

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)**  
**Board of Trustees (Regular meeting)**  
**Monday, February 6, 2017**  
**2323 North Broadway, #107**  
**Santa Ana, CA 92706**

**This meeting will include a teleconference location:**  
**Encore at Wynn Las Vegas Hotel, Puccini Room, 3121 Las Vegas Blvd. South,**  
**Las Vegas, Nevada**

**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 January 9, 2017

**Action**

1.6 Approval of Consent Calendar

**Action**

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

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

- 1.7 Presentation on Information Technology Services (ITS) Strategic Technology Plan
- 1.8 Presentation on Student Success Scorecard
  - Program overview
  - College data

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

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

## **3.0 INSTRUCTION**

- \*3.1 Approval of Dual Enrollment Consulting Agreement in Partnership with the California Community Colleges Chancellor's Office Action

The administration recommends approval of the Dual Enrollment Consulting Agreement in partnership with the California Community Colleges Chancellor's Office as presented.
- \*3.2 Approval of Amendment for Nursing, Occupational Therapy Assistant, Pharmacy Technician, Speech Therapy, and Emergency Medical Technician (EMT) Programs Agreement – Children's Hospital of Orange County (CHOC) – Without Instructor Action

The administration recommends approval of the amendment for Nursing, Occupational Therapy Assistant, Pharmacy Technician, Speech Therapy, and EMT Programs agreement with CHOC located in Orange, California.
- \*3.3 Approval of Instructional Services Agreement with South Coast College Action

The administration recommends approval of the Instructional Services agreement with South Coast College to authorize Santiago Canyon College (SCC) Orange Education Center (OEC) to provide noncredit employment preparation classes to adults for the period of February 7, 2017, through June 30, 2018, as presented.

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

#### **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 December 12, 2016, to January 22, 2017.
- \*4.3 Approval of Appointments and Reaffirmations for Measure E Citizens' Bond Oversight Committee Action  
The administration recommends approval of the appointments and reaffirmations of the Measure E Citizens' Bond Oversight Committee for the 2017 calendar year as presented.
- \*4.4 Approval of Appointments and Reaffirmations for Measure Q Citizens' Bond Oversight Committee Action  
The administration recommends approval of the appointments and reaffirmations of the Measure Q Citizens' Bond Oversight Committee for the 2017 calendar year as presented.
- \*4.5 Approval of Lease Agreement between RSCCD and Congressman Jose Luis "Lou" Correa at District Office, 2323 North Broadway, Santa Ana, California Action  
The administration recommends approval of the lease agreement between RSCCD and Congressman Correa as presented.
- \*4.6 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended December 31, 2016 Action  
The administration recommends approval of the CCFS-311Q for the period ending December 31, 2016, as presented.
- 4.7 Quarterly Investment Report as of December 31, 2016 Information  
The quarterly investment report as of December 31, 2016, is presented as information.
- \*4.8 Approval of Lease Agreement with Xentaur Action  
The administration recommends approval of the lease agreement with Xentaur and authorization be given to the Vice Chancellor of Business Operations/Fiscal Services to execute the agreement on behalf of the district as presented.

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

- 4.9 Adoption of Resolution No. 17-01 – Resolution Authorizing Emergency Contracts for Immediate Construction Improvements to Johnson Student Center at Santa Ana College (SAC) Pursuant to Public Contract Code Section 20654 Action  
The administration recommends adoption of Resolution No. 17-01 – Resolution authorizing emergency contracts for immediate construction improvements to the Johnson Student Center at Santa Ana College pursuant to Public Contract Code Section 20654 as presented.
- \*4.10 Approval of Change Order #1 for Best Contracting Services for Buildings E (Fitness), G (Gymnasium), K (Welding), and S (Administration) Roof Replacements at Santa Ana College Action  
The administration recommends approval of change order #1 for Best Contracting Services for Buildings E, G, K, and S roof replacements at SAC as presented.
- \*4.11 Acceptance of Completion of Bid #1298 for Buildings E (Fitness), G (Gymnasium), K (Welding), and S (Administration) Roof Replacements at Santa Ana College and Approval of Recording of Notice of Completion Action  
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.
- \*4.12 Acceptance of Completion of Bid #1301 for Storm Water Improvements at Santa Ana College Orange County Sheriff’s Regional Training Academy and Approval of Recording of Notice of Completion Action  
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.
- \*4.13 Approval of Amendment to Agreement with Terracon Consultants, Inc. for Environmental Consulting Services for Orange Education Center at Santiago Canyon College Action  
The administration recommends approval of the amendment with Terracon Consultants, Inc. in Irvine for environmental consulting services at SCC OEC as presented.
- \*4.14 Award of Bid #1313 for Irrigation Controller Upgrades at Santiago Canyon College Action  
The administration recommends award of Bid #1313 to Aramexx Construction in Upland for irrigation controller upgrades at SCC as presented.
- \*4.15 Approval of Surplus Property Action  
The administration recommends approval of declaring the list of equipment as surplus property and utilizing The Liquidation Company to conduct an auction as presented.

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

- \*4.16 Approval of Donation of Surplus Items Action  
The administration recommends approval of the donation of surplus items to the Garden Grove Unified School District as presented.

- \*4.17 Approval of Independent Contractor Action  
The administration recommends approval of the following independent contractor: Karen E. Beltramo to provide research, data analysis, and creation of a database to track students by information and communications technology sub-sector to understand the successes and/or failures of the district's programs and investments in these programs. Dates of service are February 7, 2017, through November 30, 2017. The fee is estimated at \$30,000.

## 5.0 GENERAL

- \*5.1 Approval of Resource Development Items Action  
The administration recommends approval of budgets, acceptance of grants, and authorization for the Vice Chancellor of Business Operations/Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:

- Project RAISE (Regional Alliance in STEM [science, technology, engineering, and mathematics] Education) – Year 1 (SCC)	\$ 20,000
- Santa Ana Middle College High School (SAC) - <i>Augmentation</i>	\$ 10,000
- Orange County SBDC (Small Business Development Center) - Union Bank Small Business Technical Assistance Program (Dist.)	\$ 90,000
- Strong Workforce Program – Local Share (SAC/SCC)	\$2,468,508
- Student Mental Health Program – Mini Grant (SCC)	\$ 700
- Zero Textbook Cost Degree Program (SAC)	\$ 35,000

- \*5.2 Approval of First Amendment to Sub-Agreement between RSCCD and Applied Learning Science for Career Technical Education (CTE) Data Unlocked Initiative Action

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

- 5.3 Board Member Comments Information

## RECESS TO CLOSED SESSION

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

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
  - a. Full-time Faculty
  - b. Part-time Faculty
  - c. Classified Staff
  - d. Student Workers
  - e. Professional Experts
  
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)  
Agency Negotiator: Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources  
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)  
California School Employees Association (CSEA), Chapter 579
  
3. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
  - a. Chancellor
  
4. Student Expulsion (pursuant to Education Code 72122)  
Student I.D. #1956059  
Student I.D. #2028006  
Student I.D. #2173613
  
5. Liability Claim (pursuant to Government Code Section 54956.95)
  - a. EMP1603216

## **RECONVENE**

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

#### **Public Comment**

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

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

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

## **6.0 HUMAN RESOURCES**

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

### **Action**

- Approval of New Job Descriptions
- Approval of Revised Job Descriptions
- Approval of Changes of Assignment
- Ratification of Resignations/Retirements
- Approval of FARSCCD Beyond Contract Hourly Step Increases Effective Spring 2017

6.1 Management/Academic Personnel (contd.)

- Approval of FARSCCD Part-time Hourly Step Increases Effective Spring 2017
- Approval of Continuing Education Faculty Association (CEFA) Part-time Hourly Step Increases Effective Fall 2016 (Additional) or Spring 2017
- Approval of Adjusted Effective Date(s) for Hiring of Temporary Long-term Substitutes per Education Code 87481 & 87482
- Approval of Adjusted Effective Date(s) for 2016-2017 Contract Extension Days
- Approval of 2016-2017 Contract Stipends
- Approval of Beyond Contract/Overload Stipends
- Approval of Part-time/Hourly Column Changes
- Approval of Adjusted Part-time/Beyond Contract Hourly Step Increases
- 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 Revised Miscellaneous Pay Schedules
- Approval of Revised Interim Hourly Salary Schedules
- Approval of New Appointments
- Approval of Temporary to Contract Assignments
- Approval of Longevity Increments
- Approval of Professional Growth Increments
- Approval of Out of Class 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 Changes in Temporary Assignments
- Approval of Additional Hours for Ongoing Assignments
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants
- Approval of Community Service Presenters and Stipends
- Approval of Volunteers
- Approval of Student Assistant Lists

6.3 Approval of Non-Credit Instructional Calendar for 2017-2018

Action

It is recommended that the board approve the 2017-2018 Non-Credit Instructional Calendar.

6.4 Adoption of Resolution No. 17-02 Authorizing Payment to a Trustee Absent from Board Meeting Action

It is recommended that the board adopt Resolution No. 17-02 authorizing payment to Trustee Larry Labrado who was absent from the January 9, 2017, board meeting.

6.5 Adoption of Resolution No. 17-03 Authorizing Payment to a Trustee Absent from Board Meeting Action

It is recommended that the board adopt Resolution No. 17-02 authorizing payment to Trustee Arianna Barrios who was absent from the January 9, 2017, board meeting.

6.6 Rejection of Claim Action

The district's claims administrator recommends that the board authorize the chancellor or his designee to reject claim #EMP1603216.

**7.0 ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on February 27, 2017.

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

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

**Monday, January 9, 2017**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:33 p.m. by Mr. John Hanna. Other members present were Ms. Claudia Alvarez, Mr. Zeke Hernandez, Ms. Nelida Mendoza, Mr. Phillip Yarbrough, and Ms. Esther Chian. Ms. Arianna Barrios and Mr. Larry Labrado were not in attendance due to illness.

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

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Dr. Elliott Jones, Academic Senate President, Santa Ana College (SAC).

1.3 Approval of Additions or Corrections to Agenda

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

1.4 Public Comment

Ms. Cindia Velasco introduced herself as the Deputy Director of Constituency Services for Higher Education at the National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza to approve the minutes of the meeting held December 12, 2016. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, 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, with the exception of Item 3.1 (SAC Memorandum of Understanding with Mexican Consulate in Santa Ana) and Item 4.6 (Ratification of Award of Bid #1309 for Wallpaper Removal and Painting at District Office) removed from the Consent Calendar by Ms. Alvarez. The motion carried with the following vote: Aye –Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

3.2 Approval of Contract between the City of Santa Ana and RSCCD on behalf of Santa Ana College

The board approved 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**

The board approved 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**

The board approved the nursing program agreement renewal with St. Jude Medical Center located in Fullerton, California.

3.5 Approval of Proposed Revisions for 2017-2018 Santa Ana College Catalog

The board approved the proposed revisions for the 2017-2018 SAC catalog.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

4.2 Approval of Budget Increases/Decreases, Transfers, and Intrafund and Interfund Transfers

The board approved 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

The board approved contracting with Vicenti, Lloyd & Stutzman LLP for auditing services for the 2016-2017 fiscal year audit and authorized 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

The board established 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.

1.6 Approval of Consent Calendar (contd.)

- 4.5 Ratification of Award of Bid #1312 for Tenant Improvements at District Office  
The board ratified the award of Bid #1312 to P & P Develop, Inc. for tenant improvements 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  
The board approved 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.
- 4.8 Approval of Amendment to Agreement with Jacobus & Yuang, Inc. for Cost Estimating Consulting Services for Science Center at Santa Ana College  
The board approved 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  
The board awarded 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  
The board ratified 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)  
The board approved 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  
The board approved the two-year agreement for SAC and SCC with instructure for canvas learning management system as presented.
- 4.13 Approval of Independent Contractor  
The board approved 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.

1.6 Approval of Consent Calendar (contd.)

4.14 Approval of Purchase Orders

The board approved the purchase order listing for the period November 12, 2016, through December 6, 2016.

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

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

1.7 Public Hearing – Rancho Santiago Community College District Initial Bargaining Proposal to Child Development Centers – California School Employees Association (CSEA) Chapter 888

There were no public comments.

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from the Chancellor

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

2.2 Reports from College Presidents

The following college representatives provided reports to the board:

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

2.3 Report from Student Trustee

Ms. Chian provided a report to the board.

2.4 Reports from Student Presidents

Ms. Chian, Student President, Santiago Canyon College, provided a report to the board.

There was no representation from Santa Ana College.

2.5 Report from Classified Representative

Ms. Connie Ramos, President, CSEA, Chapter 579, provided a report to the board on behalf of the classified staff.

## 2.6 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

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

## 2.7 Reports from Board Committee Chairpersons

The January 5, 2017, Board Facilities Committee meeting was cancelled; therefore, there was no report.

## 3.0 INSTRUCTION

Items 3.2 through 3.5 were approved as part of Item 1.6 (Consent Calendar).

### 3.1 Approval of Santa Ana College Memorandum of Understanding with Mexican Consulate in Santa Ana

It was moved by Mr. Hernandez and seconded by Ms. Alvarez to approve the SAC Memorandum of Understanding with the Mexican Consulate in Santa Ana, California. Ms. Alvarez and Mr. Hernandez commended staff on the relationship with the Mexican Consulate. Ms. Alvarez asked that the meeting be adjourned in memory of Ms. Alejandra Garcia Williams, former Mexican Consul in Santa Ana, who died on December 20, 2016. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

## 4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1, 4.2, 4.3, 4.4, 4.5, and 4.7 through 4.14 were approved as part of Item 1.6 (Consent Calendar).

### 4.6 Ratification of Award of Bid #1309 for Wallpaper Removal and Painting at District Office

It was moved by Ms. Mendoza and seconded by Mr. Hernandez to ratify the award of Bid #1309 to TL Veterans Construction, Inc. for wallpaper removal and painting at the district office as presented. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

## **5.0 GENERAL**

Item 5.1 was approved as part of Item 1.6 (Consent Calendar).

### **5.2 Board Member Comments**

Mr. Hernandez reported that he and Mr. Hanna recently attended a city of Santa Ana Council meeting and swearing in ceremony. He stated that the mayor indicated he is looking forward to working with the Rancho district. Mr. Hernandez reported that the Orange County Register published an article about the Santa Ana Acting City Manager and he looks forward to the Rancho district working with Acting City Manager Gerardo Mouet.

Mr. Hernandez reported that he attended the Santa Ana Unified School District swearing in ceremony for its trustees. He reported he also recently attended a groundbreaking for the community center at Roosevelt Elementary School, an opening at Nicholas Academic Center at Centennial Education Center, and an art walk at Santa Ana Village.

Mr. Yarbrough asked that the answers to his questions on Items 4.5 (Ratification of Award of Bid #1312 for Tenant Improvements at District Office ) and 4.7 (Agreement with Sandy Pringle Associates for Inspector of Record Services for Site Wall/Improvement at SAC Orange County Sheriff's Regional Training Academy) be attached to the minutes.

Mr. Yarbrough and Ms. Alvarez reported they plan to attend the Association of Community College Trustees National Legislative Conference in Washington D.C. on February 13-16.

As chairperson of the Board Fiscal/Audit Committee, Mr. Yarbrough indicated he is looking forward to working with the district's new auditing firm, Vincenti, Lloyd & Stutzman.

Ms. Alvarez asked that the Santa Ana Acting City Manager be apprised of the issues at Centennial Park.

Ms. Alvarez commended Dr. Rose on SAC's strategy to increase FTES (Full Time Equivalent Students) figures but reminded her to approach the changes with a balance since the district is a government agency.

Ms. Mendoza thanked Ms. Ramos for her report on behalf of the classified staff.

Ms. Mendoza commended the college presidents on their reports, which included strategies to increase enrollment.

## 5.2 Board Member Comments (contd.)

Ms. Mendoza thanked Ms. Velasco for attending the board meeting and providing board members with information on NALEO.

Mr. Hanna reported that he and Ms. Mendoza plan to attend the Santa Ana Chamber of Commerce Leadership Reception on January 26.

Mr. Hanna asked that the Board Policy Committee review the issue discussed during Item 4.6 regarding items brought to the board for approval rather than ratification, and administrative regulations for the gift ban and ethics board policies.

Mr. Hanna indicated that Ms. Alvarez led the effort to protect the district's faculty, staff and students at district facilities. He asked Ms. Alvarez to discuss public safety at a future Board Safety & Security Committee meeting.

Mr. Hernandez indicated he recently visited the SCC campus and was pleased to meet with the president and vice presidents.

Dr. Rodriguez reported the following will be discussed in closed session:

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

### **RECESS TO CLOSED SESSION**

The board convened into closed session at 5.44 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
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

Ms. Chian left the meeting at this time.

## **RECONVENE**

The board reconvened at 6:27 p.m.

### **Closed Session Report**

Ms. Mendoza reported during closed session the board discussed public employment, labor negotiations, and real property negotiations; and no reportable action was taken during closed session.

### **Public Comment**

There were no public comments.

## **6.0 HUMAN RESOURCES**

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

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

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

### **6.2 Classified Personnel**

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

- Approve New Appointment
- Approve Hourly Ongoing to Contract Assignments

6.2 Classified Personnel (contd.)

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

6.3 Approval of Search Consultant for Santiago Canyon College Presidential Search

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza to engage Community College Search Services and authorize the chancellor or his designee to execute the required documents to retain the firm. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Ms. Mendoza, and Mr. Yarbrough.

6.4 Authorization for Board Travel/Conferences

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

**7.0 ADJOURNMENT**

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

There being no further business, Mr. Hanna declared the meeting adjourned at 6:31 p.m., in memory of Ms. Alejandra Garcia Williams, former Mexican Consul in Santa Ana, who died on December 20, 2016.

Respectfully submitted,

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Raúl Rodríguez, Ph.D.  
Chancellor

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

Minutes approved: February 6, 2017



## **Presentation of the 2016 Student Success Scorecard Report to the RSCCD Board of Trustees**

February 6, 2017

In 2004, California legislators passed Assembly Bill AB1417 which required that the California Community Colleges provide a framework to evaluate overall system performance. The Chancellor's Office, in consultation with stakeholders from all areas of the college community, developed the framework to provide an annual report to the legislature called the Accountability Reporting for the Community Colleges (ARCC). Then, in 2012, a new team, again representing stakeholders from all areas of the college community met to review the ARCC framework and its effectiveness, and a new title was given to the report which is now called the Student Success Scorecard. The Scorecard report contains a set of metrics that are designed to identify possible achievement gaps in three primary areas: transfer, basic skills, and career technical education.

The data used to create the Scorecard report is submitted to the Chancellor's Office by the colleges via our regular MIS submission. The outcomes derived from the data submissions are for the system as a whole, but also for individual colleges. However, the purpose of the Scorecard is not to rank colleges against each other as each college provides instructional programs, class offerings, and student services to meet the needs of that community. The performance indicators for college credit are: completion, persistence, 30+ units, remedial, career technical education, and each indicator is described according to those who are "prepared" and those who are "unprepared" for college work. The "career development & college preparation" indicator is focused on the non-credit program.

The scorecard is an important tool we use as one of many to assess our students' learning, achievement, and progress toward their educational goals. We use direct and indirect assessments, carried out by faculty and supported by institutional effectiveness and assessment offices, to assess learning that occurs in our courses and programs. We conduct ongoing program review (student services, academic, administrative) in order to evaluate our programs and their effectiveness in curriculum or service delivery. Also, the research departments, at both the district and colleges, are constantly conducting ad hoc studies, requested by faculty and administration, to track particular student groups, to understand the different student pathways, to understand student success, and to identify barriers students may face in achieving their educational goals.

The attached handouts represent the 2016 scorecards (for SAC and SCC) and complement the PowerPoint presentation by representatives of Santa Ana College and Santiago Canyon College.



## 2016 Santa Ana College Student Success Scorecard

Santa Ana College is part of the Rancho Santiago Community College District. Established in 1915, the college is the third oldest college in California, and is located in central Orange County. Seventy-eight percent of the county population is of Hispanic descent, 83% speaks a language other than English, and 12% of the 25 and older population hold a Bachelors degree or higher. In fall 2012 the unduplicated headcount credit and non-credit was 41,029. Santa Ana College is committed to student success. We invest resources to support faculty development designed to maximize student achievement in the classroom, and to retain students as they progress through completion of their programs.

### Student Information (2014-2015)

<b>Students</b>		62,437	
GENDER		RACE/ETHNICITY	
Female	42.6%	African American	1.2%
Male	57.3%	American Indian/Alaska Native	0.2%
Unknown Gender	0.1%	Asian	8.4%
AGE		Filipino	0.7%
Under 20 years old	16.1%	Hispanic	57.4%
20 to 24 years old	20.5%	Pacific Islander	0.3%
25 to 39 years old	35.4%	White	16.9%
40 or more years old	28.0%	Two or More Races	1.0%
Unknown Age	0.0%	Unknown Ethnicity	14.1%

### Other Information (2014-2015)

Full-Time Equivalent Students	20,350.7
Credit Sections	5,137
Non-Credit Sections	2,529
Median Credit Section Size	26
Percentage of Full-Time Faculty	60.5%
Percentage of First-Generation	42.9%*
Student Counseling Ratio	1,334:1

\* Insufficient data



## 2016 Santa Ana College Student Success Scorecard

Cohort Tracked for Six Years Through 2014-2015	Completion			Persistence			30 Units			Remedial			Career Technical Education	Career Development & College Preparation
	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Math	English	ESL		
Cohort	67.4%	35.4%	45.2%	79.7%	74.3%	76.0%	79.8%	63.5%	68.5%	35.8%	38.5%	25.5%	48.2%	15.5%
Female	69.0%	36.5%	45.9%	80.9%	74.9%	76.7%	78.5%	65.4%	69.2%	37.4%	41.6%	27.7%	55.7%	16.5%
Male	65.7%	34.1%	44.4%	78.5%	73.5%	75.1%	80.8%	61.4%	67.7%	33.8%	34.9%	21.8%	44.6%	14.5%
Under 20 years old	66.9%	35.7%	45.6%	80.5%	74.1%	76.1%	81.0%	63.6%	69.2%	33.2%	39.6%	37.7%	60.4%	16.4%
20 to 24 years old	67.6%	30.8%	43.2%	78.4%	66.4%	70.5%	71.6%	52.7%	59.1%	37.7%	34.6%	42.7%	53.1%	19.6%
25 to 39 years old	78.8%	42.6%	51.5%	69.7%	80.2%	77.6%	84.8%	70.3%	73.9%	41.1%	41.2%	21.3%	39.5%	16.4%
40 or more years old	40.0%	29.6%	30.3%	80.0%	85.9%	85.5%	40.0%	73.2%	71.1%	32.4%	31.6%	14.2%	34.4%	12.8%
African-American	80.0%	46.2%	55.6%	80.0%	100.0%	94.4%	80.0%	69.2%	72.2%	18.9%	28.0%	50.0%	32.6%	11.1%
American Indian/Alaska Native	50.0%	50.0%	50.0%	100.0%	100.0%	100.0%	50.0%	100.0%	75.0%	85.7%	25.0%	0.0%	50.0%	22.2%
Asian	82.2%	36.8%	54.3%	81.1%	78.5%	79.5%	82.2%	69.4%	74.4%	52.0%	46.0%	31.0%	52.9%	17.2%
Filipino	80.0%	50.0%	60.0%	80.0%	90.0%	86.7%	100.0%	80.0%	86.7%	54.2%	42.9%	0.0%	67.4%	N/A
Hispanic	61.7%	32.8%	40.5%	79.5%	72.2%	74.1%	78.4%	60.3%	65.1%	33.7%	37.2%	11.8%	46.8%	16.4%
Pacific Islander	50.0%	42.9%	45.5%	75.0%	85.7%	81.8%	100.0%	57.1%	72.7%	23.5%	50.0%	N/A	25.0%	20.0%
White	75.0%	40.7%	55.7%	79.3%	78.0%	78.6%	82.6%	73.7%	77.6%	36.8%	42.6%	33.3%	49.2%	13.5%

## 2016 Santiago Canyon College Student Success Scorecard

Santiago Canyon College (SCC) serves a diverse population of approximately 27,000 unique students from some of the largest communities in Orange County. Established in the city of Orange in 1985 and became a separate college in 2000, SCC is one of two colleges in the Rancho Santiago Community College District. SCC offers a comprehensive curriculum and additionally focuses on its STEM, teacher pathways, and Honors programs. SCC is also recognized as the home of the largest apprenticeship program in the state.

Student Information (2014-2015)				Other Information (2014-2015)	
<b>Students</b>					26,688
<b>GENDER</b>		<b>RACE/ETHNICITY</b>			
Female	44.6%	African American	1.4%		
Male	55.2%	American Indian/Alaska Native	0.1%		
Unknown Gender	0.1%	Asian	7.3%		
<b>AGE</b>		Hispanic	50.0%		
Under 20 years old	23.5%	Filipino	1.2%		
20 to 24 years old	28.7%	Pacific Islander	0.3%		
25 to 39 years old	29.3%	White	31.4%		
40 or more years old	18.5%	Two or More Races	2.5%		
Unknown Age	0.0%	Unknown Ethnicity	5.7%		
				Full-Time Equivalent Students	8,557.4
				Credit Sections	2,281
				Non-Credit Sections	1,370
				Median Credit Section Size	30
				Percentage of Full-Time Faculty	60.5%
				Percentage of First-Generation	N/A
				Student Counseling Ratio	766:1

\* Insufficient data

### 2016 Santiago Canyon College Student Success Scorecard

Cohort Tracked for Six Years Through 2014-2015	Completion			Persistence			30 Units			Remedial			Career Technical Education	Career Development & College Preparation
	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Math	English	ESL		
Cohort	71.5%	42.7%	55.2%	79.8%	77.0%	78.2%	76.7%	69.9%	72.8%	39.5%	48.4%	57.1%	50.9%	14.6%
Female	72.9%	45.1%	57.0%	76.6%	77.8%	77.3%	77.9%	72.3%	74.7%	42.2%	52.9%	63.3%	59.3%	16.4%
Male	69.9%	40.2%	53.4%	83.2%	75.9%	79.1%	75.7%	67.4%	71.1%	36.9%	44.7%	41.7%	48.3%	13.4%
Under 20 years old	73.5%	43.6%	57.0%	80.7%	77.9%	79.2%	78.8%	70.9%	74.4%	42.3%	49.3%	62.5%	69.1%	14.9%
20 to 24 years old	51.7%	40.4%	44.4%	75.9%	67.3%	70.4%	48.3%	73.1%	64.2%	34.6%	47.3%	60.0%	53.3%	15.6%
25 to 39 years old	31.3%	25.0%	27.5%	56.3%	75.0%	67.5%	56.3%	45.8%	50.0%	30.9%	39.4%	66.7%	43.6%	13.9%
40 or more years old	100.0%	33.3%	37.5%	0.0%	66.7%	62.5%	0.0%	53.3%	50.0%	35.3%	55.6%	42.9%	41.3%	14.7%
African-American	100.0%	9.1%	23.1%	100.0%	72.7%	76.9%	100.0%	72.7%	76.9%	16.7%	45.5%	N/A	32.0%	7.6%
American Indian/Alaska Native	50.0%	0.0%	40.0%	50.0%	100.0%	60.0%	75.0%	0.0%	60.0%	20.0%	50.0%	N/A	54.5%	5.7%
Asian	80.4%	50.0%	70.7%	80.4%	73.1%	78.0%	66.1%	76.9%	69.5%	42.9%	61.1%	75.0%	62.7%	16.0%
Filipino	100.0%	50.0%	75.0%	83.3%	83.3%	83.3%	83.3%	66.7%	75.0%	28.6%	50.0%	0.0%	50.0%	N/A
Hispanic	64.5%	41.2%	48.9%	75.7%	77.6%	77.0%	75.7%	66.5%	69.5%	38.3%	46.3%	60.0%	46.1%	17.1%
Pacific Islander	33.3%	0.0%	25.0%	100.0%	0.0%	75.0%	66.7%	0.0%	50.0%	33.3%	50.0%	N/A	44.4%	11.1%
White	74.6%	43.5%	58.7%	80.3%	76.6%	78.4%	78.0%	71.2%	74.5%	41.4%	46.4%	33.3%	52.4%	11.1%

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

To: Board of Trustees	Date: February 6, 2017
Re: Approval of Dual Enrollment Consulting Agreement in Partnership with the California Community Colleges Chancellor's Office	
Action: Request for Approval	

**BACKGROUND**

In 2015 Santa Ana College was asked by the California Community College Chancellor's Office to anchor a contract for statewide capacity building work to help expand dual enrollment opportunities throughout California. In July of 2015 the RSCCD Board of Trustees approved an initial agreement with the Research and Planning (RP) Group to accomplish part one of this effort, and renewed the agreement to extend the work through December of 2016. Late last fall the Chancellor's Office reached out again to Santa Ana College indicating that they would like to refresh the project as part of statewide work associated with student equity and would appreciate Santa Ana College continuing its leadership role.

**ANALYSIS**

Santa Ana College coordinated a strategic dual enrollment conversation between the Chancellor's Office and the RP Group, which resulted in agreement about proceeding with the attached consulting agreement which will be activated pending approval in February 2017 and will conclude in December 2017.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Dual Enrollment Consulting Agreement in Partnership with the California Community Colleges Chancellor's Office as presented.

Fiscal Impact: None	Board Date: February 6, 2017
Prepared by: Sara Lundquist, Ph.D., Vice President of Student Services	
Submitted by: Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



theRPgroup

Research • Planning • Professional Development  
for California Community Colleges

## **Dual Enrollment Toolkit Updates and Primer Scope of Work February – October 2017**

The Research and Planning Group for California Community Colleges (RP Group) is proposing to contract with the Rancho Santiago Community College District (RSCCD) to continue work related to the Dual Enrollment Toolkit. This new proposal would allow the completion of two key tasks with help and support from Career Ladders Project (CLP): (1) updates and edits to the Dual Enrollment Toolkit that was completed in June 2016, and (2) the development of a primer highlighting specific programs that have successfully addressed common dual enrollment challenges and barriers based on the key categories outlined in the Toolkit.

This effort would highlight and describe promising practices related to providing historically underrepresented high school students with opportunities to earn college credits at California community colleges (CCCs) while they complete the requirements for their high school diplomas. The intent is to provide specific and concrete guidance and evidence to interested college administrators, faculty, and staff who are planning to build secondary partnerships to support dual enrollment efforts for this target population on their campus and/or within their districts. The goal of this work is to offer additional resources that help to promote and build the capacity of CCCs to support dual enrollment.

This document outlines the scope of work for this nine-month project including a general description of the primer effort, timeline including deliverables and detailed budget.

### **Overview of the Proposed Work**

#### Task 1: Update the dual enrollment toolkit with CLP<sup>1</sup>

The toolkit was completed in June 2016 and will be updated to reflect legislative changes and to respond to additional questions from community college and K12 administrators. The decision trees—a new component of the toolkit—which have been drafted will also be part of this round of updates. Once the toolkit is updated, the RP Group and CLP team will share it with CCCCCO along with the dual enrollment toolkit advisory committee members for their review and feedback. After the toolkit is revised to incorporate all feedback, RP Group, CLP, and CCCCCO will upload the newest version of the toolkit to our websites.

<sup>1</sup> CLP will be supported through this contract to help complete the updates to the Toolkit and the decision trees.

Task 2: Complete a primer of promising dual enrollment practices

A primer will be produced to highlight particular promising practices related to many of the challenges we learned about at our various dual enrollment-focused presentations. The RP Group and CLP<sup>2</sup> would work closely with the CCCCCO and advisory committee to identify five to six programs with positive reputations and student outcomes and invite them to share how they handle key dual enrollment barriers and challenges. We will vet the list of topics with the CCCCCO and the advisory committee for their input, but the list of topics might include the following:

- Scheduling (e.g., aligning K12 and CCC calendars)
- Evaluation (e.g., data agreements, data collection, data sharing)
- Professional Development (e.g., selection of and on-ramping of instructors / teachers)
- Instructional Minutes (e.g., apportionment, ADA, FTES)
- Models (e.g., exemplars of dual enrollment models such as Middle College High Schools)

**Timeline and Deliverables**

The proposed term of this contract would be from February 1 through October 31, 2017. Below is the list of major deliverables during the contract period.

<b>Timeline</b>	<b>Activities and Deliverables</b>
<b><i>Toolkit Updates</i></b>	
By February 28, 2017	<ul style="list-style-type: none"> <li>• Develop a single list of key questions gathered from various presentations and convenings to be addressed by updates</li> <li>• Review the CCCCCO’s new legal opinion, when it becomes available, to determine what changes are needed in light of this new advisory</li> <li>• Complete first round of updates</li> </ul>
By April 28, 2017	<ul style="list-style-type: none"> <li>• Send updated toolkit to CLP, RP Group, and CCCCCO colleagues for review and feedback</li> <li>• Incorporate recommended edits</li> </ul>
By August 31, 2017	<ul style="list-style-type: none"> <li>• Send updated toolkit to advisory committee members for their review and approval</li> <li>• Incorporate recommended edits</li> <li>• Send to CCCCCO for final review and approval</li> </ul>
By September 22, 2017	<ul style="list-style-type: none"> <li>• Post updated toolkit to RP Group, CLP, and CCCCCO websites</li> <li>• Launch news blasts to announce updated toolkit</li> </ul>
<b><i>Primer</i></b>	
February 1 through February 7, 2017	<ul style="list-style-type: none"> <li>• Send a request to CCCCCO and advisory committee members to identify key challenges to address and promising programs that have effectively addressed these challenges</li> </ul>
February 28 through April 14, 2017	<ul style="list-style-type: none"> <li>• Outline interview protocol and determine any additional data or information that should be requested from the selected programs that volunteer to participate</li> <li>• Develop an email invitation to invite selected programs to participate</li> <li>• Schedule interviews with up to 10 program administrators who volunteer to be interviewed</li> <li>• Conduct interviews and request additional documentation as needed</li> <li>• Send interviews to be transcribed</li> </ul>
April 17 through June 30, 2017	<ul style="list-style-type: none"> <li>• Draft outline for report and vet with RP Group, CLP, advisory committee, and CCCCCO colleagues</li> </ul>

Timeline	Activities and Deliverables
	<ul style="list-style-type: none"> <li>• Review transcripts and documents</li> <li>• Draft report</li> <li>• Send completed draft to RP Group, CLP, advisory committee, and CCCCCO for review and comment</li> </ul>
July 3 through July 31, 2017	<ul style="list-style-type: none"> <li>• Incorporate edits</li> <li>• Send new draft to editor</li> <li>• Finalize report</li> <li>• Request final review from CCCCCO</li> </ul>
August / September 2017	<ul style="list-style-type: none"> <li>• Develop slide deck for Strengthening Student Success (SSS) conference session</li> <li>• Vet with CLP, RP Group, CCCCCO, advisory committee</li> <li>• Finalize slides</li> </ul>
October 2017	<ul style="list-style-type: none"> <li>• Present at SSS conference</li> </ul>

## Budget

The table below presents the proposed budget to conduct the dual enrollment research. The hourly rate is \$165 per hour, except for administrative assistance, which is \$55 per hour.

Activity	Tasks	RP Hours	CLP Hours	Total Cost
<b><i>Toolkit Update</i></b>				
Toolkit Updates	Co-facilitate an initial half-day in-person meeting with CCCCCO & CLP including the development of materials to guide the work and input of the advisory committee	16	16	\$ 5,280
Meetings	Meet with Chancellor's Office staff to finalize decision trees and toolkit updates	8	8	\$ 2,640
Project Management	Manage project work	8	8	\$ 2,640
<b>Total for Toolkit</b>		<b>32</b>	<b>32</b>	<b>\$ 10,560</b>
<b><i>Primer</i></b>				
Interviews	Complete 10 one-on-one phone interviews with promising program administrators; includes time to schedule interviews, develop protocol, and gather input and feedback on protocol from CLP, advisory committee members, and CCCCCO	32		\$ 5,280
Qualitative Analysis	Code and analyze transcripts; review tools and resources shared by interviewees	24		\$ 3,960
Report Production	Summarize findings; includes time to communicate with RP Group, CLP, and advisory committee members to gather and incorporate their feedback and input on the report	110		\$ 18,150
Transcription Services	Transcribe audio recordings from 10 interviews	--		\$ 1,500
Meetings	Meet with Chancellor's Office staff to gather feedback and input on initial interview responses and drafts of the report; present briefing of key themes and findings via telephone	8		\$ 1,320
Presentation	Present primer at SSS conference (for two RP Group team members)	16		\$ 2,640
Administrative Support	Manage logistics to schedule interviews (\$55/hour)	8		\$ 440
Project Management	Manage project work	16		\$ 2,640
Graphic Design	Formatting, editing, and final design of primer	--		\$ 4,000
Travel Expenses	Registration, mileage, transportation, parking for SSS presentation			\$ 1,000
<b>Total for Primer</b>		<b>214</b>		<b>\$ 40,930</b>
<b>Total for Toolkit &amp; Primer</b>		<b>246</b>	<b>32</b>	<b>\$ 51,490</b>

3.1 (5)

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

To:	Board of Trustees	Date: February 6, 2017
Re:	Approval of Amendment for Nursing, Occupational Therapy Assistant, Pharmacy Technician, Speech Therapy, and EMT Programs Agreement – Children’s Hospital of Orange County – Without Instructor	
Action:	Request for Approval	

**BACKGROUND**

Students in the various health sciences programs are required to 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 clinical affiliation agreement amendment with Children’s Hospital of Orange County, located in Orange, California, will yield appropriate clinical rotation activities for the programs.

**ANALYSIS**

The clinical affiliation agreement amendment covers the addition of the EMT Program to the list of other health sciences programs. The amendment has been reviewed by college and district. The amendment carries no costs or other financial arrangements.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this amendment for Nursing, Occupational Therapy Assistant, Pharmacy Technician, Speech Therapy, and EMT Programs Agreement with Children’s Hospital of Orange County located in Orange, California.

Fiscal Impact:	None	Board Date: February 6, 2017
Prepared by:	Carlos Lopez, Vice President of Academic Affairs, Santa Ana College Rebecca Miller, Associate Dean of Health Sciences, Santa Ana College	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

## AMENDMENT NO. 2

### TO THE CLINICAL TRAINING AFFILIATION AGREEMENT

#### (WITHOUT SCHOOL INSTRUCTOR ON HOSPITAL PREMISES)

This AMENDMENT No. 2 (“Amendment”) is made and entered into as of January 1, 2017 (the “Effective Date”) by and between Children’s Hospital of Orange County, a California nonprofit, public benefit corporation dba CHOC Children’s Hospital (“Hospital”), and Rancho Santiago Community College District, Santa Ana College (“School”), with respect to the following facts:

#### RECITALS

A. **WHEREAS**, Hospital and School are parties to that certain Clinical Training Affiliation Agreement dated October 1, 2012 as amended October 1, 2015 (collectively the “Agreement”).

B. **WHEREAS**, Hospital and School wish to amend and extend the Agreement formally at this time.

**NOW THEREFORE**, in consideration of the foregoing recitals, the parties agree as follows:

1. Exhibit A, Program(s) is deleted in its entirety and replaced as attached.
2. All other terms and conditions of the Agreement shall remain in full force and effect.

**SIGNATURE PAGE FOLLOWS**

**IN WITNESS WHEREOF**, the parties have caused this Amendment to be executed by their duly authorized representatives as of the date first written above.

**CHILDREN'S HOSPITAL OF ORANGE  
COUNTY dba CHOC CHILDREN'S  
HOSPITAL**

Reviewed and Approved by CHOC Legal

X \_\_\_\_\_

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

Name: Melanie Patterson, DNP, MHA, RN  
Its: Vice President Patient Care Services &  
Chief Nursing Officer

**RANCHO SANTIAGO COMMUNITY COLLEGE  
DISTRICT, SANTA ANA COLLEGE**

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

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

**Exhibit A**

**Program(s)**

(Without School Instructor)

Name of School and Department/Program:

Nursing  
Occupational Therapy Assistant Pharmacy  
Technician  
Speech Therapy  
EMT Program

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****SANTIAGO CANYON COLLEGE – ORANGE EDUCATION CENTER**

To: Board of Trustees	Date: February 6, 2017
Re: Approval of Instructional Services Agreement with South Coast College	
Action: Request for Approval	

**BACKGROUND**

South Coast College is requesting to enter into a an Instructional Services Agreement with the Santiago Canyon College - Orange Education Center (SCC-OEC). Attached is the Instructional Service Agreement (SCC Contract # SCC 17-0206A) that describes the roles and responsibilities of SCC-OEC and South Coast College. The agreement is for the period of February 7, 2017 through June 30, 2018.

**ANALYSIS**

Through this Instructional Services Agreement, SCC-OEC will provide noncredit employment preparation classes to adults with at South Coast College. South Coast College will provide staff and classrooms at their location. RSCCD will collect State apportionment for these classes and reimburse South Coast College \$2.38 per student attendance hour.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Instructional Services Agreement with South Coast College to authorize SCC-OEC to provide noncredit employment preparation classes to adults for the period of February 7, 2017 through June 30, 2018 as presented.

Fiscal Impact: Apportionment	Board Date: February 6, 2017
Prepared by: Jose Vargas, Vice President, Continuing Education, Santiago Canyon College	
Submitted by: John Hernandez, Ph.D., Interim President	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor	

**ONE YEAR INSTRUCTIONAL SERVICES AGREEMENT**

**BETWEEN THE**

**SOUTH COAST COLLEGE**

**AND THE**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**THIS AGREEMENT** is entered into this First day of February 7, 2017, which date is enumerated for purposes of reference only, by and between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and the SOUTH COAST COLLEGE, 2011 W. Chapman Avenue, Orange, CA 92868, hereinafter referred to as "SOUTH COAST COLLEGE."

**WITNESSETH:**

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

**WHEREAS**, "contract education" is defined to mean those situations in which a community college district contracts with a public or private entity for the purposes of providing instruction or services or both by the community college; and

**WHEREAS**, DISTRICT wishes to offer noncredit courses in certain facilities provided by the SOUTH COAST COLLEGE; and

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

**WHEREAS**, SOUTH COAST COLLEGE represents that it is a for-profit college that provides technical training for careers as Medical Assistants, Court Reporters, and Paralegals to adults within the DISTRICT service area; and

**WHEREAS**, SOUTH COAST COLLEGE represents that it has been very successful at locating competitive employment for a high percentage of the individuals they serve; and

**WHEREAS**, through this Agreement with SOUTH COAST COLLEGE, DISTRICT intends to provide educational programs for the benefit of eligible students of the DISTRICT at various facilities, including South Coast College (SOCC), 2011 W. Chapman Avenue, Orange, CA 92868; and

**WHEREAS**, SOUTH COAST COLLEGE operates on the basis of sound administrative policies and adheres to non-discriminatory practices and does not and shall not discriminate on the basis of sex, race, disability, sexual orientation, religion, ethnic or national origin, age, prior educational status, or any other unreasonable basis for discrimination; and

**WHEREAS**, SOUTH COAST COLLEGE operates in physical facilities that meet requirements of State and local Health and Safety regulations and are adequate and suitable for the courses offered and the number of students in attendance; and

**WHEREAS**, SOUTH COAST COLLEGE maintains current and accurate student attendance and progress records, and SOUTH COAST COLLEGE consents to inspection of these records by authorized representatives of DISTRICT, the California Community College Board of Governors, and other regulatory and administrative agencies; and

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

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

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**A. RECITALS:**

All the above recitals are true and correct.

**B. TERM:**

The term of this Agreement shall be for seventeen months, commencing February 7, 2017 and terminating June 30, 2018, unless earlier terminated by either party in the manner set forth herein.

**C. OPTIONAL TERMINATION:**

SOUTH COAST COLLEGE or DISTRICT may terminate this Agreement, without cause, at the end of any semester or summer session, upon thirty days written notice to the other party.

**D. RESPONSIBILITIES OF DISTRICT:**

1. DISTRICT shall provide instruction and training to eligible students of the DISTRICT at various facilities designated by SOUTH COAST COLLEGE, including South Coast College, 2011 W. Chapman Avenue, Orange, CA 92868. DISTRICT is responsible for the education programs conducted at these facility sites.
2. DISTRICT shall provide instruction for the following subjects, not to exceed the total number of student attendance hours per subject area, per fiscal year:

Course #	Subject	Facility	Student Attendance Hours
VBUS 12	Workforce Readiness	SOCC	6,000
VBUS 119	Introduction to Keyboarding and Basic Windows	SOCC	18,000
VBUS 121	Introduction to Computer Software Applications	SOCC	18,000
VBUS 257	Seminar in Business Applications	SOCC	18,000
VBUS 260	Introduction to Word Processing Using MS Word	SOCC	18,000
VBUS 262	Introduction to Spreadsheets using MS Excel	SOCC	18,000
VBUS 080	Introduction to Medical Billing	SOCC	18,000

Total Hours per Fiscal Year

114,000

3. The curriculum shall be as described in the Rancho Santiago Community College District's Catalog and the program and course outlines on file in the Instruction Office as approved by the Curriculum Council, the Chancellor, the Board of Trustees of DISTRICT, and the Chancellor's Office of the California Community Colleges.
4. DISTRICT shall use selected SOUTH COAST COLLEGE staff as instructors to provide the instruction and training covered in this Agreement. In order to meet the California Code of Regulations, Title 5, requirement, that students be under the immediate supervision of an "employee" of DISTRICT, DISTRICT will invoke the provision of Title 5, Section 58058(b).

Accordingly, SOUTH COAST COLLEGE staff that is used, as instructors will be required to enter into written individual instructor service agreements with DISTRICT regarding their responsibilities for delivering the curriculum called for in this Agreement.

DISTRICT shall have the primary right to control and direct instructional activities of the instructor while instructor is conducting a class, or classes, given through an instructional service agreement between DISTRICT and the SOUTH COAST COLLEGE.

5. Instruction to be claimed for apportionment by DISTRICT under this Agreement shall be under the immediate supervision and control of an employee of the DISTRICT (Title 5, Section 58058) who has met the minimum qualifications for instruction in a noncredit subject in a California community college.
6. DISTRICT's minimum qualifications for instructors teaching under this agreement are consistent with requirements in other similar courses offered within the DISTRICT.
7. DISTRICT shall demonstrate control and direction of the instructional courses offered under this agreement through such appropriate actions as providing the instructors with an orientation, instructor's manual, course outline, curriculum material, testing and grading procedures, and any other materials and services it would provide to its hourly instructors on campus.

8. DISTRICT has specified the courses of instruction within this Agreement, and the outlines of record for such courses have been approved by the college's curriculum committee as meeting Title 5 course standards, and the DISTRICT's board of trustees has approved the courses.
9. DISTRICT shall use procedures to assure that faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course. DISTRICT shall assure that the courses offered through this agreement, and the faculty and the students, are held to a level of rigor comparable to that of the other sections of noncredit education courses offered within the DISTRICT.
10. DISTRICT shall claim state apportionment for student attendance generated in classes covered by this Agreement. SOUTH COAST COLLEGE shall not claim state apportionment for the same student attendance hours claimed by DISTRICT.
11. DISTRICT shall reimburse SOUTH COAST COLLEGE for use of staff and facilities, in accordance with the terms stated in Section G, "PAYMENT."
12. DISTRICT shall provide the normal administrative functions, including admissions, counseling, registration, achievement records, and awarding of completion certificates comparable to those maintained for any student of DISTRICT.

**E. RESPONSIBILITIES OF SOUTH COAST COLLEGE:**

1. SOUTH COAST COLLEGE shall provide staff and facilities for DISTRICT to utilize in the operation of its instructional programs for eligible students of the DISTRICT.
2. SOUTH COAST COLLEGE staff who are used as instructors under this Agreement will be appropriately credentialed to teach the subject areas covered by this Agreement.
3. Pursuant to California Code of Regulations, Title 5, Section 58058(b), SOUTH COAST COLLEGE staff used as instructors under this Agreement will enter into individual agreements with DISTRICT regarding their responsibilities as instructors for DISTRICT, specifically for delivery of the curriculum covered by this Agreement. All instructor agreements will be attached to this Agreement when transmitted to the DISTRICT for Agreement approval.
4. DISTRICT shall not be obligated to make any payment to SOUTH COAST COLLEGE staff for services under the terms of this Agreement. Any and all salaries and benefits

payable or owning to SOUTH COAST COLLEGE staff who are used as instructors under the terms of this Agreement are the sole responsibility and liability of SOUTH COAST COLLEGE.

5. SOUTH COAST COLLEGE staff conducting classes authorized in this Agreement shall do so according to the following schedule per subject, per fiscal year:

Workforce Readiness

Minimum of 7.5 hours per week, for a total of 300 hours per fiscal year

Introduction to Keyboarding and Basic Windows

Minimum 22.5 hours per week, for a total of 900 hours per fiscal year

Introduction to Computer Software Applications

Minimum 22.5 hours per week for a total of 900 hours per fiscal year

Seminar in Business Applications

Minimum 22.5 hours per week for a total of 900 hours per fiscal year

Introduction to Word Processing Using MS Word

Minimum 22.5 hours per week for a total of 900 hours per fiscal year

Introduction to Spreadsheets using MS Excel

Minimum 22.5 hours per week for a total of 900 hours per fiscal year

Introduction to Medical Billing

Minimum 22.5 hours per week for a total of 900 hours per fiscal year

6. SOUTH COAST COLLEGE shall not be reimbursed for more than the total hours called for in the curriculum in any one subject area for any one student.
7. SOUTH COAST COLLEGE shall provide all necessary instructional supplies and equipment for the students covered by the Agreement. All material and equipment supplied by SOUTH COAST COLLEGE shall remain the property of SOUTH COAST COLLEGE and shall not be removed from the premises without permission of SOUTH COAST COLLEGE
8. SOUTH COAST COLLEGE shall not charge students receiving instruction and training under this Agreement additional cost for tuition.

9. SOUTH COAST COLLEGE will provide those administrative functions essential for the operation of facilities, at its own expense, where the instructional programs under this agreement take place.
10. SOUTH COAST COLLEGE shall provide all students who complete the program job placement services. Record of such placement services shall be kept and reported to the DISTRICT annually.
11. SOUTH COAST COLLEGE shall be in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Higher Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, the U.S. Presidential Executive Order 11246, and subsequent amendments (if applicable) and the intent of the Board of Governors of the California Community Colleges affirmative action resolution adopted April 12, 1973, and all applicable local, state, and federal health and safety regulations.
12. SOUTH COAST COLLEGE courses shall be held at facilities that are clearly identified as being open to the general public. Enrollment in the courses is open to any person who has been admitted to the college and has met any applicable prerequisites.
13. SOUTH COAST COLLEGE shall retain records of enrollees' attendance for at least five (5) years and shall, upon request, make them available for review by DISTRICT, the Office of Private Postsecondary Education, and the Chancellor's Office of the California Community Colleges.

**F. RESPONSIBILITIES OF DISTRICT AND SOUTH COAST COLLEGE:**

1. DISTRICT and SOUTH COAST COLLEGE will make available as appropriate support services such as counseling, guidance and placement assistance for the students.
2. DISTRICT and SOUTH COAST COLLEGE will supervise students and evaluate student progress.
3. DISTRICT and SOUTH COAST COLLEGE will determine the withdrawal procedures and documentation applicable to students who seek to withdraw prior to completion of a course.
4. Procedures, Terms, and Conditions. The enrollment period for instructional programs under this agreement is determined by DISTRICT and is unique to this program. The students do not pay enrollment fees for the education courses under this agreement. The

DISTRICT determines the number of class hours sufficient to meet the stated performance objectives.

**G. PAYMENT:**

1. DISTRICT shall reimburse SOUTH COAST COLLEGE for the use of staff and facilities at the rate of \$2.38 per student attendance hour, up to a maximum of 114,000 hours (\$271,320) per fiscal year. The hours claimed under this Agreement must be certified to DISTRICT for actual attendance during the preceding month for all properly enrolled students. Such payment is considered full payment to cover all of SOUTH COAST COLLEGE's contract cost of operating the instructional programs covered by this Agreement.
2. SOUTH COAST COLLEGE shall submit certified statements and billing once each quarter to:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
Santiago Canyon College  
Orange Education Center  
1465 N. Batavia Street  
Orange, CA. 92867  
ATTENTION: Vice President, Continuing Education

3. SOUTH COAST COLLEGE billing shall include evidence of positive attendance in accordance with State regulations. All billings shall be accompanied by attendance sheets verifying the number of enrollees and number of actual hours of instruction.
4. DISTRICT shall reimburse SOUTH COAST COLLEGE within twenty (20) days after receipt of billing.

**H. NOTICES:**

1. Except for the notices provided for in Subsection 2 of this Section, all notices authorized or required by this Agreement shall be effective when written and deposited in the United States Mail, first class postage prepaid and addressed as follows:

**DISTRICT:**

Santiago Canyon College  
Rancho Santiago Community College District  
2323 North Broadway  
Santa Ana, CA 92706-1640  
Attention: Vice President, Continuing Education

**SOUTH COAST COLLEGE:**

SOUTH COAST COLLEGE  
2011 W. Chapman Avenue  
Orange, CA 92868  
(714) 867-5009  
Attention: Jean Gonzalez, President/CEO

2. Termination notices shall be effective when written and deposited in the United States mail, certified, return receipt requested and addressed as above.

**I. STATUS OF SOUTH COAST COLLEGE AND DISTRICT:**

SOUTH COAST COLLEGE is, and shall at all times be deemed to be an independent contractor.

Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between DISTRICT and SOUTH COAST COLLEGE, or any of SOUTH COAST COLLEGE's agents or employees. SOUTH COAST COLLEGE, its agents and employees shall not be entitled to any rights or privileges of DISTRICT employees and shall not be considered in any manner to be DISTRICT employees.

DISTRICT is, and shall at all times be deemed to be an independent contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between SOUTH COAST COLLEGE and DISTRICT, or any of DISTRICT's agents or employees. DISTRICT, its agents and employees, shall

not be entitled to any rights or privileges of SOUTH COAST COLLEGE employees and shall not be considered in any manner to be SOUTH COAST COLLEGE employees.

**J. ALTERATION OF TERMS:**

This Agreement fully expresses all understanding of DISTRICT and SOUTH COAST COLLEGE, with respect to the subject matter of this Agreement and shall constitute the total Agreement between the parties for these purposes. No addition to, or alteration of the terms of this Agreement shall be valid unless made in writing, formally approved and executed by duly authorized agents of both parties.

**K. CERTIFICATION BY DISTRICT:**

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

**L. CERTIFICATION BY SOUTH COAST COLLEGE:**

SOUTH COAST COLLEGE hereby certifies that in receiving the compensation for attendance hours stipulated in this Agreement, it does not, and will not, receive full compensation for the direct education costs of the courses from any other public or private agency, individual, or group.

**M. INSURANCE:**

1. SOUTH COAST COLLEGE shall obtain and maintain insurance, at the expense of SOUTH COAST COLLEGE, all workers' compensation insurance required by law for its employees in the operation of this program.
2. SOUTH COAST COLLEGE shall maintain during the entire term of this Agreement insurance for general liability in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and THREE MILLION DOLLARS (\$3,000,000) aggregate. Said coverage shall expressly name Rancho Santiago Community College District, its officers, agents, and employees, as Additional Insured. SOUTH COAST

COLLEGE shall provide to DISTRICT a certificate of insurance and the Additional Insured Endorsement covering the contract period and stating the required coverage.

- a. This coverage shall not be canceled or coverage reduced until notice has been mailed to the DISTRICT stating the date of cancellation or reduction. Coverage shall not be canceled until 30 days have passed from date of receipt of such notice.
- b. Such coverage as provided shall be primary and any coverage carried by the DISTRICT shall be excess and non-contributory.

**N. INDEMNIFICATION:**

DISTRICT shall indemnify and hold SOUTH COAST COLLEGE, its officers, agents, employees, and independent contractors free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of DISTRICT, its officers, agents, employees, subcontractors and independent contractors related to this Agreement, for property damage, bodily injury or death, or any other element of damage of any kind or nature, and DISTRICT shall defend, at its expense, including attorney fees, SOUTH COAST COLLEGE, its officers, agents, employees, and independent contractors in any legal action or claim of any kind based upon such alleged acts or omissions.

SOUTH COAST COLLEGE shall indemnify and hold DISTRICT, its officers, agents, employees, and independent contractors, free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of SOUTH COAST COLLEGE, its officers, agents, employees, subcontracts, and independent contractors related to this Agreement, for property damage, bodily injury or death, or any other element of damage of any kind or nature, and SOUTH COAST COLLEGE shall defend, at its expense, including attorney fees, DISTRICT, its officers, agents, employees, and independent contractors in any legal action or claim of any kind based upon such alleged acts or omissions.

**IN WITNESS WHEREOF**, the parties have executed the AGREEMENT to provide education classes to eligible students of the DISTRICT.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Signature:

Date:

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

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**SOUTH COAST COLLEGE**

Signature:

Date:

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Jean Gonzalez, President/CEO  
SOUTH COAST COLLEGE  
2011 W. Chapman Ave.  
Orange, CA 92868  
(714) 867-5009

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Rancho Santiago Comm Coll District

Board Meeting of 02/06/17

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

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Checks Written for Period 12/14/16 Thru 01/24/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64525	General Fund Unrestricted	0.00	850.00	-850.00	92*0478827	92*0478827
64606	General Fund Unrestricted	0.00	177,831.66	-177,831.66	92*0480211	92*0480212
64610	General Fund Unrestricted	0.00	117.66	-117.66	92*0480299	92*0480299
64621	General Fund Unrestricted	15,355.98	0.00	15,355.98	92*0480480	92*0480497
64622	General Fund Unrestricted	126,620.04	0.00	126,620.04	92*0480499	92*0480520
64623	General Fund Unrestricted	6,280.81	0.00	6,280.81	92*0480526	92*0480538
64627	General Fund Unrestricted	17,833.05	0.00	17,833.05	92*0480554	92*0480560
64628	General Fund Unrestricted	5,904.60	0.00	5,904.60	92*0480561	92*0480584
64629	General Fund Unrestricted	50.02	0.00	50.02	92*0480589	92*0480598
64630	General Fund Unrestricted	735.58	0.00	735.58	92*0480608	92*0480609
64633	General Fund Unrestricted	33,499.41	0.00	33,499.41	92*0480636	92*0480657
64634	General Fund Unrestricted	37,363.19	13,292.40	24,070.79	92*0480661	92*0480688
64635	General Fund Unrestricted	5,507.24	0.00	5,507.24	92*0480693	92*0480709
64636	General Fund Unrestricted	49,859.20	0.00	49,859.20	92*0480714	92*0480819
64639	General Fund Unrestricted	3,335.45	0.00	3,335.45	92*0480829	92*0480834
64640	General Fund Unrestricted	23,553.70	0.00	23,553.70	92*0480838	92*0480863
64641	General Fund Unrestricted	12,648.64	0.00	12,648.64	92*0480881	92*0480884
64642	General Fund Unrestricted	21,031.96	0.00	21,031.96	92*0480895	92*0480905
64647	General Fund Unrestricted	66,283.74	0.00	66,283.74	92*0480916	92*0480934
64648	General Fund Unrestricted	76,865.12	0.00	76,865.12	92*0480950	92*0480959
64649	General Fund Unrestricted	54,834.04	0.00	54,834.04	92*0480960	92*0480987
64653	General Fund Unrestricted	27,231.87	0.00	27,231.87	92*0480997	92*0481017
64654	General Fund Unrestricted	18,837.19	0.00	18,837.19	92*0481019	92*0481046
64657	General Fund Unrestricted	90,321.89	0.00	90,321.89	92*0481052	92*0481072
64660	General Fund Unrestricted	25,212.12	0.00	25,212.12	92*0481079	92*0481090
64661	General Fund Unrestricted	17,703.66	0.00	17,703.66	92*0481092	92*0481110
64662	General Fund Unrestricted	2,584.34	0.00	2,584.34	92*0481111	92*0481127
64666	General Fund Unrestricted	44.82	0.00	44.82	92*0481153	92*0481154
64667	General Fund Unrestricted	22,094.52	0.00	22,094.52	92*0481163	92*0481194
64671	General Fund Unrestricted	10,045.08	0.00	10,045.08	92*0481214	92*0481242
64672	General Fund Unrestricted	43,857.37	0.00	43,857.37	92*0481249	92*0481266
64673	General Fund Unrestricted	1,923.70	0.00	1,923.70	92*0481269	92*0481289
64674	General Fund Unrestricted	15,467.26	0.00	15,467.26	92*0481290	92*0481296
64675	General Fund Unrestricted	499.95	0.00	499.95	92*0481297	92*0481300
64676	General Fund Unrestricted	11,304.00	0.00	11,304.00	92*0481301	92*0481318
64681	General Fund Unrestricted	35,799.55	0.00	35,799.55	92*0481345	92*0481366
64682	General Fund Unrestricted	23,734.27	0.00	23,734.27	92*0481367	92*0481386
64686	General Fund Unrestricted	19,941.96	0.00	19,941.96	92*0481402	92*0481422
64687	General Fund Unrestricted	4,008.85	0.00	4,008.85	92*0481423	92*0481438
64690	General Fund Unrestricted	54.00	0.00	54.00	92*0481452	92*0481454
64691	General Fund Unrestricted	82,281.03	0.00	82,281.03	92*0481456	92*0481468

Checks Written for Period 12/14/16 Thru 01/24/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64692	General Fund Unrestricted	16,158.26	0.00	16,158.26	92*0481497	92*0481527
64693	General Fund Unrestricted	90,699.22	0.00	90,699.22	92*0481529	92*0481538
64697	General Fund Unrestricted	1,440,327.20	0.00	1,440,327.20	92*0481556	92*0481565
64698	General Fund Unrestricted	47,437.16	0.00	47,437.16	92*0481566	92*0481585
64699	General Fund Unrestricted	24,829.33	0.00	24,829.33	92*0481596	92*0481611
64700	General Fund Unrestricted	1,873.16	0.00	1,873.16	92*0481612	92*0481626
64701	General Fund Unrestricted	25.96	0.00	25.96	92*0481634	92*0481634
64702	General Fund Unrestricted	2,999.59	0.00	2,999.59	92*0481652	92*0481667
64703	General Fund Unrestricted	17,675.33	0.00	17,675.33	92*0481681	92*0481694
64704	General Fund Unrestricted	601,186.05	0.00	601,186.05	92*0481696	92*0481711
<b>Total Fund 11 General Fund Unrestricted</b>		<b><u>\$3,253,720.46</u></b>	<b><u>\$192,091.72</u></b>	<b><u>\$3,061,628.74</u></b>		

Checks Written for Period 12/14/16 Thru 01/24/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64539	General Fund Restricted	0.00	3,623.42	-3,623.42	92*0479141	92*0479141
64551	General Fund Restricted	0.00	3,600.00	-3,600.00	92*0479365	92*0479365
64611	General Fund Restricted	0.00	42,478.77	-42,478.77	92*0480341	92*0480341
64617	General Fund Restricted	2,000.00	0.00	2,000.00	92*0480445	92*0480445
64621	General Fund Restricted	147,598.57	0.00	147,598.57	92*0480474	92*0480496
64622	General Fund Restricted	86,148.19	0.00	86,148.19	92*0480498	92*0480516
64623	General Fund Restricted	7,164.59	0.00	7,164.59	92*0480521	92*0480537
64627	General Fund Restricted	1,301.48	0.00	1,301.48	92*0480553	92*0480556
64628	General Fund Restricted	16,803.25	0.00	16,803.25	92*0480566	92*0480587
64629	General Fund Restricted	54,707.32	0.00	54,707.32	92*0480588	92*0480605
64630	General Fund Restricted	170,021.15	0.00	170,021.15	92*0480606	92*0480621
64633	General Fund Restricted	44,600.39	0.00	44,600.39	92*0480645	92*0480660
64634	General Fund Restricted	47,949.06	0.00	47,949.06	92*0480662	92*0480689
64635	General Fund Restricted	13,247.97	0.00	13,247.97	92*0480690	92*0480713
64639	General Fund Restricted	22,228.07	0.00	22,228.07	92*0480823	92*0480835
64640	General Fund Restricted	26,414.90	0.00	26,414.90	92*0480836	92*0480862
64641	General Fund Restricted	42,781.52	0.00	42,781.52	92*0480864	92*0480888
64642	General Fund Restricted	202,560.17	0.00	202,560.17	92*0480889	92*0480908
64647	General Fund Unrestricted	34,716.63	0.00	34,716.63	92*0480920	92*0480935
64648	General Fund Restricted	594,415.49	0.00	594,415.49	92*0480936	92*0480955
64649	General Fund Restricted	4,103.14	0.00	4,103.14	92*0480963	92*0480990
64653	General Fund Restricted	50,142.90	0.00	50,142.90	92*0480995	92*0481012
64654	General Fund Restricted	206,550.62	0.00	206,550.62	92*0481020	92*0481045
64657	General Fund Restricted	34,612.17	0.00	34,612.17	92*0481053	92*0481073
64661	General Fund Restricted	1,758.41	0.00	1,758.41	92*0481091	92*0481107
64662	General Fund Unrestricted	17,082.84	0.00	17,082.84	92*0481112	92*0481129
64666	General Fund Restricted	19,073.87	0.00	19,073.87	92*0481142	92*0481156
64667	General Fund Restricted	134,547.18	0.00	134,547.18	92*0481157	92*0481195
64671	General Fund Restricted	2,148.78	0.00	2,148.78	92*0481211	92*0481248
64672	General Fund Restricted	27,009.57	0.00	27,009.57	92*0481262	92*0481262
64673	General Fund Restricted	54,736.59	0.00	54,736.59	92*0481267	92*0481287
64674	General Fund Restricted	3,158.56	0.00	3,158.56	92*0481292	92*0481295
64681	General Fund Restricted	8,001.02	0.00	8,001.02	92*0481344	92*0481360
64682	General Fund Restricted	2,944.99	0.00	2,944.99	92*0481370	92*0481384
64686	General Fund Restricted	77,110.14	0.00	77,110.14	92*0481404	92*0481420
64687	General Fund Restricted	67,486.12	0.00	67,486.12	92*0481424	92*0481444
64691	General Fund Restricted	4,528.69	0.00	4,528.69	92*0481455	92*0481469
64692	General Fund Restricted	1,526,069.71	0.00	1,526,069.71	92*0481470	92*0481528
64693	General Fund Restricted	658.22	0.00	658.22	92*0481532	92*0481536
64697	General Fund Restricted	2,463.41	0.00	2,463.41	92*0481561	92*0481564
64698	General Fund Restricted	90,114.64	0.00	90,114.64	92*0481586	92*0481592

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64699	General Fund Restricted	15,609.30	0.00	15,609.30	92*0481593	92*0481607
64700	General Fund Restricted	51,516.70	0.00	51,516.70	92*0481613	92*0481632
64701	General Fund Restricted	133,631.56	0.00	133,631.56	92*0481635	92*0481650
64702	General Fund Restricted	906,901.95	0.00	906,901.95	92*0481651	92*0481676
64703	General Fund Restricted	3,029.60	0.00	3,029.60	92*0481678	92*0481695
64704	General Fund Restricted	3,588.40	0.00	3,588.40	92*0481708	92*0481715
<b>Total Fund 12 General Fund Restricted</b>		<b><u>\$4,963,237.83</u></b>	<b><u>\$49,702.19</u></b>	<b><u>\$4,913,535.64</u></b>		

Checks Written for Period 12/14/16 Thru 01/24/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64627	GF Unrestricted One-Time Func	5,750.00	0.00	5,750.00	92*0480555	92*0480555
64634	GF Unrestricted One-Time Func	369.90	0.00	369.90	92*0480686	92*0480686
64635	GF Unrestricted One-Time Func	83,912.85	0.00	83,912.85	92*0480691	92*0480691
64641	GF Unrestricted One-Time Func	420.48	0.00	420.48	92*0480866	92*0480885
64642	General Fund Restricted	22,841.09	0.00	22,841.09	92*0480893	92*0480898
64648	GF Unrestricted One-Time Func	611.66	0.00	611.66	92*0480945	92*0480945
64649	GF Unrestricted One-Time Func	7,860.96	0.00	7,860.96	92*0480967	92*0480967
64653	GF Unrestricted One-Time Func	25,521.27	0.00	25,521.27	92*0480994	92*0481018
64657	GF Unrestricted One-Time Func	34,093.51	0.00	34,093.51	92*0481055	92*0481065
64662	GF Unrestricted One-Time Func	6,066.08	0.00	6,066.08	92*0481117	92*0481126
64667	GF Unrestricted One-Time Func	6,420.57	0.00	6,420.57	92*0481188	92*0481188
64671	GF Unrestricted One-Time Func	1,343.59	0.00	1,343.59	92*0481210	92*0481243
64673	GF Unrestricted One-Time Func	33,068.47	0.00	33,068.47	92*0481268	92*0481271
64681	GF Unrestricted One-Time Func	114.86	0.00	114.86	92*0481355	92*0481355
64692	General Fund Unrestricted	9,101.17	0.00	9,101.17	92*0481501	92*0481526
64701	GF Unrestricted One-Time Func	8,608.80	0.00	8,608.80	92*0481633	92*0481648
64702	GF Unrestricted One-Time Func	1,535.63	0.00	1,535.63	92*0481672	92*0481675
64703	GF Unrestricted One-Time Func	2,692.40	0.00	2,692.40	92*0481677	92*0481689
64704	General Fund Restricted	3,775.32	0.00	3,775.32	92*0481707	92*0481707
<b>Total Fund 13 General Fund Restricted</b>		<b>\$254,108.61</b>	<b>\$0.00</b>	<b>\$254,108.61</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64620	Child Development Fund	12,242.02	0.00	12,242.02	92*0480455	92*0480473
64626	Child Development Fund	611.68	0.00	611.68	92*0480552	92*0480552
64632	Child Development Fund	9,566.80	0.00	9,566.80	92*0480623	92*0480635
64638	Child Development Fund	55.02	0.00	55.02	92*0480822	92*0480822
64646	Child Development Fund	58.49	0.00	58.49	92*0480915	92*0480915
64659	Child Development Fund	870.63	0.00	870.63	92*0481076	92*0481078
64665	Child Development Fund	4,340.89	0.00	4,340.89	92*0481132	92*0481141
64670	Child Development Fund	10,926.67	0.00	10,926.67	92*0481198	92*0481209
64680	Child Development Fund	1,156.95	0.00	1,156.95	92*0481329	92*0481343
64685	Child Development Fund	25,191.62	0.00	25,191.62	92*0481391	92*0481401
64689	Child Development Fund	2,717.75	0.00	2,717.75	92*0481448	92*0481451
64696	Child Development Fund	5,879.43	0.00	5,879.43	92*0481547	92*0481555
<b>Total Fund 33 Child Development Fund</b>		<b>\$73,617.95</b>	<b>\$0.00</b>	<b>\$73,617.95</b>		

Checks Written for Period 12/14/16 Thru 01/24/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64383	Capital Outlay Projects Fund	0.00	18,050.00	-18,050.00	92*0476709	92*0476709
64619	Capital Outlay Projects Fund	270,770.39	0.00	270,770.39	92*0480448	92*0480454
64625	Capital Outlay Projects Fund	125,925.88	0.00	125,925.88	92*0480544	92*0480551
64631	Capital Outlay Projects Fund	2,129.24	0.00	2,129.24	92*0480622	92*0480622
64637	Capital Outlay Projects Fund	15,841.05	0.00	15,841.05	92*0480820	92*0480821
64643	Capital Outlay Projects Fund	6,616.94	0.00	6,616.94	92*0480909	92*0480911
64645	Capital Outlay Projects Fund	33.46	0.00	33.46	92*0480914	92*0480914
64652	Capital Outlay Projects Fund	3,516.00	0.00	3,516.00	92*0480993	92*0480993
64656	Capital Outlay Projects Fund	263,424.14	0.00	263,424.14	92*0481049	92*0481051
64658	Capital Outlay Projects Fund	15,205.99	0.00	15,205.99	92*0481074	92*0481075
64664	Capital Outlay Projects Fund	2,783.75	0.00	2,783.75	92*0481131	92*0481131
64669	Capital Outlay Projects Fund	18,050.00	0.00	18,050.00	92*0481197	92*0481197
64679	Capital Outlay Projects Fund	117,148.50	0.00	117,148.50	92*0481326	92*0481328
64684	Capital Outlay Projects Fund	158,818.75	0.00	158,818.75	92*0481389	92*0481390
64688	Capital Outlay Projects Fund	201,289.01	0.00	201,289.01	92*0481445	92*0481447
64695	Capital Outlay Projects Fund	18,034.95	0.00	18,034.95	92*0481541	92*0481546
<b>Total Fund 41 Capital Outlay Projects Fun</b>		<b>\$1,219,588.05</b>	<b>\$18,050.00</b>	<b>\$1,201,538.05</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64694	Bond Fund, Measure E	5,887.29	0.00	5,887.29	92*0481539	92*0481540
<b>Total Fund 42 Bond Fund, Measure E</b>		<u><u>\$5,887.29</u></u>	<u><u>\$0.00</u></u>	<u><u>\$5,887.29</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64618	Bond Fund, Measure Q	3,486,720.62	0.00	3,486,720.62	92*0480446	92*0480447
64624	Bond Fund, Measure Q	174,121.89	0.00	174,121.89	92*0480539	92*0480543
64644	Bond Fund, Measure Q	67,700.00	0.00	67,700.00	92*0480912	92*0480913
64678	Bond Fund, Measure Q	67,131.12	0.00	67,131.12	92*0481322	92*0481325
64683	Bond Fund, Measure Q	48,875.00	0.00	48,875.00	92*0481387	92*0481388
<b>Total Fund 43 Bond Fund, Measure Q</b>		<b><u>\$3,844,548.63</u></b>	<b><u>\$0.00</u></b>	<b><u>\$3,844,548.63</u></b>		

<b>Register #</b>	<b>Fund Title</b>	<b>Amount</b>	<b>Voided Checks</b>	<b>Adjusted Amount</b>	<b>Beg Check #</b>	<b>End Check #</b>
64651	Property and Liability Fund	5,030.16	0.00	5,030.16	92*0480992	92*0480992
64677	Property and Liability Fund	16,672.50	0.00	16,672.50	92*0481319	92*0481321
<b>Total Fund 61 Property and Liability Fund</b>		<u><u>\$21,702.66</u></u>	<u><u>\$0.00</u></u>	<u><u>\$21,702.66</u></u>		

Checks Written for Period 12/14/16 Thru 01/24/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64650	Workers' Compensation Fund	1,837.50	0.00	1,837.50	92*0480991	92*0480991
64663	Workers' Compensation Fund	287.51	0.00	287.51	92*0481130	92*0481130
<b>Total Fund 62 Workers' Compensation Fu</b>		<b>\$2,125.01</b>	<b>\$0.00</b>	<b>\$2,125.01</b>		

<b>Register #</b>	<b>Fund Title</b>	<b>Amount</b>	<b>Voided Checks</b>	<b>Adjusted Amount</b>	<b>Beg Check #</b>	<b>End Check #</b>
64655	Student Financial Aid Fund	175.10	0.00	175.10	92*0481047	92*0481048
64668	Student Financial Aid Fund	19,327.26	0.00	19,327.26	92*0481196	92*0481196
<b>Total Fund 74 Student Financial Aid Fund</b>		<b><u>\$19,502.36</u></b>	<b><u>\$0.00</u></b>	<b><u>\$19,502.36</u></b>		

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**SUMMARY**

Total Fund 11 General Fund Unrestricted	3,061,628.74
Total Fund 12 General Fund Restricted	4,913,535.64
Total Fund 13 General Fund Restricted	254,108.61
Total Fund 33 Child Development Fund	73,617.95
Total Fund 41 Capital Outlay Projects Fund	1,201,538.05
Total Fund 42 Bond Fund, Measure E	5,887.29
Total Fund 43 Bond Fund, Measure Q	3,844,548.63
Total Fund 61 Property and Liability Fund	21,702.66
Total Fund 62 Workers' Compensation Fund	2,125.01
Total Fund 74 Student Financial Aid Fund	19,502.36
Grand Total:	<u><u>\$13,398,194.94</u></u>

Checks Written for Period 12/13/16 Thru 01/23/17

<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>
311612331	Bookstore Fund	49,900.86	0.00	49,900.86	31*0107491	31*0107528
311701107	Bookstore Fund	6,307.44	0.00	6,307.44	31*0107529	31*0107545
311701214	Bookstore Fund	13,005.46	1,177.14	11,828.32	31*0107537	31*0107551
311701321	Bookstore Fund	62,732.43	0.00	62,732.43	31*0107552	31*0107570
311701423	Bookstore Fund	1,574.73	0.00	1,574.73	31*0107571	31*0107573
<b>Total Fund 31 Bookstore Fund</b>		<b><u><u>\$133,520.92</u></u></b>	<b><u><u>\$1,177.14</u></u></b>	<b><u><u>\$132,343.78</u></u></b>		

Checks Written for Period 12/13/16 Thru 01/23/17

<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>
711612331	Associated Students Fund	150.00	0.00	150.00	71*0007877	71*0007877
711701214	Associated Students Fund	1,649.50	0.00	1,649.50	71*0007878	71*0007881
711701321	Associated Students Fund	6,000.00	6,000.00	0.00	71*0007882	71*0007882
<b>Total Fund 71 Associated Students Fund</b>		<u><u>\$7,799.50</u></u>	<u><u>\$6,000.00</u></u>	<u><u>\$1,799.50</u></u>		

Checks Written for Period 12/13/16 Thru 01/23/17

<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>
721701321	Representation Fee Trust Fund	107.09	0.00	107.09	72*0000094	72*0000094
<b>Total Fund 72 Representation Fee Trust Fun</b>		<u><u>\$107.09</u></u>	<u><u>\$0.00</u></u>	<u><u>\$107.09</u></u>		

Checks Written for Period 12/13/16 Thru 01/23/17

<b>Register #</b>	<b>Fund Title</b>	<b>Amount</b>	<b>Voided Checks</b>	<b>Adjusted Amount</b>	<b>Beg Check #</b>	<b>End Check #</b>
761612331	Community Education Fund	16,249.56	2,817.00	13,432.56	76*0007085	76*0007092
761701107	Community Education Fund	563.67	0.00	563.67	76*0007093	76*0007093
761701214	Community Education Fund	5,756.70	0.00	5,756.70	76*0007094	76*0007095
761701321	Community Education Fund	9,545.28	0.00	9,545.28	76*0007096	76*0007106
761701423	Community Education Fund	939.00	0.00	939.00	76*0007107	76*0007107
<b>Total Fund 76 Community Education Fund</b>		<b><u>\$33,054.21</u></b>	<b><u>\$2,817.00</u></b>	<b><u>\$30,237.21</u></b>		

Checks Written for Period 12/13/16 Thru 01/23/17

<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>
791612331	Diversified Trust Fund	23,481.09	0.00	23,481.09	79*0020476	79*0020495
791701214	Diversified Trust Fund	96,710.70	0.00	96,710.70	79*0020496	79*0020506
791701321	Diversified Trust Fund	13,847.08	0.00	13,847.08	79*0020507	79*0020538
<b>Total Fund 79 Diversified Trust Fund</b>		<u><u>\$134,038.87</u></u>	<u><u>\$0.00</u></u>	<u><u>\$134,038.87</u></u>		

Checks Written for Period 12/13/16 Thru 01/23/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
811612331	Diversified Agency Fund	50,949.49	0.00	50,949.49	81*0047294	81*0047352
811701107	Diversified Agency Fund	3,149.50	0.00	3,149.50	81*0047353	81*0047354
811701214	Diversified Agency Fund	3,403.82	0.00	3,403.82	81*0047355	81*0047360
811701321	Diversified Agency Fund	29,475.90	264.75	29,211.15	81*0047361	81*0047396
<b>Total Fund 81 Diversified Agency Fund</b>		<b>\$86,978.71</b>	<b>\$264.75</b>	<b>\$86,713.96</b>		

**SUMMARY**

Total Fund 31 Bookstore Fund	132,343.78
Total Fund 71 Associated Students Fund	1,799.50
Total Fund 72 Representation Fee Trust Fund	107.09
Total Fund 76 Community Education Fund	30,237.21
Total Fund 79 Diversified Trust Fund	134,038.87
Total Fund 81 Diversified Agency Fund	86,713.96
<b>Grand Total:</b>	<b><u><u>\$385,240.41</u></u></b>

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

No. 4.2

From 12/12/2016 To 01/22/2017

Board Meeting on 02/06/2017

**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.

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b><u>Fund 11: General Fund Unrestricted</u></b>			
1000	ACADEMIC SALARIES		54,032
2000	CLASSIFIED SALARIES	107,045	
3000	EMPLOYEE BENEFITS		17,807
4000	SUPPLIES & MATERIALS		42,602
5000	OTHER OPERATING EXP & SERVICES	12,550	
6000	CAPITAL OUTLAY		5,185
7900	RESERVE FOR CONTINGENCIES	31	
<b>Total Transfer Fund 11</b>		<b>\$119,626</b>	<b>\$119,626</b>
<b><u>Fund 12: General Fund Restricted</u></b>			
1000	ACADEMIC SALARIES		186,026
2000	CLASSIFIED SALARIES		10,742
3000	EMPLOYEE BENEFITS		68,926
4000	SUPPLIES & MATERIALS	557	
5000	OTHER OPERATING EXP & SERVICES	254,095	
6000	CAPITAL OUTLAY	17,957	
7000	OTHER OUTGO		6,915
<b>Total Transfer Fund 12</b>		<b>\$272,609</b>	<b>\$272,609</b>
<b><u>Fund 13: GF Unrestricted One-Time Funds</u></b>			
1000	ACADEMIC SALARIES		4,281
3000	EMPLOYEE BENEFITS		745
4000	SUPPLIES & MATERIALS	30,773	
5000	OTHER OPERATING EXP & SERVICES		10,906
6000	CAPITAL OUTLAY		36,438
7900	RESERVE FOR CONTINGENCIES	21,597	
<b>Total Transfer Fund 13</b>		<b>\$52,370</b>	<b>\$52,370</b>
<b><u>Fund 31: Bookstore Fund</u></b>			
4000	SUPPLIES & MATERIALS		10,000
7900	RESERVE FOR CONTINGENCIES	10,000	
<b>Total Transfer Fund 31</b>		<b>\$10,000</b>	<b>\$10,000</b>

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

From 12/12/2016 To 01/22/2017

Board Meeting on 02/06/2017

<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b><u>Fund 33: Child Development Fund</u></b>			
1000	ACADEMIC SALARIES		13,586
2000	CLASSIFIED SALARIES	19,603	
3000	EMPLOYEE BENEFITS		6,017
4000	SUPPLIES & MATERIALS		235
5000	OTHER OPERATING EXP & SERVICES		50
6000	CAPITAL OUTLAY	50	
7900	RESERVE FOR CONTINGENCIES	235	
<b>Total Transfer Fund 33</b>		<b>\$19,888</b>	<b>\$19,888</b>
<b><u>Fund 41: Capital Outlay Projects Fund</u></b>			
4000	SUPPLIES & MATERIALS	18,958	
6000	CAPITAL OUTLAY		1,552,054
7900	RESERVE FOR CONTINGENCIES	1,533,096	
<b>Total Transfer Fund 41</b>		<b>\$1,552,054</b>	<b>\$1,552,054</b>
<b><u>Fund 72: Representation Fee Trust Fund</u></b>			
5000	OTHER OPERATING EXP & SERVICES		15,000
7900	RESERVE FOR CONTINGENCIES	15,000	
<b>Total Transfer Fund 72</b>		<b>\$15,000</b>	<b>\$15,000</b>
<b><u>Fund 79: Diversified Trust Fund</u></b>			
4000	SUPPLIES & MATERIALS		1,000
5000	OTHER OPERATING EXP & SERVICES	1,000	
<b>Total Transfer Fund 79</b>		<b>\$1,000</b>	<b>\$1,000</b>
<b><u>Fund 12: General Fund Restricted</u></b>			
8100	FEDERAL REVENUES	588,322	
8600	STATE REVENUES	503,374	
8800	LOCAL REVENUES	40,465	
1000	ACADEMIC SALARIES		103,646
2000	CLASSIFIED SALARIES		355,797
3000	EMPLOYEE BENEFITS		151,386
4000	SUPPLIES & MATERIALS		20,666
5000	OTHER OPERATING EXP & SERVICES		517,916
6000	CAPITAL OUTLAY		(17,250)
<b>Total Transfer Fund 12</b>		<b>\$1,132,161</b>	<b>\$1,132,161</b>
<b><u>Fund 33: Child Development Fund</u></b>			
8100	FEDERAL REVENUES	1,839,378	
8600	STATE REVENUES	(45,078)	
1000	ACADEMIC SALARIES		719,603
2000	CLASSIFIED SALARIES		364,702
3000	EMPLOYEE BENEFITS		496,425
4000	SUPPLIES & MATERIALS		32,404
5000	OTHER OPERATING EXP & SERVICES		181,166
<b>Total Transfer Fund 33</b>		<b>\$1,794,300</b>	<b>\$1,794,300</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 12/12/2016 To 01/22/2017  
Board Meeting on 02/06/2017**

<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b><u>Fund 79: Diversified Trust Fund</u></b>			
8800	LOCAL REVENUES	(11,201)	
4000	SUPPLIES & MATERIALS		4,000
5000	OTHER OPERATING EXP & SERVICES		7,196
6000	CAPITAL OUTLAY		7,500
7900	RESERVE FOR CONTINGENCIES		(29,897)
 <b>Total Transfer Fund 79</b>		<b>\$(11,201)</b>	<b>\$(11,201)</b>

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

**RECOMMENDATION**

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 12/12/2016 To 01/22/2017  
Board Meeting on 02/06/2017**

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.

<b>BUDGET TRANSFERS</b>	<b>From</b>	<b>To</b>
<b><u>Fund 11: General Fund Unrestricted</u></b>		
<b>B020138</b>	<b>12/19/16</b>	
2000	CLASSIFIED SALARIES	133,281
3000	EMPLOYEE BENEFITS	21,019
4000	SUPPLIES & MATERIALS	40,000
5000	OTHER OPERATING EXP & SERVICES	114,300
		<b>\$154,300</b>
<b>Total Reference B020138</b>		<b>\$154,300</b>
<b>Reason:</b> Adjustment		
<b>Description:</b> Fund dept needs per email vacant positions savings		
<b>B020176</b>	<b>01/06/17</b>	
2000	CLASSIFIED SALARIES	30,060
3000	EMPLOYEE BENEFITS	21,445
5000	OTHER OPERATING EXP & SERVICES	51,505
		<b>\$51,505</b>
<b>Total Reference B020176</b>		<b>\$51,505</b>
<b>Reason:</b> Adjustment		
<b>Description:</b> Cover 50% of Development Coordinator position under GF		
<b>B020195</b>	<b>01/12/17</b>	
5000	OTHER OPERATING EXP & SERVICES	31
7900	RESERVE FOR CONTINGENCIES	31
		<b>\$31</b>
<b>Total Reference B020195</b>		<b>\$31</b>
<b>Reason:</b> Adjustment		
<b>Description:</b> Fund music royalties SESAC invoice		
<b>B020198</b>	<b>01/12/17</b>	
1000	ACADEMIC SALARIES	31,591
3000	EMPLOYEE BENEFITS	8,316
5000	OTHER OPERATING EXP & SERVICES	39,907
		<b>\$39,907</b>
<b>Total Reference B020198</b>		<b>\$39,907</b>
<b>Reason:</b> Adjustment		
<b>Description:</b> Cover 30% salary Paunovic, M. FY 16/17		
<b><u>Fund 12: General Fund Restricted</u></b>		
<b>B020167</b>	<b>01/05/17</b>	
1000	ACADEMIC SALARIES	189,887
3000	EMPLOYEE BENEFITS	53,383
4000	SUPPLIES & MATERIALS	2,532
5000	OTHER OPERATING EXP & SERVICES	236,690
6000	CAPITAL OUTLAY	4,048
		<b>\$243,270</b>
<b>Total Reference B020167</b>		<b>\$243,270</b>
<b>Reason:</b> Special Project Adjustment		
<b>Description:</b> #2218 AEBG 15/16 carryover revised budget- CEC		

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

From 12/12/2016 To 01/22/2017

Board Meeting on 02/06/2017

**BUDGET TRANSFERS** From To

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

<b>B020149</b>	<b>01/03/17</b>		
4000	SUPPLIES & MATERIALS		139
5000	OTHER OPERATING EXP & SERVICES		6,275
6000	CAPITAL OUTLAY		3,750
7900	RESERVE FOR CONTINGENCIES	10,164	

<b>Total Reference B020149</b>	<b>\$10,164</b>	<b>\$10,164</b>
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**Reason:** Adjustment  
**Description:** Cover quote for painting job of building A & X & equipment

<b>B020182</b>	<b>01/09/17</b>		
4000	SUPPLIES & MATERIALS		139
6000	CAPITAL OUTLAY		3,750
7900	RESERVE FOR CONTINGENCIES	3,889	

<b>Total Reference B020182</b>	<b>\$3,889</b>	<b>\$3,889</b>
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**Reason:** Adjustment  
**Description:** Quote for On Deck Sports for softball field storage covers

<b>B020241</b>	<b>01/20/17</b>		
4000	SUPPLIES & MATERIALS		665
5000	OTHER OPERATING EXP & SERVICES		1,631
6000	CAPITAL OUTLAY		5,248
7900	RESERVE FOR CONTINGENCIES	7,544	

<b>Total Reference B020241</b>	<b>\$7,544</b>	<b>\$7,544</b>
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**Reason:** Adjustment  
**Description:** Quote for softball field: speaker & amplifier

**Fund 31: Bookstore Fund**

<b>B020192</b>	<b>01/10/17</b>		
4000	SUPPLIES & MATERIALS		10,000
7900	RESERVE FOR CONTINGENCIES	10,000	

<b>Total Reference B020192</b>	<b>\$10,000</b>	<b>\$10,000</b>
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**Reason:** Adjustment  
**Description:** Adjust budgets to cover 16/17 expenses

**Fund 33: Child Development Fund**

<b>B020250</b>	<b>01/20/17</b>		
4000	SUPPLIES & MATERIALS		235
7900	RESERVE FOR CONTINGENCIES	235	

<b>Total Reference B020250</b>	<b>\$235</b>	<b>\$235</b>
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**Reason:** Special Project Adjustment  
**Description:** SAC ECEC STAFF MTG: BOARDS GIFT OF READING

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 12/12/2016 To 01/22/2017  
Board Meeting on 02/06/2017**

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b><u>Fund 41: Capital Outlay Projects Fund</u></b>			
<b>B020069</b>	<b>12/12/16</b>		
6000	CAPITAL OUTLAY		28,500
7900	RESERVE FOR CONTINGENCIES	28,500	
<b>Total Reference B020069</b>		<b>\$28,500</b>	<b>\$28,500</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> Allocate funds to other contracted svcs			
<b>B020070</b>	<b>12/12/16</b>		
4000	SUPPLIES & MATERIALS	27,832	
6000	CAPITAL OUTLAY		27,832
<b>Total Reference B020070</b>		<b>\$27,832</b>	<b>\$27,832</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> Allocate funds to contracted svcs & relocation/moving			
<b>B020073</b>	<b>12/12/16</b>		
6000	CAPITAL OUTLAY		656,000
7900	RESERVE FOR CONTINGENCIES	656,000	
<b>Total Reference B020073</b>		<b>\$656,000</b>	<b>\$656,000</b>
<b>Reason:</b> New Budget			
<b>Description:</b> SCC SM17 Barrier Removal Ph 1- Exterior			
<b>B020086</b>	<b>12/13/16</b>		
6000	CAPITAL OUTLAY		313
7900	RESERVE FOR CONTINGENCIES	313	
<b>Total Reference B020086</b>		<b>\$313</b>	<b>\$313</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> Allocate funds to contractor services			
<b>B020112</b>	<b>12/14/16</b>		
6000	CAPITAL OUTLAY		200
7900	RESERVE FOR CONTINGENCIES	200	
<b>Total Reference B020112</b>		<b>\$200</b>	<b>\$200</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> Allocate funds to contractor services			
<b>B020129</b>	<b>12/16/16</b>		
6000	CAPITAL OUTLAY		4,000
7900	RESERVE FOR CONTINGENCIES	4,000	
<b>Total Reference B020129</b>		<b>\$4,000</b>	<b>\$4,000</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> Allocate funds to moving svcs			

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

From 12/12/2016 To 01/22/2017

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<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b>B020215</b>	<b>01/13/17</b>		
6000	CAPITAL OUTLAY		80,195
7900	RESERVE FOR CONTINGENCIES	80,195	
<b>Total Reference B020215</b>		<b>\$80,195</b>	<b>\$80,195</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Allocate fund to various objects and increase budget		
<b>B020216</b>	<b>01/13/17</b>		
6000	CAPITAL OUTLAY		5,450
7900	RESERVE FOR CONTINGENCIES	5,450	
<b>Total Reference B020216</b>		<b>\$5,450</b>	<b>\$5,450</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Allocate funds to various objects and increase budget		
<b>B020217</b>	<b>01/13/17</b>		
6000	CAPITAL OUTLAY		19,425
7900	RESERVE FOR CONTINGENCIES	19,425	
<b>Total Reference B020217</b>		<b>\$19,425</b>	<b>\$19,425</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Allocate funds to various objects and increase budget		
<b>B020218</b>	<b>01/13/17</b>		
6000	CAPITAL OUTLAY		176,350
7900	RESERVE FOR CONTINGENCIES	176,350	
<b>Total Reference B020218</b>		<b>\$176,350</b>	<b>\$176,350</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Allocate funds to various objects and increase budget		
<b>B020219</b>	<b>01/13/17</b>		
6000	CAPITAL OUTLAY		387,713
7900	RESERVE FOR CONTINGENCIES	387,713	
<b>Total Reference B020219</b>		<b>\$387,713</b>	<b>\$387,713</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Allocate funds to various objects and increase budget		
<b>B020220</b>	<b>01/13/17</b>		
6000	CAPITAL OUTLAY		49,950
7900	RESERVE FOR CONTINGENCIES	49,950	
<b>Total Reference B020220</b>		<b>\$49,950</b>	<b>\$49,950</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Allocate funds to various objects and increase budget		

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

From 12/12/2016 To 01/22/2017

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<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b>B020221</b>	<b>01/17/17</b>		
4000	SUPPLIES & MATERIALS		5,000
6000	CAPITAL OUTLAY		120,000
7900	RESERVE FOR CONTINGENCIES	125,000	
<b>Total Reference B020221</b>		<b>\$125,000</b>	<b>\$125,000</b>

**Reason:** Special Project Adjustment  
**Description:** Allot funds - Bldg/ER Reloc.

**Fund 72: Representation Fee Trust Fund**

<b>B020191</b>	<b>01/10/17</b>		
5000	OTHER OPERATING EXP & SERVICES		15,000
7900	RESERVE FOR CONTINGENCIES	15,000	
<b>Total Reference B020191</b>		<b>\$15,000</b>	<b>\$15,000</b>

**Reason:** Special Project Adjustment  
**Description:** Adj budgets to cover 16/17 expenses

**BUDGET INCREASES AND DECREASES**

**Revenue    Appropriation**

**Fund 12: General Fund Restricted**

<b>B020097</b>	<b>12/14/16</b>		
8600	STATE REVENUES	55,414	
1000	ACADEMIC SALARIES		19,461
2000	CLASSIFIED SALARIES		31,027
3000	EMPLOYEE BENEFITS		4,926
<b>Total Reference B020097</b>		<b>\$55,414</b>	<b>\$55,414</b>

**Reason:** New Budget  
**Description:** 16/17 Student Equity - SCC

**BUDGET INCREASES AND DECREASES**

**Revenue    Appropriation**

<b>B020098</b>	<b>12/14/16</b>		
8100	FEDERAL REVENUES	602,000	
2000	CLASSIFIED SALARIES		412,710
3000	EMPLOYEE BENEFITS		143,834
4000	SUPPLIES & MATERIALS		4,760
5000	OTHER OPERATING EXP & SERVICES		40,696
<b>Total Reference B020098</b>		<b>\$602,000</b>	<b>\$602,000</b>

**Reason:** New Budget  
**Description:** NEWB- 2017 SBA Funded

<b>B020099</b>	<b>12/14/16</b>		
8600	STATE REVENUES	100,000	
2000	CLASSIFIED SALARIES		22,323
3000	EMPLOYEE BENEFITS		1,351
4000	SUPPLIES & MATERIALS		9,600
5000	OTHER OPERATING EXP & SERVICES		66,726
<b>Total Reference B020099</b>		<b>\$100,000</b>	<b>\$100,000</b>

**Reason:** New Budget  
**Description:** NEWB- RHT DSN In-Region

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
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<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b>B020101</b>	<b>12/14/16</b>		
8600	STATE REVENUES	100,000	
2000	CLASSIFIED SALARIES		25,641
3000	EMPLOYEE BENEFITS		1,551
4000	SUPPLIES & MATERIALS		4,400
5000	OTHER OPERATING EXP & SERVICES		68,408
<b>Total Reference B020101</b>		<b>\$100,000</b>	<b>\$100,000</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	#2266 GTL DSN In-Region (SB858)		
<b>B020119</b>	<b>12/15/16</b>		
8800	LOCAL REVENUES	29,374	
1000	ACADEMIC SALARIES		27,500
3000	EMPLOYEE BENEFITS		1,874
<b>Total Reference B020119</b>		<b>\$29,374</b>	<b>\$29,374</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	NEWB- SP#3440 UCI Grad Student/Faculty Intern		
<b>B020123</b>	<b>12/15/16</b>		
8600	STATE REVENUES	27,393	
2000	CLASSIFIED SALARIES		20,420
3000	EMPLOYEE BENEFITS		1,591
4000	SUPPLIES & MATERIALS		4,654
5000	OTHER OPERATING EXP & SERVICES		728
<b>Total Reference B020123</b>		<b>\$27,393</b>	<b>\$27,393</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	NEWB-SP#2470 MESA		
<b>B020124</b>	<b>12/15/16</b>		
8600	STATE REVENUES	(91,795)	
2000	CLASSIFIED SALARIES		(54,276)
3000	EMPLOYEE BENEFITS		(33,754)
5000	OTHER OPERATING EXP & SERVICES		(3,765)
<b>Total Reference B020124</b>		<b>\$(91,795)</b>	<b>\$(91,795)</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	NEWB- SP#2417 SCC- SSSP		
<b>B020126</b>	<b>12/15/16</b>		
8600	STATE REVENUES	43,317	
1000	ACADEMIC SALARIES		(133)
2000	CLASSIFIED SALARIES		37,651
3000	EMPLOYEE BENEFITS		10,499
4000	SUPPLIES & MATERIALS		(700)
5000	OTHER OPERATING EXP & SERVICES		(3,000)
6000	CAPITAL OUTLAY		(1,000)
<b>Total Reference B020126</b>		<b>\$43,317</b>	<b>\$43,317</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	NEWB- SP# 2415 SCC-SSSP		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 12/12/2016 To 01/22/2017  
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<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b>B020127</b>	<b>12/15/16</b>		
8600	STATE REVENUES	(32,631)	
1000	ACADEMIC SALARIES		44,593
2000	CLASSIFIED SALARIES		(109,940)
3000	EMPLOYEE BENEFITS		28,078
4000	SUPPLIES & MATERIALS		1,000
5000	OTHER OPERATING EXP & SERVICES		2,298
6000	CAPITAL OUTLAY		1,340
<b>Total Reference B020127</b>		<b>\$(32,631)</b>	<b>\$(32,631)</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	NEWB- SP# 2412 SCC- SSSP		
<b>B020136</b>	<b>12/16/16</b>		
8600	STATE REVENUES	100,000	
4000	SUPPLIES & MATERIALS		654
5000	OTHER OPERATING EXP & SERVICES		99,346
<b>Total Reference B020136</b>		<b>\$100,000</b>	<b>\$100,000</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	NEWB- DSN- ICT/Digital Media		
<b>B020137</b>	<b>12/16/16</b>		
8600	STATE REVENUES	50,000	
1000	ACADEMIC SALARIES		13,207
3000	EMPLOYEE BENEFITS		2,293
4000	SUPPLIES & MATERIALS		3,000
5000	OTHER OPERATING EXP & SERVICES		31,500
<b>Total Reference B020137</b>		<b>\$50,000</b>	<b>\$50,000</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	NEWB- SP#2561 Coll Textbook Affordability Prog (AB 798)		
<b>B020157</b>	<b>01/04/17</b>		
8600	STATE REVENUES	96,832	
4000	SUPPLIES & MATERIALS		3,100
5000	OTHER OPERATING EXP & SERVICES		93,732
<b>Total Reference B020157</b>		<b>\$96,832</b>	<b>\$96,832</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	NEWB- Small Biz Reg'l #2269		
<b>B020169</b>	<b>01/06/17</b>		
8600	STATE REVENUES	107,858	
1000	ACADEMIC SALARIES		3,451
2000	CLASSIFIED SALARIES		11,413
3000	EMPLOYEE BENEFITS		1,352
4000	SUPPLIES & MATERIALS		(2,169)
5000	OTHER OPERATING EXP & SERVICES		106,425
6000	CAPITAL OUTLAY		(12,614)
<b>Total Reference B020169</b>		<b>\$107,858</b>	<b>\$107,858</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	#2218 AEBG 15/16 carryover revised budget- OEC		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 12/12/2016 To 01/22/2017  
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<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b>B020172</b>	<b>01/06/17</b>		
8600	STATE REVENUES	(62,780)	
2000	CLASSIFIED SALARIES		(43,108)
3000	EMPLOYEE BENEFITS		(16,172)
5000	OTHER OPERATING EXP & SERVICES		(3,500)
<b>Total Reference B020172</b>		<b>\$(62,780)</b>	<b>\$(62,780)</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	#2218 AEBG- CO revised budget DO, redirect funds to OEC		
<b>B020254</b>	<b>01/20/17</b>		
8600	STATE REVENUES	40,000	
5000	OTHER OPERATING EXP & SERVICES		40,000
<b>Total Reference B020254</b>		<b>\$40,000</b>	<b>\$40,000</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	CTE DU SEC NAV ICT/DM NEW BUD FY16/17		
<b>B020255</b>	<b>01/20/17</b>		
8600	STATE REVENUES	(40,000)	
5000	OTHER OPERATING EXP & SERVICES		(40,000)
<b>Total Reference B020255</b>		<b>\$(40,000)</b>	<b>\$(40,000)</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	FUNDS-CVR CTE DU SEC NAV ICT/DM GRNT AWRD		
<b><u>Fund 33: Child Development Fund</u></b>			
<b>B020096</b>	<b>12/14/16</b>		
8100	FEDERAL REVENUES	43,536	
4000	SUPPLIES & MATERIALS		1,000
5000	OTHER OPERATING EXP & SERVICES		42,536
<b>Total Reference B020096</b>		<b>\$43,536</b>	<b>\$43,536</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	NEWB #1290 EHS T&TA CY 2017		
<b>B020170</b>	<b>01/06/17</b>		
8100	FEDERAL REVENUES	1,795,842	
1000	ACADEMIC SALARIES		738,795
2000	CLASSIFIED SALARIES		369,485
3000	EMPLOYEE BENEFITS		508,085
4000	SUPPLIES & MATERIALS		38,700
5000	OTHER OPERATING EXP & SERVICES		140,777
<b>Total Reference B020170</b>		<b>\$1,795,842</b>	<b>\$1,795,842</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	NEWB- #1289 EHS CY 2017		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 12/12/2016 To 01/22/2017  
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<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b>B020171</b>	<b>01/06/17</b>		
8600	STATE REVENUES	(45,078)	
1000	ACADEMIC SALARIES		(19,192)
2000	CLASSIFIED SALARIES		(4,783)
3000	EMPLOYEE BENEFITS		(11,660)
4000	SUPPLIES & MATERIALS		(7,296)
5000	OTHER OPERATING EXP & SERVICES		(2,147)

<b>Total Reference B020171</b>	<b>\$(45,078)</b>	<b>\$(45,078)</b>
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**Reason:** Special Project Adjustment  
**Description:** #2218 AEBG-Zero out carryover budget DO, redirect funds to OEC

**Fund 79: Diversified Trust Fund**

<b>B020102</b>	<b>12/14/16</b>		
8800	LOCAL REVENUES	(11,201)	
4000	SUPPLIES & MATERIALS		4,000
5000	OTHER OPERATING EXP & SERVICES		7,196
6000	CAPITAL OUTLAY		7,500
7900	RESERVE FOR CONTINGENCIES		(29,897)

<b>Total Reference B020102</b>	<b>\$(11,201)</b>	<b>\$(11,201)</b>
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**Reason:** Special Project Adjustment  
**Description:** Alloc. fds to properly reflect COB 15/16 & reduce revenue proj

**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 12/12/2016 To 01/22/2017  
Board Meeting on 02/06/2017**

**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>
01/18/17	V0525887	Record interfund transfer from Diversified Trust Fund 79 to Capital Outlay Fund 41.	290,882.00

**RECOMMENDATION**

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

4.2 (13)

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

To:	Board of Trustees	Date: February 6, 2017
Re:	Approval of the Appointments and Reaffirmations for the Measure E Citizens' Bond Oversight Committee	
Action:	Request for Approval	

**BACKGROUND**

One of the requirements for bonds that are approved under the auspices of Proposition 39 is the provision of a Citizens' Bond Oversight Committee comprised of residents of the district who satisfy various categories of membership. The Board approved the membership of the original committee in December of 2002 and acts upon the appointment, reappointment and reaffirmation of the committee each year.

**ANALYSIS**

The committee terms are based on the calendar year. Therefore, we recommend that the committee for the 2017 calendar year be as follows:

<b>Name</b>	<b>Membership Category</b>	<b>Recommended Action</b>
Christopher Barrajas	SCC Student	Reaffirm
Christian Seyb	SAC Student	Reaffirm
Bruce Bauer	Business	Appoint
Denise Bittel	Senior Citizen Organization	Appoint
Vacant	Tax Payer Association	
R. Lewis Bratcher	Foundation – SAC	Appoint
Larry Cohn	Foundation – SCC	Reaffirm
Vacant	Community at Large – SCC	
Beatriz Mendoza	Community at Large – SAC	Appoint

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the appointments and reaffirmations of the Measure E Citizens' Bond Oversight Committee for the 2017 calendar year as presented.

Fiscal Impact:	None	Board Date: February 6, 2017
Prepared by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

To:	Board of Trustees	Date: February 6, 2017
Re:	Approval of Appointments and Reaffirmations for the Measure Q Citizens' Bond Oversight Committee	
Action:	Request for Approval	

**BACKGROUND**

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

**ANALYSIS**

The committee terms are based on the calendar year. Therefore, we recommend that the committee for the 2017 calendar year be as follows:

<b>Name</b>	<b>Membership Category</b>	<b>Recommended Action</b>
Erik Peterson	SAC Student	Reaffirm
Bruce Bauer	Business	Appoint
Rene Guzman	Senior Citizen Organization	Reaffirm
Cecilia Aguiñaga	Taxpayer Association	Reaffirm
R. Lewis Bratcher	Foundation – SAC	Appoint
Jim Hossfeld	Community at Large #1	Reaffirm
Irma Avila Macias	Community at Large #2	Reaffirm
Kenneth Nguyen	Community at Large #3	Reaffirm
Manuel Peña	Community at Large #4	Reaffirm
David Brandt	Community at Large #5	Reaffirm
Vacant	Community at Large #6	

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the appointments and reaffirmations of the Measure Q Citizens' Bond Oversight Committee for the 2017 calendar year as presented.

Fiscal Impact:	None	Board Date: February 6, 2017
Prepared by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

To:	Board of Trustees	Date: February 6, 2017
Re:	Approval of Lease Agreement between RSCCD and Congressman Jose Luis "Lou" Correa at the District Office, 2323 N. Broadway, Santa Ana, CA	
Action:	Request for Approval	

**BACKGROUND**

Congressman Jose Luis “Lou” Correa has requested to lease available office space in the Rancho Santiago Community College District Office located at 2323 N. Broadway in Santa Ana. Congressman Correa leased office space at the District Office in his previous capacity as a State Senator from 2007 through 2014.

**ANALYSIS**

The attached lease agreement has been prepared and submitted for approval by the U.S. House of Representatives’ legal Counsel in Washington, DC. The office space is approximately 2,646 square feet and is located on the third floor of the District Office at 2323 N. Broadway. The term of this lease may not exceed two (2) years beginning January 3, 2017 and may not extend beyond January 2, 2019 which is the end of the constitutional term. The monthly rent shall be \$5,292 per month (\$2 per square foot) due by the last day of each calendar month. Early termination of this lease will require 30 days advanced written notice. Tenant improvements to be made by the District and recouped through the lease payments.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the lease agreement between Rancho Santiago Community College District and Congressman Correa as presented.

Fiscal Impact:	\$5,292 x 12 months per year	Board Date: February 6, 2017
Prepared by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

*U.S. House of Representatives*

Washington, D.C. 20515

**District Office Lease**

(Page 1 of 3 – 115<sup>th</sup> Congress)

Pursuant to 2 U.S.C.A. § 4313, and the Regulations of the Committee on House Administration (as modified from time to time by Committee Order) relating to office space in home districts, \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_,  
(Landlord's name) (Landlord's street address, city, state, ZIP code)

(“Lessor”), and \_\_\_\_\_, a Member/Member-Elect of the U.S. House of Representatives (“Lessee”), agree as follows:

1. **Location.** Lessor shall lease to Lessee \_\_\_\_\_ square feet of office space located at \_\_\_\_\_  
(Office street address)  
in the city, state and ZIP code of \_\_\_\_\_.  
(Office city, state and ZIP)

2. **Lease Amenities.** Lessee shall be entitled to receive and Lessor shall be required to provide the amenities selected in Section A of the District Office Lease Attachment (“Attachment”) accompanying this Lease.

3. **Term.** Lessee shall have and hold the leased premises for the period beginning \_\_\_\_\_, 20\_\_\_\_ and ending \_\_\_\_\_, 20\_\_\_\_. The term of this District Office Lease (“Lease”) may not exceed two (2) years and may not extend beyond January 2, 2019, which is the end of the constitutional term of the Congress to which the Member is elected.

4. **Rent.** The monthly rent shall be \$\_\_\_\_\_, and is payable in arrears on or before the last day of each calendar month. Rent payable under this Lease shall be prorated on a daily basis for any fraction of a month of occupancy.

5. **Early Termination.** This Lease may be terminated by either party giving \_\_\_\_\_ days’ prior written notice to the other party. The commencement date of such termination notice shall be the date such notice is delivered or, if mailed, the date such notice is postmarked.

6. **Payments.** During the term of this Lease, rent payments under Section 4 of this Lease shall be remitted to the Lessor by the Chief Administrative Officer of the U.S. House of Representatives (the “CAO”) on behalf of the Lessee.

7. **District Office Lease Attachment for 115<sup>th</sup> Congress.** The District Office Lease Attachment attached hereto is incorporated herein by reference, and this Lease shall have no force or effect unless and until accompanied by an executed District Office Lease Attachment for the 115<sup>th</sup> Congress.

8. **Counterparts.** This Lease may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.

9. **Section Headings.** The section headings of this Lease are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.

**District Office Lease**

(Page 2 of 3 – 115<sup>th</sup> Congress)

10. **Modifications.** Any amendments, additions or modifications to this Lease inconsistent with Sections 1 through 9 above shall have no force or effect to the extent of such inconsistency.
11. **Other.** Additionally, the Lessor and the Lessee agree to the following:

*[Signature page follows.]*

*U.S. House of Representatives*

Washington, D.C. 20515

**District Office Lease**

(Page 3 of 3 – 115<sup>th</sup> Congress)

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease as of the later date written below by the Lessor or the Lessee.

\_\_\_\_\_  
*Print Name of Lessor/Landlord/Company*

\_\_\_\_\_  
*Print Name of Lessee*

By: \_\_\_\_\_  
*Lessor Signature*

\_\_\_\_\_  
*Lessee Signature*

Name:  
Title:

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

***This District Office Lease must be accompanied with an executed District Office Lease Attachment.***

## District Office Lease Attachment- Instructions

The District Office Lease Attachment must accompany *every* Lease or District Office Lease Amendment that is submitted for a Member/Member-Elect's District Office.

**NO LEASE, AMENDMENT OR ATTACHMENT CAN BE SIGNED BEFORE THEY HAVE BEEN APPROVED BY THE ADMINISTRATIVE COUNSEL.**

**The term of a District Office Lease or Amendment for the 115<sup>th</sup> Congress may not commence prior to January 3, 2017.**

**Members should endeavor to lease space through the last day of a congressional term rather than the last day of a calendar year. For the 115<sup>th</sup> Congress, leases should end on January 2, 2019, not December 31, 2018.**

A few things to keep in mind:

- A. The Member/Member-Elect is required to personally sign the documents.
- B. The Member/Member-Elect must indicate in Section A ("Lease Amenities") of the Attachment whether the proposed leased space will serve as a flagship district office.
- C. The Lessor must complete the amenities checklist in Section A ("Lease Amenities"), unless the checkbox at the top of the amenities checklist is marked to indicate that amenities are listed elsewhere in the Lease.
- D. Broadband/cable availability can be confirmed by visiting [www.broadbandmap.gov](http://www.broadbandmap.gov) and entering the address of the proposed leased space.
- E. Section B ("Additional Terms and Conditions") of the Attachment **SHALL NOT** have any provisions deleted or changed.
- F. Even if rent is zero, an Attachment is still required.
- G. **Prior to either party signing a Lease or Amendment, the Member/Member-Elect must submit the proposed Lease or Amendment, accompanied by a copy of the Attachment, to the Administrative Counsel for review and approval.** If the Administrative Counsel determines that the proposed terms and conditions of the Lease or Amendment are in compliance with applicable law and House Rules and Regulations, the Administrative Counsel will notify the Member/Member-Elect that (s)he may proceed with the execution of the Lease or Amendment. Please submit the proposed Lease or Amendment and Attachment either by e-mail in PDF form ([leases@mail.house.gov](mailto:leases@mail.house.gov)) or by fax (202-225-6999).
- H. Once signed by both parties, the Lease or Amendment and the Attachment must be submitted to the Administrative Counsel for final approval. The Attachment should be submitted at the same time the Lease or Amendment is sent to the Administrative Counsel. They may be sent by email in PDF form or faxed to (202-225-6999).
- I. Without a properly signed and submitted Attachment, the Lease or Amendment cannot be approved and payments will not be made. The parties agree that any charges for default, early termination or cancellation of the Lease or Amendment which result from actions taken by or on behalf of the Lessee shall be the sole responsibility of the Lessee, and are not reimbursable from the Member's Representational Allowance.
- J. **Lessor shall provide a copy of any assignment, estoppel certificate, notice of a bankruptcy or foreclosure, or notice of a sale or transfer of the leased premises to the Administrative Counsel by e-mail in PDF form ([leases@mail.house.gov](mailto:leases@mail.house.gov)).**

## District Office Lease Attachment

(Page 1 of 5 – 115<sup>th</sup> Congress)

### SECTION A (Lease Amenities)

Section A designates whether the leased space will be the Member/Member-Elect's flagship (primary) office and sets forth the amenities provided by the Lessor to be included in the Lease. Except as noted below, the amenities listed are not required for all district offices.

#### To be completed by the Member/Member-elect:

- The leased space will serve as my flagship (primary) District Office.
- The leased space will NOT serve as my flagship (primary) District Office.

#### To be completed by the Lessor:

- Amenities are separately listed elsewhere in the Lease.  
(The below checklist can be left blank if the above box is checked.)

The Lease includes (please check and complete all that apply):  
(Items marked with an asterisk and in bold are **required** for all flagship offices of Freshman Members of the 115<sup>th</sup> Congress.)

- \* **Broadband and/or Cable Access to the Leased Space (e.g. Comcast, Cox, Verizon, etc.).**  
(Verify broadband access by entering the address of the leased space at [www.broadbandmap.gov](http://www.broadbandmap.gov))
- \* **Interior Wiring CAT 5e or Better within Leased Space.**
- Lockable Space for Networking Equipment.
- Telephone Service Available.
- Parking.       \_\_\_ Assigned Parking Spaces  
                           \_\_\_ Unassigned Parking Spaces  
                           General Off-Street Parking on an As-Available Basis
- Utilities. Includes: \_\_\_\_\_
- Janitorial Services. Frequency: \_\_\_\_\_
- Trash Removal. Frequency: \_\_\_\_\_
- Carpet Cleaning. Frequency: \_\_\_\_\_
- Window Washing.     Window Treatments.
- Tenant Alterations Included In Rental Rate.
- After Hours Building Access.
- Office Furnishings. Includes: \_\_\_\_\_
- Cable TV Accessible. If checked, Included in Rental Rate:  Yes  No
- Building Manager.  Onsite  On Call    Contact Name: \_\_\_\_\_  
                          Phone Number: \_\_\_\_\_    Email Address: \_\_\_\_\_

Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.  
Copies may also be faxed to 202-225-6999.

## **District Office Lease Attachment**

(Page 2 of 5 – 115<sup>th</sup> Congress)

### **SECTION B (Additional Terms and Conditions)**

1. **Incorporated District Office Lease Attachment.** Lessor (Landlord) and Lessee (Member/Member-Elect of the U.S. House of Representatives) agree that this District Office Lease Attachment (“Attachment”) is incorporated into and made part of the Lease (“Lease”) and, if applicable, District Office Lease Amendment (“Amendment”) to which it is attached.
2. **Performance.** Lessor expressly acknowledges that neither the U.S. House of Representatives (the “House”) nor its Officers are liable for the performance of the Lease. Lessor further expressly acknowledges that payments made by the Chief Administrative Officer of the House (the “CAO”) to Lessor to satisfy Lessee’s rent obligations under the Lease – which payments are made solely on behalf of Lessee in support of his/her official and representational duties as a Member of the House – shall create no legal obligation or liability on the part of the CAO or the House whatsoever. Lessee shall be solely responsible for the performance of the Lease and Lessor expressly agrees to look solely to Lessee for such performance.
3. **Modifications.** Any amendment to the Lease must be in writing and signed by the Lessor and Lessee. Lessor and Lessee also understand and acknowledge that the Administrative Counsel for the CAO (“Administrative Counsel”) must review and give approval of any amendment to the Lease prior to its execution.
4. **Compliance with House Rules and Regulations.** Lessor and Lessee understand and acknowledge that the Lease shall not be valid, and the CAO will not authorize the disbursement of funds to the Lessor, until the Administrative Counsel has reviewed the Lease to determine that it complies with the Rules of the House and the Regulations of the Committee on House Administration, and approved the Lease by signing the last page of this Attachment.
5. **Payments.** The Lease is a fixed term lease with monthly installments for which payment is due in arrears on or before the end of each calendar month. In the event of a payment dispute, Lessor agrees to contact the Office of Finance of the House at 202-225-7474 to attempt to resolve the dispute before contacting Lessee.
6. **Void Provisions.** Any provision in the Lease purporting to require the payment of a security deposit shall have no force or effect. Furthermore, any provision in the Lease purporting to vary the dollar amount of the rent specified in the Lease by any cost of living clause, operating expense clause, pro rata expense clause, escalation clause, or any other adjustment or measure during the term of the Lease shall have no force or effect.
7. **Certain Charges.** The parties agree that any charge for default, early termination or cancellation of the Lease which results from actions taken by or on behalf of the Lessee shall be the sole responsibility of the Lessee, and shall not be paid by the CAO on behalf of the Lessee.
8. **Death, Resignation or Removal.** In the event Lessee dies, resigns or is removed from office during the term of the Lease, the Clerk of the House may, at his or her sole option, either: (a)

*Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.  
Copies may also be faxed to 202-225-6999.*

## **District Office Lease Attachment**

(Page 3 of 5 – 115<sup>th</sup> Congress)

terminate the Lease by giving thirty (30) days' prior written notice to Lessor; or (b) assume the obligation of the Lease and continue to occupy the premises for a period not to exceed sixty (60) days following the certification of the election of the Lessee's successor. In the event the Clerk elects to terminate the Lease, the commencement date of such thirty (30) day termination notice shall be the date such notice is delivered to the Lessor or, if mailed, the date on which such notice is postmarked.

9. **Term.** The term of the Lease may not exceed the constitutional term of the Congress to which the Lessee has been elected. The Lease may be signed by the Member-Elect before taking office. Should the Member-Elect not take office to serve as a Member of the 115<sup>th</sup> Congress, the Lease will be considered null and void.
10. **Early Termination.** If either Lessor or Lessee terminates the Lease under the terms of the Lease, the terminating party agrees to promptly file a copy of any termination notice with the Office of Finance, U.S. House of Representatives, O'Neill Federal Building, Suite 3220, Attn: Levi Matthews, Washington, D.C. 20515, and with the Administrative Counsel by e-mail at leases@mail.house.gov.
11. **Assignments.** Lessor shall not have the right to assign (by operation of law or otherwise) any of its rights, interests and obligations under the Lease, in whole or in part, without providing thirty (30) days prior written notice to Lessee, and any such purported assignment without such notice shall be void. Lessor shall promptly file a copy of any such assignment notice with the Administrative Counsel by e-mail at leases@mail.house.gov.
12. **Sale or Transfer of Leased Premises.** Lessor shall provide thirty (30) days prior written notice to Lessee in the event (a) of any sale to a third party of any part of the leased premises, or (b) Lessor transfers or otherwise disposes of any of the leased premises, and provide documentation evidencing such sale or transfer in such notice. Lessor shall promptly file a copy of any such sale or transfer notice with the Administrative Counsel by e-mail at leases@mail.house.gov.
13. **Bankruptcy and Foreclosure.** In the event (a) Lessor is placed in bankruptcy proceedings (whether voluntarily or involuntarily), (b) the leased premises is foreclosed upon, or (c) of any similar occurrence, Lessor agrees to promptly notify Lessee in writing. Lessor shall promptly file a copy of any such notice with the Office of Finance, U.S. House of Representatives, O'Neill Federal Building, Suite 3220, Attn: Levi Matthews, Washington, D.C. 20515, and with the Administrative Counsel by e-mail at leases@mail.house.gov.
14. **Estoppel Certificates.** Lessee agrees to sign an estoppel certificate relating to the leased premises (usually used in instances when the Lessor is selling or refinancing the building) upon the request of the Lessor. Such an estoppel certificate shall require the review of the Administrative Counsel, prior to Lessee signing the estoppel certificate. Lessor shall promptly provide a copy of any such estoppel certificate to the Administrative Counsel by e-mail at leases@mail.house.gov.

*Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.  
Copies may also be faxed to 202-225-6999.*

## **District Office Lease Attachment**

(Page 4 of 5 – 115<sup>th</sup> Congress)

- 15. Maintenance of Common Areas.** Lessor agrees to maintain in good order, at its sole expense, all public and common areas of the building including, but not limited to, all sidewalks, parking areas, lobbies, elevators, escalators, entryways, exits, alleys and other like areas.
- 16. Maintenance of Structural Components.** Lessor also agrees to maintain in good order, repair or replace as needed, at its sole expense, all structural and other components of the premises including, but not limited to, roofs, ceilings, walls (interior and exterior), floors, windows, doors, foundations, fixtures, and all mechanical, plumbing, electrical and air conditioning/heating systems or equipment (including window air conditioning units provided by the Lessor) serving the premises.
- 17. Lessor Liability for Failure to Maintain.** Lessor shall be liable for any damage, either to persons or property, sustained by Lessee or any of his or her employees or guests, caused by Lessor's failure to fulfill its obligations under Sections 15 and 16.
- 18. Initial Alterations.** Lessor shall make any initial alterations to the leased premises, as requested by Lessee and subject to Lessor's consent, which shall not be unreasonably withheld. The cost of such initial alterations shall be included in the annual rental rate.
- 19. Federal Tort Claims Act.** Lessor agrees that the Federal Tort Claims Act, 28 U.S.C. §§ 2671-80, satisfies any and all obligations on the part of the Lessee to purchase private liability insurance. Lessee shall not be required to provide any certificates of insurance to Lessor.
- 20. Limitation of Liability.** Lessor agrees that neither Lessee nor the House nor any of the House's officers or employees will indemnify or hold harmless Lessor against any liability of Lessor to any third party that may arise during or as a result of the Lease or Lessee's tenancy.
- 21. Compliance with Laws.** Lessor shall be solely responsible for complying with all applicable permitting and zoning ordinances or requirements, and with all local and state building codes, safety codes and handicap accessibility codes (including the Americans with Disabilities Act), both in the common areas of the building and the leased space of the Lessee.
- 22. Electronic Funds Transfer.** Lessor agrees to accept monthly rent payments by Electronic Funds Transfer and agrees to provide the Office of Finance, U.S. House of Representatives, with all banking information necessary to facilitate such payments.
- 23. Refunds.** Lessor shall promptly refund to the CAO, without formal demand, any payment made to the Lessor by the CAO for any period for which rent is not owed because the Lease has ended or been terminated.
- 24. Conflict.** Should any provision of this Attachment be inconsistent with any provision of the attached Lease or attached Amendment, the provisions of this Attachment shall control, and those inconsistent provisions of the Lease or the Amendment shall have no force and effect to the extent of such inconsistency.

*Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.  
Copies may also be faxed to 202-225-6999.*

**District Office Lease Attachment**  
(Page 5 of 5 – 115<sup>th</sup> Congress)

- 25. **Construction.** Unless the clear meaning requires otherwise, words of feminine, masculine or neuter gender include all other genders and, wherever appropriate, words in the singular include the plural and vice versa.
- 26. **Fair Market Value.** The Lease or Amendment is entered into at fair market value as the result of a bona fide, arms-length, marketplace transaction. The Lessor and Lessee certify that the parties are not relatives nor have had, or continue to have, a professional or legal relationship (except as a landlord and tenant).
- 27. **District Certification.** The Lessee certifies that the office space that is the subject of the Lease is located within the district the Lessee was elected to represent unless otherwise authorized by Regulations of the Committee on House Administration.
- 28. **Counterparts.** This Attachment may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.
- 29. **Section Headings.** The section headings of this Attachment are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease Attachment as of the later date written below by the Lessor or the Lessee.

_____ <i>Print Name of Lessor/Landlord</i>	_____ <i>Print Name of Lessee</i>
By: _____ <i>Lessor Signature</i> Name: Title:	_____ <i>Lessee Signature</i>
_____ <i>Date</i>	_____ <i>Date</i>

From the Member's Office, who is the point of contact for questions? Name _____ Phone (_____) _____ E-mail _____@mail.house.gov
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**This District Office Lease Attachment and the attached Lease or Amendment have been reviewed and are approved, pursuant to Regulations of the Committee on House Administration.**

Signed \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_.  
(Administrative Counsel)

<i>Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515. Copies may also be faxed to 202-225-6999.</i>
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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES**

To:	Board of Trustees	Date: February 6, 2017
Re:	Approval of the Quarterly Financial Status Report (CCFS-311Q) for period ended December 31, 2016	
Action:	Request for Approval	

**BACKGROUND**

Pursuant to §58310 of Title 5 of the California Code of Regulations, each California community college district shall submit a report showing the financial and budgetary conditions of the district, including outstanding obligations, to the governing board on a quarterly basis. The CCFS-311Q is the prescribed, routine report submitted to the System Office satisfying this requirement.

Attached is the California Community Colleges Quarterly Financial Status Report form CCFS-311Q for the second quarter in fiscal year 2016-17 ended December 31, 2016.

**ANALYSIS**

The quarterly report shows the projected unrestricted General Fund revenues and expenditures for this year as well as the actual amounts from the previous three fiscal years. For the six months covered in this report, the District has recognized 48.5% of budgeted revenues and other financing sources and 41.5% of budgeted expenditures and other outgo in the unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the CCFS-311Q for the period ending December 31, 2016 as presented.

Fiscal Impact:	Not Applicable	Board Date: February 6, 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	

California Community Colleges  
**QUARTERLY FINANCIAL STATUS REPORT, CCFS-311Q**  
 Fiscal Year 2016-2017

District: (870) Rancho Santiago Community College

Quarter Ended: December 31, 2016

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

As of June 30 for fiscal year specified.

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Projected
<b>Revenues:</b>				
Unrestricted General Fund Revenues (Objects 8100, 8600, and 8800)	143,325,250	149,635,311	188,116,801	173,875,290
Other Financing Sources (Objects 8900)	100,667	8,977	8,449	8,877
<b>Total Unrestricted Revenues</b>	<b>143,425,917</b>	<b>149,644,288</b>	<b>188,125,250</b>	<b>173,884,167</b>
<b>Expenditures:</b>				
(Objects 1000-6000)	144,496,127	148,614,551	160,363,539	182,274,790
Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	9,296,288	2,379,302	16,744,553	1,750,000
<b>Total Unrestricted Expenditures</b>	<b>153,792,415</b>	<b>150,993,853</b>	<b>177,108,092</b>	<b>184,024,790</b>
<b>Revenues Over(Under)Expenditures</b>	<b>(10,366,498)</b>	<b>(1,349,565)</b>	<b>11,017,158</b>	<b>(10,140,623)</b>
<b>Fund Balance, Beginning</b>	<b>37,633,190</b>	<b>27,266,692</b>	<b>25,917,127</b>	<b>36,934,285</b>
Prior Year Adjustments + (-)	0	0	0	0
<b>Adjusted Fund Balance, Beginning</b>	<b>37,633,190</b>	<b>27,266,692</b>	<b>25,917,127</b>	<b>36,934,285</b>
<b>Fund Balance, Ending</b>	<b>27,266,692</b>	<b>25,917,127</b>	<b>36,934,285</b>	<b>26,793,662</b>
% of GF Balance to GF Expenditures	17.7%	17.2%	20.9%	14.6%

II. Annualized Attendance FTES:

Annualized FTES				
(Excluding apprentices and non-residents)	28,628	28,908	28,901	28,275

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	As of the specified quarter ended for each fiscal year presented			
	2013-14	2014-15	2015-16	2016-17
General Fund Cash Balance (Excluding Borrowed Funds)	33,269,630	34,209,983	52,438,278	68,483,176

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col.2)
<b>Revenues:</b>				
Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	173,565,942	173,875,290	84,368,553	48.5%
Other Financing Sources (Objects 8900)	5,000	5,000	8,877	177.5%
<b>Total Unrestricted Revenues</b>	<b>173,570,942</b>	<b>173,880,290</b>	<b>84,377,430</b>	<b>48.5%</b>
<b>Expenditures:</b>				
Unrestricted General Fund Expenditures (Objects 1000-6000)	179,641,035	182,274,790	74,864,477	41.1%
Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,750,000	1,750,000	1,499,998	85.7%
<b>Total Unrestricted Expenditures</b>	<b>181,391,035</b>	<b>184,024,790</b>	<b>76,364,475</b>	<b>41.5%</b>
<b>Revenues Over(Under) Expenditures</b>	<b>(7,820,093)</b>	<b>(10,144,500)</b>	<b>8,012,955</b>	
Adjusted Fund Balance, Beginning	36,934,285	36,934,285	36,934,285	
<b>Fund Balance, Ending</b>	<b>29,114,192</b>	<b>26,789,785</b>	<b>44,947,240</b>	
% of UGF Fund Balance to UGF Expenditures	16.1%	14.6%		

V. Has the district settled any employee contracts during this quarter? YES  NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

**SALARIES**

Contract Period Settled (Specify)	Management		Academic**		Classified/Confidential	
	*Total Salary /Cost Increase %		*Total Salary /Cost Increase %		*Total Salary /Cost Increase %	
Year 1						
Year 2						
Year 3						

\*As specified in Collective Bargaining Agreement.

**BENEFITS**

Contract Period Settled (Specify)	Management		Academic		Classified/Confidential	
	Total Salary Cost Increase		Total Salary Cost Increase		Total Salary Cost Increase	
Year 1						
Year 2						
Year 3						

Include a statement regarding the source of revenues to pay salary and benefit increases, e.g., from the district's reserves from cost-of-living, etc.:

VI. Did the district have significant events for the quarter (include incidence of long-term debt, settlement of audit citations or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

YES  NO

If yes, list events and their financial ramifications. (Include additional pages of explanation if needed.)

VII. Does the district have significant fiscal problems that must be addressed this year?

YES  NO

Next Year?

YES  NO

**CERTIFICATION**

Rancho Santiago Community College District

To the best of my knowledge, the data contained in this report are correct.

To the best of my knowledge, the data contained in this report are correct. I further certify that this report was/will be presented at the governing board meeting specified below, afforded the opportunity to be discussed and entered into the minutes of that meeting.

\_\_\_\_\_  
District Chief Business Officer Date

\_\_\_\_\_  
District Chief Executive Officer Date

Quarter Ended: December 31, 2016

Governing Board Meeting Date: February 6, 2017

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

To: Board of Trustees	Date: February 6, 2017
Re: Quarterly Investment Report as of December 31, 2016	
Action: For Information	

**BACKGROUND**

The Quarterly Investment Report for the quarter ended December 31, 2016 is submitted in accordance with §53646(b) of Title 5 of the Government Code. The District's funds are held and invested with the Orange County Treasurer and the State of California Local Agency Investment Fund (LAIF).

**ANALYSIS**

The District's investments and any areas of noncompliance are shown on the following included documents: (1) the Statement of Cash as of December 31, 2016 for all District funds; (2) excerpts from the Orange County Treasurer's Investment Report for the month ended December 31, 2016, and (3) a copy of the State of California Local Agency Investment Fund (LAIF) "Remittance Advice" for the period ending December 31, 2016.

All investments for the quarter ended December 31, 2016 are in accordance with Board Policy 6320, and there has been no change in the policy during this quarter.

**RECOMMENDATION**

The quarterly investment report as of December 31, 2016 is presented as information.

Fiscal Impact: None	Board Date: February 6, 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**  
**Statement of Cash**  
**December 31, 2016**

Description	Amount	Interest Rate	QTR	% of Investment
Orange County Treasurer				
General Obligation Bonds	28,546,870	0.82%	Oct - Dec	11.42%
Bond Sinking Funds	26,465,352	0.82%	Oct - Dec	10.59%
All Other Funds	194,446,393	0.82%	Oct - Dec	77.78%
Local Agency Investment Fund (LAIF)	151,558	0.68%	Oct - Dec	0.06%
Revolving Fund, Refundable Deposits and Cash in Banks	374,542	0.00%	Oct - Dec	0.15%
	<u>249,984,715</u>			<u>100.00%</u>

## Rancho Santiago Community College District

### Cash Position December 31, 2016

	County Fund	RSCCD Fund	Cash in County 9110	Cash in County-Perkins 9111	Cash in County - Cal Grants 9112	Restricted Cash for GO Bonds 9119	Cash Clearing 912X	Revolving Cash 9130	Cash with Fiscal Agent 9135	LAIF 9150	Fund Total
General Fund (11 & 12 & 13)	1	11/12/13	68,382,329				847	100,000			68,483,176
Child Development Fund	12	33	1,506,941								1,506,941
Bond Fund Measure E	22	42	1,416,263								1,416,263
Bond Fund Measure Q	23	43	27,130,607								27,130,607
Bond Int & Red Fund	31	21-24				26,465,352					26,465,352
Capital Outlay Projects Fund	40	41	62,500,201				(33)				62,500,168
Workers' Compensation Fund	68	62	7,482,387						10,000		7,492,387
Property and Liability Fund	70	61	3,692,960						25,000		3,717,960
Retiree Benefits Fund	71	63	49,772,070							151,558	49,923,628
Student Financial Aid	74	74	1,078,401	31,104			238,728				1,348,233
<b>Totals</b>			<b>222,962,159</b>	<b>31,104</b>	<b>-</b>	<b>26,465,352</b>	<b>239,542</b>	<b>100,000</b>	<b>35,000</b>	<b>151,558</b>	<b>249,984,715</b>

4.7 (3)



OFFICE OF THE TREASURER-TAX COLLECTOR  
SHARI L. FREIDENRICH, CPA, CCMT, CPFA, ACPFIM



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## INTERDEPARTMENTAL COMMUNICATION

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**Date:** January 17, 2017

**To:** Supervisor Lisa Bartlett, Chairwoman  
Supervisor Michelle Steel, Vice-Chair  
Supervisor Andrew Do  
Supervisor Todd Spitzer  
Supervisor Shawn Nelson

**From:** Shari L. Freidenrich, CPA, CCMT, CPFA, ACPFIM *SF*

**Subject:** Treasurer's Investment Report for the Month Ended December 31, 2016

---

Attached, please find the Treasurer's Investment Report for the County of Orange for the month ended December 31, 2016. The County Treasurer provides this report in compliance with California Government Code Sections 53607, 53646, and 27134 and the County's Investment Policy Statement (IPS). We have included some charts and other data for your information including charts on fund composition and the top ten pool participants. This report is also publicly available on our website at [ocgov.com/ocinvestments](http://ocgov.com/ocinvestments).

### INVESTMENT POOL COMPOSITION

The investments contained within this report are as of December 31, 2016. The Investment Pool Statistics summary shows the total investment responsibility of the County Treasurer as delegated by the Board of Supervisors: the Orange County Investment Pool (OCIP) that includes the Voluntary Participants' funds, the Orange County Educational Investment Pool (OCEIP), the John Wayne Airport Investment Fund and various other non-Pooled investment funds. The investment practices and policies of the Treasurer are based on compliance with State law and prudent money management. The primary goal is to invest public funds in a manner which will provide maximum security of principal invested with secondary emphasis on providing adequate liquidity to Pool Participants and lastly to achieve a market rate of return within the parameters of prudent risk management while conforming to all applicable statutes and resolutions governing the investment of public funds.

The County Treasurer established three Money Market Funds, the Orange County Money Market Fund, the Orange County Educational Money Market Fund, and the John Wayne Airport Investment Fund, which all are invested in cash-equivalent securities and provide liquidity for immediate cash needs. Standard & Poor's, on June 16, 2016, reaffirmed their highest rating of AAAM on the Orange County and the Educational Money Market Funds. The County Treasurer also established the Extended Fund that is invested to meet cash needs between one and five years out. The Orange County Investment Pool is comprised of the Orange County Money Market Fund and portions of the Extended Fund. The Orange County Educational Investment Pool is comprised of the Orange County Educational Money Market Fund and portions of the Extended Fund.

The maximum maturity of investments for the Orange County and Educational Money Market Funds is 13 months, with a maximum weighted average maturity (WAM) of 60 days, and they have a current WAM of 35 and 35 respectively. The maximum maturity of investments for the John Wayne Investment Fund is 15 months, with a maximum WAM of 90 days, and a current WAM of 70. The maximum maturity of the Extended Fund is five years, with duration not to exceed the Merrill Lynch 1-3 Year index +25% (2.37). The duration is currently at 1.38. The investments in all of the funds are marked to market daily to determine the value of the funds. To further maintain safety, adherence to an investment strategy of only purchasing top-rated securities and diversification of instrument types and maturities is required.

## **ECONOMIC UPDATE**

In December, the job market added 156,000 new jobs, and November's job numbers were revised upwards by 26,000 to 204,000. The U.S. unemployment rate for December rose to 4.7% up from 4.6% in November. U.S. gross domestic product (GDP) was revised up for the third quarter of 2016 from an annualized rate of 3.2% to 3.5%. The Empire State Manufacturing Index increased to 9.0, while the Philadelphia Fed Index increased to 21.5, up from 7.6 in November. The Federal Reserve uses these indexes as regional economic gauges, and a reading above zero signals economic expansion. With respect to housing, the S&P/CaseShiller Index reported that housing prices continue to show positive momentum as year-over-year prices increased for the fifty-fourth consecutive month in October, up 5.61% from a year ago. The index for pending home sales increased 1.43% on a year-over-year basis in November. The 10-year Treasury rate increased eight basis points in December to 2.45%.

The short-term 90-day T-bill ended the month at 0.51%, up from 0.48% in November. The rate on the 2-year Treasury note was 1.20% at the end of December, up from 1.11% in November.

## **INVESTMENT INTEREST YIELDS AND FORECAST**

The current gross interest yield year-to-date for fiscal year 2016/2017 is 0.78% for the Orange County Investment Pool and 0.77% for the Orange County Educational Investment Pool. The current net yield for fiscal year 2016/2017 is 0.72% and 0.71% respectively. The forecasted net yield for fiscal year 2016/2017 for both OCIP and OCEIP is expected to be 0.77%.

## **APPORTIONMENT OF COMMINGLED POOL INTEREST EARNINGS**

Each month, the County Treasurer apportions the accrued interest earnings to each pool participant. As of the first business day of the following month accrued, but unpaid, interest earnings are added to pool participants' average balances in determining a participant's relative share of the pool's monthly earnings. The actual cash distribution will generally be paid in the months following. The December 2016 interest apportionment is expected to be paid by January 31, 2017. The investment administrative fee for fiscal year 2016/2017 is estimated at 6.5 basis points.

## **TEMPORARY TRANSFERS**

The County Treasurer, as required by Constitution Article XVI, Section 6, and per the Board of Supervisor's Resolution 15-016, is authorized to make temporary transfers to school districts to address their short-term cash flow needs. The loans are secured by tax receipts to be received by the County Treasurer, as the banker for the school districts. Temporary transfers from the OCEIP totaled \$60 million and will be repaid by January 31, 2017.

## **PORTFOLIO HOLDINGS OF DEBT ISSUED BY POOL PARTICIPANTS**

Under guidelines outlined in the current IPS, the County Treasurer may invest in A or above rated securities issued by municipalities. Municipal debt issued by the County of Orange is exempt from this credit rating requirement. The Investment Pools may invest no more than 5% of pool assets in any one issuer, with the exception of the County of Orange which has a 10% limit. The Investment Pools have a total market value of \$121.8 million in AA rated County of Orange debt, which represents approximately 1.3% of assets. Prior to purchasing any pool participant debt, a standardized credit analysis is performed.

## **COMPLIANCE SUMMARY**

The investment portfolios had no compliance exceptions for the month of December 2016. The Auditor-Controller issued their Continuous Compliance Monitoring Report of the Treasurer's Investment Portfolio for the Quarter Ended September 30, 2016, which stated that no compliance deficiencies were identified.

## **CREDIT UPDATE**

During December, there were no changes to the Treasurer's Approved Issuer List. An ongoing credit analysis of all issuers owned in the Investment Pools is reviewed on a daily, monthly, quarterly, and annual basis.

I certify that this report includes all pool and non-pooled investments as of December 31, 2016 and is in conformity with all State laws and the IPS approved by the Board of Supervisors on December 15, 2015. The investments herein shown provide adequate liquidity to meet the next six months of projected cash flow requirements. I am available if you have any questions on this Investment Report at (714) 834-7625.

Enclosures  
cc: Distribution List

4.7 (5)

**ORANGE COUNTY TREASURER-TAX COLLECTOR**

**SUMMARY OF INVESTMENT DATA**

**INVESTMENT TRENDS**

	DECEMBER 2016	NOVEMBER 2016	INCREASE (DECREASE)	NET CHANGE %	DECEMBER 2015	INCREASE (DECREASE)	NET CHANGE %
<b><u>Orange County Investment Pool (OCIP)</u></b>							
End Of Month Market Value <sup>1,2</sup>	\$ 4,654,995,166	\$ 4,178,977,444	\$ 476,017,722	11.39%	\$ 4,232,921,962	\$ 422,073,204	9.97%
End Of Month Book Value <sup>2</sup>	\$ 4,661,792,839	\$ 4,184,330,079	\$ 477,462,760	11.41%	\$ 4,238,194,740	\$ 423,598,099	9.99%
Monthly Average Balance <sup>2</sup>	\$ 4,729,129,292	\$ 4,152,128,442	\$ 577,000,850	13.90%	\$ 4,255,155,784	\$ 473,973,508	11.14%
Year-To-Date Average Balance	\$ 3,901,686,236	\$ 3,736,197,625	\$ 165,488,611	4.43%	\$ 3,565,912,038	\$ 335,774,198	9.42%
Monthly Accrued Earnings <sup>3</sup>	\$ 3,052,942	\$ 2,691,634	\$ 361,308	13.42%	\$ 2,009,787	\$ 1,043,155	51.90%
Monthly Net Yield <sup>3</sup>	0.65%	0.72%	-0.07%	-9.17%	0.45%	0.21%	45.66%
Year-To-Date Net Yield <sup>3</sup>	0.72%	0.73%	-0.02%	-2.32%	0.50%	0.22%	43.29%
Annual Estimated Gross Yield <sup>4</sup>	0.84%	0.84%	0.00%	0.00%	0.64%	0.20%	30.43%
Weighted Average Maturity (WAM) <sup>5</sup>	328	373	(45)	-12.06%	335	(7)	-2.09%
<b><u>Orange County Educational Investment Pool (OCEIP)</u></b>							
End Of Month Market Value <sup>1,2</sup>	\$ 4,619,949,126	\$ 3,746,891,740	\$ 873,057,386	23.30%	\$ 4,448,829,056	\$ 171,120,070	3.85%
End Of Month Book Value <sup>2</sup>	\$ 4,626,143,249	\$ 3,751,586,163	\$ 874,557,086	23.31%	\$ 4,454,040,991	\$ 172,102,258	3.86%
Monthly Average Balance <sup>2</sup>	\$ 3,963,915,696	\$ 3,641,031,973	\$ 322,883,723	8.87%	\$ 3,772,796,819	\$ 191,118,877	5.07%
Year-To-Date Average Balance <sup>2</sup>	\$ 3,877,905,914	\$ 3,860,703,958	\$ 17,201,956	0.45%	\$ 3,520,265,189	\$ 357,640,725	10.16%
Monthly Accrued Earnings <sup>3</sup>	\$ 2,781,536	\$ 2,523,501	\$ 258,035	10.23%	\$ 2,048,659	\$ 732,877	35.77%
Monthly Net Yield <sup>3</sup>	0.75%	0.76%	-0.02%	-1.97%	0.56%	0.19%	33.99%
Year-To-Date Net Yield <sup>3</sup>	0.71%	0.70%	0.01%	1.14%	0.52%	0.19%	37.14%
Annual Estimated Gross Yield <sup>4</sup>	0.84%	0.84%	0.00%	0.00%	0.65%	0.19%	28.64%
Weighted Average Maturity (WAM) <sup>5</sup>	305	383	(78)	-20.37%	322	(17)	-5.28%

<sup>1</sup> Market values provided by Bloomberg and Northern Trust.

<sup>2</sup> In December 2016, OCIP market, book, and monthly average balances increased from November 2016 and December 2015 primarily due to higher incoming secured property tax receipts. OCEIP market and book value balances increased from November 2016 primarily due to the December 19, 2106 apportionment of property taxes of \$818 million.

<sup>3</sup> In December 2016, both OCIP and OCEIP monthly accrued earnings were higher than November 2016 and monthly and year-to-date net yields were higher than December 2015, primarily due to an increase of the Federal Reserve short-term rate of 25 basis points and higher average pool balances.

<sup>4</sup> The OCIP and OCEIP Annual Estimated Gross Yield for December 2015 is reported at the actual annual gross yield for FY15/16, and their Annual Estimated Gross Yield for December 2016 is reported at the latest forecasted gross yields of 0.84%. Their Annual Estimated Gross Yield for FY 16/17 is higher than FY 15/16 due to an increase of the Federal Reserve short-term rate of 25 basis points, reductions in excess liquidity, and improved cash management while maintaining the same high credit quality of securities.

<sup>5</sup> In December 2016, OCIP WAM was lower than in November 2016 primarily due to incoming property tax dollars deposited and invested in shorter maturities until distribution to County Agencies, Cities, and School and Community College Districts consistent with prior year's WAMs. The OCEIP WAM was lower due to a temporary increase in shorter term maturities related to the December receipt of secured property tax.

**ORANGE COUNTY TREASURER-TAX COLLECTOR  
INVESTMENT POOL STATISTICS  
FOR THE MONTH AND QUARTER ENDED: DECEMBER 31, 2016**

**INVESTMENT STATISTICS - By Investment Pool\***

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 12/31/16	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV
<b>COMBINED POOL BALANCES</b> (includes the Extended Fund)						
Orange County Investment Pool (OCIP)	MARKET Value \$ 4,654,995,166	328	0.78%	0.72%	0.78%	1.00
	COST (Capital) \$ 4,670,059,132					
	MONTHLY AVG Balance \$ 4,729,129,292					
	QUARTERLY AVG Balance \$ 4,256,377,879					
	BOOK Value \$ 4,661,792,839					
Orange County Educational Investment Pool (OCEIP)	MARKET Value \$ 4,619,949,126	305	0.82%	0.81%	0.82%	1.00
	COST (Capital) \$ 4,633,965,309					
	MONTHLY AVG Balance \$ 3,963,915,696					
	QUARTERLY AVG Balance \$ 3,774,426,788					
	BOOK Value \$ 4,626,143,249					

**INVESTMENT STATISTICS - Non Pooled Investments \*\***

DESCRIPTION	CURRENT BALANCE	BOOK BALANCE BY INVESTMENT TYPE
<b>Specific Investment</b>		
<b>Funds:</b>		
100, 15B, 283, 505, 650 FVSD	MARKET Value \$ 153,500,433	County General-Tax Exempt Non AMT \$ 67,402,141
	COST (Capital) \$ 153,705,396	John Wayne Airport Investment Pool 50,312,388
	MONTHLY AVG Balance \$ 153,683,940	Repurchase Agreement 1,081,500
	QUARTERLY AVG Balance \$ 153,652,014	Fountain Valley School District Fund 40 34,909,367
	BOOK Value \$ 153,586,225	GNMA Mortgage-Backed Securities -
		<b>\$ 153,705,396</b>

**MONTH END TOTALS**

INVESTMENTS & CASH	FUND ACCOUNTING & SPECIFIC INVESTMENTS
<b>COUNTY MONEY MARKET FUND (OCMMF)</b>	
County Money Market Fund \$ 1,788,082,504	County Funds 4,676,335,967
County Cash 6,276,835	Educational Funds 4,634,005,309
<b>EXTENDED FUND</b> 5,519,976,628	Specific Investment Funds 153,705,396
<b>EDUCATIONAL MONEY MARKET FUND (OCEMMF)</b>	Non Pooled Cash 22,728,797
Educational Money Market Fund 1,995,965,309	
Educational Cash 40,000	
<b>NON-POOLED INVESTMENTS</b>	
Non Pooled Investments 153,705,396	
Non Pooled Cash 22,728,797	
<b>\$ 9,486,775,469</b>	<b>\$ 9,486,775,469</b>

**KEY POOL STATISTICS**

INTEREST RATE YIELD	WEIGHTED AVERAGE MATURITY (WAM)
OCMMF - MONTHLY GROSS YIELD 0.43%	OCMMF 35
OCEMMF - MONTHLY GROSS YIELD 0.56%	OCEMMF 35
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD 0.49%	JOHN WAYNE AIRPORT WAM 70
OCIP - YTD NET YIELD*** 0.72%	LGIP WAM (Standard & Pools) 42
OCEIP - YTD NET YIELD*** 0.71%	
90-DAY T-BILL YIELD - MONTHLY AVERAGE 0.50%	

**ORANGE COUNTY TREASURER-TAX COLLECTOR**  
**INVESTMENT POOL STATISTICS**  
**FOR THE MONTH AND QUARTER ENDED: DECEMBER 31, 2016**

**INVESTMENT STATISTICS - By Investment Fund\*\*\*\***

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 12/31/16	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV
<u>County Money Market Fund (OCMMF)</u>	MARKET Value \$ 1,787,873,393	35	0.44%	0.43%	0.41%	1.00
	COST (Capital) \$ 1,788,082,504					
	MONTHLY AVG Balance \$ 1,794,910,056					
	QUARTERLY AVG Balance \$ 1,353,295,284					
	BOOK Value \$ 1,787,755,807					
<u>Educational Money Market Fund (OCEMMF)</u>	MARKET Value \$ 1,995,546,428	35	0.48%	0.56%	0.53%	1.00
	COST (Capital) \$ 1,995,965,309					
	MONTHLY AVG Balance \$ 1,325,915,696					
	QUARTERLY AVG Balance \$ 1,136,426,788					
	BOOK Value \$ 1,995,410,711					
<u>Extended Fund</u>	MARKET Value \$ 5,491,524,471	510	0.99%	0.96%	0.95%	1.00
	COST (Capital) \$ 5,519,976,628					
	MONTHLY AVG Balance \$ 5,572,219,236					
	QUARTERLY AVG Balance \$ 5,541,082,595					
	BOOK Value \$ 5,504,769,570					
<b>ALLOCATION OF EXTENDED FUND</b>						
<u>Extended Fund</u> <i>OCIP Share</i>	MARKET Value \$ 2,867,121,773	510	0.99%	0.96%	0.95%	1.00
	COST (Capital) \$ 2,881,976,628					
	MONTHLY AVG Balance \$ 2,934,219,236					
	QUARTERLY AVG Balance \$ 2,903,082,595					
	BOOK Value \$ 2,874,037,032					
<i>OCEIP Share</i>	MARKET Value \$ 2,624,402,698	510	0.99%	0.96%	0.95%	1.00
	COST (Capital) \$ 2,638,000,000					
	MONTHLY AVG Balance \$ 2,638,000,000					
	QUARTERLY AVG Balance \$ 2,638,000,000					
	BOOK Value \$ 2,630,732,538					
<i>Modified Duration</i>	1.38					

\* The Combined Pool Balances include the County and Educational Money Market Funds and their respective portions of the Extended Fund.

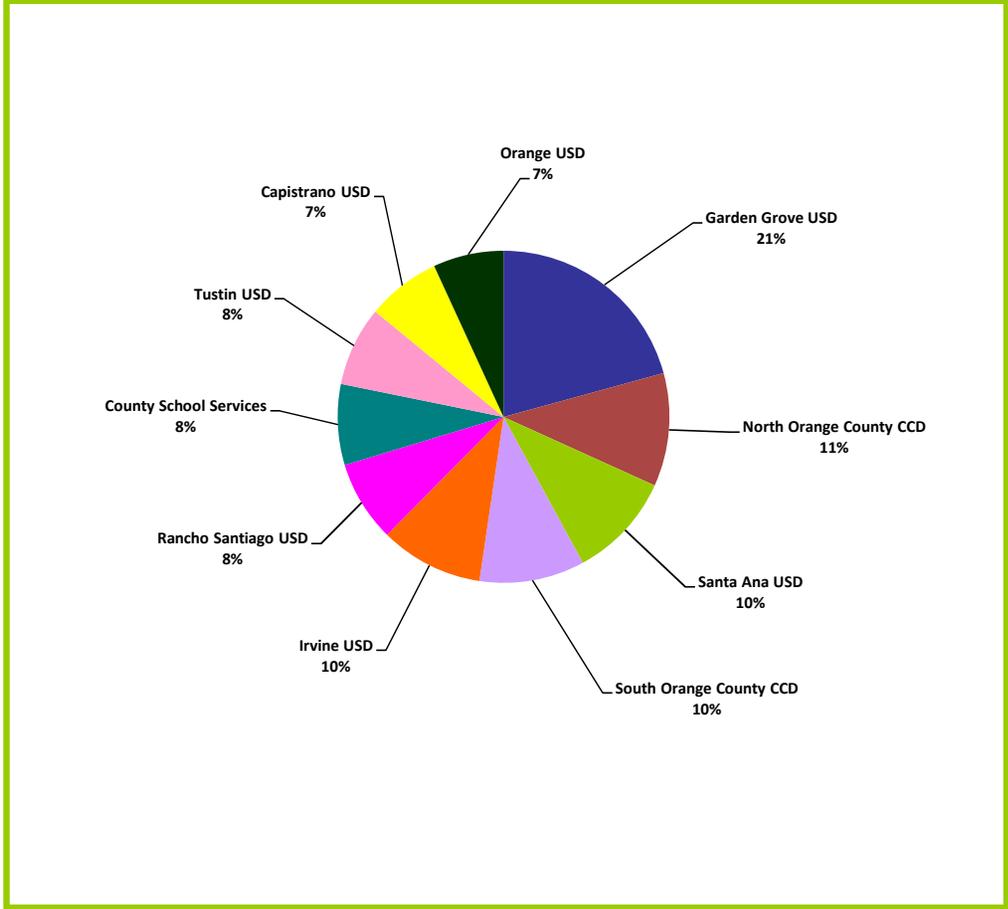
\*\* Specific non pooled investments are reported in compliance with Government Code Section 53646 (b)(1). Detailed descriptions are included in the inventory listing in Section VII of this report.

\*\*\* The Net Yield differs from the monthly average yield as it includes the Treasury administration fees.

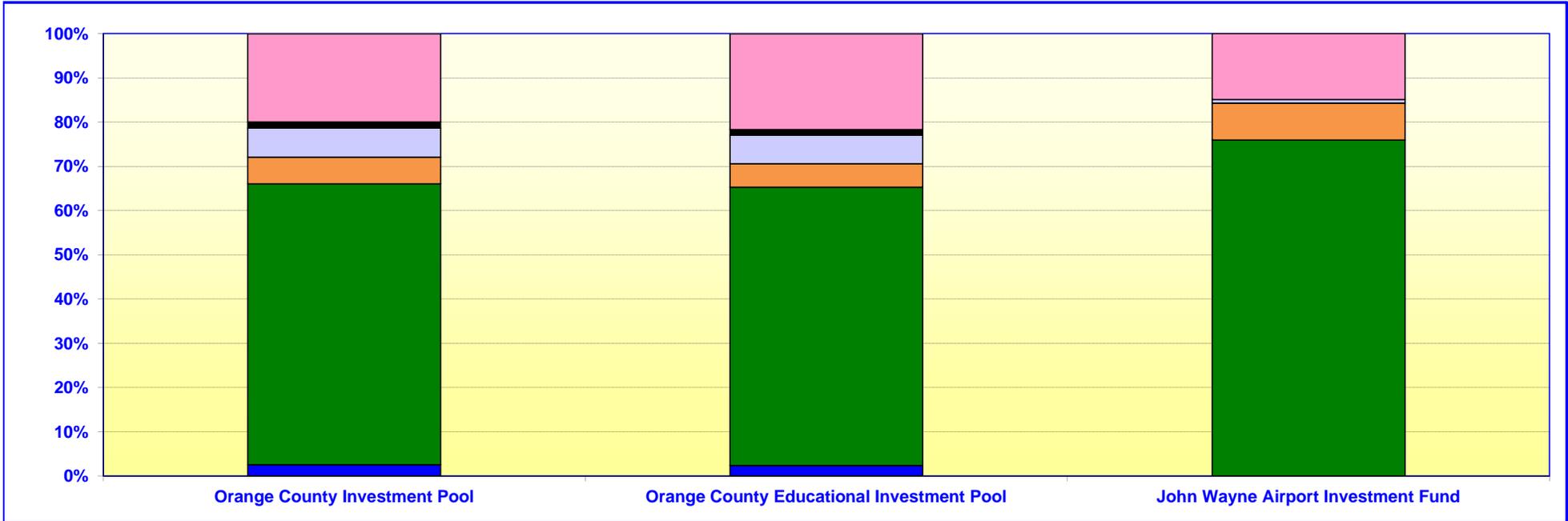
\*\*\*\* Book Value is computed as Cost reduced by amortization of premium and increased by the accretion of discount of the Investment Portfolio. Net Asset Value (NAV) is equal to Market Value divided by Book Value.

**ORANGE COUNTY EDUCATIONAL INVESTMENT POOL  
TOP TEN POOL PARTICIPANTS  
AS OF DECEMBER 31, 2016**

DISTRICT #	SCHOOL DISTRICT	BALANCE
72	Garden Grove USD	\$ 618,146,673
88	North Orange County CCD	329,037,266
84	Santa Ana USD	307,226,973
96	South Orange County CCD	305,204,563
75	Irvine USD	300,009,168
92	Rancho Santiago CCD	235,926,161
94	County School Services	234,507,481
87	Tustin USD	231,087,591
68	Capistrano USD	214,266,524
80	Orange USD	204,577,512
<b>TOTAL</b>		<b><u>\$ 2,979,989,912</u></b>



**ORANGE COUNTY TREASURER - TAX COLLECTOR**  
**BY INVESTMENT TYPE - By Percentage Holdings**  
**December 31, 2016**



Orange County Investment Pool		
	In Thousands	%
U.S. GOVERNMENT AGENCIES	\$ 2,956,374	63.51%
U.S. TREASURIES	927,334	19.92%
LOCAL AGENCY INVESTMENT FUND	3,099	0.07%
MEDIUM - TERM NOTES	306,996	6.59%
MONEY MARKET MUTUAL FUNDS	280,583	6.03%
MUNICIPAL DEBT	63,073	1.35%
CERTIFICATES OF DEPOSIT	117,535	2.53%
	<u>\$ 4,654,994</u>	<u>100.00%</u>

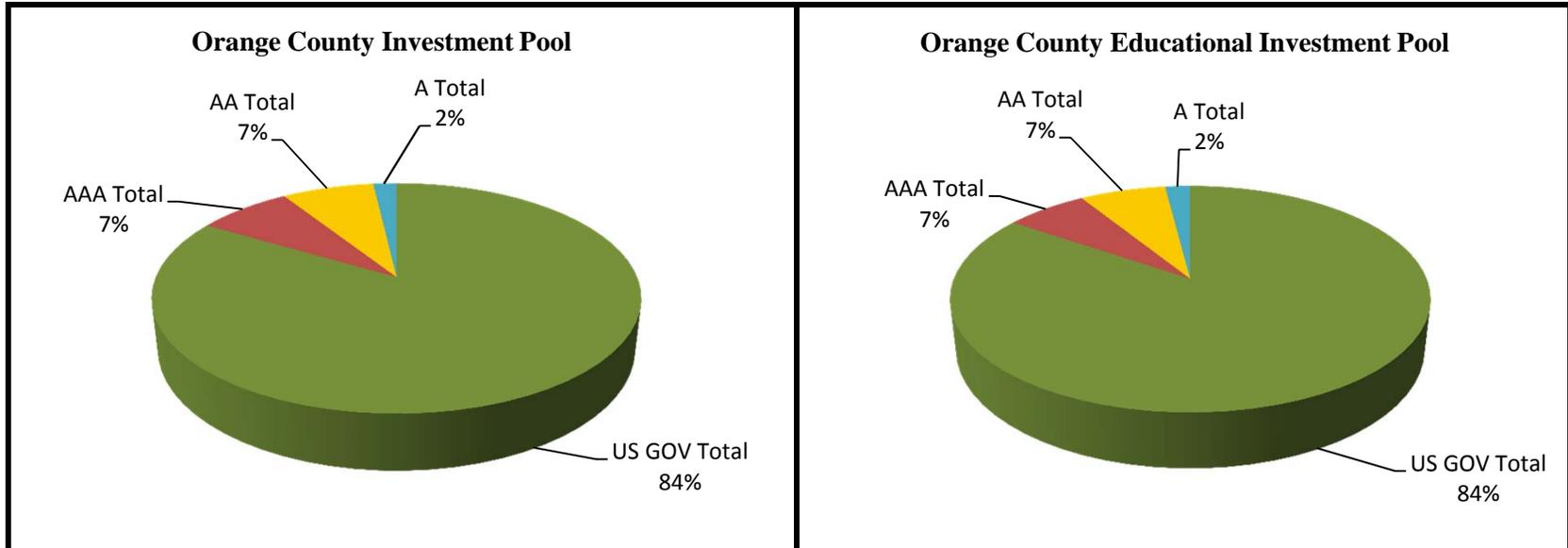
Orange County Educational Investment Pool		
	In Thousands	%
U.S. GOVERNMENT AGENCIES	\$ 2,904,680	62.87%
U.S. TREASURIES	999,237	21.63%
LOCAL AGENCY INVESTMENT FUND	2,837	0.06%
MEDIUM - TERM NOTES	297,714	6.44%
MONEY MARKET MUTUAL FUNDS	246,628	5.34%
MUNICIPAL DEBT	58,707	1.28%
CERTIFICATES OF DEPOSIT	110,147	2.38%
	<u>\$ 4,619,950</u>	<u>100.00%</u>

John Wayne Airport Investment Fund		
	In Thousands	%
U.S. GOVERNMENT AGENCIES	\$ 38,150	75.92%
MEDIUM - TERM NOTES	401	0.80%
MONEY MARKET MUTUAL FUNDS	4,203	8.36%
U.S. TREASURIES	7,499	14.92%
	<u>\$ 50,253</u>	<u>100.00%</u>

Calculated Using Market Value at 12/31/2016

4.7 (10)

**ORANGE COUNTY TREASURER - TAX COLLECTOR**  
**CREDIT QUALITY BY MARKET VALUE**  
 December 31, 2016



*US GOV Includes Agency & Treasury Debt*

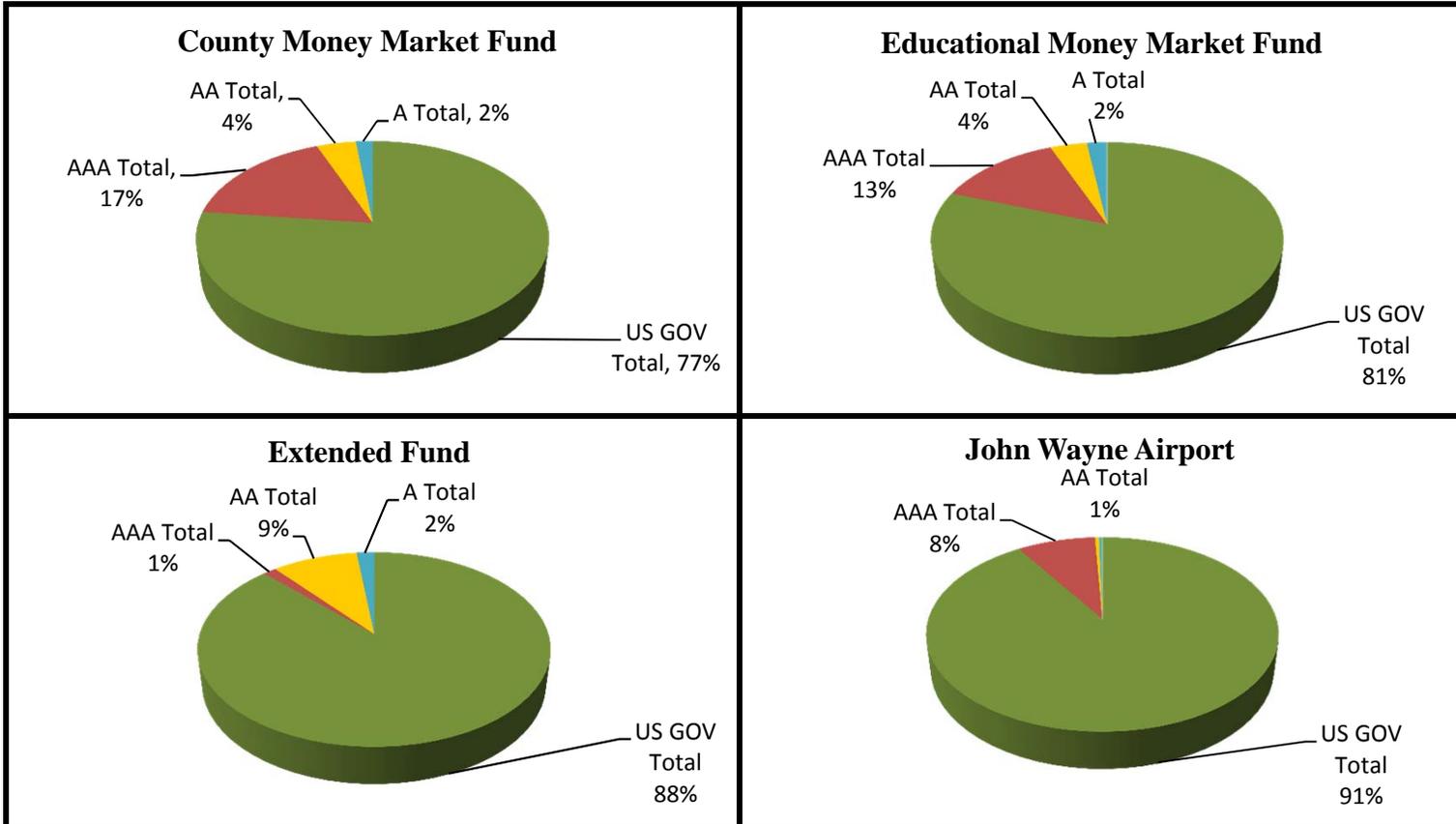
*AA Includes AA+, AA- & AA*

*A Includes A+,A- & A*

*A-1 Includes A-1+, F-1+, P-1, A-1 & F-1*

4.7 (11)

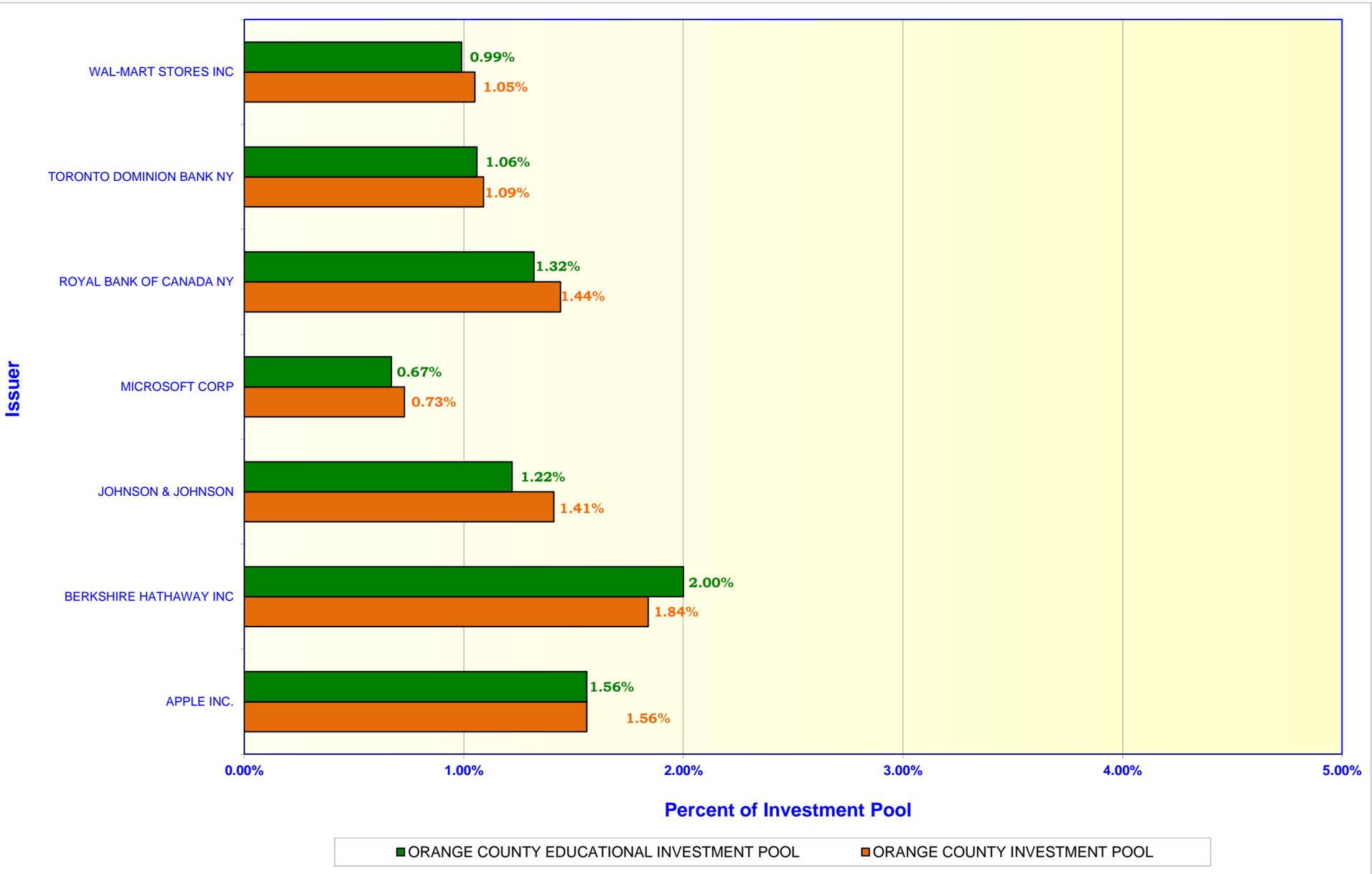
**ORANGE COUNTY TREASURER - TAX COLLECTOR**  
**CREDIT QUALITY BY MARKET VALUE**  
 December 31, 2016



4.7 (12)

*US GOV Includes Agency & Treasury Debt*  
*AA Includes AA+, AA- & AA*  
*A Includes A+,A- & A*  
*A-1 Includes A-1+, F-1+, P-1, A-1 & F-1*

**ORANGE COUNTY TREASURER - TAX COLLECTOR**  
**ISSUER CONCENTRATION-By Investment Pool**  
 December 31, 2016



4.7 (13)

**ORANGE COUNTY TREASURER-TAX COLLECTOR  
APPROVED ISSUER LIST - OCIP, OCEIP, and JWA**

December 31, 2016

ISSUER	S/T RATINGS			L/T RATINGS		
	S&P	Moody's	Fitch	S&P	Moody's	Fitch
<b>U.S. TREASURY SECURITIES</b>						
U.S. GOVERNMENT	A-1+	P-1	F1+	AA+	Aaa	AAA
<b>U.S. GOVERNMENT AGENCY SECURITIES</b>						
FEDERAL NATIONAL MORTGAGE ASSOCIATION	A-1+	P-1	F1+	AA+	Aaa	AAA
FEDERAL HOME LOAN MORTGAGE CORPORATION	A-1+	P-1	F1+	AA+	Aaa	AAA
FEDERAL HOME LOAN BANKS	A-1+	P-1	NR	AA+	Aaa	NR
FEDERAL FARM CREDIT BANKS	A-1+	P-1	F1+	AA+	Aaa	AAA
<b>MEDIUM-TERM NOTES</b>						
APPLE INC	A-1+	P-1	NR	AA+	Aa1	NR
BERKSHIRE HATHAWAY INC	A-1+	P-1	NR	AA	Aa2	A+
<i>BERKSHIRE HATHAWAY FINANCE</i>	NR	P-1	NR	NR	Aa2	A+
JOHNSON & JOHNSON	A-1+	P-1	F1+	AAA	Aaa	AAA
WAL-MART STORES INC	A-1+	P-1	F1+	AA	Aa2	AA
<b>ISSUERS ON HOLD</b>						
MICROSOFT CORPORATION ***	A-1+	P-1	F1+	AAA	Aaa	AA+
ROYAL BANK OF CANADA NY ****	A-1+	P-1	F1+	AA-	Aa3	AA
<b>STATE OR NATIONALLY CHARTERED BANKS *</b>						
TORONTO DOMINION BANK NY *****	A-1+	P-1	F1+	AA-	Aa1	AA-
<b>MUNICIPAL BONDS</b>						
ORANGE CNTY CA PENSION OBLG 2016 A	NR	NR	F1+	AA	NR	AA
ORANGE CNTY CA PENSION OBLG 2017 A	NR	NR	NR	NR	NR	NR
<b>STATE POOL - LOCAL AGENCY INVESTMENT FUND</b>						
LOCAL AGENCY INVESTMENT FUND	NR	NR	NR	NR	NR	NR
<b>MONEY MARKET MUTUAL FUNDS **</b>						
<b>NAME OF FUND</b>	<b>S &amp; P</b>		<b>Moody's</b>		<b>Fitch</b>	
INVESCO GOVERNMENT & AGENCY SHORT-TERM INVESTMENTS TRUST (AIM)	AAAm		Aaa-mf		AAAmmf	
GOLDMAN SACHS FINANCIAL SQUARE GOVT FUND	AAAm		Aaa-mf		NR	
MORGAN STANLEY INSTITUTIONAL LIQUIDITY FUNDS - GOVT	AAAm		Aaa-mf		NR	
NORTHERN INSTITUTIONAL TREASURY PORTFOLIO	AAAm		NR		NR	

\* Further purchase restrictions apply due to additional trading limits.

\*\* All money market funds are institutional money market funds investing in debt issued or guaranteed by the U.S. Government and its agencies.

\*\*\* On Negative Outlook (Moody's L/T rating - July 25, 2016); on Negative Watch (Fitch L/T rating - June 15, 2016)

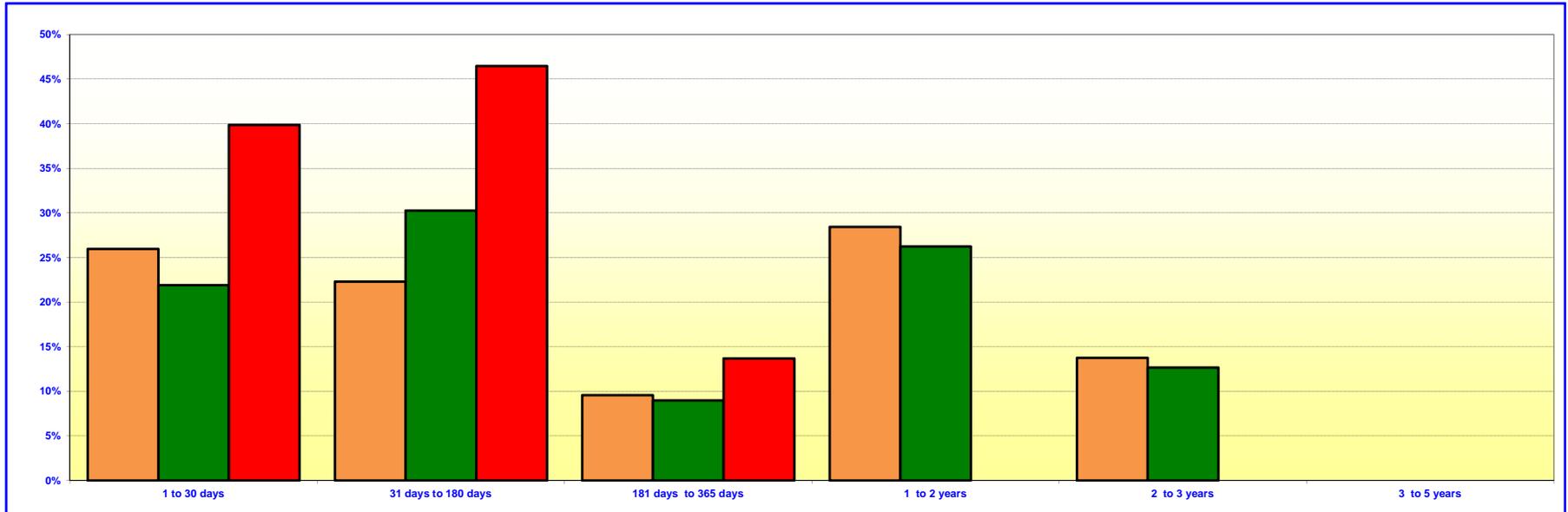
\*\*\*\* On Negative Outlook (S&P - June 6, 2016; Fitch - January 25, 2016; Moody's - June 11, 2014)

\*\*\*\*\* On Negative Outlook (Moody's - June 11, 2014)

**Orange County Treasurer-Tax Collector  
Changes in Approved Issuer's List  
For the Month Ended December 31, 2016**

During December, there were no changes to the Treasurer's Approved Issuer List. An ongoing credit analysis of all issuers owned in the Investment Pools is reviewed on a daily, monthly, quarterly, and annual basis.

**ORANGE COUNTY TREASURER - TAX COLLECTOR**  
**MATURITIES DISTRIBUTION**  
 December 31, 2016



ORANGE COUNTY INVESTMENT POOL		
	In Thousands	%
1 TO 30 DAYS	\$ 1,208,721	25.96%
31 TO 180 DAYS	1,038,537	22.31%
181 TO 365 DAYS	445,101	9.56%
1 YEAR TO 2 YEARS	1,323,902	28.44%
2 YEARS TO 3 YEARS	639,382	13.73%
3 YEARS TO 5 YEARS	-	0.00%
<b>TOTAL</b>	<b>\$ 4,655,643</b>	<b>100.00%</b>

ORANGE COUNTY EDUCATIONAL INVESTMENT POOL		
	In Thousands	%
1 TO 30 DAYS	\$ 1,011,321	21.89%
31 TO 180 DAYS	1,398,075	30.26%
181 TO 365 DAYS	414,246	8.96%
1 YEAR TO 2 YEARS	1,211,825	26.22%
2 YEARS TO 3 YEARS	585,254	12.67%
3 YEARS TO 5 YEARS	-	0.00%
<b>TOTAL</b>	<b>\$ 4,620,721</b>	<b>100.00%</b>

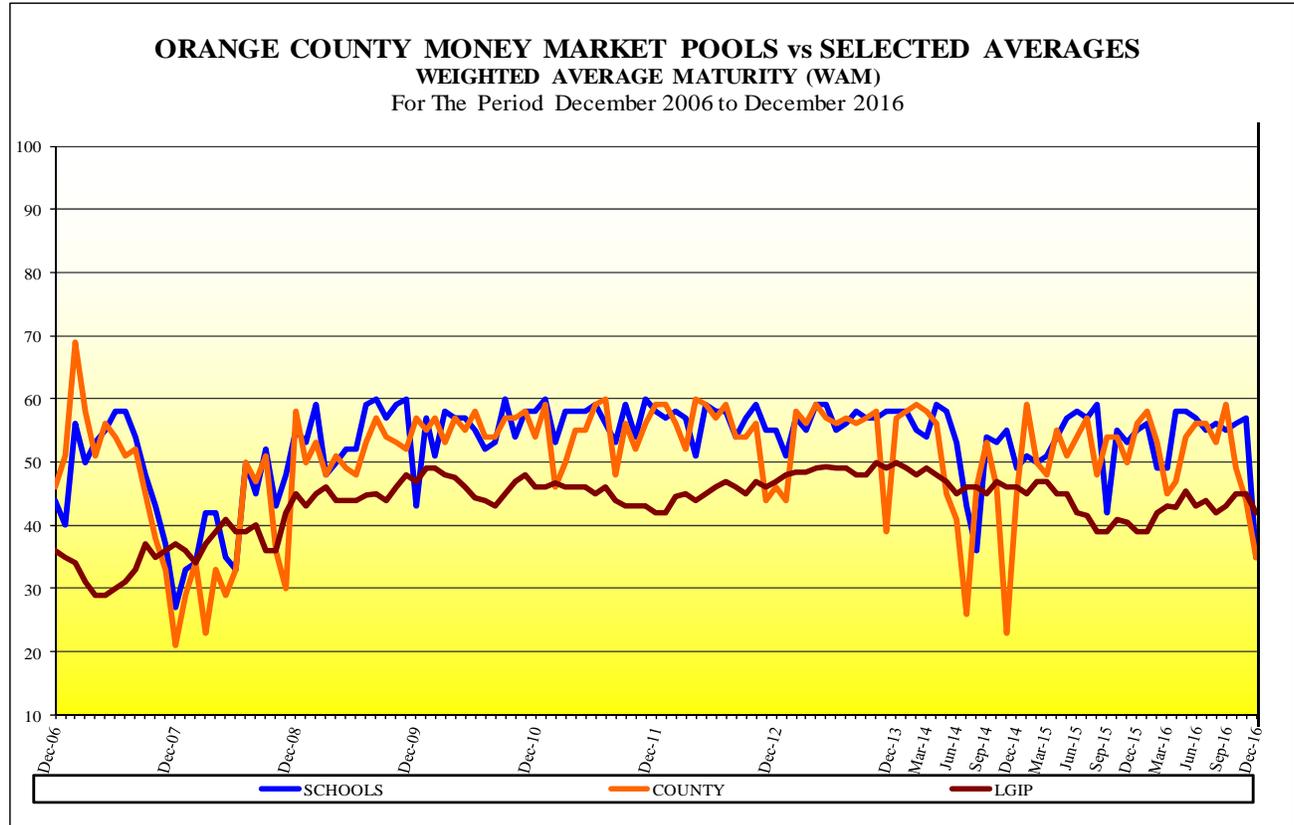
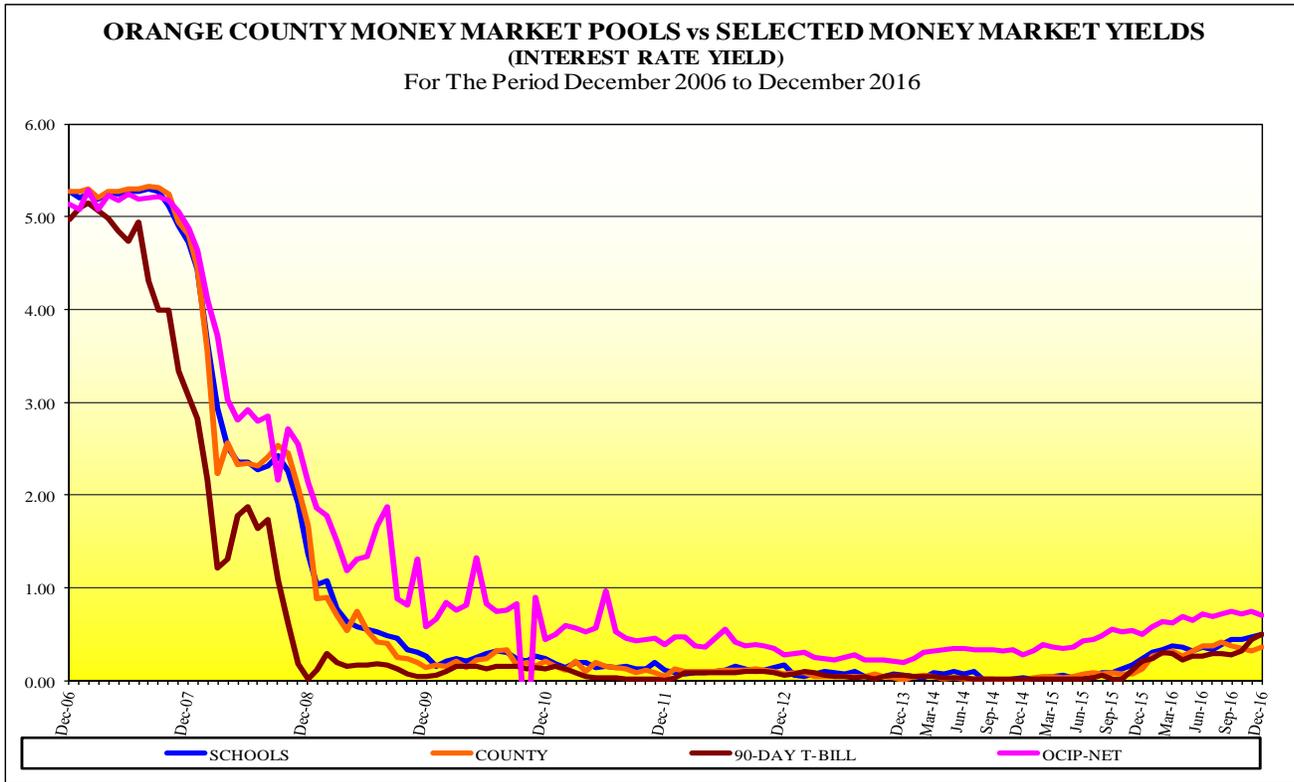
JOHN WAYNE AIRPORT INVESTMENT FUND		
	In Thousands	%
1 TO 30 DAYS	\$ 20,023	39.86%
31 TO 180 DAYS	23,340	46.46%
181 TO 365 DAYS	6,875	13.68%
1 YEAR TO 2 YEARS	-	0.00%
<b>TOTAL</b>	<b>\$ 50,238</b>	<b>100.00%</b>

**Maturity Limits Are In Compliance With The Orange County Treasurer's Investment Policy Statement**  
 Calculated using Face Value

Floating Rate Notes are deemed to have a maturity date equal to their next interest reset date.

At 12/31/2016, Floating Rate Notes comprise 0.95%, 1.84%, and 0.40% of the Orange County Investment Pool, Orange County Educational Investment Pool, and JWA Investment Fund respectively.

4.7 (16)



• As of December 31, 2016, S&P LGIP – 0.53; S&P LGIP WAM -42; 90-Day T-Bill – 0.50; OCIP – Net – 0.715%

**ORANGE COUNTY TREASURER-TAX COLLECTOR**

**INVESTMENT POOL YIELDS**

January 1, 2016 - December 31, 2016

PERIOD ENDING - MONTH / YEAR	MONTH END MARKET VALUE	EARNINGS FOR MONTH	GROSS AVERAGE YIELD FOR MONTH	MONTH END WAM
<i>Current Month - December 2016</i>				
County Pool - Money Market Fund	\$ 1,787,873,393	\$ 656,440	0.43%	35
Educational Pool - Money Market Fund	\$ 1,995,546,428	\$ 627,945	0.56%	35
Extended Fund	\$ 5,491,524,471	\$ 4,550,093	0.96%	510
<i>November 2016</i>				
County Pool - Money Market Fund	\$ 1,263,748,930	\$ 397,303	0.38%	44
Educational Pool - Money Market Fund	\$ 1,123,417,366	\$ 433,001	0.53%	57
Extended Fund	\$ 5,538,702,888	\$ 4,384,832	0.96%	515
<i>October 2016</i>				
County Pool - Money Market Fund	\$ 1,262,431,238	\$ 351,585	0.41%	49
Educational Pool - Money Market Fund	\$ 978,305,500	\$ 469,767	0.51%	56
Extended Fund	\$ 5,497,309,348	\$ 4,298,117	0.92%	504
<i>September 2016</i>				
County Pool - Money Market Fund	\$ 751,801,815	\$ 278,284	0.46%	59
Educational Pool - Money Market Fund	\$ 1,220,526,096	\$ 498,234	0.46%	55
Extended Fund	\$ 5,494,463,600	\$ 4,191,758	0.93%	501
<i>August 2016</i>				
County Pool - Money Market Fund	\$ 800,306,654	\$ 295,786	0.49%	53
Educational Pool - Money Market Fund	\$ 1,221,174,892	\$ 516,653	0.46%	56
Extended Fund	\$ 5,459,349,411	\$ 4,074,594	0.90%	484
<i>July 2016</i>				
County Pool - Money Market Fund	\$ 686,861,455	\$ 325,471	0.45%	56
Educational Pool - Money Market Fund	\$ 1,433,126,604	\$ 519,773	0.41%	55
Extended Fund	\$ 5,327,781,739	\$ 4,052,122	0.89%	501
<i>June 2016</i>				
County Pool - Money Market Fund	\$ 928,467,500	\$ 418,507	0.44%	56
Educational Pool - Money Market Fund	\$ 1,611,309,522	\$ 519,651	0.43%	57
Extended Fund	\$ 5,387,530,673	\$ 4,192,339	0.95%	512
<i>May 2016</i>				
County Pool - Money Market Fund	\$ 1,345,822,973	\$ 487,226	0.39%	54
Educational Pool - Money Market Fund	\$ 1,550,458,922	\$ 554,610	0.39%	58
Extended Fund	\$ 5,364,702,464	\$ 4,084,932	0.90%	532
<i>April 2016</i>				
County Pool - Money Market Fund	\$ 1,650,959,211	\$ 611,665	0.34%	47
Educational Pool - Money Market Fund	\$ 1,789,408,388	\$ 534,423	0.43%	58
Extended Fund	\$ 5,336,146,252	\$ 4,277,809	1.00%	526
<i>March 2016</i>				
County Pool - Money Market Fund	\$ 1,530,995,992	\$ 435,530	0.38%	45
Educational Pool - Money Market Fund	\$ 1,327,818,642	\$ 514,646	0.44%	49
Extended Fund	\$ 5,066,946,597	\$ 3,687,551	0.86%	507
<i>February 2016</i>				
County Pool - Money Market Fund	\$ 1,356,697,509	\$ 358,060	0.36%	53
Educational Pool - Money Market Fund	\$ 1,418,948,794	\$ 502,610	0.41%	49
Extended Fund	\$ 5,055,918,854	\$ 3,563,588	0.89%	501
<i>January 2016</i>				
County Pool - Money Market Fund	\$ 1,181,133,064	\$ 378,119	0.33%	58
Educational Pool - Money Market Fund	\$ 1,734,538,876	\$ 564,397	0.37%	56
Extended Fund	\$ 5,049,818,559	\$ 3,563,663	0.83%	503
<b>Fiscal Year July 1, 2016 - June 30, 2017</b>	<b>Average Month End Market Value Balance</b>	<b>YTD Interest Income</b>	<b>YTD Gross Yield</b>	<b>YTD Average</b>
Orange County Investment Pool	\$ 3,930,939,348	\$ 15,552,286	0.78%	379
Orange County Educational Investment Pool	\$ 3,958,102,623	\$ 15,369,470	0.77%	353

**ORANGE COUNTY TREASURER-TAX COLLECTOR  
CASH AVAILABILITY PROJECTION  
FOR THE SIX MONTHS ENDING JUNE 30, 2017**

Government Code Section 53646 (b) (3), effective on January 1, 1996, requires the Treasurer-Tax Collector to include a statement in the investment report, denoting the ability of the Orange County Investment Pool (OCIP) and the Orange County Educational Investment Pool (OCEIP) to meet their expenditure requirements for the next six months.

The OCIP and OCEIP consist of funds in the treasury deposited by various entities required to do so by statute, as well as those entities voluntarily depositing monies in accordance with Government Code Section 53684.

The Treasurer-Tax Collector is required to disburse monies placed in the treasury as directed by the Auditor-Controller and the Department of Education, except for the making of legal investments, to the extent funds are transferred to one or more clearing funds in accordance with Government Code Section 29808.

The Treasurer-Tax Collector, in her projection of cash availability to disburse funds as directed by the Auditor-Controller and the Department of Education, is relying exclusively on historical activity involving deposits and disbursements and future cash flow projections. No representation is made as to an individual depositor's ability to meet their anticipated expenditures with anticipated revenues.

The Cash Availability Projection for the six months ending June 30, 2017, indicates the ability of the pools to meet projected cash flow requirements. However, there will usually be differences between projected and actual results because events and circumstances frequently do not occur as expected and those differences may be material.

<b>ORANGE COUNTY INVESTMENT POOL</b>				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
December 2016 - Ending Cash				\$ 6,276,835
January	\$ 1,304,077,284	\$ 423,769,690	\$ 1,042,283,878	691,839,931
February	279,631,655	399,341,557	327,501,478	1,043,311,665
March	373,275,125	774,743,709	592,769,257	1,598,561,242
April	133,371,047	2,040,131,589	1,786,910,013	1,985,153,864
May	148,745,904	330,454,385	671,773,527	1,792,580,626
June	60,195,090	343,291,796	796,361,570	1,399,705,942

<b>ORANGE COUNTY EDUCATIONAL INVESTMENT POOL</b>				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
December 2016 - Ending Cash				\$ 40,000
January	\$ 1,286,884,986	\$ 533,670,079	\$ 861,703,186	958,891,879
February	521,080,235	267,968,367	637,382,992	1,110,557,489
March	314,453,986	420,143,456	688,295,720	1,156,859,210
April	101,744,559	1,132,356,689	668,971,299	1,721,989,160
May	151,162,495	417,792,738	687,442,480	1,603,501,913
June	55,886,439	394,080,584	695,371,284	1,358,097,653

**ORANGE COUNTY TREASURER-TAX COLLECTOR**  
**STATEMENT OF ACCOUNTABILITY**  
**For the Month Ended December 31, 2016**

	<u>Month</u>	<u>Quarter</u>
<b>Treasurer's Accountability at the Beginning of the Period:</b>	<b>\$8,159,473,561</b>	<b>\$ 7,662,612,084</b>
<b>Cash Receipts:</b>		
County	2,394,532,602	4,401,264,434
School and Community College Districts	1,316,178,481	2,628,442,819
<b>Total Cash Receipts</b>	<u>3,710,711,083</u>	<u>7,029,707,253</u>
<b>Cash Disbursements:</b>		
County	1,940,252,740	3,364,132,180
School and Community College Districts	448,113,452	1,855,501,058
<b>Total Cash Disbursements</b>	<u>2,388,366,192</u>	<u>5,219,633,238</u>
<b>Net Change in Book Value of Pooled Assets</b>	<u>1,322,344,891</u>	<u>1,810,074,015</u>
<b>Net Increase in Non Pooled Investments</b>	34,877	110,719
<b>Net Increase in Non Pooled Cash</b>	<u>4,922,140</u>	<u>13,978,651</u>
<b>Treasurer's Accountability at the End of the Period:</b>	<b><u>\$9,486,775,469</u></b>	<b><u>\$ 9,486,775,469</u></b>
<b>Assets in the Treasury at the End of the Period (at Book Value):</b>		
<b>Pooled Investments:</b>		
O.C. Investment Pool		\$ 4,670,059,132
O.C. Educational Investment Pool		4,633,965,309
<b>Total Orange County Investment Pools</b>		<u>9,304,024,441</u>
<b>Non Pooled Investments:</b>		
Non Pooled Investments - John Wayne Airport		50,312,388
Non Pooled Investments - General Fund – Non AMT Restricted		67,402,141
Non Pooled Investments - Fountain Valley School District Fund 40		34,909,367
Non Pooled Investments - Other		1,081,500
<b>Total Non Pooled Investments</b>		<u>153,705,396</u>
<b>Cash:</b>		
Cash in banks - County		6,245,838
Cash in banks - Schools		40,000
Cash in banks - OC Sheriff		14,549,894
Cash in banks - John Wayne Airport		8,178,903
Cash - Other		30,997
<b>Total Cash</b>		<u>29,045,632</u>
<b>Total Assets in the Treasury at the End of the Period:</b>		<b><u>\$ 9,486,775,469</u></b>



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND  
REMITTANCE ADVICE

Agency Name	RANCHO SANTIAGO COMM COLL DST
Account Number	75-30-010

As of 01/13/2017, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2016.

Earnings Ratio		.00001851848158529
Interest Rate		0.68%
Dollar Day Total	\$	13,971,375.43
Quarter End Principal Balance	\$	151,895.34
Quarterly Interest Earned	\$	258.73



**JOHN CHIANG  
TREASURER  
STATE OF CALIFORNIA**



**PMIA Performance Report**

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
12/13/16	0.71	0.67	182
12/14/16	0.72	0.67	181
12/15/16	0.72	0.68	181
12/16/16	0.72	0.68	184
12/17/16	0.72	0.68	184
12/18/16	0.72	0.68	184
12/19/16	0.72	0.68	179
12/20/16	0.72	0.68	180
12/21/16	0.72	0.68	179
12/22/16	0.73	0.68	179
12/23/16	0.73	0.68	185
12/24/16	0.73	0.68	185
12/25/16	0.73	0.68	185
12/26/16	0.73	0.68	185
12/27/16	0.73	0.68	180
12/28/16	0.73	0.68	173
12/29/16	0.73	0.68	176
12/30/16	0.74	0.68	172
12/31/16	0.74	0.68	171
01/01/17	0.74	0.74	171
01/02/17	0.74	0.74	171
01/03/17	0.74	0.74	181
01/04/17	0.74	0.74	184
01/05/17	0.75	0.74	186
01/06/17	0.75	0.74	186
01/07/17	0.75	0.74	186
01/08/17	0.75	0.74	186
01/09/17	0.75	0.74	185
01/10/17	0.75	0.74	185
01/11/17	0.75	0.74	187
01/12/17	0.75	0.74	186

\*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

**LAIF Performance Report**

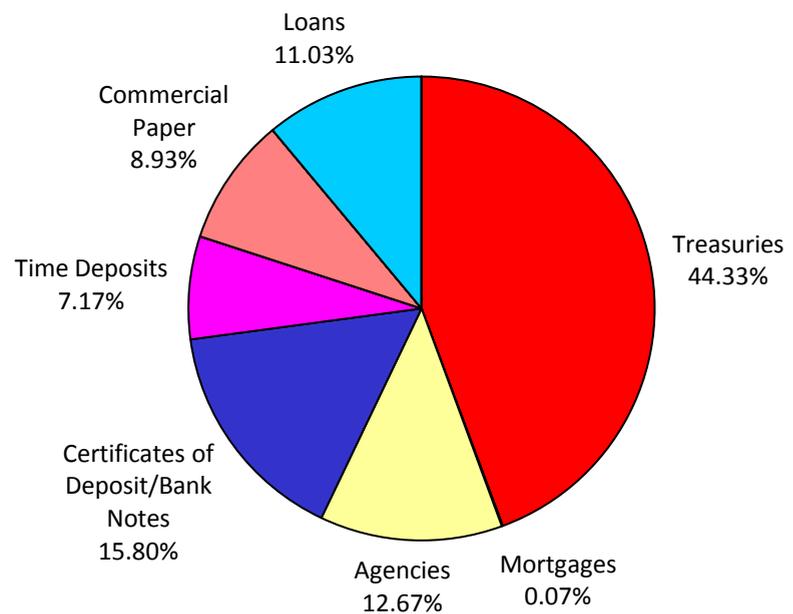
**Quarter Ending 12/31/16**

Apportionment Rate: 0.68%  
 Earnings Ratio: 0.00001851848158529  
 Fair Value Factor: 0.999423823  
 Daily: 0.74%  
 Quarter to Date: 0.68%  
 Average Life: 171

**PMIA Average Monthly Effective Yields**

**Dec 2016 0.719%**  
 Nov 2016 0.678%  
 Oct 2016 0.654%

**Pooled Money Investment Account  
Portfolio Composition  
12/31/16  
\$73.7 billion**



Based on data available as of 1/13/2017

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

To:	Board of Trustees	Date: February 6, 2017
Re:	Approval of Lease Agreement with Xentaurs	
Action:	Request for Approval	

**BACKGROUND**

The District operates a business incubator for start-up digital media companies at the Digital Media Center (DMC). The incubator was developed as a result of grant funding received from the U.S. Department of Commerce, Economic Development Administration.

**ANALYSIS**

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

Xentaurs has been a tenant of the DMC for one year. Company would like to renew their Lease Agreement (second year). As a start-up, Xentaurs looking to validate their business model by taking advantage of the valuable services provided for entrepreneurs at the DMC, including mentorship, access to student interns, access to investors, and office space. Through these services, the company hopes to grow and create much needed jobs in our community.

The recommended lease conforms to the District's standard lease agreement for DMC tenants and is for a period of one year: February 7, 2017 to February 6, 2018. The square footage for the rentable area included in this lease agreement is 394 square feet.

**RECOMMENDATION**

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

Fiscal Impact:	\$8,037.60	Board Date: February 6, 2017
Prepared by:	Enrique Perez, Interim Vice Chancellor, Educational Services & Executive Director RSCCD Foundation	
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: February 6, 2017
Re:	Adoption of Resolution No. 17-01 – Resolution Authorizing Emergency Contracts for Immediate Construction Improvements to the Johnson Student Center at Santa Ana College Pursuant to Public Contract Code Section 20654	
Action:	Request for Adoption	

**BACKGROUND:**

During construction work this winter break at Santa Ana College, the contractor McCarthy Construction was undertaking work to upgrade mechanical equipment in Building N (Music) as part of the Central Plant and Site Utility Infrastructure Project (Central Plant Project). An electrical sub-contractor was working in the building in an area of the ceiling space underneath where the mechanical equipment sits and discovered cracked wooden roof joists in the building. This electrical work was originally scheduled to be completed prior to the start of the spring semester.

Upon discovery of the cracked joists, the licensed structural engineer for the project was requested to visit the building to provide an opinion as to the structural integrity due to the visual damage. The structural engineer determined the observed cracks posed a structural safety concern and that construction work would need to immediately stop until the Division of State Architect (DSA) field inspector could undertake a further inspection. The District was informed on January 11, 2017 of this situation and construction work was stopped pending further investigations. Immediately, DSA was notified of the problem and a request was put in for an immediate field inspection. However, the DSA field inspector was not able to visit the site until Thursday, January 19, 2017.

**Timeline of Events:**

January 11, 2017: Emergency meetings were held with the District Facilities Planning staff & consultants, McCarthy Construction, the construction manager, the architect, and the inspectors to discuss potential options and feasibility of completing repairs. Given that the DSA field inspector wouldn't be able to visit the site until January 19, 2017 and that a structural engineer design would need to be prepared, submitted to DSA for approval and that the repairs would need to be undertaken, there was still no guarantee at this time that the work could be completed by the start of the spring semester. Additionally, there was concern raised about the possibility of encountering further potential unforeseen conditions when the repairs were undertaken in areas that are not visible. Legal counsel, Phillip Henderson with Orbach Huff Suarez & Henderson LLP was contacted to discuss the nature of the problem and confirmed this was an emergency situation under Public Contract Code 20654 and that the District could proceed with finding vendors for the emergency work while concurrently taking steps to prepare an Emergency Resolution and retain approval of the Orange County Superintendent of Schools.

January 13, 2017: An emergency meeting was called at Santa Ana College to discuss the situation and need for relocation of the Building N classes. The District, Santa Ana College administrators, the Division Dean and a representative from the music faculty, met to discuss the problem, shared concerns about the timeline, reviewed the program and classes in Building N.

Since there was no guarantee completion of this work could be achievable and ready by February 6, 2017 when faculty returned, it was determined that in order to ensure scheduled classes would continue for spring semester that the best viable place to relocate the music program would be the first floor of the vacated Johnson Student Center. An all campus email was sent to all college administrators and District administrators informing them of the plan for immediate relocation.

January 17, 2017: Multiple contractors and vendors were contacted to meet with the District for emergency site walks at Building N and to assess the scope of work needed to complete the conversions necessary to the Johnson Student Center to accommodate the music program and classes. District facilities project managers, an architect, contractors, movers, vendors and college faculty conducted the site walks of both buildings to develop a plan for relocation and conversion. It was agreed that a target move schedule in order for the college to be operational by the start of the spring semester would be to move into the Johnson Student Center on February 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>, 2017. All tenant improvements and conversions of spaces to relocate four (4) classes (band, choir, piano/keyboarding, and music theory), 11 piano practice rooms, a computer lab, support staff workstations, lockers, musical instrument storage, and faculty offices would need to be complete by February 5<sup>th</sup>, 2017, with only minor connections for technology, low voltage, phones and data to remain for start-up as classrooms needed to be functional by the time students returned on February 13, 2017.

January 17, 2017: The District considered three (3) contractors for construction delivery options for the conversion to the Johnson Student Center: 1) Newbuild Construction & Restoration, Inc. (Orange) is a contractor the District has worked with and is on the qualified contractor list. They were contacted to see if they could assist the District. After discussions about the scope of work they informed the District they could not likely retain the bonding capacity for the job based on the estimate and volume of work needed to be complete; 2) discussions were held with McCarthy Building Companies, Inc. (Newport Beach) about undertaking the work as a change order but the timeframe needed based on the current approval process within the Central Plant project's contract would run past the deadline for completion before the spring semester start and this would likely risk the Central Plant project having delay claims; 3) Patriot Contracting & Engineering, Inc. (Yorba Linda) is a contractor the District has worked with and is on the qualified contractor list. They were contacted to see if they could assist the District. Patriot contractors conducted a site walk with the District and College and confirmed they were able to provide an estimate and guarantee completion of work by the timeframe needed prior to the start to the start of the spring semester.

January 18-20, 2017: First set of trash hauling bins were delivered to Santa Ana College on Wednesday, January 18, 2017 to clear out the first floor of the Johnson Student Center of any items that needed to be discarded. Relocation of items, tagging and salvaging of remaining furniture and equipment for re-use commenced. District and college staff worked together to identify items. Interior demolition commenced at Johnson Student Center first floor. Nine trash bins were filled for hauling.

January 19, 2017: A Division of the State Architect (DSA) Inspector accompanied by the structural engineer and District staff observed the conditions of the cracked wooden structural roof joists at Building N. The DSA inspector and the engineer determined that at least 10 wooden structural roof joists were cracked, but could find no immediate cause for the cracking of the joists, and tentatively concluded that the cracked joists were likely the result of the installation of the HVAC mechanical equipment on the roof of Building N located directly above the joists from a previous project (not related to the Central Plant Project) as the equipment is vintage mid-1980s. Based on their collective observations, it was determined that 10 joists approximately 2x12 needed repair.

January 20-24, 2017: Meetings took place with movers, specialty piano movers, Patriot Contractors, sub-contractors (flooring, electrical, data, painters, acoustic, etc.), architect, ITS staff, Santa Ana College staff, and the college music department. Faculty were provided 200 moving boxes and labels for packing support. Currently work at the Johnson Student Center includes, but is not limited to, demolition activities in bookstore location, wall patching throughout building, roof leak repairs, sound check for acoustical improvements, framing and drywall work in choir room and band room, work on exterior door adjacent choir room. Architect is finalizing electrical and data changes. District staff is verifying with faculty furniture layouts, and verifying music equipment inventory for relocation.

**ANALYSIS:**

Immediate action was undertaken for the relocation, tenant improvements and conversions to the first floor of the Johnson Student Center in order to relocate four (4) classes, 11 piano practice rooms, a computer lab, support staff workstations, lockers, musical instruments storage and faculty offices to ensure the classes scheduled in Building N (Music) can continue for the start of the 2017 Spring Semester on February 13, 2017.

Pursuant to Public Contract Code 20654, the Board of Trustees can approve contracts without competitive bidding for labor, materials and supplies when an emergency exists. An Emergency Resolution has been prepared for the Board of Trustees consideration of unanimous approval for the February 6, 2017 Board meeting. The District notified the Orange County Department of Education to discuss the emergency situation and both offices collaborated to prepare the final Emergency Resolution. County legal counsel, Claire Morey assisted the District in a final review of the emergency resolution, which was originally drafted by the District's legal counsel, Kimble Cook of Orbach Huff Suarez & Henderson LLP.

On January 27, 2017, the Chancellor received written approval from Dean West, the Associate Superintendent of Business Services of the Orange County Department of Education, that the District has approval to enter into an emergency contract with Patriot Contract & Engineering, Inc., without advertising for or inviting bids, due to the emergency to relocate the Music Building programs to the Johnson Student Center. The Board of Trustees is requested to approve the Emergency Resolution by unanimous vote, in accordance with Public Contract Code Section 20654. The Board of Trustees' approval authorizes the Chancellor, or his designee, to enter into contracts as he shall deem appropriate or necessary for the work, along with the approval of the Orange County Superintendent of Schools as provided in Public Contract Code section 20564 (see attached letter from Orange County Department of Education).

Funding sources are to be determined and may be multiple: Capital Outlay Funds, Scheduled Maintenance Funds, Redevelopment Funds, Measure E and Measure Q.

**RECOMMENDATION:**

It is recommended that the Board of Trustees adopt Resolution No. 17-01, Resolution Authorizing Emergency Contracts for Immediate Construction Improvements to the Johnson Student Center at Santa Ana College Pursuant to Public Contract Code Section 20654 as presented.

Fiscal Impact:	Costs to be determined, but estimated at \$900,000	Board Date: February 6, 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	



January 27, 2017

Raul Rodriguez, Ph.D.  
Chancellor  
Rancho Santiago Community College District  
2323 North Broadway  
Santa Ana, CA 92706-1640

**ORANGE COUNTY  
DEPARTMENT  
OF EDUCATION**

200 KALMUS DRIVE  
P.O. BOX 9050  
COSTA MESA, CA  
92628-9050  
(714) 966-4000  
FAX (714) 432-1916  
[www.ocde.us](http://www.ocde.us)

**AL MIJARES, Ph.D.**  
County Superintendent  
of Schools

**Re: Approval for Emergency Construction at the Johnson Student Center  
(Santa Ana College)**

Dear Dr. Rodriguez:

This letter is in response to your District's request to the Orange County Superintendent of Schools for approval to enter into a contract with Patriot Contracting & Engineering, Inc. due to an emergency discovered at Santa Ana College's Building N (Music). It is our understanding that the emergency situation was identified at Santa Ana College on January 11, 2017, during construction work occurring in Building N as part of the Central Plant and Site Utility Infrastructure Project. The District discovered cracked wooden roof joists in Building N, necessitating the immediate evacuation of the portion of the building housing the Music Program. The Division of State Architect was immediately called to inspect the facility.

The necessary relocation of the Music Program from Building N included four (4) music classes, eleven (11) piano practice rooms, faculty offices, a computer lab, support staff work stations, lockers, and musical instrument storage. Emergency contracts were entered into with various contractors to begin the relocation into an alternative site.

The vacated Johnson Student Center was the alternative site, which required immediate rehabilitation work on the first floor in order to render the site suitable for classes for the start of the 2017 Spring Semester commencing on February 13, 2017. Contractors were contacted to meet with the District for an emergency site walk to assess the scope of work needed to complete the conversions necessary to the Johnson Student Center.

It is our understanding that the District has selected Patriot Contracting & Engineering, Inc. to perform the construction work on the first floor of the Johnson Student Center, which includes, but is not limited to: demolition work, cabinetry installation, door frames and related hardware, acoustical treatment, stucco work, framing and drywall, flooring, painting, plumbing, and electrical work.

**ORANGE COUNTY  
BOARD OF EDUCATION**

JOHN W. BEDELL, PH.D.  
DAVID L. BOYD  
REBECCA "BECKIE" GOMEZ  
LINDA LINDHOLM  
KEN L. WILLIAMS, D.O.

Consider this letter formal notice of approval to enter into an emergency contract with Patriot Contracting & Engineering, Inc., without advertising for or inviting bids, with your Board of Trustees taking the appropriate actions on February 6, 2017, in accordance with Public Contract Code Section 20654. Please be advised that Public Contract Code Section 20654 does not exempt the District from other legal requirements other than not having to advertise or invite bids.

Sincerely,



Dean West  
Associate Superintendent  
Business Services

DW:tm

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

**RESOLUTION AUTHORIZING EMERGENCY CONTRACTS  
FOR IMMEDIATE CONSTRUCTION IMPROVEMENTS TO  
THE JOHNSON STUDENT CENTER AT SANTA ANA COLLEGE  
PURSUANT TO PUBLIC CONTRACT CODE SECTION 20654**

**RESOLUTION NO. 17-01**

**WHEREAS**, the Rancho Santiago Community College District (“District”) is undertaking construction of a Central Plant and Site Utility Infrastructure Project at Santa Ana College (“Central Plant Project”);

**WHEREAS**, on January 11, 2017, contractors performing mechanical upgrades on the Central Plant Project identified 6 cracked wooden structural roof joists on the District’s Building N (Music) at Santa Ana College. The cracked wooden structural roof joists were not previously readily visible as they were directly below mechanical equipment on the roof of the building, and the conditions of the joists were exposed only upon removal of the hard ceiling for abatement work in the immediate area;

**WHEREAS**, a Division of the State Architect (DSA) Inspector accompanied by a California registered structural engineer and District staff observed the conditions of the roof joists at Building N on January 19, 2017 (that being the first date the inspector was available). The DSA inspector and the engineer determined at that time that at least 10 wooden structural roof joists were cracked, but could find no immediate cause for the cracking of the joists, and tentatively concluded that the cracked wooden structural roof joists were likely the result of the installation of the HVAC mechanical equipment on the roof of Building N located directly above the joists years ago;

**WHEREAS**, the condition of the cracked wooden structural roof joists at Building N renders the building a danger to life and property and unsuitable for use by District students, faculty, and staff. In addition, there is an immediate need for the continuance of existing classes for District students returning for the 2017 Spring Semester on February 13, 2017 (and faculty and staff on February 6, 2017);

**WHEREAS**, immediate repair and completion of construction on Building N is not practicable or feasible before February 13, 2017, because a new design has to be undertaken for the repair work, the design requires DSA review and approval, and the possibility that additional conditions that need repair may arise during the demolition and repair work of Building N;

**WHEREAS**, on January 13, 2017, following the initial discovery of the cracked wooden structural roof joists at Building N, Santa Ana College administrative staff and District facilities staff met and conferred regarding the conditions at Building N and the immediate emergency of being able to continue the music program for returning students, faculty, and staff that would otherwise occupy Building N for classes and instruction at the start of the 2017 Spring Semester

on February 13, 2017. Santa Ana College administrative staff, District facilities staff and consultants concluded at that time that with immediate emergency improvements, the vacated Johnson Student Center could be used on an emergency basis to house the returning students, faculty, and staff displaced by the conditions at Building N;

**WHEREAS**, Building N contains four (4) music classrooms (choir, band, piano/keyboarding, music theory), eleven (11) piano practice rooms, faculty offices, a computer lab, support staff workstations, lockers, and musical instrument storage;

**WHEREAS**, California Public Contract Code Section 20654 (a) provides that “in an emergency when any repairs, alterations, work, or improvement is necessary to any facility of the college, or to permit the continuance of existing college classes, or to avoid danger to life or property, the board may, by unanimous vote, with the approval of the county superintendent of schools, do either of the following:

- (1) Make a contract in writing or otherwise on behalf of the district for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids.
- (2) Notwithstanding Section 20655, authorize the use of day labor or force account for the purpose.”

**WHEREAS**, Public Contract Code Section 1102 defines an emergency as “a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services”;

**WHEREAS**, the discovery of the cracked wooden structural roof joists in Building N constitutes a “sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services” in that immediate action is necessary to avoid disruption of the District’s music program at Santa Ana College;

**WHEREAS**, immediate action must be taken by the District to accommodate returning District students, faculty, and staff unable to use Building N, by providing an alternative facility for the music related learning classrooms, piano practice rooms, a computer lab, related faculty and support offices, lockers and musical instrument storage before the beginning of the 2017 Spring Semester on February 13, 2017;

**WHEREAS**, the District’s existing Johnson Student Center, if construction is undertaken immediately, could be modified to accommodate the returning students, faculty, and staff of the Santa Ana College music program to allow essential uninterrupted musical classes, classroom instruction and related services to continue on February 13, 2017;

**WHEREAS**, the scope for the Johnson Student Center construction work includes: demolition work, cabinetry installation, door frames and related hardware, acoustical treatment, stucco work, framing and drywall, flooring, painting, plumbing, electrical work, roof repairs,

dumpster services, disassembling and reassembling of furniture, A/V equipment removal and reinstallation, moving services, purchase of white boards, riser rentals, and general cleaning;

**WHEREAS**, all of this work is necessary to facilitate the District's immediate need to provide essential uninterrupted music classes and classroom instruction, by the start of the 2017 Spring Semester on February 13, 2017;

**WHEREAS**, District staff received quotes and estimates from contractors, vendors and suppliers for the work necessary at the Johnson Student Center and have concluded that the pricing is reasonable and competitive under the circumstances; and,

**WHEREAS**, District staff requests funding of up to \$900,000 (as itemized and estimated in Exhibit "A") Funding sources to be determined and may be multiple: District's capital outlay funds, scheduled maintenance funds, redevelopment funds, as well as Measure E and Measure Q funds, with ratification of all necessary contracts to be approved subsequently by the Board.

**NOW, THEREFORE**, THE BOARD OF TRUSTEES OF THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT DOES HEREBY FIND, RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. Recitals. All of the recitals herein contained are true and correct.

Section 2. Emergency. That the discovery of the cracked wooden structural roof joists in Building N at Santa Ana College rendering it unsuitable for classroom and instruction use, and the immediate need to house returning District students, faculty, and staff that would otherwise occupy Building N for the 2017 Spring Semester constitutes a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services (musical program at Santa Ana College) and is an emergency as defined in Public Contract Code section 20654 requiring immediate action by the District;

Section 3. Immediate Action Necessary.

(a) Immediate action must be taken by the District to accommodate returning District students, faculty, and staff unable to use Building N, by providing an alternative location for the music related learning classrooms, piano practice rooms, a computer lab, and related support staff workstations, faculty offices, lockers, and musical instrument storage for returning District students, faculty, and staff before the beginning of the 2017 Spring Semester on February 13, 2017.

(b) Immediate repair and completion of construction on Building N is not practicable or feasible before February 13, 2017.

(c) If construction is undertaken immediately at the Johnson Student Center, the Johnson Student Center could be modified to accommodate returning District students, faculty, and staff

to allow essential uninterrupted musical classes, classroom instruction and related services to continue on February 13, 2017.

(d) The Board elects to take immediate action to approve all work necessary on the Johnson Student Center pursuant to Public Contract Code Section 20654.

(e) The Board authorizes up to \$900,000 for use as authorized under this Resolution with funding sources to be determined and which may be multiple: District's capital outlay funds, scheduled maintenance funds, redevelopment funds, as well as Measure E and Measure Q funds, with actual allocation to be approved subsequently by the Board.

Section 4. Delegation of Authority to Chancellor. The Board delegates and authorizes the District's Chancellor or his designee to execute contracts as appropriate and as necessary to perform all work necessary at the District's existing Johnson Student Center and to approve contracts with any other contractors, vendors or suppliers in order to accommodate students, faculty, and staff to allow essential uninterrupted musical classes, classroom instruction and related services to continue for the 2017 Spring Semester at Santa Ana College commencing on February 13, 2017, as noted in this Resolution, and to take all steps and perform all actions necessary to execute and implement those contracts.

Section 5. Effective Date. This Resolution shall take effect upon adoption.

**APPROVED, PASSED AND ADOPTED** by the Governing Board of the Rancho Santiago Community College District this 6th day of February, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, John Hanna, President of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing is full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in office of said Board.

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President of the Board of Trustees  
Rancho Santiago Community College District

I, Arianna Barrios, Clerk of the Board of Trustees of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Board of Trustees of the Rancho Santiago Community College District Governing Board at a regular meeting thereof held on the 6<sup>th</sup> day of February, 2017, by the above described vote of the Governing Board;

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Clerk of the Board of Trustees  
Rancho Santiago Community College District

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Rancho Santiago Community College District Governing Board this 6<sup>th</sup> day of February, 2017.

**EXHIBIT “A”**

**EMERGENCY RELOCATION OF BUILDING N TO BUILDING U**

ESTIMATED COSTS KNOWN TO DATE		
Contractor/Vendor	Services	Estimated Dollars
HGA	Architectural Design Services	\$50,000
CR&R	Dumpsters Service	\$10,000
American Relocation & Logistics	Disassemble, re-assemble and move furniture	\$14,000
Patriot Contracting	Electrical and data - Safe-Off Services	\$5,000
Patriot Contracting	General Contractor Services	\$535,000
GST – A/V Contractor	A/V Equipment, sound booth removal and re-installation, computer integration etc.	\$26,000
Window Shades East	Window Shades	\$6,000
American Relocation & Logistics	Moving Services from N to Johnson (including specialty move for pianos)	\$24,000
SchoolsIn	Purchase of white boards (with music staff lines)	\$7,650
Fuller Street	Rental of risers	\$8,900
C I Services	Roof repairs	\$25,000
A Good Sign	ADA Signage, directional signage etc.	\$6,650
TBD	Student lockers for instrument storage	TBD
TBD	Other furniture, fixtures, and services	TBD
TBD	Piano tuning	TBD
<b>ESTIMATED TOTAL</b>		<b>\$718,200</b>

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

To:	Board of Trustees	Date: February 6, 2017
Re:	Approval of Change Order #1 for Best Contracting Services for Buildings E (Fitness), G (Gymnasium), K (Welding) and S (Administration) Roof Replacements at Santa Ana College	
Action:	Request for Approval	

**BACKGROUND:**

On August 15, 2016, the Board of Trustees approved a contract with Best Contracting Services for the roof replacement at Buildings E (Fitness), G (Gymnasium), K (Welding) and S (Administration) at Santa Ana College. The project scope included removing and replacing existing roof, deck replacement, fascia board replacement, new metal sheet metal and coping, new gutters, new storm drains, new gravel system. The roof has a new highly reflective coating design to enhance the performance of the new roofing system. The new roof system will extend the expected useful life of the roof another twenty to thirty years

**ANALYSIS:**

The project was completed on December 13, 2016. The Deductive Change Order #1 decreases the contract by \$17,732.25 which is a credit back to the District for unused unforeseen conditions allowance expenditures. Change Order #1 also extends the contract from November 18, 2016 through December 13, 2016 due to weather delays and is a non-compensable time extension. The revised contract amount is \$600,562.75. Pursuant to Administrative Regulation 6600, staff is recommending approval of this change order. A Notice of Completion has been scheduled for approval by the Board of Trustees on the same agenda of February 6, 2017.

This project is funded by Scheduled Maintenance.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #1 for Best Contracting Services for Buildings E (Fitness), G (Gymnasium), K (Welding) and S (Administration) Roof Replacements at Santa Ana College as presented.

Fiscal Impact:	(\$17,732.25)	Board Date: February 6, 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	



Facility Planning, District Construction & Support Services  
 2323 North Broadway, Rm 112  
 Santa Ana, CA 92706

Board Date: February 6, 2017  
 Project/Bid No. 1298  
 Site: Santa Ana College  
 Change Order (CO) No. : 1

Project Name: Building E, G, K, and S Roof Replacement  
 Contractor: Best Contracting Services  
 Contract #: 17-P0042609

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date
08/29/16	81	11/18/16	0	25	12/13/2016

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$618,295.00	
Previous Change Orders	0	\$0.00	0.0%
<b>This Change Order</b>	<b>1</b>	<b>-\$17,732.25</b>	<b>-2.9%</b>
<b>Total Change Order (s)</b>		<b>-\$17,732.25</b>	<b>-2.9%</b>
<b>Revised Contract Amount</b>		<b>\$600,562.75</b>	

Items in Change Order							
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	Net
1	Deductive change order for unused District allowance. The change order also extends the formal completion date to December 13, 2016. The change order will result in a credit to the contract amount.	Owner	5		(\$17,732.25)	\$0.00	(\$17,732.25)
Subtotal					(\$17,732.25)	\$0.00	(\$17,732.25)
<b>Grand Total</b>							<b>(\$17,732.25)</b>

- 1- CODE REQUIREMENT
- 2 - FIELD CONDITION
- 3 - INSPECTION REQUIREMENT
- 4 - DESIGN REQUIREMENT
- 5 - OWNER REQUIREMENT

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

To:	Board of Trustees	Date: February 6, 2017
Re:	Accept the Completion of Bid #1298 for Buildings E (Fitness), G (Gymnasium), K (Welding) and S (Administration) Roof Replacements at Santa Ana College and Approve a Recording of a Notice of Completion	
Action:	Request for Acceptance and Approval	

**BACKGROUND:**

On August 15, 2016, the Board of Trustees approved a contract with Best Contracting Services, Inc. Bid #1298 for Buildings E (Fitness), G (Gymnasium), K (Welding) and S (Administration) Roof Replacements at Santa Ana College. The project was completed on December 13, 2016.

**ANALYSIS:**

The Project was completed on December 13, 2016. The District, upon approval by the Board of Trustees may record a Notice of Completion with the office of the Orange County Clerk-Recorder, as outlined under California Civil Code §9204. Total cost of the project was \$600,562.75.

This project was funded by Scheduled Maintenance.

**RECOMMENDATION:**

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

Fiscal Impact:	N/A	Board Date: February 6, 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	

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

NO FEES CHARGED PER GOVERNMENT CODE §6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

2323 N. Broadway  
Santa Ana, CA 92706-1640

## NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §9204 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santa Ana College, located at 1530 W. 17<sup>th</sup> Street, Santa Ana, Orange, caused improvements to be made to the property to with: Bid #1298 for Buildings E (Fitness), G (Gymnasium), K (Welding) and S (Administration) at Santa Ana College, the contract for the doing of which was heretofore entered into on the 15th day of August, 2016, which contract was made with Best Contracting Services, PO 17-P0042609 as contractor; that said improvements were completed on the 13th day of December, 2016 and accepted by formal action of the governing Board of said District on the 6th day of February, 2017; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is The Guarantee Company of North America USA.

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

Executed on \_\_\_\_\_, 2017 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by \_\_\_\_\_

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

State of California  
County of Orange

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

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

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

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

To:	Board of Trustees	Date: February 6, 2017
Re:	Accept the Completion of Bid #1301 for Storm Water Improvements at Santa Ana College Orange County Sheriff's Regional Training Academy and Approve a Recording of a Notice of Completion	
Action:	Request for Acceptance and Approval	

**BACKGROUND:**

On October 10 2016, the Board of Trustees approved a contract with KANA Subsurface Engineering for Bid #1301 for Storm Water Improvements at Santa Ana College Orange County Sheriff's Regional Training Academy. The project was completed on January 20, 2017.

**ANALYSIS:**

The Project was completed on January 20, 2017. The District, upon approval by the Board of Trustees may record a Notice of Completion with the office of the Orange County Clerk-Recorder, as outlined under California Civil Code §9204. Total cost of the project was \$95,317.48

This project was funded by Capital Outlay Funds.

**RECOMMENDATION:**

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

Fiscal Impact:	N/A	Board Date: February 7, 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	

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

NO FEES CHARGED PER GOVERNMENT CODE §6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

2323 N. Broadway  
Santa Ana, CA 92706-1640

## NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §9204 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santa Ana College, located at 1530 W. 17<sup>th</sup> Street, Santa Ana, Orange, caused improvements to be made to the property to with: Bid #1301 for Storm Water Improvements at Santa Ana College Orange County Sheriff's Regional Training Academy, the contract for the doing of which was heretofore entered into on the 10th day of October, 2016, which contract was made with KANA Subsurface Engineering, PO 17-P0043368 as contractor; that said improvements were completed on the 20th day of January 20, 2017 and accepted by formal action of the governing Board of said District on the 6th day of February, 2017; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Fidelity and Deposit Company of Maryland.

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

Executed on \_\_\_\_\_, 2017 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by \_\_\_\_\_

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

State of California  
County of Orange

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

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

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

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

To:	Board of Trustees	Date: February 6, 2017
Re:	Approval of Amendment to Agreement with Terracon Consultants, Inc. for Environmental Consulting Services for the Orange Education Center at Santiago Canyon College	
Action:	Request for Approval	

**BACKGROUND:**

This is an amendment to an existing agreement to increase the contract and extend time. On September 14, 2015 the Board of Trustees approved an agreement with Terracon Consultants, Inc. for environmental consulting investigation services related to the Orange Education Center (OEC) of the Santiago Canyon College located on 1465 North Batavia Street in the City of Orange. As part of the new environmental compliance requirements, the District submitted a soils investigative Work Plan to the Orange County Health Care Agency (OCHCA) for review and approval of the Work Plan in order to begin sub-surface soil sampling investigations. Due to these changes in environmental regulations and as a result of the volume of renovation work to be undertaken on the building, the District is required to perform additional soils investigations under the oversight of the OCHCA. The amendment to the contract is for the second phase of work and oversight to implement the work plan once it is approved and conduct sampling. Results of the sampling plan are then subject to review by the OCHCA. The District needs to retain final approval by the OCHCA before proceeding with further design and construction plans.

**ANALYSIS:**

The amendment to this agreement is to increase the contract by \$36,753 and to extend the contract for six months. The services covered by this agreement commenced on September 15, 2015 and the new end date is extended to December 30, 2017.

This project is funded by Measure E and Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amendment with Terracon Consultants, Inc. (Irvine) for Environmental Consulting Services at the Orange Education Center at Santiago Canyon College as presented.

Fiscal Impact:	\$36,573	Board Date: February 6, 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: 2/6/17**

Project: Orange Education Center

Site: **Santiago Canyon College**

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Consultants: **Terracon Consultants, Inc.**

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Agreement No: #0145.00/Type of Service: Environmental Consulting

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Agreement Summary	Amount	Reimbursables	Start	Duration	
				End	
Original Contract Amount	\$ 29,500.00	\$ 1,000.00	9/15/2015		6/30/2017
Amendment #1	\$ 36,573.00		9/15/2015		12/31/2017
<b>Total Agreement Amount</b>	<b>\$ 67,073.00</b>				

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**DESCRIPTION:**

Environmental Consulting Services for the Orange Education Center

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**\$36,573.00**

**Total Proposed Amount:**

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**Contract End Date:**

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**12/31/2017**

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

To:	Board of Trustees	Date:	February 6, 2017
Re:	Award of Bid #1313 for Irrigation Controller Upgrades at Santiago Canyon College		
Action:	Request for Approval		

**BACKGROUND:**

As part of the District's water conservation measures, and Scheduled Maintenance projects, the existing site irrigation control system at Santiago Canyon College will be upgraded to reduce water consumption. The District assessed the existing control system at Santiago Canyon College to determine viability of upgrading to reduce water demand using new technologies that allow auto adjusting water flow based on weather. It was determined the existing system does not automatically adjust water flow based on rainfall, does not correct flow based on pipe breaks or leaks, requires a monthly fee to use remote web-based software, consist of a mix of different manufacturers with varying incompatible technologies, does not accurately report water demand, and requires manual intervention to operate.

Based on the findings, it was determined the system is in need of an upgrade. The proposed upgrades will require a replacement of all irrigation flow meters, flow valves, integrate into a new controlling system, and will require localized weather stations. Irrigation control is cloud-based able to remotely manage and control the system with no monthly access fee using the college's existing wireless infrastructure. The weather stations will monitor rain fall controlling the amount of irrigation water at each irrigation zone and use seasonal trend technology to auto adjust water demand. The system will provide reporting features allowing the college and District to report water usage. This level of reporting and control will allow the college to more effectively manage irrigation water consumption.

**ANALYSIS:**

In accordance with the California Uniform Public Construction Cost Accounting Act, Bid #1313 for Irrigation Controller Upgrades at Santiago Canyon College was advertised on November 16, 2016 and November 23, 2016, and a Notice Calling for Bids was sent to fifteen (15) contractors from the District's qualified contractors list on November 16, 2016.

A mandatory job walk was conducted on November 28, 2016. Bids were opened on December 19, 2016 as noted on the attached bid result form. The District received two (2) bids for the project. STL Landscape, Incorporated (Los Angeles) submitted the lowest responsive bid in the amount of \$188,000. On December 21, 2016 STL Landscape, Incorporated requested to be released due to a bidding clerical error. After STL Landscape, Incorporated provided additional bid estimate documentation to District staff and legal counsel to clarify the error, it was determined that STL Landscape, Incorporated failed to include labor costs. Therefore, the District acknowledged that per the requirements of Public Contract Code section 5100 et seq: (1) a mistake was made in STL Landscape, Incorporated's bid for the project; (2) proper and timely notice was given to the District of the mistake; and (3) the mistake made STL Landscape Incorporated's bid materially different than intended.

The District then proceeded to review the second responsive bid for consideration. Aramexx Construction (Upland) submitted the second lowest responsive bid for \$248,532. District staff requested legal review of the bids and the process. Legal Counsel, Orbach Huff Suarez & Henderson LLP, has reviewed the bids, letters and information and concurs with the District recommendation of awarding Bid #1313 to Aramexx Construction. 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 #1313 to Aramexx Construction.

The anticipated construction start will be February 28, 2017, with an estimated construction duration of one hundred (100) days.

The project is funded by Scheduled Maintenance, Capital Outlay Funds and Proposition 39 Rebates.

**RECOMMENDATION:**

It is recommended that the Board award Bid #1313 to Aramexx Construction (Upland) for Irrigation Controller Upgrades at Santiago Canyon College as presented.

Fiscal Impact:	\$248,532	Board Date: February 6, 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**

<b>BID #1313</b> Addendums Issued: 0	<b>PROJECT:</b> Irrigation Controller Upgrades at Santiago Canyon College	<b>DUE DATE:</b> December 19, 2016 At 2:00 P.M.
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**BIDDER**

**TOTAL BASE BID AMOUNT**

S T L Landscape, Incorporated 8122 Compton Avenue Los Angeles, CA 90001	<b>WITHDRAWN</b>	\$188,000 <b>WITHDRAWN</b>
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Aramexx Construction 123 East 9 <sup>th</sup> Street, Suite 100D Upland, CA 91786		\$248,532
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**2 TOTAL BIDDERS**

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

To:	Board of Trustees	Date: February 6, 2017
Re:	Approval of Surplus Property	
Action:	Request for Approval	

**BACKGROUND**

The District has accumulated a considerable amount of surplus property which requires an auction to dispose of this property. Legally, in order to dispose of District property, the Board must take action to declare the left over items as surplus prior to the auction.

**ANALYSIS**

An open house was held on December 15, 2016 for District staff to select usable items for their divisions or departments. The same day, an open house was held for non-profit organizations and school districts to select from the remaining items per District Board Policy BP6550. Two (2) school districts attended the preview. Attached is a listing of all the surplus property as of January 18, 2017. This record will change as items continually move in and out of storage. Also, there are non-inventoried, miscellaneous items and e-waste that are not listed but will be sold or disposed.

Therefore, it is recommended that The Liquidation Company (TLC) auctions off the District's surplus property in accordance with the terms and conditions of the current contract. The auctioneer's commission fee is 35.00% of the gross sales which is competitive for off-site auctions. The fee from TLC includes advertising, transportation, labor and other related functions. Their performance and service have been very satisfactory. The advantages of using TLC are that they take the majority of our surplus property which is rare among auctioneers and they are licensed e-waste collectors. The contract is good through June 30, 2018.

Following the auction, District staff shall discard any remaining surplus property. This is in accordance with Board Policy BP6550 and AR6550.

**RECOMMENDATION**

It is recommended that the Board of Trustees declare the attached list of equipment as surplus property and to utilize The Liquidation Company to conduct an auction as presented.

Fiscal Impact:	Revenue to be Determined	Board Date: February 6, 2017
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Recommended by:	Raúl Rodriguez, Chancellor	

# Rancho Santiago Community College District

Surplus Inventory at January 18, 2017

TAG	TYPE	DESCRIPTION	SERIAL NO	USERS	SPPJ	BLDG	ROOM	ACQRD	LSTINVEN	COST
302971	EQ	WELDER, MILLER SYNCROWAVE 250	KG044959	5WARE	0000	SW	SW	03/01/96	01/18/17	\$2,328.00
302972	EQ	WELDER, MILLER SYNCROWAVE 250	KF984131	5WARE	0000	SW	SW	03/01/96	01/18/17	\$2,328.00
302973	EQ	WELDER, MILLER SYNCROWAVE 250	KG044097	5WARE	0000	SW	SW	03/01/96	01/18/17	\$2,328.00
302974	EQ	WELDER, MILLER SYNCROWAVE 250	KG044966	5WARE	0000	SW	SW	03/01/96	01/18/17	\$2,328.00
302978	EQ	WELDER, LINCOLN 250 AC/DC	C1951000400	5WARE	0000	SW	SW	03/01/96	01/18/17	\$1,147.00
307890	EQ	PROJECTOR,INFOCUS, LP435ZV	3EW92400432	5WARE	0000	SW	SW	06/23/99	08/03/16	\$4,872.46
308869	TE	Laptop,	6IFDE	5WARE	3000	SW	SW	05/26/00	01/18/17	\$3,610.70
308899	EQ	PROJECTOR, ANSI LUMENS	0006049	5WARE	2370	SW	SW	06/02/00	10/28/16	\$6,692.35
308983	EQ	PROJECTOR, ANSI LUMENS	0005642	5WARE	0000	SW	SW	06/19/00	10/28/16	\$6,692.36
309162	TE	COPIER, TOSHIBA MODEL 1370 W/STAND	CWJ724437	5WARE	0000	SW	SW	02/01/98	10/28/16	\$1,245.00
309625	TE	Laptop,	Y9V24	5WARE	0000	SW	SW	08/30/00	01/18/17	\$3,875.78
310429	EQ	WELDER,STICK, IDEALARC 250AC	C1000800666	5WARE	2370	SW	SW	10/26/00	01/18/17	\$1,090.43
311047	EQ	ELMO SOLAR OVERHEAD PROJECTOR	635587	5WARE	2370	SW	SW	09/01/97	10/28/16	\$1,809.00
311720	EQ	CONTROL SIMULATORS	100516	5WARE	0000	SW	SW	05/08/01	08/03/16	\$3,234.64
311772	EQ	PROJECTOR, MITSUBISHI	0004042	5WARE	0000	SW	SW	05/21/01	10/28/16	\$8,295.78
316412	TE	Laptop,	FHQMR61	5WARE	0000	SW	SW	02/08/05	01/18/17	\$4,951.87
316413	TE	LAPTOP, CECILIA SCHULTZ	6JQMR61	5WARE	0000	SW	SW	02/08/05	01/18/17	\$4,951.87
316630	EQ	PROJECTOR, VIDEO MITSUBISHI	2185	5WARE	2370	SW	SW	05/10/05	10/28/16	\$2,756.25
318011	TE	COMPUTER,	1ZK9MB1	5WARE	2370	SW	SW	08/17/06	07/12/16	\$1,148.15
320031	TE	COMPUTERS, DELL STANDARD	8N70LF1	5WARE	2002	SW	SW	02/08/08	07/12/16	\$1,020.20
320037	TE	COMPUTERS, DELL STANDARD	GP70LF1	5WARE	2002	SW	SW	02/08/08	07/12/16	\$1,020.20
320038	TE	COMPUTERS, DELL STANDARD	DP70LF1	5WARE	2002	SW	SW	02/08/08	07/12/16	\$1,020.20
320095	TE	COMPUTERS, DELL STANDARD	GLWYKF1	5WARE	2002	SW	SW	02/08/08	07/12/16	\$1,020.20
320100	TE	COMPUTERS, DELL STANDARD	FMWYKF1	5WARE	2002	SW	SW	02/08/08	07/12/16	\$1,020.20
320103	TE	COMPUTERS, DELL STANDARD	8NWYKF1	5WARE	2002	SW	SW	02/08/08	07/12/16	\$1,020.20
321212	TE	STORAGE UNIT, HP STG WKS	SGA00501FY	5WARE	0000	SW	SW	05/20/10	01/18/17	\$21,072.50
321213	TE	STORAGE UNIT, HP STG WKS	SGA00204E1	5WARE	0000	SW	SW	05/20/10	01/18/17	\$21,072.50
321448	TE	COMPUTER,	9KH3PM1	5WARE	0000	SW	SW	09/09/10	10/05/16	\$1,135.84
321827	TE	HP STORAGEWORKS, MSA70	SGA04200ZX	5WARE	0000	SW	SW	02/08/11	01/18/17	\$25,058.75
322524	TE	Laptop, SW	7CNX4R1	5WARE	0000	SW	SW	10/19/11	10/05/16	\$1,416.64
322563	TE	Access Point, Outdoor,	AY0006206	5WARE	0000	SW	SW	02/01/12	01/18/17	\$1,496.23
322576	TE	Access Point, Outdoor,	AY0005802	5WARE	0000	SW	SW	02/01/12	01/18/17	\$1,496.23
322580	TE	Access Point, Outdoor,	AY0005854	5WARE	0000	SW	SW	02/01/12	01/18/17	\$1,496.23
322586	TE	Access Point, Outdoor,	AY0005842	5WARE	0000	SW	SW	02/01/12	01/18/17	\$1,496.23
322594	TE	Wireless Access Point,	AY0006149	5WARE	0000	SW	SW	02/01/12	01/18/17	\$1,496.23
322601	TE	Wireless Access Point,	AY0006102	5WARE	0000	SW	SW	02/01/12	01/18/17	\$1,496.23
322604	TE	Wireless Access Point,	AY0005948	5WARE	0000	SW	SW	02/01/12	01/18/17	\$1,496.23
322610	TE	Wireless Access Points,	AY0008960	5WARE	0000	SW	SW	02/01/12	01/18/17	\$1,496.23
322623	TE	Wireless Access Points,	AY0005954	5WARE	0000	SW	SW	02/01/12	01/18/17	\$1,496.23
322639	TE	Wireless Network Bundle # 10 Items 36-38	AK0017928	5WARE	0000	SW	SW	02/01/12	01/18/17	\$16,564.84
322640	TE	Wireless Network Bundle # 11 Items 39-40	AK0018017	5WARE	0000	SW	SW	02/01/12	01/18/17	\$11,345.97

322671	TE	Printer, LaserJet Color,	CNBCD290RM	5WARE	0000	SW	SW	03/19/12	01/18/17	\$1,861.59
322772	TE	Wireless Access Points Do Bundle 4	AK0019983	5WARE	3680	SW	SW	06/07/12	01/18/17	\$13,271.98
322773	TE	Wireless Access Points Do Bundle 4	AK0020011	5WARE	3680	SW	SW	06/07/12	01/18/17	\$13,271.98
F31459	TE	Laptop,	29G4X01	5WARE	1814	SW	SW	10/09/01	01/18/17	\$1,979.11
F31673	TE	PROJECTOR, MITSUBISHI	0002180	5WARE	1815	SW	SW	04/08/02	10/28/16	\$4,982.36
F31965	TE	COMPUTER, DELL OPTIPLEX	BTG4L11	5WARE	1102	SW	SW	06/14/02	01/18/17	\$1,915.80
F32384	EQ	CABINET, STORAGE		5WARE	1818	SW	SW	07/16/03	11/22/16	\$423.72
F33943	TE	PRINTER, 800PS	SG643C2055	5WARE	1803	SW	SW	10/05/06	08/03/16	\$5,172.70
F34348	TE	Computer, Dell Optiplex	CS003FS	5WARE	1204	SW	SW	11/27/07	01/18/17	\$1,232.89
F34564	TE	COMPUTERS, DELL OPTIPLEX	49GG7G1	5WARE	1102	SW	SW	05/15/08	07/12/16	\$1,049.93
F34785	TE	Computer 3040	6TZNGH1	5WARE	1803	SW	SW	09/22/08	08/03/16	\$2,250.90
F34787	TE	Computer, Dell Precision	4FWMGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34788	TE	Computer, Dell Precision	3FWMGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34790	TE	Computer, Dell Precision	2V8NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34793	TE	Computer, Dell Precision	5V8NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34794	TE	Computer, Dell Precision	8V8NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34796	TE	Computer, Dell Precision	6V8NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34798	TE	Computer, Dell Precision	1V8NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34799	TE	Computer, Dell Precision	9V8NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34800	TE	Computer, Dell Precision	GT8NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34801	TE	Computer, Dell Precision	4V8NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34802	TE	Computer, Dell Precision	GF8NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34803	TE	Computer Precision	9FWMGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34804	TE	Computer, Dell Precision	JFWMGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34805	TE	Computer, Dell Precision	5GWMGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34806	TE	Computer, Dell Precision	FFWMGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34807	TE	Computer, Dell Precision	DFWMGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34808	TE	Computer, Dell Precision	CFWMGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34809	TE	Computer, Dell Precision	3GWMGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34810	TE	Computer, Dell Precision	6GWMGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34811	TE	Computer, Dell Precision	2GWMGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34812	TE	Computer, Dell Precision	HFWMGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34814	TE	Computer, Dell Precision	7F4NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34816	TE	Computer, Dell Precision	8F4NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34817	TE	Computer, Dell Precision	5F4NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34818	TE	Computer Precision	6F4NHG1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34820	TE	Computer, Dell Precision	JD4NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34821	TE	Computer, Dell Precision	FD4NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34822	TE	Computer, Dell Precision	1F4NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34823	TE	Computer, Dell Precision	3F4NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34824	TE	Computer, Dell Precision	GD4NHG1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34825	TE	Computer, Dell Precision	HD4NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34826	TE	Computer, Dell Precision	CB4NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34827	TE	Computer, Dell Precision	9B4NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34828	TE	Computer, Dell Precision	BB4NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34829	TE	Computer, Dell Precision	7B4NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34830	TE	Computer, Dell Precision	8B4NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16

F34832	TE	Computer, Dell Precision	5B4NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34833	TE	Computer Precision	4B4NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34834	TE	Computer, Dell Precision	3B4NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34837	TE	Computer Precision		5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34838	TE	Computer, Dell Precision	2B4NGH1	5WARE	1803	SW	SW	10/22/08	08/03/16	\$1,295.16
F34839	TE	Computer, Dell Precision	J94NGH1	5WARE	1803	SW	SW	10/22/08	08/06/16	\$1,295.16
F34905	TE	Dell	BTQTHH1	5WARE	1823	SW	SW	10/22/08	07/12/16	\$1,114.69
F35325	EQ	OVERHEAD PROJECTOR,	151284	5WARE	1812	SW	SW	06/30/09	10/28/16	\$2,768.78
F35933	TE	Computers, OptiPlex 960	DNPFJM1	5WARE	1268	SW	SW	06/16/10	10/05/16	\$1,176.21
F36598	TE	Computers, Dell OptiPlex	2M8MDP1	5WARE	1801	SW	SW	04/04/11	10/05/16	\$1,361.65

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

To:	Board of Trustees	Date: February 6, 2017
Re:	Approval of Donation of Surplus Items	
Action:	Request for Approval	

**BACKGROUND**

Board Policy BP6550 allows the District to make available to non-profit organizations and school districts the opportunity to select items of interest prior to auction. Education Code 81452 allows the District to donate items having no monetary value.

**ANALYSIS**

Notices were e-mailed to nineteen (19) non-profit organizations within the District's boundaries and twenty-three (23) school districts and community colleges in Orange County. Garden Grove Unified School District selected items of interest and submitted a request for donation. Below are the items selected to be donated.

**Garden Grove Unified School District**

Item Description	Barcode/Tag Number
(5) ea. Green Task Chairs	n/a
(21) ea. Maroon Stacking Chairs	n/a
(2) ea. Medium Lateral File Cabinets	n/a
(2) ea. Small Lateral File Cabinets	n/a
(4) ea. Large Lateral File Cabinets	n/a
(5) ea. Maroon Padded Chairs	n/a
(4) ea. Upholstered Chairs	n/a
Credenza	n/a
Instructor's Desk	n/a
Blue Padded Chair	n/a

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the donations to Garden Grove Unified School District, as presented.

Fiscal Impact:	None	Board Date: February 6, 2017
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Recommended by:	Raúl Rodriguez, Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Board Meeting: February 6, 2017

INDEPENDENT CONTRACTORS

Karen E. Beltramo

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To provide research, data analysis, and creation of a database to track student's by ICT (Information and Communications Technology) sub-sector to understand the successes and or failures of our programs and investments into these programs.

Date(s) of Service: February 7, 2017 through November 30, 2017

Fee: Estimated at \$30,000.00

Requested by: Sarah Santoyo/Enrique Perez

Funded by: Contracted Services: Educational Services Office  
12-2186-679000-53305-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this 7th of February, 2017 by and between Karen E. Beltramo herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

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

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

**TO PROVIDE RESEARCH, DATA ANALYSIS, AND CREATION OF DATABASE TO TRACK STUDENTS BY ICT SUB-SECTOR TO UNDERSTAND THE SUCCESSES AND OR FAILURES OF OUR PROGRAMS AND INVESTMENTS INTO THESE PROGRAMS PER SCOPE OF WORK DATED JANUARY 10, 2017.**

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

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at Thirty Thousand Dollars & No Cents (\$30,000.00).

The contracted services are to commenced on or about February 7, 2017 and completed on or about, but not later than November 30, 2017.

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

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

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

WHEREAS the INDEPENDENT CONTRACTOR shall indemnify and hold harmless the DISTRICT, its officers, agents, and employees from every claim or demand made, and every

liability, loss, damages, or expense, of any nature whatsoever, which may be incurred by reason of:

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

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

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

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

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO  
COMMUNITY COLLEGE DISTRICT

\_\_\_\_\_  
Signature

By \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Peter J. Hardash

Printed Name

\_\_\_\_\_  
Title

Vice Chancellor of Business

Operations/Fiscal Services

Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Overall Scope of ICT/DM Sub-Sector Project:

Since the ICT/DM Industry Sector spans various industries and occupations and since it is vital to the California economy, understanding the supply of entry-level students and incumbent workers in the different sub-sectors or tracks that make up the sector is important. These students need to be tracked by ICT sub-sector to understand the successes and or failures of our programs and investments into these programs. From this project, expanding or shrinking existing products and services for students will be considered. In addition, new efforts or products may be deemed necessary to develop in order to advance student success in the sector.

ICT Sub-sectors	IT Networking	IS, MIS, Data Science	Computer Science/ Software Development	Digital Media	Entertainment: SO Cal. Regional	BI Applications
Industry Tags	IT	Information Management	Software Developer	Portfolio-Graphic arts	Film-TV	MOS
	CyberSecurity		CS Degree	WebDesign	Commercials	SF.com, Q Books
	IOT	IOT- Data Science	Python, C++, Java	Infographics	Industrial	Project Mgt
	Cisco, Comptia			Powerpoint	Music / Theatre	Internet and social media

**Segmentation and Analysis:** Data for the outcome metrics in the Strong Workforce Metrics tab in the Launchboard for California Community Colleges needs to be segmented and analyzed by ICT sub-sector. This segmentation and analysis will allow discernment of best practices and evaluation of targeted investments. In addition, work needs to be done to determine what programs are actually teaching since there are issues with alignment of programs across TOP06 codes in the CCC system. The current code alignment project underway (pilot in process) and the new curriculum inventory to be released in May 2017 should eliminate some of the issues of alignment. However, without a better understanding of where community college ICT/DM programs fit into the sub-sectors, it will be difficult to compare and evaluate them.

Subject matter experts such as Scott Young from Listen to See, ICT/DM Deputy Sector Navigators, and others will need to be consulted at times to help with segmentation and analysis.

The sub-sector segmentation and analysis of the data will be done for four student levels: high school, community colleges and other postsecondary educational institutes issuing Associate degrees or Certificates, CSUs and UCs. In addition, skill builders from the CCCs will be collected. Within the skill builder data we should be able to determine

### Student Levels 1-5 to be researched:

#### 1) Student Level 1: High Schools

CyberPatriot

FTE's

Classes/ Sections

## Attachment "B"

- Cisco Academies
- NetLab+
- Certifications

### **HS ICT Outcomes:**

- Enrollments*
- Completions or Success or Persistence*
- Transfer*
- Employment Rates*
- Earnings*
- Proportion of Students who attained a Living Wage*

## **2) Student Level 2: CA Community Colleges and Other Postsecondary Institutes (issuing Associates)**

- FTE's
- Classes/ Sections
- Cisco Academies
- NetLab+
- Branded Pathways
- MC's
- TMC's- Types
- CCC's w/ TMC
- Associate Degrees
- BS Degrees
- Certifications
- Transfers into 4 year

### **CCC and Other Postsecondary ICT Outcomes (issuing Associates):**

- Enrollments*
- Completions*
- Transfer*
- Employment Rates*
- Employment in Field of Study*
- Earnings*
- Median Change in Earnings*
- Proportion of Students who attained a Living Wage*

## **3) Student Level 3: California State Universities**

- FTEs
- Cisco Academies
- NetLab+
- Classes/ Sections
- Degrees Type
- CSU w/ Degrees
- Degrees granted
- Certifications

### **CSU ICT Outcomes:**

## Attachment "B"

- Enrollments*
- Completions*
- Transfer*
- Employment Rates*
- Employment in Field of Study*
- Earnings*
- Median Change in Earnings*
- Proportion of Students who attained a Living Wage*

### 4) Student Level 4: University of California

- FTEs
- Cisco Academies
- NetLab+
- Classes/ Sections
- Degrees Type
- CSU w/ Degrees
- Degrees granted
- Certifications

#### **UC ICT Outcomes:**

- Enrollments*
- Completions*
- Transfer*
- Employment Rates*
- Employment in Field of Study*
- Earnings*
- Median Change in Earnings*
- Proportion of Students who attained a Living Wage*

### 5) Student Level 5: Skill Builders

- Cohort Population size
- % Wage Gain
- Median Wage Gain \$s

**Potential Constraints to Segmentation and Analysis:** As stated above, research into what programs are teaching at the Community Colleges needs to be conducted by scanning websites and by talking with folks at the college and/or DSNs. For the CSUs and UCs, the CIP (Classification of Instructional Programs) will be used to determine what the programs are teaching. Since the CIP code is a more detailed classification system with better descriptors of the codes, this should suffice for determining how to categorize programs. However at this time, it isn't clear to this researcher how to get the programmatic information for the high school ICT/DM courses and/or programs since a central statewide database for course information for school districts doesn't exist. There are well defined 3 digit pathway codes by the California Department of Education which may help with discerning what students are being taught but may only be available at the district level.

**Attachment "B"**

**Potential Constraints to Obtaining Outcomes Data:** Engagement with ERP (Enterprise Results Partnership) and WestEd is necessary for this project since they are the developers of the Launchboard which contains the outcomes data for CCCs. Since the Launchboard dashboard was built for college personnel interested in looking up data for their programs (not researchers), ERP and WestEd will need to be engaged to provide us with data that is "feeding" the Launchboard from MIS in a format that can be manipulated to suit the needs of the project. The Launchboard also has tabs for Employment Outcome Survey (EOS) data, but engagement with Santa Rosa Junior College who is administering the EOS is necessary to get that data in a similar format for our needs. In terms of outcome data for CSUs and UCs, further investigation will need to be conducted to determine what is available online and what we can get from possible engagement with them. For high schools, there are the CCPT (California Career Pathways Trust) grants across the state that have been working to structure career pathways in all sectors. Further investigation will need to be conducted to figure out how to obtain data on ICT/DM pathways with students starting in the high schools.

While some of these metrics for outcomes may not be attainable, others may come up over the course the research project.

**Research Products Delivered:** Database or Excel spreadsheet with information listed above that is actually available. Database should be set up in a manner that allows updates every 6-12 months in the most expedient way possible (frequency to be determined by the data sources "feeding" the database). It should also be built out in a manner that allows for additions as new data becomes available especially from regional workforce development partners (WIBs, Adult Ed, etc.). After discussions of the data together with the ICT/DM Sector Navigator and subject matter experts, a summary of the analysis will be provided as well as suggestions of where to focus efforts to increase enrollments and student success.

**Proposal and Timeframe:**

<b>Work to be Done: Feb 07, 2017 – Nov. 30, 2017</b>	<b>Hours</b>	<b>Cost</b>
Research program content for all student levels	80	\$5,600
Exploration into data available for student levels 1, 3, 4 (High schools, CSUs and UCs). Segmentation and analysis (depending on what is available from their systems)	70	\$4,900
Data gathering, segmentation and analysis for student levels 2 & 5. Obtain data feeding Launchboard and EOS. Mine Data Mart and other available resources.	50	\$3,500
Creation of a database (or at least Excel spreadsheet) that can be expanded and refreshed every 6 mos.-12 mos. and discussion around data gathered	120	\$8,400
Brief written summary of analysis, recommendations of products to increase enrollments and improve student success, and "manual" for updating and expanding with other data as it becomes available	50	\$3,500
Other research, data gathering, analysis as necessary	60	\$4,100
<b>TOTAL</b>	<b>430</b>	<b>\$30,000</b>

Karen Beltramo, Research & Data Analyst \_\_\_\_\_ 01/10/17

## Karen E. Beltramo

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

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### Summary of Qualifications:

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

### Professional Experience:

#### Research Analyst

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

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

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

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

#### Program Coordinator and Accounting Specialist

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

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

## Attachment "C"

### **Senior Manager, Financial Planning & Analysis, Finance**

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

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

### **Manager Financial Planning and Analysis, Finance/Business Development**

*Avevo Insights (formerly OnRadio), Scotts Valley, CA (Mar 2000 to Sept. 2000)*

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

### **Senior Financial Analyst, Financial Planning and Analysis Department**

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

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

### **Other Work Experiences and Volunteer Work:**

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

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

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

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

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

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

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

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

### **Education:**

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

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To:	Board of Trustees	Board Date: February 6, 2017
Re:	Approval of Resource Development Items	
Action:	Request for Approval	

**ANALYSIS**

Items for the following categorical program were developed:

	<b><u>Project Title</u></b>	<b><u>Award Date</u></b>	<b><u>Amount</u></b>
1.	Project RAISE (Regional Alliance in STEM Education) – Year 1 (SCC) First year of a five-year sub-award grant from California State University, Fullerton to serve as a partner in their U.S. Department of Education grant, Title III Hispanic-Serving Institutions (HSI) STEM and Articulation Programs. Project RAISE will implement a variety of project components to increase the number of Hispanic and low-income students who pursue STEM majors, as well as their persistence, retention and graduation rates in support of the goals and objectives of the project. (16/17). <i>No match required.</i>	01/05/2017	\$20,000
2.	Santa Ana Middle College High School (SAC) - <i>Augmentation</i> Augmentation from the California Community Colleges Chancellor's Office to continue the existing Middle College High School, which provides a supportive, academically challenging environment for high ability, at risk youth leading to be a rich high school education, independence and success in college and beyond. (16/17). <i>The match required is 1-to-1. Santa Ana Unified School District will provide the entire amount of the required match via the MCHS Principal's salary and benefits.</i>	01/23/2017	\$10,000
3.	SBDC - Union Bank Small Business Technical Assistance Program (District) Grant award from the Union Bank Foundation to the Orange County SBDC to provide consulting, technical training, and loan facilitation to low-to-moderate income small business owners and entrepreneurs. (16/17). <i>No match required.</i>	01/06/2017	\$90,000
4.	Strong Workforce Program – Local Share (SAC and SCC) Funds from the California Community Colleges Chancellor's Office to improve the quality and increase the quantity of career technical education programs, workforce development courses, pathways, credentials, certificates, and degrees provided at each college to achieve successful workforce outcomes leading to high-demand, high wage jobs. (16/17). <i>No match required.</i> · SAC \$1,552,177.05      · SCC \$916,330.95	10/27/2016	\$2,468,508

Fiscal Impact: \$2,624,208.00	Board Date: February 6, 2017
Item Prepared by: Maria N. Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Interim Vice Chancellor of Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
5. Student Mental Health Program – Mini Grant (SCC) A mini-grant awarded from the California Community Colleges Student Mental Health Program (CCC SMHP) for SCC to plan and host mental health and wellness related activities/events on campus. (16/17). <i>No match required.</i>	11/23/2016	\$700
6. Zero Textbook Cost Degree Program (SAC) Grant award from the California Community Colleges Chancellor’s Office to design a zero-textbook-cost degree or career technical education certificate program in Santa Ana College’s International Business Program by using alternative instructional course materials and methodologies thereby reducing the overall cost of education for students. (16/17). <i>No match required.</i>	12/30/2016	\$35,000

**RECOMMENDATION**

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

Fiscal Impact: \$2,624,208.00	Board Date: February 6, 2017
Item Prepared by: Maria N. Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Interim Vice Chancellor of Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**SPECIAL PROJECT DETAILED BUDGET # 1xxx**  
**NAME: Project RAISE: Regional Alliance in STEM Education**  
**FISCAL YEAR: 2016/2017**

CONTRACT PERIOD: 10/01/16 TO 09/30/2017  
 CONTRACT INCOME: \$20,000 (Year 1)

PROJ. ADM. Ruth Babeshoff  
 PROJ. DIR. Jennifer Coto

*Prime Sponsor: U.S. Department of Education*

Date: 01/20/17

*Fiscal Agent: CSU Fullerton; Subaward No: S-6386-SCC*

*CFDA #: 84.031C; Award # P031C160152*

GL Account	Description	Debit	Credit
12-1xxx-000000-20000-8120	Higher Education Act : Santiago Canyon College		20,000
12-1xxx-631000-29325-1430	Part-Time Counselors : Counseling	15,408	
12-1xxx-631000-29325-1435	Int/Sum - Counselors,Part-Time : Counseling	-	
12-1xxx-631000-29325-3115	STRS - Non-Instructional : Counseling	2,079	
12-1xxx-631000-29325-3325	Medicare - Non-Instructional : Counseling	223	
12-1xxx-631000-29325-3435	H & W - Retiree Fund Non-Inst : Counseling	154	
12-1xxx-631000-29325-3515	SUI - Non-Instructional : Counseling	8	
12-1xxx-631000-29325-3615	WCI - Non-Instructional : Counseling	347	
12-1xxx-675000-29325-5210	Conference Expenses : Counseling	300	
12-1xxx-679000-20000-5865	Indirect Costs : Santiago Canyon College	1,481	
<b>Total Project 1xxx - Project RAISE (SCC)</b>		<b>20,000</b>	<b>20,000</b>

**SPECIAL PROJECT DETAILED BUDGET # 2450**  
**NAME: Santa Ana Middle College High School**  
**FISCAL YEAR: 2016/17**

**CONTRACT PERIOD: 7/1/16 to 6/30/17**  
**CONTRACT AWARD: \$99,000**  
**Augmentation \$10,000**  
**TOTAL CONTRACT AWARD: \$109,000**

**PROJ. ADM. Sara Lundquist**  
**PROJ. DIR. Kathy Apps**

**DATE: 01/23/17**

**Prime Award #: 16-110-011**  
**Sub-Award #: N/A; CFDA #: N/A**  
**Prime Sponsor: California Community Colleges Chancellor's Office**  
**Fiscal Agent: Rancho Santiago CCD**

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2450-000000-10000-8659	Other Reimb Categorical All		99,000		109,000		10,000
12-2450-100600-15565-2320	Classified Employees - Hour	600		300			300
12-2450-100600-15565-2350	Overtime - Classified Empl	-		300		300	
12-2450-100600-15565-3315	OASDHI - Non-Instructional	37		29			8
12-2450-100600-15565-3325	Medicare - Non-Instructiona	9		9		-	-
12-2450-100600-15565-3335	PARS - Non-Instructional :	-		8		8	
12-2450-100600-15565-3435	H & W - Retiree Fund Non-In	6		6		-	-
12-2450-100600-15565-3515	SUI - Non-Instructional : P	1		1		-	-
12-2450-100600-15565-3615	WCI - Non-Instructional : P	14		14		-	-
12-2450-110500-15643-1314	Int/Sum-Beyond Contract : S	5,665		5,665		-	-
12-2450-110500-15643-3111	STRS - Instructional : Span	713		713		-	-
12-2450-110500-15643-3321	Medicare - Instructional :	82		82		-	-
12-2450-110500-15643-3431	H & W - Retiree Fund Inst :	57		57		-	-
12-2450-110500-15643-3511	SUI - Instructional : Spani	3		3		-	-
12-2450-110500-15643-3611	WCI - Instructional : Spani	127		127		-	-
12-2450-150100-15620-1314	Int/Sum-Beyond Contract : E	15,457		15,457		-	-
12-2450-150100-15620-3111	STRS - Instructional : Engl	1,943		1,943		-	-
12-2450-150100-15620-3321	Medicare - Instructional :	224		224		-	-
12-2450-150100-15620-3431	H & W - Retiree Fund Inst :	155		155		-	-
12-2450-150100-15620-3511	SUI - Instructional : Engli	8		8		-	-

5.1 (4)

**SPECIAL PROJECT DETAILED BUDGET # 2450**  
**NAME: Santa Ana Middle College High School**  
**FISCAL YEAR: 2016/17**

**CONTRACT PERIOD: 7/1/16 to 6/30/17**  
**CONTRACT AWARD: \$99,000**  
**Augmentation \$10,000**  
**TOTAL CONTRACT AWARD: \$109,000**

**PROJ. ADM. Sara Lundquist**  
**PROJ. DIR. Kathy Apps**

**DATE: 01/23/17**

**Prime Award #: 16-110-011**  
**Sub-Award #: N/A; CFDA #: N/A**  
**Prime Sponsor: California Community Colleges Chancellor's Office**  
**Fiscal Agent: Rancho Santiago CCD**

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2450-150100-15620-3611	WCI - Instructional : Engli	348		348		-	-
12-2450-490100-19100-4310	Instructional Supplies : St	20,000		20,000		-	-
12-2450-631000-15310-1236	Sub Counselors - Long Term	-		23,972		23,972	
12-2450-631000-15310-1430	Part-Time Counselors : Coun	26,206		2,234			23,972
12-2450-631000-15310-1435	Int/Sum - Counselors,Part-T	2,912		2,912		-	-
12-2450-631000-15310-3115	STRS - Non-Instructional :	3,663		3,663		-	-
12-2450-631000-15310-3325	Medicare - Non-Instructiona	422		422		-	-
12-2450-631000-15310-3435	H & W - Retiree Fund Non-In	291		291		-	-
12-2450-631000-15310-3515	SUI - Non-Instructional : C	15		15		-	-
12-2450-631000-15310-3615	WCI - Non-Instructional : C	655		655		-	-
12-2450-649000-19100-5300	Inst Dues & Memberships : S	8,000		8,000		-	-
12-2450-649000-19100-5966	Transportation - Student :	6,000		15,615		9,615	
12-2450-675000-19100-5210	Conference Expenses : Stude	1,580		1,580		-	-
12-2450-679000-10000-5865	Indirect Costs : Santa Ana	3,807		4,192		385	
<b>Totals for PROJECT: 2450</b>	<b>Santa Ana Middle College</b>	<b>99,000</b>	<b>99,000</b>	<b>109,000</b>	<b>109,000</b>	<b>34,280</b>	<b>34,280</b>

5.1 (5)

**SPECIAL PROJECT DETAILED BUDGET #3671**  
**NAME: SBDC - Union Bank Small Business Technical Assistance Program (District)**  
**FISCAL YEAR 2016/2017**

**CONTRACT TERM: 04/01/2013 - Continuous**  
**FY 13/14 Income Yr. 1: \$50,000**  
**RSCCDF Admin. Fee (10%): (\$5,000)**  
**FY 13/14 Balance \$45,000**  
**FY 13/14 Expenses: (\$13,896)**  
**FY 14/15 Expenses: \$0**  
**FY 15/16 Expenses: (\$4,349)**  
**FY 16/17 Carryover \$26,755**  
**FY 16/17 Income Yr. 2 and Yr. 3: \$100,000**  
**RSCCDF Admin. Fee (10%): (\$10,000)**  
**FY 16/17 Balance: \$116,755**

**PROJ ADM: Enrique Perez**  
**PROJ DIR: Leila Mozaffari**  
**Date: 1/24/2017**

**Funding Source: Union Bank Foundation grant award to RSCCD Foundation on behalf of Orange County SBDC.**

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_3671_000000_50000_8891	Other Local Rev - Special Proj : District Ope		26,755		116,755		90,000
12_3671_684000_53410_2320	Classified Employees - Hourly : Small Busines	21,431		0			21,431
12_3671_684000_53410_2345	Professional Experts : Small Business Dev Ctr <b>Business Experts, \$45/hour x 2,078 hours</b>	0		93,510		93,510	
12_3671_684000_53410_3215	PERS - Non-Instructional : Small Business Dev	2,977		12,855		9,878	
12_3671_684000_53410_3315	OASDHI - Non-Instructional : Small Business D	1,329		5,798		4,469	
12_3671_684000_53410_3325	Medicare - Non-Instructional : Small Business	311		1,356		1,045	
12_3671_684000_53410_3335	PARS - Non-Instructional : Small Business Dev	0		150		150	
12_3671_684000_53410_3435	H & W - Retiree Fund Non-Inst : Small Busines	214		935		721	
12_3671_684000_53410_3515	SUI - Non-Instructional : Small Business Dev	11		47		36	
12_3671_684000_53410_3615	WCI - Non-Instructional : Small Business Dev	482		2,104		1,622	
	<b>Total 3671 - SBDC Union Bank TAP</b>	<b>26,755</b>	<b>26,755</b>	<b>116,755</b>	<b>116,755</b>	<b>111,431</b>	<b>111,431</b>

5.1 (6)

**SPECIAL PROJECT DETAILED BUDGET #2187**  
**NAME: Strong Workforce Program - Local Share (Santa Ana College)**  
**FISCAL YEAR 2016/2017**

**CONTRACT PERIOD: 07/01/2016 - 12/31/2018**

**CONTRACT AWARD: \$1,552,177**

**PRIME SPONSOR: California Community Colleges Chancellor's Office**

**FISCAL AGENT: Rancho Santiago CCD**

**PRIME AWARD #: Categorical Apportionment**

**CFDA #: N/A**

**PROJ ADM: Bart Hoffman**

**PROJ DIR: Kimberly Mathews**

**Date: 01/24/2017**

GL Account String	Description	New Budget	
		Debit	Credit
12-2187-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		1,552,177
12-2187-679000-10000-5865	Indirect Costs : Santa Ana College (4%) - exclude equipment	31,243	
<b>Department 15205 - Career Ed &amp; Work Dev Office</b>			
<b>12-2187-601000-15205-2130</b>	<b>Classified Employees : Career Ed &amp; Work Dev Office</b> <b>Administrative Secretary (12-3) @ 100%</b> <b>Senior Account Clerk (10-3) @ 100%</b>	98,061	
12-2187-601000-15205-3215	PERS - Non-Instructional : Career Ed & Work Dev Office	13,619	
12-2187-601000-15205-3315	OASDHI - Non-Instructional : Career Ed & Work Dev Office	6,266	
12-2187-601000-15205-3325	Medicare - Non-Instructional : Career Ed & Work Dev Office	1,465	
12-2187-601000-15205-3415	H & W - Non-Instructional : Career Ed & Work Dev Office	53,545	
12-2187-601000-15205-3435	H & W - Retiree Fund Non-Inst : Career Ed & Work Dev Office	1,011	
12-2187-601000-15205-3515	SUI - Non-Instructional : Career Ed & Work Dev Office	51	
12-2187-601000-15205-3615	WCI - Non-Instructional : Career Ed & Work Dev Office	2,274	
12-2187-601000-15205-3915	Other Benefits - Non-Instruct : Career Ed & Work Dev Office	3,000	
12-2187-601000-15205-4610	Non-Instructional Supplies : Career Ed & Work Dev Office	16,257	
<b>12-2187-619000-15205-2130</b>	<b>Classified Employees : Career Ed &amp; Work Dev Office</b> <b>Student Services Coordinator (15-3) @ 100% (Strong Workforce)</b>	60,121	
12-2187-619000-15205-3215	PERS - Non-Instructional : Career Ed & Work Dev Office	8,350	
12-2187-619000-15205-3315	OASDHI - Non-Instructional : Career Ed & Work Dev Office	3,820	
12-2187-619000-15205-3325	Medicare - Non-Instructional : Career Ed & Work Dev Office	893	
12-2187-619000-15205-3415	H & W - Non-Instructional : Career Ed & Work Dev Office	26,793	
12-2187-619000-15205-3435	H & W - Retiree Fund Non-Inst : Career Ed & Work Dev Office	616	
12-2187-619000-15205-3515	SUI - Non-Instructional : Career Ed & Work Dev Office	31	
12-2187-619000-15205-3615	WCI - Non-Instructional : Career Ed & Work Dev Office	1,386	
12-2187-619000-15205-3915	Other Benefits - Non-Instruct : Career Ed & Work Dev Office	1,500	
<b>12-2187-649000-15205-2130</b>	<b>Classified Employees : Career Ed &amp; Work Dev Office</b> <b>Student Services Coordinator (15-3) @ 100%</b> <b>(CTE Transitions/CATEMA)</b>	60,121	
12-2187-649000-15205-3215	PERS - Non-Instructional : Career Ed & Work Dev Office	8,350	
12-2187-649000-15205-3315	OASDHI - Non-Instructional : Career Ed & Work Dev Office	3,820	
12-2187-649000-15205-3325	Medicare - Non-Instructional : Career Ed & Work Dev Office	893	
12-2187-649000-15205-3415	H & W - Non-Instructional : Career Ed & Work Dev Office	26,793	
12-2187-649000-15205-3435	H & W - Retiree Fund Non-Inst : Career Ed & Work Dev Office	616	
12-2187-649000-15205-3515	SUI - Non-Instructional : Career Ed & Work Dev Office	31	
12-2187-649000-15205-3615	WCI - Non-Instructional : Career Ed & Work Dev Office	1,386	
12-2187-649000-15205-3915	Other Benefits - Non-Instruct : Career Ed & Work Dev Office	1,500	
<b>12-2187-679000-15205-2310</b>	<b>Classified Employees - Ongoing : Career Ed &amp; Work Dev Office</b> <b>Research Assistant (0.475 FTE) @ 100%</b> <b>(Strategic Planning/Data Collection)</b>	22,106	
12-2187-679000-15205-3325	Medicare - Non-Instructional : Career Ed & Work Dev Office	321	

**SPECIAL PROJECT DETAILED BUDGET #2187**  
**NAME: Strong Workforce Program - Local Share (Santa Ana College)**  
**FISCAL YEAR 2016/2017**

**CONTRACT PERIOD: 07/01/2016 - 12/31/2018**  
**CONTRACT AWARD: \$1,552,177**  
**PRIME SPONSOR: California Community Colleges Chancellor's Office**  
**FISCAL AGENT: Rancho Santiago CCD**  
**PRIME AWARD #: Categorical Apportionment**  
**CFDA #: N/A**

**PROJ ADM: Bart Hoffman**  
**PROJ DIR: Kimberly Mathews**  
**Date: 01/24/2017**

GL Account String	Description	New Budget	
		Debit	Credit
12-2187-679000-15205-3335	PARS - Non-Instructional : Career Ed & Work Dev Office	287	
12-2187-679000-15205-3435	H & W - Retiree Fund Non-Inst : Career Ed & Work Dev Office	221	
12-2187-679000-15205-3515	SUI - Non-Instructional : Career Ed & Work Dev Office	11	
12-2187-679000-15205-3615	WCI - Non-Instructional : Career Ed & Work Dev Office	498	
<b>Department 15718 - Occupational Therapy</b>			
<b>12-2187-121800-15718-1110</b>	<b>Contract Instructors : Occupational Therapy</b> <b>Assistant Professor of Occupational Therapy Assistant Program</b> <b>Class VI-10 175-days @ 75%</b>	64,909	
12-2187-121800-15718-3111	STRS - Instructional : Occupational Therapy	8,166	
12-2187-121800-15718-3311	Medicare - Instructional : Occupational Therapy	955	
12-2187-121800-15718-3411	H & W - Instructional : Occupational Therapy	20,800	
12-2187-121800-15718-3431	H & W - Retiree Fund Inst : Occupational Therapy	658	
12-2187-121800-15718-3511	SUI - Instructional : Occupational Therapy	33	
12-2187-121800-15718-3611	WCI - Instructional : Occupational Therapy	1,482	
12-2187-121800-15718-3911	Other Benefits - Instruct : Occupational Therapy	938	
<b>Department 15762 - Occupational Studies/BS</b>			
<b>12-2187-121800-15762-1110</b>	<b>Contract Instructors : Occupational Studies/BS</b> <b>Assistant Professor of Occupational Therapy Assistant Program</b> <b>Class VI-10 175-days @ 25%</b>	21,636	
12-2187-121800-15762-3111	STRS - Instructional : Occupational Studies/BS	2,722	
12-2187-121800-15762-3311	Medicare - Instructional : Occupational Studies/BS	318	
12-2187-121800-15762-3411	H & W - Instructional : Occupational Studies/BS	6,933	
12-2187-121800-15762-3431	H & W - Retiree Fund Inst : Occupational Studies/BS	219	
12-2187-121800-15762-3511	SUI - Instructional : Occupational Studies/BS	11	
12-2187-121800-15762-3611	WCI - Instructional : Occupational Studies/BS	494	
12-2187-121800-15762-3911	Other Benefits - Instruct : Occupational Studies/BS	313	
<b>Department 15175 - Paralegal</b>			
<b>12-2187-647000-15175-2130</b>	<b>Classified Employees : Paralegal</b> <b>Job Developer (12-3) @ 100%</b>	51,355	
12-2187-647000-15175-3215	PERS - Non-Instructional : Paralegal	7,132	
12-2187-647000-15175-3315	OASDHI - Non-Instructional : Paralegal	3,277	
12-2187-647000-15175-3325	Medicare - Non-Instructional : Paralegal	766	
12-2187-647000-15175-3415	H & W - Non-Instructional : Paralegal	26,775	
12-2187-647000-15175-3435	H & W - Retiree Fund Non-Inst : Paralegal	529	
12-2187-647000-15175-3515	SUI - Non-Instructional : Paralegal	26	
12-2187-647000-15175-3615	WCI - Non-Instructional : Paralegal	1,189	
12-2187-647000-15175-3915	Other Benefits - Non-Instruct : Paralegal	1,500	
<b>Department 15751 - Automotive Technology/Engine</b>			
<b>12-2187-619000-15751-1483</b>	<b>Beyond Contr - Reassigned Time : Automotive Technology/Engine</b> <b>Glenn Hammonds, \$34.69/hr. reassigned time (facilitation)</b>	6,500	

**SPECIAL PROJECT DETAILED BUDGET #2187**  
**NAME: Strong Workforce Program - Local Share (Santa Ana College)**  
**FISCAL YEAR 2016/2017**

**CONTRACT PERIOD: 07/01/2016 - 12/31/2018**

**CONTRACT AWARD: \$1,552,177**

**PRIME SPONSOR: California Community Colleges Chancellor's Office**

**FISCAL AGENT: Rancho Santiago CCD**

**PRIME AWARD #: Categorical Apportionment**

**CFDA #: N/A**

**PROJ ADM: Bart Hoffman**

**PROJ DIR: Kimberly Mathews**

**Date: 01/24/2017**

GL Account String	Description	New Budget	
		Debit	Credit
12-2187-619000-15751-3115	STRS - Non-Instructional : Automotive Technology/Engine	818	
12-2187-619000-15751-3315	Medicare - Non-Instructional : Automotive Technology/Engine	94	
12-2187-619000-15751-3435	H & W - Retiree Fund Non-Inst : Automotive Technology/Engine	65	
12-2187-619000-15751-3515	SUI - Non-Instructional : Automotive Technology/Engine	3	
12-2187-619000-15751-3615	WCI - Non-Instructional : Automotive Technology/Engine	146	
<b>12-2187-602000-15751-1483</b>	<b>Beyond Contr - Reassigned Time : Automotive Technology/Engine</b> <b>G. Hammonds, \$34.69/hr. reassigned time (curriculum dvlp.)</b>	2,000	
12-2187-602000-15751-3115	STRS - Non-Instructional : Automotive Technology/Engine	252	
12-2187-602000-15751-3315	Medicare - Non-Instructional : Automotive Technology/Engine	29	
12-2187-602000-15751-3435	H & W - Retiree Fund Non-Inst : Automotive Technology/Engine	20	
12-2187-602000-15751-3515	SUI - Non-Instructional : Automotive Technology/Engine	1	
12-2187-602000-15751-3615	WCI - Non-Instructional : Automotive Technology/Engine	45	
12-2187-094800-15751-4210	Books, Mags & Subscrip-Non-Lib : Automotive Technology/Engine - automotive textbooks for classroom	3,500	
12-2187-094800-15751-4310	Instructional Supplies : Automotive Technology/Engine - hand tools \$4,500; electronic testers \$5,200; project-based instructional materials \$3,800	13,500	
12-2187-094800-15751-5950	Software License and Fees : Automotive Technology/Engine	5,000	
12-2187-094800-15751-6409	Equip-All Other >\$200 <\$1,000 : Automotive Technology/Engine		
12-2187-094800-15751-6410	Equip-All Other >\$1,000<\$5,000 : Automotive Technology/Engine - Ipad software sets/implementation \$15,000 - electronic testers \$13,000	28,000	
12-2187-094800-15751-6411	Equip-All Other > \$5,000 : Automotive Technology/Engine - (3) recovery recycle units (\$7,000/each) - (1) R1234yz recovery unit (\$7,000/each) - (3) air conditioning training units (\$7,500/each)	50,500	
<b>Department 15752 - Diesel</b>			
<b>12-2187-619000-15752-1483</b>	<b>Beyond Contr - Reassigned Time : Diesel</b> <b>Noemi English, \$31.47/hr. reassigned time (facilitation)</b>	1,000	
12-2187-619000-15752-3115	STRS - Non-Instructional : Diesel	125	
12-2187-619000-15752-3315	Medicare - Non-Instructional : Diesel	15	
12-2187-619000-15752-3435	H & W - Retiree Fund Non-Inst : Diesel	10	
12-2187-619000-15752-3515	SUI - Non-Instructional : Diesel	1	
12-2187-619000-15752-3615	WCI - Non-Instructional : Diesel	23	
<b>12-2187-602000-15752-1483</b>	<b>Beyond Contr - Reassigned Time : Diesel</b> <b>Noemi English, \$31.47/hr. reassigned time (curriculum dvlp.)</b>	2,000	
12-2187-602000-15752-3115	STRS - Non-Instructional : Diesel	251	
12-2187-602000-15752-3315	Medicare - Non-Instructional : Diesel	29	
12-2187-602000-15752-3435	H & W - Retiree Fund Non-Inst : Diesel	20	
12-2187-602000-15752-3515	SUI - Non-Instructional : Diesel	1	

**SPECIAL PROJECT DETAILED BUDGET #2187**  
**NAME: Strong Workforce Program - Local Share (Santa Ana College)**  
**FISCAL YEAR 2016/2017**

CONTRACT PERIOD: 07/01/2016 - 12/31/2018

CONTRACT AWARD: \$1,552,177

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: Categorical Apportionment

CFDA #: N/A

PROJ ADM: Bart Hoffman

PROJ DIR: Kimberly Mathews

Date: 01/24/2017

GL Account String	Description	New Budget	
		Debit	Credit
12-2187-602000-15752-3615	WCI - Non-Instructional : Diesel	45	
12-2187-094700-15752-4310	Instructional Supplies : Diesel - hand tools, special tools, manuals	8,500	
12-2187-094700-15752-5950	Software License and Fees : Diesel	3,100	
12-2187-094700-15752-6411	Equip-All Other > \$5,000 : Diesel (2) cummins diesel turn-key running stands, \$44,500/each	89,000	
<b>Department 16410 - Biology</b>			
12-2187-619000-16410-2320	<b>Classified Employees - Hourly : Biology</b> <b>Lab Coordinator, \$23.46/hr. x 20 hrs./wk. x 39 wks.</b>	20,000	
12-2187-619000-16410-3325	Medicare - Non-Instructional : Biology	291	
12-2187-619000-16410-3335	PARS - Non-Instructional : Biology	260	
12-2187-619000-16410-3435	H & W - Retiree Fund Non-Inst : Biology	200	
12-2187-619000-16410-3515	SUI - Non-Instructional : Biology	10	
12-2187-619000-16410-3615	WCI - Non-Instructional : Biology	450	
12-2187-619000-16410-4610	Non-Instructional Supplies : Biology	2,500	
12-2187-647000-16410-2320	<b>Classified Employees - Hourly : Biology</b> <b>Job Developer, \$22.28/hr. x 5 hrs./wk. x 39 wks.</b>	5,931	
12-2187-647000-16410-3325	Medicare - Non-Instructional : Biology	86	
12-2187-647000-16410-3335	PARS - Non-Instructional : Biology	77	
12-2187-647000-16410-3435	H & W - Retiree Fund Non-Inst : Biology	59	
12-2187-647000-16410-3515	SUI - Non-Instructional : Biology	3	
12-2187-647000-16410-3615	WCI - Non-Instructional : Biology	133	
12-2187-043000-16410-4310	Instructional Supplies : Biology - project-based instructional materials in biofuel production	30,000	
12-2187-043000-16410-5895	Other Licenses & Fees : Biology	5,000	
12-2187-043000-16410-6409	Equip-All Other >\$200 < \$1,000 : Biology	2,000	
12-2187-043000-16410-6410	Equip-All Other >\$1,000<\$5,000 : Biology - Algae culture (photo bioreactor, testing), oil extraction equipment (centrifuge, press, tanks), biodiesel refinery/processing and transformation equipment at both lab and production scales.	20,000	
12-2187-043000-16410-6411	Equip-All Other > \$5,000 : Biology - Algae culture (photo bioreactor, testing), oil extraction equipment (centrifuge, press, tanks), biodiesel refinery/processing and transformation equipment at both lab and production scales.	40,400	
<b>Department 15756 - Welding</b>			
12-2187-095650-15756-4310	Instructional Supplies : Welding - welding and robotics instructional supplies	5,000	
12-2187-095650-15756-5950	Software License and Fees : Welding	5,000	
12-2187-095650-15756-6411	Equip-All Other > \$5,000 : Welding - (3) robotic welders, (1) orbital welder, (1) laser welder	404,600	

**SPECIAL PROJECT DETAILED BUDGET #2187**  
**NAME: Strong Workforce Program - Local Share (Santa Ana College)**  
**FISCAL YEAR 2016/2017**

**CONTRACT PERIOD: 07/01/2016 - 12/31/2018**  
**CONTRACT AWARD: \$1,552,177**  
**PRIME SPONSOR: California Community Colleges Chancellor's Office**  
**FISCAL AGENT: Rancho Santiago CCD**  
**PRIME AWARD #: Categorical Apportionment**  
**CFDA #: N/A**

**PROJ ADM: Bart Hoffman**  
**PROJ DIR: Kimberly Mathews**  
**Date: 01/24/2017**

GL Account String	Description	New Budget	
		Debit	Credit
<b>Department 15552 - Television (TV/Film/Video)</b>			
12-2187-060420-15552-6410	Equip-All Other >\$1,000<\$5,000 : Television (TV/Film/Video) - iMac 27" with retina display 3.3 Ghz quad core i5 16GB 1867 MHz SDRAM w/protection plan, \$2,710/each x 13 +tax = \$38,048 - iMac 27" with retina display, \$2,710/each x 10 +tax = \$29,268	67,316	
12-2187-060420-15552-5950	Software License and Fees : Television (TV/Film/Video) - ProTools w/iloc 30 station license	9,828	
<b>Department 15535 - Music</b>			
12-2187-100500-15535-6410	Equip-All Other >\$1,000<\$5,000 : Music - iMac 27" with retina display 3.3 Ghz quad core i5 16GB 1867 MHz SDRAM w/protection plan, \$2,710/each x 13 +tax = \$38,049	38,048	
<b>Total #2187 Strong Workforce Program (SAC)</b>		<b>1,552,177</b>	<b>1,552,177</b>

**SPECIAL PROJECT DETAILED BUDGET #2187**  
**NAME: Strong Workforce Program - Local Share (Santiago Canyon College)**  
**FISCAL YEAR 2016/2017**

**CONTRACT PERIOD: 07/01/2016 - 12/31/2018**  
**CONTRACT AWARD: \$916,331**  
**PRIME SPONSOR: California Community Colleges Chancellor's Office**  
**FISCAL AGENT: Rancho Santiago CCD**  
**PRIME AWARD #: Categorical Apportionment**  
**CFDA #: N/A**

**PROJ ADM: Von Lawson**  
**PROJ DIR: TBD**  
**Date: 01/20/2017**

GL Account String	Description	New Budget	
		Debit	Credit
12-2187-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyon College		916,331
12-2187-679000-20000-5865	Indirect Costs : Santiago Canyon College (4%) - exclude equipment	34,580	
<b>Department: 25055 - Institutional Effectiveness Assessment</b>			
<b>12-2187-601000-25055-2130</b>	<b>Classified Employees : Instl Effectiveness/Assessment</b> <b>Data Entry Clerk (100%) (5-3)</b>	38,812	
12-2187-601000-25055-3215	PERS - Non-Instructional : Instl Effectiveness/Assessment	5,390	
12-2187-601000-25055-3315	OASDHI - Non-Instructional : Instl Effectiveness/Assessment	2,499	
12-2187-601000-25055-3325	Medicare - Non-Instructional : Instl Effectiveness/Assessment	585	
12-2187-601000-25055-3415	H & W - Non-Instructional : Instl Effectiveness/Assessment	26,771	
12-2187-601000-25055-3435	H & W - Retiree Fund Non-Inst : Instl Effectiveness/Assessment	403	
12-2187-601000-25055-3515	SUI - Non-Instructional : Instl Effectiveness/Assessment	20	
12-2187-601000-25055-3615	WCI - Non-Instructional : Instl Effectiveness/Assessment	907	
12-2187-601000-25055-3915	Other Benefits - Non-Instruct : Instl Effectiveness/Assessment	1,500	
<b>Department: 25205 - Career Education Office</b>			
12-2187-499900-25205-4310	Instructional Supplies : Career Education Office <b>Instructional Supplies (across CTE programs)</b>	5,000	
12-2187-499900-25205-5950	Software License and Fees : Career Education Office <b>Database support fee (across CTE programs)</b>	5,000	
<b>12-2187-601000-25205-2110</b>	<b>Classified Management : Career Education Office</b> <b>Director of Special Program (SWP Coord.) (100%) (H-4)</b>	94,496	
<b>12-2187-601000-25205-2130</b>	<b>Classified Employees : Career Education Office</b> <b>Administrative Clerk (100%) (10-3)</b>	47,396	
12-2187-601000-25205-3215	PERS - Non-Instructional : Career Education Office	19,706	
12-2187-601000-25205-3315	OASDHI - Non-Instructional : Career Education Office	8,890	
12-2187-601000-25205-3325	Medicare - Non-Instructional : Career Education Office	2,079	
12-2187-601000-25205-3415	H & W - Non-Instructional : Career Education Office	58,824	
12-2187-601000-25205-3435	H & W - Retiree Fund Non-Inst : Career Education Office	1,434	
12-2187-601000-25205-3515	SUI - Non-Instructional : Career Education Office	72	
12-2187-601000-25205-3615	WCI - Non-Instructional : Career Education Office	3,226	
12-2187-601000-25205-3915	Other Benefits - Non-Instruct : Career Education Office	1,500	
12-2187-601000-25205-4610	Non-Instructional Supplies : Career Education Office <b>Supplies (paper, ink, pens); marketing materials</b>	5,000	
12-2187-601000-25205-5220	Mileage/Parking Expenses : Career Education Office <b>Local travel (mileage)</b>	20,000	
12-2187-601000-25205-5630	Maint Contract - Office Equip : Career Education Office	20,000	
12-2187-601000-25205-5800	Advertising : Career Education Office	50,000	
12-2187-601000-25205-5940	Reproduction/Printing Expenses : Career Education Office	15,000	
12-2187-601000-25205-6421	Equip-Tablet/Laptop>\$200<\$1000 : Career Education Office <b>Laptops for program staff/faculty: 15 units @ \$816/each</b>	12,241	

**SPECIAL PROJECT DETAILED BUDGET #2187**  
**NAME: Strong Workforce Program - Local Share (Santiago Canyon College)**  
**FISCAL YEAR 2016/2017**

**CONTRACT PERIOD: 07/01/2016 - 12/31/2018**  
**CONTRACT AWARD: \$916,331**  
**PRIME SPONSOR: California Community Colleges Chancellor's Office**  
**FISCAL AGENT: Rancho Santiago CCD**  
**PRIME AWARD #: Categorical Apportionment**  
**CFDA #: N/A**

**PROJ ADM: Von Lawson**  
**PROJ DIR: TBD**  
**Date: 01/20/2017**

GL Account String	Description	New Budget	
		Debit	Credit
12-2187-619000-25205-5100	Contracted Services : Career Education Office <b>CTE pathway quality improvements to address labor-market needs and workforce outcomes</b>	25,000	
12-2187-619000-25205-6410	Equip-All Other >\$1,000<\$5,000 : Career Education Office <b>Program equipment for CTE pathway</b>	5,000	
12-2187-647000-25205-5100	Contracted Services : Career Education Office <b>CTE Job Development Center - meetings, work-based learning, workforce/pathway development, and marketing/resources.</b>	25,000	
12-2187-675000-25205-5210	Conference Expenses : Career Education Office <b>Travel costs for conferences/workshops/trainings (in-state)</b>	20,000	
12-2187-678000-25205-5100	Contracted Services : Career Education Office <b>Consultants services such as Viridis, for SWP Matrix alignment</b>	60,000	
12-2187-679000-25205-5100	Contracted Services : Career Education Office <b>Independent Contractors:</b> <ul style="list-style-type: none"> <li>- Vital Link for Pathways Days and Camps (4 days &amp; 1-5 day camp)</li> <li>- CTE Career Coaches (10 consultants @ up to \$10,000)</li> <li>- CTE Career Placement Services (10 consultants @ up to \$10,000)</li> </ul>	300,000	
<b>Total #2187 Strong Workforce Program (SCC)</b>		<b>916,331</b>	<b>916,331</b>

**SPECIAL PROJECT DETAILED BUDGET #2552**  
**NAME: Student Mental Health Program (Mini Grant)**  
**FISCAL YEAR: 2016/2017**

CONTRACT TERM: 01/01/17 - 06/01/17  
 CONTRACT AMOUNT: \$700

PROJ ADM: Syed Rizvi  
 PROJ DIR: Melissa Campitelli Smith

Contract from Foundation for CA Community Colleges  
 administered through the CCCCCO

DATE: 01/17/17

GL Account	Description	Debit	Credit
12-2552-000000-20000-8659	Other Reimb Categorical Allow : Santiago Canyon Col		700
12-2552-644000-29600-5805	Awards & Incentives : Health & Wellness	700	
	<b>Total</b>	<b>700</b>	<b>700</b>

**SPECIAL PROJECT DETAILED BUDGET #2599**  
**NAME: Zero Textbook Cost Degree - Planning Grant (Santa Ana College)**  
**FISCAL YEAR 2016/2017**

**CONTRACT PERIOD: 01/01/2017 - 9/30/2017**  
**CONTRACT AWARD: \$35,000**  
**PRIME SPONSOR: California Community Colleges Chancellor's Office**  
**FISCAL AGENT: Rancho Santiago CCD**  
**PRIME AWARD No.: 16-066-15**  
**SUB-AWARD No.: N/A**  
**CFDA No.: N/A**

**PROJ ADM: Madeline Grant**  
**PROJ DIR: Glenn Doolittle**  
**Date: 1/19/2017**

GL Account String	Description	New Budget	
		Debit	Credit
12-2599-000000-10000-8659	Other Reimb Categorical Allow : Santa Ana College		35,000
12-2599-679000-10000-5865	Indirect Costs : Santa Ana College (4%)	1,346	
<b>12-2599-619000-15160-1453</b>	<b>Beyond Contract - Coordinators : International Business</b> <b>Project Coordination - Glenn Doolittle</b> <b>SP17 - \$34.69/hr. x 108 hrs. (3 LHE)</b> <b>FA17 - \$34.69/hr. x 36 hrs. (1 LHE)</b>	4,995	
<b>12-2599-619000-15160-1454</b>	<b>Int/Sum Beyond Contr-Coordinat : International Business</b> <b>Project Coordination - Glenn Doolittle</b> <b>SU17 - \$53.36/hr. x 126 hrs. (3.5 LHE)</b>	6,836	
<b>12-2599-619000-15160-1480</b>	<b>Part-Time Reassigned Time : International Business</b> <b>IBEA faculty engaged in planning and development:</b> <b>SP17 - Lynn Stewart \$31.47/hr. x 90 hrs. (2.5 LHE)</b>	2,832	
<b>12-2599-619000-15160-1485</b>	<b>Int/Sum - Reassigned Time, PT : International Business</b> <b>IBEA faculty engaged in planning and development:</b> <b>SU17 - Lynn Stewart \$31.47/hr. x 90 hrs. (2.5 LHE)</b>	2,832	
<b>12-2599-619000-15160-1483</b>	<b>Beyond Contr - Reassigned Time : International Business</b> <b>IBEA faculty engaged in planning and development:</b> <b>SP17 - Gabriel Shweiri \$34.69/hr. x 36 hrs. (1 LHE)</b> <b>SP17 - Ali Kowsari \$34.69/hr. x 36 hrs. (1 LHE)</b>	2,498	
<b>12-2599-619000-15160-1484</b>	<b>Int/Sum Beynd Contr-Reassigned : International Business</b> <b>IBEA faculty engaged in planning and development:</b> <b>SU17 - Gabriel Shweiri \$47.71/hr. x 54 hrs. (1.5 LHE)</b> <b>SU17 - Ali Kowsari \$51.42/hr. x 36 hrs. (1 LHE)</b>	4,427	
<b>12-2599-619000-15160-2340</b>	<b>Student Assistants - Hourly : International Business</b> <b>Clerical support: \$14.25/hr. x 5 hrs./wk. x 34 wks.</b>	2,400	
12-2599-619000-15160-3315	OASDHI - Non-Instructional : Business Administration	149	
12-2599-619000-15160-3115	STRS - Non-Instructional : International Business	2,887	
12-2599-619000-15160-3325	Medicare - Non-Instructional : International Business	387	
12-2599-619000-15160-3335	PARS - Non-Instructional : Business Administration	74	
12-2599-619000-15160-3435	H & W - Retiree Fund Non-Inst : International Business	267	
12-2599-619000-15160-3515	SUI - Non-Instructional : International Business	12	
12-2599-619000-15160-3615	WCI - Non-Instructional : International Business	601	
12-2599-619000-15125-4610	Non-Instructional Supplies : Business Administration	100	
12-2599-619000-15125-5100	Contracted Services : Business Administration <b>Consultant to advise regarding OER resources and materials</b>	2,000	
12-2599-619000-15125-5220	Mileage/Parking Expenses : Business Administration <b>Local travel - mileage at \$0.54/mile x 661 miles</b>	357	
<b>Total #2599 - Zero Textbook Cost Degree - Planning Grant (SAC)</b>		<b>35,000</b>	<b>35,000</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To:	Board of Trustees	Date: February 6, 2017
Re:	Approval of First Amendment to Sub-Agreement between RSCCD and Applied Learning Science for the Career Technical Education Data Unlocked Initiative	
Action:	Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the California Community Colleges Chancellor's Office's CTE Data Unlocked Initiative to support Career Technical Education (CTE) program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges. As the Fiscal Agent, RSCCD will develop sub-agreements with CTE Data Unlocked Initiative implementation partners.

**ANALYSIS**

The Chancellor's Office selected Applied Learning Science as an implementation partner to develop assessment tools and provide assessment and consultation services, and has decided to expand the scope of work, increase the amount of the agreement by \$153,450 to cover the costs for the additional work (yielding a total cost of \$225,800, which consists of the original amount of \$72,350 and the increase of \$153,450), and to extend the term of the agreement to June 30, 2017 to allow the sub-contractor sufficient time to complete the expanded Scope of Work. The existing sub-agreement has been amended accordingly (DO-17-2220-07.01).

**Project Director:** Sarah Santoyo      **Project Administrator:** Enrique Perez

**RECOMMENDATION**

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

Fiscal Impact: \$153,450.00 (grant-funded)	Board Date: February 6, 2017
Prepared by: Sarah Santoyo, Director of Grants	
Submitted by: Enrique Perez, J.D., Interim Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**FIRST AMENDMENT TO GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
APPLIED LEARNING SCIENCE**

This **First Amendment** to the grant sub-agreement (hereinafter “Agreement”) is entered into on this 6th day of February, 2017, between Rancho Santiago Community College District (hereinafter “RSCCD”) and APPLIED LEARNING SCIENCE (hereinafter “SUBCONTRACTOR”), to amend that certain Agreement between the parties which commenced on July 20, 2016, and

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the “CTE Data Unlocked Initiative,” Prime Award #15-197-001 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges.

WHEREAS, PRIME SPONSOR and SUBCONTRACTOR want to extend the term of the Agreement, and expand the Scope of Work for the agreement and amend the Total Cost of the Agreement;

NOW, THEREFORE, the Parties mutually agree as follows:

**Item 1. Statement of Work, page 1, of the Agreement is amended as follows:**

1. Statement of Work  
SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A and Exhibit A, expanded 11/09/16*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

**Item 2. Period of Performance, page 1, of the Agreement is amended as follows:**

2. Period of Performance  
The period of performance for this Agreement shall be from July 20, 2016 through June 30, 2017.

**Item 3. Total Costs, page 1, of the Agreement is amended as follows:**

3. Total Costs  
The total cost to RSCCD for performance of this Agreement shall not exceed \$225,800.00 USD to complete the original Scope of Work for \$72,350.00 (*Exhibit A*) and the expanded Scope of Work for \$153,450.00 (*Exhibit A, expanded 11/09/16*).

**Item 4. Budget, page 2, of the Agreement is amended as follows:**

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Budget presented in the Scope of Work (*Exhibit A and Exhibit A, expanded 11/09/16*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this FIRST AMENDMENT to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SUBCONTRACTOR: APPLIED  
LEARNING SCIENCE

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

By: \_\_\_\_\_  
Name: Anna Campbell  
\_\_\_\_\_  
Title: Principal  
\_\_\_\_\_  
Date: \_\_\_\_\_

Board Approval Date: February 6, 2017

\_\_\_\_\_  
47-4314542  
\_\_\_\_\_  
Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Work Plan/Scope of Work

Exhibit A, expanded 11/09/16: Expanded Work Plan/Scope of Work

Exhibit B: Exhibit D: Articles I, Rev. 01/16 and Article II, Rev. 05/14

# Applied Learning Science

2249 Queensberry Rd.

Pasadena, CA 91104

EXHIBIT A,  
expanded  
11/09/16

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## 360-degree Feedback Assessment: Scope of Work

November 9, 2016

Presented by Anna Campbell

Principal, Applied Learning Science

**Prepared for:** Javier Romero, Dean, Workforce Policy and Practice Alignment

Workforce and Economic Development Division

California Community Colleges Chancellor's Office

**Providers:** Applied Learning Science

# Applied Learning Science

2249 Queensberry Rd.  
Pasadena, CA 91104

EXHIBIT A,  
expanded  
11/09/16

## I. Introduction

Applied Learning Science respectfully submits this statement of work. The objective of this consulting engagement is to deliver a 360-degree feedback assessment for the remaining DWM Key Talent roles (e.g., Sector Navigators and Deputy Sector Navigators)

## II. Scope of Work and Fees

Service	Description of Services	Details
Process Design / Communication Strategy	<ul style="list-style-type: none"><li>Partner with stakeholders to develop the project plan and communication approach</li></ul>	<b>Fees:</b> \$5,000
Assessment Deployment	<ul style="list-style-type: none"><li>Administer assessments for:<ul style="list-style-type: none"><li>Approx. 10 Sector Navigators</li><li>Approx. 65 Deputy Sector Navigators</li></ul></li></ul>	<b>Fees:</b> \$29,500
Analysis/Report Development	<ul style="list-style-type: none"><li>Analyze data and develop individualized reports</li></ul>	<b>Fees:</b> \$36,500
Conduct Feedback Sessions	<ul style="list-style-type: none"><li>Conduct feedback sessions (either in person or on the phone)</li><li>Create personalized development plans with each Key Talent employee</li></ul>	<b>Fees:</b> \$62,000
Findings Report	<ul style="list-style-type: none"><li>Develop a technical report for the Chancellor's office that documents themes/trends</li></ul>	<b>Fees:</b> \$6,500
Travel and expenses (in addition to above expenses)	<ul style="list-style-type: none"><li>All vendor and meeting costs including mileage, hotels, and airfare</li></ul>	<b>Flat fee:</b> \$13,950

*NOTE: Applied Learning Science to invoice after completion of each project phase for a total amount not to exceed \$153,450. The project will be invoiced in full on or before May 31, 2017.*

A RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET  
MANAGEMENT/ACADEMIC  
February 6, 2017

**MANAGEMENT**

New Job Description/Attachment #1

Director, Child Development Services Quality Assurance  
Academic Supervisor  
Grade Level F

Revised Job Description/Attachment #2

Director, Small Business Development Center  
Classified Supervisor  
From: Grade Level E  
To: Grade Level F

Change of Assignment

Baker, Scott E.  
From: Sergeant  
To: Lieutenant  
District Safety & Security  
Fiscal Services  
District

Effective: January 1, 2017  
From: K-7 \$91,703.31/Year  
To: H-5 \$97,767.60/Year

Ratification of Resignation/Retirement

Salcido, Steven M.  
Assistant Dean  
Financial Aid, Scholarships & Veterans  
Santiago Canyon College

Effective: February 3, 2017 (Last Day)  
Reason: Resignation

**FACULTY**

FARSCCD Beyond Contract Hourly Step Increases Effective Spring 2017/Attachment #3

FARSCCD Part-time Hourly Step Increases Effective Spring 2017/Attachment #4

CEFA Part-time Hourly Step Increases Effective Fall 2016 (Additional) or Spring 2017/Attachment #5

**FACULTY (CONT'D)**

Ratification of Resignation/Retirement

Jaros, Bonita  
Professor/Coordinator, Institutional  
Effectiveness & Assessment  
Academic Affairs  
Santa Ana College

Effective: June 30, 2017 (Last Day)  
Reason: Retirement

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

Effective: June 8, 2017 (Last Day)  
Reason: Retirement

Adjusted Effective Date(s) for Hiring of Temporary Long-term Substitutes per E.C. 87481 & 87482

Dumon, Dori  
Long-term Substitute Instructor, Business  
Applications & Technology  
Business Division  
Santa Ana College

Effective: August 15, 2016 – December 10, 2016  
Placement: I-5 \$59.94/Lecture Hour

Adjusted Effective Dates for 2016/2017 Contract Extension Days

Shields, Jolene  
Associate Professor, Adult Basic Education/  
High School Subjects  
Continuing Education Division  
Santiago Canyon College

From: July 1, 2016 – August 19, 2016  
To: July 1, 2016 – June 30, 2017  
Contract Extension: 21 Days  
Contract Extension Rate: \$443.53/Day

2016/2017 Contract Stipend

Miller, Renee  
Professor/Coordinator  
Disabled Students Programs & Services  
Student Services  
Santa Ana College

Effective: August 15, 2016 – June 10, 2017  
Amount: \$1,000.00/Year  
Reason: Coordination Duties

Beyond Contract/Overload Stipend

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

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

**FACULTY (CONT'D)**

Beyond Contract/Overload Stipend (cont'd)

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

Effective: February 6, 2017  
Amount: \$2,110.00  
Reason: Coordination  
(Project #1241)

Takahashi, Mary Kathleen  
Professor, Microbiology  
Science, Mathematics & Health  
Sciences Division  
Santa Ana College

Effective: February 6, 2017  
Amount: \$4,000.00  
Reason: Miscellaneous Student  
Services-Biology (Project #1621)

Part-time/Hourly Column Changes

Ho, Huong  
Counselor  
Counseling & Student Support Services Division  
Santiago Canyon College

Effective: February 6, 2017  
From: II-5 \$53.50  
To: III-5 \$56.17

Lee, David K  
Instructor, Fire Technology  
Human Services & Technology Division  
Santa Ana College

Effective: February 6, 2017  
From: I-5 \$59.94/\$53.95  
To: II-5 \$62.94/\$56.65

Morante, Mac  
Counselor  
Counseling Division  
Santa Ana College

Effective: February 6, 2017  
From: II-5 \$53.50  
To: IV-5 \$59.98

Moreno, Gabriel  
Counselor  
Counseling Division  
Santa Ana College

Effective: February 6, 2017  
From: II-5 \$53.50  
To: IV-5 \$59.98

Robinson, Karen  
Instructor, Child Development  
Human Services & Technology Division  
Santa Ana College

Effective: February 6, 2017  
From III-5 \$66.08/\$59.48  
To: IV-5 \$69.39/\$62.45

Tharani, Deepa  
Counselor  
Continuing Education Division (CEC)  
Santa Ana College

Effective: January 9, 2017  
From: II-3 \$41.77  
To: III-3 \$42.82

**FACULTY (CONT'D)**

Adjusted Part-time/Beyond Contract Hourly Step Increases

Campos, Joao  
Instructor, High School Subjects  
Continuing Education Division, CEC  
Santa Ana College

Effective: January 6, 2016  
Hourly Lecture Rate: I-4 \$49.14

Cante, Maria  
Instructor, High School Subjects  
Continuing Education Division, CEC  
Santa Ana College

Effective: January 6, 2016  
Hourly Lecture Rate: 1-4 \$49.14

Danova, Veselka  
Assistant Professor, Math  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: February 1, 2016  
Hourly Lecture Rate: II-4 \$59.94

Daugherty, Seth  
Assistant Professor/Librarian  
Institutional Effectiveness, Library &  
Learning Support Services Division  
Santiago Canyon College

Effective: August 15, 2016  
Hourly Lecture Rate: IV-4 \$66.08

Gil, Maria  
Instructor, Vocational/Business Skills  
Continuing Education Division, CEC  
Santa Ana College

Effective: August 9, 2014  
Hourly Lecture Rate: 1-4 \$49.14

Gil, Maria  
Instructor, Vocational/Business Skills  
Continuing Education Division, CEC  
Santa Ana College

Effective: January 1, 2016  
Hourly Lecture Rate: I-5 \$50.38

Nguyen, Kelly  
Assistant Professor, Math  
Science, Math & Health Sciences  
Santa Ana College

Effective: August 15, 2016  
Hourly Lecture Rate: II-5 \$62.94

Part-time Hourly New Hires/Rehires

Acuna, Jennifer  
Instructor, Business Applications  
Business Division  
Santa Ana College

Effective: February 6, 2017  
Hourly Lecture/Lab Rates: I-3 \$54.37/\$48.93

**FACULTY (CONT'D)**

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

Alcaraz, Roberto  
Instructor, Theatre  
Fine & Performing Arts Division  
Santa Ana College  
Effective: February 13, 2017  
Hourly Lecture/Lab Rates: IV-3 \$62.94/\$56.65

Ames, Travis J  
Instructor, Economics  
Humanities & Social Sciences Division  
Santa Ana College  
Effective: February 6, 2017  
Hourly Lecture Rate: II-3 \$54.09

Bailey, Jered A  
Instructor, Fire Academy/EMS  
Human Services & Technology Division  
Santa Ana College  
Effective: January 30, 2017  
Hourly Lecture/Lab Rates: I-3 \$54.37/\$48.93

Beach, Alyssa  
Instructor, Earth Science/Geology  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 6, 2017  
Hourly Lecture/Lab Rates: II-3 \$57.09/\$51.38

Borissova, Svetlana  
Instructor, Mathematics  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 6, 2017  
Hourly Lecture/Lab Rates: II-3 \$57.09/\$51.38

Brown, Buddy L  
Instructor, Fire Academy (equivalency)  
Human Services & Technology Division  
Santa Ana College  
Effective: January 30, 2017  
Hourly Lecture/Lab Rates: I-3 \$54.37/\$48.93

Bulrice, Jeremy  
Instructor, Counseling  
Counseling & Student Support Services Division  
Santiago Canyon College  
Effective: February 13, 2017  
Hourly Lecture Rate: II-3 \$57.09

Carriger, Lisa M  
Clinical Nurse  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 6, 2017  
Hourly Lab Rate: II-3 \$51.38

Cat, Linh Anh  
Instructor, Biology (equivalency)  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 6, 2017  
Hourly Lecture/Lab Rates: I-3 \$54.37/\$48.93

**FACULTY (CONT'D)**

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

Cecil, Kristen M  
Instructor, Women's Studies  
Humanities & Social Science Division  
Santa Ana College  
Effective: February 13, 2017  
Hourly Lecture Rate: IV-3 \$62.94

Doust, Atousa  
Instructor, Biology  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 6, 2017  
Hourly Lecture/Lab Rates: II-4 \$59.94/\$53.95

Duthoy, Julius S  
Instructor, Mathematics  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 6, 2017  
Hourly Lecture/Lab Rates: II-3 \$57.09/\$51.38

Fair, Charles L  
Instructor, Earth Science  
Math & Science Division  
Santiago Canyon College  
Effective: February 6, 2017  
Hourly Lecture/Lab Rates: II-3 \$57.09/\$51.38

Fantone, Calvin J  
Instructor, English  
Humanities & Social Sciences Division  
Santa Ana College  
Effective: February 6, 2017  
Hourly Lecture Rate: II-3 \$57.09

Felipe, Robert R  
Instructor, ESL/Inmate Education  
Continuing Education Division (OEC)  
Santiago Canyon College  
Effective: January 9, 2017  
Hourly Lecture Rate: II-3 \$49.14

Garcia, Saul  
Instructor, Automotive Technology (equivalency)  
Human Services & Technology Division  
Santa Ana College  
Effective: February 6, 2017  
Hourly Lecture/Lab Rates: I-3 \$54.37/\$48.93

Garrett, Ben  
Instructor, Fire Technology  
Human Services & Technology Division  
Santa Ana College  
Effective: February 13, 2017  
Hourly Lecture Rate: I-3 \$54.37

Gauf, Alexander R  
Instructor, Physics  
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)

Goodison Orr, Wildorf  
Instructor, Accounting  
Business Division  
Santa Ana College

Effective: February 6, 2017  
Hourly Lecture Rate: II-3 \$57.09

Greenberg, Raschel  
Counselor  
Counseling Division  
Santa Ana College

Effective: January 3, 2017  
Hourly Rate: II-4 \$53.50

Gui, Le  
Instructor, Mathematics  
Science, Math & Health Sciences Division  
Santa Ana College

Effective: February 6, 2017  
Hourly Lecture/Lab Rates: IV-3 \$62.94/\$56.65

Guillen, Jason P  
Instructor, Non-Credit Basic Skills  
Continuing Education Division (CEC)  
Santa Ana College

Effective: January 17, 2017  
Hourly Lecture Rate: II-3 \$49.14

Haller, Wade J  
Instructor, Fire Academy/Rescue Systems  
Human Services & Technology Division  
Santa Ana College

Effective: January 30, 2017  
Hourly Lecture/Lab Rates: I-3 \$54.37/\$48.93

Harmon, Jamie A  
Instructor, Communication  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Effective: February 6, 2017  
Hourly Lecture Rate: II-3 \$57.09

Hernandez, Anabel  
Instructor, Non-Credit Basic Skills  
Continuing Education Division (CEC)  
Santa Ana College

Effective: January 17, 2017  
Hourly Lecture Rate: I-3 \$47.94

Houssels, Miriam E  
Instructor, Spanish  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Effective: February 6, 2017  
Hourly Lecture/Lab Rates: II-3 \$57.09/\$51.38

Husari, Ronza  
Instructor, Mathematics  
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)*

Hsu, Shu I  
Instructor, Chinese  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: February 6, 2017  
Hourly Lecture/Lab Rates: II-3 \$57.09/\$51.38

Johnson, Carmen  
Instructor, Vocational/Business Skills  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: January 3, 2017  
Hourly Lecture Rate: II-3 \$49.14

Jorrisch, Joel L  
Instructor, Accounting  
Business Division  
Santa Ana College  
Effective: February 6, 2017  
Hourly Lecture Rate: II-3 \$57.09

Kehrier, Christopher L  
Instructor, Biology  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 6, 2017  
Hourly Lecture/Lab Rates: II-3 \$57.09/\$51.38

Keil, Mitchell S  
Instructor, Psychology  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: February 6, 2017  
Hourly Lecture Rate: IV-3 \$62.94

Lara, Ricardo  
Instructor, High School Subjects/English  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: February 6, 2017  
Hourly Lecture Rate: II-5 \$51.64

LaValle Shepston, Anna  
Instructor, French  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: August 21, 2017  
Hourly Lecture Rate: II-3 \$57.09

Lorenzetti, Rachael A  
Instructor, Theatre Arts  
Fine & Performing Arts Division  
Santa Ana College  
Effective: February 9, 2017  
Hourly Lecture/Lab Rates: II-3 \$57.09/\$51.38

Matthews, Anne M  
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)*

McDonough, Ryan A  
Instructor, Small Business/Entrepreneurship  
Business Division  
Santa Ana College

Effective: February 6, 2017  
Hourly Lecture Rate: I-3 \$54.37

Moreno, Elias  
Instructor, Fire Academy/Wildland  
Human Services & Technology Division  
Santa Ana College

Effective: January 30, 2017  
Hourly Lecture/Lab Rates: I-3 \$54.37/\$48.93

Morlet, Elizabeth S  
Instructor, Counseling  
Counseling & Student Support Services Division  
Santiago Canyon College

Effective: February 6, 2017  
Hourly Lecture Rate: II-3 \$57.09

Morris, Marilou  
Instructor, Communication  
Fine & Performing Arts Division  
Santa Ana College

Effective: February 13, 2017  
Hourly Lecture Rate: IV-5 \$69.39

Nellesen, Kyle  
Instructor, Public Works/Code Enforcement  
Business & Career Technical Education Division  
Santiago Canyon College

Effective: January 9, 2017  
Hourly Lecture Rate: IV-3 \$62.94

Nguyen, Hien D  
Instructor, Mathematics  
Science, Math & Health Sciences Division  
Santa Ana College

Effective: February 6, 2017  
Hourly Lecture/Lab Rates: IV-3 \$62.94/\$56.65

Nguyen, Frank  
Instructor, Chemistry  
Science, Math & Health Sciences Division  
Santa Ana College

Effective: February 6, 2017  
Hourly Lecture/Lab Rates: IV-3 \$62.94/\$56.65

Ossia, Kamran  
Instructor, Mathematics  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: February 6, 2017  
Hourly Lecture/Lab Rates: II-3 \$57.09/\$51.38

Parga, Deanna J  
Instructor, Child Development  
Business & Career Technical Education Division  
Santiago Canyon College

Effective: February 6, 2017  
Hourly Lecture Rate: II-3 \$57.09

**FACULTY (CONT'D)**

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

Pham, Thien A  
Instructor, Art  
Fine & Performing Arts Division  
Santa Ana College

Effective: February 13, 2017  
Hourly Lecture/Lab Rates: I-3 \$54.37/\$48.93

Ramos Jimenez, Denia L  
Instructor, Non-Credit Basic Skills  
Continuing Education Division (CEC)  
Santa Ana College

Effective: January 3, 2017  
Hourly Lecture Rate: I-3 \$47.94

Reyna, Ruben  
Instructor, Health & Safety (equivalency)  
Continuing Education Division (OEC)  
Santiago Canyon College

Effective: January 9, 2017  
Hourly Lecture Rate: II-3 \$49.14

Rios, Adrian R  
Counselor (equivalency)  
Counseling Division  
Santa Ana College

Effective: January 18, 2017  
Hourly Rate: IV-3 \$53.50

Rubino, Joseph J  
Counselor  
Counseling & Student Support Services Division  
Santiago Canyon College

Effective: February 6, 2017  
Hourly Rate: II-3 \$48.53

Rustad, Pilar  
Instructor, Spanish  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Effective: February 6, 2017  
Hourly Lecture Rate: III-3 \$59.94

Sawyer, Deborah S  
Instructor, High School Subjects/Biology  
Continuing Education Division (CEC)  
Santa Ana College

Effective: January 30, 2017  
Hourly Lecture Rate: III-4 \$51.64

Siara, Robin G  
Instructor, Kinesiology  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: February 6, 2017  
Hourly Lecture/Lab Rates: II-5 \$62.94/\$56.65

Stephens, Grant A  
Instructor, Fire Academy/Ladders  
Human Services & Technology Division  
Santa Ana College

Effective: January 30, 2017  
Hourly Lecture/Lab Rates: I-3 \$54.37/\$48.93

**FACULTY (CONT'D)**

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

Strobel, Jacqueline  
Instructor, Vocational/Business Skills  
Continuing Education Division (OEC)  
Santiago Canyon College

Effective: January 3, 2017  
Hourly Lecture Rate: II-3 \$49.14

Tseng, Tzu-Chia  
Instructor, Engineering  
Science, Math & Health Sciences Division  
Santa Ana College

Effective: February 6, 2017  
Hourly Lecture/Lab Rates: IV-3 \$62.94/\$56.65

Vazquez, Sylvia H  
Instructor, Vocational/Business Skills  
Continuing Education Division (CEC)  
Santa Ana College

Effective: January 3, 2017  
Hourly Lecture Rate: I-3 \$47.94

White, Amanda K  
Instructor, Dance  
Fine & Performing Arts Division  
Santa Ana College

Effective: February 6, 2017  
Hourly Lecture/Lab Rates: II-3 \$57.09/\$51.38

Wong, Sau C  
Instructor, Accounting  
Business Division  
Santa Ana College

Effective: February 6, 2017  
Hourly Lecture Rate: II-3 \$57.09

Zarate, Leticia  
Substitute Teacher, Child Development  
Educational & Child Development Services Division  
District Operations

Effective: January 9, 2017  
Hourly Rate: II-2 \$17.50

Non-paid Instructors of Record

Capello, Rachel A  
Instructor, Criminal Justice  
Human Services & Technology Division  
Santa Ana College

Effective: February 6, 2017

Castro, Manuel V  
Instructor, Apprenticeship/Carpentry  
Business & Career Technical Education Division  
Santiago Canyon College

Effective: January 3, 2017

**FACULTY (CONT'D)**

*Non-paid Instructors of Record (cont'd)*

Channell, John T  
Instructor, Apprenticeship/Carpentry  
Business & Career Technical Education Division  
Santiago Canyon College

Effective: January 3, 2017

Padilla, Jacob A  
Instructor, Apprenticeship/Carpentry  
Business & Career Technical Education Division  
Santiago Canyon College

Effective: January 3, 2017

Salorio, Christopher L  
Instructor, Apprenticeship/Electrical (equivalency)  
Business & Career Technical Education Division  
Santiago Canyon College

Effective: February 1, 2017

*Non-paid Intern Service*

Alvarado, Alejandra  
Student Outreach Intern  
Student Affairs  
Santa Ana College

Effective: February 7 – June 30, 2017  
College Affiliation: CSU, Fullerton  
Discipline: Human Services

Lombera, Elider  
Student Affairs Intern  
Student Affairs  
Santa Ana College

Effective: February 7 – June 30, 2017  
College Affiliation: CSU, Fullerton  
Discipline: Human Services

Meza, Nathalyd  
Graphic Design Intern  
Graphic Communications  
Public Affairs & Publications  
District

Effective: February 7 – June 9, 2017  
College Affiliation: CSU, Fullerton  
Discipline: Advertising

Raish, Allison  
Public Affairs Intern  
Public Affairs & Publications  
District

Effective: February 7 – June 30, 2017  
College Affiliation: CSU, Fullerton  
Discipline: Communications

**DIRECTOR, CHILD DEVELOPMENT SERVICES QUALITY ASSURANCE  
(Academic)**

CLASS SUMMARY

Under the direction of the Child Development Services Executive Director, plans, organizes, directs and oversees the monitoring and tracking activities of the Child Development Services programs, such as Early Head Start and State Preschool, to meet compliance mandates and addresses continuous improvement; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Plans, coordinates, directs and evaluates programs; selects, trains, supervises and evaluates staff; identifies program needs and resulting procedural activities; develops budgets; evaluates methods, procedures and activities; monitors quality and compliance; performs internal audits and improvement plans; generates and analyzes data for reports; writes and develops procedures, documents, and other systems to maintain compliance.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the Executive Director, Child Development Services. This class supervises center directors, associate directors, site supervisors, master teachers, master teachers on special assignment, administrative secretaries, administrative clerks, and general office clerks. This class works with parents and community agencies, public agencies, college departments and the general public.

DESIRABLE QUALIFICATION GUIDE

**Training and Experience**

MA in early childhood education, child development or a closely related field.

**OR**

An equivalent combination of training and experience.

**AND**

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

**DIRECTOR, CHILD DEVELOPMENT SERVICES QUALITY ASSURANCE  
(Academic)**

DESIRABLE QUALIFICATION GUIDE (CONT'D)

**Training and Experience (cont'd)**

At least five years of progressively responsible teaching experience in a child development center including at least two years in a lead or supervisory capacity.

**Knowledge and Abilities**

Thorough knowledge of: philosophy, concepts, methods, terminology, and techniques for the development of infants, toddlers and preschool age children; methods and practices for selecting, training, and supervising staff; grant writing and funding principles and concepts; State Department of Social Services licensing standards of health and safety; pertinent Federal, State and local laws, codes, and regulations including DSS Title 22 regulations, CDE Title 5 regulations, State and County Health and Safety Codes, Playground Safety regulations, and Federal Food Program for Children and Adults Regulations; principles and practices of budget preparation and administration; principles of supervision, training, and performance evaluations.

Good knowledge of: college and governmental policies and regulations; nutritional, health and safety needs of children; principles and practices of management and budgeting.

Knowledge of: community resources; special needs of children from diverse backgrounds.

License:

Certificate of completion of a 15-hour course in preventive First Aid. Certificate of completion of CPR training for infants, children and adults.

**AND**

Possession of a Child Development Program Director Permit or Site Supervisor Permit issued by the State of California, Commission on Teacher Credentialing.

**AND**

Possession of, or ability to obtain, an appropriate valid driver's license.

**DIRECTOR, SMALL BUSINESS DEVELOPMENT CENTER**

**CLASS SUMMARY**

Under general administrative direction is responsible for the operations, program/resource development, and promotion of the Small Business Development Center. Manages the staff and programs of the SBDC in accordance with the Lead Center, State, Federal guidelines and in cooperative and collaborative community-based environment.

**REPRESENTATIVE DUTIES**

Directs the work and assignments of professional staff providing business counseling, technical assistance, and financial counseling to small business owners and entrepreneurs. Recruits, trains, and schedules consultants such as start-up experts, marketing/digital marketing experts, accountants/CPAs, business loan experts, and other experts required by the small businesses being served by the Center. Directs the work and assignments of administrative program support personnel. Effectively manages a complex budget that includes multi-funding agencies. Responsible for coordinating marketing efforts to promote the programs and services of the Center through outreach, media, public relations channels, and public presentations to targeted groups. Develops and maintains excellent working relationships with city economic development agencies, chambers of commerce, other business organizations, community-based organizations, community development corporations, banks and other lending and/or financial institutions. This may include developing formal agreements that delineate services and roles. Closely coordinates the SBDC services with other small business programs both within and outside of the District. These programs include but are not limited to: Small Business Deputy Sector Navigator, Center for International Trade Development, SCORE, and other programs operated by community-based organizations, other community colleges, and business organizations. Maintains close working relationships with the Lead Center, State and Federal agencies as required. Develops and maintains excellent working relationships with the staff of Santa Ana College and Santiago Canyon College. Prepares reports to funding agencies and the District administration. Assures accurate and complete records systems. Personally delivers counseling services to small businesses/ entrepreneurs resulting in business starts and/or capital infusion and conducts classes and/or workshops as appropriate. Performs other duties as required to achieve District or program objectives and activities, and to meet grant/contract conditions and obligations.

**ORGANIZATIONAL RELATIONSHIPS**

This position is part of the District's Educational Services unit. This position reports directly to the Vice Chancellor of Educational Services and manages the SBDC program activities and supervises the SBDC staff.

**DIRECTOR, SMALL BUSINESS DEVELOPMENT CENTER (continued)**

**DESIRABLE QUALIFICATION GUIDE**

**Training and Experience**

Any combination of education and/or experience equivalent to a bachelor's degree, plus three years of experience in management and administration of small business or economic development programs. Recent experience in a small business development center is preferred.

**Knowledge and Abilities**

Knowledge of: how to start and grow a small business, small business lending/micro-lending, community-based organizations, hard to serve and/or underserved communities, and business organizations.

Ability to: successfully manage a highly visible community-based program, manage demanding priorities, effectively manage and supervise program resources and personnel, successfully deliver counseling services to small businesses/entrepreneurs resulting in business starts and/or capital infusion, assure accurate and complete records, develop effective working relationships both within the District and in the community, operate effectively within a highly regulated work environment.

**FARSCCD BEYOND CONTRACT HOURLY STEP INCREASES**  
**Effective Spring 2017**

ATTACHMENT #3

<b>NAME</b>	<b>DIVISION</b>	<b>COLLEGE</b>	<b>BEYOND CONTRACT HOURLY CLASS/ STEP</b>	<b>BEYOND CONTRACT HOURLY 1.0 LHE RATE</b>
Bennett, Sarah	Fine & Performing Arts	SAC	II-5	\$62.94
Corp, Richard	Science, Math, & Health Sci	SAC	III-5	\$66.08
Danova, Veselka	Math & Science	SCC	II-5	\$62.94
Dinh-Mahavongtrakul, Minhan	Science, Math, & Health Sci	SAC	IV-5	\$69.39
Kirchen, DeAnna	Business & Career Technical Ed	SCC	IV-5	\$69.39
Mirbeik Sabzevary, Mohammadreza	Continuing Ed/CEC	SAC	II-4	\$59.94
Shirah, Melissa	Business & Career Technical Ed	SCC	II-4	\$59.94
Vasquez, Michelle	Science, Math, & Health Sci	SAC	IV-5	\$69.39

FARSCCD PART-TIME HOURLY STEP INCREASES  
Effective Spring 2017

ATTACHMENT #4

LAST NAME	FIRST NAME	LOCATION	GRADE	STEP	HOURLY 1.0 LHE RATE
Acosta-Licea	Jennifer	SCC	2	4	\$59.94
Alexander	Adriana	SAC	2	5	\$62.94
Allen	Mason	SAC	2	5	\$62.94
Arrieta Cortes	Bonifacio	SAC	2	4	\$59.94
Bagdonas	Sheri	SAC	1	4	\$57.09
Barnard	Kreithchele	SAC	2	4	\$59.94
Barsha	Anthony	SCC	2	5	\$62.94
Batth	Navanjot	SCC/SAC	2	5	\$62.94
Blagdon	Trishmonisha	SAC	2	4	\$59.94
Bonsall	Laura	SAC	2	5	\$62.94
Bruckman	Daniela	SAC	4	5	\$69.39
Bruns	Katie	SAC	2	4	\$59.94
Bufkin	Lindsay	SAC	2	5	\$62.94
Bui	Annette	SAC	2	5	\$62.94
Bustamante	David	SCC	2	4	\$59.94
Callum	Oceana	SAC/SCC	3	5	\$66.08
Camarena	Maria	SAC	2	4	\$59.94
Card	Margaret	SAC	2	4	\$59.94
Carrell	Kenneth	SCC/SAC	2	4	\$59.94
Chantana	Nissa	SCC	3	5	\$66.08
Choi	So	SAC	2	4	\$59.94
Corp	Sarah	SAC	2	4	\$59.94
Covarrubias	Araceli	SAC	2	5	\$62.94
Cramer	Joe	SAC	3	5	\$66.08
Crossland	Paige	SCC	2	4	\$59.94
Delaby	Michael	SAC	2	5	\$62.94
Dimick	Janae	SAC	3	5	\$66.08
Dixon	Todd	SCC	2	4	\$59.94
Do	Mina	SCC	2	5	\$62.94
Do	Field	SAC	2	5	\$62.94
Dormitorio	Mark	SCC	2	4	\$59.94
Dunham	John	SCC	2	5	\$62.94
Enke	Nicholas	SAC	2	5	\$62.94
Farid	Sheila	SAC	2	4	\$59.94
Fimbres	Michael	SAC	2	5	\$62.94
Flocken	Elise	SCC	2	4	\$59.94
Franks	Brendon	SAC	1	4	\$57.09
Frost	David	SAC	2	5	\$62.94
Fujimoto	Jonathan	SAC	3	4	\$62.94
Gates	Alana	SCC	1	4	\$57.09
Gil	Steven	SAC	2	5	\$62.94
Gioiello	Vito	SAC	1	5	\$59.94
Goodwin	David	SAC	1	4	\$57.09
Gordon	Emily	SAC	2	4	\$59.94
Gutknecht	Douglas	SAC	3	4	\$62.94
Hagelbarger	Theresa	SAC	1	5	\$59.94
Hanson	Maria	SAC	2	4	\$59.94
Hernandez	Samantha	SAC	1	4	\$57.09
Higuera	William	SAC	1	5	\$59.94
Hirano	Conrad	SAC	4	5	\$69.39
Holland	Loren	SAC	2	5	\$62.94
Hosseini Qanatqazi	Abbas	SCC/SAC	4	5	\$69.39
Jameson	Todd	SAC	1	5	\$59.94
Janzen	Andrew	SAC	1	4	\$57.09
Johnson	Timothy	SCC	1	4	\$57.09
Kawa	Douglas	SCC	1	4	\$57.09
Labreau	Katie	SAC	2	5	\$62.94
Lagoykina	Svetlana	SCC	4	4	\$66.08
Landaveri	Alberto	SCC/SAC	4	5	\$69.39
Lee	Sungae	SAC	4	5	\$69.39
Lee	David	SAC	1	5	\$59.94
Liang	Mark	SAC	3	5	\$66.08
Lipiz Gonzalez	Elaine	SAC	3	4	\$62.94

FARSCCD PART-TIME HOURLY STEP INCREASES  
Effective Spring 2017

ATTACHMENT #4

LAST NAME	FIRST NAME	LOCATION	GRADE	STEP	HOURLY 1.0 LHE RATE
Little	Lisa	SCC	3	5	\$66.08
Lombard	Karen	SCC	3	5	\$66.08
Lopez	Terry	SAC	4	5	\$69.39
Margo	Jaqueline	SAC	2	5	\$62.94
Mastain	Kent	SAC	1	5	\$59.94
Mastroianni	Jennifer	SACSCC	4	4	\$66.08
Mathews	Brian	SAC	1	5	\$59.94
Melgar	Melrose	SCC	2	4	\$59.94
Minassian	Eric	SAC	4	5	\$69.39
Minkler	Mark	SAC	4	4	\$66.08
Moore	Sharon	SCC	2	5	\$62.94
Mortezavi	Siavash	SAC	2	5	\$62.94
Nair	Arjun	SAC	2	4	\$59.94
Nguyen	Van	SCC	2	4	\$59.94
Nguyen	John	SAC	2	5	\$62.94
Ochoa Hernandez	Roxanna	SAC	4	5	\$69.39
Powers	Regina	SAC	1	5	\$59.94
Puckett	Jeffrey	SAC	2	5	\$62.94
Reynaga	Daisy	SAC	2	4	\$59.94
Rico	Juliana	SAC	2	5	\$62.94
Roberts	David	SAC	1	5	\$59.94
Rodriguez	Maria	SCC	3	5	\$66.08
Romero	Maria	SCC	4	5	\$69.39
Saba	Michael	SCC	2	4	\$59.94
Santacruz	Rudy	SAC	2	4	\$59.94
Schiller Jr.	James	SAC	1	4	\$57.09
Sexton	Franklin	SAC	1	4	\$57.09
Silva	Alejandro	SAC	1	4	\$57.09
Skiles	Pamela	SCC	2	4	\$59.94
Stanton	Jordan	SCC	4	4	\$66.08
Stevens	Christopher	SAC	1	5	\$59.94
Stillwell	David	SAC	1	5	\$59.94
Sullivan	John	SCC	2	5	\$62.94
Sutherland	Mark	SAC	2	5	\$62.94
Tahir	Mujib	SAC	2	4	\$59.94
Tran	Thien	SAC	2	5	\$62.94
Tran	Phong	SCC	2	4	\$59.94
Valdez	Sonia	SAC	1	5	\$59.94
Vayo	Louis	SCC/SAC	2	4	\$59.94
Velasco Torrijos	Ivan	SAC	2	5	\$62.94
Wachs	Michael	SAC/SCC	4	5	\$69.39
Waldren	William	SCC	2	4	\$59.94
Walker	Jamaar	SCC	4	5	\$69.39
Wallace	James	SAC	2	4	\$59.94
Williams	Charles	SAC	2	4	\$59.94
Wilsey	Darren	SAC	2	5	\$62.94
Zonin	Alexander	SAC	1	4	\$57.09

**CEFA HOURLY STEP INCREASES**  
**Effective Fall 2016 (Additional) or Spring 2017**

ATTACHMENT #5

LAST_NAME	FIRST_NAME	LOCATION	GRADE	NEW STEP	NEW LEC RATE	EFFECTIVE DATE
Bassi	Eleanora	CEC	1	4	\$49.14	8/9/2016
Beard	John	OEC	2	5	\$51.64	1/9/2017
Bowers	Gary	OEC	2	4	\$50.38	8/9/2016
Callanan	Jill	CEC	2	4	\$50.38	8/9/2016
Campos	Hugo	CEC	1	4	\$49.14	1/9/2017
Collier	Myla	OEC	2	4	\$50.38	1/9/2017
Drake	Robert	OEC	1	4	\$49.14	1/9/2017
Duckworth	Lawrence	CEC	2	4	\$50.38	1/9/2017
Garcia	Anthony	CEC	1	5	\$50.38	1/9/2017
Gonzalez	Roberto	OEC	2	4	\$50.38	8/9/2016
Haduong	Thang	CEC/OEC	3	4	\$51.64	1/9/2017
Harris	Donzelle	CEC	1	4	\$49.14	8/9/2016
Jamir II	Joy	OEC	1	4	\$49.14	1/9/2017
Kraft	Danielle	OEC	2	4	\$50.38	1/9/2017
Krmpotich	Robert	CEC	2	4	\$50.38	1/9/2017
Low	Marianne	CEC	1	5	\$50.38	1/9/2017
Martinez	Roman	CEC	2	4	\$50.38	1/9/2017
Mastin	Kathleen	OEC	2	4	\$50.38	1/9/2017
McCabe	Patricia	OEC	2	4	\$50.38	1/9/2017
Miranda	Ivan	CEC	1	4	\$49.14	1/9/2017
Mobley	Tana	CEC/OEC	2	4	\$50.38	8/9/2016
Moeller	Jason	OEC	2	4	\$50.38	8/9/2016
Molina	Fausto	CEC	1	4	\$49.14	1/9/2017
Netherton	Pamela	OEC	2	4	\$50.38	8/9/2016
Nguyen	Huy	CEC	2	5	\$51.64	1/9/2017
Nguyen	Dai	CEC	2	4	\$50.38	8/9/2016
Pederson	Blake	OEC	2	4	\$50.38	1/9/2017
Perez	Imelda	OEC	2	4	\$50.38	1/9/2017
Preston	Ashley	OEC	2	4	\$50.38	1/9/2017
Putros	Tremonisha	CEC	2	4	\$50.38	8/9/2016
Ruiz	Santana	CEC	2	5	\$51.64	1/9/2017
Russell	Debra	SAC	2	4	\$50.38	1/9/2017
Samel	Chryсна	CEC/OEC	2	4	\$50.38	1/9/2017
Sand	Valerie	CEC	1	5	\$50.38	1/9/2017
Schulz	Jody	OEC	1	4	\$49.14	1/9/2017
Shimasaki	Darren	CEC	1	4	\$49.14	1/9/2017
Tapia	Miguel	OEC	1	5	\$50.38	1/9/2017
Tash	Sharon	CEC	2	4	\$50.38	1/9/2017
Tejeda	Patricia	CEC	2	4	\$42.82	8/9/2017
Tlaseca	Steve	CEC	1	4	\$49.14	1/9/2017
Toubak	Behrang	CEC/OEC	2	5	\$51.64	1/9/2017
Truong	Vietly	OEC	1	4	\$49.14	1/9/2017
Wing	Lisa	CEC	2	4	\$50.38	8/9/2016
Yue	Amy	CEC	2	4	\$50.38	8/9/2016

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET  
CLASSIFIED  
FEBRUARY 6, 2017**

**CLASSIFIED**

Revised Miscellaneous Pay Schedule Attachment #1

Revised Interim Hourly Salary Schedule Attachment #2

New Appointment

Limback, Renee	Effective: January 3, 2017
Research Analyst (CL16-0911)	Grade 16, Step 1 \$57,852.83
Academic Affairs/ SAC	

Montana, Tracy	Effective: January 9, 2017
Senior Account Clerk (CL16-0878)	Grade 10, Step 6 \$54,043.54
Fiscal Services/ District	

Perez, Celia	Effective: January 9, 2017
Senior Account Clerk (CL16-0878)	Grade 10, Step 6 \$54,043.54
Fiscal Services/ District	

Temporary to Contract

Coney, Sara	Effective: January 3, 2017
Student Services Coordinator (CL16-0839)	Grade 15, Step 1 \$54,527.66
Counseling/ SAC	

Longevity Increment

Buck, Theresa	Effective: February 1, 2017
Library Tech. II/ Library/ SCC	Grade 12, Step 6 + 4PG (2000) + 5%L \$64,432.05

Edwards, Zina	Effective: January 1, 2017
Student Program Specialist/ Counseling/ SCC	Grade 10, Step 3 + 10%L \$51,375.76

Eustaquio, Carmelita	Effective: March 1, 2017
International Student Program Spec./ Admissions/ SAC	Grade 11, Step 6 + 5PG (2500) + 10%L \$64,624.58

Longevity Increment cont'd

Hernandez, Pablo Custodian/ Admin. Services/ SAC	Effective: February 1, 2017 Grade 4, Step 6 + 5%SW + 5%L \$47,157.51
Hjorth, Debbie Administrative Secretary/ Counseling/ SCC	Effective: January 1, 2017 Grade 12, Step 6 + 5%L \$62,431.00
King, James Publications Assistant/ School of Continuing Education/ SAC	Effective: January 1, 2017 Grade 5, Step 6 + 2.5%L \$45,391.73
Mueller, Gary Network Specialist III/ ITS/ District	Effective: January 1, 2017 Grade 19, Step 6 + 3PG (1500) + 10%L \$98,912.13
Nevils, Marcelina Administrative Secretary/ ITS/ District	Effective: February 1, 2017 Grade 12, Step 6 + 1PG (500) + 5%L \$62,931.00
Reza, Juan Custodian/ Admin. Services/ SCC	Effective: January 1, 2017 Grade 4, Step 6 + 5%SW + 10%L \$49,301.03
Shirley, Jacqueline Intermediate Clerk/ Counseling /SAC	Effective: January 1, 2017 Grade 5, Step 6 + 2.5%L \$45,391.73
Treat, Amy DSPS Specialist/ DSPTS/ SAC	Effective: March 1, 2017 Grade 11, Step 6 + 2.5%L \$57,888.81

Professional Growth Increment

Carpenter, Amanda Student Program Specialist/ DSPTS/ SCC	Effective: March 1, 2017 Grade 10, Step 3 + 2PG (1000) \$47,705.24
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Out of Class Assignment

Lordanich, Joseph  
District Safety Sergeant/ District  
Supervisory

Effective: 01/01/17 – 03/31/17  
Grade K, Step 1 \$68,427.13

Change in Position

Andrade, Jose  
From: Instructional Center Tech./ School  
of Continuing Education/ SAC  
To: Sr. Account Clerk (CL16-0884)  
Orange Education Center/ SCC

Effective: February 13, 2017  
Grade 10, Step 5 + 6PG (3000)  
\$54,470.03

Garbis, Tiffany  
From: Curriculum Specialist/ Academic  
Affairs/SCC  
To: Graduation Specialist (CI16-0876)  
Admissions & Records/ SCC

Effective: January 12, 2017  
Grade 14, Step 4 + 2.5%L + 7PG (2000)  
\$66,679.30

Selby, Nadine  
From: Admissions & Records Spec III/  
SCC  
To: Administrative Secretary (CL16-0888)  
Arts, Humanities & Soc. Sci./ SCC

Effective: January 23, 2017  
Grade 12, Step 6 + 5%L + 6PG (3000)  
\$65,431.00

Leave of Absence

Torres, Esmeralda  
Intermediate Account Clerk/ Fiscal  
Services/ District

Effective: 01/06/17 – 03/03/17  
Reason: Maternity Leave

Ratification of Resignation/Retirement

Restivo, Julie  
Executive Secretary/ Student Services/  
SCC

Effective: February 28, 2017  
Reason: Retirement

**CLASSIFIED HOURLY**

New Appointments

Box, Shelly  
General Office Clerk (CL16-0857)  
EOPS/ SAC

Effective: January 3, 2017  
19 Hours/Week 12 Months/Year  
Grade 3, Step A \$15.57/Hour

**CLASSIFIED HOURLY cont'd**

New Appointments

Hoang, Lisa  
Counseling Assistant (CL16-0840)  
Counseling/ SAC

Effective: January 3, 2017  
19 Hours/Week 12 Months/Year  
Grade 5, Step A \$16.60/Hour

Moran Carrasco, Carlos  
Instructional Assistant (CL16-0799)  
School of Continuing Education/ SAC

Effective: January 23, 2017  
Up to 19 Hours/Week School Session  
Grade 5, Step A + 2.5% Bil \$17.02/Hour

Temporary to Hourly Ongoing

Gama Guillen, Daisy  
Instructional Assistant-DSPS (CL16-0879)  
DSPS/ SCC

Effective: February 10, 2017  
Up to 19 Hour/Week School Session  
Grade 6, Step A \$17.20/Hour

Garcia Sandoval, Reyna  
Instructional Assistant-DSPS (CL16-0879)  
DSPS/ SCC

Effective: February 8, 2017  
Up to 19 Hours/Week School Session  
Grade 6, Step A \$17.20/Hour

Lu, Leslie  
Admissions Assistant (CL16-0851)  
School of Continuing Education/ SAC

Effective: January 9, 2017  
Up to 19 Hours/Week School Session  
Grade 3, Step A \$15.57/Hour

Maldonado Apaez, Lizbeth  
Instructional Assistant-DSPS (CL16-0879)  
DSPS/ SCC

Effective: February 6, 2017  
Up to 19 Hours/Week School Session  
Grade 6, Step A \$17.20/Hour

Pineda, Catherine  
Instructional Assistant-DSPS (CL16-0879)  
DSPS/ SCC

Effective: February 7, 2017  
Up to 19 Hours/Week School Session  
Grade 6, Step A \$17.20/Hour

Price, Jeanora  
Instructional Assistant-DSPS (CL16-0879)  
DSPS/ SCC

Effective: February 9, 2017  
Up to 19 Hours/Week School Session  
Grade 6, Step A \$17.20/Hour

Change in Position

Ahumada, Edith  
From: General Office Clerk/ Health  
Science & Math/ SAC  
To: Student Services Specialist  
(CL16-0862) Student Dev./ SCC

Effective: February 1, 2017  
19 Hours/Week 12 Months/Year  
Grade 10, Step A \$20.28/Hour

Longevity Increments

Clayton, Joe District Safety Officer/ District	Effective: January 1, 2017 Grade 9, Step A + 6PG (1500) + 2.5%L \$19.89/Hour + \$125.00/Mo. PG
Herrera, Daniel Instructional Assistant/ Humanities & Soc. Sci./ SAC	Effective: February 1, 2017 Grade 5, Step A + 2.5%L \$17.02/Hour

Out of Class Assignment

Madrigal, Maria Administrative Secretary/ DMC/ Educ. Services	Effective: 01/01/17 – 06/30/17 Grade 12, Step A \$22.28/hour
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Leave of Absence

Lomeli, Elizabeth Student Services Specialist/ Student Affairs/ SAC	Effective: 12/12/16 – 02/05/17 Reason: Maternity Leave Effective: 12/12/16 – 03/06/17 Reason: Parental Leave
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Ratification of Resignation/Retirement

Fantone, Calvin Learning Facilitator / Humanities & Soc. Sci./ SAC	Effective: February 5, 2017 Reason: Resignation
Felipe, Robert Instructional Assistant/ OEC/ SCC	Effective: February 8, 2017 Reason: Resignation
Kay, Highlong Student Services Specialist/ Student Services/ SAC	Effective: January 13, 2017 Reason: Resignation
Vazquez, Evelyn District Safety Officer/ District	Effective: January 27, 2017 Reason: Resignation



*Additional Hours for Ongoing Assignment*

Box, Shelly General Office Clerk/ EOPS/ SAC	Effective: 02/07/17 – 06/30/17 Not to exceed 19 consecutive days in any given period.
Cervantes, Cynthia Student Services Coord./ Counseling/ SAC	Effective: 08/01/16 – 06/30/17 Not to exceed 19 consecutive days in any given period.
Chase, Britney Counseling Assistant/ Counseling/ SCC	Effective: 01/09/17 – 06/30/17 Not to exceed 19 consecutive days in any given period.
Felipe, Robert Instructional Assistant/ Continuing Educ./ SCC	Effective: 11/21/16 – 01/06/17 Not to exceed 19 consecutive days in any given period.
Flores, Maria Instructional Assistant/ Continuing Educ./ SCC	Effective: 01/03/17 – 06/30/17 Not to exceed 19 consecutive days in any given period.
Gandarilla, Aurea Intermediate Clerk/ Counseling/ SAC	Effective: 12/05/16 – 06/30/17 Not to exceed 19 consecutive days in any given period.
Garcia, Francisco Instructional Assistant/ Continuing Educ./ SCC	Effective: 01/03/17 – 06/30/17 Not to exceed 19 consecutive days in any given period.
Martinez Mendoza, Elvira Counseling Assistant/ Counseling/ SCC	Effective: 01/09/17 – 06/30/17 Not to exceed 19 consecutive days in any given period.
Requena Ramirez, Raquel Career Tech./ Counseling/ SAC	Effective: 12/12/16 – 06/30/17 Not to exceed 19 consecutive days in any given period.
Villa, Jessica Instructional Assistant/ Continuing Educ./ SCC	Effective: 01/03/17 – 06/30/17 Not to exceed 19 consecutive days in any given period.

Substitute Assignments

Chen, Elise Admissions Assistant/ School of Continuing Education/ SAC	Effective: 01/20/17 – 06/30/17
Coney, Sara Student Services Coord./ Counseling/ SAC	Effective: 11/15/16 – 12/06/16
Garcia, Patricia Intermediate Clerk/ Continuing Educ./ SCC	Effective: 01/09/17 – 02/06/17
Hernandez, Jesus Skilled Maintenance Worker/ Admin. Services/ SCC	Effective: 12/01/16 – 06/30/17
Jordan, Gregory Instructional Assistant/ School of Continuing Education/ SAC	Effective: 01/09/17 – 03/17/17
Kelly, Tracie Intermediate Account Clerk/ Fiscal Services/ District	Effective: 01/09/17 – 03/03/17
Lu, Leslie Admissions Assistant/ School of Continuing Education/ SAC	Effective: 12/19/16 – 12/20/16
Madrigal, Maria Administrative Secretary/ DMC/ Ed. Services	Effective: 01/01/17 – 06/30/17
Prado Cejar, Sergio Custodian/ Admin. Services/ SAC	Effective: 01/10/17 – 04/30/17
Scholz, Lauren Sports Information Coord./ Kinesiology/ SAC	Effective: 01/06/17 – 05/05/17
Soto, Roxzel Purchasing Clerk/ Purchasing/ District	Effective: 02/01/17 – 03/31/17

**MISCELLANEOUS POSITIONS**

Azpeitia, Brenda Child Dev. Intern III/ Child Dev. Services/ SCC	Effective: 01/01/17 – 06/30/17
Bell, Zachary Coaching Assistant/ Kinesiology/ SAC	Effective: 01/30/17
Griego, Ariana Model/ Fine & Performing Arts/ SAC	Effective: 02/13/17 - 06/30/17
Mathis, Micah Coaching Assistant/ Kinesiology/ SAC	Effective: 02/07/17
Morgan, Anaisa Community Services Presenter/ SCC	Effective: 01/17/17
Morrison, Gloria Facility Planner II/ District Safety / District	Effective: 01/27/17 – 03/31/17
Rodriguez, Selena Clerical Assistant/ Human Resources/ District	Effective: 01/10/17 – 06/30/17

*Instructional Associates/Associate Assistants*

**Criminal Justice**

Perez, Ricardo	Effective: 02/07/17
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**COMMUNITY SERVICE PRESENTERS**

*Stipends Effective November 11 – December 12, 2016*

Boggio Wooldridge, Alexandria	Amount: \$ 280.00
Bradley, Sabrina	Amount: \$ 423.00
Dewberry Dorianne	Amount: \$ 647.28
Diebolt Price, Julie	Amount: \$ 368.88
Dumon, Dori	Amount: \$ 280.00

**COMMUNITY SERVICE PRESENTERS cont'd**  
Stipends Effective November 11 – December 12, 2016

Famolaro, Felix	Amount: \$ 2,191.00
Figueroa, Miguel	Amount: \$ 650.86
Friebert, Martin	Amount: \$ 660.00
Fischermilitaru, Mariana	Amount: \$ 745.00
Goldman, Deborah	Amount: \$ 208.80
Krusemark, Leeanne	Amount: \$ 142.51
Mack, Karen	Amount: \$ 82.13
Nolasco, Jeffrey	Amount: \$ 360.00
Raslan, Nayrouz	Amount: \$ 3,549.00
Rivera, Rodrigo	Amount: \$ 123.19
Rudd, James	Amount: \$ 1,677.90
Smith, Roberta	Amount: \$ 877.50
Tran, Chi	Amount: \$ 371.86
Truong, Lee Lee	Amount: \$ 910.00
Williams, Ronald	Amount: \$ 639.20

Stipends Effective December 11 – January 12, 2017

English, Noemi	Amount: \$ 1,250.00
Famolaro, Felix	Amount: \$ 1,200.00
Jackson, Michelle	Amount: \$ 36.20
Nguyen, Quynh	Amount: \$ 110.92
Rivera, Rodrigo	Amount: \$ 221.84



				<i>Attachment #1</i>
<b>RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT</b>				
<b>MISCELLANEOUS PAY SCHEDULE 2016 - 2017</b>				
<b>PROFESSIONAL EXPERTS:</b>				
<b>CHILD DEVELOPMENT</b>				
<b>Child Care Associate I</b>			<b>(Effect: 1/1/17)</b>	<b>\$10.50</b>
Child Care Associate II			(Effect: 7/1/09)	\$12.00
Child Care Associate III			(Effect: 7/1/09)	\$15.00
<b>Child Development Intern I</b>			<b>(Effect: 1/1/17)</b>	<b>\$10.75</b>
Child Development Intern II			(Effect: 1/1/16)	\$11.25
Child Development Intern III			(Effect: 1/1/16)	\$12.25
Child Development Center Associate Substitute Teacher			(Effect: 1/1/08)	\$13.00
Child Development Center Substitute Teacher			(Effect: 1/1/08)	\$17.50
EdUPlay Coordinator			(Effect: 7/1/09)	\$25.00
<b>COMMUNITY SERVICES</b>				
Community Services Presenter I			(Effect: 1/24/00)	\$38.50
Community Services Presenter II			(Effect: 1/24/00)	\$42.00
Community Services Presenter III			(Effect: 8/27/96)	\$100/stipend unit
<b>CONTRACT EDUCATION</b>				
Presenter I			(Effect: 1/1/07)	\$29.50
Presenter II			(Effect: 1/1/07)	\$39.00
Presenter III			(Effect: 1/1/07)	\$52.20
Presenter IV			(Effect: 1/1/07)	\$63.00
Presenter V			(Effect: 1/1/07)	\$68.25
<b>INSTRUCTIONAL SUPPORT</b>				
Coaching Assistant			(Effect: 8/19/14)	\$18.00
Instructional Associate Assistant				
Exercise Science/ Fine & Perf. Arts/ Real Est.			(Effect: 1/1/07)	\$22.00
Criminal Justice/Fire Technology/Basic Skills/OTA			(Effect: 7/1/12)	\$25.00
Instructional Associate				
Exercise Science/ Fine & Perf. Arts/ Real Est.			(Effect: 1/1/07)	\$30.00
Criminal Justice/Fire Technology/Nursing			(Effect: 1/1/07)	\$35.00
Real Time Captionist I			(Effect: 8/1/10)	\$27.00
Real Time Captionist II			(Effect: 8/1/10)	\$32.00
Real Time Captionist III			(Effect: 8/1/10)	\$40.00
Sign Language Interpreter I			(Effect: 8/1/10)	\$18.00
Sign Language Interpreter II			(Effect: 8/1/10)	\$20.00
Sign Language Interpreter III			(Effect: 8/1/10)	\$25.00
Sign Language Interpreter IV			(Effect: 8/1/10)	\$30.00
Sign Language Interpreter V			(Effect: 8/1/10)	\$36.00
Sign Language Interpreter VI			(Effect: 8/1/10)	\$40.00
Sign Language Interpreter VII			(Effect: 8/1/10)	\$45.00
<b>SMALL BUSINESS DEVELOPMENT CENTER</b>				
Business Expert Professional			(Effect: 7/1/04)	\$40.00
Business Expert Professional II			(Effect: 04/17/07)	\$45.00
<b>MISCELLANEOUS</b>				
<b>Clerical Assistant</b>			<b>(Effect: 1/1/17)</b>	<b>\$10.50</b>
Facility Planner I			(Effect: 1/1/07)	\$75.00
Facility Planner II			(Effect: 7/1/08)	\$115.00
Health Educator			(Effect: 1/1/07)	\$23.00
<b>Model</b>			<b>(Effect: 02/01/17)</b>	<b>\$26.00</b>
Physician/Psychiatrist			(Effect: 1/1/16)	\$90.00
Pre-Employment Articulation Testing			(Effect: 7/1/96)	\$24.50
Scorekeeper			(Effect: 1/1/07)	\$15.00
Regional Consortia Chair			(Effect: 7/1/13)	\$68.00
<b>Residential Assistant I</b>			<b>(Effect: 1/1/17)</b>	<b>\$10.50</b>
Residential Assistant II			(Effect: 1/1/16)	\$11.00
Residential Assistant III			(Effect: 6/18/13)	\$12.00
Site Director I			(Effect: 02/01/16)	\$45.55
Site Director II			(Effect: 02/01/16)	\$51.06
Sports Information Assistant			(Effect: 1/1/07)	\$20.00
Stage Assistant			(Effect: 1/1/07)	\$18.00
Translator			(Effect: 1/1/07)	\$35.00
<b>STUDENT WORKERS</b>				
<b>Student Assistant I</b>			<b>(Effect: 1/1/17)</b>	<b>\$10.50</b>
Student Assistant II			(Effect: 1/1/16)	\$10.75
Student Assistant III			(Effect: 1/1/16)	\$11.50
Student Assistant IV			(Effect: 1/1/16)	\$12.25
Student Assistant V			(Effect: 1/1/16)	\$13.00
Student Assistant VI			(Effect: 1/1/16)	\$14.25

Board approved: 02/06/17

Attachment #2

Rancho Santiago Community College District CALIFORNIA SCHOOL EMPLOYEE'S ASSOCIATION INTERIM HOURLY SALARY SCHEDULE Effective: JULY 1, 2016						
GRADE	STEP 1	2.50%	5.00%	7.50%	10.00%	12.50%
C	\$10.50	\$10.76	\$11.03	\$11.29	\$11.55	\$11.81
B	\$12.43	\$12.74	\$13.06	\$13.37	\$13.67	\$13.99
A	\$14.27	\$14.63	\$14.98	\$15.34	\$15.69	\$16.05
1	\$14.73	\$15.10	\$15.46	\$15.83	\$16.20	\$16.57
2	\$15.14	\$15.52	\$15.89	\$16.28	\$16.66	\$17.03
3	\$15.57	\$15.97	\$16.35	\$16.74	\$17.14	\$17.52
4	\$16.08	\$16.49	\$16.89	\$17.29	\$17.70	\$18.09
5	\$16.60	\$17.02	\$17.43	\$17.85	\$18.26	\$18.68
6	\$17.20	\$17.63	\$18.06	\$18.49	\$18.92	\$19.35
7	\$17.89	\$18.34	\$18.78	\$19.23	\$19.68	\$20.13
8	\$18.61	\$19.08	\$19.55	\$20.01	\$20.47	\$20.94
9	\$19.40	\$19.89	\$20.36	\$20.85	\$21.34	\$21.82
10	\$20.28	\$20.79	\$21.30	\$21.80	\$22.31	\$22.81
11	\$21.18	\$21.71	\$22.24	\$22.77	\$23.30	\$23.83
12	\$22.28	\$22.85	\$23.40	\$23.95	\$24.51	\$25.07
13	\$23.46	\$24.05	\$24.64	\$25.23	\$25.81	\$26.40
14	\$24.73	\$25.34	\$25.97	\$26.58	\$27.20	\$27.82
15	\$26.12	\$26.78	\$27.42	\$28.08	\$28.73	\$29.38
16	\$27.71	\$28.40	\$29.10	\$29.79	\$30.48	\$31.17
17	\$29.34	\$30.08	\$30.81	\$31.54	\$32.27	\$33.01
18	\$31.15	\$31.92	\$32.71	\$33.49	\$34.26	\$35.04
19	\$33.21	\$34.04	\$34.87	\$35.70	\$36.53	\$37.36
20	\$35.47	\$36.36	\$37.24	\$38.14	\$39.02	\$39.90
21	\$37.92	\$38.87	\$39.82	\$40.77	\$41.71	\$42.66
22	\$41.15	\$42.18	\$43.21	\$44.24	\$45.27	\$46.29
Based on 12 Month/Year						
Service Recognition:			Differential Pay:			
10 Years	2.5%		Bilingual Requirement		2.5%	
15 Years	5.0%					
20 Years	7.5%					
25 Years	10 %					
30 Years	12.50%					
Minimum Wage Adjustment Effective 1/1/17						
Board Approved: February 6, 2017						

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Human Resources

To:	Board of Trustees	Date: February 6, 2017
Re:	Approval of Non-Credit Instructional Calendar (2017-2018)	
Action:	Request for Action	

**BACKGROUND**

In conjunction with the Faculty Association of Rancho Santiago Community College District (FARSCCD) and the Continuing Education Faculty Association (CEFA), the 2017-2018 non-credit instructional calendar has been developed.

**ANALYSIS**

The calendar has been developed in accordance with the FARSCCD and CEFA contracts and relevant Title 5 regulations.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2017-2018 Non-Credit Instructional Calendar.

Fiscal Impact: None	Board Date: February 6, 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	

**RSCCD NON-CREDIT INSTRUCTIONAL CALENDAR 2017 - 2018**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>AUGUST</b>	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
<b>SEPTEMBER</b>	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
<b>OCTOBER</b>	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
<b>NOVEMBER</b>	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
<b>DECEMBER</b>	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
<b>JANUARY</b>	31	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2	3
<b>FEBRUARY</b>	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	1	2	3
<b>MARCH</b>	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
<b>APRIL</b>	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
<b>MAY</b>	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
<b>JUNE</b>	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
<b>JULY</b>	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
<b>AUGUST</b>	5	6	7	8	9	10	11

*Faculty Projects: August 21-25*

**Session 1: Instruction Begins August 28**  
*Labor Day: September 4*

*Veterans Day: November 10*

*Thanksgiving Break: November 20-25*

**End Fall 2017 Session - Decemember 21**

*Winter Recess: December 23 January 2*

*Faculty Projects: Jan 3, 4, & 5*

**Session 2: Instruction Begins January 8**  
*Martin Luther King Day: January 15*

*Lincoln's Birthday: February 16*  
*President's Day: February 19*

*Cesar Chavez Day Observed: March 30*  
*Spring Break April 2-7 (Subject to Change)*

*OEC Commencement: May 24*  
*CEC Commencement: May 25*

**End Spring 2017 Session - May 24**

*Memorial Day: May 28*

**Summer Session: May 29**

*Independence Day Observed: July 4*

**End Summer Session - August 2**

*Revised: 01/23/17 DRAFT*

RSCCD noncredit programs operate on an open-entry/open-exit year-round calendar. Term dates may be adjusted throughout the academic year in response to changing district, site and student needs.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Adoption of Resolution Authorizing Payment to Trustee Absent from Board Meeting**

Resolution No. 17-02

**Whereas**, California Education Code Section 72024(5d) provides that “a member (of the Board of Trustees) may be paid for any meeting when absent if the Board by Resolution duly adopted and included in its minutes find that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board,” and

**Whereas**, on January 9, 2017, the Board of Trustees of the Rancho Santiago Community College District held a regular board meeting; and

**Whereas**, Trustee Lawrence “Larry” R. Labrado was not present at the board meeting;  
and

**Whereas**, the board has determined that Trustee Labrado’s absence was due to illness;

**NOW, THEREFORE, BE IT RESOLVED** that Trustee Labrado shall be paid at the regular rate of compensation for the board meeting on January 9, 2017.

Dated this 6<sup>th</sup> day of February 2017.

Ayes:  
Noes:  
Absent:  
Abstain:

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Adoption of Resolution Authorizing Payment to Trustee Absent from Board Meetings**

Resolution No. 17-03

**Whereas**, California Education Code Section 72024(5d) provides that “a member (of the Board of Trustees) may be paid for any meeting when absent if the Board by Resolution duly adopted and included in its minutes find that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board,” and

**Whereas**, on January 9, 2017, the Board of Trustees of the Rancho Santiago Community College District held a regular board meeting; and

**Whereas**, Trustee Arianna P. Barrios was not present at the board meeting; and

**Whereas**, the board has determined that Trustee Barrios’ absence was due to illness;

**NOW, THEREFORE, BE IT RESOLVED** that Trustee Barrios shall be paid at the regular rate of compensation for the board meeting on January 9, 2017.

Dated this 6<sup>th</sup> day of February 2017.

Ayes:  
Noes:  
Absent:  
Abstain:

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Human Resources

To:	Board of Trustees	Date: February 6, 2017
Re:	Rejection of Claim	File # EMP1603216
Action:	Request for Authorization	

The district's claims administrator recommends that the Board of Trustees authorize the Chancellor, or designee, to reject claim # EMP1603216.