$1,000	SEHI COMPUTER PRODUCTS	803.17
17-P0044028	11/30/2016	33	CDC Santa Ana College - East	Instructional Supplies	DISCOUNT SCHOOL SUPPLY	1,000.00
17-P0044029	11/30/2016	33	CDC Santa Ana College - East	Instructional Supplies	LAKESHORE LEARNING MATERIALS	1,000.00
17-P0044030	11/30/2016	11	District Wide Technology	Non-Instructional Supplies	B & H PHOTO VIDEO INC	105.57
17-P0044031	11/30/2016	11	Maintenance	Contracted Repair Services	PYRO-COMM SYSTEMS INC	10,000.00
17-P0044032	11/30/2016	13	Grounds	Equip-All Other > \$5,000	EBERHARD EQUIPMENT	5,793.51
17-P0044033	11/30/2016	12	Resource Development	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	8,022.21

4.14 (6)

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

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Purchase Order List

11/12/2016 thru 12/06/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0044035	11/30/2016	11	International Student Program	Courier/Delivery Services	FEDEX	66.30
17-P0044036	11/30/2016	11	Grounds	Non-Instructional Supplies	VARSITY BRANDS HOLDING CO INC	2,500.00
17-P0044037	11/30/2016	11	Maintenance	Repair & Replacement Parts	HILLS BROS LOCK & SAFE	2,000.00
17-P0044038	11/30/2016	33	CDC Santa Ana College - East	Instructional Supplies	SMART & FINAL	500.00
17-P0044039	11/30/2016	13	Academic Affairs Office	Equip-All Other >\$200 < \$1,000	KRUEGER INTERNATIONAL INC.	117,099.00
17-P0044040	11/30/2016	12	Student Services Office	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	14,500.00
17-P0044041	11/30/2016	12	Student Services Office	Instructional Supplies	DON BOOKSTORE	500.00
17-P0044042	11/30/2016	12	LA/OC Regional Consortia	Food and Food Service Supplies	KECH CAFE	529.60
17-P0044043	11/30/2016	12	Family & Consumer Studies	Instructional Supplies	VIRGINIA M. WITMER	892.02
17-P0044044	11/30/2016	11	Library Services	Library Books - Periodicals	EBSCO SUBSCRIPTION SVCS	37.40
17-P0044045	11/30/2016	12	Biology	Non-Instructional Supplies	KAESER & BLAIR INC	2,535.77
17-P0044046	11/30/2016	12	Kinesiology - Intercol Athlet	Instructional Supplies	HENRY SCHEIN INC	927.88
17-P0044047	11/30/2016	33	EHS Santa Ana College	Non-Instructional Supplies	QUIDSI RETAIL LLC	6,000.00
17-P0044048	11/30/2016	33	EHS Santa Ana College	Non-Instructional Supplies	AMMEX	2,400.00
17-P0044049	11/30/2016	33	EHS Administration	Instructional Supplies	FIRST BOOK	640.13
17-P0044050	11/30/2016	33	EHS Santa Ana College	Instructional Supplies	LAKESHORE LEARNING MATERIALS	3,000.00
17-P0044051	11/30/2016	41	Facility Planning Office	Equip-Mod Furn>\$1,000 < \$5,000	ALLSTEEL INC	4,740.73
17-P0044052	12/1/2016	12	Pathways to Teaching	Conference Expenses	RIO SALADO COLLEGE C/O NACCTEP	1,902.96
17-P0044053	12/1/2016	12	Talent Search	Transportation - Student	MICHELANGELO LEASING INC	971.25
17-P0044054	12/1/2016	12	Welding	Instructional Supplies	THE LINCOLN ELECTRIC COMPANY	12,560.19
17-P0044055	12/1/2016	12	Small Business Dev Ctr Office	Conference Expenses	BAUMGARTNER BERN	3,612.46
17-P0044056	12/1/2016	12	Small Business Dev Ctr Office	Conference Expenses	GRAVES GARY T.	1,977.78
17-P0044057	12/1/2016	11	Information Tech Svcs Office	Conference Expenses	ACCCA	625.00
17-P0044058	12/1/2016	11	District Wide Technology	Contracted Services	LOOP1 SYSTEMS INC	5,300.00
17-P0044059	12/1/2016	11	District Wide Technology	Contracted Services	D4 SOLUTIONS INC.	4,168.06
17-P0044060	12/1/2016	11	Information Tech Svcs Office	Conference Expenses	ELLUCIAN INC.	2,790.00
17-P0044061	12/1/2016	11	Information Tech Svcs Office	Conference Expenses	ELLUCIAN INC.	2,313.00
17-P0044062	12/1/2016	11	Phillips Hall	Laundry & Dry Cleaning Service	NABERS CLEANERS	150.00
17-P0044063	12/1/2016	12	Health & Wellness Center	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	593.99
17-P0044064	12/1/2016	12	Continuing Education Division	Contracted Services	VORTEX INDUSTRIES	2,091.12
17-P0044065	12/1/2016	12	Center for Teacher Education	Other Licenses & Fees	RSCCD	47.00
17-P0044066	12/1/2016	11	Maintenance	Contracted Repair Services	WEATHERITE CORP	2,850.00
17-P0044067	12/1/2016	12	English	Non-Instructional Supplies	DON BOOKSTORE	255.27
17-P0044068	12/1/2016	12	Kinesiology - Intercol Athlet	Instructional Supplies	WATERBOY SPORTS INC	218.70
17-P0044069	12/1/2016	12	Kinesiology - Intercol Athlet	Instructional Supplies	SPORTS PAGE SOCCER WAREHOUSE	1,784.60
17-P0044070	12/1/2016	13	Administrative Services Office	Advertising	REACHLOCAL INC	44,000.00
17-P0044071	12/1/2016	41	Facility Planning Office	Bldg Impr - Contractor Svcs	NEWBUILD CONSTRUCTION AND RESTORATION INC	245,000.00

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Purchase Order List

11/12/2016 thru 12/06/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0044072	12/2/2016	12	Student Equity	Food and Food Service Supplies	MAUREEN A. ROE	287.46
17-P0044073	12/2/2016	12	Digital Media Center	Conference Expenses	WEST TOBI	1,008.00
17-P0044074	12/2/2016	12	Continuing Education Division	Food and Food Service Supplies	ANTONIO SANCHEZ, JR.	915.85
17-P0044075	12/2/2016	12	Orientation/Coord/Training	Reproduction/Printing Expenses	POPUKBANNER LLC	563.20
17-P0044076	12/2/2016	11	Kinesiology - Intercol Athlet	Software License and Fees	KROSSOVER INTELLIGENCE INC	1,200.00
17-P0044077	12/2/2016	11	Board of Trustees	Non-Instructional Supplies	BADGE EXPRESS	21.53
17-P0044078	12/2/2016	12	Professional Development	Books, Mags & Subscrip-Non-Lib	AMAZON COM	1,323.48
17-P0044079	12/2/2016	11	Administrative Services Office	Transportation - Student	MICHELANGELO LEASING INC	14,500.00
17-P0044080	12/2/2016	11	Warehouse	Gasoline	SC FUELS	3,230.00
17-P0044081	12/2/2016	12	Health & Wellness Center	Inst Dues & Memberships	ASSOCIATION OF COUNSELING CENTER TRAINING AGENCIES	400.00
17-P0044082	12/2/2016	12	Student Equity	Non-Instructional Supplies	FAJARDO LOURDES	195.36
17-P0044083	12/2/2016	11	Kinesiology - Physical Educ	Repair & Replacement Parts	FITNESS REPAIR SHOP	1,605.52
17-P0044084	12/2/2016	12	Biology	Instructional Supplies	SARTORIUS STEDIM NORTH AMERICA INC	4,592.16
17-P0044085	12/2/2016	11	Library Services	Non-Instructional Supplies	AMAZON COM	85.32
17-P0044086	12/2/2016	12	Library Services	Library Books	YANKEE BOOK PEDDLER INC	57.43
17-P0044087	12/2/2016	12	Library Services	Library Books - Databases	CCLC COMMUNITY COLLEGE LEAGUE	12,683.75
17-P0044088	12/2/2016	12	Biology	Equip-All Other >\$1,000<\$5,000	FISHER SCIENTIFIC	1,555.74
17-P0044089	12/2/2016	12	Biology	Instructional Supplies	USA SCIENTIFIC INC	345.96
17-P0044090	12/2/2016	12	Student Equity	Food and Food Service Supplies	MIGUEL U. LUNA	322.65
17-P0044091	12/2/2016	11	Digital Media Center	Food and Food Service Supplies	SMART & FINAL	57.49
17-P0044093	12/2/2016	11	District Wide Technology	Equip-All Other >\$200 < \$1,000	CDI COMPUTERS CORP	17,614.40
17-P0044094	12/2/2016	11	Business Operations' Office	Inst Dues & Memberships	SCHOOL SVCS OF CALIF INC	3,420.00
17-P0044095	12/5/2016	11	Administrative Services Office	Equip-All Other >\$200 < \$1,000	VARIDESK LLC	556.20
17-P0044096	12/5/2016	11	Publications	Non-Instructional Supplies	KELLY PAPER	2,207.52
17-P0044097	12/5/2016	12	Biology	Instructional Supplies	HARDY DIAGNOSTICS	1,077.61
17-P0044098	12/5/2016	12	Biology	Instructional Supplies	BIO RAD LABORATORIES	215.08
17-P0044099	12/5/2016	12	Biology	Instructional Supplies	VWR FUNDING INC	1,140.61
17-P0044100	12/5/2016	11	Nursing	Inst Dues & Memberships	NAT'L LEAGUE FOR NURSING	1,440.00
17-P0044101	12/5/2016	12	Chemistry	Instructional Supplies	AMICO SCIENTIFIC CORP	2,654.56
17-P0044102	12/5/2016	12	Chemistry	Instructional Supplies	CAROLINA BIOLOGICAL SUPPLY CO	545.83
17-P0044103	12/5/2016	12	Chemistry	Instructional Supplies	FISHER SCIENTIFIC	5,318.50
17-P0044104	12/5/2016	12	Chemistry	Instructional Supplies	FISHER SCIENTIFIC	2,207.65
17-P0044105	12/5/2016	12	Chemistry	Instructional Supplies	SIGMA ALDRICH INC	810.94
17-P0044106	12/5/2016	12	Chemistry	Instructional Supplies	VWR FUNDING INC	408.02
17-P0044107	12/5/2016	12	Research	Non-Instructional Supplies	VARIDESK LLC	69.80
17-P0044108	12/5/2016	11	Board of Trustees	Contracted Services	DEAN THOMAS PHOTOGRAPHY	1,401.84
17-P0044109	12/5/2016	11	Districtwide	Due to Bookstore - FA Link	RSCCD	177,831.66

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Purchase Order List

11/12/2016 thru 12/06/2016

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0044110	12/5/2016	11	Districtwide	Due to Bookstore - FA Link	RSCCD	431,844.74
17-P0044111	12/5/2016	12	Student Equity	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	602.40
17-P0044112	12/6/2016	13	Sci, Math, Health Sci Office	Equip-All Other >\$200 < \$1,000	PASCO SCIENTIFIC	4,895.96
17-P0044113	12/6/2016	11	Custodial	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	10,000.00
17-P0044114	12/6/2016	11	Custodial	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	10,000.00
17-P0044115	12/6/2016	11	Publications	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	177.30
17-P0044116	12/6/2016	12	CJ/Academies	Instructional Supplies	SEHI COMPUTER PRODUCTS	268.72
17-P0044117	12/6/2016	11	District Wide Technology	Equip-All Other >\$1,000<\$5,000	DATEL SYSTEMS INC	8,174.52
17-P0044118	12/6/2016	11	Apprenticeship	Contracted Services	VITAL LINK OF ORANGE COUNTY	3,000.00
17-P0044119	12/6/2016	11	Networking	Online Training Courses	ELLUCIAN INC.	3,200.00
17-P0044120	12/6/2016	11	Maintenance & Operations	Contracted Repair Services	PRECISION REFRIGERATION SERVICES	896.18
17-P0044121	12/6/2016	11	District Wide Technology	Contracted Services	D4 SOLUTIONS INC.	5,587.94
17-P0044122	12/6/2016	11	District Wide Technology	Contracted Services	VOIP-DRAGON CONSULTING LLC	8,400.00
17-P0044123	12/6/2016	11	Maintenance	Contracted Repair Services	VORTEX INDUSTRIES	8,000.00
17-P0044124	12/6/2016	12	SAC Continuing Ed-Instruction	Software License and Fees	BURLINGTON ENGLISH INC	4,665.60
17-P0044125	12/6/2016	12	Resource Development	Bldg Impr - Contractor Svcs	D4 SOLUTIONS INC.	2,536.68
17-P0044126	12/6/2016	11	Custodial	Non-Instructional Supplies	LOS ANGELES CHEMICAL CO INC	1,080.00
17-P0044127	12/6/2016	11	Maintenance	Repair & Replacement Parts	COMMERCIAL AQUATIC SVCS	3,128.40
17-P0044128	12/6/2016	11	Maintenance	Repair & Replacement Parts	MICRO CONTROL SYSTEMS	180.00
17-P0044129	12/6/2016	12	Counseling	Non-Instructional Supplies	TEAMWORK PROMOTIONAL	254.88
17-P0044130	12/6/2016	12	Ctr for Intl Trade Dev Office	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	286.71
17-P0044131	12/6/2016	12	Biology	Instructional Supplies	GENESES SCIENTIFIC CORP	274.88
17-P0044132	12/6/2016	13	Santiago Canyon College	Advertising	MG MALLS LLC	3,089.00
17-P0044133	12/6/2016	11	Fire Academy	Repair & Replacement Parts	COMSERCO, INC.	329.75
17-P0044134	12/6/2016	11	Business Division Office	Inst Dues & Memberships	AMERICAN ASSOC FOR PARALEGAL ED	450.00
17-P0044135	12/6/2016	12	Student Equity	Software License and Fees	COMPUTERLAND OF SILICON VALLEY	253.00
17-P0044136	12/6/2016	12	Student Equity	Equip-Tablet/Laptop>\$200<\$1000	APPLE COMPUTER INC	40,797.17
17-P0044137	12/6/2016	12	Student Equity	Software License and Fees	TECH SMITH CORP	633.75
17-P0044138	12/6/2016	12	Student Equity	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	7,985.47
17-P0044198	12/6/2016	11	Maintenance	Maint/Oper Service Agreements	PYRO-COMM SYSTEMS INC	24,388.00
17-P0047462	11/29/2016	12	Counseling	Reproduction/Printing Expenses	DON BOOKSTORE	355.32
17-P0179381	11/15/2016	11	Orange Educ Ctr-Instruction	Instructional Agrmt - Salary	INTEGRATED RESOURCE INSTITUTE	40,000.00
17-P0179382	11/15/2016	12	Continuing Education Division	Contracted Services	GARDEN GROVE UNIFIED SCHOOL DIST	1,456,911.00
17-P0179383	11/15/2016	12	Resource Development	Contracted Services	LOS ANGELES COMMUNITY COLLEGE DIST	50,000.00
17-P0179384	11/15/2016	12	Resource Development	Contracted Services	GAVILAN COMMUNITY COLLEGE DISTRICT	50,000.00
17-P0179385	11/15/2016	12	Resource Development	Contracted Services	STATE CENTER COMMUNITY COLLEGE DIST	50,000.00
17-P0179386	11/15/2016	12	Resource Development	Contracted Services	RIVERSIDE COMMUNITY COLLEGE DISTRIC	50,000.00

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Rancho Santiago Community College District

AP Types: ('0011', '0012', '0013', '0033', '0041', '0042', '0043', '0061', '0062')

Board Meeting of 01/09/2017

Purchase Order List

11/12/2016 thru 12/06/2016

PU0010

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0179387	11/15/2016	12	Resource Development	Contracted Services	LOS RIOS COMM COLLEGE DIST	50,000.00
17-P0179388	11/16/2016	11	CJ/Academies	Instructional Agrmt - Salary	COUNTY OF ORANGE	21,100.00
17-P0179389	11/17/2016	11	A&R Office - Credit	Maint Contract - Office Equip	XEROX CORP	879.08
17-P0179390	11/17/2016	12	LA/OC Regional Consortia	Contracted Services	THE MCNELLIS CORP	32,200.00
17-P0179391	11/17/2016	12	Resource Development	Contracted Services	COPPER MOUNTAIN COMMUNITY COLLEGE D	50,000.00
17-P0179392	11/17/2016	12	Resource Development	Contracted Services	SANTA CLARITA COMMUNITY COLLEGE DIS	50,000.00
17-P0179393	11/23/2016	12	Resource Development	Contracted Services	ID MEDIA PARTNERS	80,300.00
17-P0179394	11/23/2016	12	Resource Development	Contracted Services	RIO HONDO COMMUNITY COLLEGE DISTRICT	50,000.00
17-P0179395	11/23/2016	13	Learning Support Center	Excess/Copies Useage	XEROX CORP	494.60
17-P0179396	12/1/2016	12	Transfer Center	Contracted Services	REGENTS OF THE UNIV OF CALIF	60,000.00
17-P0179397	12/1/2016	12	Resource Development	Contracted Services	GLENDALE COMMUNITY COLLEGE DISTRICT	50,000.00
17-P0179398	12/1/2016	12	Resource Development	Contracted Services	SAN LUIS OBISPO CMTY CLG DISTRICT	50,000.00
17-P0179399	12/1/2016	12	Resource Development	Contracted Services	FOOTHILL-DEANZA COMMUNITY COLLEGE DI	50,000.00
17-P0179400	12/1/2016	12	Resource Development	Contracted Services	KERN COMMUNITY COLLEGE DISTRICT	50,000.00
17-P0179401	12/1/2016	12	Resource Development	Contracted Services	CONTRA COSTA COMMUNITY COLLEGE DIST	50,000.00
17-P0179402	12/1/2016	12	Resource Development	Contracted Services	LOS ANGELES COMMUNITY COLLEGE DIST	50,000.00
17-P0179403	12/1/2016	12	Resource Development	Contracted Services	VENTURA COUNTY COMMUNITY COLLEGE DISTRICT	50,000.00
Grand Total :						6,991,896.45

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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 Uninvt
96	Foundation Scholar Fund Invest
97	Foundation Rest Rev Fund Uninv
98	Foundation Rest Rev Fund Invst
99	Foundation Endowment Fund

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**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 12, 2016 THROUGH DECEMBER 06, 2016
BOARD MEETING OF JANUARY 09, 2017**

P.O. #	Amount	Description	Department	Comment
17-P0043842	\$70,203.00	Annual sewer fees for all sites	DO-Facility Planning	
17-P0043846	\$17,400.00	Independent contractor to complete training for the Career Technical Educational Data Unlocked Initiative	DO-Educational Services	Board approved: November 14, 2016
17-P0043855	\$675,000.00	Materials and labor to complete the Publication and Warehouse relocation to SCC	DO-Facility Planning	Board approved: October 24, 2016
17-P0043858	\$83,912.85	Laptop computers including extended warranty	SAC-Criminal Justice Training Academy	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board approved: November 9, 2015
17-P0043860	\$42,060.00	Laptop computers including extended warranty	CEC	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board approved: November 9, 2015
17-P0043871	\$30,890.88	Microsoft surface tablets and covers	OEC-Chapman	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNWNC-108 Board approved: November 9, 2015

4.14 (12)

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 12, 2016 THROUGH DECEMBER 06, 2016
BOARD MEETING OF JANUARY 09, 2017**

P.O. #	Amount	Description	Department	Comment
17-P0043880	\$50,120.00	Consultant to provide commissioning consulting services for the energy management systems upgrade project at SAC, DMC and OCSRTA	DO-Facility Planning	Board approved: November 14, 2016
17-P0043903	\$382,800.00	DSA review fees	DO-Facility Planning	
17-P0043925	\$15,000.00	Spring enrollment advertisement campaign	SAC-Administrative Services	
17-P0043942	\$21,095.89	Desktop computers, extended warranty and miscellaneous components	OEC-Chapman	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board approved: November 9, 2015
17-P0043953	\$30,000.00	Spring enrollment advertisement campaign	SAC-Administrative Services	
17-P0043980	\$29,000.00	Winter enrollment advertisement campaign	SAC-Administrative Services	

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**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 12, 2016 THROUGH DECEMBER 06, 2016
BOARD MEETING OF JANUARY 09, 2017**

P.O. #	Amount	Description	Department	Comment
17-P0043992	\$28,295.93	Flooring materials & carpet	SAC-Maintenance & Operations	Purchased from the California Multiple Award Schedule (CMAS) Contract #4-14-72-0057A Board approved: May 31, 2016
17-P0043993	\$24,197.70	Flooring materials & carpet	SAC-Maintenance & Operations	Purchased from the California Multiple Award Schedule (CMAS) Contract #4-14-72-0057A Board approved: May 31, 2016
17-P0043999	\$1,220,037.00	Consultant to provide energy conservation services for the the energy management systems upgrade project at SAC, DMC and OCSRTA	DO-Facility Planning	Board approved: November 14, 2016
17-P0044002	\$25,543.64	Materials, supplies and labor for carpet replacment in the "N" building, rooms 105, 106, 114 and 117	SAC-Maintenance & Operations	Purchased from the California Multiple Award Schedule (CMAS) Contract #4-14-72-0057A Board approved: May 31, 2016
17-P0044021	\$23,927.40	Uninterruptable power supply and remote monitor control card	DO-ITS	Received Quotations: * 1) CDW Government Inc. 2) SHI International Corp * Successful Bidder
17-P0044039	\$117,099.00	Miscellaneous classroom furniture	SAC	Purchased from the California Multiple Award Schedule (CMAS) Contract #4-09-71-0075B Board approved: June 9, 2014

4.14 (14)

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 12, 2016 THROUGH DECEMBER 06, 2016
BOARD MEETING OF JANUARY 09, 2017**

P.O. #	Amount	Description	Department	Comment
17-P0044070	\$44,000.00	Advertisement campaigns for Spring through Fall 2017	SAC-Administrative Services	
17-P0044071	\$245,000.00	Materials and labor to complete the soffit repairs for building A & B at SCC	DO-Facility Planning	Bid #1308 Board approved: November 15, 2016
17-P0044093	\$17,614.00	Desktop computer and extended warranty	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board approved: November 9, 2015
17-P0044109	\$177,831.66	Textbooks for financial aid students	SAC-Auxiliary Services	
17-P0044110	\$431,488.74	Textbooks for financial aid students	SAC-Auxiliary Services	
17-P0044136	\$40,797.17	Apple desktop computers, ipad tablets, laptops, extended warranty and components	SCC-Instructional Design	Sole Source Board approved: July 13, 2005
17-P0044198	\$24,388.00	Fire alarm monitoring service, testing/inspection, and maintenace service at Santa Ana College	SAC-Maintenance & Operations	This is a continuation of an ongoing maintenance & inspection services

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**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 12, 2016 THROUGH DECEMBER 06, 2016
BOARD MEETING OF JANUARY 09, 2017**

P.O. #	Amount	Description	Department	Comment
17-P0179381	\$40,000.00	Instructional services agreement to authorize SCC-OEC to provide noncredit employment prepararion classes to adults with cognitive impairments at Children's Hospital of Orange County	SCCOEC-Chapman	Board approved: August 15, 2016
17-P0179382	\$1,456,911.00	Sub-agreement to implement AB 104 Adult Education Block grant activities	SCCOEC-Chapman	Board approved: October 10, 2016
17-P0179383	\$50,000.00	Sub-agreement with Los Angeles CCD-Los Angeles Mission College to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: July 18, 2016
17-P0179384	\$50,000.00	Sub-agreement with Gavilan CCD-Gavilan College to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: July 18, 2016
17-P0179385	\$50,000.00	Sub-agreement with State Center CCD-Clovis College to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: July 18, 2016
17-P0179386	\$50,000.00	Sub-agreement with Riverside CCD-Riverside City College 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 NOVEMBER 12, 2016 THROUGH DECEMBER 06, 2016
BOARD MEETING OF JANUARY 09, 2017**

P.O. #	Amount	Description	Department	Comment
17-P0179387	\$50,000.00	Sub-agreement with Los Rios CCD-American River College to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: September 12, 2016
17-P0179388	\$21,100.00	Ninth Amendment to existing agreement to extend the service for 6 months. This is to support contract training for the OC Sheriff's Department, Coroner's Office and the OC Probation Department	OCSRTA	Board approved: March 14, 2016
17-P0179390	\$32,200.00	Sub-agreement with The Mchellis Corp to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: November 14, 2016
17-P0179391	\$50,000.00	Sub-agreement with Copper Mountain CCD-Copper Mountain College to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: September 26, 2016
17-P0179392	\$50,000.00	Sub-agreement with Santa Clarita CCD-College of the Canyons to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: July 18, 2016
17-P0179393	\$80,300.00	Sub-agreement and First Amendment with IDMLOCO LLC to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: September 26, 2016 & October 24, 2016

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 12, 2016 THROUGH DECEMBER 06, 2016
BOARD MEETING OF JANUARY 09, 2017**

P.O. #	Amount	Description	Department	Comment
17-P0179394	\$50,000.00	Sub-agreement with Rio Hondo CCD-Rio Hondo College to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: October 10, 2016
17-P0179396	\$60,000.00	Reimbursement for Student Center Event services related to the Summer Scholars Transfer Institute with UCI	SAC-Student Services	Board approved: June 15, 2015
17-P0179397	\$50,000.00	Sub-agreement with Glendale CCD-Glendale Community College to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: July 18, 2016
17-P0179398	\$50,000.00	Sub-agreement with San Luis Obispo CCD-Cuesta College to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: July 18, 2016
17-P0179399	\$50,000.00	Sub-agreement with Foothill-Deanza CCD-Foothill College to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: July 18, 2016
17-P0179400	\$50,000.00	Sub-agreement with Kern CCD-Cerro Coso College 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 NOVEMBER 12, 2016 THROUGH DECEMBER 06, 2016
BOARD MEETING OF JANUARY 09, 2017**

P.O. #	Amount	Description	Department	Comment
17-P0179401	\$50,000.00	Sub-agreement with Contra Costa CCD-Diablo Valley College to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: September 12, 2016
17-P0179402	\$50,000.00	Sub-agreement with Los Angeles CCD-Los Angeles Trade Technical College to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: November 14, 2016
17-P0179403	\$50,000.00	Sub-agreement with Ventura County CCD-Moorpark College to implement the Career Technical Education Data Unlocked Initiative program	DO-Educational Services	Board approved: October 24, 2016

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-B0001130	11/17/2016	81	Auxiliary Services Office	Diversified Agency Fund Expens	MATERIAL HANDLING SUPPLY INC	280.12
17-B0001131	11/17/2016	81	Auxiliary Services Office	Diversified Agency Fund Expens	MATERIAL HANDLING SUPPLY INC	915.33
17-B0001132	11/21/2016	79	Auxiliary Services Office	Instructional Supplies	EDUCATIONAL TESTING SVC	265.00
17-B0001133	11/28/2016	79	Admissions & Records	Non-Instructional Supplies	DON BOOKSTORE	447.52
17-B0001134	11/28/2016	79	Admissions & Records	Non-Instructional Supplies	JAY'S CATERING	616.62
17-B0001135	11/28/2016	79	Admissions & Records	Non-Instructional Supplies	IMAGE PRINTING SOLUTIONS	2,326.00
17-B0001136	11/28/2016	81	Auxiliary Services Office	Diversified Agency Fund Expens	VEEJER ENTERPRISES INC	2,007.76
17-B0001137	11/28/2016	81	Auxiliary Services Office	Diversified Agency Fund Expens	CDW GOVERNMENT INC.	1,307.06
17-B0001138	11/28/2016	79	Admissions & Records	Non-Instructional Supplies	JAY'S CATERING	779.19
17-B0001139	11/30/2016	79	A&R Office - Credit	Non-Instructional Supplies	CDW GOVERNMENT INC.	832.93
17-B0001140	11/30/2016	81	Auxiliary Services Office	Diversified Agency Fund Expens	SEHI COMPUTER PRODUCTS	2,208.72
17-B0001141	12/6/2016	79	Auxiliary Services Office	Other Operating Exp & Services	DON BOOKSTORE	100.00
17-B0001143	12/9/2016	79	A&R Office - Credit	Non-Instructional Supplies	CDW GOVERNMENT INC.	354.96
17-B0001144	12/9/2016	81	Auxiliary Services Office	Diversified Agency Fund Expens	SABERS RENA	1,927.50
Grand Total :						14,368.71

4.14 (20)

Board Meeting of 1/09/2017
 Bookstore Fund Purchase Order List
 11/16/16 thru 12/12/16

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-CAF000328	11/16/2016	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$988.30
GM-CAF000329	11/16/2016	31	SAC Café	General Merchandise	PEPSI COLA CO	\$958.50
GM-CAF000330	11/21/2016	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$706.76
GM-CAF000331	11/30/2016	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$91.38
GM-CAF000332	11/30/2016	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$107.82
GM-CAF000333	11/30/2016	31	SAC Café	General Merchandise	PEPSI COLA CO	\$664.75
GM-CAF000334	12/1/2016	31	SAC Café	General Merchandise	PEPSI COLA CO	\$879.37
GM-CAF000335	12/1/2016	31	SAC Café	General Merchandise	PENS ETC.	\$1,613.01
GM-CAF000336	12/5/2016	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,495.73
GM-CAF000337	12/5/2016	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$408.74
GM-CAF000338	12/5/2016	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,057.80
GM-CAF000339	12/5/2016	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,042.05
GM-CAF000340	12/5/2016	31	SAC Café	General Merchandise	PEPSI COLA CO	\$776.22
GM-CAF000341	12/5/2016	31	SAC Café	General Merchandise	PEPSI COLA CO	\$958.50
GM-CAF000342	12/5/2016	31	SAC Café	General Merchandise	PEPSI COLA CO	\$664.75
GM-CAF000343	12/5/2016	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,220.21
GM-CAF000344	12/5/2016	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$637.14
GM-CAF000345	12/5/2016	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$63.00
GM-CAF000346	12/6/2016	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$825.72
GM-CAF000347	12/12/2016	31	SAC Café	General Merchandise	PEPSI COLA CO	\$855.28
GM-DON001908	12/1/2016	31	SAC Bookstore	General Merchandise	VANTAGE	\$1,030.20
GM-DON002241	12/1/2016	31	SAC Bookstore	General Merchandise	PEPSI COLA CO	\$1,311.28
GM-DON002262	12/1/2016	31	SAC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$1,261.93
GM-DON002584	11/30/2016	31	SAC Bookstore	General Merchandise	PEPSI COLA CO	\$1,407.62
GM-DON002626	12/1/2016	31	SAC Bookstore	General Merchandise	PEPSI COLA CO	\$904.19
GM-DON002639	11/16/2016	31	SAC Bookstore	General Merchandise	PEPSI COLA CO	\$841.13
GM-DON002640	11/16/2016	31	SAC Bookstore	General Merchandise	PEPSI COLA CO	\$904.19
GM-DON002641	11/16/2016	31	SAC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$248.88
GM-DON002642	11/17/2016	31	SAC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$338.70
GM-DON002643	11/17/2016	31	SAC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$1,172.30
GM-DON002644	11/21/2016	31	SAC Bookstore	General Merchandise	NEIL ENTERPRISES	\$297.00
GM-DON002645	11/21/2016	31	SAC Bookstore	General Merchandise	APPERSON EDUCATION PROD.	\$3,960.00
GM-DON002647	11/30/2016	31	SAC Bookstore	General Merchandise	TEAMWORK	\$408.06
GM-DON002648	11/30/2016	31	SAC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$163.38
GM-DON002649	12/2/2016	31	SAC Bookstore	General Merchandise	MV SPORT	\$536.80
GM-DON002650	12/5/2016	31	SAC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$846.20
GM-DON002651	12/5/2016	31	SAC Bookstore	General Merchandise	PEPSI COLA CO	\$1,407.62

Board Meeting of 1/09/2017
 Bookstore Fund Purchase Order List
 11/16/16 thru 12/12/16

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-DON002652	12/5/2016	31	SAC Bookstore	General Merchandise	PEPSI COLA CO	\$1,311.28
GM-DON002653	12/5/2016	31	SAC Bookstore	General Merchandise	PEPSI COLA CO	\$379.94
GM-DON002654	12/6/2016	31	SAC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$446.60
GM-DON002655	12/6/2016	31	SAC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$230.88
GM-DON002656	12/6/2016	31	SAC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$626.99
GM-DON002657	12/6/2016	31	SAC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$358.94
GM-DON002658	12/6/2016	31	SAC Bookstore	General Merchandise	PEPSI COLA CO	\$402.51
GM-DON002659	12/8/2016	31	SAC Bookstore	General Merchandise	SAMSILL	\$1,471.32
GM-DON002660	12/12/2016	31	SAC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$694.07
GM-DON002661	12/12/2016	31	SAC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$552.65
GM-DON002663	12/12/2016	31	SAC Bookstore	General Merchandise	PEPSI COLA CO	\$348.88
GM-HAWK002150	11/16/2016	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,313.66
GM-HAWK002151	11/16/2016	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$533.42
GM-HAWK002152	11/21/2016	31	SCC Bookstore	General Merchandise	SPIRIT PRODUCTS	\$382.50
GM-HAWK002153	11/23/2016	31	SCC Bookstore	General Merchandise	BAR CHARTS INC	\$302.15
GM-HAWK002154	11/28/2016	31	SCC Bookstore	General Merchandise	NACSCORP	\$120.64
GM-HAWK002155	11/28/2016	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$997.27
GM-HAWK002156	11/28/2016	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$813.64
GM-HAWK002157	11/29/2016	31	SCC Bookstore	General Merchandise	PENS ETC.	\$435.78
GM-HAWK002159	11/29/2016	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$179.98
GM-HAWK002160	11/29/2016	31	SCC Bookstore	General Merchandise	LENNY & LARRY'S,INC	\$246.60
GM-HAWK002161	11/30/2016	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$224.25
GM-HAWK002162	11/30/2016	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,321.35
GM-HAWK002163	12/1/2016	31	SCC Bookstore	General Merchandise	OURAY SPORTSWEAR BY SCI	\$350.40
GM-HAWK002164	12/5/2016	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$927.81
GM-HAWK002165	12/5/2016	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$447.76
GM-HAWK002166	12/7/2016	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$775.02
TX-CEC000376	12/7/2016	31	CEC Bookstore	Textbook	OXFORD UNIVERSITY PRESS,	\$2,625.75
TX-CEC000377	12/7/2016	31	CEC Bookstore	Textbook	PEARSON EDUCATION	\$10,167.74
TX-CEC000378	12/7/2016	31	CEC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$1,493.00
TX-CEC000379	12/7/2016	31	CEC Bookstore	Textbook	CENGAGE LEARNING	\$909.25
TX-DON004011	11/16/2016	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$23.75
TX-DON004013	11/28/2016	31	SAC Bookstore	Textbook	AMAZON	\$113.40
TX-DON004014	11/28/2016	31	SAC Bookstore	Textbook	AMAZON	\$28.80
TX-DON004015	12/1/2016	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$3,579.49
TX-DON004016	12/1/2016	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$3,173.46
TX-DON004017	12/7/2016	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$218.12

Board Meeting of 1/09/2017
 Bookstore Fund Purchase Order List
 11/16/16 thru 12/12/16

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-DON004018	12/8/2016	31	SAC Bookstore	Textbook	IFSTA	\$69.60
TX-DON004019	12/8/2016	31	SAC Bookstore	Textbook	INT. CODE COUNCIL	\$125.00
TX-DON004020	12/8/2016	31	SAC Bookstore	Textbook	HACKETT PUBLISHING CO., I	\$300.56
TX-DON004021	12/8/2016	31	SAC Bookstore	Textbook	NACSCORP	\$1,611.96
TX-DON004022	12/8/2016	31	SAC Bookstore	Textbook	KENDALL PUBLISHING	\$574.56
TX-DON004023	12/8/2016	31	SAC Bookstore	Textbook	DEAF LIFE PRESS/HPO BOOK	\$280.00
TX-DON004024	12/8/2016	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$22,680.80
TX-DON004026	12/8/2016	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$2,829.35
TX-DON004027	12/8/2016	31	SAC Bookstore	Textbook	DAWN SIGN PRESS	\$595.10
TX-DON004028	12/8/2016	31	SAC Bookstore	Textbook	SAGE PUBLICATIONS, INC.	\$1,238.40
TX-DON004029	12/8/2016	31	SAC Bookstore	Textbook	CADCIM TECHNOLOGIES	\$290.00
TX-DON004030	12/8/2016	31	SAC Bookstore	Textbook	MPS FORMERLY VHPS	\$1,491.00
TX-DON004031	12/8/2016	31	SAC Bookstore	Textbook	ELSEVIER HEALTH SCIENCE	\$371.80
TX-DON004032	12/8/2016	31	SAC Bookstore	Textbook	JOHN WILEY & SONS, INC	\$2,070.00
TX-DON004033	12/8/2016	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$580.50
TX-DON004034	12/8/2016	31	SAC Bookstore	Textbook	OXFORD UNIVERSITY PRESS,	\$743.60
TX-DON004035	12/9/2016	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$329.75
TX-HAWK003070	11/22/2016	31	SCC Bookstore	Textbook	DEAF LIFE PRESS/HPO BOOK	\$20,800.00
TX-HAWK003071	11/28/2016	31	SCC Bookstore	Textbook	MCGRAW-HILL CREATE (PRIMIS)	\$1,869.00
TX-HAWK003072	11/28/2016	31	SCC Bookstore	Textbook	AMAZON	\$64.05
TX-HAWK003073	12/3/2016	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$919.10
TX-HAWK003074	12/3/2016	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$390.88
TX-HAWK003075	12/3/2016	31	SCC Bookstore	Textbook	ROCKWELL PUBLISHING	\$505.65
TX-HAWK003076	12/3/2016	31	SCC Bookstore	Textbook	NACSCORP	\$396.00
TX-HAWK003078	12/4/2016	31	SCC Bookstore	Textbook	AMAZON	\$2,658.07
TX-HAWK003079	12/4/2016	31	SCC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$231.00
TX-HAWK003080	12/4/2016	31	SCC Bookstore	Textbook	NORTON, INC.	\$3,085.40
TX-HAWK003081	12/4/2016	31	SCC Bookstore	Textbook	ARCHIMEDES PUBLISHING	\$432.00
TX-HAWK003082	12/4/2016	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$5,170.95
TX-HAWK003083	12/4/2016	31	SCC Bookstore	Textbook	CENGAGE LEARNING	\$1,604.25
TX-HAWK003084	12/5/2016	31	SCC Bookstore	Textbook	OXFORD UNIVERSITY PRESS,	\$759.24
TX-HAWK003085	12/7/2016	31	SCC Bookstore	Textbook	AMAZON	\$695.00
TX-HAWK003086	12/9/2016	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$1,347.60

Grand Total: \$148,693.73

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 16, 2016 THROUGH DECEMBER 12, 2016
BOARD MEETING OF JANUARY 9, 2017**

P.O. #	Amount	Description	Department	Comment
TX-DON004024	\$22,680.80	Textbooks for resale : Spring 2017	SAC Bookstore	Purchased from Pearson Education. Manager Review and Approval - Rhonda Langston 12/8/16
TX-HAWK003070	\$20,800.00	Textbooks for resale : Spring 2017	SCC - Student Life	Purchased from Deaf Life Press/HPO Book. Manager Review and Approval - Bill Jeffery 11/22/16

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

4.14 (25)

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

Printed: 12/13/2016 3:30:30PM

Environment: Colleague

LoginID: KWHITE

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: January 9, 2017
Re: Approval of Amendment to the Memorandum of Understanding between RSCCD and Educational Testing Service (ETS)	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District (RSCCD) Corporate Training Institute (CTI) provides students, and the community, opportunities to prepare and test for licensure and certification through various industry- and state-approved exams administered in the ACT Center. RSCCD/CTI has a long-standing relationship with Educational Testing Service (ETS) to administer the Test of English as a Foreign Language (TOEFL) and would like to expand its partnership to include the offering of the alternative High School Equivalency Test (HiSET) in both the paper-and-pencil and computer-based formats. This HiSET exam will benefit students from Santa Ana College and Santiago Canyon College continuing education centers, and the Inmate Education Program.

ANALYSIS

Under this Amendment to the Memorandum of Understanding (MOU), ETS will extend the service period to provide online registration and collection of fees from test takers, as well as allow access to the ETS web-based portal for customer service management. RSCCD/CTI will receive compensation for each test administered, per the enclosed MOU on a monthly basis. Term of agreement is from January 9, 2017 through December 31, 2017.

RECOMMENDATION

It is recommended that the Board approve this Amendment to the Memorandum of Understanding 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: Compensation from ETS of approx. \$3,500 for the term specified in the MOU.	Board Date: January 9, 2017
Prepared by: Ruth Cossio-Muniz, Director, Corporate Training Institute and ACT Center	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**AMENDMENT 1 TO
HISET AGREEMENT BETWEEN
RSCCD CORPORATE TRAINING INSTITUTE
And
EDUCATIONAL TESTING SERVICE**

THIS HISET AMENDMENT 1, effective as of January 1, 2017, is by and between Educational Testing Service (“ETS”) (as defined below) and **RSCCD Corporate Training Institute** (the “Test Center”), a State-approved test center selected by the State of California, for the delivery of the ETS-owned, high school equivalency test (HiSET®) in the State of California. ETS and the Test Center may be referred to herein individually as a “Party” and/or collectively as “Parties”.

WHEREAS, ETS has been authorized by the California Department of Education (CDE) to continue providing the ETS-owned HiSET assessments throughout the State of California; and

WHEREAS, as a result of this signed agreement with the CDE, ETS and the Test Center have entered into a signed MOU to guide the delivery and administration of HiSET at the Test Center; and

WHEREAS, the Parties hereby mutually agree to amend the MOU to extend the term through December 31, 2017;

NOW, THEREFORE, the Parties agree as follows.

Term and Termination shall be revised to read:

- 7.1 “Term. This Agreement as amended, shall be effective from June 30, 2015, and shall continue through, and coincide with, the contract term agreed upon in the STATE MOU (or contract), including the State’s options for renewal terms (the “**Term**”), which is currently, December 31, 2017. Should ETS and the State end their agreement at any time, this MOU shall automatically end.”

All other clauses and conditions between ETS and the Test Center as defined by the MOU remain unchanged.

IN WITNESS WHEREOF, the parties hereby intending to be legally bound have caused this Agreement to be executed by their duly authorized representatives.

EDUCATIONAL TESTING SERVICE

Rancho Santiago Community College District
CORPORATE TRAINING INSTITUTE

BY: _____
(SIGNATURE)

BY: _____
(SIGNATURE)

NAME: ANNE ROCKEY

NAME: PETER J. HARDASH

TITLE: Vice President of Operations

TITLE: Vice Chancellor,
Business Operations and Fiscal Services

DATE: _____

DATE: _____

A RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC

January 9, 2017

MANAGEMENT

Ratification of Resignation/Retirement

Cordero, Maggie
Director, Special Programs
Student Affairs
Santiago Canyon College

Effective: January 13, 2017 (Last Day)
Reason: Resignation

FACULTY

Interim Assignment

Nichols, Teresa
Acting Master Teacher
SAC East Child Development Center
Child Development Services
District

Effective: January 1 – June 30, 2017
Salary Placement: MT/BA-4 \$41,932.93/Year

Extension of Interim Assignment

Chavez, Erika
Master Teacher (100%), SCC Child
Development Center
Child Development Services
District

Effective: December 17, 2016 – June 30, 2017
Salary Placement: MT/AA-2 \$38,379.86/Year

Ratification of Resignation/Retirement

Gonzalez, Nancy
Master Teacher, SAC East Child
Development Center
Child Development Services
District

Effective: December 16, 2016 (Last Day)
Reason: Resignation

Approval of Banked Leave of Absence for 16/17

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

Effective: February 6 – June 10, 2017
Banked Leave Withdrawal: 12.8 LHE

FACULTY (CONT'D)

Approval of Banked Leave of Absence for 16/17 (cont'd)

Carrera, Cheryl
Professor, Mathematics
Mathematics & Sciences Division
Santiago Canyon College

Effective: February 6 – June 10, 2017
Reason: Bank Leave Withdrawal: 3.0 LHE
(Concurrent with Sabbatical Leave)

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

Effective: February 6 – June 10, 2017
Banked Leave Withdrawal: 2.0 LHE

Goldmann, Dan
Professor, Biology
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: February 6 – June 10, 2017
Banked Leave Withdrawal: 15.0 LHE

Kashi, Majid
Professor, Mathematics
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: February 6 – June 10, 2017
Banked Leave Withdrawal: 16.5 LHE

Orr, Estelle
Professor, Art
Fine & Performing Arts Division
Santa Ana College

Effective: February 6 – June 10, 2017
Banked Leave Withdrawal: 0.3 LHE

Sadler, Dennis
Professor/Counselor
Counseling Division
Santa Ana College

Effective: January 3 – June 30, 2017
Banked Leave Withdrawal: 9.0 LHE

Tivenan, Valinda
Professor/Coordinator, Theatre Arts/
Phillips Hall
Fine & Performing Arts Division
Santa Ana College

Effective: February 6 – June 10, 2017
Banked Leave Withdrawal: 8.8 LHE

Approval of Sabbatical Leave of Absence for 16/17

Carrera, Cheryl
Professor, Mathematics
Mathematics & Sciences Division
Santiago Canyon College

Effective: February 6 – June 10, 2017
Reason: Independent Research/
Professional Growth

FACULTY (CONT'D)

Leave of Absence

Medrano, Lidia
Instructor, Child Development
Continuing Education Division (OEC)
Santiago Canyon College

Effective: October 2 – December 6, 2016
Reason: Medical

CSEA Chapter 888 Change of Classification

Springfield, Amber
Master Teacher, SAC Early Childhood
Education Center
Child Development Services
District

Effective: January 3, 2017
From: MT/AA-12 \$46,765.18/Year
To: MT/BA-12 \$48,639.90/Year

Beyond Contract/Overload Stipend

Hardy, Michelle
Assistant Professor, Human Development/
Early Childhood Education/Child Development
Human Services & Technology Division
Santa Ana College

Effective: August 22, 2016
Amount: \$2,110.00
Reason: Coordination
(Project #1241)

Martinez Guzman, Donato
Professor, English
Humanities & Social Sciences Division
Santa Ana College

Effective: October 27, 2016
Amount: \$500.00
Reason: Miscellaneous Student Services
(Project #2548)

Sweeney, George
Associate Professor/Coordinator, Mathematics
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: November 23, 2016
Amount: \$1,500.00
Reason: Other General Instructional
Support Services (Project #2058)

Walczak, Katharine
Assistant Professor/Coordinator, Learning Skills
Humanities & Social Sciences Division
Santa Ana College

Effective: November 23, 2016
Amount: \$500.00
Reason: Curriculum Development
(Project #2058)

Part-time Hourly New Hires/Rehires

Ahrens, Kurt R
Instructor, Business Application/Vocational
Business Division
Santa Ana College

Effective: February 6, 2017
Hourly Lecture Rate: I-3 \$54.37

FACULTY (CONT'D)

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

Allen, Carlitha
Instructor, Health & Safety IEP; Older Adults
Continuing Education Division (OEC)
Santiago Canyon College

Effective: December 5, 2016
Hourly Lecture Rate: II-3 \$49.14

Alvarado, Giancarlos
Instructor, ESL
Continuing Education Division (OEC)
Santiago Canyon College

Effective: December 5, 2016
Hourly Lecture Rate: III-3 \$50.38

Berry, Frank
Instructor, Older Adults/Music
Continuing Education Division (OEC)
Santiago Canyon College

Effective: January 3, 2017
Hourly Lecture Rate: III-3 \$50.38

Bitner, Kathreen E
Instructor, Biology
Science, Math & Health Sciences Division
Santa Ana College

Effective: February 6, 2017
Hourly Lecture/Lab Rates: II-3 \$57.09/\$51.38

Chase, Devin A
Instructor, CJA/Narcotics (equivalency)
Human Services & Technology Division
Santa Ana College

Effective: January 9, 2017
Hourly Lecture/Lab Rates: I-3 \$54.37/\$48.93

Gable, Mark K
Instructor, Older Adults/Manipulative Skills
Continuing Education Division (OEC)
Santiago Canyon College

Effective: February 1, 2017
Hourly Lecture Rate: II-3 \$49.14

Garrison, Hortensia
Instructor, High School Subjects
Continuing Education Division (CEC)
Santa Ana College

Effective: January 3, 2017
Hourly Lecture Rate: I-3 \$47.94

Jagnanden, Kevin M
Instructor, Biology
Science, Math & Health Sciences Division
Santa Ana College

Effective: February 6, 2017
Hourly Lecture/Lab Rates: IV-3 \$62.94/\$56.65

Jimenez, Jose D
Instructor, Public Works/Code Enforcement
Business & Career Technical Education Division
Santiago Canyon College

Effective: January 9, 2017
Hourly Lecture/Lab Rates: II-3 \$57.09/\$51.38

FACULTY (CONT'D)

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

Jones, Aaron J
Instructor, Art
Fine & Performing Arts Division
Santa Ana College
Effective: February 13, 2017
Hourly Lecture/Lab Rates: II-3 \$57.09/\$51.38

Kabaji, Noha I
Instructor, English
Humanities & Social Sciences Division
Santa Ana College
Effective: February 13, 2017
Hourly Lecture Rate: IV-5 \$69.39

Kim, Hannah
Instructor, Older Adults/Health & Safety
Continuing Education Division (OEC)
Santiago Canyon College
Effective: December 5, 2016
Hourly Lecture Rate: II-3 \$49.14

Kim, Olivia S
Instructor, Biology
Science, Math & Health Sciences Division
Santa Ana College
Effective: February 6, 2017
Hourly Lecture/Lab Rates: IV-3 \$62.94/\$56.65

Kraus, Nicole Mariko
Instructor, Kinesiology
Kinesiology & Athletics Division
Santa Ana College
Effective: January 9, 2017
Hourly Lab Rate: II-3 \$51.38

Lapean, Kirk
Instructor, Criminal Justice/Report Writing
Human Services & Technology Division
Santa Ana College
Effective: December 12, 2016
Hourly Lecture/Lab Rates: I-3 \$54.37/\$48.93

Lim, Hee-Jeong
Instructor, Mathematics
Science, Math & Health Sciences Division
Santa Ana College
Effective: February 6, 2017
Hourly Lecture/Lab Rates: IV-4 \$66.08/\$59.48

Little, Krista M
Instructor, Older Adults/Manipulative Skills
Continuing Education Division
Santiago Canyon College
Effective: December 5, 2016
Hourly Lecture Rate: II-3 \$49.14

Parda, Kriska F
Instructor, Biology
Mathematics & Sciences Division
Santiago Canyon College
Effective: February 6, 2017
Hourly Lecture/Lab Rates II-3 \$57.09/\$51.38

FACULTY (CONT'D)

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

Pavlovich, Marina O
Instructor, Older Adults/Manipulative Skills
Continuing Education Division (OEC)
Santiago Canyon College

Effective: December 5, 2016
Hourly Lecture Rate: I-3 \$47.94

Soelberg, Terryn
Instructor, Kinesiology
Kinesiology & Athletics Division
Santa Ana College

Effective: February 13, 2017
Hourly Lab Rate: II-3 \$51.38

Taylor, Bethany M
Instructor, Legal Studies
Business Division
Santa Ana College

Effective: February 6, 2017
Hourly Lecture Rate: IV-3 \$62.94

Non-paid Instructors of Record

Graves, Keith M
Instructor, Criminal Justice/Narcotics
Human Services & Technology Division
Santa Ana College

Effective: December 12, 2016

Oldoerp, Kyle G
Instructor, Criminal Justice
Human Services & Technology Division
Santa Ana College

Effective: January 9, 2017

Non-paid Intern Service

Almazan, Ivan
Athletic Training Intern
Kinesiology, Health & Athletics Division
Santa Ana College

Effective: January 10 – May 31, 2017
College Affiliation: CSU, Long Beach
Discipline: Athletic Training

Antoyan, Robyn
Athletic Training Intern
Mathematics & Sciences Division
Santiago Canyon College

Effective: January 11 – June 30, 2017
College Affiliation: CSU, Fullerton
Discipline: Athletic Training

Garcia, Amber
Athletic Training Intern
Kinesiology, Health & Athletics Division
Santa Ana College

Effective: January 10 – May 31, 2017
College Affiliation: CSU, Long Beach
Discipline: Athletic Training

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
JANUARY 9, 2017**

CLASSIFIEDNew Appointment

Chua, Irene Library Technician (CL16-0814) Library/ SAC	Effective: January 3, 2017 Grade 9, Step 2 \$42,551.96
Kindred, Nakiesha Admissions & Records Spec. III (CL16-0838) Admissions/ SAC	Effective: January 3, 2017 Grade 10, Step 2 \$44,475.72
Ma, Yan Research Analyst (CL16-0875) Student Services-Research/ SAC	Effective: January 9, 2017 Grade 16, Step 1 \$57,852.83
Nolan, Leanna Senior Clerk (CL16-0848) Fiscal Services/ District	Effective: January 3, 2017 Grade 8, Step 1 \$38,870.07
Reynolds, Danielle Purchasing Assistant (CL16-0863) Purchasing/ District	Effective: January 9, 2017 Grade 11, Step 1 \$44,220.92

Hourly Ongoing to Contract

Macias, Jazmin From: Senior Cashier/ SAC To: Bookstore Buyer (CL16-0880) Bookstore/SCC	Effective: January 3, 2017 Grade 10, Step 1 \$42,335.37
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Temporary to Contract

Kawafuchi, Emily Transfer Center Specialist (CL16-0869) Counseling/ SCC	Effective: January 3, 2017 Grade 11, Step 1 \$44,220.92
Quinn, Taylor Student Services Coordinator (CL16-0865) Student Affairs/ SAC	Effective: January 3, 2017 Grade 15, Step 1 \$54,527.66

Professional Growth Increments

Denim, Susan Senior Clerk/ Financial Aid/ SCC	Effective: February 1, 2017 Grade 8, Step 6 + 1PG (500) \$50,186.41
Figueroa, Claudia Administrative Secretary/ Science & Math /SAC	Effective: February 1, 2017 Grade 12, Step 6 + 3PG (1500) \$60,958.09

Out of Class Assignment

Chapple, Felomina From: Purchasing Assistant To: Buyer	Effective: 01/09/17 – 03/31/17 Grade 14, Step 2 + 5%L \$56,919.62
Garbis, Tiffany Graduation Specialist/ Academic Affairs/ SCC	Effective: 01/03/17 – 06/30/17 Grade 15, Step 4 + 2.5%L + 7PG(2000) \$66,679.30
McWilliam, Janell Curriculum Specialist/ Academic Affairs/ SCC	Effective: 01/03/17 – 06/30/17 Grade 13, Step 6 + 5%L \$65,695.00
Meade, Esther Admissions & Records Spec. III/ SCC	Effective: 01/01/17 – 06/30/17 Grade 10, Step 3 + 1PG(500) \$47,205.24
Nevils, Marcelina Executive Secretary/ ITS/ District	Effective: 09/26/16 – 06/30/17 Grade 14, Step 5 + 2.5%L + 1PG (500) \$64,878.95
Rivera, Frank Student Services Coordinator/ Student Services/ SCC	Effective: 12/07/16 - 12/20/16 01/03/17 - 06/30/17 Grade 15, Step 1 \$54,527.66

Return to Regular Assignment

Duenez, Patricia Intermediate Clerk/ Educational Services/ District	Effective: December 31, 2016 Grade 5, Step 3 + 2.5%Bil \$39,201.95
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Change in Position

Albuja, Susana From: Senior Clerk To: Admissions/Records Spec. II (Reclass 976) School of Continuing Education/ SAC	Effective: January 1, 2017 Grade 8, Step 6 + 12.5%L + 2.5%Bil \$57,139.37
Banderas, Justin Library Tech From: SAC To: SCC	Effective: December 6, 2016 Grade 9, Step 6 + 2.5%L + 3PG (1500) \$54,570.20
Duenez, Patricia From: Intermediate Clerk To: Executive Secretary (Reclass 985) Educational Services/ District	Effective: January 1, 2017 Grade 14, Step 1 + 2.5%Bil \$52,913.49
Gonzales Martinez, Christine From: Information Systems Spec. To: Accountant (Reclass 987) Auxiliary Services / SCC	Effective: January 1, 2017 Grade 13, Step 5 + 2.5%L + 7PG (3500) \$64,549.00
Leung, Kristy From: Intermediate Clerk To: Admissions/Records Spec. I (Reclass 979) School of Continuing Education/ SAC	Effective: January 1, 2017 Grade 6, Step 6 + 7.5%L + 2.5Bil \$50,492.87
Lopez, Sonia From: Intermediate Clerk To: Financial Aid Technician (Reclass 984) Financial Aid/ SAC	Effective: January 1, 2017 Grade 8, Step 5 \$47,316.77
Mendez, Zulema Counseling Assistant From: EOPS/SCC To: Counseling/SCC	Effective: December 7, 2016 Grade 5, Step 6 + 5%L + 3PG (1500) \$47,998.84
Nguyen, Annie From: Intermediate Clerk To: Admissions/Records Spec. I (Reclass 981) School of Continuing Education/ SAC	Effective: January 1, 2017 Grade 6, Step 6 + 2.5%L + 2.5%Bil + 2PG (1000) \$49,197.74

Change in Position cont'd

Orozco, Christina
From: Senior Clerk
To: Admissions/Records Spec. II
(Reclass 977) School of Continuing
Education/ SAC

Effective: January 1, 2017
Grade 8, Step 6 + 5%L + 2.5%Bil
\$53,412.89

Penning, Kerry
From: Intermediate Clerk
To: Admissions/Records Spec. I
(Reclass 982) School of Continuing
Education/ SAC

Effective: January 1, 2017
Grade 6, Step 6 + 10%L \$49,343.31

Leave of Absence

Pleitez, Roxana
Sr. Account Clerk/ Fiscal Services/ District

Effective: 04/17/17 – 05/15/17
Reason: FMLA

Ratification of Resignation/Retirement

Basurto, Renee
Custodian/ Admin. Services/ SAC

Effective: December 30, 2016
Reason: Retirement

CLASSIFIED HOURLY

New Appointments

Nguyen, John
Student Services Specialist/ Student
Services/ SAC

Effective: December 6, 2016
19 Hours/Week 12 Months/Year
Change effective date

Temporary to Hourly Ongoing

Gandarilla, Aurea
Intermediate Clerk (CL16-0830)
Counseling/ SAC

Effective: December 5, 2016
19 Hours/Week 12 Months/Year
Grade 5, Step A \$16.60/Hour

Gavilanes, Jose
Custodian (CL16-0903)
Administrative Services/ SCC

Effective: December 6, 2016
19 Hours/Week 12 Months/Year
Grade 4, Step A \$16.08/Hour

Temporary to Hourly Ongoing cont'd

Medina Alarcon, Alondra Instructional Assistant (CL16-0849) Humanities & Soc. Sci./ SAC	Effective: February 13, 2017 Up to 19 Hours/Week School Session Grade 5, Step A \$16.60/Hour
Requena Ramirez, Raquel Career Technician (CL16-0831) Counseling/ SAC	Effective: December 12, 2016 15 Hours/Week 12 Months/Year Grade 10, Step A \$20.28/Hour
Rodriguez, Bobby Custodian (CL16-0859) Administrative Services/ SCC	Effective: November 28, 2016 19 Hours/Week 12 Months/Year Grade 4, Step A \$16.08/Hour
Sanchez, Esteban/Steve Student Services Specialist (CL16-0853) Student Affairs/ SAC	Effective: December 13, 2016 19 Hours/Week 12 Months/Year Grade 10, Step1 \$20.80/Hour

Change in Position

Cardenas, Maria From: Intermediate Clerk To: Admissions/Records Spec. I (Reclass 978) School of Continuing Education/ SAC	Effective: January 1, 2017 Grade 6, Step A + 2.5%Bil \$17.63/Hour
Leung, Sharon From: Intermediate Clerk To: Admissions/Records Spec. I (Reclass 980) School of Continuing Education/ SAC	Effective: January 1, 2017 Grade 6, Step A + 5%L + 2.5%Bil \$18.49/Hour
Torres Medina, Jo'an From: Instructional Assistant To: Learning Facilitator (CL16-0850) Humanities & Soc. Sci./ SAC	Effective: January 9, 2017 Up to 19 Hours/Week School Session Grade 8, Step A \$18.61/Hour

Leave of Absence

Almanza, Danielle Job Developer/ Science & Math /SCC	Effective: 12/19/16 – 12/30/16 01/02/17 – 01/06/17 Reason: Non Work Days for 10 Month Contract
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Ratification of Resignation/Retirement

Garrison, Hortensia Instructional Assistant/ School of Continuing Education/ SAC	Effective: January 2, 2017 Reason: Resignation
Nguyen, Nam Phan Instructional Assistant/ Business Div./ SAC	Effective: November 18, 2016 Reason: Resignation
Pham, Myleen Instructional Assistant/ Science & Math /SAC	Effective: December 08, 2016 Reason: Resignation
Vu, Tammy High School & Comm. Outreach Spec./ Student Services/ SCC	Effective: January 12, 2017 Reason: Resignation
Wilson, Robert Instructional Assistant/ School of Continuing Education/ SAC	Effective: January 2, 2017 Reason: Resignation

TEMPORARY ASSIGNMENT

Bogdan, Gloria Administrative Clerk/ Human Services & Tech./ SAC	Effective: 01/10/17 – 06/30/17
Castillo, Ismael Instructional Assistant/ Business Div./ SAC	Effective: 01/10/17 – 06/09/17
Holcombe, Drew Learning Facilitator /Science & Math /SAC	Effective: 02/14/17 – 06/09/17
Ramirez, Abigali Program Specialist/ Counseling/ SAC	Effective: 01/10/17 – 06/30/17
Talavera, Jose District Safety Officer/ District	Effective: 01/10/17 – 06/30/17

Additional Hours for Ongoing Assignment

Collins, Donna Administrative Clerk/ Academic Affairs/ SCC	Effective: 01/03/17 – 06/30/17 Not to exceed 19 consecutive days in any given period.
Luarte, Joseph Fine Arts & Theatre Facilities Tech./ Fine & Performing Arts/ SAC	Effective: 11/22/16 – 06/30/17 Not to exceed 19 consecutive days in any given period.
Ordiano, Carlos Instructional Assistant/ Fine & Performing Arts/ SAC	Effective: 08/22/16 – 06/30/17 Not to exceed 19 consecutive days in any given period.

Substitute Assignments

Talavera, Jose District Safety Officer/ District	Effective: 12/01/16 – 06/30/17
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MISCELLANEOUS POSITIONS

Trujillo, Christopher Community Services Presenter/ SCC	Effective: 01/03/17
Villeda, Aileen Child Dev. Intern I/ Child Dev. Services/ SCC	Effective: 01/01/17 – 06/30/17

**SANTA ANA COLLEGE
STUDENT ASSISTANT LIST**

Aguillon Cazares, Eiel	Effective:	11/14/16-06/30/17
Bahuman, Elizabeth	Effective:	12/05/16-06/30/17
Garcia Lerma, Blanca G.	Effective:	11/21/16-06/30/17
Love, Simon A.	Effective:	11/15/16-06/30/17

Stipends

Aquino, Jamald O.	Counseling: Students 4	Students Peer Mentor
\$300.00 One Time Stipend Fall 2016	Effective:	09/05/16-12/02/16

Campos, Eric	Counseling: Students 4	Students Peer Mentor
\$1000.00 One Time Stipend Fall 2016	Effective:	08/22/16-12/09/16

Garcia, Lorenzo E.	Counseling: Students 4	Students Peer Mentor
\$1600.00 One Time Stipend Fall 2016	Effective:	08/22/16-11/11/16

Morales, Vanessa E	Counseling: Students 4	Students Peer Mentor
\$2700.00 One Time Stipend Fall 2016	Effective:	08/22/16-12/09/16

Silva Arajuo, Roxana	Counseling: Students 4	Students Peer Mentor
\$1100.00 One Time Stipend Fall 2016	Effective:	08/22/16-12/09/16

**SANTIAGO CANYON COLLEGE
STUDENT ASSISTANT NEW HIRE LIST**

Caballero Ramos, Arizandi	Effective: 01/03/2017 – 6/30/2017
Gilmour, Andrew	Effective: 02/13/2017 – 6/30/2017
Red, Jenna	Effective: 12/01/2016 – 6/30/2017
Tsai,, Patricia	Effective: 02/13/2017 – 6/30/2017

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To: Board of Trustees	Date: January 9, 2017
Re: Approval of Search Consultant for the Santiago Canyon College Presidential Search	
Action: Request for Action	

BACKGROUND

John T. Weispfenning resigned his position as President of Santiago Canyon College on July 14, 2016. Subsequently, this position has been filled on an Interim basis.

ANALYSIS

The administration is recommending that Community College Search Services (CCSS) be retained to assist the District with this search process. It is the administration's intention to begin the search process immediately in order to have a new college president selected prior to the beginning of the Fall 2017 semester.

The District has used CCSS numerous times including the search that resulted in Chancellor Rodriguez's selection as well as the searches for both college presidents. The use of a search consultant will enable the District to conduct an effective, nationwide search for a new college president. The search consultant will take the lead on the recruitment of qualified candidates for this position and will also conduct in-depth reference checks on the finalist.

RECOMMENDATION

It is recommended that the Board of Trustees engage Community College Search Services and authorize the Chancellor or his designee to execute the required documents to retain this firm.

Fiscal Impact: \$22,000	Board Date: January 9, 2017
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	

EXECUTIVE SEARCH PROPOSAL

FOR THE

**PRESIDENT
SANTIAGO CANYON COLLEGE**

PRESENTED TO THE

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

December, 2016



Community College Search Services

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Formal Proposal

Distinctive Features of CCSS

Applicant Diversity

CCSS Services

Consulting Fee

Our Guarantee

References

Draft Schedule

Business Information

Appendix A – CCSS Searches Completed

Appendix B – Resumes for Robert Garber and James Walker



Community College Search Services

Dr. Al Fernandez -- Principal, Senior Partner
Phone: (805) 218-1947
Email: ccss@sbcglobal.net
Web address: www.ccss-us.net

December 2, 2016

Ms. Judy Chitlik, Vice Chancellor Human Resources
Rancho Santiago CCD
2323 N. Broadway
Santa Ana, CA 92706

Dear Ms. Chitlik:

This letter, with supporting documents, will serve as a formal proposal from Community College Search Services (CCSS) to assist in your search for the position of **President, Santiago Canyon College**. Should you accept this proposal, we are ready to begin the process at your convenience.

CCSS has been in business since 1995 and has successfully completed over 180 full and partial searches (Appendix A). In addition, CCSS has placed numerous interim administrators, provided selected reference reporting and conducted Board workshops. The company is financially secure and carries its own liability insurance. This proposal summarizes the services we provide, contact information for past clients and resumes for the consultants assigned to this search.

Our staff includes nine search consultants, a database and computer specialist and four reference consultants. The search consultants are former Community College Presidents and Chancellors. Robert Garber would be the primary on-site consultant for this search. He would facilitate the search committee meetings and processes and would be the search liaison to the District. James Walker would assist. All nine CCSS consultants would actively participate in recruitment activities for the position. The resumes for Bob Garber and James Walker are included in Appendix B.

Distinctive Features of CCSS

Some of our unique and distinctive qualities as a search firm include the following:

- Since all districts and colleges are different, we tailor our searches to the needs and requirements of the institution. We take pride in our ability to be flexible. Any portion of this proposal can be modified to address a client's specialized needs.
- CCSS consultants respond immediately to any request or emergency.
- A team approach is used in all searches during all phases of the search, from recruiting through final interviews, to ensure that the client's needs are met.

- CCSS consultants communicate frequently with the client throughout the search process.
- CCSS recruits state-wide and nationwide.
- CCSS consultants are available to provide advice on search-related issues, such as protocols for district forums.
- The firm's comprehensive reference services include:
 1. Comprehensive reference reports based on interviews;
 2. Formal Internet search on candidates;
 3. Formal criminal and civil background checks;
 4. Follow-up telephone calls to current and former supervisors; and
 5. Briefings for those involved in final interviews on reference process outcomes.

Applicant Diversity

Our reputation for fairness and record on diversity recruitment is very strong. We partially attribute our success to our volunteer efforts in developing and networking with community college administrators who aspire to become chief executive officers. We originated and participate in mock interviews at the annual conference of the Association of California Community College Administrators (ACCCA). In addition, our consultants have made presentations on leadership issues at ACCCA, American Council on Education (ACE), American Association of Community Colleges (AACC), League for Innovation Executive Leadership Institute (ELI), Association of Chief Human Resource Officers (ACHRO) and the annual ACCCA mentor program retreat.

Our diversity recruitment strategy includes the following:

- Contact community college CEOs nationwide and other community college organizations seeking nominations for the open position and emphasize that the district is seeking a diverse pool of candidates.
- Review advertising to ensure that women and minority publications are included.
- Ask all CCSS consultants including our associates in other states to develop a list of strong and diverse candidates to contact about the open position.
- Contact minority and women CEOs in California and in other states seeking names of potential candidates.

CCSS Services

(1) Meet with the Chancellor

We will meet with the Chancellor and/or his representatives to explain and describe plans for the search process, develop guidelines for the search and develop expectations for the next President. At the initial meeting with the Chancellor and/or his representatives, the application process, minimum qualifications and tentative calendar will be discussed and finalized as well. We will provide guidance for appropriate internal and external communication. The on-site search consultant, Bob Garber, will communicate with the Chancellor and/or his representatives in person, by telephone and e-mail on a regular basis. This includes, but is not limited to, regular updates on

recruiting and other issues that may arise as part of the normal search process. The CCSS consultant will be available for communication with the Chancellor as deemed appropriate. The CCSS consultant will also be in communication with the district search liaison on an ongoing basis.

(2) Meet with the Search Committee to Develop the Position Announcement

Subsequent to meeting with the Chancellor and/or his representatives, we will meet with the search committee and/or designated staff to further clarify institutional priorities and leadership needs and determine challenges, issues and opportunities facing the district/college in the next five to ten years. In addition, we will work together with the search committee to confirm the personal and professional characteristics sought in the ideal candidate for the position. We would also use the input from community members provided at a community forum if this step is desired. CCSS recommends that all the information derived at these meetings be included in the position announcement and serve as a basis for the evaluation of the candidates. We recommend an electronic position announcement be used instead of a printed one. This has worked well in other district searches and it saves the district printing costs. We will work with the appropriate representatives or HR staff to prepare a draft the announcement for review, modification and approval by the Chancellor and/or his representatives, search committee and designated staff.

(3) Recruit Candidates

Our approach to the recruitment process is as follows:

First, we provide recommendations to the district's human resources department for national and regional advertising.

Second, we aggressively seek nominations. We contact community college chancellors and presidents (or other appropriate administrators) in the United States seeking nominations for the position.

Third, utilizing our target databases, we send information to selected individuals who possess the qualifications for and may have an interest in the position. CCSS consultants will also aggressively contact potential candidates directly by telephone.

Fourth, we conduct a national telephone recruitment phase utilizing our telephone network. We have several recruiters, for example, Dr. David Ponitz of Ohio, who can assist us in our national recruitment. We follow up immediately on all nominations and inquiries.

Finally, our regular attendance at community college conferences and the fact that we often serve as presenters at leadership institutes provides us with additional recruiting opportunities.

(4) Assist in Candidate Evaluation

We help in assessing the completeness of application materials and the screening for minimum qualifications. We assist the search committee and facilitate the paper screening process. We provide materials and strategies for evaluation of the applications and selection of candidates for interviews.

(5) Coordinate First-level Candidate Interviews

We assist the search committee in the development of questions for the interviews and their congruence with the recruitment position announcement. We also assist in the development of materials for the interviews. In addition, we provide advice on facilities, scheduling and protocol for the interviews.

All the candidates selected for interviews are contacted by the CCSS search consultant and provided with timely and pertinent information. The CCSS search consultant greets the candidates, introduces them to the search committee, observes and takes notes during the interviews.

During the deliberation of the search committee to determine the finalists, the search consultant provides strategies and techniques to assist the committee in its deliberations.

At the conclusion of the interviews the CCSS search consultant will inform all the candidates of their status and briefs the finalists on the next steps of the process.

(6) Assist with College Forums for the Finalists

If a college forum is desired, the CCSS search consultant can provide advice on the arrangements for the forum and evaluation materials for staff and community participants.

(7) Prepare Comprehensive Reference Reports for Finalists

CCSS provides comprehensive in-depth background and reference reports on all the finalists that will enable the Chancellor to select the new President with the confidence that there is complete and appropriate background information. Once the search committee determines the finalists, our reference consultants begin the reference checking process. Using fifteen or more questions designed for this purpose, the reference consultants call a large number of references to obtain in-depth information for the comprehensive reference reports. It should be noted that at least one-third of the references contacted are "off" the list provided by the candidate. The comprehensive reference reports are approximately ten to twelve pages long and follow a question format. These reports are prepared for the exclusive use of the Chancellor.

We obtain signed release forms from the candidates permitting us to contact candidate references and any other individuals we deem appropriate to provide honest evaluations of each candidate's strengths and weaknesses. This crucial step protects the district as well as our firm.

In addition to the comprehensive reference reports, we undertake an Internet search on the finalists to identify any adverse media that exists in their current or former college communities. We also include factual information that is pertinent to the search and that may be helpful in the decision making process. Also, we make follow-up telephone calls to current and former supervisors to make certain that we have all of the crucial background information on the candidates.

Finally, CCSS conducts criminal and civil background checks on the finalists.

(8) Facilitate Final Interviews

Prior to the final interviews, the CCSS search consultant will brief the Chancellor on the salient reference information on each candidate and answer all questions.

We facilitate the final interviews by handling the logistics and assisting with interview questions, appropriate documents and materials required by the Chancellor.

Finally, we will contact and inform the candidates not selected by the Chancellor on the final outcome of the search process.

(9) Assist with Site Visit

If a site visit to the institution of the recommended candidate is desired by the Chancellor, we can assist in the planning for this visit.

(10) Assist with Contract Negotiations

If requested, we can assist the district in the contract negotiations with the successful candidate.

Consulting Fee

Our fee for conducting a comprehensive search for the **President, Santiago Canyon College** is **\$22,000**.

The fee includes all of CCSS' expenses as follows:

- All visits to district meetings including all travel expenses;
- The national mailing;
- The target mailing of the position announcement to key candidates in our database;
- Telephone and mailing expenses for recruiting candidates;
- Communicating with the district designees;
- Development of search process materials for the search;
- Comprehensive reference reports for the finalists;
- Civil/criminal background reports for the finalists;
- Internet searches on all finalists.

The expenses not included in the CCSS fee are as follows:

- Position announcement printing (if it is decided not to use an electronic position announcement);
- Candidate travel and expenses;
- All advertising for the positions;
- Search committee incidentals;
- Any rental costs for interview sites.

Our guarantee

The District may re-start the search process at any time for any reason at no additional cost. If for any reason the Chancellor is not satisfied with the outcome of the completed search, CCSS will undertake the search again for direct expenses only. Also, if the new President does not succeed in the first year, we will repeat the search for direct expenses only.

References

For reference purposes, feel free to contact your counterparts and/or the chief executive officers or chief human resource officers in the aforementioned districts about our services. Specific references follow:

Dr. Irma Ramos, Vice Chancellor, Human Resources
North Orange County Community College District
Telephone: 714.808.4822

Dr. Patricia English, Vice President Human Resources
Santa Barbara City College
Telephone: 805.965.0581 X4734

Dr. Sandra Serrano, Chancellor
Kern Community College District
Telephone: 661.336.5104

Dr. David Viar, Superintendent/President
Glendale Community College District
Telephone: 818.240.1000 x 5108

Dr. Edward Ortell, former Board President

Citrus Community College District
Business 626.914.8821; Residence 626.303.5051

Ms. Mona Field, Former Trustee
Los Angeles Community College District
Telephone: 323.982.9194

Ms. Nancy Pearlman, Trustee
Los Angeles Community College District
Telephone: 213.891.2044

Mr. John Zumwalt, Trustee
Sequoias Community College District (College of the Sequoias)
Telephone: 559.582.1056

Ms. Norma Hernandez, Board member
Southwestern Community College District
Telephone: 619.482.6301

Dr. Trudy Largent, Vice Chancellor Human Resources
Peralta Community College District
Telephone: 510-466-7252

Rancho Santiago Community College District *DRAFT – DRAFT - DRAFT*
Timeline for President, Santiago Canyon College Search

Recruitment begins: February, 2017
Position open until filled.
Start date: July, 2017

Date	Task	Responsibility
January	Select members for "Search Advisory Committee"	Board/Chancellor
February	Develop job announcement/brochure including process for applicants to submit paperwork	Search Advisory Committee HR CCSS Consultants
February	Recruitment begins	CCSS Consultants

February	Recruitment letter mailed by CCSS	CCSS
February	Make arrangements for advertisements	HR Job Elephant (?)
February-March-Mid April	Recruit applicants	CCSS Consultants
February	1 st committee meeting	CCSS Consultants
March	2 nd committee meeting	CCSS Consultants
On-going	Read applications	Search Advisory Committee
April	3 rd committee meeting	CCSS Consultants
April	Invite selected applicants for interview	CCSS Consultants
May # of days is contingent on the # of applicants selected for interviews	1 st level Interviews	Search Advisory Committee CCSS Consultants
May-June	Invite finalists to Final interviews	CCSS Consultants
June	Prepare reference reports	CCSS Consultants
June	Final interviews	Chancellor
June	Appointment of President	Board

We would be pleased to discuss this proposal and answer any questions about it. We look forward to the opportunity to assist the Rancho Santiago Community College District with this important activity.

Sincerely,

James Walker, Ed.D.
Managing Partner, CCSS

Business Information

Community College Search Services (CCSS)
3395 Mountain Breeze Way, Unit L205
Thousand Oaks, CA 91360
Telephone: 805.218.1947
Fax: 805.650.8469
Dr. Al Fernandez - Principal, Senior Partner, E-mail: ccss@sbcglobal.net

Web Site: www.ccss-us.net

Federal Tax I.D. number 26-1110386.

Business License or Registration number 069995-0 Ventura

APPENDIX A

SEARCHES CONDUCTED

COMMUNITY COLLEGE SEARCH SERVICES

Comprehensive Searches

State Chancellor

California

Chancellor

Chabot-Las Positas CCD

Coast CCD

Grossmont-Cuyamaca CCD

Los Angeles CCD (thrice)

Los Rios CCD

North Orange County CCD (twice)

Peralta CCD (twice)

Portland Community College

Rancho Santiago CCD

San Bernardino CCD

San Diego CCD

San Jose-Evergreen CCD

South Orange County CCD

Ventura County CCD

West Valley-Mission CCD (twice)

Yosemite CCD

Superintendent/President

Allan Hancock College

Antelope Valley CCD

Barstow College

Cabrillo College

Cerritos College (twice)

Citrus College (twice)

College of the Desert

College of the Sequoias (twice)

College of the Siskiyous

Cuesta College

El Camino College

Linn-Benton Community College

Long Beach City College

MiraCosta College (twice)

Mt. Hood Community College

Mt. San Antonio College

Napa Valley College

Palo Verde CCD

Palomar CCD

Pasadena City College

Rio Hondo CCD (twice)

Santa Barbara City College

Glendale Community College
Imperial Valley College (twice)
Lassen College

Southwestern College (twice)
Victor Valley College

President

Bakersfield College (twice)
Cerro Coso Community College (twice)
Coastline Community College
Compton College (Provost)
Contra Costa College
Cuyamaca College (twice)
East Los Angeles College
Evergreen Valley College
Grossmont College
Los Angeles City College (twice)
Los Angeles Harbor College
Los Angeles Mission College (thrice)
Los Angeles Pierce College
Los Angeles Southwest College (twice)
Los Angeles Trade Technical College (twice)

Los Medanos College
Mission College
Moorpark College (twice)
Oxnard College
Porterville College
Portland CC, Southeast Campus
Reedley College
San Bernardino Valley College (twice)
San Jose City College
Santa Ana College (thrice)
Santiago Canyon College (twice)
West Hills College, Coalinga
West Los Angeles College (thrice)
West Valley College (twice)

Chief Executive Officer

Intelecom

Vice Chancellors

Coast Community CCD (Human Resources)
Contra Costa CCD (Human Resources)
Contra Costa CCD (Planning & Resource Developpt)
Grossmont/Cuyamaca CCD (Human Resources)
Peralta CCD (Administrative Services)
State Center CCD (Educational Services & Planning)
State Center CCD (North Center)
Ventura County CCD (twice) (Human Resources)

Vice Presidents

Antelope Valley College (Administrative Services)
Cerritos College (Academic Affairs)
Cerritos College (Human Resources)

Los Medanos College (Instruction & Student Services)
MiraCosta College (Administrative Services)
Pasadena Area CCD (Administrative Services)
Pasadena Area CCD (Educational Services)
Pasadena Area CCD (Human Resouces)
Pasadena Area CCD (Information Technology)
Pasadena Area CCD (Student Services)
Santa Barbara City College (Ex. Vice President)

General Counsel

Pasadena Area CCD

Partial Assistance Searches

Chancellor

South Orange County CCD
State Center CCD

President

American River College	Fullerton College (twice)
Brookhaven College (Dallas)	Grossmont College
Cuyamaca College (twice)	Los Angeles City College
Cypress College (twice)	Santa Ana College
Diablo Valley College	West Los Angeles College
Evergreen Valley College	

Provost, School of Continuing Education

North Orange CCD (twice)

Executive Vice Chancellor of Administrative Services

Ventura County CCD

Vice Chancellors

Conta Costa CCD (Finance & Administration)
Contra Costa CCD (Administrative Services)
Contra Costa CCD (Human Resources and Organizational Development)
Contra Costa CCD (Planning & Educational Services)
Kern CCD (Educational Services)

Associate Vice Chancellor of Human Resources

Los Rios CCD
Ventura County CCD

Executive Vice Presidents/ Vice Presidents of Instruction, Academic Affairs and Student Learning

Central Oregon Community College	Mt. Hood Community College
Cerro Coso community College	Mt San Antonio College
Cuesta College	Porterville College
Grossmont College	Portland Community College
Mission College	Ventura College

Vice Presidents

Cuesta College (Administrative Services)
Cuesta College (Student Services)
Diablo Valley College (Student Services)
East Los Angeles College (Student Services)
LA Harbor College (Student Services)
LA Harbor College (Academic Affairs)
LA Mission College (Student Services)
LA Southwest College (Student Services)
Mt. San Antonio College (Administrative Services)
Mt. San Jacinto College (Human Resources)
Mt. San Jacinto College (Instruction)
Southwestern College (Administrative Services)

Deans

Cuyamaca College (Administrative Services)
Grossmont College (Administrative Services)
Grossmont College (Communications and Fine Arts)
Grossmont College (Humanities, Social & Behavioral Sciences)

Directors

Contra Costa CCD (Human Resources)
Cuesta College (Allied Health)
Cuesta College (Nursing)
Ohlone College (Human Resources)

APPENDIX B

Robert M. Garber

9969 Rue Biarritz
San Diego, CA92131
(818) 665-6164
rgarbersd@gmail.com

EDUCATION

University of California, Berkeley	1976	M.A. Social Psychology
University of California, Berkeley	1973	A.B. Psychology
West Los Angeles College	1972	A.A.

ADMINISTRATIVE EXPERIENCE

Acting Vice President, Administration – San Diego Mesa College – 8/13-11/13

Served as vice president of administration while the college completed the selection process to permanently fill the position. Managed all college business functions and served on District Business Services committees.

Interim President – Cuyamaca College – 9/10 – 7/11

Interim president following the departure of the college's newly hired permanent president. Worked to restore confidence and lead the college in critical initiatives including responding to budget reductions, planning for accreditation and revamping of college planning and institutional effectiveness processes. In addition, served as chair of the presidential selection committee.

President – Los Angeles Pierce College – 2/06 – 8/09(*retired*)

Chief executive officer responsible for providing administrative leadership in a comprehensive California community college with 25,000 students enrolled each semester. Coordinated the development and direction of an exceptional leadership team who worked to enhance the college image among residents and businesses, grow campus enrollment, expand faculty and programs, and envision and develop new campus facilities totaling nearly \$700 million in bond funded construction.

Vice President of Student Services - San Diego Miramar College – 7/96 to 1/06

Senior administrative officer for leadership and coordination of college student services programs. Duties include: responsibility for all programs and services that support students, collaboration with enrollment management planning, and facilities master planning and project development. Work cooperatively with other college leaders to identify and address academic, strategic planning, fiscal, security and facility issues. Serve as liaison for the college in the community through participation in local community councils and groups. Serve on various local and statewide committees and planning groups.

Dean, Student Services - Los Angeles Pierce College- 7/91 to 6/96

Chief Student Services Officer providing administrative leadership and coordination for the college student services program. Areas of responsibility include: admissions/records, matriculation/assessment, counseling, relations with schools, financial aid, student health services, EOP&S, student employment, child development, disabled students program, international students, veterans services, Women's Resource Center, discipline/grievance, athletics and student activities. Develop and manage budgets, supervise program managers and division staff, coordinate planning and reporting, and represent student services on College, District and State committees.

Associate Dean of Student Development - Los Angeles Pierce College - 7/89 to 7/91

Assigned administrative responsibility for the college matriculation and counseling programs. Areas include: career center, academic advising, transfer center, liaison with K-12 school districts, and supervision of the college Honors program.

Director of School Relations - Los Angeles Pierce College - 9/85 to 7/89

Designed and developed a new program of relations with high schools and transfer colleges. Activities included student recruitment and the development of 2+2 articulated curriculum with high schools. Other duties included: coordinating an articulation council with the Las Virgenes Unified School District, organizing an intersegmental teacher training institute, and serving as campus Affirmative Action Officer 1985-87.

FACULTY EXPERIENCE

Extension Instructor – University of California San Diego Extension – 9/01 to present

Course: Careers in Community College Teaching – part of an extension certificate.

Statistics Instructor - Los Angeles Pierce College - 8/92 to 6/96

Course: Introduction to Statistics for the Social and Behavioral Sciences.

Counseling Department Chairperson - Los Angeles Pierce College - 3/80 to 7/82

Chaired college counseling department with 18 counselors and 7 classified employees. Duties included: hiring, evaluation, budget preparation and management and program development.

Acting Director of Special Services - Los Angeles Pierce College - 1/79 to 12/79

Administered and provided programs and services for students with disabilities. Duties included: counseling students, supervising classified staff and student workers, administering

two program budgets totaling more than \$300,000, writing grant proposals and monitoring compliance to State and Federal regulations.

Counselor - Los AngelesPierceCollege - 11/77 to 6/96 (part time after 9/85)

Provided academic, career and personal counseling to vocational and transfer oriented community college students. Other duties included: liaison with the UCLA Transfer Alliance Program and development of a computer assisted assessment program.

Counseling Consultant - Los Angeles Community College District - 4/77 to 6/80

Contracted by the District to design and implement a computerized research system.

Coordinator of EOP&S Tutoring - WestLos AngelesCollege - 9/77 to 11/77

Organized and developed a college-wide tutoring program as part of the services for educationally and economically disadvantaged students.

Psychology Instructor - Santa MonicaCollege - 2/77 to 6/77

Courses: Social Psychology and Personality and Social Adjustment.

Psychology Instructor - WestLos AngelesCollege - 9/76 to 6/77

Courses: Introductory Psychology, Child Development and Biological Psychology.

Teaching Assistant - University of California, Berkeley - 9/73 to 6/76

Conducted undergraduate seminars and assisted in large lectures.

PROFESSIONAL/COMMUNITY ACTIVITIES

Los Angeles Economic Development Corporation, Board Member, 6/06 to 8/09

Organization of business, education and community leaders building a master plan for development in the City of Los Angeles.

The Economic Alliance of the San Fernando Valley, Executive Board Member, 4/06 to 8/09

This organization promoted communication between business and education in the local region, and conducted economic development through conferences and business development activities.

Valley Industry and Commerce Association, Board Member, 4/06 to 8/09

Regional organization of businesses focused on recognition of good business practices and lobbying local, state and federal government agencies to support pro-business and pro-career education legislation and policies.

City of San Diego, Citizens' Review Board on Police Practices – 7/04 to 2/06

Review citizen complaints against police and make recommendations for officer discipline, training and policy revisions.

Community College League of California, Task Force on Tidal Waive II –3/04 to 2/06

Work in conjunction with the Campaign for College Opportunity to formulate strategies for student access.

ScrippsRanchHigh School Governance Council – 9/97 to 2/06

Represent community and educational partnerships in school governance activities.

Accrediting Commission for Community and Junior Colleges (ACCJC) – 3/9 to present
Conducted numerous accreditation site visits as team member and team chair.

Chancellor’s Telecommunications & Technology Advisory Committee (TTAC) – 9/97 to 8/00

Developed and promoted a comprehensive technology plan for California community colleges.

Starship Topanga - Topanga Elementary School - 11/88 to 9/94

Designed and coordinated afterschool and vacation period enrichment programs.

Project Director - Public Advocates Inc., San Francisco, California - 8/74 to 7/76

Designed and implemented a prisoners' rights research project, directed staff activities, wrote reports and presented findings in the U.S. Federal District Court as part of a class action lawsuit.

PRESENTATIONS *(2000 and later)*

“Diet for a Small Budget” League for Innovation National Conference, February, 2011

“Building Green – Strategies for campus master planning and collaborative renewal.” Annual Conference of the Association of California Community College Administrators, February 2009

“Improving Student Access: Developing a Web-Based New Student Orientation.” 4th Annual Online Student Support Services Conference, Sponsored by the California Virtual Campus (CVC), May 2003

“Calendars, Flex and Enrollment Management” California Chief Student Services Officer’s Association Conference, March 2002

"College Student Advisor: Getting on the career track." American Student Association of Community Colleges (ASACC) Advisors Institute, June 2002

"Degree and Certificate Outreach: Finding students who have earned these awards." American Association of Community Colleges Conference (AACC), April 2002

“Effective Leadership: Keys to Success in Student Services.” California Chief Student Services Officers Association Southern Conference, October 2001

“SDCCD Online: Creating a Districtwide Online Degree and Support Services” League for Innovation Conference on Information Technology, November 2001

Higher Education and Search Consultant
32483 Saddle Mtn. Dr.
Westlake Village, CA 91361

Tel: 805-279-0009
Email: walkerjw@sbcglobal.net

EDUCATION

Ed.D. University of Southern California
Higher Education and Community
College Administration

M.S. University of Notre Dame
Mathematics

B.A. Loyola University, Los Angeles

Attended: Oceanside-Carlsbad Junior College (MiraCosta College), Oceanside, CA

ADMINISTRATION EXPERIENCE

Interim Chancellor, Ventura County Community College District (2002-2003, 1994-1995)

President, Moorpark College (1992-2002)

Assistant Superintendent/Vice President, Instruction and Student Services,
College of the Canyons (1986-1992)

Dean, Division of Science and Mathematics, El Camino College (1977-1986)

TEACHING EXPERIENCE

Adjunct Professor, California Lutheran University, Graduate School of Education (Fall 2003-present)

Professor, El Camino College (1966-1986)

Adjunct Professor, University of California, Los Angeles (1964-1966)

PRIMARY SEARCH CONSULTANT

El Camino College, Superintendent/President: 2015

Moorpark College, President: 2013-'14

Barstow CCD, President/Superintendent: 2012-'13

Ventura County CCD, Chancellor: 2012

West Valley-Mission CCD, Chancellor (re-opened search)

Southwestern College, Superintendent/President: 2011

Los Angeles Mission College, President: 2010-'11

South Orange County CCD, Chancellor: 2010

Rancho Santiago CCD, Chancellor: 2009-'10

Los Angeles Community College District, Chancellor: 2009-'10

Cerro Coso College, President: 2009-'10

MiraCosta College, Superintendent/President: 2008

San Bernardino CCD, Chancellor: 2008
Bakersfield College, President: 2008
North Orange County CCD, Chancellor: 2007-'08
Santa Barbara City College, Superintendent/President: 2007-'08
Los Angeles Mission College, President: 2007-'08
San Bernardino Valley College, President: 2007
Cuesta College, Superintendent/President: 2007
Grossmont College, President: 2007
Cerro Coso College, President: 2007
Los Angeles Community College District, Chancellor: 2007
Victor Valley College, Superintendent/President: 2006-'07
Long Beach City College, Superintendent/President: 2006
Los Angeles Trade Technical College, President: 2006
Glendale College, Superintendent/President: 2005-'06
West Los Angeles College, President: 2005-'06
Los Angeles Pierce College, President: 2005
Porterville College, President: 2005
Los Angeles Community College District, Chancellor: 2004-'05
Allan Hancock College, Superintendent/President: 2004-'05
Bakersfield College, President: 2004-'05
Santa Ana College, President: 2004-'05
Cerritos College, Superintendent/President: 2004
MiraCosta College, Superintendent/President: 2003-'04
West Valley College, President: 2003-'04
Los Angeles City College, President: 2005
San Bernardino Valley College, President: 2003
Ventura County Community College District, Chancellor: 2003
Los Angeles Trade Technical College, President: 2002-'03
Mt. San Antonio College, Superintendent/President: 2002
West Los Angeles College, President, 2002

CURRENT & RECENT SERVICE ON BOARDS AND ORGANIZATIONS

Board of Advisors, Loyola Marymount University, Center for Catholic Education (Current)
President's Planning And Policy Council, California State University, Channel Islands (Current)
Board of Trustees, Villanova Preparatory School (Current)
Board of Directors, California Community Colleges Chief Executive Officers Association
School of Education Advisory Committee, California Lutheran University (Current)
Camarillo Health Care District Advisory Board

Board of Visitors, Pepperdine University
Board of Directors, Moorpark Boys & Girls Club
Board of Directors, Eastern Ventura County Corporate YMCA
Board of Directors, Chair, Intelcom

RECENT PROFESSIONAL ACTIVITIES

Accreditation Teams:

D-Q University, Chair 2004
Cosumnes River College, Chair 2003
Western Career College, Chair 2001
Mt. San Jacinto College, Chair 1999
Las Positas College, Chair, 1999
West Valley College, Chair, 1995
Irvine Valley College, Chair, 1992
East Los Angeles College, 1991
Taft College, 1991
West Hills College, Chair of Interim Visit, 1990
West Hills College, 1988
College of San Mateo, 1985
ACCCA Mentor Program Retreat Presenter, 1995-present
ACCCA Participant in Mock Interview Program

HONORS

The Honorable Robert Lagomarsino Distinguished Service Award, California State University, Channel Islands, 2002
Harry Buttimer Distinguished Administrator Award, Association of California Community College Administrators, 2000
MiraCosta College Distinguished Alumni Award, 1995

AUTHORIZATION FOR BOARD TRAVEL/CONFERENCES (with actual and necessary expenses and cash advances as requested)

BOARD MEMBERS (to be approved)

<u>COMMUNITY COLLEGE LEAGUE OF CALIFORNIA</u> <u>EFFECTIVE TRUSTEESHIP WORKSHOP</u> Sacramento, California– January 27-28, 2017	1 Board Member (Zeke Hernandez)
<u>COMMUNITY COLLEGE LEAGUE OF CALIFORNIA</u> <u>LEGISLATIVE CONFERENCE 2017</u> Sacramento, California– January 28-30, 2017	2 Board Members (Zeke Hernandez) (Phillip Yarbrough)
<u>ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES</u> <u>COMMUNITY COLLEGE NATIONAL LEGISLATIVE</u> <u>SUMMIT</u> Washington, D.C. – February 13-17, 2017	3 Board Members (Claudia Alvarez) (Zeke Hernandez) (Phillip Yarbrough)